

CAPT. JOHN L. CHAPIN HIGH SCHOOL

Welcome to Chapin High School (CHS)! We are the home of a Pre-Engineering Math/Science/Technology Magnet Program, which is a program within a school. Students who qualify for the Magnet Program will take coursework within the Project Lead the Way curriculum, with a pre-engineering focus. All students will benefit from the highest quality of academic, athletic, and extracurricular programs. The students, faculty, and staff are dedicated to individual and community success. We also offer our Pathway in Early Technology High Schools (P-TECH) program which focuses on computer science.

CHS is named after Captain John L. Chapin, born and raised in El Paso. Prior to enlisting in the National Guard, Capt. Chapin graduated from Texas A&M University, with a degree in Chemical Engineering. He postponed plans to attend medical school to serve in the National Guard.

In November of 1940, Capt. Chapin's unit was activated as Company E, 141st Infantry, 36th Division in the United States Army. They were sent overseas to North Africa. He declined promotions to stay with Company E, a unit mostly comprised of fellow El Pasoans. He was greatly respected by his men and was killed leading them into battle across the Rapido River in Italy.

Our school is privileged to honor the memory of an El Pasoan who courageously represented our country and our community.

MISSION STATEMENT

Embodying the legacy of Capt. John L. Chapin and the Men of Company E, the Chapin Community embraces the diversity of all students and prepares them for a globally competitive future as responsible, life-long learners who are empowered to be successful contributors to society.

ACADEMIC DISHONESTY

There are many forms of academic dishonesty. **Plagiarism, collusion, and other forms of academic cheating (in person and electronically created) will not be tolerated at Chapin High School.** We are here to reinforce ethics and integrity as part of student development. **Work found to be plagiarized will result in a grade of zero, and per policy may not be eligible for revision.** In addition to the academic consequences, academic dishonesty can also jeopardize a student's standing in the Pre- Engineering Magnet Program, P-Tech, National Honor Society, or any other sport, club or organization. Students are expected to submit their own, original work, cited properly. It is never appropriate to submit others' work as your own. **For more information on the definition of plagiarism and academic dishonesty, please speak with any administrator and review the EPISD policy manual.**

ACCIDENTS

All accidents on this campus involving students or employees must be reported immediately to the school nurse and the Administration.

AGENDAS

A complimentary Student Agenda is provided to each student at the beginning of each school year through their Advisory class. The agendas are to assist the student with organizational skills and academic planning. Students are expected to have their agendas with them daily. The agendas are used by the teachers to log student passes from class. Parents are encouraged to monitor the agendas for homework assignments, project due dates, and testing schedules. There is a \$5.00 replacement fee for lost agendas.

ALTERNATIVE PLACEMENT

Students who violate the student code of conduct may be recommended for a disciplinary alternative placement.

ATTENDANCE POLICY

- Absences from School

A parent or guardian must email the campus chapin_notes@episd.org by 12 noon each day if the student is absent from school. Excused absences must be related to illness or medical emergencies. All notes for medical appointments must be received within 5 days of the absence. **All other absences due to personal business will be unexcused.**

Students who have doctors' appointments during the day must obtain a pass to leave BEFORE going to these appointments. A pass is obtained once the parent/guardian signs the student out in the Attendance Office. **When the student returns to school, he/she will need to bring written verification from the doctor's office or other place of appointment with the date and time he/she was there.** Failure to do so will result in an unexcused absence. On the third consecutive absence, a doctor's note is required to excuse additional absences. **It is the student's responsibility to monitor their absences. Unexcused absences that are more than 30 days old WILL NOT be changed.**

- Pre-Arranged Absences

Parents may apply for pre-arranged absences by filling out a Pre-Arranged Absence Form from the attendance office. Pre-arranged absences must be approved by the Principal or the Assistant Principal prior to leaving. Filling out a Pre-Arranged Absence Form does not guarantee that the absences will be approved. If approved, pre-arranged absences cannot exceed three days. Pre-arranged absences will not be approved during final exams or during state testing days.

- Compulsory Attendance Law

The law in the State of Texas requires a child to go to school. **Texas Education Code Section 25.085**

Compulsory Attendance states:

- a. A child who is required to attend school under this

section shall attend each school day for the entire period the program of instruction is provided

- b. Unless specifically exempted by **Section 25.086**, a child at least six years of age and has been previously enrolled in first grade, and who has not yet reached the child's nineteenth birthday shall attend school. It is the parent's duty to monitor the student's school attendance and to require the student to attend school. Parents are subject to criminal prosecution under **HB 2398** for their students failing to attend school. Parents of a student under 19 years of age will be charged with a misdemeanor, and possibly fined, if the student's absences exceed ten (10) or more days (or parts of days) in a six (6) month period. A child's failure to attend school as mandated by law may result in a civil petition being filed in accordance with **HB 2398**.
- Students leaving campus without permission will be considered truant.

We encourage all parents and students to register on the Parent/Student Portal to monitor attendance and tardies.

AUTOMOBILES

Students driving their vehicles to school must register their vehicles in the security office to obtain a Student Parking Pass. Driver's license and proof of insurance are required. 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. Student parking is on the north side of the school, by the baseball field. Students in violation of parking rules will receive a written warning for their first offense. A second offense will result in suspension of the Student Parking Pass. Subsequent violations will result in vehicles being towed at the owner's expense.

Students being dropped off/picked up must use the designated drop off zones by the cafeteria or by the baseball field. Please

always follow all directional signs/markings.

BOOKROOM

All textbooks and laptops are issued to individual students and need to be taken care of. Books must be returned to the bookroom clerk at the end of the year or when the student withdraws from school. **Texas Education Code §12.65(c)** states that each pupil, or his parent or guardian, shall be responsible to the teacher for all books not returned by the pupil, and any pupil failing to return all books shall forfeit his/her right to free textbooks until the books previously issued, but not returned, are paid for by the parent or guardian. In addition, the student is responsible for keeping textbooks and laptops in good condition. Any student issued books which are damaged or marked must report the state of the books to the bookroom clerk and have them documented and signed so that he/she will not be held accountable. Books and laptops are the student's responsibility whether lost or stolen. Fines for lost or stolen textbooks and laptops will be paid at the business office.

The Acceptable Use Policy should be referred to for guidelines concerning the use of student issued Laptops. The AUP also pertains to student owned devices used on campus.

BUS CONDUCT

All students riding buses 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 in any way, 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 in-district Magnet Students and students residing in the Chapin Attendance Zone, but

outside the 2-mile radius from the campus. Students attending Chapin on an approved Pupil Transfer must provide their own transportation to campus.

BUSINESS OFFICE

Students wanting to purchase tickets to events involving CHS may do so at the business office. Students must conduct business before school, during lunch, and after school. **Many purchases can be made via schoolcashionline.com**

CAFETERIA

Food service will be provided in our cafeteria. Meals and snacks must be eaten in the cafeteria and patio areas. Inappropriate behavior in the cafeteria will be referred to administration for disciplinary action. Our cafeteria should be a place for students to enjoy themselves and relax. If students choose to take their food outside of the cafeteria, they are responsible for cleaning up their trash. Failure to follow these guidelines will result in loss of privileges from removing food from the cafeteria. Help us keep Chapin beautiful by disposing of trash in the appropriate receptacles. Chapin High School is part of a special grant that provides free breakfast and lunch to all our students.

CLASSROOM INTERRUPTIONS

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

COMMUNICATION DEVICES

Effective August 4, 2025, Texas House Bill 1481, signed into law by Governor Greg Abbott on June 22, 2025, prohibits the use of cell phones, smartwatches, and other non-instructional

communication devices during the school day for El Paso ISD students. This new regulation aims to address mental health, attention, and social development concerns among Texas youth. El Paso ISD remains dedicated to fostering high-quality, safe, and welcoming environments where students can unplug, engage, and thrive. Be Present & Power Down!

Students will not be permitted to use cell phones, tablets, smartwatches, AI glasses, or other digital communication devices on campus during school hours, from the first bell to the last. While students may bring their phones and digital devices to school, all devices must be turned off and stored in backpacks or designated areas within classrooms.

If a student has such a device on campus and the device is lost or stolen, the school, faculty, or staff assumes no responsibility for the item.

The following consequences will be assigned for not adhering to the communication device/cell phone policy.

1st Offense: Warning

2nd Offense: Device confiscated at returned to student at end of the day (4:10 to 4:25 ONLY)

3rd Offense: Device confiscated and returned to parent at the end of the school day (4:10 to 4:25 ONLY)

4th Offense: Device confiscated and discipline referral

COUNSELORS

Students who need information regarding academic matters, graduation plan, scholarship/grants, college information, and vocational education may visit their counselor. Students must sign in with the secretary to the counseling center before school, during lunch, or after school.

CREDITS

Students are classified as follows: 0-6 credits (grade 9); 6 1/2 -12 credits (grade 10); 12 1/2 - 18 credits (grade 11); and 18 1/2 - 26 credits (grade 12). Students are encouraged to meet with their counselors to develop an individual graduation plan.

CRISIS MANAGEMENT

Students, teachers, and other District employees will participate in drills of emergency procedures. All classroom and exterior doors must be locked at all times. All personnel on campus, including visitors, are required to follow the outlined procedures for the district safety plan as designated by the 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 criminal action and police will be notified. Damages will be paid for by 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 the El Paso ISD and in accordance with the State of Texas.

All students must be aware of all the rules, regulations and standards for student behavior as stated in the Student Code of Conduct and conduct themselves accordingly. All students will adhere to the Standards of Conduct implemented by the district.

DISPLAY OF AFFECTION

Public lewdness, excessive embracing, hugging, or kissing is prohibited on campus. Violations will result in disciplinary action.

DRESS CODE

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The District prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. FNCA(Local). Campus administration reserves the right to use their judgement for any questionable items.

If the administration determines that a student's grooming violates the dress code, 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, it will result in immediate disciplinary action. Repeated violations will result in progressive discipline. confiscated if worn in violation of such policy and may be returned at the end of the nine weeks period.

In accordance with District policy, the following is the specific standard of dress for Chapin High School:

- Appropriate shoes must be worn at all times.
- Tops must cover the entire chest, back, and stomach area, fully covering the student's undergarments.
- Bottoms must be worn at or above the waist and be of an appropriate length, fully covering the student's undergarments.
- Student ID cards must be worn at all times on campus and bus.

In accordance with District policy, the following are not

permitted:

- Steel-toed shoes.
- Slippers or house shoes
- Tops that reveal the student's undergarments.
- Tops that do not cover the entire chest, back and stomach area.
- Bottoms that are not of an appropriate length and/or reveal a student's undergarments.
- •Sagging pants or shorts that cannot stay up without being held. ·
- Sheer or revealing bottoms worn by themselves.
- Bottoms with tears, rips, holes, or slits exposing the student's undergarments.
- •Clothing, accessories, or tattoos that identify with, advertise, or promote racist ideas, gang affiliation, alcoholic beverages, tobacco products, drugs, weapons, vulgar language or images, violence, explicit content, or nudity.
- Head coverings such as bandanas, hair nets, or non-religious headwear.
- Hats, caps, hoods, or sunglasses worn inside the campus.
- Dangling chains, belt ends, and/or bandanas. · Except for on announced spirit days, wearing pajamas on campus

EXTRACURRICULAR ACTIVITIES

All students are strongly 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

sixth 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 ninth week and every three weeks after that, grades will again be checked to regain eligibility if passing all classes. Students eligible at the end of a nine-week grading period remain eligible until the next nine-week check. If they regain eligibility during the three-week period, they will become eligible at the end of the following week. For more information, please contact our Campus Athletic Coordinator or a coach.

FIRE DRILL/ALARMS

A fire evacuation plan is posted in each room. When the fire alarm sounds, students will immediately stand and leave the room. Classes need to stay with their teachers. Running is not permitted. Classes are to report to their pre-assigned meeting stations during the drills. Teachers must account for all students assigned to their classes on the accountability forms provided to them. Accountability forms must be immediately returned to the main office. Classes are to stay at the designated meeting area until the signal (3 bells) is given to re-enter. No one is to return to the building until the signal is given by the principal or designee.

Students who tamper with or set off fire alarms will be recommended for expulsion from school and reported to the Fire Marshal for fine determination. All students are subject to El Paso ISD's board policy regarding discipline.

GANG-GRAFFITI ASSOCIATION

Students may not have any affiliation with any type of gangs, tagging or party crews. Students may not have gang/graffiti writings or symbols on any items or property.

GRADES

Students' performance is evaluated in four nine-week periods. Progress reports are issued around the third and six weeks of the grading period. Students always have access to their grades through the student portal. The grade scale is as follows:

90-100	A
80-89	B
79-75	C
74-70	D
0-69	F

Dual credit may differ – refer to EPCC guidelines

GRADUATION

House Bill 5 requires each student to have an endorsement:

- 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.
- There are five endorsements to select from:
 - STEM (Science, Technology, Engineering, Mathematics)
 - Business and Industry
 - Public Service
 - Arts and Humanities
 - 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 Chapin High School Counseling Center.

GRADUATION DRESS CODE

Graduates are required to dress accordingly. Dress shoes are required to be worn for the ceremony. Gentlemen are required to wear dress slacks and/or khakis, a dress shirt, and a tie or bowtie. Ladies are required to wear slacks, skirts, or dresses. Jeans or shorts are prohibited. Students not in compliance with the dress code will not participate in the ceremony.

HALL PASSES/STUDENT ID

During class periods, students are to be in class unless they have their agenda and student ID. Students are not permitted to leave the first 15 minutes of class or the last 15 minutes of class. Agendas are to be used for emergencies only and not routine personal business. **Passes are limited to three per student per class period (9 weeks).** Students must have their student ID visibly always displayed. Student ID is required to enter the building. Failure to display ID will result in the student being issued another ID at a cost of \$5.00. A limited number of lanyards are available through the security office for first come, first served. If lost (or not displayed), the ID will be replaced with a \$5.00 fee. The third time an ID is issued to a student, disciplinary action will be taken by the administration. IDs are distributed in A110 or at the security office.

IN SCHOOL SUSPENSION (ISS)

Students must report to ISS with laptop, books, notebooks, pen/pencil. It is the responsibility of the student to request any additional assignments from 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, arrange with your teachers to do so. Students are encouraged to use their Student Portal account to track all missing assignments and low grades.

LIBRARY

The library hours will be posted on the library door. Classes take priority in the library schedule. Books, DVDs, and audiobooks may be checked out for three weeks and renewed for another three weeks. Fines for overdue books are ten cents per book for each school day the book is late. Fees for damaged and lost books will also be assessed. The student is responsible for paying any fines assessed by the librarians and staff.

The library's makerspace is open at the discretion of the librarians. It is available to all students on campus. All students in the makerspace must complete an orientation prior to participating. All students must follow posted procedures for use, or makerspace privileges will be revoked. Students are responsible for stolen or damaged equipment. All work produced in the makerspace areas or with makerspace equipment or materials must be appropriate for a school setting, as deemed by the librarian.

Computers in the library and makerspace are governed by the same acceptable use standards as student and classroom computers. Students may print from the library computers only at a cost of ten cents per page. Only black and white copies are available.

LOST ITEMS

Items that have been recovered as lost will be turned into the security office. Laptops will be turned into 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 each article, such as clothing apparel, books, supplies, yearbooks, etc., to easily identify items. If you lose an item, check the lost and found bin in the security office. Reports can be filed with campus security and school police.

MAKE-UP WORK WHEN ABSENT FROM SCHOOL

Make-up work assigned prior to an absence is due on the first day of the return from absence. Make-up work will be allowed for any absence. It is the student's responsibility to request make-up work. A minimum of one day of make-up time must be allowed for each day absent. Failure to do make-up work will result in a grade of zero. Students are responsible for getting work completed and turned in during the allotted time frame. Students are encouraged to use their Student Portal Account to

track missing work and low grades.

NURSE

All students must have a completed emergency card on file in the nurse's office within the first two weeks of enrollment. 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 care needs. Students may come at lunchtime without a pass if the bell to return to class has not sounded. **UNLESS IT IS AN EMERGENCY, STUDENTS SHOULD NOT GO TO THE NURSES'S OFFICE DURING CLASS TRANSITION.** If you need to see the nurse, you should first report to class and request a nurse's pass from your teacher. The pass will be returned to the teacher only if you return to class. Students being sent home will give their pass back to the nurse.

Any prolonged absence from physical education will require a doctor's note.

Medication may only be administered in the nurse's office. Students are only allowed to carry inhalers, insulin, and epi-pens in their backpacks. To carry these medications, a doctor's order and parent slip must be on file for the current school year in the nurse's office. Every school year, new doctor's orders must be obtained. All other medications, including prescription and over the counter medications, must have a doctor's order and parent slip in the nurse's office for the current school year, and the parent must provide the supply of medication to be kept in the nurse's office. Prescriptions must be in a prescription bottle and labeled correctly and current for the school year. Over the counter medications must come in an unopened container. Orders must be written by a doctor or practitioner licensed to practice in the State of Texas.

Telemedicine services:

El Paso ISD has partnered with Goodside Health and if your child is registered for the program, the school nurse can evaluate your child, and if needed, he/she will connect with a doctor or provider through a secure two-way video conference. The doctor or provider will evaluate your child and determine if any onsite testing is needed for illnesses such as the flu or strep throat. The school nurse will facilitate necessary testing and provide over-the-counter medication if needed. If needed, Goodside Health will send a prescription to a pharmacy near you. Goodside Health will also provide a full visit summary for your child's primary care physician. Students must be enrolled in the program by their parents, and insurance information needs to be provided. There will be an opportunity for uninsured students to receive services free of cost or at a low cost. Please contact the nurse for more information.

PARENT PORTAL

The parent portal is an online system used to provide attendance, grades, and other valuable 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 to communicate with your child's teachers. The CCRP Tab gives you complete transcript and testing information on your high school student. We strongly encourage all parents to take advantage of this wonderful tool!

PARENT/TEACHER CONFERENCES

To provide a productive and positive conference with your son/daughter's teacher we require 24-hour notice for the conference time. Conferences are held 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 to conduct a telephone conference or arrange a convenient time for both of you. Please call the school, 236-4400, to schedule conferences. Administrators will be available to meet with parents and teachers upon request.

PARKING

Visitor parking and the student drop-off/pick-up zones are located on the south side of the school on Ellerthorpe Street. Student parking is on the north side of the school, by the baseball field.

PBIS CORE VALUES

Honest

Understanding

Safe

Keep it clean

Young adults

Chapin High School is a PBIS Campus. The goal of Positive Behavior Interventions and Supports (PBIS) is to promote positive behaviors by providing students with the tools necessary to develop social, emotional, and academic skills to be successful contributors to society. The Chapin faculty and staff are prepared to provide students with a positive support system to help them reach their goals.

POSSESSION OF WEAPONS

No student shall have or carry about his 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 and/or police shall be notified." (Article 485, Penal Code of the State of Texas).

REGISTRAR

New student registration will be initiated at the registrar's office. Information regarding school records, transcripts, and 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 (GPA) when available are given to the students during lunch and after school. No GPA will be given over the telephone.

REPORT CARDS/PROGRESS REPORTS

Report cards are issued every nine weeks to notify parents of progress. School Wide Progress reports are issued to students

during the 4th/7th week of the grading period. IT IS THE STUDENTS' RESPONSIBILITY TO SEE THAT THESE GET HOME TO THE PARENT/GUARDIAN. All grades and attendance are accessible through the parent portal. It is the parent/guardian's responsibility to establish Parent Portal access and keep the log in credentials up to date.

SCHOOL CASH ONLINE

Paying for school items just got easier! Sign up to get started today on School Cash Online at:

<https://www.episd.org/Page/9516>

School Cash Online is an easy to use and safe way to pay for your children's school fees.

SCHOOL PERSONNEL JURISDICTION

All school personnel will enforce school policies and regulations. A student who refuses to comply with directions may be subject to disciplinary action. The school has jurisdiction over students going to and from school and during lunchtime, whether on or off campus.

STUDENT BEHAVIOR

At no time may a student disrupt the instructional process. Students must obey classroom rules posted in every classroom. Profanity is inappropriate at any time in any 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. Remember, you represent CHS, do so with pride.

STUDENT PERSONAL SAFETY

Anytime a student feels threatened (verbally or physically), it is his/her responsibility to notify an administrator immediately. Harassment in any form will not be tolerated at CHS. If a student is experiencing Cyber-Bullying, please notify an administrator immediately. We ask parents to help by

monitoring the social media sites your child participates in. Students and parents may report concerns using the Anonymous Alerts application at any time for any reason.

- **Nondiscrimination**
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, or IX, and Section 504 may be referred to the district compliance officer, Patricia Cortez, 230-2033; Section 504 inquiries regarding students may be referred to Verna Ball with Special Populations.
- **Harassment Procedures** are outlined in District policies DHB, DH, DIA, FFH, FNCJ, FNCL. District administrators are required to adhere to the requirements as outlined in the aforementioned policies in order to provide a timely, thorough, and complete resolution of incidents involving harassment as identified by policy. There are new laws regarding forms of Bullying to include Cyberbullying (HB1942). Chapin High School will have a zero tolerance for Bullying in its many forms. It is critical that students and parents inform administration/staff of concerns regarding any form of harassment as soon as possible or report it on the Anonymous Alerts application. We would prefer to be proactive vs. reactive to these situations.
- **Grievance Procedures** are outlined in District policies DGBA, FNG, and GF and have been codified for the convenience of employees, students, applicants, and parents. District administrators are required to adhere to the requirements outlined in the aforementioned policies to provide a timely, thorough, and complete resolution of concerns, complaints, and grievances as identified by policy.

TARDY POLICY

All students must be in every class on time daily. Documented tardies may result in automatic after-school detention with a teacher. Students assigned detention will have 24 hours to

serve detention per tardy. It is the student's responsibility to report to detention on the assigned date and time. Failure to serve after-school detention will result in progressive discipline actions. Repeat violators will be subject to further disciplinary action as deemed appropriate by the administration.

- **Tardy Sweeps will be conducted throughout the school year randomly, at least two per month.** Students that are tardy during a sweep will be required to serve a 30-minute detention after school on an assigned date. Repeat violators will face progressive discipline actions per EPISD policy.

TECHNOLOGY CODE OF CONDUCT

The purpose of student laptops, technology resources at Chapin, and other BYOD (personal iPad, Cell Phone, etc.) instructional technologies is to support the educational mission of the school. Use of these technologies is a privilege that carries responsibilities and behavioral expectations consistent with EPISD and campus school rules and policies, including those stated in school handbooks. It is understood that members of the Chapin High School community will use all technology resources in a responsible, ethical, and legal manner at all times.

Disciplinary Action for Violation of Acceptable Use Policy

A user who commits an act of misconduct such as inappropriate use of the technology system and/or in possession or accessing inappropriate material/ information may be subject to disciplinary action. All illegal activities will be reported to the authorities. Staff intervention strategies such as teacher-student conferences, auxiliary staff-student intervention, and teacher/parent contacts are to be made for violations of the acceptable use policy.

Consequences for technology related offenses will be addressed through progressive discipline and/or in accordance with the law and consequences.

TOBACCO/ALCOHOL/DRUGS

According to state law, the use of tobacco, alcohol, drugs, vape pens, electronic cigarettes, and any kind of incinerates are always prohibited in the building or on school grounds. 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 on school grounds. Chapin High School supports Zero Tolerance regarding these offenses.

TRANSFERS

Chapin is an open-enrollment campus. Students attending Chapin on a Pupil Transfer must be in good standing in the following areas: attendance and discipline, to remain on a transfer. Failure to maintain good standing could result in a revocation of transfer recommendation.

TUTORING

Tutoring is available before school, during lunch, and after school. Please check with your teachers for their tutoring schedule.

VISITORS

All visitors to CHS, including parents, are welcome to visit the campus; however, prominent notices stating that all visitors must first report to the main office are posted throughout the campus. All visitors must have a current I.D. processed through the Raptor System to be cleared as a visitor. All visitors must present a state ID to enter the building.

Visits to individual classrooms during instructional time shall be permitted only with the principal's approval, and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. **Visitors must always display a visitors' badge while on campus.**

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/legal guardian's signature is required. All money owed to CHS must be paid before withdrawal can be completed.

Parents requesting **early termination** during a semester (PCS out of state for example), must notify the school in advance. An Early Termination is asking to finalize grades and credits before the semester ends. 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 withdrawal from CHS.

ZERO TOLERANCE

CHS has the unique opportunity to create the finest educational environment in the El Paso area. To promote the highest standard of excellence in education, athletics, and the arts, a "zero tolerance" approach will be taken towards any activity or behavior which interferes with this environment. Zero tolerance will be upheld regarding any form of violence, drugs, alcohol, harassment and/or intimidation, destruction of property and gang related activities.

The administration and staff at Chapin High School wish each of you a successful 2024-2025 school year!

TELEPHONE DIRECTORY

Main Office.....	915-236-4400
Fax.....	915-565-9716
Attendance Office.....	915-236-4401
Registrar's Office.....	915-236-4437
Fax.....	915-565-9794

**Celebrating 25 Years of
Grit, Growth, & Greatness**

GO HUSKIES!