Ann M. Garcia-Enriquez Middle School

"Generating Excellence, Motivation and Success"

Student Handbook

2024-2025

At Garcia Enriquez Middle School, our purpose is to ensure that all students master academic standards, experience social and emotional growth, and embody the campus' Core Values. We commit to serve as positive role models, provide a safe and supportive environment, facilitate learning and remediation, and offer extra-curricular activities that meet individual student needs.

Our vision at Garcia-Enriquez Middle School is to cultivate an environment that empowers the 21st century student to be future ready and aspire to reach their dreams.

San Elizario District Goals
2024 – 2025

Goal 1

To foster well-trained human capital in order to support student success and achievement.

Goal 2

To build, maintain, and improve student academic performance through a collaborative partnership between home, school, and community.

Goal 3

To prepare our students to connect with the necessary skill sets that will enable them to pursue their postsecondary goals.

Goal 4

To continue our standard of excellence by ensuring every student is progressing academically, socially, and emotionally.

CAMPUS DISCIPLINE PHILOSOPHY

Our campus ensures that all students are given an opportunity to reflect and correct inappropriate behaviors. All students at Garcia Enriquez Middle school follow the Positive Behavior Intervention and Support (PBIS) model which requires them to be:

Respectful, Responsible, Safe and Kind

at all times. Students that struggle with correcting their behavior may be referred to the campus' Tier 2, Check-in/Check-Out (CICO) program where they will receive daily one-on-one mentoring from campus staff. We commit ourselves as educators to teach all students to make the right choices and teach them appropriate behaviors on a daily basis.

GUIDANCE AND COUNSELING

General Services: Guidance and counseling services are offered at our school in a variety of areas including: academics, career exploration and information, parent relationships, peer relationship, prevention and crisis counseling, teacher-student relationships, and study skills. Students may meet with the campus counselor as requested. Additional services are offered to students with high absenteeism and low grades. Students who need to see a counselor should complete the electronic self-referral located on the school's website. **As a parent**, if you are concerned about your child's mental or emotional health, please **make an appointment with a campus counselor** for a list of resources that may be of assistance. Referrals to outside agencies will be made as required by guidelines and as deemed necessary.

Additional Services: Our guidance counselors are available to help students with their social-emotional, academic, or college & career issues. This counseling is done individually and in small groups. A special attempt is made to help students develop a more positive self-image, which will contribute to responsible choices. The aim is to enhance the coping skills of young people and to teach them to use those skills in their daily lives.

CLINIC/NURSE SERVICES

Vision/Hearing Screening: All 7th grade and new students have screening completed in hearing, vision , growth, scoliosis, and acanthosis. Teachers and parents may request either one for a child at any time if there is a concern. Scoliosis screenings are also completed for all 8th grade boys.

Medication Administration: All medications must be stored in the nurse's office. Students are only allowed to carry either Inhalers (for Asthma, Epi Pens), and insulin (with the Doctor's orders and parental consent). All capsules and liquids are not allowed to be carried by students and are to be kept in the Nurses Office with only the proper documentation (Dr's Orders). No over the counter medication may be stored without a prescription. Medication can be given by parents if needed through the regular school day. To do so, parents may come in to the front office and student will be called out to take the medication dose given by the parents.

Medical Conditions: for any medical condition proper documentation needs to be provided in order to make any accommodation for the school year. Paperwork can be obtained through our district

website. Go to SEISD.com, click on the departments tab, then click health services, then click forms. There you will find actions plans for several conditions and the medication permits that must be filled out by Doctor and parent before turning it in to school Nurse. Part of the registration process is to fill out the medical consent form which notifies school nurses of the student's current medical condition for the school year. If a condition is not in the consent for the year but was in the previous year it is treated as history of and documentation will be needed.

We recommend parents/guardians call and talk to the nurse personally about any specific medical conditions of the student. The nurse will relay the information to the principal and appropriate teachers/personnel. It is very important that parents/guardian share medical information with the campus nurse and nurse aide. Parents/Guardians may call the front office at 872-3960 and ask for the nurse's office at extension 3963.

COVID Guidelines

IF a student has been diagnosed with COVID, please report a positive diagnosis. Call the Campus Nurse with the information. A picture of the home test or the result of the PCR test will be needed. Submit to Nurse via e-mail aserna@seisd.net or dlucero@seisd.net

Day 0 is the day symptom started, or if asymptomatic day 0 is the day of result. Quarantine is a 5-day period currently. Students can get their work through google classroom in order to stay on track.

Students are able to return to school on the set date given. Students need to be symptom free and fever free for a period of 24 hours without medication to aid the symptoms. *** A cough *** can last up to a month, as long as student does not have a productive cough or excessive cough student may return but will have to be using a mask. Must use a mask up to 5 days after their quarantine period.

Report a Close Contact: Call the campus Nurse with the information, further instructions will be given upon assessment of contact.

If student is in contact with a positive person @home and is fully vaccinated with a booster (3 vaccines) and no symptoms, the student does not have to quarantine at home and may stay in school under observation. If at any point symptoms arise, then the student must quarantine at home and a Covid test (PCR) is recommended.

If there is more than 1 person at home that are positive even if the student is fully vaccinated with a booster (3 vaccines) student must quarantine at home.

If student in contact with a positive person @home and is not fully vaccinated (3 vaccines) they will have to quarantine @ home. Quarantine date will start the last day of contact with the person that is positive.

*Scenario: If parent is positive and there is no isolation and student is in frequent contact all through the quarantine period of the parent. Student's day 1 will start the last day of quarantine of the parent therefore, making the student have a 10-day or more quarantine period.

If a student tested positive with in the past 90 days of new contact, then no quarantine is needed. If student is symptomatic and tests positive, the student will need a second test 24 hours after the first test to confirm a positive case.

Absences will be coded with a Q for quarantine.

PE. and DANCE REQUIREMENTS

The following items are **required**:

- Gym shorts or sweatpants (Jeans will not be allowed.)
- School T-shirt or other solid color t-shirt (top worn to school cannot be worn during P.E.)
- Tennis shoes (This does not include deck shoes or street shoes worn to school. For safety reasons, it is preferred that tennis shoes not be of the slip-on type.)
- Lock to secure items in locker

Students Must Suit-Out for PE and Dance Class:
Proper dress for P.E. class is required. Attire can be purchased through a school vendor or at a local store. Gym shorts/sweatpants can be any solid color and T-shirts/sweatshirts can be any solid color. San Elizario logos are the only logos allowed on any gym clothes. Parents will be contacted by the teacher when students do not dress out. Teacher will also implement Positive Behavior and Support (PBIS) strategies if the student chooses not to dress appropriately for PE classes.

ATTENDANCE

Please remember that student attendance is crucial to learning. **At the secondary level, <u>each period</u> is part of the attendance day and counts as an absence.** We ask that appointments be scheduled outside of school hours as much as reasonably possible. The district automated attendance system will automatically notify parents if the student is not in their seat within 10 minutes after each period bell. Students who maintain perfect attendance or excellent attendance are recognized at the end of each nine week grading period and at the end of the year.

A parent or otherwise authorized adult must come into the office and sign the student out, if the child is leaving during the instructional day. Please be prepared to show a photo identification. Once an identity is verified, a campus representative will call for the student. If the student returns to campus the same day, the parent or authorized adult must sign the student back in through the main office upon the student's return. Documentation regarding the reason for the absence will also be required. If the student does not return to campus the same day, the student is required to bring documentation regarding the reason for the absence upon returning to the campus.

The following outlines the difference between an excused and unexcused absence from on-campus learning:

Excused absence:

1. Parent calls the school on the day of the absence and notes/documentation are sent to the attendance clerk upon returning to school. Reasons for excused absences may include: sickness, extreme family emergency, death of an immediate family member or religious reasons. Please contact the Attendance Clerk if you have questions or if the student accumulates more than three excused absences within a grading period. The number to call is 872-3960 ext. 3375.

2. Parent sends a Doctor's note with the returning student to the attendance office indicating the reason for the absence. Note must be received in the attendance office within 48 hours of the absence.
    - In the state of Texas, students must attend school 90% of the time in order to receive classroom credit. If a student has excessive absences, he or she may lose credit for the semester and possibly be retained in the same grade for the following year.

Unexcused absence: The following are reasons for an absence to be unexcused.

1. No phone call and/or no note
2. The student has exceeded the number of allowable absences per semester
3. Dr.'s note is not received within 48 hours of absence
4. Truancy

    *Note: If a student accumulates three or more **unexcused** absences in a four-week period, the Administrator in charge of Attendance may file paper work that will take the student and his/her parent to truancy court.*

Doctor appointments:

Students who have a doctor's appointment any time during the school day, will be counted present for the day if he/she comes to school before or after the appointment and there is a note from the doctor. Court appointments are handled the same way**.** If a student is out the entire day for such appointments, then the absence will be noted as a full day absence.

TRUANCY

Students may be placed in I.S.S. (in-school suspension) for truancy (ditching). A court warning will be issued and parents may be referred to the county court for possible fines. Students who are not in class for at least 90% of the time may lose credit for the semester. **This is state law.** The school's Attendance Committee will review students with excessive absences at least twice a year. The Attendance Committee may assign tutoring and/or Saturday School to make up lost seat-time if all the proper documentation was submitted to the Attendance Office.

TRANSITION TIME/TARDIES

Transition Time: Students are given **3 minutes** to move from one class to the next. PBIS interventions are applied as necessary – to include possible lunch detention. After the 5th tardy, teachers may submit a discipline referral to the assistant principal.

MAKE-UP POLICY

The make-up policy gives the student one day to complete missed assignments for each excused absence, e.g. a three-day absence would result in three days to complete the assignment. The **student** is required to ask for missed work upon returning to school and turn in missed work in a timely manner. For questions regarding specific classes/absences, please contact the classroom teacher of record.

REQUESTING HOMEWORK DURING ILLNESS

You may email the teacher in the google classroom for missing assignments/homework while out ill. You may also call the school at 872-3960 to make your request. Please understand that it may take up to **48 hours** to get the work together. Remember, if you call and request homework, please come by the school for pick up between 8:00 a.m. and 8:30 a.m. or after 4:00 to allow teachers to continue with their daily lessons uninterrupted.

TURNING IN LATE WORK WHEN NOT ABSENT

As per our Mission Statement, teachers will work to ensure that all students master academic standards. However, students may be issued a PBIS Behavior Reflection Form if an assignment is not turned in on time. If the problem persists, teachers will contact parents to inform them of the problem. Parent Conferences will be held to determine a plan of action.

HOMEWORK

Establishing a daily routine for homework has proven to be important. Please provide a quiet place for your child to complete assignments and study at home. Ensuring that your child takes the time to study and complete homework is imperative for the success of the student in academic achievement. Any missing assignments or incomplete homework will impede the educational success of your child.

We encourage our parents/guardians to keep close contact with their teachers if they have any questions on homework. Parents can also access their students' progress on homework or any other assignment via the Parent Portal through the TEAMS system. Please contact the school parent liaison or technology teacher to establish an account.

PROGRESS REPORTS

Three-week progress reports are sent to the parents twice during the nine-week grading period. Teachers are required to send progress reports home and may request parent/teacher conferences to discuss a student's progress. If a parent does not receive a progress report, they may call the school and request a copy. Parents may access their student progress at any time using the Parent Portal through TEAMS (see information above).

REPORT CARDS

Students receive computerized report cards every nine weeks from their Advisory period teacher. Students receive report cards four times per year; once each nine-weeks period as per the school calendar. Semester grades are reflected on the 2nd nine-weeks' report card and on the 4th nine-weeks' report card. If a parent does not receive a report card, they may call the school and request a copy. Parents can always access all grades through the Parent Portal.

PROMOTION POLICY

Promotion and course credit shall be based on mastery of the curriculum and attendance guidelines. Promotion to the next grade level is based on an overall average of 70 on a scale of 100 based on course-level, grade-level standards (essential knowledge and skills) for each subject areas AND on the student having been in attendance 90% of the class time for each class.

S.E.I.S.D. GRADING SCALE	**Range**	**Letter Equivalent**
	90 – 100	A
	80 – 89	B
	75 – 79	C
	70 – 74	D
	50 – 69	F

HONOR ROLL

There is an honor roll for each nine-week grading period. The student's grades at the end of each nine-week grading period determine whether or not he/she makes the list. A student must have a 90-100 for the **"A"** honor roll or an 80-100 for the **"A-B"** honor roll in each class (including electives) to make the honor roll list. Students are recognized at the end of each nine-week grading period and at the end-of-year Honors Banquet. If a student receives a conduct grade of "U" or "N" during these nine-week grading periods, the student will receive the Honor Roll recognition. However, they will not be allowed to participate in the awards ceremony.

PARENT CONFERENCES

Teachers are available to meet individually **during their planning period, or before/after school**. The time of day varies according to the teacher's conference period. Please call the front office (872-3960) to check on a teacher's conference time in advance to schedule an appointment. Parents/Guardians are not allowed to enter the school without first checking in to the front office. To ensure student safety, legal identification is required by anyone trying to gain access to our campus.

There is one fall Parent Conference Night and one spring Parent Conference Night when parents have an additional opportunity to meet teachers and discuss student progress.

PARENT COMPLAINTS/GRIEVANCES

Parents are encouraged to discuss their concerns and complaints through informal conferences with the appropriate teacher, principal or other campus administrator. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. If the informal conference(s) fails to reach the outcome requested by the parent, the parent may initiate the formal complaint/grievance process described by Local Policy FNG. The policy may be accessed via the district website or a hard copy can be provided to you upon request in the school's main office.

STAAR EXAM

Texas uses the assessment called the State of Texas Assessment of Academic Readiness. Guiding the curriculum for this assessment is the Texas Essential Knowledge and Skills (TEKS). The areas tested are reading, mathematics, social studies and science. The new emphasis in Texas, in keeping with the current national educational trend, is to stress the importance, and even necessity, of teaching students higher-order thinking skills and implementing instruction at a higher level and rigor. We want all students to master the STAAR; therefore, we spend quality time preparing and testing students. Students who do not fare well on benchmarks will be recommended for tutoring and Saturday School. Any student who does not pass the STAAR exams will be required (as per Texas Education Agency) to attend 15 or 30 hours of accelerated learning instruction per content during the upcoming school year.

NATIONAL JUNIOR HONOR SOCIETY

Students may be inducted into the National Junior Honor Society in the 8th grade. Selection is based on scholarship, citizenship, character, service, and leadership. This elite student group sponsors various important community service projects throughout the year.

STUDENT ACTIVITIES

The administration, faculty and staff organize supervised positive student activities throughout the year. These may include pep rallies, dances, and organized field days. Since we are a designated Closed Campus, we do not allow community members to attend. There is a fee

associated with dances and athletic events held after school; or those sponsored as fundraisers. Some of the activities on the campus are linked to the campus-wide PBIS program which means all students who comply with the core values (within a set time-frame) are allowed to participate. Students who experience issues with PBIS will not be allowed to participate in said activities. All dates are announced in advance so that students can notify parents. Concessions may be available at these events at a reasonable cost. Students who serve ISS or DAEP as a consequence lose privileges and may not participate in any of these events.

CLUBS AND ORGANIZATIONS

Student Council	Band	G-FORCE (Girls Club)
National Junior Honor Society	AVID	Cheerleading
Spanish Club	Library	Yearbook Staff

Athletics: Football, Volleyball, Cross Country, Basketball, Wrestling, Track, Baseball, Softball, Soccer, Tennis

BEFORE AND AFTER SCHOOL

Students are encouraged to go to the cafeteria for lunch daily. Breakfast is provided in the classroom during 2nd period. On inclement weather days, students may enter the cafeteria or gym for shelter. Students are not allowed in the hallways without passes before the morning bell. Students without legitimate business after school are required to leave the campus by 5:00 p.m. Students are not to be in the building after school hours unless under the supervision of school personnel. Once student's leave campus, students are not allowed to return to the premises as a safety precaution for all.

LOCKERS

For safety reasons, lockers **will not** be provided.

TEXTBOOKS/Chromebooks

All student textbooks and Chromebooks are provided free of charge. However, if a student loses or damages a book/device, he/she will have to pay for it to be replaced. If a lost book is found, the student is to bring the receipt to the front office for reimbursement. If a book or device (or charger) is damaged or broken, fines will be assessed according to the damage. **Students are required by state law to keep their textbooksand chromebooks covered at all times.** Students are responsible for all textbooks and chromebooks issued to them. Students are not allowed to lend textbooks to other students. We encourage parents to talk to their child about being responsible for their books as they are very expensive to replace. Teachers will conduct book checks every nine weeks for damages and fines will be assessed if necessary. Writing in or on books/devices is prohibited.

PBIS and EAGLE BEHAVIOR

At Garcia-Enriquez Middle School, all students are expected to follow the campus three Core Values at all times: Be Respectful, Be Responsible and Be Safe. A copy of the PBIS matrix is available online and on the campus.

ITEMS CARRIED BY STUDENTS

All electronic devices including cellular phones, cameras, earpods/headphones, hand-held electronic games or any other electronic devices are not allowed to be used on campus. It is highly recommended that such items not come on campus. Students must turn OFF all electronic devices upon entering the campus and the device is to be secured on their person or in his/her backpack. If the device becomes visible at any time, it will be confiscated and will only be released to the parents or guardians at the end of the school day. **There will be a $20.00 fee** for confiscation beginning with the **first offense**. If any of these prohibited items are **damaged, lost, or stolen** at school, the school will not be held responsible and administration **will not** investigate.

Cell phones confiscated will be placed in the front office vault and held for parent/guardian pick up before and afterschool with the campus secretary. Cell phones will be held for only 30 days after which the school will appropriately discard all unclaimed electronic devices. **Any other items confiscated will not be returned & will be appropriately discarded.**
Prohibited items include:

* Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device
* A razor, box cutter, chain or any other object that may be used in a way that threatens or inflicts bodily injury to another person
* Real or 'look-alike' weapons Ito include toy water guns)
* Ammunition, stun guns, mace or pepper spray,
* Pornographic material or any drug paraphernalia
* Tobacco/Nicotine products or e-cigarettes (any type of vape) are prohibited on school grounds.
* Illegal eatables (i.e. laced with illegal substances, such as marijuana, thc, etc.)
* Matches or Lighters or any other incendiary device
* Laser Pointers (unless approved for educational purposes by an administrator and a teacher)
* Easter eggs and any food items/drinks for sale by the student during the school day.

Electronic devices, water guns, darts, dice, pocket knives of any size, video games, magazines, skateboards, roller blades, lasers, easter eggs and other items having no relationship to school should not be carried by the students. Any item, which is deemed inappropriate or is creating a disturbance, will be confiscated by the teacher and turned in to the office. Confiscated items may lead to the student being given discipline consequences such as placement in ISS, OSS or DAEP (In-school suspension, out of school suspension or the District Alternative Education Program). Please call the school if you have any questions.

Important:

Any student caught on campus with a knife (no matter the size), gun, or other illegal weapon, including replica/plastic toy weapons, will be referred to the local law enforcement agency. The student will be recommended for placement into the District Alternative Education Program (DAEP.) This applies to all students. It is against our Core Values (Respect, Responsibility, and Safety) and it is the law of the state of Texas.

Additionally, any student that takes a video or records any fighting or any illegal activity will be immediately referred to the El Paso County Sherriff's Office. Local courts will support

the district in ensuring that Disorderly Conduct is not promoted/instigated through video recording.

Say *NO* to Bullying

GEMS and the San Elizario ISD prohibit bullying as defined by district local policy FFI. Bullying occurs when a student or group of students engages in written or verbal aggression, derogatory or negative expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district operated vehicle, in which the behavior:

- Results in harm to the student or student's property;
- Places a student in reasonable fear of physical harm or of damage to the student's property; or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parents notify a teacher; school counselor; assistant principal; principal, or another district employee as soon as possible to obtain assistance and interventions. The administration will investigate any allegations of bullying or other related misconduct.

Retaliation against anyone involved in the complaint process is prohibited and a violation of District policy. Any student who is found to be bullying other students at the conclusion of an investigation will be subject to immediate disciplinary action to include placement in ISS (in school suspension), out of school suspension, and/or District Alternative Education Program. Students who file false Bullying reports will also be subject to disciplinary action. Any form of Cyberbullying (i.e. Facebook, Instagram, text messages) that disrupts classroom instruction is also strictly prohibited.

OFFENSES THAT WILL RESULT IN PLACEMENT TO THE DISTRICT ALTERNATIVE EDUCATION PROGRAM (DAEP)

- Possession of a weapon, regardless of intent
- Possession of a controlled substance (all medicine must be administered by the nurse)
- Possession of any illegal drug or any drug paraphernalia
- Continuous violation of the student code of conduct
- Organized criminal/gang activity to (to include Crews or Fight Clubs)
- Criminal vandalism towards school property, teacher property, or student property
- Sexual harassment
- Possession of a vape with THC (will lead to consultation with Sherriff Department and consideration to include expulsion.)

DESTRUCTION OF SCHOOL PROPERTY

Students will be responsible and strictly accountable for any damage done to desks, lockers, furniture, chromebooks, books, or any part of the building. Graffiti is considered destruction of school property. Damages done may result in the student/parent making restitution. Acts of vandalism by any student are punishable by law and will involve additional disciplinary action from the school including possible placement in DAEP.

SUSPENSION FROM SCHOOL

A student may be suspended from school at the discretion of an administrator for severe or continual misbehavior. During the assigned suspension, the student is excluded from participating or attending any school functions or from being on or around SEISD property.

TRANSPORTATION SERVICES

Bus transportation will be provided for children who live more than two miles away from school. Questions regarding qualification of bus transportation services are to be directed to the Transportation department at 872-3982.

Bus Behavior: Students using district transportation should realize that they are under the jurisdiction of the school while at the bus stop and from the time they board the bus until they are released at school. The safety of all students is our primary concern. Persistent infractions of the rules pose a serious threat to the safe operation of the buses and will be dealt with according to the campus Positive Behavior Interventions and Support system.

Offenses and consequences are very similar to those within the school building, with the exception of things like off-the-bus suspension if the student repeats the offense. Students are to ride only the bus to which they have been assigned. Bus drivers warn students on minor infractions before they are referred to an assistant principal. Serious infractions are referred immediately.

UIL ELIGIBILITY

All U.I.L. sponsored teams and organizations will comply with the U.I.L. constitution and rules.

- A student must be promoted to be eligible at the beginning of the year for any U.I.L. contests.
- Beginning with the second grading period, students must have earned a minimum grade of 70 in all subjects preceding the nine weeks to be eligible.
- Students may remain on the team and practice while being ineligible to compete. He/she may not be with the team nor ride the bus during any contests.
- At the end of the third week, grades will be checked and ineligible students passing all of their courses will become eligible to compete.
- The athletic director will provide dates and guidelines on losing and regaining eligibility.
- Students may also be ineligible if they are over age for a specific grade or if they have been retained in the current grade.

TRANSITION CEREMONY

All students in the 8th grade can participate in the campus transition ceremony if they are not assigned to In-School Suspension or enrolled in the District Alternative Education Program (DAEP) at the end of the year. **Participation in the ceremony DOES NOT guarantee that the student will be promoted or placed in the 9th grade.** Promotion or placement in the 9th grade will be based on state and local guidelines including STAAR results, attendance records and final report card grades. Students who have not met state and local guidelines may still participate. Dress code for all students participating in the transition ceremony must meet all district and campus guidelines. Students who arrive to the ceremony dressed inappropriately will not be allowed to participate.

CLOSED CAMPUS

Closed campus means that students must remain on campus from their arrival until their school day is completed. Students are not allowed to leave campus and return without prior administrative approval. Proper sign-out procedures are conducted through the front office.

SAFETY

Student safety is a high priority of the district while on campus, at school-related events, and on district vehicles. Although the district has implemented safety procedures, the cooperation of students is essential to ensuring school safety. A student is expected to:

- Avoid conduct that is likely to put the student or others at risk.
- Follow the guidelines in this handbook and the Student Code of Conduct, as well as any additional rules for safety set by the principal, PBIS committee, teachers or bus drivers.
- Remain alert to and promptly report to a teacher or the principal any safety hazards, such as intruders on campus or threats made by any person toward a student or staff member.
- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other district employees who are overseeing the welfare of students.
- A lanyard and the student's school issued identification badge is to be worn at all times (the first one is issued at no charge…if lost, a replacement will cost $5.00)

FIRE DRILL/LOCKDOWN PROCEDURE

Teachers will instruct their classes at the beginning of the school year on the proper procedure to follow during a fire drill/lockdown. A map of the school along with procedures will be discussed and reviewed by each teacher in every class to ensure that each student is aware of how and where to exit the building from each classroom. These procedures will be reviewed periodically throughout the year. Teachers will remain with their students when exiting and returning to the building during a fire drill.

INCLEMENT WEATHER DAYS

Due to weather and other emergency circumstances, it may become necessary to cancel classes, delay the start of school, or release students early on certain days. Please tune to your local television news or radio stations and check the San Elizario ISD website at www.seisd.net for announcements. In addition, the district will utilize the parent notification system that will call and e-mail families to provide urgent information. It is important that you have your current phone number and e-mail on file to ensure that you receive these important notifications. Please contact the registrar's office to request changes to your contact information at extension 3311.

VISITORS

All visitors to the campus **must have a driver's license** or other approved form of identification. All visitors **must sign in at the main office** and pick up a **Visitor's Pass**. Student visitors will not be allowed in the classroom during the regularly scheduled instructional day. People without legitimate business or those who do not check in at the main office will be escorted out and proper authorities will be called.

TELEPHONE

The office and classroom telephones are available to students with an emergency during the school day. A guest phone is provided for after-school use only in the front office. Please make arrangements for your children to be picked up after school in advance, please do not rely on the school phone for daily pickups. Students must have permission to use the phone.

SPECIAL NEEDS/504 students
Students with Learning Difficulties or Special Education/Section 504 Services

For students who have difficulty in the regular classroom, all school districts must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on and meet the needs of all struggling students.

If a student is experiencing learning difficulties, a parent/guardian may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral to RtI, a special education evaluation or a Section 504 evaluation to determine if the student needs specific accommodations and/or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district, the district must respond no later than 15 school days after receiving the request. At that time, the district must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district to respond within the 15-school-day timeline.

If the district decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies.

Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Rocio Sierra Duarte

Phone Number: (915) 872-3926

Section 504 Referrals:

Each school district must have standards and procedures in place for the evaluation and placement of students in the district's Section 504 program. Districts must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Asst. Principal – Alexander Corona

Phone Number: (915) 872-3960

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- Legal Framework for the Child-Centered Special Education Process
- Partners Resource Network
- Special Education Information Center
- Texas Project First

Dress Code 2024-2025

Uniforms are required

- Student ID badges must be work at all times

Shirt

- Must be a short or long sleeve polo shirt with a collar.
- The only insignia allowed are San Elizario logos.
- Polo shirts must be white, yellow-gold, or blue in color only.
- Polo shirts must fit appropriately (not be oversized) and must be tucked in at all times.
- Undershirts must be a solid color and may not be worn as an outer-garment.
- Shoulders, abdomen and back must be covered at all times. Spaghetti straps, halter tops or tank tops are not allowed.

Pants

- Pants must be khaki, Docker-style twill, chino fabric, jogger style khaki or jeans.
- No torn jeans are allowed.
- Pants must not be torn, oversized or skin tight. Pants must fit and be worn at the waist (not to exceed two inches larger than the student's actual waist size).
- Pants shall not have tears (may not show skin or expose any undergarments.)
- No cargo pants (pockets along the leg) or bell bottoms.
- Pants must be khaki, navy blue or jeans in color.
- Baggy or saggy pants will not be permitted. (Must not be lower than the heel of the shoe.)
- Pajamas are not allowed.
- Pants that are torn are not allowed.
- Cut-off or un-hemmed pants are unacceptable.
- Solid colored belts may be worn with the school pants and cannot have initial buckles. The belt should be of one solid color – neither the belt or buckle should have spikes/studs and the buckle must be smaller than a school ID badge.

Shorts, skorts, skirts

- Shorts, skorts, skirts must be khaki style or Docker style.
- Must be khaki or navy blue in color.
- May not be more than three inches above the knee or excessively tight.

Coats

- Coats, zip up sweaters, or jackets no longer than hip length may be worn over the uniform shirt during the colder months – time period will be announced by administration. They cannot be oversized and hoods may not be worn in the building.
- No hoodies are allowed. (Exception are hoodies with the school logo).
- Must not have insignias or writing except for San Elizario logos.
- Trench coats, flannel shirts and jackets are not allowed.

Shoes

- Students are encouraged to wear athletic or casual footwear. No bare feet.
- Steel toe shoes, flip flops, crocs, or house shoes (slippers) are not allowed.
- Shoes that leave scuff marks are strongly discouraged.

Miscellaneous

- Piercings are only allowed in a student's ears and nose (i.e. facial, tongue or any other piercings with loops are not permitted).
- Link chains are not permitted.
- Excessive jewelry or make-up will not be allowed; nor will black or brown lipstick or black nail polish. Jewelry that reflects gangs, gothic, or paramilitary is not allowed. No jewelry with spikes.
- No unusual haircuts/styles are allowed (Mohawks, shavings, excessive spiked hair, etc.) No shaved designs or lines allowed in hair or eyebrows.
- Bandanas may not be worn or displayed in any way.
- Chains may not be used as belts or to secure wallets.
- Hats/caps/hoods/beanies may not be worn in the school building. Head pieces are not allowed in the halls/classrooms (e.g. helmets.)
- Any other apparel which an administrator determines to be inappropriate or identified as gang related, will not be permitted. Any other apparel not listed here are subject to administrator discretion.

Note: Writing will not be allowed on backpacks. Only proper names…NO words, pictures, stickers, or symbols will be allowed on backpacks.

The District prohibits pictures, emblems, or writings on clothing that:

1. Are lewd, offensive, vulgar or obscene
2. Advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited by District policy
3. Are evidence of membership or affiliation with any gang, crew, or fight club.

Parental assistance in enforcing this policy will provide a better learning environment and curtail discipline problems within the campus. All parents should ensure that their child adheres to the campus dress code, as it is enforced at all times. Students in violation of the dress and grooming code will be expected to change to appropriate attire when violations are brought to their attention. Students will not be allowed to leave campus for the purpose of changing clothes. Parents will be called to bring attire if students are dressed inappropriately.

Remember EAGLES:
"BE RESPECTFUL, BE RESPONSIBLE AND BE SAFE!"
Have a wonderful school year
at the World's Greatest Middle School!!!