

Elementary Student/Parent Handbook



Sam Houston State University Charter School
COLLEGE OF EDUCATION

MEMBER THE TEXAS STATE UNIVERSITY SYSTEM

Elementary Student/Parent Handbook

2020-2021

Elementary Student/Parent Handbook

SHSU Charter School Student/Parent Handbook

2020-2021 School Year

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Elementary Student/Parent Handbook

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Parent and School Partnership

Parents are an essential component of a child's successful educational experience. You are encouraged to be an active participant in the education of your child. Below are several areas for you to consider in being a successful "partner" with the school staff and your child.

Communication: Keep in close communication with the school staff. Review weekly papers coming home. Look for newsletters, notices from the superintendent and/or principal, or notes from your child's teacher. Communication should be two-way. Initiate questions, respond promptly and stay informed. If questions do arise, do not hesitate to contact the teacher or the school office.

Monitor Progress: Respond to requests from teachers for assistance or to attend conferences. Go over schoolwork with your child on a regular basis. If you detect potential problems, don't hesitate to contact your child's teacher. Be sensitive to changes in work habits, behavior, or feelings. Keep teachers informed of events in your child's life that may impact school performance.

Become Involved: Consider volunteering if time allows. Attend parent organization meetings whenever possible.

Build on Success: Acknowledge your child's successes. Support from the home is very helpful. Reinforce school rules and provide a positive atmosphere for your child. Set high expectations and reward efforts to accomplish goals. Learn from every experience.

Set a Regular Routine: Provide a time and place for your child to complete homework assignments. Identify a location where items to be returned to school are placed. Young children need adequate rest to be at their best. Plan and keep a regular routine whenever possible.

Attendance: Attending school regularly helps children feel better about school and themselves. It is important for students to arrive on time so they have time to prepare for instruction. Start building this habit early so they can learn right away that going to school on time, every day is important. Good attendance will help children do well in high school, college and at work.

Keep Education a High Priority: Hold high the importance of doing one's best, whatever the task. Take any opportunity to link what happens at school to things your child encounters outside of school. Read to and with your child.

Success in the early years in school provides a firm foundation for success in life. Your assistance and support is greatly appreciated. Thank you in advance for your time and effort in making this year a special one for your child.

Academic Information

Curriculum

The SHSU Charter School System provides a comprehensive, sound curriculum designed to meet the needs of all students based on the Texas Essential Knowledge and Skills (TEKS). Subjects taught at the elementary level include: Language Arts, Mathematics, Science, Social Studies, Health, Physical Education, and Fine Arts (Art, Music, and Theater Arts). Specialists provide instruction in Physical Education, Art, and Music.

In accordance with state law, the SHSU Charter School System will ensure that students in kindergarten through fifth grade will engage in moderate or vigorous physical activity for at least 30 minutes per day or 135 minutes per week throughout the school year as a part of the System's physical education curriculum or through structured activity during a school campus' daily recess. Students in sixth grade will be required to have moderate or vigorous physical activity for at least 135 minutes during each school week.

Parent Teacher Communication

Conferences with school staff regarding your child are highly encouraged. If needed, the teacher will request the opportunity to formally meet with you to review your child's progress. Other conferences will be scheduled as needed. All conferences should focus on ways to assist each student to realize their full potential. Parents may initiate a conference at any time. Simply call the school office, send a note or email to make arrangements for scheduling the conference. Close, frequent communication between home and school is of great value to all concerned.

Promotion/Retention

A student will be promoted on the basis of academic achievement or demonstrated proficiency in the subject matter of the course or grade level, the recommendation of the student's teacher, the score received on any criterion-referenced or state-mandated assessment, and any other necessary academic information as determined by the System. A student who meets the academic standards for promotion in Grades 1-6 cannot be retained by the school or parent.

Promotion to the next grade level will be determined by the student successfully mastering grade level standards.

Student Work

Completed student work is sent home with students on a weekly basis or as designated by the teacher(s). Often a note to parents or a conduct slip will be attached for your information.

Please review the week's work with your child. If questions arise, feel free to contact the teacher or school office.

Physical Fitness Assessment

The System conducts physical fitness assessments of students in grades 3-5 who are currently enrolled in a PE or PE alternative class.

Excused from P.E. Participation

Physical education is an important part of a child's educational experience and is required by state law. A written excuse is required in the event a child needs to be excused from participation in physical education. If he or she cannot participate for a period of more than five days, a doctor's statement must be presented to the school. A note from the physician releasing the student to return to regular participation in physical education will also be required.

Teacher and Staff Professional Qualifications

You may request information regarding the professional qualifications of your child's teachers, including whether a teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived; and whether the teacher is currently teaching in the field of discipline of his or her certification. You also have the right to request information about the qualifications of any paraprofessional who may provide services to your child.

Student Records

Access to Student Information

Both federal and state law safeguards student records from unauthorized inspection or use and provides parents and "eligible" students certain rights of privacy. Before disclosing personally identifiable information from a student's records, the System must verify the identity of the person, including a parent or the student, requesting the information. For purposes of student records, an "eligible" student is one who is 18 or older or who is attending an institution of postsecondary education.

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.

This "directory information" will be released to those groups set out below that follow the procedures for requesting it. The release of a student's directory information to these groups may be prevented by the parent or eligible student. This objection can be made by completing and submitting the Educational Record Restriction form at the school's main office. The form should be returned to the campus within 10 school days of the child's first day of this school year. Once a request has been made to make all student directory information private, the student's records will remain private until a written request from the parent or eligible student to remove the privacy flag has been received by the System.

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).

If you do not object to your child's information being provided to these groups, the school will release directory information to them when requested for school purposes. To restrict release of your child's directory information to the above named groups submit a written request to do so to your child's campus within 10 days from enrollment.

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 only to the following:

- The parents—whether married, separated, or divorced— unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights;
- System school officials who have what federal law refers to as a "legitimate educational interest" in a student's records. "Legitimate educational interest" in a student's records includes

working with the student; considering disciplinary or academic actions; an individualized education program for a student with disabilities; compiling statistical data; or investigating or evaluating programs. School officials would include trustees and employees such as the superintendent, administrators, and principals, teachers, school counselors, diagnosticians, System police officers, attorney, and support staff; a person or company with whom the System has contracted or allowed to provide a particular service or function (such as an attorney, consultant, auditor, medical consultant, therapist, Communities in Schools staff, or volunteer); a third party vendor that offers online programs or software; a parent or student serving on a school committee; or a parent or student assisting a school official in the performance of his or her duties; Various governmental agencies including juvenile service providers, the U.S. Comptroller General's Office, the U.S. Attorney's Office, the U.S. Secretary of Education, The U.S. Secretary of Agriculture, TEA and Child Protective Services (CPS) caseworkers or other child welfare representatives;

- A school to which a student transfers or in which he or she subsequently enrolls, including a post-secondary education institution;
- Individuals or entities granted access in response to a subpoena or court order;
- In connection with financial aid for which a student has applied or which the student has received;
- Accrediting organizations to carry out accrediting functions;
- Organizations conducting studies for, or on behalf of, the school, in order to develop, validate, or administer predictive tests, administer student aid programs or improve instruction, or
- Appropriate officials in connection with a health or safety emergency.

Release to any other person or agency will occur only with written parental or student permission as appropriate. The System's General Counsel is the custodian of all records for currently enrolled students and for students who have withdrawn or graduated.

Copies of student records are available at a cost of ten cents per page. If the student qualifies for free or reduced-price lunches and the parents are unable to view the records during regular school hours, one copy of the record will be provided at no charge upon written request of the parent.

Records may be inspected by a parent or eligible student during regular school hours. If circumstances effectively prevent inspection during these hours, the System will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. In most circumstances, records will be made available for inspection or a copy will be provided within 45 days of the day the

request is received. The address of the System's Records Custodian is located at 1908 Bobby K Marks Dr Huntsville, TX 77341.

A parent or eligible student may inspect the student's records and request a correction or amendment if the records are considered inaccurate, misleading, or otherwise in violation of the student's privacy rights. A request to correct a student's record should be submitted to the System's Records Custodian. The request must clearly identify the part of the record that should be corrected and include an explanation of how the information in the record is inaccurate. If the System refuses to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's records.

The parent's or eligible student's right of access to and copies of student records do not extend to all records. Materials that are not considered educational records—such as teachers' personal notes about a student that are shared only with a substitute teacher—do not have to be made available to parents or students.

Although improperly recorded grades may be challenged, contesting a student's grade in a course or on an examination is handled through the general complaint process found in 300.121. A grade issued by a classroom teacher can be changed only if, as determined by the Board of Trustees, the grade is arbitrary, erroneous, or inconsistent with the System's grading policy.

Parents or eligible students who believe the System is not in compliance with the law regarding records have the right to file a complaint with the following federal agency: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, DC 20202-5901.

Forms to further restrict the release of student information can be obtained in the main office of the SHSU Charter School System.

Contact Information

Campuses will request that you provide contact information such as home address, phone number and email address, in order for the campus to communicate items specific to your student, your student's campus or the System. By providing a phone number, you are consenting to receive such information through a wireless or landline. The System or campus may generate automated or pre-recorded messages, text messages, real-time phone or email communication that are closely related to the school's mission. Should there be a change in home address, telephone numbers, email addresses or emergency contact information, please notify your child's campus immediately. Note: Standard messaging rates of your carrier will apply. If you have specific requests or needs related to how the System or campus contacts you, please notify your child's principal.

Enrollment and Withdrawal

Registration

Parents may register students who are new to the System by visiting any SHSU Charter School campus. Students previously enrolled in the SHSU Charter School are not required to register each year. Students enrolling in SHSU Charter Schools for the first time should present the following documents:

- Birth certificate of student or other legal proof of identity
- Immunization records (See “Health”)
- Proof of residency—current utility bill, purchase or lease agreement
- Child’s Social Security Card
- Custody papers (if applicable) signed by a judge
- If a child is not living with both parents, an identification document of the parent or guardian enrolling the student

Residency Requirements

Admissions

Non-Discrimination Policy. Sam Houston State University Charter School’s admissions and enrollment shall be free from discrimination based on race, creed, ancestry, marital status, citizenship, color, national origin, sex, religion, age, disability, veteran’s status, sexual orientation, gender identity academic, artistic, or athletic ability; or the district the child would otherwise attend under state law.

Admission Application Deadline. Sam Houston State University Charter School’s admission application period begins the first Monday in February and ends 60 days thereafter. If more than 20 students apply for any class, a lottery will be used to determine the students who are admitted.

Exclusion from Admission. Section 1.3. Exclusion from Admission. Sam Houston State University Charter School reserves the right to exclude from admission a student who has a documented history of a criminal offense, a juvenile court adjudication, or discipline problems *under subchapter A, Chapter 37 of the Texas Education Code within the last three school years, as evidenced by records received from school previously attended by the student, law enforcement, or any other relevant documentation, and may exclude the student from admission on this basis.*

Acceptance Procedure. If Sam Houston State University Charter School receives more applications than it has spaces available, then the charter school shall conduct a random lottery.

Falsification of Information. If a student who would otherwise be ineligible for admission to the School provides false information on an admissions application or other enrollment document and as a result of the false information is admitted to the School, the student shall be immediately withdrawn from enrollment from the School upon discovery of the falsification. Falsification of information for the purpose of gaining enrollment in a public school is a criminal offense under § 37.10 of the Texas Penal Code. The School may elect to report the falsification to law enforcement or take any other action permitted by law.

Immunization Requirements for Enrollment

Students must present records validated by a physician or health clinic for the following immunizations:

- Polio:
 - K-12th: 4 doses
 - Fourth dose on or after the 4th birthday. If the third vaccination occurs after the 4th birthday, three doses are acceptable.
- DTaP/DTP/DT/Td/Tdap (Diphtheria/Tetanus/Pertussis):
 - K-6th: 5 doses of diphtheria-tetanus-pertussis vaccine; one dose must be on or after the 4th birthday. Four doses meet the requirement if the 4th dose was received on or after the 4th birthday. Students 7 years and older, 3 doses meet the requirement if 1 dose was received on or after the 4th birthday.
 - Td is acceptable in place of Tdap if a medical contraindication to pertussis exists.
- MMR (measles, mumps and rubella):
 - K-12th: 2 doses
 - First dose must be received on or after the first birthday. Serologic evidence of the disease is acceptable in lieu of immunization.
 - Students vaccinated prior to 2009 with 2 doses of measles and one dose each of rubella and mumps satisfy this requirement.
- Hepatitis B: All grades 3 doses
- Hepatitis A: PK-8th 2 doses. First dose must be received on or after the 1st birthday.
- Meningococcal Conjugate (MCV4): 7th-12th 1 dose. Required on or after the 11th birthday. Vaccination received at 10 years of age will satisfy the requirement.
- Varicella:

- K-12th: 2 doses
- First dose must be received on or after the first birthday.
- Varicella Immunization is not required if the student has had the disease (chicken pox). Parents, guardians, school nurses and physicians may document history of illness.
- Haemophilus Influenzae (HIB): A complete series; 1 dose on or after 15 months of age, 2 doses from 12-14 months of age, or 3 doses with one dose on or after 12 months of age. This vaccine is required for any student starting school 4 years old and younger.
- Pneumococcal (PCV): A complete series; 3 doses with one dose on or after 12 months of age, 2 doses with both doses on or after 12 months of age, or one dose on or after 24 months of age. Otherwise, one additional dose is required. This vaccine is required for any student starting school 4 years old and younger.

Doses required on or after the first or fourth birthdays can be received up to and including 4 days before the birthday.

Students who received 4-year boosters before August 1, 2004, could have received them any time in the month prior to the birth month to be accepted.

Exemptions for Immunizations

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical reasons or reasons of conscience, including a religious belief, the student will not be immunized. For exemptions based on reasons of conscience, the System 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 or school nurse within 90 days of notarization. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Proof of immunization may be established by personal records from a licensed physician or public health clinic with a signature or stamp validation. If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. registered and licensed physician stating that, in the doctor's opinion, the immunization required is medically contraindicated or poses a significant risk to the health and well-being of the student or member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition. Each school will maintain a list of students exempted from immunizations. In the event an outbreak of a vaccine preventable disease, state health officials may order un-immunized students be excluded from attending school. For further information please see the [TDSHS website](#).

Serologic confirmation of immunity for measles, mumps, rubella, hepatitis B, or hepatitis A or serologic evidence of infection is acceptable in lieu of vaccine.

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by state law. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator will review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of a vaccination. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance, and the school must exclude the student from school attendance until the required dose is administered.

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.

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 withdrawal form will be provided to the parent and a copy will be placed in the student's permanent record. The System may initiate withdrawal of a student under the age of 18 for nonattendance if the student has been absent ten consecutive school days and repeated efforts by the attendance officer and/or principal to locate the student have been unsuccessful.

Attendance and Absences

Absences

In the event a student is absent, parents must contact the front office as soon as possible. Following an absence, parents must send a note explaining the reason for the absence. Should the student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health clinic verifying the illness or condition that caused the student's absence from school.

Attendance for elementary schools is officially recorded at 10:00 a.m. each day. If possible, routine medical appointments should be scheduled before or after this time period. If a child is absent at 10:00am due to a doctor's appointment or begins classes and leaves for a doctor's appointment, he/she will be counted present if the parent brings the child back to school on the

same day with a doctor's statement that verifies the appointment. Texas law states that it is the parent's duty to monitor the student's school attendance and require the student to attend school. It also requires the campus to request a conference to discuss the student's absences.

Official Attendance-Taking Time

The System must submit attendance of its students to the Texas Education Agency (TEA) reflecting attendance at a specific time each day. Official attendance is taken at elementary schools at 10:00 a.m.

Compulsory Attendance

Students who are at least six years of age, or who have been previously enrolled in first grade, and who have not yet reached their nineteenth birthday shall attend school for the entire period the program is offered. A child enrolled in pre-kindergarten or kindergarten is required to attend school and is subject to compulsory attendance requirements as long as they remain enrolled.

School employees must investigate violations of the state compulsory attendance law. A student absent without permission to be absent from school; from any class; from any required special programs, such as additional special instruction, termed "accelerated instruction" by the state; or from required tutorials will be considered in violation of the compulsory attendance law and subject to disciplinary action. A court of law may also impose penalties against both the student and his or her parents if a school-aged student is deliberately not attending school. A complaint against the parent may be filed in court if the student is absent without excuse from school on 10 or more days or parts of days within a six-month period in the same school year. For a student younger than 12 years of age, the student's parent is subject to prosecution under Texas Education Code Section 25.093 and the student is subject to referral to a truancy court for truant conduct under Section 65.003(a) of the Family Code if the student is absent for 10 or more days or parts of days within a six-month period. School officials will notify parents or guardians of these absences and request a conference with the parent or guardian to discuss the absences.

The System has a truancy prevention facilitator. If you have questions about your student and the effect of his or her absences from school, please contact the truancy prevention facilitator or any other campus administrator.

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. State law also requires attendance in accelerated reading instruction program when K, 1st or 2nd grade students are assigned to such a program. Parents will be notified in writing if their child is assigned to an accelerated reading instruction program as a result of a diagnostic reading instrument.

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. A note signed by the student, even with the parent's permission, will not be accepted unless the student is 18 or older or is an emancipated minor under state law. A phone call from a parent may be accepted, but the System reserves the right to require a written note. The campus will document in its attendance records for the student whether the absence is considered by the System to be excused or unexcused. Please note that unless the absence is for a statutorily allowed reason under compulsory attendance laws, the System is not required to excuse any absence, even if the parent provides a note explaining the absence. Should a student develop a questionable pattern of absences, the principal or attendance committee may require a statement from a doctor or health care provider verifying the illness or condition that caused the student's absence from school.

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.
- If a student becomes ill during the school day and System personnel determines that the student should go home, the System will contact the student's parent and document the parent's wishes regarding release from school. Under no circumstances will a child in be released unaccompanied by a parent or adult authorized by the parent.
- Students are not authorized to leave campus during regular school hours for any other reason, except with the permission of the principal. Students who leave campus in violation of these rules will be subject to disciplinary action in accordance with the Student Code of Conduct.

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/or principal.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain System requirements, including: immunization requirements; grade level, course, or educational program placement; eligibility requirements for participation in extracurricular activities; and graduation requirements. In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by the System. The System will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Additional information may be found at Military Family Resources at the Texas Education Agency.

Emergency School Closings and Openings

Should weather conditions require schools to be closed or to open late, notice will be broadcast over major radio, TV stations, the System's web site, its mass notification service, and social media. Please utilize these resources, rather than calling the School System office or school for information. Weather-related decisions are usually not made until shortly before 6:00 a.m. since conditions that make roads hazardous may moderate overnight. If weather conditions worsen after buses have begun their scheduled runs, schools will operate on a regular schedule unless utility or weather conditions make the building unsafe. If the campus must close or restrict access to the building because of an emergency, the System will alert the community through its mass notification service, email, or social media.

The System will rely on contact information on file with the System to communicate with parents in an emergency situation, which may include real time or automated messages. It is crucial to notify your child's school when a phone number previously provided to the school has changed.

Safety and Security

Your child's safety is of the utmost importance to the System. The cooperation of parents is solicited in emphasizing such common safety hazards such as talking to or riding with strangers; careless operation of bicycles; ensuring your child wears a properly fitted helmet while riding his/her bicycle or skateboard; and street safety by looking both ways, not running into the street, and looking for moving vehicles. Please be sure you emphasize safety to and from school with your child. Information on sex offenders is disseminated through the classified ads in our local newspapers or through a written request to the Sheriff's Department. In addition, the

school appeals to parents to use extreme care around the school while driving in and around the schools and be mindful of the state law prohibiting the use of cell phones in school zones. Parents should pick up and drop off students in the front of the school only. Because it is extremely dangerous, students will not be allowed to load or unload in a vehicle on a street or bicycle path.

Applicability of School Rules

The System has jurisdiction over its students during the regular school day and while going to and from school on System transportation. Within the System's jurisdiction is any activity during the school day on school grounds, attendance at any school-related activity, regardless of time or location, and any school-related misconduct regardless of time or location. The System's jurisdiction also includes any student whose conduct at any time and in any place interferes with or obstructs the mission or operations of the System or the safety or welfare of students or staff members. In addition, in some instances involving criminal conduct, the System's jurisdiction extends 300 feet beyond the property line of the campus(es).

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. During any periods of instruction during the summer months, the Student Handbook and Student Code of Conduct in place for the year immediately preceding the summer period shall apply, unless the System amends either or both documents for the purpose of summer instruction.

Authorized Person Picking Up Students

Under normal circumstances, either parent of the student will be allowed to pick up a student at school. In the event the parents are separated or divorced, and the school is furnished with a copy of a court order wherein one of the parents is granted custody of the child, the child will be released only to the parent who has possession under the order at that time. Anyone picking up a child other than their own should have a note signed by the child's parent or guardian giving them permission to do so. In addition, a picture ID may be requested when picking up a student.

Requesting Limited or No Contact with a Student through Electronic Media

Teachers and other approved employees are permitted by the System to Use electronic communication with students within the scope of the individual's professional responsibilities, as described by System guidelines. For example, a teacher may set up a social networking page for his or her class that has information related to class work, homework, and tests. As a parent, you are welcome to join or become a member of such a page.

If you prefer that your child not receive any one-to-one electronic communications from a System employee or if you have questions related to the use of electronic media by System employees, please contact the campus principal.

Electronic Devices

Use of System-owned equipment and its network systems is not private and will be monitored by the System. Any searches of personal telecommunications or other personal electronic devices will be conducted in accordance with law, and the device may be confiscated in order to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. In limited circumstances and in accordance with law, a student's personal electronic device may be searched by authorized personnel. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. If a device is believed to contain illegal contraband, the device will be turned over to law enforcement as required by state law. The device will not be returned to the student or his parent until the illegal contraband is removed from the device. This could take a substantial amount of time, particularly if the device is considered evidence of a crime.

Each campus will provide more detailed information regarding the possession and use of cellular telephones and other electronic devices on your child's campus.

Acceptable Use Guidelines

All students and parents are required to read and agree to follow the Student Electronic Communications Responsible Use Guidelines.

A. User Access

The following levels of access will be provided through Sam Houston State University (SHSU or University) for the SHSU Charter School's (Charter School) electronic communications system:

1. **World Wide Web.** Users will have access to the Internet Web through the Charter School's networked computers, and by using their own device connected to the campus wireless service.

2. Classroom Accounts (Electronic Address). Students will be granted e-mail access only through a SHSU-approved account.

B. Rules and Responsibilities

Access is a privilege, not a right, and requires responsibility. Users and parents are required to adhere to the following rules and responsibilities, as well as the SHSU Acceptable Use Policy located at

http://www.shsu.edu/intranet/policies/information_technology_policies/documents/IT-03AcceptableUse.pdf. Failure to do so will result in the loss of network privileges.

1. Personal Safety

a. Users are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, as described within this policy or in common usage of these terms. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or photographs will be disciplined according to the Student Code of Conduct or other applicable Charter School or SHSU policy and may, in certain circumstances, be reported to law enforcement.

b. Users will not post personal contact information about themselves or other people. Personal contact information includes home address, telephone number, school address, work address, etc.

c. Users will not agree to meet "off-line" or in person with unknown individual(s) or group(s) encountered online and unrelated to the SHSU Charter School.

d. Users will promptly disclose to appropriate authorities (teachers or other school officials) any message that is inappropriate or makes them feel uncomfortable.

2. Illegal Activities

a. Users will not attempt to gain unauthorized access to the University's electronic communications system or go beyond authorized access. This includes attempting to log in through another person's account or access another person's files. These actions are illegal, even if only for the purposes of "browsing."

b. Users will not make deliberate attempts to "crash" or disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.

- c. Users will not use the SHSU Charter School's system to engage in any other illegal act, such as, but not limited to, arranging for a drug sale or the purchase of alcohol, engaging in criminal gang activity, threatening the safety of another person, etc.
- d. Users shall not use SHSU Charter School computers or networks for any non-instructional or non-administrative purposes (e.g. games or activities for personal profit.)
- e. Users shall not apply for a user account under false pretenses.
- f. Forgery or attempted forgery of electronic mail messages is prohibited.
- g. Use of product advertisement or political lobbying is prohibited.

3. System Security

- a. Users must immediately notify a teacher or administrator if possible security problems are identified. Users may not research or run programs to detect security problems. Doing so may be construed as an illegal attempt to gain access.
- b. Users must immediately notify a teacher or administrator if a username and password is being used by someone else.
- c. Users will avoid the inadvertent spread of computer viruses by following the University virus protection procedures for downloading software.
- d. Any user identified as a security risk will be denied access to the system.

4. SHSU Charter School Technology Equipment

- a. All SHSU Charter School technology equipment is expected to be in good working order at all times.
- b. SHSU Charter School issued technology equipment must not be left unattended at any time.
- c. SHSU Charter School issued technology equipment must be in a student's possession or secured in a locked classroom at all times.
- d. SHSU Charter School issued technology equipment must be carried and transported appropriately on campus; in the issued technology case whenever possible.

Failure to close the lid of a laptop or netbook before transporting it could damage the hard drive and result in permanent loss of data.

- e. No food or beverages should be in the vicinity of SHSU Charter School issued technology equipment.

- f. SHSU Charter School issued technology equipment should be handled with respect and care. Any other deliberate or negligent handling or use of school technology is not acceptable.
- g. SHSU Charter School issued technology equipment may not be defaced or personalized, including with application of stickers.
- h. Students are not allowed to create any passwords on SHSU Charter School issued technology equipment.
- i. SHSU Charter School issued technology equipment may not be used to upload, download, post, email or otherwise transmit or store any content that infringes any patent, trademark, trade secret, copyright or other proprietary rights (“Rights”) of any party.
- j. Students shall present any SHSU Charter School issued technology when asked for the Charter School to conduct an annual physical inventory.
- k. Any SHSU Charter School issued technology must be turned in to the school at the end of the school year or when a student is withdrawn from school.

5. Personal Computing Equipment

- a. Connecting a personal computing device to the Charter School’s wired network or the Charter School’s wireless network is prohibited.
- b. “Personal Computing Device” includes, but is not limited to, laptop, tablet, iTouch or any smartphone.

6. Webcams and Digital Recording Devices

- a. Recording devices may be used ONLY in an educational context and with teacher approval.

7. Appropriate Language and Imagery

- a. Be polite. Users will not become abusive in messages to others.
- b. Restrictions against inappropriate language or images apply to public messages, private messages, and material posted on Web pages.
- c. Users will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language or imagery.
- d. Users will not post information that could cause damage or create a disruption.
- e. Users will not engage in personal attacks, including prejudicial or discriminatory attacks. If a User is the victim of such attacks it is the User’s responsibility to bring the incident to the attention of a teacher or administrator.

- f. Users will not harass another person, defined as persistently acting in a manner that distresses or annoys another person. If you are told by a person to stop sending them messages, you must stop.
- g. Users will not knowingly or recklessly post false information about a person or organization.
- h. Exemplary behavior is expected on 'virtual' field trips. Treat people met on the Internet as if they were honored in-person guests at school.

8. Privacy

- a. Users have no expectations of privacy.
- b. Parents/guardians and/or school administrators have the right at any time to investigate the contents of the student's e-mail files or digital locker.
- c. Users are subject to Federal and State laws, and to the policies and rules, including the Texas State University System Rules and Regulations governing the University's electronic communication system.
- d. Users will not repost a message that was sent privately without the permission of the person who originally sent the message.
- e. Users will not post private information about another person.

9. Respecting Resource Limits

- a. Users will not download large files.
- b. Users will keep messages short and to the point.
- c. Users will not post chain letters or engage in "spamming." Spamming is sending an annoying or unnecessary message to a large number of people.
- d. Users will check e-mail frequently, delete unwanted messages promptly, and stay within the e-mail quota.
- e. Users will not subscribe to discussion group mail lists outside of the SHSU Charter School lists.
- f. Attempts to evade or change resource quotas are prohibited.

10. Plagiarism and Copyright Infringement

- a. Users will not plagiarize works that are found on the Internet. Plagiarism is defined as the taking of ideas or writings of others and presenting them as if they were yours.

- b. Users will respect the rights of copyright owners.

11. Inappropriate Access to Material

- a. Users will not use the Charter School's system to access material that is profane or obscene, that advocates illegal acts, or that advocates violence or discrimination towards other people.
- b. If a User mistakenly accesses inappropriate information, the user should immediately tell a teacher or other Charter School employee. This will protect against a claim that User has intentionally violated Charter School guidelines.
- c. If there is additional material that a User's parents or guardians think inappropriate to access, the Charter School fully expects that users will follow the parent or guardian instructions.

12. User Rights and Responsibilities

- a. Users have the right to express themselves and their own points of view. Users have the responsibility to express themselves without violating the rights of others or interfering with the orderly educational process.
- b. Users have the responsibility to respect the rights of others who have differing viewpoints and to express themselves on those issues with which they disagree, in a manner that does not infringe upon the rights of others or does not interfere with the orderly educational process of the school.
- c. Routine maintenance and monitoring of the Charter School's system occurs on a regular basis and may lead to the discovery that a user violated Charter School guidelines.

13. Due Process

- a. Violations will result in a loss of access to the electronic communications system.
- b. SHSU Charter School will cooperate fully with the local, state, or federal officials in any investigation related to any illegal activities conducted through the Charter School's system.
- c. In the event there is a claim that a user violated Charter School use guidelines the user will be provided with a written notice of the suspected violation, and process in the manner set forth in the Code of Student Conduct.
- d. If the violation also involves a violation of other provisions of the Code of Student Conduct, it will be handled in a manner described in the Code of Student Conduct. Upon a finding of a violation, additional restrictions may be placed on future use of the electronic communications system.

14. Limitation of Liability

The Charter School makes no guarantee that the functions or the services provided by or through the University system will be error-free or without defect. SHSU will not be responsible for any damage a user may suffer, including but not limited to, loss of data or interruptions of service. The University is not responsible for the accuracy or quality of the information obtained through or stored in the system. The University will not be responsible for financial obligations arising through the unauthorized use of the system.

Video/Pictures on Social Media

Social media allows parents to share special moments and milestones with family and friends. However, it is important to remember that each family approaches posting to social media differently. Parents should be respectful of these choices and not post pictures or videos of other children to social media. During school events, parents should keep this in mind and limit, as much as possible, pictures and video to their own child. Likewise, the System strives to respect the privacy of students on social media. If you do not want your child's photograph on social media affiliated with the school System, notify the campus principal in writing.

Online Technology Resources

Students have access to a variety of technology through the System, including online applications for use on or off campus. Resources such as online encyclopedias, instructional videos, interactive tutorials, and many other applications offer teachers, students, and families an unprecedented variety of tools to enhance effective teaching and learning. All websites, digital subscriptions, and technology tools made available to students through the System have been vetted by System staff for quality and appropriateness, online security, and data privacy. The specific resources available to your child will depend on your child's age and grade level.

Additionally, the System contracts with certain providers of online educational services to provide System services and functions, including essential instructional and logistical programs such as the System's online grade book and the online lunch account management system.

Where personally identifiable student information is implicated, service providers act as System officials and access only the information needed to perform the contracted service. These outside parties are under the System's direct control with respect to the use and maintenance of student data.

Video and Audio Recording Students

State law permits the school to make a video or voice recording without parental permission for the following reasons: school safety, such as in buses and common areas of a campus; relating to classroom instruction or a co-curricular or extracurricular activity such as relating to staff

development, improving instructions or providing student or teacher feedback; media coverage of the school; or the promotion of student safety as provided by law for a student receiving special education services in certain settings. Written parental consent will be obtained before any other video or voice recording of your child not otherwise allowed by law is made.

Upon written request of a parent of a student who receives special education services, a staff member (as this term is defined by law), a principal or assistant principal or the board, a state law requires the System to place video and audio recording equipment in a classroom in which the student spends at least 50 percent of his or her instructional day, referred to in the law as a self-contained classroom. The majority of students in this type of classroom must also be students who receive special education services. Before the System places a video camera in a classroom, the System will provide notice to you. Please speak directly with the principal or Legal Department, who has been designated by the System to coordinate the implementation of and compliance with this law, for further information or to request the installation of this equipment.

Notification of Law Violations

The System is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been taken into custody, arrested or referred to the juvenile court for any felony offense or for certain misdemeanors.
- All instructional and support personnel who have regular contact with a student who is thought to have committed certain offenses or who has been convicted, received deferred prosecution, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate System personnel in regards to a student who is required to register as a sex offender.

Child Sexual Abuse and Other Maltreatment of Children

The System has established a plan for addressing child sexual abuse and other maltreatment of children, which may be accessed at <https://www.shsu.edu/charter-school/> (look at the bottom of the home page and click on the left pawprint). As a parent, it is important for you to be aware of warning signs that could indicate a child may have been or is being sexually abused. Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child. Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement

or to Child Protective Services (CPS). Possible physical warning signs of sexual abuse could be difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches. Behavioral indicators may include verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior. Emotional warning signs to be aware of include withdrawal, depression, sleeping and eating disorders, and problems in school.

A child who has experienced sexual abuse or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse may be more indirect than disclosures of physical abuse or neglect, it is important to be calm and comforting if your child, or another child, confides in you.

Reassure the child that he or she did the right thing by telling you.

As a parent, if your child is a victim of sexual abuse or other maltreatment, the school counselor or principal will provide information regarding counseling options available in your area for you and your child. The Texas Department of Family and Protective Services (DFPS) also manages early intervention counseling programs. To find out what services may be available in your county, see the [DFPS webpage for available programs](#).

Information available on [The Child Welfare Information Gateway website](#), [KidsHealth website](#), [Texas Association Against Sexual Assault website](#), and [The Attorney General of Texas website](#) might help you become more aware of child sexual abuse.

Child Abuse Reporting

Any person who has cause to suspect that a child's physical or mental health or welfare has been or may be adversely affected by abuse or neglect shall make such reports as required by law to Children's Protective Services at 1-800-252-5400 or on the [Texas Department of Family and Protective Services' website](#).

Volunteers

We appreciate the efforts of parents, grandparents and community volunteers who are willing to serve our System and students. If you are interested in volunteering, you must annually complete a volunteer application and criminal history background check. If the System is unable to obtain a criminal history record for you, you may still volunteer. However, you will not be able to supervise or work with students, have access to student information, or serve as a mentor. You might be able to work in the teacher workroom, help with school events, or other similar activities.

Visitors to School

We welcome visitors to our schools and for the safety of your child we document all visitors through a computerized database. All parents and other visitors should be prepared to show identification when they arrive on campus. Visits to individual classrooms during instructional

time shall be permitted only with the principal's and teacher's approval in advance and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment. Typically, approved visits to the classroom can be no more than 30 minutes. All visitors at a school campus shall register at the main office indicating the teacher or area of the building to be visited and the purpose of the visit. Each visitor shall present a valid Texas driver's license or state identification card. The driver's license will be scanned and a visitor's badge with photo identification will be worn at all times while on campus. Visitors on a campus must have a specific purpose, and the principal reserves the right to deny any person access to any classroom, office, or permission to be on the campus. Visitors other than a parent or guardian will be allowed to visit a student as long as the parent/guardian has sent in written permission to do so. In order to visit a child during the school day, including during lunchtime, a parent whose relationship with the child is governed by a court order must have written permission from the parent who has possession of the child during school hours in accordance with the order issued by the court.

Unauthorized Persons

In accordance with Education Code 37.105, a school administrator has the authority to refuse entry or eject a person from System property if the person refuses to leave peaceably on request and the person poses a substantial risk or harm to any person, or the person behaves in a manner that is inappropriate for a school setting and the person persists in the behavior after being given a verbal warning that the behavior is inappropriate and may result in refusal of entry or rejection.

Visitors participating in Special Programs for Students

Business, Civic and Youth Groups. The System may invite representative from patriotic societies listed in Title 36 of the United States Code to present information to interested students about membership in the society.

Outdoor Safety/Heat Precautions

Historically the outdoor temperatures remain hot at the beginning and end of school each year. The heat index becomes an important factor with outdoor activities. Each campus considers the heat factors (temperature, humidity and sunshine) at their campus and will monitor all outdoor activities carefully. Opportunity to drink plenty of fluids will be provided as well as encouraging students to drink fluids during the evening hours at home. The staff of each campus is aware of the signs and symptoms of heat stress. Students will be taken to the school nurse if symptoms of heat stress are suspected. Dehydration is the most common cause and the effects are cumulative. If symptoms of heat stress become severe and persistent it is important to seek medical care immediately. Inclement weather is carefully monitored. Students will remain indoors if there are warnings of thunderstorms and lightning.

Preparedness Drills: Evacuation, Severe Weather and Other Emergencies

The System will rely on contact information on file with the System to communicate with parents in an emergency, which may include real-time or automated messages. 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. It is crucial to notify your child's school when a phone number previously provided to the System has changed.

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, quietly, and in an orderly manner.

General Campus Regulations

Textbooks, Electronic Textbooks, Technological Equipment, and Other Instructional Materials

Textbooks and other System-approved instructional materials are provided free of charge for each subject or class. Any books must be covered by the student as directed by the teacher and treated with care. A student who is issued a damaged book should report the damage to the teacher. Any student failing to return an item in acceptable condition loses the right to free textbooks or technological equipment until the item is returned or paid for by the parent.

However, a student will be provided the necessary instructional resources and equipment for use at school during the school day. Students will be assessed a fee in accordance with System guidelines for damage occurring to any item assigned to them. Textbooks and library books that are lost or damaged must be paid for, returned, or replaced. Please feel free to contact the school for the price of a lost book. If the book is found at a later date, the money will be refunded to you.

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

Students must obtain prior approval from the principal before posting, circulating, or distributing copies of printed or written materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials that were not developed under the oversight of the school. 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. Each campus will designate a location for approved nonschool materials to be placed for voluntary viewing by students. A student may appeal a principal's decision in accordance with policy 300.121. Any student who sells or posts non-school material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without the principal's approval will be removed.

Non-school Material from Others

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials not sponsored by the System or by a System-affiliated school- support organization will not be sold, circulated, distributed, or posted on any System premises by any

System employee or by persons or groups not associated with the System, except as permitted by policy. To be considered for distribution, any nonschool material must meet the limitations on content established in the policy, include the name of the sponsoring person or organization, and be submitted to the principal for prior review. The principal will approve or reject the materials within two school days of the time the materials are received. The requestor may appeal a rejection in accordance with the appropriate System complaint policy. Prior review will not be required for distribution of materials by an attendee to other attendees of a school-sponsored meeting intended for adults and held after school hours; distribution of materials by an attendee to other attendees of a community group meeting held after school hours in accordance with policy. or a non-curriculum- related student group meeting. and distribution for electioneering purposes during the time a school facility is being used as a polling place, in accordance with state law. All non-school materials distributed under these circumstances must be removed from System property immediately following the event at which the materials are distributed. Non-school related organizations can make a request to post notices regarding special events, programs and activities designed for school age children on the System's website. These activities and materials are not related to or sponsored by the System.

Possession and Use of Electronic Devices

The System is not responsible for any item brought to school by a student. A student bringing any electronic device including cell phones, smart phones, smart watches, radios, CD players, iPods, MP3 players, video/audio recorders, DVD players, electronic readers, cameras, Apple Watches, etc., does so at his or her own risk.

The System permits students to possess telecommunications devices including cell phones. Generally, these devices must remain turned off during the instructional day, including during all testing. The use of any device that has the capability to take pictures or audio or video record is prohibited in locker rooms and restroom areas. These items are also prohibited if used to cheat, audio/video record, or photograph another student or staff member without that person's permission, or when the use creates a disruption.

If a student does have an electronic device, it should be put away in a secured locker and turned off during the school day. Permission to use the device at school should come from the principal or classroom teacher. Without such permission, teachers will collect the items and turn them in to the principal's office. The principal will determine whether to return items to students at the end of the day or to contact parents to pick up the items. The System is not responsible for any damaged, lost, or stolen electronic devices, or other items.

Unacceptable and Inappropriate Use of Technology Resources

Students are prohibited from possessing, sending, forwarding, posting, accessing, or displaying electronic messages, images or videos that are abusive, obscene, sexually oriented,

threatening, harassing, damaging to another's reputation, or illegal. This prohibition also applies to conduct off school property, whether the equipment used to send such messages is System-owned or personally owned, if it results in a substantial disruption to the educational environment. Any person taking, disseminating, transferring, possessing, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may be required to complete an educational program related to the dangers of this type of behavior, and, in certain circumstances, may be reported to law enforcement. If a device is believed to contain illegal contraband, the device will be turned over to law enforcement as required by state law. The device will not be returned to the student or his parent until the illegal contraband is removed from the device. This could take a substantial amount of time, particularly if the device is considered evidence of a crime. In addition, any student who engages in conduct that results in a breach of the System's computer security will be disciplined in accordance with the Student Code of Conduct, and, in some cases, the consequence may rise to the level of expulsion.

Instructional Use of Electronic Devices

In some cases, students may find it beneficial or might be encouraged to use personal telecommunications or other personal electronic devices for instructional purposes while on campus. Students must obtain prior approval before using personal telecommunications or other personal electronic devices for instructional use. Students must also sign a user agreement that contains applicable rules for use. When students are not using the devices for approved instructional purposes, all devices must be turned off during the instructional day. Violations of the user agreement may result in withdrawal of privileges and other disciplinary action. The System is not responsible for any item brought to school by a student.

Items Not Permitted at School

Physical education equipment is supplied by the school System and items such as footballs, baseballs, etc., should not be brought to school. Radios, CD players, electronic devices and games, laser lights, toy guns, and other toys should not be brought on the school campus unless they are used as part of a classroom project or requested by the teacher. Knives or any other dangerous objects are not allowed. The System is not responsible for any item brought to school by a student.

Lost and Found

It is advisable to label sweaters and coats that are worn to school. In cooler weather, the children tend to wear these to school and take them off as the day grows warmer. If you are missing an article of clothing, please ask in the front office as to the location of the Lost and Found.

Deliveries to School

The delivery of food, flowers, balloons, etc. to students at school is not permitted. However, if a student forgets a lunch, an assignment or project, money to pay dues or fines, deliveries may be made to the front office for the student to pick up during the school day. Class instruction will not be interrupted to deliver items or messages to students, unless an emergency, as deemed by a school administrator, exists. All deliveries are subject to search at the discretion of the campus administrator.

Parent/Teacher Organizations

Elementary schools may have a parent-faculty/teacher organization. Meeting times and dates vary with each campus. Contact your school principal or school secretary for more information and watch for information in the school newsletters or campus website.

Food at School Functions

In 2010, the United States Department of Agriculture (USDA) established guidelines for all foods served during the school day. These guidelines are referred to as SmartSnacks. A complete list of these guidelines can be found at the [USDA's Food and Nutrition Service website](#). SmartSnack guidelines apply during the school day from midnight to thirty minutes after the last class is dismissed. Exceptions to the SmartSnacks guidelines are allowed for up to four school-wide events during the school year, which are preapproved by school administrators. School- approved field trips are exempt from the nutrition policy. Birthday recognitions are also considered an exemption but should be served after the classroom has finished eating lunch.

Parents bringing birthday treats should receive prior approval from the classroom teacher and campus principal. Occasionally, special events are celebrated at your child's campus. Often punch or cold drinks, pizza from local restaurants, and/or baked goods from local grocers are part of these celebrations. If you do not want your child to consume these items, you must notify your child's teacher in writing no later

September 1. Due to allergy, safety and sanitation concerns, any items served during the school day regardless of whether it is an exempt or non- exempt day should be limited to store bought items and served using food safe gloves when items are not packaged individually.

Celebrations

Although a parent or grandparent is not prohibited from providing store bought food for a school-designated function, please be aware that students in the school may have severe allergies to certain food products. Therefore, it is imperative to discuss this with your student's teacher prior to bringing any food to the classroom. Occasionally, the school or a class may host certain functions or celebrations tied to the curriculum that will involve food. The school

or teacher will notify students and parents of any known food allergies when soliciting potential volunteers for bringing food products.

A party prior to the winter break may be held prior to dismissal for the winter holidays. Each school will provide the details of the arrangements. Valentine's Day may be celebrated by exchanging valentines. Classroom birthdays may be recognized but must be scheduled after the end of the class lunch period with prior approval from the classroom teacher and campus principal. Please do not bring or send deliveries to your child at school that include balloons, flowers, or other potentially distracting items.

Student Dress/Grooming

Students shall be dressed and groomed in a manner that is clean and neat and that will not be a health or safety hazard to themselves or others. The System prohibits any clothing or grooming that in the principal's judgment may reasonably be expected to cause disruption of or interference with normal school operations. The System prohibits pictures, emblems, or writings on clothing that are any of the following: lewd, violent, suggestive, offensive, vulgar or obscene, or advertise or depict tobacco products, alcoholic beverages, drugs, or any other substance prohibited under. Halter-tops, muscle shirts, and spaghetti-straps tops are not permitted unless covered by another shirt. Midriff shirts, or shirts exposing the midsection of the body, are not permitted. Blue jean cutoffs or unhemmed shorts are not appropriate dress for elementary school classes. Make-up/cosmetics may not be worn or applied at school. Hats are not to be worn inside a school. Hair and hairstyle should not be distracting. Pants/shorts may not be worn lower than undergarments. Students who choose to wear shorts to school must wear them at fingertip length when the student rests his/her arms at his/her side. Flip flops may not be worn during P.E. classes. Girls may wish to wear shorts under their dresses. Dresses and skirts should be of appropriate length (fingertip) and tights should accompany shorter dresses, skirts or shorts. A campus may have additional rules regarding dress code. The student and parent may determine the student's personal dress and grooming standards, provided that they comply with these general guidelines.

System Information

Protecting Student and Parent Rights

Students will not be required to participate without parental consent in any survey, analysis, or evaluation funded in whole or in part by the U.S. Department of Education that concerns:

- Political affiliations or beliefs of the student or the student's parent
- Mental or psychological problems of the student or the student's family
- Sexual behavior or attitudes

- Illegal, antisocial, self-incriminating, or demeaning behavior
- Critical appraisals of individuals with whom the student has a close family relationship
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers
- Religious practices, affiliations, or beliefs of the students or parents
- Income, except when the information is required by law, will be used to determine the student's eligibility to participate in a special program, or to receive financial assistance under such a program

Parents are able to inspect any survey or other instrument and any instructional material used in connection with such a survey, analysis, or evaluation. Parents also have a right to receive notice and opt their child out of participating in:

- Any survey concerning the private information listed above, regardless of funding;
- School activities involving the collection, disclosure or use of personal information collected from a child for the purpose of marketing, selling, or otherwise disclosing that information (Note that this does not apply to the collection, disclosure, or use of personal information collected from students for the exclusive purpose of developing, evaluating, or providing educational products or services for, or to, students or educational institutions);
 - Any non-emergency, invasive physical examination or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student. Exceptions: hearing, vision, or scoliosis screenings, or any physical exam or screen permitted or required under the law These rights transfer from the parents to A student who is 18 years old or an emancipated minor under State law. Parents who believe their rights have been violated may file a complaint with: Family Policy Compliance Office U.S. Department of Education, 400 Maryland Avenue, SW • Washington, D.C. 20202-5901 Parents also have the right to:

- Request information regarding the professional qualifications of his or her child's teachers, including whether the teacher has met state qualifications and licensing criteria for the grade levels and subject areas in which the teacher provides instruction; whether the teacher has an emergency permit or other provisional status for which state requirements have been waived and whether the teacher is currently teaching in the field of discipline of his/her certification. This includes information about the qualifications of any paraprofessional providing services to your child;

- Review teaching materials, textbooks, and other teaching aids and instructional materials used in the curriculum and to examine tests that have been administered to their child. You are also allowed to request that the school allow your child to take home any instructional materials used by the student. If the school determines that sufficient availability exists to grant the request, the student must return the materials at the beginning of the next school day if requested to do so;
- Review their child's student records when needed. These records include: attendance records; test scores; grades; disciplinary records; counseling records; psychological records; applications for admission; health and immunization information; other medical records; teacher and school counselor evaluations; reports of behavior patterns; teaching materials and tests used in your child's classroom; and state assessment instruments that have been administered to their child;
- Request information regarding any state or System policy related to your child's participation in assessments required by federal law, state law, or System policy;
- Inspect a survey created by a third party before the survey is administered or distributed to their child;
- Grant or deny any written request from the System to make a videotape or voice recording of their child. State law does permit schools to make videotapes or voice recordings without parent permission if the recording is to be used for school purposes, if it relates to classroom instruction or a co-curricular or extracurricular activity, or if it relates to media coverage of the school;
- Remove his or her child temporarily from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with his or her religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, the child must satisfy grade-level and graduation requirements as determined by the System and by the state law;
- Request that their child be excused from daily participation in the recitation of the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. The request must be in writing. State law does not allow a child to be excused from participating in the required moment of silence or silent activity that follows;
- Request that their child be excused from recitation of a portion of the Declaration of Independence. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) the parent or guardian provides a written statement requesting that their child be excused, (2) the System determines that the child has a conscientious objection to the recitation, or (3) the parent or guardian is a

representative of a foreign government to whom the United States government extends diplomatic immunity;

- Request in writing, if the parent is the non-custodial parent that he or she is provided, for the remainder of the school year, a copy of any written notice usually provided to a parent related to misconduct that may involve placement in a Disciplinary Alternative Education Program (DAEP) or expulsion. [See the Student Code of Conduct.];
- Request a transfer to another classroom or campus if their child has been determined by the System to have been a victim of bullying, which includes cyberbullying, as defined by Texas Education Code §25.0341. Transportation is not provided for a transfer to another campus. Contact the System’s Legal Office for more information;
- Request a transfer of their child to attend a safe public school in the System if their child attends a campus identified by TEA as persistently dangerous or if their child has been a victim of a violent criminal offense while at school or on school grounds.
- Request the transfer of their child to another campus if their child has been the victim of a sexual assault by another student on the same campus, whether that assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.
- Request if your children are multiple birth siblings (e.g., twins, triplets, etc.) assigned to the same grade and campus that they be placed either in the same classroom or in separate classrooms if space allows. Your written request must be submitted no later than the 14th day after the enrollment of your children.

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 other students and System employees with courtesy and respect; to avoid behaviors known to be offensive; and to stop those behaviors when asked or told to stop. System employees are expected to treat students with courtesy and respect. The Board has established policies and procedures to prohibit and promptly respond to inappropriate and offensive behaviors that are based on a person’s race, color, religion, gender, national origin, disability, or any other basis prohibited by law.

Discrimination

Discrimination is defined as any conduct directed at a student on the basis of race, color, religion, gender, national origin, disability, or any other basis prohibited by law that negatively affects the student.

Harassment

Harassment, in general terms, is conduct so severe, persistent, or pervasive that it affects the student's ability to participate in or benefit from an educational program or activity; creates an intimidating, threatening, hostile, or offensive educational environment; or substantially interferes with the student's academic performance. Examples of harassment may include, but are not limited to, offensive or derogatory language directed at a person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening, intimidating, or humiliating conduct; offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; and graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property. Two types of prohibited harassment are described below.

Sexual Harassment and Gender-Based Harassment

Sexual harassment and gender-based harassment of a student by an employee, volunteer, or another student are prohibited. Examples of sexual harassment may include but not be limited to touching private body parts or coercive physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact. Sexual harassment of a student by an employee or volunteer does not include necessary or permissible physical contact not reasonably construed as sexual in nature, such as comforting a child with a hug or taking a child's hand. However, romantic and other inappropriate social relationships, as well as all sexual relationships, between students and System employees are prohibited, even if consensual.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of discrimination or harassment, including dating violence, is prohibited. Retaliation against a person who is participating in an investigation of alleged discrimination or harassment is also prohibited. However, a person who makes a false claim or offers false statements or refuses to cooperate with a System investigation may be subject to appropriate discipline. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

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 Section 37.0832 of the Education Cede 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, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. The System is required to adopt policies and procedures regarding: Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property; bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation or students to or from school or a school sponsored or school-related activity; and cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying interferes with a student's educational opportunities or substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Bullying is prohibited by the System and could include hazing, threats, taunting, teasing, assault, demands for money, confinement, destruction of property, theft of valued possessions, name-calling, rumor-spreading, or ostracism.

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, principal, or another System employee to obtain assistance and intervention.

The administration will investigate any allegations of bullying or other related misconduct. The System will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. A student may anonymously report an alleged incident of bullying by completing the bullying form located on the System's webpage.

If the results of an investigation indicate that bullying has occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances.

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 System. The parent of student who has been determined by the System to be a victim of bullying may request that his or her child be transferred to another classroom or campus with the System. A copy of the System's policy is available in the principal's office and on the System's website, and is included at the end of the Handbook in the appendix. A student or parent who is dissatisfied with the outcome of an investigation may appeal.

Reporting Procedures

Any student who believes that he or she has experienced dating violence, discrimination, harassment, bullying or retaliation should immediately report the problem to a teacher, school counselor, principal, or other System employee. The student's parent may make the report.

Upon receiving a report of prohibited conduct, the System will determine whether the allegations, if proven, would constitute prohibited conduct as defined by that policy. If not, the System will determine if the allegations, if proven, would constitute bullying, as defined by law and that policy. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying as defined by law, an investigation of bullying will also be conducted. The System will promptly notify the parents of any student alleged to have experienced prohibited conduct involving an adult associated with the System. If the alleged prohibited conduct involves another student, the System will notify the parents of the student alleged to have experienced the prohibited conduct when the allegations, if proven, would constitute a violation.

Investigation of Report

To the extent possible, the System will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of prohibited conduct, which include dating violence, discrimination, harassment, bullying, and retaliation, will be promptly investigated.

If law enforcement or other regulatory agency notifies the System that it is investigating the matter and requests that the System delay its investigation, the System will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, the System will take interim action to address the alleged prohibited conduct. If the System's investigation indicates that prohibited conduct occurred, appropriate disciplinary action, and in some cases corrective action will be taken to address the conduct. The System may take disciplinary and corrective

action even if the conduct that is the subject of the complaint was not unlawful. All parties will be notified of the outcome of the System investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act. A student or parent who is dissatisfied with the outcome of the investigation may appeal in accordance with policy 300.121.

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 services, 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., Title IX Coordinator, for concerns regarding discrimination on the basis of sex, including sexual harassment or gender-based harassment: Ronny D Knox, Ed.D. – Superintendent; 1908 Bobby K Marks Drive, Box 2119, Huntsville TX 77341; (936) 2943347.

Students Who Are Homeless

Students who are homeless will be provided flexibility regarding certain System provisions including: proof of residency requirements; immunization requirements; educational program placement, if the student is unable to provide previous academic records, or misses an application deadline during a period of homelessness; credit-by-exam opportunities; the award of partial credit (award credit proportionately when a student passes only one semester of a two semester course); eligibility requirements for participation in extracurricular activities; and graduation requirements.

Federal law allows a homeless student to remain enrolled in what is called the “school of origin” or to enroll in a new school in the attendance area where the student is currently residing. For more information, please contact the System’s Homeless Liaison (Ronny D Knox, Ed.D.) at 936-294-3347.

Students in Conservatorship of the State (Foster Care)

In an effort to provide educational stability, the System strives to assist any student who is currently placed or newly placed in foster care of the state, sometimes referred to as substitute care, or who is in conservatorship of the state with the enrollment and registration process, as

well as other educational services throughout the student's enrollment in the System. A student who is placed in foster care and who is moved outside of the System's or school's attendance boundaries is entitled to continue in enrollment at the school he or she was attending prior to the placement or move until the student reaches the highest grade level at the particular school. Students who are in foster care and who enroll after the beginning of the school year will be allowed credit-by-examination opportunities outside the System's established testing windows, and the System will grant proportionate course credit by semester. Please contact the Foster Care Liaison (Ronny D Knox, Ed.D.) at 936-294-3347 for more information.

School Safety Transfers

As a parent you may request the transfer of your child to another classroom or campus if your child has been determined by the System to have been a victim of bullying as the term is defined by Education Code 37.0832. Transportation is not provided for a transfer to another campus. See the Superintendent for information.

You also have a right to consult with System administrators if your child has been determined by the System to have engaged in bullying and the System decides to transfer your child to another classroom or campus. Transportation is not provided in this circumstance. See the campus principal for more information.

Parents can request a transfer to attend a safe public school in the System if their child attends school at a campus identified by TEA as persistently dangerous or if their child has been a victim of a violent criminal offense while at school or on school grounds. Parents can request a transfer to another campus if their child has been the victim of a sexual assault by another student assigned to the same campus, whether the assault occurred on or off campus, and that student has been convicted of or placed on deferred adjudication for that assault.

Complaints and Concerns

Usually student or parent complaints or concerns can be addressed informally —by a phone call or a conference with the teacher or principal. For those complaints and concerns that cannot be handled so easily, the System's Board of Trustees has adopted a standard complaint policy at 300.121, in the System's policy manual. Please be aware that this policy requires that the formal complaint process be initiated within 15 days of the time the person first knew or should have known of the event giving rise to the complaint.

Displays of Students' Artwork, Photos, Projects and other Original Work Products

Students' names, photographs, artwork projects, other original work products and special recognitions may be displayed in community newspapers, classrooms or other areas of the System, including on the System, campus, or classroom website, in printed material, video

or any other method of mass communication. Parents may choose not to allow their child's personally identifiable student information or work product to be displayed. Parents wishing to exercise this option must notify the campus principal in writing.

Patriotic Activities and Minute of Silence

Each school day students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the principal to excuse their child from reciting the pledges. State law also requires that one minute of silence follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity so long as the silent activity does not interfere or distract others. In addition, state law requires that each campus provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001. State law requires students in social studies classes in grades 3-12 to recite a portion of the text of the Declaration of Independence during Celebrate Freedom Week unless (1) you provide a written statement requesting that your child be excused, (2) the System determines that your child has a conscientious objection to the recitation, or (3) you are a representative of a foreign government to whom the United States government extends diplomatic immunity.

Aerosols

Students should not bring aerosol spray containers to school.

Asbestos Management Plan (2020-2021)

The SHSU Charter School Asbestos Management Plan can be found in the Principal's office on each campus. Any questions regarding the management of asbestos or the plans should be directed to the Superintendent by calling (936) 294-3347. Dr. Ronny D. Knox serves as the Asbestos Designated Person for the SHSU Charter School System.

Pesticides

The System is required to follow integrated pest management (IPM) procedures to control pests on school grounds. Although the System strives to use the safest and most effective methods to manage pests, including a variety of non-chemical control measures, pesticide use is sometimes necessary to maintain adequate pest control and ensure a safe, pest-free environment. All pesticides used are registered for their intended use by the United States Environmental Protection Agency and are applied only by certified pesticide applicators. Except in an emergency, signs will be posted 48 hours before indoor application. All outdoor applications will be posted at the time of treatment, and signs will remain until it is safe to enter the area. Parents who have further questions or who want to be notified prior to pesticide application inside their child's school assignment area may contact the Superintendent at 936-294-3347.

Prayer

Each student has a right to individually, voluntarily, and silently pray or meditate in school in a manner that does not disrupt instructional or other activities. The school will not encourage, require, or coerce a student to engage in or to refrain from such prayer or meditation during any school day.

System Services

Special Programs

The System provides special programs for gifted and talented students, homeless students, bilingual 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. If a parent makes a written request to a school System's director of special education services or to a System administrative employee for an initial evaluation for special education services, the

school must, not later than the 15th school day after the date the school receives the request, either give the parent prior written notice of its proposal to evaluate the student, a copy of the Notice of Procedural Safeguards, and the opportunity for the parent to give written consent for the evaluation or must give the parent prior written notice of its refusal to evaluate the student and a copy of the Notice of Procedural Safeguards.

If the school decides to evaluate the student, the school must complete the initial evaluation and the resulting report no later than 45 school days from the day the school 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 must 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 the 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, the school 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 completion, the school must give you a copy of the evaluation report at no cost.

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

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Texas Project FIRST](#)
- [Partners Resource Network](#)

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education services is your campus administrator.

The System will notify the parent of a student, other than a student enrolled in a special education program, who receives assistance from the System for learning difficulties, including intervention strategies, that the System provides assistance to the student.

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.

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.

Request for the Use of a Service/Assistance Animal

A parent of a student who uses a service/assistance animal because of the student's disability must submit a written request to the campus principal before bringing the service/assistance animal on campus. The System will try to accommodate a request as soon as possible but will do so within 10 System business days.

English Language Learner

A student with limited English proficiency (LEP), sometimes referred to as an English language learner (ELL) in certain statutes and state rules, 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 System personnel and at least one parent representative. The student's parent must consent to any services recommended by the LPAC for a LEP student. However, pending the receipt of parental consent or denial of services, an eligible student will receive the services to which the student is entitled. In order to determine a student's level of proficiency in English, the LPAC will use information from a variety of assessments. If the student qualifies for services and once a level of proficiency has been established, the LPAC will then designate instructional accommodations or additional special programs the student will require to eventually become proficient at grade level work in English. Ongoing assessments will be conducted to determine a student's continued eligibility for the program. The LPAC will also determine whether certain accommodations are necessary for any state-mandated assessments. The STAAR-L, may be administered to a LEP student, or for a student up to grade 5 a Spanish version of STAAR. In limited circumstances, a student's LPAC may exempt the student from otherwise required state-mandated assessments. The Texas English Language Proficiency Assessment System (TELPAS) will also be administered to LEP students who qualify for services. If a student is considered LEP and receives special education services because of a qualifying disability, the

student's ARD committee will make instructional and assessment decisions in conjunction with the LPAC.

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 grades Kindergarten, 1st, 3rd, 5th. Scoliosis screening is required in grades 6. 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 @ charterschool@shsu.edu

Other areas which may be screened are growth and development (height and weight), dental, blood pressures (fourth grade) and pediculosis (head lice). Please communicate any information regarding a student's health condition or concern. The staff of this campus welcomes the opportunity to work closely with the parents of students to maintain a healthy, safe, successful experience in school.

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. A full list of conditions for which the school must exclude children can be obtained from the school nurse.

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.

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 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.
- Students that have asthma or anaphylaxis may experience times when the symptoms worsen and the physician requests the student carry an inhaler or anaphylaxis

medication to be used when needed. Please provide a letter from the physician with complete instructions for use of the inhaler or anaphylaxis medication and permission for the student to carry the inhaler or anaphylaxis medication. It is strongly recommended that a spare inhaler or anaphylaxis medication be kept in the clinic for emergencies.

- Students with diabetes will provide a Diabetes Management Plan developed by the physician and parents.

Insect Repellant

Concerned parents are strongly encouraged to use a repellant on their child before they leave for school, especially young children who may have difficulty applying the repellant safely.

System staff will not provide or apply insect repellant during the school day. Parents who are concerned about mosquito exposure during the school day may send a lotion, wipe-on, or wristband type of repellant for use by their child. For safety reasons, pump spray repellants 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 repellant product containers with student's name. Repellant 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.

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.

Emergencies and Illness at School

A Student Health Information Form will be sent home with your child at the beginning of the school year. It is very important you complete and return this form immediately. This form will give you an opportunity to list any medical conditions, allergies, medications and concerns you may have. It also includes emergency information for the clinic staff. This information is used to contact you or a person you designate if needed for your child. If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school may have to rely on previously provided written parental consent to obtain emergency medical treatment and information about allergies to medications, foods, insect bites, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.) Please contact the school nurse to update any information that the nurse or the teacher needs to know.

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.

Food Allergies

The System requests to be notified when a student has been diagnosed with a food allergy, especially those allergies that could result in dangerous or possibly lifethreatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic, as well as the nature of the allergic reaction. Please contact the school and inform them of any known food allergy or as soon as possible after any diagnosis of a food allergy.

The System has developed and annually reviews a food allergy management plan, which addresses employee training, dealing with common food allergens, and specific strategies for dealing with students diagnosed with severe food allergies. When the System receives information that a student has a food allergy that puts the student at risk for anaphylaxis, individual care plans will be developed to assist the student in safely accessing the school environment.

Head Lice

Head lice, although not an illness or a disease is very common among children and is spread very easily through head-to-head contact during play, sports, and when students share things like brushes, combs, hats and headphones. If careful observation indicates that a student has head lice, the school will contact the student's parent to determine whether the child will need

to be picked up from school and discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse that may be purchased from any drug or grocery store.

After the student has undergone a treatment, the parent should check in with the school to discuss the treatment used. The school can also offer additional recommendations, including subsequent treatments and how best to get rid of lice and prevent their return. More information on head lice can be obtained from the [DSHS website](#).

Notice will also be provided to parents of elementary school students in the affected classroom.

Crutches and Wheelchairs

Students who require the temporary use of crutches or a wheelchair at school must have an order from their physician.

Communicable or Infectious Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. If a parent suspects that his or her child has a communicable or contagious disease, the parent should contact the campus principal. The school can provide information from the Texas Department of Health regarding these diseases. The following is a list of conditions that are common communicable diseases and infections along with their specific requirements for readmission to school:

- Chicken Pox (Varicella): Incubation period is 2-3 weeks. Fever and vesicular rash over body. Exclude from school until final eruption of rash is dry and scabbed over. Child must have normal temperature.
- Fifth's Disease (erythema infectiosum): Incubation period is 4-20 days. Redness noted to both cheeks and smooth "lacy" rash appears over body. Fever usually does not occur. Exclude student from school if he/she has fever or does not feel well.
- Impetigo: Incubation period is usually 4-10 days. Open blisters on skin generally covered with yellowish crust. Fever does not usually occur. Exclude from school until after treatment has begun and keep lesions covered.
- Infectious Hepatitis: Incubation period can be 2-6 months. Type A Hepatitis has abrupt onset with fever, malaise, anorexia, nausea, vomiting, abdominal pain, jaundice (yellowing of skin) and dark urine. Exclude from school until physician allows student to return.
- Measles: Incubation period is 7-14 days. A blotchy red rash with runny nose, watery eyes, fever and cough. Exclude from school until 4 days after onset of rash. Serological evidence is required for diagnosis.

- Rubella: Incubation period is 14-23 days. Cold like symptoms. Swollen, tender glands at the back of the neck. Changeable pink rash on face and chest. Exclude from school seven days from onset of rash. Serological evidence is required for diagnosis.
- Mumps: Incubation period is 12-25 days. Acute swelling over jaw and in front of one or both ears. Serological evidence is required for diagnosis. Exclude from school nine days from onset of symptoms.
- Conjunctivitis (pink eye): Red itching eyes accompanied by crusting and discharge. Exclude from school until treatment is started or physician permission.
- Ringworm (scalp-body): Incubation is 4-21 days. Flat scaly, ring shaped lesions located anywhere on body or scalp. Balding in the lesions will be noted if located on scalp. May return to school if treatment is started and lesions are covered.
- Streptococcal Infection (strep-throat): Incubation period 1-3 days. Fever, sore throat, often large tender lymph nodes on neck. Scarlet fever producing strains present with a fine red rash 1-3 days after sore throat. Exclude from school until fever subsides, treatment started and physician permission.
- Scabies: Small mite that burrows under the skin causing fine red bumps or blisters on skin accompanied by severe itching. Exclude from school until treatment given.
- Staphylococcal Infections: This is most commonly seen as an infection on the skin. It has the appearance of an insect bite with signs of infection such as redness, tenderness, and drainage. Physician evaluation is usually required to care for this infection. Physician indicates when student may return to school. Recently there has been an increase in the number of infections caused by Methicillin Resistant Staphylococcus Aureus. This is a strain of bacteria resistant to many antibiotics. This can occur with any break in the skin however this infection can appear as a bump (boil) with redness, swelling, pain and difficulty healing. A doctor can determine a MRSA infection by culturing the wound. It is very important to obtain and complete medical care with this infection.

Bacterial Meningitis

What is meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. Viruses, parasites, fungi, and bacteria can cause it. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

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 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion and sleepiness. In both children and adults, there may be a rash of tiny, redpurple 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 the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange respiratory or throat secretions (such as by kissing; coughing, or sneezing).

How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It is a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. Please note that the DSHS requires at least one dose of meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

What should you do if you think you or a friend might have bacterial meningitis?

Seek prompt medical attention.

Your school, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may be found at the [Centers for Disease Control and Prevention website](#) or the [Texas Department of State Health Services website](#).

Tobacco Prohibited

Students are prohibited from possessing or using any type of tobacco product, including electronic cigarettes or any other electronic vaporizing device, while on school property at any time or while attending an off campus school-related activity. The System and its staff strictly enforce these prohibitions.

Substance Abuse Prevention and Intervention and Mental Health Support

If you are worried that your child may be using or is in danger of experimenting, using, or abusing illegal drugs or other prohibited substances, please contact the school. The school can provide you with a list of community resources that may be of assistance to you. Information regarding children's mental health and substance abuse intervention services can be found on the [DSHS website](#).

Competitive Foods and Snacks

Schools may allow one nutritious snack per day under the teacher's supervision. The snack may be in the morning or afternoon, but may not be at the same time as the regular lunch period.

Schools may not serve competitive foods (or provide access to them through direct or indirect sales) to students anywhere on school premises throughout the day until the end of the last scheduled lunch period.

Technology

To prepare students for an increasingly computerized society, the System has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students will be permitted to use System computers and to appropriately access the Internet only if the student and parent comply with the Acceptable Use Guidelines. Violation of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that email to and from System computers is not private and may be monitored by System staff.

Glossary

STAAR Alternate 2 is an alternative state-mandated assessment designed for students with severe cognitive disabilities receiving special education services that meet the participation requirements, as determined by the student's ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

State-mandated assessments are required of students at certain grade levels and in specified subjects. Successful performance sometimes is a condition of promotion, and passing the

STAAR EOC assessments is a condition of graduation. Students have multiple opportunities to take the tests if necessary for promotion or graduation.

Student Code of Conduct is developed with the advice of the System-level committee and adopted by the Board and identifies the circumstances, consistent with law, when a student may be removed from the classroom or campus. It also sets out the conditions that authorize or require the principal or another administrator to place the student in a DAEP. It outlines conditions for out-of-school suspension and for expulsion. The Student Code of Conduct also addresses notice to the parent regarding a student's violation of one of its provisions.

TELPAS stands for the Texas English Language Proficiency Assessment System, which assesses the progress that English language learners make in learning the English language and is administered for those who meet the participation requirements in kindergarten-grade 12.

COVID Guidelines

PREVENT: Practices to Prevent the Virus from Entering the School

Screening Questions for COVID-19 Before Campus Access

1. 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 below. Additionally, they must report to the SHSU Charter School administration if they have had close contact with an individual who is lab-confirmed with COVID-19, and, if so, must remain off campus until the 14-day incubation period has passed.
2. Parents must ensure they do not send a child to school on campus if the child has COVID-19 symptoms or is lab-confirmed with COVID-19, and instead should opt to receive remote instruction until the below conditions for re-entry are met. Parents may also opt to have their students receive remote instruction if their child has had close contact with an individual who is lab-confirmed with COVID-19 until the 14-day incubation period has passed.
3. Before volunteers are allowed onto campuses, the SHSU Charter School will screen all volunteers 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 below.

Individuals Confirmed or Suspected with COVID-19

1. Any individuals who themselves either: (a) are lab-confirmed to have COVID-19; or (b) experience the symptoms of COVID-19 must stay at home throughout the infection period, and cannot return to campus until the SHSU Charter School staff screens the individual to determine all of the below conditions for campus re-entry have been met:

o In the case of an individual who was diagnosed with COVID-19, the individual may return to school when all three of the following criteria are met:

i. at least three days (72 hours) have passed since recovery (resolution of fever without the use of fever-reducing medications); ii. the individual has improvement in symptoms (e.g., cough, shortness of breath); iii. at least ten days have passed since symptoms first appeared.

o In the case of an individual who has symptoms that could be COVID-19 and who is not evaluated by a medical professional or tested for COVID-19, such individual is assumed to have COVID-19, and the

individual may not return to the campus until the individual has completed the same three-step set of criteria listed above.

o If the individual has symptoms that could be COVID-19 and wants to return to school before completing the above stay at home period, the individual must either (a) obtain a medical professional's note clearing the individual for return based on an alternative diagnosis or (b) receive two separate confirmations at least 24 hours apart that they are free of COVID via acute infection tests at an approved COVID-19 testing location found at <https://tdem.texas.gov/covid-19/>.

Identifying Possible COVID-19 Cases on Campus

o The SHSU Charter School will immediately separate any student who shows COVID-19 symptoms while at school until the student can be picked up by a parent or guardian.

o The SHSU Charter School will clean the areas used by the individual who shows COVID-19 symptoms while at school (student, teacher, or staff) as soon as is feasible.

o Students who report feeling feverish will be given an immediate temperature check to determine if they are symptomatic for COVID-19.

RESPOND: Practices to Respond to a Lab-Confirmed Case in the School

Required Actions if Individuals with Lab-Confirmed Cases Have Been in a School

1. If an individual who has been in a school is lab-confirmed to have COVID-19, the SHSU Charter School will notify its local health department, in accordance with applicable federal, state and local laws and regulations, including confidentiality requirements of the Americans with Disabilities Act (ADA) and Family Educational Rights and Privacy Act (FERPA).

2. The SHSU Charter School will close off areas that are heavily used by the individual with the lab-confirmed case (student, teacher, or staff) until the non-porous surfaces in those areas

can be disinfected, unless more than 3 days have already passed since that person was on campus.

3. Consistent with school notification requirements for other communicable diseases, and consistent with legal confidentiality requirements, the SHSU Charter School will notify all teachers, staff, and families of all students in a school if a lab-confirmed COVID-19 case is identified among students, teachers or staff who participate on any on campus activities.

COVID-19 Symptoms

In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions:

Have they recently begun experiencing any of the following in a way that is not normal for them?

- o Feeling feverish or a measured temperature greater than or equal to 100.0 degrees Fahrenheit
- o Loss of taste or smell or Cough
- o Difficulty breathing o Shortness of breath o Headache o Chills o Sore throat o Shaking or exaggerated shivering o Significant muscle pain or ache o Diarrhea

Close Contact

This document refers to “close contact” with an individual who is lab-confirmed to have COVID19. Close contact is determined by an appropriate public health agency. For clarity, close contact is defined as:

1. being directly exposed to infectious secretions (e.g., being coughed on while not wearing a mask or face shield)
2. being within 6 feet for a cumulative duration of 15 minutes, while not wearing a mask or face shield

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

Individuals are presumed infectious at least two days prior to symptom onset or, in the case of asymptomatic individuals who are lab-confirmed with COVID-19, two days prior to the confirming lab test.