

**JEFFERSON-SILVA HIGH SCHOOL**  
**Student Handbook 2022-2023**  
**Keep Moving Forward**



**JEFFERSON/SILVA  
LEADERSHIP TEAM**

<b>Title:</b>	<b>Name:</b>	<b>Email:</b>	<b>Campus Phone:</b>
<b>Principal</b>	<b>Yong Vega</b>	<a href="mailto:ysvega@episd.org">ysvega@episd.org</a>	(915) 236-7400
<b>Assistant Principal - Guidance &amp; Instruction (Jefferson/Silva)</b>	<b>Catherine Costanzo-Granados</b>	<a href="mailto:ctcostan@episd.org">ctcostan@episd.org</a>	(915) 236-7400
<b>Assistant Principal - Jefferson Last Names A-L</b>	<b>Isabel White</b>	<a href="mailto:irwhite@episd.org">irwhite@episd.org</a>	(915) 236-7400
<b>Assistant Principal - Jefferson Last Names M-Z</b>	<b>Robert Padilla</b>	<a href="mailto:rxpadill@episd.org">rxpadill@episd.org</a>	(915) 236-7400
<b>Assistant Principal – Silva</b>	<b>Sara Luna</b>	<a href="mailto:sckarlsr@episd.org">sckarlsr@episd.org</a>	(915) 236-7400
<b>Campus Teaching Coach</b>	<b>Sonia Espino</b>	<a href="mailto:sespino@episd.org">sespino@episd.org</a>	(915) 236-7400
<b>Campus Teaching Coach</b>	<b>Jennifer Segovia</b>	<a href="mailto:jsegovia@episd.org">jsegovia@episd.org</a>	(915) 236-7400
<b>Campus Athletic Coordinator</b>	<b>Tony Martinez</b>	<a href="mailto:tmartine@episd.org">tmartine@episd.org</a>	(915) 236-7400
<b>Student Activities Manager (SAM)</b>	<b>Angelica Lechuga</b>	<a href="mailto:alechuga@episd.org">alechuga@episd.org</a>	(915) 236-7400
<b>Coordinator, Silva Magnet</b>	<b>Vacancy</b>		(915) 236-7400

### VISION STATEMENT

To educate all students to the highest levels of academic achievement, to enable them to reach and expand their potential, and to prepare them to become productive, responsible, ethical, creative and compassionate members of society.

### MISSION STATEMENT

The Jefferson-Silva community is striving to move the campus forward academically through college-readiness initiatives while forging strong community partnerships.

**Note: This handbook does not replace the EPISD Code of Conduct/Student Handbook. Students are responsible for following the rules and guidelines in both documents.**

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.

### **Final Exam Exemptions- (EPISD Policy EIA)**

Students may be exempt from final exams if the teacher verifies that the student has a 90% or higher average for the semester in the class AND have 3 or fewer non-school related absences in that class. ALL STUDENTS MUST BE PRESENT FOR REVIEW SESSIONS OR THE ABSENCE WILL COUNT AGAINST ANY EXEMPTION THEY MIGHT HAVE.

Students who have an absence during final exam days (whether it is for a review or for the final exam period): **Any absence** during Review and Final Exam week WILL count against a student's 3-absence maximum and will disqualify the student from EXEMPT status. Please note that the final exam is worth 10% of student's semester grade.

### **Awarding Graduation Chords**

The following process will be followed for Clubs/Sports/Organizations who choose to award graduation chords.

Club/Organizations must include how chords are awarded in Rules/By Laws. By Laws/Rules must specifically identify the following:

- Identify who will distribute and monitor chords. Establish a process for monitoring who receives a chord each year. This record must be kept by sponsor. This must be stated clearly in By Laws and communicated to parents and students.
- How will Chords be purchased.

Awarding Chords- Club/Organization/Sport must submit information of NEW chord to principal at the BOY Mandatory Training to ensure there are no duplicate colors.

***\* Existing chords will be grandfathered. Additionally, future chords will no longer need CIT approval.***

### **Facilities**

El Paso ISD and Jefferson/Silva HS follow best practices for student safety. We comply with all federal, state, and local orders related to the pandemic. The most up-to-date information and policies from EPISD are found at <https://www.episd.org/reopeningplan>.

## Visitors

Visitors (anyone who is not a currently registered student) must enter through the main entrance and present a valid state or federal driver's license or photo ID to gain access to the campus. **Visitors must sign in at the Attendance Office.** Driver licenses are scanned against a National Sex Offender database. Visitors may be denied access. Visitors will be provided a visitor's pass once the driver's license has been scanned. Visitors are not allowed in the hallways, cafeteria, classrooms, or other areas of the campus.

## Gift deliveries

Instruction is an essential part of a student's day and deliveries to the classroom disrupt instruction. Therefore, there are no gift deliveries for students. NO EXCEPTIONS.

**NO outside food deliveries from parents or meal-delivery services will be allowed.**

Students may eat school breakfast/lunch or bring breakfast/lunch from home.

## Parking

Students must fill out the Parking Sticker form from the security office. Students will be provided with one parking sticker. If the parking sticker is lost, there is a \$5 replacement cost, which the student must pay to the business office before he/she can park on campus. Students must present a valid driver's license and proof of insurance when applying for a campus parking sticker. Parking privileges may be revoked for the semester if a student receives notice of 2 or more parking violations. Multiple violations may result in vehicle being towed at owner's expense. Students will ONLY be allowed to park in designated student parking areas.

## Cafeteria

[MySchoolBucks.com](http://MySchoolBucks.com) is a new secure service to prepay for student's school breakfast, and lunch and using a credit card or debit card. Log onto [MySchoolBucks.com](http://MySchoolBucks.com) to set up an account, check balances, view purchases and set spending limits. With the recurring payment option, money in the account is automatically deposited when a low balance is reached. Call the cafeteria cashier at 236-7599 for more information. Students are required to complete an Application for Free or Reduced Lunch annually. Information on lunch applications may be updated at any time during the year by calling 236-7599.

## Business office

The business office is open from 8 AM to 1 PM and 1:30 PM to 4:30 PM. Students may access the business office before and after school, and at lunch but not during instructional time. The Business Agent, Jo Ann Ramos, can be contacted at 915-236-7406. **School Cash online is the method of payments.**

## ATTENDANCE

### Attendance and Absence Reporting

State of Texas requires all students from the ages of 6 to 18 to attend school. A child shall attend school each school day for the entire period the program of instruction is provided (TAC Section 25.085).

### Reporting an Absence

To report an absence, a student MUST submit a **written** parent note for any school absence. The note must include full name of student, ID #, reason for absence, date of

absence(s), parent signature and phone number. A doctor's note will be required if a student is absent for 3 or more days. An administrator may request a doctor's note if student displays a pattern of excessive absences. Call 915-236-7402 for attendance office.

### **Correcting an Absence**

All students report directly to class upon return to school. If an absence needs to be corrected, the student must report to the attendance office before school, during lunch or after school within 72 hours of the absence, otherwise the absence will remain unexcused. Students may not correct attendance during class time.

### **Excused Absences**

An excused absence is an absence resulting from:

1. Personal illness, doctor's appointment, death in the immediate family, weather-related delay, or approved school-sponsored activities
2. Religious observance, when a parent submits a written request in advance
3. Disclaimer: Only court appearances that are a result of Jefferson HS attendance will be counted as an excused absence.

Regular school attendance is essential. Absences from class may result in serious disruption of a student's education. The student and parent should avoid unnecessary absences. Two important state laws—one dealing with compulsory attendance and the other with how attendance affects the award of a student's final grade or course credit—are discussed below.

### **Compulsory Attendance**

***Ages 6–18*** State law requires that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt. State law requires a student in kindergarten–grade 2 to attend any assigned accelerated reading instruction program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program based on a diagnostic reading instrument. A student will be required to attend any assigned accelerated instruction program before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

***Age 19 and Older.*** A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day until the end of the school year. If the student incurs more than five unexcused absences in a semester, the district may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. [See policy FEA for more information.]

## **Exemptions to Compulsory Attendance:**

### **All Grade Levels**

State law allows exemptions to the compulsory attendance requirements for the following activities and events, if the student makes up all work:

- Religious holy days.
- Required court appearances.
- Activities related to obtaining U.S. citizenship.
- Documented health-care appointments for the student or a child of the student, including absences related to autism services, if the student returns to school on the same day of the appointment and brings a note from the healthcare provider.
- For students in the conservatorship of the state,
- An activity required under a court-ordered service plan; or
- Any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours.

For children of military families, absences of up to five days will be excused for a student to visit a parent, step-parent, or legal guardian going to, on leave from, or returning from certain deployments.

### **Secondary Grade Levels**

The district will allow junior and senior students to be absent for up to two days per year to visit a college or university, provided this has been.

- Authorized by the board under policy FEA(LOCAL) and the student receives approval from the campus principal
- Follows campus procedures to verify the visit, and
- Makes up any work missed.

The district will allow a student 17 years old or older to be absent for up to four days during the period the student is enrolled in high school to pursue enlistment in the U.S. armed services or Texas National Guard, provided the student verifies these activities to the district.

The district will allow a student to be absent for up to two days per school year to serve as:

- An early voting clerk, provided the district's board has authorized this in policy FEA(LOCAL), the student notifies his or her teachers, and the student receives approval from the principal prior to the absences; or
- An election clerk if the student makes up any work missed.

The district will allow a student in grades 6–12 to be absent for the purpose of sounding "Taps" at a military honors funeral for a deceased veteran.

### **Failure to Comply Grade Levels with Compulsory Attendance**

All School employees must investigate and report violations of the compulsory attendance law. A student absents without permission from school, any class, any required special program, or any required tutorial will be considered in violation of the compulsory attendance law and subject to disciplinary action.

### **Students with Disabilities**

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate.

When a student ages 6–18 incurs three or more unexcused absences within a four-week period, the law requires the school to send notice to the parent. The notice will:

- Remind the parent of his or her duty to monitor the student's attendance and require the student to attend school.
- Request a conference between school administrators and the parent; and
- Inform the parent that the district will initiate truancy prevention measures, including a behavior improvement plan, school-based community service, referrals to counseling or other social services, or other appropriate measures.

For any questions about student absences, parents should contact the facilitator or any other campus administrator. A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. The district may file a complaint against the parent if the student incurs ten or more unexcused absences within a six-month period in the same school year. If a student aged 12–18 incurs ten or more unexcused absences within a six-month period in the same school year, the district, in most circumstances, will refer the student to truancy court. [See policies FEA(LEGAL) and FED(LEGAL) for more information.]

### **Age 19 and Older**

After a student aged 19 or older incurs a third unexcused absence, the district is required by law to send the student a letter explaining that the district may revoke the student's enrollment for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking a student's enrollment, the district may implement a behavior improvement plan.

### **Attendance for Credit or Final Grade (All Grade Levels)**

On or about, May 17, 2016, the El Paso Independent School District became a District of Innovation and effectively opted out of the requirements of Texas Education Code Section 25.092 Attendance for Credit or Final Grade, and therefore the district's students are not subject to this law.

### **Official Attendance-Taking Time (All Grade Levels)**

The district will take official attendance every day at 10:00 or 10:30 a.m. and 12:30 p.m. for afternoon prekindergarten, which is during the second of fifth instructional hour as required by law. Page 32 of 102 A student absent for any portion of the day, should follow the procedures below to provide documentation of the absence.

### **Documentation after an Absence (All Grade Levels)**

A parent must provide an explanation for any absence upon the student's arrival or return to school. The student must submit a note signed by the parent. The campus may accept a phone call from the parent but reserves the right to require a written note. A note signed by

the student will not be accepted unless the student is age 18 or older or is an emancipated minor under state law. The campus will document in its attendance records whether the absence is excused or unexcused. Note: The district is not required to excuse any absence, even if the parent provides a note explaining the absence, unless the absence is an exemption under compulsory attendance laws.

### **Doctor's Note after an Absence for Illness (All Grade Levels)**

Upon returning to school, a student absent for more than 5 consecutive days because of a personal illness must bring a statement from a doctor or health clinic verifying the illness or condition that caused the absence.

Otherwise, the absence may be considered unexcused and in violation of compulsory attendance laws. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the absence to determine whether an absence will be excused or unexcused. [See policy FEC(LOCAL) for more information]

### **Driver License Attendance Verification (Secondary Grade Levels Only)**

A currently enrolled student seeking a driver's license shall submit the Texas Department of Public Safety Verification of Enrollment and Attendance Form (VOE), signed by the parent, to the campus central office at least 10 days before it is needed. The district will issue a VOE only if the student meets class credit or attendance requirements. The VOE form is available at: <https://www.tdlr.texas.gov/driver/forms/VOE.pdf>.

Further information may be found on the Texas Department of Public Safety website: <https://www.dps.texas.gov/driverlicense/teendriver.htm>

### **Tardies**

Students are expected to be in their classrooms when the bell rings. Tardiness will cause students to receive detention and may include referrals for disciplinary action.

### **Unexcused Absences**

Students whose parents do not contact the attendance office within 72 hours (3 days) of the day of the absence will receive an unexcused absence. Each of the following is considered an unexcused absence in every instance and will be noted as such.

1. Cutting class, ditching, truancy
2. Truancy is defined as a student's absence from school without the permission from the parent or guardian, or absence from classes without the permission from the teacher or administration. Truancies will be considered a severe discipline offense.
3. Absences from school, even if ill, if the parent is not aware of the absence
4. Leaving campus during the day without a pass from the attendance office
5. Misuse of a pass from a teacher; any student given a pass by a teacher who is found to be in noncompliance with the provisions of the pass will be considered truant.

### **Truancy**

A student shall be considered truant when absent from class without the consent of a parent or legal guardian and/or school official.

### **Redo failed assignments**

1. A student who receives a failing grade on an assignment or test on the first attempt will be given one opportunity to redo the failed assignment or test.
  - a. It is the student's responsibility to seek the opportunity to redo an assignment or test for which he/she received a failing grade, within five school days after the grade is posted in the Student/Parent Portal. It is highly recommended that students check their Student Portal daily.
  - b. The grade earned when redoing an assignment or test shall be averaged with the grade earned on the first attempt, and the averaged grade shall replace the failing grade.
2. The teacher has discretion as to the format and length of the equivalent assignment or test. The teacher may assign:
  - a. Completion of an equivalent assignment or test.
  - b. That corrections be made on the original assignment or test; or that
  - c. The assignment or test be redone in its entirety.
3. The following conditions must be met for the student to be given the opportunity to retake a test:
  - a. The student must ask the teacher for the opportunity to redo the test.
  - b. The student must attend tutoring or complete a review as required by the teacher prior to being allowed to retake a test.
  - c. Retests must be completed within 5 school days.
4. This does not apply to:
  - a. Zeroes gained when a student failed to turn in the assignment or to take the test.
  - b. Zeroes gained for unexcused absences; and
  - c. Dual Credit courses, STAAR tests, or EPISD Benchmark Tests.

### **Community service**

Participation in community service provides students with opportunities to become active in the community and positive contributors to society by providing service to others. In addition to being aligned to our Campus and District vision, it also enhances resumes by allowing work related skills prior to graduation and enhances the college application process. Therefore, Jefferson HS strongly encourages all students to perform a minimum of 20 hours annually. You may pick up a Jefferson HS community service log from your designated counselor. A signature from the sponsoring organization will be required for each event that is documented. Community service logs should be turned in to your counselor at the end of the school year or upon completion of your 20 hours.

### **Grade reporting**

EPISD will implement a nine-week grading policy (EIA). Grade reports are sent every 3 weeks and a final report card is issued after the end of the 9-week grading period. Grades are posted weekly, and attendance is posted daily on [www.episd.org](http://www.episd.org). Go to the Parent Portal site to access grades and attendance.

### **Make-up work after absences**

Students shall be permitted to make up assignments/tests after absences, including approved school-related absences. Students shall be allowed one day for each day absent to make up



work and receive full credit. (EIA)

### **Redo Assignments/Tests**

A student shall be allowed to redo attempted assignments/tests where a grade of 70 percent was not earned. The retake opportunity must be offered by the teacher after the grade is posted. Remediation shall be encouraged before a student is allowed to redo any assignment/test that has resulted in a failing grade. The redo assignment/test must cover the same TEKS as the assignment/test where the student scored less than a 70 percent but does not have to be the same assignment/test. Teachers shall allow a student one additional attempt to ensure that the student achieves a passing score of 70 percent. The average of the initial attempt and the retake shall be recorded in the gradebook as the final grade for the assignment/test. A student shall have five school days from the day the assignment is posted to redo an assignment or retake a test where a grade of 70 percent was not earned. At the end of each nine-week grading period, the window to redo assignments/tests for that grading period shall close. For extenuating circumstances, the teacher and the principal shall work collaboratively to determine if an extension to the five school days or if a redo for the assignments/tests after the end of the grading period will be granted. Extenuating circumstances are factors outside of the student's control that impact his or her ability to redo an assignment/test within the time frame allowed. (EIA)

### **Classification/Promotion Policy**

<b>Freshman</b>	0 - 6.0 credits
<b>Sophomore</b>	6.5 - 12.0 credits
<b>Junior</b>	12.5 - 18.0 credits
<b>Senior</b>	18.5 or more credits

Grade classifications are changed once per year.

### **Schedule changes**

Students may add or drop a class (es) before school starts by scanning the QR code shared on the school website under Guidance and Counseling. Schedule changes will not be processed once school starts unless it is a counselor error. Schedules will also be posted under the student and parent portal a few days before school starts. Students will need to follow their schedule, or they will be counted absent. If a student makes a schedule change, please wait for the counselor to email the student the new schedule and then that is the schedule the student will follow.

### **Academic dishonesty**

A student who receives a failing grade due to academic dishonesty shall not be allowed to redo assignments or retake a test. At the discretion of the teacher, a discipline referral may be issued. A student found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, and/or information from students. [See also FNC and FNG(LOCAL)]

Academic dishonesty includes, but is not limited to, the following: copying another student's work, allowing one's work to be copied, using unauthorized material (i.e., "cheat sheets"), text-messaging to get or give help to another, theft of test and plagiarizing. Academic dishonesty is considered a serious offense. Any of the above will result in a zero for that assignment, test, or project. The teacher will notify parents and submit a discipline referral to an administrator where the matter will be addressed under the severe clause. Possible disciplinary consequences for violation of policy: removal from membership in honor societies, loss of leadership title, campus alternative educational placement, or other consequences deemed appropriate by administration.

## **Library**

The mission of Jefferson/Silva High School's Library is to provide users the information, resources, and literacy skills necessary to identify, locate, access, evaluate, and synthesize material.

The library is fully operational and flexibly scheduled **Monday – Friday from 7:45 AM – 4:30 PM**. Teachers and students are welcome in the library throughout the day to use the informational resources and/or read for pleasure. Teachers are required to fill out the online library request form before bringing classes to the library, to better serve teacher and student needs. We look forward to working with you and your students if you should need library services this year.

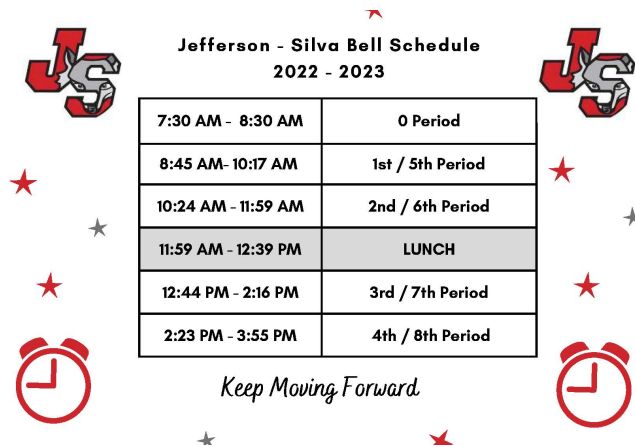
The library circulates books from its general collection for two weeks. Students can check out five books at a time. Reference books circulate overnight, and magazines circulate for one week. Audio visual materials are available for check out to teachers only. Teachers must clear any audiovisual viewings for classroom instruction with administration before checking out items in the library. Students must present a current I.D. card each time library materials are checked out. To use computers with Internet access, students must have approval from their parents via a signed Acceptable Use Policy.

Patrons who lose library material shall be charged the replacement cost when the cost can be determined; otherwise, the original price of the material is charged. Damaged library material charges shall be based on the condition of the material. The librarian shall determine the condition of the damaged material. The care of library materials is expected. Interlibrary loan provides a service and access to resources of information during and beyond the school year. Materials that are not available at the library may be borrowed through other libraries within the district.

## **Tutoring**

HB 4545 TBD. Check school website under Quicklinks.

## Bell schedule



The graphic features a central table with a red and white 'JS' logo at the top left and right. The table is surrounded by red stars and two red alarm clocks at the bottom. The text 'Keep Moving Forward.' is written in a cursive font below the table.

7:30 AM - 8:30 AM	0 Period
8:45 AM - 10:17 AM	1st / 5th Period
10:24 AM - 11:59 AM	2nd / 6th Period
11:59 AM - 12:39 PM	LUNCH
12:44 PM - 2:16 PM	3rd / 7th Period
2:23 PM - 3:55 PM	4th / 8th Period

*Keep Moving Forward.*

## Textbooks

During a regular school year, the campus provides students with textbooks that once checked out become the responsibility of the student. Each textbook is documented by the bar code number. Textbooks must ALWAYS be covered as per a state law mandated by TEA (TEC 31.104c). Students must pay for damaged, lost, or stolen textbooks before new ones are issued. The bookroom clerk determines the amount owed. All students must use their student identification card to check out books and will be given a copy of the bookroom procedures and requirements. Direct your textbook questions to our bookroom clerk.

1. Each student and the student's parent or guardian are responsible for each textbook assigned to the student. A student who fails to return all textbooks forfeits the right to free textbooks until each textbook previously issued, but not returned, is paid for by the student. (TEC 31.104 d)
2. The campus may withhold the issuing of textbooks to students who have not returned or made payment for lost, destroyed, or damaged textbooks. Students' use of the textbook in the classroom is required. (TEC 31.104 d)
3. If a textbook is not returned or paid for the district or school may withhold the student's records. (TEC 31.104 d)

## CLUBS & ORGANIZATIONS

### Activities & Organizations

All students are encouraged to join at least one of the many clubs or organizations registered at the campus. These include service clubs, academic organizations, performance groups and interest area clubs. All clubs and organizations must be registered with the Student Activities Manager and must comply with district policies.

For a list of all clubs and organizations contact the Student Activities Manager, Angelica Lechuga.

Clubs and student organizations may establish rules of conduct and consequences for behavior at a higher standard than that for the student body at large. If a violation occurs, the consequences specified by the school still apply, in addition to any consequences specified by the organization. Each student member shall receive written notification of the standards of behavior and of the specific consequences for violating these standards.

All clubs must have an adult sponsor present at all meetings. Parent organizations must coordinate through a school-designated sponsor. Organizational meetings must be planned two to three weeks in advance.

## **ON-LINE & ELECTRONIC DEVICES**

### **Computers/Internet access**

El Paso ISD offers internet access on campus for student use. This document contains the Acceptable Use Policy for use of the EPISD found in its entirety at [www.episd.org](http://www.episd.org) under "Student Handbook." Students may use privately owned laptops and iPods at school; however, there will be no investigation of loss.

Technology plays a large role in our students' lives. EPISD issued devices and personal devices can enhance and enrich learning opportunities both at home and at school. We are committed to allowing responsible, learning-centered use of district and personal devices at school to provide as many pathways to understanding as possible for our students.

### **General Information**

Access to the El Paso Independent School District public wireless network, whether with school-provided or personal devices, is filtered in compliance with the Children's Internet Protection Act (CIPA). All devices connected to the public wireless will be filtered with the same student filtering profile students have on District owned equipment. Access to the El Paso Independent School District public wireless network is a privilege, not a right. Any use of the wireless network entails personal responsibility and compliance with all school rules and the signed Acceptable Use Policy. The use of the public wireless network also allows TIS staff to conduct investigations regarding inappropriate Internet use at any time, by administrator request.

### **Guidelines for Use**

Use of devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.

The primary purpose of the use of devices at school is educational. Personal use for personal reasons is secondary. The use of a device is not to be a distraction in any way to teachers or students. Devices must not disrupt class in any way.

The use of devices falls under the El Paso Independent School District Acceptable Use Policy (see link) <http://elpaso.episd.org/common/pages/DisplayFile.aspx?itemId=8680409>

Students shall make no attempts to circumvent the school's network security and/or filtering policies. This includes setting up proxies and downloading programs to bypass security. **Unacceptable use on a district issued electronic device can result in confiscation of device.**

### **Electronic Device Repair**

- If the student is newly enrolled or never had a laptop issued, they will be placed on

a list and sent to IT department in district. District will contact students, and they will be able to pick up their laptop from the campus bookroom. Faculty, staff, students, and parents can refer need of laptop to assistant principal by alpha and/or bookroom/technology clerk. It will be verified through the Power Up online system, that student does not have a device assigned, before being issued a laptop.

- Students who need repairs to laptop or charger, a payment will have to be made for damaged laptops or chargers, before receiving a replacement. The bookroom/tech clerk will take care of payment plan, and then issue Zendesk order when completion or payment agreement is made.
- If the laptop just stopped working, froze, or won't turn on, a Zendesk order can be made by the teacher, bookroom clerk, or assistant principal by alpha.
- For hotspots, we do have hotspots at campus, please send hotspot requests to assistant principal by alpha. Periodically, Jefferson/Silva will have days set up in which students can come to campus to pick up hotspots. Hotspots can be set up for multiple devices at home in case parents ask about other EPISD students.

### **Power Up/Electronic device repair**

Students and parents must sign a PowerUp agreement before they can be issued technology. The PowerUp agreement is part of the online registration process. If for any reason a student does not have a PowerUp agreement on file, they will have to sign a paper copy. Students and parents are responsible for any damages to district/campus issued technology. It is important to remember that every accessory is also to be kept damage free. Examples of accessories include but are not limited to complete charging cord and laptop bag. **Please note, a stolen laptop must be reported immediately. If a laptop is stolen outside of campus, the theft is to be reported to law enforcement. Reports of stolen technology must also be reported to assistant principal by alpha.** The following link outlines the PowerUp Agreement:

<https://www.episd.org/cms/lib/TX02201707/Centricity/Domain/78/Power%20up%20Forms.pdf>

The following link outlines EPISD PowerUp Education through Innovation:

<https://www.episd.org/domain/311>

### **Cell Phones and Personal Electronic Devices**

Students can bring their personal electronic devices on campus. However, these devices must not be used during instructional time for non-instructional purposes.

Any device used during instructional time will be collected by the teacher. The student's parent or legal guardian is required to retrieve the phone from the Business Office with a \$15 fee. On refusal, student will be placed in Out of School Suspension (OSS) for two days with \$15 fee.

Cell phones and other devices must be turned off during instructional time, without exception. No incidences of lost or stolen personal electronic devices will be investigated. If a student has a personal device that is blocked from the network by the district, reconnection of their device will not be allowed.

## Parent Portal

Students and parents can log onto the Parent Portal from the home page at [www.episd.org](http://www.episd.org) to access grades updated weekly and attendance updated daily. Parents can go to <https://www.episd.org/studentparentservices> for instructions on how to use the Parent Portal.

## GUIDANCE & INSTRUCTION

### Counseling and advising

Counselors will assist students with a wide range of personal and academic concerns and will provide information on community resources. Students wishing to speak with a counselor may visit the counseling center before or after school, during lunch, between classes or with a pass from a teacher, to sign up for an appointment.

### Counselor assignments

Serves:	Counselor's Name:	Phone Number:
Jefferson Last Names A-F	Monica Granados	(915) 236-7400
Jefferson Last Names G-M	Laura Mercado	(915) 236-7400
Jefferson Last Names N-Z	Roberto Romero	(915) 236-7400
Jefferson/Silva College and Career Readiness Advisor	TBD	(915) 236-7400
Silva Last Names A-L	Rosie Mota	(915) 236-7600
Silva Last Names M-Z	Bonnie Trevino	(915) 236-7600
Jefferson/Silva Graduation Coach	Daniel Vicario	(915) 236-7400

### Transfer policy and growth plans

A transfer student is any student who does not live within the attendance zone for Jefferson HS. Students may transfer to Jefferson HS subject to EPISD policy. All students at Silva Health Magnet HS are considered transfers. A transfer student's academic, attendance, and disciplinary records may be reviewed at any time.

Students are expected to maintain 90 percent attendance. Transfers to Jefferson or Silva may be reviewed and/or revoked per EPISD policy. A poor discipline and attendance record may result in a transfer revocation and the student being returned to his/her home high school.

It is expected that transfer students remain on track for graduation in four academic years. Jefferson and Silva utilize a Response to Intervention (RtI) process to support students and ensure success. Transfer students who receive a failing grade on two consecutive progress reports and/or report cards may be placed on a growth plan by the teacher to help get them back on track. Students on a growth plan may be required to attend tutoring, commit to submitting homework on-time, improve their attendance, or comply with other appropriate measures to improve their academic performance. Students who are not in compliance with a growth plan may be referred to administration for disciplinary action. A pattern of discipline referrals may result in a revocation of the student's transfer and a

return to home campus.

### **Health services**

Nursing services are provided for the care of all students. Contact the school nurse at 236-7400 for more information. If a student becomes ill during class the teacher will send the student, with a referral, to the nurse's office. Only the school nurse may administer prescription medication, and only the school nurse will determine whether a student should be sent home. Please keep your contact information current. This will ensure that we can contact parents in the event of an emergency. Call the campus aide at the front desk at 236-7400 to update your contact information.

### **Homeless services**

How are children classified as homeless?

- Children who lack a fixed, regular, and adequate nighttime residence.
- Share the housing of others due to loss of housing, economic hardship, or similar reason. Live in motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations.
- Live in emergency or transitional shelters.
- Live in a public or private place not designed for humans to live.
- Live in cars, parks, abandoned buildings, substandard housing, bus or trains stations or similar settings.
- Migratory children living in above circumstances.
- Children displaced by disasters and living in above circumstances. Children awaiting foster-care placement.
- If you suspect a student is homeless you may refer the student to his or her counselor, to a social worker or to EPISD Graduation Coach or Title I Supplemental Counselor. Help is available.

### **Transportation**

Bus transportation is available for students who live in the Jefferson HS attendance zone and are unable to walk to school. At Jefferson/Silva, we provide an after-school activity bus for students who stay for tutoring or who participate in extracurricular activities. Students with questions on transportation should contact Lupe Frescas at (915) 236-7400 for more information.

## **SAFETY**

### **Discipline**

#### **A. Behavior Expectations**

1. Follow directions
2. Be in appropriate places at appropriate times
3. Keep the campus clean; throw away your trash
4. Take appropriate care of all the facilities
5. Do not destroy school property (Severe Clause)
6. Use only appropriate language and gestures
7. No public displays of affection
8. Have a pass to be in the hallways during class
9. Have ID cards displayed always hung on a lanyard; students who fail to

display their ID may be required to pay for a replacement of ID and lanyard?  
In addition, students may be denied services and may receive ISS (In School Suspension)

10. No bullying
11. Threats/taunting, gang signs, gang style writing, gang graffiti on person, belongings, or school property
12. Engaging in gang activity
13. Fighting/assault
14. Possession of prohibited items
15. Failure to follow the Internet/e-mail policy

#### **B. Consequences**

1. Teacher's Discipline Plan (which includes speaking with the student and parent/guardian)
2. Referral to assistant principal
  - a. Discipline plan explained to the student.
  - b. Parent may be notified, and further disciplinary action may be taken.
3. Referral Slip: Parent notified either by phone or referral sent home. Disciplinary action will be taken.
4. Severe clause: Any severe behavior problems will result in a student/principal conference and removal pending satisfactory parent conference and may result in placement in the Alternative Education Program

#### **C. Positive Reinforcement through PBIS**

Outstanding students create a positive environment and will be recognized, and the faculty and staff will develop positive incentives. If at any time you have questions, comments, or concerns, please contact any administrator at 236-7400.

#### **Bullying and harassment**

EPISD has a zero-tolerance policy regarding bullying and harassment. Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves written or verbal expression, including electronic communication, or physical conduct that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property or on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity, and that: (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or (4) infringes on the rights of the victim at school, including cyberbullying (see definition below). See District policy FFI for additional information regarding bullying.

Cyberbullying is defined as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone,



a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet based or electronic communication tool and that occurs off school property or outside of a school-sponsored or school-related activity, if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Harassment (as defined by Board Policy and federal law) is threatening to cause harm or bodily injury to another, engaging in intimidating conduct, causing physical damage to the property of another, subjecting another to physical confinement or restraint, maliciously taking any action that substantially harms another's physical or emotional health or safety, or other conduct prohibited by District policy FFH or DIA that is so severe, persistent, or pervasive that it has the purpose or effect of substantially or unreasonably interfering with a student's performance; creates an intimidating, threatening, hostile, or offensive educational environment; affects a student's ability to participate in or benefit from an educational program or activity; or otherwise adversely affects the student's educational opportunities.

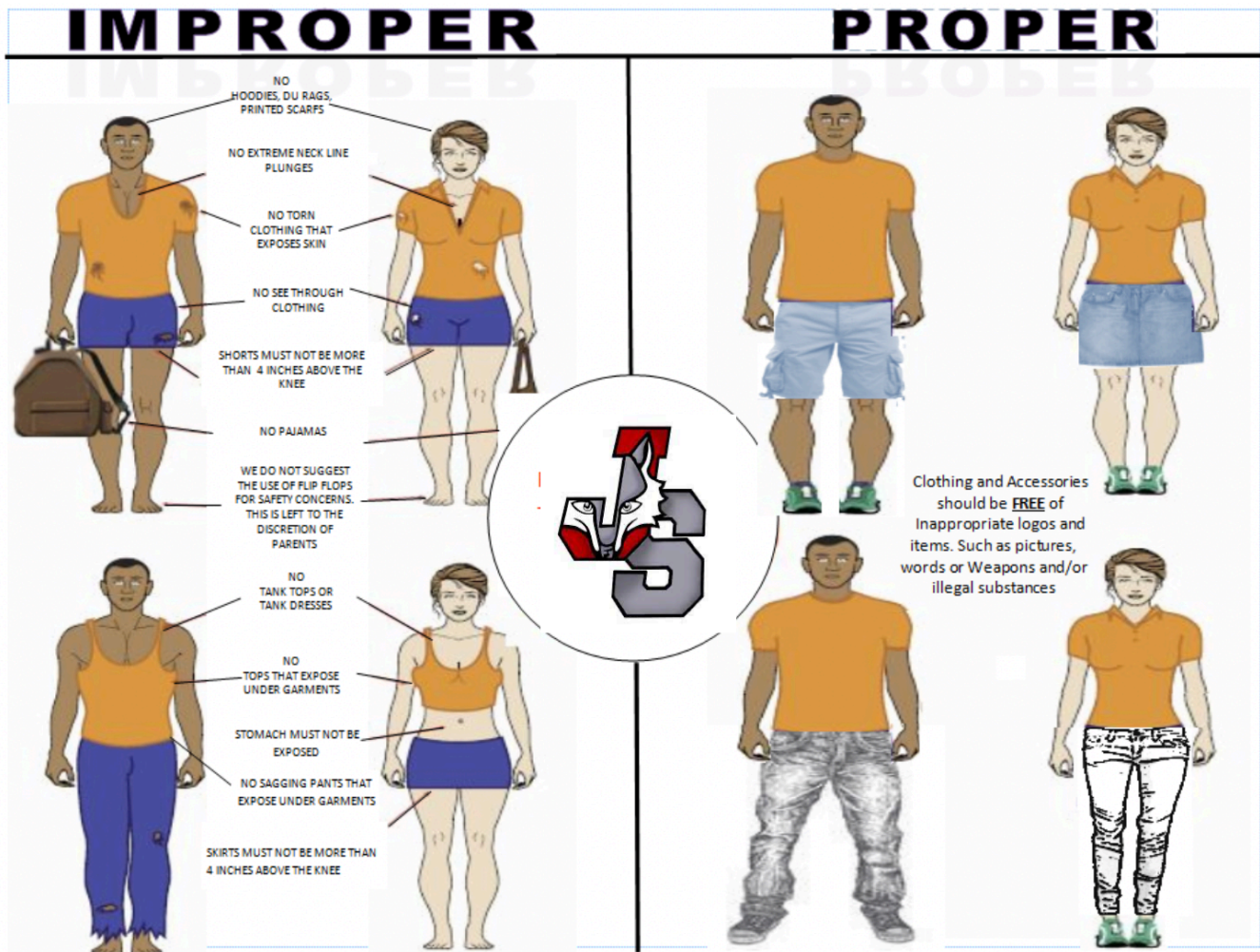
Harassment (as defined by the Penal Code) is any action against a school employee with intent to harass, annoy, alarm, abuse, torment, or embarrass, whereby the student initiates the communication and makes a comment, request, suggestion, or proposal that is obscene; threatens, in a manner reasonably likely to alarm the employee receiving the threat, to inflict bodily injury on the employee or to commit a felony against the employee, a member of the employee's family or household, or the employee's property; conveys, in a manner reasonably likely to alarm the employee receiving the report, a false report, which is known by the student to be false, that another person has suffered death or serious bodily injury; or sends repeated electronic communications in a manner reasonably likely to harass, annoy, alarm, abuse, torment, embarrass, or offend an employee of the District.

**Students and parents/guardians can report instances of bullying and harassment using EPISD's Anonymous Alerts system.** Reports can be submitted at <https://www.anonymousalerts.com/elpasoisd/> for investigation. More information about the anonymous alerts system can be found on the Student and Parent Services website at <https://www.episd.org/Page/4599>.

### **Drugs/tobacco**

Jefferson/Silva High School is a zero-tolerance, drug-free zone. Students are prohibited from possessing or using drugs or tobacco products (including, but not limited to, cigarettes, electronic cigarettes/vapes, herbal cigarettes, cigars, pipes, snuff or chewing tobacco) on school premises or while under the school's jurisdiction. Students are also prohibited from carrying cigarette lighters or matches to school. Students caught with these items will receive a discipline referral.

## Dress code



Students need to be dressed appropriately to school and all school activities as outlined by the Jefferson/Silva High School Dress Code Committee. The following items are unacceptable:

1. T-shirts or any clothing with obscenities (in any language), firearm, alcohol, or drug advertisements/promotion.
2. Sunglasses in the building (unless prescribed by a doctor).
3. Hair nets worn anywhere on school grounds or at school functions.
4. Midriff blouses or shirts (they must be long enough to stay tucked).
5. Spandex pants, shirts, skirts, leggings, etc.
6. Skirts, shorts, and dresses shorter than fingertip length.
7. Excessively torn clothing.
8. Bandanas or other clothing which indicate gang affiliation.
9. Belt ends which are too long (they must be in the belt loops).
10. Hats or caps worn inside the building.
11. Wallet chains of any length.

12. Extremely baggy or saggy shorts or pants.
13. Spaghetti straps (even under clothes) that are less than the width of the JSHS ID card.
14. Flip flops or any sandal without a back-heel strap.
15. T-shirts with messages that have sexual double-meanings or connotations (in any language).
16. Pajamas.

Teachers will monitor for and address dress code violations during the first class of the day. Administration reserves the right to extend the dress code to include attire not listed but deemed inappropriate. Students in violation of dress code will be required to change into appropriate clothing or correct the violation before returning to class.

### **ID cards**

Student IDs must be worn by all students around their neck or on their shirt. Students will be issued an ID when they register. Students must have IDs to conduct business on campus. Students must have IDs in plain sight on school-issued lanyard within guidelines of acceptable dress code. Students who lose, destroy, or deface their ID will be required to purchase a new ID card at the cost of \$5.00. If the student cannot pay the fee, s/he will be issued an ID card and the debt will be referred to the Business Office where it will remain on the student's account. The student will have to pay the debt prior to the following year's registration or graduation.

### **Backpacks**

Backpacks will be allowed and must follow these specifications:

- Must be of normal size. No "oversized" or "camping/hiking" style of backpack will be allowed.
- Absolutely no gang writing will be allowed on the backpack (determined by administration).
- Any deviation of these specifications will result in confiscation of the backpack requiring the parent to come and retrieve the backpack.

### **Hall passes**

Students will not be allowed out of class during the first 15 minutes of the class period and the last 15 minutes of a class period. Students should be in class learning during the 90-minute instructional period. The releasing teacher must issue students a pass to their destination. A student must have his/her ID to be issued a pass.

### **In-School Suspension (ISS)**

In-school suspension occurs when a student's behavior warrants removal from classes for a period. ISS is an alternative effort by the administration to help the student. Students who receive ISS placements **will report at 8:45 AM and stay until 4:00 PM.**

### **Student In-School Suspension Rules:**

1. Bring all books, notebooks, and other materials needed for assignments.
2. Completed daily assignments on time.
3. Eat a predetermined lunch in the ISS classroom instead of the cafeteria.
4. Will not be allowed to participate in any extracurricular activities during the

period of in-school suspension.

5. Must be out of the building and off school grounds by 4:30 p.m. each day unless under the direct supervision of a teacher or an administrator.

### **Sexual harassment**

Sexual harassment will not be tolerated. Sexual harassment includes, but is not limited to the following:

- unwelcome sexual advances requests for sexual favors
- inappropriate verbal, visual or physical conduct of a sexual nature

Sexual harassment is defined as inappropriate conduct of a sexual nature that occurs among students, between a student and an adult, or between two adults. Incidences of sexual harassment should be reported immediately to a campus administrator. Sexual harassment is a Level 3 Offense in the EPISD Student Code of Conduct requiring serious administrative action. This may include, but is not limited to:

- Reassignment of classes
- Suspension
- ISS (In School Suspension)
- Placement in an Alternative education program (Raymond Tellez)
- Expulsion

**Jefferson-Silva Student Manual is aligned to the EPISD Student Code of Conduct, found on [episd.org](http://episd.org).**

By signing below, I acknowledge that I have received a link/copy of the Jefferson/Silva HS Student Handbook and am aware of the policies contained in this handbook.

\_\_\_\_\_  
Student ID #

\_\_\_\_\_  
Student Name printed

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Name printed

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date