



2021-2022 School Year

# STUDENT

*Handbook*

**Brown Middle School**

7820 Helen of Troy  
El Paso, Texas 79912  
Main: 915-236-0900  
[episd.org/brown](http://episd.org/brown)

*Approved and Revised by Campus Administration on 10.20.2021*



2021-2022 Bell Schedule

6 <sup>th</sup> Grade	
Welcome Bell	7:40
1 <sup>st</sup> period & Announcements	7:50 – 8:47
2 <sup>nd</sup> Period	8:50 – 9:44
3 <sup>rd</sup> Period	9:47 – 10:41
Lunch	10:43 – 11:13
4 <sup>th</sup> Period	11:15 – 12:09
5 <sup>th</sup> Period	12:12 – 1:06
6 <sup>th</sup> Period	1:09 – 2:03
7 <sup>th</sup> Period	2:06 – 3:00

7 <sup>th</sup> Grade	
Welcome Bell	7:40
1 <sup>st</sup> period & Announcements	7:50 – 8:47
2 <sup>nd</sup> Period	8:50 – 9:44
3 <sup>rd</sup> Period	9:47 – 10:41
4 <sup>th</sup> Period	10:44 – 11:38
Lunch	11:40 – 12:10
5 <sup>th</sup> Period	12:12 – 1:06
6 <sup>th</sup> Period	1:09 – 2:03
7 <sup>th</sup> Period	2:06 – 3:00

8 <sup>th</sup> Grade	
Welcome Bell	7:40
1 <sup>st</sup> period & Announcements	7:50 – 8:47
2 <sup>nd</sup> Period	8:50 – 9:44
3 <sup>rd</sup> Period	9:47 – 10:41
4 <sup>th</sup> Period	10:44 – 11:38
5 <sup>th</sup> Period	11:41 – 12:35
Lunch	12:37 – 1:07
6 <sup>th</sup> Period	1:09 – 2:03
7 <sup>th</sup> Period	2:06 – 3:00

Early Release Days	
Welcome Bell	7:40
1 <sup>st</sup> period & Announcements	7:50 - 8:22
2 <sup>nd</sup> Period	8:25 - 8:54
3 <sup>rd</sup> Period	8:57 - 9:26
4 <sup>th</sup> Period	9:29 - 9:58
5 <sup>th</sup> Period	10:01 – 10:30
6 <sup>th</sup> Period	10:33 – 11:02
7 <sup>th</sup> Period	11:05 - 11:34
Lunch	11:35 - 11:55



Advisory Schedule

6 <sup>th</sup> Grade	
Welcome Bell	7:40
1 <sup>st</sup> period & Announcements	7:50 – 8:39
2 <sup>nd</sup> Period	8:42 – 9:28
3 <sup>rd</sup> Period	9:31 – 10:17
4 <sup>th</sup> Period	10:20 – 11:06
Lunch	11:08 – 11:38
Advisory	11:40 – 12:36
5 <sup>th</sup> Period	12:36 – 1:22
6 <sup>th</sup> Period	1:25 – 2:11
7 <sup>th</sup> Period	2:14 – 3:00

7 <sup>th</sup> Grade	
Welcome Bell	7:40
1 <sup>st</sup> period & Announcements	7:50 – 8:39
2 <sup>nd</sup> Period	8:42 – 9:28
3 <sup>rd</sup> Period	9:31 – 10:17
4 <sup>th</sup> Period	10:20 – 11:06
Advisory	11:06 – 12:02
Lunch	12:04 – 12:34
5 <sup>th</sup> Period	12:36 – 1:22
6 <sup>th</sup> Period	1:25 – 2:11
7 <sup>th</sup> Period	2:14 – 3:00

8 <sup>th</sup> Grade	
Welcome Bell	7:40
1 <sup>st</sup> period & Announcements	7:50 – 8:39
2 <sup>nd</sup> Period	8:42 – 9:28
3 <sup>rd</sup> Period	9:31 – 10:17
4 <sup>th</sup> Period	10:20 – 11:06
5 <sup>th</sup> Period	11:09 – 11:55
Advisory	11:55 – 12:51
Lunch	12:53 – 1:23
6 <sup>th</sup> Period	1:25 – 2:11
7 <sup>th</sup> Period	2:14 – 3:00

**No Advisory on Early Release Days!**

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en practicas de empleo usando el criterio de raza, color, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Patricia Cortez al 230-2033; preguntas 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.

## **Vision Statement:**

Empowering students to become servant leaders of integrity who positively impact our community.

## **Mission Statement:**

Giving every individual the opportunity to grow daily.

## **Ideal Graduate:**

Our ideal graduate is a servant leader, an effective communicator, a creative innovator, and a person of integrity who will positively shape our community.

## **Theme for 2021**

“Rock Your Role”

## **Core Values:**

Trust, Respect, Responsibility

Dear Bulldog Nation!

This handbook has been prepared to provide you with the necessary information about Brown Middle School. Take time to read it with your parents. It has important information that you and your parents will need to have a successful school year.

If at any time you have a question or concern, please see at least one of the people listed below or anyone of your teachers. Our Brown faculty and staff are here to help you receive the best education possible. We are always open for suggestions to help improve your school!

### **School Staff:**

Principal	Patrick Gailey
Assistant Principal (A-F)	Tammie Muriel
Assistant Principal (G-O)	Tes Mirazo
New Tech Admin. (P-Z)	Sarah James
Counselor (A-F)	Vanessa Almeida
Counselor (G-O)	Leticia Otero
Counselor (P-Z)	Julie Black
Nurse	Miriam Carmichael
Librarian	Trish Becker Johnson
Speech Therapist	Bonnie Bauer
Diagnostician	Kelly Underwood
Campus Teaching Coach	Amanda Melton
Campus Teaching Coach	Sandra Salazar
Parent Involvement	Patricia Gonzalez
Head Custodian	Stephen Sohle

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

The State of Texas requires all students from the ages 6 to 18 to attend school. A child shall attend school each day for the entire period the program of instruction is provided (TAC Section 25.085). **School district policy provides that absences are excused for illness, family emergencies, and school closings.**

State law requires all school districts in the State of Texas to file a petition in court on a student and/or parent, guardian or responsible person for excessive unexcused absences. Excessive unexcused absences will result in a court warning and or court attendance by the parent(s) and student. An offense may be prosecuted in a Justice of the Peace Court in which the individual resides.

Parents or legal guardians **MUST** call in an absence. Call-ins cannot be accepted by student, brother, sister, etc. Absences totaling 3 consecutive days require a doctor's note. Doctor's notes **MUST** be turned in within 5 days of the last absence. Students with doctor's notes with limitations such as no PE, elevator use, etc. **MUST** be seen by the nurse first. Out of town absences are generally unexcused unless pre-arranged and approved by the principal.

It is the responsibility of the student to obtain, complete, and return make-up work to teacher. Assessments will not be given in advance of an absence.

*Tardies– A Tardy is defined as entering class after the class start time has passed.*

As we prepare our students to be college and career ready, we must ensure they see the value of being on time. Excessive tardiness to class is unacceptable. Repeated tardiness will result in disciplinary action. Tardy sweeps may be done at random by administration. If a student is more than 10 minutes tardy to a class, they will be counted as absent. It is the student's responsibility to inform parents of their tardy and consequences.

## **ATHLETES**

All athletes must maintain a 70% or better in all classes, no referrals, and maintain satisfactory conduct to remain on the team. If you have further questions, see the Coach.

## **BACKPACKS**

Students are allowed to bring backpacks to and from school. Backpacks are allowed in the classroom and students are responsible for any item contained within.

## **BICYCLES AND SKATEBOARDS**

Students are allowed to ride bicycles and skateboards to and from school. Before entering and exiting the Brown campus, the student must walk his/her bicycles and skateboards onto/off the campus and into/out of the bicycle rack area. Safety rules must be followed at all times or bicycles and skateboards privileges will be revoked. Students must provide bike chains and/or locks. Roller blades, shoes with wheels, scooters, etc. are not allowed on campus, parking lots, or sidewalks. Skateboards must be taken to the front office.

## **BOOKROOM**

Hours are from 7:15 A.M.–3:45 P.M. Textbooks or laptops that are returned damaged by students may be assessed a fine by the bookroom clerk. All lost textbooks or laptops will have to be paid for by the student to be cleared for the coming year.

## **BULLYING**

Bullying is not tolerated at Brown. Bullying is defined as intentional, repeated hurtful acts, words or other behavior committed by one or more students against another. These negative acts are not provoked by the victims and

involve an imbalance of power.

If you are being bullied or witness another student being bullied, please follow this procedure:

1. Tell the bully to stop.
2. If that student continues to bully, tell a teacher/adult.
3. If the bully behavior continues after teacher/adult intervened, go to the office, fill out a student statement, and ask to speak with your counselor.
4. The counselor and assistant principal will work with students on conflict resolution.
5. The assistant principals will get involved with disciplinary action if the bully has not stopped behavior after procedure was followed.

\*Cyberbullying incidents will follow David's Law procedures; this is to include all social media concerns on or off campus.

## CAFETERIA

You may bring your lunch, purchase 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. Meals are not to be taken out of the cafeteria. No food is allowed outside or in the patio area during lunch. Food cannot be brought back to the classroom. We strive to keep the building and grounds clean at all times.

Students are expected to maintain respectful behavior and remain seated while eating until dismissed to go outside.

## CELL PHONE USE

### El Paso ISD Policy Cell Phones/Electronic Devices

*Using devices (including but not limited to cell phones, mobile phones, telecommunication, electronic devices, games or other items) while participating in school-sponsored or school related activities (on or off campus) during the instructional day, and while instruction is being conducted is prohibited. Exceptions may be approved at the discretion of the campus principal based on a written request from the parent/guardian or adult student establishing a genuine health or safety emergency condition. The principal may impose conditions on any exception granted FNCE (LOCAL).*

1. Cell phones are to be turned off and out of sight during instructional hours (7:50 AM-3:00 PM), **which includes passing periods and lunch** unless used for educational purpose with teacher permission.
2. District employees may confiscate any mobile device in use by a student while participating in school-sponsored or school-related activities (on or off campus) during the instructional day and/or while instruction is being conducted.
3. Cell phones, electronic devices, games or other items that are visible, ring, or otherwise indicate that they are in-use during prohibited times will be confiscated. Failure to relinquish this device to a school authority will be dealt with as insubordination or refusal to accept discipline management in the EPISD Student Code of Conduct and will result in disciplinary action.
4. Confiscated cell phones must be picked up in office by parent or guardian and a **\$15.00 Fine** will be assessed as per El Paso ISD Board Policy before phone is released to parent afterschool.

**Notice to Parents: Please do not contact or communicate with students during instructional time via cell phones. This is violation of EPISD policy. All emergency contact must go through the main office, attendance office, or nurses' office when necessary.**

**BMS IS NOT RESPONSIBLE FOR THE THEFT, DAMAGE, LOSS OR RECOVERY OF ANY ELECTRONIC OR**

## **COMMUNICATION DEVICES BROUGHT ONTO CAMPUS. THE OWNER ASSUMES ALL RISKS AND RESPONSIBILITY FOR SUCH ITEMS.**

Students will not be permitted to bring electronic devices into the testing environment on state testing days (EPISD Policy). Student subject to all of the following:

Invalidation of test (coded "o"), Electronic device confiscated, Disciplinary Action

## **CHEATING**

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

## **CONFERENCES**

*In order to address your questions, and to give parents our full attention regarding concerns, we encourage making appointments. Parents please follow the chain of command protocol:*

1. Conference with the teacher.
2. Conference with the assistant principal.
3. Conference with the principal.

*Administrator Conferences* - Parents are to schedule conferences with administrators through the main office.

**\*Note:** No administrative conferences will be scheduled during the lunch shifts.

## **DELIVERY OF STUDENT GIFTS**

Students cannot accept gift deliveries of any kind. Examples: balloons, baskets, flowers, food, etc.

## **DESTRUCTION OF PROPERTY**

Students will be held responsible and strictly accountable for any damage done to school property including desks, furniture, books, electronics, lockers, or any part of the school building. Graffiti of school property is considered a serious offense and will be treated as such. Any markings on desks, restrooms, lockers, electronics, books or the building will be treated as criminal mischief, and disciplinary action will be taken. Any damage done will result in the student reimbursing the school/district for such damages.

## **DISCIPLINARY EXPLANATIONS**

Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the frequency of the misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements.

**Detention and/or Community/School Service:** A student may be required to serve detention after school. Possible reasons for detention may be, but not limited to: tardiness, disruption in halls, classroom, or cafeteria, or other minor violations to the Student Code of Conduct.

**In-School Suspension (ISS):** ISS is 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. Only an administrator may place a student in the ISS classroom for a limited period of time for some of the following reasons, but not limited to: persistent misbehavior, no-show for detention, disruption in/out of class, insubordination, rude/disrespectful behavior or not following the District/School Code of Conduct. In-school suspension may limit field trip or any other privileges. **If a student is in ISS on a non-uniform day, he/she MUST wear the school uniform.**

**Suspension** - A student may be suspended from school for violations of the Student Code of Conduct.

**Disciplinary Alternative Education Program (DAEP)** - This is a self-contained classroom. DAEP students are not allowed to attend any school or school-sponsored activities. DAEP students are not to be on any EPISD school campus except arriving and departing school. DAEP results from a student not following the District/School Code of Conduct. Students may receive after school detentions, 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 DAEP school hours.**

**Raymond Telles Academy-** EPISD's off-campus Discipline Alternative Education Program.

## DRESS CODE

<p><b>Uniform Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Tops: black, turquoise/teal, or grey collared shirt or t-shirt. Shirts can be solid color or Brown spirit shirts.</b></li> <li>• <b>Bottoms: black or khaki cotton or denim pants, capris, shorts, skorts, or skirts (knee length or longer). *Blue denim will be allowed this year only, but no holes or tears are allowed.</b></li> <li>• <b>Outerwear: light weight black, turquoise, or grey solid in color jackets, sweaters, or hoodies with no writing or images on the chest, back, or sleeves. Brown Middle School logos are allowed and encouraged. Uniform top must be worn beneath.</b></li> <li>• <b>College Shirt Thursday, students are allowed to wear a college top on Thursday's. This does not include professional sports teams.</b></li> </ul> <p><b>Non-uniform Days:</b> Students will follow the EPISD dress code policy.</p>	<p><b>Unacceptable (uniform and non-uniform items):</b></p> <ul style="list-style-type: none"> <li>• Oversized, baggy, sagging, low rise, skinny pants, leggings, or jeggings.</li> <li>• Pants with holes, frayed edges, or tears.</li> <li>• Head coverings, unless approved by administration.</li> <li>• Extreme make-up</li> <li>• Excessive jewelry</li> <li>• Hoop earrings longer than 1" in diameter</li> <li>• Gauges or ear spikes</li> <li>• Chains</li> <li>• Writing on clothing</li> <li>• Studded items</li> <li>• Facial piercings</li> <li>• Slippers, open-toed shoes, slides, crocs, or flip-flops</li> <li>• Pajama wear</li> <li>• Tank tops/Spaghetti straps</li> <li>• Low cut shirts</li> <li>• See-through shirts</li> <li>• Crop tops (shows midriff)</li> </ul>
<p><b>Physical Education Uniform:</b></p> <ul style="list-style-type: none"> <li>• Tops: plain school colors or with the Brown Middle School logo, loose fitting cotton t-shirt</li> <li>• Bottoms: black shorts to the knee or cotton sweatpants</li> <li>• Socks and athletic shoes</li> <li>• <b>NO oversized or tight fitting clothing, yoga pants, or cut-off sleeves or pant legs</b></li> </ul>	

**\*\*Any items not mentioned above may be declared unacceptable by administration if, after due consideration, it is deemed to be a distraction. \*\***

**\*\*No accessories to dress are permitted, such as gloves, ears, horns, decorative tights, fancy or platform shoes, or excessive jewelry. Traditional attire is encouraged and enforced.**

### DRESS CODE FOR NON-UNIFORM (FREE DRESS) DAYS

**Unacceptable:** Spandex, spaghetti strap shirts or dresses, tank tops or sleeveless tops, midriff or crop tops, see through shirts, torn or frayed pants/skirts, leggings, pajama wear, slippers, flip flops, slides, open back shoes,

clothing with pictures that are lewd, vulgar, offensive, or gang related, and clothing that advertises or depicts tobacco products, alcoholic beverages, drugs, or any prohibited substance.

*\*\*Any items not mentioned above may be declared unacceptable by administration if, after due consideration, it is deemed to be a distraction.*

## DEPARTMENT

Parents will be notified in writing when a student will receive a “U” in department.

## FAMILY VACATIONS

Family vacation absences are not excused under EPISD policy. Make-up work will be at the teacher’s discretion. **NO ADVANCE WORK WILL BE GIVEN.** This does not apply to family emergencies or illness.

## FIGHTING

Fighting of any kind will not be tolerated. **Anyone involved in a fight will receive disciplinary action by campus administration, which may include a recommendation to DAEP. Additional consequences may be determined by EPISD Police Department.**

Inciting a fight, which may include verbal or online discussions, will be disciplined as well. Students are not permitted to record fights on cell phones or computers, and will face disciplinary consequences for doing so.

## FIRE DRILL/LOCK DOWN PROCEDURES:

**Fire Drill:** In the event of a fire or a fire drill, the alarm will sound. Students are to exit the classroom quickly and quietly. Teachers will lead students out of the building using the designated exit doors and walk out to the designated areas outside of the building. **If a student is unable to walk down the stairs due to an injury or if student is in a wheelchair, the student is to be taken to the stairwell right outside of the Library. A team of adults will safely evacuate the student using our safety chairs.** (See Fire Drill Maps). Students are to wait in these areas until the “All’s Clear” bell. Students will then enter the building and return to their classroom.

**Lock Down:** In the event of a lock down drill or an actual lock down, an announcement will be made that states: “YOUR ATTENTION PLEASE. WE ARE EXPERIENCING A SITUATION THAT REQUIRES US TO LOCKDOWN THE BUILDING IMMEDIATELY. TEACHERS KEEP STUDENTS INSIDE THE BUILDING UNTIL FURTHER NOTICE. STUDENTS AND STAFF ARE TO RETURN TO THE BUILDING AND REMAIN INSIDE THE BUILDING UNTIL OTHERWISE ADVISED. DO NOT USE CELL PHONES.”

### Lockdown procedures:

1. Teachers will turn off the lights and lock doors.
2. Students and teachers are to go to an area of the room where they can remain out of sight. (Keep away from windows and doors)
3. If students are in the hallway or other part of the building, quickly go to the nearest classroom.
4. Students and teachers are to remain absolutely quiet.
5. Do not open the doors for anyone once in lockdown mode.
6. Wait until an administrator/police officer unlocks the door, checks on the class, and an all is clear announcement is made.

## GRADING POLICY

The grading scale is as follows:

90-100	A
80-89	B
70-79	C
Below 70	F

Grades shall be uploaded weekly into the grade book and shall include a minimum of 12 grades for the nine-week grading period as follows:

- At least four grades shall reflect content mastery through summative assessments;
- At least four grades shall reflect content understanding through formative assessments; and
- At least four grades shall reflect content engagement through daily assignments.

The final nine-week grade shall be determined as follows:

- Forty percent for content mastery;
- Forty percent for content understanding; and
- Twenty percent for content engagement.

Students shall be notified of all grades recorded by the teacher. Papers for which grades have been recorded shall be returned to the students for review.

A student shall be allowed to redo assignments/tests where a grade of 70 percent was not earned. Retake opportunities must be offered by the teacher after the grade is posted. Remediation shall be encouraged before a student is allowed to redo any assignment/test that has resulted in a failing grade. The redo assignment/test must cover the same TEKS as the assignment/test where the student scored less than a 70 percent but does not have to be the same assignment/test. The average of the attempts shall be recorded in the grade book as the final grade for the assignment/test.

A student shall have five school days from the day the assignment is posted to redo an assignment or retake a test where a 70% grade was not earned.

At the end of each nine-week grading period, the window to redo assignments/tests for that grading period shall close. For extenuating circumstances, the principal shall work with the teacher to extend the five school days or allow redo assignments/tests after the end of the grading period.

Extenuating circumstances are factors outside of the student's control that impact his or her ability to redo an assignment/test within the time frame allowed.

Students shall be permitted to make up assignments/tests after absences including approved school related absences. Students shall be allowed one day for each day absent to make up work and receive full credit.

Each nine weeks is weighted at 25% of the year end final grade.

For high school credit courses, the weight given to each nine-week grade in determining the final semester grade shall be as follows:

- First nine-week grade = 45 percent of the semester grade.
- Second nine-week grade = 45 percent of the semester grade.
- The semester final examination shall count as ten percent of the final semester grade.

If a student does not take the semester comprehensive examination because he or she has a campus exemption, [see EIAA(LOCAL)], then the weight given to each nine-week grade in determining the final semester grade shall be as follows:

- First nine-week grade = 50 percent of the semester grade.
- Second nine-week grade = 50 percent of the semester grade.

A student who is not exempt from the final examination and does not take the semester comprehensive final examination due to an unexcused absence shall receive a zero for that examination.

At the discretion of the principal, a student may be allowed to take a missed final exam. This is to be completed by the end of the academic year (August–July).

The District shall issue report cards giving notice to a parent or legal guardian [see EIA(LEGAL)] of his or her student’s performance in each class or subject every 9 week grading period on a form approved by the Superintendent or designee.

Progress reports shall be issued to a parent or legal guardian [see EIA(LEGAL)] in accordance with District policy. For secondary school students, progress reports shall be issued to all students every three weeks.

Performance shall be measured in accordance with this policy and the standards established in EIE. Brown Middle School shall report progress to the parent or legal guardian as numerical scores. Students who receive a failing grade due to academic dishonesty shall not be allowed to redo assignments or retake a test. At the discretion of the teacher a discipline referral may be issued. A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, providing work for a student to copy, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, and/or information from students. [See also FNC and FNG (LOCAL)]

### **FORGOTTEN ITEMS**

If a student forgets to bring an item to school, the parent may drop it off in the front office. A reasonable attempt will be made to deliver items needed for instructional purposes. We have limited resources for delivery of items and we cannot disturb class.

### **GANG AFFILIATION OFFENSES**

No student on or about school property or at any school activity shall do any of the following:

1. Wear, possess, use, distribute, display, or sell any clothing, jewelry, emblem, bandage, symbol, sign or other things that are evidence of membership or affiliation in any gang.
2. Commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, and the like) showing membership or affiliation in a gang.
3. Use any speech, gesture, or commit any act or omission in furtherance of the interest of any gang or gang activity including but not limited to soliciting others for membership in any gang, requesting any person to pay protection or otherwise intimidate or threaten any person, or inciting other students to act with physical violence upon any other person.
4. Graffiti on personal or public property is not permitted.

### **GUNS OR TOY LOOK-ALIKE GUNS**

These items **ARE NOT ALLOWED** on campus. **Anyone found with firearms, weapons, or paraphernalia will receive disciplinary action by campus administration, which may include a recommendation to DAEP. Additional consequences may be determined by EPISD Police Department.**

### **ILLNESS AT SCHOOL**

Brown Middle School has a full-time school nurse on duty. If a student is injured or becomes ill while at school, ask your teacher for a pass to the nurse’s office. **The nurse will contact the child's parents if he/she needs to go home or receive further medical attention. Students should not call or text parents directly or leave campus without checking out through the nurse and the attendance office. Any student that leaves campus without checking out**

**through the nurse and attendance office will be marked truant for the remainder of the day.** Students should not use classroom phones or personal cell phones to ask parent to pick them up or to bring them medication.

## **INJURY PERTAINING TO PHYSICAL EDUCATION CLASS**

1. All students must sit out when recovering from injuries when possible.
2. If a student needs to be excused from Physical Education class, a parent must send a written note on the day to be excused. **DO NOT "CALL IN"** a Physical Education excuse, as we are unable to communicate this information to the designated coach. **The student needs to have the Nurse sign the Physical Education excuse.**
3. To be excused from *PHYSICAL EDUCATION FOR 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 and given to the nurse.
4. 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, the student may be asked to walk laps.
5. A student will not be allowed to return to activity until released by the doctor, or until the note has expired. For example, student has an injured thumb, but says he/she can do push-ups without pain, student is not allowed to do the activity. The student may not feel pain, but they may be risking re-injury.
6. 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.
7. If a student cannot participate in Physical Education on a designated day (s), the student will not be allowed to participate in other school activities (cheerleading, football, basketball, etc.) on that day.

## **LAPTOPS**

All laptops are loaned to students for their use during the school year. Laptops are issued to students when registering with EPISD. Students are expected to keep their laptops protected and to handle them with proper care. This includes not writing on or defacing them in any way.

Laptops which are lost or damaged must be paid for by the student, parent, or legal guardian to whom the laptop was issued. Fines will be assessed to students whose laptops have been damaged. A district or school can withhold a student's records if a laptop is not returned in an acceptable condition.

Students **are not to share laptops or loan** them to other students. In all events, the financial responsibility lies with the student who was issued the laptop, even if another student damaged it. It is **imperative** that each student keep up with his/her laptop at **all times**. This includes while they are in the physical education locker rooms and during lunch periods.

## **LIBRARY:**

- Library Hours will be posted.
- Gum and food of any kind are not allowed inside the library at any time.
- Students **MUST** have a pass to go to the library.
- All patrons may check out no more than three items for a maximum of three weeks.

- When an item has not been returned the item is considered lost. The full price of the item will be charged. Be aware that non-payment or not returning lost books may cause a delay in receiving report cards or student schedules.

## **LOCKERS**

Students are not issued lockers. Students are to bring a backpack with their laptop, charger, and needed school supplies. It is suggested that students clean-out their backpacks frequently.

## **LOST AND FOUND**

(Located in the **Cafeteria**) If items are not collected within a week, items **WILL** be donated. Students should periodically check the cafeteria for lost and found items. To aid in the recovery of all lost items, all items of clothing and school supplies should be labeled.

## **LUNCH PROCEDURES**

Brown Middle School is a closed campus. This means that students are not allowed to leave the campus during school hours, unless signed out by a parent for a doctor's appointment, etc.

## **LUNCH PURCHASES**

Breakfast, lunch, and after school snacks are free for the 2021-2022 school year. Additional lunch items and snack bar items can be purchased using the student's account. Parents, for your convenience, student monies may be deposited in the student's lunch accounts two different ways:

1. On-line at mySchoolBucks.com using your debit/credit card. A \$2.49 transition is required.
2. Cash/check sent in with the student and paid to the lunchroom clerk before school. Include student I.D.# on checks.

## **OUTSIDE FOOD/MEALS**

Do not bring birthday cakes/cupcakes to share with other students during the instructional day. We must adhere to the *Foods of Minimal Nutritional Value policy*. Parents cannot bring outside food to campus during the instructional day. We will not accept food deliveries for students from delivery platforms such as Door Dash, Grub Hub, etc.

No Foods of Minimal Nutritional Value (FMNV) are allowed until after school. No competitive foods 30 minutes before to 30 minutes after meal periods. Only nutritional snacks under teacher's supervision are allowed. Nutritional Snacks must comply with the nutrition standards and portion restrictions. Please also remember that reimbursable meals may not leave the cafeteria and competitive foods will not be allowed into the cafeteria. All food or snacks will be confiscated by the teacher if the student consumes them during instructional time.

## **PARENT PORTAL**

Parent Portal provides parents with online access to information for their EPISD-enrolled child. Attendance, assignments, and grades are provided. Access to email teachers directly is also available. Registration can be done through parent portal.

## **P.E. CLASSES**

Each student is to suit out daily in the **required** physical education uniform to include **athletic shoes and socks (no flats, dress shoes, open toe/backless shoes)**. P.E. uniforms must consist of the uniform sold by the PTO and/or the following:

- Physical Education Clothing (Oversized or tight-fitting clothing IS NOT allowed)
- **BOTTOMS:** Black athletic shorts or sweatpants – plain or Brown logo only. **NO RUNNING OR YOGA**

## PANTS

- **TOPS:** Gray loose fitting cotton CREW CUT T-Shirts (no tank tops, muscle shirts, V- Neck, or spaghetti straps). To prevent heat exhaustion, students should not layer their clothing and should wear light cotton clothing – no dark colored shirts (plain or Brown logos).

**Students should have their first and last name on the front of their T-shirt, shorts, sweatpants and sweatshirts prior to bringing the uniform items to class.**

## PHONE MESSAGES

Only **EMERGENCY** messages will be delivered. All students who receive messages throughout the day will be notified.

## Public Displays of Affection (PDAs)

Embracing, hugging, kissing, or any affectionate touching is prohibited on campus. Students engaging in this kind of activity while on campus or at campus sponsored events will be warned and parents may be notified. If any additional warnings of inappropriate physical contact are noticed, you will face disciplinary consequences.

## PROGRESS REPORTS

Progress reports will be sent to parents at the three-week period in between report cards. Parents must review all correspondence sent home and schedule a conference if necessary. **It is the student's responsibility to deliver progress reports and all school correspondence to his/her parents.**

## PTO

We encourage all parents to participate in PTO. Please join and attend our meetings.

## PURSES

Purses are not allowed in the classrooms and all personal materials should be kept in student backpacks.

## RECORD REQUEST

A 24-hour notification is required in order to release any records.

## RELEASING OF STUDENTS

In an effort to ensure the safety of all our students, we require identification **BEFORE** releasing a student to anyone. By Law, if parents are legally separated or divorced, each parent has equal rights to the custody of the child/children, **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.

Any student being picked up for appointments or other reasons by someone other than their parent or legal guardian (ex. Step-parent, Grandparents, siblings, etc.) **MUST** provide written permission by parent/legal guardian along with a copy of parent's driver's license or I.D. attached to the written permission. In addition, the person picking up the student must provide identification. Information can be faxed to 581-6424.

## SCHEDULE CHANGES

There will be no schedule changes the first two weeks of each semester. All schedule changes must go through a counselor; schedule change request forms can be picked up before or after school (not during the school day). Parents requesting a teacher or class change must follow these steps:

1. Completed Schedule Change Request Form.
2. Parent-teacher conference required.

3. All schedule changes must be approved by an administrator prior to change.
4. Please allow 3 days/or appropriate timing due to grading periods coming to an end for a schedule change to be processed.

## **SCHOOL DANCES**

*For student safety, pick up your children on time to avoid unsupervised students.*

- Attire: school uniforms unless otherwise specified for the event.
- If a student receives disciplinary action prior to a dance, dance attendance privileges can be revoked by administration.
- No handheld lights or any like instruments are allowed at dances.
- Dance times and attire will be announced throughout the year.
- Parents should be aware of drop off and pick up times for safety reasons. There is no adult supervision after the dance has ended.
- **Only** Brown students may attend dances.
- For safety reasons, no food or drinks will be allowed in the cafeteria during the dances. Drinks and candy will be sold in the cafeteria hallway and must be consumed before returning to the dance.
- Inappropriate dancing or any other types of dancing that may be dangerous or unacceptable **WILL NOT BE ALLOWED**. Any student involved in dangerous or unacceptable dancing **WILL BE REMOVED FROM THE DANCE**, and disciplinary action will be taken.

No Disciplinary Alternative Education Program (DAEP) student will be allowed to attend a dance while assigned to DAEP.

## **SCHOOL PICTURES**

School pictures are taken twice a year. The first scheduled time is in the fall. These pictures are used for our records and the yearbook. Retakes will be taken a month later for those students who were absent or did not like the pictures they purchased. The second time for pictures is in the spring. There are no retakes for this set of pictures.

## **STUDENT BELONGINGS**

The school cannot be responsible for student belongings. If a student's school issued property is stolen (i.e. MacBook), the student should promptly file a report in the office for administrative investigation. Not all investigations are guaranteed to return items to student.

**Jewelry purses, all electronic devices, and large amounts of money or valuables should be left at home. BRING THESE ITEMS AT YOUR OWN RISK! These lost/stolen items will not be investigated.**

## **STUDENT HONOR PRIVILEGES**

Any "U" will keep a student from being included in Honor Roll activities for that nine weeks.

## **STUDENT MEDICATIONS**

1. Medications prescribed by physicians practicing in Mexico **CANNOT** be administered by the school nurse. This violates the Nurse Practice Act.

2. **Effective January 1, 2000 in ALL schools:** (a) All over the counter (OTC) medications taken by mouth, inhaled, or applied to the skin (Tylenol, Ibuprofen, Neosporin, Calamine, etc.) to be given to a student by the school nurse will require both a parent/guardian written consent and a written order from the doctor/dentist licensed in the State of Texas. (b) All OTC medications must be provided by the parent/guardian. All OTC medication must be a new sealed container and must have the original label. (c) All doctor's orders must be in writing. School nurses cannot accept phone orders from doctors. (d) The doctor's written order **MUST** include: (1) name of the medication (2) dosage (3) frequency (frequency and/or time medication is to be given) (4) route (oral, inhaled, etc.) The length of time medication is to be given **MUST ALSO** be included - e.g. 2 weeks, or entire school year. (e) All **PRESCRIPTION** medication labels must be current (whose label shows one year from the date it was filled).
3. Asthma Inhalers - If inhaler is to be carried at school, the nurse needs doctor's order specifically stating "student can carry an inhaler while at school." Doctor's orders need to be renewed **EVERY** school year.
4. ADD/ADHD Medication - A doctor's written order is required each time dosage is adjusted. If you wish teachers to be aware 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.
5. A written order from the physician and a signed statement from the parent is required to stop/discontinue any treatments/medications. Discontinued medication must be picked up within one week or it will be destroyed.
6. 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.
7. As per state law, all 7<sup>th</sup> graders will be screened for vision/hearing and Acanthosis Nigricans (a skin marker that may signal high insulin levels that create the potential risk of developing Type 2 diabetes). All 6<sup>th</sup> graders will be screened for Scoliosis-an abnormal curvature of the spine. If your child is already under the care of a physician for Scoliosis, please provide this information to the nurse.

## **STUDENT TRANSFERS**

**It is an honor and a privilege to be a student at Brown Middle School.** If there are any issues due to discipline or attendance **TRANSFER MAY BE REVOKED.**

## **THREATS**

All threats (verbal, virtual, written, and non-verbal) are considered to be serious and will be dealt with administratively. Threats may be grounds for an alternative placement, and law enforcement will be notified.

## **TRANSPORTATION**

Bus transportation is provided for students who live 2 miles or more from Brown. Students may obtain a bus card from the main office. **Riding the bus is a privilege.** Loud and boisterous behavior, failure to remain seated, throwing objects or any similar conduct which interferes with the bus driver's attention to traffic, creates a hazard for occupants of the bus or otherwise creates an unsafe condition is strictly prohibited. Inappropriate behavior may result in loss of bus riding privileges. Students on a transfer are not provided transportation.

## **UIL**

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

## VIPS

We have many parents who volunteer to help on a daily basis. Parents may help in the front office area, the nurse's office, the library, the cafeteria, and even in the classrooms. We appreciate all of our volunteers! VIPS must be cleared to be on campus through district procedure.

## VIRTUAL LEARNING

In the event circumstances cause the campus to go to a full/partial distance learning environment, the following expectations will apply:

- All students will continue to follow the EPISD Student Code of Conduct.
- Students will follow all rules and expectations associated with distance learning.
- Students will be responsible for maintaining their device.
- Students will notify teacher, counselor, or administration about the lack of internet service immediately as to not miss any information being given.
- Attend your scheduled classes on time.
- Participate during classes daily by asking/answering questions and getting involved in group discussions.
- Turn in all assignments per teacher directions (Schoology, email, etc.).
- When you are unable to attend an online class, you are responsible for any make up assignments.

## WEAPONS

Administration considers a weapon to be any object used to threaten or harm another individual or individuals. Weapons are **prohibited** on campus. **Anyone found with firearms, weapons, or paraphernalia will receive disciplinary action by campus administration, which may include a recommendation to DAEP and a report to law enforcement.**

## 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 school issued materials 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 school issued materials and clear in all areas. Any fines or laptop fees **MUST** be paid for at the time of withdrawal. Students are responsible for all laptops issued and library books checked out.

## UNACCEPTABLE ITEMS AT ALL TIMES

- Alcohol and drugs, tobacco products, tobacco paraphernalia including electronic cigarettes, vapes, etc. of any kind, on any part of clothing, shoes, or personal belongings, etc.
- Knives, guns, clubs, brass knuckles, sharp or pointed items or anything that could be used as a weapon (includes jewelry with sharp points and objects like rocks)
- Chains on or from clothing or bags (any length)
- Matches, lighters, fireworks, explosives, and poppers of any kind
- Permanent markers, spray cans (including hair spray), shaving cream, silly string, water guns, spraying bottles or any related items, liquid white- out, etc.
- Roller blades, skates, skate shoes, etc.

- Wireless headsets of any kind, including AirPods
- Game systems or sound systems of any kind
- Laser pointers, recording devices, or any like unit, etc.
- Pepper spray

Possession/use/or any involvement with ANY of the above items will result in disciplinary action, confiscation, and disposal of the item. Fire marshal and law enforcement may be notified if the prohibited item warrants their involvement.



October 20, 2021

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 of Civil Rights and the Texas Education Agency (TEA) requirements, has provided for employees, students, applicants or parents procedures which preserve the rights and responsibilities of those individuals regarding nondiscrimination, harassment, and grievances.

These policies and procedures are available to you on the EPISD website, 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, creed, age, sex, religion, national origin, marital status, ancestry, citizenship, military status, mental or physical disability, gender stereotyping and perceived sexuality, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, or IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Cecilia Whiteman at 230-2836.

**Harassment:**

Procedures are outlined in District policies DH, DIA, FFH, and FNC. District administrators are required to adhere to the requirements as outlined in the 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 coded for the convenience of employees, students, applicants and parents. District administrators are required to adhere to the requirements as outlined in the policies in order to provide a timely, thorough, and complete resolution of concerns, complaints, and grievances as identified by policy.

Please call the school if you have any questions.

Carlos A. Gomez  
Principal-in-charge

## Acknowledgement Page

I, \_\_\_\_\_, acknowledge receipt of the  
(Print Student Name)

Brown Middle School Student Handbook and will review with my parent/guardian. I

further acknowledge that I am responsible to act in accordance with the Student  
Code of Conduct.

I understand that failure to follow the Code of Conduct could result in disciplinary  
action and revocation of campus privileges.

Student signature \_\_\_\_\_ ID# \_\_\_\_\_

Date \_\_\_\_\_

Parent/guardian signature \_\_\_\_\_

Date \_\_\_\_\_

Please submit this form to your Advisory teacher no later than Friday, October 29,  
2021.