



Student Handbook

El Paso High School

800 East Schuster Ave.
El Paso, Texas 79902
Main: (915) 236-2500
Fax: (915) 532-2008
Attendance: (915) 236-2502
<http://elpaso.episd.org>

Administrative and Counseling Staff

Principal	Mark Paz
G & I Assistant Principal	Gina Ramirez
Assistant Principal <u>A-G</u>	Crystal Floyd
Assistant Principal <u>H-O</u>	Sandra Rocha
Assistant Principal <u>P-Z</u>	Michael Warmack

Counselor A-D Humberto Olivas
Counselor E-K Karla Tejada
Counselor L-P Cristina Rosales
Counselor Q-Z Cecilia Aguilar-Espinoza
Testing Coordinator- Maria Monroy
Graduation Coach- Melissa Arreola
College Readiness Counselor- Andrea Luevano
College Readiness Coordinator- Claudia Simpson
Student Activities Manager- Lindie Serna
Active Learning Leader- Kelly Watts & Veronica Duron
Special Education Coach- Nina Hirsh

The El Paso ISD 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 Title VI, VII, and IX, and Section 504 may be referred to the district compliance officer, Vince Sheffield al 230-2031; 504 inquiries regarding students may be referred to Verna Ball al 230-2829.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, religión, sexo, origen nacional, edad, incapacidad, estado militar, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la Sección 504 pueden ser referidas al oficial del distrito, Vince Sheffield al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Verna Ball al 230-2829.

El Paso High School

Welcome to the 2020-2021 school year, which commences our 103st year. If you are new to El Paso High, you will soon discover that you are a part of a proud tradition of excellence and tiger pride. If you are a returning student, you already know this to be true. Together, all of us will continue the tradition of excellence that is El Paso High. We have a mission to continue our quest to shine as one of the best high schools in Texas. Therefore, we will continue to honor:

Our Lady on the Hill!

Let us tell you a little about our school.

El Paso High School has a very rich history and a diverse population of students. The school was built in 1916 at the location you know as Our Lady on the Hill; however the first campus was built in 1884 and was called Central School. The historic building was designed by notable Trost and Trost architects and engineers with unique Greco Roman architecture is inspired by the Portico of Octavia in Rome. Our building is listed on the National Historic Register. Our stadium “Jones Stadium” was the first major concrete stadium built in the country and listed as one of the Top 10 stadiums in the country to see before you die.

Now, **103** years later, El Paso High is continuing an impressive legacy. EPHS has been educating students for over 100 years. Below are some former students who have gone on to prominence:

- **Beto O’Rourke**— Former US Congressman
 - U.S. Representative for Texas 16th District
- **William D. Hawkins** – US Marine Corps officer
 - Awarded US highest military honor the Medal of Honor for actions in World War II. Hawkins Street and USS W.D. Hawkins destroyer is named after him.
- **Jake Ehrlich** (Jack Earle) ---Tallest Man in the World
 - At age 16 stood 8 feet 6 inches tall, career in 49 films and Ringling Bros. and Barnum & Bailey Circus. Attended EPHS in early 1920’s
- **F. Murray Abraham** ---Actor
 - Academy Award winner for Best Actor in Amadeus. Recently received Screen Actors Guild award for outstanding cast in *The Grand Budapest Hotel*. EPHS 1958
- **Lupe Ontiveros** ---Hollywood Actress
 - Nominated for Emmy for work on Desperate Housewives, best supporting actress in “Chuck and Buck” Also had roles in over 60 movies and television shows to include Maya and Miguel, Charlie’s Angels and Selena. Founding member of Latina Theater Company
- **Marc McCall** ---Harlem Globetrotters
 - A gifted basketball player who had a great career at UTEP and then went on to play for the Harlem Globetrotters for several years.
- **Dick Savitt** --Wimbledon Winner
 - Wimbledon Winner in 1951. One of only four American men to win both the Australian Open and Wimbledon in the same year. Inducted into the International Tennis Hall of Fame in 1976
- **Rosa Guerrero**—Dance Historian, Humanitarian
 - Texas Women’s Hall of Fame, Dancer, teacher, artist, promoting cultural awareness around the United States. Film “Tapestry received national award for documentary filmmaking.

- **Jim Ward --- Musician**

- Lead singer and rhythm guitarist with the group Sparta and Grammy award winning musician, Cedric Bixler-Zavala from the group Mars Volta are also EPHS alumni.

In addition, many of the staff members at El Paso High School are EPHS alumni. They walked these halls with great pride for their school, their history and their tradition. When you graduate from El Paso High you take great memories and lasting love for your alma mater.

Wherever you come from, you are now and will forever be a **TIGER!**

El Paso High School is a place where all students have the opportunity to achieve success both academically, personally, and in extra-curricular activities.

The Fine Arts programs (Band, Orchestra, Choir, Theater, Dance, Art) at El Paso High School continually receives superior ratings at competitions.

Our athletic programs are among the best in the city. Volleyball, Football, Swimming, Golf, Cross Country, Soccer, and Tennis compete for district yearly and are among the most competitive teams in the city. All of our sports are highly competitive and build a lasting foundation of self-worth, sportsmanship, leadership, and pride.

If you don't feel excited to be a TIGER yet, here's our fight song...

El Paso High FIGHT SONG

**For when we're on the field of battle
And for our colors we will fight.
The Orange and Black will always
Stand
For what we know is right.
So may you wave on high your
Banners,
And may your spirit never die.
And give a rousing Rah! Rah! Rah!
For old EL PASO HIGH.**

EPHS ALMA MATER

**By the silvery sand of the Rio Grande
The Orange and Black float high.
She's a grand old rag,
The fairest flag that floats in the
western sky.
For loyalty, for courage true
for love she'll never lack.
While the Tigers strong, and Tigers
brave
defend the Orange and Black.
Fair is her name.
Bright is her frame.
In defeat she is never bowed.
Hers is the right.
Hers is the might....
The Orange and Black so proud.
She stands for strength,
for honor stands,
on high may she ever wave.
In the western sky,
for El Paso High
the sturdy old colors so brave.**

El Paso High School 2020-2021 Dress Code Policy

Purpose: Everyone will be dressed properly and exercise good judgment regarding their manner of dress and grooming. The District's dress code is established to teach grooming and hygiene, instill discipline, prevent disruption, avoid safety hazards, and teach respect for authority.

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The District prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar, or obscene.
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under FNCF(LEGAL).
3. Are evidence of membership or affiliation in any gang, unauthorized club, or organization. [See FNCC(LOCAL)]

General Guidelines:

- Shoes must be worn at all times.
- Clothing should be worn with appropriate undergarments.
- No underwear can be exposed and or worn as outer clothing.
- Shorts, dresses, or skirts must be long enough to cover undergarments and the entirety of the bottom

UNACCEPTABLE CLOTHING AND DRESS ITEMS (at all times)

- Identifications of gang-alterations to eyebrows, visible tattoos, piercings, or clothing/dress/accessory items suggesting gang affiliation or violence
- Pajamas
- Sunglasses
- Bandanas, hair nets, athletic headbands
- Dangling chains, spiked collars
- Any paraphernalia that advertises suggestive sayings, drugs, tobacco, alcohol or any other substance prohibited under FNCF (LOCAL).
- Cut-off shorts (frayed), shorts with holes
- Sheer blouses
- Jeans with excessive holes which reveal skin
- Low-cut, strapless blouses or dresses
- Shirts that have been altered to show stomach or altered under the arm pit to show more torso
- Skirts with slits in the front or back that go above mid-thigh
- See-through or revealing shirts or blouses, dresses, skirts, shorts or pants
- Clothing or accessories that are lewd, offensive, vulgar, or obscene
- Clothing or piercings that distracts from classroom instruction

If an item is not addressed above it is not allowed

*** Instructional time will not be lost as a result of dress code violation. It is the responsibility of the parent and student to ensure appropriate clothing is worn at all time. The school is not responsible for a change of clothes.**

*****Non-compliance of the dress code will result in immediate disciplinary action**

El Paso High Student Handbook 2020-2021

The following pages include the key policies and procedures for students and parents of El Paso High School.

TABLE OF CONTENTS

	Page
I. ACADEMICS	7
a. House Bill 5	
b. CCRP	
c. College and Career Readiness	
d. Advanced Classes	
c. Graduation Plans	
d. Final Exams	
e. Conferences	
f. Teacher Conferences	
g. Administrator Conferences	
II. ATTENDANCE	8
a. Attendance Law (compulsory attendance)	
b. Attendance for Credit (Sec.25.092)	
c. Make-Up Work Because of Absences	
d. Additional Notes	
e. Tardy Policy	
f. Unexcused Absences	
g. Withdrawals	
h. Ways to Ensure Excellent Attendance	
III. DISCIPLINE	10
a. Top 10 Things for Successful Year	
b. Tigers ROAR	
c. Serious Infractions	
d. Fights	
e. Unacceptable Items	
IV. DISCRIMINATION, DATING VIOLENCE, BULLYING, HARASSMENT, AND RETALIATION	12

V.	EXTRA-CURRICULAR ACTIVITIES	14
	a. Clubs	
	b. UIL	
	c. School Functions	
VI.	GRADES	15
	a. Eligibility	
	b. Parent Portal	
	c. Student Portal	
	d. Progress Reports	
	e. Scholarships	
	f. Counselors	
	g. Record Request	
	h. Cheating	
VII.	NURSING SERVICES	16
	a. Medication at School	
VIII.	TRANSPORTION	16
	a. Bus Transportation	
	b. Bicycles	
	c. Skateboards/Alternative Transportation	
	d. Student Parking	
IX.	OTHER IMPORTANT INFORMATION	17
	a. Electronic Devices	
	b. Lunches	
	c. Student Deliveries	
	d. Meal Programs	
	e. Lockers	
	f. Lost and Found	
	g. Student ID's	
	h. Student Laptops	
	i. Textbooks	
	j. V.I.P.S.	
X.	NONDISCRIMINATION, HARASSMENT, GRIEVANCE LETTERS—ENGLISH/SPANISH	19
XI.	ACCESSIBILITY LETTER—ENGLISH/SPANISH	21

* * **ACADEMICS** * *

El Paso High students will meet the needs and requirements of all academic responsibilities of the classroom while continuing to gain the required credits needed per year advance academically and meet graduation requirements.

House Bill 5

House Bill 5 is a law that has restructured all graduation plans for high school students in Texas starting with the incoming freshmen. Students must choose an Endorsement Area. There are five Endorsement Areas: Multidisciplinary Studies, Arts and Humanities, Business and Industry, Public Services, and STEM (Science, Technology, Engineering and Mathematics). More information can be found on the TEA Website:

<http://www.tea.state.tx.us/index2.aspx?id=25769806149>.

CCRP (College and Career Readiness Plan)

The CCRP is a document that helps students plan for the courses they will take during their four years of High School. The list of courses help students focus on their Program of Study/Endorsements. Students can always go to their CCRP and update. Visit your CCRP at <http://elpaso.episd.org>

College, Career, Military Readiness

All students will be guided by counselors, college readiness coordinator, teachers and administrators towards being college ready upon exiting El Paso High School as a graduating senior. Students have full access to the “Go Center,” counseling center, designated advisory time, college readiness course, AP courses, dual credit courses, and additional resources towards meeting college readiness standards.

Advanced Classes

Students who show competency and ability to earn college credit while in high school have the option of enrolling in Pre-Advanced Placement, Advanced Placement, and Dual Credit Courses. Both AP and Dual Credit Courses if completed successfully could possibly earn college credit while enrolled in High School.

Graduation Plans

All students will have graduation plans based on HB5 Graduation with Distinction to include an Endorsement Area. Students are required to earn credit hours and meet the recommended course work required by Texas Education Agency. In addition students are required to earn passing scores on state STAAR EOC assessments required for graduation (Algebra, English I, English II, Biology, and US History). Each student will meet with his/her assigned counselor at least twice a year to monitor academic progress and develop individual graduation plans. ***If you would like further information see your counselor as soon as possible.***

Final Exams

Each student is required to take a final exam for every course each semester. Students must be present for all final review sessions and exam times to earn full credit per semester. Students who have 3 or less absences and maintain a 90 class average may be issued an exemption from a final exam during semesters when exemptions are allowed.

Exemptions - A student will be exempt from final exams if they meet the following criteria:

- 90 GPA in each non-advanced placement course
- No more than 3 absences per class (excludes religious holidays, school activities, or two college visits pre-approved by the Assistant Principal)
- **Attends the final review session**

Conferences

We encourage parents to access our staff so that we can work together to support your child. To address your concerns; please follow the suggested protocol:

1. Conference with teacher-Classroom concerns (please set up with 24 hour advance notice)
3. Conference with counselor- Academic and counseling support, college readiness, schedules, bullying/harassment
4. Conference with Asst. Principal-All other support, attendance, bullying/harassment
5. Conference with Principal-When other conferences do not resolve situation

TEACHER CONFERENCES - Should you need a conference with a teacher(s), e-mail the teacher or call the Parent Liaison Office @ 236-2606 to schedule an appointment and the message will be given to the teacher. Teacher emails can be found on the school web page or parent portal. (<http://elpaso.episd.org>)

ADMINISTRATOR CONFERENCES - Parents are to schedule conferences with administrators through the Parent Liaison Office @ 236-2606. Administrators are on duty and out of their office before school, during lunches, and after school for ground duty. Please schedule conferences in accordance with the duty hours of the administrators.

* * ATTENDANCE * *

Attendance State Law *Chap. 25, sub-chap. C, Sec. 25.085*

Parents are required to ensure students are in attendance in school every school day unless the student has an approved reason for being absent. State approved absences include illness, communicable disease, pre-approved college visit, administrator approved parent request, doctor's appointment with note, or weather hazard. All absences must be called into attendance office (915) 236-2502 by 8:45 a.m. the date of the absence. If you reach an answering machine please follow up with a hand-written note or send an email to the attendance office (lduenas@episd.org). Make sure to include the student's name, ID Number, date of absence, and reason for absence. Parent must sign the note and provide contact information.

Makeup Work Because of Absence

For any class missed, the student will have one class period per absence to make up the work for full credit.

Additional Attendance Notes

- Illnesses totaling three or more consecutive days require a doctor's note. Doctor's notes **MUST** be turned in within three days of the last absence.
- Out of town absences are generally unexcused unless prearranged and approved by an administrator.
- Only Parents or legal guardians are **ALLOWED** to call in an absence. Call-ins by student, student's sibling, etc. will not be accepted.
- One day of college visits per semester which meets guidelines (coded CV), are pre-arranged, and in which make-up work is completed does not count toward absences for final exemptions.
- Students with doctor's note with limitations such as no PE, elevator use, etc., **MUST** be seen by the school's Nurse before attending class.
- **EARLY PICK UP:** To ensure the safety of all of our students, we require identification **BEFORE** releasing a student to a parent or guardian.

Attendance and Final Exemptions

See Academics: Final Exams pg. 8

Absences need to be called in to the attendance clerk at 236-2500 by 8:45 am on the day of the absence.

Tardy Policy: Students are expected to be in class when the bell rings. Any unexcused tardy will result in a disciplinary consequence.

Unexcused Absences:

Students with any unexcused absences will receive administrative intervention.

Withdrawal from School

Once you enroll in public school in Texas, you must remain on the student roster regardless of your absences, until you are officially withdrawn. To withdraw, a parent/legal guardian's signature is required. All money owed to El Paso High School must be paid before a withdrawal can be completed. To initiate the withdrawal process, a student must report to the registrar's office.

WAYS PARENTS/GUARDIANS CAN HELP TO ENSURE AN EXCELLENT ATTENDANCE PATTERN FOR STUDENTS

- BE RESPONSIBLE FOR YOUR OWN ATTENDANCE—CHECK OFTEN!
- CHECK THE PARENT PORTAL
- ENSURE THAT NOTES ARE RECEIVED
- DON'T WAIT UNTIL IT IS TOO LATE
- ATTEND PARENT-TEACHER CONFERENCES AND SCHOOL ACTIVITIES
- CONTACT YOUR ADMINISTRATOR, COUNSELOR, OR ALPHA TEAM SPECIALIST

*** * DISCIPLINE * ***

We strive to ensure a safe and supportive campus for all students that is free of bullying and harassment and focused on student learning. We have established a campus behavior plan to aid in this mission. We are working at creating a positive school culture where all students work together to build a positive climate focused on student learning and student success. **Below is a list of top 10 things you can do so that you have a successful year and contribute to our positive school culture.**

- 1) Be respectful in class and if there is a concern, discuss it privately with a teacher not in front of the whole class.
- 2) Be respectful of school property. (Remember that this is a historical landmark and vandalism and graffiti carry severe punishment.)
- 3) Be respectful of others; bullying and harassment are not tolerated.
- 4) Follow the cell phone policy. **It may be used for instructional purposes only with teacher permission.**
- 5) Use appropriate language in all areas of the school and at all times.
- 6) Do not become involved in a fight, encourage someone else to fight, or text/Facebook or use Social Media for negative comments about others.
- 7) Do not bring non-allowed items to school.
- 8) Take only things that belong to you. Do not touch other people's property. If you find something that does not belong to you, bring it to the office.
- 9) Most important, if you or anyone else you know is having a concern, let a counselor or an Assistant Principal know. We keep information confidential.

Tigers ROAR: Tigers are **R**espectful
Open-Minded
Achievers
Responsible

For more detailed information El Paso High School follows the EPISD student code of conduct. It is also available online at episd.org (under Student and Parent Services).

Serious Disciplinary Infractions:

Any of these infractions may result in a placement in the Disciplinary Alternative Education Program. These items may also result in police action:

- Drugs or drug paraphernalia, tobacco products, incinerates or alcohol
- Assault
- Bullying
- Criminal Mischief
- False Alarm
- Any off-campus felony
- Harassment
- Hazing
- Look-alike firearm, BB/Pellet/Paint ball gun and/or materials
- Knife or Weapon
- Gang-related activity

- Public lewdness/Indecent exposure
- Retaliation
- Terroristic threat

Fights:

El Paso High has a strong reputation of being a school free of student fights. We ask for your help continuing to ensure that it remains as such.

Fights are not tolerated at or near El Paso High School. **If a student is involved in a fight, they may receive placement in the Disciplinary Alternative Program and/or a Police citation for disorderly conduct.** All students who incite (or encourage) fight will also have disciplinary consequences. **Any student who hits another student unprovoked will receive placement in the Disciplinary Alternative Program and a police arrest for Assault.** Any fight within 300 feet of any EPISD campus will be subject to the same consequences.

If you believe that you or someone you know may end up in a fight, let a counselor or Assistant Principal know so that it can be worked out and no one ends up with a police citation, arrest, or being placed in alternative school.

UNACCEPTABLE ITEMS AT ALL TIMES

- ❖ alcohol and drugs, tobacco products, tobacco paraphernalia, of any kind, on any part of clothing, shoes, or personal belongings
- ❖ knives, guns, clubs, brass knuckles, sharp or pointed items or anything that could be used as a weapon (includes jewelry with sharp points and objects such as rocks)
- ❖ chains on or off wallet (any length)
- ❖ matches, lighters, fireworks, explosives, stink bombs and poppers of any kind-**the possession of these items may result in the involvement of the El Paso Fire Marshall and/or El Paso Fire Department and/or El Paso School/Police Department.**
- ❖ permanent markers, spray cans (including hair spray), shaving cream, silly string or any similar related items, water guns, spray bottles or any similar related items, shaving cream or any similar related items, liquid white-out, glue, etc.
- ❖ skateboards, mobile boards, roller blades, skates, skate shoes, etc.
- ❖ non-instructional or non-approved electronic devices
- ❖ laser pointers
- ❖ **E-cigarettes/Vapor devices (Regardless of age)**

*** Possession/use/or any "involvement" with ANY of the above items will result in disciplinary action and immediate confiscation.

DISCRIMINATION, DATING VIOLENCE, BULLYING, HARASSMENT, AND RETALIATION

The District believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that students' welfare is best served when they are free from this prohibited conduct while attending school. Students are expected to treat other students and District employees with courtesy and respect, to avoid behaviors known to be offensive, and to stop those behaviors when asked or told to stop. District employees are expected to treat students with courtesy and respect.

The board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person's race, color, religion, gender, national origin, disability, or any other basis prohibited by law. [See policy FFH.]

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law, that negatively affects the student.

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other person in the relationship. Dating violence also occurs when a person commits these acts against a person in a marriage or dating relationship with the individual who is or was once in a marriage or dating relationship with the person committing the offense. This type of conduct is considered harassment if the conduct is so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance.

Examples of dating violence against a student may include, but are not limited to, physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, threats to harm a student's current dating partner, attempts to isolate the student from friends and family, stalking, or encouraging others to engage in these behaviors.

Bullying

Bullying occurs when a student or group of students engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school sponsored or -related activity, or in a District operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the student perpetrator(s) and the student victim and if it interferes with a student's education or substantially disrupts the operation of the school.

Bullying is prohibited by the District and could include hazing, threats, taunting, teasing, assault, demands for money, destruction of property, theft of valued possessions, name-calling, rumor-

spreading, or ostracism. In some cases, bullying can occur through electronic methods, called “cyberbullying.”

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, counselor, principal, or another District employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. The District will also contact the parents of the victim and of the student who was found to have engaged in the bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

The principal 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 parent, the student may also be transferred to another campus in the District. The parent of a student who has been determined by the District to be a victim of bullying may request that his or her child be transferred to another classroom or campus within the District.

A copy of the District’s policy is available in the principal’s office, superintendent’s office, and on the District’s Web site. A student or parent who is dissatisfied with the outcome of an investigation may appeal through policy FNG(LOCAL).

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student’s ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student’s academic performance. A copy of the District’s policy is available in the principal’s office and in the superintendent’s office or www.episd.org.

Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited.

Examples of sexual harassment may include, but not be limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; and other sexually-motivated conduct, communications, or contact.

Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature. However, romantic

and other inappropriate social relationships, as well as all sexual relationships, between students and district employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student’s gender, expression by the student of stereotypical characteristics associated with the student’s gender, or the student’s failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student’s actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person, who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a district investigation, however, may be subject to appropriate discipline. Retaliation against a student might occur when a student receives threats from another student or an employee or when an employee imposes an unjustified punishment or unwarranted grade reduction. Retaliation does not include petty slights and annoyances from other students or negative comments from a teacher that are justified by a student’s poor academic performance in the classroom.

*** * EXTRA-CURRICULAR ACTIVITIES * ***

CLUBS – Each year El Paso High School adds clubs to increase opportunities for student involvement. A complete list of activities will be sent home the first week of school and will be listed on the district web page. Below are a few of the extra-curricular activities that EPHS has sponsored in the past. We encourage all students to find an activity to join. Some organizations have strict qualification criteria which must be met.

- | | | |
|------------------------------|-------------------|---------------------------|
| Art Club | Baseball/Softball | Yearbook |
| Band | Track | Newspaper |
| Basketball | Orchestra | Journalism |
| Cheerleading | Swimming | Student Council |
| Soccer | High-Q | Choir |
| Spanish/French Honor Society | Mock Trial | Chess Club |
| JROTC | MAES | National Forensics League |
| Cross Country | Tennis | Teen Literacy Club |
| National Honor Society | DECA | Guitar |
| UIL Academic Decathlon | Dual Language | GSA |
| Football | Dance Team | History Day |
| UIL Speech/Drama | Golf | Wrestling |
| Volleyball | Theater | UIL events |
| Girls Code | | |

UIL – If a student involved in an University Interscholastic League (UIL) activity (athletics, band, choir, orchestra, cheerleading, speech, etc.) is absent more than one-

half day on the day before or the day of any competition or performance, he/she MUST present a Doctor's note to the main office in order to participate in the activity held on that day or the following day. Any student who is placed into the **in-school-suspension classroom may also have extracurricular activities revoked as part of a disciplinary action by Coaches or Administration.**

SCHOOL FUNCTIONS—we will have school related functions several times during the school year. (*Fiesta, Homecoming, Prom*)

- . Attire: All attire must follow school policies on dress code guidelines in EPHS Handbook.
- . Parents should be aware of drop off and pick up times for safety reasons.
- . No Disciplinary Alternative Education Program (DAEP) student and alternative placement students will be allowed to attend after school functions while assigned to the DAEP.

* * GRADES * *

GRADE

Below is the breakdown of grades:

A 90-100

B 80-89

C 70-79

F 69- Below

GRADE ELIGIBILITY: *Students must be passing all classes to be eligible for sports, or any UIL event (including music programs).*

PARENT PORTAL- The portal provides parents with online access to information on their EPISD-enrolled students in near real time. Parents will be able to view their child's attendance, classroom assignments, and grades; additional information will be added to the portal over time. Parents will also be able to contact teachers directly by e-mail. (<http://elpaso.episd.org>, click on parent portal and create an account)

STUDENT PORTAL- The portal provides parents with online access to information on their EPISD-enrolled students in near real time. Parents will be able to view their child's attendance, classroom assignments, and grades; additional information will be added to the portal over time. Parents will also be able to contact teachers directly by e-mail. (<http://elpaso.episd.org>, click on parent portal and create an account)

PROGRESS REPORTS - Progress reports will be sent to parents at the three-week period in between report cards, or when the teacher feels it is necessary. It is the student's responsibility to deliver progress reports and all school correspondence to his/her parents/guardians.

SCHOLARSHIPS –The Go-Center is available for students to fill out applications, work on essays, college applications, etc. Students should check the counseling center and counseling webpage to find out about scholarship opportunities.

COUNSELORS- are here to help if you have concerns about your child's grades.

RECORD REQUEST - A 24-hour notification is required in order to release any records. Only parents or legal guardians are allowed to pick up records.

CHEATING – Academic dishonesty/cheating of any kind will not be tolerated. This includes but is not limited to, sharing and/or copying work, using computer software to copy or download and/or transfer assignments to another student, etc. This type of activity will result in a grade of zero.

**** NURSING SERVICES ****

The school nurse is available to assist you with health problems. Should you experience a medical emergency, you should report immediately to the nurse's office. If you need to see the nurse, you should first report to class and then request a nurse's pass from your teacher. The pass will be returned to the teacher when returning to class. All students must complete and submit an emergency card to the nurse's office within the first two weeks of enrollment.

Leaving the school campus any time of the day because of an illness is not allowed. This will not be an excused absence. Students must see the nurse first.

MEDICATION AT SCHOOL

Students are not allowed to carry any medication with them. If a student needs to take medicine at school, the school nurse must be informed and the medication must be stored in her office. Medication must be properly labeled by the pharmacy or a physician certified in the U.S. All medications must be current for this school year and a doctor's note must accompany non-prescribed medications.

**** TRANSPORTATION ****

BUS TRANSPORTATION – is provided for students who live two miles or more from EPHS. Students may obtain a bus card from the main office. Students are required to show their bus card each day when riding the bus. **Riding the bus is a privilege.** Inappropriate behavior may result in loss of bus riding privileges. Students on a transfer are not provided transportation.

BICYCLES - Students are allowed to ride bicycles to and from school. Before entering and exiting the EPHS campus, the student must walk his/her bicycle on to/off of the campus and into/out of the bicycle rack area. Safety rules must be followed at all times or bicycle privileges will be revoked. Students must provide bike chains and/or locks. A reminder that bicycles are the only mode of transportation, other than an automobile, that may be used on, to, from campus. Skateboards, roller blades, shoes with wheels, scooters, etc. are not allowed on campus, parking lots, or sidewalks.

SKATEBOARDS/ALTERNATIVE TRANSPORTATION METHODS –Roller blades, roller shoes, scooters, skateboards or any other like device are not allowed on school premises.

STUDENT PARKING- Students are allowed to use the school parking lot only with required parking pass. In order to receive a parking permit, students must fill out a registration card and provide current vehicle registration and current proof of insurance.

*** * OTHER IMPORTANT INFORMATION * ***

ELECTRONIC DEVICES- Cell phones, MP3 players, and other electronic devices are prohibited if being used for non-instructional purposes. **Students may NOT use their cell phone between 8:45am to 12:00pm and 12:44pm to 3:55 pm.** If an electronic device is confiscated, a \$15 fee will be charged. **If a student brings one of these items to school and it is lost or stolen, the school will not be held responsible.**

LUNCH- You may bring your lunch, eat in the cafeteria, or buy from the snack bar. Please dispose of all uneaten food, utensils, trays, lunch sacks, and napkins. We strive to keep the building and grounds clean at all times. Trash cans are available throughout the school campus. **Paying for lunches-** Parents can send cash or check to deposit into a student's lunch account. Parents can also set up lunch accounts on-line.

STUDENT DELIVERIES- No deliveries will be allowed during instructional hours. The Attendance Office will not accept deliveries for non-essential items in include, but not limited to food, gifts, and flowers.

MEAL PROGRAMS– Applications for lunch programs are available at the main office. Parents, for your convenience, funds may be deposited in your student's lunch account by cash/check sent in with the student and paid to the lunchroom clerk before school. Include student I.D. number on checks. You may also use a credit card to deposit funds to your child's account using the Internet.

LOCKERS – Students who bring locks will have a designated locker assigned to them at the beginning of the school year. Students are not allowed to share lockers. All lockers are assigned. If a lock is found on an unassigned locker, it will be removed and the contents will not be kept.

LOST AND FOUND – It is located in the bookroom. Any items not collected before Winter Holidays and again at the end of the school year will be donated to charity groups. Students should periodically check for lost and found items. To aid in the recovery of all lost items, all items of clothing and school supplies should be permanently labeled.

STUDENT IDs - Students will be given a student ID at the beginning of school. **ID's must be worn at all times while on campus or any school event.**

STUDENT LAPTOPS- Students will be issued a laptop for instructional use. Digital textbooks will be loaded on the laptops.

TEXTBOOKS- Students may receive textbooks for some courses. Students are responsible for the following:

- **Textbooks must have student's name on front cover**
- **Textbooks must remain covered throughout year**
- Students must bring in books to teacher when book checks occur.
- **Textbooks must be well-maintained.**
- **Students are not to share books.**
- **It is imperative that each student maintain possession of his/her textbooks.**
- **Textbooks that are damaged by no-fault situations** (ex. winter storm flooding) should be reported to the school within 20 days.
- **Textbooks that are lost should be reported to the bookroom clerk.** There will be a charge to replace the book; however, if the book is found, a reimbursement will be made.
- **Textbooks checked during the year and collected at the end of the year will be subject to the following fees according to district policy:**
 - a) Markings in book \$1 per page
 - b) Marking on edge of book \$3 per edge
 - c) Excessive markings full price of book
 - d) Torn page \$1 per page
 - e) Broken or bent cover \$2.00
 - f) Damage unfit for use or reuse full price of book
(including any type of water damage or exposed cardboard)

Parents, we encourage you to talk to your child about being responsible for their laptop and books as these are very expensive to replace.

V.I.P.S. (Volunteers in Public Schools) - We have many parents who volunteer to help on a daily basis. Parents may help in the front office area, the nurse's office, the library, or the classrooms. We appreciate all of our volunteers! If you would like to volunteer, you need to complete a VIP form and attend a volunteer orientation.

August 17, 2020

Dear Parents/Students:

The El Paso Independent School District and this campus, as part of its compliance with laws and procedures as enforced by the Office for Civil Rights and Texas Education Agency (TEA) requirements, has provided procedures for employees', students', applicants', or parents' that preserve the rights and responsibilities of those individuals regarding nondiscrimination, harassment, and grievances.

These policies and procedures are available to you on the EPISD Web site, or by visiting the campus' administrative office. For your convenience, the following summarizes the basic information:

Nondiscrimination

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Vince Sheffield, at 230-2031; Section 504 inquiries regarding students may be referred to Verna Ball at 230-2829.

Harassment

Procedures are outlined in District policies DHB, DH, DIA, FFH, FNCJ, FNCL. District administrators are required to adhere to the requirements as outlined in the aforementioned policies in order to provide a timely, thorough, and complete resolution of incidents involving harassment as identified by policy.

Grievance

Procedures are outlined in District policies DGBA, FNG, and GF and have been codified for the convenience of employees, students, applicants and parents. District administrators are required to adhere to the requirements as outlined in the aforementioned policies in order to provide a timely, thorough, and complete resolution of concerns, complaints, and grievances identified by policy.

Please call the school if you have any questions, (915) 236-2500

Mark Paz
Principal,
El Paso High School

17 de agosto, 2020

Estimados Padres/Estudiantes:

El Distrito Escolar Independiente de El Paso, como parte de su cumplimiento con leyes y procedimientos esforzado por la Oficina de los Derechos Civiles y por los requisitos de la Agencia de la Educación de Tejas, ha proporcionado a empleados, estudiantes, solicitantes o padres procedimientos que preservan los derechos y las responsabilidades de esos individuos a respecto sin discriminar, acosar, y agraviar.

Estas pólizas y procedimientos están disponibles para usted en el internet de EPISD, o visitando la oficina administrativa de la escuela. Para su conveniencia, lo siguiente resume la información básica:

Declaración Sin Discriminación:

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo usando el criterio de raza, color, religión, sexo, origen nacional, edad, incapacidad, estado militar, y otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII, IX, y la Sección 504 pueden ser referidas al oficial del distrito, Vince Sheffield al 230-2031; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Verna Ball al 230-2829.

Declaración De Agravio:

El Distrito Escolar Independiente de El Paso, como parte de su cumplimiento con leyes y procedimientos esforzado por la Oficina de los Derechos Civiles y por los requisitos de la Agencia de la Educación de Tejas, ha proporcionado a empleados, estudiantes, solicitantes o padres procedimientos que preservan los derechos y las responsabilidades de esos individuos con respecto a incidentes de acoso según lo especificado en las pólizas DHB, DH, DIA, FFH, FNCJ, FNCL. Se requiere que los administradores del distrito tengan que adherir a los requisitos escritos en las pólizas ya mencionadas para proporcionar una resolución oportuna, cuidadosa, y completa de preocupaciones, de quejas, y de agravios según lo identificado por la póliza.

Declaración De Acoso:

El Distrito Escolar Independiente de El Paso, comparte de su cumplimiento con leyes y procedimientos esforzado por la Oficina de los Derechos Civiles y de los requisitos por la Agencia de la Educación de Tejas, ha proporcionado a los estudiantes, padres o empleados, los procedimientos que preservan los derechos y las responsabilidades de esos individuos que registran preocupaciones con respecto a procedimientos y acciones del distrito. Estos procedimientos están descritos en las pólizas DGBA, FNG, y GP del distrito y se han cifrado para la conveniencia de los empleados, estudiantes, solicitantes y padres. Se requiere que los administradores del distrito tengan que adherir a los requisitos escritos en las pólizas ya mencionadas para proporcionar una resolución oportuna, cuidadosa, y completa de preocupaciones, quejas, y de agravios según identificado por la póliza.

Por favor llame a la escuela si usted tiene preguntas, (915) 236-2500.

Mark Paz
Director,
El Paso High School

August 17, 2020

Dear Parents/Students:

The El Paso Independent School District, and El Paso High School, complies with accessibility laws as enforced by the Office of Civil Rights and the Texas Education Agency (TEA) requirements. We have provided for employees, students, applicants or parents, procedures which preserve the rights and responsibilities of those individuals regarding accessibility to curriculum, programs and services. These policies and procedures are available to you on the EPISD website, or by visiting the campus' administrative office. For your convenience, the following summarizes the accessibility information.

Accessibility:

Your child's campus has a written accessibility plan and identified pathway of accessibility to ensure that students, parents and employees with disabilities have access to and an opportunity to participate in the general education curriculum, including the school's programs and services. Procedures are outlined in the district bulletins.

The written accessibility plan and accessible pathway is provided to affected parents and students at the beginning of each year with enrollment materials. Please call the school if you have any questions.

Sincerely,

Mark Paz
Principal,
El Paso High School

17 de agosto, 2020

Estimados padres/estudiantes:

El Distrito Escolar Independiente de El Paso, y esta escuela, como parte de su cumplimiento con leyes y procedimientos esforzados por la Oficina de los Derechos Civiles y por los requisitos de la Agencia de Educación de Texas, ha proporcionado a empleados, estudiantes, solicitantes o padres procedimientos que preservan los derechos y las responsabilidades de esos individuos a respecto sin accesibilidad de plan de estudios, programas y servicios. Estas pólizas y procedimientos están disponibles para usted en el internet de EPISD, o visitando la oficina administrativa de la escuela. Para su conveniencia, lo siguiente resume la información básica:

Accesibilidad:

Cada escuela tiene escrito un plan para la accesibilidad e identificar el camino de accesibilidad para asegurarse que los estudiantes, padres y empleados con deseabilidades tengan acceso y una oportunidad de participar en el plan de estudios de la educación general, incluyendo programas y los servicios escolares. Los procedimientos están incluidos en el boletín del distrito.

El plan de accesibilidad y camino de accesibilidad se los dan a los padres y estudiantes al comienzo de cada año escolar con materiales de registración. Por favor llame a la escuela si usted tiene preguntas.

Atentamente,

Mark Paz,
Director
El Paso High School