

**Montwood Middle School**  
**2021-2022**  
**Student/Parent Handbook**



**Home of the Mighty Moose**

**11710 Pebble Hills Blvd.  
El Paso, Texas 79936  
Phone: 937-5800  
Fax: 856-9909**

**Melissa Martinez  
Principal**

**Luz D. Palmer  
Lorena Sandoval**

**Assistant Principal  
Assistant Principal**

**Erica Gonzalez  
Jessica Perez**

**Counselor  
Counselor**

**Esther Armas-Esparza  
Dawn Herrera-Sisneros  
Joann Valles**

**Secretary  
PEIMS/Scheduling  
PEIMS/Attendance**

***School Colors - Navy, Forest Green, Maroon***

## **Vision Motto**

Tomorrow's Leaders Learning Today

## **Mission Statement**

We will educate and prepare every student for their future by guiding scholars to excel at their full potential and cultivating a standard of excellence through acceptance, inspiration, and development of a life-long love for learning.

## **Vision**

We will excel at our full potential today to lead a better tomorrow.

## **Value**

We value teamwork, collaboration, and contribution to the success of our school community.

We value respect, responsibility, and ensuring the safety of all in our school community.

We value our differences, uniqueness, and ability to make each other stronger.

We value integrity and lifelong learning for all.

## **SISD Strategic Plan**

SISD's Strategic Plan guides the day-to-day work of Team SISD in order to meet the district's overarching goal of ensuring 100 percent of students graduate from high school prepared for the college and career of their choice. The plan was developed to move the district forward while meeting the needs of SISD's students, parents and broader community, and serves as the pathways to success while focusing on improving academic achievement of all students.

SISD's Strategic Plan includes five directions:

### **Direction One**

Safe and Supportive Learning Environment

### **Direction Two**

College and Career Readiness

### **Direction Three**

Highly Qualified, Effective Faculty and Staff

### **Direction Four**

Home, School, Community Partnerships

### **Direction Five**

Accountability For ALL

All registered students will comply with SISD’s dress code policy as well as the Montwood Middle School policy, as stated below. Dress Code Policy is established for the safety of all students and school personnel. MMS Administrators have the authority to make changes should something become a safety concern, distraction, or disruption that affects the learning environment or safety of the school environment.

SISD has established the following universal uniform options to compliment other agreed upon school uniform options:

- Khaki pants with a white polo shirt without a school logo
- School uniform pants and a school colored polo shirt without a school logo.
- Physical education uniform bottoms (shorts or sweatpants in any color) and a white, gray, or school colored T-shirt without a school logo.







As per Policy FNCA (LOCAL), a universal uniform may be worn at any SISD school which has elected to implement a school uniform policy.

## Montwood Middle School Campus Dress Code

In celebration of coming back from remote learning our school has established a 2 weeks of Back to 2 School Dress Up Spirit Days. We hope students will have fun and be excited to return to school. These dress up days are also great conversation starters for students to talk to other students throughout the day, make friends, and get to know their teachers.

We will give a 2-week grace period during this time for parents and students to purchase and/or received ordered uniforms. If a student chooses not to dress up for the spirit day, the student may dress in the designated school uniform or any navy blue, forest green, or marron shirt with appropriate school uniform bottom.

### 2- WEEKS OF BACK- 2- SCHOOL DRESS UP SPIRIT DAYS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<p>August 2<sup>nd</sup></p> <p>Magnificent Monday... Start your Year off Bright and wear a bright or Neon Color Shirt!</p> 	<p>August 3<sup>rd</sup></p> <p>Tropical Tuesday... Get ready to learn on Moose Island and show off your colorful flowered shirts!</p> 	<p>August 4<sup>th</sup></p> <p>Birthstone buddy Wednesday...Find out who shared your birthstone Month. Wear the color of your birthstone!</p> 	<p>August 5<sup>th</sup></p> <p>House Pride Thursday....What Moose House are in? Wear Blue if you last name starts with A-L. Wear Green if you last name starts with M-Z.</p> 	<p>August 6<sup>th</sup></p> <p>Favorite Color Friday...See who else on campus shares your favorite color. Wear your favorite color shirt.</p> 
<p>August 9<sup>th</sup></p> <p>Marvel Monday... Superhero it out and show us who your favorite superhero is!</p> 	<p>August 10<sup>th</sup></p> <p>Time Machine Tuesday...It's a new decade but let's not forget to learn from our past. Style it up from any past decade.</p> 	<p>August 11<sup>th</sup></p> <p>Wacky Tacky Wednesday.... Mix it up with Multi-Colorful or Mix matched clothes.</p> 	<p>August 12<sup>th</sup></p> <p>Jersey Thursday...Find out who is on your "team". Wear your team colors or favorite sports team jerseys.</p> 	<p>August 13<sup>th</sup></p> <p>Free Dress Friday Show off your own style and uniqueness on this Free Dress Friday.</p> 

#### Allowable Shirts/Sweat Shirts:

- Montwood Middle School Colored Uniform Shirt (See School T-Shirt Flyer for Choice of Colors)
- Blue, Forest Green, Maroon, or White Polo – logo not required

- Team SISD Logoed Shirts can be worn on Mondays.
- College T-Shirt to promote College Readiness can be worn on Thursdays
- **Zip-Up** Sweatshirts ONLY.

**Allowable Pants:**

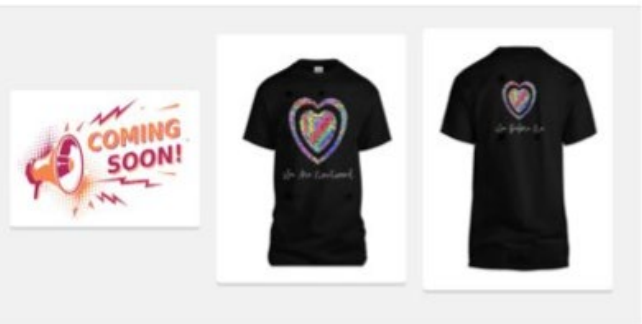
- Kaki or Navy Blue Uniform Slacks
- Kaki or Navy Blue Joggers (no large side cargo pockets allowed)
- Solid Color Untorn Blue Jeans
- Solid Color Untorn Midcalf or below Capri Jeans/Kakis
- PE Bottoms (only allowed this year in PE/Wellness classes)

**Allowable Shoes:**

- Tennis Shoes
- Close Toed Shoes appropriate for school (No Slip-on shoes or Crocs)



Will also be available in the colors of:



**\* Grey is PE uniform top only.**

\*Shirts will not be required to be tucked **IF** they fit appropriately. Oversized shirts will be required to be tucked in for safety reasons. Shirts that are undersized are being pinned back to show stomach will also be asked to be tucked in. Oversized, baggy, or pants with rips/torn will also result in school contacting parent to bring a change in clothes. Please ensure that when purchasing shirts that they fit appropriately. Free Dress Days will be offered throughout the year and dress code. Please see below for more details on Free Dress Code.

**B. Book Bags:** Students will be required to maintain and keep all school materials. A Backpack will be required this year to carry personal items and

1. Must be of normal size. No over-sized / x-large camping/hiking style or wheels
2. Must be free of gang related symbols/art and inappropriate language. No writing allowed on bags
3. Laptop pouch inside backpack recommended to help maintain integrity of laptop.

**C. ID's** must be worn and visible by students always, either on a lanyard or clip. Student IDs will be used to check out books, technology equipment, process lunch accounts, as well as entrance to school. ID's will be provided to students but if lost they can be purchased for \$5.00. Lanyards or ID Clips can be used but must be appropriate for school settings. Lack of having an ID visible is a form of dress code violation.

- Lanyards MUST be worn around neck. As a safety concern, they cannot be hanging from pockets or book bags

**Free Dress and/or Special Occasion Dress Up days will be announced through the year. Please be familiar with the list of non-allowable campus items.**

#### **D. Non-Allowable Campus Dress & Clothing**

- Skirts (Length of shorts/skorts cannot be shorter than arm's length)
- Spandex or jeggings/leggings
- Side pockets on pants or shorts, such as cargo/carpenter style
- No suggestive or indecent clothing, including gang-related style/symbols (including cartoon figures), alcohol, drugs, Satanic or anything of a sexual nature.
- Oversize/baggy clothing or jackets. No hip riding pants
- No Hoodies Allowed. Any other non-Moose sweatshirts must have a zipper.
- Torn or unhemmed pants, shorts, skorts, capris or shirts. No shirt sleeves, pants, shorts, may be rolled up, rubber banded or folded under or over
- Steel-toe shoes, boots, Sliders, or Healies (shoes with rollers on bottom), backless, slip-ons, open-toed, flip flops, bedroom slippers or clogs (safety reasons), or high heels
- No suggestive or indecent accessories, including gang-related style/symbols (including cartoon figures), alcohol, drugs, Satanic or anything of a other inappropriate in nature (as determined by Admin)
- No caps, hats, beanies, scarves or sunglasses worn in the building (must be put away)
- Earrings on students should be no larger than 1". Only 2 earrings per ear allowed. No body piercings, facial piercings or ear gauges
- All necklaces must be worn inside shirt and must not be suggestive of suggestive or indecent items described above.
- Belt buckles or wallet chains. No oversized belt buckles that are larger than a school ID
- Lanyards cannot be hanging from pockets or book bags
- No hairstyles, which cause undue attention or a health, gang, and/or safety hazard, such as Mohawks, spikes, hair covering student's path of vision, or hairnets. etc.
- Make-up: No cat eyes or black/brown lipstick, shaved designs on eyebrows
- No body markings or writing on fingers, arms, hands, etc.
- Binders/notebooks/lanyards must be free of inappropriate language/materials, including gang-related symbols/art, alcohol, drugs or anything of an inappropriate nature (as determine by Admin)
- No permanent markers, sharpies or liquid paper
- Fake or True nails that can be deemed as interfering with school learning (i.e. unable to type or write) or deemed as potential safety hazard.

**\*Hair Color:** Student hair color other than natural will be allowable this year as a transition back from remote learning to on campus learning. Please note that hair dyes can damage athletic uniforms and music uniforms. Professional appearance is also expected at district/regional/state extracurricular competitions and performances. Club Sponsors and Coaches may address the expectation for hair color within their own guidelines and handbook and does fall within district guidelines of hair color.

**Please Note:** School Uniform Shirts MUST be worn under Sweatshirts. **Hoodies will not be allowed.** Only zip up sweatshirts so that faculty/staff can verify uniform efficiently.

**As per SISD student code of conduct, a referral may be given and be place a student in In-School-Suspension on the first dress code violation on the first offense.** Please ensure to avoid dress code violations by wearing proper school uniform prior to coming to school.

#### **[Computer/Electronic Use At Montwood Middle School](#)**

Electronic Devices are utilized for instructional through the day for some lessons. **Students will be allowed to use cell phones as deemed by teacher for instructional activities to support learning.**

**G. Cell phones** may be used before/after school, otherwise, **MUST BE TURNED OFF** and headphones/earbuds put away beginning at 8:15 am through the end of the instructional day to include afterschool tutoring, Saturday School and Intersession (no phone calls or texting during this time). They **must be put away and not visible**. Cell phones will not be allowed during lunchtime and must be left in student backpack and not visible.

\*Parents, students will communicate to us that it is their parent texting and or calling them. Please understand that students are in school and if your child needs to be contacted or given a message to please contact our main office number and they will communicate any emergency you may have.

If in the case a student is utilizing their cell phone or electronic device outside of teacher permission/instructional activities:

1. 1<sup>st</sup> Offense: Phone will be confiscated. Parents may pick it up after school
2. 2<sup>nd</sup> Offense & any time after: Phone will be confiscated. Parent may pick it up after school after a \$15 fine is paid.  
(If a student needs to reach a parent during school hours permission to use school phone will be granted. Office phone may be used for emergencies.)

\*Please note that teachers will request students turn in the phone to teacher if they are caught inappropriately using their electronic device/earbuds. Non-compliance of request can result in further disciplinary action of insubordination.

### **ON STATE TESTING DAYS –NO CELL PHONES OR SMART WATCHES ALLOWED!**

All confiscated items may be picked up after school **ONLY!** School will not be held liable for any lost or stolen items.

The S.I.S.D. system has not been established as a public access service or a public forum. S.I.S.D. has the right to place reasonable restrictions on the material you access or post through the system. You are also expected to follow the rules set forth in the Student Code of Conduct (SCC), Board Policy and the law in your use of S.I.S.D.’s System

- All students will, with parental approval, have access to Internet World Wide Web information resources through their classroom, library, or school computer lab.
- Students will have e-mail access only with parental approval.
- You and your parent must sign an AUP to be granted an individual e-mail account and Internet World Wide Web access on the S.I.S.D. system. Your parents can withdraw their approval at anytime.

The following uses of the S.I.S.D. system are considered unacceptable:

#### **1. Illegal Activities**

- You will not attempt to gain unauthorized access to the S.I.S.D. system or to any other computer system through the district or go beyond your authorized access. This includes attempting to log in through another person’s account or access another person’s files. These actions are illegal, even if only for the purpose of “browsing”.



- You will not make deliberate attempts to disrupt the computer systems or destroy data by spreading computer viruses or by any other means. These actions are illegal.

## 2. System Security

- You are responsible for your individual account and should take all reasonable precautions to prevent other from being able to use your account. Under no conditions should you provide your password to another person.
- You will immediately notify a teacher or the system administrator if you have identified a possible security problem. Do not go looking for security problems, because this may be construed as an illegal attempt to gain access.

## 3. Inappropriate Language

- Restrictions against Inappropriate Language apply to public messages, private messages, and material posted on Web pages.
- You will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause damage or a danger of disruption.
- You will not engage in personal attacks, including prejudicial or discriminatory attacks.
- You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending those messages, you must stop.

**Electronic District Devices:** Computers/Laptops or any district device provided to student must have a user agreement on file to check out and/or continue the use of the device. Our school will verify that the user agreement is up to day annually. If one is not on file, we will request it. If you choose not utilize a device, your child will be able to use a classroom device but will not be allowed to transition it from class to class or take the device home with them.

\*Personal Laptops are not allowed to be used in order to ensure outside computer viruses do not enter our school system. Please do not bring personal laptops to school.

## *School Wide Positive Behavior Intervention & Support Framework (PBIS)*

At Montwood Middle School, all students and parents will be taught school-wide expectations intended for all students in all settings. This framework is a researcher based approach to creating a safe and productive learning environment where teachers can teach and all students can learn. As such, we have adopted a unified set of campus expectations listed on our campus PBIS Matrix.

Similar to the Code of Student Conduct, these rules define our expectations for behavior in our school. These expectations will be posted throughout the school and your child will be learning and practicing them throughout the school year. Students needing extra support to maintain campus expectations will be provided with additional behavioral intervention and support.

Students will also be acknowledged for exhibiting model behaviors will be acknowledged by receiving a “*Positive Office Referral*”. We encourage all students to earn positive referrals by displaying our Montwood Middle School Core Values of being Accountability, Commitment, Teamwork, Respectfulness, Integrity, Generosity, High Standards, and Trust. These positive office referrals are turned into the office so that these students can be recognized and receive a “special” reward.

With your continued support and involvement, Montwood Middle School will remain a school where students can excel. The PBIS Framework connects all the aspects of learning (Attendance, Behavior, Coursework) into a an organized set of expectations and guidelines that will best support the success of your child and the campus a whole. A copy of the our PBIS Matrix has been included in the handbook. Please assist and take time to review these expectations with your child.

As parents, you are important to your child's success. It is both the parent's and teacher's responsibility to stay in touch with you and let you know how your child is doing and what we can do to work together. **The teacher will be your first contact person. It is very important to talk to your child about behavior at school.** A child cannot learn when there is disruption of any kind in the classroom.

**Social Media/Cyberbullying:** Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting". This prohibition also applies to conduct off school property, whether the equipment used to send such messages is district-owned or **personally owned**, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, as well as possibly impede future endeavors of a student, we encourage you to review with your child 'Before You Text' Sexting Prevention Course, a state-developed program that addresses the consequences of engaging in inappropriate behavior using technology.

Cyberbullying is defined by Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The District may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. In consultation with the student's parents, the student may also be transferred to another campus in the district. The District will not provide transportation.

**Response to Intervention Support (RTI)-** Students in need of additional academic or behavior support may be recommended by any teacher/parent/administrator for our RTI program. Through this program a catered plan of student support will be created with consistent progress monitoring of behavior.

**Attendance-Absences:** It is very important to your child's education that he/she attends school every day. In accordance to **House Bill 5**, students must be in attendance at least 90% of the school year. Students **will lose credit** (LOC) if they surpass what is allowed by the state. **Remember**, an absence is still an absence; excused or unexcused. Missed days of school can leave gaps in the educational process that may be very difficult to make up. Please make every effort to get your child to school on time every day. In order to maximize their learning and reach their highest potential, students must be present at school. Please see to it that your children attend school every day and be on time. Incentives are provided for students with perfect attendance each nine weeks.

When a student is absent, the parent needs to call the school to report the reason for the absence. Upon returning, the student must bring a note to the attendance office that states the child's first and last name, student id #, date, grade level and the reason for the absence. It must be signed by the parent or guardian.



The campus is requesting that notes be received within two (2) days of the absence in order to keep the most updated status on your child's attendance record. An original doctor's note must be provided when a student has accumulated six or more (3) or more absences or has been absent three or more consecutive days. Please note that an administrator may request a doctor's note at any time. Excessive hand-written parent notes do not automatically excuse a child's absence. Excused absences are set by the state via guidelines that will be enforced by the campus. Absences may be excused for illnesses, death, family emergencies or religious holidays. Written documentation must be submitted to our attendance office. The written documentation will then be reviewed by administration. A student who loose credit during a school year could be in danger of being retained. Warning letters for truancy court will be sent out once a child has accumulated 4 unexcused absences for the year.

**Attendance-Tardiness:** It is important that students arrive to school/class on time. Children who arrive late disrupt the learning of the rest of the class. Being on time to school sets a pattern of responsibility for later life. **Please have your children at school by 8:15 a.m. so that they may get to class on time for breakfast.** Students will be counted late at 8:15 a.m. if they are not in their assigned 1<sup>st</sup>/5<sup>th</sup> period class. Teachers will document each time a student is tardy. Students will be issued a tardy slip if they are not in their classroom by 8:15 AM. If patterns persist parents and students will be provided with an SISD 45 Day Improvement Plan Contract. Repeated tardiness may result in further administrative consequences for the student.

\*At thee absences, our school will be notifying you via court warning letter.

\*Morning phone calls will be made to verify student absences and issues related to students not arriving on time.

**Excusing Children from School:** Students are not permitted to leave school before the regular dismissal unless signed out by parent/guardians or documented designee. **Parents, guardians, or designees** must come to the office with *appropriate documentation, such as an ID*, to sign out their child. **Children will not be released to relatives or friends that are not documented in our system.** Please limit early dismissals from school, as children will miss valuable learning time. Parents who must take children out of school for more than one day for emergencies must contact an administrator prior to the absence. **Update your emergency card if any information changes.**

**Make-up Work:** When students are **absent, they have two days for each day absent to complete make-up work.** The work must be made up outside of the classroom. It is the responsibility of students and parents to check with the teacher to find out what work needs to be made up. Please see Policy EIA (Reg) for further details.

**Code of Conduct:** All students and parents/guardians are responsible for following all district policies and rules found in the SISD's *Student Code of Conduct*. The Student Code of Conduct will be available online at <https://www.sisd.net/Page/771>. The district Student Code of Conduct provides further detailed information on what is expected of students throughout the school year. Please visit the parent tab under our website to download an electronic copy of the Student Code of Conduct.

**Counselors:** There are two counselors at Montwood Middle. The counselors conduct a comprehensive counseling program which includes: individual and group counseling, classroom presentations such as conflict resolution, peer mediation and career education. They also are involved in presenting parenting classes, parent counseling, information, and referral services.

**Erica Gonzalez**

Counselor for students with last name that starts with A-L

email: [eromo02@sisd.net](mailto:eromo02@sisd.net)

Phone: 937-581

[@MMcounselors](#)

**Jessica Perez**

Counselor for students with last name that starts with M-Z

email: [jperez21@sisd.net](mailto:jperez21@sisd.net)

Phone: 937-5812

[@MMcounselors](#)

**Parent Family Engagement Liaison/Parent Volunteer Program:** We have one Parent Liaison who provide services to all families. She provides parent lessons and supports parent/family communication. Mrs. Carole Lindsey also leads our parent volunteer program. If you are interested in volunteering for Montwood Middle School please contact Carole Lindsey, [clinds01@sisd.net](mailto:clinds01@sisd.net).

**Assistant Principals:** Assigned Assistant Principals will parallel Assigned Counselors to allow to fully meet the needs of students and families. Please note that if assigned counselor or administrator is not immediately available, the unassigned counselor or Assistant Principal will be able to support any expressed concerned or report.

**Lorena Sandoval (Blue House)**

*Assistant Principal for students with last names that start with A-L*

Phone: 915-937-5806

[lsando04@sisd.net](mailto:lsando04@sisd.net)

[@lsando04\\_MMS](#)

**Admin for**

Attendance/LOC  
Technology Distribution  
AVID  
Bilingual/ESL  
Fine Arts  
504

Dyslexia/R180 Program  
Military Engagement  
UIL  
Social Studies  
English Language Arts  
Emergency Operations

**Luz Palmer (Green House)**

*Assistant Principal for students with last names that start with M-Z*

Phone: 915-937- 5803

[lpalme@sisd.net](mailto:lpalme@sisd.net)

[@dpalmer\\_MMS](#)

**Admin for**

Gradebook  
At Risk/RTI  
Special Education  
Synergi  
Facilities  
Campus Testing

Athletics/Cheer  
Transportation/Bus  
GT  
Textbooks  
CBC  
Advanced Academics/AP

**Communities In School:** Our campus provides additional support via Communities in School program (CIS). This is an outside organization that works within our campus. Communities In Schools belief that transformative relationships are key to unlocking a student's potential. They work to provide families with strategies to assist in break down immediate and systemic barriers to create and sustain equitable outcomes. They provide a wide variety of support. If you are in need of additional support or would like more information, please contact Amanda Oropeza, [aorope01@sisd.net](mailto:aorope01@sisd.net)

**Food Services:** A **FREE** breakfast is served from 8:00am–8:15 a.m. each morning in their 1<sup>st</sup> and 5<sup>th</sup> class period of the day for all students. A lunch application must be completed in order to qualify for free or reduced - lunch. All families will complete and turn in an application. A new application must be completed each school year. Applications may be obtained in the cafeteria or online at <https://www.sisd.net/cns>. Meal prices are as follows and are subject to change.

**Lunches are free to all students for the 2021-2022 School year.**

For further questions, please contact the cafeteria staff at 937-5825.

In order to maximize cafeteria efficiency while allowing all students to eat with no delays, the campus will teach students cafeteria procedures and expectations. There are no assigned seats but administration and/or faculty on lunch duty may assign seats for a student to serve lunch detention, re-direct behavior and/or maintain cafeteria efficiency.

**Food Drop Offs:** No outside fast food will be allowed to be dropped off during school lunchtime. Home lunches will be allowed to be received and taken to child. Please note that all students are provided an opportunity to eat from our cafeteria. If you child has a special diet please contact our Nurse so that they can inform the school.

**Afterschool Parent Safety Notice:**

**We have received notice in previous years that in order to avoid loitering on campus that student who walk home will loiter at the Wal-Mart across the street and/or the church. Please note that if an incident were to occur these businesses have the right to contact the El Paso Police Department. Please speak with your child about the importance of walking straight home afterschool.**

**Extracurricular Activities:** There will be opportunities for children to participate in a variety of contests, clubs and activities. Each year, the campus and district hold events, such as an art show, science fair, and Literary Anthology contest. The Academic University Interscholastic League (UIL) is held once a year and includes a variety of events. School-sponsored athletics are available to all 7<sup>th</sup> – 8<sup>th</sup> grade students. VASSP (Volunteer After School Sports Program) is available to all 6<sup>th</sup> graders. If you are interested in any of these programs for your child, you may contact the office for the sponsor's name and contact information. Extracurricular clubs and organization may develop their own handbooks that coincides with district and campus guidelines.

**Inclement Weather:** If the weather is such that school might be canceled for the day, listen to one of the local radio/TV stations for information after 6:00 a.m. Information will also be posted on the district website and Twitter.

**Library:** The library is a learning resource center. It is open daily for students to check out and return books. The librarian or library aide is available to assist students. Please contact Mrs. Brandon, librarian, at 937-5817 for more information.

**Nurse:** Maria Munoz, RN, is on duty from 7:30 a.m.–3:30 p.m. daily. If your child has any kind of medical condition, notify the nurse. Please be sure to provide written notification to the nurse. If your child is on medication (either short or long term) please notify the nurse. All medication at school must be administered by the nurse. District and State policy require a Licensed United States physician to provide documents and prescribed medication for a student. Medications prescribed by a physician from Mexico **cannot** be administered at school. **Students may not bring nonprescription medications (cold tablets, aspirin, etc. to school).**

**Obtaining Information:** Montwood Middle School utilizes multiple resources to distribute information about events happening on campus. Blackboard is our “all-call” system used to send phone calls, emails, text messages and SISD app notifications. Twitter is another resource used by teachers and administrators to share all the amazing learning taking place here at MMS. Please follow us on twitter to keep informed and see all of the great things happening at Montwood Middle School. Download the Team SISD mobile app, it is a great way to instantly connect with SISD and the school your child attends. **Tyler Student 360** offers parents, students online access to student information via the Web on PCs or tablets or on a

smartphone application. The Tyler SIS Student 360 portal provides access to the full view of student information, including: announcements, homework assignments, attendance, immunization, medication and nurse visit records, real-time gradebook and report card grades, and online registration. <https://www.sisd.net/domain/6298> Additional resources include our campus website, <https://www.sisd.net/montwoodms>, and a monthly calendar sent by our parent liaison.

**Parent/Guardian Contact Information:** It is crucial for our campus to have the most updated contact information for all our students. If any information changes, such as phone numbers or address, parents must report it to the school as soon as possible. We want to be able to stay in touch about your child's education, safety and well-being.

### **CAMPUS ARRIVAL & DISMISSAL**

**Crossguards:** A crossing guard is on duty at Pebble Hills and Arrambide and at Pebble Hills and Saul Kleinfeld from 7:15 a.m. to 8:20 a.m. and 3:25 p.m. to 4:30 p.m.

**School Zone/Drop Off Zones/Pick Up Zones:** It is the goal of Montwood Middle School to provide the safest environment for all children. Parent cooperation with traffic around the school is needed in order to fulfill our goal. Please abide by traffic laws and drive the speed limit. No parking is allowed within the school zones and the bus loading/unloading areas. Students should have all belongings ready to get out of the vehicle quickly so traffic is not backed up. That means say your “goodbye” or “see you later” as you approach the drop off area. Please **do not park** in the drop off zones or in our teacher parking spaces. We ask that you **SLOW DOWN** and maintain a **10 mph speed limit**.

**Students who are getting picked up will be release to the Basketball and Tennis Court Area for parent pick up. Students who walk home will be release by teachers in the classroom and walked outside. Student who participate in sports or extracurricular activities may report to the their designated areas.**

We are aware of the possible traffic congestion and ask for your patience and care when driving children to school. Your child's safety is of utmost importance to us. Leave home with plenty of time and be thoughtful of others. Traffic laws will be enforced by the El Paso Police Dept. as well as the SISD police dept. The school has no control over parents receiving traffic tickets. Visitor parking is available in the lot on the west side of the building.

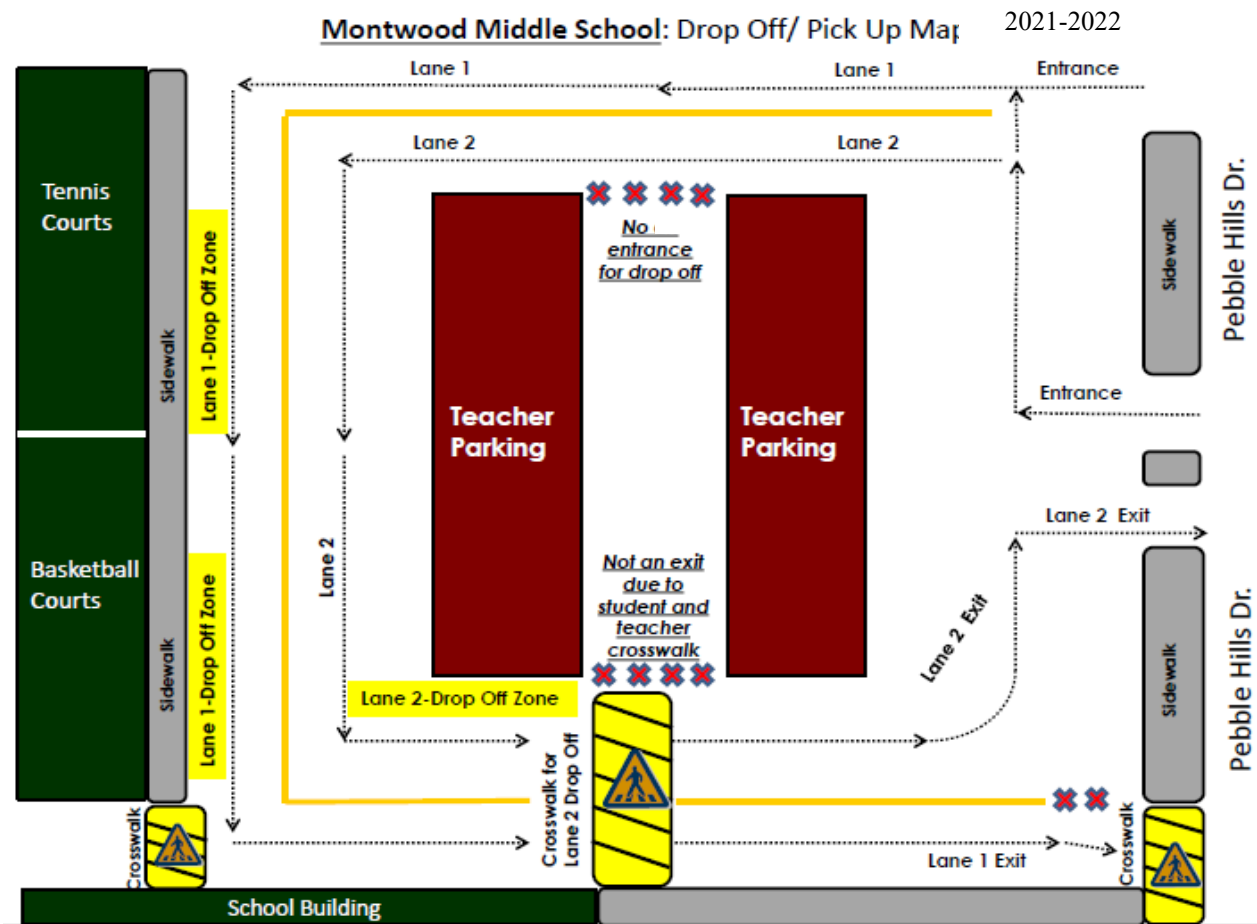
For the safety of our students and to improve our traffic flow, we ask that you **use the designated drop off areas** when dropping off or picking up your child. For example, if you drive through **Lane #1**, please be sure to drop off/pick up your child in the **Lane #1 drop off/pick up area** to ensure the safety of all students. As you exit, be mindful of the crosswalks and be sure to use the designated **exit for Lane #1**. Lane #1 must exit to the right on Pebble Hills (toward Elfida P. Chavez Elementary). This will allow a more efficient traffic flow.

**Lane #2**, is used as a crossover lane to leave once their child has entered the vehicle. This will allow for vehicles to pass the vehicles in the front of the them still waiting for their child.

**For additional safety, security and teacher monitors will be present to help guide traffic and assist at the Lane #2 crosswalk in the main parking lot. The traffic and parking lot monitors are there for the safety of our school community. Please be patient and respectful as they will be directing traffic and managing a safe arrival for all our students.**

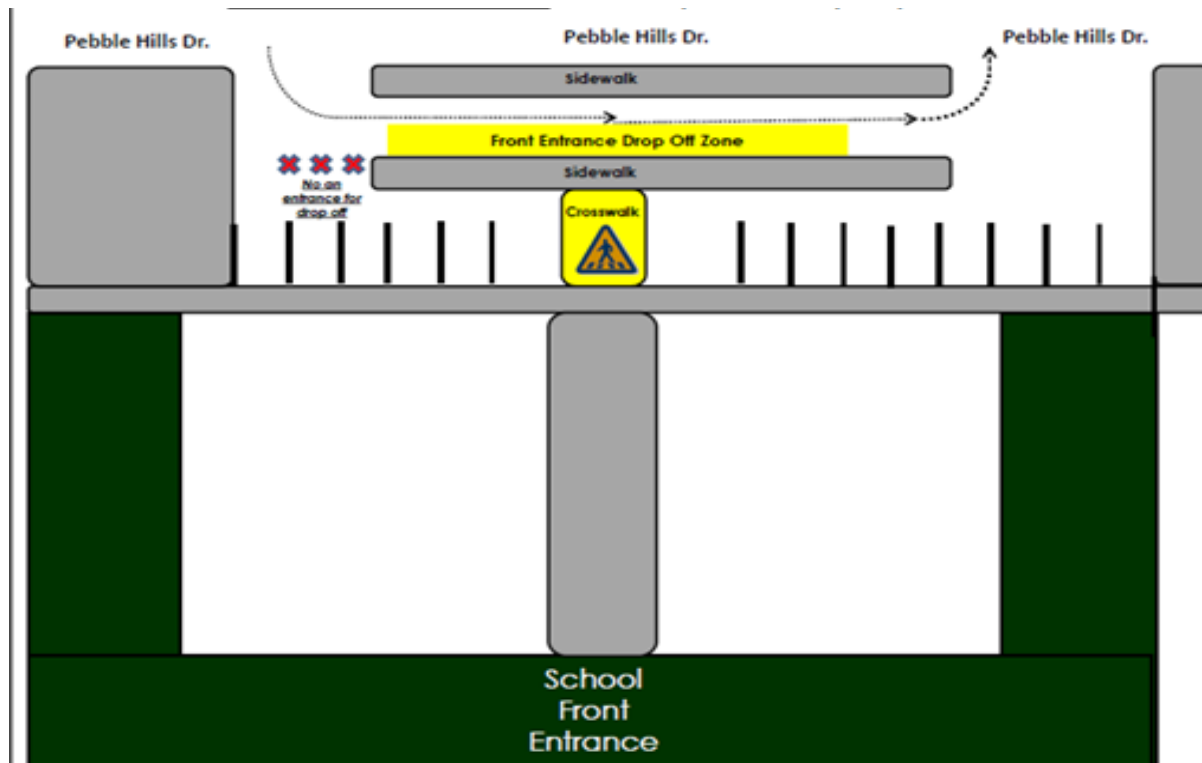
**\*\*Students should never be dropped off or picked up on Pebble Hills Street. It is a huge safety concern and you will be cited by the police if caught doing so.\*\***

**Please use the maps below to better assist you with the drop off/pick up zones, as well as traffic flow:**



Please Note that the Front area entrance is NOT a student pick up or drop off area.

**BUS DROP OFF AND PICK UP AREA ONLY / VISTOR PARKING**



\*Administration will review any traffic issues through the year and resolve and/or adjust as needed. This information will be communicated to all stakeholders.

**For safety reasons, your child must be picked up by 3:30 p.m. unless he/she is attending tutoring or in after school extracurricular activities. Students loitering on campus may have further action taken by administration.**

**Building Safety and Entrances:** For the safety of our campus, all outer doors will be locked throughout the day. All visitors, to include students, must **enter and exit through the front** of the building **ONLY**. Once students ***enter the building in the morning, they will not be allowed to exit*** through any door. If students are caught trying to leave the building, administrative consequences will follow. Our ultimate goal is to maintain a safe and secured building for all.

***Anyone entering or exiting Elfida P. Chavez must use their front entrance.***

***The hallway connecting the two building will not be used unless provided approval by an administrator.***