

Student Code Of Conduct 2005 – 2006

Student and Parent Acknowledgement

The George I. Sanchez Student Code of Conduct has been written to help you and your son or daughter gain the greatest possible benefit from his/her school experience. It is important that every student understands the Code and follows the rules and regulations set forth in the Code.

By signing below your and your son or daughter are affirming that they have received and read the Student Code of Conduct and

- Will attend all classes daily
- Will arrive to class on time
- Will prepare for each class with appropriate materials:
 - 3 in. 3-ring binder (white)
 - 8 dividers
 - Paper, pens, and pencils
 - A pencil pouch for your binder
 - 2 reams of white copy paper (500 pages x 2 packs)

Will dress according to the Dress Code:

- White, Tan, Blue Shirt with G.I.S. Logo,
- White, Tan, Khaki colored pants, blue jeans
- Black or brown shoes. Tennis shoes without blue, black, or red markings.
- A mesh or clear backpack (optional)
- Length of shorts or skirts must be no shorter than 3 inches above the knee. No Blue, Red, Black (except shoes) colors are allowed on apparel which include shirts, pants, shoe laces.
- No apparel may be worn on the head
- No unnaturally colored hair
- No body / facial piercing

Student Signature

Date

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Student Code Of Conduct and Handbook 2005-2006

Mission Statement:

With the help of the total school community, George I. Sanchez High School is dedicated to enabling students from diverse cultural backgrounds to become productive citizens and lifelong learners, and to help them realize their highest academic achievement and potential in a safe, caring environment.

George I. Sanchez Charter High School

Administration

- Roberto I. Lopez, Superintendent of Schools / Principal

Campus Administrators

- Houston: Albert Perez, Ruth Rivera/ Assistant Principals
- San Antonio: Wendell Beene-Campus Director
- San Antonio: Diana Perez-Assistant Principal

Counselors

- Houston: Albert Perez, Ruth Rivera, Clara Pena
- San Antonio: Wendell Beene

Bell Schedule (Houston Campus):

- 8:20-9:10 1st Period
- 9:15-10:05 2nd Period
- 10:10-11:00 3rd Period
- 11:05-11:55 4th Period/A Lunch
- 12:00-12:50 4th Period/B Lunch
- 12:55-1:45 5th Period
- 1:50-2:40 6th Period
- 2:45-3:35 7th Period
- 3:40-4:30 8th Period

Bell Schedule (San Antonio Campus):

- 8:30-9:15 1st Period
- 9:20-10:05 2nd Period
- 10:10-10:55 3rd Period
- 11:00-11:45 4th Period
- 11:50-12:20 5th Period/A Lunch Reg. Students Lunch
- 12:25-1:10 5th Period/ B Lunch a.m. & p.m. students
- 1:15-2:00 6th Period
- 2:05-2:50 7th Period
- 2:55-3:40 8th Period
- 3:45-4:30 9th Period
- 4:35-5:20 10th Period

Six – Week Schedule

- First Six Weeks August 15-September 23
- Second Six Weeks September 26-November 3
- Third Six Weeks November 4-December 15
- FINAL EXAMS December 13-15
- Fourth Six Weeks January 3-February 10
- Fifth Six Weeks February 14-April 7
- Sixth Six Weeks April 7-May 25
- FINAL EXAMS May 23-25

Progress Reports

- As scheduled by administration

Report Card Dates

- As scheduled by administration

TAKS Testing Dates

- October 18-Exit Level English Language Arts (For retest only)
- October 19– Exit Level Mathematics (For retest only)
- October 20-Exit Level Science (For retest only)
- October 21-Exit Level Social Studies (For retest only)

- February 21-English Language Arts
- February 22-Mathematics
- February 23-Science
- February 24-Social Studies
- April 18-Exit Level English Language Arts
- April 19-Exit Level Math
- April 20- Exit Level Science
- April 21- Exit Level Social Studies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."

- Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.
- Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.
- Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):
 - School officials with legitimate educational interest;
 - Other schools to which a student is transferring;
 - Specified officials for audit or evaluation purposes;
 - Appropriate parties in connection with financial aid to a student;
 - Organizations conducting certain studies for or on behalf of the school;
 - Accrediting organizations;
 - To comply with a judicial order or lawfully issued subpoena;
 - Appropriate officials in cases of health and safety emergencies; and

- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTA bulletin, student handbook, or newspaper article) is left to the discretion of each school.

ACADEMIC INFORMATION

ADMISSIONS

Any student eligible to be in the ninth through twelfth grades (8th-12th in San Antonio), and who lives within the approved boundaries for George I. Sanchez, may attend our school free of charge. Prospective students and a parent or legal guardian must complete an application form, attend an interview with the assistant principal, and must show proof of address, current immunizations and previous school records.

GRADE LEVEL CREDITS

The following are the number of credits required to be registered in the corresponding grade:

Classification		Entered Ninth Grade 1995-1996 or later
Grade 9		0-5 1/2
Grade 10		6-11 1/2
Grade 11		12-17 1/2
Grade 12		18 and over

CREDITS REQUIRED FOR GRADUATION

Students will be required to complete 24 credits for graduation. A student has an opportunity to earn one of three types of seals on his/her final transcript-regular, advanced, or advanced with honors. The requirements differ with the type of seal sought as outlined in the table that follows:

World Geography		1
World History		1
U.S. History		1
Government		1/2
Mathematics		3
Economics		1/2
Science		3
English		4
PE or approved substitute		1
Health		1/2
Fitness		1/2
Foreign language		2
Computer Proficiency		1
Area of Specialization		3.5

Fine Arts Proficiency		1
Comm. App/ speech		1.5
Total		24

VERY IMPORTANT!

1. Students must maintain at least a 70 average in every course in order to pass and to remain eligible for extracurricular activities.
2. If a student earns 6 credits per year, he/she will have earned a total of 24 by the end of the senior year.
3. A **local credit** is credit granted by GIS for courses not approved by the state for state credit. **THESE CREDITS DO NOT COUNT TOWARD GRADUATION.**
4. After a student has received the two permitted PE credits, local credit will be granted for future PE classes. These credits will not count toward graduation.

Students should have a Four Year Plan on file with their counselor. The student's parent must sign it. Based upon their approved Four Year Plan, students accumulate credits toward graduation. Students should take elective courses in their particular areas of interest; however, they are *strongly urged to take advanced courses in Mathematics and Science*. Advanced courses in these areas will ensure that students have an appropriate background to enter colleges with strict requirements. Additionally, taking advanced courses in mathematics and science will enable students to score higher on College Board Examinations. It is the responsibility of each student and his/her parents to keep track of the courses he/she has taken in high school, and to make certain that he/she is enrolled in the correct courses. Counselors and administrators will give the student and parent whatever assistance is needed. Any questions concerning the Four Year Plan and graduation credits should be directed to the appropriate counselor.

COLLEGES AND CAREER PLANNING

In planning for college, one must decide which college to attend, and then ensure that the requirements for admission into that college are being met in high school. It is the student's responsibility to make sure that his/her class schedule is planned according to the requirements of the college to be attended, because various colleges and universities have different requirements for admission. College catalogs are available in the counselors' offices. Scholarship information is updated and made available to students at regular intervals throughout the school year. Please check with the counselors for more information.

Students who do not plan to attend a two or four-year college must still plan their academic schedule carefully. Trade and vocational schools also have requirements for admission, which students are advised to determine as soon as possible.

COUNSELING SERVICES

George I. Sanchez High School offers full-time guidance services. To talk to your counselor, please make an appointment with the counselors. The guidance department is available to offer assistance to students, families, and teachers, and to assist in making the educational process as accessible and rewarding as possible for all involved.

Secondary counseling services include academic counseling, personal counseling, crisis intervention, referrals to, and coordination with, agencies and professionals outside the school, school testing, career exploration, and post-graduate planning.

PERMANENT RECORDS

An active record of student progress is kept in the registrar's office. It contains the following information:

- Enrollment records
- Transcripts/Report cards for, 9th-12th
- Class rank (computed at the end of the **fall semester** of the senior year).

SCHEDULE CHANGES

Students who need valid schedule changes should complete the appropriate form and submit it to their counselor during the schedule-changing period at the beginning of each semester. Schedules WILL NOT be changed unless there is a valid reason.

TRANSCRIPTS

The Registrar prepares transcripts. Parents and students eighteen years of age and older may obtain unofficial transcripts. Official final transcripts will be sent at the student's request to the college of his/her choice. Transcript requests require a 24-hour written notice.

SCHOOL ATTENDANCE

All students in GIS are clearly expected to attend **ALL** of their classes, and to take advantage of the opportunities to learn.

1. **To receive credit in a class**, *a student must be in attendance at least 90% of the days the class meets.* When a student has accumulated the tenth absence in a class, credit is denied for that course; however, students with passing grades in that course may appeal to the school attendance committee if make-up time was done.
2. The counting of absences begins with the first day the student is enrolled in GIS for the first time that school year.
3. Students must be present when the teacher takes roll each class period, in order to be considered in attendance, unless they are participating in a field trip or other activity approved by the administration.

Students will be withdrawn from school after the 15th absence from school & will be required to re-enroll.

EMERGENCY MESSAGES

In case of an emergency, parents may contact students through the attendance office at (713) 926-1112.

LEAVING CAMPUS DURING THE SCHOOL DAY

1. Students **will not** be dismissed from class to leave campus **for any reason**, without a parent or legal guardian. Under no circumstances will a student be permitted to leave campus on his or her own; a parent or legal guardian who is listed on the student's

application must pick them up. **This applies to all students, including those who are 18 years old or older.**

FAILURE TO FOLLOW PROCEDURES WILL RESULT IN DISCIPLINARY ACTION

MAKE-UPS AFTER AN ABSENCE

Students will have sufficient time to make up work missed due to absences. Make-up work or tests will be permitted for all absences. Students who are absent for school-related reasons must make arrangements with their teacher(s) for their assignment(s) prior to the absence. Class assignments and tests will be made up at the discretion of the teacher. It is the teacher's responsibility to set a time for the make-up test. It is the student's responsibility to take the test at that time. If the student fails to do so, the teacher is **NOT** obligated to set another time for make-up. All make-up work is to be done before or after school, or at lunch. **Make-up work may not be done during class instruction time. This is not applicable to students with severe absences.**

If a student knows he/she will be absent for more than three (3) days, students or their parents should request work from the student's teachers, and check out required textbooks from the assistant principal's office.

RETURNING TO SCHOOL AFTER AN ABSENCE

All students are required to bring a note from the parent/guardian the first day they return to school from an absence. The note must be clearly written and include the following:

1. Student's first and last name
2. Parent's signature
3. Phone number where a parent can be reach between 8:00 a.m. and 3:00 p.m.
4. Reason for absence
5. Exact dates of absence(s) (doctor's statement is required for any illnesses of 3 days or more).

The note should be taken to the Truancy Office before school begins (7:30 - 8:25 a.m.). Parents are contacted for note verification. Notes for absences are due in the Truancy office within 5 days of the absences. The absence note is filed in the Truancy office. Regular attendance and punctuality are required of every student at George I. Sanchez High.

When a student is absent from any class(es), the parent/guardian will be notified by the truant officer. Students without a note must get an unexcused permit from the attendance office.

TRANSFER/WITHDRAWAL FROM GEORGE I. SANCHEZ HIGH SCHOOL

Students desiring to transfer from George I. Sanchez High must go to the registrar's office to receive a withdrawal form. It is mandatory that the parent /guardian accompany the student for withdrawal. The parent/guardian must provide a picture ID for verification purposes. The transcript request will take 24 hours to process.

Responsibilities in Behavior Intervention

The effective enforcement of the *Student Code of Conduct and Handbook* is essential in keeping a school and/or school-related activities free of disruption and is dependent on the exercise of the responsibilities by the following:

STUDENTS

- Adhere to school, district, and classroom rules and regulations for behavior and good conduct.

PARENTS

- Support school, district, and classroom rules for student behavior and ensure that their children conduct themselves according to district standards.
- Provide the school with their current address and, when available, current telephone numbers.
- Ensure student attendance at school. By state law, student attendance is the responsibility of parents and guardians.
- Provide the appropriate school personnel with any student information that will affect the student's ability to learn and the student's behavior.
- Read, acknowledge, and understand these rules and the rules applicable to their children's conduct while they are at school.

TEACHERS

- Establish classroom-management procedures that concentrate on good student conduct and support school and district policies and procedures.

ADMINISTRATORS

- Develop with all members of the school community an effective School-Based Discipline procedure that promotes and maintains the support of good student behavior.

BOARD OF EDUCATION

- Approve a behavior code that identifies standards of conduct for students and enact policies and procedures necessary for implementing and enforcing a structured and disciplined learning environment.

Student Responsibilities

The student's responsibilities for achieving a positive learning environment at school and/or school related activities include the following:

- Attending all classes each day and being on time.
- Preparing for each class with appropriate materials and completed assignments.
- Dressing according to the dress code adopted by AAMA Board of Education.
- Knowing that the use, possession, and/or sale of illegal or unauthorized drugs, alcohol, and weapons are unlawful and prohibited and that students may be subject to random searches in accordance with Board Policy and state and federal law in order to assure a safe school environment.
- Showing respect toward others.
- Conducting oneself in a responsible manner.
- Paying required fees and fines.
- Knowing and obeying all school rules in the *Student Code of Conduct & Handbook*
- Cooperating with staff members in the investigation of disciplinary matters.
- Seeking changes in school policies and regulations in an orderly and responsible manner, through appropriate channels.
- Reporting threats to the safety of students and staff members as well as misconduct on the part of any other students or staff members to the principal, a teacher, or another adult.
- Using GEORGE I SANCHEZ technology systems for school business purposes only and using school computers and related equipment appropriately.
- Abiding by the technology security procedures developed by GEORGE I SANCHEZ, such as never leaving a terminal or workstation unattended or unsecured while logged on to a host computer or network.
- Reporting all observed or suspected technology security problems immediately to a teacher

In general, all students are entitled to enjoy the basic rights of citizenship recognized and protected by law for persons of their age and maturity. GEORGE I SANCHEZ 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 district personnel.

Students shall exercise their rights and responsibilities in compliance with rules established for the orderly conduct of the district's educational mission. The district's rules of conduct and discipline procedure are established to achieve and maintain order in the school. Students who violate the rights of others or district or school rules shall be subject to disciplinary action in accordance with established district policies and procedures.

All students are expected to maintain the highest level of discipline and decorum at all school functions. Failure to comply with administrative directives promoting order and respect will result in the student's being removed from participation in school activities, including commencement exercises.

Student Rights and Responsibilities, Board Policies, and Standard Practice Memoranda

The Board Policies of GEORGE I SANCHEZ contain the rights and responsibilities of students that are embodied in the *Student Code of Conduct & Handbook*. A brief description of several of the more important student rights and responsibilities is included in this section. The proper balance of student rights and privileges (•) with student responsibilities and obligations (+) is essential to the orderly conduct of the district's educational mission.

Instructional Programs

- GEORGE I SANCHEZ shall be responsible for providing a well-balanced curriculum and for delivering effective instruction to all students enrolled.
- + Students have the responsibility to strive for academic growth by participating in the appropriate educational program to their almost ability.

Attendance of Students

- Regular attendance and punctuality shall be required of every student.
- + Students have the responsibility to take advantage of their educational opportunity by attending all classes daily and on time unless circumstances prevent them from doing so.

Attendance Procedure Policy

1 Absence	Phone call to students home
2 Absences	Phone call to students home
3 Absences	Make a home visit
4 Absences	File Truancy in Court

- * During transition from fall to spring; students that were enroll/attended during fall term failed to return to Spring Semester will be withdrawn upon 5th consecutive absence. Withdrawn students will have the opportunity to re-enroll but will be required to go through the normal registration procedures.

Continuing Education

- Student absences while suspended shall be considered as excused absences.
- + Students have the responsibility to make up all work missed while suspended within three school days after their return to school from suspension in order to receive credit for the work.

Evaluation, Grading, and Promotion/Retention of Students

- Students shall be evaluated on a continuous basis in the most effective manner to determine the extent of their progress.
- + Students have the responsibility to maintain reasonable standards of academic performance commensurate with their ability.

Complaints

- Students may present any complaint to George I Sanchez, either personally or through a representative, through the appropriate complaint procedures.
- + Students have the responsibility to follow the established complaint procedures and to accept the decision that results from the complaint process.

Student Dress Code and Personal Grooming

- GEORGE I SANCHEZ HIGH SCHOOL has adopted specific standards concerning dress and personal grooming.
- + All students have the responsibility to become familiar with the school's standards and the responsibility to adhere to them.

Dress Code

Uniform

Dress according to the Dress Code:

- White, Tan, Blue Shirt with G.I.S. Logo,
- White, Tan, Khaki colored pants, blue jeans
- Black or brown shoes/tennis shoes (No Red or Blue)
- A mesh or clear backpack (optional)
- Length of shorts/skirts must be no shorter than 3 inches above the knee. No Blue, Red, Black colors are allowed on apparel which include shirts, pants, shoelaces and accessories
- No apparel may be worn on the head
- No unnaturally colored hair (Red, green, etc.)
- No body / facial piercing
- Only white undershirts permitted

Supplies

Prepare for each class with appropriate materials:

- A. 3 Ring Binder will include:
 1. Paper
 2. 8 Dividers
 3. Pen / Pencils
 4. Student Code of Conduct and Handbook

Student Publications

- Students are entitled to express, in writing, their opinions and may distribute handwritten, duplicated, or printed materials on school premises or at school-sponsored activities at other locations in accordance with certain conditions and procedures established in Board Policy.
- + Students have the responsibility to become familiar with and follow the conditions and procedures in Board Policy.

Students and School Property

- Students are expected to show proper respect for both persons and property.
- + Students are responsible for their own actions directed toward school property and for damages to property.

Search of Property and Students

- Students are entitled to the guarantees of the Fourth Amendment, and they are subject to reasonable searches and seizures.
- + Students have the responsibility not to carry on their personal belongings or to have on school property or at school-sponsored events such items as drugs, weapons, alcohol, paging devices, or other contraband materials in violation of school policy or state law.
- School officials are empowered to conduct reasonable searches of students and school property when there is reasonable cause to believe that students may be in possession of drugs, weapons, alcohol, or other materials ("contraband") in violation of school policy or state law. Students who bring contraband onto school grounds may be searched in order to secure the school environment so learning can take place and to protect other students from any potentially harmful effects stemming from the contraband. School property such as lockers and desks shall remain under the control of school officials and shall be subject to search.
- Students do not have a reasonable expectation of privacy in the use of school lockers or school desks.
- The administration may utilize dogs and metal detectors as provided by GEORGE I. SANCHEZ policies and applicable laws. Metal detectors and trained dogs may be used at random locations and times by

GEORGE I SANCHEZ personnel as determined by GEORGE I SANCHEZ administrative and law enforcement personnel.

Student Government

- Students shall be afforded the right through appropriately established guidelines to formulate procedures for student government.
- + Student government officers and representatives have the responsibility to participate in student government and to be aware of needs of the school and concerns of the student body and to work within the established process in addressing their needs and concerns.

Right to Information and Privacy of Records

- Students are assured the right to information and privacy of their records in accordance with the Texas Public Information Act and the Family Educational Rights and Privacy Act of 1974.
- + Parents or eligible students have the responsibility to release information to those individuals or agencies that are working actively and constructively for the benefit of the student, including, for example, teachers, administrators, school nurses, etc.

Student Misconduct

The *Code of Student Conduct and Handbook* provides a description of a broad range of behavior considered to be student misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational process. The acts of misconduct listed in Levels I, II, III, IV, and are not inclusive. The student who commits an act of misconduct that may be classified into any of the four levels will be subject to disciplinary action by the classroom teacher, assistant principal, and/or principal.

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 or within proximity of the school property. 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 an 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.

General Discipline Guidelines for Assessing Penalties

When administering discipline, district personnel shall adhere to the following general guidelines:

1. Discipline shall be administered when necessary to protect students, school employees, or property and to maintain essential order and discipline.
2. Students shall be treated fairly and equitably. Discipline shall be based on a careful assessment of the circumstances of each case and may include such factors as:
 - a. Seriousness of the offense;
 - b. Student's age
 - c. Frequency of misconduct
 - d. Student's attitude
 - e. Potential effect of the misconduct on the school environment
 - f. State law requirements for certain disciplinary consequences
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, G. I. S. transportation, the school, or any school-related activity and may include persistent misbehavior or Level II or higher misconduct. Persistent shall be defined as more than one instance of Level II or higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed as an offense under Level IV constitutes a finding that the student has engaged in serious misbehavior.

Levels of Offenses

Acts of misconduct are categorized into the following four levels of offenses:

Level I—Violation of Classroom or Transportation Rules:

- Offenses, which generally occur in the classroom and can be corrected by the teacher.

Level II—Administrative Intervention:

- Offenses that are more serious in nature or a continuance of Level I misconduct.

Level III—Suspension or In School Suspension

- Offenses that seriously disrupt the educational process in the classroom, in the school, and/or at school-related activities, or a continuance of repeated Level I, II, or III misconduct. A finding that a student has engaged in a Level III offense may constitute a serious offense

Level IV—Optional Expulsion and/or Expulsion for Serious Offenses:

- Offenses that include those for which a student may or shall be expelled under state law. They include continued serious or persistent misbehavior that violates the district's *Code of Student Conduct* by a student. A finding that a student engaged in an offense listed under Level IV constitutes a finding that the student has engaged in serious misbehavior.

Staff members will use their professional judgment to determine the most effective way to correct student misconduct. Disciplinary actions apply equally to all students, except as provided under Board Policy related to disabled students.

General Procedures for Resolving School Problems

School problems can best be resolved at the campus level, where problems start.

In order to resolve problems, parents, guardians, and/or students can meet with a teacher at appropriate times to discuss existing problems. If the parents, guardians, or students are dissatisfied with the teacher's decision or explanation, they can meet with an administrator to review the area of concern. If further assistance is needed, then parents, guardians, or students can meet with the superintendent.

Parents, guardians, and students who wish to appeal an expulsion, should refer to the section of the *Code* relating to procedures for appropriate guidance.

Levels of Student Misconduct and Disciplinary Options

Level I: Violation of Classroom or Transportation Rules

Each teacher or staff member establishes the rules for the classroom and for school-related activities. Much behavior can be managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I Acts of Misconduct May Include Such Behavior as:

- Violations of rules or procedures established by the teacher
- Cheating or copying the work of other students
- Refusal to participate in classroom activities
- Unexcused tardiness to class
- Failure to bring required classroom materials or assigned work to class
- General misbehavior, such as eating in class, horseplay, making excessive noise, or violating campus dress codes
- Any other act that disrupts the classroom or interrupts the operation of the class
- Failure to deliver or return written communications between home and school
- Disruptive or noncompliant behavior on a school bus
- Failure to protect individual computer-account passwords from disclosure

Disciplinary Options/Responses:

- Oral correction
- Teacher-student conference
- Parent contact: note or telephone call to parent
- Student-counselor conference
- Detention (maintained by teacher) before or after school
- Other appropriate in-class disciplinary actions
- Removal of classroom computer privileges
- ISS In school suspension

Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and Discipline Options/Responses are not limited to those provided. Serious or repeated violations may result in a more severe response or referral to Level II.

Level II: Administrator Intervention

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior. Level II acts of misconduct include those student acts that interfere with the orderly educational process in the classroom or in the school. A teacher who observes a student engaged in Level II or higher misconduct will fill out a discipline/referral form for the assistant principal or other appropriate administrator.

Level II Acts of Misconduct Include Such Behavior as:

- Repeated violation of classroom or transportation rules under Level I
- Leaving the classroom or school grounds without the permission of school personnel
- Possession of matches or other flammable materials
- Inappropriate display of affection
- Any verbal abuse of others, including name-calling or derogatory statements
- Posting or distributing unauthorized materials on school grounds
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Loitering in unauthorized areas
- Changing school records or documents or signing parent's name on school documents
- Possession of paging devices, including beepers, cellular telephones, electronic pagers, walkmans, portable disc players, radios or any other types of communication systems
In addition to disciplinary action, possession of paging devices will result in confiscation. A \$15 administrative fee payable to GEORGE I SANCHEZ will be charged if the device is claimed within the 30 days. Paging devices not claimed will be sent to security office for disposal.
- Violation of the school's mandatory school-uniform policy
- Accessing materials and sites on the Internet that are deemed to be inappropriate by GEORGE I SANCHEZ
- Sending or forwarding inappropriate e-mail, including e-mail containing offensive language, untruthful statements, junk e-mail, chain letters, or jokes
- Logging on to a computer, sending e-mail, or accessing the Internet using a name or password other than the student's own
- Posting unauthorized Web pages, graphic images, or offensive language or comments on a school/district server, Web page, or guest book

Disciplinary Options/Responses:

- Parental contact by phone and written notification to parent or guardian within 24 hours
- Required administrator/student/parental conference
- ISS In School Suspension
- Exclusion from extracurricular activities, such as field trips, and commencement exercises/award ceremonies
- "Behavior," "behavioral," and/or "conduct" contracts
- Teacher removal of the student from the classroom
- Any other appropriate disciplinary actions determined by the administration
- Saturday Detention

Procedures:

- Referral to administrator by way of written report not to exceed one page in length
- Administrator confers with student and/or teacher to establish appropriate action
- Discipline Referral Form is retained by the administrator.
- Level II behavior violations and Discipline Options/ Responses are not limited to those provided.
- Repeated violations shall result in a more severe response and/or referral to Level III.

Certain physical acts against a student by school personnel (such as choking, kicking, punching, pinching, hitting with an inappropriate object, etc.) are not authorized and will be considered as a violation of the corporal-punishment policies.

Level III: Suspension or In School Suspension

Level III acts include conduct for which an administrator may suspend the student or place the student into in-school suspension or refer to local law enforcement. The principal or other appropriate administrator makes the disciplinary determination on the basis of the severity of the misconduct. The period of the suspension is limited to three days per occurrence, unless an expulsion hearing is pending.

Suspension is authorized for conduct listed below. A decision to suspend a student is final and may not be appealed. A student may be suspended, or placed into in-school suspension.

- Chronic or repeated disciplinary infractions of Level I and/or Level II offenses
- Cafeteria disturbance
- Disruptive behavior on a school bus
- Any other acts that interfere with the orderly educational process in the classroom or the school
- Fighting
- Gambling
- Misdemeanor stealing/theft of property, including computers and related equipment, in an amount under \$750
- Cutting class or other forms of truancy
- Possession of a knife with a blade of less than three inches
- Possession of a knife with a blade of more than three inches but less than five inches and that is reasonably determined not to have been possessed as a weapon
- Persistent disruptive behavior on a school bus
- Smoking, using, or possessing tobacco or tobacco products
- Interfering with school authorities
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit-ins, trespassing, and walkouts.
- Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
- Failure to adhere to terms of behavior contracts
- Selling or soliciting for sale any merchandise on school campus without authorization of the Administration

- Display of disrespect toward school personnel or campus visitors
- Profanity, vulgar language, or obscene gestures
- Possession or use of fireworks, "poppers," smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
- Possession of laser pens or laser pointers
- Any ethnic or racial slurs that seriously disrupt the educational process
- Engaging in threats or other acts of intimidation that interfere with another student's desire or willingness to participate in the educational process
- Misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment, in an amount greater than \$20 but less than \$1,500. This includes rendering computers or related equipment inoperable or damaging them by erasing data with magnets; intentionally introducing viruses, worms, or trojans; or tampering with programs or other data without authority.
- "Hacking" or other use of computers to gain unauthorized access to district or other data bases, including student, faculty, or district data files, without permission. In addition to any criminal penalties, students may have their computer privileges suspended.
- Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media or to display information that advocates unlawful activities or provides guidance on the construction or production of weapons, illegal devices, or controlled substances
- Use of the school computer network with the intent to incite violence or aggressive and/or disruptive action on the part of the student body, use of slanderous language, or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment
- Use of the school computer network for soliciting or purchasing commercial materials and/or services of any kind
- Use of the school computer network to engage in participation in hate groups
- Misdemeanor extortion, which is defined as obtaining money or information from another by coercion or intimidation of a value less than \$1,500
- Possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School
- Refusal to cooperate in, or interference with, a random metal-detector or safety search
- Any other acts of serious misconduct that disrupt the school environment in the classroom and/or school
- Assisting (directly or indirectly) with the promotion of any behavior prohibited by this *Code of Student Conduct*

Disciplinary Options/Responses:

- Required administrator/student/parental conference
- Restitution or restoration, as applicable, for vandalism to property
- Placement of the student into in-school suspension
- Suspension for up to three school days per occurrence
- Restriction or removal of computer-use privileges for up to one year
- Teacher removal of the student from the classroom
- Any other appropriate disciplinary actions determined by the administration
- Referral to local law enforcement

Procedures:

1. Referral to administrator by way of discipline form.
2. Administrator confers with student about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Administrator decides whether to suspend student. If student is suspended written notice of the action is given to the parent.
4. Repeated violations shall result in a more severe response and/or referral to Level IV.

Level IV: Optional Expulsion and/or Expulsion for Serious Offenses:

A student shall be considered for expulsion for any of the following when the student engages in the following conduct on or off school property. This may include a felony on or off of school property, regardless of whether the felony occurs before, during, or after school hours.

Felony conduct. There are three types of felony conduct for which a student shall be considered for optional Expulsion. The circumstances include:

- ❖ Engaging in any conduct punishable as a felony on campus at a school-related function or activity or within proximity of the school property line.
- ❖ Receiving deferred prosecution or a finding by a court or jury of delinquent conduct under the Family Code, or the reasonable belief of the principal that the student has committed a felony under Title 5 of the Penal Code, which includes criminal homicide; murder; capital murder; manslaughter; criminally negligent homicide; false imprisonment; kidnapping; aggravated kidnapping; indecency with a child; sexual assault; aggravated sexual assault; injury to a child, elderly individual, or disabled individual; abandoning or endangering a child; deadly conduct; terrorist threat; aiding suicide; or tampering with a consumer product, regardless of where the offense occurs.
- ❖ Engaging in any conduct punishable as a felony that occurs within proximity of the campus and is not related to a school-based activity or function if the principal reasonably believes that the student has engaged in felony conduct other than those defined above under Title 5, Penal Code, and if the principal also determines that the continued presence of the student in the regular classroom threatens the safety of other students or teachers or will be detrimental to the educational process
 - Engaging in assault, which is defined as intentionally, knowingly, or recklessly causing bodily injury to another and which may include causing bodily injury by recklessly or intentionally pointing a laser pointer or laser pen at another student or a staff member
 - Engaging in conduct involving a public school that contains the elements of the offense of false alarm or report or terrorist threat Terrorist threat is defined as threatening to commit violence or harm to any person or property with intent to cause an emergency response or which places any person in fear of imminent serious bodily injury; or interrupting the occupation or use of a building, room, place of assembly, or place to which the public has access by threats of violence or other means; or causing impairment or interruption of public communications, public transportation, public water, gas, or power supply, or other public service
 - Selling, giving, delivering to another person, possessing, using, or being under the influence of marijuana, a controlled drug, or other controlled substances, unless punishable as a felony
 - Selling, giving, delivering to another person, possessing, using, or being under the influence of a dangerous drug, unless punishable as a felony
 - Possession of drug paraphernalia
 - Possessing, using, or being under the influence of alcohol
 - Selling, giving, or delivering an alcoholic beverage to another person
 - Committing a serious act or offense while under the influence of alcohol
 - Engaging in conduct that contains the elements of an offense relating to sniffing glue or spray paint, including possession, use, delivery to a minor, or possession of paraphernalia used with abusable glue or spray paint.
 - Engaging in conduct that contains the elements of an offense relating to use, possession, delivery to a minor, or possession of paraphernalia used with volatile chemicals
 - Engaging in conduct that contains elements of the offense of public lewdness or indecent exposure, defined to include offenses against chastity, common decency, morals, and the like
 - Felony stealing/theft of computer equipment or any other property in an amount greater than \$750
 - Burglary of a GEORGE I SANCHEZ facility
 - Defacing of school property with graffiti or other means that results in a loss or destruction to property in an amount less than \$20,000
 - Regardless of whether on or off of campus or at a school function, if a student engages in the offense of retaliation, against any school employee by engaging in conduct such as intentionally or knowingly threatening to harm another by an unlawful act in retaliation for that person's performance of his or her official duties, unless the student engages in conduct punishable as a felony in retaliation against a person.

- Knowingly making a false report against a staff member that is later determined to be unsubstantiated at the conclusion of any investigation initiated as a result of the report
- Participation in an illegal organization such as a fraternity, sorority, secret society, gang, cult, or other criminal combination prohibited by law that is defined as an organization composed at least in part of students and that seeks to perpetuate itself by recruiting members from the students enrolled in school on the basis of the decision of its membership rather than on the free choice of a student in the school who is qualified by the rules of the school to fill the special aims of the organization.
- Repeated possession of ammunition or bullets
- Possession of BB guns, pellet guns, or air rifles
- Possession of replicas of guns that are sufficiently similar in appearance to a real gun such that, if pointed or shown to another person, a reasonable person may believe the student to be in possession of a firearm
- Special Education students may be disciplined in accordance with the procedures for discipline of Special Education students. Special Education students will be reviewed by the admission, Review, and Dismissal Card Committee to determine if the student has engaged in conduct for which Expulsion is authorized.
- Indecent/unsolicited sexual proposal/sexual harassment
- Participation in activities by groups such as gangs and cults
- Wearing dress or attire signifying gang affiliations
- Possession of live ammunition or bullets
- Hazing, which means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization or general classification of students whose members are or include other students

Acts of misconduct also include serious misbehavior and/or illegal acts that threaten to impair the educational efficiency of the school and/or that most seriously disrupt the orderly educational process in the classroom and/or the school.

- 1) Continued serious or persistent misbehavior that violates this *Code of Student Conduct*. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, transportation, the school, or any school-related activity and may include persistent misbehavior or Level II or higher misconduct. Persistent shall be defined as more than one instance of Level II and higher misconduct. An administrator may find, on the basis of the facts and circumstances of the case, that a Level III offense constitutes a serious offense. Finally, a finding that a student has engaged in any offense listed, as an offense under Level IV constitutes a finding that the student has engaged in serious misbehavior.
- 2) Possessing of any knife, which includes razor blades, utility knives, X-ACTO knives, or other objects that are designed to cut and that are reasonably determined under the circumstances to have been possessed by the student for use as a weapon
- 3) Engaging in assault, which is defined as intentionally, knowingly, or recklessly causing bodily injury to a staff member or volunteer
- 4) Engaging in conduct involving a public school that contains the elements of the offense of false alarm or report or terroristic threat

Automatic Expulsion

- Uses, exhibits, or possesses** a firearm, which is defined as any device designed, made, or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use (Section 46.01(3), Penal Code)
- Uses, exhibits, or possesses** a club, which is an instrument that is specially designed to inflict serious bodily injury or death when a person is struck with the instrument and includes a blackjack, nightstick, mace, or tomahawk (Section 46.01 (1), Penal Code)
- Uses, exhibits, or possesses** a weapon listed as a prohibited weapon under Section 46.05, Penal Code. Prohibited weapons are an explosive weapon, a machine gun, a short-barrel firearm, a firearm silencer, a switchblade knife, brass knuckles, armor-piercing ammunition, a chemical-dispensing device, or a zip gun.
- Engages in conduct that contains the elements of the offense of:

- a) Aggravated assault, which includes causing serious bodily injury to another during the commission of an assault or using or exhibiting a deadly weapon during the commission of an assault (Section 22.02, Penal Code) and which may include damage to a person's eye caused by pointing a laser pen or laser device at another
- b) Sexual assault (Section 22.011, Penal Code)
- c) Aggravated sexual assault, which includes causing or threatening to cause serious bodily injury to another during the commission of a sexual assault or using or exhibiting a deadly weapon during the commission of a sexual assault (Section 22.021, Penal Code)
- d) Arson (Section 28.02, Penal Code)
- e) Murder (Section 19.02, Penal Code)
- f) Capital murder (Section 19.03, Penal Code) or criminal attempt to commit murder or capital murder (Section 15.01, Penal Code)
- g) Indecency with a child (Section 21.11, Penal Code)
- h) Aggravated kidnapping (Section 20.04, Penal Code)
- i) If punishable as a felony, possessing**, using, selling, giving, delivering, or being under the influence of marijuana, a controlled substance, or a dangerous drug or committing a serious act or offense while being under the influence of an alcoholic beverage, but only if the conduct is punishable as a felony
- Brings to school a firearm, as defined by 18 U.S.C. Section 921, that includes any weapon, including a starter pistol, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device. Students violating this section shall be expelled for at least one year except that:
 - 1) The superintendent may modify the length of the expulsion in the case of an individual student.

Additionally, a student shall be expelled for engaging in any conduct containing the elements of an offense while retaliating against a district employee as a result of the employee's employment with the district, whether it occurs on or off of school property or at a school-related function.

**Possession means actual care, custody, control, or management. A student shall be considered to be in possession of any substance or object prohibited or regulated by this *Code of Student Conduct* if the substance or object is: (1) on the student's person or in the student's personal property, such as the student's clothing, purse, book bag, or briefcase; (2) in any private vehicle used by the student for transportation to or from school or school-related activities, such as an automobile, truck, motorcycle, or bicycle; or (3) in any school property used by the student, such as a locker or desk.

Disciplinary Options/Responses Under Optional Expulsion:

- Notification and investigation by the Administration and Security Department. If a decision is made by the police department to transport the student, the administrator should normally contact the parents within one hour.
- Required administrator/parent/student conferences
- Exclusion from extracurricular activities including field trips and commencement exercises/award ceremonies
- Referral to juvenile court for legal action
- Suspension for up to three consecutive days per occurrence unless an expulsion hearing is pending
- Expulsion (more than three consecutive school days per occurrence, but not longer than one year)

Procedures:***

1. The administrator contacts the GEORGE I SANCHEZ Security to investigate the school infraction and/or illegal act and confers with the student after the investigation. If the student is arrested, the parents should be notified.
2. The investigating administrator notifies student and parents or guardians in writing of the reasons for the proposed expulsion.
3. A school administrator who is an impartial hearing officer will conduct a full hearing before a decision to expel a student is made, unless the parent or guardian waives the hearing.
4. A parent may appeal the expulsion decision as provided in this *Code* in the section on expulsion procedures.

The GEORGE I SANCHEZ Board of Education, in accordance with its major system priorities, believes the school environment should be safe for all students and free of disruptions that interfere with the education process. In response to this belief, the board has developed a policy of zero tolerance.

All students who unlawfully possess a firearm, illegal knife as defined by state law, explosive, or any other dangerous object or weapon on school district property, on school buses, and/or in attendance at district-related activities shall be recommended for expulsion. The Board of Education further declares that the *Code of Student Conduct* will be strictly applied.

Reports to Local Law Enforcement

The principal has an obligation under the law to notify the GEORGE I SANCHEZ police department and the local police department if the principal has reasonable grounds to believe that any of the following offenses has occurred in school, on school property, or at a school-sponsored or school-related activity on or off school property:

- Murder; capital murder
- Aggravated kidnapping
- Aggravated assault
- Injury to a child or an elderly individual
- Sexual assault; aggravated sexual assault
- Arson
- Robbery; aggravated robbery; burglary
- Manufacture or delivery of a controlled substance; manufacture, delivery, or possession of a miscellaneous illegal substance
- Substance or delivery of marijuana within 1,000 feet of a school or playground
- Deadly conduct, as described by Section 22.05, Penal Code, which includes recklessly engaging in conduct that places another person in imminent danger of serious bodily injury or knowingly discharging a firearm in the direction of an individual, home, or occupied vehicle
- Terroristic threat, which generally involves the threat of a violent act that places a person in fear of serious bodily injury or is designed to incite panic; cause disruption to the use of a public building or space; interrupt the use of public communications, transportation, the water, gas, or power supply or another public service; or cause an emergency response as more specifically described by Section 22.07, Penal Code
- Use, sale, or possession of a controlled substance, drug paraphernalia, or marijuana, as defined by Chapter 481, Health and Safety Code
- Possession of a club, explosive weapon, firearm, firearm silencer, handgun, illegal knife, knife, brass knuckles, machine gun, short-barrel firearm, switchblade knife, armor-piercing ammunition, hoax bomb, chemical dispensing device, or zip gun, as listed in Sections 46.01(1)-(14) or Section 46.01(16) of the Penal Code
- Organized criminal activity, which includes commission of murder, capital murder, arson, aggravated robbery, robbery, burglary, theft, aggravated kidnapping, kidnapping, aggravated assault, aggravated sexual assault, sexual assault, forgery, deadly conduct, burglary of a motor vehicle, unauthorized use of a motor vehicle, a gambling offense, or other criminal activity if it is done with the intent to establish or maintain or participate in a collaboration of three or more persons or participate in the profits of such a combination in carrying on criminal activity as further defined under Section 71.02 of the Penal Code

The principal or other administrator who notifies local law enforcement of these offenses shall notify each instructional or support-staff member who has regular contact with the student who has committed the offenses.

Immediate Expulsion

A principal or a principal's designee may order the immediate expulsion of a student from the school when the principal reasonably believes that the action is necessary to protect persons or property from imminent harm. The principal or his or her designee shall schedule a hearing within three days and hold the hearing within seven days unless agreement with the parent or guardian or circumstances require a delay, in which case the hearing shall be scheduled within a reasonable time. Students with disabilities may be subject to the "stay-put" requirements of 34 C.F.R. 300.514. The procedures relating to the discipline of students with disabilities should be followed.

Corporal Punishment

As a matter of policy, corporal punishment is prohibited as a disciplinary method at GEORGE I SANCHEZ.

Procedures for Expulsion and the Appeal of Expulsion

Decisions to expel a student shall not be made until there has been a full hearing, unless the student and his or her parents or guardian in writing specifically waives such hearing. An accurate record of any hearing will be maintained. Records of expulsions shall be filed in the principal's office with evidence attached. Pending the expulsion hearing, the student may be on suspension status. Additionally, the hearing should be held within seven school days from the date of the offense. The date for the hearing may be deferred beyond seven school days with the mutual agreement of the parties. The school official conducting the hearing shall make a decision concerning the case within three school days from the hearing date. A student may be expelled for up to a full academic year. If the principal or his or her designee or assistant principal proposes an expulsion, the following procedures shall apply:

- a) The student and his or her parent or guardian must be notified in writing of the reason(s) for the proposed expulsion, and a prompt hearing at the school must be arranged unless waived by the student and his or her parents in writing. The reasons for the proposed expulsion that clearly detail the nature of the offense must be furnished so they may prepare a defense. The student and his or her parent or guardian must also be furnished a copy of the expulsion procedures. They shall be advised that they may present witnesses and documentary evidence to defend against the allegations. The administration may be represented by any person involved in discipline at the school level or by the school attorney, whoever is deemed appropriate.
- b) A student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. The student's representative may be an attorney. If a parent or guardian is unable to attend, he/she may designate an adult to represent the student. The district may require evidence of the appointment by the parent or guardian of any such representative. The hearing will be recorded by tape recording. If the school makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the district may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. The school may proceed with expulsion, even though the student withdraws from the district.
- c) If the evidence presented at the hearing warrants an expulsion in the judgment of the school official conducting the hearing, the hearing official may issue the appropriate expulsion order. If the decision is to expel the student, the administration shall inform the student and the parents or guardians in writing of the decision within seven school days of the hearing date. The decision of the school official

conducting the hearing must be supported by the evidence and based exclusively on evidence presented at the hearing.

- d) Any student or his or her parent or guardian who wishes to appeal an expulsion decision shall notify the appropriate district superintendent within three school days of receipt of the decision of the principal or his or her designee. The superintendent will arrange a time for the appeal hearing. Such notification to the superintendent shall include or be followed immediately by a letter from the school official who conducted the hearing. The school official who conducted the hearing will provide a complete record of the hearing with a description of the student's conduct, including all offenses and dates. The tape reporting of the hearing shall accompany and become a part of the record. The superintendent shall notify the student and the parent, guardian, or representative of the time and place of the hearing. The hearing shall be held within seven calendar days of the date the student and parent or guardian notify the superintendent of his or her intention to appeal, unless an extension is given.
- e) At the hearing on appeal, the School Board shall conduct a hearing attended by school official, the student, and the parent or guardian. The appeal is based on the record developed before the principal or his or her designee. Both the administration and the student will be allowed to make a short oral presentation based on the record. The time allowed for the oral presentation is left to the discretion of the hearing officer. The School Board affirm the action of the superintendent or his or her designee. Overrule it, or issue any other appropriate order. A copy of the order shall be sent to the student and his or her parents or guardian. The School Board shall inform the student and parent or guardian in writing of the decision within seven school days of the hearing date and apprise the student and parent or guardian of the right of appeal to the Board of Education.
- f) The student or parent or guardian may appeal the decision of the AAMA office to the Board of Education by notifying the AAMA office in writing of his or her intention to appeal. The notice must be filed within five school days of the receipt of the districts superintendent's decision. Appeals to the Board of Education are also appeals on the record; no new evidence may be introduced for any purpose. The appeal before the board will be limited to a 10-minute oral presentation by both the appropriate administrative representative and by the student or parent or guardian. The hearing will be in closed session, unless the student or parent or guardian requests an open hearing. Decisions of the Board of Education may be appealed to state district court in Harris County.

A copy of the final written order expelling the student shall be delivered to the student and the student's parent or guardian.

When necessary to ensure effective communication, any notice required to be sent to the parent or guardian of a student shall be written in the language spoken by the parent or guardian. If the language spoken by the parent or guardian is other than English or Spanish, such notice shall be written in such other language necessary for communication.

GEORGE I SANCHEZ will honor expulsion orders from other school districts and shall not admit a student expelled from another district until the student completes the period of expulsion.

Student Complaints

The purpose of the complaint policy is to secure, at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Except as provided below, all student or parent complaints shall be presented in accordance with the policy outlined in this section.

Complaints regarding certain topics are addressed by specific policies or other documents that modify this complaint process or require an alternative process.

1. Discrimination on the basis of sex:
2. Sexual abuse or sexual harassment of a student:
3. Loss of credit on the basis of attendance:

4. Teacher removal of a student for disciplinary reasons:
5. Expulsion of a student:
6. Instructional materials:
7. On-campus distribution of nonschool materials to students:
8. Complaints against GEORGE I SANCHEZ Security officers:

Unless otherwise provided by a policy referred to above, students or parents shall be entitled to informal conferences with administrators to resolve their complaints. If such attempts are unsuccessful, the students or parents may take their complaint to the board, using the procedures outlined below. If a complaint involves a problem with a teacher, the student or parent in most circumstances shall be expected to discuss the matter with the teacher before requesting a conference with the Assistant principal at Level One.

PROCEDURE FOR STUDENT COMPLAINTS

The student may be represented by an adult at any level of the complaint. For purposes of this policy, "days" means calendar days. Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Level One:

A student or parent who has a complaint shall request a conference with an administrator within 30 days of the time the student or parent knew or should have known of the event or series of events causing the complaint. The administrator shall schedule and hold a conference with the student or parent within seven days of the request. The administrator shall have seven days to respond following the conference with the parent or student.

Level Two:

If the outcome of the conference with an administrator is not to the student or parent's satisfaction, or the time for the response has expired, the student or parent may request a conference with the superintendent or a designee. The request must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline. The superintendent or designee shall hold the conference within 10 days after receiving the request.

Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the student's or parent's signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the administrator. The conference shall be recorded. The superintendent or designee shall have seven days following the conference within which to respond.

Students Rights and Responsibilities: Sexual Harassment/Sexual Abuse

Sexual Harassment by Students

Students shall not engage in sexual harassment toward another student or a district employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action.

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

Sexual Harassment/Abuse by Employees

District employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are prohibited.

Reports to Lawful Authorities

Any district employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

GEORGE I SANCHEZ shall notify the parents of all students involved in sexual harassment by a student or students when the allegations are not minor. The district shall notify parents of all incidents of sexual harassment or sexual abuse by an employee.

Investigations

All reports of sexual harassment that are not minor shall be referred to the Administration. Oral complaints shall be reduced to writing to assist in the district's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

Protection from Retaliation

The district shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

PROCEDURE FOR SEXUAL HARASSMENT COMPLAINTS

For purposes of the following complaint process, "days" shall mean calendar days.

Level One:

A student or parent who has a complaint alleging sexual harassment by another student or other students or sexual harassment or sexual abuse by an employee may request a conference with an administrator. A parent or other advisor may accompany the student at the initial conference and throughout the complaint process. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint.

The Administrator shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of receipt of the complaint. The student or parent shall be informed if extenuating circumstances delay the investigation.

Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to the person who is the subject of the complaint.

Level Two:

If the resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has seven days to request a conference with the Superintendent, who shall schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student and/or parent's signature, and the date of the conference with the Administrator.

Level Three:

If the resolution of the complaint at Level Two is not to the student's or parent's satisfaction, the student may present the complaint to the Board of Education at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Announcing a decision in the student's or parent's presence constitutes communication of the decision.

Closed Meeting:

The board shall hear complaints alleging sexual harassment by students or sexual harassment or sexual abuse by employees in closed meeting, unless otherwise required by the Open Meetings Act.

Student Publications and Prior Review

School-Sponsored Material

All publications edited, printed, or distributed in the name of or within GEORGE I SANCHEZ shall be under the control of the school administration and the Board of Education. All publications approved and issued shall be part of the instructional program, under the supervision of a faculty sponsor, and all shall be carefully edited to reflect the high ideals and expectations of the citizens of the district for their school. The exercise of appropriate economy in materials and production is expected without jeopardy to the content. The principal shall be responsible for all matters pertaining to the organization, issuance, and sale of such publications and any other publication procedure.

Advertising

Advertising in school publications may be accepted from bona fide business firms, subject to the approval of professional employees exercising editorial supervision over the publications. Advertising deemed inappropriate for student readers or that advertises products presenting a health hazard, such as alcohol or tobacco products, shall not be accepted.

Complaints

Students who have a complaint regarding the procedures or a professional decision affecting the content or style of a school-sponsored publication shall present that complaint in accordance with Board Policy.

Non-school Materials Distribution

The district's classrooms during the school day are provided for the limited purpose of delivering instruction to students in the courses and subjects in which they are enrolled. Classrooms shall not be used for distribution of any materials over which the school does not exercise control. Hallways in school buildings are provided for the limited purpose of facilitating the movement of students between classes and hallways shall not be used for the distribution of any materials over which the school does not exercise control.

The school campus shall designate an area where materials over which the school does not exercise control that have been approved for distribution to students, as provided below, may be made available to students or distributed to students in accordance with the time, place, and manner of restrictions developed and approved by the campus principal.

Prior Review

No written material consisting wholly or primarily of commercial advertising may be distributed on school property.

All other written material over which the school does not exercise editorial control that is intended for distribution to students shall be submitted for prior review according to the following procedures:

1. Material shall be submitted to the principal or a designee for review.
2. Using the standards listed above, the principal or designee shall approve or disapprove submitted material within 24 hours of the time the material is received. Failure to act within the 24-hour period shall be interpreted as disapproval.
3. The student may appeal disapproval to the Superintendent, who shall decide the appeal within three days of its receipt. Failure of the Superintendent to act within the three-day period shall be interpreted as disapproval.

Students who fail to follow the procedures for submitting material for approval shall face disciplinary action. Appropriate law-enforcement officials shall be called when someone other than a student refuses to follow the procedures for submitting materials and fails to leave the premises when asked.

Discipline of Students Receiving Special Education Services

(Under the Individuals With Disabilities Education Act)

Students with disabilities are expected to exhibit appropriate conduct and may be subject to the requirements of this Student Code of Conduct & Handbook. Nothing in these rules prevents police from arresting and prosecuting a Special Education student for commission of a criminal act. Upon request or subpoena, copies of Special Education and disciplinary records are required to be provided to appropriate law enforcement or judicial authorities investigating or prosecuting reported criminal conduct. The parent or guardian shall be notified of such transmittal.

A student with disabilities is one who has been determined by an Admission, Review, and Dismissal/Individual Education Plan (ARD/IEP) Committee as having a noncategorical early-childhood condition, mental retardation, hearing impairments (including deafness), speech or language impairments, (including blindness), serious emotional disturbance, orthopedic impairments, autism, traumatic brain injury, other health impairments, or specific learning disabilities, and who, because of those impairments, needs Special Education and related services.

In some instances, the ARD/IEP Committee of a student with disabilities may have developed a behavior intervention plan that must be followed in administering discipline in situations addressed by the behavior intervention plan. If the ARD/IEP Committee developed a behavior intervention plan for a student with disabilities, that plan will be contained on the ARD/IEP Supplement: Behavior Intervention Plan form.

Additionally, it may become necessary for the ARD/IEP Committee to determine whether the alleged conduct in question was related to the student's disability (manifestation determination). If the ARD/IEP Committee determines there is a connection, it must also determine what educational action is appropriate to minimize the misbehavior. In the implementation of the zero-tolerance policy previously discussed in this booklet, the ARD/IEP Committee must review the behavior intervention plan and/or changing the student's placement for disciplinary reasons.

Suspension or Removal to a Disciplinary Alternative Education Program (DAEP) for Less than 10 Days.

Students with disabilities may be suspended in the same manner as non-disabled students for a period not to exceed three school days per occurrence so long as the total number of days of cumulative suspensions does not constitute a change in placement. An ARD/IEP meeting is not required for suspensions totaling less than 10 cumulative days during any school year.

Except as described in the next paragraphs, procedures regarding the suspension and the length of suspension shall be the same as those for non-disabled students so long as the suspensions do not constitute a change in placement and the discipline imposed would be applied to non-disabled students. In determining whether a series of short-term removals that total more than 10 days for separate incidents of misconduct constitutes a change in placement, school personnel must analyze the length of each removal, the proximity of the removals to each other, and the total amount of time the child is removed. If the removal will result in a change in placement, a manifestation determination must be held prior to the removal. All reasonable efforts must be made to notify the parents about the behavior, the suspension, and the decision, and the parents shall be provided a copy of their procedural safeguards along with any notice of a disciplinary removal, suspension, or expulsion that is proposed or has been implemented.

If a student is removed for disciplinary reasons for more than 10 days (cumulative) in a school year, beginning with the eleventh day of disciplinary removals, educational services must be provided regardless of whether the removal constitutes a change of placement. If the removal does not constitute a change of placement, the administrator, in consultation with the student's special education teacher, determines the services to be provided. The services to be provided must enable the student to appropriately progress in the general curriculum and appropriately advance toward achieving the goals stated in the student's Individual Education Plan.

Also beginning with the eleventh day of removal in a school year, an Admission, Review, and Dismissal (ARD) Committee must address behavioral issues. Within 10 business days of first removing the student for more than 10 school days in a school year, the ARD Committee must meet to develop a plan to conduct a functional behavioral assessment if one was not conducted before the behavior occurred that resulted in the removal. After the functional behavioral assessment is completed, the ARD Committee must review the Behavior Intervention Plan and its implementation and modify the plan as necessary to address the behavior.

If a student has been removed for up to 10 school days in a school year and is subjected to any additional removals beyond 10 days in a school year that does not result in a change in placement, the ARD Committee members, including the parent, must informally review the Behavior Intervention Plan and its implementation to determine whether modifications are necessary. If one or more of the members of the ARD Committee believe modifications are needed, an ARD meeting must be held to modify the plan and its implementation as deemed necessary.

If the ARD/IEP Committee has met to consider the behavior intervention plan in accordance with these rules, and discipline is proposed that will result in removal of the student for more than 10 days for the school year, then the procedures for long-term removals or for changes in placement must be followed. In addition to any additional assessment needed by the committee and development or modification of the behavior intervention plan, the school is required to conduct a manifestation determination. After this is done, the new IEP and behavior

intervention plan should be implemented in accordance with these rules. If the discipline with the new plan will result in removal of the child from his or her educational setting for a new period greater than 10 days, then the process should be repeated utilizing the revised IEP and behavior intervention plan.

Expulsion for Weapons, Drug Offenses, or Disciplinary Action That Will Remove a Special Education Student From His or Her Educational Placement for More Than 10 Consecutive School Days or Change the Student's Educational Placement

Students with disabilities may be subject or to expulsion for any Level IV acts of misconduct that would subject a regular-education student for expulsion.

The principal's recommendation for expulsion for more than 10 consecutive school days shall be referred to the students with disabilities ARD/IEP Committee, which shall meet immediately, if possible, or no later than 10 business days after the student is referred any hearing on expulsion.

If expulsion will remove the student from his or her educational placement for more than 10 school days is contemplated, then the ARD/IEP Committee must first determine whether the alleged behavior in question was related to the disability or to an inappropriate placement (manifestation determination). In making this determination, the ARD/IEP Committee shall include a professional who is qualified to interpret the results of any evaluations that may be presented. This may include such professionals as an educational diagnostician or an associate or licensed psychologist employed by the district. The ARD/IEP Committee must also include a regular education teacher and will consider the behavior subject to discipline, as well as evaluation and diagnostic results, including information supplied by the parent, observations of the student, and the student's IEP and placement. Any ARD/IEP Committee that is considering expulsion of a student with disabilities must include a licensed psychologist or licensed specialist in school psychology as a member of the committee.

The ARD/IEP Committee shall then consider the behavior in relation to the student's IEP and placement, whether the placement was appropriate, and whether the Special Education services, supplementary aids and services, and behavior intervention strategies were provided consistent with the child's IEP and placement, as well as determine whether any such failure to provide the services may have contributed to the behavior in question.

Additionally, in order to determine that the behavior subject to discipline is not a manifestation of the child's disability, the ARD/IEP Committee must determine (1) that the child's disability did not impair the ability of the child to understand the consequences of the behavior, and (2) that the child's disability did not impair the child's ability to control the behavior.

Finally, an ARD/IEP Committee shall formulate an assessment plan to address the behavior and develop a behavior intervention plan if there is none. If the student already has a behavior intervention plan, the ARD/IEP Committee shall review the plan and modify it as necessary to address the behavior.

If the ARD/IEP Committee determines that there is no behavior-disability-placement link, procedures regarding expulsion, the length of expulsion, and the appeal of an expulsion shall be the same as those for regular-education students. The ARD/IEP Committee that determines that there is no behavior-disability-placement link shall determine the instructional and related services to be provided to the student with disabilities during the time of the expulsion.

If the ARD/IEP Committee determines that the student's disruptive behavior is related to the disabling condition or inappropriate placement, the student with disabilities shall not be expelled, and no further disciplinary action may be taken.

Any student who commits a crime is subject to arrest and prosecution. In the case of students with disabilities who bring weapons to school or who knowingly possess, use, or solicit the sale of a controlled substance, federal law permits a change in placement the student to continue to make progress on the goals and objectives of the student's current IEP and shall include services and modifications to address the behavior of the student.

All decisions of the ARD/IEP Committee are appeal able through the Special Education due-process appeal procedures as stated in the TEA publication "Special Education: Explanation of Procedural Safeguards" in the absence of an exception. The student shall remain in the last agreed-upon placement ("stay put") during a due-process appeal, unless the parties agree upon a different placement or a change in placement is ordered by a hearing officer or court of competent jurisdiction.

Limitation on Days of Removal of Students With Disabilities

When a student with disabilities has been suspended, and/or removed for any reason for a combined total of 10 school days in any one school year, an ARD/IEP Committee must be convened to review current evaluations, assessments, and IEP, in accordance with the procedures outlined above, unless such removal is warranted in the student's IEP. The ARD/IEP Committee must determine appropriate actions and adjustment with the goal of keeping the student in school.

Protections for Students Not Yet Eligible for Special Education Services

A student may be entitled to some of the protections afforded students with disabilities if the school had knowledge that the student was a student with a disability prior to the student's misconduct. The school may be deemed to have knowledge of the student's disability if the parents had expressed a concern in writing (or orally in some cases) that the child was in need of Special Education and related services; the behavior or performance of the child demonstrated the need for such services; or the parent, teacher, or another employee of the school expressed a concern about the behavior or performance of the child to the Special Education teacher or other personnel of the school.

If none of the above conditions is met, then the school may be deemed not to have knowledge, and the student may be disciplined in the same manner as any other student.

If an evaluation is requested during the time disciplinary action is taken, the evaluation must be conducted in an expedited manner. Pending the outcome of the evaluation, the student remains in the disciplinary placement determined by the principal. If the result of the expedited evaluation is that the student qualifies for Special Education, then the school shall schedule an ARD meeting within 10 business days of the completion of the evaluation to develop an IEP and placement for the student.

Discipline of Students Served Under Section 504 of the Rehabilitation Act

Students served under IDEA (Individuals With Disabilities Education Act) include students who have one of 13 specific categories of disabilities and who because of their disabilities are in need of Special Education and related services in order to receive a free, appropriate public education. Section 504 of the Rehabilitation Act of 1973 covers a broader range of individuals. A student with disabilities under Section 504 is defined as a student who (a) has, (b) has a record of having, or (c) is regarded as having a physical or mental impairment that substantially limits a major life activity such as learning, self-care, walking, seeing, hearing, speaking, breathing, working, or performing manual tasks.

Discipline of Section 504 students mirrors the procedural framework involved with Special Education students. However, it is a separate procedure established under separate laws. As with Special Education students, if there is a behavior plan that specifies disciplinary options or responses to student misconduct, then those options or responses should be implemented in accordance with the plan.

For more serious misconduct, which may require expulsion or other exclusion that constitutes a significant change in placement, the Section 504 Committee must conduct a manifestation determination to determine whether the student's conduct was caused by his or her disabling condition. The Section 504 Committee is composed of a group of persons knowledgeable about the student. Such a determination should be based on current data.

If it is determined by the Section 504 Committee that the misconduct is not caused by the student's disabling condition, the student may be excluded from school in the same manner as similarly situated non-disabled students are excluded, but educational services may not be terminated completely during the expulsion period. The Section 504 Committee will determine the extent of educational services to be provided during the expulsion period. Educational services should be provided to the extent necessary to prevent regression in the area of the student's disabling condition.

If it is determined by the Section 504 Committee that the misconduct is caused by the student's disabling condition, the student may not be expelled. The Section 504 Committee must then determine whether the student's current educational placement is appropriate.

Under federal law, students with disabilities who possess illegal drugs or alcohol may be held to the same standard of performance behavior to which non-disabled students are held.

Rules concerning use or possession of illegal drugs and alcohol will be enforced evenly with respect to all students, whether they have disabilities or not.

Procedures for Expulsion and the Appeal of Expulsion

Decisions to expel a student shall not be made until there has been a full hearing, unless the student and his or her parents or guardian in writing specifically waives such hearing. An accurate record of any hearing will be maintained. Records of expulsions shall be filed in the principal's office with evidence attached. Pending the expulsion hearing, the student may be on suspension status. Additionally, the hearing should be held within seven school days from the date of the offense. The date for the hearing may be deferred beyond seven school days with the mutual agreement of the parties. The school official conducting the hearing shall make a

decision concerning the case within seven school days from the hearing date. A student may be expelled for up to a full academic year. If the principal or his or her designee or assistant principal proposes an expulsion, the following procedures shall apply:

- g) The student and his or her parent or guardian must be notified in writing of the reason(s) for the proposed expulsion, and a prompt hearing at the school must be arranged unless waived by the student and his or her parents in writing. The reasons for the proposed expulsion that clearly detail the nature of the offense must be furnished so they may prepare a defense. The student and his or her parent or guardian must also be furnished a copy of the expulsion procedures. They shall be advised that they may present witnesses and documentary evidence to defend against the allegations. The administration may be represented by any person involved in discipline at the school level or by the school attorney, whoever is deemed appropriate.
- h) A student is entitled to be represented by the student's parent or guardian or another adult who can provide guidance to the student and who is not an employee of the school district. If a parent or guardian is unable to attend, he/she may designate an adult to represent the student. The district may require evidence of the appointment by the parent or guardian of any such representative. The hearing will be recorded by tape recording. If the school makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the district may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends. The school may proceed with expulsion, even though the student withdraws from the district.
- i) If the evidence presented at the hearing warrants an expulsion in the judgment of the school official conducting the hearing, the hearing official may issue the appropriate expulsion order. If the decision is to expel the student, the administration shall inform the student and the parents or guardians in writing of the decision within seven school days of the hearing date. The decision of the school official conducting the hearing must be supported by the evidence and based exclusively on evidence presented at the hearing.
- j) Any student or his or her parent or guardian who wishes to appeal an expulsion decision shall notify the superintendent within three school days of receipt of the decision of the principal or his or her designee. The superintendent will arrange a time for the appeal hearing. Such notification to the superintendent shall include or be followed immediately by a letter from the school. The school official who conducted the hearing will provide a complete record of the hearing with a description of the student's conduct, including all offenses and dates. The tape reporting of the hearing shall accompany and become a part of the record. The superintendent shall notify the student and the parent, guardian, or representative of the time and place of the hearing. The hearing shall be held within seven calendar days of the date the student and parent or guardian notify the superintendent of his or her intention to appeal, unless an extension is given.
- k) At the hearing on appeal, the superintendent shall conduct a hearing attended by school official, the student, and the parent or guardian. The appeal is based on the record developed before the administrator or his or her designee. Both the administration/designee and the student will be allowed to make a short oral presentation based on the record. The time allowed for the oral presentation is left to the discretion of the superintendent. The superintendent will affirm the action of the administrator or his or her designee, overrule it, or issue any other appropriate order. A copy of the order shall be sent to the student and his or her parents or guardian. The superintendent shall inform the student and parent or guardian in writing of the decision within seven school days of the hearing date and apprise the student and parent or guardian of the right of appeal to the Board of Education.
- l) The student or parent or guardian may appeal the decision of the AAMA Board of Education by notifying the AAMA office in writing of his or her intention to appeal. The notice must be filed within five school days of the receipt of the districts superintendent's decision. Appeals to the Board of Education are also appeals on the record; no new evidence may be introduced for any purpose. The appeal before the board will be limited to a 10-minute oral presentation by both the appropriate administrative representative and by the student or parent or guardian. The hearing will be in closed session, unless the student or parent or guardian requests an open hearing. Decisions of the Board of Education are final.

A copy of the final written order expelling the student shall be delivered to the student and the student's parent or guardian.

When necessary to ensure effective communication, any notice required to be sent to the parent or guardian of a student shall be written in the language spoken by the parent or guardian. If the language spoken by the parent or guardian is other than English or Spanish, such notice shall be written in such other language necessary for communication.

GEORGE I SANCHEZ may honor expulsion orders from other school districts and may not admit a student expelled from another district until the student completes the period of expulsion. Admittance may be conditional.

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Students with disabilities are expected to exhibit appropriate conduct and may be subject to the requirements of this Code of Student Conduct. Nothing in these rules prevents police from arresting and prosecuting a Special Education student for commission of a criminal act. Upon request or subpoena, copies of Special Education and disciplinary records are required to be provided to appropriate law enforcement or judicial authorities investigating or prosecuting reported criminal conduct. The parent or guardian shall be notified of such transmittal.

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If none of the above conditions is met, then the school may be deemed not to have knowledge, and the student may be disciplined in the same manner as any other student.

If an evaluation is requested during the time disciplinary action is taken, the evaluation must be conducted in an expedited manner. Pending the outcome of the evaluation, the student remains in the disciplinary placement determined by the principal. If the result of the expedited evaluation is that the student qualifies for Special

Education, then the school shall schedule an ARD meeting within 10 business days of the completion of the evaluation to develop an IEP and placement for the student.

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Discipline of Section 504 students mirrors the procedural framework involved with Special Education students. However, it is a separate procedure established under separate laws. As with Special Education students, if there is a behavior plan that specifies disciplinary options or responses to student misconduct, then those options or responses should be implemented in accordance with the plan.

For more serious misconduct, which may require expulsion or other exclusion that constitutes a significant change in placement, the Section 504 Committee must conduct a manifestation determination to determine whether the student's conduct was caused by his or her disabling condition. The Section 504 Committee is composed of a group of persons knowledgeable about the student. Such a determination should be based on current data.

If it is determined by the Section 504 Committee that the misconduct is not caused by the student's disabling condition, the student may be excluded from school in the same manner as similarly situated nondisabled students are excluded, but educational services may not be terminated completely during the expulsion period. The Section 504 Committee will determine the extent of educational services to be provided during the expulsion period. Educational services should be provided to the extent necessary to prevent regression in the area of the student's disabling condition.

If it is determined by the Section 504 Committee that the misconduct is caused by the student's disabling condition, the student may not be expelled. The Section 504 Committee must then determine whether the student's current educational placement is appropriate.

Under federal law, students with disabilities who possess illegal drugs or alcohol may be held to the same standard of performance behavior to which nondisabled students are held.

Rules concerning use or possession of illegal drugs and alcohol will be enforced evenly with respect to all students, whether they have disabilities or not.

STUDENT INFORMATION AND GUIDELINES

Misconduct on the way to school, during the school day, on the way home from school, or during school-sponsored activities in or outside the city becomes a matter of school discipline, if the welfare of the student is involved.

In order to establish a school that is conducive to a wholesome learning environment, it is imperative that students observe the following rules and regulations.:

Students are to be in the classroom when the tardy bell rings.

During the passing period, students are to walk *quietly* and *quickly* to their rooms. *Loitering in the halls and restrooms is strictly forbidden.*

In order **to be excused from class during the regular class period**, a student **MUST** have a written permit, bearing the student's name, time of issuance, destination, and teacher's signature.

During fire drills, all *students must pass quickly and quietly with their teacher* to the designated area and remain orderly until the completion of the fire drill.

Backpacks and sports bags may **NOT** be carried during the school day unless they are clear plastic or mesh.

The restrooms are to be used for the purposes for which they were designed and constructed. Loitering, gambling, smoking, etc. is not permitted. Faculty restrooms are off-limits to students.

All articles found should be turned in to the **Lost and Found** in the assistant principal's office. Lost materials may be claimed there.

Students who damage school property must pay *immediately* for the damaged property.

Running in the halls and passageways is prohibited.

Fireworks of any kind are strictly prohibited.

Student use, possession, distribution, sale, or being under the influence of alcohol, illegal drugs, controlled substances, "look alike" drugs, steroids, or possession of any drug paraphernalia on any school property or at any school function (home or away) is strictly prohibited. GIS follows a "Zero Tolerance" policy and violation of that policy may result in expulsion from school.

BEEPERS, RADIOS, TAPE/CD PLAYERS, CELLULAR PHONES, ETC., ARE NOT PERMITTED. Do NOT bring these items to school. All radios, tapes, cd players, etc. will be collected and taken to the main office. Students may reclaim tapes/cd players and radios. **Beepers and cellular phones are confiscated and returned to the parent/guardian one time only for a fee of \$15 with proper ID.**

Eating or drinking in areas other than the cafeteria is prohibited. Students should properly dispose of all trash in the garbage cans provided.

Students must clear the building by 4:30 p.m. unless they are with a teacher or sponsor. These students must leave the campus immediately upon dismissal by the teacher/sponsor.

AUTOMOBILES

Students that drive to and from school are expected to comply with the regulations listed below. These regulations are reasonable and are for the protection of all students. Failure to follow this rule may forfeit the right to drive a car on school grounds.

Student cars must be parked in the designated area. All other cars are off limits at lunch.

Students are not allowed to go to the student parking lot or to their cars.

Students, leaving school on a permit, are reminded that such a permit entitles him/her to go only directly to and from school by the shortest route.

Students are not to loiter in parked cars before or after school.

Students may **NOT** use cars for errands during the school day.

CAFETERIA REGULATIONS

When students are in the cafeteria, they must be waiting on the bleachers for permission to enter the cafeteria line (Houston campus), waiting in line to be served or seated at a table (both campuses). Line cutting will subject the student to disciplinary action.

All lunches must be purchased and eaten in the cafeteria, no outside food is allowed. Students must remain in the cafeteria.

All students are responsible for leaving their areas clean after eating. Paper and paper products must be placed in a trashcan.

FREE BREAKFAST/LUNCH APPLICATIONS

Students who need them may pick up free breakfast/lunch applications at the beginning of the school year from the attendance office. The application must be completely filled out and signed by a parent/guardian. Students who qualify will be notified.

CREDIT HEARINGS

Students may have no more than nine (9) absences for any course each semester. A "NC" will be placed on the report card beside the grade of each course having more than ten absences.

If a student has a passing grade in the course, he/she may have the “NC” removed and obtain credit by appealing to the credit hearing committee. The procedure is:

1. Listen for announcements regarding credit appeals in January and May.
2. Obtain a credit appeal form from the assistant principal.
3. Complete and return the form to the assistant principal's office.
4. Students are reminded that the attendance committee will not grant credit unless the missed class time has been made up after school or at other times designated by the principal.

YOU MUST ATTACH A COPY OF THE LATEST REPORT CARD TO THE FORM.

Incomplete forms will not be considered.

GANG PARTICIPATION

Students in GIS are not permitted to demonstrate participation in any gang-related activities by wearing any specific clothing, or items, which might be considered evidence of gang membership. Students suspected of gang membership will be subject to investigation and appropriate referrals will be made to the Houston Police Department or San Antonio Police Department, as applicable, if membership is confirmed. Additionally, the student's parents will be requested to meet with the administrator regarding prescriptive student modification.

NURSE

The school nurse serves many purposes. She evaluates and provides nursing care for pupils with emergency illness and trauma. She provides hearing, vision, scoliosis screening for all new students. She serves as a liaison between the school, home, and community services and as a health education resource person.

Any student who requires the assistance of the nurse must bring a permit from the teacher to the Principal Assistant or PEIMS Coordinator who in turn will refer to the nurse if needed. The nurse's office is located near the attendance office.

It is against School Board Policy for GIS personnel to give medication of any kind, including aspirin, similar preparations, or any other drugs except with the written permission of the student's doctor and parent. Under these circumstances, only the nurse or, in her absence, an authorized person may administer the medication. The nurse has a specific form that the doctor must fill out to authorize that she can give a student medication. If you are going to the doctor, and think you will need such a form see the nurse to get one before your doctor's visit.

PROGRESS REPORTS

Progress Reports are issued to students in any class in which they have poor grades, excessive absences, or inappropriate conduct the fourth week of each six-weeks grading period. The progress reports provide information to parents and students concerning academic progress, and allows the parents the opportunity to communicate with teachers. Additionally, teachers may send home progress reports any time that unsatisfactory progress is being

made. Parents are encouraged to make an appointment with teachers to discuss concerns. The school secretary or clerk may schedule Parent/teacher conferences during the teacher's conference period. The number to call is (713) 926-1112.

REPORT CARDS

Computer report cards are usually issued the week following the end of the grading period. At the end of the school year, report cards are mailed to the address the school has on file. If a grade is missing from the student's report card, it is imperative that the student notifies the teacher *immediately*.

SEXUAL HARASSMENT BY STUDENTS

Students shall not engage in sexual harassment toward another student or a District employee. A substantiated charge of sexual harassment against a student shall result in disciplinary action

Sexual harassment by a student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

SEXUAL HARASSMENT / ABUSE BY EMPLOYEES

District employees are prohibited from sexually harassing or sexually abusing students. Romantic relationships between students and employees are absolutely and always prohibited.

REPORTING REQUIREMENTS

Any District employee who receives information about sexual harassment or sexual abuse of a student that may reasonably be characterized as known or suspected child abuse or neglect shall make the reports to appropriate authorities, as required by law.

An employee who suspects or knows that a student is being sexually harassed or sexually abused by a school employee or by another student shall inform his or her principal, immediate supervisor, or the Title IX coordinator.

INVESTIGATIONS

Any allegations of sexual harassment or sexual abuse of students shall be investigated and addressed. Any reports of sexual harassment shall be referred to a campus administrator. If an incident involves a campus administrator, the report should be made to the superintendent.

Oral complaints shall be reduced to writing to assist in the school's investigation. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

NOTICE TO PARENTS

The District shall notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor. The District shall notify parents of any incident of sexual harassment or sexual abuse by an employee.

PROTECTION FROM RETALIATION

The District shall not retaliate against a student who in good faith reports perceived sexual harassment or sexual abuse.

COMPLAINT PROCESS

For the purposes of the following complaint process, "days" mean calendar days.

LEVEL ONE

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the campus administrator, designee, or the Title IX coordinator for students. A parent or other advisor may accompany the student at the initial conference and throughout the complaint process. The initial conference with the student ordinarily shall be held with a person who is the same gender as the student. The conference shall be scheduled and held as soon as possible, but in any event within seven days of receipt of the complaint. At the conference, the persons bringing the complaint shall be informed of the right to file a complaint with the Office for Civil Rights.

The campus administrator or designee or the Title IX coordinator shall coordinate an appropriate investigation, which ordinarily shall be completed within seven days of the initial conference. The student or parent shall be informed if extenuating circumstances delay the investigation.

Nothing in the complaint process shall have the effect of requiring a student alleging sexual harassment or sexual abuse to report the matter to a person who is the subject of the complaint.

LEVEL TWO

If the resolution of the complaint at Level One is not to the student's or parent's satisfaction, the student or parent has seven days to request a conference with the Superintendent or designee, who shall schedule and hold a conference. Prior to or at the conference, the student or parent shall submit a written complaint that includes a statement of the complaint, any evidence in its support, the resolution sought, the student and/or parent's signature, and the date of the conference with the campus administrator, designee, or Title IX coordinator.

LEVEL THREE

If the resolution of the complaint at Level Two is not to the student or parent's satisfaction, the student may present the complaint to the Board at its next regular meeting. The complaint shall be included as an item on the agenda posted with notice of the meeting. Announcing a decision in the student or parent's presence constitutes communication of the decision.

CLOSED MEETING

The Board shall hear complaints alleging sexual harassment by students or sexual harassment or sexual abuse by employees in closed meeting, unless otherwise required by the Open Meetings Act.

NOTICE OF PARENT AND STUDENT RIGHTS

What is the District policy concerning sexual misconduct?

The District forbids employee conduct constituting sexual harassment or sexual abuse of students. The District forbids students from engaging in unwanted and unwelcome verbal or physical conduct of a sexual nature directed toward another student or a District employee.

The District encourages parental and student support in its efforts to address and prevent sexual harassment and sexual abuse in the public schools.

What is sexual harassment?

Sexual harassment of a student by an employee includes any welcome or unwelcome sexual advances, requests for sexual favors, and other verbal (oral or written), physical, or visual conduct of a sexual nature. It also includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning a student at home or elsewhere to solicit inappropriate social relationships, physical contact that would be reasonably construed as sexual in nature, and enticing or threatening a student to engage in sexual behavior in exchange for grades or other school-related benefit.

Sexual harassment of a student by another student includes unwanted and unwelcome verbal or physical conduct of a sexual nature, whether by word, gesture, or any other sexual conduct, including requests for sexual favors.

What is sexual abuse?

Sexual abuse is defined as "illegal sex acts performed against a minor...." It may include, but is not limited to, fondling, sexual assault, or sexual intercourse. Sexual abuse is a form of child abuse that must be reported to appropriate law enforcement authorities.

What laws address sexual harassment of students?

Sexual harassment or abuse of students by District employees may constitute discrimination on the basis of sex and is prohibited by Title IX (the federal law prohibiting gender-based discrimination by schools that receive federal funds).

Will I be informed if my child has been sexually harassed or sexually abused at school?

The District will notify parents of students involved in sexual harassment by students when the allegations are not minor or of any incident regarding sexual harassment or sexual abuse by an employee. Notification may be by telephone, letter, or personal conference.

What will the District do when it learns of sexual harassment or sexual abuse of a student?

When a principal or other school administrator receives a report that a student is being sexually harassed or abused, he or she will initiate an investigation and take prompt action to intervene.

What do I do if I am concerned that my child has been sexually harassed or sexually abused at school?

A student or parent who has a complaint alleging sexual harassment by other student(s) or sexual harassment or sexual abuse by an employee may request a conference with the principal, the principal's designee, or the District's Title IX coordinator. The conference will be scheduled and held as soon as possible but within seven calendar days. The principal or Title IX coordinator will coordinate an investigation. Oral complaints should be reduced to writing to assist in the District's investigation.

A complaint may also be filed separately with the Office of Civil Rights:

Regional Director
Office of Civil Rights, Region VI
1999 Bryan Street, Suite 2600
Dallas, Texas 75201

Telephone: (214) 880-2459
Fax: (214) 880-3082 TDD: (214) 880-2456

Who is the Title IX coordinator and how do I contact that person?

The Title IX coordinator for the School is:

Name: Ruth Rivera (Houston Campus)
Position: Counselor
Address: 6001 Gulf Freeway, Houston, TX 77023
Telephone: (713) 926-1112

Name: Acenete Flores (San Antonio Campus)
Position: Deputy Director of AAMA
Address: 436 S. Main, San Antonio, TX 78204
Telephone: (210) 270-8567

The Title IX coordinator is a District employee who has the responsibility to assure District compliance with the requirements of Title IX. The coordinator will investigate or oversee an investigation of a complaint alleging violations of Title IX.

Will my complaint be confidential?

To the greatest extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

What if I am not satisfied by the District's resolution of my complaint?

If the parent is not satisfied with the District's initial response to the complaint, he or she has seven calendar days to request a conference with the Superintendent or designee, who will schedule and hold a conference. Prior to or at the conference, the parent must submit a

written complaint that contains: a statement of the complaint; any evidence to support the complaint; the resolution sought; the student's and/or parent's signature; and the date of the conference with the campus administrator.

If the parent considers the resolution unsatisfactory, he or she may request that the Board of Trustees at its next regular meeting hear the complaint. The Board will hear the complaint in closed meeting, unless otherwise required by the Texas Open Meetings Act. At the conclusion of the hearing, the Board will decide what action it deems appropriate.

SEXUAL HARASSMENT OF STUDENTS

Sexual harassment of students includes such activities as engaging in sexually oriented conversations for purposes of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that would reasonably be construed as sexual in nature, and enticing or threatening students to engage in sexual behavior in exchange for grades or other school-related benefit. *20 U.S.C. 1681(a); Franklin v. Gwinnett County Public School, 112 S. Ct. 1028 (1992)* [See also DHC(LOCAL)]

A District official who has authority to take corrective action on the District's behalf and who has actual notice of teacher-student sexual harassment or abuse shall take corrective measures to address the harassment or abuse. *Gebser v. Lago Vista ISD, 118 S.Ct. 1989 (1998)*

SEXUAL ABUSE OF STUDENTS

Sexual abuse of a student by an employee, when there is a connection between the physical sexual activity and the employee's duties and obligations as a District employee, violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse. *U.S. Const. Amend. 14; Doe v. Taylor ISD, 15 F.3d 443 (5th Cir. 1994)*

SEXUAL ABUSE BY EMPLOYEES

When an administrator learns of facts or a pattern of inappropriate sexual behavior by an employee under his or her supervision that plainly point toward the conclusion that the employee is sexually abusing a student, the administrator shall take appropriate action. *Doe v. Taylor ISD, 15 F.3d 443 (5th Cir. 1994); Walton v. Alexander, 44 F.3d 1297 (5th Cir. 1995)*

STUDENT-STUDENT SEXUAL HARASSMENT OR ABUSE

When gender-based peer harassment takes place in a context subject to the District's control, and that District exercises substantial control over the harasser, it shall take appropriate action in light of the known harassment. *Davis v. Monroe County Bd. of Educ., 119 S.Ct. 1661 (1999)*

The District shall not directly discriminate on the basis of sex when addressing peer sexual harassment. *Rowinsky v. Bryan ISD, 80 F.3d 1006 (5th Cir.), cert. denied, 117 S.Ct. 165 (1996)*

EQUAL EDUCATIONAL OPPORTUNITIES

Campus 504 Coordinator

The District designates the following employee to coordinate its efforts to comply with Section 504 of the Rehabilitation Act of 1973 as amended:

Name: Ruth Rivera (Houston Campus)

Position: Counselor

Address: 6001 Gulf Freeway, Houston, TX 77023

Telephone: 713-926-1112

Name: Wendell Beene (San Antonio Campus)

Position: Deputy Director of AAMA

Address: 436 S. Main, San Antonio, TX 78204

Telephone: (210) 270-8567

The 504 Coordinators and members of the Section 504 Committee shall receive training in the procedures and requirements for identifying and providing educational and related services to those students who have disabilities, but who are not in need of special education in accordance with the Individuals with Disabilities Education Act (IDEA).

REFERRALS

Students may be referred by parents, teachers, counselors, administrators, or any other District employees who are knowledgeable about the child being recommended for evaluation to determine if they have disabilities and are in need of special instruction or related services. The District shall conduct an evaluation of any student it believes needs special instruction or related services because of the existence of any disability.

PREPLACEMENT EVALUATION

An evaluation shall be conducted before any action is taken to place a student with disabilities or make a significant change in placement in an instructional program. The evaluation shall include consideration of adaptive behavior. Adaptive behavior is the effectiveness with which the individual meets the standards of personal independence and social responsibility expected of his or her age and cultural group.

NOTICE TO PARENTS

A Campus 504 Coordinator shall notify parents prior to any individual evaluation conducted to determine if their child has disabilities or to determine what educational or related services should be provided to the student. Parents shall also be given written notice of the District's refusal to evaluate a student or to provide specific aids and services the parents have requested.

IMPARTIAL HEARING

Parents shall be given written notice of their due process right to an impartial hearing if they have a concern or complaint about the District's actions regarding the identification, evaluation, or educational placement of a disabled student. The impartial hearing shall be conducted by a person who is knowledgeable about the issues involved in Section 504 and who is not employed by the District or related to a member of the Board in a degree that would be prohibited under the nepotism statute [see DBE]. The impartial hearing officer is not required to be an attorney.

It is the responsibility of the District 504 Coordinator to locate and arrange for the services of an impartial hearing officer.

TAKS MODIFICATIONS

Modifications in taking the TAKS test may be made for a Section 504 student when the modifications have been determined not to destroy the validity of the test; are necessary for the student to take the test; are consistent with modifications provided the student in the classroom; and are approved by TEA.

'NO PASS, NO PLAY' EXEMPTIONS

When a Section 504 student cannot meet the regular academic standards of the "no pass, no play" law, the District may follow TEA procedures to determine continued eligibility for extracurricular activities.

STUDENT RIGHTS AND RESPONSIBILITIES: STUDENT AND PARENT COMPLAINTS

The purpose of this policy is to secure at the lowest possible administrative level, prompt and equitable resolution of student or parent complaints. Except as provided below, all student or parent complaints shall be presented in accordance with this policy.

GENERAL PROVISIONS

Unless otherwise provided by a policy referenced above, students or parents shall be entitled to informal conferences with administrators to resolve their complaints. In most circumstances in which a complaint involves a problem with a teacher, the student or parent shall be expected to discuss the matter with the teacher before requesting a conference with the campus administrator at Level One.

An adult at any level of the complaint may represent the student.

For purposes of this policy, "days" shall mean calendar days.

Announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

LEVEL ONE

A student or parent who has a complaint shall request a conference with the campus administrator within 15 days of the time the student or parent knew, or should have known, of the event or series of events causing the complaint. The campus administrator shall hold a conference with the student or parent within seven days of the request. The campus administrator shall have seven days following the conference within which to respond.

LEVEL TWO

If the outcome of the conference with the campus administrator is not to the student's or parent's satisfaction or the time for a response has expired, the student or parent may request a conference with the Superintendent or designee. The request must be filed within seven days following receipt of a response or, if no response is received, within seven days of the response deadline. The Superintendent or designee shall hold the conference within seven days after receiving the request.

Prior to or at the time of the conference, the student or parent shall submit a written complaint that includes the student's or parent's signed statement of the complaint, any evidence in its support, the solution sought, and the date of the conference with the campus administrator. The Superintendent or designee shall have seven days following the conference within which to respond.

LEVEL THREE

If the outcome of the conference with the Superintendent or designee is not to the student's or parent's satisfaction or if the time for a response has expired, the student or parent may submit to the Superintendent or designee a request to place the matter on the agenda of a future Board meeting. The request shall be in writing

and must be filed within seven days of the response or, if no response is received, within seven days of the response deadline.

The Superintendent shall inform the student or parent of the date, time, and place of the meeting.

The presiding officer shall establish a reasonable time limit for complaint presentations. The District shall make an audiotape record of the Level Three proceeding before the Board. The Board shall hear the complaint and shall then make and communicate its decision orally or in writing at any time up to and including the next regularly scheduled Board meeting.

CLOSED MEETING

If the complaint involves concerns or charges regarding an employee, it shall be heard by the Board in closed meeting unless the employee to whom the complaint pertains requests that it be heard in public.

TESTING

The testing program at George I. Sanchez involves the administration of tests required by the Texas Education Agency. All tenth grade students are required to take the exit-level Texas Assessment of Academic Skills (TAKS) test during the spring semester. The TAKS is a criterion-referenced test, which measures how well each student masters certain competencies, or objectives. Students will not receive a diploma unless all five parts of the TAKS test-mathematics, reading, writing, social studies, and science have been mastered. Students who fail to demonstrate mastery on one or more sections must retake the appropriate section at future administrations

George I. Sanchez High also participates in the **Advanced Placement Testing Program** through the Educational Testing Center (ETS). Students who take 11th and 12th grade courses designated as AP may take exams in those courses. Successful completion of the exam may gain the student college credit before the student enters college. There is a fee for each test taken. If a student is interested, he/she should see their counselor.

TEXTBOOKS

All students are entitled to a textbook in each of their classes. If a student loses a textbook, that student must pay for the book. If a lost book(s), which was paid for by a student, is found, the financial clerk upon presentation of a receipt will give a refund for the price paid. Each student is responsible for all textbooks issued to him/her. Books must be covered according to Texas law. All textbooks that are found should be immediately turned in to the Lost and Found in the main office. Students are instructed not to deface or alter either the bar code number on the front of the book or any numbers on the front or back inside covers. Students are expected to pay for lost books before being issued any additional ones. Students are instructed to keep payment receipts issued for lost books. If a book is found, student must have receipt to verify payment in order to receive a refund.

TUTORIALS

Teachers are available before and after school.

COMPULSORY ATTENDANCE

Section 3321.04 of the TEC Code provides that every parent, guardian, or other person having charge of any child of compulsory school age must send such child to a school which conforms to the minimum standards prescribed by the State Board of Education for the full time the school attended is in session.

ATTENDANCE REGULATIONS

If a student accumulates more than 10 or more days absent from school per semester he or she will not receive credit.

It is extremely important that students and parents realize and understand that the 10 days of absence per semester built into this attendance policy are not to be considered as approved days to miss class. These days should be thought of as a sick bank to be used only when needed.

Absences, which are the result of illness, truancy, vacation, or family emergency, will be counted in this tally regardless whether the absences are excused or unexcused. Suspensions will not count in the 10-day limit per semester. Absences resulting from sponsored activities/functions such as field trips, assemblies, athletic contests, in-school suspensions, and mentorship programs will not count in this tally.

A conference with the assistant principal, parent liaison, student, and the parent shall be scheduled if excessive absence continues

Referral to the Harris County Justice of the Peace may occur at the discretion of the Superintendent/Principal or designee for students whose absences violate the Compulsory Attendance Law.

NOTE: If a student is absent for 10 consecutive days without notification to the school, the student will be withdrawn for excessive absences.

Truancy

Failure to attend an assigned class is considered truancy and will result in disciplinary action. Such failure to attend class will also be counted as an absence under the attendance policy.

Participation in extracurricular activities

Students are reminded that participation in extra-curricular activities is an honor and a privilege, not a fundamental right. Students must demonstrate acceptable behavior, good attendance, and attain passing grades in order to be eligible to participate in extra-curricular activities. Students participating in extra curricular activities must be in attendance at school that day to participate in practice, games, functions, etc.

Sign-out Sheet/Early Dismissal - A log is kept in the Main Office for the purpose of students signing in and out of school. Students are not to leave the building during the school day without signing out with an adult working in the main office. In order to sign out, a student must have a parent or legal guardian

present who is listed on the student's application. The above rules also apply to 18 year olds (and older). Early dismissal should be utilized only when it is integral to students' approved academic and vocational program and when it effectively maximizes learning.

COLLEGE VISITATION

It is the district's policy to permit seniors planning to go on to college to receive leave from normal school classes in order to visit colleges they anticipate attending. Arrangements for such visitations must be made well in advance to insure that permission is granted. Seniors may take up to 3 college visitation days, which are to be used during the first three quarters of the school year. Upon the student's return to school, he/she must report to the office to submit a signature from an authorized college official in order to be re-admitted. Normally, this will be a college counselor or admissions officer. See form below:

College Visitation

Student's Name _____ Grade _____

Today's Date _____ Date(s) of Absence _____

Number of School Days Absent _____

Name of College or University _____

City _____ State _____

Official Visited _____ Title _____

Official Signature or Seal _____

Phone Number _____ Phone Number _____

Student's Name _____

SCHOOL RULES AND POLICIES

ASSEMBLY BEHAVIOR

All students are expected to attend assembly programs and sit in their designated areas. Inappropriate behavior will be dealt with in accordance with the student code of conduct. During assemblies, the highest standard of conduct is expected. We, as a school, are often judged by our ability to host visitors. Assembly programs are situations where our ability to behave as adults is being judged. Students taking part in assemblies must have all activities and routines previewed by their advisor. Students varying these previewed activities may be disciplined.

ATTENDANCE AT SCHOOL SPONSORED DANCES

GIS students and their "high school aged" dates are permitted to attend school-sponsored dances. Any exceptions to this restriction must be approved five (5) days prior to the date of the dance by the principal and sponsoring advisor. NO middle school students are permitted to attend high school dances.

BEING BROUGHT TO SCHOOL

Students with rides to or from school MUST be dropped off and picked up in front of the Multipurpose Education Center (MPEC), prior to and immediately after school.

CARD PLAYING

Card playing is not permitted at any time during the school day.

CHANGE OF ADDRESS

Please inform the Main Office if you change your address or telephone number.

CHANGING CLASSES

At the beginning of the period students are to be in the classroom when the signal sounds. At the end of the period, students are to remain in their seats until dismissed by the teacher. Students are not permitted to line up at the classroom door for dismissal.

CLEARING THE BUILDING

Any student remaining in the building after 3:45 p.m. must be under the direct supervision of a staff member.

DISTRIBUTION OF PRINTED MATERIALS

Students will not distribute printed materials on school property, unless advance approval for such distribution has been obtained from the Principal.

DRESS CODE

School appearance reflects an attitude of pride in self, school, and community through cleanliness, neatness, and modesty.

To assist students in meeting these standards, the following guidelines are listed.

Students must wear a GIS shirt with tan or white pants.

No article of clothing may appear to be predominantly black, blue, or red. This includes coats, jackets, shoelaces and shoes.

Facial jewelry, other than earrings worn in the ear, may not be worn.

Appropriate footwear will be worn at all times unless otherwise authorized by a school staff member for activities such as gymnastics. Cases that might constitute safety hazards will be individually evaluated. Inappropriate footwear will include, but is not limited to, bedroom/household slippers and thong sandals.

Clothing will be clean, neat, and modest.

Headwear (which includes hats, scarves, bandannas, "dew rags", etc.) is not permitted to be worn in the building.

Free Dress Days

Occasionally, students will be permitted, at the discretion of the Principal or campus administrator, to have "Free Dress" days. Uniforms are not required on those days but all other dress code regulations will apply, including the prohibition on clothing that appears to be predominantly black, red, or blue.

Additionally, see-through blouses, bare midriffs, cutout dresses, tank tops, halter (bare back) or bare shoulder styles are examples of styles not permitted for girls. Skirts/shorts that are more than 3 inches above the knee are not permitted.

Tank tops, muscle man shirts, and bare mid-riff are examples of styles not permitted for boys.

Clothing with writing or attached symbols that are obscene or suggestive of obscenities is not permitted.

Clothing with writing and/or symbols, which advertise or promote activities against school regulations are not permitted. Examples are drugs, alcohol, and tobacco.

Dress and appearance shall be such as to not impede or disrupt the educational climate.

DRIVING/PARKING

There are limited parking facilities for students at. Students who drive to school must use the student parking lot. These regulations include students driving motor scooters and motorcycles. Students granted the right to drive to school must obey the following regulations:

A student shall not violate any law or ordinance regarding the operation of a motor vehicle or any regulation set forth herein while on school premises, under school authority, or at any school-sponsored activity, function or event.

A student shall operate a motor vehicle on school premises safely and at a speed consistent with existing conditions but in no case at a speed greater than 10 miles an hour.

A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians.

A student who operates a motor vehicle on school premises shall have a valid operator's license, and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. Neither GIS nor The Association for the Advancement of Mexican Americans (AAMA) shall be liable for the student driver or for the vehicle or for the contents of the vehicle.

A motor vehicle parked on school premises in violation of parking and driving regulations may be towed away at the owner's expense.

A student shall not drive or park a motor vehicle on the school premises when his or her privilege to do so has been suspended or revoked.

All students, pedestrians and drivers shall abide by school regulations.

During school hours, students are not to be sitting in or on cars parked in the parking lot. Students are not to meet their friends, whether they go to school here or not, in the parking lot. Any students in the parking lot during the day, without permission, will be considered truant. Any

outsider loitering in the parking lot will be trespassing and may be reported to the Houston or San Antonio Police Department.

Students are reminded that any vehicle parked on school grounds is subject to search or examination by Drug sniffing dogs.

REMOVAL FROM CLASS

Any student who is asked to leave a class for disciplinary reasons is to be escorted by an adult staff member immediately to the office and speak to an assistant principal. Normally, the escort should be a security officer.

FIELD TRIPS

On field trips, students are under the jurisdiction of the school and will be expected to act accordingly. Violation of student conduct code will be dealt with accordingly.

HALL PASSES

Whenever a student receives permission to leave the classroom, the teacher must issue him/her an official hall pass. No other type of pass will be accepted.

Hall passes should be issued only when absolutely necessary in emergency situations. Students should use the restroom during the passing period, not during class time.

PREPARATION FOR SCHOOL

To get the most out of school, students must be prepared to work. Students are EXPECTED to have their learning kit (notebook, paper, pencil, pen) when they report to class or to study hall. Teachers are not to excuse students from class to look for these materials. Failure to bring your learning kit to class is a violation of the dress code and will result in disciplinary action.

PROM

Prom is a regular extra-curricular activity and, as such, requires students to be in school on Prom day if they want to attend Prom. **All preparation time (hair appointments, picking up tuxedos, etc.) must be done outside the school day.**

All rules and regulations of the Student Conduct Code also apply to Prom.

RESTROOMS

Students are expected to use the restroom facilities at lunchtime, and during the breaks between classes and should not ask to be excused from a class or study hall except for illness or emergencies.

SCHOOL ACTIVITIES

Athletic contests, (home or away) dances, plays, banquets, etc., are part of the school day and such come under the regulation set forth in the Student Conduct Code.

SIGN-POSTING POLICY

Only GIS organizations or groups with permission from the principal or a campus administrator may post sign in the school.

All signs must be approved and initialed by the principal or a campus administrator before they are posted

SUBSTITUTE TEACHERS

Students are expected to cooperate fully with all substitute teachers. Failure to do so may result in a student being disciplined by the regular classroom teacher (upon his/her return) and/or by the campus administrator.

TEACHERS' PARKING LOT

Students at the Houston campus are not to park in the spaces reserved for teachers and handicapped people.

TELEPHONE AND TELEPHONE MESSAGES

Emergency calls to parents or guardians will be made through the office.

Telephone calls for students will be permitted and accepted only in case of emergency.

TRESPASSING AND LOITERING

Students shall not trespass or loiter in or around school buildings or on property owned AAMA or the Heritage Plaza. **Students on school property or at a school-related event when on a current Out-of-School Suspension shall be considered trespassing. Trespassing charges may be filed.**

Students are not to loiter in and around the building or other school properties at any time. Students are required to be in an assigned class, or cafeteria period according to their official schedules or in the immediate area of a school-related activity. Students who have early dismissal must leave school grounds and the immediate school area.

USE OF WEIGHT EQUIPMENT

Students are not allowed to use the weight machine, or other equipment unless a teacher, coach, staff member, or other responsible adult is directly supervising them. No student of any age will be considered a supervisor of other students.

VISITORS

Students from other schools may visit the building with the approval of an administrator.

Guidelines for visitors are as follows:

- Permission for student visitors must be secured at least 24 hours in advance of the visit.
- The student visitor must be of high-school age.
- Student visitors must have a pass from the office and will be required by teachers to produce that pass.
- All student visitors are subject to the policies of the school as outlined in the handbook. Failure to comply with these policies will result in removal from GIS.

STUDENT ACCIDENTS

Most student accidents can be avoided if everyone follows the safety and behavior rules of the school. However, if an accident occurs, students are to report it to the closest teacher.

Medication

Students must keep all medication in the office (Nurses office in Houston). Failure to do so will constitute a violation of the Student Code of Conduct

Graduation

Students are reminded that participation in the ceremony of graduation is a privilege. This privilege may be revoked as a consequence to improper behavior. Only actual graduating students receiving diplomas may participate in graduation. Students must have met all requirements for graduation, including passing all state exit exam requirements.

Grading Policy

Students in grades 8-12 shall be formally evaluated every six weeks of the school year. Interim progress reports are sent to the parents of all students midway through each grading period.

Grading Scale

90-100 A

80-89 B

75-79 C

70-74 D

69 & Below F

FINAL EXAMS

ALL teachers of all subject areas must give exams, except when an alternative project or assignment is approved by the principal, with the possible exception of senior exams in the 2nd semester. (see below). In some courses such as music or art, a final project may be considered instead of a final with the approval of the principal.

Seniors with an 85 or higher average and 6 or fewer absences may be exempted from final exams during their final semester of class work at the **option of the individual teacher**. Teachers may adopt a higher standard, or permit no senior exemptions at all. However, individual teachers must apply the same standard to all of their students.

Exams are to be given at the time they appear on the exam schedule. **Any exams given on days other than those designated by the exam schedule must be pre-approved by the principal.** Students who are late for their exams without a verified emergency will not be permitted to take the exam during the scheduled exam period. Arrangements for make up of exams should be made between the teacher and student prior to the date of the scheduled exam. Make up exams should be taken during the time allotted on the exam schedule for make-ups except in those cases where the teacher/student have agreed to an alternate arrangement.

Students who fail a final exam may not re-take the exam under any circumstances.

CLASS RANK

GIS 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 each class shall be ranked together.

Class rank shall be computed by using the final grade in all subjects.

Any two (2) 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 and shall be subject to the Board's policy on release of student records.

Rank in class shall be entered on student's records and on all transcripts where they will be available for review by authorized persons.

Valedictorian and Salutatorian

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 GIS.

The student with the highest G.P.A., who meets the rule described in the above paragraph, will be selected valedictorian of the senior class. In the case of a tie, all students sharing the highest G.P.A. will receive honors as valedictorians.

COURSE FAILURE

If a student fails a course, the grade is recorded as an "F". If the course is required, the class must be taken again to meet graduation requirements. For an elective course the student may take the course over or select another elective.

Make Up Work

Students will be given the same number of days, as they were absent to make up missed work. An exception to this would be a major assignment or quiz/test examination has been announced prior to the student's absence, in which case the student would be expected to take the test or submit the assignment upon returning. It is the student's responsibility to request make-up work.

I

Incomplete Grades

Students receiving an incomplete for a grading period or final examination will not have met the course requirements and will then fail the course for the year, unless assigned work is completed within the specified due dates.

Incompletes must be made-up by the end of the next grading period. For example, an incomplete received in the second six weeks must be made-up by the end of the third six weeks. An incomplete received during the sixth six weeks must be made-up during summer school.