



Welcome Back Wiggs Students

In this time of uncertainty, let's start with what we do know! What we do know is that we are back in the building together. We know that this is an unprecedented school year. We also know that we will do the best we can each day. We are in this together and we will take care of each other. We also know and need to remember, not everything can be planned for and we will take it day by day.

Please review the re-opening plans for Faculty and Staff. Pay close attention to asterisks. Please also review the following:

- *Directional Map - entrance and exits labeled*
- *Dress Code*
- *Bell Schedules*
- *Instructional Calendar*
- *Supply List*

What time do we start and end the day? What time do student start and end the day?

7:15 a.m. - 3:15 p.m. All faculty will leave at the designated of 3:15 p.m.

7:40 a.m. - 3:00 p.m. All students will leave the school grounds by 3:00 p.m.

What do I do before I come to campus?

Pre-screening, please review the EPISD Reopening Plan for more information.

What do I do when I arrive to campus?

The entrance for employees is the front office foyer. You will use the temperature kiosk. You will only be allowed into the building if your temperature is under 100.0.

Please use the hand sanitizer kiosk as you enter.

You will not sign in and please do not check your mailbox. We will bring all items, mail deliveries, etc. to your classroom.

Don't forget to complete your Employee Health Survey (attached) each day and keep it in your classroom.

What PPE and supplies (sanitizer, face shields, face mask, cleaning liquids, towels. Etc.) will the school supply? When will I receive it?

The supplies listed above in parenthesis will be supplied and are already in your classrooms. I suggest you also ask your advisory students to review their supply list and bring those donations

to you if possible. This will help. Your sanitizer, cleaning liquid and towels will be refilled. You must notify Ms. Angie Jimenez when more are needed.

Where do students enter the building?

Students will enter from both sides of the breezeway (West side, parking lot, and East side, football field side)

What time will students enter the building?

Students will begin entering at 7:30 a.m. due to the need to take all students' temperatures. Students may pick up breakfast from the kiosks and take to their Advisory/1st period class.

What will teachers do with any breakfast trash from students?

Please place trashcans outside your classroom and the custodians will dispose of food trash.

What about breakfast and lunch?

Wiggs MS has free breakfast and lunch for students. Employees may purchase breakfast for \$3.00 and/or lunch for \$5.00.

Students will be allowed to eat in the cafeteria. It is marked with 6ft. distancing and students may eat outside.

Breakfast: 7:15 am – 7:35 am

- *Westside of main building, by breezeway: 1 kiosk*
- *Eastside of main building, by breezeway: 1 kiosk*
- *1-2 lines inside cafeteria as needed*

Lunch:

- *1 kiosk East of cafeteria outside building*
- *1 kiosk West of cafeteria outside building*
- *1-2 lines inside cafeteria as needed*

Hours (Bell Schedule A):

- *6th grade: 11:10 am – 11:40 am*
- *7th grade: 12:00 pm – 12:30 pm*
- *8th grade: 12:50 pm – 1:20 pm*

Curbside – Front Entrance of Circle Dr. October 19th – 9:00 am – 10:00

Can teachers use the microwaves and shared refrigerators in the lounges?

Yes, but please adhere to the following. This information will also be on nurse's opening presentation and the EPISD Reopening Plan.

- *One person at a time in the break rooms.*
- *Do not share food or utensils.*
- *No congregating.*
- *Wipe down refrigerator handle, microwave, vending machine buttons and etc. before and after use.*
- *Employees are encouraged to bring food and drink from home.*

What if I want to have lunch delivered?

Deliveries are not allowed. This does include lunch deliveries for students. Teachers may leave to pick up lunch, but you must use the kiosk to take your temperature upon your return. Entrance is only allowed into the building if your temperature is under 100.0.

What if I need a break and want to sit in my car or drive around?

This is ok, but you must enter the employee entrance and use the kiosk for your temperature.

How is the bathroom situation going to work for students and employees?

For employee restrooms, 1 person may enter at a time and please use sanitizer spray areas used before exiting. For student restrooms, based on size, 2 people may enter a student restroom at a time.

What do I do for a parent conference?

Review the EPISD Re-opening Plan. All parent conferences are to be held virtually. Office staff will only meet with parent if they are available. If they are not available an appointment will be made, and the meeting will be held virtually.

Should students take everything home the end of each day?

YES! This includes instruments, laptops, supplies, etc..

Can I leave from any entrance/exit doors?

Please begin to practice using only the exit doors for the end of the day. Also, please make it a habit that you shut any and all doors behind you when you leave. We do not want any temptation to use the exit doors for entrance.

Where will the busses drop off and pickup students?

Students will be dropped off in front of the school (Circle St.) before school and after school busses will pick up students on the South side of school (California St.).

How will we release students at the end of the day?

This will be a staggered release schedule.

2:52 - students that ride the bus

2:55 - students that pick up band and orchestra instruments

2:57 - students that walk home or parent pickup

3:00 - students that are involved in athletics

How do we release from our class to their next class during transition?

Release students to their next class according to the bell schedule. Students must follow the directions in the hallway. We must monitor the hallways during transition times. Due to direction of some hallways, and where students have their previous class, students may not be on time.

What do I do for attendance with F2F and Virtual?

You will use a P, present, for students that are F2F in attendance. Virtual students that are present will continue with AR coding if they complete the assignment.

What if a student who is F2F does not come to school but logs on and does my class virtually?

If the student completes the assignment virtually, they will be coded present.

What if they do not?

They are counted as not present/absent (Possibly UNV under the A/R category until further direction from EPISD.)

Do I have to open my windows every day? Should they be closed before I leave or can I leave them open?

Yes, your windows should be open every day. It is your choice to close or leave your window open at the end of the day. It will be advantageous to have windows and doors open during the instructional day for cross ventilation.

What can I leave on top of my desk at the end of the day?

You may leave items on your desk. The custodial staff will E-mist classroom and disinfect all touched items each day. Please remember to take your laptop home daily.

Will we be having daily PLCs? How?

We will continue to have Department PLCs on Tuesdays and Thursdays and Dept. or Grade Level PLCs on Mondays and Wednesdays. Fridays are now optional and will be decided by Department Chair. We will continue PLCs through ZOOM from your individual classrooms.

When I am absent, what are the expectations? How will my substitute take attendance for my virtual students?

Substitutes are at an all-time low in EPISD. We may have to cover your class through an employee available on campus if you cannot get a substitute. This is yet another reason to continue to prepare lessons with virtual teaching in mind. Either way the substitute or an employee will be in-class to monitor what you have provided to F2F students via virtual instruction while virtual students will also continue with the lesson. The F2F substitute will only provide attendance for F2F and the absent teacher will need to check if students completed assignment in Schoology when they return.

Can I issue hard copies of books, worksheets, workbooks to students? Can I give my F2F students papers and have them return them to me?

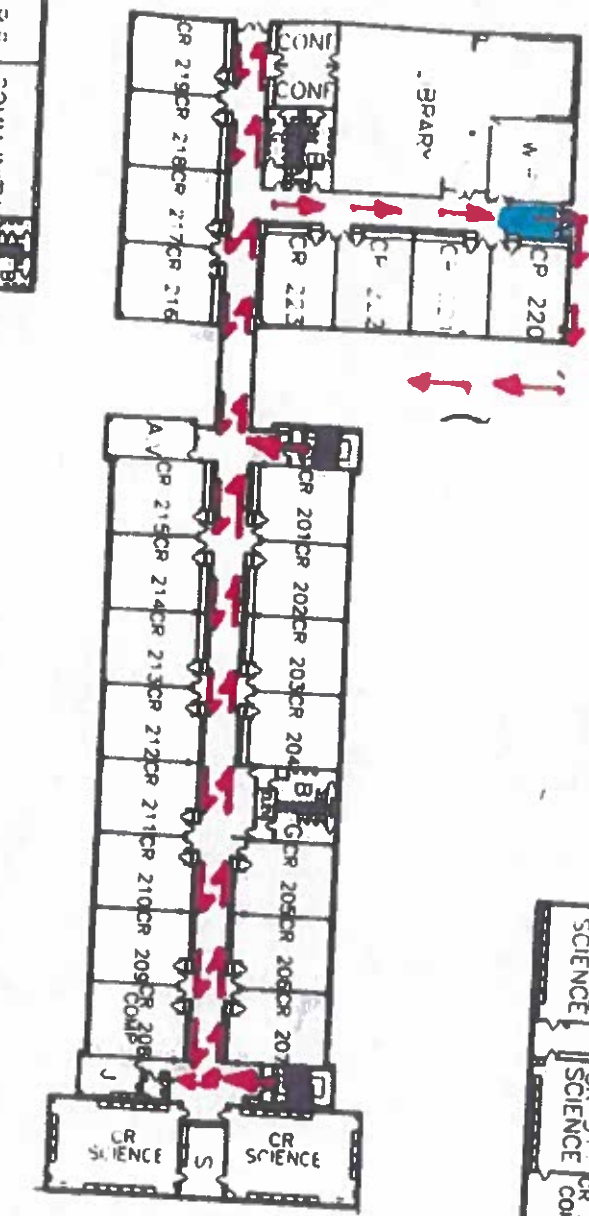
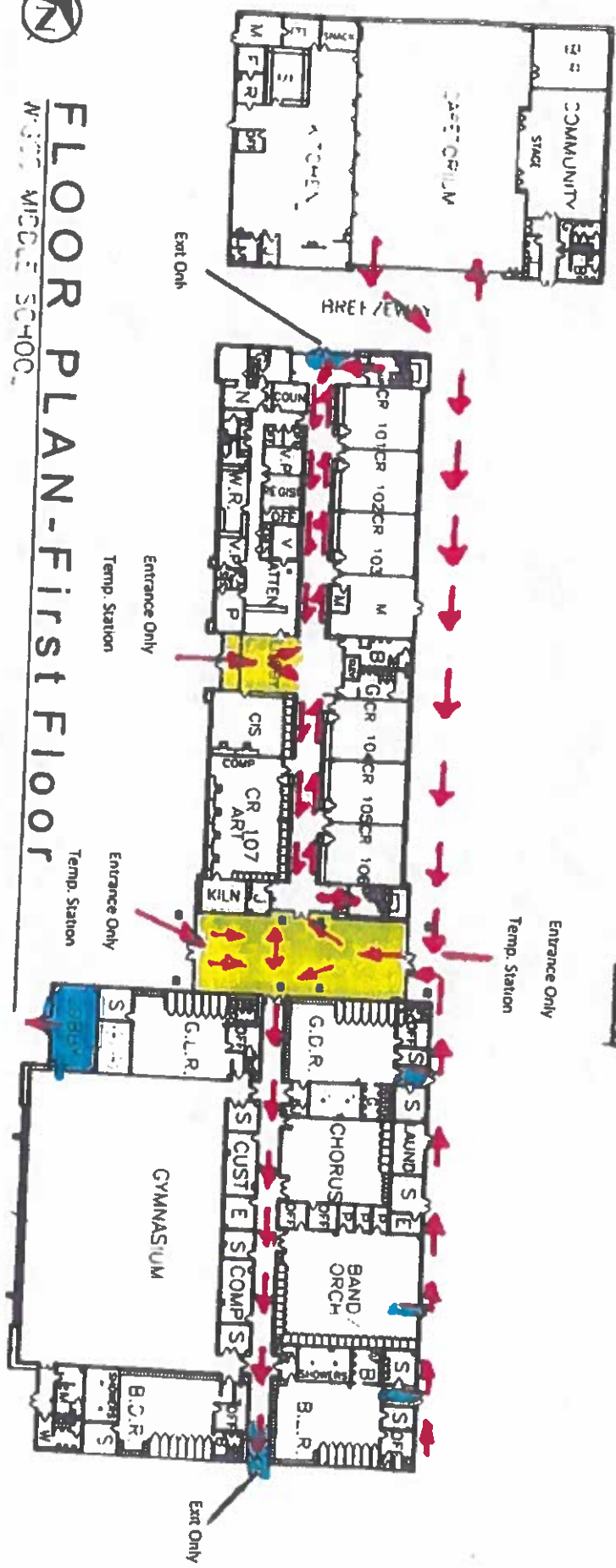
To avoid possible exposure, please keep assignments online for everyone's safety. If you send a consumable home, do not expect to have it returned.

All this information is posted on our Wiggology Page, Wiggs webpage <https://www.episd.org/wiggs> and our Wiggs Facebook.

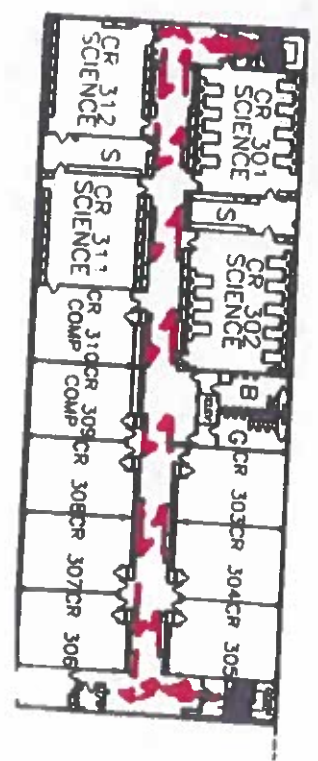


FLOOR PLAN - First Floor

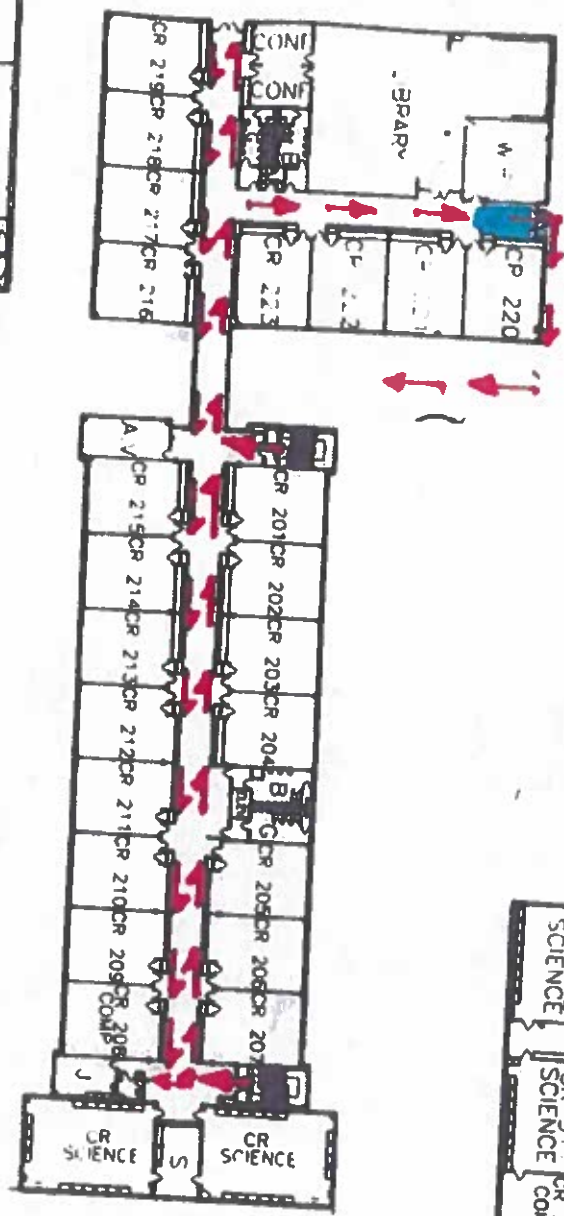
W. S. MIDDLE SCHOOL



Second Floor



Third Floor



Wiggs Middle School Uniform Policy 2020-2021

The SAFETY of our students is the primary purpose of our uniform policy. The Wiggs Uniform policy will be optional for the students attending school during COVID-19. Please refer to **OPTIONAL AND SPECIAL DAYS** at the bottom of page 2. If **OPTIONAL DRESS** is chosen, we will expect students to follow the dress code. When we have full return of all students to campus the Wiggs Uniform Policy will be followed.

****Items not specifically listed below as acceptable may not be worn on campus. ****

Pants, Shorts, Skorts, and Skirts

- Solid (no logo) navy or khaki-colored pants
- Must be pulled up to the waist
- Pleated, regular, or relaxed fit only
- Must fit the waist size, pants length *must not* fall below the tops of the shoes, shorts length cannot be below the knee and *cannot be* shorter than mid-thigh when hands are held straight at the student's sides, capri length is acceptable for females
- One-piece polo/skirt combination allowed

NOT PERMITTED AT ANY TIME

- Mini-skirts and ankle-length skirts are prohibited for safety reasons
- Cut, frayed, or slit bottom hems, rolled-up pants
- Patches, embroidery, or drawings may not be added to any part of the uniform
- Pants that are **SKINNY** or **TIGHT**, *stretchy, jean-type material, hip-hugger, low-rider, wide-legged, baggy fit, bell-bottomed, cargo, multiple pocket, carpenter style, joggers*
- Leggings or jeggings

Belts and Stockings

- Belts are optional
- If worn, belts must be inside belt loops, belt buckles may not be larger than the belt loops, they cannot be a safety issue, associated with gang activities, or deemed inappropriate
- Long stockings and tights may be worn, but only **plain white, gray, UTEP orange, or navy blue** and must be worn under the uniform

Shirts and Sweatshirts

- **Solid** (no logo or name brand) **white, gray, navy blue, or UTEP orange** polo shirts
- 3- button maximum, with short or long sleeves that *may not be rolled or modified in any way*
- *Shirts may not be altered in any way*
- Shirts must be tucked in at all times and be long enough to remain tucked in while seated, they may not be tight
- Undergarments may not show through the shirt
- **Solid** sweatshirts, hoodies, or zip-up sweaters in gray, UTEP orange, or navy blue are permitted for the classroom, *without logo or name brands* worn over polo shirts
- Sweatshirts may also be worn during PE, may not be worn around the waist
- T-shirts/undershirts/turtlenecks are optional and *must be* solid white, gray, UTEP orange, or navy blue *without logo, designs, or name brands (to include, but not limited to):* pictures, Moose, Polo, Hollister, Abercrombie, mascots, sports teams, etc.
- *PE t-shirts may not be worn under uniform polo shirts*

Jackets/Coats/Windbreakers/non-Wiggs Sweatshirts

- *Must be stored in lockers throughout the day and may not be worn in classrooms*
- May be worn before and after school; during lunch **ONLY** if weather warrants it (discretion of administration)
- Must be age appropriate and may not be a distraction or safety issue
- Plaid flannel shirt-type jackets are not permitted

Shoes

- Closed shoes, tennis shoes, and casual shoes are allowed
- Steel-toed shoes/boots, flip-flops, opened toe, backless shoes, sandals and house-shoe type slippers *are NOT permitted*
- Seasonal boots *during colder weather* are permitted

Jewelry, Hair Color, Makeup, and Other Items

- Jewelry must be age appropriate and not related to gangs
- If jewelry becomes a distraction (i.e., plastic bracelets) or safety issue, school administrators will address the matter on an individual basis
- No hair accessories that distract from the learning environment (as per administration's discretion)
- *Necklaces* must be kept under the shirt
- *Pierced earrings* are acceptable with limitations
- *Not allowed: body-piercing jewelry, such as studs in the lip, nose, eyebrow, or tongue, "gritlz," gauges, large hoops, spikes, nuts/bolts; tattoos of ANY type – permanent or temporary*

NOT PERMITTED AT ANYTIME

- Choke chains, chokers, and wallet chains
- *Unnatural colors of hair (meaning any color that is different than the student's natural hair color), such as, but not limited to: red, orange, pink, purple, green, blue, or bleached hair*
- When in doubt, school administrators will determine inappropriate hair color and issue of distraction
- Design/lines cut into hair/scalp, shaved eye brows
- Scarves
- Writing on skin, including tattoos; stickers on face
- Overalls, caps, beanies, hats, hair nets, bandanas
- Clothing with offensive, racist, or inappropriate words, scenes, signs, slogans, or symbols
- This includes but is not limited to: clothing that promotes cigarettes, alcohol products, illegal drugs, or gang identification
- When in doubt, school administrators will determine inappropriate attire

**OPTIONAL AND SPECIAL DAYS (COVID-19 DRESS CODE)

- **"Spirit/College Monday and Friday"** – Students may wear Wiggs extracurricular activities' shirts (still must be tucked) with uniform pants/shorts/skirts on Mondays and Fridays; on Monday and Fridays, students may wear a college T-shirt (special days are to be designated by administrators)
- **"Optional Dress"** – Optional dress will be allowed within appropriate guidelines, *to include, but not limited to:* no tight pants, no torn pants, no bare shoulders or midriff, no short shorts, no bare toes, no gang- or drug-related clothing; jackets and coats are to be stored in lockers, jeans should follow uniform rules for appropriateness and safety; **JEANS WITH FRAYS, CUTS, HOLES, SLITS, PATCHES, DRAWINGS, OR EMBROIDERY ARE NOT PERMITTED**
- *Administrators will determine inappropriate clothing*

****Wiggs' extracurricular activities T-shirts, hoodies, etc. are considered to have appropriate logos**



NEW EPISD 2020 - 21 SCHOOL CALENDAR

EL PASO INDEPENDENT SCHOOL DISTRICT
UPDATED 10-14-20

JULY 2020						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JANUARY 2021						
S	M	T	W	T	F	S
					1	2
3	4	<5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24 31	25	26	27	28	29	30

AUGUST 2020						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	<17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

FEBRUARY 2021						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9*	10*	11*	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

SEPTEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22*	23*	24*	25	26
27	28	29	30			

MARCH 2021						
S	M	T	W	T	F	S
	1	2	3	4	5>	6
7	<8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

OCTOBER 2020						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9>	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	<26	27	28	29	30	31

APRIL 2021						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

NOVEMBER 2020						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

MAY 2021						
S	M	T	W	T	F	S
						1
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9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

DECEMBER 2020						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18>	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUNE 2021						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15>	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

AUGUST

- 10-13.....Staff Development Days
- 14.....Teacher Workday
- 17.....1st Day for Students
(Beginning of 1st Nine Week grading period)

SEPTEMBER

- 7.....Labor Day (Holiday)
- 22.....P/T Conferences (ES) 1 pm - 6 pm
*Early Release for ES Students
- 23.....P/T Conferences (HS) 1 pm - 6 pm
*Early Release for HS Students
- 24.....P/T Conferences (MS) 1 pm - 6 pm
*Early Release for MS Students

OCTOBER

- 9.....End of 1st Nine Week grading period
- 12-23.....Intersession
- 26.....Beginning of 2nd Nine Week grading period

NOVEMBER

- 11.....Veterans Day (Holiday)
- 23-27.....Fall Break (Holiday)

DECEMBER

- 8-11.....State Testing Window
- 18.....End of 2nd Nine Week grading period
*Early Release - Students & Staff
- 21-31.....Winter Break (Holiday)

JANUARY

- 1.....Winter Break (Holiday)
- 4.....Teacher Work Day/No School for Students
- 5.....Beginning of 3rd Nine Week grading period
- 18.....Martin Luther King, Jr. Day (Holiday)

FEBRUARY

- 9.....P/T Conferences (ES) 1 pm - 6 pm
*Early Release for ES Students
- 10.....P/T Conferences (HS) 1 pm - 6 pm
*Early Release for HS Students
- 11.....P/T Conferences (MS) 1 pm - 6 pm
*Early Release for MS Students
- 15.....President's Day (Holiday)

MARCH

- 5.....End of 3rd Nine Week grading period
- 8.....Beginning of 4th Nine Week grading period
- 15-19.....Spring Break (Holiday)

APRIL

- 2.....Spring Holiday
- 6-16.....State Testing Window

MAY

- 3-20.....State Testing Window
- 31.....Memorial Day (Holiday)

JUNE

- 15.....End of 4th Nine Week grading period
Early Release for Students Only
- 16.....Teacher Work 1/2 Day/Last Day for Teachers

KEY

- Staff Development
- Teacher Work Day
- Parent/Teacher Conferences
- Holiday/District Closed
- Early Release
- Intersession
- State Testing Window
- [Semester Begins
-] Semester Ends
- < Beginning of Grading Period
- > End of Grading Period
- ★ Duty Days for 238 Day Staff
- ** Inclement Weather/Make Up Day

Bell Schedule

First Bell: 7:40

6th Grade	Time	Minutes
Homeroom & Announcements	7:45-7:50	5
1st Period	7:50-8:37	47
2nd Period	8:40 - 9:27	47
3rd Period	9:30 - 10:17	47
4th Period	10:20 - 11:07	47
Lunch	11:10 - 11:40	30
5th Period	11:43 - 12:30	47
6th Period	12:33 - 1:20	47
7th Period	1:23 - 2:10	47
8th Period	2:13 - 3:00	47

Number of Minutes Per Day: 435

7th Grade	Time	Minutes
Homeroom & Announcements	7:45-7:50	5
1st Period	7:50-8:37	47
2nd Period	8:40 - 9:27	47
3rd Period	9:30 - 10:17	47
4th Period	10:20 - 11:07	47
5th Period	11:10 - 11:57	47
Lunch	12:00 - 12:30	30
6th Period	12:33 - 1:20	47
7th Period	1:23 - 2:10	47
8th Period	2:13 - 3:00	47

8th grade	Time	Minutes
Homeroom & Announcements	7:45-7:58	5
1st Period	7:50-8:37	47
2nd Period	8:40 - 9:27	47
3rd Period	9:30 - 10:17	47
4th Period	10:20 - 11:07	47
5th Period	11:10 - 11:57	47
6th Period	12:00 - 12:47	47
Lunch	12:50 - 1:20	30
7th Period	1:23 - 2:10	47
8th Period	2:13 - 3:00	47

Bell Schedule

Early Release

First Bell: 7:40

6th Grade	Time	Minutes
Homeroom & Announcements	7:45-7:50	5
1st Period	7:50-8:15	25
2nd Period	8:18 - 8:43	25
3rd Period	8:46 - 9:11	25
4th Period	9:14 - 9:39	25
5th Period	9:42-10:07	25
6th Period	10:10-10:35	25
LUNCH	10:37-11:02	25
7th Period	11:04-11:29	25
8th Period	11:30-11:55	25

Number of Minutes Per Day: 250

7th Grade	Time	Minutes
Homeroom & Announcements	7:45-7:50	5
1st Period	7:50-8:15	25
2nd Period	8:18 - 8:43	25
3rd Period	8:46 - 9:11	25
4th Period	9:14 - 9:39	25
5th Period	9:42-10:07	25
6th Period	10:10-10:35	25
7th Period	10:37-11:02	25
LUNCH	11:04-11:29	25
8th Period	11:30-11:55	25

8th grade	Time	Minutes
Homeroom & Announcements	7:45-7:50	5
1st Period	7:50-8:15	25
2nd Period	8:18 - 8:43	25
3rd Period	8:46 - 9:11	25
4th Period	9:14 - 9:39	25
5th Period	9:42-10:07	25
6th Period	10:10-10:35	25
7th Period	10:37-11:02	25
8th Period	11:04-11:29	25
LUNCH	11:30-11:55	25

Bell Schedule

Morning Advisory

First Bell: 7:40

6th Grade	Time	Minutes
Homeroom & Announcements		
Advisory	7:45 - 7:50	5
1st Period	7:50 - 8:19	29
2nd Period	8:22 - 9:05	43
3rd Period	9:08 - 9:51	43
4th Period	9:54 - 10:37	43
Lunch	10:40 - 11:23	43
5th Period	11:26 - 11:56	30
6th Period	11:59 - 12:42	43
7th Period	12:45 - 1:28	43
8th Period	1:31 - 2:14	43
Assembly	2:17 - 3:00	43

Number of Minutes Per Day: 435

7th Grade	Time	Minutes
Homeroom & Announcements		
Advisory	7:45-7:50	5
1st Period	7:53 - 8:34	41
2nd Period	8:37 - 9:18	41
3rd Period	9:21 - 10:02	41
4th Period	10:05 - 10:46	41
Lunch	10:49 - 11:19	30
5th Period	11:22 - 12:03	41
6th Period	12:06 - 12:47	41
7th Period	12:50 - 1:31	41
8th Period	1:34 - 2:15	41
Assembly	2:15 - 3:00	45

Number of Minutes Per Day: 435

8th grade	Time	Minutes
Homeroom & Announcements		
Advisory	7:45-7:50	5
1st Period	7:50 - 8:19	29
2nd Period	8:22 - 9:05	43
3rd Period	9:08 - 9:51	43
4th Period	9:54 - 10:37	43
5th Period	10:40 - 11:23	43
Lunch	11:26 - 12:09	43
6th Period	12:12 - 12:42	30
7th Period	12:45 - 1:28	43
8th Period	1:31 - 2:14	43
Assembly	2:17 - 3:00	43

Bell Schedule

Afternoon Assembly

8th grade	Time	Minutes
Homeroom & Announcements		
Advisory	7:45-7:50	5
1st Period	7:53 - 8:34	41
2nd Period	8:37 - 9:18	41
3rd Period	9:21 - 10:02	41
4th Period	10:05 - 10:46	41
5th Period	10:49 - 11:30	41
Lunch	11:33 - 12:03	30
6th Period	12:06 - 12:47	41
7th Period	12:50 - 1:31	41
8th Period	1:34 - 2:15	41
Assembly	2:15 - 3:00	45

7th Grade	Time	Minutes
Homeroom & Announcements		
Advisory	7:45-7:50	5
1st Period	7:53 - 8:34	41
2nd Period	8:37 - 9:18	41
3rd Period	9:21 - 10:02	41
4th Period	10:05 - 10:46	41
5th Period	10:49 - 11:30	41
Lunch	11:33 - 12:03	30
6th Period	12:06 - 12:47	41
7th Period	12:50 - 1:31	41
8th Period	1:34 - 2:15	41
Assembly	2:15 - 3:00	45



Wiggs Middle School

2020-2021



School Supply List

All students will need the following supplies (in addition to having their fully charged laptop and charger every day):

- 1 zipper 3-ring binder
- 10 dividers (with or without pockets)
- filler notebook paper (College or Wide Rule)
- composition notebooks (1 for Math/1 for Science/1 Grid Type for Algebra)
- 1 ruler
- 1 set of headphones
- 1 travel size tissue package
- 1 personal hand sanitizer
- 1 personal water bottle
- zipper pouch filled with the following supplies:
 - 1 set of colored pencils
 - 1 set of highlighters
 - 1 pair of scissors
 - 1 bottle of glue or glue sticks
 - dry erase markers
 - pens (black/blue)
 - mechanical pencils (with extra lead)
 - handheld pencil sharpener
 - erasers

*****Students will be responsible to keep the above supplies in their backpack and replenish them as needed throughout the year. Students will not have access to lockers. There will be no shared supplies!*****

*****Teachers may request a few additional supplies based on their specific class needs.***** Additionally, each student is asked to bring the following items to be given to their **ADVISORY** teacher:

- 2 containers of disinfecting wipes
- 2 boxes of tissues
- 1 bottle of hand sanitizer (in addition to the personal bottle in the backpack)