

Magoffin Middle School

4931 B Hercules
El Paso, TX 79904
(915) 236-0000 TEMPORARY (915) 400-7478



STUDENT HANDBOOK

2020-2021

Magoffin Middle School Administration & Staff

Principal Yvonne Portillo
yportill@episd.org

Assistant Principals

Brent Schlinke A-L
tbschlin@episd.org

Randy Ellsworth M-Z
rellswor@episd.org

Counselor cxharbri@episd.org
Counselor baprieto@episd.org
Special Education Coach
Diagnostician
Librarian
Senior Clerk tquintan@episd.org
Registrar mesanc72@episd.org
Nurse sgarza1@episd.org
Attendance Clerk mesalas@episd.org
LPAC
Bookroom Clerk
PEIMS yrmartin@episd.org
Parent Engagement
Head Custodian
Cafeteria Manager
Nutrition Clerk
Focus on Children & Fam

Christina Harbrink
Alejandra Clemens
Eduardo Gonzalez
Yvette Gonzalez
Carin Galanter
Teri Quintana
Maria Sanchez
Samara Garza
Maria Elena Salas
Andres Alvarez
Candy Ruiz
Yolanda Martinez

Jesus Enriquez
Monica Torres
Marie Grayson
Regina Bautista

For attendance

****CALL (915)613-2626 or
email
mesalas@episd.org**

SCHOOL PHONE NUMBER:

MAIN OFFICE 236-0000, COVID 400-7478, 996-1007

ATTENDANCE **CALL (915)613-2626 or email mesalas@episd.org

LOBO VALUES

BE RESPECTFUL, RESPONSIBLE, and SAFE

*This is a time we will never forget. At some point, life will return to what we will call "normal". But right now, it is time for students to take responsibility for their learning more than ever before. Help your parents by keeping up with your work and logging in every day. They may have to go to work and they cannot be there to monitor you and maybe younger siblings, so it's on you to do this. Attendance is critical in being able to pass to the next grade level. You will not get a break next year if you lack participation. Last year we had to shut down at the end of the year, and now we are back to the beginning. There are no grades to fall back on, you start square 1. Reach out to your teachers, APs, me, or counselors for help! Emails provided above
Be safe---Mrs. Portillo*

Follow us on Facebook but for more detailed news:

Join the LOBO Den on Schoology for all our news up to date:

Go to Groups in Schoology- episd.schoology.org
Code

[3HCJ-WPMK-724J3](#)

UPON return Safety measures

Facemasks are required, if you forget or do not have one- you will be provided with one. Handwashing will be reminded all day, we will have hand sanitizer stations and temperature will be taken first thing every day. You will be directed as to what entrance to use in the morning. When in line you will remain 6ft apart at all times and in bathrooms you will only use designated stalls. Hallways will be ONE WAY, Designated stairwells will UP only DOWN all this will take a couple of days to learn but we will show you.

ALL SAFETY IS NOT TO BE TAKEN LIGHTLY, IT IS SERIOUS AND WE CAN'T NOT ALLOW PUTTING OTHERS IN HARMS WAY.

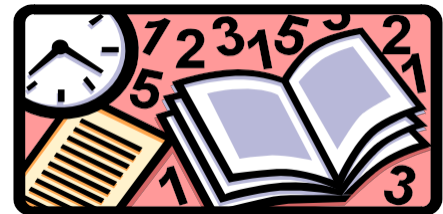
Report Cards/Progress Reports

Grading

Teachers will provide progress reports but you can also visit parent portal to view grades. The expectation is that you follow the provided schedule to attend online classes. Failure to keep up with work could result ultimately in not passing the school year.

ATTENDANCE POLICY

***Online



Attendance Day 1- attendance will be taken in live setting for each day, each period. Follow the bell schedule for A and B day. If a student shows activity the first day, by 11:59 pm, then they can receive attendance for the day.

Teacher may have an activity to read not an assignment, but it can be seen by the teacher if you logged in. You have by 11:59

Every day after, you always have until 11:59 to correct attendance.

An assignment may not be due that day, but you may have something for to read, it shows you checked in, maybe not during live.

Excused Absences: District guidelines

Students must log in to Schoology each day, each period

Absences are to be excused when they result from reasons specifically allowed in Section 21.035 of the Texas Education Code: personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous,

or special or extenuating circumstances acceptable.

Please call

****CALL (915)613-2626 or email mesalas@episd.org**
for **each day** your child is absent or email.

Requested Absences: A requested absence, is an absence which cannot be classified as excused. Such requests are to be submitted in advance by email to the principal/designee.

Unexcused Absences: An unexcused absence is one which may or may not be known or approved by the parents and/or school and which cannot be classified as excused or requested according to the above definitions. After excessive unexcused absences occur, the school will begin a 45 day plan to correct. If unexcused absences continue with no improvement, court will be notified and a case will be filed. **Please call everyday your child is absent from school, or email mesalas@episd.org**

****CALL (915)613-2626**

Student Information Update: Parents please contact the registrar if there is a change of Address, email or phone number.

ATTENDANCE PROCEDURE

It is necessary that a parent or guardian phone the school the day of the absence. The school phone number is ****CALL (915)613-2626 or email mesalas@episd.org**

Use the EPISD parent portal to view your child's attendance, please go on line to episd.org.

Medical Appointments: Doctor/Dental notes are required for all medical appointments. Only 1/2 day will be excused unless the note states that the appointment took all day. It is best to make late dentist and doctor appointments if possible.

Excessive Absences: Excessive absences, excused or unexcused, will most certainly reflect on student's grades. If a student is absent more than three days in a row, a doctor's note will be required. It is the student's responsibility to obtain make-up work from each of his/her classes. Excessive absences will begin a 45 day plan for correction to include make up session hours in the classroom or will be filed in court.

Unexcused Absences: Parents/students will be sent to court for excessive unexcused absences. Parents will receive a warning when their student accumulates three unexcused absences within a four week period.

Please note: If your child will accumulate excessive absences throughout the year due to chronic illness, such as asthma or allergies, please advise the attendance office and the nurse at the beginning of the school year. A note from the doctor will be required stating the nature of the illness. This note must be renewed each year.

Pupil Transfer Request mesanc72@episd.org

Transfers from other schools are done on an individual basis and are subject to strict guidelines. We have the right to revoke pupil transfers when students do not abide by our campus rules.

Schedule Changes

Only admin will approve any schedule changes. Schedule changes will not always be granted, especially when the nine weeks begins. We consider the student and teacher when we make any changes.

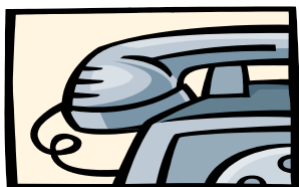
BREAKFAST/LUNCH PROGRAM

Lunch -Free for all students

Pick up schedule and times

To Be Announced

LOCKERS



No lockers will be assigned this year upon return. Only back pack use.

Counselors

The counselors are available to students to talk whenever they need advice with academic, social, emotional, or career concerns.

baprieto@episd.org Ms Clemens A-L

cxharbri@episd.org Ms. Harbrink M-Z

CLUBS

Look out for Virtual clubs to join

Join the LOBO Den on Schoology for all our news up to date

Go to Groups

Code

3HCJ-WPMK-724J3

HONOR ROLL

The Honor Roll is a special recognition for students excelling in academics and citizenship in and out of the classroom. Students will be recognized each nine week grading period for their Achievement. There are two Honor Roll categories for which students are recognized:

A-Honor Roll: *Students must receive a grade of 90% or above in all subjects.
 *No U's in conduct.

A/B-Honor Roll: *Students must receive a grade of 80% or above in all subjects. *No
 U's in conduct.

PERFECT ATTENDANCE

Students who are not absent during each nine week grading period, will be recognized for their achievement. Students will also be recognized at the end of the year if they are not absent all year. In order to receive this recognition, a student must be present in all classes for the entire class time. Attendance is essential for student success. Monitor your child's attendance on the parent portal at www.episd.org home page.

****8th grade Student Success Initiative ** Waived for 2020-2021**

The Student Success Initiative was created by the Texas Legislature to ensure that all students receive instruction to be academically successful in reading and mathematics. All 8th grade students are required to pass the STAAR grade 8 reading and math test to be promoted to the 9th grade. All 8th grade students will be given three opportunities to pass these test.

Dates to be determined- See School District Calendar. Promotion will be based on grades and STAAR will be considered.

INTERVENTION CLASSES Wednesday and intersession (Oct and March)

Students may be placed in INTERVENTION sessions based on teacher recommendations.

INTERNET USE

An Acceptable Use Policy must be completed by both the student and the parent. Acceptable Use Policies must be renewed each year. Any student found using access in a way deemed inappropriate will be denied privileges and given appropriate discipline action. With online instruction, the expectation is that you are responsible and appropriate in live sessions or in posts.

You will be subject to disciplinary action if you do not follow appropriate behavior. See Core Values Matrix

Virtual Parent/Teacher conferences are strongly encouraged throughout the year. Parent should check their children's report cards every nine weeks and schedule appointment with teachers as needed when the student is failing. Please do not wait until it is too late to help your child. EPISD Parent Portal is a parent's gateway to student achievement! Parents can view their child's attendance, progress reports, classroom grades, and report cards on line. You can contact teachers email. Go to www.episd.org home page and register. If you do not have access to a computer, please feel free to use a campus library computer. Check in the front office for a pass. The computer will be available during scheduled library hours only.

DISCIPLINE POLICIES

PARENT CONFERENCES- Please contact

APs Schlinke 8th grade, 6th grade A-L tbschlin@episd.org

Ellsworth 7th grade, M-Z rellswor@episd.org

Student Code of Conduct Plan applies for online learning as well that describes the discipline requirements and penalties set forth by EPISD is available at EPISD.org.

Teacher will still notify admin if students are a disruption or inappropriate in the online setting.

It is the responsibility of all students and parents to be aware of all the rules, regulations, and standards for student behavior as stated in the Student Code of Conduct and Campus Discipline Plan. All students will adhere to the Zero Tolerance Policy implemented by the district.

STUDENT PERSONAL SAFETY

Anytime a student feels threatened (verbal, cyber, or physical); it is their responsibility to notify a teacher or an administrator. Every student has the right to feel safe and secure at school. Bullying, abuse, or mistreatment of students by anyone will not be tolerated. Off campus incidents should be reported to El Paso police department. Any parent has the right to file an assault charge on another student that has hurt their child.

Dress Code 2020-2021

UPON RETURN

***Uniforms will be **optional** during 2020-2021 only

SHIRTS:

1. Shirts must be Red (6th grade), White (7th grade), and Blue (8th grade) in color and of "polo" style or T-shirt. T-shirts must have Magoffin logo.
2. A Magoffin Middle School logo- is the only logo allowed on shirts. Logo is not required on polo.
3. Only on Fridays are students allowed to wear any school-sponsored team or club shirts and/or sweatshirts, or the regular Magoffin shirt
4. Thursday College Day T-shirts may be worn.
5. Athletic Team uniform tops may be worn on game days and must be worn with a school shirt underneath.
6. Shirts must be tucked in at all times.
7. Students may only wear plain/solid (no pictures or writing exposed), long-sleeved t-shirts in white, red or blue underneath their Magoffin shirts

PANTS/SHORTS:

1. Pants must be beige or navy blue "Dockers" style. No denim. Cargo pants or shorts (pockets along the leg area) are not allowed. No pants that look like "jean style" will be allowed.
2. Pants must fit at the waist and be worn around the waist. No leggings allowed.
3. Pants must be slim, classic or regular fit only. No sagging pants are allowed.
4. Pants cannot be cut, frayed or have holes in them. **No torn jeans without leggings underneath.**
5. Skorts, capri pants, and skirts are not allowed. Unless parent request to office.

COATS/HATS/SHOES:

1. Properly fitted plain white, red, or blue sweatshirts can be worn over uniform shirts.
2. Hoods cannot be worn in the building.
3. Zipper jackets/sweatshirts cannot be to cover up uniforms, must stay unzipped in the building.
4. Tennis shoes are only shoes allowed.
5. No caps, hats, bandanas, stocking caps, headbands, hoods or similar items will be allowed in the building.

6. Any hoodie (sweatshirt style or with a zipper) must be solid red, white, or blue, or have a Magoffin

MISCELLANEOUS:

1. The required P.E. uniform is navy blue shorts with grey T-shirts.
2. Clothing that advertises alcohol, tobacco, or drugs cannot be worn on school property.
3. Chains or long belts hanging from the waist are not allowed.
4. If belts are worn with school pants, they cannot be military belts with studs or initials. Buckles should be as simple as possible. Oversized or large belt buckles will not be allowed. Administration will determine if uniform appropriate.
5. Any kind of distracting hair color or excessive make-up is not allowed.
6. Any street attire worn after school hours that does not conform to campus and district dress code will not be allowed.

Dress code for optional uniform, the following is NOT allowed:

No torn jeans without leggings underneath

No shorts, tank tops, spaghetti straps

No skirts or dresses

No sandals or flip flops, tennis shoes only

NO accessories, to include oversized earring hoops (quarter size or smaller allowed), long earrings of any type must not be longer than a quarter, earrings with spikes to the back, and/or hair-picks. No earrings that enlarge the earlobe, pill type earrings or inappropriate earrings allowed.

No facial piercings on the face or tongue.

No excessive make-up (example glitter on eyes, extended eye liner, eye shadow), no stickers on any part of the face and/or accessories that are distracting or interfere with the instructional program. No writing on the face except on special occasions.

No shaved eyebrows, half shaved eye brows, or shaved lines on eye brows.

No unnatural hair color including orange, pink, purple, green, gold or fire red.

No mohawks, spiked straight up, or shaved designs on the hair.

No hair that hinders the teacher's eye contact with student. ie: bangs/hair covering eyes

No jackets with gang-related writing, religious figures, rock bands, rap figures/logos, pictures of personalities or plaid jackets of any color are allowed. Solid colored school color jackets are encouraged.

NOTE: Administration reserves the right to amend information and/or make final decisions and revisions concerning the dress code in accordance with EPISD policy. Any clothing in the professional judgment of the campus administration that is not in concert with maintaining an orderly environment will not be allowed.

***Parents if you have any questions regarding dress code for the campus please see and administrator prior to purchasing any uniform items.**

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 and IX, and Section 504 should be referred to the District Compliance Officer, Patricia Cortez, at (915) 230-2033.