

Questions and Answers

Q: What do I do if my child is having difficulty in a teacher's class?

A: Schedule a conference with the teacher. You may also contact the teacher via email or by phone but an in person visit is always recommended.

Q: What do I do if my child comes home and says other students may be bullying him/her?

A: Contact the school's assistant principal; inquire if your student has notified anyone at school; setup a communication plan with your student and the assistant principal so the campus will be notified before your child leaves school.

Q: What do I do if my child received detention or any other disciplinary action?

A: Contact the assistant principal that assigned the disciplinary action. The assigning assistant principal will always send home written notification and will attempt to contact you by leaving you a message. Always make sure that the campus has up-to-date contact numbers.

Q: What do I do if after I meet with faculty and/or staff and I do not feel my concern has been resolved or addressed appropriately?

A: Request a conference with the principal.

Q: What do I do if after meeting with the principal, I do not feel my concern has been resolved?

A. Contact Student and Parent Services for assistance and you may request a Level One Complaint Form or locate one online at episd.org.

Helpful Resources

EPISD Board Policies.....www.episd.org

Bullying <http://www.stopbullying.gov/>
<http://www.episd.org/bullying/index.php>



EPISD Bullying Report System

-<http://www.episd.org/bullying/report.php>

Parent Complaint Information

-<http://www.episd.org/schools/documents.php>

Student Code of Conduct

-Visit the Student and Parent Services Website

Student Handbook

-Visit the Student and Parent Services website

The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, age, sex, religion, national origin, marital status, citizenship, military status, disability, genetic information, gender stereotyping and perceived sexuality, or on any other basis prohibited by law.

Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, at 230-2033; Section 504 inquiries regarding students may be referred to Kelly Ball at 230-2856.

Contact Student and Parent Services

for more information or assistance

(915) 230-2080



EL PASO INDEPENDENT
SCHOOL DISTRICT

Student And Parent Services

**6531 Boeing-Building B
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Office: 915-230-2080

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**On the web:
www.episd.org
District Info
Departments**

Student and Parent Services

Director: Cheryll Felder

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Assistant Director: Thelma Clark

tlaredo@episd.org

Assistant Director: Laura Burciaga

lcburcia@episd.org

Welcome to EPISD

The Student and Parent Services department offers this resource for you to obtain information about your student's rights and privileges while attending school in the El Paso Independent School District.

Thank you for making a commitment to be involved in your child's education.



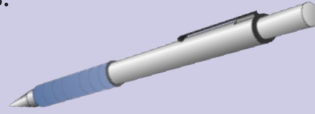
Mission

To assist you, your student and your child's school in achieving academic success in a positive learning environment. We hope this brochure will serve as a helpful resource. We encourage all parents to solve parent concerns at the lowest level and we are here to assist in any way possible to ensure a positive learning environment for your child.



Parent Tips

- Sign up for the Parent Portal to access your child's attendance and grades.
- Ensure that the school always has your current contact information as well as current emergency contacts.
- Specify to school personnel who is authorized to pick up/drop off your student.
- Submit information such as current prescription medications and food allergens that pertain to your student to the school nurse (prescription medication must be accompanied by a doctor's note).
- Notify the school of any physical address or email changes to ensure school correspondence such as registration information, report cards and newsletters are mailed and received by you.
- Check with the school cafeteria manager to ensure your student has funds available.



Parent Tips

- Make sure to call the school's attendance office when your student is absent.
- Monitor both the district's and school's website for any school closings, emergency announcements and other useful information.
- Read the school marquee for important upcoming dates and events such as parent/ teacher conferences, early release, holidays, registration information and testing dates.
- Download the district calendar and post on your refrigerator or any handy place to help you monitor important dates during the school year.
- Join the PTA, be an active participant in your student's school and education.
- Ask questions, request conferences when needed or when you are in doubt of your student's progress.

Month						
Sun	Mon	Tue	Wed	Thur	Fri	Sat

