



2022-2023 School Year

# STUDENT

*Handbook* Guillen Middle School

900 S. Cotton St  
El Paso, Texas 79901  
Main: 915-236-4900  
[episd.org/guillen](http://episd.org/guillen)

# Guillen Middle School

## Bell Schedule

Regular Day Bell Schedule			
Bell Schedule	6 <sup>th</sup> Grade Lunch 1	7 <sup>th</sup> Grade Lunch 2	8 <sup>th</sup> Grade Lunch 3
First Bell Transition to Advisory	7:45-7:50	7:45-7:50	7:45-7:50
Advisory	7:50-8:05	7:50-8:05	7:50-8:05
1 <sup>st</sup> Period	8:05-8:50	8:05-8:50	8:05-8:50
2 <sup>nd</sup> Period Transition Bell Time	8:50-8:53	8:50-8:53	8:50-8:53
2 <sup>nd</sup> Period Begin and End Time	8:53-9:38	8:53-9:38	8:53-9:38
3 <sup>rd</sup> Period Transition Bell Time	9:38-9:41	9:38-9:41	9:38-9:41
3 <sup>rd</sup> Period Begin and End Time	9:41-10:26	9:41-10:26	9:41-10:26
4 <sup>th</sup> Period Transition Bell Time	10:26-10:29	10:26-10:29	10:26-10:29
4 <sup>th</sup> Period Begin and End Time	10:29-11:14	10:29-11:14	10:29-11:14
Lunch Transition	11:14-11:17	11:14-11:17	11:14-11:17
6 <sup>th</sup> Grade Lunch	6 <sup>th</sup> Lunch 11:17-11:47	11:17-12:02	11:17-12:02
5 <sup>th</sup> Period Transition	11:47-11:50	12:02-12:05	12:02-12:05
5 <sup>th</sup> Period Begin and End Time	11:50-12:35	7 <sup>th</sup> Grade Lunch 12:05-12:35	12:05-12:50
6 <sup>th</sup> Period Transition Bell Time	12:35-12:38	12:35-12:38	12:50-12:53
6 <sup>th</sup> Period Begin and End Time	12:38-1:23	12:38-1:23	8 <sup>th</sup> Grade Lunch 12:53-1:23
7 <sup>th</sup> Period Transition Bell Time	1:23-1:26	1:23-1:26	1:23-1:26
7 <sup>th</sup> Period Begin and End Time	1:26-2:11	1:26-2:11	1:26-2:11
8 <sup>th</sup> Period Transition Bell Time	2:11-2:14	2:11-2:14	2:11-2:14
8 <sup>th</sup> Period Begin and End Time	2:14-3:00	2:14-3:00	2:14-3:00

### **Mission Statement:**

WE BELIEVE GUILLEN STUDENTS ARE LIFETIME LEARNERS WHO WILL SEEK ADVANCED DEGREES AFTER GRADUATION. WE WILL PREPARE AND MOTIVATE STUDENTS INTO CONFIDENT, COMPASSIONATE, AND CAPABLE INDIVIDUALS WHO WILL SUCCEED IN LIFE AND CONTRIBUTE TO SOCIETY AND LEARN THE CORE VALUES OF RESPECT, RESPONSIBILITY, READINESS, AND PRIDE.

### **Vision Statement:**

GUILLEN MIDDLE SCHOOL MISSION IS TO PROVIDE ALL STUDENTS WITH A HIGH-QUALITY EDUCATION THAT ENABLES THEM TO BE WELL ROUNDED STUDENTS IN ACADEMICS, EXTRACURRICULAR ACTIVITIES, AND THE ARTS. WE SEEK TO CREATE AN ENVIRONMENT THAT ACHIEVES EQUITY FOR ALL STUDENTS AND ENSURES THAT EACH STUDENT IS A SUCCESSFUL LEARNER, IS FULLY RESPECTED, AND LEARNS TO RESPECT OTHERS.

### **Theme for 2022-2023**

**Grizzlies on the Rise**

### **Core Values:**

**Ready, Responsible, Respectful, Proud**

# Guillen Grizzly Growl

I am **ready** to learn.

I am **responsible** for my actions and my learning.

I **respect** my learning community including guests, peers, and adults.

I am **proud** of my work, my community, and my commitment to succeed.

**I AM GUILLEN**

Dear Grizzly Nation!

This handbook has been prepared to provide you with the necessary information about Guillen Middle School. Take time to read it with your parents. It has important information that you and your parents will need to have a successful school year.

If at any time you have a question or concern, please see at least one of the people listed below or anyone of your teachers. Guillen faculty and staff are here to help you receive the best education possible. We are always open for suggestions to help improve your school.

## **Administrative Staff:**

**Principal:** Maribel Ruiz

**Principal's Secretary:** Ms. Flores

**Assistant Principals:**

**Nurse:** Mrs. Carmen

Mr. Livengood (A-L)

**Parent Liaison:** Ms. Medina

Ms. Yildirim (M-Z)

**Registrar:** Mrs. Gutierrez

**Counselors:**

**PEIMS Clerk:** Mrs. Avila

Mrs. Elenes: (M-Z)

**Attendance Clerk:** Mr. Chavez

Ms. Mata: (A-L)

**Bookroom Clerk:** Mr. Acuña

**Testing Coordinator:** Ms. Vasquez

**LPAC Clerk:** Mr. Saenz

**CTC (ELAR):** Ms. Salcido

**LPAC Clerk:** Ms. Gasca

**SPED Coach:** Ms. Galindo

**Librarian:** Ms. Momsen

**Security:** Mr. Apodaca

**Security:** Ms. Vasquez

**Head Custodian:** Victor Garcia

**Diagnostician:** Mr. Varela

## **ATTENDANCE/TARDY POLICIES AND PROCEDURES**

The State of Texas requires all students from the ages 6 to 18 to attend school. A child shall attend school each day for the entire period the program of instruction is provided (TAC Section 25.085). **School district policy provides that absences are excused for illness, family emergencies, and school closings.**

State law requires all school districts in the State of Texas to file a petition in court on a student and/or parent, guardian, or responsible person for excessive unexcused absences. Excessive unexcused absences will result in a court warning and or court attendance by the parent(s) and student. An offense may be prosecuted in a Justice of the Peace Court in which the individual resides.

**Please and/or legal guardians are responsible for calling in absence(s) to the front office at 915-236-0900**

Parents or legal guardians **MUST** call in an absence. Call-ins cannot be accepted by student, brother, sister, etc. Absences totaling 3 consecutive days require a doctor's note. Doctor's notes **MUST** be turned in within 5 days of the last absence. Students with doctor's notes with limitations such as no PE, elevator use, etc. **MUST** be seen by the Nurse first. Out of town absences are generally unexcused unless prearranged and approved by the principal.

It is the responsibility of the student to obtain, complete, and return make-up work to teacher. Assessments will not be given in advance of an absence.

*Tardies— A Tardy is defined as entering class after the class start time has passed.*

As we prepare our students to be college and career ready, we must ensure they see the value of being on time. Excessive tardiness to class is unacceptable. Repeated tardiness will result in disciplinary action.

Tardy sweeps may be done at random by administration. If a student is more than 10 minutes tardy to a class, they will be counted as absent. It is the student's responsibility to inform parents of their tardy and consequences.

### **Consequences for Tardies:**

- 1<sup>st</sup> Teacher-student private conference**
- 2<sup>nd</sup> Teacher- student private conference and parent contact**
- 3<sup>rd</sup> Teacher-student private conference and detention**
- 4<sup>th</sup> Parent contact and detention**
- 5<sup>th</sup> Student referred to grade-level administration**

## **AMOUROUS BEHAVIOR POLICY:**

### **Public Displaying of Affection (PDAs)**

Embracing, hugging, kissing, or any affectionate touching is prohibited on campus. Students engaging in this kind of activity while on campus or at campus sponsored events will be warned and parents may be notified. If any additional warnings of inappropriate physical contact are noticed, students will face disciplinary consequences.

## **ATHLETES**

All athletes must maintain a 70% or better in all classes, no referrals, and maintain satisfactory conduct to remain on the team. If you have further questions, see the Coach.

## **BOOKROOM**

Hours are from 7:15 A.M.–3:45 P.M. Books that are returned damaged by students may be assessed a fine by the bookroom clerk. All lost books will have to be paid for by the student to be cleared for the coming year.

## **BULLYING**

Bullying is not tolerated at Guillen middle school. Bullying is intentional, repeated hurtful acts, words or other behavior committed by one or more student against another. These negative acts are not provoked by the victims and involve an imbalance of power.

If you are being bullied or witness another student being bullied, please follow this procedure:

1. Tell bully to stop.
2. If that student continues to bully, tell a teacher/adult.
3. If the bully behavior continues after teacher/adult intervened, go to office, fill out a student statement, and ask to speak with your counselor.
4. The counselor and assistant principal will work with students on conflict resolution.
5. The assistant principals will get involved with disciplinary action if the bully has not stopped behavior after procedure was followed.

\*Cyberbullying incidents will follow David's Law procedures: this is to include all social media concerns on or off campus.

## CAFETERIA

Please remember to return or dispose of all utensils and trays, lunch sacks, and napkins to the proper places. Meals are not to be taken out of the cafeteria or the cafeteria patio. Food cannot be brought back to the classroom. We strive to keep the building and grounds clean at all times.

Students are expected to maintain respectful behavior and remain seated while eating and until dismissed to go outside. If at any time a student is misusing the cafeteria, after-school detention may be assigned

## CELL PHONE USE

### El Paso ISD Policy Cell Phones/Electronic Devices

*Using devices (including but not limited to cell phones, mobile phones, telecommunication, electronic devices, games or other items) while participating in school-sponsored or school related activities (on or off campus) during the instructional day, and while instruction is being conducted is prohibited.*

1. Cell phones are to be turned off and out of sight the moment the student reports to campus until they leave the campus or until 3:30 pm **which includes passing periods and lunch** unless used for educational purposes with teacher permission.
2. **The use of cell phones or any device capable of capturing images is strictly prohibited in restroom areas, while at school, school related or school sponsored events.**
3. District employees may confiscate any mobile device in use by a student while participating in school-sponsored or school-related activities (on or off campus) during the instructional day and/or while instruction is being conducted.
4. Cell phones, electronic devices, games or other items that are visible, ring, or otherwise indicate that they are in-use during prohibited times will be confiscated. Failure to relinquish this device to a school authority will be dealt with as insubordination or refusal to accept discipline management in the EPISD Student Code of Conduct and will result in disciplinary action.
5. Confiscated cell phones must be picked up in office by parent or guardian and a **\$15.00 Fine** will be assessed as per El Paso ISD Board Policy before phone is released to parent afterschool.

**Notice to Parents: Please do not contact or communicate with students during instructional time via cell phones. This is violation of EPISD policy. All emergency contact must go through the main office, attendance office, or nurses' office when necessary.**

**GUILLEN MIDDLE SCHOOL IS NOT RESPONSIBLE FOR THE THEFT, DAMAGE, LOSS, OR RECOVERY OF ANY ELECTRONIC OR COMMUNICATION DEVICES BROUGHT ONTO CAMPUS. THE OWNER ASSUMES ALL RISKS AND RESPONSIBILITY FOR SUCH ITEMS**

Students will not be permitted to bring electronic devices into the testing environment on state testing days (EPISD Policy). Student subject to all of the following:

Invalidation of test (coded “o”), Electronic device confiscated, Disciplinary Action

## **CHEATING**

Cheating of any kind, including sharing and/or copying work, using computer software to copy or download, and/or transfer assignments to another student, etc. will not be tolerated. This type of activity may result in a **zero** for that assignment.

## **COMPUTERS**

Each student and/or student’s parent or guardian is responsible for each laptop issued. Parents/Guardians and students are responsible that all technological equipment/accessories be returned in acceptable condition or pay the fees for any missing or damaged items.

Student usage of laptops during class is at the discretion of teachers.

Students are not allowed to add additional software, programs, or games to their devices.

Student misusing their devices for Zoom messaging, text messaging, or games will have their devices confiscated and subject to a \$15 fee paid by parents or guardians.

## **CONFERENCES**

*In order to address your concerns, and to give parents our full attention regarding concerns, we encourage making appointments to see an administrator over spontaneous meeting requests. Please have your parent follow the suggested protocol:*

1. Conference with the teacher.
2. Conference with the assistant principal.
3. Conference with the principal.

*Administrator Conferences* - Parents are to schedule conferences with administrators through the main office. **\*Note:** No administrative conferences will be scheduled during the lunch shifts.

## **DELIVERY OF STUDENT GIFTS**

Students cannot accept gift deliveries of any kind. Examples: balloons, baskets, flowers, food, etc.

## **DESTRUCTION OF PROPERTY**

Students will be held responsible and strictly accountable for any damage done to school property including desks, furniture, books, lockers, or any part of the school building. Graffiti of school property is considered a serious offense and will be treated as such. Any markings on desks, restrooms, lockers, books or the building will be treated as criminal mischief, and disciplinary action will be taken. Any damage done will result in the student reimbursing the school/district for such damages.

## **DISCIPLINARY EXPLANATIONS**

Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the frequency of the misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements.

**Detention and/or Community/School Service:** A student may be required to serve detention after school and lunch detention. The amount of time is determined by the teacher and/or administrator. Possible reasons for detention may be, but not limited to tardiness, disruption in halls, classroom, or cafeteria, or other minor violations to the Student Code of Conduct.

**In-School Suspension (ISS):** ISS is a separate designated classroom in which the student is placed to complete his/her regular class assignments and any additional assignment given by the ISS teacher. It is the student’s responsibility to make sure that all regular class assignments are completed. Only an administrator may place a student in the ISS classroom for a limited period of time for some of the following reasons, but not limited to persistent misbehavior, no-show for detention, disruption in/out of class, insubordination, rude/disrespectful behavior or not following the District/School Code of

Conduct. In-school suspension may limit field trip or any other privileges. **If a student is in ISS on a non-uniform day, he/she MUST wear the school uniform.**

**Suspension** - A student may be suspended from school for violations of the Student Code of Conduct.

**Disciplinary Alternative Education Program (DAEP)** - This is a self-contained classroom. DAEP students are not allowed to attend any school or school-sponsored activities. DAEP students are not to be on any EPISD school campus except arriving and departing school for attendance purposes only. DAEP results from a student not following the District/School Code of Conduct not limited to any of the above violations. This includes any DAEP students exiting the DAEP classroom. Students may receive after school detentions, community service, and/or other reasonable consequences for classroom or school violations while in DAEP. At no time during DAEP placement are students to be out of uniform. **Parents of DAEP are responsible for transportation to and from school based on DAEP school hours.**

**Dress code:**

Black pants and White Shirt

**Raymond Telles Academy**- EPISD's off-campus Discipline Alternative Education Program.

### **DRESS CODE**

The use of school uniforms is established to improve students' self-esteem, reduce ethnic/racial tensions, bridge socioeconomic differences among students, and promote positive behavior thereby enhancing school safety and improving the learning environment.

**Guillen MS dress code-**

Shirt: 6th Grade- White Polo, 7th Grade- Grey Polo, 8th Grade - Blue Polo

Pants: All grade levels blue or khaki (uniform bottom) and uniform shorts/skirts to the knee

Sweater: Guillen hoodie (previous 2022 or new 2023) or blue zip up sweater

**Not Allowed:** N facial piercings and NO dangling earrings. Any hair color other than a natural color. NO hair designs; NO eyebrow slits

**Thursdays-** students may wear a college t-shirt with uniform bottom

**Fridays-** students may wear a spirit shirt with uniform bottom

### **DONATIONS**

All donations given to the school or students must be processed through the principal's secretary before it can be accepted.

### **FAMILY VACATIONS**

Family vacation absences are not excused under EPISD policy. Make-up work will be at the teacher's discretion. *NO ADVANCE WORK WILL BE GIVEN.* This does not apply to family emergencies or illness.

### **FIGHTING**

Fighting of any kind will not be tolerated. **Anyone involved in a fight will receive disciplinary action by campus administration, beginning with a recommendation to DAEP.**

### **FIRE DRILL/LOCK DOWN PROCEDURES:**

*Fire Drill:* In the event of a fire or a fire drill, the alarm will sound. Students are to exit the classroom quickly and quietly. Teachers will lead students out of the building using the designated exit doors and walk out to the designated areas outside of the building. **If a student is unable to walk down the stairs due to an injury or if a student is in a wheelchair, the student is to be taken to the stairwell right outside of the library. A team of adults will safely evacuate the student using our safety chairs.** (See Fire Drill Maps). Students are to wait in these areas until the "All's Clear" bell. Students will then enter the building and return to their classroom.

***Lock Down:*** In the event of a lock down drill or an actual lock down, an announcement will be made that states: "YOUR ATTENTION PLEASE. WE ARE EXPERIENCING A SITUATION THAT REQUIRES US TO LOCKDOWN THE BUILDING IMMEDIATELY. TEACHERS KEEP STUDENTS INSIDE THE BUILDING UNTIL FURTHER NOTICE."

STUDENTS AND STAFF ARE TO RETURN TO THE BUILDING AND REMAIN INSIDE THE BUILDING UNTIL OTHERWISE ADVISED. DO NOT USE CELL PHONES.”

**Lockdown procedures:**

1. Teachers will turn off the lights and lock doors.
2. Students and teachers are to go to an area of the room where they can remain out of sight. (Keep away from windows and doors)
3. If students are in the hallway or other part of the building, quickly go to the nearest classroom.
4. Students and teachers are to remain absolutely quiet.
5. Do not open the doors for anyone once in lockdown mode.
6. Wait until an administrator/police officer unlocks the door, checks on the class, and an all is clear announcement is made.

## **GRADING POLICY**

The grading scale is as follows:

90-100	A
80-89	B
70-79	C
Below 70	F

Grades shall be uploaded weekly into the grade book and shall include a minimum of 12 grades for the nine-week grading period as follows, a minimum of:

- Four grades shall reflect content mastery through summative assessments;
- Four grades shall reflect content understanding through formative assessments; and
- Four grades shall reflect content engagement through daily assignments.

The final nine-week grade shall be determined as follows:

- Forty percent for content mastery;
- Forty percent for content understanding; and
- Twenty percent for content engagement.

Students shall be notified of all grades recorded by the teacher. Papers for which grades have been recorded shall be returned to the students for review.

A student shall be allowed to redo assignments/tests where a grade of 70 percent was not earned. Retake opportunities must be offered by the teacher after the grade is posted within 5 days. Remediation shall be encouraged before a student is allowed to redo any assignment/test that has resulted in a failing grade. The redo assignment/test must cover the same TEKS as the assignment/test where the student scored less than a 70 percent but does not have to be the same assignment/test. The average of the attempts shall be recorded in the grade book as the final grade for the assignment/test.

A student shall have five school days from the day the assignment is posted to redo an assignment or retake a test where a 70% grade was not earned.

At the end of each nine-week grading period, the window to redo assignments/tests for that grading period shall close. For extenuating circumstances, the principal shall work with the teacher to extend the five school days or allow redo assignments/tests after the end of the grading period.

Extenuating circumstances are factors outside of the student’s control that impact his or her ability to redo an assignment/test within the time frame allowed.



Students shall be permitted to make up assignments/tests after absences including approved school related absences. Students shall be allowed one day for each day absent to make up work and receive full credit.

Each nine weeks is weighted at 25% of the year end final grade.

For high school credit courses, the weight given to each nine-week grade in determining the final semester grade shall be as follows:

- First nine-week grade = 45 percent of the semester grade.
- Second nine-week grade = 45 percent of the semester grade.
- The semester final examination shall count as ten percent of the final semester grade.

If a student does not take the semester comprehensive examination because he or she has a campus exemption, [see EIAA(LOCAL)], then the weight given to each nine-week grade in determining the final semester grade shall be as follows:

- First nine-week grade = 50 percent of the semester grade.
- Second nine-week grade = 50 percent of the semester grade.

A student who is not exempt from the final examination and does not take the semester comprehensive final examination due to an unexcused absence shall receive a zero for that examination.

At the discretion of the principal, a student may be allowed to take a missed final exam. This is to be completed by the end of the academic year (August–July).

The district shall issue report cards giving notice to a parent or legal guardian [see EIA(LEGAL)] of his or her student's performance in each class or subject every 9-week grading period on a form approved by the Superintendent or designee.

Progress reports shall be issued to a parent or legal guardian [see EIA(LEGAL)] in accordance with District policy. For secondary school students, progress reports shall be issued to all students every three weeks. The progress report, signed by the parent or legal guardian, shall be returned to the appropriate teacher. [See EIA (LEGAL)]

Performance shall be measured in accordance with this policy and the standards established in EIE. Guillen Middle School shall report progress to the parent or legal guardian as numerical scores. Students who receive a failing grade due to academic dishonesty shall not be allowed to redo assignments or retake a test. At the discretion of the teacher a discipline referral may be issued. A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, and/or information from students. [See also FNC and FNG (LOCAL)]

## **GUNS/TOY LOOK ALIKE GUNS**

These items are NOT allowed on campus. EPISD has a zero-tolerance policy for guns. **The consequences will be immediate and severe.**

### **K-9 Unit**

Unannounced visits from the districts K-9 Unit will be conducted. This strategy is utilized by EPISD police services as a deterrent. Visitation of the K-9s does not necessarily mean there are drugs on campus.

## **OUTSIDE FOOD/MEALS**

Do not bring birthday cakes/cupcakes to share with other students during the instructional day. We must adhere to the *Foods of Minimal Nutritional Value policy*. Parents cannot bring food to share with students other than their own child during lunch. We will not accept food deliveries for students from delivery platforms such as Door Dash, Grub Hub, etc.

### **FMNV (Foods of Minimal Nutritional Value)**

No Foods of Minimal Nutritional Value (FMNV) are allowed until after school. No competitive foods 30 minutes before to 30 minutes after meal periods. Only nutritional snacks under teacher's supervision are allowed. Nutritional Snacks must

comply with nutrition standards and portion restrictions. Teachers may **NOT** reward students with candy. **No food** can be used for instructional purposes. There are exceptions during STAAR, for the Nurse, and for Life Skill Units. Please also remember that reimbursable meals may not leave the cafeteria and competitive foods will not be allowed into the cafeteria. All candy and gum will be confiscated by the teacher if the student consumes them during instructional time. If you send FMNV with your child for lunch, please remind your child that these items cannot be shared with other students.

### **FORGOTTEN ITEMS**

If a student forgets to bring an item to school, parents are to bring the item to the office to be held. We have limited resources for delivery of items, and we cannot disturb class. *It is the student's responsibility to check in the office, as he/she will not be allowed out of class to call or check.*

### **GANG AFFILIATION OFFENSES**

No student on or about school property or at any school activity shall do any of the following:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, bandage, symbol, sign or other things that are evidence of membership or affiliation in any gang.
2. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, and the like) showing membership or affiliation in a gang.
3. Use any speech, gesture, or commit any act or omission in furtherance of the interest of any gang or gang activity including but not limited to soliciting others for membership in any gang, requesting any person to pay protection or otherwise intimidate or threaten any person, or inciting other students to act with physical violence upon any other person.

**GUNS OR TOY LOOK-ALIKE GUNS** – These items **ARE NOT ALLOWED** on campus.

### **ILLNESS AT SCHOOL**

Guillen Middle School has a full-time school nurse on duty. If a student is injured or becomes ill while at school, ask your teacher for a pass to the nurse's office. **The nurse will contact the child's parents if he/ she needs to go home or receive further medical attention. Students should not call or text parents directly or leave campus without checking out through the nurse and the attendance office. Any student that leaves campus without checking out through the nurse and attendance office will be marked truant for the remainder of the day.** Students should not use classroom phones or personal cell phones to ask parents to pick them up or to bring them medication.

### **INJURY PERTAINING TO PHYSICAL EDUCATION CLASS**

1. All students must sit out when recovering from injuries when possible.
2. If a student needs to be excused from Physical Education class, a parent must send a written note on the day to be excused. **DONOT "CALL IN"** a Physical Education excuse, as we are unable to communicate this information to the designated coach. **The student needs to have the Nurse sign the Physical Education excuse.**
3. To be excused from *PHYSICAL EDUCATION FOR MORE THAN 3 DAYS*, a written note is required from a Physician's Office licensed to practice in the State of Texas, documenting the nature of impairment and the expected amount of time for recovery and given to the nurse.
4. Students must participate as much as can be tolerated. Substitute activities or assignments will be found for "those students who cannot participate in the regular curriculum". For example, a student that has an injured hand may be asked to walk laps.
5. A student will not be allowed to return to activity until released by the doctor, or until the note has expired. For example, student has an injured thumb, but says he/she can do push-ups without pain, student is not allowed to do the activity. The student may not feel pain, but they may be risking re-injury.

6. All students must earn a grade. If they cannot do any activity, they will be asked to write a report or do written work. Students may also be sent to the library. If a student is sent to the library, he/she will be given an assignment to complete while in the library.

7. If a student cannot participate in Physical Education on a designated day (s), the student will not be allowed to participate in other school activities (football, basketball, *etc.*) on that day.

## **LIBRARY**

1. Open from 7:20 am to 3:30 pm. Library may be closed during STAAR testing, district in-services, PTO activities and/or other scheduled events.

2. Rules - Gum, food of any kind and cell phones are not allowed inside the library at any time. Respect people, equipment, furniture, and books. Adhere to library computer etiquette posted on each carrel.

3. Consequences - Verbal warning. If misbehavior persists students will be asked to leave the library.

4. Library Pass - Only three students are allowed per classroom at one time during school hours. Students **MUST** have a pass to go to the library. Students may get a pass from their classroom teacher or the librarian.

5. VIP Pass: a VIP pass may be given to a student who uses the library often. This pass will allow the student in the library before and after school: without a written pass from their teacher.

6. Checkout - All students may check out no more than three items for a maximum of three weeks.

7. Late fines - Late fines are assessed at 10¢ for each day the library item is late. Each day the fine will increase to ten cents for each overdue item.

8. Lost fines - When an item has not been returned the item is considered lost. The full price of the item will be charged. If the item is found late fines will apply.

9. Computer use – There are four computers available for schoolwork in the library. Printing is available: Black and white pages printed if ink and paper are available.

10. The library **DOES NOT** have a copy machine.

## **LOST AND FOUND**

(Located in the **front office**) If items are not collected within a week, items **WILL** be donated. Students should periodically check the cafeteria for lost and found items. To aid in the recovery of all lost items, all items of clothing and school supplies should be labeled.

## **LUNCH PROCEDURES**

Guillen Middle School is a closed campus. This means that students are not allowed to leave the campus during school hours, unless signed out by a parent for a doctor's appointment, etc.

## **LUNCH PURCHASES**

Breakfast, lunch, and after school snacks are free for the 2022-2023 school year. Additional lunch items and snack bar items can be purchased using the student's account. See the Nutrition Clerk if you have any questions

## **PARENT PORTAL**

Parent Portal provides parents with online access to information for their EPISD-enrolled child. Attendance, assignments, and grades are provided. Access to email teachers directly is also available. Registration can be done through parent portal.

## PHONE MESSAGES

Only **EMERGENCY** messages will be delivered. Students are advised to check the front office for possible messages.

## PROGRESS REPORTS

Progress reports will be sent to parents during the three-week period in between report cards. Parents must review all correspondence sent home and schedule a conference if necessary. **It is the student's responsibility to deliver progress reports and all school correspondence to his/her parents.**

## Parent Teacher Organization (PTO)

The campus currently does not have a parent teacher organization, however, if interested, please see an administrator.

## RECORD REQUEST

A 24-hour notification is required to release any records. A charge will be applied for copies of any documents.

## RELEASING STUDENTS

To ensure the safety of all our students, we require identification **BEFORE** releasing a student to anyone. By Law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children, **UNLESS** there is a court order that indicates which parent has custody of the student during the school days. The school must have a copy of the court order on file, otherwise, either parent may check the student out of school if their name is on the demographic information form.

Any student being picked up for appointments or other reasons by someone other than their parent or legal guardian (ex. stepparent, Grandparents, siblings, etc.) **MUST** provide written permission by parent/legal guardian along with a copy of parent's driver's license or I.D. attached to the written permission. In addition, the person picking up the student must provide identification.

## SCHOOL DANCES

*For student safety, pick up your children on time to avoid unsupervised students.*

- . Attire: school uniform.
- . If a student requires disciplinary action the week of a dance, dance attendance privileges can be revoked.
- . No handheld lights or any like instruments are allowed at dances.
- . Dance times and attire will be announced throughout the year.
- . Parents should be aware of drop off and pick up times for safety reasons.
- . **Only** Guillen students may attend dances.
- . Amorous dancing or any other types of dancing that may be dangerous or unacceptable **WILL NOT BE ALLOWED**. Any student involved in dangerous or unacceptable dancing **WILL BE REMOVED FROM THE DANCE**, and disciplinary action will be taken.
- . No Disciplinary Alternative Education Program (DAEP) student will be allowed to attend a dance while assigned to the DAEP. **\*At any time, a student may have dance privileges revoked as a form of disciplinary action.**

## SCHOOL PICTURES

School pictures are taken each year\ in the fall. These pictures are used for our records and the yearbook.

## STUDENT BELONGINGS

The school cannot be responsible for students' belongings. If a student's school item is stolen (i.e., MacBook), the student should promptly file a report in the office for administrative investigation. Not all investigations are guaranteed to return items to students.

**Jewelry purses, all electronic devices, and large amounts of money or valuables should be left at home. BRING THESE ITEMS AT YOUR OWN RISK! These lost/stolen items will not be investigated.**

## **STUDENT HONOR PRIVILEGES**

Any "U" will keep a student from being included in Honor Roll activities for those nine weeks.

## **STUDENT MEDICATIONS**

1. Medications prescribed by physicians practicing in Mexico **CANNOT** be administered by the school nurse. This violates the Nurse Practice Act.

2. **Effective January 1, 2000, in ALL schools:** (a) All over the counter (OTC) medications taken by mouth, inhaled, or applied to the skin (Tylenol, Ibuprofen, Neosporin, Calamine, etc.) to be given to a student by the school nurse will require both a parent/guardian written consent and a written order from the doctor/dentist licensed in the State of Texas. (b) All OTC medications must be provided by the parent/guardian. All OTC medication must be a new sealed container and must have the original label. (c) All doctor's orders must be in writing. School nurses cannot accept phone orders from doctors. (d) The doctor's written order **MUST** include: (1) name of the medication (2) dosage (3) frequency (frequency and/or time medication is to be given (4) route (oral, inhaled, etc.) The length of time medication is to be given **MUST ALSO** be included - e.g., 2 weeks, or entire school year. (e) All **PRESCRIPTION** medications labels must be current whose label shows one year from the date it was filled.

3. Asthma Inhalers - If inhalers are to be carried at school, the nurse needs doctor's order specifically stating, "student can carry an inhaler while at school." (Doctor's orders need to be renewed **EVERY** school year).

4. ADD/ADHD Medication - A doctor's written order is required each time dosage is adjusted. If you wish teachers to be aware of your child is on medication for ADD/ADHD, please notify them the first week of school. (Doctor's orders need to be renewed at the beginning of each school year).

5. A written order from the physician and a signed statement from the parent is required to stop/discontinue any treatments/medications. Discontinued medication must be picked up within one week or it will be destroyed.

6. Special Needs/Orders - If your child has diabetes, the nurse will need state mandated forms filled out by the parent and the physician that specify various important instructions regarding glucose monitoring, ketone testing, insulin administration, etc. Any special procedure/treatment to be done at school by the school nurse will require a doctor's order and signed parent permission form.

7. For your information: \*As per state law, all 7<sup>th</sup> graders will be screened for vision/hearing and Acanthosis Nigricans (a skin marker that may signal high insulin levels that create the potential risk of developing Type 2 diabetes). \*All 6<sup>th</sup> graders will be screened for Scoliosis-an abnormal curvature of the spine. If your child is already under the care of a physician for Scoliosis, please provide this information to the nurse.

8. Preferential Seating - If preferential seating is needed due to vision/hearing impairments, notify nurse and teacher **FIRST DAY** of school.

9. Emergency Cards - The emergency cards are of **VITAL** importance. They will be filled out during registration. Please be sure to provide the name of the hospital and all emergency contact numbers and sign card. Please follow-up and ask if the emergency card was turned in. Many times, cards are kept in lockers or binders. **THE NURSE NEEDS THESE CARDS IN HER OFFICE AS SOON AS POSSIBLE.**

10. Contact Lenses - If your student wears contact lenses be sure a contact case with solution is kept at school in case there is a need for removal.

## STUDENT TRANSFERS

**It is an honor and a privilege to be a student at Guillen Middle School.** If there are any problems with discipline, attendance, low grades due to lack of effort, or lack of parental cooperation, **TRANSFER PERMISSION MAY BE REVOKED.**

## TEXTBOOKS

**All** textbooks (including electronic textbooks) are loaned to students for their use during the school year. Books for each class are issued to students generally, during registration and are expected to be turned in at the end of the year in reasonably good condition. Students are expected to keep their books covered at all times and to handle them with proper care. This includes not writing in the books or defacing them in any way. Although textbooks are provided to school districts free of charge, all books which have to be replaced must be paid for by the district.

Books which are lost or damaged beyond repair must be paid for by the student, parent, or legal guardian to whom the books were issued. Fines will be assessed to students whose books have been damaged. A district or school can withhold a student's records if a textbook, including electronic textbook and technological equipment is not returned in an acceptable condition.

Students **are not to share books or loan** them to other students, as this often results in problems when one student loses a book which belongs to another student. In such cases, the financial responsibility lies with the student who was issued the book, even if another student was using it. It is **imperative** that each student keep up with his/her books at **all times**. This includes while they are in the physical education locker rooms and during lunch periods. **Parents, we encourage you to talk to your child about being responsible for their books.**

## THREATS

All threats (verbal, written, and non-verbal) are considered to be serious and will be dealt following EPISD Student Code of Conduct.

## TRANSPORTATION

Bus transportation is provided for students who live 2 miles or more from Guillen Middle School. Students may obtain a bus card from the main office. **Riding the bus is a privilege.** Loud and boisterous behavior, failure to remain seated, throwing objects or any similar conduct which interferes with the bus driver's attention to traffic, creates a hazard for occupants of the bus or otherwise creates an unsafe condition is strictly prohibited. Inappropriate behavior may result in loss of bus riding privileges. Students on a transfer are not provided transportation.

## UIL

If a student involved in a University Interscholastic League (UIL) activity (athletics, band, choir, orchestra, cheerleading, speech, etc.) and is absent more than one-half day on the day before or the day of any competition or performance, he/she **MUST** present a doctor's note to the main office in order to participate in the activity held on that day or the following day. Any student who is placed into the in-school-suspension classroom may have extracurricular activities revoked as or part of a disciplinary action by Administration.

## VIPS

We have many parents who volunteer to help on a daily basis. Parents may help in the front office area, the nurse's office, the library, and even in the classrooms. We appreciate all of our volunteers!

## WEAPONS

Administration considers any object used to threaten or harm another individual(s), a weapon. Weapons are **prohibited** on campus.

## WITHDRAWALS

A 24-hour notice is required prior to the student's last day of school in order to process data required for withdrawal, clear the student's books and get grades in progress from all teachers. *A PARENT MUST COME IN AND SIGN THE*

*WITHDRAWAL FORM.* On the student's last day, he/she must report to the Registrar to turn in all books and clear in all areas. Any fines or lost books **MUST** be paid for at the time of withdrawal. Students are responsible for all books issued and library books checked out.

## **YEARBOOK**

Yearbooks will be available to purchase starting September 1, Yearbooks will be distributed at the end of the school year. For more information, see, Journalism teacher.

### ***UNACCEPTABLE ITEMS AT ALL TIMES***

Alcohol and drugs, tobacco products, tobacco paraphernalia including electronic cigarettes, etc. of any kind, on any part of clothing, shoes, or personal belongings, etc.

Knives, guns, clubs, brass knuckles, sharp or pointed items or anything that could be used as a weapon (includes jewelry with sharp points and objects like rocks)

Chains on or off wallet (any length)

Matches, lighters, fireworks, explosives, and poppers of any kind-the possession of these items may result in the involvement of the El Paso Fire Marshall and/or El Paso Fire Department and/or El Paso/School Police Department.

Permanent markers, shaving cream, silly string or any like related items, water guns, spraying bottles or any like related items, shaving cream or any like related items, etc.

Skateboards, mobile boards, roller blades, skates, skate shoes, etc.

Headsets of any kind, including Air Pods, and hand-held game systems or Bluetooth Sounds Bars. Laser pointers, recording devices, or any like unit, etc.

Pepper spray

Possession/use/or any involvement with ANY of the above items will result in disciplinary action and confiscation (remaining of school year).

## Acknowledgement Page

I, \_\_\_\_\_, acknowledge receipt of the  
(Print Student Name)

Guillen Middle School Student Handbook and will review with my parent/guardian. I further  
acknowledge that I am responsible to act accordingly to the Student Code of Conduct.

Student signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit this form to your Advisory teacher (1<sup>st</sup> period) no later than Friday, September  
2, 2022.