

Home of the Mighty Hornets!
Feel The Sting



Student and Parent Handbook

Henderson Middle School
2016-2017

Henderson's Mission Statement:

At Henderson Middle School, we will educate, motivate, and inspire students to become proficient in all content areas which will provide productive citizens in our community.

*"Innovation...our
Digital Promise"*

....Collaboration!

.....Go Hornets!

HENDERSON MIDDLE SCHOOL



**5505 Robert Alva ave.
El Paso, TX 79905
(915)236-0700 office
(915)772-3425 fax**

PRINCIPAL:

Ms. Elizabeth Maldonado

ASSISTANT PRINCIPAL:

Mr. Victor Montes

ASSISTANT PRINCIPAL:

Ms. Deanna Bague

TABLE OF CONTENTS



1. List of Personnel
2. Quick Reference Sheet
3. Visitors
4. Absences/truancies
5. Cafeteria/nutrition
6. Attendance
7. Instructional Calendar
8. Student Services
9. Breakfast/Lunch Program
10. General Information
11. Expectations
12. Textbooks
- 13-15. Discipline/Dress Code
- 16-17. Parent/Student/School Compass



HENDERSON MIDDLE FACULTY & STAFF

Administrative Team

Principal	Elizabeth Maldonado
Assistant Principal	Victor Montes
Assistant Principal	Deanna Bague

Care Team	
Counselor	Hector Blanco
Counselor	TBD
Diagnostician	Lucia Bloom
Speech Therapist	Lilliana Montes
Librarian	Bruce Davis
Nurse	Mary Martinez
Student Outreach Specialist-Alpha Initiative	Lessie Thompson
FCF Specialist	Daniel Chavez

Instructional Team	
Active Learning Leader	Evangelina Rogers
Active Learning Leader	Luis Castañeda
Special Education Coach	Fernando Valdez
Testing Coordinator	TBD

Customer Service Team	
Secretary to Principal	Sandra Alanis-Moreno
Registrar	Sofia Cranford
Attendance Clerk	Dolores Garrison
PEIMS Clerk	Maribel Cericerez
Bookroom Clerk	Erika Inostrosa
LPAC Clerk	Carmen Ruiz
Police Services	Officer Martinez
Campus Patrol	Sylvia Lujan
In-School Suspension Monitor	TBD

Nutrition/Maintenance Team	
Cafeteria Manager	Elma Portillo
Assistant Cafeteria Manager	Claudia Garcia
Head Custodian	Ignacio Dominguez
Asst. Head Custodian	Ramiro Diaz



Teachers

Team of Inspiration

Grade/Subject	Teacher	Grade/Subject	Teacher
<u>Touch Systems Data Entry</u>	Felix Castor	DAEP	Adrian Herrera
<u>8th GT Math</u>	Daniel Blanco	8 th Math	Iveth Garduno, Dept. Head
<u>7th GT Math</u>	Matthew Banales	8 th ELAR	Angelina Mata,
<u>8th Math</u>	Luz Pedroza	ART	Saul Ramirez
<u>8th ELAR</u>	Jose Ramos	8 th ELAR	Erika Morales
<u>P.E.</u>	Mickey Rogers	8 th Science/GT	Anna Drewes, Dept. Head
<u>7th & 8th Science /8th Math</u>	Celina Delgado	8 th SS	Loretta Asevedo, Dept. Head
<u>7th Math</u>	Leticia Sanchez, Hall Captain	6 th /7 th GT Math	Abraham Perez
<u>7th Science/GT</u>	Bradley Moore	7 th /8 th Science & Journalism	April Wilson
<u>7th ELAR</u>	Vacancy	7 th ELAR/DL	Jose Gallegos
<u>7th ELAR/ Humanities/DRD</u>	Bianca Rodriguez	7 th SS	Katherine Cowart
<u>7th/8th SS</u>	Michael Lugo	ESOL	Sofia Quesada, Dept. Head
<u>ESOL 6th - 8th</u>	Melissa Sullivan	ESOL	Claudia Munoz
<u>6th SS</u>	Pablo Saenz, Hall Captain	6 th SS	Harat Saucedo
<u>6th ELAR</u>	Maria Estrada	6 th ELAR	Alam Canales
<u>6th ELAR</u>	Elsa Estrada	6 th Math	M. Park
<u>6th GT Math</u>	Patricia Moreno	6 th Math	Isabel Payan
<u>6th Science</u>	Lizeth Cardoza	6 th Science/GT	Ronaldo Briones
<u>AIM</u>	Jaime Isaac	CRC	Luis Carranco
<u>SPED</u>	Daniel Franco	SPED	Veronica Castilla
<u>SPED</u>	Edward Perez	SPED Incl.	Hilario Chavira
<u>6th Humanities</u>	Nayeli Jaquez	7 th /8 th Humanities	Kris Grijalva
<u>P. E.</u>	Elizabeth Lopez	AVID	Steven Mena
<u>P.E.</u>	Victor Uranga	Band	Jaime Reza
<u>Orchestra</u>	Jose Rios	Choir	Lilian Chavez
<u>Adapt. P.E.</u>	Alicia Hernandez	Spanish	Edgar Mejia
Paraprofessionals:			
AIM CRC Resource		Dana Nafey Jessica Rodriguez, Maria Mireles Flor Ramirez	

Quick Reference Sheet:
Ways We Assist You (915) 236-0700

Job Descriptors	Last Name, First	Location	Phone Ext. 23-
Maintains calendar /appointments for Principal, collects money, handles cell phone returns, takes minutes, Coordinates Registration, Federal transcripts for employees, creates agendas, prepares & maintains payroll, assigns substitutes, prepares budget,monitors accounts-SCE/Grants, Mentor, tutors, etc.types PDAS for admin, prepares paperwork for travel, weekly time sheets, coordinates clerks, maintains confidentiality,	Alanis-Moreno, Sandra	A-113	60716
Enrollment and withdrawals of students by receiving, organizing, and maintaining student information, requests and sends school records, assists with pre-registration, verifies residence, distributes transfer forms, generates eligibility reports, verifies student ID, maintains CUM Record for students	Cranford, Sofia	Office	60713
Attendance and information regarding absence policies, maintains attendance system for the campus, assists with microcomputer attendance system, notes field trips and tracks students	Garrison, Dolores	Office	60705
Posts grades, generates labels for calendar cards, nurse's health records and other labels requested by faculty/staff, collects and reports PEIMS data, generates Intergrade program, coordinates Federal Survey, coordinates teacher substitutes,	Cerecerez, Maribel	B-110	60717
Distribution of Textbooks, maintains records of all books and instructional aides, receives warehouse and purchase orders, provides inventories, lost and found material	Inostrosa, Erika	A-110	60722
Properly identify your child's coding and how it's reflected in the system, works closely with ESOL teachers to maintain accurate data and record keeping of students coded "LEP", collaborates with PEIMS, assists with tutoring schedules, provides information for parents, recruits parents to attend conferences, workshops, etc. Verifies coding	Ruiz, Carmen	B-110	60723
Health services, health/safety education, preventative practices, screening procedures, notifies parents if accident or illness occurs, liaison between school and community, provides temporary and emergency care for sick or injured individuals, administers medications, informs of immunizations	Martinez, Mary	Rn Office	60711
Involved in Special Education testing, scheduling ARDS, completing paperwork, ensuring campus compliance, assists with determining modifications and accommodations	Bloom, Lucia	A-210	60743
Guidance services, assists with test score interpretations, career exploration and planning, helps with high school plans for students, team building among staff, support for campus mission and goals	Counselors	Counseling Center	60714/60715
Speech therapy services for individuals/groups, works with teachers and serves on campus referral team, maintains student eligibility folders, helps with effective communication for the students	Montes, Liliana		
Assists with parent volunteers and coordinates campus PTA/PTO etc. record keeping related to programs, parent involvement plan, school-parent compact, assists with parent presentations	Nieto, Josie	A-119	60707
Coordinates PTA/PTO, VIPs and other school/community groups for the purpose of parental involvement, monthly documentation, Title I parental efforts and activities	Nieto, Josie	A-119	60707
Manages food service operations, complies with all federal, state and local regularions regarding Child Nutrition, prepared production information regarding menus and food preparation, maintains kitchen and upholds high levels of sanitation standards	Portillo, Elma		
Supervises custodial operations for the campus, routines for cleaning and maintenance, maintain safety, cleanliness, and efficiency, helps train others, provides set up for events, makes repairs as necessary, maintenance of athletic facilities, proper function of heating and cooling equipment	Dominguez, Ignacio		60725
Maintains the campus grounds, ensures a safe campus, free of safety hazards, recommends repairs, helps train other custodial staff, assumes the head custodian duties when necessary	Diaz, Ramiro		60725
Security and protection for students, faculty, and staff, monitors grounds and parking lots, controls traffic, enforces school rules, escorts students, helps visitors by giving directions or guiding them, reports all evidence of illegal substances, monitors bus area, maintains order and discipline	Lujan, Sylvia		



ATTENDANCE

SCHOOL HOURS:

7:45-2:50

The first bell rings at 7:40 a.m., the second bell rings at 7:45 am, and the tardy bell rings at 7:50 a.m. **Early arrival to school before 7:30 a.m. is allowed, but students must remain in the cafeteria. Students may not wander the hallways or office area.** Students must have a pass to attend tutoring before school and must enter through the front of the building. The main office is off limits without a pass prior to 7:40 a.m.

ATTENDANCE POLICY

Effects of absences: According to the Texas Education Code 21.041, a student must be in attendance at least 80 days during a semester in order to receive credit for a class, whether the absence was excused or unexcused.

Excused Absences: 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, and weather or road conditions making driving dangerous, or special or extenuating circumstances acceptable to the Principal.

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. ***Make-up work will not be permitted on any missed assignment.**

ATTENDANCE PROCEDURES:

1. **Parent/Guardian Responsibility:** It is important that a parent/guardian call the school @ 236-0700 in the morning or as soon as possible to report the student's absence. In addition, a note must be sent to school stating the reason for the absence. Notes must be signed and dated. A doctor's note will be accepted in circumstances of illness. **Parents must report to the office and sign the student out. Please have identification available when signing out the student. Students will not be signed out during the last 30 minutes of the instructional day (last period). The student will not be called out of class until the parent/guardian is present.**
2. **Medical Appointments:** Doctor/Dental notes are required for all medical appointments. Depending on the time of the appointment, the absence will be excused half day or full day.
Note: Please understand that when the child is absent, whether 1 class or many classes, they will still be marked absent. To maintain "Perfect Attendance" Status we strongly encourage all appointments be made after school, during weekends, or vacation time.
3. **Excessive Absences:** Excessive absences, excused or unexcused, could reflect negatively on a student's grades. When a student's absences reach an excess amount of **3 or more days**, a **doctor's note** with be required. **It is the student's responsibility to obtain make-up work from each of their classes.** A student is allowed one day of make-up work for each excused absence. Make up work must be turned in to the respective teachers in a timely manner.
Note: If you feel that your child may accumulate excessive absences throughout the year due to chronic medical illness or condition, 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 yearly or as circumstances change.
4. **Unexcused Absences:** Parent(s)/guardian(s) and students will be sent to court for excessive unexcused absences and/or tardies. Parents will receive a **court warning** when their child accumulates **three unexcused absences or nine unexcused tardies.**
3 Unexcused tardies=1 Unexcused absence. Please report to class on time.
5. **Requested Absences:** Please schedule an appointment with the school Administration for approval.

TRUANCY Truancy is any absence from school without permission from the parent/guardian and/or school officials. Action on truancy may include: zero grades for all graded work, parent contact/conference, parent escort to class, detention/In-School Suspension (ISS), Alternative Education (AEP), and/or court warning/referral. Please discuss the importance of attending class and the consequences of "ditching" with your child.

STUDENT SERVICES



Counseling



Our counselors will be more than happy to talk and listen to you whenever you need advice with academic, social, emotional, or career concerns. You are encouraged to stop by and sign up for appointments before or after school and at lunch time. Our counselors also provide referral assistance. Parents/Guardians are welcome to schedule appointments too!



Health

If you become ill during class your teacher will send you to the nurse with a nurse's pass. The nurse will also store and administer prescribed medication. It is your responsibility to take your medication at the proper time. ALL medications MUST be turned in to the school nurse. NO medication is to be in the student's possession while at school. Please report to class and ask the teacher for a nurse's pass before going to the nurse's office. Check with the nurse on available times.



Library

Come check out some awesome books! Our librarian is happy to help students find books they are interested in! If you are going to the library, please see Mr. Davis or your Reading teacher for a pass. Students are expected to take care of our library including all books and materials. Any damage or loss must be replaced or fined.

***INTERNET USE

The Internet is available for student use in the computer labs and library. However, a student is not permitted to access the Internet until an Acceptable Use Policy must be completed by both the student and the parent during registration. Acceptable Use Policies must be renewed each year. Any student found using access in a way deemed inappropriate will be denied privileges and face administrative consequences.

BREAKFAST & LUNCH PROGRAM



CAFETERIA

Please take pride in your campus! Students are expected to keep their eating area clean at all times. Any food not eaten is discarded in the proper trash cans located in various locations throughout the cafeteria. Any remaining utensils and straws will be thrown as well. Students will notify an adult if any accidents occur. **All food, snacks, and beverages must be consumed in the cafeteria only. Students are not allowed to remove any food item from cafeteria. FOOD FIGHTS WILL NOT BE TOLERATED under any circumstance!!!**

- 👉 **Mornings:** Students arriving early to school are welcome to remain in the cafeteria until the bell rings.
- 👉 **Lunch:** All students must enter single-file. Students will remain in the cafeteria the first 15 minutes of their lunch shift.
- 👉 **Afterschool:** The cafeteria will remain off limits unless the “After-School Snack Program” is taking place for those attending a sponsored event or tutoring.

Henderson Middle is proud to provide... “Breakfast in the Classroom”.



An income verification form should be filled out during registration.. This form is to be filled out by parents wishing to qualify for free/reduced lunch benefits. Students and parents will be notified if they qualify. Breakfast in the classroom will be available for all grade levels this year. Each student will be provided free breakfast during their 1st period class. Breakfast is free of cost to every student. All meals at Henderson breakfast and lunch are free for all students.

General Information



VISITORS

A visitor is anyone who is not enrolled or employed at Henderson Middle School. Anyone wishing to visit the school **MUST** obtain a visitor's pass or badge from office. Unless a person has a valid reason for visiting, permission will not be granted. Visitors will be asked to sign in and out at the front office.



PARENT CONFERENCES

Parent/Teacher conferences are strongly encouraged and welcomed. Visitor passes **DO NOT** allow parents to interrupt teachers during instructional time. Appointments should be made through the teachers, **24 hours in advance**, either in person, email, or by telephone.



FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with all escape routes available. When a fire alarm sounds, students will immediately stand and form a single line as they leave the room. No one is to run, pass one another, or break line. The first student to reach an outside door is to hold it open until all have left the building. Students should not talk during the fire drill and are to remain with their class until the signal is given to re-enter the building.



TELEPHONE USAGE

The office telephones are to be used in case of **emergency only**. Due to limited phone lines, we ask for your cooperation in planning ahead. If a parent/guardian has a message to relay to any student during school hours, the office staff will make note of it and the student will be called to the office at the earliest moment possible. Emergency messages will be the only messages delivered to students during class time.



COMMUNICATION/LASER DEVICES

Students are prohibited from bringing radios, CD players, tape recorders, game boys, cameras, cassettes, MP3 player, iPod player, and other similar devices to school. These items will be confiscated, tagged, and stored until a parent picks them up. **Paging devices and laser pens are prohibited! They will be confiscated and turned over to the EPISD police and a \$15.00 fine will be assessed. Cell Phones are to remain off during the instructional.**



LOST AND FOUND

Students, not the school, are responsible for their personal property. Personal property brought to school should be properly labeled with the student's name and kept in the student's personal locker until the end of school. Lost or found items should be turned to the Bookroom or Front Office. If any item has been stolen, report it to an Assistant Principal immediately. In case an Asst. Principal is unavailable please contact a faculty member ASAP. Henderson Middle school is not responsible for items brought from home. **Students are strongly encouraged to leave large sums of money and valuables at home.**



Expectations



STUDENT PERFORMANCE

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 Rolls in 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:

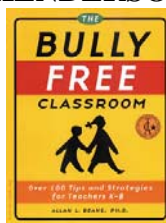
-  Students must receive a grade of 80% or above in all subjects.
-  No U's in conduct.

TUTORING

Tutoring in all core subjects will be available. The tutoring schedule will be posted in the campus website.

☺ STUDENT PERSONAL SAFETY/BULLY FREE ENVIRONMENT

Anytime a student feels threatened verbally or physically, it is their responsibility to notify a teacher, an administrator, or the campus security. BULLYING, OF ANY KIND, IS NOT TOLERATED AT HENDERSON.



HALL PASSES

Students are not permitted in the halls or around campus unless they have a pass from their teacher, counselor, nurse administrator or office staff.



BUS CONDUCT

All students eligible to ride the bus will be required to show their ID card. The bus driver can refuse a student boarding the bus if he/she does not show the proper ID. Any student who is disruptive, damages the bus in any way, or interferes with the bus driver's ability to safely transport students in a safe manner, will be referred to an administrator. If a student loses their bus privileges, it will be the parent's responsibility in providing transportation to and from school.



TEXTBOOKS

Books must be covered (TEC 12.65b) by the pupil under the direction of the teacher. Books must be returned at the end of the school year or when the pupil withdraws from school. Each pupil, or his parent/guardian, shall be responsible for all books not returned by the pupil. Any pupil failing to return all books shall forfeit his right to free textbooks until the books not returned, are paid for by the parent/guardian. (TEC 12.65c) The student is responsible for keeping books in good condition. Writing or marking on non-consumable textbooks is not allowed. Any misuse of the textbooks due to carelessness or neglect will be considered a cause to charge the student a fine for any damaged book. Fines are subject to severity of damage.



FINES:

Textbooks and Library Fines must be cleared prior to end-of-year activities. Students with outstanding balances may

Backpacks

This year, backpacks will be allowed because we are a Verizon Innovative Learning School. Student lockers will **NOT** be assigned nor will be permitted. Students are allowed to bring their backpack to school with all necessary materials to be successful in the classroom setting. Built-in shelves are available as storage for backpacks in the classrooms. Students are to only take out necessary materials pertinent to class; all other items must be stored inside backpack. Students with athletic equipment bags will be asked to store them in the front of the teacher's classroom.

I-PAD FAQ



Due to the Verizon Grant, all students will be allocated an i-PAD. Upon receiving an i-PAD, it is the student's responsibility to care and store the i-PAD. i-PAD is only to be utilized during designated times set by the teacher, otherwise, it must remain stored. It is the responsibility of each student to bring i-PAD charged and ready for class on a daily basis.

RULES FOR STUDENTS:

- Students should keep their name and homeroom on their lockscreen, for quick identification.
- At school, iPads should be used only during class periods. They should be off and put away before school, during passing periods, and during break and lunch.
- iPads should be charged and ready for use when brought to school. A few chargers will be available at school but students shouldn't routinely depend on them.
- Apps (software) should be downloaded to an iPad only at the direction of a teacher.
- iPads should be kept safe and secure at school or at home.
- iPads should be kept in backpacks while traveling to and from school.
- Students must keep their passwords secret except from their parents. This includes 4-digit security codes, email passwords, and Apple ID passwords.

DISCIPLINE AND UNIFORM POLICIES

SCHOOL PERSONNEL JURISDICTION-ALL school personnel will enforce school and district policies and regulations. A student who refuses to comply with directions may be subject to disciplinary action. If a student feels he/she has been mistreated or misjudged, the matter should be discussed with an administrator. Parents will be contacted.

STUDENT CODE OF CONDUCT

Each student will be issued a revised Student Code of Conduct Plan when it becomes available (the previous year's SCOC applies until the new one is revised and available). This describes the discipline requirements and penalties set forth by EPISD. 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.

STUDENT BEHAVIOR DURING SCHOOL ACTIVITIES

Any student involved in misbehavior at any school activity will be subject to disciplinary action. This includes school-sponsored activities away from campus.

SCHOOL DANCES

RULES:

- *No inappropriate physical contact or sexually explicit dancing will be allowed.
- *No guests from other schools will be allowed to attend any Henderson dance.
- *Dances are for Henderson students **ONLY!**

ALL school rules will be in effect.

CONSEQUENCES:

- *Verbal warning.
- *Parents will be notified and student will be removed from dance.
- *Loss of dance privileges for the rest of the year.

DETENTION

Detention will be held after school Arrangements must be made by the parents for transportation from school to home if a student does not ride the bus.

THROWING DANGEROUS OBJECTS

Any students caught throwing a dangerous object such as a rock, regardless of size, will be recommended to alternative education placement in accordance to district policy.

INAPPROPRIATE PHYSICAL CONTACT

Students must keep their hands to themselves. Inappropriate physical contact will not be tolerated. This may include rough play, fighting and public displays of affection. Students may face consequences according to district policy concerning sexual harassment. Students may be placed in the alternative education program





Henderson Middle School

Uniform Policy

ANYTHING NOT SPECIFICALLY LISTED AS ACCEPTABLE MAY NOT BE WORN ON CAMPUS!

1. **SHIRTS:** Approved colors: Only Navy Blue/Orange Polo style shirts (NO LOGOS). **Shirts must be tucked in at all times.** Shirts worn under the approved shirt must be solid white.
2. **PANTS:** Khaki/Blue colored pants, Docker/Uniform style. **NO** Dickeys, **NO** cargo, **NO** carpenter, **NO** flood, **NO** stretch, **NO** skinny pants, **NO** detachable, **NO** overalls, **NO** warm-ups or **NO** JOGGER pants will be allowed. All pants must be worn appropriately at waist level. Sagging or hanging attire is not appropriate. Khaki UNIFORM shorts and UNIFORM skirts and UNIFORM skorts must be worn knee length. Belts must be appropriate, black or brown with no decorations (no military style belts or buckles).
3. **SWEATERS/SWEATSHIRTS:** Approved solid colors navy blue, may be worn over the shirts.
4. **SHOES:** Tennis Shoes and/or regular shoes are allowed. Shoes that can be converted into roller skates, house slippers, open-toed shoes, taps, and metal plated (toes) are NOT permitted on campus. **NO** BOOTS are allowed at any time during the school year. All shoes must be securely placed on each foot. Shoe laces should be the same color as the shoes and must be completely fastened.
5. **HEAD COVERING:** Hats, visors, caps and head coverings of any type are not to be worn to school. No hairnets spray hair dyes, bandanas, or unnatural hair coloring or style that may be a distraction to the educational process will be allowed.
6. **JEWELRY AND ACCESSORIES:** The only pierced jewelry to be worn on campus is earrings which must be worn on the ear (one pair and girls only). No large hoop earrings. **NO** other visible piercing is allowed. **NO** body piercing! No Chokers, necklaces, choke chains, ankle bracelets nor wallet chains are allowed. Studded belts, military style belts, studded bracelets or necklaces are not allowed.
7. **BICYCLES/SKATEBOARDS:** Bikes are to be stored and locked on the bike rack and skateboards are NOT permitted on campus. The administration reserves the right to ban bikes or skateboards at any time.
8. **HAIR COLOR, MAKE UP, JEWELRY & ACCESORIES:** Hair is not to be worn in any manner other than natural in color. Extreme hairstyles of any sort are not permitted. Jewelry/Piercings (OUTSIDE OF EARRINGS FOR GIRLS) are **NOT** permitted and is under the sole discretion of the administration to decide whether an item is allowable or not.
 - o **OTHER ITEMS THAT ARE EXPRESSLY PROHIBITED ARE:** Gum and any writing on the body.

The administration reserves the right to extend the dress code to include attire not specifically mentioned previously, but deemed inappropriate. The dress code will be enforced daily.

Dress Code was voted and approved by Campus Improvement Team Members.

Consequences for non-compliance

- 1st Offense – Call home; student will have opportunity to correct. The student will be placed in ISS if we are unable to contact parents.
- 2nd Offense – In School Suspension/Parent Conference
- 3rd Offense – Suspension/Parent Conference

Henderson Middle School
Reglamento para el uso del uniforme escolar

**NADA DE LO QUE NO ESTE AQUI ESPECIFICAMENTE SERA PERMITIDO
USAR COMO PARTE DEL UNIFORME**

1. **Camisas:** Colores aprobados. Camisas estilo “Polo” color azul marino/naranja de manga corta y fajada todo el tiempo. Camisas no deben tener cualquier tipo de logo. Las camisas que se usen debajo del uniforme tendran que ser todas de color blanco de un solo color.
2. **Pantalones:** Pantalón estilo Docker/Uniforme color Khaki/azul. Todos los pantalones se deben usar apropiadamente en la cintura. Pantalones que cuelgan abajo de la cintura no serán permitidos. Shorts y faldas deben de tocar la rodilla y ser de uniforme. Cintos deben de ser apropiados, color café o negro. No se permitirán cinto estilo militar, o evilla militar. NO se permiten pantalones estilo Dickie, cargo, carpintero, flood, stretch, detachable, overalls, pantaloneras o pantalones joggers.
3. **Sueteres y Sudaderas:** Solamente colores aprobados, color azul marino, se podrán usar sobre las camisas de uniforme. **NO se permitirán sueteres o sudaderas con capuchon.**
4. **Zapatos:** Los Zapatos pueden ser estilo Tennis shoes or zapato de color negro o café, . Los Zapatos que se convierten en patines, Zapatos con tapas de metal o patunflas no serán permitidos. Las sandalias con correas si serán permitidos. Las Cintas de los Zapatos deberán de ser del mismo color del calzado y deben ser “fastened.”
5. **Accesorios de la cabeza:** Sombreros, viseras, cachuchas o cualquier otro tipo de prenda para cubrir la cabeza no será permitida. No se aceptarán redes en el pelo, pañuelos o panoletas. Estilo, tintes en el pelo, o spray de color en la cabeza que podrá ser una distracción para el proceso de aprendizaje.
6. **Joyería y Accesorios:** La única joyería que se permite son los arêtes en los oídos en las muchachas (solamente un par). Ninguna otra perforación en el cuerpo será aceptada. Collares, cadenas de cuello, rosarios o pulseras de tobillo no pueden usarse en la escuela. Cintos con tachuelas, o collares o pulseras de esta misma clase no están autorizadas.
7. **Celulares:** Se les recuerda a los padres de familia al igual que al estudiante acerca de la póliza del Distrito escolar que afirma que no está permitido cargar teléfonos Celulares en la escuela. Se tendrá que pagar \$15.00 con la secretaria de la escuela para poder recuperarlo.
8. **Bicicletas y patinetas:** Las bicicletas son para ser almacenadas y bloqueadas en el porta-bicicletas y patinetas NO son permitidos en la escuela. La administración se reserva el derecho de prohibir las bicicletas o patinetas en cualquier momento.
9. **Color De Pelo, Maquillaje, Joyería y Accesorios:** El cabello no es para ser usado en cualquier modo diferente al color natural. Los peinados extremos de cualquier clase no se permiten. Joyas y la perforación (fuera de aretes para niñas) no están permitidas y está bajo la discreción de la administración para decidir si un artículo es aceptable o no.

*Otros artículos que expresamente se prohíben es el chicle y cualquier escritura en el cuerpo.

***La administración y dirección de esta escuela se reserva el derecho de extender este Reglamento para incluir vestuario que no este específicamente decrito en este circular pero que considere inapropiado. Este Reglamento será implementado todos los días.**

El código de vestimenta ha sido aprobado por los miembros del equipo de mejoramiento de la escuela.

Consecuencias por incumplimiento de este Reglamento

1ra Ofensa – Llamada a la casa y oportunidad de corregir

2da Ofensa – Suspensión de clases dentro la escuela

3ra Ofensa – Suspensión de la escuela

**Henderson Middle School
Parent/Student/School Compact**



Grade: 6 7 8

Print Name (Last) _____ **(First)** _____ **ID** _____

Dear Parents and Students,

In the month of May, we will be having different activities and field trips for all grade levels as an incentive to celebrate the students' hard work and dedication of their academic success.

The teachers, staff, and administrators encourage and support all students to attend school every day, participate in class, cooperate with their teachers, and come prepared to the best of the student's ability. All of Henderson's faculty/staff expect each and every student to treat everyone with **RESPECT AND DIGNITY** at all times. Students will be expected to actively participate and cooperate while attending Henderson Middle.

PERFORMANCE CONTRACT IN ALL CLASSES

Students are expected to:

- **HAVE GOOD ATTENDANCE**
- **RESPECT EVERYONE**
- **COOPERATE & PARTICIPATE IN CLASS**
- **COMPLETE ALL ASSIGNMENTS (Including Homework)**
- **MAINTAIN GOOD GRADES**
- **HAVE NO DISCIPLINE REFERRALS**
- **RETURN THIS CONTRACT TO THE SCHOOL**

I UNDERSTAND THAT I WILL NOT BE ALLOWED TO PARTICIPATE IN ANY CAMPUS ACTIVITIES AND FIELD TRIPS FOR THE REST OF THE SCHOOL YEAR IF I VIOLATE THIS CONTRACT.

Student Name

Date

I UNDERSTAND THAT MY CHILD WILL NOT BE ALLOWED TO PARTICIPATE IN ANY CAMPUS ACTIVITIES & FIELD TRIPS FOR THE REST OF THE CURRENT ACADEMIC SCHOOL YEAR IF MY CHILD VIOLATES THIS CONTRACT.

Parent Name

Date

Instructions on how to access the **Student Code of Conduct** on-line: Log on to: www.episd.org

- ✓ You will be on the main page of EPISD’s website.
- ✓ To the left, underneath the EPISD logo, you will see a tab that says “Parents” (click on it)
- ✓ This will take you to the EPISD Parents page. To the right there is a box titled “Important Links”, click on “Pupil Services”
- ✓ You will be in the Pupil Services page. You will find the link to Student Code of Conduct (Spanish/English) on the right hand side.

If you have any questions accessing the Student Code of Conduct, please feel free to contact us at 236-0700.

Thank you,

Henderson Middle School Administration

I, _____, have received the instructions on how to
Parent’s Name (Print)

Access the Student Code of Conduct for 14-15 school year.

I will review the handbook with my son/daughter,

_____ ID

_____ Date

