

# Ortiz Elementary

**2550 Vogel Street  
Abilene, Texas 79603  
(325)671-4945**



School Mascot: All Stars  
School Colors: Blue & Silver

Principal – Carmen Crane  
Assistant Principal – Michelle Hillock  
Instructional Coordinator -Geraldine Wills  
Counselor – Gayla de la Vega  
School Nurse – Jenny Matthys  
School Secretary – Ashley Mendoza  
Parent Coordinator – Sonia Castillo  
Office Assistant –Tammy Webber  
Cafeteria Manager- Frances Talib

## **Ortiz Elementary Mission Statement:**

ALL STARS. ALL BELONG. ALL LEARN. ALL LEAD.

Welcome to Ortiz Elementary. We are honored to partner with you this year. We are here to ensure each student is successful and equipped to LEAD. I am excited to start a new year that looks much like a normal school year. I look forward to having more opportunities to serve each of you in the upcoming year.

Carmen Crane, Principal

# Ortiz Elementary specific information for 2021-2022

## Arrival, Dismissal and Traffic Procedures

### Early Arrival

The school building is open for students at 7:15 a.m. When arriving, students should enter the building through the main double doors next to the office. All Kindergarten, 1<sup>st</sup> and 2<sup>nd</sup> grade students arriving at school before 7:35 will go directly to the gym. All 3<sup>rd</sup>, 4<sup>th</sup> and 5<sup>th</sup> grade students will go to the cafeteria. 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 picked up, by their teachers, from the cafeteria and gym at 7:35.

### Arrival

Students who arrive between 7:35 and 7:50 may go directly to their classroom. The tardy bell rings at 7:50 AM and morning announcements are at that time. Due to security purposes, parents are not allowed in the building before school starts without properly checking in at the office and receiving an ID sticker.

### School Dismissal

All grade levels are dismissed at 3:15. For the safety of our students, parents should wait on the outer premises of the building for students to dismiss. 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 3:15 Dismissal**

Student walkers must go straight to the gym and will be escorted off campus in the direction that the student walks 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 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.

- Students being picked up by car will wait at the curb in the drive through lane with their class and teacher.
  1. K-2<sup>nd</sup> grade students will be on the west side (toward the playground) of the drive through lane
  2. 3<sup>rd</sup>-5<sup>th</sup> grade students will be on the east side of the drive through lane
- All bus riders will be escorted to their specific bus and checked in.
- Alliance After School Care students will go straight to the cafeteria and check in with ASC teachers.
- Students that are not picked up by 3:30 will be brought to the office. **No student will be allowed to wait anywhere else after 3:30 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.

### Traffic and Parking

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 and respect. There is limited parking in the circle drive, but parking overflow on the east side of the campus.

### Change in after school plans

If your student's normal after school routine changes, parents must send a note with the student or contact the office directly. Teachers may not change daily dismissal norms based on information from the student.

## **Absences and Tardies**

### **Reporting Absences**

As soon as you know that your child will not be able to make it to school, please contact the parent coordinator, Sonia Castillo at 325-671-4945.

### **Tardies**

Please set your watch to “Ortiz Standard Time”! The tardy bell rings at 7:50. Morning announcements are at 7:50. All students should be inside their classrooms at that time. Late arrivals are disruptive to the classroom and have an adverse effect 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.

### **Release and Return 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 the student should be sent home and will notify the student’s parent.

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.

## **Contacting the Teacher/Conferences**

### **Contacting the Teacher-**

Your child’s teacher is your most important ally this year, and communicating often will help ensure that you are both on the same page. The best way to contact teachers at Ortiz is to send them an email. They are required to respond in writing or with a phone call within 24 hours (during the school week). It is difficult to interrupt a classroom for phone calls, so please understand that if you call during the school day for a teacher you will be asked to leave a message for a return call.

### **Conferences-**

Your child will accomplish many AMAZING things this school year. We will have 2 student led conference opportunities this year (fall and spring) for you to join us at school to see firsthand the great things your All-Star is accomplishing. Individual teachers will send out information on scheduling these conferences as time draws closer.

### **School Nurse**

We have a Registered 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 the student’s ONLINE Emergency Card! 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.

### **Visitors**

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.

## **Student Behavior Management**

All children should have the opportunity to achieve their fullest personal and academic potential in a safe, caring environment. For this reason, Ortiz Elementary is a LIM school that follows the CHAMPS structure to help create a positive learning environment for your children. LIM and CHAMPS are a commitment that requires everyone – school personnel, students, and parents to assume his or her share of the responsibility toward the attainment of becoming our best selves. To do otherwise would be a disservice to our students. The LIM 7 Habits will be outlined for you and your student the first week of school. The CHAMPS structures will be communicated throughout the year to help the classroom run smoothly.

### **LIM 7 Habits**

1. Be Proactive—you're in charge
2. Begin with the End in Mind—have a plan
3. Put First Things First—work first, then play
4. Think Win-win—everyone can win
5. Seek First to Understand Then to Be Understood—listen before you talk
6. Synergize—together is better
7. Sharpen the Saw—balance feels best

Teachers and administrators have full authority over student conduct at before and after school activities. Students are subject to the same expectations for conduct that apply during the instructional day and will be subject to consequences established by the **Student Code of Conduct**. Each classroom has specific classroom rules posted. In addition, school wide expectations 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. Students are expected to discuss 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 code of conduct that applies 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. Parents will be notified if students were restrained following the appropriate documentation per district policy.

## **Birthdays and Celebrations**

### **PARTIES**

Homeroom 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.**

### **AWARDS**

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

### **Recess**

Recess is an integral part of students' day. Research is clear that recess and free play are essential in helping grow children's brains. At Ortiz, students will have a minimum of 20 minutes of recess each day. Recess times will vary between grade levels. In weather conditions under 40 degrees students will not have outdoor recess.

### **Lost and Found**

Our lost and found is located in the cafeteria for clothing items. Items found of value, such as eye glasses, cell phones, and money, will be turned in to the office.

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

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

### **Volunteering**

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 volunteers. We appreciate the work our volunteers do every day!

### **School Communication**

Communication is key to our collective success. Our goal is to communicate with families in a variety of ways on a consistent basis. You can expect to receive monthly newsletters as well as information on an as needed basis via School Messenger and our social media platforms.

## **Ortiz Elementary** COVID-19 Supplement to Campus Guide

### **Face Coverings**

Ortiz students and staff will follow both the CDC and district protocol for wearing masks. Students and staff will wear a mask that covers both the nose and mouth upon arrival to the campus each morning. Masks will be worn at all times with the exception of PE, recess and while eating breakfast or lunch. For younger students (K-2) it may be preferable to wear a gaiter type face covering (worn around neck and is pulled up over nose and mouth) to lessen the chances of the mask falling to the ground. For extra protection students may wear a face shield, but a mask must be worn as well.

Students who arrive at school without a mask will be provided a disposable mask for use.

### **Visitors**

In an effort to minimize the introduction of COVID 19 to the campus, visitors will be limited to those individuals who are essential to campus operations. Parents will not be allowed to join their child for lunch on campus until further notice. Parents may drop off lunch for students at the front office if necessary.

If a parent has an essential function that must be performed on campus they will be required to wear a mask during their entire visit to the campus.

Parents will not be allowed to walk students to class on the first day. Please stay in your car and use the front circle drop off. We will have extra smiling faces to greet your children and help guide them into the building for a great start to the school year.

### **Arrival**

To ensure the maximum amount of physical distancing we will use multiple entrances for students this year. If you can, please drop your student off between 7:30 and 7:35 to decrease the amount of wait time for teachers.

- Kindergarten and First grade students will enter through the street facing double doors to the west of the main school entrance and proceed to the gym (before 7:30) or their classroom (7:30 and after).
- Second and Third grade students will enter through the main school front doors and proceed to the cafeteria (before 7:30) or their classroom (7:30 or after).
- Fourth and Fifth grade students will enter through the street facing double doors to the east of the main school entrance. Fourth grade students will proceed to the library (prior to 7:30) or their classroom (7:30 and after). Fifth grade students will proceed to the music room (prior to 7:30) or their classroom (7:30 and after).

All students will practice physical distancing while entering the building and during any wait time in their respective holding areas. Students will also sanitize hands when entering the building and before transitioning to a new part of the building.

### **Dismissal**

During dismissal students will be separated by how they are transported home.

Our walking students will be escorted by a staff member to the gym and will have staggered release to ensure student groups do not gather together.

Bus riders will be picked up from their hallways by staff members and escorted to the the hallway/common area at the back of the school where they will immediately be loaded on their respective bus.

Our car rider students will have designated areas by classroom rather than grade level in the front of the school to ensure we have appropriate physical distance. Classrooms who have exterior doors facing the front circle drive will have students remain in classrooms during dismissal and the classroom teacher will stand at the door listening for students name to be called.

Parents will not be allowed to exit their cars to retrieve their children. We ask that everyone stay in their car to expedite a safe dismissal for students.

### **Transition**

In order to decrease student movement on campus, when at all possible teachers and staff will move to students rather than students transitioning to multiple areas of the building throughout the day.

In our departmentalized grades (4<sup>th</sup> and 5<sup>th</sup> grade), students will remain in their homeroom classroom and our content teachers will transition between classrooms for each instructional period.

Students will continue to have a variety of enrichment programs in their instructional day. These include: Music, Art, Computer, and PE. All of these teachers will instruct students in their homeroom classroom with the exception of PE. Students will go to the gym or outside during their allotted PE time. Extra precaution will be taken to ensure physical distancing during transitions to PE.

### **Breakfast**

Ortiz will continue our practice of students eating breakfast in the classroom. Mobile carts will be in each hallway. Classrooms will follow a specific schedule for students to pick up breakfast from their assigned cart and return to eat in the classroom. Breakfast will be served from 7:30-7:50 am.

### **Lunch**

The campus has developed an A/B week schedule for lunch service to best facilitate physical distancing of students. This schedule will allow our campus to maintain a maximum of 50% capacity in our cafeteria at all times. **There will be no microwave use this year for students.** Below are the details of this plan:

- During “A” week kindergarten, first, and second grade will eat lunch in the cafeteria while third, fourth, and fifth grade will eat lunch in their respective classrooms.
- During “B” week third, fourth, and fifth grade will each lunch in the cafeteria while kindergarten, first, and second grade will eat lunch in their respective classrooms.

This plan ensures that we will only have one grade level eating in the cafeteria at a time and that all students continue to have exposure to our collective cafeteria practices on a consistent basis.