

Elementary Student Handbook



Stem State University Children's Center

2022-2023

SHSU Charter School Student Handbook

2022-2023 School Year

If you have difficulty accessing the information in this document because of disability, please contact Lisa Box:

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Table of Contents

Who Are We? 5

Parent and School Partnership..... 6

Academic Information 7

 Curriculum 7

 Parent Teacher Communication 7

 Promotion/Retention 7

 P.E. Participation 7

Student Records 8

Education Records..... 8

Enrollment and Withdrawal.....7.....7.y.....7.y..... 0 12 . .56 0 Td()Tj.....c2...rBDC 0.005 T

Elementary Student Handbook

General Campus Regulations 19

- Distribution of Materials..... 19
- Non-school Material from Students or Others 19
- Possession and Use of Electronic Devices 19
- Unacceptable and Inappropriate Use of Technology Resources 20
- Parent/Teacher Organizations 20
- Student Dress/Grooming20
- Discrimination, Harassment, Retaliation, and Dating Violence 21
- Discrimination..... 21
- Harassment..... 21
- Retaliation21
- Bullying..... 22
- Suicide Awareness and Mental Health Support 23
- Non-Discrimination Statement..... 23
- Students Who Are Homeless..... 23
- Students in Conservatorship of the State (Foster Care) 24
- Patriotic Activities and Minute of Silence 24
- Asbestos Management Plan.....24


System Services

Who Are We?

Sam Houston State University Charter School is a TUITION FREE, open-enrollment, public charter school that began in 2017. SHSU Charter School is housed in various pre-existing childcare facilities in the Houston, Texas area with its headquarters located at Sam Houston State University in Huntsville, Texas.

Mission

Sam Houston State University Charter School is dedicated to being a transformational learning model through a choice education system that can be replicated by Independent School Districts in Texas so young students can experience academic, emotional, and social success while they pursue their life ambitions.



Four Campuses to Choose From:
**Central Office located on SHSU campus in Huntsville*

- ★ NEW Spring Woods campus: enrolling K-5
1711 Cypress Creek Pkwy. Houston, TX
- ★ Greengate Academy campus: enrolling K-5
18490 Kuykendahl Rd. Spring, TX
- ★ Cypress Trails campus: enrolling K-5
2280 Aldine Westfield Rd. Spring, TX
- ★ 10801 Falconwing Dr. Spring, TX

Academic Information

Curriculum

The SHSU Charter School System provides a comprehensive, evidence-based curriculum designed to meet the needs of all students based on the Texas Essential Knowledge and Skills (TEKS). Subjects tau

Student Records

Directory Information

The Family Educational Rights and Privacy Act, or FERPA, allows the System to disclose appropriately designated “directory information” from a student’s education record without written consent. “Directory information” is information that is generally not considered harmful or an invasion of privacy if released. Examples include a student’s photograph for publication in the school yearbook; a student’s name and grade level for purposes of communicating class and teacher assignment; the name, weight, and height of an athlete for publication in a school athletic program; a list of student birthdays for generating school-wide or classroom recognition; a student’s name and photograph posted on a System-approved and managed social media platform; and the names and grade levels of students submitted by the System to a local newspaper or other community publication to recognize academic achievement.

The System has designated the following information as “directory information”: Parent(s) name, parent email, student name, student email, address, telephone numbers, photograph, school the student attends, current grade level, degrees/honors/awards, participation in officially recognized activities and sports, and height/weight of an athlete.

The SHSU Charter School System will only release directory information regarding its students to:

- groups that are affiliated with the System and need such information to provide education services to students or the System (school photographers, PTO/PTA, booster clubs, Big Brothers & Big Sisters, System consultants, vendors, advisors, and the like).

Education Records

Virtually all other information pertaining to student performance, including grades, test results, and disciplinary records, are considered confidential educational records. Release of these

records is restricted under FERPA. 20U.S.C. § 1221g (b)(1)-(3); 34 CFR § 99.31(a)-(3). (b)(1) (i)-(iii); (b)(2) (i)-(iii); (b)(3) (i)-(iii).

Immunization Requirements for Enrollment

Students must present records validated by a physician or health clinic for all immunizations required by Texas public law.

State law requires that students must be in attendance for a minimum of 90% of the instructional days per year in order to be promoted. A student who attends fewer than 90% of the instructional days per year may be referred to the campus attendance committee for review.

Exemptions to Compulsory Attendance

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

- Documented health care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health care provider must be submitted to the campus upon the student's arrival or return to campus.

- Mental health or therapy appointments
- Court-ordered family visitations or any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours, if the child is in the conservatorship of the Department of Family and Protective Services
- Accommodations for Children of Military Families
- Authorized school sponsored activities
- Religious holiday observance
- Required court appearances
- Activities related to obtaining United States' citizenship
- Services as an election clerk
- To sound "Taps" at a military honors funeral for a deceased veteran

When a student is absent from school, the student – upon return to school – must bring a note signed by the parent that describes the reason for the absence. **Seesaw messages to the teacher will not be accepted as a excuse for student absence.** The campus will document in its attendance records for the student whether the absence is considered by the School to be excused or unexcused. The School considers excused absences to be events that are intentional and/or unavoidable.

Examples of excused absences include (but are not limited to):

- Illness and a doctor's appointment
-

Safety and Security

Your child's safety is of the utmost importance to the SHSU Charter School. All Charter School campuses undergo annual surveys for safety improvements, and the School consistently evaluates how to improve systems for student safety. Parents are expected to cooperate with campus and district initiatives for school safety.

Applicability of School Rules

As required by law, the Board has adopted a Student Code of Conduct that prohibits certain behaviors and defines standards of acceptable behavior – both on and off campus – and consequences for violation of these standards. Students and parents should be familiar with the standards set out in the Student Code of Conduct as well as campus and classroom rules.

Authorized Person Picking Up Students

Under normal circumstances, either parent of the student will be allowed to pick up a student at

Students may not use personal electronic devices on school grounds during instructional time. Any cell phones, tablets, and smart watches may stay in student backpacks, turned off during the school day.

Video/Pictures on Social Media

Preparedness Drills: Evacuation, Severe Weather and Active Threat

The School will rely on SeeSaw as the primary source of communication for emergency purposes. An emergency purpose may include early dismissal or delayed opening because of severe weather or another emergency, or if the campus must restrict access due to a security threat. Please ensure all parent guardians have access to the SeeSaw messaging platform at the beginning of the school year.

From time to time, students, teachers and other System employees will participate in preparedness drills of emergency procedures. When the command is given or alarm is sounded, students need to follow the direction of teachers or others in charge quickly, quietlylyply529c(d)-4 ()10d7raerg

General Campus Regulations

Distribution of Materials

Publications prepared by and for the System may be posted or distributed with prior approval by the principal, sponsor, or teacher. Such items may include school posters, brochures, flyers, etc.

School newspapers and yearbooks are available to students. All student school publications are under the supervision of a teacher, sponsor or principal.

Non-school Material from Students or Others

Students and other organizations must obtain prior approval from the Principal before posting, circulating, or distributing copies of printed or written materials. To be considered, any non-school material must include the name of the sponsoring person or organization. The decision regarding approval will be made within two school days.

Elementary Student Handbook

Bullying

Bullying is defined in Section 37.0832 of the Education Code as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expr

Elementary Student Handbook

Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying. Any retaliation against a student who reports an incident of bullying is prohibited.

The principal, may, in response to an identified case of bullying, decide to transfer a student found to have engaged in bullying to another classroom at the campus. -cT.1 (ng)10 (e)3.2 (e)T0 Tc
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System Services

Special Programs

The System provides special programs for gifted and talented students, homeless students, migrant students, students with limited English proficiency, or who are English language learners, students diagnosed with dyslexia, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the System or by other organizations. A student or parent with questions about these programs can learn more about the programs through the SHSU Charter School Office by calling 936-294-3347.

Child Find

The System shall ensure that all children residing within the System who have disabilities, regardless of the severity of their disabilities, who are in need of special education and related services are identified, located, and evaluated. The System shall have a practical method of determining which children are currently receiving needed special education and related services. This requirement applies to highly mobile children (including migrant and homeless children) and children who are suspected of being in need of special education but who are advancing from grade to grade. 20 U.S.C. 1412(a)(3), 1413(a); 34 CFR300.125.

Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services

If a student is experiencing learning difficulties, his or her parent may contact the person listed below to learn about the System'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. For those students who are having difficulty in the regular classroom, 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 Systems to meet the needs of all struggling students. A parent may request an evaluation for special education services at any time.

Students with Physical or Mental Impairments Protected under Section 504

A child determined to have a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services, may qualify for protections under Section 504 of the Rehabilitation Act. Section 504 is a federal law designed to prohibit discrimination against individuals with disabilities. When an evaluation is requested, a committee will be formed to determine if the child is in need of services and supports under Section 504 to receive a free appropriate public education (FAPE), as this is defined in federal law. The designated person to contact regarding a referral for evaluation applicable to Section 504 is the System's 504 Coordinator. The 504 Coordinator, Ronny D Knox, Ed.D. can be reached at 936-294-3347.

English Language Learner

A student with limited English proficiency (LEP), sometimes referred to as an Emergent Bilingual (EB) student, is entitled to

Elementary Student Handbook

If a student becomes ill during the school day, and it is determined that the student should go home, the parent will be contacted by the campus Lead Teacher. The System is also required to report certain contagious diseases or illnesses to the Texas Department of State Health Services (DSHS) or the local health authority.

In the case of an emergency requiring the care of a physician and school staff are unable to contact you or the person(s) you have designated as your emergency contact, school officials will determine what steps will be taken to protect the health of your child, including calling 911 and transporting your child to a medical facility. Note that the System has no financial responsibility for the emergency care or transportation of your child.

Medication at School

The System will not purchase medication to give to a student. SHSU Charter School policy allows authorized school employees to administer medication to students during school hours. Medication administered by a staff member requires documentation signed by the guardian prior to administration. All medications dispensed at school should be necessary for the student's optimum health as well as maintain maximum school performance. The System encourages parents to administer medication at home before and/or after school whenever possible. Any medication must be brought to school and picked up by a parent or designated adult, when the student is withdrawn or before the last day of school, the parent should make arrangements to pick up the medication from school. Any unclaimed medications will be safely discarded in accordance with state and federal guidelines.

Prescription Drugs and Non-prescription Drugs

The school must receive a written and dated request from the parent or legal guardian to administer any medication. Prescription and non-prescription drugs must be in the original container and properly labeled. Only the guidelines printed on the container will be followed unless a physician order is present. The Surgeon General, the Food and Drug Administration and the Center for Disease Control have recommended that due to the increased risk of developing "Reye's Syndrome", aspirin or products containing aspirin not be given to children under 18 years. If your physician orders aspirin for your child, please send a copy of the physician order. Additional guidelines for medication to be administered at school are:

- All medication must be kept in the secured vault during the school day.
- Over-the-counter medication dosage must not exceed the dose recommendation listed on the bottle. Exception: If your physician, dentist or orthodontist has directed a certain dosage to be given that is greater than that recommended on the bottle, a written order will need to be included with the written permission

use, such as in totes, lockers, backpacks, or some other reasonable location. Students with special needs will be given assistance, with parent permission, on a case by case basis.

Sunscreen

Students may possess and use an FDA approved topical sunscreen product while on school property or at a school-related event or activity to avoid overexposure to the sun. SHSU Charter School staff will not provide or apply any sunscreen product to a student without parent permission. Parents who are concerned about sun exposure during the school day may send a lotion, or wipe-on sunscreen product for use by their child. For safety reasons, pump spray sunscreen products are discouraged and should not be used indoors. No aerosols are allowed due to the dangers with pressurized cans and aerosols stay airborne longer, thus federer sP01 Tcar Tc 0 Tw 2.630 Tc 0 Tw0.00710 (a-o)2 (.005 Tw 0.21

any drug or grocery store.

After the student has undergone a treatment, the parent should check in with the school