Dear Tomlin families:

It is my honor to be able to serve as your Principal here at Tomlin Middle School. Our team has been preparing throughout the summer to build an incredible year for our Tigers! The construction crews have been working hard over these past few months to help ensure we have a safe and beautiful campus. We can’t wait to show it off!

Here at Tomlin, we believe it is our duty and privilege to provide the highest level of education your students will see. This year we declare, “This is OUR story!” We are all coming in with different stories and experiences. What’s exciting about 6th-8th grade is that we have the opportunity to create a positive trajectory for our students during the most important years of their young lives! Together, we will unite and continue to focus on all of the great things that have made Tomlin what it is over these past 70 years!

This year, we will focus on standards-aligned instruction through impactful planning, delivery, and assessment. We stand by the true belief that what happens in that classroom is EVERYTHING. Our teachers are going to create experiences each day that not only connect your child to the content, but develop them into an amazing person!

This newsletter will include important information to help you and your family start the year off strong. Your child will also receive important information on the first day (August 10th). Tomlin will continue a mandatory school uniform. The required uniform shirts are available online - https://tomlinptsa.memberhub.com/store?limit=21&live=true!

You are invited to attend our Open House on Tuesday, August 8th, from 2:30pm-4:30pm. This is an opportunity to meet your child’s teachers, locate their classes, become familiar with our campus, and join our incredible PTSA. We invite all of our parents to partner with us as we all work together for the success of our students.

Here at Tomlin we are excited and eager to answer any questions you have along the way. Do not hesitate to reach out. We can’t wait for this year, and look forward to seeing you all soon…GO TIGERS!!!

Sincerely,

Matthew Johnson
Principal
Open House Information  
Tuesday, August 8th, 2023 – 2:30pm-4:30pm

Parking is available on the bus ramp, north end of the school, Agriculture field (off Edwards), and parking lot across from the front entrance. Be sure to stop by the Cafeteria for our Elective Expo to learn about the exciting elective courses & programs, as well as our many athletic programs. We will also be holding a Family Scavenger Hunt to better help our students learn important areas around our school!

- All students will pick up their schedules in their assigned Homeroom that will be posted in the hallways throughout the school. Our Administration and Student Services Team will be out in the halls to help guide your family to the appropriate locations.
- School Uniform and Spirit Shirts will be on sale throughout the evening.

SCHOOL SUPPLIES

On the first day of school students will bring home a first day packet containing valuable information, including several forms that will need to be completed, signed, and returned to the student’s Homeroom teacher by Monday, August 14th. Students will need basic school supplies such as paper, pens, two pocket folders, highlighters, pencils for classes. However, they will get a specific list from each teacher on the first day of school and Open House.
Attendance
When your child is absent, please call our Attendance Line & leave a detailed message so that we can mark the student accurately. (813) 757-9400

School Counselors
6th Grade – Ms. Cortes
Nancy.Cortes@hcps.net
7th Grade – Ms. Hood
Lisa.Hood@hcps.net
8th Grade – Ms. Lewis
Iris.Lewis@hcps.net

FortifyFL
Download the FortifyFL App or go to www.GetFortifyFL.com to report suspicious activity. It will allow you to instantly relay information to appropriate law enforcement agencies & school officials.

Athletic Packets
All students interested in participating in extra-curricular sports will need to be cleared through the HCPS guidelines.
www.hillsboroughschools.org/athleticforms

Kelly Services
Join us as a Substitute Teacher! Come play a crucial role on our campus!
www.mykelly.com/local-jobs/substitute-jobs-hillsborough-county-public-schools/

Assistant Principals
6th Grade – Ms. Hosenbackez
Michelle.Hosenbackez@hcps.net
7th Grade – Dr. Keels
Donn.Keels@hcps.net
8th Grade – Ms. Westover
Jessica.Westover@hcps.net

Report Card / Family Portal
Check your child’s Report Cards & State Assessment Scores when made available.
www.reportcards.sdhc.k12.fl.us

Volunteer Information
Join us as a volunteer! We would love to have you on our campus when able!
www.hillsboroughschools.org/volunteer

Check out Hillsborough County Public Schools’ Parent Resource Page for more information!
www.hillsboroughschools.org/parents
First Day Locations
Student can view their Homeroom via Canvas. Students’ Homerooms are organized by grade/alpha & will be posted throughout the school for Open House and our opening days. In Homeroom, students will stand for the Pledge of Allegiance and a Moment of Silence. They will also be able to hear important information broadcast from our TV Production Team!

TOMLIN INFORMATION
Our school day is from 9:35 a.m. until 4:30 p.m. Please DO NOT DROP OFF students before 9:10 a.m. Students who need to be dropped off before 9:10 a.m. must be enrolled in our HOST Program or Boys & Girls Club (Free Program limited capacity) STUDENTS ARE NOT SUPERVISED PRIOR TO 9:10. All students are to report to school before the 9:35 tardy bell and remain at school until the final bell. Students may leave school grounds only when signed out by a parent or guardian in the main office. Every Monday is early release; students will be dismissed at 3:30 p.m.

HOST – Hillsborough County Public Schools Out-of-School Time Programs
Program fees are approved by the school district. The program accepts Federal Government Subsidized Child Care Vouchers and are staffed by district certified teachers. All students are carefully supervised and are only released to authorized persons indicated on the family registration form. Contact our offices for more information.

Bus Information
Bus Schedules will be available on the Tomlin Website at http://tomlin.mysdch.org. They will also be available at Open House and in the Main Office at Tomlin. The Transportation Department for Hillsborough County can be reached at (813)982-5500 5am-6pm. Parents may also go to hillsboroughschools.org for more information under transportation services. All Students will be picked up at designated bus stops the first day of school. If a student is not on the roster for that bus, the student will be called to the office. Students can only ride the bus assigned to their address. Students cannot ride a different bus to go to a second parent or friend's home.

ATTENDANCE
Attendance at school every day is a necessity to student success. Attendance will be taken in all seven classes. To achieve perfect attendance, students must be at school all day, every day. When students are absent, they miss valuable instructional time that cannot be made up.

TARDIES
To be on time for school, students should be on campus by 9:35 for official attendance. If students arrive after 9:35 a.m., a parent will need to sign them in through the main office. Please provide dental or medical notes to excuse their tardy (all other tardies will be unexcused). When a student is late to their class repeatedly, there will be disciplinary consequences. Being on time is one of those skills to prepare students for life. The passing time between classes is four minutes. This is ample time to go to the restroom and get to their next class; this does not allow for socializing. Habitual tardiness is a hindrance to the student’s educational progress and a distraction and disturbance to the instructional program. Tomlin will continue to hold students accountable when they do not make it to their next class on time, ready to learn.

PROCEDURES FOR REPORTING ABSENCES
• It is the responsibility of each student’s parent or guardian to call the school by 11:00 a.m. on EACH DAY of an absence. For the absence to be excused, the school must be notified within 72 hours (about 3 days) of the absence. Please call 757-9400----Option #1 .................leave reason for absence, child's name, and grade level.
• Parents and guardians are to follow this procedure for EACH absence.
• If your child needs to be absent for a reason other than illness, a pre-arranged absence should be initiated by the parent through the assistant principal’s office at least three (3) days in advance.
**Sign-Out** - When your student checks out, the parent must go to Front Entry Area with photo ID and sign the student out. Students will not be allowed to leave with anyone not listed on the emergency card. We CANNOT check out students after 3:40 p.m. Tuesday – Friday or 2:40 p.m. on Monday.

**Cafeteria** - A free breakfast is provided to all students, which is served from 9:10 – 9:30 am. Students will also be provided with a free lunch each day during their assigned lunch period. Tomlin also offers an a la carte menu (pizza, chicken fingers) as well as healthy meals (yogurt, salad, sandwiches/wraps).

**Fees** – Band and Art may have additional fees to cover uniform, instrument rental or supplies.

**UNIFORM Shirt and Spirit shirt SALE IS NOW ONLINE.**

**Emergency Contacts** – Parents must furnish the school with a current email and a daytime telephone number where they can be reached if their child becomes ill or injured at school. Students will be allowed to leave school only if you (or the persons you designate on the emergency card) pick them up. Parents should also check to make sure all information on the emergency card is accurate. These cards will be sent home when they arrive at school. Only persons listed as emergency contact will be allowed to check students out of school. Only the primary guardian will be able to make changes to the emergency card.

**Bicycles/Skateboards** - All students riding bicycles must bring a lock and lock their bicycle to the bike rack during school hours. Skateboards are **NOT** permitted on campus or busses.

**Books and Personal Property**
- Books and personal property should not be left unattended. When textbooks are found, they will be returned to the classroom teachers. Lost or damaged books must be paid for by the student to whom the book is issued. *Tomlin will not be responsible for lost or damaged personal items brought to school.* Electronic devices such as game systems, mp3 players, blue tooth speakers and iPods are not permitted to be in use on campus.
- *School board policy states that cell phones and other electronic devices including EAR BUDS are not to be used on campus unless directed by a teacher for instructional purposes.* Cell phones or electronic devices that are being used during the school day without permission will be taken for parent pick-up.
- Mark all water bottles, books, purses, billfolds, jackets, coats, etc. with your child's name.

**Immunization Requirements**
For all students entering the 6th grade, the immunization record must show that the student has met the minimal state requirement.
- 5 DPT (diphtheria, pertussis, tetanus)
- 4 Polio
- 2 MMR (measles, mumps, rubella)
- Hepatitis B series

For students entering 7th and 8th grade, the immunization record must show that the student has met the requirements stated above as well as:
- 1 TDAP Booster (tetanus, diphtheria, pertussis)

Contact your doctor or the Hillsborough County Public Health unit (813-757-3840) to receive these
immunizations. If this applies to your child, please attend to this matter immediately. Any 6th or 7th grade student not in compliance with this state requirement will be refused entry on the FIRST DAY of school.

**Medication**

- Whenever possible, medication schedules should be arranged so all medication is given at home.
- Only prescription medication will be administered at the clinic. Over the counter or sample medication must be accompanied by orders from the physician. If the medication requires equipment for administration (cup, spoon, or dropper) the parent is responsible for supplying the articles, labeled with student's name. The label must indicate the student’s name, name of medication, physician’s name, dosage (amount) and time (frequency).
- Medication must be delivered to the school clinic in the container in which it was purchased (dispensed) by the parent/or another responsible adult. New parental authorization forms will be requested periodically.
- A separate supply of medication must be kept at school. Medication will not be transported between home and school on a daily or weekly basis. When medication is discontinued (or left at the end of the school year), it will be destroyed.

**STUDENT DROP OFF/PICK UP PROCEDURES**

**Morning Drop Off – Beginning at 9:10 a.m. Students dropped off earlier must be enrolled in the HOST Program or Boys & Girls Club. Students not enrolled in supervised programs are not allowed to be on campus until 9:10.**

7th/8th grade parents will drive west on Oak Street and drop off their student in the parking spaces that line the south side of our campus (along the tennis courts, basketball court and gym). We unload 10 cars at a time. Students will walk across the basketball courts to their designated area. Cars will then proceed to Edwards where they can turn right (north) to Hwy 92 or turn left (south) to Hwy 574. **Parents may park in the lot across from the front of the school to drop off. Do not stop in the road on Woodrow Wilson or W. Risk St. to drop your child off or at the cross walk. This stops traffic from moving and causes a traffic jam.** We also have a 6th grade drop off area in the NW parking lot across from the AG field. 6th grade parents may line up on Risk St. Facing East. Multiple students? Choose one line or the other and make sure child knows which one to use.

**Afternoon Pickup**

We encourage students to ride the bus home as our busses leave the ramp by 4:40 most afternoons. However, if you decide to pick them up, please do not arrive before 4:00 p.m. and be patient. **Car Rider Line** is completed usually by 4:45 p.m. Parents will line up headed west on Oak Street in the parking spaces on the south side of the school and continue lining up down Oak Street back toward Bryan Elementary. Students will wait on the basketball courts until parents pull into the parking areas to get in their car. After loading, parents will proceed west on Oak to Edwards where they will be allowed to turn left (south) to Hwy 574 or continue west 1 block to Ritter to turn right to get to Hwy 92. **Parents will be unable to turn right on Edwards due to bus dismissal. 6th Grade P/U lot is in the NW parking lot. Parents for 6th grade lot may form a line down Risk Street. Rainy day Procedures – If it is raining at dismissal, students will be held in the gym then moved to the bus ramp where there is shelter once the buses vacate it. 6th Grade P/U Line will remain under cover walkway then walk out to the lot.

***If your child walks off campus to be picked up or at Bryan track, please remember that we cannot provide security or be responsible for incidents that occur after leaving campus. We encourage all students to be picked up at the car lines where there is adult supervision. Please do not pick your student up at the Taco Bell or Dollar General.***

**DRESS CODE STANDARDS AND RULES**

To facilitate learning, Tomlin students should wear clothing that is comfortable and follows our Uniform Policy. Tomlin does have a mandatory Dress Code Policy. Please see our website for more information on the requirements. Please see below.
1. Pajama pants shall not be worn.

1. Tomlin Uniforms shirts, Sprit or Club shirts only.

2. No miniskirts, mini dresses or short shorts will be permitted. Hemlines must be no more than 2 inches above the knee.

3. All pants and shorts shall be secured at the waist.

   Head coverings are not allowed. No hats, bandannas, beanies, cat ears, or sunglasses are permitted. (Except at PE)

4. Garments and/or jewelry which display or suggest sexual, racial, vulgar, drug, gang, tobacco, or alcohol-related wording or graphics, or any message or symbol that may tend to provoke violence or cause a school disruption will not be allowed.

5. **No holes, rips, or tears in shorts or jeans.**

6. Underwear shall not be visible.

**IMPORTANT**

Dress code is checked daily in 1st period. Students not in compliance will have to have a parent bring a change of clothes or sit in ISS all day. Parents, please monitor and assist with dress code standards. Repeat offenders will be assigned disciplinary consequences. **Above policies will be enforced by the administration and staff.**
Tomlin Dress Code

**Allowable Tops**

Colors: Tomlin shirts with school logo or Solid White or Black (no logo) with hem at mid-hip or lower Tomlin Spirit or Club shirts

Styles: Cotton or Dri-Fit options available

Tomlin Hoodies are permitted, but, students must keep them off of their head while at school.

**Allowable Bottoms**

Colors: Khaki, Gray, Black, Denim

Styles: Shorts, Athletic Shorts & Pants & Jeans

(No holes, rips or tears allowed.) Bottoms must be secured at waist.

**Uniform and Spirit Shirts Sales**

Short or Long Sleeve Shirts & Hoodies will be for sale beginning in early August and select Fridays throughout the school year.

Prices will be between $8-$20

Students are expected to be in full dress code daily.
Parents will be contacted if students are out of dress code.
# 2023-2024 Student Academic Calendar

**School Board Approved 9/20/22**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students’ First Day of School</td>
<td>Thursday, August 10, 2023</td>
</tr>
<tr>
<td>Labor Day/Non-Student Day</td>
<td>Monday, September 4, 2023</td>
</tr>
<tr>
<td>End of 1st Grading Period</td>
<td>Thursday, October 12, 2023</td>
</tr>
<tr>
<td>Non-Student Day</td>
<td>Monday, October 16, 2023</td>
</tr>
<tr>
<td>Veterans Day Observed/Non-Student Day</td>
<td>Friday, November 10, 2023</td>
</tr>
<tr>
<td>Fall Break/Non-Student Days</td>
<td>Monday, November 20 - Friday, November 24, 2023</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>Monday, November 27, 2023</td>
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<tr>
<td>End of 2nd Grading Period</td>
<td>Friday, December 22, 2023</td>
</tr>
<tr>
<td>Winter Break/Non-Student Days</td>
<td>Monday, December 25, 2023 - Friday, January 5, 2024</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>Monday, January 8, 2024</td>
</tr>
<tr>
<td>Martin Luther King, Jr./Non-Student Day</td>
<td>Monday, January 15, 2024</td>
</tr>
<tr>
<td>Non-Student Day</td>
<td>Friday, February 16, 2024</td>
</tr>
<tr>
<td>Non-Student Day</td>
<td>Monday, March 4, 2024</td>
</tr>
<tr>
<td>Spring Break/Non-Student Days</td>
<td>Monday, March 11 - Friday, March 15, 2024</td>
</tr>
<tr>
<td>Students Return to School</td>
<td>Monday, March 18, 2024</td>
</tr>
<tr>
<td>End of 3rd Grading Period</td>
<td>Wednesday, March 20, 2024</td>
</tr>
<tr>
<td>Non-Student Day</td>
<td>Friday, March 29, 2024</td>
</tr>
<tr>
<td>Last Day of School/End of 4th Grading Period (End of 2nd Semester)</td>
<td>Friday, May 24, 2024</td>
</tr>
</tbody>
</table>

**Hurricane Day(s) if needed:** October 16, November 10, November 20-22, and November 24

**Student Early Release Day Schedule**

Every Monday with the exception of non-student days.

On the last day of school, students will be released 2.5 hours early.
Tomlin Middle School’s Schoolwide Behavior Plan 2023-2024

The steps we take to carry out our school-wide behavior plan include the following:

1. Define Common Behavioral Expectations: in common areas for students, staff, parent, and principal/assistant principal at Tomlin Middle School
2. Provide Positive Reinforcement: positively reinforce & model desired student behaviors
3. Use Interventions to Redirect Behavior: Use a continuum of responses and interventions to replace undesired behaviors (see Intervention Guide).

Step 1: Define Common Behavioral Expectations
❖ All staff commit to teach, model, cue (remind students regularly), and reinforce positive behavior.
❖ We recognize that all students need structure and clearly stated high expectations in order to learn and succeed in a school environment.
❖ We define behavioral expectations and provide “the why” behind our expectations.
❖ We acknowledge why behavior is occurring that students that do not demonstrate expectations have “skill deficits”, possibly because of one or more of the following:
  • Students have not been taught specific procedures and/or routines
  • Skills have not been taught in context
  • Students don’t know when to use skills
  • Skills have not been reinforced
  • Students are trying to communicate something and/or meet a need (ie. Escape or attention)

We recognize that students need to know that all people have expectations for their experience in our Tiger community. Therefore, we have defined behavioral expectations in common areas for students, staff, community members, and administration at Tomlin Middle School.

Step 2: Provide Positive Reinforcement
❖ At Tomlin, all adults are committed to building positive relationships with students.
❖ All staff members work to have a positive to corrective relationships with students.
❖ All staff members commit to positively responding to student demonstration of schoolwide expectations by celebrating students’ strengths.
❖ We recognize that reinforcement systems
  • Focus attention on desired behaviors
  • Increase the repetition of desired behaviors
  • Foster a positive school climate
  • Reduce amount of time on discipline
  • Increase instructional minutes
At Tomlin, we use Student Affairs (APs, Behavior Specialists, Student Service Team Members, and RTI Resource Teacher) to carry out schoolwide reinforcement including:

- Tigers of the Week
- Student Tigers of the Month
- Monthly and Quarterly Incentive Activities

**Step 3: Use Interventions to Redirect Behavior**

- We use Multi-Tiered Systems of Support to meet the unique and diverse needs of each and every student at Tomlin.
- We use researched based interventions including:
  - Proactive Classroom Management Strategies
  - Restorative Practices: Behavior Groups, Mediations, and Reintegration Meetings
  - Tier 2 and 3 Supports, which may include:
    - Check in/Check Out
    - Behavioral Contracts and Behavioral Plans
    - Counseling support
    - Social Groups
    - Coaching, Modeling, Pre-Teaching

- We define staff managed versus administrator managed behavioral support
  - Anytime a student’s safety is at risk, we call on an administrator for support.
- We do not expect office referrals alone to change behavior.
  - We use referrals to decrease interrupting the learning environment.
  - We use teaching to change behavior.
- As a school staff, for frequent problem behaviors we:
  - Pre-correct or prompt for desired behavior
  - Provide positive feedback
- As a school staff, we use a continuum of responses (below) and then use interventions.
  - Acknowledge expected behavior
  - Redirect students to expected behavior
  - Discuss positive alternatives
  - Deliver staff-managed intervention
  - Deliver office-managed intervention if the behavior continues or escalates
### Student Expectations

<table>
<thead>
<tr>
<th>The Tomlin 4</th>
<th>In the Classroom</th>
<th>In the Hallways</th>
<th>In the Cafeteria/Patio</th>
<th>In the Restroom</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tigers are Respectful</strong></td>
<td>✓ follow directions given by the adult in charge</td>
<td>✓ keep hands and feet to yourself</td>
<td>✓ keep hands, feet, and other objects to yourself</td>
<td>✓ respect the privacy of others</td>
</tr>
<tr>
<td></td>
<td>✓ focus during instruction</td>
<td>✓ speak and act positively with peers</td>
<td>✓ speak and act active positively with peers</td>
<td>✓ keep area clean</td>
</tr>
<tr>
<td></td>
<td>✓ have a positive attitude and speak and act positively with peers</td>
<td>✓ do not disrupt other classes with our voice or actions</td>
<td>✓ follow directions given by the adult in charge</td>
<td>✓ only use the bathroom for what it is meant for</td>
</tr>
<tr>
<td><strong>Tigers are Responsible</strong></td>
<td>✓ bring all necessary materials and assignments everyday</td>
<td>✓ Have a pass when you are not with your class</td>
<td>✓ keep your place in line</td>
<td>✓ flush, clean-up, and dry off areas used</td>
</tr>
<tr>
<td></td>
<td>✓ Seated and on time everyday</td>
<td>✓ use your time wisely during class change</td>
<td>✓ be ready to order when it’s your turn</td>
<td>✓ throw trash in the garbage bin</td>
</tr>
<tr>
<td></td>
<td>✓ avoid using personal electronic devices</td>
<td>✓ arrive to class on time</td>
<td>✓ keep your area clean</td>
<td>✓ go to the closest restroom to your location</td>
</tr>
<tr>
<td><strong>Tigers are Safe</strong></td>
<td>✓ stay in assigned area</td>
<td>✓ keep your hands and feet to yourself</td>
<td>✓ keep your hands, feet, and other objects to yourself</td>
<td>✓ use the bathroom for what it is meant for only</td>
</tr>
<tr>
<td></td>
<td>✓ use materials as instructed to assist with learning</td>
<td>✓ separate yourself from any physical or verbal confrontation</td>
<td>✓ eat only the food that is yours</td>
<td>✓ keep hands, feet, and other objects to yourself</td>
</tr>
<tr>
<td></td>
<td>✓ get permission from the adult in charge to leave</td>
<td>✓ will not run</td>
<td>✓ separate yourself from any physical or verbal confrontation</td>
<td>✓ Always have a restroom pass</td>
</tr>
<tr>
<td><strong>Tigers are Learners</strong></td>
<td>✓ do your best work at all times</td>
<td>✓ go directly to your destination to avoid missing instructional time</td>
<td>✓ clean your eating space and pick up trash around you</td>
<td>✓ use the restroom ONLY when there is a need to</td>
</tr>
<tr>
<td></td>
<td>✓ seek improvement and challenge yourself</td>
<td>✓ use appropriate language</td>
<td>✓ use the restroom for what it is designed for</td>
<td>✓ use the restroom at an appropriate time to avoid missing out on learning time</td>
</tr>
<tr>
<td></td>
<td>✓ ask questions to better understand and show that you are paying attention</td>
<td>✓ keep care of materials and furniture</td>
<td>✓ use the restroom for what it is meant for</td>
<td></td>
</tr>
</tbody>
</table>

### The Tomlin 4

<table>
<thead>
<tr>
<th>During Arrival/Dismissal</th>
<th>During Testing</th>
<th>Office</th>
<th>During School Events/Field Trips</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tigers are Respectful</strong></td>
<td>✓ follow directions given by the adults in charge</td>
<td>✓ follow directions given by the adults in charge</td>
<td>✓ follow the directions given by all the adults in charge, including chaperones and volunteers</td>
</tr>
<tr>
<td></td>
<td>✓ Enter and exit the building through authorized areas</td>
<td>✓ speak and act active positively with peers</td>
<td>✓ speak and act active positively with peers</td>
</tr>
<tr>
<td></td>
<td>✓ Speak and act active positively with peers</td>
<td>✓ take care of materials and furniture</td>
<td>✓ keep hands and feet to yourself</td>
</tr>
<tr>
<td><strong>Tigers are Responsible</strong></td>
<td>✓ remain in authorized areas</td>
<td>✓ remain in authorized areas</td>
<td>✓ use materials and equipment for what they are meant for</td>
</tr>
<tr>
<td></td>
<td>✓ only sign out with parent permission and approval of the office</td>
<td>✓ get to assigned locations promptly</td>
<td>✓ stay with your group</td>
</tr>
<tr>
<td></td>
<td>✓ remain quiet during the entire session</td>
<td>✓ remain quiet during the entire session</td>
<td>✓ act and dress appropriately always</td>
</tr>
<tr>
<td><strong>Tigers are Safe</strong></td>
<td>✓ keep hands and feet to yourself</td>
<td>✓ keep in authorized areas</td>
<td>✓ ask permission from an adult before leaving the group for any reason</td>
</tr>
<tr>
<td></td>
<td>✓ stay seated while the bus is moving</td>
<td>✓ enter and exit spaces quietly</td>
<td>✓ go only to approved areas</td>
</tr>
<tr>
<td></td>
<td>✓ watch out for cars and pedestrians in the parking lots and walkways</td>
<td>✓ keep your hands and feet to yourself</td>
<td>✓ separate yourself from any physical or verbal confrontation</td>
</tr>
<tr>
<td><strong>Tigers are Learners</strong></td>
<td>✓ Arrive and leave on time</td>
<td>✓ do your best</td>
<td>✓ participate and have fun</td>
</tr>
<tr>
<td></td>
<td>✓ check in the office when you are late</td>
<td>✓ ask questions for clarity as needed</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>✓ focus and apply all that you have learned</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓</td>
<td>✓ present yourself as a proud member of the TMS family</td>
<td></td>
</tr>
</tbody>
</table>

- **Events/Field Trips**
  - Follow the directions given by all the adults in charge, including chaperones and volunteers.
  - Speak and act active positively with peers.
  - Keep hands and feet to yourself.
  - Use materials and equipment for what they are meant for.
  - Stay with your group.
  - Act and dress appropriately always.

- **Office**
  - Always have a pass when entering.
  - Communicate with staff upon entry.
  - Report back to class immediately after exit.

- **During Testing**
  - Keep office entrance clear.
  - Remember school rules.
  - Stay in designated area.

- **During Arrival/Dismissal**
  - Follow directions given by the adults in charge.
  - Speak and act active positively with peers.
  - Take care of materials and furniture.

- **During School Events/Field Trips**
  - Follow the directions given by all the adults in charge, including chaperones and volunteers.
  - Speak and act active positively with peers.
  - Keep hands and feet to yourself.

- **In the Classroom**
  - Keep hands and feet to yourself.
  - Speak and act positively with peers.
  - Do not disrupt other classes with our voice or actions.

- **In the Hallways**
  - Keep your place in line.
  - Be ready to order when it’s your turn.
  - Keep your area clean.

- **In the Cafeteria/Patio**
  - Clean your eating space and pick up trash around you.
  - Use the restroom for what it is designed for.
  - Use the restroom at an appropriate time to avoid missing out on learning time.

- **In the Restroom**
  - Use the restroom ONLY when there is a need to.
  - Use the restroom at an appropriate time to avoid missing out on learning time.

- **In the Restroom**
  - Always have a restroom pass.

- **During Testing**
  - Always have a pass when entering.
  - Communicate with staff upon entry.
  - Report back to class immediately after exit.

- **Office**
  - Keep your place in line.
  - Be ready to order when it’s your turn.
  - Keep your area clean.

- **During Arrival/Dismissal**
  - Follow directions given by the adults in charge.
  - Speak and act active positively with peers.
  - Take care of materials and furniture.

- **During Test**
  - Be patient and polite.
  - Respect office staff, parents, visitors, and area.
  - Use appropriate language and volume.

- **Office**
  - Always have a pass when entering.
  - Communicate with staff upon entry.
  - Report back to class immediately after exit.

- **During School Events/Field Trips**
  - Use materials and equipment for what they are meant for.
  - Stay with your group.
  - Act and dress appropriately always.
## Staff Expectations

### The Tomlin 4

<table>
<thead>
<tr>
<th>In the Classroom</th>
<th>In the Hallways/During Duty</th>
<th>Email/Phone/Online Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tigers are Respectful</strong></td>
<td>✓ provide clear directions ✓ communicate the why behind what you are asking students to do ✓ compliment students’ strengths/build relationships with students</td>
<td>✓ be visible, interact, and greet students and staff ✓ position yourself at your door during class change ✓ do not disturb other classes</td>
</tr>
<tr>
<td><strong>Tigers are Responsible</strong></td>
<td>✓ be ready to teach ✓ have necessary materials ✓ create a positive learning environment</td>
<td>✓ escort students to their destination when walking as a class ✓ keep your class on one side of the hallway ✓ manage disruptive behavior of students</td>
</tr>
<tr>
<td><strong>Tigers are Safe</strong></td>
<td>✓ do not leave students unsupervised ✓ follow safety protocols and procedures ✓ classroom door should be closed and locked at all times</td>
<td>✓ ensure that your whole class is visible</td>
</tr>
<tr>
<td><strong>Tigers are Learners</strong></td>
<td>✓ seek the expertise of others in order to better serve our students and the community ✓ seek improvements and challenge yourself ✓ be aware of your students’ level of engagement and make adjustments as necessary</td>
<td>✓ help all students understand the purpose behind our hallway expectations ✓ reteach skills and expectations as necessary</td>
</tr>
</tbody>
</table>

### The Tomlin 4

<table>
<thead>
<tr>
<th>During Arrival/Dismissal</th>
<th>During PD/Faculty Meetings</th>
<th>During School Events</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tigers are Respectful</strong></td>
<td>✓ monitor assigned areas</td>
<td>✓ positively interact with and greet students, guests, and other staff members</td>
</tr>
<tr>
<td><strong>Tigers are Responsible</strong></td>
<td>✓ arrive on time ✓ provide help when needed and you are able</td>
<td>✓ be visible ✓ support student behavior ✓ model positive behaviors</td>
</tr>
<tr>
<td><strong>Tigers are Safe</strong></td>
<td>✓ visible to students in assigned areas ✓ redirect students and parents as needed to ensure the safety of everyone ✓ don’t leave gates/doors propped open</td>
<td>✓ ensure that directions are followed based on directives of the adults in running the meeting</td>
</tr>
<tr>
<td><strong>Tigers are Learners</strong></td>
<td>✓ build relationships with students ✓ reteach skills and expectations as necessary</td>
<td>✓ focus and engage with teacher and peers ✓ build positive relationships ✓ participate and contribute</td>
</tr>
</tbody>
</table>
# Parent Expectations

<table>
<thead>
<tr>
<th>Tiger Expectations</th>
<th>On Campus</th>
<th>During a School Event</th>
<th>On Canvas</th>
<th>At Home</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tigers are Respectful</strong></td>
<td>✓ be patient and polite</td>
<td>✓ use appropriate language and volume</td>
<td>✓ respond to teachers and staff politely</td>
<td>✓ ask about your child’s day</td>
</tr>
<tr>
<td></td>
<td>✓ use appropriate language and volume</td>
<td>✓ respect all staff, students, and parents</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ respect all staff</td>
<td>✓ limit the use of electronic devices and other disruptions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ communicate any concerns with classroom teacher first</td>
<td>✓ sign student in and out</td>
<td>✓ create Canvas account</td>
<td>✓ ensure your student is prepared for school daily</td>
</tr>
<tr>
<td></td>
<td>✓ use appropriate language and volume</td>
<td>✓ model appropriate spectator behavior for students</td>
<td>✓ read and respond to staff and teachers</td>
<td>✓ encourage your student to self-advocate</td>
</tr>
<tr>
<td></td>
<td>✓ respect all staff</td>
<td>✓ arrive to events on time and ready to support our students</td>
<td>✓ review student progress regularly</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ communicate any concerns with classroom teacher first</td>
<td>✓ follow safety protocols and directives of the School Resource Officer</td>
<td>✓ review the TMS and Parents Connections Page regularly to stay up to date with all things TMS</td>
<td></td>
</tr>
<tr>
<td><strong>Tigers are Responsible</strong></td>
<td>✓ keep office entry clear</td>
<td>✓ follow safety protocols and directives of the School Resource Officer</td>
<td>✓ monitor your student’s well-being (physical, mental, and emotional)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ follow safety protocols and directives of the School Resource Officer</td>
<td>✓ build positive relationships with TMS staff and student participants</td>
<td>✓ seek help from staff and teachers on how to help your student</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ build positive relationships with TMS staff and student participants</td>
<td>✓ identify more ways to show support for our students</td>
<td>✓ be proactive, not reactive</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ attend Tiger (Conference) Nights to learn how to support student</td>
<td>✓ seek help from staff and teachers on how to help your student</td>
<td>✓ be in the know when it comes to your student’s academic, attendance, and behavioral progress</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ seek help from staff and teachers on how to help your student</td>
<td>✓ be proactive, not reactive</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ be proactive, not reactive about student progress</td>
<td>✓ be in the know when it comes to your student’s academic, attendance, and behavioral progress</td>
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</tr>
<tr>
<td></td>
<td>✓ encourage the completion of all assignments</td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>