

# Bassetti Elementary

**5749 U.S. 277 South  
Abilene, Texas 79606  
325-690-3720**



School Mascot: Bear  
School Colors: Blue & Gold

Principal – Cecelia Zertuche  
Assistant Principal – Shannon Barnett  
Instructional Coordinator – Hillary Hernandez  
Counselor – Cinnamon Thompson  
School Nurse – Marsha Brittain  
School Secretary – Jackie Mahar  
Parent Coordinator – Ulu Urata  
Office Assistant – Geniva Trinidad  
Cafeteria Manager- Beatriz Lopez

## **Bassetti Mission Statement:**

Love, Learn, Lead

Welcome to the 2020-2021 school year. At Bassetti we are proud to be serving students with an excellent education and a great elementary experience. Thank you for being an important part of your child's educational success as together we build a strong foundation for future school years and beyond.

## **Bassetti specific information for 2020-2021**

### **Arrival, Dismissal and Traffic Procedures**

#### **Early Arrival**

Our building opens at 7:15 a.m. in the morning. Please DO NOT leave your child at school unattended before 7:15 a.m. as there is no adult supervision for them before this time. Students who arrive between 7:15 and 7:30 will wait in a designated area where they will be supervised until time to go to class at 7:30. Students will eat breakfast in their classroom from 7:30 to 7:50. At that time teachers will then transition to begin the school day.

#### **Arrival**

Car rider students should be dropped off in the front circle driveway only. For your child's safety, please let students out on the sidewalk and at the crosswalks rather than the middle lane of moving traffic. If you need to exit your car, please park in one of the designated parking slots. The third lane, next to the parking slots, is reserved for continually moving traffic only for both safety reasons as well as traffic congestion problems. To adhere to the physical distancing protocols, grade levels will enter the building at three designated doors for a smooth transition into the building. For the safety of all students and staff, parents will not be allowed to walk their student to their classroom. All visitors to the campus must stop by the front office to complete screening protocols and a mask or face covering will be required to be in the building.

#### **School Dismissal**

The school day ends at 3:15 p.m. If your child does not ride a bus, please pick your child up promptly at 3:15. There is no extended supervision after dismissal time as teachers and staff must go on to their next required activities each afternoon. Parents and emergency card contacts will be contacted after normal pick-up time for any students still on campus after 3:25 p.m.

#### **Traffic and Parking**

Afternoon traffic is much heavier than in the morning because everyone arrives at the same time. In order to ensure safety for all of our students, we ask that all parents and staff observe the following precautions and courtesies when driving in the school circle driveway:

- Traffic is one way in the front driveway.
- Please remain in your vehicle AT ALL times. Students will be brought to your vehicle by a school employee. There is no need to exit your vehicle to wait on the lawn. This will ensure traffic continues to flow smoothly.
- A system will be in place to radio into the building to let your child's teacher know you have arrived so they can begin making their way to the front and we will escort them to your vehicle.
- Again to adhere to the physical distancing protocols, grade levels will exit the building at three designated doors.
- Signs will be provided to put in your front window to indicate who you will be picking up. These signs will let us know the student's name, grade level, and teacher.

### **Change in after school plans**

If your child will be going home a different way than usual after school, the office must be contacted by a parent by note or phone call prior to 2:30 p.m. about the change in plans. If there is no notification by a parent ahead of time, the child will be sent home in the usual way such as bus, daycare van, etc. For safety, we will not rely only on oral information from the student as sometimes that may not accurately reflect the parent's intentions.

### **Absences and Tardies**

#### **Reporting Absences**

If your child will be absent, please call the Bassetti office at 690-3720. The office staff and/or an automated message system calls the parent contacts of any student who is marked absent and whose parents have not called in. We want to make sure everyone is either present or "accounted for" for the safety of all the students. If your child misses school due to doctor or dental appointments, or after a prolonged illness, please send doctor's notes to the office when your child returns to school.

#### **Tardies**

When the 7:50 a.m. bell rings, students should already be in their classrooms and ready to start the day. Important activities including ongoing skills work and review takes place in each classroom first thing in the morning, and it is very difficult to make up that instruction during other times of the day. It is in your child's best interest to be able to begin each day on time in order to not miss out on instruction or feel behind for the rest of the day. Bassetti follows the tardy policy established by Abilene ISD.

#### **Release and Return of Students During the School Day**

All students who need to leave school early during the day before the 3:15 p.m. dismissal must be signed out in the office, and it must be prior to 3:00 p.m. Once you have signed your child out we will kindly ask you to wait in your vehicle and we will walk your child out to you. After 3:00, all students are packing up and moving to different campus locations for dismissal, and therefore will not be able to be located to leave until the 3:15 dismissal bell. If the student is leaving for an appointment, please send a doctor's note when the student returns to school.

Only individuals whose names appear in the district's student information computer system or on the child's emergency card will be allowed to pick up a student. If someone other than those listed will be picking up your child, please notify the office beforehand. All individuals must present a driver's license or some form of picture identification.

### **Contacting the Teacher/Conferences**

#### **Contacting the Teacher-**

Your child's teacher will contact you periodically throughout the school year to set up parent conferences. If you would like to contact the teacher, please leave a message in the office for a return call. Teachers are NOT available for phone calls or long conversations regarding a student before school and during the instructional classroom time throughout the day. All meetings with teachers and/or staff members will need to be made by appointment only.

#### **Conferences-**

Conference meetings and phone calls can be scheduled and made during the teacher's planning period and after school. This is to ensure that the teacher's focus is on the students during instructional time and on the parents during conferences. Another option is to email the teacher directly. Teacher email addresses can be found on the Bassetti page of the Abilene ISD website at [www.abileneisd.org](http://www.abileneisd.org)

### **School Nurse**

Mrs. Marsha Brittain, R.N. is Bassetti's school nurse. Her office is equipped to handle routine medical needs. In the event of more serious illness or injury, parents will be notified immediately. You can contact her directly by calling 690-3720 and choosing option 3. Please keep the school informed with current phone numbers. If an emergency situation were to arise, we must be able to reach you as soon as possible.

**Medications:** For safety reasons, students are not allowed to carry prescriptions or nonprescription medicines with them at school. If it becomes necessary for a student to take medicine during the school day, the law requires that the parent come to the nurse's office with the medication in a prescription bottle and complete a medical form.

### **Visitors**

Parents and other visitors to the campus will be required to adhere to screening procedures when entering the building and will be required to wear a mask or face covering. In order to limit the amount of visitors in the building, we will not have visitors during lunch time or breakfast.

You must present an official picture ID, such as a driver's license, in order to receive a visitor pass for parent conferences and other appointments. Your ID will be kept in the office until you check out to leave, and your pass must be worn visibly for the entire time you are on campus. If you just have items that need to be taken to a classroom, we will have a drop off box in the foyer area. We will be glad to have the items delivered from the office to the class in order to keep classroom interruptions to a minimum. All classroom visits during the school day must be scheduled ahead of time.

### **Student Behavior Management**

The main function of school is to provide an excellent education in a safe environment for each of our students. In order to accomplish this, the expectation is for all of our students at Bassetti to behave in a manner that is conducive to learning and safety. Abilene ISD uses the CHAMPS classroom management plan through Safe and Civil Schools at all elementary campuses. With CHAMPS, emphasis is placed on teaching and supporting positive and appropriate behaviors and expectations, which in turn lessens negative behaviors and the impact those types of behaviors have on learning and the educational setting. Our campus is also a Leader in Me school, in which we teach and model the habits of successful students and citizens every day. Teachers also provide ongoing communication with students and parents in regard to classroom behavior expectations and progress throughout the school year.

The campus principal, Mrs. Cecelia Zertuche, and the assistant principal, Mrs. Shannon Barnett, are the campus behavior coordinators (CBC). In the event that a discipline referral to the office is necessary, the parent will be contacted by a member of the office administration either through a phone call, copy of the discipline referral sent home, or a parent conference. It is important that the student, teacher, parent and principal are all

working together regarding behavior problems. If so, the student will benefit the most in the end.

### **Birthdays and Celebrations**

Throughout the year, your child's class may participate in a variety of celebrations and parties, such as Christmas and Valentine's Day. Please refer to information sent home by the individual teachers regarding these events. Birthday treats such as cupcakes can be dropped off at the school office to be enjoyed at the end of the day in the classroom. Please coordinate ahead of time with your child's teacher if you plan on sending birthday treats for the class. According to Child Nutrition Service guidelines, birthday cake or treats may not be served during lunchtime. Private birthday party invitations can be handed out at school only if the whole class is invited.

### **Recess**

Students will go out to recess with their class at a scheduled time during the school day. Students will not be required to wear their mask or face covering while they are actively engaged outside. During inclement weather or if the weather is under 40 degrees or over 90 degrees, the students will not go outside for recess.

### **Lost and Found**

The lost and found is located on stage in the cafeteria. Please let your child's teacher know or the front office if your child has lost an article of clothing. Please be sure to write your child's name on jackets, sweaters, and/or pullovers so it is easier to return to the correct student when an article of clothing is found on campus.

### **Dogs and animals on campus**

Animals are not allowed on campus without permission from the school principal as some of our students may be allergic to animals.

### **PTO Volunteering**

At this time, Bassetti will not be utilizing volunteers. Please consult the school's Facebook page and/or watch for other communication from the school when volunteers will be needed on campus if you choose to volunteer in the future.

### **School Communication**

Important information about things happening at school and/or in the classroom will be sent home through a classroom newsletter, school messenger, notes from the office or classroom, and through Remind.