

Santa Rosa ISD ACE Program Parent/Student Handbook 2025-26



Welcome to Santa Rosa ISD ACE Program 2025-2026

Mission Statement

At the Santa Rosa ACE Program, our mission is to empower students through enriching, high-quality afterschool experiences that support academic achievement, family engagement, and personal growth. We are committed to providing a safe, supportive environment where students develop socially, emotionally, and intellectually, preparing them for success in college, career, and life.

Vision Statement

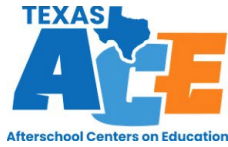
Our vision is to be a leading afterschool program that inspires lifelong learning and nurtures well-rounded individuals who confidently contribute to their communities and thrive in an ever-changing world.

Dear ACE Parents,

Welcome to another exciting year with the Santa Rosa Texas ACE Program! I'm thrilled to kick off this new year alongside you and your amazing children. As we continue building on our strong foundation, our goal remains the same creating a fun, safe, and enriching learning environment where every student can grow and thrive.

We know that success comes when we work together, and that's why we're committed to building strong partnerships between parents and ACE staff. Your involvement and support are key to making this year a memorable one. Let's make it our best year yet—together as Warriors!

- Sandra Leal – ACE Program Director



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Program Information

At a minimum, programs must operate 180 days across all terms, including:

- School Year (fall and spring terms) - A minimum of 155 days for at least two hours per day and from school dismissal until 6:00pm, Monday-Friday.
- Summer term - A minimum of 25 days for at least six hours per day, and at least four days per week.
- Districts operating on a four-day-per-week calendar must provide the Texas ACE program five days per week.

Days of Operation

The Santa Rosa ACE Program operates Monday through Friday on regular school days, following the Santa Rosa ISD calendar. The program is closed on school holidays and early release days unless otherwise specified.

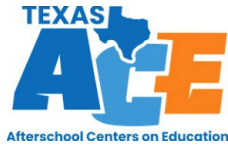
Campuses Served:

- **Elma E. Barrera Elementary** (Grades K–5)
- **Jo Nelson Middle School** (Grades 6–8)
- **Santa Rosa High School** (Grades 9–12)

Sessions Offered

- Fall Semester – August 25, 2025 – December 18, 2025
- Spring Semester – January 12, 2026 – May 22, 2026
- Summer Camp – June 1, 2026 - July 3, 2026

* Dates are subject to change due to district closures, inclement weather, or at the discretion of the superintendent.



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Eligibility & Enrollment

To participate in the ACE program, students must:

- Be enrolled in a participating Santa Rosa ISD
- Submit a **completed registration form** (paper or online)
- Attend a **parent orientation**
- Accept **Remind communication system invitations**
- Submit a **signed behavior contract**
- Be identified as:
 - **Academically at-risk**
 - **At-risk in attendance**
 - **Or recommended by a teacher**

Program Overview

Targeted Academic Assistance

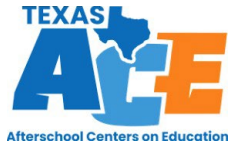
Students will receive targeted assistance in reading and math using high-quality instructional materials (HQIM) aligned with the school-day curriculum. Support may include tutorials or high-impact tutoring (HIT).

Student Lead Enrichment

Based on student interest surveys, ACE offers enrichment activities that foster both academic and personal growth, including STEM, art, sports, leadership, and more.

College and Career / Military Ready

ACE prepares students for future success through:



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- Real-world learning opportunities
- 21st-century skills development (communication, collaboration, critical thinking)
- Career talks, college visits, and job readiness events

Family Engagement

Parent and guardian involvement activities, along with educational workshops, are a critical component of the Santa Rosa ACE Program. Classes and activities will be offered based on parent/guardian interest surveys and feedback to ensure they align with family needs and perspectives. Parents and guardians of students enrolled in ACE are encouraged to attend at least two activities during the Fall semester and two during the Spring semester.

Attendance/ Early/Late Pick-up Policy

Students are expected to attend the program on all school days. **Students must stay until 6:00 p.m. to meet grant requirements.**

Please contact your Site Coordinator directly if you are going to be Early or Late

- 1st time: Warning with documentation Early/Late Pick-Up
- 2nd time: Warning with documentation Early/ Late Pick-Up
- 3rd time: Parent/Guardian conference Early/ Late Pick-Up
- 4th time: Dismissal from the program for the semester

Cell Phone/Electronics

The Santa Rosa ISD ACE Program Cell Phone/Electronics Policy is extended through the after-school hours located in our student handbook. Please link below.

<https://www.srtx.org/fs/resource-manager/view/214969a7-adda-4abc-9b6c-4b69d49d0a6a>.

“Acceptable Use of District Technology Resources District-owned technology resources may be issued to individual students for instructional purposes. Use of the district’s network systems and equipment is restricted to approved purposes only. Students and parents will be asked to sign a user agreement (separate from this handbook) regarding the use of these district resources.



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Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. Unacceptable and Inappropriate Use of Technology Resources Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether on district-owned or personally owned equipment, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content—commonly referred to as “sexting”—will be disciplined in accordance with the Student Code of Conduct, may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. This type of behavior may constitute bullying or harassment, as well as impede future endeavors of a student. We encourage parents to review with their child the "Before You Text" Sexting Prevention Course (<https://txssc.txstate.edu/tools/courses/before-you-text/>), a state developed program that addresses the consequences of sexting. Any student who engages in conduct that results in a breach of the district's computer security will be disciplined in accordance with the Student Code of Conduct. In some cases, the consequence may be expulsion”.

Communication

Ongoing communication about your child's progress in the program is important. The Site Coordinator will provide periodic updates, and parents are welcome to request a meeting at any time to discuss progress, ask questions, or address concerns.

Student Behavior Expectations

ACE Program participants are expected to comply with all rules and guidelines. If a child misbehaves, the behavior will be addressed assertively, immediately, and consistently through the cooperative efforts of the child, parent, and staff. When determining a response for a specific breach of discipline, program staff will consider the nature of the act, the child's previous disciplinary history, his or her age, any mitigating circumstances, and the effect of his or her actions on the welfare of the other program participants. A student may be dismissed from the



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program for causing harm to others, using profanity, refusing to work, or not following staff directions

Please note students assigned to in-school suspension (ISS) or DEAP are not allowed to attend the Santa Rosa ACE program until the student attends regular school day class.

Each campus may have its own Behavior Plan according to age and grade levels, but all discipline matters will be discussed by site coordinator, campus principle and program director

Major conduct violations

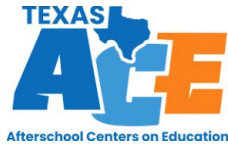
Examples of extreme behavior include, but are not limited to:

- Any physical attacks by one child on another child or a staff member
- Any profanity used toward another child or a staff member
- Exposing oneself or exhibiting inappropriate sexual behaviors to other children or staff members
- Any threats made by a child to another child or a staff member
- Failure by the child to respect another child or a staff member
- Destruction of school or ACE Program property

At the time of the incident, the staff member who witnessed the behavior will complete an incident report. Upon the child's departure from the program that same day, the report—along with the recommended actions—will be reviewed with the parent or guardian. This review will serve as a formal parent/guardian conference. The parent or guardian will be asked to read, date, and sign the report. A copy of the signed report will be filed in the child's ACE program record.

Behavior Plan (Example- Modify to meet need of your campus)

- 1st Offense- Site Coordinator speaks to students and documents incidents
- 2nd Offense- Site Coordinator speaks to students and sets up conference with parents and documents both incidents. Notify parents of the possibility of a 3-day suspension from the program.



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- 3rd Offense – Site Coordinator notifies parents of 3rd offense and 3-day suspension from ACE program and notifies parent if behavior continues student will be removed from the program for the remainder of the semester.
- 4th Offense- Site Coordinator notifies parents of the 4th offense, and students will be removed from the program for the remainder of the semester.

Emergency Procedures

Santa Rosa ACE Program staff will follow the campus emergency procedures and guidelines. Fire drills, severe weather drills, and intruder drills are conducted monthly.

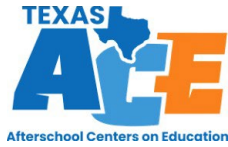
Field Trips

Parents will be notified of any enrichment activities that require travel away from campus. Most field trips are during the summer, but ACE may offer some field trips during the school year. In the event of an enrichment activity requiring travel off-site, a field trip permission slip and waiver (if needed) must be completed by the parent/guardian and returned to the Site Coordinator prior to the trip.

Health and Safety Policy

If your child has a known medical condition (allergies, asthma, diabetes, seizure disorder, etc.) or emotional/behavioral needs, please discuss the condition with the ACE Site Coordinator to ensure proper procedures are followed should a problem occur. It is the responsibility of the parent/guardian to keep the medical and health information updated with the ACE Site Coordinator. This information should be listed on the registration form.

A parent will be notified to pick up the child immediately, who has a temperature of 100.0 °F or greater, vomiting, diarrhea, or an accident requiring medical attention. In emergency situations, staff will contact EMS for treatment and/or transportation to the hospital. A staff member will stay with the child until a parent is available. Please ensure that all emergency phone numbers are kept up to date.



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Medication Distribution

ACE staff are not authorized to administer medication. The Santa Rosa ISD Texas ACE Program adheres to district policy, which can be found on the Santa Rosa ISD website at the link below.

<https://www.srtx.org/departments/health-services>

If your child requires medication during school hours, a written order from a licensed Texas healthcare provider is required for the school nurse to administer it. This applies to both prescription and over-the-counter medications. A new order must be submitted each school year.

If your child has a medical condition, please contact your campus nurse to complete the necessary paperwork at the beginning of the school year. For more information, reach out to your campus nurse directly.

The nursing staff is dedicated to supporting the students, families, and employees of Santa Rosa ISD. Our department is available to answer questions and provide support.

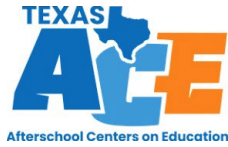
For any questions or concerns please contact the Health Services Department at (956) 636-9800 ext. 204.

Media Permission

The Santa Rosa ISD ACE Program is proud of the activities and events that take place within the program and will share photographs on the Santa Rosa ISD ACE website and social media. To be included in such photographs, students must have written permission of the parent/guardian. Parent consent can be granted or denied on the ACE Registration Form and is also noted on this Parent Agreement page of this handbook.

Personal Property

All personal items, including coats, clothing, schoolbooks, materials, and backpacks, must be taken home daily. Items left behind will be placed in the lost and found. While staff will assist students in staying organized, the Santa Rosa ACE Program is NOT responsible for lost, stolen, or damaged personal belongings. We recommend labeling all items with your child's name. Students are not allowed to bring items from home to sell or trade at any time.



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Release of Students

Students will only be released to the parent/guardian or emergency contacts listed on the ACE Program enrollment form. A valid photo ID (such as a driver's license) is required for verification. Staff members are not authorized to sign out students. If your child's arrival or departure time changes due to extracurricular activities or other reasons, please provide the ACE Site Coordinator with a written note before the change takes effect. Students will not be released to anyone suspected of being under the influence of alcohol or drugs.

Sign-Out Procedures

Anyone picking up a student must come inside the school daily to sign them out, including providing a signature and the time of pick-up. Authorized individuals must present a valid photo ID. All students must be signed out by 6:00 p.m. Students who ride the bus will depart campus by 6:00 p.m.

Staff Requirements

All staff members are interviewed and selected in accordance with Santa Rosa ISD policies. Fingerprints and criminal history checks are completed on all staff members. All volunteers will complete a criminal history check.