

# *Dr. Hornedo Middle School Student Handbook 2020-2021*



*Dr. Hornedo Middle School  
6101 High Ridge  
El Paso, Texas 79912  
(915) 236-3300 (phone)  
(915) 581-9124 (fax)*

**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.**

## Administrative and Counseling Staff

Principal	Micaela Varela	<a href="mailto:mvara@episd.org">mvara@episd.org</a>
Assistant Principal	Patrick Gailey	<a href="mailto:pjgailey@episd.org">pjgailey@episd.org</a>
Assistant Principal	Shirley Baca	<a href="mailto:ssbaca@episd.org">ssbaca@episd.org</a>
Assistant Principal	Manny Lothamer	<a href="mailto:iclotham@episd.org">iclotham@episd.org</a>
Counselor	Leticia Otero	<a href="mailto:lotero@episd.org">lotero@episd.org</a>
Counselor	Yvette Melendez	<a href="mailto:ymelendez@episd.org">ymelendez@episd.org</a>
Counselor	Scott Legge	<a href="mailto:salegge@episd.org">salegge@episd.org</a>

## Campus Staff

Attendance Clerk	Patricia Sandoval	<a href="mailto:plsandov@episd.org">plsandov@episd.org</a>
Bookroom Clerk	Taryn Raley	<a href="mailto:teraley@episd.org">teraley@episd.org</a>
Cafeteria Manager	Cindy Poe	<a href="mailto:ckpoe@episd.org">ckpoe@episd.org</a>
Campus Clerk	Sally Saucedo	<a href="mailto:PENDIN1@episd.org">PENDIN1@episd.org</a>
Campus Clerk	Diedra Zamora	<a href="mailto:dszamora@episd.org">dszamora@episd.org</a>
Campus Clerk	Arlene Urbina	<a href="mailto:aurbina@episd.org">aurbina@episd.org</a>
Campus Patrol	Daniel Garcia	<a href="mailto:dgarcia2@episd.org">dgarcia2@episd.org</a>
Campus Patrol	Patrick Barrett	<a href="mailto:pjbarre1@episd.org">pjbarre1@episd.org</a>
Campus Patrol	Gilbert Flores	<a href="mailto:gfflores@episd.org">gfflores@episd.org</a>
EPISD Police Officer	Jesse Dorates	<a href="mailto:jedorant@episd.org">jedorant@episd.org</a>
Head Custodian	Jorge Martinez	<a href="mailto:jamartin@episd.org">jamartin@episd.org</a>
Librarian	Jennifer Meza	<a href="mailto:jdporras@episd.org">jdporras@episd.org</a>
Active Learning Leader	Vacant	Pending@episd.org
Military Family Liaison	(Vacant)	
Nurse	Rose Rivera	<a href="mailto:rcrivera@episd.org">rcrivera@episd.org</a>
PEIMS Clerk	Lindsey Manuelito	<a href="mailto:lemanuel@episd.org">lemanuel@episd.org</a>
Principal's Secretary	Valerie Horn	<a href="mailto:vshorn@episd.org">vshorn@episd.org</a>
Registrar	Isela Trejo	<a href="mailto:ritrejo@episd.org">ritrejo@episd.org</a>

## 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

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.

### **ATHLETICS:**

Hornedo offers cross country, volleyball, football, soccer, basketball, wrestling, cheer, and track. Schedules are posted on the EPISD website under athletics. Students must have a current physical and parent permission forms filled out prior to tryouts. Cross country,

football, and track are no-cut sports. For additional information, contact the appropriate coaches.

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

**Attendance** - A student ID number is required when calling in an absence and/or on attendance documentation that is submitted. On the day of an absence, parents or legal guardians must call in the absence. Please call the attendance phone lines 236-3300 or 236-3314, in order to report an absence. On the day after an absence, it is the responsibility of the parent/student to turn in a parent note, doctor note, or absence documentation. Students who have a doctor's note that states limitations, (such as no PE, elevator use, etc.) must first be seen by the nurse. **THE STUDENT IS RESPONSIBLE FOR OBTAINING, COMPLETING, AND RETURNING TO THE TEACHER THE ASSIGNMENTS MISSED DURING ABSENCES** in a timely manner. Please contact teacher via email, parent portal, teacher's web pages and our website: <http://hornedo.episd.org> for homework. Tests and/or homework will not be given in advance of an absence. Absences totaling 3 consecutive days require a doctor's note. A doctor's note must be turned in within 5 days of the last absence. Out of town absences that are non-school related are unexcused unless they are either prearranged or approved by an administrator. Please download an absence request form from [http://hornedo.episd.org/for\\_parents/policy\\_and\\_downloads](http://hornedo.episd.org/for_parents/policy_and_downloads). To avoid court filing, it is imperative that unverified absences get excused either by a phone call or note verifying a student's absence due to illness, medical, death, etc. After a student accrues 3 or more unexcused absences, parents may receive a Notice of Attendance letter. Good attendance is of the utmost importance. When a student misses class, they miss important instruction and may fall behind. Additionally, 10 UNV (unverified) absences may result in a court filing. Dates do not need to be concurrent.

Online School During COVID-19: Students will follow the traditional bell schedule. Students must report to class daily during the prescribed online class time. Assignments and deadlines will still apply.

**Releasing of Students** – To ensure the safety of our students, we require identification before releasing a student to anyone. That person must appear on the student's demographic profile. By law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child, unless there is a court order that indicates which parent has custody of the student during the school days. The school must have a copy of the court order on file, otherwise, either parent may check the student out of school if their name is on the demographic information form. Please keep in mind, emergency cards that are 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 other than illness. Any student being picked up by someone, other than his/her parent or legal guardian (ex. stepparent, grandparents, siblings, etc.) **must provide written permission by parent/legal guardian.** In addition, the person picking up the student must provide identification. Information can be faxed to 581-9124 or have student bring in permission before school. To avoid interruption to class instruction and appointment delay, please provide a note on the day of appointment with pick up time and have student come to front office before school to validate the note which in turn will be shown to teacher for release at the specified time.

**Tardies** – As we strive to build students to be college and career ready, it is crucial that each facet of the campus understands the value of punctuality. When students are late to class, they cause unnecessary disruption to their peers and teachers. Students who are persistently tardy also miss out on instructional lessons and assignments. For these purposes, unexcused tardiness is unacceptable.

Tardy sweeps will be conducted randomly by administration. At least one tardy sweep will be conducted per month. If a student is picked up in a tardy sweep, they will serve lunch detention on the Friday of the same week of the tardy sweep.

The following consequences are implemented on a 9 week basis. The accrual of tardies is also on an individual course basis.

- **First Unexcused Tardy** – teacher-student private conference.
  - **Second Unexcused Tardy** – teacher-student private conference and parent contact.
  - **Third Unexcused Tardy** – teacher-student private conference and the student receives lunch detention.
  - **Fourth Unexcused Tardy** – teacher will contact parents and the student will receive a “U” in department as well as the loss of VISA privileges for the 9 weeks grading period. The student will also serve lunch detention.
  - **Fifth Unexcused Tardy** – teacher will send the student to the grade-level administrator. The consequence will result in serving 1 hour of Friday afterschool detention with an assistant principal or attendance review committee designee.
- Further tardies may result in a discipline referral.

Lunch detention and afterschool detention will serve as an intervention. Students will be asked to bring any missed assignments to detention. Students will also work on composing corrective action plans to determine a way in which they can arrive to class on time. Parents will be notified of the designated afterschool detention day in order to permit for any arrangements needed for transportation purposes.

**BACKPACKS/PURSES** -Students are allowed to bring backpacks and purses to school. Backpacks are allowed to be carried to the classroom. Please make sure that the backpack/purse will fit in the locker. Backpacks/purses are not allowed in the physical education class, locker room, cafeteria, or courtyard. Backpacks must be secured in student lockers during PE and lunch times.

# HORNEDO MIDDLE SCHOOL 2020-2021 BELL SCHEDULE

Monday and Thursday

## 6TH GRADE

First Bell 7:35  
Warning Bell 7:44  
1st 7:45 - 8:34  
2nd 8:38 - 9:27  
3rd 9:31-10:20  
4th 10:24-11:13  
Lunch 11:15-11:45  
5th 11:49-12:40  
6th 12:44-1:33  
7th 1:37-2:26  
Advisory 2:30-2:55

## 7TH GRADE

First Bell 7:35  
Warning Bell 7:44  
1st 7:45 - 8:34  
2nd 8:38 - 9:27  
3rd 9:31-10:20  
4th 10:24-11:13  
5th 11:17-11:45  
LUNCH 11:47-12:17  
5th 12:19-12:40  
6th 12:44-1:33  
7th 1:37-2:26  
Advisory 2:30-2:55

## 8TH GRADE

First Bell 7:35  
Warning Bell 7:44  
1st 7:45 - 8:34  
2nd 8:38 - 9:27  
3rd 9:31-10:20  
4th 10:24-11:13  
5th 11:17- 12:07  
Lunch 12:10-12:40  
6th 12:44-1:33  
7th 1:37-2:26  
Advisory 2:30-2:55

Tuesday, Wednesday, and Friday

## 6TH GRADE

First Bell 7:35  
Warning Bell 7:44  
1st Period 7:45-8:40  
2nd Period 8:44- 9:36  
3rd Period 9:40- 10:32  
4th Period 10:36-11:28  
Lunch 11:30-12:00  
5th Period 12:04-1:00  
6th Period 1:04-1:56  
7th Period 2:00-2:55

## 7TH GRADE

First Bell 7:35  
Warning Bell 7:44  
1st Period 7:45-8:40  
2nd Period 8:44- 9:36  
3rd Period 9:40- 10:32  
4th Period 10:36-11:28  
5th Period: 11:32-12:00  
Lunch 12:02-12:32  
5th Period 12:34-1:00  
6th Period 1:04-1:56  
7th Period 2:00-2:55

## 8TH GRADE

First Bell 7:35  
Warning Bell 7:44  
1st Period 7:45-8:40  
2nd Period 8:44- 9:36  
3rd Period 9:40- 10:32  
4th Period 10:36-11:28  
5th Period: 11:32-12:28  
Lunch 12:30-1:00  
6th Period 1:04-1:56  
7th Period 2:00-2:55

**BICYCLES:**

Students are allowed to ride bicycles to and from school. It is imperative that the student wear a safety helmet. Before entering and exiting the Hornedo 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 or bus that may be used on, to, and from campus. Skateboards, long boards, roller blades, shoes with wheels, scooters, etc. are not allowed on campus, parking lots, or sidewalks.

**BOOKROOM:**

Hours are from 7:15 a.m. – 3:45 p.m. Lost and/or damaged books will be charged for replacement value and/or assessed a fine. The Lost and Found is in the bookroom.

**BRING-YOUR-OWN-DEVICE (BYOD) POLICY:**

Technology plays a large role in our students' lives. EPISD issued devices and personal devices can enhance and enrich learning opportunities both at home and at school. Hornedo Middle School is committed to allowing responsible, learning-centered use of district and personal devices at school to provide as many pathways to understanding as possible for our students.

**General Information** - Access to the El Paso Independent School District public wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). All devices connected to the public wireless will be filtered with the same student filtering profile students have on District owned equipment. Access to the El Paso Independent School District public wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and the signed Acceptable Use Policy. The use of the public wireless network also allows TIS staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request.

**Guidelines for Use:**

Use of devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.

The primary purpose of the use of devices at school is educational. Personal use for personal reasons is secondary. The use of a device is not to be a distraction in any way to teachers or students. Devices must not disrupt class in any way. Students will refrain from using devices outside of their classroom unless otherwise directed by their teacher.

The use of devices falls under the El Paso Independent School District Acceptable Use Policy (see link)

<https://www.episd.org/cms/lib/TX02201707/Centricity/Domain/78/Power%20up%20Forms.pdf>

Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security.



Students shall not distribute pictures or video of students or staff without their permission (distribution can be as small as emailing/texting to one other person or as large as posting image or video online).

**Consequences for Misuse/Disruption (one or more may apply):**

Device taken away for the period

Device taken away and kept in the front office until parent picks it up

Student is not allowed to use devices at school

Disciplinary Referral with appropriate consequences

**BULLYING:**

At Hornedo, bullying is not tolerated. Please report bullying immediately. Any student who is observed bullying another student must immediately be referred to a counselor and complete an incident report. The counselor will refer the student to an assistant principal if necessary.

**CAFETERIA:**

A student may bring lunch, purchase lunch from 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 strive to keep the building and grounds clean all the time. If at any time a student is misusing the cafeteria, he/she will be expected to complete community service hours (lunch detention), by assisting the custodial staff for the last 10 minutes of a lunch period. Any student participating in lunch detention will not be allowed to use the snack bar. Community service hours are determined on an individual basis. **NO food is allowed outside the cafeteria. Due to the Texas Nutrition Law, parents can only bring outside food for their own child.** Hornedo is a closed campus. This means that students are not allowed to leave the campus during school hours, unless accompanied by a parent for a doctor's appointment, etc. Students are required to remain at school during lunch. Applications for lunch programs may be picked up at the main office or in the cafeteria. Applications are also a part of the on-line registration process. See the cafeteria manager if you have any questions. Parents, for your convenience, you may deposit monies in your child's lunch account by cash/check (include student I.D.# on checks) before school in the cafeteria. It can also be done on-line by following the link attached here:

<https://www.myschoolbucks.com/ver2/login/getmain?requestAction=home>

**CANDY:**

Candy and treats may be given to students or brought by students. Foods of Minimal Nutritional Value may not be sold to students during school hours by school staff, students or student groups, parents or parent groups, guest speakers, or any other person, company or organization during school hours. Sales of candy and treats must follow USDA's Smart Snacks in School guidelines.

**CELLULAR PHONE USE/ELECTRONIC DEVICES AND ACCESSORIES:**

Students are not to use cellular phones and/or electronic devices/accessories in the building **UNLESS the student is using it in the classroom for instructional purposes.** Please refer to Bring-Your-Own-Device policy. Students may use them outside of the building. 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 for purposes other than educational or for inappropriate use. Administration may give emergency phone use privileges. Students may exit the building at end of the instructional day and use their cellular phone. 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, 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 (**unless it is part of the instruction.**) 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 on Friday, after school, once the fine has been paid. Students are responsible for their electronic devices and need to be locked in their locker when not using for instruction, therefore, theft of these items will not be investigated by administration.

**CHEERLEADERS** (only offered with a sponsor in place):

The Hornedo cheerleading squad is composed of 12 members, six from 7th grade and six from 8th grade, and may include two members from the CRC class. To be eligible to try-out, the student cannot have any prior or pending disciplinary referrals from any school, must maintain excellent attendance, and follow UIL participation guidelines. Try-outs are usually held in May.

**CHEATING:**

**Cheating Type One Offense:**

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. “Loaning” a paper is also considered cheating. A first time offense will result in a zero for that grade, for all students who are involved. A second time offense will result in a zero for that grade and a “U” in citizenship for that nine week grading period, as well as a loss of VISA privileges.

**Cheating Type Two Offense:**

Any cheating that involves stealing someone else’s work is a more serious offense because a victim is involved. This includes claiming someone else’s work as your own, plagiarism, changing grades on a teacher’s laptop or desktop, and erasing someone else’s name and placing your own name on an assignment. This also includes destroying someone else’s work. This offense will result in a zero for that grade and a “U” in citizenship for that nine week period, as well as a loss of VISA privileges. In addition, the administration may consider additional penalties such as detention or ISS.

**COMPUTER AND MOBILE LABS:**

Students may not bring their personal software to use on school computers. Students must have agreed to the Acceptable Use Policy upon login in order to use the Internet. Students will comply with the Acceptable Use Policy when using campus technology. See link: <http://elpaso.episd.org/common/pages/DisplayFile.aspx?itemId=8680409>

**CONFERENCE PROTOCOL:**

To address your concerns; please contact the appropriate personnel in the order listed below:

1. Conference with teacher
2. Conference with counselor (initial complaints should be directed to counselor before the grade level assistant principal and/or principal.)
3. Conference with grade level assistant principal
4. Conference with principal

Unless a teacher or administrative staff member has been absent from work, he/she will return correspondence within one school day. Please inform the principal if there is not a response.

#### **DELIVERY OF STUDENT GIFTS:**

We cannot accept student gift deliveries of any kind (balloons, baskets, flowers, etc.) In addition, parents cannot bring food for distribution within the classroom; they can bring food items for their child only for consumption during lunch time.

#### **DISCIPLINARY EXPLANATIONS:**

- **Detention and/or Community/School Service** - A student may be required to serve detention before/after school or during lunch. The teacher and/or administrator determines the amount of time. Possible reasons for detention may include but not be limited to: 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 afterschool 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 trips or any other privileges. If a student is assigned to be in ISS on a non-uniform day, he/she **MUST** wear the school uniform.
- **Out of School Suspension (OSS)** - A student may be suspended from school for violations of the student code of conduct. All work assigned by the teachers must be completed.
- **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: navy or khaki pants, a white, long or short sleeved, button-up/collared dress shirt and a tie. DAEP students are not allowed to wear make-up or jewelry. **NO** club/athletic/etc. shirts are allowed while in DAEP. The student will receive a new schedule and will receive direct instruction from a certified teacher. DAEP students are not allowed to attend any school or school-sponsored activities. DAEP students must not be on any EPISD school campus except when arriving and departing school. Placement in DAEP results from a student not following the District/School Code of Conduct. No VISA card will be issued to an Alternative Program student. Students may receive after school detention, community service, and/or other reasonable consequences for classroom or school violations while in DAEP. At no time during DAEP placement are students to be out of uniform. Parents of DAEP students are responsible for transportation to and from school based on the DAEP school hours.
- **La Farelle Alternative School**- EPISD’s off-campus Discipline Alternative Education

Program.

**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 Middle School follows a dress code. Violation(s) of the dress code will result in disciplinary action.

<p><b>Uniform Items:</b></p> <ul style="list-style-type: none"> <li>• Tops: Navy or gray polo or approved school organization t-shirts             <ul style="list-style-type: none"> <li>◦ Brand logos must be smaller than a half dollar</li> </ul> </li> <li>• Bottoms: Navy or khaki pants, shorts, skorts, and skirts (MUST be knee length; NO denim or athletic pants/shorts)</li> <li>• Dresses: Navy or grey polo style, khaki or navy jumper style. (MUST be knee length)</li> <li>• Outerwear allowed in the classroom: solid navy or grey, or approved school organization hoodies/outerwear</li> <li>• 8<sup>th</sup> Grade ONLY: blue denim jeans</li> <li>• Fridays are College Day: College t-shirts, hoodies or jerseys. College Day DOES NOT include: Club gear, NFL, NBA, etc.</li> </ul> <p><b>Optional Uniform Accessories:</b></p> <ul style="list-style-type: none"> <li>• Leggings: solid navy or gray (worn under dress or skirt)</li> <li>• Layered undershirts: solid navy or gray</li> <li>• Headbands</li> </ul>	<p><b>Unacceptable (Uniform &amp; Non Uniforms Items):</b></p> <ul style="list-style-type: none"> <li>• Body piercing (exception ears)</li> <li>• Large earrings</li> <li>• Unnatural hair color</li> <li>• Distracting haircuts (administration decision)</li> <li>• Sunglasses (inside the building)</li> <li>• Spandex</li> <li>• Spaghetti strap shirts</li> <li>• See through clothing</li> <li>• Tank tops or sleeveless tops</li> <li>• Midriff or crop tops</li> <li>• Short skirts</li> <li>• Short shorts</li> <li>• Pajama wear or slippers</li> <li>• Flip Flops or open back shoes</li> <li>• Pictures that are lewd, vulgar, offensive, or gang related</li> <li>• Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited</li> <li>• Visible tattoos</li> </ul>
<p><b>Physical Education Uniform:</b></p> <p>Tops:</p> <ul style="list-style-type: none"> <li>• Loose fitting unisex</li> <li>• 50/50 or cotton crewneck t-shirts</li> <li>• Navy or gray preferred</li> <li>• No oversized or tight fitting</li> </ul> <p>Bottoms:</p> <ul style="list-style-type: none"> <li>• Shorts (knee length) or athletic pants</li> <li>• Navy or black preferred</li> <li>• Cotton or nylon</li> <li>• No oversized or tight fitting</li> </ul>	
<p style="text-align: center;"><b><u>Condition of Clothing, Accessories, Etc. (Uniform &amp; Non Uniforms Items) :</u></b></p> <p style="text-align: center;">No holes, no tears, no frayed edges, no patches, appropriately fitting, no bottoms falling below the waist line.</p>	

***\*\*Administration has the right to make judgement decisions on questionable items\*\****  
 This includes coupons, cash, and/or equipment, etc.

**FERPA (Family Education Rights and Privacy Act):**

This federal law was established to protect student education records. Each school year during registration, parents are asked for permission to photograph and release of certain demographic information. If a student's name is on the FERPA list, teachers must ask for parent approval before giving the student any type of recognition. This is to include student name/picture/school work, etc. Due to FERPA, Hornedo faculty and staff are not to discuss disciplinary consequences of students with anyone other than the staff, student and parent involved. Students on the FERPA list will not be included in the yearbook.

**FIGHTING:**

Fighting will not be tolerated at Dr. Hornedo Middle School. Students will keep hands and feet to themselves at all times. Any violation of this policy will result in severe disciplinary action.

**FOODS OF MINIMAL NUTRITIONAL VALUE:**

Foods of Minimal Nutritional Value may not be sold to students on school premises by school administrators or staff (principals, coaches, teachers, etc.), students or student groups, parents or parent groups, guest speakers, or any other person, company or organization. For exemptions and a listing of foods and beverages restricted by the policy, see the USDA's Smart Snacks in Schools Policy.

**FORGOTTEN ITEMS:**

If a child forgets to bring an item to school such as a backpack, homework, instrument, supplies, etc., please bring the item labeled with the student's name to the office. We have limited resources for delivery of items and we cannot disturb class. A student will not be called out of class to pick up forgotten items. Therefore, it is the student's responsibility to check between classes or at lunch in the office, as he/she will not be allowed out of class to call or check.

**Pre Ap Expectations and Procedures**

**Expectations:** All Pre AP programs are taught at an accelerated pace using depth and complexity. As such, it is imperative that both students and parents understand the commitment required by students participating in the program. The work required in Pre AP courses is demanding, and in all instances, students are to strive for professional quality work. For students participating in all Pre AP courses, the workload is triple fold. To be successful, students must practice self-discipline and have motivation. They must develop time management and study skills, and they must have the desire to participate.

**Testing and Placement:** Students wishing to coded GT courses must qualify. The first step of the process is to obtain a "Permission to Test" packet from the front office, complete it, and return it. Once a test date has been scheduled with the district tester, parents will be notified. When the test results are back and the other screening components have been completed, parents will be notified of the decision. The screening process takes approximately 3 weeks to complete once test results have been received. If a student is eligible and elects to enroll in Pre AP courses, his or her schedule will change, possibly to include electives.

**Progress:** Students participating in Pre AP courses must maintain satisfactory progress.

Students who are failing a course will be placed on a growth plan. A meeting with the GT Screening Committee, the parents, and the student will take place to develop the growth plan. Growth plans will be revisited and progress will be discussed. The student may continue on the growth plan or be exited from the program depending on student progress.

**EXITS:** Students may be exited from the program at parent request or as the result of a GT Screening Committee decision.

**Contact Information:** For questions about GT services at Hornedo, contact Jill Sangabi at [jjsangab@episd.org](mailto:jjsangab@episd.org).

## **GRADING:**

### **Redo Policy:**

School Board Policy EIA (Local) states a student shall be given a reasonable opportunity to redo an assignment or retake a test for which the student received a failing grade. Redo opportunities shall not be provided to the extent that the failing grade was due to the student's academic dishonesty.

- Students who score below a 70 on an assignment or test that was turned in or taken on the due date has the opportunity to redo the assignment/assessment (with the exception of District mandated assessments or the final exam which cannot be redone).
- There is a limit of 1 redo per assignment/assessment. The higher of the two grades will be recorded, not to exceed a 70 (a teacher's grade is final per district policy).
- Assignments not turned in are not eligible for a redo opportunity.
- Request for and completion of the redo is the student's responsibility. The assignment/assessment must be completed one week from the time the grade is posted in the grade book/Parent and Student Portal.
- Students are to receive a zero for Academic Dishonesty and are disqualified from redoing the assignment/assessment.
- The redo assignment/test may be different from the original.
- The weighted Grading Categories are
  - Engagement (20%)
  - Formative (40%)
  - Summative (40%)
  - 12 grades total 4 in each category

### **Late Work Policy:**

If a student does not have his/her assignment on the day it is due, he/she may turn it in the next school day for a maximum grade of a 70. If he/she still does not turn it in, the grade is a zero and that assignment is not eligible for re-do.

### **Make Up Work Due to Absence:**

When a student is absent, he/she will have 1 day to make up missed work for each day absent. The work is due the next school day--not the next time the class meets (A/B schedule).

### **GUM:**

No gum chewing is allowed on campus. Students caught chewing gum may be assigned

lunch detention.

**GUNS OR TOY LOOK-ALIKE GUNS:**

These items are not allowed on campus. EPISD has a zero tolerance policy for guns. Consequences are immediate and severe.

**K-9 UNIT:**

Unannounced visits from the district's K-9 Unit will be conducted. The visitation of the dogs does not necessarily mean that Hornedo has drugs on campus. It is used by EPISD Police as a deterrent.

**LAPTOPS:**

A summary of House Bill 1332 (2009) amends TEC 31-104 as follows: Provides that each student, or student's parent or guardian, is responsible for each textbook/laptop, including electronic textbook, and all technological equipment not returned in an acceptable condition by the student. Provides that a student who fails to return in an acceptable condition all textbooks/laptops, including electronic textbooks/laptops and technological equipment, forfeits the right to free textbooks/laptops, including electronic textbooks/laptops and technological equipment until each textbook/laptop item previously issued but not returned in an acceptable condition is paid for by the student, parent or guardian. The legislation requires that school districts allow students to use textbooks/laptops, including electronic textbooks/laptops, and technological equipment at school during each school day. The legislation also authorizes a district or school to withhold a student's records, if a textbook/laptop, including the electronic textbook/laptop or an item of technological equipment is not returned in an acceptable condition or paid for by the student, parent or guardian.

Student usage of laptops during class is at teacher discretion. Students are not allowed to leave textbooks/laptops in classrooms under any circumstances. If a textbook/laptop is left in a classroom, the entire replacement value may be charged. If a student gives his/her textbook/laptop to persons other than the Bookroom Clerk, the student will be responsible for the replacement.

Students are not permitted to add additional software, programs, or games to their devices. Students will be charged a fine of \$25 per hour to reimage the device by the district to remove the program(s).

**LATE WORK POLICY:**

See policy as outlined under "Grading" Section.

**LIBRARY:**

Library hours are 7:15-3:25 PM. Teachers will use a library pass when sending a student during school hours. Only two students per class can be sent at one time. Students without a pass will be sent back to class. Students may check out two books at a time for a maximum of a three-week loan period. It is district policy that all secondary libraries (this includes middle schools) charge a \$.10 late fine for each day a book is late. Please take note of the due date so late fines are not charged. Circulation will commence after all sixth grade orientations have ended. Dr. Hornedo Middle School online catalog can be used from any Internet ready

computer. The link is located on the left side menu at [hornedo.episd.org](http://hornedo.episd.org). This is a convenient and efficient way to see what Dr. Hornedo's library collection has to offer and see what books are checked out and when they are due. Cell phone use, gum chewing, and bad manners will not be tolerated at the Hornedo Library. Library use is a privilege. Misuse or abuse of library privileges will result in disciplinary action.

**LOCKERS:**

All students will be issued hall lockers in the main building, as well as, in the gym locker rooms. Each student will be expected to furnish his/her own lock (combination locks only) for the hall locker and for the physical education locker. It is important that the student remember his/her locker combination each day. We require that students give their advisory teacher the combination to the hall locker and the PE teacher the combination to their PE locker. This saves the expense of having to cut the lock and replace it. (Note: If a student places his/her lock on a locker not assigned to him/her, the lock will be cut off at the owner's expense). Students will be responsible for all items in their lockers. To improve the safety of students' possessions in the locker, students must check to ensure the lock is properly closed. Students will not be allowed to share lockers without approval from administration. Students must label all uniform clothing, accessories, and personal property. The school cannot be responsible for students' 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. Jewelry, all electronic devices and accessories, large amounts of money, and valuables should be left at home. **BRING THESE ITEMS AT YOUR OWN RISK!** These lost/stolen items will not be investigated



### **LOST AND FOUND:**

The Lost and Found is in the bookroom. Any items that are not collected before winter holiday and again at the end of the school year will be donated to charity groups. Students should periodically check the bookroom for lost and found items.

### **MILITARY FAMILIES:**

Hornedo is proud to welcome military families to our campus! Our Military Family Liaison is in place to help military families with their specific and unique needs. The goals of the Military Family Liaison Program are as follows:

- \* Create a welcoming environment on campus for all military students and families.
- \* Establish and run programs designed to meet the needs of military students while at school.
- \* Support military families with transitions.
- \* Serve as the first point of contact at the school for military families in regard to questions, concerns, and other school issues.

Current program and Military Family Liaison contact information can be found by going to the “Military Outreach” link on our school website, [hornedo.episd.org/military](http://hornedo.episd.org/military).

### **NATIONAL JUNIOR HONOR SOCIETY:**

Hornedo has an 8th grade National Junior Honor Society. Students who meet standards of scholarship, service, leadership, and character are selected at the end of their 7<sup>th</sup> grade year by a five-member faculty council, appointed by the principal, which bestows this honor upon qualified students on behalf of the faculty of our school each spring. To be considered for membership, seventh graders must have a cumulative grade point average of 91.0 or better for the first three grading periods of the 7<sup>th</sup> grade school year and must meet specific criteria set by the faculty council. Students who do not complete and return the form by the deadline will no longer be considered for invitation. To help evaluate the areas of service and leadership, each of these students will be given an information form that they will be asked to complete and return to the school office.

Students need to pay close attention to the requirements specified on the student response form. In addition to the student’s form, members of the faculty are solicited for input.

Referrals for disciplinary actions will also be evaluated for selection. The induction ceremony for the seventh grade will be held in May. Official membership will begin in early fall after dues have been paid. It is the student’s responsibility to attend monthly meetings and meet the community service hours requirement.

### **NO EXCUSES UNIVERSITY (NEU):**

Dr. Hornedo Middle School is a No Excuses University campus. This means that our campus has demonstrated that we have implemented proven systems to increase student achievement. These systems are:

1. A belief that ALL students can learn and that it is the school’s job to make this happen.
2. Collaboration among staff, working together to come up with unique solutions for student

- learning.
3. Aligning our teaching with what the state standards require students to know.
  4. Creating an assessment plan so that we can see where students are at and how we can help them improve.
  5. Analyzing data to see trends in how our students are doing, and being able to share this data with students so that they can set goals.
  6. Interventions: Working with at risk students who are behind in their learning.

Each teacher is required to adopt a university to inform the students of different aspects and cultures of that university. Teachers are also asked to tie in facts and news about their adopted university into their curriculum and classroom routine.

### **NURSE INFORMATION:**

- Asthma inhaler** - If inhaler is to be carried at school, the nurse needs 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** - 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 them the first week of school. Doctor's orders need to be renewed at the beginning of each school year.
- Contact lenses** - If your child wears contact lenses, be sure a contact case with solution is kept at school in case there is a need for removal.
- Emergency cards** - Emergency Card information will be included in online registration. Please be sure to provide parents' phone number, name of hospital, and all emergency contact numbers. Also provide any medical information and/or medication the student is taking.
- Epi-pen Information** - The district, in compliance with Senate Bill 66, will store and maintain one epi-pen in a secure location in the nurse's office. The intent of this protocol is to allow trained school personnel to administer an epinephrine auto-injector to a person who is reasonably believed to be experiencing anaphylaxis. EPISD requires all students who have a food allergy diagnosis and require the use of an Epi-pen to have a written parent consent as well as a written medication order from a medical practitioner, along with providing an Epi-pen for that particular student.
- Illness at school** - 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, 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 attendance office will be marked truant for the remainder of the day.
- Medications at school** - All medication, (including over the counter, for example, Tylenol, aspirin, etc.) 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 type of administration. Medications brought to the nurse's office must be in the original container. All over-the-counter medications need to be in an unopened sealed container. Please check the expiration dates to ensure medication has not

expired. The only medications that can be carried at school with written orders from parents/physicians are inhalers, EpiPens and insulin. 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.

•**PE restrictions** - Any long-term physical education (PE) restrictions require a written order by a Texas licensed doctor that states the length/type of restrictions. A parent can excuse their child from PE for up to 3 PE days without a doctor's note. Phone calls requesting a child be excused cannot be accepted.

•**Preferential seating** - If preferential seating is needed due to vision/hearing impairments; notify nurse and teachers on the first day of school.

•**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.

•**Student Screening** - As per state law, all students will be screened for vision/hearing and Acanthuses Nigricans (a skin marker that may signal high insulin levels that create the potential risk of developing Type 2 diabetes). All students will be screened for Scoliosis- an abnormal curvature of the spine. This will normally happen during their 6<sup>th</sup> grade year. If your child is already under the care of a physician for Scoliosis, please provide this information to the nurse.

•**Vaccines** - The changes to the requirements were made to update the Texas elementary and secondary school immunization requirements so that they adhere more closely to the recommendations of the Center for Disease Control and Prevention (CDC) and the Advisory Committee on Immunization Practices (ACIP). These changes include:

-*Hepatitis A Vaccine*: Beginning August 1, 2009, all students entering Kindergarten, statewide, will be required to have 2 doses of Hepatitis A vaccine.

-*Measles, Mumps, Rubella (MMR) Vaccine* - Beginning August 1, 2009, all students entering Kindergarten will be required to have two doses of measles, mumps and rubella (MMR) vaccine.

-*Varicella Vaccine* - Beginning August 1, 2009, all students entering Kindergarten and 7<sup>th</sup> grade will be required to have 2 doses of varicella vaccine. A written statement from a parent (or legal guardian or managing conservator), school nurse, or physician attesting to a child's positive history of varicella disease (chicken pox), or of varicella immunity, is acceptable in lieu of either dose of varicella vaccine.

-*Tetanus, Diphtheria and acellular pertussis-containing (Tdap)* - Beginning August 1, 2009, all students entering the 7<sup>th</sup> grade will be required to have one dose of Tdap vaccine. Students in the 7<sup>th</sup> grade will be required to have a booster dose of Tdap only if it has been 5 years since their last dose of a tetanus-containing vaccine. Students in grades 8-12 are required to have a booster dose of Tdap if it has been 10 years since their previous dose of a tetanus-containing vaccine. Td is acceptable in lieu of Tdap if a contraindication to pertussis exists.

-*Meningococcal Vaccine* - Beginning August 1, 2009, all students entering 7<sup>th</sup> grade will be required to have 1 dose of meningococcal vaccine.

\***Exceptions**: Exclusions from compliance with immunizations include the follow: 1) 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. 2) 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 of public health.

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specific diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. 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 acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. 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.

#### **PARENT PORTAL:**

The portal provides parents with online access to information on their EPISD-enrolled child. Parents may view their child's attendance, classroom assignments, and grades, and contact teachers directly by e-mail. The parent portal provides specific information on student assignments, class participation, quizzes, tests, and overall academic progress. Through Parent Portal, parents can be informed about the academic progress of their child. The portal also facilitates better communication with teachers, and could change the frequency and dynamics of parent – teacher conferences over time. Teacher e-mail addresses are provided within the portal and parents are encouraged to use this communication tool (maintaining a professional level of dialogue.) If a parent is not familiar with the portal, a staff member working in the front office can assist. There is a computer located in the front office for parents who do not have access at home.

#### **PARENTAL INVOLVEMENT:**

Hornedo Middle School invites parents to become involved in their child's education. Please consider joining the following: PTA, LPAC committee, Military Family Liaison Program, Gifted Advisory Council.

**PARKING LOT:**

Please do not drop off your child in the parking lot. Drive all the way to the end of the drop off lane, located closest to the building. This allows for several cars to drop off at one time, helps keep the traffic flowing, and more importantly, it helps protect your child. **The employee entrance is not allowed for student drop off, with the exception of bus, daycare, and CRC students.**

**PHYSICAL EDUCATION:**

Students are responsible for daily suiting out for physical education class. Eighth grade students participate in physical education class for a semester and a computer literacy class for a semester. Forgotten PE clothes will not be delivered to students. Refer to dress code for PE uniform guidelines.

Any long-term physical education (PE) restrictions require a written order by a Texas licensed doctor that states the length/type of restrictions. A parent can excuse their child from PE for up to 3 PE days without a doctor's note. Phone calls requesting a child be excused cannot be accepted. All students must suit out when recovering from injuries when possible. It is the student's responsibility to have the nurse sign the physical education excuse. 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. Students must participate as much as can be tolerated. Substitute activities or assignments will be found for those students who cannot participate in the regular curriculum. For example, a student that has an injured hand may be asked to walk laps. A student will not be allowed to return to activity until released by the doctor, or until the note has expired. For example, if a student has an injured thumb, but says he/she can do push-ups without pain, the student is still not allowed to do the activity. The student may not feel pain, but they may be risking re- injury. All students must earn a grade. If they cannot do any activity, they will be asked to write a report or do written work. Students may also be sent to the library. If a student is sent to the library, he/she will be given an assignment to complete while in the library. 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.

**PHONE MESSAGES:**

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

**PRE-AP COURSES:**

Pre-AP courses are advanced academic courses designed to challenge motivated students to understand rigorous content. The coursework requires students to engage in independent and analytical assignments and to complete a substantial amount of work outside of class. Pre-AP science and math courses are open to all 6th and 7th grade students as well 8th grade science. Pre-AP Algebra has pre-requisites that must be met prior to enrolling in the course. The intent of Pre-AP courses is to prepare middle school and high school students to eventually take AP (Advanced Placement) courses which may lead to college credit as well as advanced

educational preparation.

According to the College Board, Pre-AP is based on the following two important premises. The first is the expectation that all students can perform well at rigorous academic levels. This expectation should be reflected in curriculum and instruction throughout the school such that all students are consistently being challenged to expand their knowledge and skills to the next level. The second important premise of Pre-AP is the belief that we can prepare every student for higher intellectual engagement by starting the development of skills and acquisition of knowledge as early as possible. Addressed effectively, the middle and high school years can provide a powerful opportunity to help all students acquire the knowledge, concepts, and skills needed to engage in a higher level of learning.

**Pre- AP Drop Policy:**

Students are not allowed to drop a PAP course once the first day of the semester has started. The student will be required to remain in the PAP counselor the duration of the semester. If at the end of the semester the student wishes to make a change for the Spring semester, the change must be made before the student leaves for the winter break by the announced deadline.

**RECORD REQUEST:**

A 24-hour notification is required to release any records. A charge will be applied for copies of any documents. If student information needs to be changed, please contact the registrar and make those changes in person. No exceptions.

**RE-DO POLICY:**

See policy as outlined under “Grading” Section.

**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. Please check the Parent Portal for in-between status and student progress.

**RESPECT:**

We require students to be respectful to one another and to adults. Follow the Golden Rule and treat others the way you would want to be treated. Profane and inappropriate language will not be tolerated, and consequences will be applied.

**SCHOOL DANCES:**

For student safety, pick up your children on time to ensure that supervision. Only Hornedo students may attend dances. ID may be required. All attire must follow school policies on dress code guidelines. Any student involved in dangerous or unacceptable dancing or disruptive activity will be removed from the dance. Parents will be contacted to immediately pick up their child, and disciplinary action may be taken. At any time, a student may have dance privileges revoked as a form of disciplinary action.

**STUDENT DROP-OFF:**

The front parking lot is the parent designated drop off zone. This is also where students park their bicycles. The side parking lot is not a drop off area. The side parking lot is for buses, daycare vans, and faculty and staff only. If you forget which way to go to drop off your child, please refer to the signage at the front gates. Please be aware of small children on foot and on bicycles, and drive slowly in and out of the school zone. Use respect and patience with those that do not follow rules and be grateful that you have the common sense to follow the rules and obey laws.

**STUDENT INFORMATION UPDATE:**

Parents, please contact the registrar if there is a change of address or phone number so that proper updates and changes can be made.

**STUDENT PLANNERS:**

Student organization is an important practice. PTA sells student planners. However, keep in mind that a limited supply is ordered. Any type of planner will work for organization.

**TEXTBOOKS:**

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

Therefore, the student to whom they were issued must pay for books that are lost or damaged. Also, fines will be assessed to students whose books have been damaged but can still be used. Students are not to share books or loan them to other students, as this often results in problems when one student loses or damages a book which belongs to another student. In such cases, the financial responsibility lies with the student who was issued the book, even if another student was using it. It is imperative that each student keep possession of his/her books. This includes while they are in the physical education locker rooms and during lunch periods. Students' books must be covered per state law. Parents, we encourage you to talk to your child about being responsible for their books.

**THREATS:**

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

**TRANSPORTATION:**

Bus transportation is provided for students who live 2 miles or more from Hornedo. Students may obtain a bus card from the main office. 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:**

If there are any problems with discipline or attendance TRANSFER PERMISSION MAY BE REVOKED.

**UIL:**

If a student involved in a 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.

### **UNACCEPTABLE ITEMS:**

- gum
- alcohol, drugs, tobacco products, tobacco/drug paraphernalia, vapes, 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 Police Department
- permanent markers, spray cans, hair spray, shaving cream, water guns, spraying bottles, silly string or any similar related items
- skateboards, mobile boards, roller skates, roller blades, skate shoes, etc.
- any electronic devices, games, phones, etc. will be taken away if used in the building (unless it is for class). Please refer to BYOD policy.
- laser pointers

### **VISA (Very Important Student Academically) Privileges:**

#### ‘A’ Honor Roll Privileges

- 5 minute early release to lunch at least 3 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 9 weeks (either a Tornado Treat OR Storm Cellar item)

#### ‘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 year

Reminder – All ‘A/B’ privileges apply to ‘A’ Honor Roll students, but NOT vice versa. Lost or destroyed VISAs will not be replaced.

\*If a student has a “U” or has been assigned to the alternative program (DAEP), they will be ineligible for a VISA for that grading period.

### **WEAPONS:**

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

### **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.

August 12, 2019

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.

**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.

The El Paso Independent School District, and Dr. Hornedo 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 that 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's administrative office. For your 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.

Micaela Varela  
Principal, Hornedo Middle School  
(915) 236-3300

Agosto 12, 2019

Estimados Padres/Estudiantes:

El Distrito Escolar Independiente de El Paso, 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 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.

**Declaracion De Agravio:**

El Distrito Escolar Independiente de El Paso, 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 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 enforzados 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.

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 desabilidades 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.

Micaela Varela  
Directora  
Horned Middle School  
915-236-3300