

Elementary

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.....8..

 Registration.....8..

 Admissions.....9..

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/Grooming.....	20
Discrimination, Harassment, Retaliation, and Dating Violence.....	21
Discrimination.....	21
Harassment.....	21
Retaliation.....	21
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.....	25
Special Programs.....	25
Child Find.....	25
Providing Assistance to Students Who Have Learning Difficulties or Who Need Special Education Services.....	25
Students with Physical or Mental Impairments Protected under Section 504.....	26
English Language Learner.....	26
Health Services.....	26
Health and Screening.....	26
Student Illness.....	26
Medication at School.....	27
Prescription Drugs and Non-prescription Drugs.....	27
Insect Repellent.....	28
Sunscreen.....	29
Food Allergies.....	29
Head Lice.....	29

Who Are We?

Sam Houston State University Charter School is a non-enrollment, public charter school that began in 2017. SHSU Charter School is housed in various 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.

Vision

Our vision is to provide the highest quality instruction in a safe and motivating learning environment for all students using a variety of instructional strategies that are research-based best practices in the field to ensure that each student is academically successful in reaching all his/her goals.

District Administration

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Academic Information

Curriculum

Student Records

Directory Information

Immunization Requirements for Enrollment

Students must present records validated by a physician or health clinic for all immunizations required by Texas public schools prior to enrollment. Waivers for immunization may be requested for medical reasons or reasons of conscience, including a religious belief exemption based on reasons of conscience; the School can honor only official forms issued by the Texas Department of State Health Services (TDSHS), Immunization Branch. This form may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347; or on the [TDSHS website](#)

The form must be notarized and submitted to the Principal within 90 days of notarization.

Grade Level Eligibility

A child is eligible to attend kindergarten if he/she is five years of age on or before September 1 of the current school year. A child is eligible to attend first grade if he/she is six years of age on or before September 1 of the current school year.

Withdrawal of Students from School

A student under the age of 18 may be withdrawn from school only by a parent or the legal guardian. The campus registrar will initiate the withdrawal paperwork. The campus must receive notice of intent to withdraw at least three days in advance of the withdrawal. A copy of the

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 exemption 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

School Day Hours of Operation

Students attending the full day kindergarten program through sixth grade attend school for at least seven hours each day, including intermissions and recesses. Elementary school hours are from 8:00 a.m.- 3:30 p.m.

Leaving Campus

Please remember that student attendance is crucial to learning. We ask that appointments be scheduled outside of school hours as much as possible. Also note that picking up a child early on a regular basis results in missed opportunities for learning. Unless the Principal has granted approval because of extenuating circumstances, a student will not be released before the end of the school day. State rules require that parental consent be obtained before any student is allowed to leave campus for any part of the school day. The System has put the following procedures in place in order to document parental consent:

- For students in elementary, a parent or otherwise authorized adult must come to the office and sign the student out. Please be prepared to show identification. Once an identity is verified, a campus representative will then call for the student or collect the student and bring him or her to the office. For safety purposes and stability of the learning environment, we cannot allow you to go to the classroom or other area unescorted to pick up a student. If the student returns to campus the same day, the parent or authorized adult must sign back into the main office upon the student's return. Documentation regarding the reason for the absence will also be required.

Tardies and Early Dismissal

Punctuality is an important trait that shows respect and consideration for fellow students and teachers and prepares students for the academic day. The student who is excessively tardy or the student who consistently leaves the campus early will miss valuable instructional time. This loss of instructional time in a class could result in the student not receiving credit for the class or possibly for the school year. Each campus may have specific tardy policies that will be communicated to students and parents. Compulsory attendance regulations apply to students who may miss a portion of the school day as well as those who are absent.

Make-Up Work

Students are expected to make up any work missed and will receive grades earned on the make-up work. Students will have the same number of days to complete assignments as they were absent. Make-up work will not be given in advance, however, during a lengthy illness (no less than three days), special arrangements may be made with the teachers and principal.

Emergency School Closings and Openings

Should weather conditions require schools to be closed or to open late, notice will be published on the school website, on district Facebook, and shared via the SeeSaw messaging app. All changes to school openings will be made as close to 6:00am as possible.

Safety and Security

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ChildAbuseReporting

Any person who has cause to suspect that a child's physical or mental health or welfare has been or

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, and in an orderly manner.

General Campus Regulations

Distribution of Materials

Elementary Student Handbook

Discrimination, Harassment, Retaliation, and Dating Violence

The System believes that all students learn best in an environment free from dating violence, discrimination, harassment, and retaliation and that their welfare is best served when they are free from this prohibited conduct while attending school.

Students are expected to treat others as they would like to be treated. (State of Ohio, Department of Education, 2019, p. 103)

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 expression, expression through electronic means, physical conduct that has the effect of physically harming a student, damaging a student's property or placing a student in a reasonable fear of harm to the student's person or of damage to the student's property; is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for the student; materially and substantially disrupts the educational process or the orderly operation of a classroom or school; or infringes on the rights of the victim at school.

Bullying includes cyberbullying. Cyberbullying is defined in Section 37.0832 of the Education Code as bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, elect

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. In consultation with the student's parent, the student may also be transferred to another campus in the School. A student or parent who is dissatisfied with the outcome of an investigation may appeal.

Suicide Awareness and Mental Health Support

The System is committed to partnering with parents to support the healthy mental, emotional, and behavioral development of its students. If you are concerned about your child, please contact the school counselor for more information related to suicide prevention and to find mental health services available in your area. You may also go to [the Texas Suicide Prevention website](#) and the [Texas Department of State Health Services website](#) for information.

Non-Discrimination Statement

The SHSU Charter School System does not discriminate on the basis of race, color, national origin, sex, gender, religion, age, or disability in providing education ~~se~~ service activities, and programs, and provides equal access to the Boy Scouts and other designated youth groups as required by law. The following System staff members have been designated to coordinate compliance with these requirements: Ronny D Knox, Ed.D., Ti

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 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 CFR 300.125.

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 the students who are having difficulty in the regular classroom, schools must consider tutoring, support services, and other academic or behavior support services r-4 (upp)-7 (tf)-4 (e)-0.9 (r)

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 receive specialized services from the System. To determine whether the student qualifies for services, a Language Proficiency Assessment Committee (LPAC) will be formed, which will consist of both School personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a student. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to EB students who qualify for services.

Health Services

Health and Screening

Health related services, under the guidelines of the Texas Department of Health, provides a screening program for vision and hearing for all new students and children in kindergarten, 1st, 3rd, 5th. Scoliosis screenings required in grades 5. This screening is mandated by the Texas Department of Health. If you would prefer to have this done by your physician, please send the results to the SHSU Charter School Office at charterschool@shsu.edu

Student Illness

When your child is ill, please contact the school to let them know he or she won't be attending that day. It is important to remember that schools must exclude students with certain illnesses for periods of time as identified in state rules. For example, if your child has a fever over 100 degrees, he or she must stay out of school until they are fever free for 24 hours without fever-reducing medications. In addition, students with diarrheal illnesses must stay home until he/she is diarrhea free without diarrhea-suppressing medications for at least 24 hours. Please refer to the district COVID Protocols for illness related to COVID-19.

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

from the parent.

- The use of “sample” medication from the physician, dentist, or orthodontist must have signed written instructions from that doctor accompanied by the parent written permission.
- In the interest of safety for all students, students may not bring their medication to school.
- Should your child need to have medication at school, please bring or make arrangements for the medication to be brought by a parent or a guardian. For your convenience, many of the local pharmacies will provide a second labeled container for medications needed at school. Please note: Medication required “daily”, or “twice a day”, should be administered at home. Many “three times a day” orders should also be given at home unless the doctor requests a specific time during the school day. Medication must be signed into the clinic by the parent or guardian.
- A record of each medication given at school is maintained in the clinic.
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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 exposing students with respiratory issues. Parents should label sunscreen product container with student's name.

Sunscreen products should be stored away when not in 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.

Food Allergies

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any drug or grocery store.