

Martinez Elementary



**1250 Merchant St
Abilene, Texas 79603
325-794-4160**

School Mascot: White Tiger

School Colors: Maroon/Black

Principal – Mildred Petty

Assistant Principal – Mandy Welch

Instructional Coordinator – Yolanda Morales

Counselor – Tina Campbell

School Nurse – Traci Wasmer

School Secretary – Elsa Rivas

Parent Coordinator – Linda Piazza

Office Assistant – Alice Martinez

Cafeteria Manager- Rosemary Rocha

Martinez Elementary Mission Statement:

Our mission is to prepare Martinez students to be productive citizens in our diversified and changing society. To do this, we must meet the educational, emotional, and social needs of all students.

Martinez Elementary School Motto:

We will Rise to the Challenge

Welcome Martinez Tiger Families to the 2022-2023 school year. We are so happy that you will be a part of our family in this next year! We will learn and grow together! We are all so excited to come together this year!

Martinez Elementary Specific Information for 2022-2023

Arrival, Dismissal and Traffic Procedures

Early Arrival

When arriving before 7:40am, students will be dropped off in the front driveway on Merchant Street. Please be aware that cars enter in the north driveway entrance and exit through the south entrance. Monitors will be on duty to help students to the cafeteria or computer labs. All students that walk, ride a bicycle, or ride in a car and arrive at school before 7:45am, will get their breakfast and when they finish will wait in their perspective holding rooms. Kinder will wait in the computer lab and students, grades 1-5 will wait in the PE gym by their homeroom teacher.

To ensure a calm start to the school day, this is a quiet time with zero voice level.

Arrival

Students who do not arrive early may be dropped off and enter the cafeteria entrance to the building on Merchant Street to go to class at 7:45. Please plan for time in the driveway. Students are tardy after the 7:50am bell and a parent will escort their student(s) to the office for a pass. Morning announcements are at 8am. Breakfast will begin being served, promptly at 7:15am and will stop at 7:50am. Please have your students arrive on time so they can start their day with a hot meal.

School Dismissal

Students who ride the bus, must go straight to the school bus, Day Care bus, Boys' and Girls' Club, their bike, or walk home. Car riders will be called to their ride. Teachers and staff are on duty at all pick-up points. Students are not allowed to play on campus after school. Students are not allowed to re-enter the building after dismissal. Students will not be allowed to wait for parents to pick them up across the street. The students who are not walkers, will be with their class in the cafeteria and parents can pick them up with a car tag in their vehicle, or line up to have their car tag number called. 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 by 2:30pm so that we may give a message to the student/students. Staff will be on duty to make sure students get into their car safely. Kinder students who ride a school bus or daycare bus will be taken to the bus lane on Clinton St. Walkers will be escorted out of the building by staff members.

All 1st-5th grade students picked up by a parent/designee or a car will exit through the library or cafeteria doors facing Merchant St. Students will wait seated by grade level with their teacher. The parents picking up their student by car must have a CAR TAG. If you do

not have a CAR TAG, we will gladly help you with obtaining one by asking that you pull forward through the drive and walk into the building to obtain a CAR TAG. At times we will have staff available with CAR TAGS in hand to assist you. All daycare and bus riders will go directly to Clinton St. to board the bus or van. Boys' and Girls' participants will go straight to the club through the PE gym doors. Walkers will be escorted out of the building by staff members.

If you misplace your CAR TAG, you can purchase a replacement tag for \$2 in the front office. All students must be picked up with a CAR TAG. If you do not have one, you will need to get verified in the front office and obtain a green slip for use in the parent walk up line. Green slips will not be allowed in the car pick-up line.

Traffic and Parking

Parents that park in the Merchant Park parking lot, or in the street (be aware of which sections of the street have No Parking signs) should walk across the crosswalk on the street and parking lot to pick up students. Please stay on the crosswalk. Do not cross through traffic in the drive through lane or across the parking lot. Staff is on duty to direct car and pedestrian traffic. A crossing guard is stationed on Merchant St. We will not let students cross the driveway or street alone. Parents must walk up to the teacher.

Parents will not be allowed to park in the faculty parking lot, the lot on North 12th, this parking lot is for faculty and staff only. We do have some of our student walkers cross through the parking lot, so we want them to be safe.

Parking spaces in the front main parking lot on Merchant St are blocked off every afternoon between 2:00-2:30 in preparation for afternoon dismissal. All cars must be in the drive-through lane only. All cars must have a student pick up sign.

Change in after school plans

Please call the office by 2:30pm if you need to change the plans for after school dismissal. It is imperative you call prior to 2:30pm so that we can be certain to get the message to your student on time.

Absences and Tardies

Reporting Absences

If your child/children will be absent, please call the school as early as possible to report your student absent. When your student returns to school, please have your student bring a doctor's note and/or a note from a parent stating why the child was absent with a signature and date.

If your child/children will have an appointment and they need to be picked up, please come to the office and request for your child to be picked up. Early pick-ups will stop at 2:30, as our students will be in transitions and preparing for dismissal. Be sure to pick your child up prior to 2:30 if they have a late afternoon appointment. Students, after 2:30, are moving and preparing for dismissal and it may take a longer period of time to round up your student. We just want to prevent any delays in getting to your appointments. As always, please have your student turn in his/her doctor's note the following day.

Excessive absences will result in your student being assigned Credit Recovery and possibly missing out on field trips with their classmates. Credit Recovery classes will be on Thursdays from 3:30-5:30pm. If your child is assigned Credit Recovery, you will receive a letter indicating which days your child needs to attend. Please make every effort to have your student at school every day.

Tardies

Tardies will cause your student to miss important instruction time that is vital to his/her education. Your students school day begins at 7:50am and ends at 3:15pm.

5 tardies- letter will be sent to parent or guardian

10 tardies- phone call to parent or guardian

15 tardies- parent conference with principal or assistant principal

20 tardies- letter to parents stating that this has become an attendance issue which could result in a possible citation and transfer revocation if applicable.

Excessive tardies, may also result in your student not being able to attend field trips with their classmates, due to making up lost instruction with their teacher. We do not want any student missing any field trip. Please ensure that your students get to school on time, every day.

Release and Return of Students During the School Day

Students who need to leave school for a period of time during the day, must be signed out in the office and upon your return, they must be signed back in through the office before returning to class. Please have your student return with a doctor note so that the absence can be counted as an excused absence.

Contacting the Teacher/Conferences

Contacting the Teacher- Parents, if you are wanting to meet with your child's teacher, you can either call their extension or communicate via email. Remember, that during the day, teachers may be teaching and may not answer phone calls but leave them a voicemail and they will return your calls as soon as they can.

Conferences- We encourage parent/teacher conferences at least one time a year. If you are needing it more often, that is not a problem. In fact, we encourage it! Parents, to schedule a conference you can call or email your student's teacher and set up a time that will be convenient for you to meet.

School Nurse- Our nurse is Traci Wasmer. Nurse Wasmer will be available from 7:25-3:30 every school day. You can leave medication at school for your student, but you will need to visit with the nurse and fill out the appropriate paperwork. Your student can not keep medication on their person or there string sack. All medication must be kept in the clinic. When the nurse feels that your student is too sick to be at school, she will call to have your child picked up as soon as possible.

Visitors- Every visitor to our campus must check in at the front office with a picture ID. If a visitor does not have a picture ID with them, we will ask them to retrieve their picture ID so we can allow them on campus. If you will need to go to another area other than the office, we will scan your picture ID and give you an ID badge to stick on your clothing for identification. The office staff will hold on to your ID until you conclude your business on campus.

We enjoy having parents come to eat lunch with their children. We do have limited seating, so we ask that parents make reservations to eat with their student. Please call the office between 9-10am to reserve a spot. If the spots are full, we will gladly reserve another day for you. You can bring outside food for your student, but only for your student, not for any

other student, even if they are related to you in some way. We want to be careful with other students' allergies.

Thank you for your cooperation and understanding.

Student Behavior Management- Martinez Elementary uses the CHAMPS and Foundations program for managing discipline. Every teacher, instructional aide, and administration personnel have been fully trained on the discipline management program. The teachers teach and model expected behaviors and work with students daily so they can be successful in the classroom.

When a student is sent to the office for a behavior infraction, parents will be contacted and talked to about the infraction and what plan is in place to help the student get back on track. Here at Martinez Elementary we know and understand that it is a team effort when it comes to educating and growing our students socially and emotionally.

Birthdays and Celebrations Parents can bring store bought cupcakes for their students on their birthday to share with their class. You can drop the cupcakes off in the office and we will make sure they get to your child's classroom. Teachers will distribute the cupcakes at the end of the day, to not interrupt instruction time.

If you want to have the teacher pass out birthday party invitations, please have an invitation for each student in the class. You can ask the teacher how many students are in the class, to have enough invitations.

Please do not send flowers, or balloons to your child on their birthday or any other holiday.

Recess Every student at Martinez Elementary will get a set time for recess every day. At Martinez Elementary, we know the importance and the value of letting students run and play during their educational day. When the weather is under 40 degrees and over 100 degrees, students will not go outside. Teacher's will come up with alternative break time for students.

Lost and Found The lost and found is in our cafeteria in a bin that is labeled "Lost and Found." Parents, please label all coats/jackets, lunch boxes, and string sacks so if an item is left, we can get it back to your student as quickly as possible.

Dogs and animals on campus Please do not bring animals of any kind on campus without prior approval from the principal. We appreciate your understanding.

Volunteering

Parents, you can volunteer for field trips, we will need you to obtain a background check prior to starting your volunteer service. The office can help you with information on volunteering on our campus.

When your student's class goes on a field trip, your child's teacher will let you know if parents are needed to attend or if parents can attend. Some field trips do not have the space for parents to accompany their student. If parents are allowed to attend, you **MUST** obtain a background check prior to the field trip occurring. You can do this by going to the district webpage and click on volunteer@AISD. When parents can attend, parents must check in at the office and receive a sticker identification to place on their shirt/blouse. This will show the teacher that the parent was checked in by the office. We appreciate your understanding of our policies to keep everyone safe.

School Communication When important information needs to relay to parents, we will do so by letters and/or a phone call via our district school messenger. Please be sure that your phone number is updated in Frontline so that you will always have the latest information from Martinez Elementary.