

Transmountain Early College High School

9570 Gateway North Blvd. EC
El Paso, TX 79924
(915) 236-5000



STUDENT HANDBOOK

2016-2017

Transmountain Early College High School
Administration & Staff

Principal	Barbara Brinkely King
Assistant Principal	Cynthia Luna
Counselor	Abigail Garcia-Dominguez
Counselor	Crystal Saucedo
Nurse	Janna Cannady
Principal's Secretary/Finance	Yvonne Castillo
Attendance/Bookroom Clerk	Silvia Eddy
Registrar/PEIMS	Marina Fong-Gomez
Head Custodian	Julio Sanchez
Custodian	Francisca Garcia
Parent Engagement Leader	Michelle Salgado

Faculty

• Arambula	Georgina	Social Studies	C105
• Arambula	Ramon	Fine Arts	C121
• Bridges	Edgar	Science-Chemistry	C101
• Bryant	Jonafor	Physical Education	C201
• Ducksworth	Claudia	College Transition	C204
• Dunton	Robert	Social Studies	C112
• Esparza	David	Science-Biology	C110
• Farmer	Ryan	Math	C119
• Fernandez	Justo	Social Studies	C116
• Galindo	Claudia	P.E./Health/Art	C103
• Guzman	Mario	Math	C120
• Imai	Maria	Foreign Language	C107
• Luna	Constance	English I	C104
• Maguire	Vivian	English II	C108
• Mata-Castillo	Maryann	English III	C117
• Myrick	Michael	Testing Center	C118
• Valles	Diane	Math/College & Career	C202
• Porter	Sarah	BIM	C113
• Villarreal	Juan	Math	C106
• Votta	Carlos	Foreign Language	C111
• Wallace	Leo	Science-Physics	C115
• Mullane-Elrick	Katherine	ALL	A202
• Espino	Tania	Science-Anatomy & Phys	C114
• Juzdowski	Kimberly	English IV	C109
• Vacancy		Speech/Journalism/Debate	C102

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, Patricia Cortez, at 230-2033, 504 inquiries regarding students may be referred to Verna Ball at 230-2829.

El Distrito Escolar Independiente de El Paso no discrimina en los programas de educación o en prácticas de empleo a base de raza, color, religión, sexo, origen nacional, edad, incapacidad, estado militar, u otra base prohibida por la ley. Preguntas acerca de la aplicación del título VI, 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 Verna Ball al 230-2829.

Transmountain Early College High School—T-STEM CORE VALUES

We ask that all members of the TMECHS community assist our campus in achieving/maintaining “Exemplary” status by supporting the following CORE VALUES:

- 1. We will respect the learning process by:**
 - **Being present and seated prior to the tardy bell**
 - **Coming to class with the required materials needed**
 - **Participating in all class activities**
 - **Adhering to all policies/procedures associated with the use of communication/electronic/computer devices (including, but not limited to: cell phones, PSPs, MP3 players, computers)**

- 2. We will exhibit professionalism at all time by:**
 - **Not participating in nor tolerating bullying/harassment/sexual harassment**
 - **Addressing one another by the person’s name (i.e. Ms. Cannady, Mr. Sanchez, etc.)**
 - **Adhering to the dress code and expectations outlined in the Student-Code-of-Conduct**
 - **Positively responding to all adult directives on the campus**
 - **Respecting one another’s personal property and school property (i.e. no graffiti/tagging/thefts)**

- 3. We will encourage parental and community involvement by:**
 - **Ensuring all school/home communication is delivered to the appropriate recipient**
 - **Inviting parents and community members to participate in parent/teacher conferences, PTSA, VIPS, CIT and other school events**

- 4. We will support the collaborative efforts among EPISD, EPCC, and THSP by:**
 - **Completing the outlined 4-year plan of study**
 - **Participating in internships, academic fairs, and other academically-based experiences**
 - **Completing and presenting projects, exhibits, and research activities**

SCHOOL PHONE NUMBER:
MAIN OFFICE (915) 236-5000

ATTENDANCE POLICIES AND PROCEDURES

Definitions and Effects of Absences:



Excused Absences: Absences will be excused when they result from reasons specifically allowed in Section 21.035 of the Texas Education Code: personal illness, sickness or death in the family, quarantine, weather or road conditions making travel dangerous, or special or extenuating circumstances acceptable to the Principal.

Requested Absences: A requested absence is an absence which cannot be classified as excused. The principal will make a judgment regarding whether makeup work will be allowed. **Such requests are to be submitted in advance and in writing to an administrator.**

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 assignment. After 3 unexcused absences the school must file a court warning.**

Truancies: A truancy is any absence from school without permission from the parent/guardian and/or school officials. **Action on truancy may include: zeros for all graded work, a required student/parent/administrator conference, and/or removal from the TMECHS. ALL truancy cases must be filed in JP court.**

Effects of Absences: According to the Texas Education Code 21.041 ("The 90% Rule"), a student must be in attendance at least 90% of the time in each class during a semester in order to receive credit for a class.

Appeal for Credit: *If a student collects excessive absences which results in loss of credit, the student must file an appeal with the attendance office upon receiving notification of loss of credit. Once an appeal is filed, the Attendance Review Committee will convene to discuss the appeal.*

Attendance Procedures:

A parent/guardian must phone the school by 10:00 a.m. on the day of an absence. The school phone number is (915) 236-5000

Medical Appointments: Doctor/Dental notes are required for all medical appointments. Only 1/2 day will be excused unless the note states that the appointment took all day. It is best to make late dentist and doctor appointments if possible. *Please do not schedule appointments during STARR/EOC testing. Please check school calendar for important testing dates.*

Passes to Leave Campus: Only parents or legal guardians are allowed to pick up students. No student is to be removed from the school grounds during the school day without going through the Assistant Principal's or Principal's office. Parents must report to the office and sign the student out. **To maximize instructional time, the student will be called out of class once the parent/guardian is present.** Please allow enough time to be picked up and arrive at your appointment on time. Students should **not call parents** from the school phones or their cell

phones to come pick them up. **The School nurse, assistant principal, and principal are the only staff who can excuse students to go home.** A picture I.D. is **required** of all parents wishing to take a student off campus before the student will be released. (If this process is not followed, the student's absence will not be excused.)

Excessive Absences: Excessive absences, excused or unexcused, reflect on student's grades because of missed instruction. Therefore, when a student's absences reach the point of being excessive, a doctor's note will be required for each absence that follows. If a student is absent more than three days in a row, a doctor's note will be required. Excessive absences will also be filed in JP court, according to district/state guidelines. **It is the student's responsibility to obtain make-up work from each of their classes.**

Unexcused Absences: Parents/students must be referred to court for excessive unexcused absences and/or tardies. Parents will receive a court warning when their student accumulates **three unexcused absences** within a four week period or 10 days in a 6 month period.

Tardiness: Students are considered tardy if they are not inside the classroom when the tardy bell rings. Students late to class more than 20 minutes will be marked absent unexcused unless documentation is provided. All tardiness will be considered unexcused unless deemed otherwise by the principal/assistant principal. Student will be assigned to REP (Reflections and Extension Program) and/or detention upon the 3rd tardy.

NOTE REGARDING ATTENDANCE: 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.



BREAKFAST/LUNCH PROGRAM

All students will be given application forms for the breakfast/lunch programs. All parents are encouraged to fill out the forms (These applications assist the campus in qualifying for additional campus funds through the Title I Program). These forms must be filled out by parents wishing to participate in the free or reduced lunch programs. Students and parents will be notified if they qualify. Parents may pre-pay for their children's lunch/breakfast in the cafeteria. It is the parent's responsibility to ensure that their children have enough money in their accounts to eat daily. We will call parent when students owe money in the cafeteria. Breakfast is served from 7:45 am and ends for classes to begin when the bell rings. Students that are late to eat breakfast will not be served. Please get your children to school on time to eat breakfast. When EPISD buses are running late we will serve those students breakfast.

<u>Meal prices are:</u>	Breakfast	Regular Price	\$ 1.25
		Reduced	\$.30
	Lunch	Regular	\$2.25
		Reduced	\$.40
		Milk	\$.50

FOOD AND BEVERAGES AT SCHOOL

Please take pride in **your** campus! Students are expected to keep their eating table area clean and discard uneaten food and tray items when in the cafeteria. **All food, snacks, and drinks must be consumed in the cafeteria only. No food will be allowed in classrooms. Students may eat in the covered picnic area downstairs.**

VISITORS

A visitor is anyone who is not enrolled or employed at Transmountain Early College High School. Persons wishing to visit the school **must** obtain a visitors pass from the Attendance office. Unless a person has a valid reason for visiting, permission will not be granted. Visitors will be asked to sign in and out and will be asked to show **a picture I.D.** Only parents or legal guardians of students may speak to the student.

All Visitors must obtain a parking permit from the office. If you do not have a parking permit while visiting the campus, you might get ticketed by EPCC police, it will then be your responsibility to clear the ticket with EPCC at their traffic office located at the Transmountain EPCC campus.

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 and kept in the student's possession until the end of school. We do not recommend students bring anything of value to school. Lost or found items should be turned into the nurse's office. If any item has been stolen, report it to an Assistant Principal immediately. **Students, please leave large sums of money and valuables at home.** Students who bring, CD's, I-Pods, MP3 players, cameras, and CD players to school do so at their own risk. If used during the instructional day, these items will be confiscated and a parent will have to pick the item up.

TELEPHONE USAGE



The office telephones are to be used in cases of **emergency only**. Students **are not allowed** to use the telephones in the office. Due to limited phone lines, we ask for **your cooperation** in planning ahead in obtaining needed school supplies, parent signatures, and lunch money.

Incoming emergency messages will be handled by administration. If your child has a cell phone, he/she may have it in his/her possession; however, it is not to be used during the instructional day (8:15 a.m. to 4:00 p.m.) A student may use his/her cell phone once outside of the campus building after school. Students are not allowed to call parents to pick them up from their cell phones or other phones during the school day. Only the nurse or administration can send a student home.

FIRE DRILLS

A fire evacuation plan is posted in each room. Students should study the plan and become familiar with the procedures. When a fire alarm sounds, students will immediately stand and form a single line as they leave the room. No one is to run, pass one another, or break 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 are to remain with their class until the signal is given to re-enter the building. Students who arrive late to their classes after a fire drill, for whatever reason, will receive an unexcused tardy.

PASSES FROM CLASS

Students are not permitted out of class or about the campus unless they have a pass from their teacher or the office. No student is allowed **out of class to the restroom** until 10 minutes after the bell rings and not within 10 minutes of the ending bell. This is the **10/10 Rule**. All teachers abide by this rule. Students asking to use the restroom should use the restroom before the bell rings in the morning, right before the lunch bell rings or during the 5 minute transition times. Emergencies are excluded from this policy. Students wandering the campus and not in class will be marked truant for that class period and be taken to court.

BUS CONDUCT



All students eligible to ride the bus will be required to show their bus ID card. The bus driver can refuse a student boarding the bus if he/she does not show the proper bus ID. 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 referred to an administrator.

If a student loses their bus privileges, it will be the **parent's responsibility** to provide transportation to and from school.

TELECOMMUNICATION/ELECTRONIC/LASER DEVICES

Students are **prohibited** from bringing radios, CD players, I-Pods, MP3 players, tape recorders, game boys, cameras, and cassettes that are not being used for educational enhancement. If a student text messages, makes calls from their cell phone, or if a student's phone rings while in the classroom, the phone will be confiscated. If an item is confiscated, a \$15.00 fine will be assessed and a parent must pick up the device in the principal's office.

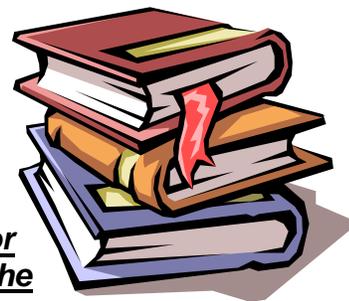
Telecommunication/Electronic devices that will be permitted are items such as laptops, Ipads/tablets and cell phones with internet capabilities that will be used during instructional time as approved by the classroom teacher. Teachers will enforce one of three levels of use:

1. Devices may be turned on
2. Devices may be used with permission
3. Devices must be powered off.

TEXTBOOKS

All textbooks must be covered (TEC 12.65b) by the student. All textbooks must have the student name and year textbook was issued to the student. Books must be returned at the end of the school year or when the student withdraws from school. Textbook returned must have the accession number issued to the student returning the textbook. No credit will be given to the student if the accession number is not the one issued to him at the beginning of the school year. **Each student or parent/guardian shall be responsible for all books not returned by the student. Any student failing to return all books shall forfeit his right to**

free textbooks until the books previously issued, but not returned, are paid for by the parent/guardian. (TEC 12.65c) The student is responsible for keeping books in good condition. Writing or marking on non-consumable textbooks is not allowed. Any misuse of the textbooks due to carelessness or neglect will result in a fine for the damaged book. Fines will be imposed according to district guidelines. Students **should not share books**. If a student lends out his/her books and another student loses them, the financial responsibility for the lost books is the obligation of the student to whom the book was issued. Books lost due to leaving backpacks unattended are also the financial responsibility of the student to whom the book was issued. Due to our Power Up initiative textbook protocols and procedures may change throughout the year. Please review any documents sent home.



LAPTOPS

Students will be issued a laptop to use for school work while attending the TMECHS. Students are reminded that they must sign and abide by the *Acceptable Use Agreement for Internet Usage and Access* (see Registration Packet), before using the laptops. Laptop use and care are the responsibility of student. Students will be asked to sign a *Laptop Computer Use Agreement* in order to receive the laptop. Laptops are intended for school work only. (Since students are financially responsible for the laptop issued to them, they should never leave their laptops unattended nor should they lend their laptops out to other students or family members.)

Students are to bring their laptops to school every day. Students will turn in laptops at the end of the school year for semester for maintenance purposes. Downloading software and unauthorized programs is strictly prohibited.

Students are prohibited from defacing, marking on, putting stickers upon, or writing graffiti on any surface of their laptops. Fines will be assessed and/or disciplinary action taken for violations of this expectation. Damage to the laptop will require parents pay to repair the device.

SERVICES AVAILABLE

Hours: from 8:00 a.m. to 4:30 p.m.

Students may visit the Administrative offices before/after school and during their lunch hour. Students are encouraged to stay in class but if they find it necessary to come to the office they must have a pass from their teacher.

Assistant Principal Guidance and Instruction

The Assistant Principal is available to talk to students whenever they have a concern about their classes/schedules.

Counselors

Students may visit with the Counselors when they need advice with academic, social, emotional, or career concerns. They must have a pass from their teacher during class time.

Nurse

Hours: from 8:15 a.m. to 4:00 p.m. If you become ill during class, your teacher will send you to the nurse with a nurse's pass. The nurse will also store and administer prescribed medication according to doctor's instructions. It is the student's responsibility to take medication at the proper time. **ALL** medications **MUST** be turned into the school nurse. **NO** medication is to be in the student's possession while at school without physician's order and parent's permission on file in the nurse's office (e.g. Asthma Inhaler, diabetic insulin pump, Epipen. This includes all over the counter medication.) Students are **not to go to** the nurse's office during transition time. Report to class and ask the teacher for a nurse's pass before going to the nurse's office **If student needs medical assistance and the nurse is not available, the student should go to either administrator's office for assistance (do not leave campus without checking with an adult in the office if you need help).** **Students are not to call their parents from their cell phone to pick them up if they feel sick or for any other reason! Only the nurse or an administrator can release a student to a parent. If a parent picks up the student without approval the absence will be unexcused.**

Library (EPCC Library Phone Number – 831-5092)

The library at the El Paso Community College at Transmountain is available for student use. It is open Monday - Thursday from 7:30 a.m. to 10:00 p.m.; on Friday from 7:30 a.m. to 5:00 p.m., on Saturday from 9:00 a.m. to 5:00 p.m., and on Sunday from 12:00 noon to 4:00 p.m. During intercession, the Library will be open Monday - Friday 8:00 a.m. to 5:00 p.m., and will be closed on weekends. If a student needs to go to the library, they must have a pass from the teacher. Students will be monetarily responsible for lost, damaged, or overdue books.

STUDENT RECOGNITIONS/AWARDS

Honor Roll

The Honor Roll is a special recognition for students excelling in academics and citizenship in and out of the classroom. Students will be recognized at the end of the school year for their achievement. There are two Honor Rolls in which students are recognized:

A-Honor Roll: *Students must receive a grade of 90% or above in all subjects.
*No U's in conduct.

A/B-Honor Roll: *Students must receive a grade of 80% or above in all subjects.
*No U's in conduct.

PERFECT ATTENDANCE

Students who are not absent during each semester will be recognized for this achievement. Students will also be recognized at the end of the year if they are not absent all year. In order to receive this recognition, a student must be present in all classes for the entire class time. **Attendance is essential for student success.**

TUTORING

Tutoring in all core subject areas is held Monday, Wednesday and Friday from 8:15 – 8:45 a.m. and Monday through Thursday from 4:15 – 5:15 p.m. The late Tutor bus will leave campus at 5:05 p.m. on tutoring days. Students need to check with their respective classroom teachers regarding additional tutoring. Court appointed tutoring: It is the student's responsibility to complete tutoring hours as mandated by the court.

Tutorial Services are also available on the EPCC campus for sophomores, juniors and seniors. The "Tutoring Lab" (room 1606) is located inside the EPCC library. Hours of operation are Monday - Thursday 8:00 a.m. to 7:00 p.m.; Friday 8:00 a.m. to 4:45 p.m.; and Saturday 9:00 a.m. to 1:00 p.m. during both the Fall and Spring semesters. Other services available on the EPCC campus are: the Writing Center, Plato lab, Retention Action Program (RAP), and Program Academic Student Success (PASS). EPCC tutoring center phone number – 831-5094.

INTERNET USE

In addition to student laptop availability, the Internet is available for student use in the EPCC library. However, a student is not permitted to access the Internet until an *Acceptable Use Policy* has been completed by both the student and the parent. Acceptable Use Policies must be renewed **each year**. A student found using internet access in a way deemed inappropriate will be denied privileges and given appropriate discipline action. Computer use is to be limited to academic purposes.

PARENT CONFERENCES

Parent/Teacher conferences are strongly encouraged through out the year. Parents should review their child's **progress report every three weeks, and** report card every six weeks and schedule appointments with teachers as needed (especially when the student has a grade less than 75). Please do not wait until it is too late to provide interventions for your child. Appointments should be made through the principal's office at least 24 hours in advance of the requested meeting with your child's teacher. Visitors passes DO NOT allow parents to interrupt teachers during instructional time. There are also two District scheduled Teacher/Parent conference days on the instructional calendar (one in the Fall and one in Spring).

STUDENT WITHDRAWALS

Students who withdraw during the school year, or at the end of year, need to go through "Withdrawal Procedures". It is requested the parent sign the withdrawal paperwork the day before the student's last day of attendance. If the student is cleared, unofficial school records will be given to the parents to hand carry to the next school on the student's last day of attendance. Students who withdraw from TMECHS must ALSO withdraw from EPCC. Failure to do so may result in receiving an "F" on one's EPCC transcript in any courses in which a student was enrolled.

Changes to Student Demographic Information

The school secretary must be notified of all changes:

- Home Phones
- Address (Home)
- Work Numbers
- E-mail information
- Emergency Contact, cell #'s, etc...

Mail will not be forwarded to any new address. A current utility bill must be submitted in order to change any new address or to change bus cards/routes.

ID CARDS

All students have received an EPCC ID card free of charge during the summer Bridge/Orientation program. This card also serves as the TMECHS ID card and provides access to resources on the EPCC campus. The cost to replace a lost ID card is \$5.00. **Any replacement ID cards must be paid for with the EPCC campus cashier. Sophomore, Juniors and Seniors who require a replacement ID will have to provide an original birth certificate and social security card.**

STUDENT GRIEVANCES

EPISD offers/affords students and their parents the opportunity to file a grievance through a "Public Complaint" process. These procedures are outlined by going to www.episd.org and clicking on the policy tab. Non-discrimination, harassment and grievance information was also provided in the student registration packet.

STUDENT INSURANCE

EPISD offers a "Student Volunteer Accident Insurance" program for all students. The insurance is available for purchase; however, purchasing the insurance is an individual decision and is totally voluntary. Copies of the informational brochure were distributed during the registration process. However, if you would like another copy of the student insurance information brochure, please contact one of the TMECHS campus administrators.

DISCIPLINE POLICIES

DISCIPLINE:

The TMECHS will follow the standards outlined in the EPISD “Student Code of Conduct” (A plan that describes discipline expectations and consequences set forth by EPISD). A copy of the “Student Code of Conduct” is available online at episd.org and may be downloaded. It is the **responsibility of all students and parents** to be aware of all the rules, regulations, and standards for student behavior as stated in the Student Code of Conduct and Campus Discipline Plan.

If a TMECHS student engages in a disciplinary action that results in a DAEP placement the student will be removed from TMECHS and placed in either the DAEP on their home campus or the RTA campus. The student will be permanently withdrawn from TMECHS.

SCHOOL PERSONNEL JURISDICTION

Any employee on the TMECHS campus will enforce school policies and regulations. A student who refuses to comply with directions may be subject to disciplinary action. Students who **disrespect or use profanity towards any faculty/staff member (from either TMECHS or EPCC) will be dealt with by an administrator.** If a student feels he/she has been mistreated or misjudged, the matter should be immediately discussed with an administrator.

SKATEBOARDS

Students may bring skateboards onto campus, but may not ride them on campus. Students caught riding skateboards on campus during school hours of 8:15 a.m. to 4:00 p.m. will have their board confiscated and a parent will be required to come retrieve it. Upon the second infraction, the student will receive a discipline referral.

STUDENT BEHAVIOR AT SCHOOL ACTIVITIES

Any student involved in misbehavior at any school activity/event will be subject to disciplinary action; this includes school-sponsored activities away from the TMECHS campus (i.e. school trip, dance). Any student involved will be asked to leave a school activity. If the student purchased a ticket for the event, he/she will not be given a refund.

SCHOOL DANCES

Dances are for TMECHS students and approved guests only. **All** school rules and consequences apply to all dance attendees.

REFLECTIONS AND EXTENSIONS PROGRAM (REP)

Reflections and Extensions will be held on Fridays from 3:50 p.m. to 4:50 p.m. in the TMECHS cafeteria. Students experiencing disciplinary issues will be provided with administrative reflection interventions. **No bus transportation** will be provided for students assigned to **Reflections and Extensions**. Arrangements must be made by the parents for transportation from school to home. (If a student fails to attend tutoring and/or the REP program, disciplinary action will be taken and consequences applied.)

Students who are experiencing difficulty with academic performance, study skills, class work, or meeting deadlines will attend the extension program. Students will be notified in advance if they will be required to attend the program. It is the **student's responsibility** to notify their parents and to report to the cafeteria the day he/she has been assigned. Students who fail to serve their assignment will incur further disciplinary action.

STUDENT PERSONAL SAFETY

If a student feels threatened (verbally or physically); he/she should immediately notify a teacher, an administrator, or the campus security. Every student has the right to feel safe and secure at school or while coming to and from school. *Bullying, abuse, or mistreatment of students by anyone will not be tolerated.* (A DAEP recommended for this type of action will result in the student's permanent withdrawal from the TMECHS). We recommend that parents pick up their children immediately after the school day ends and not leave them unattended on the campus.

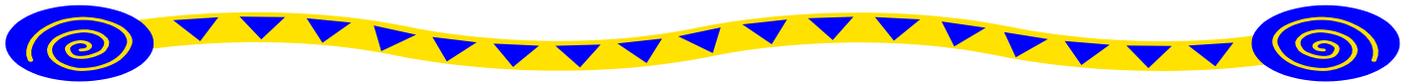
On campus incidents should be reported to the TMECHS administration. An off campus incident should be reported to the El Paso Police Department at **832-4400**. Consequences, applied by the school for actions related to student safety, will follow the EPISD Student Code of Conduct.

INAPPROPRIATE PHYSICAL CONTACT

Students are expected to exhibit professional conduct at all times. They must always keep their hands to themselves. Inappropriate verbal/physical/sexual contact will not be tolerated. Directing profanity, vulgar language, racial comments, or obscene gestures towards others will also not be tolerated. Any student involved in this type of action will face consequences as stated in the Student Code of Conduct (A DAEP recommended for this type of action will result in the student's permanent withdrawal from the TMECHS).

BULLYING/CYBER-BULLYING

Bullying/harassment/sexual harassment information has been provided in the registration packet. Bullying in any form is strictly prohibited at TMECHS. This includes cyber-bullying which may or may not be initiated on school grounds. Definitions of Bullying can be found online in the District's Student code of Conduct as well as Local Policy FFI. Individuals engaging in acts of bullying will incur disciplinary measures that may include removal from TMECHS/EPCC as well as placement in a DAEP.



2016 - 2017

TMECHS DRESS CODE AND UNIFORM POLICY

The TMECHS will enforce EPISD's Dress Code Policy (FNCA Local—issued 11/27/07), which includes the following information:

“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)]

The student and parent may determine the student’s personal dress and grooming standards, provided that they comply with this policy, the school’s uniform policy, if applicable, and the District’s dress code for students in the student handbook and/or Student Code of Conduct.

EXTRACURRICULAR ACTIVITIES

The principal, in cooperation with the sponsor, coach, or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity. Students who violate those standards may be removed or excluded from the activity for a period determined by the principal or sponsor, and may be subject to other disciplinary action. [See FO series and Student Code of Conduct]”

The philosophy of the faculty and staff at TMECHS is to provide academic, emotional and professional instruction to all students in order to maximize future success. To help us do this, we have established certain professional-based dress code rules for our campus.

In addition to the Code of Conduct dress policy, the following campus dress code requirements are also in effect at Transmountain Early College High School:

- **No** Caps, hats, bandanas, stocking caps, do-rags, jacket hoods or similar head coverings will be worn inside buildings by either male or female students.
- **NO** Facial piercings or visible body piercing are allowed.
- **NO** pajamas or underwear (men’s undershirts) are to be worn as outer garments.
- **No** Make-up and/or accessories that are distracting, dangerous or interfere with the classroom instruction or school function will be allowed.
- **No** house slippers, slipper shoes, slipper socks, or bare feet are allowed for safety reasons. The physical grounds are rocky, uneven and contain many stickers. Shoes must be a matching pair, Shoes with laces must be properly tied; all other shoes must be properly fastened for safety reasons. Closed toed shoes are required in laboratory settings.
- **Girls:** Skirts or shorts cannot be worn higher than mid-thigh (6 inches up from the middle of the knee.) A good measurement is that the clothes must be no shorter than the fingers when

the arm is hanging, relaxed at the side. NO bare backs, midriff exposures and no halter tops or racing tops that bare the shoulders are allowed. No part of an undergarment such as a bra should be visible. See through clothes which expose body skin are not allowed. Female attire should not be explicitly sexual, as that is unprofessional and distracting. We want our students to appear as the outstanding future leaders they wish to become by wearing appropriate clothing to school.

- **GUYS:** Pants must be worn around the waist, not sagging, and pants must not be baggy. Note: this means pants must be within two sizes of the person's waist measurement. Underwear cannot be exposed, and undershirts are not allowed as outer wear. Male attire should not be explicitly sexual, as that is unprofessional and distracting. We want our students to appear as the outstanding future leaders they wish to become by wearing appropriate clothing to school.

NOTE: The Transmountain Early College High School Administration will have the final authority in the determining whether or not a student's attire meets the district and school guidelines.

PLEASE REVIEW THE STUDENT CODE OF CONDUCT ON THE EPISD WEBSITE AT WWW.EPISD.ORG. PARENTS ARE RESPONSIBLE FOR SIGNING THE ACKNOWLEDGEMENT FORM AND RETURNING IT TO MS. CASTILLO IN THE PRINCIPAL'S OFFICE.

El Paso ISD
071902

**STUDENT CONDUCT FNCE
TELECOMMUNICATIONS DEVICES (LOCAL)**

DATE ISSUED: 5/22/2006 1 of 1

LDU-21-06

FNCE (LOCAL)-X

ADOPTED:

USE PROHIBITED

The District prohibits students from using paging devices (any telecommunications device that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor, including but not limited to cell phones, mobile phones, and other telecommunications devices) while participating in school-sponsored or school-related activities on or off school property during the instructional day, and while instruction is being conducted.

EXCEPTIONS

Exceptions may be approved at the discretion of the principal and are made on a case-by-case basis. The principal must receive a written request from the student's parent or guardian or from an adult student before approving an exception upon a determination that a genuine health or safety emergency may exist and that other lawful communications alternatives are unavailable or would cause an undue hardship on the student or his or her immediate family. If the principal grants an exception, the principal may impose such conditions on the student's use of the device as the principal deems reasonable under the circumstances.

PENALTIES

Students who violate this policy shall be subject to established disciplinary measures in the Student Code of Conduct. District employees may confiscate any paging devices in use by students while participating in school-sponsored or school-related activities on or off school property during the instructional day, and while instruction is being conducted.

DISPOSAL

The parent or guardian shall be notified within two school days after the paging device is confiscated. Notification shall also be made to the paging or telecommunications company whose name and address appear on the device. Confiscated paging devices shall be held in the principal's office for a period of 30 days after notification has been made. The parent or guardian or paging company may obtain the release of the paging device for a fee of \$15 as authorized by law. If the parent, guardian, adult student or paging company has not responded to the principal's notification after the 30-day period has expired, the principal shall dispose of the paging device pursuant to procedures approved by the Superintendent.