



Family Resource Guide

This is OUR Story

2023-2024

Superintendent of Schools
Van Ayres

School Board Members
Nadia T. Combs, Chair
Henry Washington, Vice Chair
Lynn L. Gray
Stacy A. Hahn, Ph. D.
Karen Perez
Patricia "Patti" Rendon
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Tomlin Administration

Principal
Matthew Johnson
Assistant Principal
Michelle Hosenbackez
Assistant Principal
Dr. Donn Keels
Assistant Principal
Jessica Westover

501 N. Woodrow Wilson
Plant City, FL 33563

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Instructional Priority: Tomlin Tigers will focus on standards-aligned instruction through impactful planning, delivery, and assessment.

CALENDAR HIGHLIGHTS

Aug. 10 Students' First Day of School
Sept. 4 Labor Day/Non-Student Day
Oct. 12 End of 1st Grading Period
Oct. 16 Non-Student Day
Nov. 10 Veterans Day/Non-Student Day
Nov. 20-24 Fall Break
Nov. 27 Students Return to School
Dec. 22 End of 2nd Grading Period
Dec. 25–Jan. 5 Winter Break
Jan. 8 Students Return to School
Jan. 15 MLK Day./Non-Student Day
Feb. 16 Non-Student Day
March 4 Non-Student Day
March 11-15 Spring Break
March 18 Students Return to School
March 20 End of 3rd Grading Period
March 29 Non-Student Day
May 24 Last Day of School/End of 4th Grading Period

August 2023

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

Regular Schedule Tuesday-Friday								
6th Grade			7th Grade			8th Grade		
H/R	9:35-9:45	10	H/R	9:35-9:45	10	H/R	9:35-9:45	10
1st	9:49-10:37	48	1st	9:49-10:37	48	1st	9:49-10:37	48
2nd	10:41-11:29	48	2nd	10:41-11:29	48	2nd	10:41-11:29	48
Lunch	11:33-12:08	35	3rd	11:33-12:21	48	3rd	11:33-12:21	48
3rd	12:12-1:00	48	LUNCH	12:25-1:00	35	4th	12:25-1:13	48
4th	1:04-1:52	48	4th	1:04-1:52	48	Lunch	1:17-1:52	35
5th	1:56-2:44	48	5th	1:56-2:44	48	5th	1:56-2:44	48
6th	2:48-3:36	48	6th	2:48-3:36	48	6th	2:48-3:36	48
7th	3:40-4:28	48	7th	3:40-4:28	48	7th	3:40-4:28	48
Dismissal	4:28-4:30	2	Dismissal	4:28-4:30	2	Dismissal	4:28-4:30	2

Early Release Monday								
6th Grade			7th Grade			8th Grade		
H/R	9:35-9:41	6	H/R	9:35-9:41	6	H/R	9:35-9:41	6
1st	9:45-10:25	40	1st	9:45-10:25	40	1st	9:45-10:25	40
2nd	10:29-11:09	40	2nd	10:29-11:09	40	2nd	10:29-11:09	40
Lunch	11:13-11:48	35	3rd	11:13-11:53	40	3rd	11:13-11:53	40
3rd	11:52-12:32	40	LUNCH	11:57-12:32	35	4th	11:57-12:37	40
4th	12:36-1:16	40	4th	12:36-1:16	40	Lunch	12:41-1:16	35
5th	1:20-2:00	40	5th	1:20-2:00	40	5th	1:20-2:00	40
6th	2:04-2:44	40	6th	2:04-2:44	40	6th	2:04-2:44	40
7th	2:48-3:28	40	7th	2:48-3:28	40	7th	2:48-3:28	40
Dismissal	3:28-3:30	2	Dismissal	3:28-3:30	2	Dismissal	3:28-3:30	2

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.

Parent Connection



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 9:10a.m.** Students who need to be dropped off before **9:10am** must be enrolled in our HOST Program or Boys & Girls Club (Eree 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 ala 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.

Visit...<https://tomlinptsamemberhub.com/store?limit=21&live=true>

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.



Shorts length must be a maximum of 2" above the knee.



Absolutely no tears, rips, or holes in jeans.



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

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

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

<i>The Tomlin 4</i>	In the Classroom	In the Hallways	In the Cafeteria/Patio	In the Restroom
Tigers are Respectful	<ul style="list-style-type: none"> ✓ follow directions given by the adult in charge ✓ focus during instruction ✓ have a positive attitude and speak and act positively with peers 	<ul style="list-style-type: none"> ✓ keep hands and feet to yourself ✓ speak and act positively with peers ✓ do not disrupt other classes with our voice or actions 	<ul style="list-style-type: none"> ✓ keep hands, feet, and other objects to yourself ✓ speak and act active positively with peers ✓ follow directions given by the adult in charge 	<ul style="list-style-type: none"> ✓ respect the privacy of others ✓ keep area clean ✓ only use the bathroom for what it is meant for
Tigers are Responsible	<ul style="list-style-type: none"> ✓ bring all necessary materials and assignments everyday ✓ Seated and on time everyday ✓ avoid using personal electronic devices 	<ul style="list-style-type: none"> ✓ Have a pass when you am not with your class ✓ use your time wisely during class change ✓ arrive to class on time 	<ul style="list-style-type: none"> ✓ keep your place in line ✓ be ready to order when it's your turn ✓ keep your area clean 	<ul style="list-style-type: none"> ✓ flush, clean-up, and dry off areas used ✓ throw trash in the garbage bin ✓ go to the closest restroom to your location
Tigers are Safe	<ul style="list-style-type: none"> ✓ stay in assigned area ✓ use materials as instructed to assist with learning ✓ get permission from the adult in charge to leave 	<ul style="list-style-type: none"> ✓ keep your hands and feet to yourself ✓ separate yourself from any physical or verbal confrontation ✓ will not run 	<ul style="list-style-type: none"> ✓ keep your hands, feet, and other objects to yourself ✓ eat only the food that is yours ✓ separate yourself from any physical or verbal confrontation 	<ul style="list-style-type: none"> ✓ use the bathroom for what it is meant for only ✓ keep hands, feet, and other objects to yourself ✓ Always have a restroom pass
Tigers are Learners	<ul style="list-style-type: none"> ✓ do your best work at all times ✓ seek improvement and challenge yourself ✓ ask questions to better understand and show that you are paying attention 	<ul style="list-style-type: none"> ✓ go directly to your destination to avoid missing instructional time 	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ use the restroom ONLY when there is a need to ✓ use the restroom at an appropriate time to avoid missing out on learning time
<i>The Tomlin 4</i>	During Arrival/Dismissal	During Testing	Office	During School Events/Field Trips
Tigers are Respectful	<ul style="list-style-type: none"> ✓ follow directions given by the adults in charge ✓ Enter and exit the building through authorized areas ✓ Speak and act active positively with peers 	<ul style="list-style-type: none"> ✓ follow directions given by the adults in charge ✓ speak and act active positively with peers ✓ take care of materials and furniture 	<ul style="list-style-type: none"> ✓ be patient and polite ✓ respect office staff, parents, visitors, and area ✓ use appropriate language and volume 	<ul style="list-style-type: none"> ✓ 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
Tigers are Responsible	<ul style="list-style-type: none"> ✓ remain in authorized areas ✓ only sign out with parent permission and approval of the office 	<ul style="list-style-type: none"> ✓ remain in authorized areas ✓ get to assigned locations promptly ✓ remain quiet during the entire session 	<ul style="list-style-type: none"> ✓ always have a pass when entering ✓ communicate with staff upon entry ✓ report back to class immediately after exit 	<ul style="list-style-type: none"> ✓ use materials and equipment for what they are meant for ✓ stay with your group ✓ act and dress appropriately always
Tigers are Safe	<ul style="list-style-type: none"> ✓ keep hands and feet to yourself ✓ stay seated while the bus is moving ✓ watch out for cars and pedestrians in the parking lots and walkways 	<ul style="list-style-type: none"> ✓ remain in authorized areas ✓ enter and exit spaces quietly ✓ keep your hands and feet to yourself 	<ul style="list-style-type: none"> ✓ keep office entrance clear ✓ remember school rules ✓ stay in designated area 	<ul style="list-style-type: none"> ✓ ask permission from an adult before leaving the group for any reason ✓ go only to approved areas ✓ separate yourself from any physical or verbal confrontation
Tigers are Learners	<ul style="list-style-type: none"> ✓ Arrive and leave on time ✓ check in the office when you are late 	<ul style="list-style-type: none"> ✓ do your best ✓ ask questions for clarity as needed ✓ focus and apply all that you have learned 	<ul style="list-style-type: none"> ✓ present yourself as a proud member of the TMS family 	<ul style="list-style-type: none"> ✓ participate and have fun

Staff Expectations

<i>The Tomlin 4</i>	In the Classroom	In the Hallways/During Duty	Email/Phone/Online Communication
Tigers are Respectful	<ul style="list-style-type: none"> ✓ provide clear directions ✓ communicate the why behind what you are asking students to do ✓ compliment students' strengths/build relationships with students 	<ul style="list-style-type: none"> ✓ be visible, interact, and greet students and staff ✓ position yourself at your door during class change ✓ do not disturb other classes 	<ul style="list-style-type: none"> ✓ respond to parents and students positively
Tigers are Responsible	<ul style="list-style-type: none"> ✓ be ready to teach ✓ have necessary materials ✓ create a positive learning environment 	<ul style="list-style-type: none"> ✓ escort students to their destination when walking as a class ✓ keep your class on one side of the hallway ✓ manage disruptive behavior of students 	<ul style="list-style-type: none"> ✓ respond to parents and students in a reasonable time frame ✓ update grades to reflect student progress regularly ✓ ensure that your Canvas page is user friendly
Tigers are Safe	<ul style="list-style-type: none"> ✓ do not leave students unsupervised ✓ follow safety protocols and procedures ✓ classroom door should be closed and locked at all times 	<ul style="list-style-type: none"> ✓ ensure that your whole class is visible 	<ul style="list-style-type: none"> ✓ ensure that all information and resources shared meet district standards
Tigers are Learners	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ help all students understand the purpose behind our hallway expectations ✓ reteach skills and expectations as necessary 	<ul style="list-style-type: none"> ✓ seek the expertise of others in order to better serve our students and the community ✓ seek improvement ✓ be aware of your students' level of engagement and make adjustments as necessary
<i>The Tomlin 4</i>	During Arrival/Dismissal	During PD/Faculty Meetings	During School Events
Tigers are Respectful	<ul style="list-style-type: none"> ✓ monitor assigned areas 	<ul style="list-style-type: none"> ✓ refrain from having side conversations ✓ limit the use of electronic devices 	<ul style="list-style-type: none"> ✓ positively interact with and greet students, guests, and other staff members
Tigers are Responsible	<ul style="list-style-type: none"> ✓ arrive on time ✓ provide help when needed and you are able 	<ul style="list-style-type: none"> ✓ model active listening ✓ arrive on time ✓ be prepared 	<ul style="list-style-type: none"> ✓ be visible ✓ support student behavior ✓ model positive behaviors
Tigers are Safe	<ul style="list-style-type: none"> ✓ 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 	<ul style="list-style-type: none"> ✓ ensure that directions are followed based on directives of the adults in running the meeting 	<ul style="list-style-type: none"> ✓ follow all safety protocols ✓ ensure that students follow directions of the adults in charge ✓ ensure that students remain in authorized areas
Tigers are Learners	<ul style="list-style-type: none"> ✓ build relationships with students ✓ reteach skills and expectations as necessary 	<ul style="list-style-type: none"> ✓ focus and engage with teacher and peers ✓ build positive relationships ✓ participate and contribute 	<ul style="list-style-type: none"> ✓ work collaboratively ✓ participate and have fun with the students and staff

Parent Expectations

<i>The Tomlin 4</i>	On Campus	During a School Event	On Canvas	At Home
Tigers are Respectful	<ul style="list-style-type: none"> ✓ be patient and polite ✓ use appropriate language and volume ✓ respect all staff ✓ communicate any concerns with classroom teacher first 	<ul style="list-style-type: none"> ✓ use appropriate language and volume ✓ respect all staff, students, and parents ✓ limit the use of electronic devices and other disruptions 	<ul style="list-style-type: none"> ✓ respond to teachers and staff politely 	<ul style="list-style-type: none"> ✓ ask about your child's day ✓ communicate with your student about their daily progress
Tigers are Responsible	<ul style="list-style-type: none"> ✓ sign student in and out ✓ provide documentation for absences ✓ present photo ID upon entry 	<ul style="list-style-type: none"> ✓ model appropriate spectator behavior for students ✓ arrive to events on time and ready to support our students 	<ul style="list-style-type: none"> ✓ create Canvas account ✓ read and respond to staff and teachers ✓ review student progress regularly ✓ review the TMS and Parents Connections Page regularly to stay up to date with all things TMS 	<ul style="list-style-type: none"> ✓ support your student's academic progress ✓ ensure daily attendance or call attendance line if absent ✓ ensure your student is prepared for school daily ✓ encourage your student to self-advocate
Tigers are Safe	<ul style="list-style-type: none"> ✓ keep office entry clear ✓ follow safety protocols and directives of the School Resource Officer 	<ul style="list-style-type: none"> ✓ follow safety protocols and directives of the School Resource Officer 		<ul style="list-style-type: none"> ✓ monitor your student's well-being (physical, mental, and emotional)
Tigers are Learners	<ul style="list-style-type: none"> ✓ build positive relationships with TMS staff ✓ identify what you can do help your students succeed ✓ attend Tiger (Conference) Nights to learn how to support student 	<ul style="list-style-type: none"> ✓ build positive relationships with TMS staff and student participants ✓ Identify more ways to show support for our students 	<ul style="list-style-type: none"> ✓ seek help from staff and teachers on how to help your student ✓ be proactive, not reactive ✓ be in the know when it comes to your student's academic, attendance, and behavioral progress 	<ul style="list-style-type: none"> ✓ establish a time/place for homework to be done ✓ be proactive, not reactive about student progress ✓ encourage the completion of all assignments