

2022-2023



Daniel Ortiz, Jr. Middle School

Magnet for the Performing and Visual Arts and
International Baccalaureate World School

6767 Telephone Road
Houston, Texas 77061
713-845-5650
www.houstonisd.org/ortizmiddle

Student and Parent Handbook



• Celebrating 20 years of learning, family and success •

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IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

To this end the organization works with schools, governments, and international organizations to develop challenging programmes of international education and rigorous assessment.

These programmes encourage students across the world to become active, compassionate, and lifelong learners who understand that other people, with their differences, can also be right.

Daniel Ortiz, Jr. Middle School

Mission

Every student will be provided a balanced approach to learning with an emphasis on service-learning and the arts. Ortiz will provide the opportunity for all students to

- Participate in a performing and visual art.
- Become proficient in a second language.
- Experience service in the interest of their community.

Vision

At Ortiz Middle School, students are empowered with the skills and equitable experiences to develop as individuals who will champion for themselves and their communities.

Colors:	Navy, Silver, and White
Mascot:	The Mighty Eagle
Motto:	Stay Positive, Work Hard, Make it Happen!

The purpose of this handbook is to provide students and parents with the expectations, procedures and policies that have been put in place to ensure a safe and secure campus with a high standard of teaching and learning.

To our Eagle Students:

Welcome to Ortiz! We are excited to have you join our Eagle family, whether you are new to our school or returning for another year of your middle school education. We have a great team of teachers ready to work hard and make it happen to help you succeed. Middle school is a time for you to excel in your classes, try a sport or arts class, participate in community service, and hopefully become a life-long learner. We expect our students to embrace the idea of becoming someone who cares about others and our planet, and we emphasize the IB Learner Profile attributes to help you become your very best. Reach out to your teachers if you need help and know that everyone here at Ortiz is focused on providing you the best education possible.

To our Eagle Parents/Guardian:

You are the most important influential person in your child's life. We value you and look forward to working with you to ensure that all children are safe and successful at Ortiz Middle School.

Please help us to help your children by:

- Supporting all school and classroom rules for student conduct.
- Ensuring that your child comes to school every day following the Ortiz dress code.
- Providing the school with your current address along with up-to-date home, work, cell, and emergency contact numbers.
- Making sure that your child is on time and attends school every day. Ortiz officially starts at 8:20 AM. Please do not drop students off at school before 7:30 AM. Leaving your child unsupervised before the official school start time is an issue of student safety.
- Providing school personnel with any student information that may affect your child's ability to learn and/or to behave at school.
- Making sure that your child is prepared for school every day.
- ***Promptly contacting your child's teacher or administrator with your questions and concerns.***

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Once an Eagle – Always an Eagle

Ortiz Administrative Team

Alejandra Ortega
Principal



Yasmeen Khaliq
Assistant Principal

Rewa Booher
Culture Specialist

Andre Torres
Assistant Principal

Nathaniel Rennalls
VILS Coach/Instructional Technologist

Zulema Reyna
Teacher Specialist

Erica Hampton
Counselor

Ortiz Middle School

6767 Telephone Rd. Houston, TX 77061-2056

Phone: 713-845-5650 Fax: 713-845-5646

www.houstonisd.org/ortizmiddle

Ortiz Middle School Dedication and History

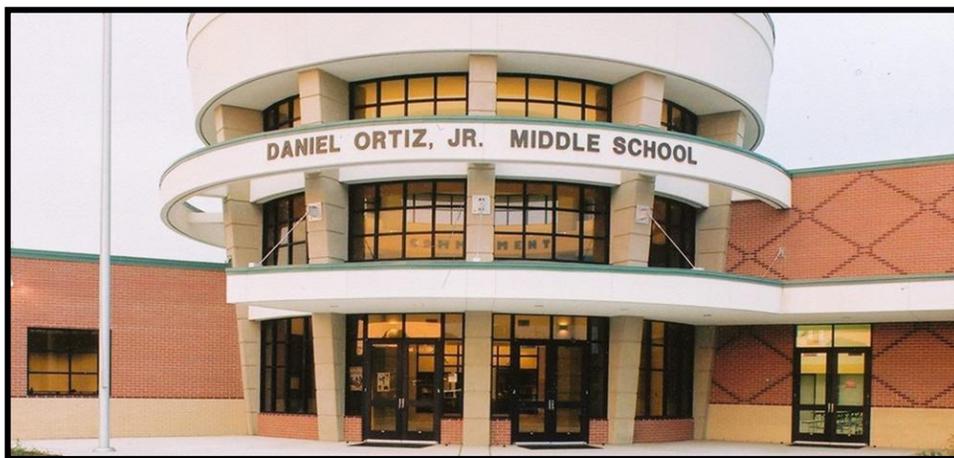
Daniel R. Ortiz, Jr. was a native Houstonian, born and raised in Magnolia, a neighborhood in Houston's East End. He was a devoted family man, loyal friend, and dedicated educator whose community involvement, and peer recognition provided him with a deep understanding of his responsibility to give back to his city and community. Daniel R. Ortiz, Jr. graduated as a product of the HISD school system with the Charles Milby Sr. High School class of 1955.



He graduated from University of Houston with a B.S. degree in History Education and then enlisted in the U.S. Army. He began his professional career in HISD as a history teacher and English teacher, then continued to serve through-out his career as an assistant principal at George Washington and McReynolds Jr. High Schools, principal of Marshall Jr. High, Assistant Superintendent of HISD- Area V and lastly, Associate Superintendent and Deputy Superintendent of HISD School Administrators.

Mr. Daniel Ortiz, Jr. became one of the District's highest-ranking administrators at a time when few Mexican Americans served in leadership roles. On August 31, 1992, Mr. Ortiz retired as Superintendent of School Operations for HISD.

Daniel Ortiz, Jr. was an exemplary educator and served as a role model for children and employees whose lives he touched. Daniel Ortiz, Jr. Middle School was named in his honor in October 2002.



Campus Program Distinctions

Ortiz Middle School is a **Magnet School for the Performing and Visual Arts** and an **International Baccalaureate World School**. We provide an exceptional college preparatory education, offering a well-rounded, rigorous curriculum that includes performing and visual arts, second language acquisition, and a full selection of Pre-AP classes for all core subjects to craft a unique and challenging middle school experience. Among the programs and resources at Ortiz that students have access to:

- Pre-AP Courses
- Performing and Visual Arts
- International Baccalaureate Middle Years Programme
- Computer Concepts
- Technology Applications
- Spanish, French, Algebra I, APEX and IPC for high school credit
- Tutorials/Intervention
- Award-winning Ortiz Band
- Competitions in Dance, Theatre Arts, Visual Arts, Band, Drumline, and Orchestra
- Zone Champion Athletics Department

As a **Magnet School for the Performing and Visual Arts**, Ortiz offers students the opportunity to participate in various programs. This year, we offer dance, band, drumline, choir, piano, orchestra, mariachi, guitar, ballet folklorico, theatre arts, and visual arts. Our programs are leveled and provide a rigorous but nurturing environment for students to learn and grow in their art, compete in district and UIL events, showcase their talents in school performances, and prepare for auditions at the high school level.

Through our distinction as an **International Baccalaureate World School**, we offer the IB Middle Years Programme. The IB Middle Years Programme (MYP) provides a framework of learning that encourages students to become creative, critical, and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and the real world. It fosters the development of skills for communication, intercultural understanding, and global engagement—essential qualities for young people who are becoming global leaders.

The MYP:

- provides students with opportunities to develop the knowledge, attitudes, and skills they need in order to manage complexity and take responsible action for the future.
- ensures breadth and depth of understanding through study in eight subject groups.
- requires the study of at least two languages (language of instruction and additional language of choice) to support students in understanding their own cultures and those of others.
- empowers students to participate in service within the co

Ortiz Middle School Bell Schedule 2022 – 2023

Ortiz Middle School

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2022-2023 Bell Schedule

1st Period	8:30 - 9:28	(58 minutes)
2nd Period	9:32 - 10:30	(58 minutes)
Eagle Time	10:34 - 11:14	(40 minutes)
3rd Period	11:18 - 12:54	(96 minutes)
1st Lunch	2nd Lunch	3rd Lunch
Lunch 11:18-11:48 (30 min)	Class 11:18-11:48 (30 min)	Class 11:18-12:22 (64 min)
Class 11:52-12:54 (62 min)	Lunch 11:52-12:22 (30 min)	Lunch 12:24-12:54 (30 min)
Class 12:24-12:54 (30 min)		
4th Period	12:58-1:56	(58 minutes)
5th Period	2:00- 2:58	(58 minutes)
6th Period	3:02 - 4:00	(58 minutes)




HOUSTON INDEPENDENT SCHOOL DISTRICT

2022-2023 ACADEMIC CALENDAR

JULY 2022						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUGUST 2022						
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SEPTEMBER 2022						
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OCTOBER 2022						
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NOVEMBER 2022						
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DECEMBER 2022						
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JANUARY 2023						
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29	30	31				

FEBRUARY 2023						
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MARCH 2023						
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APRIL 2023						
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30						

MAY 2023						
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28	29	30	31			

JUNE 2023						
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25	26	27	28	29	30	

Key Holidays Teacher Preparation Days (no students) Teacher Service Days (no students)	Holidays September 5, 2022 Labor Day October 5, 2022 Fall Holiday November 21-25, 2022 Thanksgiving Break December 22-January 4, 2023 Winter Break for Teachers December 22-January 6, 2023 Winter Break for Students January 16, 2023 MLK Day March 13-17, 2023 Spring Break March 31, 2023 Chavez-Huerta Day April 7, 2023 Spring Holiday April 21, 2023 Spring Holiday May 29, 2023 Memorial Day	
	School Day Start and End Times 7:30-3:00 Elementary School 8:30-4:00 K-8 and Middle School 8:30-4:10 High School	
Significant Dates August 8, 2022 Teachers report to work August 22, 2022 First day of school December 21, 2022 Last day of first semester January 9, 2023 First day of second semester May 31, 2023 Last day of school for students June 1, 2023 Last day for teachers	Grading Periods Aug. 22-Sept. 30 Oct. 3- Nov. 4 Nov. 7-Dec. 21 Jan. 9-Feb. 24 Feb. 27-Apr. 14 Apr. 17-May 31	Report Card Dates October 7, 2022 November 11, 2022 January 13, 2023 March 3, 2023 April 20, 2023 May 31, 2023 (ES, K-8, MS) June 7, 2023 (HS)
<i>Last Updated 02/15/22</i>		

Campus Procedures for School Visits, Arrival, Dismissal, and Attendance

Visitors:

The safety of our students and staff is our top priority. All visitors and parents must adhere to the campus visitor clearance procedures. Visitors will enter the building through the front entrance and report directly to the main office. A valid photo ID **must** be presented to obtain a Campus Clearance Pass. Visitors must visibly display a Campus Clearance Pass (CCP) while visiting anywhere on campus.

School Hours:

Start time: 8:30 AM (First bell rings at 8:25; first period begins at 8:30)

End time: 4:00 PM

- Breakfast is served daily during 1st period in the classroom from 8:25 – 8:30 AM.

Arrival:

Students are to report directly to the cafeteria each morning. Doors will be open for student arrival no earlier than 7:30 AM. Students are **not** allowed on school property prior to 7:30 AM due to supervision requirements. Students are to remain in the cafeteria until administration directs them to their designated areas.

6th Grade: Auditorium

7th Grade: Cafeteria

8th Grade: Gym

Dismissal:

Students need to be picked up at 4:00 PM daily. If students are staying for a sponsored after-school activities or tutorials, they must be picked up immediately after the activity ends. See the **Arrival/Dismissal section below for more information.**

Attendance:

The Texas Compulsory School Attendance Law requires that all students attend school from ages six (6) to eighteen (18). It is expected that all students are **on time and attend school every day** unless there is a reason for an excused absence. The Compulsory School Attendance Law will be enforced. Sufficient attendance is a requirement for promotion standards. Students not meeting these standards will have to attend summer school. It is the parent's responsibility to keep up with their child's absences. Parents are alerted of daily attendance through automated phone calls, progress reports and report cards.

Students missing more than 15 minutes of class time are considered absent.

Reasons for Excused Absences:

- Illness and/or doctor appointments
- Death in the family
- Participation in school activities with permission from the principal
- Juvenile court proceeding documented by probation officer.
- Emergencies/reasons deemed acceptable by the principal or superintendent.

Written Reason for Absence:

If a student must be absent, a written excuse from the parent/guardian must be provided and brought to the attendance office upon the student's return. The note should include: the date and time of the absence, the reason for the absence, and the parent's/guardian's signature. If a written excuse is not provided, the absence is documented as unexcused. Students are given **three days** per absence to turn in any **excuse notes** and three days to turn in makeup work.

**** A student absents for any reason other than a documented healthcare appointment will not be allowed to participate in school related activities on that day or evening. ****

Late Arrival to School – After 8:30 AM:

Any student who arrives to school after 8:30 AM will report to the cafeteria where they will be documented as tardy and receive disciplinary consequences. Notes from parents/guardians will be accepted but will not excuse a tardy, unless authorized by an administrator. Consequences for repeated tardiness may include lunch detention, after-school detention, or in-school suspension, depending upon the number of incidents.

Late Arrival to School – After 8:45 AM:

Any student who arrives to school after 8:45 AM must report to the main office to sign in and obtain a pass.

Tardy to Class:

All students are expected to report to class on time. There are four-minute passing periods between classes. Students who arrive to class after the bell rings will be marked tardy for that period and are required to sign teacher's tardy log. Excessive tardiness will result in consequences that may include lunch detention, after-school detention, or in-school suspension, depending upon the number of incidents.

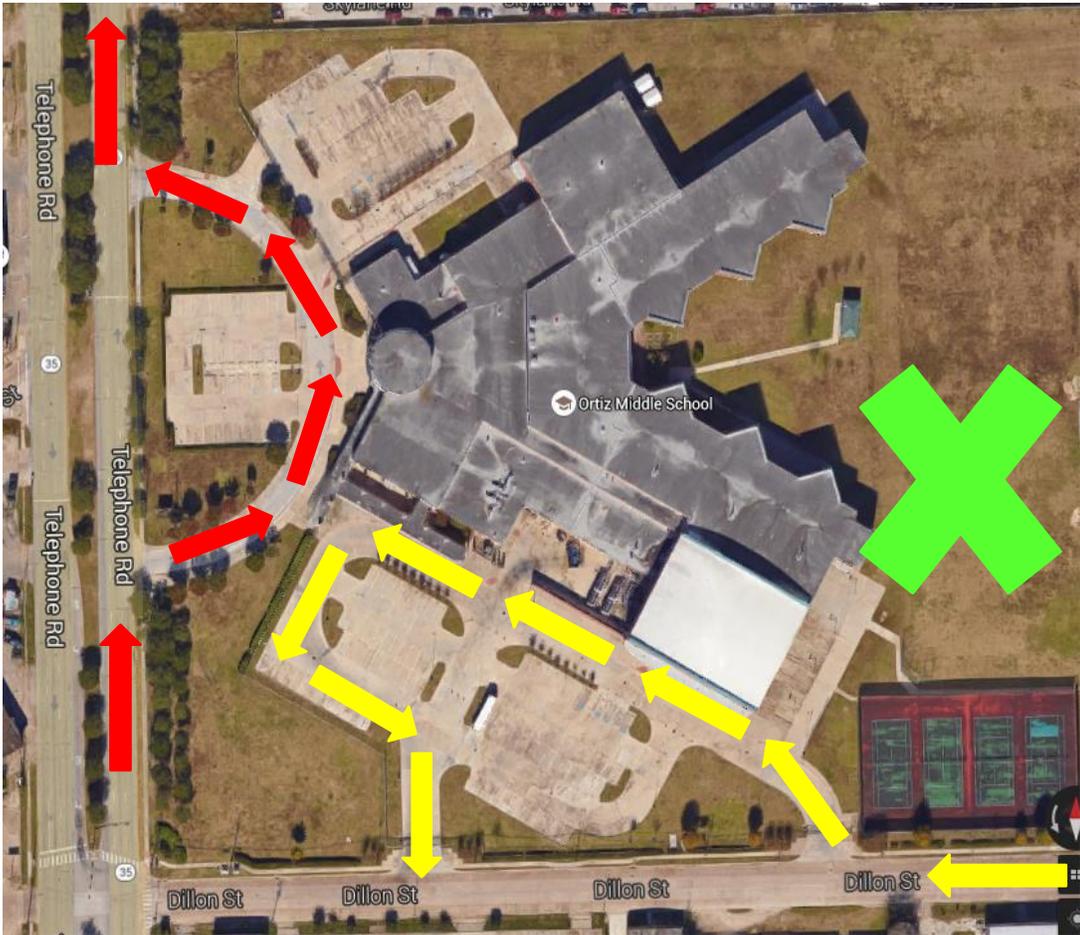
Note: *Students with excessive absences, late arrivals, or tardies will be referred to the administrative team and attendance authorities.*

Arrival/Dismissal Routes:

Child safety is our number one concern. To ensure students arrive to and dismiss from school in a safe and orderly fashion, we ask that you adhere to our drop off and pick up procedures.

- **Front of the campus, on Telephone Rd (Red path):** Designated area for **buses and tagged vehicles only**.
- **Side of the building, on Dillon St (Yellow path):** Designated area for **Car riders drop off and pick up**.
- **Walkers** are to use designated sidewalks to arrive and leave the campus.

Please follow campus procedures for Arrival /Dismissal. Campus procedures are design to help navigate traffic, avoid accidents, and not block traffic. Do not use/stop on Telephone Rd for pick up or drop off at any time. **Walkers** may not cut across to campus via the streets, athletic field, or hopping the campus fence. **Students will exit** from the **main entrance** or the **Dillon-side entrance** at dismissal.



Dillon Street (side of school)



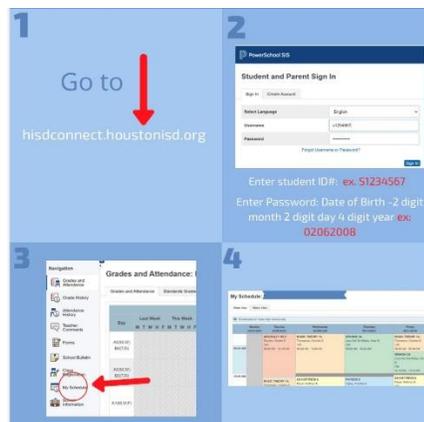
Online Gradebook System:

HISD provides the Parent Student Connect (PSC) as a platform of communication between the campus and community. PSC allows registered users (i.e., parents and students) access to features such as grades, attendance, and more. PSC can be used as platform to communicate electronically with teachers. Users can set up notifications preference to notify on your child's progress, grades, and attendance throughout the school year. Change of address, phone number and email can be made through PSC. To get started, log in at www.houstonisd.org/psc or register at www.houstonisd.org/pscregister.

Report Cards:

Report cards are issued after each six-weeks grading cycle. Progress reports are issued every third week of the grading cycle. See HISD academic calendar for specific dates.

Please contact teachers immediately with questions or concerns regarding report cards and/or progress reports. Grades can also be viewed on HISD's Parent Connect.



Cheating/Academic Honesty:

As part of the IB philosophy, we emphasize the IB Learner Profile attributes, including expecting our students to be Caring, Knowledgeable, and Principled. Cheating will not be tolerated.

All allegations of academic dishonesty will be investigated by school administration. Based on findings, consequences will be administered and can include one or more of the following:

- Failing grade on assigned test, homework assignment, project
- Parent/Teacher/Administrator Conference
- Restrictions participating in after school and extracurricular activities
- After School Detention
- In-School Suspension
- Discipline Record will be included in student's permanent record
- Course level change
- Probation magnet status and removal of magnet enrollment

Ortiz Middle School has an Academic Honesty Policy, and all students are expected to adhere to it (see page 32 of this handbook).

Tutorials:

Ortiz offers tutorials for all students and required tutorials are recommended to students who are having difficulties in a core subject area or do not meet UIL requirements. Students and parents will be notified if tutorials are recommended.

Intervention:

Ortiz strives to provide our students with all the resources they need to have a successful school year. To ensure that students receive all the resources available to them, this school year Ortiz will be providing an Intervention period embedded into their class schedule called Eagle Time. Intervention will be a course providing additional instructional support to students based on their needs and assessment data. Intervention is required for all students and areas of growth will be differentiated based on student data and teacher recommendations.

Magnet Program

As a **Magnet School for the Performing and Visual Arts**, Ortiz offers students the opportunity to participate in various programs. This year, we offer dance, band, drumline, choir, piano, orchestra, mariachi, guitar, ballet folklorico, theatre arts, and visual arts. Our programs are leveled and provide a rigorous but nurturing environment for students to learn and grow in their art, compete in district and UIL events, showcase their talents in school performances, and prepare for auditions at the high school level.

HISD's magnet programs and individual schools have a set of established expectations that students and/or parents must meet throughout the school year to be successful and remain in the magnet program.

Program Expectations

Magnet students are expected to:

- Maintain an individual class average of 70 or higher in all core classes and an average of 80 or higher in all magnet classes.
- Maintain regular attendance in accordance with school and Magnet policy.
- Refrain from excessive tardiness in accordance with Magnet School policy.
- Respect school rules concerning the timely drop-off and pick-up of students.
- Respectful behavior for all Ortiz community members (staff, students, parents)
- Adhere to the HISD Student Code of Conduct and maintain a conduct grade of 'S' or higher.
- Meet other expectations as defined by the individual program and relevant to that program.

Students who either do not meet these program expectations or whose parents do not meet program expectations are placed on an HISD Magnet Growth Plan for a minimum of one grading cycle. The growth plan is intended to help students and parents successfully meet program expectations. A growth plan committee comprised of campus professionals will evaluate progress on this plan at the end of the specified time period. The growth plan is reviewed each grading cycle that it remains in place, and it is used to determine if the student should continue in the magnet program the following school year.

A magnet transfer is a one-year commitment. A recommendation from the growth plan committee could result in a student losing his or her place in this magnet program at the end of the year and returning to their zoned or another choice school at the beginning of the next school year.

If you have any questions or concerns regarding the Ortiz Middle School Magnet for Performing and Visual Arts Program, feel free to contact **Yasmeen Khaliq**, Magnet Coordinator, at Yasmeen.Khaliq@houstonisd.org.

IB Programme

Through our distinction as an **International Baccalaureate World School**, we offer the IB Middle Years Programme. The IB Middle Years Programme (MYP) provides a framework of learning that encourages students to become creative, critical, and reflective thinkers. The MYP emphasizes intellectual challenge, encouraging students to make connections between their studies in traditional subjects and the real world. It fosters the development of skills for communication, intercultural understanding, and global engagement—essential qualities for young people who are becoming global leaders.

The MYP:

- provides students with opportunities to develop the knowledge, attitudes, and skills they need in order to manage complexity and take responsible action for the future.
- ensures breadth and depth of understanding through study in eight subject groups.
- requires the study of at least two languages (language of instruction and additional language of choice) to support students in understanding their own cultures and those of others.
- empowers students to participate in service within the community.

Teaching and learning in the MYP:

The MYP aims to help students develop their personal understanding and their emerging sense of self and responsibility in their community. Teaching and learning in the MYP is underpinned by the following:

Teaching and learning in context:

Students learn best when their learning experiences have context and are connected to their lives and the world that they have experienced. Using global contexts, MYP students explore human identity, global challenges and what it means to be internationally minded.

Conceptual understanding:

Concepts are big ideas that have relevance within specific disciplines and across subject areas. MYP students use concepts as a vehicle to inquire into issues and ideas of personal, local, and global significance and examine knowledge holistically.

Approaches to learning (ATL):

A unifying thread throughout all MYP subject groups, approaches to learning provides the foundation for independent learning and encourage the application of students' knowledge and skills in unfamiliar contexts. Developing and applying these skills help students learn how to learn.

Service

Action (learning by doing and experiencing) and service have always been shared values of the IB community. Students take action when they apply what they are learning in the classroom and beyond. IB learners strive to be caring members of the community who demonstrate a commitment to service—making a positive difference to the lives of others and to the environment. Service as action is an integral part of the programme, especially in the MYP community project, and to some extent in the personal project.

Language and identity

MYP students are required to learn at least two languages. Learning to communicate in a variety of ways is fundamental to their development of intercultural understanding and crucial to their identity affirmation.

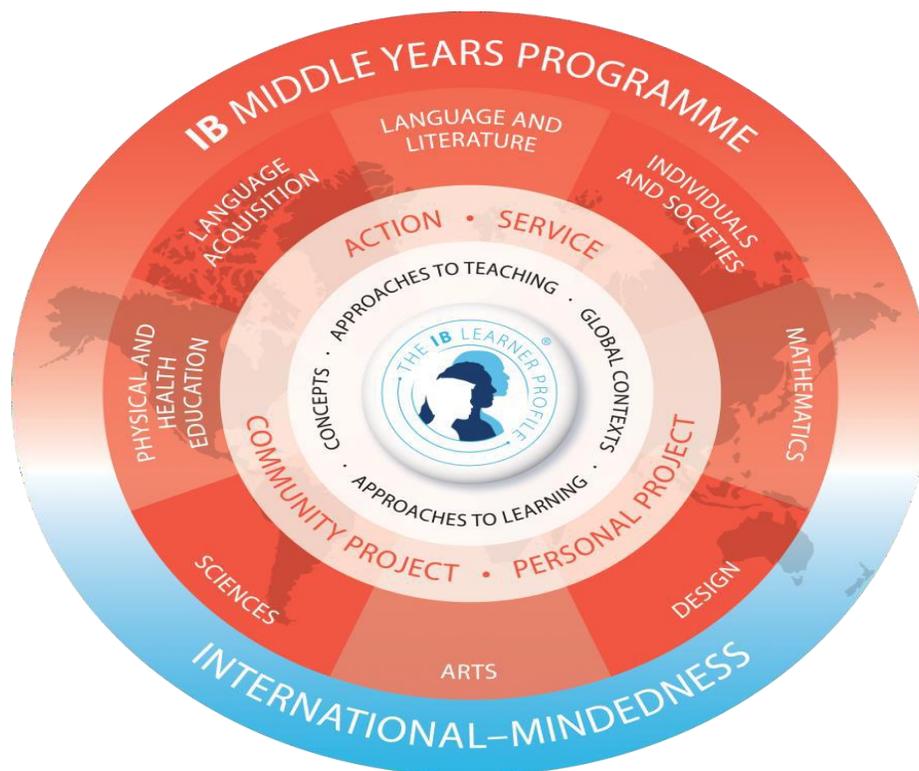
MYP projects

The MYP offers projects that provide students the opportunity to demonstrate what they have learned and engage in self-directed work.

Community project

The community project encourages students to explore their right and responsibility to implement service in the community. Students may complete the community project individually or in small groups. For schools that end the MYP in Year 3 or Year 4, the community project is required.

Ortiz Middle School is an International Baccalaureate (IB) World School. The IB Middle Years Programme (IB MYP) is designed to provide students with a global perspective through inquiry-based learning. Students will be assessed through performance tasks and learn skills that are essential to life-long learning and future academic success. Service as action is emphasized and all students are expected to participate in schoolwide and/or grade-level community projects. For more information about IB, please visit www.ibo.org, or feel free to contact us.



UIL/Extracurricular Activities

The University Interscholastic League (UIL) rules govern all interschool contests in athletics (boys and girls), speech, journalism, literary events, drama, art, and music. To be eligible for these contests, a student must meet the conditions described below:

Students in grades 7th and 8th may participate in UIL activities on or off campus if they meet the academic grade policy and age requirements.

- **7th grade year**: the student **must have been promoted** from the previous grade level and is **14 years or younger** on or before September 1.
- **8th grade year**: the student **must have been promoted** from the previous grade and is **15 years or younger** on or before September 1.
- **Academic Grade Policy**: For a student to qualify as stated in House Bill 72 “No Pass No Play”, the student must maintain a grade of 70 or above in all their courses. Students are encouraged to attend academic tutorials suggested by the campus to help maintain their passing grades to avoid being ineligible.

Students who do not meet eligibility standards are allowed to practice with the team/UIL Club; however, **they cannot** play/perform in any game/activity, be released from classes to participate in UIL event or travel/board the bus with the team at any time.

Students who violate the HISD Code of Conduct with a Level III or IV offense, will be suspended temporarily and subject to permanent suspension from team or organization.

O.M.S. Activities and Athletics

Performing and Visual Arts

<p>Band – Mr. Kennedy, Mr. Hutson, Mr. Odneal</p> <p>Choir/Piano – Mr. Fusilier</p> <p>Dance – Ms. Abascal</p> <p>Dance Team – Ms. Abascal</p>	<p>Visual Arts – Ms. Estrada & Ms. Nguyen</p> <p>Theater Arts – Ms. Dale</p> <p>Ballet Folklorico – Ms. Abascal</p> <p>Guitar/Mariachi – TBD</p>
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Athletics

Football	Girls Basketball	Boys Track
7 th Girls Volleyball 8 th Girls	7 th Boys	Girls Track
Volleyball Boys Cross	Basketball	Boys Soccer
Country Girls Cross	8 th Boys	Girls Soccer
Country	Basketball	

After-school Programs

S.T.E.M. Tutorials	Student Council NJHS
Art Club	Robotics /Coding Club
Science Club	Cheerleading
Garden Club	Gamers Club
Eagles Nest	Theatre Club Scholars Club

Student Dress Code

The culture at Ortiz Middle School focuses on building positive relationships and nourishing academic excellence. Building future leaders that are of contribution to society. **Student dress code will be strictly enforced.** Students and parents are to review the following pages and adhere to our dress code. All students are to comply to the dress code while on campus, field trips or any other school events.

All teacher, administrators, and staff members are expected to enforce the student dress code. Students who do not follow the dress code will be referred to a school administrator and will face consequences as outlined in the HISD Student Code of Conduct handbook. Parents will be notified and called due to uniform infractions. Chronic issues will be handled according to the code of conduct.

Student Dress Code

Allowed	NOT ALLOWED
<p>Pants/Skirts/Shorts Allowed:</p> <ul style="list-style-type: none"> • Navy, black, or khaki cotton or cotton blend uniform slacks, skirts, capris, and shorts are allowed. • Skirts and shorts must be knee length or longer. • Slacks must be uniform pants fitted and worn to student’s waist with pockets and belt loops (no oversized pants, no sagging). • Pants must be hemmed garments, with no tears or holes, and design-free. <p>Belts:</p> <ul style="list-style-type: none"> • Acceptable colors: navy blue, black, or brown • Small belt buckles (less than 2 inches). 	<p>Pants/Skirts/Shorts NOT Allowed:</p> <ul style="list-style-type: none"> • oversized pants (sagging) • jeans/jean shorts, cut-offs • sweats or jogging pants • joggers or warm-up pants • cargo pants/cargo shorts • pants with elastic at the waist and/or at the ankles • athletic/biking shorts • yoga pants, spandex, jeggings • Leggings/tights/pajama bottoms • stirrups or stretch pants • hip huggers <p>Belts NOT Allowed:</p> <ul style="list-style-type: none"> • Colors other than navy blue, black, or brown. • Ornate belt buckles larger than 2 inches. • Belts with references to any drug/gang or gambling/violence related themes.

Allowed	NOT ALLOWED
<p>Shirts:</p> <ul style="list-style-type: none"> • All Shirts must be in grade level colors: <ul style="list-style-type: none"> ○ 6th grade wears light blue shirts. ○ 7th grade wears gray shirts. ○ 8th grade wears navy blue shirts. • Collared, polo-style shirts (short or long sleeved) • Ortiz logo crew style shirts. • Official school t-shirts/Spirit Shirts with Ortiz logo will be permitted on <u>designated days only.</u> • White undershirts ONLY • Shirts must fall below the waist with no tears or holes, and design-free. 	<p>Shirts NOT Allowed:</p> <ul style="list-style-type: none"> • midriff shirts/blouses • nylon warm-up top • sheer/see-through • tank tops/muscle shirts • bandana • tops with spaghetti straps • shirts that have references to any drug/gang or gambling/violence related themes • PE shirts are NOT ALLOWED to be worn as undershirts. • Colored undershirts

Allowed	NOT ALLOWED
<p>Outerwear/Winterwear Allowed:</p> <ul style="list-style-type: none"> • All jackets, coats, or sweaters must have front buttons or a full-length zipper and remain open at school. • Outerwear/winterwear must not have references to any drug/gang or gambling/violence related themes. <p>Shoes:</p> <ul style="list-style-type: none"> • Athletic shoes • Tennis shoes • Walking shoes • Footwear must be close-toed. • Footwear must be always worn. 	<p>Outerwear/Winterwear NOT Allowed:</p> <ul style="list-style-type: none"> • Pullover jackets/hoodies • Pullover jackets and hoodies will be collected if students wear them on campus. <p>Shoes NOT Allowed:</p> <ul style="list-style-type: none"> • slides • house slippers/pajama slippers • sandals • high heels • backless shoes • mix matched shoes • flip flops / slides • clogs (Crocs) • healies (shoes with wheels) • shoes with lights

Allowed	NOT ALLOWED
<p>Designated Spirit Days:</p> <ul style="list-style-type: none"> • Ortiz logo t-shirt • Ortiz club t-shirt • College t-shirt • Blue or Black Jeans - Jeans are to not have any rips, slits, tears, patches, or holes. 	<p>Designated Spirit Days NOT Allowed:</p> <ul style="list-style-type: none"> • jeggings or tights • joggers • warm-up pants • Sheer or cropped tops • Pullover jackets/hoodies <p>Spirit Days are NOT Free Dress days.</p>

Allowed	NOT ALLOWED
<p>Make-up:</p> <ul style="list-style-type: none"> • Only light make-up and lip gloss are permitted <p>(No Applying in Class)</p>	<p>Make-up NOT Allowed:</p> <ul style="list-style-type: none"> • Any make-up being used or seen in class will be confiscated. <p>Body art NOT Allowed:</p> <ul style="list-style-type: none"> • Visible permanent or temporary tattoos. Permanent tattoos must be covered up by the student and kept covered while on campus, field trips or school events.



Allowed	NOT ALLOWED
<p>Jewelry Allowed:</p> <ul style="list-style-type: none"> • Watches & bracelets • rings • Pea-size stud earrings may be worn by girls and boys in the lower ear lobe only. • Nickel-size hoop earrings may be worn by girls and boys.  <p>Purses/backpacks/Fanny Packs:</p> <ul style="list-style-type: none"> • Tote bags (clear or mesh only) • Backpacks (clear or mesh only) • Verizon Satchel <p>Headgear:</p> <ul style="list-style-type: none"> • Barrettes • Ponytail holders • Headbands and hair adornments, less than 1-inch wide with minimal decoration/adornments <p>(If distractions occur, it will be accessed by administration and parents)</p>	<p>Jewelry NOT Allowed:</p> <ul style="list-style-type: none"> • Body piercings (except for ears) • Grills on teeth • Large hoop earrings • Large stud earrings • Large ornate necklaces • No jewelry that refers to any drug/gang or gambling/violence-related themes.  <p>Hair:</p> <ul style="list-style-type: none"> • Students may express their individuality within reason. Hair styles and coloring should not distract from the learning environment. • shaved or cut hair designs that are inappropriate and reference gangs, drugs, violence, etc. • No container of hair spray, glitter, or mousse will be permitted on campus. <p>Purses/backpacks/Fanny Packs:</p> <ul style="list-style-type: none"> • mini backpacks/purses • fanny packs • Oversized tote bags or purses • Non-clear bags <p>Headgear:</p> <ul style="list-style-type: none"> • Caps/Hats/Visors • Bandanas/Headwraps/Sweatbands • Headbands and hair adornments more than 1-inch wide with excessive decoration/adornments

Ortiz Middle School Dress Code for 2022-2023

Acceptable

NOT Acceptable!

Ortiz Middle School

2022-2023 Dress Code



6th Grade
Light Blue Polo



7th Grade
Gray Polo



8th Grade
Navy Blue Polo



Unzipped
Jackets













Mesh or Clear Backpacks ONLY





Closed-toe shoes
(Crocs, slides, house
slippers, sandals, etc. are
NOT permitted)

Khaki, Navy Blue, or Black Pants
(Cargo pants, leggings, &
joggers are NOT permitted)

Jeans
Fridays ONLY
(No rips, holes, tears)

Questions? Contact us
at 713-845-5650 or
OrtizMS@houstonisd.org






NOT ALLOWED:

- *pullover jackets,
- *hoodies *sandals,
- *leggings, *jeggings,
- *no tears or holes: cargo pants, joggers, leggings



Houston ISD Discipline Policy

The Houston Independent School District has strict guidelines that govern student discipline and disciplinary actions. These policies can be found in the “HISD Code of Student Conduct” handbook. All administrators abide by the policies written in the handbook. Please consult to the “HISD Code of Student Conduct” handbook or an Ortiz administrator if you have any questions or concerns.

Examples of behaviors that are subject to disciplinary action are:

- Tardiness to class or school, truancy, skipping class
- Bullying or harassing other students
- Leaving the school grounds without permission
- Being in an unauthorized area without permission
- Possession of and/or under the influence of a controlled substance
- Possession of firearms, lighters, knives, and other prohibited items
- Inappropriate display of affection and/or sexual harassment
- Disruption in the cafeteria/hallways/other areas of campus
- Violation of classroom rules/procedures/dress code policy
- Any other infraction as outlined in the HISD Code of Student Conduct

Note: *The “HISD Code of Student Conduct” for 2022 – 2023 will be available electronically from the Houston ISD web page, www.houstonisd.org.*

Non-Discrimination Notice:

It is the policy of Houston Independent School District not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, or political affiliation in its educational or employment programs and activities.

Ortiz Middle School Discipline Policy

The Ortiz Middle School discipline policy strictly follows the HISD Code of Student Conduct. Any infractions of the HISD Code of Student Conduct will be documented by the teacher or administrator and disciplinary action will follow.

Result of Not Meeting Expectations:

Verbal Warning
Restorative Circles
Repair Circles
Mediation
Teacher-Student Contracts
Parent Contact / Conference
Behavior Intervention
Administrator Intervention
Growth Plan

Meeting or Exceeding Expectations:

Praise
Positive Parent Contact
Schoolwide Celebrations
Award Ceremonies/Recognition
Self – Respect
Academic Growth and Success!



Restorative Discipline

In an effort to address the social-emotional needs of our students, Ortiz has adopted a Restorative Discipline approach to addressing behavioral issues that arise on campus.

Restorative Discipline is an alternative approach to punitive responses towards negatively associated behaviors focused on building relationships, empathy, dialogue and accountability. The techniques learned through restorative discipline practice help teachers and administrators bridge communicative and cultural gaps and help foster a positive school culture and learning environment.

Defining Behavior and Intervention parameters.	
Behavior	Intervention
Stage 3: Severe Behavior <ul style="list-style-type: none"> • Refer to Tiers 2 and 3 (Repeat Offenses) • Defiance • Cyber Bullying/Bullying/ Acts of Intimidation • Stealing/Dishonesty • Physical fighting 	Stage 3: Continued Intervention <ul style="list-style-type: none"> • Refer to Administration • Admin. to Student Report Card • Parent/Teacher/Student Administration Circle • Teacher meet with Parents and Administration • Culture Agreements/Agencies/Culture Drop • Alternate Social Emotional After School Programs • 411 Police involvement/Event Number
Stage 2: Moderate Behavior <ul style="list-style-type: none"> • Refer to Tiers 1 and 2 (Repeated Offenses) • Defiance • Repeated inappropriate display of affection (PDA) • Throwing objects/Aggressive actions • Destruction of school property • Inappropriate physical contact/horseplay/fighting • Skipping/Walking out of class • Bullying/Acts of Intimidation 	Stage 2: Acute Intervention <ul style="list-style-type: none"> • Restorative Referral Form • Alternate Social Emotional After School Program • Admin-Student circle/Agreement • Role-play • Parent-Teacher-Student-Admin circle (ASPC) • Check-in/Check-out form • Student Statement Form
Stage 1: Elevated Mild Behavior <ul style="list-style-type: none"> • Refer to Tier 1 (Repeat Offenses) • Teacher disrespect • Inappropriate display of affection (PDA) • Derogatory language/profanity • Academic dishonesty 	Stage 1: Resolution <ul style="list-style-type: none"> • Culture Student/Teacher Agreement • Re-address expectations/Agreements • Seat change/Private conversation • Teacher-Student/Student-Student Circle • In room/Out of room break • Parent Phone call/Conference
Stage 1: Gentle Behavior <ul style="list-style-type: none"> • Talking to peers/Arguing/Gossiping in class • Sleeping in class • Not working on assignments/Not prepared • Interrupting teacher/Disrupting class or students • Not following directions/Talking while teacher is talking • Misuse of school property • Violation of rules/Procedures • Tardy/Late • Eating food or candy/Drinking/Chewing gum 	Stage 1: Resolution <ul style="list-style-type: none"> • Monitor culture/Weekly circles • Say student name/Give teacher look • Use non-verbal signals/Use proximity • Verbal positive behavior • Reminder of student/teacher agreement • Re-direct student and/or ask question • Have supplies available • Sign tardy log • Throw away/trash

In addition to Restorative Discipline, we incorporate the **IB Learner Profile** as we strive to help our students develop global awareness, international-mindedness, and instill in them the value of becoming life-long learners. With these rigorous expectations for our students, we have implemented an **Academic Honesty Policy** that outlines what academic dishonesty is and the consequences for participating in it. All students and parents are expected to read and understand that they will be held accountable to adhere to our school policies whether or not they agree with them.

The IB Learner Profile

The IB learner profile places the student at the centre of an IB education.

The 10 attributes reflect the holistic nature of an IB education. They highlight the importance of nurturing dispositions such as curiosity and compassion as well as developing knowledge and skills. They also highlight that along with cognitive development, IB programmes are concerned with students' social, emotional and physical well-being, and with ensuring that students learn to respect themselves, others, and the world around them.



IB educators help students to develop these attributes over the course of their IB education, and to demonstrate them in increasingly robust and sophisticated ways as they mature. The development of these attributes is the foundation of developing internationally minded students who can help to build a better world.

Attribute	Descriptor
Inquirers	We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.
Knowledgeable	We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.
Thinkers	We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.
Communicators	We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.
Principled	We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.
Open-minded	We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.
Caring	We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.
Risk takers	We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.
Balanced	We understand the importance of balancing different aspects of our lives — intellectual, physical, and emotional — to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.
Reflective	We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.

Ortiz Middle School

Academic Honesty Policy

Background Information/Rationale

As an IB World School, Ortiz Middle School is committed to academic integrity and honesty in all written, spoken, and digital work. Ortiz students are expected to adhere to high standards of academic integrity, as aligned with the IB Learner Profile focus on striving to be principled.

“IB Learners strive to... act with **integrity** and **honesty**, with a strong sense of **fairness** and **justice**, and with **respect** for the **dignity** and rights of people everywhere. We **take responsibility** for our **actions** and their **consequences**.

(IB Learner Profile, 2014)

in·teg·ri·ty

noun

1. the quality of being honest and having strong moral principles; moral uprightness

hon·es·ty

noun

1. Demonstrating qualities free of deceit and untruthfulness; sincere.

Aligning with these principles, students are expected to adhere to the Academic Honesty policy as outlined below. This policy provides definitions of forms of academic dishonesty, the expectations of students and school staff regarding academic honesty, and the consequences that may result for instances of misconduct. The academic honesty policy can also be found inside the Ortiz Student Handbook, signed by parents and students at the beginning of the year. This policy is also reviewed in all classes for each grade level at the start of each school year.

Academic Honesty

Academic honesty must be seen as a set of values and skills that promote personal integrity and good practice in teaching, learning and assessment.

(Academic Honesty, 2014).

Acting with integrity in academic honesty means:

- Using authentic authorship, or using your own language and words when writing
- only taking credit for your own intellectual property and giving credit when it belongs to someone else
- being honest about whether you created something or if someone else created it
- doing your own work instead of having someone else do it for you
- acknowledging the importance of your effort and work and not allowing other people to take credit for your work
- only using resources allowed when taking a test or quiz in class

Academic Dishonesty

Students should be aware of the following forms of academic dishonesty that are unethical, which include cheating, collusion, and plagiarism.

Cheating is when unfair or dishonest methods are used to gain an advantage, such as on a test or homework assignment. Collusion is working secretly or in cooperation with someone, or with the use of an electronic device, for a dishonest purpose. Plagiarism is taking the ideas or words of another and passing them off as one's own.

Authentic Authorship

An authentic piece of work is one that is based on the candidate's individual and original ideas with the ideas and work of others fully acknowledged.

(Academic Honesty, 2014)

Authentic authorship means students use their own words and ideas to express themselves. When words or ideas are borrowed from somewhere else, like the internet or a book, students must include the information about where they found those words or ideas.

Intellectual Property

Intellectual property can include such things as artwork, music, lyrics, or a poem. When someone else makes a song, piece of art, writes a poem or a book or even takes a photograph, it becomes THEIR intellectual property, and one cannot borrow it without making sure one has permission and cites sources. To cite sources, Ortiz requires use of the MLA format. For more information on MLA citations and how to give someone credit for their work and words, visit www.bibme.org/mla.

Consequences for Academic Dishonesty

Acts of misconduct such as cheating, collusion, and plagiarism that violate the Academic Honesty policy include, but are not limited to:

- Copying (& pasting) someone else's work with or without their permission
- Stealing someone else's work and passing it off as one's own
- Having someone else complete schoolwork
- Knowingly assisting someone in cheating
- Discussing test or quiz questions with students who have not yet taken it.
- Taking credit for someone else's intellectual property
- Not giving someone credit for their words, ideas, art or products.

All allegations of academic dishonesty will be investigated by school administration. Based on findings, consequences will be administered and can include one or more of the following:

- Failing grade on assigned test, homework assignment, project
- Parent/Teacher/Administrator Conference

- Restrictions participating in after school and extracurricular activities
- After School Detention
- In-School Suspension
- Discipline Record will be included in students permanent record
- Course level change
- Probation magnet status and removal of magnet enrollment

Teacher Responsibilities

Teachers will work with students to better understand academic honesty throughout their academic career at Ortiz. Specifically, teachers can help students adhere to the academic honesty policy by minimizing temptation to act dishonestly by:

- Maintaining adequate security precautions in the preparation and handling of tests so that students do not have access to view the test before test administration.
- Following Assessment Protocol Checklist
- Providing ample room for proper spacing of students during examinations and providing privacy folders to all students.
- Monitoring examinations by walking around during test administration, not allowing students to talk or leave their seat without permission.
- Following procedures in reporting acts of misconduct so that students are held accountable for their actions.

School Administration Responsibilities

School administrators will reinforce this policy by supporting teachers in their efforts to promote academic integrity by appropriately applying the consequences for misconduct. School administration will address teacher misconduct through memo and Teacher Appraisal System. Serious irregularities may impact teacher licensure.

Policy Implementation

The Ortiz Middle School Academic Honesty Policy, examples of academic misconduct, and the consequences for these will be reviewed with students in all classes for each grade level at the start of each school year. The policy will also be published in the Ortiz Student Handbook. Teachers will review the Academic Honesty Policy, instruct students on how to cite sources using MLA format and encourage students to use authentic authorship so that any work created uses the student's own words and ideas.

This policy will be reviewed each year and revised as needed.

Revised May 12, 2021.

Campus Police

The campus police are responsible for assuring the safety and well-being of all students and staff. The primary goal is to prevent and suppress delinquent conduct that may threaten the safety and security of the campus.

Physical altercations/Fighting will not be tolerated at Ortiz.

- If a student is threatened physically, it should be reported to an adult immediately.
- Students who fight will be suspended.
- All fighting incidents are reported to the campus HISD Police Officer, who will issue a citation when appropriate, which mandates a court appearance by the parent and student.

Sexual Harassment and Public Display of Affection (PDA)

Sexual harassment and PDA are not acceptable at any time on the school campus, at school related activities that are off-campus, or on the buses. Infractions may result in disciplinary actions.



School Expectations and Policies

Being Prepared for Class:

Students are expected to be prepared for school and their classes every day. Being prepared includes having necessary materials and supplies and being on time. Supplies include paper, pencil, binder, and anything else that is needed for class. Fully charged chromebooks are required to be with students daily, this is part of the student expectations.

Homework Policy:

The homework policy of Ortiz Middle School is that homework is required of all students. A homework assignment is intended to accomplish course goals outside the classroom. Failure to turn in homework may negatively affect a student's class grade and overall average.

Student Responsibilities:

- Understand the homework assignment(s) before leaving school.
- Take home all necessary materials needed to complete the assigned task.
- Charge Chromebooks for next day use
- Complete and turn in homework on time.
- When absent, get missed assignments and/or homework and turn-in within 3 days of absence.

Ink Pens, Markers, and Other Writing Supplies:

Ink pens, markers, and other writing supplies are a necessary part of school; however, writing tools that may cause permanent damage are not permitted. Writing on hands, arms, face, other body parts are not permitted.

Gum, Candy, Food, and Drinks:

Chewing gum is not permitted. Eating or drinking anywhere except the cafeteria is not permitted. Students who habitually violate this rule will be given a written referral for their grade level administrator.



Textbooks:

Textbooks may be checked out by parents for students to use during the school year at home. Textbooks are checked out on a limited basis. Parents are responsible for keeping books in good condition and returning them at the end of the school year or upon student withdrawal. Parents will be held accountable for the cost of textbooks not returned or textbooks returned in a damaged condition. Contact the grade level administrator if interested in checking textbooks out for the school year.

Cell Phones, Cameras, Music Devices, and Other Electronic Devices:

Cell phones are to remain completely off (not on silent or vibrate) and may not be visible during the school day. Students are to always store their cell phones in their backpacks while on campus. Students may use the school phones, with permission, for emergencies. Cameras, music devices, headphones (for non-instructional use), ear buds, airpods, video games, and other electronic devices are not permitted at school.

Verizon Chromebooks:

Students are required to have their Chromebook daily. Course work will be virtual and interactive. Students are encouraged to charge their devices every night. Students will pay an insurance fee of \$25 before Chromebook is dispersed.

Note: Inappropriate use of or visible cell phone or any other electronic device, will result in the item being confiscated and turned in to the grade level administrator. **A \$15.00 administrative fee will be charged, and a parent/guardian is required to pick-up the device from the administrator.**

Hallways and Restrooms:

All students must have a pass from a staff member if they are navigating the campus and not in their assigned classroom.

Students are expected to behave appropriately in the restrooms and hallways. This includes no running, pushing, littering, or any other behavior that would be disruptive or destructive to the school environment.

Cafeteria Rules:

- Students are to enter and exit cafeteria in an orderly manner.
- All students will sit at designated tables.
- Students will use “inside” voices at all times.
- Students will remain seated until directed to move to the lunch line.
- Students are expected to wait in food lines in an orderly manner.
- Playing with food is prohibited.
- No food, drinks, straws, etc. are to be taken out of cafeteria.

Note: Non-compliance of cafeteria rules will result in loss of privileges or other disciplinary action.

Library Rules:

- Students will not be allowed entrance without a written pass.
- All books must be returned on time. Late books will be subject to late fees.
- Fees will be charged for damaged or lost library books, books on CD, reference materials, and other library resources.
- Computers are to be used for academic purposes only.

Clinic Expectations and Policies:



According to board policy #675.330, school personnel, including the nurse, cannot administer medications for short-term illnesses. Medication for long term illness requires parents to contact the nurse. Students are not allowed to bring any kind of over-the-counter medicine to school such as aspirin, Tylenol, or cold medicines. If under exceptional circumstances, the student is required to take medication during school hours, and the parent cannot be at school to administer medications, only the school nurse or the nurse's designee will administer the medication in compliance with the following regulations:

Written orders from the physician must be on file with the school nurse stating:

- Student's name
- Name of medication
- Dosage
- Purpose of the medication
- Time of day medication is to be given.
- Anticipated number of days it needs to be administered at school.

Note: *The medication must be brought to school in a container appropriately labeled by the pharmacy or physician.*

Medication will be stored in a locked cabinet. The physician on the written form must specifically state any exception to this provision.

An individual record will be kept of such prescription medication administered by school personnel. If it is determined that the student is ill enough to be sent home, the student will not be released from school until a parent or guardian has been notified and has given permission for the student to leave school.

Emergency Situations

Emergency Evacuation Plan

In the event of a major evacuation, the following plans are in place:

BUILDING Evacuation – behind Ortiz at the track field (off Dillon St.)

- Parent/guardian pick-up
- Identification is required.
- Sign for your child

CAMPUS Evacuation – Fiesta Mart (corner of Telephone Rd. and Belfort St.)

- Parent/guardian pick-up
- Identification is required
- Sign for your child

AREA Evacuation – Barnett Sports Complex (6800 Fairway)

- Parent/guardian pick-up
- Identification is required.
- Sign for your child

Note: *Students will NOT be released to parent/guardian without proper documentation on file.*

The school will use the Ortiz Enrollment Form file to verify Parent/Guardianship.

**** Picture identification is required to pick up students.**

**** Please keep enrollment information updated/current**

Notification to Parents About Pesticide Applications

Information on Pesticide Applications

As required by law, the school district is providing this notification that the district periodically applies pesticides at school sites. Information concerning these applications may be obtained from the district's Integrated Pest Management (IPM) Coordinator at:

Telephone Number: 713-867-0818

Aviso a los padres sobre aplicaciones de pesticida

Información sobre aplicaciones de pesticida

Según lo exige la ley, el distrito escolar brinda esta notificación que el distrito periódicamente aplica pesticidas en las instalaciones escolares. Pueden obtener más información sobre dichas aplicaciones poniéndose en contacto con el Coordinador de Gestión de Pesticida (*Integrated Pest Management* o IPM) al:

Número de teléfono: 713-867-0818

Thông Báo Cho Phụ Huynh Về Việc Áp Dụng Thuốc Trừ Sâu

Tin Tức về Việc Áp Dụng Thuốc Trừ Sâu

Theo luật đòi hỏi, khu học chánh phải ra thông cáo cho biết rằng tỉnh thoảng học khu áp dụng thuốc trừ sâu trong khuôn viên nhà trường. Tin tức về những áp dụng này có thể lấy từ điều hợp viên "Integrated Pest Management" của học khu tại:

Điện thoại số: 713-867-0818

More Students Ready for Tomorrow.

Dear Parent or Guardian,

Welcome to Verizon Innovative Learning, an initiative that puts technology in the hands of students, transforming schools into innovative and exciting learning environments. Our mission is to help give millions of students the education they deserve, for a brighter future.

What is Verizon Innovative Learning?

Millions of students nationwide lack the access to technology and the skills they need to succeed in the digital world. Since 2012, Verizon has been working to help solve this problem, through a transformative program called Verizon Innovative Learning.

Verizon Innovative Learning provides free technology, free internet access, and hands-on learning experiences to help ensure the benefits of technology are realized by all. Through our collaboration with Digital Promise, a leading national education technology non-profit, we equip every student and teacher at select middle schools across America with a device and up to a four-year data plan. In addition to free technology and access, Verizon Innovative Learning schools receive extensive teacher training, support, and the opportunity to engage in unique, immersive curricula to leverage technology in their classrooms.

How will my child benefit?

Verizon Innovative Learning is having an impact in middle schools across the country. Through this initiative, 85% of teachers reported that the program allows for more individualized instruction while 78% said it enhances student engagement. 54% of students reported having improved their confidence in the things they can do.

On behalf of Verizon Innovative Learning and Digital Promise, we would like to thank you for the opportunity to work alongside the educators in your community.



Rose Stuckey Kirk
Chief Corporate Social Responsibility Officer
and President, Verizon Foundation

verizon
innovative
learning

 Digital Promise

 @verizon
 #verizoninnovativelearning
verizoninnovativelearning.com

VILS DIGITAL PROMISE – HOUSTON ISD POLICIES AND PROCEDURES

Welcome!

Six Houston ISD campuses are partnering with Verizon Innovative Learning Schools (VILS) through Digital Promise, a transformational 1:1 educational technology initiative, to create a personalized learning environment for today's 21st-century learners. Each student will be provided with a Chromebook device and instruction that effectively integrates technology to increase student achievement, student engagement, student and teacher tech and STEM proficiency, student STEM interest, student problem solving skills, student collaboration skills, student communication skills, and student confidence.

Digital Citizenship

As part of our district's commitment to digital citizenship, safety, acceptable use of technology, and compliance with the Children's Internet Protection Act (CIPA), parents/guardians and students must complete digital citizenship training before students are issued a device. Students are required to complete ongoing digital citizenship lessons and activities on Learning.com throughout the duration of the school year as part of the Digital Promise program. For more general information about digital citizenship for parents/guardians and students, please visit Learning.com or [Common Sense Media](#).

Daily Care and Maintenance

Students are responsible for the general care and maintenance of their assigned VILS Chromebook. To maintain and care for their assigned device, students are expected to:

- Bring Chromebook to class daily.
- **Always** keep Chromebook in the case provided by VILS when not in use.
- Avoid food or drink near the Chromebook.
- Swipe and sweep the Chromebook keyboard to clear all items before closing the device.
- Shut down and charge up the device nightly.
- Keep Chromebook charging cables at home.
- Keep their assigned Chromebook in their possession at all times, unless directed by campus or district personnel.

Security, Monitoring and Filtering

Chromebooks will be protected and monitored by security software to protect student internet access in accordance with the Children's Internet Protection Act (CIPA). More information on security, monitoring, and filtering can be found in the HISD Acceptable Use Policy for Electronic Services for Students.

HISD Acceptable Use Policy

Acceptable and unacceptable actions listed below are found in the [HISD Acceptable Use Policy for Electronic Services for Students](#). For the full version of this document, please scan the QR code to the right or access the bit.ly link.



bit.ly/3enLbRV 1

Acceptable Actions

HISD students may use the network and electronic services provided by HISD to pursue educational activities. Students will learn how Internet resources can provide valuable educational information. Students will be expected to follow accepted rules of network etiquette. These rules include, but are not limited to, the following:

- Be courteous and respectful. Do not send or display offensive messages or pictures.
- Use appropriate language in any type of communication. No profane, abusive, or impolite language will be used to communicate, nor should materials be accessed that are not in line with the rules of school behavior.
- Keep personal information such as logins, passwords, addresses, and phone numbers confidential.
- Use electronic services for educational purposes only.
- If you encounter materials that violate the rules of appropriate use, disconnect immediately and notify an adult.

Unacceptable Actions

Improper use of electronic services provided by HISD is prohibited. Be prepared to be held accountable for your actions if this Acceptable Use Policy is violated. Actions that constitute unacceptable use include, but are not limited to, the following:

- Do not use a computer to harm other people or their work.
- Do not damage the computer or the network in any way.
- Do not interfere with the operation of the network by installing software, shareware, or freeware, including the alteration of any controls designed to provide Internet safety or alteration of HISD's default computer image.
- Do not violate copyright laws or participate in any criminal activities punishable by law.
- Do not view, send, or display offensive messages or pictures.
- Do not share your password with another person or offer access to any person via your account.
- Do not reveal your personal address or phone numbers or those of other students or colleagues, including the completion of profile data.
- Do not waste limited resources such as disk space or printing capacity.
- Do not distribute advertisements, solicitations, commercial ventures, or political lobbying.
- Do not trespass in another's folders, work, or files.
- Do not pursue internal or external "hacking," use anonymous email sites, spread viruses, initiate spam, or attempt to access inappropriate material. All HISD students are granted access to all electronic services available.

Internet Access

The student's assigned Chromebook has a data usage limit of 20GB per month to support access to the Internet when Wi-Fi is not available. Students are expected to routinely monitor their data usage and connect to home or school Wi-Fi whenever possible to avoid reaching the data usage limit. If students approach the data limit they may experience interruptions or a slowed connection.

The Chromebook may only be used for the assigned student's educational purposes. Any other use may result in loss of Chromebook privileges. Students are expected to follow the same code of conduct for Internet use as

they follow in the classroom. **The district remotely monitors activity and usage of the student Chromebooks.**

Students are expected to:

- Follow copyright laws.
- Use appropriate language online.
- Make available all messages or files upon parent, administrator or teacher request.

What is Prohibited?

Improper use of the Chromebook may result in consequences such as disciplinary action and/or limited use of the device.

Students are not permitted to:

- Bypass the filter.
- Use another student's username or password.
- Share passwords (other than with parents/guardians).
- Download or install software that has not been approved.
- Tamper with hardware, including applying stickers or markings to the device.
- Remove any hardware (i.e. SIM chip) or software from the device unless authorized by Verizon.
- Use chat rooms, IM, social networking; host non-school-approved web pages.
- Access inappropriate material that is unacceptable in a school setting.

Supporting Student Use at Home

Chromebooks are intended for student's educational use both in classrooms and at home. Parents/guardians play an integral role in the safe and successful use of the Chromebook device. Parents/guardians are encouraged to:

- Model positive behavior and digital citizenship.
- Routinely monitor student use of the device, including but not limited to monitoring browser history and social media use.
- Maintain access to student's username and password.
- Share family values around device use and care with your child.
- Establish limits for device and Internet use appropriate for your child.
- Hold students accountable for behaviors by establishing appropriate consequences for improper use of devices while at home.
- Talk with your child about their digital footprint, which is any and all information about a person on the internet.
- Look out for cyberbullying and notify the school immediately if you find evidence of it.

Technical Support: Customer Service Representative (CSR)

The CSR will manage technical and damage-related issues with hardware (devices, chargers, etc.) as well as software application issues (installed programs, apps, operating system, etc.). The CSR is responsible for coordinating, diagnosing and troubleshooting student and staff technology tickets. The CSR and Student Tech Team will manage technology inventory for the campus.

Technical Support: Student Tech Team

The Student Tech Team is a select group of students managed by the CSR to provide technology support to the campus. Students interested in becoming a Tech Team member will need to submit an application to their campus.

Instructional Technology Support: VILS Coach/Campus Instructional Technologist (CIT)

The mission of the VILS Coach is to build adult learners' capacity to advance the achievement of all students and to close digital learning gaps. The VILS coach will support staff, students and families by working to align district, campus, and VILS goals and support learning throughout the year.

Lost, Stolen or Damaged Devices

As with any other instructional material, the student is responsible for their assigned Chromebook. Students will be provided with a protective case and Chromebook charger by Digital Promise. Teachers will work with students on responsible use and safekeeping of their Chromebook. Additionally, each device is equipped with an installed security locating feature, so stolen devices can be disabled and recovered. Students are required to report a lost, stolen or damaged Chromebook, charger or protective case immediately to their CSR who will notify the school principal, VILS coach, and district lead who will then notify Digital Promise. Damaged devices will be evaluated by the school to determine whether or not they can be repaired. The student's parent/guardian accepts financial responsibility for any intentional damage to the Chromebook or damage due to gross negligence. The district may take legal action to recover any unpaid costs of such damage.

Withdrawal or Transfer

Students and parents/guardians agree to return the Chromebook to their school prior to the end of each school year, or if the student withdraws from school or changes schools midyear. Chromebooks not returned as required may be disabled and/or reported to the proper authorities.

Student Accountability

Each student-user is accountable for the responsible use of the district-provided device for educational purposes. Students who habitually fall short of meeting the minimum requirements of acceptable use will be subject to disciplinary remedies in accordance with the [Houston ISD Code of Student Conduct](#) and [HISD Acceptable Use Policy for Electronic Services for Students](#).

In conjunction with district policies, consequences will be enforced for misuse of devices, or lost, damaged, or destroyed devices and/or parts.

Depending on the level of infraction, consequences may include but are not limited to:

- Reminders to students of the guidelines and expectations.
- Teachers and/or campus administrators may inform parents/guardians in writing and/or phone contact
- Conferences may be scheduled to ensure all parties are aware of the behavior in question, desired outcomes, and appropriate remedies.
- Restricting using of an assigned device to during the school day only. Students may have an opportunity to earn reinstated privileges through an established campus restorative protocol.

Student FAQs

What is a Chromebook?

Your Chromebook is a web-based device that uses the Google Chrome operating system. As a Houston ISD student, you have access to Google Drive where you can store class materials in the cloud. You also have access to web-based applications that are pre-installed, like itslearning (the HUB). A Chromebook is not a laptop and does not have the same internal storage capacity as a laptop.

I've received my device... now what?

All students and teachers will be required to complete specified training developed and outlined by the Houston ISD Academic Instructional Technology department and the VILS Digital Promise program.

How do I connect my device to the Internet?

Refer to the Chromebook Tour to properly connect the device to the Internet. All devices are configured to automatically search for available networks. Students should connect to campus or home internet Wi-Fi networks as primary access. If these are not available, students will be able to connect via the pre-installed Verizon LTE data package.

Why can't I access certain websites?

All devices are equipped with internet safety and security software to filter web access and ensure student information and data remains secure. Because of this, some sites are restricted to maintain appropriate use. "Work-around" software downloads such as VPNs are strictly prohibited.

How do I print the documents I have created on my device?

Student users are not able to access campus resources to print unless given express permission. However, they are allowed to use personal printing devices at home or commercial resources such as FedEx Office, Office Depot or Staples, as well as public libraries.

I can't find my device...what do I do?

All students assume the responsibility of care while the device is in their possession. Misplaced (lost or stolen) devices should be reported IMMEDIATELY to their CSR who will notify the school principal, VILS coach, and district lead who will then notify Digital Promise.

Parent FAQs

Is there a cost to receive a device?

No. All students at participating schools in the VILS Digital Promise program will receive a Samsung Chromebook Plus LTE device for educational use in the classroom and at home.

Will this device replace school supplies or textbooks?

No. The purpose of the device is to enhance "first taught" instruction in the classroom. Students will still need traditional supplies (notebooks, pens/pencils, etc.) to ensure the highest level of success. While some textbooks have online/interactive editions, hard copies may still be available for classroom use as needed.

My child has their own device. Can I opt-out of the "take-home device" initiative?

No. Your personal device is not equipped with the filtering, security and monitoring software and may not allow you to access the district-approved apps and software.

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VILS DIGITAL PROMISE – HOUSTON ISD CHROMEBOOK AGREEMENT

Student (S) and parents and guardians (P/G), please initial each line and complete the contact information below to confirm your understanding and agreement.

P/G	I understand that I need to monitor my data usage so that it does not exceed 20GB per month and that I may not stream audio or video except in connection with the program, and that I may not stream games.
S	
P/G	I agree not to download any billable or paid applications (apps) except those that are provided by my school.
S	
P/G	I agree not to use the personal hotspot on the device or allow any other devices to access the device's personal hotspot.
S	
P/G	I agree not to remove any hardware (i.e. SIM chip) or software from the device unless authorized by Verizon.
S	
P/G	I agree to always secure and carry my assigned Chromebook in the case provided by Verizon when not in use or being moved.
S	
P/G	The student's parent/guardian accepts financial responsibility for any intentional damage to the Chromebook or damage due to gross negligence.
S	
P/G	I agree to use my assigned device only within the 50 states of the United States of America.
S	
P/G	I agree not to make international calls or send international text, video or picture messages, including calls and messages to Canada and Mexico.
S	
P/G	I understand that Verizon Wireless or VGCCO can suspend or terminate service at any time, without notice.
S	
P/G	If my assigned wireless device is damaged, lost or stolen , I agree to report it immediately to my CSR who will notify the school principal, VILS coach, and district lead who will then notify Digital Promise.
S	
P/G	I agree not to use the Chromebook for any inappropriate, unethical, or illegal purposes, to include activities on the Internet, use of email and messaging, and access to digital media and programs. The district remotely monitors activity and usage of the student Chromebooks.
S	
P/G	I understand that the device is for my use only, to facilitate participation in the program , and that I may not sell or transfer the device to any third party or allow any third party to use the wireless service for purposes other than related to the program.
S	
P/G	I agree to return the Chromebook to my school prior to the end of each school year, or if the student withdraws from school or changes schools midyear. Chromebooks not returned as required may be disabled and/or reported to the proper authorities.
S	
P/G	I agree to be kind and safe in my digital interactions with others and to take care of the device assigned to me.
S	

I understand that if I violate any of these terms, I may be required to return my assigned wireless device to the Customer Service Representative (CSR) [insert CSR name here] and/or I may face disciplinary action.

Student Name (print) _____ Date _____
 Parent Name (print) _____ Date _____
 Parent Signature _____ Date _____
 Student ID _____ Grade Level _____

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HOUSTON INDEPENDENT SCHOOL DISTRICT

STUDENT DEVICE LOAN AGREEMENT

A student device will be loaned to the student named below under the following conditions:

- This student device loan agreement, which is signed by the parent/guardian and student, will be kept on file at the school.
- Use of this equipment for any purpose other than educational use may result in loss of privileges.
- The district does not permit unethical use of the Internet, email, or any other media. Violation of this policy may result in the loss of device loan privileges and disciplinary action by the school.
- The configuration of the hardware equipment and all accompanying software may not be altered, nor can software be copied to or from the device, or installed on the device under any circumstances.
- Parents/guardians are required to pay a non-refundable fee of \$25 yearly. The payment must be made prior to the student receiving the device
- Parents/guardians accept financial responsibility for cost related for replacement of a lost or stolen device or accessories, or for damage due to purposeful action or gross negligence. The district will proceed with legal action, should financial obligation be ignored.
- A lost or stolen device should be reported to the campus technologist or school administrator within one school day.
- The district will provide a padded device bag or protective case, which fits inside any backpack. The device must be carried in the bag or remain in the protective case at all times.
- The device, which is the property of Houston ISD, must be returned prior to the end of the school year, or in the event of school change or early withdrawal.
- The district has provided students with a Digital Citizenship Course and information for parents, via Open House events and handouts, including information about how to care for the device and how to make responsible use of technology.
- The student reads the "Acceptable Use Policy for Electronic Services for Students" handout.

We, the undersigned student and parent/guardian, agree to assume full responsibility for the proper care and educational use of the device described in this document.

Student Name (print) _____ Phone _____

Address/City/State/Zip _____

Student Signature _____ Date _____

Parent Signature _____ Date _____

Student ID _____ Grade Level _____

School Name _____

HISD Information Technology Department | July 2022

HOUSTON INDEPENDENT SCHOOL DISTRICT

ACUERDO ESTUDIANTIL DE PRÉSTAMO DE DISPOSITIVO ELECTRÓNICO

El estudiante indicado abajo recibirá en préstamo un dispositivo bajo las siguientes condiciones:

- El estudiante y sus padres o tutores firmarán el acuerdo de préstamo que permanecerá archivado en la escuela.
- El uso del dispositivo para fines que no sean educativos puede resultar en la pérdida de este privilegio.
- El distrito no permite el uso inapropiado de la Internet, el correo electrónico y otros medios digitales. Las infracciones de esta política pueden resultar en la pérdida del privilegio de contar con el dispositivo y medidas disciplinarias aplicadas por la escuela.
- Está prohibido modificar la configuración del disco duro y del software, y no se permite copiar software instalado en el dispositivo. Tampoco está permitido instalar software bajo ninguna circunstancia.
- Los padres o tutores deben pagar una cuota anual no reembolsable de \$25. El pago debe efectuarse antes de que el estudiante reciba el dispositivo.
- Los padres o tutores aceptan la responsabilidad de cubrir los gastos de reemplazo de un dispositivo perdido o robado, o aquellos incurridos por daños causados intencionalmente o por negligencia del usuario. El distrito tomará medidas legales si no se cumple con esta obligación.
- Si el estudiante pierde el dispositivo, o si se lo roban, tiene un día escolar de plazo para comunicárselo al personal administrativo o encargado de la tecnología de la escuela.
- El distrito proveerá una funda acolchada o estuche protector del dispositivo que cabe dentro de cualquier mochila. El dispositivo debe transportarse en el estuche o funda en todo momento.
- El dispositivo es propiedad de HISD y debe ser devuelto antes del final de ciclo escolar o al retirarse el estudiante de la escuela, si se muda o cambia de escuela antes de terminar el ciclo.
- El distrito ofrece a los estudiantes el Curso de Ciudadanía Digital e información para los padres comunicada en el Open House y en volantes. Se incluye información sobre el cuidado del dispositivo y el uso responsable de la tecnología.
- El estudiante lee el documento con las Normas de Uso Aceptable de los Servicios Electrónicos.

Nosotros, el estudiante y los padres o tutores que firman al pie, acordamos asumir la responsabilidad total del cuidado apropiado del dispositivo aquí descrito y de su uso exclusivo para fines educativos.

Nombre del estudiante (letra de molde) _____ Teléfono _____

Domicilio completo (calle, ciudad, zip) _____

Firma del estudiante _____ Fecha _____

Firma del padre o tutor _____ Fecha _____

ID del estudiante _____ Grado escolar _____

Nombre de la escuela _____

Student Name: _____ Student ID#: _____

1st Period Blue Day Teacher: _____ Grade: _____

Ortiz Middle School Student Handbook Acknowledgement

Directions: Please tear this sheet out of your handbook: fill out all the sections, get a Parent/Guardian signature, and return it to your 1st period teacher.

My signature acknowledges that I have received a copy of the **2022 - 2023 Ortiz Student & Parent Handbook**. I understand that I am expected to follow all policies and procedures in the handbook.

Student Name/Signature

Date

Parent/Guardian Name/Signature

Date

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