

# Alfonso Borrego, Sr. Elementary

## *“Committed to Excellence”*



## Student Handbook

2016-2017

### **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.

# Alfonso Borrego, Sr. Elementary

## Schedule

### 2016-2017

7:00 – 7:40 a.m. Breakfast

7:40 a.m. First Bell

7:45 a.m. Tardy Bell

3:00 p.m. Dismissal Bell

#### P.E. Classes

8:00 – 8:45	Sixth Grade
8:45 – 9:30	Second Grade
9:30 – 10:15	Fourth Grade
10:15 – 11:00	Third Grade
12:45 – 1:30	Fifth Grade
1:30 – 2:15	First Grade

#### Lunch

1 <sup>st</sup> Grade	10:45 – 11:25
2 <sup>nd</sup> Grade	11:00 – 11:40
3 <sup>rd</sup> Grade	11:15 – 11:55
4 <sup>th</sup> Grade	11:30 – 12:10
5 <sup>th</sup> Grade	11:45 – 12:25
6 <sup>th</sup> Grade	12:00 – 12:40

## ATTENDANCE

Regular attendance is an area that we will continue to stress with our students, as it is one of the most important factors of education. When students are absent, they miss out on a day of instruction and on learning the appropriate material. **When your child is going to be absent, please call the day of absence 872-3910** with a valid excuse (sickness, extreme family emergency, death of an immediate family member). You will also need to send a note with the returning student to the attendance office indicating a valid reason. **The note must be received in the attendance office within 48 hours of the absence.** If a student accumulates four or more **unexcused absence**, Borrego Elementary will file paperwork that will take the student and his/her parent to truancy court.

All parents are allowed to send in an excused note for student absence for a total of 5 absences per year. These 5 absences will be documented as excused with parental permission. After the total of 5 absences has been accrued, any further absence must be documented with either a medical excuse or the child may be excused from attendance by our school nurse. Only in these cases will the absences be noted as being excused.

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.

*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 risks being retained. (Education Code § 25.092)*

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

1. No phone call or no note
2. Out of town
3. Parents sends a note with an invalid reason
4. Note is not received within 48 hours of absence
5. If student accumulates four or more unexcused absences, Borrego Elementary will file paper work that will take the student and his/her parent to truancy.

**Doctor appointment:**

A student who has 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 doctor. **If there is no note, the student will be counted absent.**

## BEFORE AND AFTER SCHOOL

Students are encouraged to go to the cafeteria for breakfast daily. During inclement weather, students may enter the cafeteria or gym for shelter. Students are not allowed in the hallways without passes before the 7:40 bell. Students caught in the hallway will automatically receive a written discipline referral.

Students without legitimate business after school are required to leave the campus by 3:00 p.m. Students are not to be in the building after school hours unless under the supervision of school personnel. Students entering the building without permission will be disciplined accordingly.

## BEHAVIOR

At Borrego Elementary, students behave in a respectful manner at all times, in and out of class and at any and all school functions (whether on campus or away). The student code of conduct gives a detailed list of consequences for not following school, district and state rules.

## NURSE SERVICES

**What grades get vision and hearing screenings?** All 1<sup>st</sup>, 3<sup>rd</sup>, and 5<sup>th</sup> grade and new students get hearing and vision tests. Teachers and parents may request a screening for their child at any time if there seems to be a problem.

**Are medications administered through the nurse?** All medications must be stored in the nurse's office. Students may not carry medication on their person. This includes aspirin or Tylenol. Any medication to be given must have a doctor's permission form signed by both the doctor and parent.

**My child has a specific medical condition I want the nurse and teachers to be aware of. What should I do?** We recommend you call and talk to the nurse personally about this. The nurse will relay the information to the principal and appropriate teachers/personnel. The front office phone number is 872-3910; they will direct your call to the nurse.

## 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 attendance office.

## DESTRUCTION OF SCHOOL PROPERTY

Students will be responsible and strictly accountable for any damage done to desks, furniture, books, technology equipment, or any part of the building. Graffiti is considered destruction of school property. Any marks on desks, restrooms, books, technology equipment, or the building will be treated as a criminal action and charges will be filed. Damages done will result in student/parent making restitution. Acts of vandalism by any student are punishable by law and will involve additional disciplinary action from the school.

## DRESS CODE

All parents should ensure that their child adheres to the campus dress code as spelled out in the Student Handbook. The school administration will continue to encourage all students to dress in a fashion that reflects good taste and style appropriate for the school environment. Please assist us by making sure your child adheres to the dress code at all times.

Students at Borrego are required to wear a uniform. The basic uniform is as follows:

- Short or long sleeved polo shirt with a collar. The shirt color is navy blue. Shirts must be the student's appropriate size and **must be tucked in at all times.**
- Undershirts can **only** be white or navy blue.
- Khaki-styled pants, skirts, shorts or skirts.

- Students are required to wear a belt.
- Students must wear athletic shoes or a casual dress shoe. (No open toe shoes)
- Other than the ears of girls, no piercing is allowed.
- Size of jewelry should be appropriate to the development of the child & not distract from learning.

Your assistance in enforcing this policy will provide a better learning environment and curtail discipline problems within the campus.

Parents will be called to bring proper attire for students dressed inappropriately.

**The following fashions are prohibited at all times:**

- Baggy/sagging pants or too tight pants. Pants must be no more than two inches larger than the student's waist.
- Cotton web belts with square initial brass buckle (any color) or buckles that are oversize.
- Hats or caps of any type are not to be worn in the building.
- White plain T-shirts are **never** to be worn as an outer garment.
- Bandanas, chains, and arm bands.
- Shirts that show any part of the abdomen or back, spaghetti straps or halters are not allowed.
- Skirts or shorts must not be shorter than three inches from the top of the knee.
- No bare feet! Shoes must be worn at all times (no flip-flops).
- No shaved eyebrows
- No unnatural colored hair (i.e., green, blue, orange, etc.) **Geometric or unusually patterned, shaved or cut hair (such as Mohawks, shaved patterns, hair longer than the neck in boys, hair that covers the face), as well as inappropriate color or color variations, are against school policy or any other styles that the administration deems as inappropriate.**

During the colder months, students may wear only sweaters or coats over their uniform shirt. Hoods cannot be worn in the building.

There are a few times during the year when students are allowed a **“free dress” day**. On these days, students must adhere to the non-standard school attire code.

### **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 by 6:00 a.m. Please plan with your child what he/she should do in case he/she arrives home early and you are not there.

In the event of a late opening, breakfast will not be served. Therefore, students should eat breakfast at home before arriving to school.

### **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

**What are the general services offered by the counselor?** Guidance and counseling services are offered at Borrego Elementary in a variety of areas including: academics, career guiding lessons exploration, parent relationships, peer relationship, prevention and crisis counseling, teacher-student relationships, study skills, and group testing. Additional services are offered to students with high absenteeism and low grades. Students who need to see the counselor should request a pass from their teacher.

**What is being done to help students deal with age-related problems such as peer-pressure and low self-esteem?** Our guidance counselor is available at all times to help students with their problems. 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.

## HOMEWORK

Homework is a very important part of our program. At this age, students will be expected to work more independently. In addition, homework becomes an even greater part of the student's grade.

**How can parents help their child in making homework a positive and worthwhile experience?** Establishing a daily routine for homework has proven to be important. It can be important for parents to check over their child's work from time to time to provide support and encouragement.

**How can parents maintain an awareness of their child's daily homework assignments?** All students are expected to keep an assignment notebook. This notebook contains a calendar, which provides a daily schedule in which students are to record their assignments for each class.

\*Each grade level will provide you with their homework policy.

## HONOR ROLL

**What grade point average (GPA) is needed to qualify for the honor roll?** There is an honor roll for each nine week grading period. The student's grades at the end of each six-week grading period determine whether or not he/she makes the list. A student must make a 90-100 for the "A" honor roll or an 80-100 for the "B" honor roll in each class (including electives). Students must also have a "Satisfactory" or "Excellent" rating in conduct. Students are recognized each nine weeks and at the end of the year.

## ITEMS CARRIED BY STUDENT

**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, radios, CD's, hand-held electronic games, toys, televisions, beepers, or cellular phones on campus. If they are caught with these items, they will be confiscated and will only be returned to a parent after paying a **\$15 fee**. If a student is caught with any of these items a second time or more, the item(s) will not be returned until the end of the school year and will only be released to the parents. 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 they were not allowed in the first place.

## PARENT CONFERENCES

**When are teachers available to meet with parents?** Teachers are available to meet individually during their planning period which is 40 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

**How are progress reports handled?** Three-week progress reports are sent to the parents at the midpoint of each 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

**What is the promotion policy?** A student shall be promoted from one grade to the next on the basis of academic achievement. The students must have an overall average of 70 or above, as well as an average of 70 or above in at least three of the following subjects: Language Arts/Reading, Mathematics, Social Studies, and Science. A student cannot be promoted if he/she does not meet these guidelines. Fifth grade students will also have to pass the Reading and Math STAAR to be promoted.

## REPORT CARDS

**How often do students get report cards?** Students receive report cards four times per year, one each nine weeks period as per the school calendar sent home in the fall.

**How are they sent home?** Students get computerized report cards every nine weeks. They are given to students to take home. Semester grades are reflected on the 2<sup>nd</sup> nine weeks report card and on the 4<sup>th</sup> nine weeks report card. If a parent does not receive a report card, they may call the school and request a copy.

## S.E.I.S.D. GRADING SCALE

<u>Range</u>	<u>Letter Equivalent</u>
90 – 100	A
80 – 89	B
75 – 79	C
70 – 74	D
50 – 69	F

## **REQUESTING HOMEWORK DURING ILLNESS**

**If you are going to be out of school for three days or more, how do you go about requesting homework?** You may call the school at 872-3910 and make your request. It is important to understand that it may take up to **48 hours** to get the work together. For instance, if you call on Tuesday morning, we will have it ready for you no later than Thursday morning. Remember, if you do call and request homework, please pick it up between 8:00 a.m. and 3:45 p.m. on the day indicated it will be available.

## **SUSPENSION FROM SCHOOL**

A student may be suspended from school for severe and continual misbehavior. The absences are considered excused if the student satisfactorily completes the assignments for the period of suspension. A minimum of one school day of make-up time will be allowed for each day's absence due to the suspension. Failure to make up the assigned work by an established deadline will result in a failing grade. The student is excluded from participating or attending any school functions or from being on or around school property during a suspension.

In-school Suspension (ISS) is utilized in many cases for disciplinary action for severe or continual misbehavior. Students in ISS will be provided with supervision while they complete their assignments in a classroom separate from other students. During ISS, the student will not be allowed to participate in any school activities and must be supervised by an adult at all times. Breakfast and lunch will be provided and consumed in an area separated from other students and supervised by a school official. Transportation will be suspended for the student on the day of their ISS, for this reason the child's parents/guardians must provide their transportation to and from school. The student must be dropped off by the parent/guardian in the front office by 7:30 a.m. and picked up from the front office at 3:00 p.m.

## **TARDIES**

School starts at 7:45 a.m. If a student comes after 7:50 a.m., he/she will be counted as tardy. After the 5<sup>th</sup> tardy the student will not be eligible for Perfect attendance.

Unexcused tardies are handled in the following manner:

- Teachers handle the first three tardies with their classroom management plan.
- On the 4<sup>th</sup> tardy and every tardy thereafter, the student is sent to an administrator. The first time with an administrator, the student will receive one monitored lunch detention and the parent(s) will be notified.
- After six tardies, the student will automatically be issued lunch detention for that day for each day that they arrive tardy.

## **TELEPHONE**

The office and classroom telephones are available to students with an emergency during the school day. The front office staff will determine emergencies. A phone is provided for after-school use only.

## **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 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 is prohibited, especially gang-related writing.

## TRANSPORTATION

**Who qualifies for bus transportation?** Bus transportation will be provided for children who live more than two miles away from school.

**How will bus discipline affect my child?** 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, which students receive on the first day of school. Parents are encouraged to read these and review proper bus behavior with their child.

**Are there rules and consequences for behavior on school buses?** Yes. 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.

## TURNING IN LATE WORK WHEN NOT ABSENT

**What if I forget or lose my homework?** Most teachers will work with the individual student up to a certain point. District policy indicates that a teacher can take away points for late assignments.

## 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**

We acknowledge that we have been made aware that an electronic copy of the Alfonso Borrego, Sr. Elementary Student Handbook for the 2016-2017 school year is available at <http://seisdborrego.ss4.sharpschool.com/> and understand that students will be held accountable for their actions.

Print name of student: \_\_\_\_\_

Signature of student: \_\_\_\_\_

Print name of Parent/Guardian: \_\_\_\_\_

Signature of Parent/Guardian: \_\_\_\_\_

Date: \_\_\_\_\_

Grade Level: \_\_\_\_\_ Teacher: \_\_\_\_\_