



HORNEDO MIDDLE SCHOOL 2023-2024 Student Handbook

HORNEDO

DR. HORNEDO MIDDLE SCHOOL
6101 HIGH RIDGE
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The El Paso Independent School District adheres to all Title IV regulations prohibiting discrimination because of race, color, or national origin; Title IX regulations prohibiting 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.

Dr. Hornedo Middle School Mission Statement

We will instill in our students a sense of self-responsibility, compassion toward others, and invaluable character traits. We will strive to provide a rigorous academic program our students will need to succeed in school and in the community, and we will empower them with the technology tools needed to compete in our informed world. We are committed to sustaining an environment in which individuals representing diverse cultures and experiences instruct our students in the meaning of a global community, in the value of integrity and leadership, and in the importance of lifelong learning.

HISTORY OF DR. MANUEL HORNEDO

Dr. Manuel Diaz Hornedo was born in El Paso on June 11, 1903. He attended El Paso public schools and graduated from El Paso High School with a scholarship award to the El Paso Junior College, from where he graduated with a Texas State Education Agency Teaching Certificate. He taught at the El Paso Technical Institute for two years and initiated radio instruction for the El Paso Public Schools in 1929 by giving a 36-lesson course over station KTSM in beginner's Spanish. He attended Texas School of Mines for two summer sessions and then transferred to the University of Texas at Austin where he received his B.S. degree and was awarded a scholarship to the Medical Branch of the University of Texas at Galveston. After receiving his M.D. degree, he joined the United States Public Health Reserve and started to work for the El Paso City-County Health Unit in 1933 as Assistant Director in charge of clinics (well baby, maternity, venereal diseases, and tuberculosis) and the Prisoner Medical Service at the El Paso city and county jails. Later he was named El Paso Police Surgeon for Emergencies and was awarded an honorary badge with the rank of Captain. He continued his work with the El Paso City-County Health Unit and was promoted to First Assistant to the Director. Upon retirement of the Director in 1952, Dr. Hornedo was appointed Health Officer for the City and County of El Paso and Director of the El Paso City-County Health Unit. At the same time, he was also appointed Texas State Health Department District Director for El Paso, Hudspeth, and Culberson counties. He held these positions for over 30 years until his retirement in 1969, with the title of Director Emeritus. Dr. Hornedo continued his connection with the State Health Department as clinician in charge of several well baby clinics and maternity clinics until his final retirement in 1983. Thus his connection with the El Paso City and County Health Department lasted for over 50 years. He also retired in 1967 from the United States Public Health Service, Commissioned Officers Corps, with the rank of Medical Director. In 1971, Dr. Hornedo was awarded the Honorary Degree of Doctor of Philosophy in the Administration of Public Health. As Director of a small cancer research laboratory that he had established in 1935, the Hornedo Institute of Cancer Research, he wrote many scientific papers on the origin of the cancer cell, and proposed one type of adjunct cancer treatment, following surgery or other forms of treatment, to prevent metastases. He also did research work on the human thymus gland for over 40 years, and it seems that his work has become very important in the determination of the etiology and treatment of AIDS and other diseases of the immune system. Dr. Hornedo was married for 48 years to the former Maria Luisa Escajeda. Their children include Jose Manuel Hornedo, Mercedes Guzman, and Teresa Hornedo, all of El Paso, and Cecilia Hornedo of San Francisco, CA. He has two sisters, Celia Gonzalez and Consuelo Silva, both of El Paso. Today, there are many nieces and nephews and grandsons living in El Paso.



HORNEDO MIDDLE SCHOOL

2022-23 STUDENT HANDBOOK

ATTENDANCE/TARDY POLICY

Attendance

- **Parents and/or legal guardians are responsible for calling in absence(s) to the front office. (915-236-3300)**
- Doctor/parent/other documentation should be submitted upon student return to campus.
 - ◆ Absences of 5 or more consecutive days require a doctor's note.
 - ◆ Absence documentation must be submitted within 5 school days.
- Non-school related out-of-town absences are unexcused unless pre-approved by a campus administrator.
- Notice of Attendance letters are sent out after a student accrues more than 3 unexcused absences. Court notice may be filed after 10 unexcused absences (consecutive or not).
 - ◆ To avoid court filing, please ensure absences are excused.
- **STUDENTS ARE RESPONSIBLE FOR COMMUNICATING WITH TEACHERS REGARDING MISSED ASSIGNMENTS AND SUBMISSION DEADLINES FOR ASSIGNMENTS.**
 - ◆ Communication should be made via email or Schoology.
 - ◆ Students are given one additional day to submit assignments for each day absent.

Tardies

- Tardy sweeps will be conducted randomly by administration.
 - ◆ Students who are tardy during tardy sweep will serve a lunch detention.
- Consequences for tardies are as follows:
 - ◆ 1st: Teacher-student private conference
 - ◆ 2nd: Teacher-student private conference and parent contact
 - ◆ 3rd: Teacher-student private conference and lunch detention
 - ◆ 4th: Parent contact and lunch detention
 - ◆ 5th: Student referred to grade-level administrator
- After-school detentions may also be assigned as part of a corrective-action plan.
 - ◆ After-school detention assignments are given with twenty-four hour notice.
 - ◆ It is the responsibility of the student to inform parents of detention time and date.

Releasing of Students

- Photo Identification is ALWAYS required.
- Individual picking up student must be listed in TEAMS demographic profile.
 - ◆ Written permission and copy of parent identification card must be provided otherwise.
 - ◆ Please note emergency card contacts are for emergencies only and exclude non-medical reasons for student pick-ups.
- Custodial agreement documentation must be on file with campus if restrictions are to be implemented.
 - ◆ Submitted to HMS Registrar and are filed in the student's cumulative folder.

BACKPACKS/PURSES

- Backpacks and purses are allowed in classrooms.
 - ◆ Only bags containing PE-related clothing are allowed in the PE locker room.
 - ◆ Backpacks/purses NOT allowed in the cafeteria or courtyard.
 - ◆ Backpacks must be able to fit in lockers during lunch and PE.
 - ◆ Backpacks with wheels not allowed.

BICYCLES

- Students may ride bicycles to and from school.
 - ◆ Bicycles must be walked in/out while students enter/exit Hornedo gates.
 - ◆ Students must use the HMS bike rack and provide their own locking devices.
 - ◆ Skate/longboards, rollerblades, shoes with wheels, scooters, etc. are not allowed.

BOOKROOM

- Hours of operation: (7:15am - 3:45pm)
- Lost and found items may be located with the Bookroom Clerk.
- Damaged school property will be assessed by the Bookroom Clerk to determine value/fines.

BULLYING

- Texas Education Code (TEC) 37.0832 identifies bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression through electronic means, or

physical conduct that:

- ◆ Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
 - ◆ Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
 - ◆ Materially and substantially disrupts the educational process or the orderly operation of a classroom or school, or infringes on the rights of the victim at school.
- Hornedo administration and/or counselors will investigate reported instances of bullying.
- ◆ Students must submit a Student Statement at the front office.

CAFETERIA

- Students may purchase school lunch from the cafeteria and/or snack bar.
- ◆ Students serving lunch detention may not visit snack bar.
- Students may bring their own lunch.
- ◆ Only parents and/or guardians may bring outside food for their child.
 - Commercial services (ex. UberEats) will not be allowed to deliver food.
- Students serving lunch detention must report to the grade administrator prior to standing in the lunch line.

CANDY

- Candy and treats may be brought by students.
- ◆ Students may not distribute candy or treats to other students.
 - ◆ Candy, gum and/or treats are not allowed in the classroom.
 - Only at teacher discretion.
- Foods of Minimum Nutritional Value may not be sold during school hours.

CELL PHONES

- Students may have cell phones in their possession in the main campus during the school day.
- ◆ Phones must be in pockets, backpacks, bags, etc. (not in hand).
- Students may not use cell phones inside the school building or courtyard.
- Cell phones may not disrupt the classroom in any way.
- ◆ Teachers may allow cell phone use for instructional purposes.
- **STUDENTS MAY NOT HAVE A CELL PHONE IN THEIR POSSESSION IN THE LOCKER ROOM OR PE.**

- Students are responsible for the secure storage of their cell phones.
 - ◆ Theft of cell phones and/or accessories will not be investigated by HMS administration.
- Students using cell phones anywhere on campus and/or in possession of a cell phone in PE and/or locker room will have their phone confiscated and taken to the front office.
 - ◆ Only parents and/or guardians may retrieve cell phones.
 - ◆ Fine of \$15 must be paid upon device pick-up. (Cash or check only)
 - ◆ Phone pick-up is Monday-Thursday (3-3:30pm) and Friday (3-3:45pm).
 - ◆ ***It is the responsibility of the student to communicate confiscation to parents/guardians.***
 - Students may borrow the office phone with teacher permission to advise.

CHEERLEADING

- Only offered when a sponsor is in place.
- 12 member team (6 from 7th grade, 6 from 8th grade, and optional 2 from CRC).
- Eligibility includes administrative clearance based on discipline history, excellent attendance, passing grades, and must follow all other UIL participation guidelines.
- Tryouts are typically held in May.

CHEATING

Type One Offense:

- Sharing and/or copying work with another student's knowledge.
- Using computer programs to copy/download/transfer assignments to/from another student.
- ***First time offense: Zero for both students with no redo opportunity.***
- ***Second offense: Zero for both students with no redo and parent contact.***
- ***Subsequent offense(s): Zero for both students with no redo and referral.***

Type Two Offense:

- Cheating involves stealing someone else's work (paper or digital).
 - ◆ This includes directly plagiarizing from an internet source.
- Erasing someone's name and replacing the name as someone else.
- Changing grades on teacher paper or digital records.
- Destroying someone else's work.
- ***First time offense: Zero with no redo opportunity and teacher discretion of parent contact and/or referral.***

COMPUTERS/ELECTRONICS

- Use of devices during the school day is at discretion of teachers and staff.
- Students have access to the EPISD public wireless network.
 - ◆ Network is filtered in compliance with Children's Internet Protection Act (CIPA).
 - ◆ All connected devices will be filtered as district owned equipment.
 - ◆ Access is a privilege, not a right. Use of the network entails compliance with all school rules and signed Acceptable Use Policy.
- Students shall make no attempt to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.

***Also see "Laptops"**

CONFERENCES

- To address parent concerns, please contact campus personnel in the following order:
 - ◆ Teacher/Athletic Team Coach
 - ◆ Grade Level Counselor
 - ◆ Grade Level Assistant Principal
 - ◆ Principal

DELIVERIES

- No student gift deliveries of any kind are accepted.
 - ◆ Ex: balloons, baskets, flowers, etc.
- No food deliveries for classrooms by parents are allowed.
 - ◆ Only enough for individual student food consumption at lunchtime is allowed.

DISCIPLINE

Detention

- Students may be required to serve detention before/after school and during lunch.
- Teacher/administrator determines the amount of time to serve.
- Possible reasons may include but not limited to:
 - ◆ Tardiness, disruption in class, halls, cafeteria, or other violation of the SCOC (Student Code of Conduct).

- Lunch detention may be served on the same day it is assigned.
- After school detention assignments are given a minimum of twenty-four hour notice.
 - ◆ It is the responsibility of the student to inform parent(s) of detention time and date.

In-School Suspension (ISS)

- Only an administrator may assign ISS and determine length of placement.
- Student is placed in a separate designated classroom for either partial or full school day(s).
- Student will report directly to front office upon arrival to campus on date they will serve ISS.
 - ◆ Front office will collect cell phone and accessories.
- ISS may limit field trips or any other privileges.
- Students may not attend any EPISD-related functions while serving ISS.
 - ◆ Students may attend only **after** they have completed a regular schedule day.
- If a student is assigned to ISS on a non-uniform day, they must wear a school uniform.
- If a student is absent on their assigned ISS date, they will serve when they return to campus.
- Teachers will make assignments available for completion on Schoology.
 - ◆ Any assignment that is not compatible with online completion will be given to students upon return with one additional day given for submission for each day of ISS served.
 - ◆ Students are responsible for inquiring/requesting/submitting assignments.

Out-of-School Suspension (OSS)

- Only an administrator may assign OSS and determine length of placement.
- Students may not attend any classes on campus during placement.
- Students may not attend any EPISD-related functions while serving OSS.
 - ◆ Students may attend only **after** they have completed a regular schedule day.
- Teachers will make assignments available for completion on Schoology.
 - ◆ Any assignment that is not compatible with online completion will be given to students upon return with one additional day given for submission for each day of OSS served.
 - ◆ Students are responsible for inquiring/requesting/submitting assignments.

Disciplinary Alternative Education Program (DAEP)

- Only an administrator may assign DAEP and initially determines length of placement.
- This is a self-contained classroom where students are placed for an extended period of time.
- Dress code guidelines:
 - ◆ Navy or khaki-colored pants (no jeans; regardless of grade level)
 - ◆ White button-up collared dress shirt (long or short-sleeved) with tie

- ◆ No make-up or jewelry allowed
- ◆ No club/athletic shirts allowed
- DAEP students are not allowed to attend any EPISD or school-sponsored activities.
- Teachers will make assignments available for completion on Schoology.
- ◆ Students are responsible for inquiring/requesting/submitting assignments.

Off-Campus DAEP (Telles Academy)

- Only an administrator may assign off-campus DAEP and initially determines length of placement.
- <https://www.episd.org/telles>
- Raymond Telles Academy/Lafarelle
 - ◆ 2851 Grant Ave. Building A, El Paso, TX 79930
 - ◆ (915) 236-7800 / telles@episd.org

DONATIONS

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

DRESS CODE

- Hornedo MS does follow a dress code. Please see the 2023-24 Dress Code found at the end of this handbook.

FERPA

- FERPA: Family Education Rights and Privacy Act
 - ◆ Federal law established to protect student education records.
- Parents have the option to request Hornedo Middle not share or release student photographs or demographic information. (Options within the online registration process.)
 - ◆ If a student's name is on Hornedo FERPA list:
 - Student will not be featured in the Hornedo Middle yearbook.
- Due to FERPA laws, Hornedo administration, faculty, and staff may not discuss academic or disciplinary details of students to anyone other than the student's parent and/or guardian.

FIGHTING

- Fighting and/or inappropriate physical contact is strictly forbidden at Hornedo Middle. Discipline referrals for any student(s) involved will be issued by administration.
 - ◆ Please note that both students involved in a fight will receive disciplinary consequences; regardless of which student initiated.
 - ◆ Students found to have video recorded (even without posting on social media), or in any other way deemed by administration to have encouraged and/or participated, may also be subject to disciplinary action.
- **Hornedo MS has a zero tolerance policy for cyberbullying.** This includes posting on any platform: inappropriate photos/videos of EPISD students and/or student fights.
 - ◆ Violation will be subject to disciplinary action by Hornedo MS administration.

FORGOTTEN ITEMS

- Student item(s) should be delivered to the front office.
 - ◆ Item(s) should be labeled with the student's name.
- Students will not be called out of class to retrieve item(s).
 - ◆ It is the student's responsibility to check the front office between classes or lunchtime.

GRADES

Redo Policy:

- Students who score below a 70 on an assignment or test that was completed and submitted have the opportunity to redo the assignment/test.
 - ◆ **IT IS THE RESPONSIBILITY OF THE STUDENT TO REQUEST THE OPPORTUNITY.**
 - *It is strongly recommended to email the teacher for scheduling date/time.*
 - ◆ Redo should be completed no later than 5 school days from the time the grade is posted in the gradebook.
 - ◆ Redo assignment/test will cover the same TEKS originally assessed.
 - Redo assignment/test may be designed differently than the original.
- There is a limit of 1 redo per assignment/assessment.
 - ◆ The average of the initial attempt and redo shall be recorded in the gradebook.
- Assignments coded in the gradebook as NHI (Not Handed In) are not eligible for redos.
- Assignments coded in the gradebook as CH (Cheating) are not eligible for redos.
 - ◆ See "Cheating"
- District-based assessments are not eligible for redos.
 - ◆ District assessment grades are primarily for data-gathering purposes (Eduphoria).

- ◆ District assessment grades are only inputted into the gradebook at teacher discretion.
 - If a teacher decides to input a district assessment in the gradebook, redo opportunities will be granted to students.

→ Final Exams are not eligible for redos.

Late Work Policy:

→ If a student does not have their assignment on the day it is due, a maximum grade of 70 will be given if submitted one day late, and an NHI if not submitted after one day.

- ◆ Late work policy leniency is allowable only at teacher discretion.

Make-up (Absence) Policy:

→ If a student is absent, they will have 1 day to make up missed work for each day absent.

- ◆ Absence may be excused or unexcused.

- ◆ **IT IS THE RESPONSIBILITY OF THE STUDENT TO INQUIRE ABOUT MISSING WORK AND BE AWARE OF DEADLINES FOR SUBMITTING WORK.**

- *It is strongly recommended to email the teacher for information.*

- ◆ Work submitted prior to the deadline will be given full credit.

→ Teachers should code missing assignment(s) as "ABS" until the deadline, at which time they will be coded as "NHI" if the student does not submit assignment(s).

GUNS/TOY LOOK-ALIKE GUNS

→ These items are NOT allowed on campus. EPISD has a zero-tolerance policy for guns.

- ◆ **Consequences will be immediate and severe.**

K-9 UNIT

→ Unannounced visits from the district's K-9 Unit will be conducted.

- ◆ This strategy is used by the EPISD Police Department as a deterrent.
 - Visitation of dogs does not necessarily mean there are drugs on campus.

LAPTOPS

→ House Bill 1332 (2009) amends TEC 31-104 as follows:

- ◆ Each student and/or student's parent and/or guardian is responsible for each laptop

and all technological equipment/accessories not returned in acceptable condition.

- The Hornedo Bookroom Clerk will communicate to student and/or parent fees for any equipment not in acceptable condition or missing.
- ◆ Students who fail to return district issued technological equipment (including laptop & accessories) in acceptable condition forfeit the right to free access of those resources.
 - Student will regain access once fees are paid.
 - Campuses are authorized to withhold student records until fees are paid.
- Student usage of laptops during class is at teacher discretion.
- Students must only submit laptops & equipment to the Bookroom Clerk.
- Students are not permitted to add additional software, programs, games to their devices.
 - ◆ \$25 per hour fee will be charged to reimage the device and/or remove prohibited software/programs/games.

***Also see "Computers"**

LATE WORK POLICY

See Grading

LIBRARY

- Library hours are 7:15am - 3:25pm.
- Teachers may send students to the library with a pass.
 - ◆ Only two students from each class at a time may visit the library.
- Students may check out two books at a time for a maximum of three-week loan period.
 - ◆ There is a \$0.10 late fee for each day the book is late.
- No cell phones, gum chewing, or food/drinks are allowed in the library.

LOCKERS

- All students will be issued a locker at the beginning of the year or upon later registration.
- Each student is responsible for furnishing two locks (one for main & one for PE).
 - ◆ Combination locks are highly encouraged.
 - ◆ First period teachers & PE coaches should be given combination codes by students.
- Students may only use their own assigned locker.
 - ◆ Locks placed on unassigned lockers will be cut by Campus Patrol.

- Students are responsible for ensuring lockers are properly closed and locked.
 - ◆ If a student has an approved item stolen, administrators will investigate once a Student Statement is written.
 - Not all investigations are guaranteed to return items to students.
 - It is highly encouraged to label all uniforms and personal property.
 - ◆ Non-approved items (ex. jewelry, personal electronic devices & accessories, money, other valuables, etc.) are brought to campus at the student's own risk.

LOST AND FOUND

See Bookroom

NATIONAL JUNIOR HONOR SOCIETY

- 8th Grade Students are inducted to NJHS at the end of their 7th grade year.
- Students are selected via a five-member faculty council appointed by the principal.
- To be eligible, students must:
 - ◆ Submit an application form by the set deadline.
 - ◆ Have a cumulative average grade of 92.0 or better.
 - ◆ Meet specific criteria set by the faculty council.
- NJHS induction is held at the end of 7th grade year.
- Official membership begins in early fall of 8th grade after dues are paid.
 - ◆ Members are expected to attend monthly meetings & perform community service.

NURSE

- Asthma Inhaler
 - ◆ If a student is to carry an inhaler on campus, the Hornedo nurse will need doctor's orders specifically stating "Student can carry an inhaler while at school."
 - ◆ Doctor's orders need to be renewed every school year.
- ADD/ADHD Medication
 - ◆ It is encouraged to advise teachers if your child takes this medication.
- Cell Phones
 - ◆ Cell phones are not allowed in the Hornedo Nurse's office.
 - ◆ Upon entry, the Nurse will store student cell phones for the duration of visit.
- Contact Lenses
 - ◆ It is encouraged for students to keep a contact case and solution in their locker.

→ Emergency Cards

- ◆ Included in online registration. Please provide all emergency contact names, current phone numbers, name of hospital, medical conditions, and medication currently being taken by the student.
 - See Hornedo registrar for changes to the emergency card.

→ Epi-pen Information

- ◆ Senate Bill 66 requires that one Epi-pen is kept in a secure location with a school nurse.
- ◆ Trained school personnel may administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing anaphylaxis.
- ◆ EPISD policy requires students with a food allergy diagnosis and require the use of an Epi-pen to have written parental consent as well as a written medication order from a medical practitioner along with providing an Epi-pen for that student.

→ Illness at School

- ◆ Students should report to the nurse if they are feeling ill or are injured for treatment.
- ◆ Hornedo nurse will contact parents if student needs to go home or receive further medical treatment.
 - Students are not allowed to use their phones to report illness to parents without permission from school faculty or staff member.
 - Students are not allowed to leave campus without checking out through the nurse and attendance office.
 - Failure to adhere to this policy can result in attendance coding of "Truant" and possible disciplinary action.

→ Medications at School

- ◆ All medication (both prescribed and over-the-counter) given by nurse requires:
 - Written order from physician licensed to practice in Texas.
 - Must include student's name, physician's name, current prescription date, amount of drug to be given, frequency of administration, and type of administration.
 - Written permission from parent and/or guardian.
- ◆ Medications must be in their original container.
- ◆ Over-the-counter medication needs to be in an unopened sealed container.
- ◆ Medications may not be expired.
- ◆ Students may not carry or self-administer any medications EXCEPT the following:
 - Inhalers, Epi-pens, and insulin
- ◆ All medication orders must be renewed yearly.
- ◆ To discontinue medication, a written request from a physician/parent is required.
 - Discontinued medication needs to be picked up by a parent/guardian within

one week or it will be destroyed.

→ PE Restrictions

- ◆ Parents may send in a written note to excuse PE for up to 3 days.
 - Phone calls requesting PE exemption will not be accepted.
- ◆ Long-term PE restrictions require a written order by a Texas licensed doctor outlining the length/type of restrictions.

→ Preferential Seating

- ◆ If needed due to vision/hearing impairments, please notify the nurse.

→ Special Needs/Orders

- ◆ Diabetes: state mandated forms need to be completed by parent/guardian and physician.
 - Details include instructions for: glucose monitoring, ketone testing, insulin administration, etc.
 - Procedures/treatments require a doctor & parent's note.

→ Student Screening

- ◆ State law requires students be screened for the following:
 - Hearing and vision
 - Acanthuses Nigricans (skin marker that may signal high insulin levels that created the potential risk of developing Type 2 Diabetes)
 - Scoliosis (abnormal curvature of the spine)
 - Normally checked during 6th grade year.
 - Advise nurse if your student is already under physician care for Scoliosis.

→ Vaccines

- ◆ Hepatitis A Vaccine
 - Beginning August 1, 2009, all students entering Kindergarten will be required to have two doses of the Hepatitis A vaccine.
- ◆ Measles, Mumps, Rubella (MMR) Vaccine
 - Beginning August 1, 2009, all students entering Kindergarten will be required to have two doses of the MMR vaccine.
- ◆ Varicella Vaccine
 - Beginning August 1, 2009, all students entering Kindergarten and 7th grade will be required to have 2 doses of varicella vaccine. A written statement from parent/legal guardian and/or physician attesting to child's positive history of varicella (chicken pox), or of varicella immunity, is acceptable in lieu of either dose of varicella.
- ◆ Tetanus, Diphtheria and acellular pertussis-containing (Tdap)
 - Beginning August 1, 2009, all students entering the 7th grade will be required to

have one dose of Tdap vaccine. Students in the 7th grade will be required to have a booster dose of Tdap only if it has been five years since their last dose of a tetanus-containing vaccine. Ed is acceptable in lieu of Tdap if a contraindication to pertussis exists.

◆ Meningococcal Vaccine

- Beginning August 1, 2009, all students entering 7th grade will be required to have one dose of meningococcal vaccine.

◆ Exceptions:

- To claim an exclusion for medical reasons, the student must present a statement signed by the student's physician, duly registered and licensed to practice medicine in the U.S., who examined the child, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the child or any member of the child's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.
- To claim an exclusion for reasons of conscience, including religious beliefs, a signed affidavit must be presented by the child's parent or guardian, stating the child's parent or guardian declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a two-year period. The child, who has not received the required immunizations for reasons of conscience, including religious belief, may be excluded from school in times of emergency or epidemic declared by the commissioner or public health.

◆ All immunizations must be completed by the first date of attendance. The law requires that student be fully vaccinated against specific diseases.

◆ To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide evidence of vaccination to the school.

◆ A school nurse or administrator shall review the immunization status of a provisionally enrolled students every 30 days to ensure continued compliance.

- If at the end of the 30-day period a student has not received a subsequent dose of vaccine, the student is not in compliance, and the school shall exclude the student from school attendance until the required dose is administered.

- Parents have online access to student information:
 - ◆ Grades
 - ◆ Attendance
 - ◆ Classroom assignments
 - ◆ Contact information for teachers
- For assistance with setting up Parent Portal, please visit the Hornedo front office.

PARENTAL INVOLVEMENT

- Please join/follow Hornedo PTA!
 - ◆ <https://www.facebook.com/hornedopta/>

PHYSICAL EDUCATION

- Students are responsible for daily suiting out for Physical Education (PE) class.
- Refer to Hornedo Dress Code for PE uniform guidelines.
- Students may not take backpacks and/or laptops to PE.
 - ◆ Students should leave their items in their main campus locker.
 - ◆ Bags for PE clothing only may be taken.
 - PE lockers will be used to secure these items.
 - ◆ Laptops will be taken at coach's discretion.
- *Refer to "Nurse" section of the handbook for PE restrictions.
- Substitute activities or assignments will be given to students who cannot participate.
 - ◆ This includes students who do not dress out for PE.
- Any student who does not participate in PE will not be allowed to participate in other physical school activities (ex. cheerleading, football, basketball, etc.) on that same day.

PHONE MESSAGES

- Only emergency messages will be delivered.
- Students should check the front office for other non-emergency messages between classes or during lunchtime.
- Students are allowed to use the front office phone to contact parents with teacher permission. (Or permission of an administrator at lunch time.)

PRE-AP COURSES

- Pre-AP: Pre-Advanced Placement (AP courses are typically offered in high school.)
- Students identified as Gifted & Talented (GT) must enroll in a minimum of one Pre-AP course.
- Pre-AP Expectations:
 - ◆ Taught at an accelerated place.
 - ◆ Taught with depth and complexity.
 - ◆ Higher levels of responsibility & commitment.
 - ◆ Development of time management and study skills.
- Pre-AP Drop Policy:
 - ◆ Students may not drop a Pre-AP course once the first day of the semester has started.
 - Only exception is Algebra, which may be dropped up until end of semester.
 - ◆ Students may drop the course after completing the fall semester.
 - Requests must be submitted to the counselor by the deadline set by campus.
- Pre-AP Algebra has prerequisites that must be met before enrolling in the course.

RECORDS REQUEST

- A 24-hour notice is required to release any records.
- A charge will be applied for copies of any documents.
- To make changes to student records, please submit an in-person request with registrar.

RE-DO POLICY

See Grading

REPORT CARDS/PROGRESS REPORTS

- Report cards will be issued at the end of each nine-week grading cycle.
- Two progress reports will be issued within each nine-week grading period.
- Parent Portal may be used for most current grade information. (*See "Parent Portal")
 - ◆ The Report Card tab has most current assignment grades.
- Weighted Grading Categories are divided as follows:
 - ◆ Minimum of 12 grades total (At least 4 in each category)
 - Content Engagement (20%)
 - Content Understanding (40%)
 - Content Mastery (40%)

SCHOOL DANCES

- Only Hornedo students may attend on-campus and/or school-sponsored dances.
- ID may be required to enter.
- All attire must follow school dress code guidelines.
- Any disruptive behavior may result in removal from the dance.
 - ◆ Parents will be contacted to immediately pick up their child.
 - ◆ Disciplinary actions may be taken.
- Dance privileges may be revoked as a form of disciplinary action.
- Any current ISS, OSS, or DAEP student may not attend.

STUDENT DROP-OFF

- Please do not use the parking lot to drop-off or pick-up students.
- Student drop-off is in the front loop of campus.
 - ◆ Drive all the way to the end of the drop-off lane.
 - ◆ Follow traffic direction of campus patrol when dropping off students.
 - ◆ Yield to all pedestrians.
- Employee entrance is not allowed for student drop-off.
 - ◆ Daily Exceptions:
 - CRC students, daycare vehicles, school buses.
 - ◆ Seasonal Exceptions:
 - Band/orchestra students for 7am rehearsals.
 - Drop-off in this area is not allowed past 7am.
 - Athletes for approved before or after-school practices.

THREATS

- All threats (verbal, written, and non-verbal) are serious and will be dealt with by campus administration following the Student Code of Conduct.

TRANSPORTATION

- Bus transportation is provided for students who live more than 2 miles from Hornedo.
- Student riders need to obtain a bus card from campus administrators.
- Riding the bus is a privilege.
 - ◆ Inappropriate behavior may result in loss of bus riding privileges and appropriate disciplinary action.
- Transfer students do not qualify for bus transportation.

TRANSFER STUDENTS

- Attending Hornedo as a transfer student requires the following:
 - ◆ Good attendance
 - ◆ No disciplinary issues
- Transfers may be revoked by an administrator if student does not meet former requirements.

UIL

- UIL: University Interscholastic League
- Students participating in a UIL event may not have been absent more than one-half day on the day before or day of any competition and/or performance.
 - ◆ Students MUST present a doctor's note to the front office in order to participate.

UNACCEPTABLE ITEMS

- Gum
- Alcohol, drugs, tobacco products, tobacco/drug paraphernalia, vapes (with or without nicotine), e-cigarettes
- Knives, guns, clubs, brass knuckles, sharp or pointed items or anything that could be used as a weapon (or any object that looks like the mentioned items)
- Chains (even those on wallets)
- Matches, lighters, fireworks, explosives, stink bombs, poppers or any kind of combustible material
 - ◆ 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 Police Department.
- Permanent markers, spray cans, hair spray, shaving cream, water guns, spraying bottles, silly string, or any other related items
- Skateboards, mobile boards, roller skates, roller blades, skate shoes, etc.
- Laser pointers

VISA

- VISA: Very Important Student Academically
- "A" Honor Roll Privileges
 - ◆ Two minute early release to lunch at least three times weekly

- At teacher discretion and VISA card must be presented
- ◆ Early release immediately following afternoon announcements
 - At teacher discretion and VISA card must be presented
- ◆ PTA sponsored treat each nine weeks
- “A/B” Honor Roll Privileges
 - ◆ Early release immediately following afternoon announcements
 - At teacher discretion and VISA card must be presented
 - ◆ PTA sponsored treat throughout the school year
- Lost or destroyed VISA cards will not be replaced.
- Students assigned to DAEP will be ineligible for a VISA for that grading period.

WEAPONS

- Hornedo MS administration considers any object used to threaten or harm another individual(s), a weapon.
- Weapons are not allowed on campus.
 - ◆ This includes items that look like weapons.

WITHDRAWALS

- 24-hour notice is required prior to the student's last day of school to process.
- A parent/guardian MUST come in person to sign a withdrawal form.
- On their last day, students must report to the registrar to turn in all district-issued materials.
- All fines must be paid for at the time of withdrawal.

YEARBOOKS

- Yearbooks will be sold for the 2023-24 school year.
- Students will be notified of purchase opportunities via morning and afternoon announcements at various times throughout the year.
- Pricing will vary depending on the time of the year in which the yearbook is purchased.