

TMECHS STUDENT HANDBOOK



2023-2024

Transmountain Early College High School **Administration & Staff**

Principal	Barbara Brinkley-Lopez
Assistant Principal	Katherine Mullane-Elrick
Counselor (K - Z)	Vivian Maguire
Counselor (A - J)	Linnea Wiggs
Active Learning Leader	Rosario Miller
College & Career Readiness	Sal Ramirez
Nurse	Eva Balderas
Principal's Secretary/Finance	Silvia Eddy
Attendance/Bookroom Clerk	Jessica Ruiz
Registrar/PEIMS	Argelia Ortega
LPAC Clerk	Leena Fernandez
Parent Engagement Leader	Christopher Kelley
Head Custodian	Carlos Diaz
Custodian	Rebeca Ramirez Vasquez

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.

Faculty

• Alcantar	Emma	English	C105
• Bridges	Edgar	Science	C101
• Caro	Dora	English	C108
• Esparza	David	Science	C110
• Gilmour	Lizzeth	Technology Education	C116
• Guzman	Mario	Math	C120
• Healy	Danielle	Social Studies	C119
• Hohnholt	David	Social Studies	C107
• Hohnholt	Marlana	Science	C201
• Maestas	Julio	Foreign Language	Various
• Maguire	Randy	Fine Arts	C121
• Mata-Castillo	Maryann	English	C117
• Miller	Rosario	Campus Teaching Coach	C205
• Mills	Kristina	Social Studies	C105
• Porter	Sarah	BIM/Yearbook	C113
• Ramirez	Sal	CCRC	C205
• Reyes	Frankie	Science	C103
• Rivera	Jessica	College Transition/Math	C202
• Robaina	Juan	English	C115
• Rodriguez	Joe	Dance/Theater/Art	C106
• Rojas	Carlos	Art/PE	C118
• Rojo	Alma	English/Journalism	C109
• Valles	Diane	Math	C114
• Villarreal	Juan	Math	C102
• Votta	Carlos	Foreign Language	C111
• Wallace	Leo	Math/Engineering	C204

Transmountain Early College High School

We ask that all members of the TMECHS community assist our campus in achieving/maintaining a model school-status by supporting the following:

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, Switch/gaming devices, and computers)**

2. We will exhibit professionalism at all time by:

- Not participating in nor tolerating bullying/harassment/sexual harassment. Casual Racism is Racism and will not be tolerated.**
- Maintaining Academic Integrity (not violating Academic Dishonesty Policy)**
- Addressing one another by the person's name (i.e. Mrs. Eddy, Mr. Esparza, etc.)**
- Adhering to the dress code and expectations outlined in the EPISD Student-Code-of-Conduct**
- Students, Faculty and Staff will wear school ID Badges**
- 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 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

TMECHS MIGHTY MAVERICKS “MAV UP” PURPOSE STATEMENTS

- Build a community of learners
- Student ownership of student success
- Positive high performing culture
- High level of engagement

At our school we value:

DIVERSITY
Appreciate all cultures

RESPECT
Treat others the way you want to be treated

INTEGRITY
Do the right thing

TRUST
Act responsibly

EXCELLENCE
Be the best

ACADEMIC DISHONESTY POLICY

Academic dishonesty shall constitute a violation of the rules and regulations of this institution and the EPISD

Student Code of Conduct and is therefore, subject to administrative review. This shall include, but not be limited to:

Cheating, Plagiarism, and/ or collusion.

Cheating on a test shall include:

- 1. Copying from another's paper.**
- 2. Using test materials not authorized by the test administrator.**
- 3. Collaborating with or seeking aid from another student during the test period without permission.**
- 4. Knowingly using, buying, selling, stealing or soliciting, in part or in whole, the contents of an administered test.**
- 5. The unauthorized transporting or removal, in part or in whole, of the content of an administered test from a room, computer, website, or other secured area.**
- 6. Substituting for another student or permitting another student to take a test with a false identification.**
- 7. Compromising the integrity of the testing environment in any way in violation of the teacher's specific instructions. This includes, but not limited to, talking, sharing materials, or failure to keep answers covered.**

Plagiarism shall be defined as the appropriating, copying, buying, receiving as a gift, or obtaining by any means other than independent individual work, the unacknowledged submission or incorporation of it as one's own work. This shall include pieces available through computerized sources.

Collusion shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

If a student violates the Academic Dishonesty Policy teachers will:

- 1. Call/conference with student's parent.**
- 2. Give student a zero for the assignment/test to be averaged with the new test grade.**
- 3. A discipline referral may be given to the student if the incident involved violation of other rules in the EPISD Student Code of Conduct or TMECHS Student Handbook.**

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

ATTENDANCE POLICIES AND PROCEDURES

Regardless of absence reason students are responsible for any missed work/assignments.



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 parent-requested absence must be approved by the administration. Request forms are available in the attendance office. **Parent requests are to be submitted in advance and in writing to an administrator. Administration reserves the right to approve or disapprove parent requests for student absences.**

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. **After even just 1 unexcused (day) absence, the student and parent will have a transfer review with administration.**

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.**

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 schedule dentist/doctor appointments late in the day. **Please do not schedule appointments during STARR/EOC testing. Please check the 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.

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. **It is the student's responsibility to obtain make-up work from each of their classes.**

Unexcused Absences: Parents may 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 Extensions Program) and/or detention upon the 3rd tardy. REP is held on Fridays from 4-5 pm in the cafeteria. There is no late bus transportation provided on Fridays, therefore parents must make arrangements to transport REP students' home.**

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, as well as other absences will be renewed each year.



BREAKFAST/LUNCH PROGRAM

Transmountain Early College High School is now designated as a CEP program.

The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. CEP allows the nation's highest poverty schools and districts to **serve breakfast and lunch at no cost to all enrolled students** without collecting household applications.

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.**

Food Deliveries:

Grubhub, Uber eats, Door dash, and other food deliveries for students will not be allowed on school property. Food Deliveries made during the school day will be refused. The drivers will not be allowed to make the delivery on the TMECHS campus.

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 visitor pass from the Attendance office. Unless

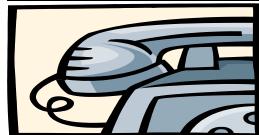
a person has a valid reason for visiting, permission will not be granted. Visitors will be asked to sign in and out and will be asked to show **a picture I.D.** Only parents or legal guardians of students may speak to the student.

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. The current fine for lack of a parking permit is \$50.

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 cell phones, tablets, I-Pods, gaming devices, and **cameras 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 the 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 instructional hours unless used in teacher planned activities. 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. Students that are not sent home by the Nurse or Administration will be listed as Truant.**

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 around 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 transition times. Emergencies

are excluded from this policy. Students wandering the campus and not in class will be marked truant for that class period.

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.

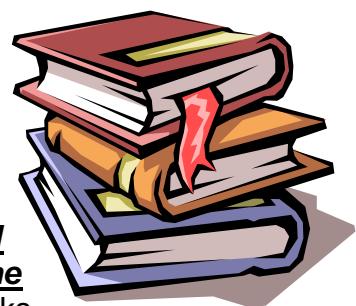
TELECOMMUNICATION/ELECTRONIC/LASER DEVICES

Students are **prohibited** from bringing **electronics 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 for instructional purposes.
3. Devices must be powered off.

TEXTBOOKS

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 lose 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 schoolwork while attending TMECHS. Students are reminded that they must sign and abide by the *Acceptable Use Agreement for Internet Usage and Access* (see Online Registration Packet), before using the laptops. Laptop use and care are the responsibility of the student. Students will be asked to sign a *Laptop Computer Use Agreement* in order to receive the laptop. Laptops are intended for schoolwork 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 charged laptops to school every day. 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 to 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 if there is a concern about other students or classes.

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. Students are encouraged to plan their visits before school, after school or lunchtime.

Nurse

Hours: from 7:30 a.m. to 4:00 p.m. If a student becomes ill during class, the teacher will send the student 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.** Students must report to class and ask the teacher for a nurse's pass before going to the nurse's office. **If a student needs medical assistance and the nurse is not available, the student should go to either administrator's office for assistance (they may not leave campus without checking with an adult in the office if help is needed).** **Students are not to call their parents from their cell phones 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 or Truant.**

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 during instructional time, they must have a pass from the teacher. Students will be monetarily responsible for lost to EPCC, 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. TMECHS must maintain a <97% daily attendance. Students with excessive absences (excused or unexcused) will be addressed by the administration.**

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 4:00 – 5:00 p.m. The late Tutoring bus will leave campus at 5:05 p.m. on tutoring days. Students need to check with their respective classroom teachers regarding additional tutoring

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, Retention Action Program (RAP), and Program Academic Student Success (PASS). EPCC tutoring center phone number – 831-5094.

TMECHS Early Graduate Criteria:

As an early graduate, TMECHS students have the opportunity to attend UTEP during Spring Semester of their Senior year for up to 9.0 credit hours tuition free! The following criteria must be met:

- A grade of B or better in any DC/EPCC course
- An overall 97% attendance average throughout the students' years at TMECHS
- Student must be enrolled and successful in Pre-Cal DC Part 1 and 2 courses during 11th grade
- Successfully completed two blocks of college level science (8.0 credit hrs.)
- Meningitis shot up to date
- Fall 2023 credits pending are not to exceed 12 credit hrs. – including MATH 2413, CHEM 1312/1112.
- Student is projected to complete an Associate of General Studies in Multidisciplinary Science
- Student does not have ANY EPCC dropped courses on their records.

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 a *Responsible Use Agreement (RUA)* has been completed by both the student and the parent. RUA's 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 throughout the year. Parents are encouraged to check their child's **progress and attendance regularly**. **Parents should monitor progress report every three weeks through the parent/student portal**, report card every 9 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 may be made with the teacher via email or phone. 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 (September 13, 2023) and one in the Spring (February 7, 2024) from 1:00 P.M.– 6:00 P.M.**

STUDENT WITHDRAWALS

Students who withdraw during the school year, or at the end of year, need to go through "Withdrawal Procedures". It is requested that the parents 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 registrar, **Argelia Ortega (C203)** 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 will receive an EPISD and EPCC ID card free of charge. All students, faculty and staff will be required to wear the EPISD ID when on campus. The cost to replace a lost ID card is \$5.00. **Any replacement EPISD ID cards must be paid with Mrs. Eddy. The EPCC ID will need to be paid for at the EPCC campus cashier. Sophomores, 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 is 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. Information on the insurance policy can be found on EPISD.org. However, if you would like more information about the student insurance policies, please contact the campus.

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. However, they may not ride the skateboard on campus. Students caught riding skateboards on campus during the hours of 7:30 a.m. to 4:30 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 4:00 p.m. to 5:00 p.m. in the TMECHS cafeteria. Students experiencing disciplinary issues will be provided with administrative reflection interventions. **Reflections and Extensions**. (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 and fail to attend mandatory tutoring, those who fail to turn in class work or meet deadlines, will attend the REP 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 and jeopardize their ability to remain a TMECHS student.

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 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 **915-230-2525**. Consequences, applied by the school for actions related to student safety, will follow the EPISD Student Code of Conduct.

INAPPROPRIATE PHYSICAL CONTACT

Students must always exhibit professional conduct. 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 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.**

2023-2024

TMECHS DRESS CODE 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:

Shirts/Tops

- *All tops (shirts, blouses, t-shirts, etc.) worn at TMECHS must have straps or sleeves. No shirts revealing underwear
- *All tops must not have a plunging neckline
- *Midriffs cannot show more than the width of the student's two fingers. This measurement is between the top of the pants waistline and the bottom of the shirt.
- *All tops must be free of any profanity, sex, drugs, gang messaging.
- *No Tube Tops.

Bottoms/Pants

- *Shorts, skirts, or dresses worn at TMECHS must be longer than the student's knuckles (top knuckles closest to the fingertips) while standing, arms held at rest.
- *All pants/jeans must be worn at the waist. No revealing underwear.
- *No pajama pants unless allowed by special event.
- *Ripped jeans are allowed but undergarments and private parts cannot be exposed.

Shoes

- *Shoes must be worn at all times on campus.
- *Close toe shoes are required for labs. This is an EPCC lab requirement.
- *House slippers are not allowed as shoes, unless allowed by special event.

**Please keep in mind our campus is rock, dirt and stickers in many areas, wear shoes to protect your feet.

Head coverings

*No hats, hoods, or anything that fully covers your head may be worn inside of the buildings. (Head coverings based on religious beliefs will be allowed)

Miscellaneous

*Sunglasses may not be worn inside of the building

*Any clothing or jewelry displaying words or pictures that are lewd, vulgar, obscene, profane or offensive may not be worn.

*Any clothing, jewelry, or tattoos that advertise or promote illegal drugs, alcohol, tobacco products, violence, gang affiliation, or racist ideas may not be worn.

Tattoos that fall into this category must be covered.

*Bandanas are not allowed as a hat, belt, or hanging from a pocket.

*Clothing piercings, and/or general appearance which might constitute a health or safety hazard are prohibited.

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

Any offense may include the following disciplinary action:

- Student required to change into appropriate clothing
- Phone call to parent by administration
- Detention (REP: Reflections and Extensions Program on alternating Fridays from 4-5 pm)
- Subsequent violations can lead to a discipline referral and review of a student's transfer request to attend TMECHS.

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 THE ASSISTANT PRINCIPAL'S OFFICE (A202).