

Guillen Middle School Student Handbook 2021-2022

Welcome

The administration, faculty and staff would like to take this opportunity to welcome you to Guillen Middle School. This handbook is designed to give you information that will be helpful as you start the year at Guillen Middle School. Please read it carefully and use it as a reference. The faculty, staff, and administrators are here to assist you with a quality education.

School Mascot: Grizzlies **Colors:** Navy Blue and White

MISSION 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, extra-curricular 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.*

Vision 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.*

Administrative Staff:

Principal: Mrs. Lyons

Principal's Secretary: Ms. Flores

Nurse: Mrs. Carmen

Assistant Principals:

Parent Liason: Ms. Medina

Ms. Yildirim,

Registrar: Mrs. Gutierrez

Ms. Perez,

PEIMS Clerk: Mrs. Avila

Counselors:

Attendance Clerk: Mr. Chavez

Mrs. Elenes: M-Z

Bookroom Clerk: Ms. Gonzalez

Ms. Mata: A-L

LPAC Clerk: Mr. Saenz

Testing Coordinator: Ms. Vasquez

LPAC Clerk: Ms. Gasca

ALL: M.r Palmer

Libiran: Ms. Armendariz

ALL: Ms. Rodriguez

Security: Ms. Vasquez

SPED Coach: Ms. Martinez

Diagnostition: Ms. Armendariz

Head Custodian: Osvaldo Velez

Full list of campus staff please visit episd.org under Guillen Middle School

STUDENT PROCEDURES

ACADEMICS

Guillen Middle School will maintain an academic program that is challenging and focused on continuous learning. Student will be on task throughout the instructional period and will be expected to arrive in class prepared to contribute, perform academically, and actively participate. Students are also expected to take responsibility for their learning and complete all assigned work.

ATTENDANCE

The State of Texas requires all students from the ages of 6 to 18 to attend school. A child shall attend school each school day for the entire period the program of instruction is provided (TAC Section 25.085).

A parent commits an offense if the student is required to attend school and fails to attend school on ten (10) or more days or parts of days within a six-month period in the same school year. An offense may be prosecuted in a Justice of the Peace Court in which the individual resides. PLEASE NOTE: The fact that a parent/guardian did not receive a notice does not create a defense to prosecute.

When absent, the parent or legal guardian must call the attendance office at **236-4900 before noon on the day of the absence**. Failure to notify the attendance office by 12:00 noon may result in an unexcused absence. Please make sure your child comes to school every day to ensure their success and to avoid unnecessary penalties.

***Students have five (5) school days to resolve all absences.**

If a student is to leave school during regular school hours, the legal parent or guardian must sign-out the student in the attendance office. If the parent is unable to appear, the parent must make advance arrangements with the attendance office prior to an alternate person removing the student from school. Proper identification will need to be presented by the alternate person before the student will be called out of class. Clearance must be obtained before leaving the campus. If clearance is not obtained, your absence will be unexcused.

Excused Absence

Make-up work assigned prior to an absence is due on the first (1st) day of the return from absence. Make-up work will be allowed for any absence. It is the **student's responsibility to request make-up work**. A minimum of one day of make-up time must be allowed for each day absent. Failure to make-up work will result in a grade of zero.

Unexcused Absence

If the absence is unexcused, the student is still responsible to complete all missed assignments.

EXCESSIVE ABSENCES MAY RESULT IN A REFERRAL TO THE COUNTY TRUANCY COURT.

Truancy is an unexcused absence.

Arrival/Dismissal: Your child should be in his/her class by 7:40 a.m. with tardy bell at 7:50 a.m. Breakfast will be served and taken to the classroom at beginning of period. Please be on time, instruction starts promptly at 7:50 a.m. Students are dismissed at 3:00 p.m.

VISITORS

Parents are always welcome to visit the school. Please sign in at the front office located in the Administration Building. For the safety of the students, parents are only allowed to go straight to the office and not linger in the halls. If a parent needs to speak to a teacher they need to make an appointment and when in school they first have to report in the office and ask for visitors' pass. Visitors without legitimate business or those who do not check in at the main office will be escorted out by security and proper authorities called.

CAFETERIA

The cafeteria accommodates students for lunch and is available during inclement weather conditions. Students may bring a sack lunch. All students are expected to clean their eating area. Guillen Middle School participates in the National School Breakfast and Lunch Program. All students will be included in our Breakfast and Lunch program.

Students are not allowed to break into the lunch line at any time. If you leave the line, you must start at the end of the line upon your return. Take your turn and do not save places in line or eating areas. There will be three lunch periods; one for each grade level.

Inclement Weather: If the weather is such that that school must be canceled for the day, tune into the local TV stations for information. When the weather is inclement, students cannot go outside during the lunch period.

CAMPUS QUALITY: At Guillen we are RESPECTFUL – RESPONSIBLE – READY & PROUD.

Students are expected to behave appropriately at all times, when in school or school related activity. Guillen implements Positive Behavior Interventions and Supports System (PBIS). PBIS is a decision-making framework that guides selection, integration, and implementation of the best evidence-based academic and behavioral practices for improving academic and behavior outcomes for all students. Guillen School Wide expectations will be based on four main expectations, which are to be **Respectful, Responsible, Ready, and Proud**. All school stakeholders will support PBIS in all content areas.

Guillen School Wide expectations are as follow:

Guillen Middle School School Wide Expectations



	Hallways & Stairwells	Cafeteria	Restrooms	Transportation /Bus Area	Guest/ Substitutes	Outside
RESPECTFUL	Keep hands to yourself Kind words only Watch out for others No amorous behavior	Enter/exit by walking calmly Practice proper table manners	Knock on stall doors before entering Give others privacy	Remain in your seat Follow adult instructions Respect bus driver/others No yelling	Be kind & courteous Address all adults on campus by their title	Be kind & Courteous Share equipment
RESPONSIBLE	Stay to the right /no running Use inside voices Inform nearest adult if you see a problem	Clean up your area Dispose of litter correctly	Use sinks & toilets correctly Flush toilets, wash hands, and dispose of any trash properly	Follow all bus rules Keep hands, feet, & objects to self	Follow all classroom expectations Complete your assignment	No rough playing Stay in approved areas/get a pass
READY	Use time wisely Keep the flow of traffic moving Get to class on time	Know your ID# Keep the line moving	Be quick and quiet Return to your classroom promptly No visiting	Report to & load the bus promptly Have bus card available	Have all materials Sit in assigned seat	Listen for the whistle Stop activity and proceed to class
PROUD	Hold your head high Walk tall and smile Help others	Make healthy food selections Make a new friend	Keep area graffiti free Report any concerns to an adult	Appreciate & greet your driver Demonstrate a positive attitude at all bus stops	Greet your guest teacher with a smile Be helpful	Pick up trash Report graffiti

PBIS Guillen

Searches:

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent. Coercion, either expressed or implied, such as threatening to contact parents or police, invalidates apparent consent. *U.S. Const., Amend. 4.; New Jersey v. T.L.O., 469 U.S. 325, 105 S.Ct. 733 (1985); Jones v. La-texo Indep. Sch. Dist., 499 F.Supp. 223 (1980)*

A search is reasonable if it meets both of the following criteria: 1. The action is justified at the inception; i.e., the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation. 2. The scope of the search is reasonably related to the circumstances that justified the search in the first place; i.e., the measures adopted are reasonably related to the objectives of the search and are not excessively intrusive in light of the age and sex of the student and the nature of the infraction.

Administrators, teachers, and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. For provisions pertaining to student questioning by law enforcement officials or other lawful authorities, see GRA(LOCAL).

COUNSELORS

Your assigned counselor is available for academic or personal problems. Counselors are available before and after school and by appointment. You may visit your counselors located on the first floor in the Main building.

UNIFORM/STUDENT CONDUCT POLICY

1. **SHIRTS:** Solid navy blue, grey, and white polo-type shirt. Navy, grey, and white T-shirts with School logo are allowed. Solid undershirts may be worn to be tucked in.
2. **PANTS:** Solid navy pants and shorts **Docker style will only be permitted.** Shorts are permitted for boys and girls. **"Skinny" pants/jeans or skintight pants are not allowed as part of the uniform.** The length of shorts is to be **no** more than two (2) inches above the knees. All pants/shorts must be worn at waist level. Sagging or hanging attire is not permitted. No cargo, stretch, detachable, overalls, warm-ups, or pajamas will be allowed. **No ripped pants, or shorts will be allowed.** The wearing of skirts is prohibited except for religious/cultural reasons.
3. **BELTS:** All students are required to have a belt. Military style buckles are **not** allowed. Buckles in the shape of an offensive object or distracting material are not allowed.
4. **JACKETS/SWEATERS/SWEATSHIRTS:** Jackets, sweaters, sweatshirts, or any other outerwear containing any offensive or distracting material will **not** be allowed. Lettering appearing to be gang-related will not be allowed. **Hoods may not be worn inside the buildings, including the cafeteria. Must Be Blue.**
5. **SHOES:** Tennis shoes are allowed. **Shoes that can be converted into roller skates, slippers, flip-flops, metal-toed shoes, taps, and open-toed sandals are not allowed.**

6. **JEWELRY AND ACCESSORIES:** Small, stud-type earrings are allowed for students only. Large, hoop earrings exceeding one inch (1”) in diameter will not be allowed. No other visible body piercing, tattoos, or facial or body stickers/paint will be allowed. Chains, collars, studded bracelets/necklaces, rosaries, and any type of jewelry perceived to be a weapon. No sunglasses are allowed without a doctor’s prescription. Long nails are not permitted natural and/or acrylic.
7. **MAKE-UP:** The amount of make-up worn must be minimal and not detract from the normal appearance of the student. Excessive amounts of make-up will result in disciplinary action.
8. **HAIR:** Hairstyles/haircuts considered by the administration to be a distraction will not be allowed. Hair color is to be natural. Any hair color deemed distracting will result in disciplinary action. Any student having his/her eyebrows partially shaved will be in violation of the school dress code. No Mohawks, to include shaved words, or cut into decorative designs.
9. **HEAD COVERING:** Hats, visors, caps, headbands and other head coverings of any type will not be allowed on campus. This includes hairnets, bandanas, or any other item considered to be a distraction to the educational process.
10. **COMMUNICATION AND ELECTRONIC DEVICES:** Students are not allowed to bring CD players, MP3 players, Game boys, PSP players, iPods, radios, lasers, headphones, cameras, or any other type of electronic or two-way communication device to school. Cell phones and other communication devices are prohibited during school time (Passing time, lunch time, during any school activities) in class unless directed by teacher. A fine of \$15 will be levied in order to recuperate the confiscated item(Cell phone, ipod, etc...). Exceptions may be made at the discretion of the principal as stated in EPISD Board Policy FNCE(L). **THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS**
11. **BACKPACKS/BOOKBAGS:** Backpacks will be allowed for school supply use. It is the responsibility of the student to secure their belongings.
12. **HALL PASSES:** Students are not allowed to be out of class during instruction without a hall pass. This includes going to the restroom, getting a drink of water, going to the office, or any other place on campus. With the exception of emergencies, bathroom and water breaks will be left to the discretion of the teachers. Students are not allowed in any building during lunch time without an individual teacher pass to complete work, serve detention, etc.
13. **HALLWAYS:** Remember to keep to the right side as you walk to your classes. Stairs up or down **KEEP TO THE RIGHT!** No running, yelling, loitering, or any form of horse playing (pushing, hitting, wrestling, etc.) is allowed in the hallways at any time, including after school. **NOTE: Horse playing is not allowed at any time or anywhere on campus, including before school, during lunch, and after school. No tackle sports allowed.**
14. **PERMANENT MARKERS:** Sharpies and any other types of permanent markers are not allowed on campus. If a teacher requests markers for class work, the markers must be stored in the classroom at all times.
15. **LOCKERS:** In order to insure students report to class on time, lockers will not be used.

All Items above that are not allowed will result in parent phone call for a change of clothing or confiscated until a parent can come pick up item. Such as Hats, earrings etc.

ANYTHING NOT SPECIFICALLY MENTIONED AS ACCEPTABLE MAY NOT BE WORN ON CAMPUS. THE ADMINISTRATION RESERVES THE RIGHT TO EXTEND THE DRESS CODE TO INCLUDE ATTIRE NOT SPECIFICALLY MENTIONED PREVIOUSLY BUT DEEMED INAPPROPRIATE. THE DRESS CODE WILL BE ENFORCED EVERYDAY.

Detention Afterschool: Continued tardiness, unexcused absences, failure to serve detention, or classroom disruption may result in more serious consequences to include Friday Academy. Friday Academy will be Tuesday and/or Thursday from 2:50p.m. to 4:30 p.m. While in Detention, the student will work on school assignments and community service related activities. No transportation is provided and it is the responsibility of the parent to make transportation arrangements. Teachers and/or Administration will notify parents if student is scheduled to serve Detention.

DRESS AND GROOMING

Dress Expectations-All students are expected to dress in accordance with the standards described in the Guillen Middle School Student Handbook and the EPISD Student Code of Conduct. Proper attire is important in order to maintain an environment in which teachers can teach and students can learn to their maximum potential.

General Guidelines Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in school administrator's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The campus handbook may list specific examples of appropriate and inappropriate clothing, hair, jewelry, or manner of dress.

Violations-If school administration personnel determine that a student's grooming violates the dress code, the student shall be given an opportunity to correct the problem at school. If not corrected, the student may receive consequences for the infraction. The parent may bring an acceptable change of clothing to the school. Repeated offenses may result in more serious disciplinary actions. Specific guidelines for student dress code are designated by a District committee and stated in FNCA (REGULATION).

Free Dress Code (School Free dress days will be limited)

The District prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other Substances prohibited under FNCF(LEGAL).
3. Are evidence of membership or affiliation in any gang, unauthorized club or Organization. [See FMC(LOCAL)]

Guidelines for Free Dress/Females: (Sunday best is a good guideline)

- No bare-midriff tops that expose the stomach and/or mid-section of the body.
- No low-cut, strapless "spaghetti" strap blouses or dresses or tops with V necklines.
- No blouses, dresses or shirts that have large arm-holes that expose the side chest area.
- Tank tops and athletic-style jerseys must have other shirts with sleeves, either over or underneath them.
- No see-through clothing. No handkerchiefs on the head.

- Tops must be worn to the hip level.
- No bandanas/headbands/handkerchiefs worn on the forehead.
- Pants must be worn at the waist level.
- Shorts must be worn no more than 2” inches above the knees.
- Spaghetti strap or backless dresses and tops, tank tops, and body suits are prohibited, even if covered by other garments.
- Tops/blouses must cover the entire stomach area.

Guidelines for Free Dress/Males: (Sunday best is a good guideline)

- Appropriate dress shirt, polo or t-shirt
- No handkerchiefs hanging from back pockets or hanging over the shoulder.
- No mesh/see through type shirts allowed without a shirt underneath.
- Shirts will be buttoned-up comfortably to the neck.
- Pants must fit at the waist. Large baggy pants with oversized pockets and low crotch are prohibited.
- Shorts cannot be worn below the knees.
- The width of the pant leg must not be so large as to cover the entire shoe.

We strive to have a school that is clean, orderly and safe where students are proud to attend. The school administration, faculty and staff will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school environment. Parents’ assistance in enforcing the Dress Code will assist in providing a safe learning environment and curtail discipline problems within the campus.

GRADING SCALE

Range	Letter	Equivalent
90-100	A	
80-89	B	
70-79	C	
0-69		NO Pass / Fail

EXTRA-CURRICULAR ACTIVITIES

Students are encouraged to join the many fine clubs and activity organizations available at Guillen Middle School. Not only will you be involved in something you enjoy, but you will meet new and interesting people and help build school pride.

FOOD IN THE CLASSROOM- Students are not allowed to eat in the classroom unless previously approved by the school administration.

LIBRARY

We encourage each student to utilize the library services. Classes will visit the library on a regular basis with teachers remaining with classes during scheduled visits. Students are encouraged to use the library and are responsible to pay for lost, damaged, or overdue books.

NEIGHBORS

We share our neighborhood with people who take pride in their homes and yards. Please respect other people’s property. Do not litter on or off the campus. Do not loiter or stand in groups on our neighbors’ lawns or side streets. Use the sidewalks at all times.

SKATEBOARDS/IN-LINE SKATES ARE PROHIBITED ON SCHOOL GROUNDS.

PASSES

Students may not be out of classes at any time without a pass from the teacher.

POSSESSION OF WEAPONS

Weapons of any kind will be confiscated. Students in possession of weapons will face severe disciplinary action and police/parents will be notified. Any student who produces an illegal weapon during any altercation will be recommended for expulsion.

PROGRESS REPORTS

Report cards are issued each nine weeks. At three-week intervals, teachers will send progress reports home to all students. Parents must sign progress reports and return them to the teacher the following day. These reports may necessitate a conference with parents.

PROHIBITION OF BULLYING AND HARASSMENT

Any form of bullying/harassment will not be tolerated. Any student who believes he/she is the victim of bullying/harassment should immediately report the incident to a teacher, counselor, or administrator.

COMMUNICATION/ELECTRONIC DEVICES

Using devices (including but not limited to cell 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. Exceptions may be approved at the discretion of the campus principal for instructional purposes or based on a written request from the parent/guardian or adult student establishing a genuine health or safety emergency condition. The principal may impose conditions on any exception granted. FNCE (LOCAL)

District employees may confiscate any paging device (including but not limited to cell phone, telecommunication, electronic devices, games or other items) in use by a student while participating in school-sponsored or school-related activities (on or off campus) during the instructional day and while instruction is being conducted.

- The parent or guardian shall be notified within two school days after the paging device is confiscated. Confiscated devices shall be held in the principal's office for a period of 30 days after notification has been made. The parent or guardian may obtain the release of the communication device for a fee of \$15 as authorized by law.
- If the parent, guardian, or adult student has not responded to the principal's notification after the 30-day period has expired, the principal shall dispose of the paging device pursuant to procedures approved by the superintendent. FNCE (LOCAL)

Confiscation of other electronic devices, games or other items prohibited by the Student Code of Conduct should be turned over to the principal/designee, and will be returned to the parent/guardian after a conference with the principal/designee in accordance with campus policy.

THE SCHOOL IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS. ANY ITEM OF VALUE TO YOU SHOULD NOT BE BROUGHT TO SCHOOL.

SCHOOL NURSE

All students must have an emergency card on file. Students must have a nurse's pass from their teacher when reporting to the nurse. Medicine may be dispensed under the following school guidelines.

1. No medicine shall be administered unless the parent or guardian of the student requiring the medication has given the school written authorization to administer the medicine. A prescription label must be affixed on the container, and a doctor's written order must accompany the medication.
2. All medication shall be stored in the nurse's office.
3. It is the student's responsibility to take medication at the proper time.

SCHOOL PERSONNEL JURISDICTION

All school personnel are expected to enforce school policies and regulations regardless of whether the student is in the teacher's class or not. Students, who refuse to comply with the directives of any teacher, administrator, or district employee, will be subject to disciplinary action. Any student who feels he/she is being mistreated or misjudged should comply with the individual's directives and then discuss the matter with an assistant principal or the principal.

STUDENT ACTIVITIES AND EVENTS

All students are encouraged to monitor attendance, grades, and discipline. Students who have failing grades, poor attendance, and/or discipline issues may lose the privilege to attend/participate in any school sponsored event. Parent support and cooperation is expected.

STUDENT BEHAVIOR

Students involved in inappropriate behavior at school, on busses, during school hours or after school hours at a school-sponsored activity will be subject to disciplinary action and/or banned from attending any school-sponsored activity.

Students are prohibited from:

- Cheating/copying another's work
- Forgery
- Leaving school grounds or school activities without permission
- Throwing objects that may cause bodily injury or property damage
- Directing profanity, vulgar language or obscene gestures towards other students or district employees
- Scuffling or fighting
- Taking, borrowing, damaging or destroying the property of another(including the District) without consent of the owner
- Damaging or vandalizing property owned by others, including the District
- Using ethnic, racial or gender specific derogatory statements which school officials have reason to believe will substantially disrupt the educational process
- Possession of matches, lighters, possessing or use of tobacco products
- Violating dress or grooming standards

SUSPENSION FROM SCHOOL

A student may be suspended from school for violating school rules and regulations. The absence is an excused absence if the student satisfactorily completes the assignments for the period of suspension. A minimum of one school day of make-up time will be allowed for each day's absence due to suspension. Failure to make up the assigned work by an established deadline will result in a grade of zero. The student is excluded from attending any school functions or being on or about school property without the principal's permission during the time the student is suspended.

TARDIES

All students are expected to be in class before the tardy bell rings. Excessive tardies may result in further disciplinary action to include After School Detention / ISS / Friday Academy.

TEXTBOOK/BOOKROOM

All student textbooks are provided free of charge to students. However, if a student loses a book, he/she will have to pay for it. **The original receipt is required if a lost book is found for a refund.** Fines may be assessed to students whose books may have been damaged. Students are required by state law to keep state-owned textbooks covered at all times.

Students are not allowed to share or lend their books to other students as this often results in a problem when a student loses a book belonging to another student. The school policy is to hold the student, who was issued the book responsible, even if another student was using it.

TOBACCO, DRUGS AND ALCOHOL

The use of tobacco, drugs or alcoholic beverages is prohibited in the buildings and on school grounds at all times. Offenders will be subject to disciplinary action according to the District's Student Code of Conduct. Penalties and fines may also be assessed by court action.

TRANSFER/WITHDRAWAL

We ask that parents notify the school at least two days prior to departure, in order that necessary paper work can be completed properly. Parents must sign the withdrawal form before the withdrawal will be processed.

TUTORING

Tutoring is offered during the school year. A separate bulletin will be published later regarding tutoring.

VANDALISM

Students are encouraged to take pride in Guillen Middle School and assist the administration to identify vandals. The consequences for vandalism will be severe to include recommendation to alternative.

Non- Discrimination Statement

The El Paso ISD does not discriminate in its educational programs or employment practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Title VI, IX, and 504 may be referred to the district compliance officer, Vince Sheffield, at 779-4074; 504 inquiries regarding students may be referred to Cecilia Whiteman at 775-2109.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo a base de raza, color, religión, sexo, origen nacional, edad, incapacidad, estado militar, u otra base prohibida por la ley. Preguntas acerca de la aplicación del título VI, IX, y la Sección 504 pueden ser referidas al oficial del distrito, Vince Sheffield al 779-4074; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Cecilia Whiteman al 775-2109.

Guillen Student Handbook

I have been given opportunity to review Guillen's Student Handbook. I understand Guillen's school wide core values of Respectful, Responsible, Ready and Proud. I understand and will follow all guidelines, policies, and procedures as stated in the Guillen Student Handbook.

Student Name: _____ Grade: _____ ID# _____

Teacher of Record: _____