

H. E. CHARLES MIDDLE SCHOOL

STUDENT

HANDBOOK



4909 Trojan Dr.

El Paso, TX 79924

Main: 915-236-6550

episd.org/charles

2023-24 Student Handbook

Welcome to Charles Middle School! Home of the Mighty Chargers and Pride of the Northeast. This handbook has been prepared for you with the necessary information about Charles Middle School. Take time to read it with your parents. It has important information that you and your parents will need to have a successful school year.

If at any time you have a question or concern, please see one of the people listed below or any of your teachers. H.E. Charles faculty and staff are here to help you receive the best education possible!
#ChargerPride

School Staff:

Principal
Assistant Principal A-J
Assistant Principal K-Z
Principal's Secretary
Counselor A-J
Counselor K-Z
Nurse
Librarian
Diagnostician
Math Instructional Coach
ELAR Instructional Coach
SPED Instructional Coach
Math Interventionist
Reading Interventionist
Head Custodian
Parent Liaison
Attendance
Registrar
Bookroom Clerk
PEIMS Clerk
LPAC
Speech Therapist

Mr. Nick DeSantis
Mr. Randy Ellsworth
Ms. Erika Ramos
Jane Pace
Katie Edwards
Una Millan
Amelia Robinson
Florangela Calderon
Stella Dresser
Brenda Curbelo
Rosa Guillermo
Luann Gable
Maria Armstrong
Julie Arias
Eddie Parra
Dotty Caldwell
Annette Corsaw
Penny Ficca
Corie Gomez
Rosie Hernandez
Norma Orozco
Christina Maxwell





Mascot
Chargers

Colors
Green, Gold & Black

Vision Statement

Excellence by Design for All.

Mission Statement

In partnership with our families and communities, we will uphold the highest standards to provide inclusive and fair learning experiences that support the whole child.

Core Values

Be kind. Be smart. Be respectful. Be responsible. Be a Charger!

Core Beliefs

As H.E. Charles Middle School Educators, we believe all students can learn and perform at the highest levels. We believe Chargers will lead lives of consequence for their families, El Paso, and our great nation. Therefore, we will work every day to equip the whole child with the knowledge, skills, resources and supports needed for their individual educational journey. We will cultivate a safe learning environment that inspires and empowers all learners to thrive.

H.E. Charles Middle School School Policies

Charles Middle School

BELL SCHEDULE 2023-24



A-LUNCH		B-LUNCH	
Entrance	7:40 AM	Entrance	7:40 AM
1 st	7:50 - 8:37	1 st	7:50 - 8:37
2 nd	8:40 - 9:27	2 nd	8:40 - 9:27
3 rd	9:30 - 10:17	3 rd	9:30 - 10:17
4 th	10:20 - 11:07	4 th	10:20 - 11:07
A-LUNCH	11:10 - 11:40	5 th	11:10 - 11:57
5 th	11:43 - 12:30	B-LUNCH	12:00 - 12:30
6 th	12:33 - 1:20	6 th	12:33 - 1:20
7 th	1:23 - 2:10	7 th	1:23 - 2:10
8 th	2:13 - 3:00	8 th	2:13 - 3:00



TARDY BELL
rings at 7:50 AM

Students must be **IN**
their class **BEFORE**
the tardy bell.

Advisory / Assembly			
A-LUNCH		B-LUNCH	
Entrance	7:40 AM	Entrance	7:40 AM
1 st	7:50 - 8:31	1 st	7:50 - 8:31
2 nd	8:34 - 9:15	2 nd	8:34 - 9:15
3 rd	9:18 - 9:59	3 rd	9:18 - 9:59
4 th	10:02 - 10:43	4 th	10:02 - 10:43
A-LUNCH	10:46 - 11:16	5 th	10:46 - 11:27
5 th	11:19 - 12:00	B-LUNCH	11:30 - 12:00
6 th	12:03 - 12:44	6 th	12:03 - 12:44
Advisory / Assembly	12:47 - 1:32	Advisory / Assembly	12:47 - 1:32
7 th	1:35 - 2:16	7 th	1:35 - 2:16
8 th	2:19 - 3:00	8 th	2:19 - 3:00

Half-Day	
1 st	7:50 - 8:18
2 nd	8:22 - 8:48
3 rd	8:52 - 9:18
4 th	9:22 - 9:48
5 th	9:52 - 10:18
6 th	10:22 - 10:48
7 th	10:52 - 11:18
8 th	11:22 - 11:50
11:50	*Sack Lunch Pick up

Updated on July 25, 2023

SCHOOL HOURS

The first bell rings at 7:40 a.m., and the tardy bell rings at 7:50 a.m., which is when instruction begins. Students will be allowed on campus and into the Cafeteria beginning at 7:15 am. On occasion and as scheduled, athletic teams may have practice at an earlier time. Students arriving early should come on the school grounds and stay in the cafeteria.

All students should clear the halls and campus grounds when the dismissal bell rings at 3:00 p.m. unless they are involved in after school tutoring or school-sponsored activities (such as club meetings, sports practice beginning immediately after dismissal, etc.). Waiting for a sports practice (such as basketball, soccer, etc.) to begin at 5:00 p.m. does not allow the students to be on campus.

COVID UPDATE: Any student with a temperature or having symptoms of Covid should stay home. We recommend seeing your child's physician if there are any symptoms of Covid. Please contact the school if your child has tested positive for Covid. Visit [**episd.org/covid19**](https://www.episd.org/covid19) for the latest updates.

Elementary Pick-Ups

Our campus begins school at 7:50 a.m. and releases at 3:00 p.m. Please take the time to drop off and pick up your child before you drop off or pick up siblings at the elementary feeder schools. **EPISD Elementary campuses release at 3:25 p.m.** You may want to have your child meet at the elementary or within close proximity.

Students are not allowed to accompany friends picking up elementary siblings from our feeder schools. Our students picking up students from the elementary feeder campuses shall be held to the standards of the district when doing so. Please talk with your child so that they show proper respect at our elementary campuses, and that they are not to be taking friends with them when picking up family members.

Administrators at all levels within the district can and will carry out disciplinary actions as appropriate. Please support our elementary schools and the staff there.

BREAKFAST/LUNCH PROGRAMS

All students will be receiving FREE breakfast and lunch for the current school year. Breakfast will be served in the cafeteria from 7:20 a.m. - 7:50 a.m. Students will receive their lunch during their scheduled lunch period. Students in the building for breakfast must be in the cafeteria.

Food and Beverages at School

There is pride at H. E. Charles Middle School. Everyone must work together to keep our school clean. Gum is not permitted at school. Food and drink items will not be allowed out of the cafeteria, in the hallways or the picnic areas. Students are expected to keep their eating areas clean and discard uneaten food and tray items.

ATTENDANCE POLICY

Parents are required to ensure students are in school every day unless the child has a reason for being absent. Please call, email, or send in a written note to the attendance office if your child will be absent.

The safety of students is very important to our campus, therefore the person picking up the student must be listed on the enrollment form and must present a photo ID. We will not release a student without proper identification.

- Absences must be called in or emailed by 12 noon on the day of the absence.

- Please try not to schedule appointments between the hours of 9:30-10:30.
- Illness of three or more consecutive days require a doctor note.
- Out of town absence requests are unexcused, unless they are approved by our Administration team. Please call or email the attendance clerk to get the paperwork.

Ms. Annette, CMS Attendance Clerk
Ext. 915-236-6553
arcorsaw@episd.org

Excused Absences

Absences are to be excused when they result from reasons specifically allowed in Section 25.087 of the Texas Education Code: personal illness, sickness or death in the family, quarantine, weather or road condition making travel dangerous, or special or extenuating circumstances acceptable to the Principal.

Parent Absence Request

A requested absence is an absence which cannot be classified as excused, make up work may be allowed. **Such requests should be submitted in advance and in writing.**

Unexcused Absences

An unexcused absence is one which may or may not be known or approved by the parents and/or school and which cannot be classified as excused or requested according to the above definitions.

Make-up work will not be permitted on any missed assignments.

Effects of Good Attendance

Strong attendance from students contributes to positive grades. Students with good attendance are more likely to graduate from high school.

Excessive Absences

Excessive absences, excused or unexcused, will most certainly reflect on a student's grades. When a student's absences reach the point of being excessive, we will require a doctor's note with each absence that follows. If a student is absent more than three days in a row, a doctor's note will be required. **Contact Attendance Clerk or Assistant Principal in charge of attendance if you have any questions.**

****PLEASE NOTE****

If you feel that your child may accumulate excessive absences throughout the year due to chronic illness, such as asthma or allergies, please advise the attendance office and the nurse at the beginning of the school year. A note from the doctor will be required stating the nature of the illness.

This note must be renewed each year. **SCHOOL PHONE (915) 236-6550**

ATTENDANCE PROCEDURE

1. Our school number is 236-6550. It is necessary that a parent/guardian phone the school that day (morning) of the absence. If there is some reason that it would be impossible for you to phone, please email Ms. Corsaw at arcorsaw@episd.org.
2. **Medical Appointments**: Doctor/Dental notes are required for all medical appointments. Only 1/2 day will be excused unless the medical note states that the appointment took all day.

3. **Passes to Leave Campus:** All notes must be dated and signed. If no note is sent, a parent/guardian will be required to come to the office before the student will be called out of class.

TRUANCY

Truancy is any absence from school without permission from the parent/guardian and/or school officials. Action on truancy may include: zero grades for all graded work, parent contact/conference, and parent escort to class, detention or In-School Suspension (ISS), and/or court warning/referral as well as a court case being filed.

TARDIES

Students need to arrive to class on time. The first tardy bell rings at 7:50 am and students should be IN their classrooms at that time. Students have a 3-minute transition time between classes and need to get to their designated classes before the tardy bell rings. Any student tardy for more than 15 minutes after class has started will be counted absent for that period. Disciplinary action will be taken for students found to be tardy.

★ **Perfect Attendance Awards**

Zero absences

★ **Outstanding Attendance Awards**

Three or fewer absences

WITHDRAWALS

A 48-hour notice is appreciated prior to the student's last day of school in order to process data required for withdrawals, and allow time for our Registrar to get final grades from teachers.

A PARENT OR GUARDIAN MUST COME IN TO SIGN THE WITHDRAWAL FORM.

On the last day the student will need to report to the front office to turn in technology equipment, books, and algebra calculators. All EPISD supplies must be cleared with the appropriate staff. Any fines, assessed technology fees or lost books **MUST** be paid at the time of withdrawal.

Dress Code



Charles Middle School DRESS CODE POLICY



TOPS



- Plain solid colored **polo** (short or long sleeve) in school colors: **green, black or gray in color** - with or without school logo.
- Zippered jackets - (school colors ONLY- NO large graphics) or Charles Hoodies.
 - No oversized hoodies or jackets. A proper uniform shirt must be worn under all jackets & hoodies.
- Charles sports or club shirts, hoodies & jackets (with school logo and/or name) are allowed. **Address** shirts allowed on Spirit Fridays- NO other high schools.
- Layered undershirts must be in school colors.

BOTTOMS



- **Black or khaki/ tan pants, jeans, shorts, skirts, skorts or blue jeans. NO joggers**
 - Blue Jeans must NOT have ANY rips, tears, or distressing of any kind. **Blue jeans worn ONLY on Mondays and Fridays with college shirt (Mondays) or Charles/Address school spirit shirt (Fridays).**
- Pants must be fitted & worn properly at the waist. NO baggy or oversized bottoms & NO pants below the waist. A belt is strongly encouraged (black or brown belts only).
- Shorts/Skorts/Skirts must be fitted & length should be longer than your fingertips when arm is fully extended down the side of the body.

SHOES

Shoes must be athletic or uniform style shoes- closed toe.
NO sandals, crocs, slippers, slides, boots, or flip-flops allowed.



PE

- Students may wear official school PE t-shirt or just a plain, solid colored t-shirt (green, gray, black, or white in color)
- Shorts, leggings, joggers allowed for PE only

Students change into PE clothes during PE but MUST change back into uniform after class.



UNACCEPTABLE ITEMS



- No hats, beanies, or sunglasses are to be worn in the building.
- Hoodies must be off while in building.
- No Body piercings (except ears)
- No gauges.
- No tanks, spaghetti straps, crop-tops, midriff or ripped tops.
- All clothing must be free from profanity, illegal drugs/paraphernalia, or explicit images or content.
- No pajama wear.
- **No electronic devices of any kind** are to be worn or used the building unless allowed by a teacher for classroom purposes.

Administration will address concerns as needed. Cooperation is appreciated.
Please contact the school at 915-236-6550 if you have any questions.

*Policies may be changed & updated as needed throughout the year.

Uniform Policy updated July 2023

TOPS - Uniform

- Uniform is a Polo Shirt (with or without logo) in the following colors:
 - Hunter green, Grey, Black
- Undershirts cannot stick out from underneath the uniform shirt at the bottom.
- **ONLY** long sleeves in school approved colors (green, grey, black or white) can be worn underneath the school uniform shirts.
- Midribs, backs, shoulders, or chests should not be visible.

BOTTOMS - Uniform

- Plain black jeans, Tan or black Slacks, Khaki pants, or Docker-type may be worn - Pants must be fitted at the waist, and worn properly at the waist.
- **NO** rips, tears, or distressing of any kind, **NO** joggers, **NO** leggings or sweatpants (allowed for PE ONLY).
- CANNOT be excessively baggy or tight (as determined by administration)
- Belts are optional, but highly encouraged (brown or black belts only)
- Skorts/Shorts/Skirts must be fitted at the waist and must be black or khaki. Shorts/Skirts must be longer than your fingertips when arm is fully extended.
- Slits in shorts/skorts/skirts are prohibited. (back vent in skirts is allowed)

COLD WEATHER CLOTHING

- Full-zip jackets, crewneck sweatshirts, full-zip hooded sweatshirt, full-zip windbreakers allowed in hunter green, grey or black ONLY. NO pullover hoodies allowed.
- Jackets with hood are not to be used to conceal ear/headphones or other inappropriate items. Hoods are never to be worn in the building.

FOOTWEAR AND ACCESSORIES

- Flip-flops, slides, sport sandals, heel-less footwear, slippers, crocs-style, etc. are prohibited.
- Lip/nose (other than studs)/eyebrow/tongue piercing jewelry, dental grills are prohibited while at school.
- Sunglasses are prohibited in the building, and may be asked to be removed.
- Caps and hats (in the building), bandannas, and stocking caps are prohibited.
- Distracting hair to include unnatural colors (as determined by administration) is prohibited. Please call in advance.
- Weapon-like accessories (chains, hair picks, jewelry, etc.) are prohibited.

P.E. WEAR

- P.E. students suit out every day & part of the PE grade.
- **Allowed Dress:** a plain green, black, grey or white T-shirt, or official PE shirt, athletic shorts/basketball style shorts, or leggings. Sweat pants allowed in winter.
- **Shoes:** Tennis shoes required. No sandals, crocs, open-toe, etc.)
- Call your child's PE Coach with any questions.

SPECIAL DRESS DAYS, ORGANIZATION/CLUB CLOTHING

- **COLLEGE MONDAYS:** students are allowed to wear appropriate college/university tops (it does not need a collar) and plain blue jeans with NO rips, tears, holes or distressing and that are fit properly at the waist.
- **SPIRIT FRIDAYS:** Students are allowed to wear appropriate Charles club or sports shirts OR Andress High School tops with plain blue jeans with NO rips, tears, holes or distressing and that are fit properly at the waist.. (Andress HS only-no other high schools allowed).
- **FREE DRESS DAYS:** Occasional free dress days may be awarded to students. Students are required to follow school and district guidelines. Clothing should be free from profanity, and illegal drugs or paraphernalia, with no explicit images or content. All clothing must fit in the same manner as approved uniform clothing and it may not reveal anything that uniform clothing would not. Plain blue jeans with NO rips, tears, holes or distressing and that are fit properly at the waist will be allowed on these days. Pajamas and banned footwear will not be allowed on these days unless otherwise stated.

- *Administration and the school district reserve the right to revise the uniform policy as fashions change to include attire not listed specifically above, but which is inappropriate.*
- *Not following the Uniform Policy could result in disciplinary action.*
- *Please call an assistant principal if you have questions. 236-6550*

VISITORS

Only EPISD personnel and visitors as allowed by the campus principal will be allowed on campus. Persons wishing to visit the school must obtain a visitor's pass from the office. Please bring your Texas Driver's License, Military ID, or government issued ID. Unless a person has a valid reason for visiting, permission will not be granted. The school doors are locked during the day and you must ring the doorbell to be let in. Visitors will be asked to sign in and out. Office personnel will escort to destination.

COUNSELORS

Counseling services are available to all students. Many problems concerning both school and personal life can be helped by talking with a school counselor. Our Counselors are trained in Social Emotional Learning (SEL) and will use those strategies to benefit the students of the campus. Your teacher can help by referring students to talk with a Counselor. Students may visit the counselors as needed and as appropriate. The Counselors are located in the Counseling Suite. The Counseling Suite is located next to the Nurse's office. Please contact your child's counselor if they can be of any assistance.

NURSE

Student shot records must be current at time of registration. This especially effects 7th graders as their immunizations are due prior to beginning their seventh grade year.

The school nurse is available to assist you with health problems. She is not a doctor and cannot give medical advice. If you must have medication at school, a form must be on file from the parent or doctor. Also, medication must be in a container with the appropriate prescription label. All medication will be dispensed in the nurse's office. Any prolonged absence from P.E. will require a doctor's note. All accidents occurring on campus must be reported to the nurse immediately.

Avoid going to the Nurse's office during transition if possible. Report to class & ask for a Nurse's Pass. All students sent by an adult to the Nurse's office MUST have an official nurse's pass.

DISCIPLINE

A link for the Student Code of Conduct (SCOC) can be found on episd.org under "student and parent services" or on the Charles website.

Each student has access to the *Student Code of Conduct* which describes the discipline requirements and consequences set forth by EPISD. The Student and Parent Services department information can be found on the district website.

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

Information regarding bullying, vaping and more can be found in the EPISD student & parent services website.

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. 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 School Activities

Any student involved in misbehavior at any school activity will be subject to disciplinary action. This includes school-sponsored activities on and away from the campus.

Activities Outside of School

Many of our students belong to outside organizations that are not school sponsored or affiliated. Initiations or activities by these groups are not permitted on school property. Fund-raisers for outside organizations or individual profit is not permitted on school grounds without administrative approval.

Suspension

A suspension is a disciplinary action taken by school administrators which temporarily prohibits a student from attending regular classes and other school events. The length of the suspension will vary from one to three days. While suspended, a student will not be allowed within 300 feet of the school grounds or in the building. Students will not be allowed to participate in school activities during the period of suspension.

Detention

Detention will be held after school with an administrator or a teacher. Lunch detention may also be possible. Parents will be notified 24 hours in advance. If contact is made with the parent, then the parent and the teacher and/or administrator may agree to have the detention that same day. Arrangements must be made by the parents for transportation from school to the home. If a student refuses to serve detention, additional disciplinary consequence(s) may be given.

Violence at School

- A. Any student who assaults a teacher or a school employee in a school building, at or on a school facility, on a school bus shall be removed from the regular education program and recommended for placement in a Discipline Alternative Education Program (DAEP), or be recommended for expulsion. Incidents involving assaults will be reported to the proper law enforcement authorities.
- B. Any student who assaults another student in a school building, at a school facility, or on a school bus where the assault is intentional and results in serious bodily injury to the victim shall be removed from the regular education program and recommended for placement in a Discipline Alternative Education Program (DAEP), or recommend for

expulsion. Incidents involving assaults will be reported to the proper law enforcement authorities.

Verbal Abuse of a School Employee

Verbal abuse, as used herein, consist of any one or more of the following: intentionally or knowingly threatening another with imminent bodily injury; extortion, coercion, or blackmail; name-calling; racial or ethnic slurs; derogatory statements that are disruptive of the school environment or that tend to incite violence; profanity, vulgar language, or obscene gestures; offensive or intimidating language of a sexual nature. Verbal abuse is regarded as serious misbehavior and violates the District's standards of student conduct.

A student who verbally abuses a teacher or another District employee shall be given an appropriate disciplinary action which shall be decided after considering appropriate discipline management techniques, including suspension, or removal to a Disciplinary Alternative Education Program (DAEP).

EPISD Police

EPISD employs Police Officers. The officers are located on high school and middle school campuses. They do service the entire EPISD district as police officers.

Drugs and Weapons

Whenever a student knowingly brings a firearm, illegal knife, other prohibited weapons or a controlled substance to school, the police may be summoned and charges may be filed. In all cases, the student shall be recommended for placement in an alternative setting where their behavior will be closely monitored and supervised or recommended for expulsion. First time offenders for illegal drug violations may participate in the First Chance program as long as they are able to complete the entire sessions which run for several weeks.

Bullying

H.E. Charles has a **zero tolerance policy for bullying**. All bullying reports will be investigated and documented. Both parties' parents/guardians will be notified as to the findings of the investigation. Please contact an assistant principal at the campus as soon as possible. Bullying may also be reported via **Anonymous Alerts** which can be found on the EPISD Student & Parent Services website.

Lockers

PE lockers are still in use. Key locks are recommended. A spare key can be left with the PE coaches or Bookroom Clerk.

VALUABLES/LOST AND FOUND

Students, not the school, are responsible for their personal property. Personal property brought to school should be properly labeled with the student's name. Lost or found items should be turned into the bookroom clerk. If any item has been stolen, report it to an assistant principal immediately. We recommend leaving valuable items at home.

TRANSFER FROM SCHOOL

Student and Parent Services processes all Transfer Requests. Transfers can be found on Parent Portal. Please call the school if you need any assistance. A student should stay in good standing at the school. No discipline issues and positive attendance are expected.

FIRE DRILLS AND SAFETY

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with it. When a fire alarm sounds, students will immediately stand and form a single line as they walk out of the room. No one is to pass another or break the line. The first students to reach an outside door are to hold it open until all have left the building. Students should not talk during the drill and should follow staff instructions.

Other safety practices and instructions are posted by classroom light switches.

BUS & BUS CONDUCT

All students (outside of a 2 mile radius) are eligible to ride the bus and be picked up from designated pick-up/drop-off point. Students will be required to show their school bus card. The bus driver can refuse a student boarding the bus if he/she does not show the proper identification.

Paid busing is now available for students who live within a 2 mile radius. The designated pick-up/drop-off point (currently William McCool and David M. Brown) will not change. No new pick-points will be added. Paid busing is allowed only if there are seats available for students who live within a 2 mile radius. Paid busing must be pre-paid at the district Transportation office located on Boeing and Airway.

Special Education has separate busing for students with special needs.

Any student who is disruptive, damages the bus in any way, or interferes with the bus driver's ability to transport students in a safe manner will be removed from the bus for a specified length of time. Parents will be responsible for transporting students to and from school.

NEIGHBORS

We share our neighborhood with people who take pride in their home and yards. Please respect other people's property by not littering, loitering, or damaging personal property. Please do not block their driveways, trash cans, or mailboxes. Please be respectful of businesses and parks near by. Thank You.

ELECTRONIC DEVICES

District-issued Computers

Each student or parent/ guardian shall be responsible for computer issued to the student throughout the year. Each student will be responsible for any damage to his/her computer device. Fines will be assessed according to the damage. Student is also responsible for all items attached to the computer device, to include charging cords, carrying case, or computer cover. At no time is a student to share, lend his/her computer device or accessories to anyone, or leave the computer unattended. **The student assumes all responsibility for their school issued electronic device from the date they are issued until they are returned to the school and will be charged for any lost or damaged devices and/or accessories.**

Textbooks

Each student or parent/ guardian shall be responsible for all books issued to the student throughout the year. Any student failing to return all books shall forfeit the right to free textbooks until the book previously issued is returned or paid for by the student, parent/guardian. Each student will be responsible for any damage to his/her textbooks; fines will be assessed according to the damage. Textbooks are to be covered at all times. **The student assumes all responsibility for their textbooks and books from the date they are issued until they are returned to the school.**

Other Electronic Devices

Students are prohibited to bring any electronic device to include, but not limited to...

- Radios, paging devices, electronic gaming devices, cameras, laser pens, and other similar devices to school. These items will be confiscated, tagged, and stored until a parent picks them up or returned at the end of the semester. An administrative fee of \$15.00 will be charged to recover the electronic device/paging device. Education Code/Chapter 37. Any prohibited devices lost are the responsibility of the student.

Cellular phones, smart watches, and earphones should be powered off during the school day and only used with express permission from faculty or staff. Using cell phones/ and or other unauthorized electronic devices while participating in school sponsored or school related activities (on or off campus) during or after the instructional day and/ or while instruction is being conducted is prohibited. **Classroom exceptions may be made for instructional purposes and within the presence of the teacher or professional staff. The instructional day ends when the student exits the building after 3:00 p.m. or after tutoring. **Students are expected to turn in their electronic devices at the start of the class to the secure location in each classroom per the teachers discretion.**

Any student caught using their electronic device in the building without permission will have the device confiscated. Students are only allowed to use electronic devices with express permission from faculty or staff. A \$15.00 charge will be issued to recover the phone or other electronic device. (Under the Texas Education Code.) If a cell phone is in sleep mode, it is not powered off. Walking home wearing earbuds/earphones is discouraged as a student may not hear an oncoming vehicle or a warning sound.

UPDATES

The most current update of the Policies will be posted on the Charles website. Please contact the school if you have any questions or concerns.

EDUCATION CODE/CHAPTER 37

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.

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, edad, sexo, religión, origen nacional, estado civil, ciudadanía, estado militar, discapacidad, información genética, estereotipo sexual o sexualidad percibida, 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, Patricia Cortez al 230-2033; preguntas sobre 504 tocante a estudiantes pueden ser referidas a Kelly Ball al 230-2856.