

MOREHEAD MIDDLE SCHOOL

Pride of the West

STUDENT HANDBOOK

**5625 Confetti Dr.
El Paso, Texas 79912
Main (915) 236 3500
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MESSAGE FROM THE PRINCIPAL

We are delighted that you chose Morehead Middle School. Our school is known for Spirit, Pride, and Tradition. It is my goal to keep these values strong at the west side's oldest middle school. There is a reason that we say "First in the West, Best in the West." The faculty and staff of Morehead Middle School are devoted to ensuring that you have a successful school year that prepares you for life after high school. Our collective commitment is that every student is given every opportunity to be successful, both while at Morehead and beyond.

Morehead students are involved! There are several opportunities for you to grow in our "family." Last year we won championships in different sports and in UIL. 7th Football, 8th Volleyball, 7th and 8th Boys Soccer and 7th Girls and 8th Girls Wrestling. You can be part of the championship experience. Being part of these will enhance your mind and experience while at Morehead.

The Morehead Administration and Staff are dedicated to your well being each day. We will do great things this school year. Once again, I would like to thank you for giving us the opportunity to serve you. Welcome to your school; we are the best because of you!

Together, let's make it a great year!
Armando Gallegos, Ed.D.
Principal Morehead Middle School

Administrative and Counseling Staff

Principal

Armando Gallegos

Assistant Principal (A-L)

Michael Coppock

Assistant Principal (M-Z)

Rita Monsivais

Counselor

Claudia Mergil

Counselor

Kimberly Jaime

Special Education Coach

Jordan Frescas

Active Learning Leader

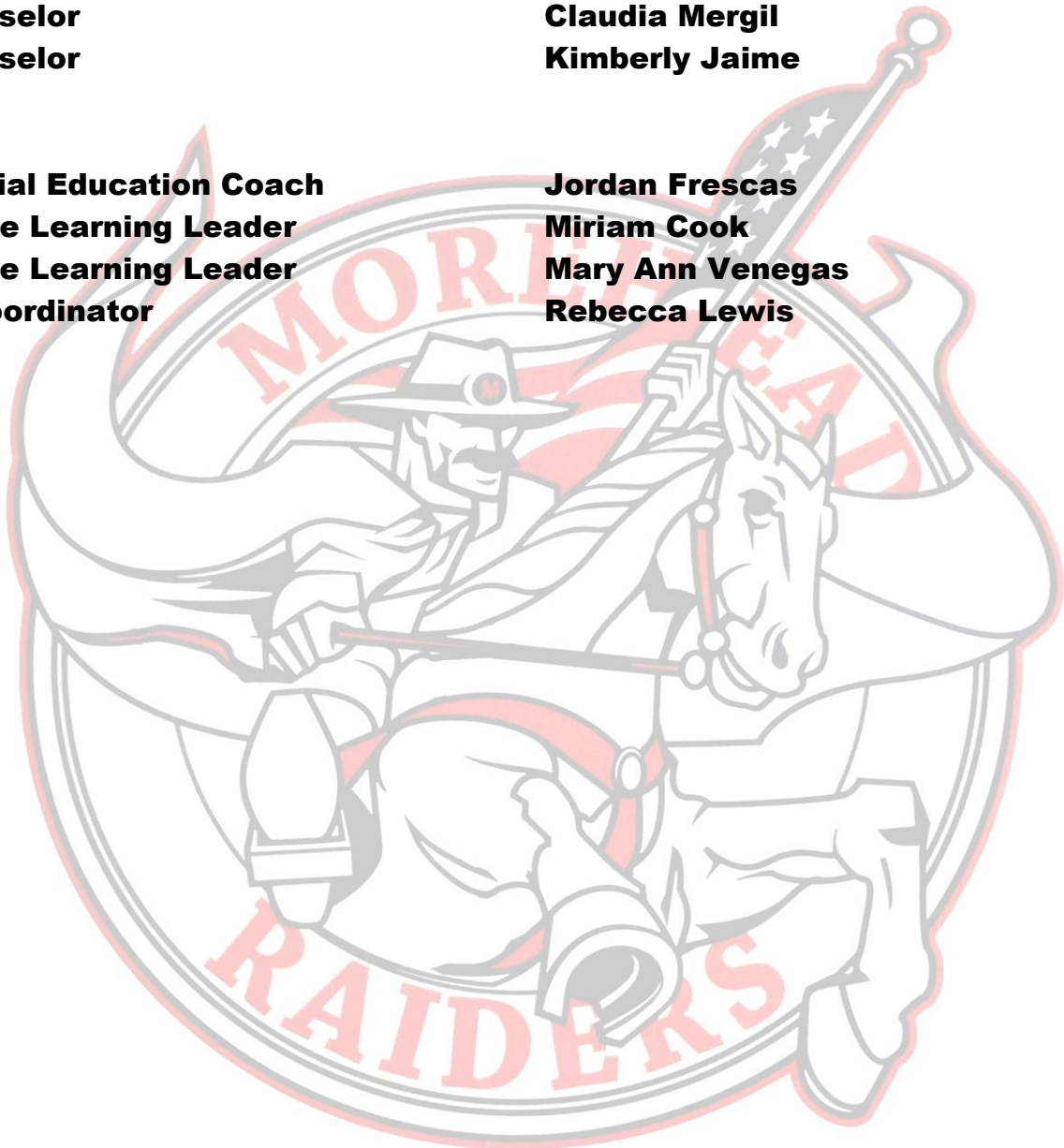
Miriam Cook

Active Learning Leader

Mary Ann Venegas

IB Coordinator

Rebecca Lewis



The El Paso Independent School District adheres to all Title IV regulations prohibiting discrimination because of race, color, or national origin; Title IX regulations prohibits sex discrimination; complies with section 504 and does not discriminate against disadvantaged or handicapped persons. Inquiries concerning the application of Title IV, IX, and 504 may be referred to the district compliance officer, Patricia Cortez, 230-2033.

Morehead Middle School
2017/18 Uniform Policy (REVISED 08/23/17)

BOTTOMS

- **Khaki / Navy Blue uniform pants (elastic around the ankles and cargos are acceptable), shorts, skirts, skorts, or capris.**
- These clothes must fit properly so that they are not tight (cannot cling to body) or baggy and must be worn at the waist..
- **Shorts, skorts or skirts** must be knee length. **NO EXCEPTIONS!**
- **A belt may be worn. Must be looped through belt loops and worn at waist.**

TOPS

- **White, Black or Red polo shirt.** The Morehead logo is optional.
- **Red, Black, White or Grey sweatshirts, sweaters, coats or jackets will be acceptable. (No pictures/graphics/logos)**
- Only logo allowed is an official Morehead logo.
- Any College or University Sweatshirt is also allowed.
- A **solid color T-shirt** or undershirt may be worn under the polo but is not required. The T-shirt may be long or short sleeve, with no hood.
- All shirts must be tucked in.

THURSDAY: College Day.

A university/college sweatshirt or t-shirt may be worn on Thursday, as part of our college awareness. All other uniform requirements still apply.

FRIDAY: School Spirit Day

Fridays are school spirit days. Students may wear Morehead clubs, fine arts, sports shirts, or other school spirit T-shirts on Fridays. All other uniform requirements still apply.

UNACCEPTABLE CLOTHING AND DRESS ITEMS (at all times)

- Denim Jeans of any color. (Unless given as a reward)
- No skinny pants allowed. No leggings or any kind
- No frayed, torn or ripped pants, no pants with holes.
- No military belts. No large or ornate belt buckles
- Body piercing (exception: earrings in the ears) large earrings pose a safety hazard- may ask to be removed.
- Earrings with a point and or gauges are not allowed.
- Distractive haircuts or hair covering eyes—administrative discretion
- Hair with unnatural color or color combinations- administration will determine “unnatural”.
- Brown or black lip liner and/or lipstick, or heavy eye makeup.
- Identifications of gang-alterations to eyebrows (no eyebrow shaving), visible tattoos, piercing, or clothing/dress/accessory /shoes, and items suggesting gang affiliation.
- Open toed shoes or shoes with steel toes, taps, flip flops, or sandals, including shower shoes and slippers.
- Sunglasses
- Ear buds, or headphones (unless used for educational purposes in the classroom)
- Bandanas, hair nets, athletic headbands.
- Wallets with dangling chains.
- Any paraphernalia that advertises suggestive sayings, drugs, or alcohol.
- Hat or caps inside a building. This also applies to hoodies, and beanies/ski caps. Any hats and caps worn outside must be worn properly.
- Clothing suggesting gang affiliation to include bandanas, handkerchiefs, pictures depicting Marylyn Monroe, Rap Music, “Smile Now, Cry Later”, Virgin Mary shirts, Rosaries (especially if worn as jewelry), joker, dice, 8-ball, trench coats, hair nets, sweat bands, toothpicks or straws

in the mouth, shaved eyebrow, tattoos, “do” rags, military belts or belts with any logos or lettering, combs on the head, large stud-earrings.

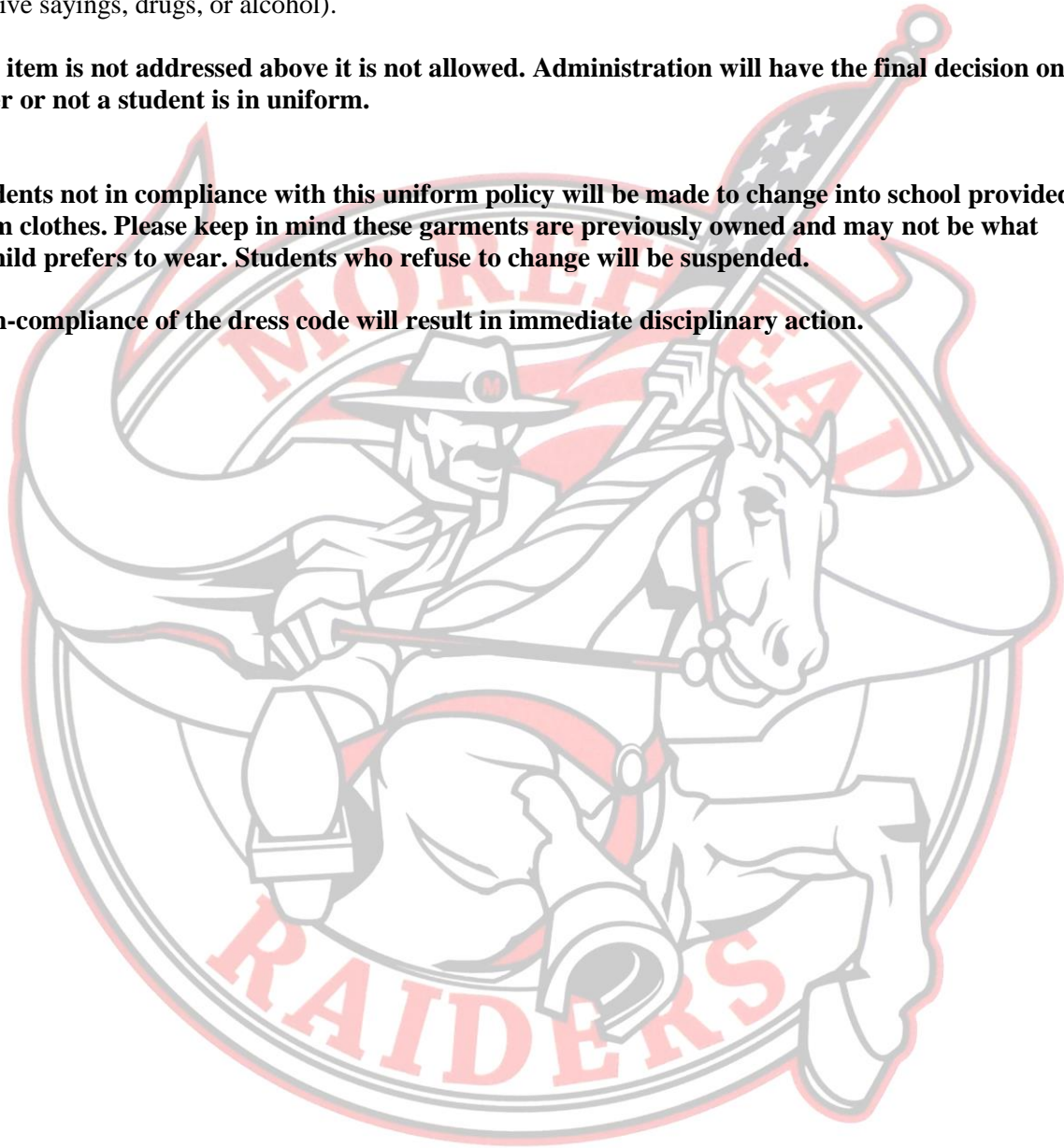
- Shorts, skorts or skirts above the knee, cut-off shorts (frayed), shorts with holes.

Non-Uniform Days: Occasionally students may receive a non-uniform day. On those days the “unacceptable clothing and dress items” listed above are still in effect. In addition, students may not wear pajama wear, tank tops, low cut backless, or see through shirts, baggy or over-sized pants. Students may not wear items that are not in compliance with district dress code policy (ex. Clothing that advertises suggestive sayings, drugs, or alcohol).

*** If an item is not addressed above it is not allowed. Administration will have the final decision on whether or not a student is in uniform.**

**** Students not in compliance with this uniform policy will be made to change into school provided uniform clothes. Please keep in mind these garments are previously owned and may not be what your child prefers to wear. Students who refuse to change will be suspended.**

*****Non-compliance of the dress code will result in immediate disciplinary action.**



Morehead Student Handbook 2017/2018

The following pages include the key policies and procedures for students and parents for Ross Middle School.

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* * ATTENDANCE * *

Parents are required to ensure students are in attendance in school every school day unless the child has a state approved reason for being absent. State approved absences include illness, communicable disease, or weather hazard. Students who are absent for other reasons, will be marked unexcused and parents may receive court warnings.

Illnesses totaling three or more consecutive days require a doctor's note. Doctor's notes **MUST** be turned in within five days of the last absence. Out of town absences are generally unexcused unless prearranged and approved by an administrator. Parents or legal guardians **MUST** call in an absence. Call-ins by student, brother, sister, etc. cannot be accepted.

Absences need to be called in to the attendance clerk at 236 3500 by 8:00am on the day of the absence.

Students with doctors note with limitations such as no PE, elevator use, etc. **MUST** be seen by the nurse first.

An attendance committee will meet monthly and notify parents if their child's attendance is a concern.

If a student has three unverified, UNV, or unexcused, UE, absences in a ten day period, parents/guardians will be required to attend a 45 day Attendance Correction Plan meeting. If a student has 10 UNV or UE absences, the school will file with the Justice of the Peace/truancy court.

EARLY PICK UP: In an effort to ensure the safety of all of our students, we require identification **BEFORE** releasing a student to a parent or guardian.

Please keep in mind that emergency cards that were filled out by parents are for emergency purposes only and cannot be used to authorize the picking up of a student for any other reason.

Any person other than parent or legal guardian who is picking up a student at any time during the school day (ex. Step-parent, Grandparents, siblings, etc) **MUST** be on the student's profile and provide I.D. when doing so.

EXCUSE FROM PHYSICAL EDUCATION CLASS

1. All students must suit 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 and approved by the school nurse
3. For *EXTENDED PHYSICAL EDUCATION EXCUSES OF 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. The note must be given to the nurse.
4. All students must earn a grade. If they cannot do any activity, they will be asked to write a report or do written work.

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

FAMILY VACATIONS - Family vacation absences are not excused under EPISD policy. *NO ADVANCE WORK WILL BE GIVEN.* This does not apply to family emergencies or illness.

TARDIES – Students are expected to be in all classes on time. Attendance clerk will run a report on Wednesdays covering the previous week. If a student has been tardy three times during the week, Friday Academy will be assigned. If a student has been tardy five or more times, administration will be notified.

Consequences for excessive tardies include Friday Academy (Friday 3:00-5:00, no transportation is available)

TEST/HOMEWORK WILL NOT BE GIVEN IN ADVANCE OF AN ABSENCE. A REQUEST FOR HOMEWORK WILL BE GIVEN ONLY AFTER 3 DAYS Or More OF EXCUSED ABSENCES.

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 with all appropriate staff. 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.

HOW PARENTS/GUARDIANS CAN HELP TO ENSURE AN EXCELLENT ATTENDANCE PATTERN FOR STUDENTS

DON'T LEAVE ATTENDANCE TO CHANCE. It is important to keep in close contact with the school to ensure your student's attendance record is in excellent condition. Get to know the Attendance Clerk, Assistant Principal, and Principal as well as your child's teacher(s). Attendance can be monitored through the **Parent Portal**.

FRIDAY ATTENDANCE REPORTS. A good way to keep track of your child's attendance record is to register for the **Parent Portal**. You may also request a copy of your child's attendance record from the attendance office. This record can only be released to parents/guardians.

ENSURE THAT NOTES ARE RECEIVED. Many times an absence will happen for a very good reason. The parent/guardian will have written a note and will have sent that note to school but, for one reason or another, the note does not reach the Attendance Office. Call the office to verify or request an attendance report to correct any attendance issues that may happen. Parents can also check the **Parent Portal**.

BE PROACTIVE. As soon as you notice a problem with attendance, contact the school. If it is an unexcused absence that needs to be corrected, immediate contact can avoid many problems. If a pattern of unexcused absences is beginning, the best thing to do is to take action to curb this problem quickly. Unexcused absences can lead to a variety of other issues such as loss of credit.

TAKE THE FIRST STEP. Frequent contact with your child's teachers and the school. Many times frequent communication can help to stop a pattern of non-attendance before it begins.

ATTEND PARENT-TEACHER CONFERENCES AND SCHOOL ACTIVITIES. This will help you to keep in constant communication with the school and will help you to keep constant track of your child's performance and attendance pattern.

KNOW YOUR CHILD'S FRIENDS. This will help to ensure that your child's friends exert positive influences which will help your child succeed. It will also help you to assist your child in avoiding negative influences that may keep your child away from school.

CONTACT YOUR ADMINISTRATOR, COUNSELOR, OR ALPHA TEAM SPECIALIST. If you note an issue with attendance, please be sure to contact us. We can help to develop plans to improve your student's attendance.

*** *AWARDS* ***

Awards assemblies take place at the end of the year. A student who receives 3 or more "U's" within the 1st 3 nine weeks will not receive an award at the awards ceremony. If a student is placed in In-School Suspension (ISS), Out of School Suspension (OSS) or Discipline Alternative Education Program (DAEP) at the time of the awards ceremony, the student may not attend the ceremony.

*** * CAFETERIA * ***

You may bring your lunch, eat in the cafeteria, or buy from the snack bar. Please remember to return or dispose of all utensils and trays, lunch sacks, and napkins to the proper places. We want to strive to keep the building and grounds clean at all times. If at any time a student is misusing the cafeteria, he/she will be expected to complete his/her community service hours (lunch detention) for the school by assisting the custodial staff for the last 10-minutes of a lunch period. Community service hours are based on an individual basis. No food is allowed outside the cafeteria. If lunch is brought in by a parent, it may only be given to their own child, and no other student. State regulations do not permit students to share food. Remember to check your child's lunch account to ensure that there is adequate funding. You can access the account on-line and add to the account on-line as well.

LUNCH PROCEDURES – Morehead Middle School is a closed campus. This means that 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.

LUNCH PURCHASES – All students receive free breakfast and lunch. Parents, for your convenience, student monies may be deposited in your student’s lunch account for additional purchases of food items and drinks by cash/check that is sent in with the student and paid to the lunchroom clerk before school. Include student I.D.# on checks. You may also use a credit card to deposit monies to your child’s account using the Internet. See the Nutrition Clerk if you have any questions.

**** CONFERENCES ****

We encourage parents to access our staff so that we can work together to support your child. In order to address your concerns; please follow the suggested protocol:

1. Classroom Concerns: Conference with teacher
2. Schedules, bullying/harassment, academic and counseling support: Conference with their Counselor
3. All other support: Conference with Grade Level Assistant Principal
4. When other conferences do not resolve situation: schedule a conference with Principal

TEACHER CONFERENCES - Should you need a conference with a teacher(s), call the office to schedule an appointment and the message will be given to the teacher or e-mail the teacher directly. Teacher emails can be found on the school web page at <http://ross.episd.org>.

ADMINISTRATOR CONFERENCES - Parents are to schedule conferences with administrators through the main office. Administrators are on duty and out of their office before school, during lunches, and after school for ground duty. Please schedule conferences in accordance with the duty hours of the administrators. ***Note:** No administrative conferences will be scheduled throughout the lunch shifts.

**** DISCIPLINE ****

We strive to ensure a safe, supportive campus for all students that is free of bullying and harassment and focused on student learning. We have established a campus discipline plan to aide in this mission. We work at creating a school culture where all students work together to build a positive climate focused on student learning and student success. **Below is a list of top**

12 things you can do so that you have a successful year and do not receive a referral for discipline:

- 1) Be on time to all classes (5 tardies will result in conference with administrator)
- 2) Be in dress code every day (out of dress code can result in a referral)
- 3) Be respectful in class and if there is a concern, discuss it privately with a teacher not in front of the whole class
- 4) Be respectful of school property (do not vandalize or graffiti)
- 5) Be respectful of others, bullying and harassment are not tolerated
- 6) Follow the cell phone policy.
- 7) Use appropriate language in classroom, halls, lunch, and locker-room
- 8) Do not become involved in a fight, do not encourage someone else to fight, and do not use electronic media (text, facebook, Instagram, etc..) for negative comments about others (any of these can result in a referral)
- 9) Do not bring non-allowed items to school
- 10) Take only things that belong to you. Do not touch other people's property. If you find something that does not belong to you, bring it to the office
- 11) Do not horseplay in ways that involve physical contact with another (often things go wrong)
- 12) Most importantly, if you or anyone else you know is having a concern, let a teacher, counselor or administration know. We keep all information confidential.

For more detailed information, Morehead Middle school follows the EPISD student code of conduct. A copy of which is available on-line at episd.org (under Student and Parent Services).

Following is an explanation of some of the discipline terms and consequences.

DETENTION AND/OR COMMUNITY/SCHOOL SERVICE - A student may be required to serve detention after school (Friday detention) or during lunch. The amount of time is determined by the teacher and/or administrator. Possible reasons for detention may be: tardiness, disruption in class, halls, cafeteria, or other violations to the Student Code of Conduct. It is the responsibility of the student to inform the parent of the detention time and date. Any student who is assigned after school detention will have a twenty-four hour notice and receive the notice in writing.

IN-SCHOOL SUSPENSION (ISS) – This refers to 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. An administrator may place a student in the ISS classroom for a limited period of time for: 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

OUT OF SCHOOL SUSPENSION (OSS) - A student may be suspended from school for violations of the Student Code of Conduct. This will be determined by a grade level administrator.

DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (DAEP) - This is a self-contained classroom in which the student is placed for a minimum of 45 days. The dress

code guidelines are black pants, a long sleeve white button up dress type shirt and a black tie. **NO** club/athletic/etc. shirts are allowed while in DAEP. The student will receive a new schedule and direct instruction from a certified teacher. 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 when arriving and departing Ross Middle school and for attendance purposes only. Placement in DAEP results from a student not following the District/School Code of Conduct. Parents of DAEP students are responsible for transportation to and from school based on the DAEP school hours.

OFF CAMPUS ALTERNATIVE SCHOOL- EPISD's off-campus Disciplinary Alternative Education Program.

Serious Disciplinary Infractions:

Any of these infractions may result in a placement in the Disciplinary Alternative Education Program or Off Campus Alternative School. These items will also result in police action:

- Drugs or drug paraphernalia, tobacco products including e-cigarettes, incinerates or alcohol
- Assault
- Bullying
- Criminal Mischief
- False Alarm
- Any off-campus felony
- Harassment
- Hazing
- Look-alike firearm, BB/Pellet/Paint ball gun and materials
- Any size knife or Weapon
- Membership in a gang, gang related activity
- Public Lewdness/Indecent Exposure
- Retaliation
- Terroristic threat
- Repeated referrals

FIGHTS:

Fights are not tolerated at or near Morehead Middle School. **If a student is involved in a fight, they will receive a suspension or placement in the Disciplinary Alternative Program.** All students who incite (or encourage) fight will also have disciplinary consequences. **Any student who hits another student unprovoked will receive placement in the Disciplinary Alternative Program and if charges are pressed by the parent or guardian of the victim a police arrest for Assault.** If you believe that you or someone you know may end up in a fight, let a teacher, counselor or Asst. Principal know so that it can be worked out and no one ends up with an arrest, or alternative program. Any fight within 300 feet of any EPISD campus, or occurring to and from school, will be subject to the same consequences.

UNACCEPTABLE ITEMS AT ALL TIMES

- ❖ Alcohol and drugs, tobacco products, tobacco paraphernalia, e-cigarettes of any kind, 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 (includes jewelry with sharp points and objects such as rocks)
- ❖ Chains on or off wallet (any length)
- ❖ Matches, lighters, fireworks, explosives, stink bombs 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 City Police and EPISD School Police Department.**

- ❖ Permanent markers, spray cans (including hair spray and dust cleaners), shaving cream, silly string or any similar related items, water guns, spraying bottles or any similar related items, liquid white-out, glue, etc.
- ❖ Skateboards, mobile boards, roller blades, skates, skate shoes, etc.
- ❖ Headphones or earbuds of any kind, MP3 players, I-Pods, Game Boys, Nintendo, PSP players, etc.
- ❖ Laser pointers or recording devices
- ❖ Collector items of any kind
- ❖ Chewing gum at all times

*** Possession/use/or any "involvement" with ANY of the above items will result in disciplinary action and confiscation of unacceptable item.

- **NOTE TO ALL STUDENT TRANSFERS:** If there are any problems with discipline, attendance, or low grades **TRANSFER PERMISSION MAY BE REVOKED.**

**** DRESS CODE ****

Public schools are delegated with the responsibility of educating students and maintaining an effective and orderly environment conducive to learning. American public schools are facing violence on campus at an unprecedented rate. To counter violence in classrooms and to improve the quality of education, dress codes are being implemented throughout our nation's public schools. Dress codes promote school safety by decreasing school violence and serve to enhance the learning environment of schools.

Many public school administrators maintain that dress codes reflect community values and create a positive educational environment. According to educators, dress codes promote student self-respect, maintain classroom discipline, discourage peer pressure to buy extravagant clothing, and make classrooms safer. (M. Madrid, E. Garcia, Modrall, Sperling, Roehl, Harris, and Sisk, P.A.).

Morehead Middle School follows a dress code. Please see attached **Uniform Policy** information sheet for specific guidelines.

Violation(s) of the dress code will result in disciplinary action. Students not in compliance with this uniform policy will be made to change into school provided uniform clothes. Please keep in mind these garments are previously owned and may not be what your child prefers to wear. Students who refuse to change will be placed in ISS (In School Suspension).

Any situation that cannot be corrected will result in referral to ISS

**** ELECTRONIC DEVICES ****

Electronic devices are prohibited. If an electronic device is confiscated, it will be released only to a parent. This includes iPods, digital cameras, CD Players, MP3, Gameboys, among others. **If a student brings one of these items to school and it is lost or stolen, the school will not be held responsible nor will the school conduct an investigation.**

CELL PHONE USE- As per policy: the District prohibits students from using any personal telecommunications 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 paging devices, cell phones, mobile phones, tablets, laptops, and other telecommunications devices, while participating in school-sponsored or school-related activities on or off school property during the instructional day (including lunchtime on campus) and while instruction is being conducted, except as permitted by campus teachers and/or librarians. If your child brings a cell phone to school, your child must leave his/her cell phone turned off and out of area for use. **EXCEPTION:** Teachers and librarians shall make exceptions to this policy as needed for instructional purposes. The decision to grant an exception shall be based on a teacher's or librarian's determination that instructional activity can be enhanced by a personal electronic device. If the teacher or librarian grants an exception, the teacher or librarian may impose such conditions on the student's use of the device as the teacher or librarian deems reasonable under the circumstances.

Cell phones will be confiscated if the above District policy is violated, and a \$15.00 charge will be applied to have the cell phone returned to the parent. If you choose for your child to have a cell phone it is required that it is turned completely off during the instructional day.

*** * EXTRA-CURRICULAR ACTIVITIES * ***

CLUBS – Each year Morehead Middle School adds clubs to increase opportunities for student involvement. Below are a few of the extra-curricular activities and clubs that Morehead has sponsored in the past. We encourage all students to find an activity to join.

Band
Basketball
Cheerleading
Chess
Choir
Cross Country
Spirit Club

NJHS
Orchestra
Science Club
Soccer
Student Council
Tennis Club
Track
Football

Year Book
UIL Math
UIL Speech/Drama
UIL Spelling
Volleyball
Wrestling
Mind craft

NATIONAL JUNIOR HONOR SOCIETY- Morehead has a National Junior Honor Society. Students who meet standards of scholarship, service, leadership, and character are invited to apply. Students are selected to be members 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 92.0 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, each candidate will be given an information form that they will be asked to complete and return to the school office. Students who do not complete and return the form by the deadline will no longer 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. The Induction Ceremony is held in May.

UIL – If a student involved in an University Interscholastic League (UIL) activity (athletics, band, choir, orchestra, cheerleading, speech, etc) **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 part of a disciplinary action by Coaches or Administration.

SCHOOL DANCES-We will have school dances several times during the school year. ***They are held from 3:00-5:00. For student safety; pick up your children on time after the dance to ensure that he/she is supervised. If a student is not picked up on time, they will lose dance and other afterschool privileges.***

- . **Attire:** All attire must follow school policies on dress code guidelines in Ross Handbook.
 - . If a student requires disciplinary action the week of a dance, dance attendance privileges can be revoked.
 - . Dance times and attire will be announced throughout the year.
 - . Parents should be aware of and honor drop off and pick up times for safety reasons.
 - . **Only** Morehead students may attend dances.
 - . 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.**

**** GRADES ****

We strive for every student to have a successful year at Morehead including passing all classes and becoming prepared to enter high school. We celebrate great grades as well!

Below is the breakdown of grades:

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

GRADE ELIGIBILITY: Students must be passing all classes to be eligible for sports, or any UIL event (including music programs)

PROMOTION: In order for promotion to the next grade students must either pass all core classes or all but one core class. The overall average of all core classes must equal 70%. Students must also have a minimum of 90% attendance. 8th grade students must also pass state assessments in reading and math. **Summer school is not available to replace failing grades.**

PARENT PORTAL- The portal provides parents with online access to information on their EPISD-enrolled students in near real time. Parents will be able to view their child's attendance, classroom assignments, and grades; additional information will be added to the portal over time. Parents will also be able to contact teachers directly by e-mail.

PROGRESS REPORTS - Progress reports will be sent to parents at the three-week period in between report cards, or when the teacher feels it is necessary. It is the student's responsibility to deliver progress reports and all school correspondence to his/her parents

COUNSELORS- are here to help if you have concerns about your child's grades.

RECORD REQUEST - A 24-hour notification is required in order to release any records. Only parents or legal guardians are allowed to pick up records.

STUDENT HONOR PRIVILEGES -

"A" Honor Roll AE Card Privileges (student receives all A's on a nine weeks report card)

- Free admission to Morehead home functions throughout the nine week period
- Allowed to wear jeans on Fridays throughout the nine week period with spirit or uniform shirt.

CHEATING – Cheating of any kind will not be tolerated. This includes but is not limited to, sharing and/or copying work, using computer software to copy or download and/or transfer assignments to another student, etc. This type of activity will result in a zero for that grade and a "U" in citizenship for that nine weeks for all students involved.

*** * NURSING SERVICES * ***

MEDICATIONS AT SCHOOL- 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. Doctor's written orders must include student's name, physician's name, current prescription date, amount of drug to be given, frequency of administration and route of administration.

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. Please check the expiration dates to ensure medications have not expired. The only medications that can be carried at school with written orders from

parents/physicians are inhalers, epipens and insulin or insulin pumps. Students cannot carry medications or self-administer medications on campus unless it is one of the above medications authorized by Texas codes.

All medication orders must be reviewed yearly. If a medication is to be discontinued, a written request from the physician/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.

ASTHMA INHALER - If inhaler is 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.)

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

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.

For your information: As per state law, all new students and all 7th grade students 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).

Students will be screened for Scoliosis-an abnormal curvature of the spine. This usually takes place during their 6th grade year. If your child is already under the care of a physician for Scoliosis, please provide this information to the nurse.

PREFERENTIAL SEATING-If preferential seating is needed due to vision/hearing impairments; notify nurse and teacher on the FIRST DAY of school.

EMERGENCY CARDS-The emergency cards are of VITAL importance. Please make sure they are updated. Please be sure to provide name of hospital and all emergency contact numbers and sign card.

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.

ILLNESS AT SCHOOL – Morehead Middle School has a full-time school nurse on duty. If a student is injured or becomes ill while at school, he/she should report to the nurse's office for treatment. 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.

**** TRANSPORTATION ****

BUS TRANSPORTATION - provided for students who live 2 miles or more from Morehead. Students may obtain a bus card from the main office. **Students are required** to show their bus card each day when riding the bus. If a bus card is lost, the card must be replaced immediately at a cost of \$ 2. **Riding the bus is a privilege.** Inappropriate behavior may result in loss of bus riding privileges. Students on a transfer are not provided transportation.

BICYCLES - Students are allowed to ride bicycles to and from school. Before entering and exiting the Morehead campus, the student must walk his/her bicycle on to/off of the campus and into/out of the bicycle rack area. Safety rules must be followed at all times or bicycle privileges will be revoked. Students must provide bike chains and/or locks. A reminder that bicycles are the only mode of transportation, other than an automobile, that may be used on, to, and from campus. **Skateboards, roller blades, shoes with wheels, scooters, etc. are not allowed on campus, parking lots, or sidewalks.**

SKATEBOARDS/ALTERNATIVE TRANSPORTATION METHODS –Roller blades, roller shoes, scooters, skateboards or any other like device are **not allowed** on school premises.

*** * OTHER IMPORTANT INFORMATION * ***

BACKPACKS – Students are allowed to bring backpacks to school. We may provide each student with textbooks for home use as necessary. Classroom sets are available. Students should not carry textbooks in their backpack. **Students are not to leave their backpacks unattended.**

DELIVERY OF STUDENT GIFTS: We cannot accept student gift deliveries of any kind (ex) balloons, baskets, flowers, etc.

GUM – ABSOLUTELY No gum chewing allowed on campus. A teacher will issue a “U” in department on the 3rd violation, per grading period and detention.

LOCKERS – Students are assigned a locker at their request. Also, students can use a small P.E. locker located in the locker room.

LABEL ALL ITEMS- Students **MUST** label all uniform clothing, accessories, personal property, and textbooks. The school cannot be responsible for student’s belongings. If a student has an approved item stolen, the student should promptly file a report in the office for administrative investigation. Not all investigations are guaranteed to return items to student. The loss of electronic devices and cell phones will not be investigated by administration.

LOST AND FOUND – It is located in the front office. Any clothing items not collected before Winter Holidays and again at the end of the school year will be donated to charity groups. 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 want to purchase the pictures. These pictures are used for our records and the yearbook. Retakes will be taken a month later for those students who were absent or did not like the pictures they purchased. The second time for pictures is in the spring. There are no retakes for this set of pictures. Students are not required to be in uniform for Spring Pictures.

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

- 1) **Textbooks must be maintained** in fairly good condition throughout the year
- 2) **Textbooks checked during the year and collected back will be subject to the following fees according to district policy (prices are subject to change):**
 - a) No book cover: \$ 0.50
 - b) Markings in book \$1 per page
 - c) Marking on edge of book \$ 1 per edge
 - d) Excessive markings full price of book
 - e) Torn page \$1 per page
 - f) Broken or bent cover \$2.00
 - g) Damage unfit for use or reuse full price of book
(including any type of water damage or exposed cardboard)

Parents, we encourage you to talk to your child about being responsible for their books as these are very expensive to replace

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! If you would like to volunteer, you need to complete a VIP form and attend a volunteer orientation.

August 21, 2017

Dear Parents/Students:

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, has provided for employees', students', applicants', or parents' procedures 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, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

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.

Please call the school if you have any questions.

Armando Gallegos, Ed.D.
Principal, Morehead Middle School
915 236 3500

21 de Agosto, 2017

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, origen 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 oficial 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 esta descritos en la polizas DGBA, FNG, y GP del distrito y se han cifrado 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 polizas ya mencionadas para proporcionar una resolucion oportuna, cuidadosa, y completa de preocupaciones, quejas, y de agravios segun identificado por la poliza.

Por favor llame a la escuela si usted tiene preguntas.

Dr. Armando Gallegos
Director de Secundaria Morehead
915 236 3500

August 21, 2017

Dear Parents/Students:

The El Paso Independent School District, and Morehead Middle School, complies 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.

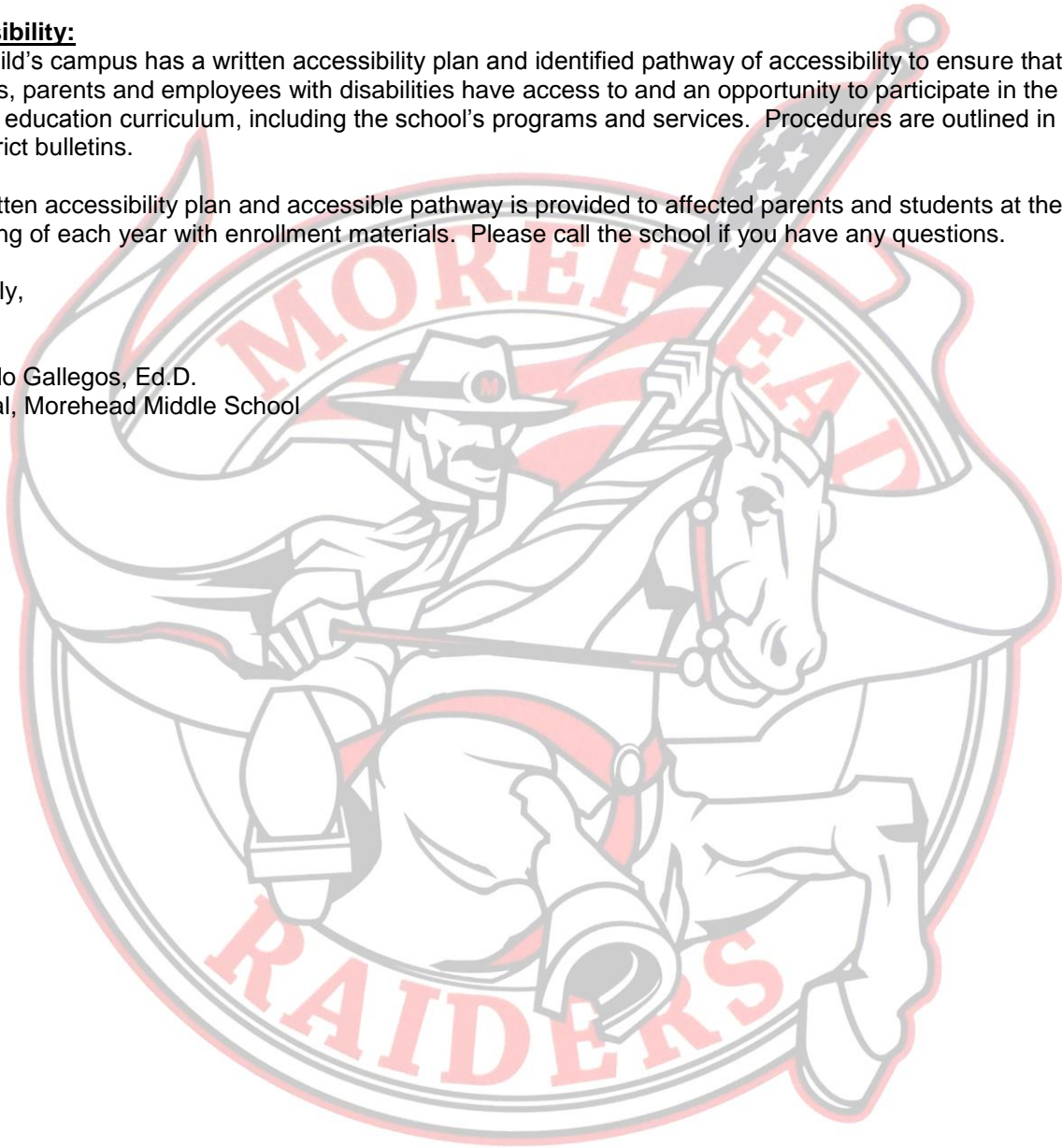
Accessibility:

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.

Sincerely,

Armando Gallegos, Ed.D.
Principal, Morehead Middle School



Agosto 21, 2017

Estimados padres/estudiantes:

El Distrito Escolar Independiente de El Paso, y esta escuela, como parte de su cumplimiento con leyes y procedimientos enforzados por la Oficina de los Derechos Civiles y por los requisitos de la Agencia de Eudcacion 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. Esta polizas y procedimientos estan disponibles para usted en el internet de EPISD, o visitando la oficina administrative de la escuela. Para su conveniencia, lo siguiente resume la informacion basica:

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 educacion general, incluyendo programas y los servicios escolares. Los procedimientos estan incluidos en el boletin de el distrito.

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

Atentamenta,

Dr. Armando Gallegos, Director
Morehead Middle School

