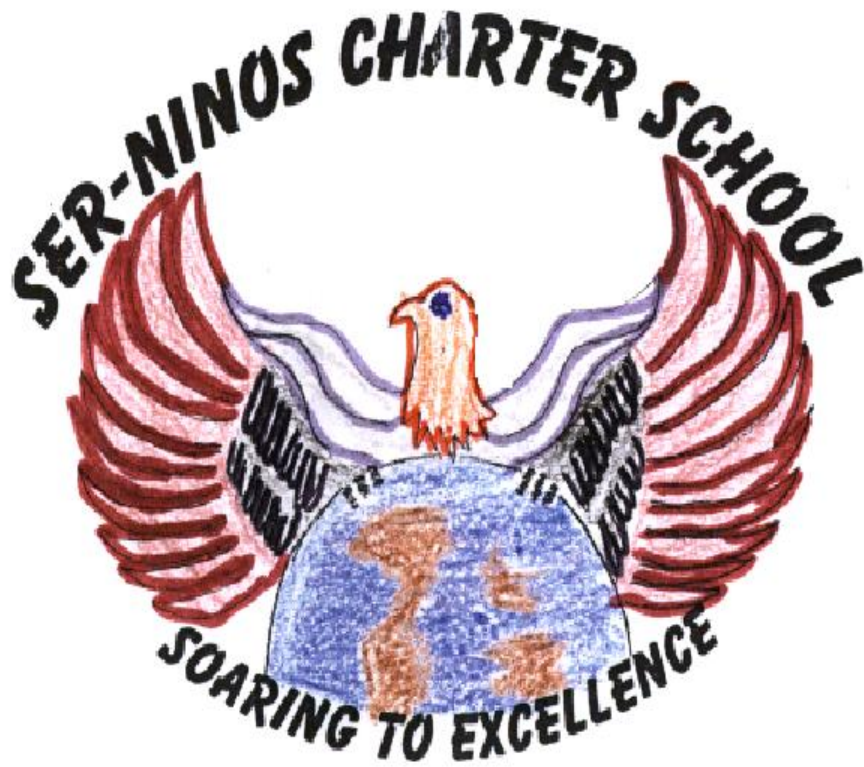


# **PARENT HANDBOOK**



**2018-2019**

**Web Page for SER-Ninos Charter School: [www.serninos.org](http://www.serninos.org)**

It is the policy of SER-Niños Charter School System not to discriminate on the basis of age, color, handicap or disability, ancestry, national origin, marital status, race, religion, sex, veteran status, political affiliation, sexual orientation, and gender identity and/or gender expression in its educational or employment programs and activities.

**SER-Niños Elementary**  
**5815 Alder Drive**  
**Houston, TX 77081**  
**713 667 6145**

**SER-Niños Elementary II**  
**5919 Dashwood Drive**  
**Houston, TX 77081**  
**713 432 9400**

**SER-Niños Middle**  
**5610 Gulfton**  
**Houston, TX 77081**  
**713 592 6055**

Dear Parents,

We are delighted to have you and your children join the SER-Niños Family. We strive for high academic standards within a warm nurturing environment. We feel confident that this goal can be accomplished through the cooperative efforts of our parents, students, community volunteers, faculty and staff.

The SER-Niños Handbook provides you with information about our school, policies, and procedures. Please read and sign the last page of this handbook and return it to your child's teacher.

We have an exciting school year planned, and we look forward to a year of excellence. Please contact your child's teacher or me if you have any questions or concerns. We are committed to working with you to meet your child's needs.

**School Calendar of Holidays  
2018-2019**

Students do not attend school on official holidays and teacher staff development days.

Sept. 3	Labor Day
Nov. 19-23	Thanksgiving Holiday
Dec. 21- Jan.4	Winter Holiday
Jan. 21	Martin Luther King, Jr. Birthday
Mar. 11-15	Spring Break
April 19	Spring Holiday
May 27	Memorial Day Holiday

### **School Hours**

#### **PK3**

7:30a.m. - 11:15a.m. Monday - Thursday

11:30a.m. - 3:15p.m. Monday - Thursday

7:30a.m. - 10:15a.m. Friday

10:15a.m. - 1:00p.m. Friday

#### **PK4-5th Grade**

7:30 a.m. - 3:15 p.m. Monday - Thursday

7:30 a.m. - 1:00 p.m. Friday

#### **6<sup>th</sup> – 8<sup>th</sup> Grade**

7:30 a.m. – 4:30 p.m. Monday - Thursday

7:30 a.m. – 1:00 p.m. Friday

#### **Elementary After School Tutoring Hours**

3:15 p.m. – 4:20 p.m. Monday - Thursday

#### **Elementary After School Enrichment Hours**

4:20 p.m. – 5:25 p.m. Monday - Thursday

#### **Middle School After School Enrichment Hours**

4:30 p.m. - 5:25 p.m. Monday - Thursday

#### **Grade Reporting Periods**

Oct. 25 -26	Parent-teacher conferences
Jan. 17 -18	Parent-teacher conferences
Feb. 21-22	Parent-teacher conferences
Mar. 28-29	Parent-teacher conferences
June 5	The report card will be sent home with the student.

## **School Information**

### **Safety Information**

Safety at SER-Niños is of paramount importance. All school issues will be considered with the safety of both students and staff first. For the protection of the students and the security of the school, please adhere to the school guidelines.

### **Enrollment Information**

It is important that all our student information be current. If there are any changes in your address or telephone number, please let your child's teacher and the office staff know. Students will only be released to their parents unless otherwise specified on the enrollment application or specific parental permission is obtained in writing.

### **Visitors Policy**

Visitors are welcomed at all times. All visitors are required to sign in at the school office and receive a visitor's nametag. Parents may observe in classrooms for twenty minutes by prior arrangement with the teacher or the main office.

### **Classroom Visitation Procedures**

Parents are welcome to visit their child's classroom. We ask that parents assist the teacher as needed. Parents with special talents to share with the class are urged to let the teacher know so that a special time can be planned for that activity. If you need to speak to your child's teacher please schedule a meeting or a conference. Meetings or conferences may be scheduled before 7:15 a.m., during the teacher's conference period, or after 3:15 p.m.

### **Teacher Credentials**

Parents have a right to know the professional qualifications of classroom teachers and paraprofessionals who instruct your child, and Federal law requires the school district to provide you this information in a timely manner if you request it.

### **Parent Conferences and Progress Reports**

When you have questions and/or concerns about your child's class, contact his/her teacher. Arranging a conference with the teacher should be the first step you take to find out answers. The administrators most often will not know everything that has been happening in the classrooms, so they would not be the best first source of information. You should always feel comfortable in requesting a conference with a teacher. We are all working toward the same goal – happy children making continuous progress. Every teacher is available for conferences. Conference times vary by teacher. If you wish to arrange a conference with a teacher you may call the school and leave a message. You may also send a note to school with your child. Please include a day, time and telephone number where you can be reached. Teachers may also request a conference to discuss your child's progress. Unless the information is an emergency, morning arrival or afternoon dismissal times are not the best times to try to discuss your child's progress

with the teacher. Each teacher has a class full of students that need attention during arrival or dismissal times. Please follow the above procedure for arranging a special time to meet with the teacher.

### **School Safety Plan**

The School Safety Plan is available for your information in the school office. Classroom orientation in all aspects of emergency plans, including fire and disaster drills, will be provided for all students attending SER-Niños.

### **Attendance**

Board policy requires regular attendance and punctuality from every student. Senate Bill I also requires children to attend each school day for the entire period in which the program of instruction is provided.

### **Absence**

When a student is absent, a parent must call the office at before 9:00 a.m. A note from home must accompany the student the first day they return to school stating the nature of the absence. Five or more unexcused absences during the school year may affect the child's promotion to the next grade.

### **Tardiness**

Being on time is very important. Students are to be in their seat ready to work at 7:30 a.m. daily. Any student entering the building after 7:40 a.m. is tardy and is required to sign in at the office to receive a permit to class. Tardy students must be accompanied by a parent or have a note.

### Time Schedule

Breakfast	7:00-7:20 a.m.
Report to class	7:30 a.m.
Tardy	7:40 a.m.

### **Illness**

If a student is ill, please keep them at home. If a child becomes ill at school, s/he will be sent to the office. The office will contact the parent.

### **First Aid**

Teachers will take care of minor bumps and scrapes in their classroom. If a child has a wound that will not stop bleeding or needs further medical attention s/he will be sent to the office.

### **Medical Information**

Parents should make the school aware of any/all medical problems a child might have. If your child has a temporary injury or condition and needs to be excused from participation in school activities for limited time, we require a note from the parent to that effect.

## **Student Record**

Parents may view their child's records at anytime, by scheduling an appointment with the office. Parents may also request an amendment of educational records by scheduling an appointment with the school's principal. Parents also have the right to request that no personally identifiable information for their child be released without consent. Parents have a right to file a complaint with the Family Policy Compliance office if they feel any violations of these rights occurred.

## **Evaluations**

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

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

#### Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 schooldays from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the



evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

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

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

**Contact Person: Dr. Sandra Hierholzer**

**Phone Number: 713 592 6055**

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

**Contact Person: Dr. Sandra Hierholzer**

**Phone Number: 713 592 6055**

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

## **Dress Code**

### **Pk-5<sup>th</sup>**

Students must be in uniform and neatly dressed every day during instructional hours. The school uniform consists of a navy bottom with white, yellow or tan polo top. Tops may not have prints on them. Tops worn under the school shirt may only be white, blue, yellow or tan. Skirts must be worn to the knee. If pantyhose or leggings are worn they must be white or navy blue and reach the ankle. Students may only wear tennis shoes, not sandals, dress shoes or boots. Jeans and sweat pants are not part of the uniform and may not be worn. Jackets and sweatshirts can be grey, navy blue, white, green or red only, with no logos or lettering. Repeated violations of the dress code will be handled individually by an administrator. Parents/Caregivers will be called to bring the appropriate attire to the student at school.

## **Dress Code**

### **6<sup>th</sup> – 8<sup>th</sup> Grade**

The uniform for 6<sup>th</sup> grade consists of a green polo shirt with the school logo, for the 7<sup>th</sup> grade a red polo with the school logo, and for 8<sup>th</sup> grade a blue polo shirt with the school logo, a pair of khaki pants and a belt. Girls may wear khaki skirts. Skirts must be worn to the knee. Only the school jacket may be worn. Tops worn under the school shirt may only be white, green, blue or red. Tennis shoes must be worn. No sandals, slippers or boots. Seventh and eighth graders may also wear their polo shirts from the previous year.

## **Dress Code**

Hair must be clean, well-groomed and out of the eyes, and shall be a natural occurring color that is styled in a way that is neither distracting or conspicuous. Hair styles that create a safety hazard or a material or substantial disruption are not permitted. Students are to be clean shaven. Beards, mustaches and sideburns are not allowed.

Jewelry, grills or body piercings other than earrings are not allowed. Jewelry (including earrings, ear stretchers, chains, emblems, etc.) which is considered to be a safety hazard or a material or substantial disruption is not permitted.

Hats, caps, sport headbands, bandanas, headcovers, scarves or sunglasses shall not be worn indoors except in the interest of religious practices, safety, cleanliness, or with the permission of the principal.

## **Homework**

Children will receive homework assignments every evening. Activities will range from hands-on, parent assisted tasks to paper/pencil tasks. Homework will be related to the activities that are going on in the classroom. Homework will be sent home in a homework folder and should be returned with a parent signature in the folder the next day or on the day designated by the teacher. Please remember to read with your child for at least 15 minutes daily.

### **Field Lessons**

Field lessons within our city and to nearby points of interest are scheduled by various classroom teachers throughout the school year. These lessons are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field lessons well in advance of the scheduled trip date and will be asked to sign the field lesson permission forms. Sometimes a fee may be requested for each student to help defray the admission costs. Parents are encouraged to attend field lessons with their child. Field lesson fees should be paid at least two days prior to the trip. If fee assistance is necessary, please notify the teacher.

### **Electronic Devices**

Students are not permitted to bring electronic devices to school. Electronic devices brought to school will be confiscated. There will be a \$15 fee for returned electronics to parents.

### **Textbooks**

All basic textbooks are loaned to students for their use during the school year. Textbooks should be covered and are to be kept clean and handled carefully. Students are responsible for damaged or lost books. Students are expected to pay for any lost or damaged books.

### **Telephones**

Teachers will not be available to accept calls during classroom hours. You may contact teachers during school by calling the main office and leaving a message. Students are not allowed to use phones during school hours without permission. Except in the cases of emergencies, classes will not be interrupted to deliver messages to students or to call them to the telephone.

### **Code of Conduct**

The SER-Niños Code of Conduct outlines students' rights and responsibilities. This code will be strictly enforced at our school.

### **Discipline**

The disciplinary responses of the classroom teacher will be documented in order to track patterns of repeated/continual misconduct. Discipline responses for the classroom teachers are First offense: Verbal Warning; Second offense: Teacher-student conference and parent contact; Third offense: Student-parent-counselor conference (parental written agreement signed); Fourth offense: Administrative referral. Students shall be treated fairly and equitably. Consequences shall be based on a careful assessment of the circumstances of each case, i.e., the seriousness of the offense, the student's age and frequency of misconduct, the student's attitude, circumstances of the particular and the potential effect of the student's misconduct upon the school environment.

### **Promotion Standards**

In June, students will receive their final report card, which will indicate whether the student has been promoted to the next grade. The student must receive a passing score on the reading assessment instrument for grades 1-2 or the reading and math sections of the State of Texas Assessment of Academic Readiness (STAAR) for grades 3-8 and score at the appropriate grade level placement in reading and math on the IOWA or Logramos, which are nationally norm-referenced achievement tests, and have current course average requirements: 70 percent average of course grades. All fifth, sixth, seventh and eighth grade students must receive a passing score on the reading and math portions of the Logramos and the IOWA in order to be promoted to the next grade.

### **Grievance Process**

Student or parent complaints shall be filed in accordance with this policy.

**Informal Process:** The Board encourages students and parents to discuss their concerns with the appropriate teacher, principal, or other campus administrator who has the authority to address the concerns. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level. Informal resolution shall be encouraged but shall not extend any deadlines in this policy, except by mutual written consent.

**Formal Process:** A student or parent may initiate the formal process described below by timely filing a written complaint. Even after initiating the formal complaint process, students and parents are encouraged to seek informal resolution of their concerns. A student or parent whose concerns are resolved may withdraw a formal complaint at any time.

Neither the Board nor any Charter employee shall unlawfully retaliate against any student or parent for bringing a concern or complaint.

Complaint forms and appeal notices may be filed by hand-delivery, by electronic communication, including e-mail and fax, or by U.S. Mail.

The Charter School shall make reasonable attempts to schedule conferences at a mutually agreeable time. If a student or parent fails to appear at a scheduled conference, the Charter School may hold the conference and issue a decision in the student's or parent's absence. Parent's and student's will be notified of the decision in writing.

## **BACTERIAL MENINGITIS**

### **WHAT IS MENINGITIS?**

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

### **WHAT ARE THE SYMPTOMS?**

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

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

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

### **HOW SERIOUS IS BACTERIAL MENINGITIS?**

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

### **HOW IS BACTERIAL MENINGITIS SPREAD?**

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

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

### **HOW CAN BACTERIAL MENINGITIS BE PREVENTED?**

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshman living in dorms or residence halls. The vaccine is safe and effective (85-90%). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within 7 to 10 days after the vaccine is given and lasts for up to 5 years. **WHAT YOU SHOULD DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?**

Seek prompt medical attention immediately.

## **SER-Niños Charter School Network & Internet Appropriate Use Policy**

The SER-Niños Charter School believes in the educational value of electronic services and recognize the potential to support curriculum and student learning by facilitating resource sharing, innovation and communication.

Access to the internet allows students to explore thousands of libraries, databases, museums, and other repositories of information. Families should be aware that some material accessible via the internet may contain items that are inappropriate, inaccurate, or potentially offensive. While the purpose of the school are to use electronic resources for constructive educational goals, students may find ways to access other materials. We believe that the benefits to students from electronic services in the form of information resources and opportunities for collaboration exceed the disadvantages. But ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Therefore, we support and respect each family's right to grant or deny electronics services to their student by signing the student acceptable use policy.

In compliance with the Children's Internet Protection Act (CIPA), SER-Niños Charter School has implemented an Internet safety policy addressing (a) access by minors to inappropriate matter on the Internet, (b) the safety and security of minors when using electronic mail, chat rooms and other forms of direct electronic communications, (c) unauthorized access, including so-called "hacking", and other unlawful activities by minors online, (d) unauthorized disclosure, use and dissemination of personal information regarding minors, and (e) measures restricting minors' access to materials harmful to them. Furthermore, each campus educates students on cyberbullying, appropriate online behavior and social networking as required by Broadband Data Improvement Act.

SER-Niños has implemented filtering and/or blocking software to restrict access to Internet sites containing pornography, obscene depictions, or other materials harmful to minors under 18 years of age. Additionally, content and spam filtering software is applied to all external e-mail correspondence on electronic mail system. The software will work by scanning for objectionable words or concepts, as determined by SER-Niños. However, no software is foolproof, and there is still a risk a user may be exposed to a site or message containing such materials. A user who incidentally connects to such a site or receives inappropriate communications must immediately disconnect from the site and notify a teacher or supervisor. If a user sees another user is accessing inappropriate sites or engaging in inappropriate communication, he or she should notify a teacher or supervisor immediately.

- The student's parent or guardian is responsible for supervising and monitoring all computer usage that occurs outside the SER-Niños network.

- Students shall not reveal personal information, including name, home address, telephone number, photos, etc. on the Internet. The students are advised never to access, keep, or send anything that they would not want the general public to see.
- Students shall not meet in person with anyone they have met only online via the Internet.
- The user is personally responsible for his or her actions in accessing and utilizing the school's computer resources.

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Under FERPA, parents or eligible students have the right to inspect and review the student's education records maintained by the school. These records are safeguarded through all available means and access will be restricted to parents/guardians and the student through the user of user names and passwords.

Students are responsible for appropriate behavior on the school's computer network just as they are in a classroom or on a school playground. Communications on the network are often public in nature. General school rules for behavior and communications apply. It is expected that users will comply with district standards and the specific rules set forth below. The use of the network is a privilege, not a right, and may be revoked if abused.

**Privacy** – Network storage areas may be treated like school lockers. Network administrators may review communications to maintain system integrity to ensure that students are using the system responsibly. The system administrators will deem what is inappropriate use and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of SER-Niños may request the system administrator to deny, revoke, or suspend specific user accounts.

**Storage capacity** – Users are expected to remain within allocated disk space and delete e-mail or other material which take up excessive storage space.

**Illegal copying** – Students shall never download or install any commercial software, shareware, or freeware onto network drives or disks, unless they have written permission from the Network Administrator. Nor should students copy other people's work or intrude into other people's files.

**Inappropriate materials or language** - No profane, abusive, or impolite language shall be used to communicate nor should materials be accessed which are not in line with the rules of school behavior. A good rule to follow is never view, send, or access materials which you would not want your teachers and parents to see. Should students encounter such material by accident, they should report it to their teacher immediately.

**These are rules to follow to prevent the loss of SER-Niños network privileges.**

1. Do not use network resources to harm other people or their work.
2. Do not knowingly damage the computer or network in anyway.

3. Do not view, send, or access offensive material on the network.
4. Do not use inappropriate or offensive language in the network.
5. Do not reveal personal information about another person.
6. Do not enter other person's folders, works, or files without their permission.
7. Log-off computer when finished using them.
8. Floppy disks must be scanned using installed virus scanning software prior to use.
9. Do not interfere with the operation of the network by installing illegal software, shareware, or freeware.
10. Do not share your password with another person or offer access to any person via your account.
11. Do not waste limited resources such as disk space or printing capacity.
12. Do notify an adult immediately, if by accident, you encounter materials which violate the rules of appropriate use.
13. **BE PREPARED** to be held accountable for your actions and for the loss of privileges if the Rules of Appropriate Use are violated. The student code of conduct addresses the consequences of violations.

The use of the Internet is an integral part of learning and teaching. It is important that students know where and how to find content relative to their needs and gain skills for collaboratively constructing, using, and communicating knowledge.

All SER-Niños students are granted access to all electronic services available. If you **DO NOT** want your student to have access to electronic services, please check the appropriate box and submit the Student Acceptable Use Policy form.



**Student Acceptable Use Policy**

**Compliance Agreement**

I understand my responsibilities as a user of the SER-Niños Charter School computer network and agree to use Network/Internet resources appropriately.

Name of Teacher : \_\_\_\_\_ Grade: \_\_\_\_\_

Name of Student: \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

Parent of Agreement

I have read the information of the appropriate use of the computer network and understand my child's responsibilities.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Parent Handbook Signature Page**

I have read and understand my responsibilities as a parent of a child at SER-Niños. I will work to support my child and the school.

Student Signature\_\_\_\_\_

Parent Signature\_\_\_\_\_ Date\_\_\_\_\_