

**Sam Houston State
University
Charter School
Teacher/Staff
Handbook**

2018-2019

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SHSU CHARTER SCHOOL STAFF

Administration Staff

Superintendent: Dr. Ronny Knox

Principal: Renee O'Neal

Office Manager: Lori McBee

Business Managers: Brytnie Miñiel and Jennifer Jones

Charter School Advisory Board

Chair: Dr. Sandra Stewart

Vice-Chair: Dr. Debbie Price

Member: Dr. Deborah Morowski

Member: Dr. Daphne Johnson

Member: Dr. Diana Nabors

Community Member: TBD

Parent Member: Courtney Westerkamp

Teaching Staff

***Denotes Site Lead Teacher**

Brighton Academy (The Woodlands), 101-11

Kindergarten:	Michelle Jordan, Elizabeth Smith
1st Grade ELA	Mary Elizabeth Mueller*
1st Grade Math/Science:	Kendle Samuel
2nd Grade:	Stacy Guthrie
3 rd Grade:	Danielle Trahan
4 th Grade:	Brandi Knighton
5 th Grade:	Vicki Armacost
Paraprofessionals	Maribel Martinez, Stephanie Nichols

Greengate Academy (Spring/Klein), 101-12

Kindergarten: Tammy Sanders
First Grade: **Katie Statlander***
Second Grade: Miranda Prado
Paraprofessionals: Sara Carner, Jessica Alferez

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

Kindergarten: Ashley Ellis-Bell
1st Grade: Karlie Hernandez
2nd Grade: Brittany Newton
3rd Grade: **Kendra O'Neal***
Paraprofessionals: Allison Richman, Cheyenne Crespo

Precious Moments Learning Academy (Houston)

Kindergarten/1st Grade Blend: Shannon Oswald
Paraprofessional: Carolyn Thompson

All campuses:

PE/Special Education: **Ryan Jordan***
Music, Robotics, Testing Coordinator: Alicia Hernandez

TEACHER EXPECTATIONS

Attendance and Leave

Teacher hours are Monday-Friday 7:45 a.m. to 3:45 p.m. School begins at 8:00 a.m. Please note that two staff members must be on duty to unload and direct students each morning. Each site may rotate this responsibility among its staff.

Classroom teachers are expected to stay on campus throughout the day. Should an emergency occur, and the staff member find it necessary to leave campus, notification to the lead teacher at the site needs to happen immediately. Next, a text or email (preferably text) needs to be sent by either the staff member leaving or the lead teacher to Renee, notifying that the staff member is leaving for the day. **Renee's cell 713-819-2487.**

If an absence is planned, Renee, and Lori must be notified at least five days prior to the absence. This should be done through email, and the subject line must read "Personal Day." If you are sick and need to miss work, send a text to Renee, or email and with the subject line "Out Sick." Text message is preferred. (This same procedure applies if you are staying home with a sick child). All staff must receive prior approval from administration if they plan to miss the day before or after a scheduled school holiday. Failure to do so may result in the staff member losing compensation for that day.

Substitute Teacher System

At this time, substitutes will be arranged through Renee. You must notify Renee and the lead teacher at your site if you are going to be absent.

Communication

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

You are expected to send a weekly newsletter to your families updating them with the latest classroom happenings, objectives that will be taught during the upcoming week, and how the parent can help the child at home. Please carbon copy Dr. Knox, Renee, and Lori in case one of us gets a phone call asking questions. We are public officials representing the Charter School and the University, and we must always be prepared.

All staff should have Dr. Knox, Renee, and Lori's phone numbers programmed into their cell phone.

Conference/Planning Time

Teachers will have a designated conference time every day. Conference times should be utilized for parent conferences, team/site meetings, lesson planning, and/or preparation for instruction. All teachers must have at least one conference with each parent every semester. Each site should designate one day a week for a PLC/team meeting. Notify Dr. Knox, Renee, and Lori of the scheduled day and time. All team members are expected to attend PLC/planning meetings and contribute to the discussion.

Staff Meetings and Socials

Staff meetings will be held at SHSU The Woodlands Center once a month for professional development. The calendar of events for each semester will be distributed at the beginning of the semester. Each meeting/professional development session will

begin at 4:30 and end at 6:30. Lead teacher meetings will occur after the regular meeting. One social event will be planned each month and attendance is voluntary.

Dress Code

Professional attire is required at all times unless lessons for the day include outside projects or activities that last the entire class day. In this instance modest shorts are acceptable. For the months of July and August when it will be incredibly warm, you are allowed to wear school appropriate shorts. Additional dress code requirements and restrictions are as follows:

- Jeans are allowable on Friday with an SHSU Spirit shirt unless the site has a special event.
- Wednesdays are designated to wear the orange SHSU polo shirt and jeans if you choose to do so.
- No sweat pants, warm-ups, work out pants, or leggings worn as pants.
- School appropriate sandals are acceptable.
- Your SHSU nametag is to be worn every day.

RESPONSIBILITIES AND CLASSROOM EXPECTATIONS

Lunch and Recess Duty

The lead teacher at each site will develop a schedule for staff lunch and recess duty. Arrival and dismissal of students should be on a rotating schedule.

Pledges and Minute of Silence

It is required by the state of Texas that each morning students recite the American pledge, the Texas pledge, and conduct a minute of silence. Since we do not have intercom systems at our sites, this will be the responsibility of the teacher.

TEKS Resource, Lesson Plans

Lesson plans are due each week by 8:00 a.m. on Monday, or Tuesday if Monday is a holiday. Lesson plans should be submitted to Dr. Knox and Renee. The format for lesson plans is the teacher's choice, but it must include the TEKS or TEKS being taught, activities and assessment.

Parent Conferences

A minimum of one face-to-face conference with each parent per semester is required. Notes of the conferences should be kept and stored in the classroom. If you are requesting that an administrator sit in on the conference with you, please give at least

three days' notice in order for Dr. Knox or Renee to make arrangements to attend. The lead teacher at each site can also sit in on parent conferences if needed.

Homework

Reading nightly is expected. Do not send home worksheets and busy work. Homework expectations should be established at each site and approved by Dr. Knox and Renee before being sent home to parents/families.

Textbooks

Textbooks and instructional materials are very expensive. It is the classroom teacher's responsibility to secure the textbooks in their classroom. If at any time you have concerns regarding materials being used or disturbed after Charter School hours, notify Dr. Knox and Renee immediately.

Supplies

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

If furniture requests are necessary, send the request to your lead teacher and the request will be routed to Dr. Knox, Renee, and Lori.

Building, Site, and Classroom Needs

If you have a "work order" need for your classroom or site, submit the necessary information to the lead teacher and the request will be routed to Dr. Knox, Renee, and Lori.

Field Trips

The expectation is to coordinate at least one field trip for the school year. Date, time and location needs to be approved by Renee.

Birthdays

Student birthdays may be celebrated at the end of the instructional day. This **MUST** take place **AFTER** the scheduled lunch time. Store bought cupcakes or cookies may be shared. **This is not a party with snacks, a meal, or games.** You will need to make this very clear at your parent information nights.

TECHNOLOGY

Teacher Laptops

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

View Sonics

This item will be on rollers. Make sure it is moved out of the way and turned towards the wall at the end of the day to discourage the before- and after-school programs from using it if your room is used after school.

iPads and Carts

iPad carts need to be stored and locked away each day. Make sure all iPads are accounted for and in the cart before leaving for the day.

Wifi

Wi-Fi will be available at all locations. Contact the site director for log in information. If the wifi is not working properly, please make the site manager aware.

SKYWARD STUDENT DATABASE

Grading, Attendance, Absences, Tardies, Withdrawals, Cumulative Folders

All student folders, including, but not limited to, cumulative, special education, and 504, will be housed in the Charter School offices in Huntsville.

Instruction guides for attendance, gradebook, etcetera, will be given to teachers to keep in the classroom.

Any questions regarding Skyward or student records should be directed to Lori.

HEALTH AND SECURITY

Medication

All medication will be administered and recorded by the classroom teacher at each site. Medication will be kept in a locked storage cabinet. There is also a designated area in the refrigerator for medication that must be kept cold. Under no circumstances will medication be given without a doctor's note. Children should never carry medication in their backpacks or lunch kits. Medication should always be checked-in by the classroom teacher from the parent.

Child Protective Services (CPS) and Counseling

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

In the event you have a student that you think needs counseling services, contact your lead teacher and she will speak with Dr. Knox and/or Renee.

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

Campus Security, Release of Students, and Custody Issues

It is your responsibility to know your student's emergency information. It will be available to you through Skyward, and you will also have a hard copy. It is imperative that you are aware of custody issues and who is and is not allowed to pick up a student. If you have questions or concerns ALWAYS CALL Dr. Knox, Renee, or Lori. It is crucial that you are confident in knowing who is picking up each student. Simply let the parent or visitor know that you are protecting the safety of the student and to please be patient while you verify the student's account information. Pay special attention to holidays, as custody typically alternates between parents during these times.

If you have a situation where a student is being picked up late on a regular basis, please notify Renee.

Fire and Weather Alerts

Lead teachers should work with the childcare director/owner to establish a fire route exit and an alternate exit. Fire drills should be conducted once a month and recorded on the official Fire Marshal record sheet. It is best to coordinate the drills with the site. Students

should be prepared and know the procedures to follow when tornado or weather alerts occur. The students should be away from windows and secure from flying objects.

REFERENCE GUIDE

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

Dr. Knox

- Special Education
- 504
- Building and Classroom Needs
- Human Resources

Renee

- Discipline/Code-of-Conduct
- LPAC
- Textbooks
- Assessments
- Lesson Plans
- TEKS Resource
- Robotics (Brighton)
- Absences/Substitutes
- Professional Development
- Staff Meetings

Lori

- Enrollment
- Withdrawals
- Attendance
 - Absences and Tardies
- Gradebook and Report Cards
- Human Resources
- Skyward
- Student Records