

Alfonso Borrego Sr. Elementary



Student Handbook

2024-2025

Mission Statement

The faculty and staff at Alfonso Borrego Sr. Elementary are committed to establishing a professional learning community of caring individuals that will develop lifelong learners who are confident, competent, contributing members of society.

Vision Statement

We, the faculty and staff at Alfonso Borrego Sr. Elementary, are committed to excellence. We strive to create a secure and positive learning environment in which students are encouraged to develop intellectually, physically, socially, and emotionally.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools 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 the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent 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 for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, 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 or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a 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 charter school 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 and charter schools 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 or charter school to respond within the 15-school-day timeline.

If the district or charter school 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 or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school 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:

Martha Santana Garcia, Principal	915-872-3910
Lorena Robles, Assistant Principal	915-872-3910
Sandra Verdier, Counselor	915-872-3910

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools 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(s) to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services are:

Contact Person: Martha Santana-Garcia, Lorena Robles and/or Sandra Verdier

Phone Number: 915-872-3910

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](#)

Alfonso Borrego Sr. Elementary

ATTENDANCE

Daily attendance is a priority, as it is one of the most important contributing factors to student success. When students are absent, they miss out on instruction and learning. **If your child is going to be absent, please call in advance or the morning of the absence to 915-872-3910 or email the school at borrego@seisd.net** with a valid excuse (sickness, extreme family emergency, death of an immediate family member).

Compulsory Attendance Law

Under TEC §25.085, compulsory attendance applies to students who are at least six years old as of September 1 of the applicable school year. The law requires a student to attend public school until the student's 19th birthday, unless the student is exempt under TEC §25.086. This also applies to students below the age for compulsory attendance during any period that the student is voluntarily enrolled in pre-k or kindergarten.

TEA Attendance Policy: 90% Rule: A student in any grade level from kindergarten through 12th grade shall not be given credit or a final grade for a class unless the student is in attendance 90% of the days the class is offered, regardless of whether the student's absences are excused or unexcused. If the student does not meet this requirement, the administrator in charge of attendance will request a conference with parents to discuss options for credit recovery.

Documents / Written Absence Notes:

- All absences require a documented note from a doctor, a court, a funeral home, or a parent-written note to be considered excused.
- All absences of three (3) consecutive days or more due to illness or hospitalization must be certified by a doctor's note.
- ***Only five (5) written notes from parents will be allowed for the school year.***
- All notes must be submitted within TWO days of the absence.
- The parent/guardian/student is responsible for turning in the notes to the attendance office immediately upon the student's return to school.
- The note must include the student's full name, I.D. number, date(s) of absences, the reason for absence, parent signature, and a contact phone number where the parent can be reached for verification. Receipts, appointment cards, and or prescriptions will NOT be accepted.
- Undocumented (unexcused) absences count when a decision is being made to file for court due to noncompliance (ten or more unexcused absences) of Texas State Law.
- As students begin to accumulate unexcused absences, the following will occur:
 - Three unexcused absences: Warning letter
 - Five unexcused absences: 45-day contract
 - Seven unexcused absences: Follow-up meeting with parents and counselor
 - Ten unexcused absences: Court documentation will be filed

Retention or Placement Due to Absences

The Texas Education Code 25.0092 requires all students to be in attendance 90% of the time each semester in order to receive credit.

- Any student who is absent (excused or unexcused) more than 10% of the class days will automatically be retained or placed for the upcoming school year. A student who has been retained or placed MIGHT be able to make-up the time missed and regain the credit that was denied by completing an administrator plan.

The Following outlines the difference between an excused and unexcused absence:
Excused absence:

1. Parent calls the day of the absence with a valid excuse (sickness, extreme family emergency, death of an immediate family member). The number to call is 872-3930.
2. Parent sends a note with the returning student to the attendance office indicating a valid reason. Note must be received in the attendance office within 48 hours of absence.

In the state of Texas, students must attend school 90% of the time in order to receive classroom credit. If a student misses too much school, he or she may be retained in the same grade for the following year. A student who misses nine or more days per semester risk being retained. (Education Code § 25.092)

Excused vs. Unexcused Absence

The following outlines the difference between an excused and unexcused absence:

Excused absence:

1. Parent calls the day of the absence with a valid excuse (sickness, extreme family emergency, death of an immediate family member). The number to call is 872-3910.
2. Parent sends a note with the returning student to the attendance office indicating a valid reason. Note must be received in the attendance office within 48 hours of absence.

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

1. No phone call or no note
2. Out of town to visit family
3. Note is not received within 48 hours of absence

Doctor appointment:

A student who has a doctor's appointment any time during the school day will be counted as present for the day if he/she comes to school before or after the appointment and there is a note from a doctor. **If there is no note, the student's absence will be unexcused.**

BEFORE AND AFTER SCHOOL

Due to safety concerns, students cannot be dropped off before 7:00 a.m. each morning. Once at school, they must enter thru the front of the school. Breakfast will be served at 7:10 a.m. Students will eat breakfast in their classrooms.

Students without legitimate business after school are required to leave the campus by 4:20 p.m. Students are not to be in the building after school hours unless under the supervision of school personnel.

TARDIES

School starts at 7:20 a.m. If a student comes after 7:35 a.m., he/she will be counted as tardy. A student is tardy if he/she is not inside the classroom, or at the assigned area for the class, at the designated class time unless he/she has an authorized excuse.

Unexcused tardies are handled in the following manner:

- If students are tardy, parents will have to come into the office and sign the child in.
- Teachers handle the first three tardies with their classroom management plan.
- Excessive tardies will count against a student's perfect attendance.
- On the 5th tardy and every tardy thereafter, the student will be sent to an administrator. The student will receive one monitored lunch detention and parent(s) will be notified.
- Students with more than 5 tardies, may not be allowed to participate in PBIS incentives during the incentive period.

NURSE SERVICES

All students in third and fifth grade will receive hearing and vision screenings. New students will also receive hearing and vision screenings. All other students may be screened upon request.

All prescribed medications must be stored in the nurse's office and can only be administered by the nurse. Students may not carry any type of medication, such as Tylenol, aspirin, cough drops, etc.

If your child has a specific medical condition, please ensure that the nurse and teachers are aware of it. We recommend that you talk to the nurse personally. The nurse will relay the information to the principal and appropriate teachers/personnel.

CLOSED CAMPUS

Alfonso Borrego Sr. Elementary is a 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.

BEHAVIOR

Positive Behavioral Interventions and Supports (PBIS)

At Alfonso Borrego Sr. Elementary, students will always follow the PBIS Core Values: **Be Respectful, Be Responsible, and Be Safe**. This expectation holds in and out of class to include school functions (whether on campus or away). PBIS incentives will be held for all students who follow their Core Values. The district student code of conduct gives a detailed list of consequences for not following school, district and state rules. The student code of conduct can be found in the district and school website.

Bullying

Bullying, of any kind, will not be tolerated. The act of bullying will be carefully investigated and consequences will be issued accordingly.

Texas Education Code (TEC) §37.0832 identifies bullying as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct and that

- has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property;
- is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student;
- materially and substantially disrupts the educational process or the orderly operation of a classroom or school, or infringes on the rights of the victim at school.

Cyberbullying

Cyberbullying will not be tolerated and will be dealt with accordingly. As per the Texas Education Agency (TEA), cyberbullying is bullying that involves the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

Cell Phones

Student cell phones must be turned off and stored in the student's backpack upon arrival on school grounds. If the cell phone is confiscated during the school day, **parents will be required to pay a \$10 fee in order to pick up the cell phone.**

DESTRUCTION OF SCHOOL PROPERTY

Students will be responsible and strictly accountable for any damage done to desks, furniture, books, or any part of the building. Graffiti is considered the destruction of school property. Any marks on desks, restrooms, books, or the building will result in disciplinary action. Damages done will 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. Please refer to the district student code of conduct.

DISCIPLINARY ACTION

Disciplinary Action is designed to improve student conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action is based on the professional judgment of teachers and administrators and on a range of discipline management techniques. Consequences are aligned to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and policy. Because of these factors, consequences for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

DRESS CODE

UNIFORMS ARE REQUIRED

The Dress Code is subject to change with upcoming trends/fashions.

TOPS

- Tops must be a short or long sleeve polo shirt with a collar.
- Polo shirts must be white, yellow-gold, or navy blue in color only.
- Polo shirts must fit properly.
- Polo shirts may not be oversized, and they must always be tucked in.
- 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 and tank tops are not allowed

BOTTOMS

- Uniform bottoms include pants, shorts, skirts, skorts and should be khaki or navy blue in color.
- Pants must be Docker-style, chino fabric, and/or jogger-style.
- Shorts, skorts, and skirts may not be more than three inches above the knee.
- Students are allowed to wear blue jeans.
- The following are **not allowed** as part of the school uniform:
 - torn jeans
 - oversized pants
 - excessively tight pants
 - cargo pants (pockets along the leg)
 - saggy pants
 - pajamas
 - cut-offs

HAIR

- Hair should not cover the eyes.
- Unnatural hair colors (e.g., any shade of pink, blue, purple, green, etc.) are not allowed.
- Hairstyles such as mohawks, spiked hair, and extreme shaved designs are not allowed.
- Hairstyles should not be a distraction during instruction.

- No shaved lines or shaved patterns on eyebrows are allowed.

SHOES

- For safety reasons, students are encouraged to wear athletic footwear.
- Steel-toe shoes, flip flops, Crocs, shoes with wheels or heels, house shoes (slippers) are not allowed.

MAKE-UP

- Makeup is ***not allowed*** for students. This includes acrylic nails.

BACKPACKS

- For safety reasons, a clear backpack is highly recommended, but ***not mandatory***.

MISCELLANEOUS

- Piercings are only allowed in a student's ears. No facial, tongue or any other piercings are permitted.
- Excessive jewelry (e.g., earring longer than 2 inches) that distracts from learning will not be allowed.
- Jewelry such as spikes, needles, safety pins, or gauges is not permitted.
- Students are not permitted to wear anything that reflects gangs, goth, drugs, profanity, etc.
- 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.

FREE DRESS

- There are times during the school year when students are allowed a **"free dress"** day such as on Friday for perfect weekly attendance, parent participation in school events, picture day, etc. On these days, students must adhere to the non-standard school attire code.

OTHER

- The following is not allowed:
 - Electronic devices (Alfonso Borrego Sr. Elementary will not be responsible for these items).
 - Write on hands, arms or other parts of the body.
 - Any clothing or item that administration deems distracting and disrupts the learning process (or is inappropriate).
- Contact lenses must be prescribed by a doctor.

HB 4545

House Bill 4545 passes a new statute that was effective, as of June 16, 2021. In an update, Governor Abbott has signed HB 1416, which makes modifications to HB 4545. These changes impact the terms of the accelerated instruction requirements for students who fail one or

more 2023 STAAR tests. These changes are effective immediately. Below represents what is known as of now.

1. The requirement removes the need for an Accelerated Learning Committee (ALC). These were meetings held for the incoming 4th graders, incoming 6th graders, and incoming 9th graders based on their 2023 STAAR 3rd-grade, 5th-grade, and 8th-grade STAAR and/or math scores. ALC meetings are no longer required.
 - a. Parents will be notified if their children did not perform satisfactorily. This will be done via parent/teacher conferences or other documented methods.
 - b. Accelerated instruction is not required for retained students or for STAAR Alternate students.
2. Accelerated instruction is no longer required for more than 2 subject areas for the same student. If a student has failed more than 2 STAAR, as might occur with 5th-grade tests, we must prioritize reading and math. As an example, if a 5th-grade student failed math, reading, and science—tutoring will only have to be done in math and reading.
3. The accepted ratio for student: tutors has been changed from 3:1 to 4:1. Parents will have to sign a waiver allowing the 4:1 ratio. Waivers will be sent home with the students for parents to sign and return.
4. We will continue providing 30 hours per failed area. HB 1416 is allowing 15 hours for higher scores and 30 hours for lower scores, but due to TEA not giving cut points yet, we will need to keep to 30 until otherwise notified.
5. If a student fails the same STAAR test 2 years in a row, an Alternate Education Plan (AEP) must be developed for that student. For EOCs, this would be two years in a row for the same subject, failing English I in 2022 and failing English II in 2023.
 - a. If an AEP is created, the parents must be notified (documented) in fall 2023.
 - b. Cases with an AEP must have 30 hours of accelerated instruction.

EMERGENCY CLOSING OF THE SCHOOL

Late opening, early closing, or cancellation of school due to inclement weather or other emergency conditions will be announced over the local radio and TV stations.

In the event of a late opening, breakfast will not be served to students. Lunch will be served at the scheduled time.

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.

GUIDANCE AND COUNSELING

Guidance and counseling services are offered at Borrego Elementary in a variety of areas including academics, career guiding lessons exploration, parent relationships, peer relationships, prevention and crisis counseling, teacher-student relationships, study skills, and group testing. Our guidance counselor is always available to help students with their concerns. The goal is to enhance the coping skills of young people and to teach them to use those skills in their daily lives. If you would like to request counseling services for your child, you may contact the Counselor, Sandra Verdier, at 872-3910 to schedule an appointment.

HOMEWORK

- Homework policy will be developed by each grade level.

HONOR ROLL

Students are recognized each nine weeks and at the end of the year. A student must make a 90-100 for the “**A**” honor roll or an 80-89 for the “**B**” honor roll in each class (including electives). Students must also have a “Satisfactory” or “Excellent” rating in conduct.

PARENT CONFERENCES

Teachers are available to meet individually during their planning period which is 60 minutes each day or as a team after school. The time of day varies according to the teacher’s conference period. Conference periods are during the times when students are in P.E. (see Bell Schedule for P.E. times). Parents are encouraged to call the office to check on a teacher’s conference time and to schedule an appointment since teachers may be attending a training or meeting during their conference time and may not be available to meet.

PROGRESS REPORTS

Three-week progress reports are sent to the parents twice, every nine weeks. 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.

PROMOTION POLICY

A student shall be promoted from one grade to the next based on academic achievement. The students must have an overall average of 70 or above in Reading, Language Arts and Math. A student cannot be promoted if he/she does not meet these guidelines.

REPORT CARDS

Students receive report cards four times per year, one time each nine weeks period, as per the school calendar. If a parent does not receive a report card, they may call the school and request a copy.

SAN ELIZARIO I.S.D. GRADING SCALE

<u>Range</u>	<u>Letter Equivalent</u>
90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
69 and below	F

REQUESTING HOMEWORK DURING ILLNESS

If your child is going to be out of school for three days or more, you may call the school at 872-3930 to request homework or classwork. Please pick it up between 8:00 a.m. and 4:10 p.m. on the day indicated it will be available.

STUDENT ITEMS

Students are not allowed to bring items that are not for educational purposes to school. Such items include, but are not limited to electronic devices, hand-held electronic games, toys, or fidget spinners. Disciplinary action will be issued for students who continue to bring the items to school. If any of these prohibited items are **lost or stolen** at school, the administration **will not** investigate since the items were not allowed in the first place.

TEXTBOOKS

All student textbooks are provided free of charge. However, if a student loses or damages a book, 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 is damaged, fines will be assessed according to the damage. Students are responsible for all textbooks issued to them. Students are not allowed to lend textbooks to other students. We encourage parents to talk to their children about being responsible for their books as they are very expensive to replace. Teachers will conduct book checks as necessary. Writing in or on books is prohibited, especially gang-related writing.

TECHNOLOGY (CHROMEBOOKS)

All students will be issued a Chromebook and a charger which will be used for instructional purposes only. Students are responsible for the Chromebook and charger. A fee will be assessed if Chromebook and charger are damaged or lost.

- * Missing/Replacement Accessories (charger, headsets, etc.) — up to \$15
- * Accidental damage beyond normal usage (repair fee) — up to \$60
- * Lost/Stolen Asset Fee (Police Report Required) - \$100
- * Intentional misuse damage (repair fee) - \$125

TRANSPORTATION

Bus transportation will be provided for children who live more than two miles away from school. 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 district disciplinary guidelines. Parents are encouraged to read these and review proper bus behavior with their children.

VISITORS

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 class time. 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.

ACKNOWLEDGEMENT

I acknowledge that I am aware that I can access an electronic copy of the Alfonso Borrego Sr. Elementary Student Handbook for the 2024-2025 school year through our school website and on ClassDojo. I also understand that I may request a hard copy of this document. Failure to sign this contract does not take away the responsibility of the student to abide by the Student Handbook or Student Code of Conduct. I further understand that my child is accountable for complying with the dress code and failure to comply will result in disciplinary action.

Print name of student: _____

Signature of student: _____

Print name of Parent/Guardian: _____

Signature of Parent/Guardian: _____

Date: _____

Grade Level: _____