

Daniel Ortiz, Jr. Middle School

Houston Independent School District

2023-2024 School Year

Student Handbook

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Welcome

We are excited to welcome you to Ortiz Middle School and we are thrilled that you have chosen to join our team! This Student Handbook will provide general information about Ortiz Middle School and Houston ISD policies, guidelines, and expectations. Please take time to read and reference this handbook upon enrollment and throughout your time as an Ortiz Eagle. This handbook is not intended to be all-inclusive, and it may be modified at any time.

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 8:25 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.

Vision & Mission

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.

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 arts, become proficient in a second language, and experience service in the interest of their community.

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 programs of international education and rigorous assessment. These programs encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right.

Student Responsibilities

Per the Houston ISD Code of Student Conduct, the students' responsibilities for achieving a positive learning environment at school and/or school-related activities include the following:

- Attending all classes each day and being on time in conformity with the compulsory attendance laws of the State of Texas
- Preparing for each class with appropriate materials and completed assignments
- Dressing according to the dress code adopted by each individual school
- Showing respect toward others
- Conducting oneself in a responsible manner
- Paying required fees and fines
- Knowing and obeying all school rules in the Code of Student Conduct and the School-Based Discipline Management System
- Cooperating with staff members in the investigation of disciplinary matters
- Seeking changes in school policies and regulations in an orderly and responsible manner through appropriate channels
- Reporting bullying and threats to the safety of students and staff members, as well as misconduct on the part of any other students or staff members, to the building principal, a teacher, or another adult
- Using HISD technology systems for school business purposes only and using school computers and related equipment appropriately
- Abiding by the technology security procedures and Board Policies related to computers and network security, such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network. This also includes a prohibition on altering the imaging or software configuration on any District-provided computing device.
- Reporting all observed or suspected technology security problems immediately to a teacher
- Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited, and that students may be subject to random searches in accordance with Board Policy and state and federal law in order to assure a safe school environment.

In general, all students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. HISD shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of other students, teachers, District personnel, and parents while at school or while attending school activities.

Students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the District's educational mission. The District's rules of conduct and discipline and the School-Based Discipline Management System were established to achieve and maintain order in the school. Students who violate the rights of others or District or school rules shall be subject to disciplinary action in accordance with established District policies and procedures.

All students and parents/guardians are expected to maintain the highest level of discipline and decorum at all school functions and school facilities. Failure to comply with administrative directives promoting order, safety, and respect may result in immediately being removed from participation in school activities, including commencement exercises and/or a District facility.

Link: www.houstonisd.org/codeofconduct

Arrival & Dismissal

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 & 7th Grade: Cafeteria
- 8th Grade: Auditorium

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 at approximately 5:30 PM.

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.



Assessments

Ortiz Middle School educators are committed to the use of assessments to inform instruction and believe:

- All students can learn.
- Assessments provide valuable information regarding student progress toward learning goals.
- Assessments should be varied (formative, summative, open-ended, project-based, performance tasks) to allow multiple opportunities for students to demonstrate mastery.
- Assessments should allow administrators, teachers, students, and families to see evidence of learning.

Purpose of Assessments

Assessments are indicators of learning and should be used consistently to encourage student learning, provide feedback, and measure achievement. They are connected to the IB learner profile attributes of being knowledgeable, thinkers, and inquirers. Assessments provide data that can be used to inform instruction, provide students the opportunity to reflect on their learning, and as evidence of student progress toward learning goals. The purpose of assessment is also to inform all stakeholders – students, families, teachers, administrators, and community members with information to support student learning.

Types of Assessments

Assessments come in various forms. Formative assessments are used daily in the classroom as a check of student understanding (CFU). These assessments range from verbal/non-verbal quick-checks to demonstration of learning (DOL) and provide information to teachers about how to adjust instruction as the unit progresses. Summative assessments are administered at the end of a unit or concept and used to evaluate mastery. Examples of summative assessments are presentations, portfolios, performance tasks, and written exams. In addition to campus formative and summative assessments, students may take district-level assessments, state-mandated STAAR tests, and end-of-course exams.

NWEA MAP Testing

The NWEA MAP will replace the Renaissance BOY, MOY, and EOY screeners for the 2023-2024 school year. MAP Growth measures what your student knows and how they are growing academically, allowing you to track your student's progress throughout the school year and across multiple years. MAP Growth also provides teachers and families with the ability to understand how the student's performance compares to their peers. Teachers can use MAP Growth scores to monitor the growth of individual students and develop classroom-level strategies for equitable instruction that help maximize every student's learning potential. Information about MAP is available at www.houstonisd.org/screenerinfo

Testing windows are as follow:

- Beginning of the Year (BOY) - September 11th through 22nd
- Middle of the Year (MOY) - January 16th through February 2nd
- End of the Year (EOY) - April 29th through May 21st

Grades – Requirements, Categories, Reporting, & Changes

HISD Connect

Teachers will use HISD Connect to input students' grades. Please note that families are also provided access to student information. Families can register for the online service HISD Parent Student Connect, which provides information on attendance, class schedules, assignments, progress reports, and report cards, as well as a means of communication with teachers.

Grading Policy

Ortiz Middle School will follow Houston ISD guidelines for issuing grades

| Academic Subjects | Conduct |
|------------------------------------|-------------------------|
| 90–100 = Excellent | E = Excellent |
| 80–89 = Good; above average | S = Satisfactory |
| 75–79 = Satisfactory; average | P = Poor; below average |
| 70–74 = Passing; below average | U = Unsatisfactory |
| Below 70 = Unsatisfactory; failing | |

Numerical grades should reflect student mastery of content according to the Texas Essential Knowledge and Skills (TEKS) system. To determine content mastery, teachers may assign tests, quizzes, projects, homework, classwork, etc. Overall course grades are reported according to the student's performance in specific grade categories, which are weighted differently depending upon significance or importance

Honor Roll

A student may be eligible for Honor Roll at the completion of each grading cycle. Students will be recognized for honor roll throughout the school year. Honor Roll eligibility is as follows:

- All A Honor Roll
- All A & 1 B Honor Roll
- All A & 2 B's Honor Roll

A grade of an A is defined as being in the 90–100 range and a B being in the 80 – 89 range. This includes grades in all scheduled courses.

Tutorials

Ortiz Middle School will officially begin after-school tutorials the week of October 2, 2023. Tutorials are scheduled from 4:10 PM to 5:10 PM. Students are to wait for their respective teacher in the cafeteria at dismissal and teachers are to pick up their students by 4:10 PM. Upon dismissal at 5:10 PM, teachers are to monitor their students at the front of the school until their last student has left.

- Tutorials are scheduled by content area
 - Monday - ELAR
 - Tuesday - Math
 - Wednesday - Individuals & Societies
 - Thursday - Science

As STAAR testing approaches in the Spring, additional tutorial dates/times may be added. This will be communicated in advance.

Promotion Standards

In order for Houston ISD students in grades 6, 7, and 8 to be promoted to the next grade level, they must show that they have met HISD's Promotion Standards. These standards include classroom grades, local or state tests, and attendance as follows:

- meet the state requirement of an overall yearly average of 70 or above and the local requirement of an average of 70 or above in three of the four core courses: Language arts, mathematics, science, or social studies
- have sufficient attendance – a student's total number of absences cannot exceed 10 percent of class meetings.

Link: www.houstonisd.org/promotionstandards

Students that do not meet these standards will be recommended for Summer School. Failure to meet these requirements in Summer School may result in the student being retained in the same grade level.

UIL Eligibility for Athletics & Fine Arts

Under the state's "no pass/no play" law, eligibility for participation in extracurricular activities during the first six weeks of the school year is determined by a student's grades from the final grading cycle of the previous school year or the number of credits earned during the previous school year.

After the first six weeks, a student who receives a grade lower than 70 (or the equivalent) in any academic course is ineligible to participate in extracurricular activities during the first three school weeks of the next grading period. During that time, the student may continue to practice or rehearse with other students but may not take part in any competition or public performance.

These are the eligibility rules for all extracurricular participant after the first six weeks of the school year:

- A student who has a grade average lower than 70 in any designated courses or has an incomplete grade shall be suspended from participation in any UIL activity.

- A no-pass/no-play suspension period is three school weeks. 19 TAC '76.1001 (b) defines a school week as beginning at 12:01 a.m. or the first instructional day of the calendar week and ending at the close of instruction on the last instructional day of the calendar week, excluding holidays.
- A 3-week period is defined as 15 class days. In the event 2 or 3 of the 3 weeks in a 3-week period are shortened, one of the shortened weeks may be counted as five days with ten other actual days to make the fifteen total class days.

Attendance

90% Rule

In accordance with Texas Education Code Section 25.092 (Attendance for Credit 90% Rule); A student at any grade level from kindergarten through grade 12 shall not be given credit or final grade for a class unless the student is in attendance 90 percent of the days in which the class is offered. All absences, excused and unexcused, are counted for the purpose of determining attendance for credit.

For each course/class in which a student falls below the 90% attendance threshold, a review of the record will be conducted, and the student may be required to complete a plan created by the principal in order to gain credit or be promoted. Once a student falls below the 75% threshold, an Attendance Review Committee must meet to develop a plan for the student to complete in order to gain credit or be promoted. TEC 25.092 and Board Policy FEC (LOCAL). Link: <https://www.houstonisd.org/Page/196162>

Absences & Tardies

Students who have been absent or tardy must present a written excuse from the parents or guardian when they return to school. Excuses for absences and tardies are:

- personal illness
- sickness or death in the family
- quarantine
- weather or road conditions making travel dangerous
- participation in school activities with permission of the principal
- juvenile court proceeding documented by a probation officer
- approved college visitation
- emergencies
- or "any other cause acceptable to teacher, principal, or superintendent"

Written excuses should be in the school's possession no later than three school days after the date of the absence or tardy. The three-day period begins on the day the student returns to school.

Students must be present at least 35 minutes of the class period (or 60 minutes of a 90-minute class period) in order to be considered in attendance unless they are participating in a field trip or other activity approved by the principal. Unexcused tardies are not converted to unexcused absences. Tardies are a disciplinary issue.

According to HISD board policy, no student under 18 years of age may leave campus during school hours for any reason without prior approval in writing or by a documented phone call from the student's parent or

guardian. This applies to lunch, extracurricular activities, field trips, and any other activity supervised by campus or district personnel. Such excuses must be approved by the principal or principal's designee.

Truancy Enforcement

If a student has three (3) unexcused absences within a 4 – week period, the student will receive a Warning Letter. The letter will be mailed to the student's parent/guardian. A signed parent note or physician's note must be submitted to the campus attendance office within three (3) days of the student's return to school. If a note is not provided, the absence will be counted as unexcused. It is the parent's responsibility to monitor a student's school attendance and require the student to attend each entire class period for every school day.

- If a student has three (3) unexcused absences in a 4 – week period, a student can be placed on an Attendance Contract.
- If a student has thirteen (13) unexcused absences in a 6 – week period, an affidavit shall be issued.
- In either case, the student's attendance will be monitored for the remainder of the school year.
- Outreach Workers by law have to file on student/parents who reach 13 unexcused absences in a 6-month period.

Promotion Standards

In order for Houston ISD students in grades 6, 7, and 8 to be promoted to the next grade level, they must show that they have met HISD's Promotion Standards. These standards include classroom grades, local or state tests, and attendance as follows:

- meet the state requirement of overall yearly average of 70 or above and the local requirement of an average of 70 or above in three of the four core courses: Language arts, mathematics, science, or social studies
- have sufficient attendance – a student's total number of absences cannot exceed 10 percent of class meetings.

Link: www.houstonisd.org/promotionstandards

Dress Code

School uniforms can improve learning by reducing distractions, sharpening focus on schoolwork, and making the classroom a more serious environment, allowing students to perform better academically. In addition, uniforms give students a sense of belonging and a feeling of equality; they provide an opportunity for mutual growth and create an identity for the school in the community. The following policy can only be successfully managed with parental support.



Discipline

At Ortiz Middle School, we believe that relationships are at the center of all learning. To that end, any behavior that damages relationships must be addressed, which is why we use a restorative practice. The goal of our approach is to teach our students that their behavior affects others. When students make a poor choice, they are expected to take responsibility for that choice and to find a way to make it right. Ultimately, all students at Ortiz Middle School are expected to abide by the policies outlined in the HISD Student Code of Conduct.

Student Code of Conduct Levels of Offenses and Recommended Interventions

| Level | Behavior | Recommended Interventions |
|---|---|--|
| <p>Level I Violation of Classroom Rules Offenses that generally occur in the classroom and can be corrected by the teacher.</p> | <ul style="list-style-type: none"> • Violation of class rules or procedures • Late to class without a pass • Failure to participate in class (i.e. sleeping, not completing assignment despite assistance/reminder) • General misbehavior, such as horseplay, making excessive noise, violating dress code, or any other act that disrupts the class | <ul style="list-style-type: none"> • Model expected behavior • Proximity • Positive corrective feedback • Individual discussion with student • Praise the appropriate behavior in others • Reiterate expectations • Provide choice • Teacher-parent contact via phone or email |
| <p>Level II Administrative Intervention Offenses that are more serious in nature or a continuance of Level I misconduct.</p> | <ul style="list-style-type: none"> • Repeated violation of class rules or procedures • Cheating, plagiarism, copying the work of others • Use of technology during testing • Leaving the classroom/campus without permission • Skipping • Inappropriate display of affection • Inappropriate use of technology, i.e. violation of campus cell phone policy • Cafeteria disturbance • Profanity, vulgar language, or obscene gestures • Accessing inappropriate websites • Sending inappropriate content on HISD devices or using HISD network on personal device • Possession of matches, pepper spray, or mace | <ul style="list-style-type: none"> • Teach & practice expected behavior • Conference with student (paired with clear expectations) • Restorative conversation or plan - opportunity to repair the harm • Behavior contract • Teacher-parent contact via phone or email • Consult with counselor and/or grade level admin • Restorative conversation and plan after discipline referral (appropriate disciplinary actions determined by Ortiz MS administration) |
| <p>Level III Targeted Intervention,</p> | <ul style="list-style-type: none"> • Display of disrespect toward school personnel or campus visitors • Failure to comply with a reasonable | <ul style="list-style-type: none"> • Administrative consequences (ISS/OSS) • Admin-parent contact/conference • Restitution/restoration |

| | | |
|--|---|---|
| <p>Restitution, Suspension, or Optional Removal to Disciplinary Alternative Education Program: Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or repeated instances of Level I, II, or III misconduct.</p> | <p>request of staff, i.e. defiance</p> <ul style="list-style-type: none"> • Bullying • Sexual harassment • Repeated skipping • Mutual combat (fighting) • Assault not involving bodily injury • Defying a behavior contract • Possession of drug paraphernalia • Smoking; vaping; using/possessing tobacco, e-cigarettes, any item containing nicotine • Misdemeanor stealing/theft of property valued under \$750 • Gambling • Vandalism • Possession of electric stun gun, knife, blade, brass knuckles, weapon-like club, fireworks, smoke/stick bombs, laser pens/pointers, bullets | <ul style="list-style-type: none"> • Restriction or removal of computer-use privileges • Exclusion from extracurricular activities, such as field trips • Referral to campus counselor and outside counseling groups as needed • Behavior Intervention Plan (BIP) • Referral to DAEP |
| <p>Level IV Placement in a Disciplinary Alternative Education Program: Criminal offenses as defined in Level IV and offenses that have been determined to be significantly serious by the School Board. This may include any felony, whether school-related or not, unless it is one for which expulsion is required.</p> | <ul style="list-style-type: none"> • Felony under Title 5 of the Penal Code • Felony stealing/theft of property valued greater than \$750 • Terroristic threats • Assault not involving bodily injury • Under the influence, possession, and/or distribution of an illegal drug or alcohol* <p>*First instance of this infraction results in referral, screening, or appropriate intervention through the Education First program. Repeated offenses can result in referral to DAEP</p> | <ul style="list-style-type: none"> • Referral to DAEP • Referral to campus counselor and outside counseling groups as needed • Behavior Intervention Plan (BIP) |

Bullying

Ortiz Middle School is committed to ensuring that all students have a safe learning environment. The safety and well-being of our students is of utmost importance to all of us. Bullying will not be tolerated at Ortiz Middle School. Houston ISD encourages all students and staff to foster a climate of mutual respect in order to enhance the learning environment. In this sense, students should not engage in harassment conduct, which shall result in disciplinary action. Houston ISD prohibits bullying conduct which includes repeated, unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical actions related to an individual's race, color, religion, national origin, or disability that harms another student's physical or emotional health or safety.

According to HISD's Student Code of Conduct, reports of bullying shall be made as soon as possible after the alleged act or knowledge of the alleged act so that the District's ability to investigate and address is not

impaired. Students can report bullying to their teacher, administrator, or counselor. If reporting to a teacher or counselor, the staff member is to report it to the student's grade-level administrator so that they may conduct the appropriate investigation and Texas School Safety Center Bullying Screener.

Bullying is considered a Level III act of misconduct per HISD's Student Code of Conduct and can lead to disciplinary action, up to and including suspension and referral to DAEP.

Cell Phone Policy

Electronic devices may serve as an outstanding instructional tool and learning resource if used appropriately. We encourage our staff members and students to use their school-issued Chromebooks to supplement instruction and learning. Students may NOT use cell phones, smart watches, AirPods, etc. upon arrival to campus and during the school day from 8:30 AM to 4:00 PM. All cell phones and electronic devices must be stored out of sight while on campus such as inside the student's backpack, purse, or clothing pocket.

If a cell phone/electronic device rings, vibrates, is used for any reason other than allowed by an educator or administrator, or is visible anytime during the school day, it is considered a Level II Act of Misconduct. In addition to disciplinary action, the unauthorized use of electronic devices will result in confiscation. A \$15 administrative fee payable to HISD will be charged if the device is claimed within 30 days. Devices not claimed will be sent to Property Management for disposal.



If a student fails "to comply with a reasonable request of school personnel and/or defiance of the authority of school personnel", the student will be held to a Level III Act of Misconduct per the HISD Code of Student Conduct. This can result in:

- Parent/Student/Administrator conference
- Exclusion from extracurricular activities
- Placement in in-school suspension (ISS/Eagles Nest)
- Out-of-school suspension (OSS) up to 3 days
- Other disciplinary responses as outlined in the HISD Code of Student Conduct

Hall Pass Policy

Students are not permitted in the halls during class periods, unless accompanied by a teacher or a hall pass from an authorized staff member. Having an associate teacher does not warrant any change to the above policies. Students are to utilize the official hall pass checked out to each teacher. Students out of the classrooms during instructional time without the proper authorization are subject to disciplinary action.

Restroom Policy

Teachers are recommended to utilize restroom logs in class. No more than one (1) student should be out the classroom at a time to use the restroom. This will minimize wait times and traffic in the designated restroom areas. Students must present the pass and sign into their designated restroom area.

Students are not permitted to be out of their classrooms during the first 10 and last 10 minutes of class to ensure students do not miss their do-now, initial instructions, demonstration of learning (DOL), and lesson closure. In the event of an emergency, teachers are to allow students to use facilities and notify an administrator or staff member to follow up with student concern.

Each teacher will be provided with one (1) Hall Pass with the designated name, room number, and approved restroom area.

| Pass Area Designation | Color | Room locations |
|--------------------------------|-----------------|---|
| 6 th Grade Restroom | Blue Pink | 1100, 1200, 1300 Hallways & Library 1400 Hallway |
| 7 th Grade Restroom | Yellow | 2200 & 2300 Hallways |
| 8 th Grade Restroom | Orange Green | 1500 Hallway 2400 Hallway |



Lunch Procedures

Expectations

Students are expected to:

- sit at their assigned table by their 3rd period teacher unless awarded the privilege of free seating
- be mindful of their volume level and speak to only students seated next to them at their table
- clean up their areas and throw away their trash
- ensure all food and drinks are consumed in the cafeteria. No food, drink, or other items are to be taken out of the cafeteria.
- go through the lunch line prior to entering the snack bar line
- use the appropriate hand signal to ask to go to the restroom
- leave the cafeteria when their class is dismissed by an administrator

Outside Food

As part of a Title I school, free lunch is available to all students regardless of need. Students may eat the free lunch provided by HISD or bring their own lunch from home. Students are not allowed to order food to be delivered to Ortiz Middle School from any delivery service (i.e. UberEats, DoorDash, etc.). Parents are also not allowed to use delivery services to deliver food to campus for students. Food delivered to Ortiz Middle School will not be delivered to students. If parents hand-deliver lunch to Ortiz Middle School, students will not be allowed to eat the outside food in the cafeteria and will be provided a space in the main office to eat within their allotted lunch time. Food dropped off at the front desk will not be delivered to students.

Nurse's Office

Expectations

The office of the school nurse, Ms. Juarez-Salazar, is located on the first floor in Room 1210. The phone extension is 338116. Teachers should exercise good judgment in granting permission to visit the nurse and should give close attention to the timed permit when the student returns to class. If a student is very ill, send another student to ensure they make it to the nurse's office. To send a student to the nurse, they must have a written hall pass with the following information:

- student name
- name of the teacher who is referring them to the nurse and their signature
- a note indicating the student is to report to the nurse's office
- time and date the pass was issued

Basic supplies, such as bandaids and feminine hygiene products, can be found in each grade level office to limit the number of students in the clinic at a time.



The telephone in the nurse's office is not available for personal calls. If the student is to be sent home due to illness, the student is to report to the nurse's office to be checked and the school nurse will determine to call the parent. When the school nurse is not on campus, Ms. Arenas or a grade-level clerk will call the parent.

Medication

It is not the function of public school personnel to administer medical treatment or medication, including over-the-counter drugs. The Houston ISD policy allows school nurses to administer medication to students during school hours should medication be necessary. Medication is administered under the following conditions:

- The school district has received or has on file written authorization from a physician/doctor to administer medication to the student.
 - Note: Forms may be obtained from the nurse's office.
- Prescription medication must be in the original container clearly labeled with
 - 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
- Non-prescription medicines (i.e. Advil, Tums, Tylenol, cold medicine, etc.) are not allowed and must not be brought to school.
- The medication must be brought by the parent/guardian to school in a container appropriately labeled by the pharmacy or physician. Students will not be allowed to carry medications.

It is a violation of the Houston ISD Student Code of Conduct for a student to have possession or use of any prescription or nonprescription drug, vitamins, or other chemical in violation of these guidelines at school

Health Screenings

Vision and hearing screenings are done at specific times of the school year with specific grade levels. The clinic will be closed on scheduled dates during this time the nurse will be involved in screening programs and/or off-campus duty. Extreme emergencies will need to be channeled through the main office and the nurse will be contacted if necessary.

Student Assistance Form (SAF)

SAFs should be submitted to address all students get the social, emotional, and/or mental health support they need to be successful. The sooner a student is connected to resources, the more likely they can reach their fullest human potential. With an infrastructure in place, fewer students will fall between the cracks. Ms. Ariza is our campus Wraparound Specialist and electronically receives and processes SAFs submitted for Ortiz Middle School. Once an intervention has been determined for the student, the SAF is closed, and an email to the referrer with the resolution is sent. Any staff member can submit a SAF for a student at www.HoustonISDSAF.com or by scanning the QR code.



Campus Safety

DH (LOCAL) It is the responsibility of each staff member to ensure that the campus remains a safe and secure environment. All employees shall adhere to District safety rules and regulations and shall report unsafe conditions or practices to the appropriate supervisor.

Visitors

CK2 (REGULATION) In order to maintain security and safety for our campus, all visitors must check in at the front desk, must wear a visitor's badge, and must be escorted by an employee. This policy applies to anyone who is not an active employee, including parents and guardians. For safety purposes, anyone not displaying a visitor's badge or HISD employee badge must be stopped and escorted to the main office.

Building Security

CK2 (REGULATION) Each school, not law enforcement, is responsible for maintaining adequate safeguards to ensure the safety and welfare of students, school personnel, and school property.

- Classroom doors should be locked during instructional time
- Exterior doors should not be propped open
- Exterior doors should always be locked
 - This includes portable and temporary buildings
- Report any door needing repair immediately to an administrator

Required District Safety Drills

Students will participate in a variety of safety drills to practice the proper protocols in case of a campus emergency. Students and staff can anticipate at the minimum the following drills:

| Drills | Frequency |
|-----------------------------|---|
| Secure | One per school year |
| Lockdown | Two per school year (one per semester) |
| Evacuate | One per school year |
| Shelter-in-Place for Hazmat | One per school year |
| Shelter for Severe Weather | One per school year |
| Fire Evacuation | Campus – One each month <ul style="list-style-type: none">• 12 drills if open year round• Alternate between unobstructed and obstructed Facility – Two each semester <ul style="list-style-type: none">• Alternate between unobstructed & obstructed |

Bell Schedules & District Calendar

Bell Schedules

Ortiz Middle School
 2023-2024 Bell Schedule
 1200, 1300, 1500, & 2300 Hallways

| | | |
|--|---|--|
| Eagle Time | 8:30 - 9:10 Transition 9:10 - 9:12 | (40 minutes) |
| 1st Period | 9:14 - 10:12 Transition 10:12 - 10:14 | (58 minutes) |
| 2nd Period | 10:16 - 11:14 Transition 11:14 - 11:16 | (58 minutes) |
| 3rd Period | 11:18 - 12:54 Transition 12:54 - 12:56 | (96 minutes) |
| 1st Lunch | 2nd Lunch | 3rd Lunch |
| Lunch 11:38-11:48 (30 min) Class 11:52-12:54 (62 min) | Class 11:18-11:48 (30 min) Lunch 11:52-12:22 (30 min) Class 12:24-12:54 (30 min) | Class 11:18-12:22 (64 min) Lunch 12:24-12:54 (30 min) |
| 4th Period | 12:58-1:56 Transition 1:56 - 1:58 | (58 minutes) |
| 5th Period | 2:00- 2:58 Transition 2:58 - 3:00 | (58 minutes) |
| 6th Period | 3:02 - 4:00 Transition 4:00 - 4:02 | (58 minutes) |

Ortiz Middle School
 2023-2024 Bell Schedule
 1100, 1400, 2200, & 2400 Hallways

| | | |
|--|---|--|
| Eagle Time | 8:30 - 9:10 Transition 9:12 - 9:14 | (40 minutes) |
| 1st Period | 9:14 - 10:12 Transition 10:14 - 10:16 | (58 minutes) |
| 2nd Period | 10:16 - 11:14 Transition 11:16 - 11:18 | (58 minutes) |
| 3rd Period | 11:18 - 12:54 Transition 12:56 - 12:58 | (96 minutes) |
| 1st Lunch | 2nd Lunch | 3rd Lunch |
| Lunch 11:38-11:48 (30 min) Class 11:52-12:54 (62 min) | Class 11:18-11:48 (30 min) Lunch 11:52-12:22 (30 min) Class 12:24-12:54 (30 min) | Class 11:18-12:22 (64 min) Lunch 12:24-12:54 (30 min) |
| 4th Period | 12:58-1:56 Transition 1:58 - 2:00 | (58 minutes) |
| 5th Period | 2:00- 2:58 Transition 3:00 - 3:02 | (58 minutes) |
| 6th Period | 3:02 - 4:00 Transition 4:02 - 4:04 | (58 minutes) |

District Calendar

HOUSTON INDEPENDENT SCHOOL DISTRICT 2023-2024 ACADEMIC CALENDAR

| JULY 2023 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 2023 | | | | | | |
|-------------|-----|----|----|----|----|----|
| 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 | | |

| SEPTEMBER 2023 | | | | | | |
|----------------|----|----|----|----|----|----|
| 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 |

| OCTOBER 2023 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 | | | | |

| NOVEMBER 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | |

| DECEMBER 2023 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | | | | | |

| JANUARY 2024 | | | | | | |
|--------------|----|----|----|----|----|----|
| 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 | | | |

| FEBRUARY 2024 | | | | | | |
|---------------|----|----|----|----|----|----|
| 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 | | |

| MARCH 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 | | | | | | |

| APRIL 2024 | | | | | | |
|------------|----|----|----|----|----|----|
| 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 | | | | | | |

| MAY 2024 | | | | | | |
|----------|----|----|----|----|----|----|
| 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 | | | | | |

| JUNE 2024 | | | | | | |
|-----------|----|----|----|----|----|----|
| 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 | | | | | | |

| | | | |
|---|---|--|--|
|  | FIRST DAY OF SCHOOL August 28 | LAST DAY FOR STUDENTS June 5 | LAST DAY FOR TEACHERS June 6 |
|---|---|--|--|

| | | |
|--|---|--|
| <p>SCHOOL DAY START AND END TIMES</p> <p>7:30 – 3:00 Elementary 8:30 – 4:00 K-8 and Middle School 8:30 – 4:10 High School</p> | <p>INSTRUCTIONAL DAY START AND END TIMES: NES or NES-Aligned Schools</p> <p>8:00 – 3:00 PK – 1 8:00 – 3:30 2nd grade 8:00 – 4:00 3rd grade 8:30 – 4:30 6th – 12th grade</p> | <p>GRADING CYCLES (No. of Days)</p> <p>Aug. 28 – Oct. 2 (24) Oct. 3 – Nov. 10 (27) Nov. 12 – Dec. 22 (24) Jan. 8 – Feb. 27 (20) Feb. 28 – Apr. 19 (20) Apr. 22 – June 5 (23)</p> <p>REPORT CARD</p> <p>Oct. 4 Nov. 17 Jan. 12 Mar. 8 Apr. 26 June 5 (ES, MS, HS) June 14 (HS)</p> <p>Total student-teacher contact days: 172</p> |
| <p>5TH QUARTER (SUMMER 2024)</p> <p>Voluntary summer courses June 20 – July 28 (Mandatory for some students)</p> | <p>HOLIDAY (NO CLASSES)</p> <p>Sep. 4 – Labor Day Sep. 25 – Fall Holiday Nov. 23 – Thanksgiving Jan. 1 – New Year's Day Jan. 15 – MLK Jr. Day Mar. 25 – Chavez Huerta Day May 29, Apr. 10 – Spring Holidays May 27 – Memorial Day June 19 – Juneteenth</p> | <p>SCHOOL LEADERS' INDUCTION AND PREPARATION</p> <p>July 31 – Aug. 4 – Principals and APs</p> <p>ALL STAFF INDUCTION AND PREPARATION</p> <p>Aug. 14 – Aug. 25 – All staff</p> |
| <p>RECESS (NO CLASSES)</p> <p>Thanksgiving – Nov. 20 – 24 Winter Recess – Dec. 22– Jan. 5 Spring Recess – Mar. 11 – 15</p> | <p>POSSIBLE MAKE-UP DAYS</p> <p>June 6 – June 14</p> | <p>STAFF PD (NO CLASSES)</p> <p>Oct. 13, Nov. 10, Jan. 5, Feb. 19, June 6</p> |