

# *HARTLEY PK8*



## Campus Handbook of Information and Guidelines

2023-2024 School Year

### **Hartley PK8**

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### **Administrative Staff**

Principal  
Assistant Principal  
Assistant Principal  
Assistant Principal

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## INTRODUCTION AND WELCOME TO HARTLEY PK8

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*Dear Hartley Students and Families:*

*A hearty and warm welcome is extended to all, as the 2023-24 school year begins. This year will see record gains in student achievement and an even closer relationship with our community, the secret of our strength. Our beautiful new building serves as a symbol of the great things ahead for our students!*

*The challenges that we have faced over the past couple of years have served to make us stronger, and we look forward to a rich and meaningful school year. Our commitment to our students and our parents is stronger than ever, and our excellent faculty and staff stand ready to help make this an exciting year of learning and growth!*

*Wanda Johnson  
School Principal*

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## ABOUT OUR SCHOOL

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Coach Wally Hartley PK-8 School bears the name of a dedicated school district educator and administrator known for his overall dedication to his students, empowering them to become star athletes at Ross Middle School. From 1964 to 1984, Coach Hartley led his students to more than 20 district championships in football, cross country and track, many times with undefeated seasons. His legacy lives in the students he influenced who still embody the words he often used, "Pride builds champions." Ross Middle School was originally on the grounds of the present-day Coach Wally Hartley PK-8 School.

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## ATTENDANCE

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Attendance at school is critically important. Absences need to be called in to the attendance clerk at 915-236-0800 by 8:00 a.m. on the day of the absence.

Parents are required to ensure students are in attendance in school every school day unless the child has an approved reason for being absent. State approved absences include illness, communicable disease, or weather hazard. Students who are absent for unapproved reasons will be marked unexcused, and parents will receive court warnings in observance of state mandatory attendance laws upon the third such absence. Students will then be placed on an attendance plan and any further infractions will result in filing in truancy court.

Illnesses totaling three or more consecutive days require a doctor's note. Doctors' notes must be turned in within three days of the last absence. Absences due to family trips or vacations are unexcused. Other such extended absences must be pre-approved by the school principal. Parents or legal guardians must call in absences; calls by other family members cannot be accepted.

Students with a doctor's note with limitations, such as "no physical education classes," must be seen by the nurse before attending the first class. If a student who is competing in a UIL activity (fine arts, athletics, etc.) is absent more than one-half day on the day before or the day of any competition or performance, the student 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.

### **Early Pickup**

To ensure the safety of students, the school requires that identification be shown before a student is released to a parent or guardian. Emergency cards on file may not be used for this purpose. Any person other than the parent or legal guardian who picks up a student at any time during the school day must be on the student's profile listing, and identification must be provided at the time or the child will not be released.

### **Excuse from Physical Education (PE) Activities and Classes**

- Students are expected to suit out when recovering from injuries whenever possible.
- If a student needs to be excused from PE class, a parent must send a written note on that day, and it needs to be approved by the school nurse.
- For extended excuse from PE classes, three days or more, a written note is required from a physician licensed to practice in the State of Texas, documenting the nature of

impairment and the expected amount of time for recovery. The note must be given to the school nurse.

- All students must earn a grade. If they cannot do an activity, they will be asked to write a report or complete another assignment.
- If a student cannot participate in PE on a designated day, the student will not be allowed to participate in other physical school activities, such as cheerleading, football, or basketball, on that day.

## **Family Vacations**

Absences due to family vacations are not excused under EPISD policy. This does not apply to family emergencies or illness in the family.

## **Class Tardies**

Students are expected to be on time for every class. Transition time between classes is sufficient for middle school students to visit the restroom if needed, and for them to still be in their seats when the tardy bell rings. For middle school students, disciplinary measures will be taken if a student is tardy multiple times to any one class.

- After the 1<sup>st</sup> unexcused tardy, a student will be issued a verbal warning.
- After the 3<sup>rd</sup> unexcused tardy, the teacher will contact the parent.
- After the 5<sup>th</sup> unexcused tardy, the student will have a conference with an assistant principal.
- After the 5<sup>th</sup> unexcused tardy, the student will earn after school detention
- Tardy sweeps will be conducted randomly by the assistant principals. If students are tardy during such a sweep, they will need to serve detention after school.

## **Withdrawals**

A 24-hour notice is required prior to the student's last day of school to process data required for withdrawal, clear the student's books, and finalize grades from all teachers. A parent must come in person to sign the withdrawal form. At the end of the school year, students must turn in computers, textbooks and library books that have been issued to them and to clear with all appropriate staff. Any fines or lost books must be paid for at the time of withdrawal.

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## SCHOOL UNIFORM POLICY

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Public schools are delegated with the responsibility of educating students and maintaining an effective and orderly environment conducive to learning. Educators have found that dress codes reflect community values and can create a positive educational environment. According to research, dress codes promote student self-respect, contribute to classroom discipline, and discourage peer pressure to buy or wear expensive or inappropriate clothing. Dress codes promote school safety by decreasing discipline problems and enhancing the learning environment on campus.

Hartley PK8 follows a dress code, and the following guidelines must be adhered to by students at Hartley PK\*:

### Tops

- White, Dark Purple or Gold (yellow) polo shirts are required. The Hartley logo is optional. No tank tops or crop tops are permitted.
- Spirit shirts with the school's logo may be worn on Fridays only; these are tee shirts supporting the school or school clubs.
- Sweatshirts, sweaters, coats and jackets are limited to solid colors, not patterned, and must be either black, purple, gold (yellow) or grey.
- The only logo that is allowed on a shirt or blouse is the Hartley logo.

### Bottoms

- Khaki/Navy blue uniform pants, shorts, skirts, skorts, or capris are required. Corduroy, low-rise pants, hip huggers, spandex or other stretch material or sagging pants are not allowed.
- Clothes must fit properly so that they are not tight, clingy or baggy, and they must be worn at the waist.
- No skinny pants are allowed, and leggings may not substitute for pants or skirts; leggings and tights are not allowed.
- Shorts, skorts or skirts must be fingertip length when hands are at sides; students will need to change clothing that is found to be too short.
- A belt may be worn, but no large, ornate buckles are allowed. Belts must be looped appropriately and worn at the waist.
- Clothing must be in good repair, with no holes, tears, or fraying; cutoffs or ripped jeans are not allowed.

### Unacceptable Clothing, Dress and Personal Items

- Body piercing (except for earrings) is not permitted; over-large, gauged, pointed or sharp earrings may represent a safety hazard, and a student may be asked to remove them.
- Gang-related items, such as visible tattoos, clothing, accessories, shoes or other items are not permitted.
- Open-toed shoes, sandals, flip flops, slippers, or shoes with steel toes or taps on them are not permitted.
- Sunglasses should not be brought to school.
- Bandanas, hair nets, or “do rags” are not permitted at any time.
- Wallets with hanging chains are not permitted.
- Any item that contains suggestive comments or is related to drugs, alcohol or other inappropriate subject or graphic is not permitted.
- Hats and caps are not allowed inside the school building. This also applies to hoodies and beanies, as well as ski caps. All hats must be worn appropriately outside.
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Students not in compliance with the uniform policy will be made to comply with the dress code, call their parents to bring them suitable clothing, or be placed in ISS (in school suspension). Any situation that cannot be resolved satisfactorily and reasonably will result in disciplinary action.

### **College Day**

Wednesday is College Day, and a university or college sweatshirt or tee shirt may be worn by students as part of our college awareness emphasis. All other uniform requirements still apply on College Day.

### **Non-uniform Days**

Occasionally, students may have a “free dress” day, and they are not required to dress in their school uniforms for that day. On such days, the unacceptable items listed above still apply and are not permitted. In addition, students are not permitted to wear pajamas, tank tops, low cut, backless or see-through shirts, or baggy or over-sized pants, regardless of that day’s dress guidelines. Students may not wear items that are not in compliance with district policy, as explained above, or display inappropriate graphics or suggestive material. If an item is not addressed here, a school administrator will have the final decision on the item’s appropriateness.

### **Consequences**

Non-compliance of the dress code will result in immediate disciplinary action, to include requiring parents to bring a change of clothing, if necessary. Students who are found to be out of

compliance with the uniform policy will be made to change their clothing to observe district and campus guidelines. Students who refuse to do so will be suspended.

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## **TIPS FOR PARENTS**

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### **Attendance as a Priority**

If students have frequent absences, they are late with their work, miss the lessons covered by the test, and have difficulty with the new assignment. They are always struggling to catch up. Sometimes it is impossible. It is important for parents to keep in close contact with the school to ensure that attendance is in compliance with state law, and that students are obtaining the education to which they are legally entitled. A close relationship with teachers and the office staff is strongly encouraged toward that end.

### **Attendance Reports**

A good way to keep track of the attendance record is to register for the Parent Portal. Parents may also request a copy of school attendance records from the attendance office. This record can only be released to parents or legal guardians. Typically, an absence occurs for good reason. A parent or guardian must submit a written note, but parents are encouraged to check that the note was received in the office if sent by a child. A call to the office to verify this, or a request for an attendance report to correct any attendance issues that may happen is encouraged and appreciated. Parents can also check the Parent Portal to see that the absence was excused for that day.

If an issue with attendance is noted, parents should be sure to contact the school. If an unexcused absence needs to be corrected, immediate contact with the attendance clerk can avoid many problems. If a pattern of unexcused absences is in evidence, parents and the school can work together to address this problem quickly. Unexcused absences can lead to a variety of other issues, such as missed work, failing grades, and even possible grade retention. The counselor, attendance clerk, and the school administrators can help to develop plans to improve student attendance, if requested. Frequent contact with your child's teachers and the school always benefits the child. Often, frequent communication can help to stop a pattern of non-attendance before it begins, and even head off other issues that may begin to arise.

### **Conferences with the Hartley Team**



Conferences with the school staff are extremely helpful, and on-going communication with teachers can help parents keep on top of their child's performance and attendance patterns.

### Friendships and Their Influence

Children benefit when parents know with whom their children spend time. This knowledge will help to ensure that a child's friends are those who will exert positive influences, and aid them in building relationships that will help them to make good choices and to succeed. Knowing a child's friends also helps parents to assist their children in avoiding negative influences that may create attendance, social, academic, or behavior problems. It is strongly suggested that limited access to social media be allowed; experience has shown that social platforms that attract adolescents are used largely to bully, intimidate, and hurt other students. Also, educators find a correlation between access to social media and student depression.

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## TIPS FOR STUDENTS

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- ❖ Teenagers require more sleep than adults. To function and think to their best ability, students should have from 9 to 10 hours of sleep per night. Students who are tired can not learn, can not do well on assignments or tests, and often fall asleep in class.
- ❖ A daily routine serves students best. From eating a nourishing breakfast in the morning, to getting to class on time, to finding a quiet place to do homework each night, to ending each day with a good night's sleep, a routine helps establish good habits that will also serve students in high school, college, and even in their professions.
- ❖ A student should be an active partner with the teacher, making sure that assignments are understood, papers were received and that all questions are answered. Missing a day of school creates many problems; the best course of action is for the student to get with the teacher and review what was missed and to get caught up as soon as possible. If that doesn't happen, the student can fall further and further behind. This situation can become extremely stressful to students.
- ❖ Friends can make school fun, but a poor choice of friends can create many problems. Students should think about what they would like to do in life and consider the best way to get there. Friends can motivate each other to succeed or make things much harder.
- ❖ Social media seems to be a negative force in many students' lives. The fact that those who post are often anonymous, creates a situation in which there often is no accountability. Sometimes these cowardly posts can be very cruel and even result in a

comment that a young person might never make in person. A student should never give his or her power away: the power to have peace of mind, to enjoy school, and to have a great day. If something is toxic, whether it's a destructive friendship, a social platform that is abusive, or a habit that is hurting oneself, the power move is to make a choice that gives a young person the best future possible.

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## **AWARD ASSEMBLIES**

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Award assemblies take place at the end of the school year. If a student is placed in In-School Suspension (ISS), Out of School Suspension (OSS) or the Discipline Alternative Education Program (DAEP) at the time of the awards ceremony, that student may not attend the ceremony.

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## **CAFETERIA**

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Hartley PK8 is a closed campus. As such, students are not allowed to leave the campus once they arrive, unless accompanied by a parent for a doctor's appointment, etc. Students will be disciplined for leaving campus without permission.

Students may bring lunch, eat in the cafeteria, or buy items from the snack bar (middle school). All utensils, trays, and refuse must be disposed of properly, leaving the eating area cleaned and ready to serve the next shift of students. If at any time students behave inappropriately in the cafeteria, disciplinary measures will be taken, to include community service, parent contact, lunch detention, or even suspension. State regulations do not permit students to share food.

Lunch accounts may be created online on the school website at [EPISD.org/hartley](http://EPISD.org/hartley). Student monies may be deposited online with a credit card. The account should be monitored during the year to be certain that there is adequate funding.

Students can also add to their accounts with cash or a check that is paid to the lunchroom clerk before school. The student's ID number should appear on any checks made out to the school. The nutrition clerk is available to answer any questions or concerns.

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## **CONFERENCES**

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As a support team for students, the school staff, teachers, administrators, and parents work together at Hartley to provide for the best possible experiences for all its students. The following are suggestions to help in this effort.

## Teacher Conferences

Issues in the classroom should be directed to the classroom teacher. This may include information the teacher should have to better serve the child or perhaps relate to other concerns. To schedule a conference with a teacher, parents should call the office to make an appointment, and the message will be given to the teacher. Parents may wish to e-mail the teacher directly to set up a conference. Teacher emails can be found on the school web page at <http://episd.org/hartley>

## Academic Support and Class Schedules

Concerns about a student's class schedule may be addressed with the student's assigned counselor. Information as to possible career choices, colleges and post-secondary training, and information regarding high school may be obtained from the school counselor.

## Conflicts with Other Students

Conflicts with other students may include disagreements, arguments, harassment or even bullying. Such matters should be addressed early and should involve the classroom teacher and the school counselor. If issues persist, the school administrators may be involved.

Parents may schedule conferences with administrators through the main office any time they feel an issue has not been resolved to their satisfaction.

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## DISCIPLINE

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The most important task for any school is to provide a safe, supportive campus for all students that is free of bullying and harassment and focused on student learning. The campus discipline plan aids in this mission. The school culture at Hartley PK8 is one in which students, staff and faculty work together to build a positive climate focused on student learning and student success. It should be noted that recurrent discipline, attendance, or academic concerns may result in the revocation and cancellation of permission privileges for a transfer student attending Hartley PK8.

### **Suggested Habits**

Below is a list of habits students should adopt to avoid discipline issues at Hartley:

- Students should be on time for all classes. Not only will students not miss anything important, but class disruptions will be reduced, and after school detention can be avoided.
- Students should be in dress code every day. Failure to observe this policy will result in disciplinary action, to include requesting that a parent bring an appropriate change of clothing.
- Students should act and speak in a respectful manner at all times.
- Students should be considerate of school property and the property of others.
- Students should treat others as they wish to be treated, avoiding bullying and harassing behaviors. A good rule to follow is: If something nice cannot be said about another person, nothing should be said. Gossip, spreading rumors, and sharing falsehoods about students, in person or online, constitutes harassment and bullying, and will not be tolerated at Hartley PK8.
- The cell phone policy should be read closely by parents and students and followed completely. Briefly, the policy is: Phones should be powered off and kept in your backpack during the day.
- Appropriate language should be used at all times and in all locations on the campus.
- To avoid getting involved in a fight, students should keep their hands to themselves and refrain from touching other students or their belongings. Often, a fight begins with playing or teasing that gets out of control.
- It takes two to make a fight. If another student tries to start a fight, an adult should be contacted. If both are involved in pushing, shoving, hitting then both are considered to be fighting.
- Students should never post or take a picture of another student while on campus or without the other student's permission.
- Students should never make an unflattering or unkind remark about another student, either to other students on campus, or online. This can constitute bullying, which may lead to suspension or expulsion.
- Do not use social media to harass, tease, annoy or insult a fellow classmate. This is considered cyber-bullying and will result in disciplinary action.
- Students should use the helpful resources that are at the school. Teachers, counselors, administrators, and staff stand ready to help students cope with the many challenges they face today. If a student has a friend who needs help, they are encouraged to step forward to get help for that friend. Information is kept confidential, and this kind of intervention can be very powerful in resolving even the most difficult situations.

## **Detention and Community Service**

A student may be required to serve detention after school, or during lunch. The amount of time is determined by the teacher or the campus administrator. Possible reasons for detention may be: frequent tardiness, causing disruption in class, in halls or in the cafeteria, or any other violations of the Student Code of Conduct. Administrators or teachers will inform the parent of the detention time and date. Any student who is assigned after-school detention will have twenty-four hour notice and will receive the notice in writing.

### **In-School Suspension (ISS)**

A student may be placed in ISS, which consists of a single, separate, designated classroom in which the student is placed to complete his or her regular class assignments, and any additional assignments given by the ISS teacher. It is the student's responsibility to make sure that all regular class assignments are completed while in ISS and this is a requirement in order to successfully complete an ISS placement.

An administrator may place a student in the ISS classroom for a limited period of time for persistent misbehavior, missing detention, creating a classroom or campus disruption, insubordination, rude or disrespectful behavior, or not following the Student Code of Conduct. In-school suspension will limit field trip and any other privileges, and any student who is placed in ISS may have extracurricular activities revoked by the activity coach, teacher, or school administrator as part of disciplinary action.

### **Out-of-School-Suspension (OSS)**

A student may be suspended from school for violations of the Student Code of Conduct. Administration will determine length of suspension.

### **Disciplinary Alternative Education Program (DAEP) or Project About Face**

A student may be placed in On or Off Campus DAEP or Project About Face for any serious infraction of the student code of conduct. Length of placement is determined by a Level One Hearing Officer. Offenses that may incur a DAEP/AF placement include but are not limited to the following:

- Assault
- Bullying
- Criminal Mischief
- Sounding a false alarm or interfering with fire alarm equipment
- Any off-campus felony
- Possession of drugs or drug paraphernalia, tobacco products, including e-cigarettes, incinerates or alcohol
- Harassment or provocation of other students
- Possession of a toy or play firearm, or a pellet or paint ball gun and materials
- Possession of a knife of any size or of any other weapon
- Membership in a gang, or gang related activity
- Public lewdness or indecent exposure
- Retaliation for any action
- Terroristic threats
- Repeated referrals

## Fights

Fights are not tolerated at Hartley PK8. If students are involved in a fight, they will receive suspension or placement in the DAEP program or About Face. *Students who incite or encourage a fight will also have disciplinary consequences.* Any student who hits another student without provocation will receive placement in DAEP/AF. If a student believes that a fight is about to take place, he or she should let a teacher, counselor, campus patrol or assistant principal know so that confrontation can be avoided. Any fight within 300 feet of any El Paso school district campus or at any EPISD bus stop will be subject to the same consequences.

## Unacceptable Items at School

Possession, distribution or use of the following items is expressly forbidden at Hartley PK8:

- Alcohol, drugs, tobacco products, tobacco paraphernalia, e-cigarettes of any kind, or graphics promoting these on any part of clothing, shoes, or personal belongings
- Knives, guns, clubs, brass knuckles, sharp or pointed items or anything that could be used as a weapon, including jewelry with sharp points or objects such as rocks
- Chains on or off a wallet and of any length
- Matches, lighters, fireworks, explosives, stink bombs or incendiary devices of any kind.
- Permanent markers, spray cans, including dust cleaners, shaving cream, silly string or any similar related items, water guns, spraying bottles or any similar related items.
- Skateboards, roller blades, skates, skate shoes, etc.
- I-Pods, Game Boys, Nintendo, PSP players, etc.
- Laser pointers or recording devices
- Collector items or valuables of any kind
- Toys of any kind

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## CELL PHONES AND ELECTRONIC DEVICES

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Students are not to use cellular phones and/or electronic devices/accessories on campus **UNLESS the student is using it in the classroom for instructional purposes** (please refer to the Bring-Your-Own-Device policy). This is to include before and after-school tutoring. A teacher or staff member may confiscate a cellular phone or any other electronic device at any time during the instructional day if the student is using it inappropriately or for purposes other than instruction. Administration may give emergency phone use privileges. Students may exit the building at the end of the instructional day and use their cellular phones. The district prohibits students from using paging devices (any telecommunication device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor including but not limited to cell phones, or other telecommunication devices) while participating in school-sponsored or school-related activities on or off school property during the instructional day and while instruction is being conducted. Cell phones will be confiscated if the above district policy is violated, and a **\$15.00** charge will be applied. The cell phone will be

returned to the parent/legal guardian once the fine has been paid. Students are responsible for their electronic devices, therefore, theft or damage of these items will not be investigated by the administration. Refer to District Policy FNCE for further information.

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### **EXTRA-CURRICULAR ACTIVITIES (MIDDLE SCHOOL)**

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Each year Hartley PK8 offers membership in a variety of activities and clubs to increase opportunities for student involvement. Below are a few of the extra-curricular activities and clubs that Hartley has available for students. Students are encouraged to find an activity to join as a wonderful way to learn, grow and make new friends.

Band	Robotics
Basketball	Raise up the Bar
Baseball	Soccer
Choir	Softball
Coding Club	STEM
Cross Country	Student to Student
Girl Power	Track
Football	UIL Math
Intramurals	UIL Speech/Drama
NJHS	UIL Spelling
Orchestra	Volleyball

### **National Junior Honor Society (NJHS)—MIDDLE SCHOOL**

Hartley PK8 is very proud to have a National Junior Honor Society chapter. Students who meet standards of scholarship, service, leadership, and character are invited to apply for this honor. Students are selected for membership in the NJHS by a five-member, principal appointed faculty council. Each spring, on behalf of the faculty of our school, the council bestows the honor of selection upon qualified students. To be considered for membership, students must have a cumulative grade point average of 93.0 or higher for the first three grading periods of the current school year. Candidates must also meet criteria set by the faculty council regarding service and leadership. In order to help evaluate the areas of service and leadership, candidates will be given an information form to complete and return to the school office. Students who do not complete and return the form by the deadline cannot be considered for invitation. Members of the faculty are also solicited for input concerning candidates. The discipline history of each candidate will be evaluated for selection, as well. The Induction Ceremony is held in May, and parents are invited and welcomed to attend to see their children receive this honor.

## **University Interscholastic League**

If a student is involved in a University Interscholastic League (UIL) activity, to include athletics, band, choir, orchestra, speech, etc., he or she has the opportunity to develop skills, compete against other schools, and represent the school in the activity.

## **School Dances**

Hartley PK8 hosts several school dances during the school year. Dances are typically held after school. For student safety, students must be picked-up immediately after the dance concludes. If this does not happen, a student may lose after-school privileges because supervision after that time may not be available and student safety at all times is critical. These are the protocols that are observed with all school dances:

- All attire must follow school policies on dress code guidelines since students are in attendance at school that day. If it is a free dress day, in which uniforms are not required, then students may not wear strapless, spaghetti or thin straps, sandals, baggy jeans, immodest or inappropriate attire to school that day or to the dance. Students who do not observe these requirements will be made to change and may lose dance privileges .
- If a student requires disciplinary action the week of a dance, dance attendance privileges may be revoked.
- Dance times and attire will be announced throughout the year on the morning announcements.
- Only Hartley students may attend dances. I.D. may be required.
- No student placed in the Disciplinary Alternative Education Program 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

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## **NURSING SERVICES**

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### **Medications**

All medication, including over the counter (OTC) medications to be given by the school nurse, will require both a written order from a physician licensed to practice in Texas and a signed permission form by the parent. Medications from Mexico cannot be administered. Doctors' written orders must include the student's name, the physician's name, the current prescription date, the amount of the drug to be given, the frequency of administration, and the directions for proper administration of the drug.

Medications brought to the nurse's office must be in the original container. Over the counter medications need to be in an unopened, sealed container. Expiration dates should not have been exceeded to be sure medications are effective.



The only medications that can be in a student's possession during the school day, with written orders from parents and physicians, are:

- bronchodilators
- inhalers
- epi-pens
- insulin
- insulin pumps.

Students cannot carry medication or self-administer medication on campus, unless it is one of the above medications authorized by the Texas Education Code. Doctors' orders regarding this need to be reviewed and updated at the beginning of each school year to be sure current information is on file.

All medication orders must be reviewed yearly. If a medication is to be discontinued, a written request from the physician or parent to discontinue the medication is required. All medication that is discontinued needs to be picked up by the parent within one week, or it will be destroyed.

### **ADD/ADHD Medication**

A doctor's written order is required each time dosage is adjusted. If parents wish teachers to be aware that their child is on medication for ADD/ADHD, parents may contact a school administrator. Doctors' orders concerning this need to be reviewed and updated at the beginning of each school year.

### **Special Needs and Consideration**

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

Per state law, all students will be screened for vision and hearing, and also Acanthosis Nigricans, a skin marker that may signal high insulin levels that may lead to type 2 diabetes. Also, students will be screened for scoliosis, an abnormal curvature of the spine. This condition usually appears during the 6<sup>th</sup> grade year. If a child is already under the care of a physician for scoliosis, this information needs to be provided to the school nurse.

### **Preferential Seating**

If preferential seating is needed due to vision or hearing impairments, the nurse and the student's teachers should be notified on the first day of school.

## **Emergency Cards**

Emergency cards are of vital importance in keeping children safe. Parents are asked to ensure that they are updated with correct contact numbers and the name of a preferred hospital. Cards need to be completed and updated each year.

## **Illness At School**

Hartley PK8 has a full-time school nurse on duty. If a student is injured or becomes ill while at school, he or she should report to the nurse's office for treatment. The nurse will contact the child's parents if the child requires 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 who leaves campus without checking out through the nurse and the attendance office will be marked truant for the remainder of the day.

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## **TRANSPORTATION**

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### **Bus Transportation**

Transportation is provided for students who live two miles or more from Hartley. Students may obtain a bus card from the main office. Students are required to show their bus cards each day when riding the bus. If a bus card is lost, the card must be replaced immediately at a cost of \$2.00. Riding the bus is a privilege. Inappropriate behavior may result in the loss of that privilege. Students on transfer from another school are not provided transportation.

### **Bicycles**

Students are allowed to ride bicycles to and from school. While on school property, students must walk their bicycles to the bike rack area. Safety rules must be followed at all times, or bicycle privileges will be revoked. Students must provide bike chains and locks to secure their bikes. The school is not responsible for loss or damage to student bicycles.

Bicycles and automobiles are the only modes of approved transportation that may be used to and from campus. Skateboards, roller blades, shoes with wheels, scooters, etc. are not allowed on campus, parking lots, or sidewalks, and are not acceptable as transportation to and from campus.

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## GRADES

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Grades are determined by the following scale:

<i>90-100</i>	<i>A</i>
<i>80-89</i>	<i>B</i>
<i>75-79</i>	<i>C</i>
<i>70-74</i>	<i>D</i>
<i>0-69</i>	<i>F</i>

### **Grade Eligibility**

Students must be passing all classes to be eligible to participate in any UIL event, including sports, art, and music programs and competitions.

### **Promotion**

In order for students to be promoted to the next grade level, they must have earned an overall average of 70% for all classes for which they are enrolled.

### **Parent Portal**

The portal provides parents with online access to information about their children in real time. Parents are able to view their child's attendance, classroom assignments, and grades. Parents are also able to contact teachers directly by e-mail or to schedule conferences with the teacher.

### **Progress Reports**

Progress reports will be sent to parents at the three-week point in each nine-week grading period. Teachers may also send a progress report to parents if they feel the student is struggling or that the student will benefit from a parent-teacher conference. It is the students' responsibility to deliver progress reports and all school correspondence to their parents.

### **Cheating**

Cheating of any kind will not be tolerated. This includes, but is not limited to sharing or copying work, using computer software to copy information, or downloading or transferring assignments to another student. This type of activity will result in a failing grade, as well as a "U" in deportment for that grading period for any students involved.

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## **HELPFUL INFORMATION**

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### **Backpacks**

Students are allowed to bring backpacks to school. Students will be provided with text books and computers. Students are never to leave their backpacks unattended as their computers are very expensive to replace, and they will be held responsible if their computers are lost, stolen or damaged.

### **Delivery of Gifts**

We cannot accept student gift deliveries of any kind, to include balloons, baskets, flowers, etc.

### **Gum Chewing**

Because chewing gum is so destructive to floors and pavements, no gum chewing is allowed on campus. A teacher will issue a department grade of “U” on the third violation, and after-school detention will be assigned. The beautiful new school that is provided deserves to be treated with respect.

### **Labels**

Students must label all uniform clothing, accessories, personal property, computers and textbooks. The school cannot be responsible for students’ belongings. If a student has an item stolen, the student should promptly file a report in the office for possible administrative investigation. However, investigations are not guaranteed to return items to students. The loss of electronic devices, cell phones, and those items forbidden on campus will not be investigated by school administrators.

### **Lost and Found Department**

Lost and found items are kept in the makers space. Any clothing items not recovered before winter holidays or at the end of the school year will be donated to charity. Students should periodically check for lost and found items. To aid in the recovery of all lost items, all items of clothing and school supplies should be permanently labeled.

### **School Pictures**

School pictures are taken twice a year. The first scheduled time is in the fall, and pictures must be prepaid if students wish to purchase their pictures. This set of pictures will be used for records and for the yearbook. Retakes will be taken a month later for those students who were absent or for those who did not like the pictures they purchased. In the spring, a second session is scheduled for school pictures. There are no retakes for this set of pictures. Students will not be required to be in their school uniforms for pictures taken in the spring.

## **Textbooks**

Students will receive textbooks for use during the school year. Students are responsible for the following with regards to textbooks:

- Textbooks must be maintained in good condition throughout the year
- Textbooks are checked during the year and collected at the end of the year. Damaged textbooks will be subject to the following fees according to district policy:

No book cover	\$0.50
Markings in book	\$1.00 per page
Marking on edge of book	\$1.00 per edge
Excessive markings	Full price of book
Torn page	\$1.00 per page
Broken or bent cover	\$2.00 per cover
Damaged, unfit for use or reuse	Full price of book

Parents are encouraged to talk to their children about being responsible for their books as these are very expensive to replace. Computers, as well, represent a considerable expense when lost, stolen or damaged. Students should *never* leave their backpacks unattended.

## **Volunteers in Public Schools (VIPS)**

Volunteers are greatly needed and greatly appreciated. Parents may help in the front office area, the nurse's office, the library, the cafeteria and grounds, and even in the classrooms. The school is fortunate that so many parents volunteer to help on a daily basis.

If a parent or family member would like to volunteer, a VIP application form with more information is available in the front office.

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## **RIGHTS OF STUDENTS, STAFF AND PARENTS**

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The El Paso Independent School District and this campus, as part of its compliance with laws and procedures as enforced by the Office for Civil Rights and Texas Education Agency (TEA) requirements, have provided procedures for employee, student, applicant, or parents that preserve the rights and responsibilities of those individuals regarding nondiscrimination, harassment, and grievances. These policies and procedures are available to you on the EPISD Web site, or by visiting the campus administrative office. For your convenience, the following summarizes the basic information:

### Nondiscrimination

The El Paso Independent School District 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 Titles VI, VII, IX, and Section 504 may be referred to the district compliance officer; Section 504 inquiries regarding students may be referred to the Section 504 compliance officer.

### Harassment

Procedures are outlined in District policies DHB, DH, DIA, FFH, FNCJ, FNCL. District administrators are required to adhere to the requirements as outlined in the aforementioned policies in order to provide a timely, thorough, and complete resolution of incidents involving harassment as identified by policy.

### Grievance

Procedures are outlined in District policies DGBA, FNG, and GF and have been codified for the convenience of employees, students, applicants and parents. District administrators are required to adhere to the requirements as outlined in the aforementioned policies in order to provide a timely, thorough, and complete resolution of concerns, complaints, and grievances identified by policy.

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## **ACCESSIBILITY**

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The El Paso Independent School District and Hartley Middle School, comply with accessibility laws as enforced by the Office of Civil Rights and the Texas Education Agency (TEA) requirements. We have provided for employees, students, applicants or parents, procedures which preserve the rights and responsibilities of those individuals regarding accessibility to curriculum, programs and services. These policies and procedures are available to you on the EPISD website, or by visiting the campus' administrative office. For you convenience, the following summarizes the accessibility information:

Your child's campus has a written accessibility plan and identified pathway of accessibility to ensure that students, parents and employees with disabilities have access to and an opportunity to participate in the general education curriculum, including the school's programs and services. Procedures are outlined in the district bulletins.

The written accessibility plan and accessible pathway is provided to affected parents and students at the beginning of each year with enrollment materials. Please call the school if you have any questions.

We look forward to partnering with you this coming school year to ensure the best possible learning opportunities for your child(ren).

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Estimados Padres/Estudiantes:

El Distrito Escolar Independiente de El Paso, como parte de su cumplimiento con leyes y procedimientos enforzado por la Oficina de los Derechos Civiles y por los requisitos de la Agencia de la Educacion de Tejas, ha proporcionado a empleados, estudiantes, solicitantes o padres procedimientos que preservan los derechos y las responsabilidades de esos individuos a respecto sin discriminar, acosar, y agraviar. Estas polizas y procedimientos estan disponibles para usted en el internet de EPISD, o visitando la oficina administrativa de la escuela. Para su conveniencia, lo siguiente resume la informacion basica:

Declaracion Sin Discriminacion: El Distrito Escolar Independiente de El Paso no discrimina en los programas de educacion o en practicas de empleo usando el criterio de raza, color, religion, sexo, origin nacional, edad, incapacidad, estado militar, y otra practica prohibida por la ley. Preguntas acerca de la aplicacion del titulo VI, VII, IX, y la Seccion 504 pueden ser referidas al official del distrito, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

Declaracion De Agravio: El Distrito Escolar Independiente de El Paso, como parte de su cumplimiento con leyes y procedimientos enforzado por la Oficina de los Derechos Civiles y por los requisitos de la Agencia de la Educacion de Tejas, ha proporcionado a empleados, estudiantes, solicitantes o padres procedimientos que preservan los derechos y las responsabilidades de esos individuos con respecto a incidentes de acoso segun lo especificado en las polizas DHB, DH, DIA, FFH, FNCJ, FNCL. Se requiere que los administradores del distrito tengan que adherir a los requisitos escritos en las polizas ya mencionadas para proporcionar una resolucion oportuna, cuidadosa, y completa de preocupaciones, de quejas, y de agravios segun lo identificado por la poliza.

Declaracion De Acoso: El Distrito Escolar Independiente de El Paso, comparte de su cumplimiento con leyes y procedimientos enforzado por la Oficina de los Derechos Civiles y de los requisitos por la Agencia de la Educacion de Tejas, ha proporcionado a los estudiantes, padres o empleados, los procedimientos que preservan los derechos y las responsabilidades de

esos individuos que registran preocupaciones con respecto a procedimientos y acciones del distrito. Estos procedimientos están descritos en las políticas DGBA, FNG, y GP del distrito y se han diseñado para la conveniencia de los empleados, estudiantes, solicitantes y padres. Se requiere que los administradores del distrito tengan que adherir a los requisitos escritos en las políticas ya mencionadas para proporcionar una resolución oportuna, cuidadosa, y completa de preocupaciones, quejas, y de agravios según identificado por la política.

El Distrito Escolar Independiente de El Paso, y esta escuela, como parte de su cumplimiento con leyes y procedimientos enforcados por la Oficina de los Derechos Civiles y por los requisitos de la Agencia de Educación de Texas, ha proporcionado a empleados, estudiantes, solicitantes o padres procedimientos que preservan los derechos y las responsabilidades de esos individuos a respecto sin accesibilidad de plan de estudios, programas y servicios. Estas políticas y procedimientos están disponibles para usted en el internet de EPISD, o visitando la oficina administrativa de la escuela. Para su conveniencia, lo siguiente resume la información básica:

Accesibilidad:

Cada escuela tiene escrito un plan para la accesibilidad e identificar el camino de accesibilidad para asegurarse que los estudiantes, padres y empleados con discapacidades tengan acceso y una oportunidad de participar en el plan de estudios de la educación general, incluyendo programas y los servicios escolares. Los procedimientos están incluidos en el boletín de el distrito.

El plan de accesibilidad y camino de accesibilidad se los dan a los padres y estudiantes al comienzo de cada año escolar con materiales de inclusión. Por favor llame a la escuela si usted tiene preguntas.