



Naomi Pasemann Elementary Taylor ISD Parent/student handbook 2025 - 2026

Cynthia Proctor - Principal
Day Strong - Assistant Principal
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N – Nurture Responsibility
P – Practice Respect
E – Ensure Safety

NAOMI PASEMANN ELEMENTARY

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Welcome!

The faculty and staff are excited to welcome you to Naomi Pasemann Elementary for the 2025-2026 school year. The Naomi Pasemann Elementary Student Handbook is designed to provide a resource for some of the basic information that you and your child will need during the school year. Each year begins with great anticipation of a new year filled with learning, discovery and academic growth for your child. We take the responsibility of your child's education very seriously, and pledge to you that we will provide the best possible opportunities for your child to be successful. **Please know that NPE follows the Taylor ISD student code of conduct as well. Below are specifics to NPE.**

We want your child's school experience to be very positive and we need your help to accomplish that goal. Good communication between home and school and actively involved parents are essential to student success. This handbook has been developed to provide students and parents with important information about school. Please read it carefully and discuss each item with your child. The district handbook has a signature page that needs to be signed and returned to the school. Save this handbook for future reference.

We look forward to working with you and your child. So, welcome to the school year 2025-2026! Education is a team effort, and we know that students, parents, teachers, and other staff members all working together can make this a wonderfully successful year for our students.

CYNTHIA PROCTOR, PRINCIPAL
DAY STRONG, ASSISTANT PRINCIPAL
Summer McDorman, Counselor

Pasemann Elementary Bell Schedule

7:40 a.m.	School starts
7:50 a.m.	Tardy Bell
3:21 p.m.	Dismissal

Attendance is essential for school success. Missing any part of the school day can cause gaps in learning. Please make every effort to be on time and in class every day possible.

Teachers will provide individual class schedules in the "Beginning of Year" information packet.

SECTION I: PARENTAL RIGHTS AND RESPONSIBILITIES

PARENTAL INVOLVEMENT

Working Together

There are many opportunities for parents to participate in school activities and their child's education. The following are some ways parents can be involved:

- Attend scheduled conferences and request additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at (512) 352-1016 for an appointment. The teacher will usually return your call or meet with you during his or her conference period or before or after school.
- Become a school volunteer. We have many volunteers who honor us by coming to our school to share their vocations, hobbies, and personal experiences with our students. Many of these volunteers are parents, grandparents, and neighbors.
- Become a member of the Pasemann Parent Teacher Organization (PTO). The parents who are members of our PTO do an outstanding job of supporting the educational system by raising needed funds, serving as volunteers and doing whatever it takes to promote the instructional program and positively impact our school climate. The date and emphasis of each meeting will be announced. For more information, you may call the school at (512) 352-1016.

Communication

- Staff will acknowledge and greet stakeholders when they enter.
- If you are unavailable, ask him or her to wait until you are done with the stakeholder you are currently working with. If you are not the appropriate person to help, facilitate the location of that person.
- Each staff member will ensure that information provided to stakeholders is accurate and consistent, even if it requires a call back.
- Each staff member will utilize active listening techniques in all stakeholder interactions.
- Voicemail and email features will be up to date and comprehensive (see message provided).

Responsiveness

- Each staff member will personally assume the responsibility of assisting the stakeholder or directing him/her to the appropriate person.
- Responses will be timely. Each staff member will return phone calls and emails **within 24**

hours. If a response cannot be provided in the allotted time, the stakeholder will be notified and given an estimated time of response.

- If the staff member notices that the stakeholder speaks a language other than English, a bilingual staff member will be located and asked to assist the stakeholder.

Traffic

Vehicles parked on school property or traveling on school property shall follow the guidelines set forth by the administration. Very limited parking is available in front of the school for "stop and go."

Do not park in the reserved spaces or along the Fire Lane.

- Park only in the designated areas in front of the school.
- Illegal parking and moving of traffic barricades are prohibited.
- Parents must follow pick up and drop off procedures.
- Drop off procedures
 - In the morning, parents will use the entrance on North Drive, go up the hill, circle around the NPE and drop students off by the cafeteria.
 - The entrance in front of the school is reserved for buses, daycares, and life skills until 7:42 am. Life skills parents will receive a pink name plate for their vehicle.
 - Walker parents who park at the church, please allow your child to cross at the crosswalk, on their own, and proceed down the sidewalk to the front of the building. We ask that parents do not walk to the front of the building, with your child, for all safety purposes.
 - **AFTER 7:42 am** parents may drop students off in front of the school.
- Pick-up procedures
 - Parents of 1st - 2nd grade students with siblings will use the entrance on Mallard Lane (older siblings will sit with younger siblings)
 - Parents of 3rd - 5th grade students will use the entrance on North Drive (up the hill) - (older siblings will sit with younger siblings)
 - Each car must have a sign provided by the school with their child's name and teacher's name in order to pick up students.
 - Any person without a sign **MUST** go to the office to show identification. The child will be sent to the office once identification has been verified.

*****Please know the safety and security of our students is our number one priority. Please comply with the pick-up procedures so that we can ensure the safety of all of our students.*****

- The use of cell phones in the pick-up and drop-off lines is strictly prohibited.
- **Please Note – Front walkers/bike riders in grades 1st - 2nd, parents will have to show a tag when picking up their student. 3rd, 4th, and 5th will not require a tag at**

walker/biker pick-up. If you are driving to the school to pick-up your student, you will go through the parent designated pick up line.

When attending after school programs, parents may park in the back (cafeteria) parking area at Pasemann and do not need to sign in at the front office.

When attending parties, or visiting the school, all visitors must park in the front parking area, unless given other directions to park in the back, and come to the office to sign in.

SECTION II: IMPORTANT INFORMATION FOR STUDENTS AND PARENTS

Topics in this section of the handbook contain important information on academics, school activities, and school operations and requirements. Take a moment with your child to become familiar with the various issues addressed in this section. It is organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. Should you be unable to find the information on a particular topic, please contact Mrs. Cynthia Proctor at (512) 352-1016.

ABSENCES/ATTENDANCE

Regular school attendance is essential for a student to make the most of his or her education – to benefit from teacher-led and school activities, to build each day's learning on the previous day's, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws—one dealing with the required presence of school-aged children in school, e.g., compulsory attendance, the other with how a student's attendance affects the award of a student's final grade or course credit—are of special interest to students and parents.

Please refer to the District's attendance policy for more details.

If your child is absent from school, he/she will not be allowed to participate in afterschool activities regardless of a doctor/parent note for that day.

Parent's Note after an Absence

When a student must be absent from school, the student—upon returning to school—must bring a note signed by the parent that describes the reason for the absence. We will only accept three handwritten notes a semester. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older. **Please refer to the District's attendance policy for more details.**

Doctor's Note after an Absence for Illness

Upon return to school, a student absent for more than 3 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the student's extended absence from school. [See policy FEC (LOCAL).]

Siblings on Campus

Siblings attending other schools cannot attend events on NPE campus while their school is still in session. This includes lunches, parties, ceremonies, or social events during regular school hours. Students must remain in class at their assigned campus.

Visitors at lunch

Parents/family members (that has been approved) may eat with their child(ren) during their lunch time. Only the student and family may eat together. Other students are not allowed to join a parent/student eating lunch. Parents/family members must have approval from NPE admin (various factors have to be considered) if bringing lunch to a student that is not family. The student may not eat with the parent/family member.

Tardiness

Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the ***Student Code of Conduct***.

It is important that your child be on time. Your student is considered tardy if your child is not in his/her classroom by 7:50 a.m. A student may not receive a Perfect Attendance Award or be eligible for attendance incentives if he/she has more than **3 tardies in a nine-week period, or has left school early 3 or more times in a nine-week period**.

AWARDS AND HONORS

Naomi Pasemann Elementary will have academic pep rallies at the end of each nine-week period. During these pep rallies, we will celebrate campus accomplishments. Individual awards will be given by teachers in the classroom at the end of each nine-week period.

DISCIPLINE

Student Code of Conduct

Taylor ISD Student Code of Conduct contains the complete information for the District's Discipline Management Plan. Naomi Pasemann Elementary Discipline Management Plan is part of the Taylor Student Code of Conduct. See the **Taylor ISD Student Code of Conduct** for details.

Disciplinary Actions

The teacher will handle all minor disciplinary offenses. This includes a classroom consequence, a call to the parent or the sending home of a note explaining the problem and suggesting ideas for

solutions. Most problems can be resolved at this step when teachers and parents are in close communication and support each other.

Consequences may include, but are not limited to:

- Private student conferences, student-parent-teacher conference, re-teach of appropriate skill, withdrawal of privileges, area clean up, student-counselor consultation, restitution/apology, temporary removal, seating change in classroom, or other appropriate intervention steps.

Only when the unacceptable behavior becomes persistent will the matter be referred to an administrator. Parents are notified by an administrator of a referral to the office and the consequence assigned.

Consequences may include, but are not limited to:

- Verbal redirection, cooling off time, student-parent-administrator conference by phone or at school, behavior contract, restricted privileges, after school detention, assignments to ISS, suspension, or other consequences deemed appropriate by the administrator.

Bus Discipline

All school rules and expectations also apply to the school bus, during field trips and the normal morning and afternoon routes. If students do not follow the rules set forth by the school and/or the bus driver, they may receive a bus referral. A school administrator will assign consequences. Once a student receives a total of 2 bus referrals, that student will be suspended from riding the bus for a minimum of 1 day. A total of 4 bus referrals will result in a week suspension from the bus. 5 or more referrals will result in a guardian/admin meeting with the result of being removed from the bus for the 25-26 school year. It is important to note that the severity of the referral will dictate the severity of the consequence. We must remember that utilizing district transportation is a privilege, and therefore must be treated with the same respect that is expected to be displayed on campus and in the classroom.

Character Education

Naomi Pasemann Elementary works diligently to build leadership and character development in our students. Our goal is to create a well-rounded student who knows what it takes to be a contributing member of society. Students will learn about trustworthiness, respect, responsibility, fairness, caring, and citizenship. Ultimately our students will learn the necessary skill sets for making good choices, for getting along with others, and for managing time wisely. As a designated campus for No Place for Hate, students participate in multiple activities that teach them tolerance and to respect cultural differences.

Discipline Plan

Naomi Pasemann Elementary will be implementing a Positive Behavioral Interventions and Supports program.

Our School-wide Expectations are:

- **N** – Nurture Responsibility

- **P** – Practice Respect
- **E** – Ensure Safety

Rewards/Incentives

We promote positive behavior at NPE. Teachers will use dojo points and duck bucks to reinforce positive behaviors. Incentives/rewards will be given when dojo points and duck bucks have reached certain amounts. Rewards come from teachers and administration.

DELIVERIES TO STUDENTS

Due to the negative impact of interruptions on the educational process, all deliveries of balloons, flowers, and etc. to students at school will be held in the office until the end of the school day. Please remember that it is very difficult for students riding district transportation to carry on such items. It is suggested that such deliveries not be made to school.

DRESS AND GROOMING

The district's dress code is established to teach grooming and hygiene, prevent disruptions, and minimize safety hazards. Students and parents may determine a student's personal dress and grooming standards, provided that they comply with the following:

1. Clothing of any type that is lewd, offensive, vulgar, or obscene, or that advertises or depicts tobacco products, alcoholic beverages, drugs or any other substance prohibited under the FNCF (L) and prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations.
2. Clothing that depicts violence is not allowed.
3. Clothing, jewelry or grooming that is evidence of unauthorized group affiliation colors will not be permitted. This includes colored shoestrings when worn with the same color clothing, handkerchiefs, etc.
4. Shoes are to be worn on campus and in any school vehicle. Footwear must be appropriate for daily school activities.
5. Hats may be worn outside only.
6. Sagging or extremely loose pants are not allowed.
7. Shirttails worn on the outside or tee shirts should not be oversized.
8. Belts must be appropriate length and worn in a proper manner.
9. The hem on shorts, skirts, no biker shorts (unless there are shorts over them), and skorts must be as far down as the fingertips when the student stands normally with his/her arms at the side.
10. Tank tops, spaghetti straps, halter-tops, leotards (must have shorts over them), and midriffs are not permissible.

11. Jewelry will be allowed in pierced ears only.
12. Necklaces cannot be longer than 18 inches. Any medallion attached to a necklace cannot be more than one and a half inches long.
13. Excessive makeup or hair of an unnatural shade that could be deemed a distraction to the educational environment will not be allowed under any circumstances.
14. Sweatshirts with hoods may be worn, but the hoodie is not allowed on during school hours.

GRADING GUIDELINES

Approved grading guidelines for grades 1st - 5th will be communicated to students and their parents by the classroom teacher. These guidelines establish:

- The minimum number of assignments, projects, and examinations required for each grading period;
- How the student's mastery of concepts and achievement will be communicated (for example, letter grades, numerical averages, checklist of required skills, and the like);
- Circumstances under which a student will be allowed to redo an assignment or retake an examination the student originally failed;
- Procedures for a student to follow after an absence.

Grading Weights

1st - 2nd grades -

All assignments have equal value already setup in TEAMS that cannot be changed.

3rd - 5th grades -

60% Major (Assessment) - tests, projects, essays

40% Minor (Practice) - daily assignments, formative checks

Please refer to the Taylor ISD Parent and Student Handbook for a detailed explanation about Grading Guidelines.

Extra practice

Extra practice is considered an integral part of the curriculum because it helps develop responsibility on the part of the student and allows parents to stay apprised of the skills being taught. More information concerning extra practice requirements will be sent home by grade level teachers.

MAKEUP WORK

Routine and In-depth Makeup Work Assignments

For any class missed, the teacher may assign the student makeup work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject or course requirements.

A student will be responsible for obtaining and completing the makeup work in a satisfactory manner and within the time specified by the teacher. [For further information, see policy EIAB (LOCAL).]

A student will be permitted to make up tests and to turn in projects due in any class missed because of absence. Teachers may assign a late penalty to any long-term project in accordance with time lines approved by the principal and previously communicated to students.

PROMOTION AND RETENTION

Promotion/Retention in 1st, 2nd, 3rd, 4th, and 5th Grades

Promotion to the next grade level shall be based on an overall average of 70 on a scale of 100 based on course level, grade level standards for all subject areas and a grade of 70 or above in three of the following areas: Language Arts, Mathematics, Science or Social Studies. If the assessment standard is not met, the teacher shall consult with the counselor, principal, and parent in formulating a recommendation for retention. If no consensus is reached, the decision regarding academic retention, shall be made by the principal.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

- Plagy ground facilities are off limits after school hours.
- No vapes/e cigarettes or alcoholic beverages are allowed on school premises.

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

The following areas are open to students before school, beginning at **7:15** a.m.

- First, second, and third graders will remain in the cafeteria.
- Fourth and fifth graders will remain in the gym.

Cafeteria Services

Breakfast and lunch are served daily when school is in session. Breakfast is served in the classroom. Students will sit by their grade for lunch in the cafeteria.

- ***Monster/energy drinks (Prime), sodas, and coffee drinks are no longer allowed at school.***
 - ***Appropriate drinks: water, gatorade, apple juice, etc.***
 - ***Clean snacks may be brought to school.***
 - ***Clean snacks include: pretzels, carrot sticks, cheese, crackers, apple slices, etc.***
 - ***No snacks that leave residue will be allowed to be eaten in the classroom.***
- Examples: takis, flaming hot cheetos/cheetos, doritos, powder donuts, etc.***

Go to the Taylor ISD homepage. Click on Departments & Programs and then click on Child Nutrition Services for more details.

SAFETY AFTER SCHOOL

Safety Guidelines for Afterschool Walkers

- All afterschool walkers must be students who are walking from the school to home. For student safety, we will NOT use the church parking lot for “front walkers”. If a parent is driving a car to the school to pick up a student, he or she will use the student pick-up line by the gym. If a student is a back walker, addresses will be verified to ensure the student lives in that neighborhood. Parents must provide a written note giving the school permission to release their child to walk home.

SCHOOL TRANSPORTATION CHANGE

In order to ensure that students arrive home safely, please notify the school in **writing** if your child’s regular mode of transportation will change.

Parents that call the school to change the transportation arrangements for their child will have to identify that child by their name and teacher’s name, **before 1:30 p.m.** Please make sure that you know the bus number, bus stop that your child is to use, and the full name of the person picking the child up at the stop. Written notices are also an excellent way to report bus-riding changes to your child’s teacher. **Frequent bus transportation changes are not acceptable.**

SCHOOL SOCIAL EVENTS

Naomi Pasemann Elementary School will have three parties during the year: Christmas, Valentine’s Day, and “End of Year.”

- No birthday parties may be held at school. Treats may be delivered for student birthdays and will be shared after **2:00 p.m.** They must be store bought, not homemade.
- Personal party invitations **will not** be handed out at school. Please do not send invitations to school with your child.
- School rules apply to all school social events. Guests attending these events are expected to observe the same rules as students, and a student inviting a guest will share responsibility for the conduct of his or her guest.
- *Siblings attending other schools cannot attend NPE parties, ceremonies, social events, or lunches. They must remain in class, at their assigned school.*
- A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be re-admitted. Signing out a student before dismissal is considered a Tardy.

VALUABLES

Please do not allow your child to bring valuable items, including cell phones, electronics, and games or excessive amounts of money to school. Students are responsible for all personal possessions. The school will not be liable for any theft or loss of valuables.

TISD Personal Communication Regulations

Inspire, Equip, and Empower Every Student to Achieve Their Unique Potential

To help students stay focused, engaged, and ready to succeed, Taylor ISD is updating its Personal Electronic Communication policy in alignment with the State of Texas House Bill 1481. This law bans the use of personal device use during instructional time—allowing scholars to be more present, build stronger connections, and fully participate in learning. Together, we're creating a safe, supportive environment where every student can thrive.

Guidelines:PreK-12

The term "Personal Communication Devices " includes:

Cell phones

Smartwatches

Headphones and earbuds

tablets/Ipads

Any personal communication device not issued by TISD. (*Instructional use of district-issued devices is not impacted.*)

When can my student use their device:

Students are not allowed to bring their electronic devices to school.

- Students may leave their personal devices at home
- Students may leave their personal devices in their personal vehicles (secondary students; parking permit required)
- Place their personal devices in the assigned campus lock-box (location of lock-box determined by campus)

Emergency

In an emergency, students are expected to follow staff directions and remain calm. Phones should not be used during lockdowns to prevent the spread of misinformation or drawing attention. TISD will communicate updates directly with families using official tools like phone calls, emails, and texts. Student safety is our top priority, and this policy supports safety protocols by reducing confusion during critical events.

If there is a personal or medical emergency, your child may:

- Request to call you from the front office or nurse's office.
- Be supported by staff who are trained to assist in emergencies.

Extracurricular Activities

In accordance with House Bill 1481, personal communication devices (including but not limited to cell phones, smartwatches, tablets, and other electronic devices) are prohibited during:

- Athletic games and competitions
- Instructional periods
- Practice sessions

Limited exceptions to this policy may be granted by the Athletic Director for specific events or circumstances.

Student-athletes are expected to:

- Surrender personal communication devices when requested
- Understand that failure to comply may result in disciplinary action in accordance with the Student Code of Conduct

In case of emergencies, parents should contact the Athletic Department or coaching staff directly.

Health/Medical

Students with documented medical needs that require phone access may receive individual accommodations. Current medical documentation will need to be submitted to the school nurse and campus administrator. The campus administrator will create a plan that supports your child's health and privacy.

Expectations

In accordance with Texas House Bill 1418, our personal communication device policy establishes clear expectations for all students regarding the use of cell phones, smartwatches, earbuds, tablets, laptops, and other personal communication devices during the school day.

Campus administrators will consistently state and reinforce these expectations to ensure all students understand the policy requirements: Students are not allowed any personal communication devices during the school day or while on school grounds.

Students who do not adhere to this policy will have their device confiscated immediately. **This policy will be strictly enforced and will be followed without granting a warning.** Confiscated devices will be subject to the listed consequences outlined in our policy, including parent notification, administrative fees, and progressive disciplinary actions as detailed in the Student Code of Conduct.

Taylor ISD expects full compliance with this policy and appreciates the partnership of students, parents, and staff in creating an environment where learning can thrive without unnecessary distractions.

Offense	Phone Confiscated	Parent Notification	Parent Conference	School Detention	In-School Suspension
#1	✓-Student may pick up from front office at the end of the day	✓-phone call			
#2	✓-Parent pick up from front office	✓		✓	
#3	✓-Parent pick up from front office	✓	✓-Parent meeting with Assistant Principal; sign personal communication policy		
#4	✓-Parent pick up from front office	✓	✓-Parent meeting with Principal		1 Day
#5 or More	✓-Parent pick up from front office	✓	✓-Parent Meeting with DOSS		2 Days

**Taylor Independent School District
Effective: 2025–2026 School Year**