

## **CAPT. JOHN L. CHAPIN HIGH SCHOOL**

Welcome to Chapin High School (CHS)! We are the home of a Pre-Engineering Math/Science/Technology Magnet Program, which is a program within a school. Students who qualify for the Magnet Program will take coursework within the Project Lead the Way curriculum, with a pre-engineering focus. All students will benefit from the highest quality of academic, athletic, and extracurricular programs. The students, faculty, and staff are dedicated to individual and community success.

CHS is named in honor of *Captain John L. Chapin*, who was born and raised in El Paso. Prior to enlisting in the National Guard, Capt. Chapin graduated from Texas A&M University, with a degree in Chemical Engineering. He postponed plans to attend medical school in order to serve in the National Guard.

In November of 1940, Capt. Chapin's unit was activated as Company E, 141st Infantry, 36th Division in the United States Army. They were sent overseas to North Africa. He declined opportunities for promotions in order to stay with Company E, a unit predominantly comprised of fellow El Pasoans. He was greatly respected by his men and was killed leading them into battle across the Rapido River in Italy.

*Our school is privileged to honor the memory of an El Pasoan who courageously represented our country and our community.*

## **MISSION STATEMENT**

Embodying the legacy of Capt. John L. Chapin and the Men of Company E, the Chapin Community embraces the diversity of all students and prepares them for a globally competitive future as responsible, life-long learners who are empowered to be successful contributors to society.

### **ACADEMIC DISHONESTY**

There are many forms of academic dishonesty. Plagiarism and other forms of academic cheating will not be tolerated at Chapin High School. We are here to reinforce ethics and integrity as part of student development. **Work found to be plagiarized will result in a grade of a zero.** In addition to the academic consequences, academic dishonesty can also jeopardize a student's standing in the Pre- Engineering Magnet Program, National Honor Society, or any other club or organization. Students are expected to submit their own, original work cited properly. It is never appropriate to submit others' work as your own. For more information on the definition of plagiarism and academic dishonesty, please speak with any administrator.

### **ACCIDENTS**

All accidents on this campus involving students or employees must be reported immediately to the school nurse and the Administration.

### **AGENDAS**

A complimentary Student Agenda is provided to each student at the beginning of each school year through their Advisory class. The agendas are to assist the student with organizational skills and academic planning. Students are expected to have their agendas with them on a daily basis. The agendas are used by the teachers to log student passes from class. Parents are encouraged to monitor the agendas for homework assignments, project due dates, and testing schedules. There is a \$5.00 replacement fee for lost agendas.

### **ALTERNATIVE PLACEMENT**

Any student who assaults another student in a school building, at a school facility, or on a school bus, where the assault is intentional, shall be removed from the regular education program and recommended for placement in an alternative education program. Incidents involving fighting will be reported to the police.

Whenever a student brings a firearm, illegal knife, other prohibited weapon, or a controlled substance to school, the police shall be summoned, and charges will be filed. In all cases, the students shall be recommended for placement at Raymond Telles Academy and proper procedure will be followed as with **Senate Bill 1, Chapter 37**.

The District will be utilizing drug and weapon detection dogs. They will be used in the parking lot, the building (including lockers) and student backpacks. Any dog alerts will be searched and the proper disciplinary/police action will be taken.

In those cases where students continue misbehaving, and regular campus level alternatives (including the Campus AEP Program) have been exhausted, such students shall be recommended for placement at Raymond Telles Academy.

#### **ATTENDANCE POLICY**

- Absences from School

A parent or guardian must call by 12 noon each day the student is absent from school. Excused absences must be related to illness or medical emergencies. All notes for medical appointments must be received within 5 days of the absence. **All other absences due to personal business will be unexcused**; for example, baby-sitting, missing the bus, waking up late, birthday celebration, vacation, shopping. If for some reason your parent/guardian is unable to call before 12:00 noon, notify an Assistant Principal.

Students who have doctors' appointments during the day must obtain a pass to leave BEFORE going to these appointments. A pass is obtained once the parent/guardian signs the student out in the Attendance Office. **When the student returns to school, he/she will need to bring written verification from the doctor's office or other place of appointment with the date and time he/she was there.** Failure to do so will result in an unexcused absence. On the third consecutive absence, a

doctor's note is required to excuse additional absences. **It is the student's responsibility to monitor their absences. Unexcused absences that are more than 30 days old WILL NOT be changed.**

- Pre-Arranged Absences  
Parents may apply for pre-arranged absences by filling out a Pre-Arranged Absence Form from the attendance office. Pre-arranged absences must be approved by the Principal or the Assistant Principal prior to leaving. Filling out a Pre-Arranged Absence Form does not guarantee that the absences will be approved. If approved, pre-arranged absences cannot exceed three days. Pre-arranged absences will not be approved during final exams or during state testing days.
- Compulsory Attendance Law  
The law in the State of Texas requires a child to go to school. **Texas Education Code Section 25.085**  
Compulsory Attendance states:
  - a. A child who is required to attend school under this section shall attend each school day for the entire period the program of instruction is provided
  - b. Unless specifically exempted by **Section 25.086**, a child who is at least six years of age and has been previously enrolled in first grade, and who has not yet reached the child's nineteenth birthday shall attend school. It is the parent's duty to monitor the student's school attendance and to require the student to attend school. Parents are subject to criminal prosecution under **HB 2398** for their students failing to attend school. Parents of a student under 19 years of age will be charged with a misdemeanor, and possibly fined, if the student's absences exceed ten (10) or more days (or parts of days) in a six (6) month period. A child's failure to attend school as mandated by law may result in a civil petition being filed in accordance with **HB 2398**.

**We encourage all parents and students to register on the Parent/Student Portal to monitor attendance and tardies. The**

registration can be done on line at [www.episd.org](http://www.episd.org).

### **AUTOMOBILES**

Students driving their vehicles to school must register their vehicles in the security office to obtain a Student Parking Pass. Driver's license and proof of insurance are required. Out of state plates are prohibited, except for military dependents. A speed limit of 5 mph will apply while on school grounds. Cars are subject to search by the administration and/or police at any time. Contraband (drugs, weapons, alcohol, etc.) is prohibited. Student parking is on the north side of the school, by the baseball field. Students in violation of parking rules will receive a written warning for their first offense. A second offense will result in suspension of the Student Parking Pass. Subsequent violations will result in vehicles being towed at the owner's expense.

Students being dropped off/picked up must use the designated drop off zones by the cafeteria or by the baseball field. Please follow all directional signs/markings at all times.

### **BOOKROOM**

Textbooks and laptops are vital to your education; they are also very expensive – take care of them. **Texas Education Code §12.65(b)** states that books must be covered by the student under the direction of the teacher. Books must be returned to the bookroom clerk at the end of the year or when the student withdraws from school. **Texas Education Code §12.65(c)** states that each pupil, or his parent or guardian, shall be responsible to the teacher for all books not returned by the pupil, and any pupil failing to return all books shall forfeit his/her right to free textbooks until the books previously issued, but not returned, are paid for by the parent or guardian. In addition, the student is responsible for keeping textbooks and laptops in good condition. Any student issued books which are damaged or marked must report the state of the books to the bookroom clerk and have it documented and signed so that he/she will not be held accountable. Books and laptops are the

student's responsibility whether lost or stolen. Fines for lost or stolen textbooks and laptops will be paid for at the business office.

The Acceptable Use Policy should be referred to for guidelines concerning the use of student issued Laptops. The AUP also pertains to student owned devices used on campus.

### **BUS CONDUCT**

All students riding buses are required to have a bus pass issued by the school that must be shown to the bus driver each time the student boards the bus. Any student who is disruptive, writes on the bus, damages the bus in any way, or interferes with the bus driver's attention to traffic, creating a safety hazard, will be suspended from riding the bus. Contact the assistant principal for information on bus cards, routes and pick-up times.

Bus transportation is available for in-district Magnet Students and students residing with the Chapin Attendance Zone, but outside the 2-mile radius from the campus. Students attending Chapin on an approved Pupil Transfer must provide their own transportation to campus.

### **BUSINESS OFFICE**

Students wanting to purchase tickets to events involving CHS may do so at the business office. Students must conduct business before school, during lunch, and after school.

### **CAFETERIA**

Our cafeteria staff works very hard to provide a variety of favorite foods. Food service will be provided in our cafeteria. Meals and snacks must be eaten in the cafeteria and patio areas. Inappropriate behavior of any kind in the cafeteria will be referred to administration for disciplinary action. Our cafeteria should be a place for students to enjoy and relax. If students choose to take their food outside of the cafeteria, they are responsible for cleaning up their trash. Failure to follow these guidelines will result in loss of privileges of

removing food from the cafeteria. Help us keep Chapin beautiful by disposing of trash in the appropriate receptacles. Chapin High School is part of a special grant that provides free breakfast and lunch to all our students.

#### **CLASSROOM INTERRUPTIONS**

Nothing should disrupt the education process. Therefore, we ask that students check in the attendance office during their lunch time for items that have been delivered for them and the business office for money left for them. We ask the parent's cooperation in helping our students in becoming responsible for their homework, textbook, uniforms, etc. **Students will not be called out of class and office personnel will not deliver items and/or money left for students.**

#### **CLOSED CAMPUS**

In order to provide the safest educational environment, CHS will be a closed campus for freshmen and sophomores. Juniors and seniors are permitted to leave during the lunch hour if they have a vehicle registered to park on campus. For student safety we ask that only two students travel per vehicle. Passengers must be juniors or seniors. Students will only leave campus during the school day when they are signed-out for by a parent and/or guardian. This includes during the lunch period. Students leaving without permission will be considered truant.

#### **COMMUNICATION DEVICES**

At their own risk and at teacher discretion, students are permitted to use cellular phones and/or other electronic media devices at school. During instructional time, they are not permitted and need to be out of sight (in or out of classroom). Any variance from this policy during instructional time must be aligned to curriculum standards and approved by administration. Any student who openly employs electronic media devices within instructional time will have such devices confiscated and turned in to either EPISD Police Services or the Business Agent. Failure to turn over such device will result in

disciplinary action.

**According to Texas Education Code §37.082(b) (2) a parent or guardian may obtain the release of the device for a fee of \$15.00 as authorized by law\***. The fee applies to all devices that can transmit messages and/or information. If a student has such a device on campus and the device is lost or stolen, the school, faculty, or staff, assumes no responsibility for the item.

### **COUNSELORS**

Students are encouraged to visit their counselors regarding personal problems, academic matters, graduation plan, scholarship/grants, college information, and vocational education. To visit a counselor, you must sign in with the secretary to the counseling center before school, during lunch, or after school.

### **COVID-19**

When in the campus or any campus activities, face coverings are **OPTIONAL** to help protect yourself and others. Stay at least 6 feet away from others as much as possible at the campus. Wash your hands often with soap and water for at least 20 seconds each time. Use hand sanitizer as frequently as possible.

### **CREDITS**

Students are classified as follows: 0-6 credits (grade 9); 6 1/2 - 12 credits (grade 10); 12 1/2 - 18 credits (grade 11); and 18 1/2 - 26 credits (grade 12). Students are encouraged to meet with their counselors in order to develop an individual graduation plan.

### **CRISIS MANAGEMENT**

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. Students must follow the direction of teachers or others in charge. Teachers are reminded to keep door windows uncovered at all times. The only exception is during a Lock-Down Drill. If the campus is in a lock-down situation, all personnel on campus, including visitors, are required to follow



outlined procedures as designated by school administration.

#### **DESTRUCTION OF PROPERTY**

We are fortunate to have a beautiful facility; therefore, we need to work together to maintain our campus. Students will be responsible and strictly accountable for any damage done to desks, furniture, books, lockers, or any of the school building.

Graffiti of school property is considered a felony and will be treated as such. Any markings on desks, restrooms, lockers, books or the building will be treated as a felony criminal action and police will be notified. Damages will be paid for by the student.

#### **DISCIPLINE**

A Student Code of Conduct is available to every student and parent through the district website. The code of conduct describes the discipline requirements and penalties set forth by the El Paso ISD and in accordance with the State of Texas.

It is the responsibility of all students to be aware of all the rules, regulations and standards for student behaviors as stated in the Student Code of Conduct and conduct themselves accordingly. All students will adhere to the Standards of Conduct implemented by the District.

#### **DISPLAY OF AFFECTION**

Excessive embracing, hugging or kissing is prohibited on campus. Violations will result in disciplinary action.

#### **DRESS CODE**

The purpose of our campus dress code is to minimize distractions and maintain health, safety, and security in the public learning environment of all students, faculty, and staff. Students and parents share in the responsibility of preserving the academic atmosphere of our campus by coming to school dressed appropriately.

We strive to have a school that is clean, orderly and safe where students are proud to attend. The school administration, faculty and staff will continue to encourage all students to dress in a fashion that reflects good taste and a style appropriate for a school environment. The district prohibits clothing or grooming that, in the administration's judgment, may be reasonably expected to cause disruption of, or interfere with, normal school operations.

If the administration determines that a student's grooming violates the dress code, the administration will issue a verbal warning and allow students to correct the problem at school. A student may request that a parent bring replacement clothing. If the dress code violation remains uncorrected the student shall be assigned to in-school suspension for the remainder of the day or until the problem is corrected. Repeated violations will result in immediate disciplinary actions.

In accordance to District policy, the following is the specific standard of dress for Chapin High School.

1. Shoes must be worn at all times while at school. Steel toe shoes are prohibited. Slippers are not considered shoes.
2. Hats, visors or caps may not be worn in any of the buildings on campus. Hats/caps may be confiscated if worn in violation of such policy and may be returned at the end of the nine weeks period.
3. The "torn or worn clothing look" is not allowed if skin is visible above the knee.
4. See-through leggings by themselves are not allowed. Leggings (spandex material) are permitted underneath skirts, dresses, tunics, and shorts that reach the fingertips. Undergarments cannot be visible.
5. Clothing that identifies one with an illegal club, fraternity, sorority, gang or party crew is not allowed.
6. Facial and body piercing jewelry is a safety concern and may not be worn. The only exception – small nose studs.
7. Hair that is colored, dyed, styled or shaved with designs/symbols in a manner that may cause a

- distraction to the learning environment is prohibited.
8. Bandannas, beanies, hair nets or hair-do rags of any kind will not be worn or used (male or female).
  9. Clothing with alcoholic beverages, gang affiliation, tobacco products, nudity, drugs, racial, vulgar, or violent pictures, names or slogans are not permitted.
  10. Shorts and skirts/dresses must reach the finger tips with or without leggings worn underneath. This includes dresses/shirts/skirts with revealing slits. The finger tips should reach the top of the slit. The only exceptions are school approved uniforms and shorts worn during a Major Sports, P.E. and/or Dance Class.
  11. Pajama bottoms are prohibited except on designated spirit days.
  12. Shorts and pants must be worn at the hip level.
  - 13. Stomach area and under garments must be covered at all times. Spaghetti straps are not permitted.**
  14. Oversized blouses, tall T's, and shirts that hang below the buttocks are not permitted.

#### **EXTRACURRICULAR ACTIVITIES**

All students are strongly encouraged to participate in any extracurricular activity. See the Student Activities Manager, any coach, or club sponsor to join. Physicals may be required.

Texas follows the **No Pass, No Play** standard. At the end of the sixth week of classes, all students' grades will be checked for eligibility. Students must have a 70 or above to remain eligible. At the end of the ninth week and every three weeks after that, grades will again be checked to regain eligibility if passing all classes. Students that are eligible at the end of a nine-week grading period remain eligible until the next nine week check. If they regain eligibility at the three-week period, they become eligible at the end of the following week. For more information, please contact our Campus Athletic Coordinator or a coach.

#### **FIRE DRILL/ALARMS**

A fire evacuation plan is posted in each room. When the

fire alarm sounds, students will immediately stand and leave the room. Classes need to stay with their teachers. Running is not permitted. Classes are to report to their pre-assigned meeting stations during the drills. Teachers must account for all students that are assigned to their classes on the accountability forms provided to them. Accountability forms must be immediately returned to the main office. Classes are to stay at the designated meeting area until the signal (2 bells) is given to re-enter. No one is to return to the building until the signal is given by the principal or designee. For the safety of students and teachers, we ask that door windows not be covered at any time.

Students who tamper with or set off fire alarms will be recommended for expulsion from school and reported to the Fire Marshal for fine determination. All students are subject to El Paso ISD's board policy regarding discipline.

#### **GANG-GRAFFITI ASSOCIATION**

Students may not have any affiliation with any type of gangs, tagging or party crews. Students may not be in possession of any gang/graffiti writings or symbols on any items such as lockers, notebooks, book covers, bags, clothing, papers, books, flyers, etc. Possession of a permanent marker will result in a citation and disciplinary action.

#### **GRADES**

Grades are an evaluation of what you have learned. They become part of your permanent record. Institutions of higher learning, potential employers, the Armed Forces, and the Academies will refer to these records. Number and letter grades are as follows.

90-100	A
80-89	B
70-79	C
0-69	F

## **GRADUATION**

**Class of 2018 and Beyond: House Bill 5** has mandated some change in graduation requirements for students 9<sup>th</sup> grade during the 2014-2015 school year:

- Each incoming freshman must select an endorsement for their high school course of study. The endorsement must be signed by the parent and student and kept on file in the student's permanent record.
- An endorsement is similar to a college major. It will allow the student to follow a course of study from high school into college or other postsecondary education or training opportunities.
- There are five endorsements to select from:
  - STEM (Science, Technology, Engineering, Mathematics)
  - Business and Industry
  - Public Service
  - Arts and Humanities
  - Multidisciplinary Studies

More information regarding the specifics of each endorsement can be obtained on the EPISD website under departments, curriculum and instructions, documents and forms, or by contacting the Chapin High School Counseling Center.

## **GRADUATION DRESS CODE**

Chapin's Graduation is a dignified ceremony. Graduates are required to dress accordingly. Dress shoes are required in order to participate in the graduation ceremony. Gentlemen are required to wear dress slacks, or khakis with a dress shirt. Ladies are required to wear dress slacks, skirts or dresses. Jeans or shorts are prohibited. Students not in compliance with the dress code will not participate in the ceremony.

### **HALL PASSES/STUDENT ID**

During class periods, students are to be in class unless they have their agenda and student ID. Students are not permitted to leave the first 15 minutes of class or the last 15 minutes of class. Agendas are to be used for emergencies only and not routine personal business. **Passes are limited to three per student per class period (9 weeks).** Students must have their student ID visibly displayed at all times. Failure to display ID will result in the student being issued another ID at a cost of \$5.00. A limited number of lanyards are available through the security office on a first come first serve basis. If lost (or not displayed), the ID will be replaced with a \$5.00 fee. The third time an ID is issued to a student disciplinary action will be taken by administration. ID's are distributed in A110 or at the security office. *We appreciate parental support with the ID policy – student security is a priority at Chapin High School.*

### **IN SCHOOL SUSPENSION (ISS)**

Every attempt will be made by the ISS Instructor to assist students with collecting their work missed during the ISS periods. Students must report to ISS with books, notebooks, pen/pencil, and a copy of the referral placing them in ISS. It is the responsibility of the student to request any additional assignments from his/her teacher upon re-entering their regular classes. Students will have one day for every day served in ISS to make up any missed work. Absence from classes while in ISS is considered school approved. Test(s) missed while in ISS may be made up. Make arrangements with your teacher. Students are encouraged to use their Student Portal account to track all missing assignments and low grades.

### **LIBRARY**

The library is open from 7:30 a.m. - 4:30 p.m. during most school days. Classes take priority in the library schedule. Books, DVDs, and audiobooks may be checked-out for a period of three weeks and renewed for another three weeks. Fines for overdue books are ten cents per book for

each school day the book is late. Fees for damaged and lost books will also be assessed. It is the responsibility of the student to pay any fines assessed by the librarians and staff.

The library's makerspace is open at the discretion of the librarians. It is available to all students on campus. All students in the makerspace must complete an orientation prior to participating. All students must follow posted procedures for use or makerspace privileges will be revoked. Students are responsible for stolen or damaged equipment. All work produced in the makerspace areas or with makerspace equipment or materials must be appropriate for a school setting, as deemed by the librarians.

Computers in the library and makerspace are governed by the same acceptable use standards as student and classroom computers. Students may print from the library computers only at a cost of ten cents per page. Only black and white copies are available. Students are encouraged to utilize their OneDrive accounts in lieu of printing as much as possible.

#### **LOST ITEMS**

If you find any article of value, turn it in to the security office. Laptops should be turned in to the bookroom. The school assumes no responsibility for lost articles; therefore, we encourage students to take every precaution to protect their possessions. Students should mark each article, such as clothing apparel, books, supplies, yearbooks, etc., to easily identify items. In the event that you lose an item, check the lost and found bin in the security office. Reports can be filed with campus security & school police.

### **MAKE-UP WORK WHEN ABSENT FROM SCHOOL**

Make-up work assigned prior to an absence is due on the first day of the return from absence. Make-up work will be allowed for any absence. It is the student's responsibility to request make-up work. A minimum of one day of make-up time must be allowed for each day absent. Failure to make-up work will result in a grade of zero. This can effect eligibility for extracurricular activities. Students are responsible for getting work completed and turned in during the allotted time frame. Students are encouraged to use their Student Portal Account to track missing work and low grades.

### **NATIONAL HONOR SOCIETY (NHS)**

Becoming a member of the National Honor Society is a privilege NOT a right. Students who meet the criteria listed below may be eligible to complete a packet during the Spring Semester. (Completing a packet does not guarantee acceptance into the NHS).

- The student must have attended this institution for the full academic year. (Beginning in August of the academic year being inducted).
- The student must be completing their sophomore or junior year. Freshman and seniors are not eligible for induction.
- The student must have a 90.00 cumulative grade point average or higher.
- The student must not have ANY disciplinary referrals.
- The student must have completed a minimum of 40 hours of documented community service. Community service hours must not precede June 1 of the academic year being inducted. (Please see a sponsor for what constitutes acceptable community service hours).
- A list of students who meet the above criteria is posted on the NHS bulletin board (Outside the library in C hall) in the early spring. Please check the bulletin board regularly.
- Transferring NHS Membership – Students previously inducted into the NHS at another institution may



transfer their membership to this local chapter by completing the following criteria. (NOTE – membership transfers are NOT automatic upon enrollment at this institution.)

- The student desiring to transfer their membership has 30 calendar days from the date of enrollment at this institution to affect the transfer.
- The student must present themselves in person to an NHS sponsor, and provide the following:
- Certificate of Membership (The original membership certificate or card, OR written verification from the previous sponsor verifying your membership. The document must contain the sponsors contact information) and
- Verification of good membership standing: written documentation from your previous sponsor specifically stating your membership is in good standing at the previous institution. The document must contain the contact information of the sponsor verifying it.

**Our current NHS advisors are Mr. Renteria and Mr. Guerrero. The induction process starts early in the spring semester. Interested sophomores and juniors are encouraged to be in contact with one of the advisors for more information, time lines, and meeting days/times.**

### **NURSE**

All students must have a completed emergency card on file in the nurse's office within the first two weeks of enrollment. Emergency cards are part of the on-line registration process. Please keep this information updated for the safety of your student.

The school nurse is available to assist you with health care needs. Students may come at their lunchtime without a pass as long as the bell to return to class has not sounded. **UNLESS IT IS AN EMERGENCY, STUDENTS SHOULD NOT GO TO THE**

**NURSES'S OFFICE DURING CLASS TRANSITION.** If you need to see the nurse, you should first report to class and request a nurse's pass from your teacher. The pass will be returned to the teacher only if returning to class. Students being sent home will give their pass back to the nurse.

Any prolonged absence from physical education will require a doctor's note.

Medication may only be administered in the nurse's office.

Students are only allowed to carry with them inhalers, insulin, and epi-pens. In order to carry these medications, a doctor's order and parent slip must be on file for the current school year in the nurse's office. All other medications, including prescription and over the counter medications, must have a doctor's order and parent slip in the nurse's office for the current school year and the parent must provide the supply of medication to be kept in the nurse's office. Prescriptions are required to be in a prescription bottle and labeled correctly and current for the school year. Over the counter medications must come in an unopened container. Orders must be written by a doctor or practitioner licensed to practice in the State of Texas.

- **Telemedicine** will be offered this school year. El Paso ISD has partnered with Virtual Care for Kids and if your child is registered for the program, the online school nurse can evaluate your child, and if needed, he/she will connect with a doctor or provider through secure two-way video conference similar to FaceTime or Skype. The doctor or provider will evaluate your child and determine if any onsite testing is needed for illnesses such as the flu or strep throat. The school nurse will facilitate necessary testing and provide over the counter medication if needed. If needed, Virtual Care for Kids will send a prescription to a pharmacy near you. Virtual Care for Kids will also provide a full visit summary or send the notes to your primary care physician. Students must be enrolled in the program by

their parents and insurance information needs to be provided. There will be opportunity for uninsured students to receive services at low or free cost. Please contact the nurse for more information.

### **PARENT PORTAL**

The parent portal is an online system used to provide attendance, grades, and other important information to parents for all their children attending EPISD. Please log onto EPISD.org and click on the Parent Portal icon to register. The portal also offers an email tab in order to communicate with your child's teachers. The CCRP Tab gives you complete transcript and testing information on your high school student. We strongly encourage all parents to take advantage of this wonderful tool!

### **PARENT/TEACHER CONFERENCES**

In order to provide a productive and positive conference with your son/daughter's teacher we require a 24-hour notice for the conference time. Conferences are set during the teacher's conference period. If the time is not a convenient time for you to meet with the teacher, the teacher will contact you directly in order to conduct a telephone conference or arrange a convenient time for both of you. Please call the school, 236-4400, in order to schedule conferences. Administrators will be available to meet with parents and teachers upon request.

### **PARKING**

Visitor parking and the student drop-off/pick-up zones are located on the south side of the school on Ellerthorpe Street. Student parking is on the north side of the school, by the baseball field.

### **PBIS CORE VALUES**

Honest  
Understanding  
Safe  
Keep it clean  
Young adults

Chapin High School is a PBIS Campus. The goal of Positive Behavior Interventions and Supports (PBIS) is to promote positive behaviors by providing students with the tools necessary to develop social, emotional, and academic skills in order to be successful contributors to society. The Chapin faculty and staff are prepared to provide students with a positive support system to help them reach their goals.

#### **POSSESSION OF WEAPONS**

No student shall have or carry about his person any kind of weapon made or manufactured for the purpose of offense or defense. "Weapons in possession by pupils shall be confiscated and parents and/or police shall be notified." (Article 485, Penal Code of the State of Texas).

#### **REGISTRAR**

New student registration will be initiated at the registrar's office. Information regarding school records, transcripts, withdrawals will be handled by the registrar. Texas Education Agency (TEA) verification of enrollment forms must be requested 24 hours in advance. Grade point averages (GPA) when available, are given to the students before school and after school. No GPA will be given over the telephone.

#### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued every nine weeks to notify parents of progress. School Wide Progress reports are issued to students during the 4<sup>th</sup>/7<sup>th</sup> week of the grading period. IT IS THE STUDENTS' RESPONSIBILITY TO SEE THAT THESE GET HOME TO THE PARENT/GUARDIAN. Please register for Parent Portal (EPISD.org) to monitor grades & attendance on-line.

#### **SCHOOL CASH ONLINE**

Paying for school items just got easier! Sign up to get started today on School Cash Online at:

<https://www.episd.org/Page/9516>

School Cash Online is an easy to use and safe way to pay for your children's school fees.

### **SCHOOL PERSONNEL JURISDICTION**

All school personnel will enforce school policies and regulations. A student who refuses to comply with directions may be subject to disciplinary action. The school has jurisdiction over students to and from school as well as during the lunchtime whether on or off campus. If a student feels he/she has been mistreated or misjudged, the matter should be discussed with an administrator after complying with the school personnel's direction.

### **STUDENT BEHAVIOR**

At no time may a student disrupt the instructional process. Students must obey classroom rules posted in every classroom. Profanity is inappropriate at any time in any place. Running in the halls and any type of horseplay is prohibited. Any student involved in misbehavior at any school activity will be subject to disciplinary action. This is to include school-sponsored activities away from campus. Police charges will be filed against students involved in a criminal activity. Remember, you represent CHS, do so with pride.

### **STUDENT PERSONAL SAFETY**

Anytime a student feels threatened (verbally or physically), it is his/her responsibility to notify an administrator immediately. Harassment in any form will not be tolerated at CHS. If a student is experiencing Cyber-Bullying please notify an administrator immediately. We ask parents to help by monitoring the social media sites your child participates in. Students and parents may report concerns using the Anonymous Alerts application at any time for any reason.

- **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, or IX, and Section 504 may be referred to the District compliance officer, Patricia Cortez, 230-2033; Section 504 inquiries regarding students may be referred to Verna Ball with Special Populations.

- 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. There are new laws regarding forms of Bullying to include Cyberbullying (HB1942). Chapin High School will have a zero tolerance for Bullying in its many forms. It is critical that students and parents inform administration/staff of concerns regarding any form of harassment as soon as possible or report it on the Anonymous Alerts application. We would prefer to be proactive vs. reactive to these situations.
- 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 as identified by policy.

#### **TARDY POLICY**

Instructional time is valuable. Being in class on time and ready for instruction is critical for academic success. Documented tardies may result in automatic after-school detention with teacher. Students assigned detention will have 24 hours to serve detention per tardy. It is the student's responsibility to report to detention on the assigned date and time. Failure to serve after-school detention will result in progressive discipline actions. Repeat violators will be subject to further disciplinary action as deemed appropriate by administration.

- **Lockouts**

- Classroom lockouts, (announced & unannounced) will

be conducted throughout the school year on a random basis, with a minimum of two per month. Students that are tardy during a lockout will be required to serve a 30-minute detention after school on an assigned date. Repeat violators will face progressive discipline actions per EPISD policy.

### **TECHNOLOGY CODE OF CONDUCT**

The purpose of student laptops, technology resources at Chapin, and other BYOD (personal iPad, Cell Phone, etc.) instructional technologies is to support the educational mission of the school. Chapin's goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with EPISD and campus school rules and policies, including but not limited to those stated in school handbooks. It is understood that members of the Chapin High School community will use all technology resources in a responsible, ethical, and legal manner at all times.

#### **Disciplinary Action for Violation of Acceptable Use Policy**

A user who commits an act of misconduct such as inappropriate use of the technology system and/or in possession or accessing inappropriate material/ information may be subject to disciplinary action. All illegal activities will be reported to the authorities. Staff intervention strategies such as teacher-student conferences, auxiliary staff-student intervention, and teacher/parent contacts are to be made for violations of the acceptable use policy.

Consequences for technology related offenses will be addressed in ways that include but are not limited to: verbal warning, suspension of technology privileges, phone call home and/or written e-mail warning, conference with parents/legal guardian, referral to the administration for disciplinary action. Students will not have computer/technology access until a Chapin High School Technology Code of Conduct form is on file.

### **TOBACCO/ALCOHOL/DRUGS**

According to state law, the use of tobacco, alcohol, drugs, vape pens, electronic cigarettes, and any kind of incinerates are prohibited in the building or on school grounds at all times. Offenders will be subject to disciplinary action. Penalties and fines may also be assessed by court action. This applies to all school related functions outside school hours on school grounds. Chapin High School supports Zero Tolerance in regards to these offenses.

### **TRANSFERS**

Chapin is an open-enrollment campus. Students attending Chapin on a Pupil Transfer must be in good standing in the following areas: attendance and discipline, to remain on a transfer. Failure to maintain good standing could result in a revocation recommendation.

### **TUTORING**

Tutoring is available before school, during lunch, and after school. Please check with your teachers for their tutoring schedule.

### **VISITORS**

All visitors to CHS, including parents, are welcome to visit the campus; however, prominent notices stating that all visitors must first report to the main office are posted throughout the campus. All visitors must have a current I.D. processed through the Raptor System in order to be cleared as a visitor.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. **Visitors must display a visitors badge while on campus at all times.**

### **WITHDRAWAL FROM SCHOOL**

Once you are enrolled in a public school in Texas, you must remain on the student list regardless of your absences, until



you are officially withdrawn. To withdraw, a parent/legal guardian's signature is required. All money owed to CHS must be paid before withdrawal can be complete.

Parents requesting **early termination** during a semester (PCS out of state for example), must notify the school in advance. An Early Termination is asking to finalize grades and credits prior to the end of the semester. A two-week notice enables us to verify attendance and grading for credit purposes. Otherwise, you will be required to enroll your student in the new school to close out the semester and receive credits according to their guidelines. Please plan accordingly. Report to the registrar's office to initiate withdrawal from CHS.

#### **ZERO TOLERANCE**

CHS has the unique opportunity to create the finest educational environment in the El Paso area. To promote the highest standard of excellence in education, athletics and the arts, a "zero tolerance" approach will be taken towards any activity or behavior which interferes with this environment. Zero tolerance will be upheld in regards to any form of violence, drugs, alcohol, harassment and/or intimidation, destruction of property and gang related activities.

*The administration and staff at Chapin High School wish  
each of you a successful 2021-2022 school year!*

**TELEPHONE DIRECTORY**

Main Office.....915-236-4400  
    Fax.....915-565-9716  
Attendance Office.....915-236-4401  
Registrar's Office.....915-236-4437  
    Fax.....915-565-9794

**LEARNING TODAY, LEADING  
TOMORROW!  
GO HUSKIES!**