



Ortiz Elementary

CAMPUS GUIDE

2016-2017

Principal's Letter to Parents

Welcome Ortiz All-Stars! As our staff and students “Grow Ortiz STRONG,” we encourage you to join us! Our 2016 - 2017 Leader in Me theme will surely encourage and enrich our students by GROWING their reading, science, math, writing, music, social studies, and physical education skills to help us reach our goals. We are anticipating great things!

The Ortiz 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. Please be aware that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

Both students and parents must be familiar with the *Abilene Independent School District Student Code of Conduct*, required by state law and intended to promote school safety and an atmosphere for learning. That document can be found on the website www.abileneisd.org or you can request a copy from the school office at Ortiz Elementary.

The Student Handbook is designed to be in harmony with board policy and the *Student Code of Conduct*. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Please note that references to alphabetical policy codes are included so that parents can refer to current board policy. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters or other communications. In case of conflict between Board policy or the *Student Code of Conduct* and any provisions of student handbooks, the current provisions of Board policy or the *Student Code of Conduct* are to be followed.

We encourage parents to review the entire handbook with their children, bookmark the site and keep it as a reference during this school year. If you or your child has questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal.

We welcome your participation and support during the school year through our New Lighthouse Family and Community Team (FACT). Working together, we will be able to reach greatness.

We are committed to preparing your child toward reaching his/her full potential as a true scholar. As teachers and parents we have a shared responsibility to prepare our children for the future. Ortiz Elementary teachers are the best and will be ready to help your children grow educationally!

Sincerely,

Debra Stewart, Principal

Telephone Numbers—School Office (325) 671-4945

Michael Kinslow	Assistant Principal	Ext.1945
Monica Diaz	Instructional Coordinator	Ext.8643
Heather Holcomb	Counselor	Ext.7014
Maria Torres	Nurse	Ext.8868
Vicky Williams	Secretary	Ext.8623
Enedina Leija	Parent Coordinator	Ext.2680
Frances Talib	Cafeteria	Ext.7726

ORTIZ ELEMENTARY HANDBOOK POLICIES AND PROCEDURES

Topics in this 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 handbook. It is conveniently organized in alphabetical order to serve as a quick-reference when you or your child has a question about a specific school-related issue. If you be unable to find information on a particular topic, please contact the office at 671-4945.

ARRIVING AT SCHOOL

When arriving, students should enter the building through the main double doors next to the office. All Kindergarten, first, and second grade students arriving at school before 7:45 will go directly to the cafeteria. Third, fourth, and fifth grades will go to the gym. In order to ensure a calm start to the school day this is a quiet time reserved for reading or mentally planning for the day. Students who wait in the cafeteria and gym are encouraged to bring books to read. Students will be dismissed from the cafeteria and gym to their classrooms at 7:45. Students who arrive between 7:45 and 8:00 may go directly to their classroom. The tardy bell rings at 8:00 AM and morning announcements are at that time. Due to the breakfast serving equipment, parents are not allowed in the red, blue or green hallways before school.

AWARDS

Awards assemblies are scheduled for grade levels K-5, the last week of school.

BREAKFAST

- From **7:45-8:00**, **ALL students** are served a healthy breakfast **AT NO CHARGE** in their classrooms daily. Due to the breakfast serving equipment, parents are not allowed in the red, blue or green hallways before school.

CONDUCT- Applicability of School Rules

All children should have the opportunity to achieve their fullest personal and academic potential in a safe, caring environment. For this reason, Ortiz Elementary has adopted a school-wide set of conduct rules to help create a positive learning environment for your children. It is a commitment that requires everyone – school personnel, students, and parents to assume his or her share of the responsibility toward the attainment of this goal. To do otherwise would be a disservice to our students. In order to provide the best learning environment for our students and to ensure their safety, there are four school-wide rules at Ortiz:

1. Respect yourself and others.
2. Make smart choices
3. Do your best at all times.
4. Follow directions quickly.

These rules are the same whether a student is in the hallway, in music, in P.E., on the playground, anywhere on school grounds, or at a school sponsored event. Teachers and administrators have full authority over student conduct at before and after school activities. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the ***Student Code of Conduct***. Each classroom has specific rules posted. In addition, school wide rules are posted in appropriate areas throughout the building. All school personnel have responsibility for all Ortiz students. A student's behavior should conform to acceptable standards of conduct as established by the principal and teachers. Positive behavior is essential for effective learning. Student behavior that disrupts the learning process or infringes on the rights of others will not be tolerated. It is important that students take responsibility for their actions and realize their own attitudes and actions are directly related to their school experience and that of their classmates. With the support and assistance of school personnel and parents/guardians, all students have the capacity to **choose behaviors** that enhance their relationships and facilitate learning. The ultimate goal of discipline is self-discipline.

Ortiz Elementary will provide a positive learning environment for students. In order to help students become self-motivated, self-disciplined, and life-long learners, school personnel are encouraged to respond to student success with positive reinforcement. When students are engaged in inappropriate behaviors, it is the responsibility of the teacher and the principal to work with the student to correct the behavior. Students shall be treated equitably and fairly. Discipline shall be based on the seriousness of the offense and frequency of misconduct. There will be immediate and consistent intervention of any behavior that impedes orderly classroom procedures or interferes with the orderly operation of school.

Ortiz Elementary follows the District-Wide Discipline Plan. On the Discipline Plan, if a student is referred to the principal, parents/guardians will be notified with a *Discipline Report* and/or a telephone call. The Discipline Report must be signed and sent back the next school day. Students are responsible for discussing misbehaviors with parents/guardians at home so that we can work together to correct inappropriate behaviors.

Teachers and administrators have full authority over student conduct at before or after school activities on district premises and at school-sponsored events off district premises, such as play

rehearsals, club meetings, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the ***Student Code of Conduct*** or any stricter standards of behavior established by the sponsor for extracurricular participants.

Any district employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to: protect a person from injury to self or another, and to protect property from serious damage.

DISMISSAL

All grade levels are dismissed at 3:00. For the safety of our students, parents should wait on the outer premises of the building for students to dismissal. Students will be dismissed by their teacher. Monitors are on duty after school at all pick-up points. Some Ortiz students are eligible to ride the school bus. In order to ease traffic and ensure a safe dismissal, Ortiz has developed a Safety Plan.

Ortiz Elementary

Safety Plan for 3:00 Dismissal

Student walkers must go straight to ride their bike or walk home. Students are not allowed to play on campus after school. Students are not allowed to re-enter the building after dismissal. Car riders will wait in an orderly fashion with their teacher until their ride pulls up in the line. Any changes regarding how a child is to get home should be discussed with your child/children before school, or called in to the office (671-4945) so that we may give a message to the student/students. Please call changes no later than 2:30 PM to ensure that we have enough time to get the message to the child. **NO CELL phones – it's the law!**

- Students being picked up by car will wait at the curb in the drive through lane with their class and teacher.
 1. K-2nd grade students will be on the west side (toward the playground) of the drive through lane
 2. 3rd-5th grade students will be on the east side of the drive through lane
- All bus riders will be escorted to the bus stop.
- Alliance After School Care students will go straight to the cafeteria.
- Students that are not picked up by 3:15 will be brought to the office. **No student will be allowed to wait anywhere else after 3:15 and must be picked up from the office.** Late pickup should be rare. Teachers are most often involved in tutorials, team meetings and planning. Please always call and let us know (671-4945) if you will be late and what your plans are.

LIGHTHOUSE FAMILY AND COMMUNITY TEAM (FACT Team)

Ortiz Elementary has a new team, the Lighthouse Family and Community Team. This is a collaboration and partnership of parents, community members and staff members working cooperatively to enhance the educational program for our students. This team is based on mutual

trust, respect, and understanding. The Lighthouse Family and Community Team provides many activities and services to the educational program that could not be accomplished without parental involvement. Please make sure you join the FACT Team! Your support is crucial to our success.

NURSE 671-4945 EXT. 8868

We have a Licensed Vocational Nurse at Ortiz. Her office is equipped to handle routine medical needs. In the event of a more serious illness or injury, parents will be notified immediately. It is vital that we have the latest information on student's Emergency Cards! If you move, change your telephone number, or change jobs, we need to know so that we can reach you with the shortest possible delay.

PARTIES

Homeroom moms and volunteers will plan these parties with the classroom/homeroom teacher. Parents may be asked for a small donation to cover the cost of the party.

Invitations to personal student parties away from school can only be handed out at school if every child in the homeroom class receives one.

It is against AISD policy to send flowers or balloons to students at school.

PETS

Pets should be left at home unless there is an occasion that is instructional and approved by the teacher.

RELEASE OF STUDENTS DURING THE SCHOOL DAY

Because class time is important, doctor's appointments should be scheduled, if possible, at times when the student will not miss instructional time. Please follow the **campus sign-out procedures** before leaving the campus with a student. Also, arrive at school 15 min. prior to needing to leave for appointment to allow enough time for sign-out procedures to be followed. If a student becomes ill during the school day, the student should receive permission from the teacher before reporting to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

RETURN OF STUDENTS DURING THE SCHOOL DAY

A student returning to campus before the school day is over must come by the office before returning to class. Once a student checks in at the office, they will be given a pass to give to their teacher.

SALES/ADVERTISEMENTS/HANDOUTS

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor, or teacher. Unless a student or parent obtains specific prior approval from the principal or the District, written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. Students may not sell anything at school unless it is a school sponsored activity or approved by the principal.

STUDENT ACTIVITY FUND

The student activity fund pays for items that directly affect students. Examples are: field trips, classroom supplies, student rewards, classroom projects, motivational speakers, etc.

There are several *absolutely painless* ways to earn money to help the school such as the **Mills Box Tops for Education**. Please save box tops and return them to their homeroom teacher. Please send them in a plastic bag in groups of 10 and label the bag with your child's/children's name(s).

TARDINESS

Please set your watch to "Ortiz Standard Time"! The tardy bell rings at 8:00. Morning announcements are at 8:00. All students should be inside their classrooms at that time. Late arrivals are disruptive to the classroom and have an adverse affect on educational progress. In order to help our students achieve the most they can in one school year, we cannot afford to lose instructional time. Repeated instances of tardiness will result in more severe disciplinary action, in accordance with the *Student Code of Conduct*.

TRAFFIC

Cooperation is essential to avoid conflicts in the front drive! Traffic is one-way in the front circle. Please be courteous and patient during drop-off and pick-up times. Please cooperate with the adult supervisors with kindness when motioned or spoken to.

VIPS (VOLUNTEERS IN PUBLIC SCHOOLS)

Our volunteers are invaluable! There are so many activities that parents may volunteer their time for...the list is endless! The VIPS chairperson will send home a volunteer sign-up sheet at the beginning of the year. Teachers will also have a sign-up sheet for homeroom moms. We appreciate the work our volunteers do every day! **When you volunteer, please remember to sign-in at the main office.**

VISITORS TO THE SCHOOL

Parents and others are welcome to visit Ortiz Elementary. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the main

office. **A driver's license is required and visitor stickers must be worn.** Visits to individual classrooms during instructional time are permitted only with prior approval of the principal and teacher and so long as the duration or frequency does not interfere with the delivery of instruction or disrupt the normal school environment. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. School personnel may require identification of any person on school property.

Please notify the office if you move, change jobs, or change telephone numbers. If you move out of the Ortiz attendance zone, you may call the administration building (677-1444) to request a transfer.