

Dayanara Montes
Principal

Assistant Principal
Marichu Avila

Felicia Torres
Edna Serna
Counselors

Efrain Cavazos
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

Sarai Rodriguez
Principal's Secretary
Isabel Gomez
Counselor's Clerk
Nikki Barker
PEIMS Clerk
Belinda Lopez
Parental Liaison

Dear R.D. 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 the 2022-2023 school year.

- **Breakfast begins at 7:45 a.m.** Students are marked tardy after 8:05 and must sign in at the front desk. School doors open at **7:10 for early arrivals**. Please be sure that your child arrives at school on time each day. Every 3rd tardy is an unexcused absence and will result in a parent conference with office if tardies become excessive.
- **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. Truancy letters and reminders will be sent periodically. Students will have to attend summer school or do additional work if they accumulate 18 or more absences for the year, excused or 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** will be at no cost. **Lunch will depend on lunch application status.** Payments for lunch will be through "My School Bucks." If your child brings lunch, they will need to bring it with them in the morning. Ensure that your child brings a water bottle to school. Due to safety measures, parents will not be allowed to drop off food or 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. Students will not be released without a parent ID.

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- **Birthdays:** If you want to send anything for your child's birthday, please make arrangements in advance with your child's teacher. Birthdays are at 2:50 pm in the cafeteria. **We allow store bought cupcakes, pouches of juice, or water bottles only.** Please do not 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 and or car pick up areas when called.** **"Walkers" students that walk home will be released at 3:45.** Any messages about after school procedures must be called in before 12:00 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.** Parents will not be able to pick up students at the door entrances. **All parents must go through the pick-up line.**
- **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 through "My School Bucks."**
- **Dress Code:** The 2022-2023 Student/Parent handbook is on the Sharyland ISD website. Please read through the dress code policy and make sure your child is following the dress code when they attend school.
- **Cell Phones:** Cell phones are allowed but please note they will be picked up at the beginning of class. Students will be allowed to use their device at the teacher's discretion. If a student is found violating the use of electronics, it will have to be picked up by a parent/guardian at the end of the day for the 1st offense. 2nd offense will result in a fine to pick up the device and a 24hour return. Please refer to district unauthorized use of telecommunication devices policy for more information.
- 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.

Sincerely,

Mrs. D. Montes
Principal