MAGOFFIN MIDDLE SCHOOL

4931 B Hercules Ave
El Paso, TX 79904

STUDENT/PARENT HANDBOOK
2024-2025

SCHOOL PHONE NUMBER:
MAIN OFFICE 236-0000

BE RESPECTFUL, BE RESPONSIBLE, BE SAFE

Magoffin Middle School
Administration & Staff

PRINCIPAL	YENI ONTIVEROS
ASSISTANT PRINCIPALS	LILIANA DIAZ
	VANESSA TURNER
Counselors	Christina Harbrink
	Alejandra Clemens
Special Education CTC	Lizette Cortez
ELAR/SS CTC	Teresa Lopez
Math/Science CTC	Linda Samaniego
Diagnosticians	Timm Cornelius
	Vanessa Carrera
Librarian	Carin Galanter
Senior Clerk	Teri Quintana
Registrar	Maria Sanchez
Nurse	Audree Sanchez
Attendance Clerk	Maria Elena Salas
LPAC Clerk	Andres Alvarez
Bookroom Clerk	Kimberly Flores
PEIMS Clerk	Yolanda Martinez
Family & Community Liaison	Stephanie Cortez
Head Custodian	Jesus Enriquez
Cafeteria Manager	Pedro Favela
Nutrition Clerk	Marie Grayson

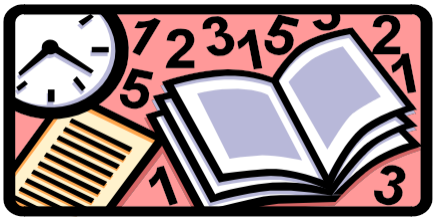
START OF THE DAY

The entrance bell rings at 7:35 a.m. and the tardy bell rings at 7:50. Early arrival at school, before 7:15 a.m. is discouraged except when a student plans to receive additional instruction from a teacher. The school day ends at 3:00 pm. Students need to report to the cafeteria or behind the school. Students must have a pass to attend tutoring before school and must enter through the front of the building. Students who are late **more than 15 minutes, 8:05** are marked absent by the attendance office. Tardies will be documented by the teacher and consequences given by the teacher. If not corrected, a discipline referral may be done in which they will receive further consequences by administration.

Report Cards/Progress Reports

Two progress reports will be issued during each nine week rating period, every third week. Report cards will be issued for the rating period at the end of every nine weeks.

ATTENDANCE POLICY



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, weather or road conditions making travel dangerous, or special or extenuating circumstances acceptable to the Principal/Designee.

PLEASE SEND A HANDWRITTEN NOTE WHEN YOUR CHILD WILL BE ABSENT. PHONE CALLS WILL NO LONGER BE ACCEPTED.

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

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

Student Information Update: Parents please contact the register if there is a change of address.

ATTENDANCE PROCEDURE

It is necessary that a parent or guardian **PROVIDE A NOTE** AND CALL the school the day of the absence. The school phone number is 236-0000. Use the EPISD parent portal to view your child's attendance, please go on line to episd.org.

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

Passes to Leave Campus: No student is to be removed from the school grounds during the school day without going through the attendance office. Parents must report to the office and sign the student out. The student will not be called out of class until the parent/guardian is present. Please allow enough time to pick up student and arrive at your appointment. **Students are not call or text message parents** from their cell phones to come pick them up. The school nurse/assistant principals are the only staff who can excuse students to go home. Only parents or legal guardians are allowed to pick up students. **An I.D. is required of all parents before a student can be released.**

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

Unexcused Absences: Parents/students will be PUT ON 45 DAY PLANS AND SENT TO COURT for excessive unexcused absences. Parents will receive a warning when their student accumulates three unexcused absences within a four week period.

Tardiness: Teachers will document tardies and assign detention accordingly. Discipline referral may be done if not corrected. After a student is late more **than 15 minutes, 8:06, the student will be marked absent. Teachers will document and they will be assigned Friday Academy if issue continues.**

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

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, and parent escort to class or In-School Suspension (ISS). Students late to class more than 15 minutes will be marked unexcused by attendance unless documentation is provided. We will begin a 45 day plan and if not corrected, we will file all truancy cases in JP court. Monitor your child's attendance using the EPISD parent portal on episd.org.

Pupil Transfer Request

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

Schedule Changes

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

FOOD AND BEVERAGES AT SCHOOL

Please take pride in your campus! Students are expected to keep their eating area clean and discard uneaten food and tray items in the cafeteria. All food, snacks, and drinks must be consumed in the cafeteria only. No food or drinks will be allowed in classrooms or to be taken outside the cafeteria. Students who take food or milk outside will be disciplined. After eating lunch students should go outside to the playground.

VISITORS

A visitor is anyone who is not enrolled or employed at Magoffin Middle School. Persons wishing to visit the school must obtain a visitors pass from the 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 and will be asked to show a STATE ISSUED I.D. Only parents or legal guardians of students may speak to the student. Parents cannot take students home when a student calls/text the parent to pick them up from their cell phone or other phone. Only the nurse or an administrator may send a student home. Students that go home without the school being informed will receive an unexcused absence.

VALUABLES/LOST AND FOUND

The school is not responsible for student's lost personal property. We do not allow students to bring anything of value to school. Students, please leave large sums of money and valuables at home. Unless authorized by teacher electronic devices are not to be in use. These items will be confiscated and a parent must pick up these items with the assistant principal. There is a $15.00 charge for a cell phone that is confiscated per district policy.

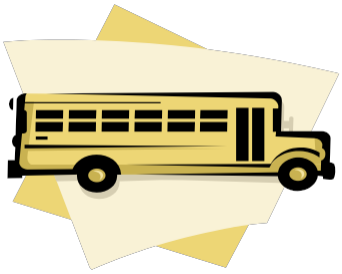
FIRE DRILLS/LOCK DOWN

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. 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 students to reach an outside door are to hold it open until all have left the building. Students should not talk during the drill and are to remain with their class until the signal is given to re-enter the building. Students who arrive late to their classes after a fire drill for whatever reason will receive an unexcused tardy and be given detention.

There will be two lockdown/hold/lockout each semester. Teachers and students will be trained on procedures. Parents will be informed when those take place.

HALL PASSES

Students are not permitted in the halls or about the campus unless they are wearing an orange lanyard from their classroom. No student is allowed out of class to the restroom until 10 minutes after the tardy bell rings and not within 10 minutes of the ending bell. This is the 10/10 Rule. All teachers abide by this rule. Students asking to use the restroom should use the restroom before the bell rings in the morning, right before the lunch bell rings or during transition times. Emergencies are excluded from this policy. Students wandering the halls and not in class will be marked truant for that class period and be taken to court.



BUS CONDUCT

All students eligible to ride the bus will be required to show their assigned bus card. The bus driver can refuse a student from riding the bus if he/she does not have their bus card. Any student who is disruptive, damages the bus in any way, or interferes with the bus driver's ability to transport students in a safe manner, will be referred to an administrator and may lose bus privileges. If a student loses their bus privileges, it will be the parent's responsibility to provide transportation to and from school. Lost bus cards are $2.00 each.

ELECTRONIC/LASER DEVICES FROM THE DISTRICT

Students are **prohibited** from bringing ELECTRONIC devices not issued by the school such as game boys, cameras, or other electronic telecommunication devices that emit a signal, or otherwise summons or deliver a communication to the possessor.

The school is not responsible for lost or stolen items brought in by a student.

Cell phones are NOT allowed in hand at any time. A student's cell phone **can be** confiscated if caught texting, taking pictures, speaking on it, or if it rings, vibrates in or out of the classroom**.**

A $15.00 fine will be assessed and can be picked up only by a parent from the principal's secretary's office, per district policy.

Cell Phone Policy Update

Due to misuse of cell phones on campus, The CIT committee voted to update the cell phone policy on 10/28/21.

The issue occurring included students posting vandalism of school property and other inappropriate behavior on social media. For this reason, the use of cell phones for personal use will be **prohibited** on campus from 7:30 AM to 3:00 PM.

The only exception will be if a teacher deems it necessary for instructional purposes.

Rules

1. **A cell phone cannot be visible. It must in backpack, or laptop bag. Student cannot walk around with it in hand. If it rings or vibrates it will be confiscated and fee will apply.**
2. **No headphones. Walking around with headphones implicates that student is using cell phone.**

Consequence: Cell phone will be taken away from student. The phone and a form explaining what occurred will be given to the administration. To get the phone back a parent must pay a **$15.00** fine. This can only be done after school hours, Monday through Friday.

Students are not allowed to pay or pick-up phones.
Refusal to comply can result in further disciplinary action.

Debido al mal uso de teléfonos celulares en el campus, el comité de CIT votó para actualizar la política de teléfonos celulares el 28/10/21.
El problema que ocurrió incluyó a los estudiantes que publicaron actos de vandalismo en la propiedad escolar y otros comportamientos inapropiados en las redes sociales. Por esta razón, el uso de teléfonos celulares para uso personal estará prohibido en el campus de 7:30 a.m. a 3:00 p.m.
La única excepción será si un maestro lo considera necesario para fines educativos.

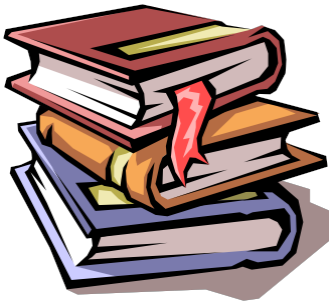
Reglas

1. No se puede ver un teléfono celular. Debe llevarse en mochila, maletín para portátil. El estudiante no puede caminar con él en la mano. Si el celular suena o vibra, será confiscado y tendrán que pagar la fianza.
2. Sin auriculares. Caminar con auriculares implica que el estudiante está usando un teléfono celular.

Consecuencia: Se le quitará el teléfono celular al estudiante. El teléfono y un formulario explicando lo ocurrido se entregarán a la administración. Para recuperar el teléfono, los padres deben pagar una multa de **$15.00**. Esto solo se puede hacer después del horario escolar, de lunes a viernes.

Los estudiantes no pueden pagar ni recoger teléfonos.
La negativa a cumplir puede resultar en una acción disciplinaria adicional.

TEXTBOOKS



Books must be covered (TEC 12.65b) by the student under the direction of the teacher. Books must be returned at the end of the school year or when the student withdraws from school. Each student or parent/guardian, shall be responsible for all books issued. Any student failing to return all books shall forfeit his right to free textbooks until the books issued are returned or 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 cause to charge the student a fine for any damaged book. Fines will be imposed accordingly. Students should not share lockers or share books. Students who lend out their books and other students lose them is the responsibility of the student whom the books were issued. Loss or theft of books in unattended backpacks is the financial responsibility of the student/parent to whom it was issued.

SERVICES AVAILABLE

Child crisis Center referrals

Counselors

The counselors are available to students to talk whenever they need advice with academic, social, emotional, or career concerns. Students must have a teacher pass to visit with a counselor. Students should not go to the counselor without a teachers pass during the school day. Students may also see a counselor before or after school

Nurse

When students become ill during class, the teacher will send the student to the nurse with a nurse's pass. All medications must be given to the school nurse. No medication is to be in a student's possession while at school. The nurse will only store and administer prescribed medications if your child has a current doctor's note. It is the student's responsibility to take medication at the proper time. Students are not to go to the nurse's office during transition time. Students are to report to class and ask the teacher for a nurse's pass before going to the nurse's office. The nurse's office is closed 30 minutes during lunch and a sign is posted during that time. If a student needs medical assistance during her lunch and the nurse is not available go to the office for help - do not leave without checking with an adult in the office if you need help! Students are not to call/text their parents from their cell phone to pick them up if they feel sick or for any other reason! Only the nurse or an administrator can release a student to a parent. If a parent picks up the student without approval, the absence will be unexcused and subject to a referral.

PE Restrictions and or Other Restrictions: Any long or short term restriction must have a written order from a licensed Texas doctor stating the length of time and type of restriction.

No cell phones allowed in the locker room- Zero tolerance.

Library

The library is open from 7:30 a.m. to 3:30 p.m. If a student needs to go to the library, they must have a pass from their teacher! Students will be monetarily responsible for lost, damaged, or overdue books. Library opening during lunch is dependent on librarian's schedule.

Extra-Curricular Activities

Students may join the Art Club, Reading/SS Club, Craft Club, Technology Club, Student Council, Band, Choir, Orchestra, or any other club in 6th, 7th, and 8th grade.

7th & 8th grade students may join athletic sports, e.g., basketball, football, volleyball, cross country, soccer, wrestling, baseball/softball or track during the school year. Students that stay busy do well in school. 6th graders have the opportunity to join intramurals. Get involved!

PARENTAL INVOLVEMENT

Parents get involved in your child's school. Participate in our Community Involvement, Military Liaison, programs. Our students' success depends on parents and campus working together. Contact Stephanie Cortez.

HONOR ROLL

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

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

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

PERFECT ATTENDANCE

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

STAAR TEST

HB1416 requires 15 hours of tutoring that will be offered in the summer along with an enrichment camp. Students who are not successful on the STAAR assessment will be given intervention support.

SATURDAY SCHOOL

Saturday School may be offered throughout the school year. Students may be required to attend Saturday school especially before STAAR testing or for credit recovery and attendance makeup.

TUTORING

Tutoring in all Core Subjects and Electives will be available each nine weeks. Students need to check with their classroom teachers to see if they tutor after school. Court appointed tutoring is the student's responsibility. Students should inform parents of the days they will stay after school for tutoring so parents know at what time to pick them.

INTERVENTION MATH/READING CLASSES

Students may be placed in INTERVENTION classes based on the previous year's STAAR scores or as recommended by campus administrators.

INTERNET USE

The Internet is available for student use. However, a student is not permitted to access the Internet until an Acceptable Use Policy has been completed by both the student and the parent. Acceptable Use Policies must be renewed each year. Any student found using access in a way deemed inappropriate will be denied privileges and given appropriate discipline action. Computer use is primarily for academic instruction.

Delivery of Student Gifts

We cannot accept student gift deliveries of any kind. (Balloons, Flowers, Stuffed Animals, etc.)

UBER Eats- NOT ALLOWED FOR ANY REASON

PARENT CONFERENCES

Parent/Teacher conferences are strongly encouraged throughout the year. Parent should check their children's report cards every nine weeks and schedule appointment with teachers as needed when the student is failing. Please do not wait until it is too late to help your child. Please call the main office, leave your number and the teacher will return your call and set up an appointment. Visitors with passes are NOT allowed to interrupt teachers during instructional time. There are two District scheduled Teacher/Parent conferences one in the fall and one in spring. EPISD Parent Portal is a parents' gateway to student achievement! Parents can view their child's attendance, progress reports, classroom grades, and report cards on line. You can contact teachers directly on line. Go to www.episd.org home page and register. If you do not have access to a computer, please feel free to use a campus library computer. Check in the front office for a pass. The computer will be available during scheduled library hours only.

DISCIPLINE POLICIES

Student Code of Conduct Plan that describes the discipline requirements and penalties set forth by EPISD is available at EPISD.org. A hard copy of the Student Code of Conduct is available through the Assistant Principal and on line at www.episd.org. Students given ISS (In School Suspension) or OSS (Out of School Suspension) cannot be on campus the same day as their suspension for any campus activities or events.

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

SCHOOL PERSONNEL JURISDICTION

Any adult on our campus will enforce school policies and regulations. A student who refuses to comply with directives will be subject to disciplinary action. If a student feels he/she has been mistreated or misjudged, the matter should be immediately discussed with an administrator or counselor.

STUDENT BEHAVIOR AT SCHOOL ACTIVITIES

Any student involved in misbehavior at any school activity will be subject to disciplinary action. **This includes school-sponsored activities and athletic events away from campus.** Students will be asked to leave a school activity even if they have bought a ticket for the event and will not be given a refund.

SCHOOL DANCES

Dances are for Magoffin students ONLY. All school rules will be in effect.

RULES:

1. School uniforms will be worn to all after school dances, unless otherwise stated by administration.
2. No inappropriate physical contact or sexually explicit dancing will be allowed.

CONSEQUENCES:

1. Verbal warning.
2. Parents will be notified and student will be removed from dance.
3. Loss of dance privileges for the rest of the year.
4. Even if the student has purchased a ticket and violates the Code of Conduct the student will be asked to leave and a refund will not be given.

DETENTION

Friday academy for tardies/behavior issues

Detention will be held Friday after school 3:00 pm-4:30 pm. Arrangements must be made by the parents for transportation from school to home, no bus transportation will be provided for detention students. Detention will be held in the library. **It is the student's responsibility to notify parents**. Students who fail to serve their assigned detention will be subject for further disciplinary action.

STUDENT PERSONAL SAFETY

Anytime a student feels threatened (verbally or physically); it is their responsibility to notify a teacher, an administrator, or the campus security. Every student has the right to feel safe and secure at school. Bullying, abuse, or mistreatment of students by anyone will not be tolerated. We recommend that parents pick up their children after school on time and not leave them unattended. Unattended students tend to get into the most trouble. Off campus incidents should be reported to El Paso police department. Any parent has the right to file an assault charge on another student that has hurt their child. Other dangerous objects that can cause injury, whether real or a toy look-alike weapon, are not allowed on campus. Unannounced visits from the District's K-9 Unit will be conducted throughout the school year.

THROWING DANGEROUS OBJECTS

Any students caught throwing a dangerous object of any kind such as a rock, regardless of size, will be disciplined in accordance to district policy. Any parent has the right to file an assault charge on another student that has hurt their child. Students who throw food at others in or outside of the cafeteria will be disciplined. Students who "milk" other students will be subject to disciplinary action. For these reasons, we do not allow backpacks in the cafeteria or allow food or milk to leave the cafeteria.

INAPPROPRIATE PHYSICAL CONTACT

Students must keep their hands to themselves. Inappropriate verbal, physical, or sexual contact will not be tolerated. Students will face consequences according to district policies concerning sexual harassment. Directing profanity, vulgar language, or obscene gestures towards others will not be tolerated. Horse playing, tackling or contact football is not allowed anytime on campus. Students will face consequences stated in the student code of conduct.

TIK/TOK challenges that damage property or put others at risk will not be tolerated. Alternative placements may be recommended.

Possession of a THC vape pen is a felony charge, and students will be prosecuted.

Magoffin Middle School
Uniform Policy
2024 – 2025

Tops

- Uniform shirts must be Polo style or T-shirts. Red, white, and royal shirts are required. The Magoffin logo is optional. No tank tops, spaghetti straps, crop tops, or mid-riff blouses are permitted.
- Colors by grade level are:
  - ROYAL BLUE (6th Grade)
  - RED (7th Grade)
  - WHITE (8th Grade)
- Spirit shirts with the school logo may be worn on Friday only; these are tee shirts that support the school, school clubs, or school athletics.
- Crew neck sweatshirts or hoodies must be a **solid** school color, and the Magoffin logo is optional. No other logos or colors are permitted.
- Jackets and coats can be of any **solid** color with a zipper in the front. No logos are permitted. Jackets or coats cannot be worn in the classrooms to cover up uniforms and must stay unzipped in the building.

Bottoms

- Khaki uniform pants only. Corduroy, cargo, low-rise pants, hip huggers, spandex, or other stretch material or sagging pants are prohibited. No jeans or uniform pants of other different colors will be allowed.
- Khaki uniform pants must fit properly and be worn at the waist. They cannot be too tight, clingy, or baggy.
- Leggings may not substitute for bottoms: tights may not replace pants, and leggings and tights are not allowed.
- Shorts, skorts, or skirts are not allowed unless they are for religious purposes and only upon parental request.
- A belt may be worn, but no military-style belts with studs or initials. Buckles should be as simple as possible, looped appropriately, and worn at the waist.
- Clothing must be in good condition, with no holes, tears, or fraying; cutoffs or ripped pants are not allowed.

Shoes

- Shoes must be closed-toed tennis shoes, which are suitable for participating in P.E.
- No boots, sandals, heels, or other shoes are allowed.

Unacceptable clothing, dress, and personal items:

- Body piercings (except for earrings) are not permitted; over-large, gauged, pointed, or sharp earrings may represent a safety hazard—no facial piercings on the face or tongue. Students may be asked to remove piercings that do not follow school policy.
- No writing on the face except on special occasions.
- Gang-related items, such as visible tattoos, clothing, accessories, shows, or other items suggesting gang affiliation, are not permitted.
- Sunglasses should not be brought to school.
- Bandanas, hair nets, or “do-rags” are not permitted.
- Wallets with hanging chains are not permitted.

- Any items that advertise suggestive comments or are related to drugs, alcohol, or other inappropriate writing or graphics are not permitted.
- Hats or head coverings are not allowed inside the buildings. This applies to hoodies and beanies.

Non-Uniform Days

Occasionally, students are not required to dress in their school uniforms. The unacceptable items listed above will still apply on such days and are not permitted. In addition, students may not wear tank or crop tops, low-cut, backless, or see-through shirts. Baggy, oversized, or torn pants, regardless of the uniform requirements for that day are not allowed. As explained above, students may not wear items that do not comply with district policy or display inappropriate graphics of suggestive material. If an item is not addressed here, then the school administration will have the final decision on the item's appropriateness.

*****Physical Education (P.E) requires students to wear blue shorts with grey T-shirts.**

Consequences

Non-compliance with the dress code will result in immediate disciplinary action, including requiring parents to bring a change of clothing, if necessary. Students found not to comply with this policy will be made to change their clothing to observe district and campus guidelines. Students who are repeat offenders of non-compliance or refuse to change will be subject to progressive discipline measures.

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

Parents, if you have any questions regarding the dress code for the campus, please see an administrator before purchasing any uniform items. You can also call the office at (915)236-0000.

I UNDERSTAND THE DRESS CODE POLICY.

STUDENT SIGNATURE _____

DATE_____

PARENT SIGNATURE _____

DATE_____

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI and IX, and Section 504 should be referred to the District Compliance Officer, Patricia Cortez, at (915) 230-2033; 504 should be referred to the District Compliance Office at (915) 230-2033.