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SHSU CHARTER SCHOOL STAFF

Administration Staff

Superintendent:	Mr. Craig Toney
Principal:	Alicia Hernandez
Office Manager:	Lisa Box
PEIMS:	Rebecca Carruthers

Cypress Trails Preschool and Childcare Center (Spring), 101-13

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Kindergarten ELA: **Crystal Pflughaupt***

Kindergarten Math/ Science: Xochitl Arrowood

1st Grade Math/ Science: Tasha Johnson

1st Grade ELA: Carolyn Thompson

2nd Grade: Mallori Franck

3rd Grade: Kathleen Francis

4th Grade: Dr. Omobolaji David-Ojumu

5th Grade: Nacol Hicks

TEACHER EXPECTATIONS

Attendance and Leave

Teacher hours are Monday-Friday 7:45 a.m. to 3:45 p.m. School begins at 8:00 a.m. District support staff that rotate between campuses must sign in and sign out with the campus lead teacher every day. Lead teachers are responsible for maintaining a sign-in and sign-out sheet for support staff, as provided by the Principal. Please note that at least two staff members must be on duty to unload and direct students each morning. Each site may rotate this responsibility among its staff. Paraprofessional hours are 7:30-4:00 or 7:15-3:45.

Classroom teachers are expected to stay on campus throughout the day. Should an emergency occur, and the staff member finds it necessary to leave campus, notification to the lead teacher at the site needs to happen immediately. Next, a text or email (preferably text) needs to be sent by either the staff member leaving or the lead teacher to Mrs. Hernandez, notifying her that the staff member is leaving for the day. **Mrs. Hernandez's cell**

Communication

Your first line of communication should always be your lead teacher, if necessary, the lead teacher will call the Principal. Emails regarding daily operations, student issues, parent concerns, curriculum, campus concerns, and grading should be directed to the Principal.

We are setting the example and creating an image for ourselves. Always be professional. The best way for us to recruit new students and families is to consistently be our best in every situation. Remember that email never goes away. Be careful what you say in haste or frustration, and always maintain strict confidentiality of your students.

You are expected to share weekly correspondence with your families (either via SeeSaw, email, or print materials), updating them with the latest classroom happenings, objectives that will be taught during the upcoming week, and how the parent can help the child at home. **This is non-negotiable.** The Principal checks class SeeSaw accounts for activity and communication bi-weekly.

Dress Code

Professional attire is required at all times unless lessons for the day include outside projects or activities that last the entire class day. In this instance modest shorts are acceptable. For July and August, when it will be very warm, you can wear school-

appropriate shorts. Additional dress code requirements and restrictions are as follows:

Homework

Reading nightly is expected. Do not send home worksheets and busy work. Homework expectations should be established at each site and approved by the Principal before being sent home to parents/families. STAAR grade levels should provide homework that expose students to the testing format. A homework grade is included on the report card.

Textbooks

Textbooks and instructional materials are expensive. It is the classroom teacher's responsibility to secure the textbooks in their classroom. If you have concerns about materials being used or disturbed after Charter School hours, notify the Superintendent and Principal immediately.

Supplies

A supply list for \$200 should be submitted to the Central Office Administrative Assistant at the start of the school year. If additional supplies are needed, see your lead teacher for guidance. Teachers may request additional supplies from students by sending a letter, See Saw message, or email to parents/guardians. When a student withdraws, any remaining personal supplies should be sent with the student.

If furniture requests are necessary, send the request

packaging from the grocery store. **This is not a party with snacks, a meal, or games.** You will need to make this noticeably clear at your parents' information nights.

TECHNOLOGY

Teacher Laptops

The laptops issued to teachers by SHSU are for work purposes only. However, it should be with you after school hours. Do not leave it in the classroom overnight or on the weekends as the classroom could potentially be occupied by the before- and after-school childcare programs. Do not leave your laptop in a hot vehicle.

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HEALTH AND SECURITY

Medication

All medication will be administered and recorded by the classroom teacher at each site. Medication will be kept in a locked storage cabinet. There is also a designated area in the refrigerator for medication that must be kept cold. Under no circumstances will medication be given without a doctor's note. Children should never carry medication in their backpacks or lunch kits. Medication should always be checked-in by the classroom teacher from the parent. Students should not bring medication in themselves and hand it to the teacher.

Child Protective Services (CPS) and Counseling

If you suspect abuse, it is your legal responsibility to report it. It is not your responsibility to investigate. You are not required to notify administrators, but it is helpful if we are aware of the situation, especially if we receive parent phone calls. Anytime a CPS worker comes in to visit with a child, you must allow that visit. It is not your responsibility to notify the parents of the CPS visit.

In the event you have a student that you think needs counseling services, contact your lead teacher and she will speak with the Superintendent and Principal.

If a CPS caseworker shows up to interview a student, we must provide a private place for that to occur. The lead teacher needs to make a copy of the CPS worker's ID and driver's license. Have the caseworker sign in with time and date. The principal needs to be notified immediately of any CPS visits.

Campus Security, Release of Students, and Custody Issues

It is your responsibility to know your student's emergency information. It will be available to you through Skyward, and you J TJ 0 Tc 0 Tw 5.ootitaha-3 (a ()Tj e c)4 (as)a (a ()T(h S)d 0.028 (t

Fire and Weather Alerts (Active Threat Drills)

Lead teachers should work with the childcare director/owner to establish a fire route exit and an alternate exit. Fire drills should be conducted once a month and recorded on the official Fire Marshal record sheet. It is best to coordinate the drills with the site. Students should be prepared and know the procedures to follow when tornado or weather alerts occur. The students should be away from windows and secure from flying objects.

COVID Guidelines

STUDENTS: Students that come in close contact with confirmed-positive COVID-19 cases are strongly encouraged to obtain a lab-confirmed PCR test, but Charter School staff will also accept a reliable Home Test positive result. Parents will be required to submit documentation of positive test status for confirmed and close-contact cases.

If Students Test Positive for COVID-19:

Report your positive case to the school by contacting

- 1.) your child's teacher and,
- 2.) the school office at 936-294-3347 or emailing rcc036@shsu.edu

Choose a return to campus option regardless of vaccine status:

Option 1 – Standard Return: Students may return to school after all of the below are met:

- x at least 10 days (about 1 and a half weeks) have passed since the onset of symptoms or asymptomatic test date,
- x at least 24 hours fever free has passed without the use of fever-reducing medications, and
- x symptoms are improving.

Option 2 – Early Return: Stay home ho

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Option 1 – Standard Return: You may return to school/work after at least ten days have passed since exposure.

Option 2 – Early Return: Stay home for 5 days following exposure, return on Day 6 with negative test on day 5.

Option 3 – Early Return Vaccinated: You may choose not to quarantine.

EMPLOYEES: The SHSU Charter School will require teachers and staff to self-screen for COVID-19 symptoms before coming onto campus each day. The self-screening should include teachers and staff taking their own temperature. Teachers and staff must report to the SHSU Charter School administration if they themselves have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted above.

****As Essential Employees, Charter School Staff do not have to quarantine due to close contact with a positive case unless they begin exhibiting symptoms of COVID-19. Charter School Staff that do test positive for COVID-19 may follow Option 2 above; quarantine for 5 days then wear a mask upon return to school for 5 days. ****

VOLUNTEERS: Before volunteers and visitors are allowed onto campuses, the SHSU Charter School will screen all volunteers and visitors to determine if they have COVID-19 symptoms or are lab-confirmed with COVID-19, and, if so, they must remain off campus until they meet the criteria for re-entry as noted above.

REFERENCE GUIDE

Please use the following list as a reference guide when seeking the right person for help:

Mr. Craig Toney, Superintendent

Leslie Gay