Parent & Student Handbook

2020-2021

George I. Sanchez Charter Network

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Schools

Sanchez South Campus

Campus:	George I Sanchez
Location:	6001 Gulf Freeway Houston, TX 77573
Phone:	(713) 926 – 1112
Grades:	PK, 6-12
Principal:	Mrs. Altamirano

Home of the Eagles!

Sanchez North Campus

Campus:	George I. Sanchez North
Location:	215 Rittenhouse St. Houston, TX 77076
Phone:	(713) 742 – 0947
Grades:	6-11
Principal:	Ms. Arriazola

Home of the Wolves!

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Parent Rights and Responsibilities

Throughout this Code, "parents" includes a natural parent, adoptive parent, legal guardian, or person having lawful control of the student.

Each parent or guardian is entitled to enjoy the basic rights of citizenship recognized and protected by federal, state and local law and charter school policy. The charter school shall foster a climate of mutual respect for the rights and privileges of others. Each parent is expected to respect and protect the rights and privileges of students, teachers, charter school staff and other parents.

Parents have the responsibility to:

1. Make every effort to provide for the physical needs of the child.
2. Instruct the child to pay attention and obey the rules.
3. Be sure their child attends school regularly and promptly report and explain absences and tardiness to the school.
4. Encourage and lead the child to develop proper study habits at home.
5. Participate in meaningful parent-teacher and/or parent-teacher-principal conferences to discuss their child's school progress and welfare.
6. Attend parent training workshops for home reinforcement of study skills and specific curriculum objectives. The availability of parent training workshops for home reinforcement of study skills and specific curriculum objectives shall be dependent upon significant interest expressed by parents in the community.
7. Keep informed of school policies and academic requirements of school programs.
8. Participate in school-related organizations.
9. Be sure their child is appropriately dressed at school and school-related activities. Students must conform to the designated standardized approved dress.
10. Be sure their child does not bring to school toys, radios, telecommunication devices or other inappropriate items that may interfere with the learning environment or violate the charter school policies or Student Code of Conduct.
11. Discuss report cards and school assignments with their child.
12. Bring to the attention of school authorities any learning problem or condition that may relate to their child's education.
13. Maintain up-to-date home address, as well as home, work, and emergency telephone numbers, and other pertinent information at the school.
14. Cooperate with school administrators and teachers.
15. Be sure their child attends school tutorials when required or as the need arises.
16. Be sure that their child is brought to school and picked up from school at appropriate times to ensure the availability of adequate supervision for the child.

17. Secure a visitor's permit from the school office when on campus during regular instructional hours, and surrender that visitor's permit upon departure.
18. Submit signed statements that they have received, understand and consent to the responsibilities outlined in both the Student Code of Conduct and the Student Handbook.
19. Control their child. Under Family Code 41.001, a student's parent is legally liable for property damage proximately caused by a) the negligent conduct of the student, if such conduct is reasonably attributable to the negligent failure of the parent to exercise that duty, or b) the willful or malicious conduct of a student who is at least 12 but under 18 years of age.
20. Realize that a parent's permission for a student to violate the school's regulations, or his/her approval of the violation after it has been done does not legitimatize the action.
21. Use appropriate language when communicating with staff members on the school campus or during school related activities.
22. Parents are expected to use appropriate behavior on school campuses and at school-related activities. Parents who violate the rights of others may be subject to charter school action which may include civil or criminal prosecution as outlined by law and/or charter school policy.

Request Information on Teacher and Paraprofessional Qualifications

The federal No Child Left Behind Act of 2001 allows parents/guardians of children who attend Title I funded schools to request information about the professional qualifications of their child's classroom teachers and/or paraprofessional staff.

Parent-Teacher Conference

Parent-teacher conferences are encouraged. An appointment for a conference may be arranged with the teacher. To avoid conflicts, appointments should be made a day or two in advance. Teachers are directed not to interrupt their instructional time with conferences, no matter how brief. A teacher or other school employee may request a conference with a student's parent(s) whenever the teacher or employee perceives the need for parental cooperation in enforcing the Student Code of Conduct.

Student Rights and Responsibilities

All students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. The charter schools shall foster a climate of mutual respect for the rights of others. Each student is expected to respect the rights and privileges of

other students, teachers, and charter school staff. Students shall exercise their rights responsibly, in compliance with rules established for the orderly conduct of the charter school's educational mission. The charter school rules of conduct and discipline are established to achieve and maintain order in the school. Students who violate the rights of others or who violate charter school rules shall be subject to disciplinary measures designed to correct the misconduct and to promote adherence by all students to the responsibilities of citizens in the school community. Student responsibilities for achieving a positive learning environment at school or school-related activities shall include:

1. Attending all classes, daily and on time, except when ill or lawfully excused.
2. Being prepared for each class with appropriate materials and assignments.
3. Attending school tutorials when required or as the need arises.
4. Dressing in accordance with the Charter School ‘s standards of propriety, safety, health, and good grooming.
5. Conforming to the designated standardized dress approved by the school board.
6. Exhibiting respect toward individuals and property.
7. Conducting themselves in a responsible manner.
8. Paying required fees and fines unless they are waived.
9. Refraining from violations of the Student Code of Conduct.
10. Obeying all school rules, including safety rules.
11. Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
12. Cooperating with staff in investigation of disciplinary cases and volunteering information relating to a serious offense.
13. Submitting signed statements that the student has received, understands and consents to the responsibilities outlined in both the Student Handbook and Student Code of Conduct.

Video Surveillance of Special Education Settings Policy

Notice

George I. Sanchez Charter School shall provide written notice to the campus staff and the parents of students assigned to a self-contained classroom or other special education setting that video and audio surveillance will be conducted in the classroom or setting. The district will do this by adding this information to the Student and Employee Handbook.

George I. Sanchez Charter School shall require that all campuses post a notice at the main school entrances in which video cameras are placed stating that video and audio surveillance will be

conducted in the classrooms.

Recording Times

George I. Sanchez Charter School requires that Video and Audio recordings in self-contained classrooms or other special education settings shall be conducted during regular school hours from 7:45 a.m. to 3:15 p.m. Monday through Friday.

Grades

Credit is awarded on transcripts at the end of every semester.
Students will receive progress reports during the semester that will go home to parents.

Earning Credit

The chart below explains what grades on a report card in each class at Sanchez Charter School mean, and how students earn credit towards graduation.

If the percent is…	**100-90%**	**89-80%**	**79-75%**	**74-70%**	**69-50%**
A student's grade is…	A	B	C	D	**F**
This means they are…	Exceeding	Meeting	Developing	Beginning	**Not Enough Work Submitted**
GPA Points Earned	4	3	2	1	**0**
Credit Awarded	**Yes**	**Yes**	**Yes**	**Yes**	**No**

Exam Exemptions

Students may be exempted from final exams at the end of the year.

School administrator(s) may exempt students taking certain course exams if they meet academic criteria of having an 85 or above in their coursework, including learning goals, portfolios, and essays; and scoring 85 or above on benchmarks and/or standardized state mandated tests. In addition, students must maintain 95% attendance or not exceed the maximum of five (5) unexcused absences per semester. Allowed exemptions are bases on grade level:

Grade	Number of Exemptions
6th -8th	**None**
9th	**1**
10th	**2**
11th	**3**
12th	**4**

Make up or Late Work: If a student had an excused absence, they can make up work with no penalty. If it is unexcused or students have not completed work to turn in, they can turn in work late, but it will affect their overall grade in the course. This is within reason (for example, it is not reasonable for a student who did not do any work on a learning target in September to do it in December).

Class Rank / Top Ten Percent / Highest Ranking Student

Sanchez Charter acknowledges the usefulness of a system of computing grade point averages and class ranking for high school graduates, both to inform students of their relative academic placement among their peers and to provide students, prospective employers, and institutions of higher learning with a predictive device so that each student is more likely to be placed in an environment conducive to success. All students in a graduating shall be ranked together. The class rank shall be computed by using the final grade in all subjects. Any two or more students whose computed grade point averages are identical shall be given the same rank. The rank of the student who immediately follows a tied position will be the next immediate rank A student's grade point average and rank in class shall be entered on his/her record. Class rankings shall be entered on student's records and transcripts, where they will be available for review by authorized personnel. Students must be enrolled a minimum of three regular semesters to be considered for Valedictorian and Salutatorian. Students that do not complete the 3 requirements will be added to the summer school graduation roster and their class rank will be determined by their ranking with the other summer school graduate candidates. The class ranking for this group will be added to the end of the rankings of the students that graduated in May of the preceding semester.

Valedictorians and Salutatorians

For the purpose of selecting a valedictorian(s), final grades from each academic year grades 9-12 will be computed at the close of the fall semester of the senior year. In order to be eligible to be honored as valedictorian or salutatorian, a student must earn his or her last twelve credits at Sanchez Charter. The student with the highest-grade point average will be selected as the valedictorian of the senior class. In the case of a tie, all students sharing the highest-grade point average will receive honors as valedictorians.

HB 5 Graduation Requirements

HB 5 restructured the state's graduation requirements, moving from the "4x4" graduation plan to a 22- credit Foundation High School Program that allows students to earn endorsements in specific areas of study by completing four additional credits. The endorsements include STEM; business & industry; public service; arts & humanities; and multidisciplinary studies.

Senate Bill 149

Revised the state's assessment graduation requirements for students enrolled in 11th or 12th grade for 2014-2015, 2015-2016 and 2018-2019 school year.
A student who has failed the EOC assessment graduation requirements for not more than two courses may receive a Texas High School Diploma if they qualify to graduate by means of an individual graduation committee (IGC).
Applies only to an 11th and 12th grade students who have failed to comply with the end of course assessment instrument performance requirements for not more than two courses.
A student may not qualify to graduate under this section before the student's 12th grade year.

Student Dress Code

Clothing

1. Each Campus will designate student dress shirt policy
2. Pants shall be either solid khaki, solid blue, solid white, or black. Pants/Jeans must meet the following criteria:
    a. All pants/jeans must be appropriately sized, fitted, and not baggy.
    b. All pants/jeans must be free of slits, holes and tears.

c. No sweatpants

Skirts and/or Shorts/Capri Pants

3. Skirts and/or shorts must meet the following additional criteria:
    a. All skirts/shorts must be appropriately sized, not baggy or excessively tight.
    b. All skirts/shorts must be free of holes and tears.
    c. The hem length of all skirts and/or shorts must be no higher than 4 inches above the kneecap.
    d. No basketball shorts
4. Spirit Shirts may be worn on days designated by the campus principal only. Spirit shirts are only those sold or given by Sanchez.
5. Every Friday will be designated as "College Spirit Day." Students and Staff are encouraged to wear any collared shirt or t-shirt that represents any College or University.
6. Students are not allowed to wear red for any reason, which include all free days as well

Sweaters/Sweat Shirts/Light Jackets/Hoodies

7. Sweaters/sweat shirts/light jackets may be worn over the "polo style" standardized dress shirt. NO EXCEPTIONS. Hoods and hats must not be worn on campus grounds during normal school hours. The collar of the standardized shirt must be visible at all times. Sweater/sweat shirts/light jackets shall be any solid color, free of designs and appropriately sized. Campus letter jackets or light jackets with an approved campus-specific logo are permissible.

The principal and assistant principal(s) are authorized to make determinations regarding whether any fashion, fad, hair, jewelry or article of clothing is inappropriate for school wear or disruptive to the educational process or safety of the campus.

Standards of Student Dress and Grooming

In addition, the following standards of student dress and grooming shall be maintained:

1. Hair may not have shaved designs.
2. No type of head covering, cap or hat (such as bandannas, sweatbands, etc.) may be worn on campus.
3. Symbols and/or styles, which are identified with gang membership or representation, shall not be allowed. Campus administrators will use discretion to make this determination.
4. Articles of clothing, garments, make-up and accessories with inappropriate decorations or advertisements are prohibited. This includes, but is not limited to, any item that depicts the occult, gang membership, death, suicide, violence, drugs or alcohol.
5. Pants or shorts may not be worn in any way that reflects gang affiliation or conceals contraband (example: cuffed or rolled up at the ankles).
6. No house shoes, slippers, or flip-flops.

Student ID Policy

The purpose of the ID card is to identify a person as a student or staff member associated with George I Sanchez High School, therefore allowing a quick response to trespassers. Students are required to wear their ID at all times. Failure to do so will result in disciplinary action for students.

The procedures are as follows:

1. ID cards must be hung on a lanyard around the neck during the entire school day.
2. ID cards must be worn with the picture facing out.
3. ID cards must not be defaced or altered (no stickers, no coloring, etc.)
4. ID cards must be worn on the outermost layer of clothing.
5. ID cards must be worn in order to get in the lunch line.
6. Replacement Student ID's will be sold for $5.00.

Cell Phones and Electronic Devices

The use of electronic devices including/but not limited to cell phones, smart watches, video recording, audio recording, music players are prohibited during instructional time. Teachers must have permission from a school administrator to use any electronic device. As well as, the electronic device is only to be used for instructional purposes.

Any student violating this policy may be subject to having the electronic device removed from their possession by campus administrator. Once an electronic device is confiscated by a campus administrator, a parent conference will be held so that the electronic device can be returned to the student.

Confiscated electronic devices will be returned to the parent in accordance with school policy. There is a $20.00 fee for the return of cell phones or other electronic devices.

Outside Food Policy

Parents/ guardians are allowed to bring outside food to students during their designated lunch period only. Parents are also welcome to eat with their child during their lunch period in the designated parent/ student area. Any food brought after the student's lunch period will not be accepted. Parents/ guardians are only allowed to bring food for their child. The sharing of food is prohibited. If it is found that students are sharing food, that student will forfeit their outside food privilege. Parents/guardians cannot just drop off and leave. They must physically hand the food to their student. Any student can and will lose their privilege's if the school deems they are abusing the outside food policy.

Attendance

Attendance: Absences are excused for personal illness, family emergency, or funerals for immediate family only. Students must bring a written note from the legal guardian within 5 school days. Notes are to be turned in at the front lobby in the box at the receptionist's desk. Students are only allowed five handwritten notes per semester. If the student does not turn in a note after 5 days, the absence is considered unexcused.

Only doctor's appointments and required court hearings will count as excused absences. All others are considered unexcused. Proof of appointment should be brought upon arrival to school.

If students miss a day, they cannot participate in any afterschool activity that day. For excused absences and suspensions, makeup work must be allowed and students have 3 days to turn in work.

Compulsory Attendance

State law requires that a student between the ages of six and 18 attend school, as well as any applicable accelerated instruction program, extended year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

If a student 18 or older has more than five unexcused absences in a semester, the charter school may revoke the student's enrollment. The student's presence on school property thereafter would be unauthorized and may be considered trespassing.

A student in grades 6-8 will be required to attend any assigned accelerated instruction program, which may occur before or after school or during the summer, if the student does not meet the passing standards on the state assessment for his or her grade level and applicable subject area.

Exemptions to Compulsory Attendance

State law allows exemptions to the compulsory attendance requirements for several types of absences. These include the following activities and events:

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk; and
- Documented health-care appointments

In addition, a junior or senior student's absence of up to two days related to visiting a college or university may be considered an exemption, provided the student receives approval from the campus principal, follows the campus procedures to verify such a visit, and makes up any work missed.

Failure to Comply with Compulsory Attendance

School employees must investigate and report violations of the state compulsory attendance law. A student absents without permission from school; from any class; from required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student:

- If absent from school on ten or more days or parts of days within a six-month period in the same school year.

Students are required to attend each school day for the entire period the program of instruction for which the student is enrolled is offered. However, if the person has more than five unexcused absences in a semester, the school district may revoke the person's enrollment for the remainder of the school year. A person whose enrollment is revoked under subsection may be considered an unauthorized person on a school district grounds for purposes of Sec. 37.107.

Tardies

Students are expected to arrive on time to class for each period. Students obtaining five or more tardies during first period in a three-week period will be referred to the Truancy Department. The administrative staff will determine further action. A parent conference will be mandatory after the fifth tardy.

Habitual truancy means a student who is absent from school without parental consent for any portion of the school for three days in a four-week period or for ten or more days in a six-month period. The student and parent/legal guardian may be subject to penalties by the court if it is determined that the school-aged student is purposely not attending school.

The truancy department staff will meet with the student after three unexcused absences to determine the nature of the absence and the appropriate intervention needed for the student. Student will then be referred to the appropriate school resource and documentation will be maintained by the Truancy Department. A warning letter will be mailed to the student's home as well as a copy given to the student during school hours by the truancy officer. Documentation of this warning letter will be signed by the student and the parent. Truancy department and administration will meet with the student by the fifth unexcused absence to determine further school resources and school action to be taken.
Student will be subject to continuous monitoring by the Department to reduce and eliminate any future absences. Truancy staff will conduct a home visit any time that it is deemed that the absences are affecting student academic achievement.

Student will be given notice by the truancy department as well as the court for upcoming court appearances. The notice will include the upcoming court date, time, and address. Student and or parent/legal guardian will be responsible for contacting the court to inquire about change of date or

the procedures of the scheduled court appearance. Truancy officers will be contacted directly for parental conferences and the parent and student will sign documentation verifying the date of the meeting.
Phone calls will be initiated to the home and home visits conducted as early as the second unexcused absence as determined by the truancy department.

Attendance for Credit

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends at least 75 percent but fewer than 90 percent of the days the class is offered may receive credit for the class if he or she completes a plan, approved by the principal that allows the student to fulfill the instructional requirements for the class. If a student is involved in a criminal or juvenile court proceeding, the approval of the judge presiding over the case will also be required before the student receives credit for the class.

If a student attends less than 75 percent of the days, a class is offered or has not completed a plan approved by the principal, and then the student will be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit, if appropriate.

In determining whether there were extenuating circumstances for the absences, the attendance committee will use the following guidelines:

- All absences will be considered in determining whether a student has attended the required percentage of days. If makeup work is completed, absences for the reasons listed above at Exemptions to Compulsory Attendance will be considered days of attendance for this purpose.
- A transfer or migrant student begins to accumulate absences only after he or she has enrolled in the district. For a student transferring into the district after school begins, including a migrant student, only those absences after enrollment will be considered.
- In reaching a decision about a student's absences, the committee will attempt to ensure that it is in the best interest of the student.
- The committee will consider the acceptability and authenticity of documented reasons for the student's absences.
- The committee will consider whether the absences were for reasons over which the student or the student's parent could exercise any control.
- The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
- The student or parent will be given an opportunity to present any information to the committee about the absences and to talk about ways to earn or regain credit.

The student or parent may appeal the committee's decision to the board of trustees by filing a written request with the superintendent. The actual number of days a student must be in attendance in order to receive credit will depend on whether the class is for a full semester or for a full year.

CREDIT BY EXAM-If a Student Has Taken the Course

A student who has previously taken a course or subject-but did not receive credit for it-may, in circumstances determined by the teacher, counselor, principal, or attendance committee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for that course or subject. Prior instruction may include, for example, incomplete coursework due to a failed course or excessive absences, homeschooling, correspondence courses, or independent study supervised by a teacher.

The counselor or principal would determine if the student could take an exam for this purpose. If approval is granted, the student must score at least 70 on the exam to receive credit for the course or subject. The attendance review committee may also offer a student with excessive absences an opportunity to earn credit for a course by passing an exam. A student may not use this exam, however, to regain eligibility to participate in extracurricular activities. For further information, see the counselor.

Arrivals and Dismissals

Leaving Campus:

Students cannot leave campus once they are on school grounds.

Early Dismissals or Late Arrivals:

Parents should make medical or other appointments after school or on weekends. If a student needs an early dismissal or late arrival, these steps must be followed:

- The legal guardian must come in, show an ID and sign the student in or out of school.
- The student must make up all missed work.
- Students cannot sign themselves out of school, even if they are 18.

Early Dismissal Days

Students cannot be checked out by parent, guardian, or anyone on the contact list the last hour before dismissal on an early dismissal day.

Lunch checkout

We recommend to parents and guardians not to pick students up during our designated lunch times.

Internet Acceptable Use and Safety Policy

Internet access is available to students at Sanchez Charter School. We are very pleased to bring this access to Sanchez Charter High School and believe the Internet offers vast, diverse, and unique resources to our students. Our goal in providing this service to students is to promote educational excellence by facilitating resource sharing, innovation, and communication.

It is the policy of Sanchez Charter School to:

1. Prevent user access over its computer network to, or transmission of, inappropriate material via Internet, electronic mail, or other forms of direct electronic communication
2. Prevent unauthorized access and other unlawful online activity
3. Prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors, and
4. Comply with the Children's Internet Protection Act [(Pub. L. No. 106-554 and 47 USC 254(h)].

The Internet is an electronic highway connecting thousands of computers all over the world and millions of individual subscribers. Students have access to:

1. Electronic mail (e-mail) communication with people all over the world.
2. Public domain software and graphics of all types for school use.
3. Discussion groups on a plethora of topics ranging from culture to the environment to music to politics
4. Access too many University Library Catalogs, the Library of Congress
5. Graphical access to the Internet

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Sanchez Charter School has taken precautions to restrict access to controversial materials by using Internet Filters to block access and monitor access to inappropriate information. Specifically, as required by the Children's Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to staff supervision, technology protection measures may be disabled or, in the case of minors minimized only for bona fide research or other lawful purposes.

Staff and teachers will supervise students using devices accessing the Internet. Technologies are in place for teachers to remotely monitor Student Desktops while IT staff is able to utilize weblogs and remote connections to student's devices to monitor appropriate use of the Internet.

As part of the technology curriculum, students will be educated about appropriate online behavior, including interacting with other individuals on social networking websites, in chat rooms and cyberbullying awareness. (Refer to Bullying and Cyberbullying policy for details).

However, on a global network, it is impossible to control all materials and an industrious user may discover controversial information. We at Sanchez Charter School firmly believe that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of Sanchez Charter School.

Internet access is coordinated through a complex association of government agencies, and regional and state networks. In addition, the smooth operation of the network relies upon the proper conduct of the end users who must adhere to strict guidelines. These guidelines are provided here so that users are aware of the responsibilities they are about to acquire. In general, this requires efficient, ethical and legal utilization of the network resources. If a Sanchez Charter School user violates any of these provisions, his or her account will be terminated and future access could possibly be denied.

The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their significance.

Internet Terms and Conditions of Use

1) Acceptable Use - The purpose of the backbone networks making up the Internet is to support research and education in and among academic institutions by providing access to unique resources and the opportunity for collaborative work. The use of a user account must be in support of education and research and consistent with the educational objectives of the Sanchez Charter School. Use of other organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. To the extent practical, steps shall be taken to promote the safety and security of users of the Sanchez Charter School online computer network when using electronic mail, chat rooms, instant messaging and other forms of direct electronic communication. Specifically, as required by the Children's Internet Protection Act, inappropriate network usage includes unauthorized access, including so-called "hacking" and other unlawful activities and unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

2) Privileges - The use of the Internet is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. (Each student or teacher who receives an account will be part of a discussion with a Sanchez Charter School staff member pertaining to the proper use of the network.) The system administrators and principals will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of Sanchez Charter School may request the system administrator to deny, revoke, or suspend specific user accounts.

3) Network Etiquette Policies – Network users are expected to abide by the generally accepted rules of network etiquette. These include (but are not limited to) the following:

a. Be polite. Do not get abusive in your messages to others.
b. Use appropriate language. Do not swear, use vulgarities or any other inappropriate language.
c. Illegal activities are strictly forbidden.
d. Do not reveal personal address or phone numbers of students
e. Note that electronic mail (e-mail) is not guaranteed to be private. People who operate the system do have access to all mail. Messages relating to or in support of illegal activities may be reported to the authorities.
f. Do not use the network in such a way that would disrupt the use of the network by other users.
g. All communications and information accessible via the network should not be assumed to be private property.
h. Students may not attempt to circumvent the web filtering in place to protect students from inappropriate material online.
i. Any form of cyberbullying on and off-campus is strictly forbidden and shall be investigated (Refer to Bullying and Cyberbullying policy for details)

4) Sanchez Charter School makes no warranties of any kind, whether expressed or implied, for the service it is providing. Sanchez Charter School will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's own risk. Sanchez Charter High School specifically denies any responsibility for the accuracy or quality of information obtained through its services.

5) Security - Security on any computer system is a high priority, especially when the system involves many users. If users feel they can identify a security problem on the Internet, they must notify a system administrator or teacher. Do not demonstrate the problem to other users. Do not use another individual's account without written permission from that individual. Attempts to logon as a system administrator will result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to Internet.

All school owned electronic equipment has to access the Internet using a school provided connection while being used on campus. Any attempt to bypass this connection using alternate access points is a security violation. This would include using personal mobile phones as access points.

6) Vandalism - Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data of another user, Internet, or any of the above listed agencies or other networks that are connected to any of the Internet backbones. This includes,

but not limited to, the uploading or creation of computer viruses.

7) Supervision – it shall be the responsibility of all members of Sanchez Charter School staff to educate, supervise and monitor appropriate usage of the online computer network and access to the Internet in accordance with this policy, the Children's Internet Protection Act, the Neighborhoods Children's Internet Protection Act, and the Protecting Children in the 21st Century Act. Procedures for disabling or otherwise modifying any technology protection measures shall be the responsibility of the AAMA IT Director or designated representatives.

This revised Internet Acceptable Use and Safety Policy was adopted by the Board of Sanchez Charter School at a public meeting, May 18, 2018

Harassment-Intimidation-Bullying-Cyberbullying Policy

AAMA / George I. Sanchez Charter School is committed to providing a positive and productive learning environment. Harassment, intimidation, bullying and acts of cyberbullying by students is strictly prohibited. Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited. False charges shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. The principal is responsible for ensuring that this policy is implemented.

Definitions

"Charter School" includes charter school facilities, charter school premises and non-charter school property if the student is at any charter school -sponsored, charter school -approved or charter school - related activity or function, such as field trips or athletic events where students are under the control of the charter school.

"Harassment, intimidation or bullying" means any act that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to charter school grounds, at any charter school -sponsored activity, on charter school -provided transportation or at any official charter school bus stop, that may be based on, but not limited to, the protected class status of a person, having the effect of:

- Physically harming a student or damaging a student's property;
- Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
- Creating a hostile educational environment including interfering with the psychological well-being of the student.

"Protected class" means a group of persons distinguished, or perceived to be distinguished, by race, color, religion, sex, sexual orientation, national origin, marital status, familial status, source of income or disability.

"Cyber bullying" is the use of any electronic communication device to harass, intimidate or bully.

"Retaliation" means harassment, intimidation or bullying and acts of cyberbullying toward a person in response to a student for actually or apparently reporting or participating in the investigation of harassment, intimidation or bullying and acts of cyberbullying or retaliation.

Reporting

Assistant Principals will take reports and conduct a prompt investigation of any report of an act of harassment, intimidation or bullying and acts of cyberbullying. Any employee who has knowledge of conduct in violation of this policy shall immediately report his/her concerns to the Assistant Principals who have overall responsibility for all investigations. Any student who has knowledge of conduct in violation of this policy or feels he/she has been harassed, intimidated or bullied and acts of being cyberbullying in violation of this policy is encouraged to immediately report his/her concerns to the Assistant Principals who have overall responsibility for all investigations. This report may be made anonymously. A student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate Charter School official. Complaints against the principal shall be filed with the superintendent. Complaints against the superintendent shall be filed with the Board chair. The complainant shall be notified of the findings of the investigation and, as appropriate, that remedial action has been taken. The complainant may request that the Superintendent review the actions taken in the initial investigation. Sanchez Charter School shall incorporate into existing training programs for students and staff information related to the prevention of, and the appropriate response to, acts of harassment, intimidation or bullying and acts of cyberbullying and creating a bullying prevention program. The charter school will conduct an annual survey of students to determine the extent of cyberbullying on campus to measure effectiveness of its training and prevention programs. School Staff may implement a training program for parents to educate parents about the dangers of cyberbullying and provide parents with resources to help them determine if their child is a victim of such. Sanchez Charter School IT Department and teachers who have remote desktop viewing capabilities shall monitor

activities to the best of their capabilities for students using campus technology equipment. Requests to block sites need to be made by the Principal. The Principal shall be responsible for ensuring annual notice of this policy is provided in a student or employee handbook, school and district Web site, and school and district office. Complaint procedures, as established by the Charter School, shall be as followed.

Complaint Procedures

Assistant Principals have responsibility for investigations concerning harassment, intimidation or bullying and acts of cyberbullying. The investigator(s) shall be a neutral party having been involved in the complaint presented.

All complaints will be investigated in accordance with the following procedures:

Step 1: Any harassment, intimidation or bullying and acts of cyberbullying information (complaints, rumors, etc.) shall be presented to the Assistant Principals. Complaints against the principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board chair. All such information will be reduced to writing and will include the specific nature of the offense and corresponding dates.

Step 2: The charter school official receiving the complaint shall promptly investigate. Parents will be notified of the nature of any complaint involving their student. The Charter official will arrange such meetings as may be necessary with all concerned parties within 5 working days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint shall be in writing. The Charter official(s) conducting the investigation shall notify the complainant and parents as appropriate, when the investigation is concluded and a decision regarding disciplinary action, as warranted, is determined.

A special education student will be disciplined in accordance with the school discipline policy and the legal provisions considered under the Individual with Disabilities Education Act, IDEA.

Step 3: If the complainant is not satisfied with the decision at Step 2, he/she may submit a written appeal to the superintendent or designee. Such appeal must be filed within 10 working days after receipt of the Step 2 decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to discuss the appeal. The superintendent or designee shall provide a written decision to the complainant's appeal within 10 working days.

Step 4: If the complainant is not satisfied with the decision at Step 3, a written appeal may be filed with the Board. Such appeal must be filed within 10 working days after receipt of the Step 3 decision. The Board shall conduct a hearing at the next monthly meeting which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within 10 working days following completion of the hearing.

Fire Drills

Every room has a map with the required evacuation path. Students are to follow their teacher and to stay with their class. Students cannot stop at bathrooms or lockers. Any student violating these rules is risking the safety of the school and will face consequences including possible suspension. There is to be no talking whatsoever during a fire drill.

Sports/Extracurricular Eligibility

Participation in school-sponsored activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. The following requirements apply to all extracurricular activities:

- A student who receives at the end of a grading period a grade below 70 in all classes may not participate for at least three school weeks.
- A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.
- An ineligible student may practice or rehearse.
- Their cumulative **GPA for each class is at least 2.0**
- They have **90% attendance or higher** per each grading cycle
- They remain in good standing with the Assistant Principals for behavior/discipline issues
- They meet additional requirements that individual coach requires.

Coaches will turn in reports to Athletic Coordinator or Assistant principal every 3 weeks and at the end of the 6-week cycle (see School Calendar and Progress Reports).

Guests

Guests must always show identification, get a visitors pass from the welcome desk, be authorized by a staff member, and escorted to and from their business at the school.

Health-Related Matters

Records and Physical Exams- In order to enroll in Sanchez Charter School every student must have an up-to-date physical and health records, including immunizations. Students will be excluded from school until that record is provided or until parent/guardian provides proof of an upcoming medical appointment.

Medication

- The principal or the principal's designee will be responsible for all student medication stored on school premises. Only the principal or designee may administer student medication.
- Students are not allowed to have medications in their possession or in their lockers. This includes any over the counter medications.

- Students are responsible for coming to the main office to receive their medications at the appropriate time.
- All medication must be kept in a secured location in the main office. In order to give prescribed medication to a student or child, there must be a doctor's note on file.
- The container must have the following information: Student name, Name of Medication, Doctor's Name and Phone Number, Pharmacy and Phone Number.
- Parent/guardian must sign the appropriate administration forms.
- All over the counter medication must have a note signed by the parent with directions.
- Sanchez staff will keep a log on file that includes the following: Name of student/child, Name of medication, date, time, and who dispensed medication.

Physical Fitness Assessment

Annually, the Charter will conduct a physical fitness assessment of students in grades 6-12. At the end of the school year, a parent may submit a written request to Principal to obtain the results of his or her child's physical fitness assessment conducted during the school year.

Immunization

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

Bacterial Meningitis

State law specifically requires the Charter School to provide the following information:

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1-year-old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your family doctor or the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Department of State Health Services office to ask about a meningococcal vaccine. Additional information may also be found at the Web sites for the Centers for Disease Control and Prevention, http://www.cdc.gov, and the Department of State Health Services,

http://www.dshs.state.tx.us/.

Counseling

Academic Counseling

Students and their parents are encouraged to talk with a school counselor, teacher, or principal to learn more about course offerings, graduation requirements, and early graduation procedures. Each spring, students in grades 6 through 12 will be provided information on anticipated course offerings for the next school year and other information that will help them make the most of academic and vocational opportunities. To plan for the future, each student should work closely with the counselor in order to enroll in the high school courses that best prepare him or her for attendance at a college, university, or training school, or for pursuit of some other type of advanced education. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Social Emotional Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues, or substance abuse. The counselor may also make available information about community resources to address these concerns. A student who wishes to meet with the counselor should contact the school counselor.

Psychological Exams, Tests, or Treatment

The school will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent. Parental consent is not necessary when a psychological examination, test, or treatment is required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

Mandated Reporting of Abuse or Neglect

All school staff are mandated reporters of suspected abuse and/or neglect. Students should know if they tell an adult something that would make the adult believe that they have been harmed or are in danger of being harmed physically, sexually or neglected, that adult must report it.

School Facilities

Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take

place.

Conduct Before and After School

Teachers and administrators have full authority over student conduct at before- or after-school activities on Charter premises and at school-sponsored events off Charter premises, such as play rehearsals, club meetings, athletic practices, and special study groups or tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct or any stricter standards of behavior established by the sponsor for extracurricular participants.

Use of Hallways during Class Time

Loitering or standing in the halls during class is not permitted. During class time, a student must have a hall pass to be outside the classroom for any purpose. Failure to obtain a pass will result in disciplinary action in accordance with the Student Code of Conduct.

Cafeteria Services

The Charter participates in the National School Lunch Program and offers students nutritionally balanced lunches daily. Free and reduced-price lunches are available based on financial need. Information about a student's participation is confidential. Contact main office at 713-929 -6700.

The charter school follows the federal and state guidelines regarding foods of minimal nutritional value being served or sold on school premises during the school day.

Textbooks

State-approved textbooks are provided to students free of charge. Books must be treated with care. Electronic textbooks and technological equipment may also be provided to students, depending on the course and course objectives. A student who is issued a damaged item should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks and technological equipment until the item is returned or paid for by the parent; however, the student will be provided textbooks and equipment for use at school during the school day.

Transportation

School-Sponsored Trips

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent makes a written request that the student be released to the parent or to another adult designated by the parent.

Buses and Other School Vehicles

The charter school makes school bus transportation available to all students living two or more miles from school. This service is provided at no cost to students. Bus routes and any subsequent changes are posted at the school.

A parent may also designate a child-care facility or grandparent's residence as the regular pickup and drop-off location for his or her child. The designated facility or residence must be on an approved stop on an approved route. For information on bus routes and stops or to designate an alternate pickup or drop-off location, you may contact the main office at 713-929-6700.

Students are expected to assist Charter staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding in Charter vehicles, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus or van in an orderly manner at the designated stop.
- Keep feet, books, instrument cases, and other objects out of the aisle.
- Not deface the bus, van, or its equipment.
- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus or van.
- Not possess or use any form of tobacco on school buses.
- Observe all usual classroom rules.
- Be seated while the vehicle is moving.
- Fasten their seat belts, if available.
- Wait for the driver's signal upon leaving the bus or van and before crossing in front of the vehicle.

Inappropriate student conduct will be punished in accordance with the Student Code of Conduct; bus- riding privileges may be suspended.

When and Where These Rules Apply

The policies and administrative procedures concerning student conduct apply to actions of students on school property and school buses and, in some cases, for conduct occurring off of school property.

Under state law, a student may be expelled by Sanchez for Level V misconduct that occurs on the property of another school district within Texas. Additionally, the rules apply to actions of students at all school sponsored or school-related activities or events, such as field trips, sporting events, stadium assemblies, fairs, or evening school-related activities. Students should be aware that the commission of any felony offense, whether at school or away from school, may result in expulsion.

Finally, students should be aware that administrators who are made aware of criminal activity whether on or off of campus will make a report to appropriate law enforcement agencies and that, in addition to these administrative rules, students may be subject to criminal charges for violations of the law.

George I. Sanchez Charter Network

Internet Use Agreement

I understand and will abide by the above Internet Acceptable Use and Safety Policy. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action.

Student Name:	
Student ID:	
Student Signature:	
Date:	

PARENT OR GUARDIAN

As the parent or guardian of this student, I have read the Internet Acceptable Use and Safety Policy. I understand that this access is designed for educational purposes. Sanchez Charter School Network has taken precautions to eliminate controversial material. However, I also recognize it is impossible for George. I Sanchez Charter Network to restrict access to all controversial materials and I will not hold them responsible for materials acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent or Guardian's Name (please print):	
Parent or Guardian's Signature:	
Date:	

(Must be signed if the applicant is a student)

George I. Sanchez Charter Network

PARENT/STUDENT HANDBOOK

2020-2021 SCHOOL YEAR

ACKNOWLEDGMENT FORM

Student Name: _____

School/Campus: _____ Grade Level: _____

I, as the parent or guardian of _____, have received a copy of or have been given access to the George I. Sanchez Parent/Student Handbook for the 2020-2021 school year.

I have read, understand, and agree that my child shall abide by all policies, rules, and expectations set forth.

I have reviewed the Student/Parent Handbook with my student in an effort to promote a better understanding of George I. Sanchez Charter's rules and expectations.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School and District rules, policies, and procedures.

By signing below, I am acknowledging that I have read these materials and understand all rules, responsibilities and expectations.

_____	_____
Parent/Guardian Printed Name	Student Printed Name
_____	_____
Parent/Guardian Signature	Student Signature
_____	_____
Date	Date