



IRVIN HIGH SCHOOL
AND
ROCKET NEW TECH
STUDENT HANDBOOK



2020-2021

RESPECT ★ TRUST ★ RESPONSIBILITY ★ SAFETY



Irvin High School/Rocket New Tech

El Paso, Texas

(915) 236-4600

9465 Roanoke Drive

Attendance Office: (915) 236-4607

www.irvin.episd.org

HISTORY

Irvin High School opened in September of 1959. It was named for Dr. O.C. Irvin, Dr. E.H. Irvin, and Mr. C.M. Irvin. All three of these gentlemen made great contributions to the El Paso School Board, and their combined efforts spanned a 76 year time period.

In 1882, Dr. O.C. Irvin became the secretary of the first school board. One of his dreams was to have a good high school in El Paso. Dr. E.H. Irvin was a physician in El Paso. He served as President of the school board in 1913 and 1914. Dr. E.H. Irvin made El Paso High School a reality to help El Paso's overwhelming growth problems. Mr. C.M. Irvin graduated from El Paso High School in 1921. He served as a member of the El Paso Chamber of Commerce, and was the president of the school board from 1955 through April 8, 1958, when he retired.

The rocket was chosen as our mascot because of Irvin High's close affiliation with the military. On that same line, the patriotic colors of red, white, and blue were chosen by the coaches and school board to represent Irvin pride.

IRVIN FIGHT SONG

FIGHT IRVIN FIGHT ROCKETS
FIGHT, FIGHT, FIGHT
ADD GLORY TO YOUR NAME
OH, LET'S SHOW THEM ALL
HOW TO DO IT RIGHT
WE'RE GOING TO WIN THIS GAME
TEAM WORK AND SPIRIT
WILL MAKE YOU SHINE
WHEN E'RE WE PLAY THE GAME.
IF EVER WE LOSE
WE WILL NEVER COMPLAIN
BUT FOREVER TO WIN OUR AIM.

ALMA MATER

Irvin High School, hail to thee
Red, white, blue in majesty
Honor, truth and loyalty
Spirit formed from this our creed
With our heads held high with pride
Even when like turns the tide
As we pledge our loyalty
We will always honor thee.



The El Paso Independent School District does not discriminate in its educational programs or employment practices on the basis of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Inquiries concerning the application of Titles VI, VII, IX, and Section 504 may be referred to the District compliance officer.

Statement 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, religión, sexo, origen nacional, edad, incapacidad, estado militar, u otra práctica prohibida por la ley. Preguntas acerca de la aplicación del título VI, VII o IX, y la

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. Campus Creed

On our campus, it is every adult’s responsibility to enforce school rules and create an environment where students feel safe, supported, and cared about, and where academic success is our top priority. On our campus, we believe in the Core Values of Respect, Responsibility, Trust and Safety.

Positive Behavior Interventions and Support (PBIS)-

School-wide discipline is the emphasis on our school wide systems of support that include proactive strategies for defining, teaching, and supporting appropriate student behaviors to create positive school environments

What is PBIS? All campus teachers, staff, students and administration are proactive, systemic, and individualize strategies for achieving important social and learning outcomes in safe and effective environments while preventing problem behavior with all students. (Sugai, 2007)

Teachers implement the Irvin culture through teaching, re-teaching and acknowledgements for positive behavior.

Discipline Philosophy

- a. Irvin is an academically focused school. Students will actively participate in their own learning and they will not interfere with the learning of others.
- b. Discipline is designed to teach appropriate behaviors in the school environment and to maximize student academic success.
- c. We reward and encourage positive behaviors from our students.

Due to the unforeseen Covid public health emergency, all normal school operations have been suspended until further notice. We will continue instruction on a virtual platform on Schoology that requires student participation for course credit.

JURISDICTION

EPISD has disciplinary authority over a student under these conditions: during the regular day, when a student is participating in any activity during the school day on school grounds or within 300 feet of school property, when a student is in attendance at any school related activity, during lunch (whether on or off campus), if a student is involved in the retaliation or threat of such against an employee or volunteer, a felony, or criminal mischief. Park is off limits during school hours. Linger in the park will result in administrative discipline.

School rules and the authority of the district to administer discipline apply whenever the interest of the district is involved on or off school grounds, to include online/virtual learning, in conjunction with or independent of classes and school sponsored activities.

ACADEMIC DISHONESTY

There are many forms of academic dishonesty. Plagiarism and other forms of academic cheating will not be tolerated at Irvin High School. We enforce ethics and standards as part of student development. Work found to be plagiarized will result in a grade of a zero. In addition to the academic consequences, academic dishonesty can also jeopardize a student’s standing in National Honor Society and any other club or organization. Students are expected to do their



own and submit their own work. For more information on the definition of plagiarism and academic dishonesty please speak with any administrator.

ACADEMIC INFORMATION

A. GUIDANCE AND COUNSELING DEPARTMENT

Guidance and counseling services are available to all students. Available to the students are vocational and occupational information, scholarship information, college application forms, as well as facilities for testing and personal guidance. Should there be any questions regarding course selection, scheduling of college entrance test or requirements, parents and students are urged to consult with counselors.

- **Counselors will be available online only no face to face meetings until further notice. The following hotlines have been provided by our counseling department.**
- **Suicide Prevention Hotline 915-779-1800**
- **Dating Violence Hotline 1(866)331-9474**
- **Cyber Bullying Hotline www.anonymoualerts.com/episd/**

B. SCHEDULE CHANGE-Courses selected during registration should be considered final. Teacher schedule changes are considered only after a Parent/Teacher conference has been held. Concerns regarding schedules should be addressed with your counselor as soon as possible in order to avoid loss of credit in a class.

C. GRADING POLICY

Numerical scores are used in determining student academic achievement. All districts in Texas use a numerical scale of 0-100. A grade of 70 is the minimum for a student to pass a course and be awarded credit. A 70 in each course is required for participation in extracurricular and other activities. Numerical scores are used on all Academic Achievement Records (transcripts). Students will receive a minimum of two grades per week in each subject-matter area, with exception of testing weeks, weeks with fewer than three days, and/or at the principal's discretion.

D. ADVANCED PLACEMENT COURSES

The AP curriculum is tailored to topics and skills needed to pass the AP examination. The AP exams are given each year in May. A college-level textbook and a specified AP curriculum are used. Many colleges and universities grant college credit and/or grades to students who successfully pass AP exams.

A student enrolled in a Pre-AP or AP course that chooses to drop the Pre-AP or AP course, must do so by Friday of the week that the first 9-week progress report of the semester is distributed. No Pre-AP or AP drops after this date will be allowed. A meeting between parent(s), student, teacher, counselor and administration must be held prior to dropping any advanced course.

E. CAREER AND TECHNOLOGY EDUCATION

With the high costs of college education, elective courses in Career and Technology Education can furnish skills which enable students to earn higher wages while attending college. Career and Technology Education courses prepare students with marketable skills in an occupation of their choice.

F. TUTORIAL PROGRAM

A tutorial program will be provided in all subject areas. Tutoring is available before and after school. Tutoring schedules will be posted early fall and early spring. **Mandatory tutoring for freshman failing core classes beginning**



in September. Tutoring will be before and or after school as prescribed by teachers. Parents and students will be notified ahead of time.

Tutoring will not be held on campus academic assistance for students will be provided online through Schoology classrooms.

ACCESSIBILITY PLAN

The El Paso Independent School District, and this campus, complies with accessibility laws as enforced by the Office of Civil Rights and the Texas Education Agency (TEA) requirements. We have provided for employees, students, applicants or parents, procedures which preserve the rights and responsibilities of those individuals regarding accessibility to curriculum, programs and services. Procedures are outlined in district bulletins. These policies and procedures are available to you on the EPISD website or by visiting the campus' administrative office.

AGENDAS

A complimentary student agenda is provided to each student at the beginning of the school year. The agendas are to assist the student with organizational skills and academic planning. Students are expected to have the agendas with them on a daily basis. The agendas are used by teachers to log student passes for class. Parents are encouraged to monitor the agendas for homework, project due dates and testing schedules.

Agendas will not be provided to students due to our health crisis instead parents are encouraged to monitor online participation of students on Schoology for daily schedules and assignments to be turned in by students.

ALTERNATIVE PLACEMENT

Any student who assaults another student in a school building, school facility, or school bus, where the assault was intentional, police will be called and charges will be filed. Whenever a student knowingly brings a firearm, illegal knife, other prohibited weapon, or a controlled substance to school, the police shall be summoned, and charges will be filed. Student shall be removed from the regular education program and recommended for placement in an alternative education program.

In some cases, students will be recommended for placement at Raymond Telles Academy and proper procedure will be followed as with Senate Bill 1, Chapter 37.

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

In those cases where students continue to misbehave, and regular campus level alternatives have been exhausted, such students shall be removed for placement at Raymond Telles Academy (off campus).

Students placed in the DEAP will adhere to a strict dress code. There are no cell phones allowed at any time and must be signed in and out by a parent or guardian on a daily basis. Failure to adhere to this policy may result in additional time added to the student's placement. DAEP personnel will communicate and work with parents to correct any issues.

ATTENDANCE

To report an Irvin High School absence, please call the attendance office at 236-4600, by 10:00 a.m. When calling in an absence, include the student's ID number, name and phone number. Be sure to indicate if the student will be absent all day or part of the day. Notes are not accepted to excuse an absence. A parent or legal guardian must make call.

Attendance procedures are the following: Attendance shall be taken for each course online on Schoology. Students are expected to login to Schoology for class instruction, complete



assignments or tasks. Students who are counted absent will be coded unverified and parents will have 2 days to call in for that absence. Any online engagement must occur before 11:59 am each day by the student in order to be counted present .

All face to face procedures for attendance will remain the same and will take effect when students return back on campus.

A phone call from the parent/guardian each and every day of a student's absence and no later than 48 hours after the absence will be required. After. Assistant Principals will handle any extenuating circumstances within a week of the absence.

1. Doctor notes will be required for absences totaling three or more consecutive days.
2. Students are requested to bring a note to the attendance office before 8:40 a.m., stating the student's need to be released for a doctor's appointment. Students under 18 years of age must be signed out by their parent. If a student is to leave campus on his own, their parent must call the attendance office and give their permission. A doctor's note will be required 24 hours upon return to excuse the classes missed.
3. Students who are 18 or older must have administration permission to leave campus, after three absences, verification from a parent/guardian and/or a doctor will be required. Students must request a pass from the office before 8:45/12:35 if they will be leaving during the morning or afternoon classes. Students will not be dismissed from the class to sign out without the designated pass.
4. The district may initiate withdrawal the age of 19 for nonattendance under the following conditions: The student has been absent five unverified absence school day and repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.
5. Students will not be released 15 minutes prior to the last bell of the day.

Absence Request

A parent request for extended absences must go through the campus principal for approval. The principal will approve or deny the request based on the reason for the request, the students current attendance, grades, and any other information the principal finds relevant. If the principal does not approve the absence, it will be unexcused and the student will not be allowed to make up the work. If the principal approves the absence, the student must adhere to the absence plan, if one is provided. Parent absence request forms may be found online at EPISD Student and Parent Services. During holidays or exams, parent absence request forms must be turned in two weeks prior to holidays or two weeks before a final exams. Students are responsible for all worked missed in every class in accordance to campus and district policies. These forms may not be used for Military Block Leave.

AUTOMOBILES

Students who drive a motor vehicle and park on campus must have the approval of an assistant principal to park in any school parking area. Driver's license and proof of insurance are required. No out of state plates are allowed, with the exception of military dependents.

A speed limit of 5 MPH will apply while on school grounds. Cars are subject to search by the administration and/or police at any time. Contraband (drugs, weapons alcohol, etc.) is prohibited at all times.

Students may park only in the designated student parking area. Marked parking spaces such as disabled, police emergency lanes will not be used by a student. A first offense will result in a written warning. Second offense will result in suspension of parking privileges. Following violations will result in the student car being towed at the owner's expense.

BOOKROOM



Textbooks and laptops are vital tools used in your education particularly with possible online/virtual learning environments. A summary of House Bill 1332 (2009) amends TEC 31.104(C) states that students must return all textbooks at the end of the semester or when the student withdraws from school. TEC 31.104(D) states that each student, or the student's parent or guardian, is responsible for each textbook not returned by 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, parent, or guardian.

In addition the student is responsible for keeping all textbooks and laptops in good condition. Writing or marking on textbooks and defacing laptops is not allowed. Any misuse of the textbooks or laptops due to carelessness or neglect is cause to charge the student the price of the textbook. Fines for lost textbooks or laptops (including chargers) are paid at the bookroom.

Student IDs are distributed in the bookroom. IDs will only be issued before school, at lunch, and after school. Irvin High School students are required to wear their IDs at all times on campus.

BUS CONDUCT

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

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

BUSINESS OFFICE

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

The Business office will remain closed until further notice. Students can contact the following staff members for assistance.

- ❖ **Christina Caban Attendance (915) 502-0840**
- ❖ **Corina Fierro Registrar (915) 267-0206**
- ❖ **Leticia Morales Principals Secretary (915) 209-1973**

CAFETERIA

Our cafeteria staff works diligently to provide Irvin students a variety of healthy and favorite foods. Food service will be provided in our cafeteria, as well as snack bars. Meals and snacks must be eaten in the cafeteria and patio areas. Inappropriate behavior of any kind in the cafeteria will be referred to administration for disciplinary action. Our cafeteria should be a place for students to enjoy and relax. If students choose to take their food outside of the cafeteria, they are responsible for cleaning up and disposing of trash. Food is not allowed in classrooms. Failure to follow these guidelines will result in restrictions to food being removed from the cafeteria. Let's work together to keep Irvin clean by disposing of trash properly.

CLASSROOM INTERRUPTIONS

Nothing should disrupt the education process. Therefore, we ask that students check in the attendance office during their lunch time for items that have been delivered for them and the business office for money left for them. We ask the parent's cooperation in helping our students in becoming responsible for their homework, textbook, uniforms,



etc. Students will not be called out of class and office personnel will not deliver items and/or money left for students.

COMMUNICATION/OTHER DEVICES

Students must follow the classroom procedures and expectations given by teachers. In the building, phones must be on vibrate mode. Cell phones will not distract from classroom instruction. This includes all non-instructional electronic devices (iPads, MP3 players, headphones, etc.) If a cell phone is being used without permission in a classroom, the teacher will follow PBIS procedure and call parent according to Texas Education Code 37.082(b) (2). If a phone is confiscated, the parent or guardian may obtain the release of the device for a fee of \$15.00 as authorized by law*. The fee applies to all devices that can transmit messages and/or information. If a student has such a device on campus and the device is lost or stolen, the school, faculty, or staff assumes no responsibility. Continued refusal to turn in a cellphone to the teacher may result in a suspension from school.

COUNSELORS

Students are encouraged to visit their counselors regarding personal problems, academic matters, graduation plan, scholarship/grants, college information, and vocational education. To visit a counselor, you must sign in with the secretary in the counseling center before school, during lunch, or after school. Unless it is an emergency, no visits will be allowed during class time. Counseling center is closed Wednesday afternoons throughout the school year.

Counselors will not be available on campus due to our immediate health crisis. You may contact counselors at the following numbers according to their alpha.

- ❖ **Erika Rodriguez A-GA. 915-302-0378**
- ❖ **Michelle Gracia Ge-O. 915-308-4487**
- ❖ **Nakeia Steele. P-Z. 915-308-0786**
- ❖ **Crystal Saucedo. New Tech Counselor 915-302-0244**
- ❖ **Bonnie Rodriguez. College Readiness 915-302-0872**
- ❖ **Jessica Rivera College and Career 915-302-0276**

CREDITS

Students are classified as follows: 0-6 credits (grade 9); 6 ½-12 credits (grade 10), 12 ½-18 credits (grade 11); and 18 ½-26 (grade 12). Students are encouraged to meet with their counselors in order to develop an individual graduation plan.

CRISIS MANAGEMENT

From time to time, students, teachers, and other district employees will participate in drill of emergency procedures. Students must follow the direction of teachers or other's in charge. Teachers are reminded to keep door windows uncovered at all time. The only exception is during a Lock-Down Drill. If the campus is in a lock-down situation, all personnel on campus, including visitors, are required to follow outlined procedures as designated by school administration.

DESTRUCTION OF PROPERTY

Students will be responsible and strictly accountable for any damage done to desks, furniture, books, lockers, or any of the school building. Graffiti of school property is considered a felony and will be treated as such. Any markings on desks, restrooms, lockers, books, or the building will be treated as a felony action and the police will be notified. Damages will be paid for by the parent and or the student.



DISCIPLINE

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

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

Due to Covid 19 social distancing among students will be enforced, and masks will be required by all students. Violations will result in disciplinary action.

All students entering the building will be required to be screened through temperature kiosks and will be given a sticker in order to enter classrooms for instruction.

DISPLAY OF AFFECTION

Excessive embracing, hugging or kissing is prohibited on campus. Following this guideline is particularly important due to the increased risk of contracting COVID-19. Violations will result in disciplinary action.

DRESS CODE

The purpose of Irvin High School's dress code is to minimize distractions and maintain health, safety, and security in the public learning environment of all students, faculty and staff. Professionalism and high expectations of Irvin's learning environment is essential for students to reach their goal. Students and parents share in this responsibility! We expect students to preserve the academic atmosphere of our campus by coming to school dressed appropriately.

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

If the staff and administration determines that a student's grooming is not aligned to the dress code policy listed below, the administration will issue a verbal warning and allow students to correct the problem at school. A student may request that a parent bring replacement clothing. If the dress code violation remains uncorrected the parent will be called to bring an acceptable change of clothing. Repeated violations will result in immediate disciplinary actions to include suspension from school.

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

1. Shoes must be worn at all time while at school. Steel toe shoes are prohibited. No slippers/ shower shoes
2. Hats, and or caps will not be worn inside any part of the campus-including hoodies over the head. Hats/caps will be confiscated if worn since it is a violation of policy. Hats/caps may be returned at the end of the year.
3. The "torn or worn clothing look" is not allowed if skin is largely visible.
4. Leggings by themselves are not allowed. Leggings (spandex material) are permitted underneath skirts, dresses, tunics, and shorts that reach the fingertips.
5. Clothing that identifies one with an illegal club, with alcoholic beverages, gang affiliation, tobacco products, nudity, drugs, racial, vulgar, or violent pictures, names or slogans are not permitted. fraternity, sorority, gang or party crew is not allowed.
6. Short and skirts/dresses must reach the fingertips with or without leggings worn underneath. This includes dresses/shirts/skirts with revealing slits. The fingertips should reach the top of the slit. The



only exceptions are school approved uniforms and shorts worn during Major Sports, P.E. and/or Dance class.

7. No tank tops of any kind will be allowed.
8. Pajama bottoms are prohibited except on designated spirit days.
9. Shorts and pants must be worn at the hip level by both male and female students. Showing of the undergarment will be strictly prohibited. Stomach area and under garments must be covered at all times. No low pants, No mid-riff tops.
10. No speakers of any kind will be allowed on campus-inside or outside the building.

EXTRACURRICULAR ACTIVITIES

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

Texas follows the *No Pass No Play* standard. At the end of the 6 week of classes all students' grades will be checked for eligibility. Students must have a 70 or above to remain eligible. At the end of the 9th week grades will be checked again. After the first 9 weeks grades are checked every 3 weeks. Students that are eligible at the end of a 9 week grading period remain eligible until the next 9 week check. Students that are not eligible at the 9 week check may regain eligibility at the 3 week check if they are passing all classes. If they regain at the 3 week period they become eligible at the end of the following week. For more information please contact our Campus Athletic Coordinator or the varsity coach.

FIRE PREVENTION

Evacuation procedures are posted in each room. When the fire alarm sounds, students will immediately stand and leave the room in an orderly fashion. Classes will stay with the teacher and move to the pre designated area for accountability. Fire drills will be held at least once a month. They will be unannounced, and everyone is expected to cooperate and conduct themselves as young adults. Each teacher will cover evacuation procedures. Crisis Drills will be held each semester.

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

GRADES

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

90-100 A 75-79 C 69 and below F

80-89 B 70-74 D

GRADUATION

Class of 2020 and Beyond: House Bill 5 has mandated some change in graduation:

- Each incoming freshman must select an endorsement for their high school course of study. The endorsement must be signed by the parent and student and kept on file in the student's permanent record.
- An endorsement is similar to a college major. It will allow the student to follow a course of study from high school into college or other postsecondary education or training opportunities.



- There are five endorsements to select from:
 1. STEM (Science, Technology, engineering, Mathematics)
 2. Business and Technology
 3. Public Service
 4. Arts and Humanities
 5. Multidisciplinary Studies

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

HALL PASSES

During class periods, students will not be permitted to exit the classroom the first 20 minutes and the last 20 minutes. Students are not permitted in halls or about the campus unless they have a school ID and classroom pass from their classroom teacher. Students caught in a tardy sweep without a hall pass or ID will serve detention. Teachers will ask for an ID in order to leave the classroom. Teacher passes/notes will be required if you have tutoring during lunch or a club meeting. Student must return the hall pass to the classroom teacher upon return. Student will not be allowed in the building during lunch without a pass and ID.

Leaving without Permission- Students should respect classroom expectations and student learning. Teachers will mark students truant if student does not return. Teacher must notify parent and continue to follow PBIS procedures. If student take a long extended break, call parent, speak to student and follow PBIS procedures.

IN SCHOOL SUSPENSION (ISS)

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

IRVIN LIBRARY PRINTING PYRAMID

Library Hours:

Monday through Thursday from 7:30a.m. - 4:30p.m., and on Friday 7:30a.m. - 4:15 p.m. Open printing is available from 7:30a.m. - 8:45a.m., during lunch, and after school from 3:50 until closing.

Books may be checked out for a period of two weeks and renewed for an additional two weeks. Reference books may be checked out overnight. Fines for overdue books are five cents for the first two days and ten cents for each succeeding school day. It is the responsibility of the student to pay any fines assessed by the library. Failure to comply will result in not being able to register or be issued transcripts.

Students must present a pass signed by a teacher to use the library during class time. Students may use the library before school and after school without a pass.

The library will be closed due to our immediate health crisis. A virtual library schedule will be posted on Schoology.

LOST ITEMS

If you find any article of value, turn it in to the bookroom. The school assumes no responsibility for lost articles, therefore, we encourage students to take every precaution to protect their possessions. Students should mark



carefully each article, such as clothing apparel, books, supplies, yearbooks, etc. To easily identify items. In the event that you lose an item, check with the bookroom clerk. Reports can be filed with campus security & school police.

National Honor Society – An academic honorary organization. Students have to meet academic and community service criteria to become a member of this organization. Becoming a member is a privilege not a right. Students who meet the criteria below may be eligible to complete a packet during the Spring Semester.

- The student must have attended this institution for the full academic year.
- The student must be completing their sophomore or junior year. Freshman and seniors are not eligible for induction
- The student must have a 90 cumulative grade point average or higher.
- The student must not have any disciplinary referrals.
- The student must have completed a minimum of 40 hours of documented community service. Community service hours must not precede June 1st of the academic year being inducted.
- A list of students who meet the above criteria is posted on the NHS bulletin board.

NURSE

All students must complete and submit an emergency card to the nurse's office within the first two weeks of enrollment. For 2020-2021, emergency cards are part of the on-line registration process. Please keep this information updated for the safety of your student.

The school nurse is available to assist you with health issues. If you must have medication at school, the contents must be clearly labeled with complete directions and must be checked in at the nurse's office. Medication may only be administered in the nurse's office. Any prolonged absence from physical education will require a doctor's note. Unless it is an emergency, students should not go to the nurse's office during class transition. The student should report to class first and then request a nurse's pass from the teacher. The pass must be returned to the teacher when returning from the nurse's office.

Please remember that students must first see the nurse before calling a parent to pick them up. Failure to do so may result in an unexcused absence. The nurse can only excuse a student from school during the day if they meet guidelines set forth by the district's Health Office. Please report any symptoms related to COVID-19 immediately. Daily health checks will be conducted for everyone entering Irvin High School on a daily basis and or as needed.

The nurse will not be available on campus due to the health crisis. You may contact Mrs. Daniels at (915) 503-2679. Her office hours are Monday through Friday from 8:00-4:00 pm Mrs Daniels also has a website <https://episd.webex.cm/episd> where you may contact her online.

PARENT PORTAL

Parent Portal is an online system to provide attendance and grade information to parents for all their children attending EPISD. Please log onto EPISD.org and click on the Parent Portal icon to register. The portal also offers an email tab in order to communicate with your Students teachers. The CCRP Tab gives you complete transcript and testing information on your Student. The Transfer Request tab is used to submit transfers for students who are currently on transfer. Transfer requests must be submitted every school year. We strongly encourage all parents to take advantage of this wonderful tool.

PARENT TEACHER CONFERENCES



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

Parent conferences will be held on a virtual platform and not on campus. Conferences will be scheduled in September. More information will be given through Messenger, DoJo or Remind apps.

POSSESSION OF WEAPONS

No student shall have or carry about their person any kind of weapon made or manufactured for the purpose of offense or defense. "Weapons in possession by pupils shall be confiscated and parents/ or police shall be notified." (Article 485, Penal Code of the State of Texas) including pocket knives. No pocket knives, brass knuckles, large rings are allowed at any time on campus.

REGISTRAR

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

The registrar office will not be open on campus because of our immediate health crisis. Registration will be through our Episd website Welcome to Episd. Parents will need their password and email to access the accounts. If you have problems with passwords or emails, you may contact Wendy Pacheco at 915-843-8573.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine weeks to notify parents of Student progress. School wide progress reports are issued to students during the 4th/7th week of the grading period. It is the responsibility of the student to ensure the Parent/Guardian receives the report. Errors or missing grades on the report cards should be reported immediately to the PEIMS Clerk.

STUDENT BEHAVIOR

At no time may a student disrupt the instructional process to include during online and or virtual learning. Students must adhere to classroom rules posted in every classroom and or communicated to students during online and or virtual learning. Profanity is inappropriate at any time or place. Running in the halls and any type of horseplay is prohibited. Any student involved in misbehavior at any school activity will be subject to disciplinary action. This is to include school sponsored activities away from campus. Police charges will be filed against students involved in criminal activity.

Sexual harassment of any type is strictly prohibited at Irvin High School to include all school activities, on or off campus. If a student feels that he/she is being harassed, the student should report the incident immediately to the first



administrator, faculty or staff member available. If the resolution of the complaint is not satisfactory to the student or parent, the student or parent may, within ten school days, request a conference with the superintendent or superintendent's designee.

TARDY POLICY

Student instructional time in the classroom valuable. It is critical for student to be in class on time and prepared for instruction. Documented tardies could result in automatic after-school detention. Student's assigned detention will have 24 hours to serve detention for each offense. It is the students responsibility to report to detention on the prescribed date and time. Failure to serve after school detention will result in progressive discipline actions. Repeat violators will be subject to further disciplinary actions by an administrator.

TARDY SWEEPS

Tardy sweeps will be conducted throughout the school year on a random basis. Students that are tardy during a tardy sweep will be required to serve a 15-minute lunch detention, on an assigned date. Repeat violators will face progressive discipline actions as per EPISD policy.

TECHNOLOGY CODE OF CONDUCT

The purpose of student laptops, technology resources at Irvin and other BYOD (Bring your own device-personal iPad, Cell Phone, etc.) instructional technologies is to support the educational mission of the school. Irvin's goal in providing these resources is to promote educational excellence by facilitating resource sharing, innovation, scholarship, research, creativity, and communication. Use of these technologies is a privilege that carries responsibilities and behavioral expectations, consistent with EPISD and campus school rules and policies, including but not limited to those stated in school handbooks. It is understood that members of the Irvin High School community will use all technology resources in a responsible, ethical, and legal manner at all time. This policy is particularly important as we may experience school closures that will require technology resources for online and or virtual learning.

TOBACCO/ALCOHOL/DRUGS

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

TRANSFERS

Students attending Irvin on a Pupil Transfer must be in good standing in the following areas: Attendance and Discipline. Students who do not maintain their records in good standings may have their transfer revoked. Any student on a Pupil Transfer must submit a renewal for each instructional year. The process is on-line through the Parent Portal.

VISITORS

The safety of our students and staff is the utmost concern to our administration. With this in mind, all visitors are asked to report to the Attendance Office to sign in and receive a visitor's pass. All visitors to the campus are subject to health screenings due to COVID-19 prior to entering our facility. Students from other schools, friends are not permitted to attend classes with Irvin students. Parents of our students are always welcome and encouraged to visit our campus upon receiving a visitor's pass.



WITHDRAWAL FROM SCHOOL

Once you are enrolled in a public school in Texas, you must remain on the student list regardless of your absences, until you are officially withdrawn. To withdraw, a parent/guardian's signature is required. All monies owed to IHS must be paid before withdrawal can be complete.

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

The administration, faculty and staff at Irvin High School wish you a successful 2020-2021 school year!

ROCKETS RISE AND SOAR!

Irvin High School/Rocket New Tech
El Paso, Texas

(915) 236-4600

9465 Roanoke Drive

Attendance Office: (915) 236-4607

www.irvin.episd.org