

Dayanara Montes
Principal

Assistant Principal
Marichu Avila

Felicia Torres
Vacant
Counselors

Ester Cardenas
Teacher Facilitator



MARTINEZ ELEMENTARY

2571 E. 4th Street Mission, Texas 78572
Phone: (956) 584-4900 Fax: (956) 584-4908

Oneida Aleman
Librarian
Melba Olivarez
Nurse

Mary Salinas
Principal's Secretary
Martha Garcia
Counselor's Clerk
Nikki Barker
PEIMS Clerk
Karen Saenz de Garza
Parental Liaison

Dear Martinez Parents,

I would like to take this opportunity to thank you for your support and dedication to our campus and our students. For the safety of all students, we wanted to remind you of some of our procedures for this year.

- Classes begin at 7:45 a.m. Students are marked tardy after 8:05 and must sign in at the front desk. School doors open at 7:05 for early arrivals. Please be sure that your child arrives at school on time each day.
- **Morning Drop off:** Students can be dropped off at the east side or south side entrances. Please do not park in these areas or hold the line.
- **Excused and unexcused absences:** For any absence please notify the office. Send a written excuse immediately upon returning to school. Students have three days after returning to school to submit a written excuse, otherwise the absence is unexcused.
- **Lost Items:** To avoid lost backpacks, lunch boxes, sweaters and jackets, please label all items. Lost and found items are removed from campus monthly.
- **Breakfast and Lunch:** This year, breakfast and lunch, will be at no cost. If your child brings lunch, they will need to bring it with them in the morning. Due to safety measures, parents will not be allowed to come eat with their child/children.
- We will NOT deliver lunches, homework, money, special occasion items, backpacks, and/or band instruments. When necessary, items may be left on the front office cart and students can pick them up. We will not make phone calls or send emails to the classroom to notify students of their items.
- **Sign In:** All adult visitors are required to sign in with an ID at the front desk and do a Health Check.
- **Birthday's:** If you want to send anything for your child's birthday, please make arrangements in advance with your child's teacher. Birthdays are at 3:00 in the cafeteria. We allow: **store bought** cupcakes, pouches of juice, or water bottles only. Please don't forget to send napkins. Parents are required to clean up the birthday area after the event.
- **Dismissal:** Dismissal time is at 3:30 p.m. for all students. All students must report to the **bus, car pick up areas when called, or walk home ("walkers")**. Any messages about after school procedures must be called in before 3:00 pm that day. **Students may not wait in the front office, lobby, library, cafeteria, or classroom to be picked up. ALL STUDENTS MUST BE PICKED UP BY 3:50 pm.**
- **Day Care:** Day care services are from 3:30-6:00. Application, handbook, and payment calendar is on the R.D. Martinez website. **Payments are paid monthly online.**
- **Dress Code:** The 2021-2022 Student/Parent handbook is on the Sharyland ISD website. Student dress code and grooming guidelines are on **pgs. 67-69**. Please read through them and make sure your child is following the dress code when they attend school.
- Doors will remain locked until 3:30. **Students will not be allowed to be checked out between the hours of 3:00-3:30. Please make all appointments after this time.**

Please let us know if you have any questions. You may reach us at (956) 584-4900. Thank you.

Sincerely,

Dayanara Montes
Principal