

**Seashore Middle Academy  
Student/Parent Handbook  
2020-2021**



*Sponsored by*



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[www.seashorecharterschools.com](http://www.seashorecharterschools.com)

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## Island Foundation's Philosophy

The Island Foundation operates on a community-based philosophy. Our schools were founded using the values that create great neighborhoods and outstanding schools:

Our staff and faculty members give their best to the school every day.

Our families are an integral part of our schools and our community programs; they share their expertise and their time to help make education a lifelong, enriching experience.

Our students are here for scholastic excellence as well as to become part of the fabric of the community through volunteer work and field experiences.

Please contact our campus leaders for more information about our programs.

### Campus directors

Seashore Early Childhood Academy (18mo – 5 years)

Dawna Nims

(361) 949-1530 [dnims@seashore.esc2.net](mailto:dnims@seashore.esc2.net)

Seashore Middle Academy (K-4)

Cherryl Carroll

(361) 949-1222 [ccarroll@seashore.esc2.net](mailto:ccarroll@seashore.esc2.net)

Seashore Middle Academy (5-8)

Jeanine Kidwell

(361) 654-1134 [jkidwell@seashore.esc2.net](mailto:jkidwell@seashore.esc2.net)

### Campus liaisons

Campus liaisons are Island Foundation board members who, as needed, mediate concerns or disputes on their respective campuses. Preferably, staff members should address concerns to the director and parents should address concerns first with the teacher and then with the campus director. Should staff or parents desire a mediator, however, a liaison is available to help: Sarah Greaud [sgreaud@seashore.esc2.net](mailto:sgreaud@seashore.esc2.net)

### Island Foundation Board of Directors

Unless otherwise posted within required time limits, the board meets at 6 p.m. the third Monday of each month at Seashore Middle Academy. Prior to each meeting, the agenda is posted at each campus. Approved minutes and board member names are posted on the Foundation's website, [www.SeashoreCharterSchools.com](http://www.SeashoreCharterSchools.com). For more information about the role of the board or about becoming a board member, please contact Island Foundation Administrative Assistant: Michelle Hellmann, (361) 949-1222 or [mhellmann@seashore.esc2.net](mailto:mhellmann@seashore.esc2.net)

Please contact our campus leader for more information about our programs.

### Campus Director, Title IX Coordinator, and ADA/Section 504 Coordinator

Seashore Middle Academy (5-8) Jeanine Kidwell (361) 654-1134 [jkidwell@seashore.esc2.net](mailto:jkidwell@seashore.esc2.net)

# Seashore Middle Academy

## Student Handbook

### Policies and Procedures

#### **SMA School Day - 8:00-3:30**

Building opens at 7:20 AM.

Students not attending tutoring, clubs or athletic events should be picked up promptly at the end of the day. Students can be picked up in the parking lot or on Palmira. Please refrain from parking or stopping to pick up children before the parking lot entrance on the Park Rd. This can be very dangerous.

Tutoring schedules are announced by individual teachers via school website and app.

#### **Admission**

School administration will take appropriate measures to verify, on enrollment, that a student is entitled to enroll/attend in Seashore Charter Schools. Seashore Charter Schools may withdraw any student who ceases to be a resident. Proof of residency is not defined by an address on a driver's license; a signature on a current lease or the address on a current utility bill is required to show proof of residency. These are the methods school administration may use, along with other reasonable inquiries, to verify residency. Students who **live** in the Seashore Charter Schools district and **have the present intention to remain** there are eligible for admission. Seashore Charter School district includes Padre Island, Flour Bluff, NAS, and Port Aransas- these are area codes 78418, 78419 and 78373.

#### **General Admissions and Enrollment Information**

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the Seashore Charter Schools charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in the School shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by Seashore Middle Academy based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

In accordance with State law, Seashore Middle Academy does not discriminate in its admissions policy on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic or athletic ability, or the district a student would otherwise attend.

#### **Exception to Admission**

As authorized by the Seashore Charter Schools charter and Texas Education Code § 12.111(6), students with a documented history of a criminal offense, a juvenile court adjudication, or other school discipline problems under Texas Education Code Chapter 37, Subchapter A, will be excluded from admission and enrollment in Seashore Middle Academy. This would include students expelled or undergoing disciplinary action from another school.

#### **Submission of Applications and Admissions Lottery**

The School requires applicants to submit a completed application form in order to be considered for admission. An admissions lottery will be conducted if the total number of applicants exceeds the number of open enrollment spots. Each applicant will be assigned a number, and all numbers will be placed in a container and randomly drawn one number at a time by the Director or designee. Each applicant whose

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number is drawn will be offered admission. Notification will be made by telephone, email or U.S. Postal Service. Failure of an applicant to respond within 48 hours of the date of the telephone call or email, or within three business days of a postmarked letter, will result in the forfeiture of his or her position in the application process. Parents notified by mail should call the admitting campus immediately upon receipt of the notice in order to preserve their child's position in the lottery.

Once all enrollment spots have been filled by the lottery, the remaining numbers will be drawn and the applicants assigned to these numbers will be placed on a waiting list in the order in which they were drawn. If a vacancy arises before the commencement of the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

**Exceptions:** Federal guidelines permit the School to exempt from the lottery students who are already attending the School; siblings of students already admitted to or attending the School; and children of the School's founders, teachers and staff, so long as the number of these students constitutes only a small percentage of the School's enrollment.

### **Provisional Enrollment**

A student can be enrolled provisionally for no more than 30 days if her or she transfers from one Texas school to another, and is awaiting the transfer or the immunization record.

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 required vaccine. 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. Seashore Middle Academy shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and the School shall exclude the student from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. The School shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

### **Student Information**

Any student admitted to the School must have records such as report card and/or transcript from the previous school attended to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in the School for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in the School, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. Seashore Middle Academy will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents' consent.

### **Pledge of Allegiance, Texas Pledge, and Moment 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 Director or designee at the School office to excuse their student from reciting a pledge. State law requires that one minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that the School 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.

### **Absences**

In accordance with state law, students are required to attend 90% of the days a class is offered in order to receive course credit. If a student's absences (both excused and unexcused) exceed 10%, credit may be denied. The student may appear before the Director to make an appeal for credit. The Committee may grant credit if extenuating circumstances contributed to excessive absences. The decision of the committee may be appealed to the Board of Directors.

An excused absence is defined as any absence resulting from personal illness, illness or death in the family, observance of a religious holiday, or for a cause which is determined to be "uncommon or unavoidable" by the Director or a designee. **For an absence to be appropriately classified as excused, the reason for the absence must be stated in writing and signed by the parent or other person standing in parental relation to the student.**

**An unexcused absence is defined as any absence which is not excused, in accordance with the definition cited above. Absences involving family trips, participation in non-school activities or other similar absences will be classified as unexcused in accordance with Education Code 25.087.** For this category, makeup work is allowed for major grades and any other assignments deemed necessary by the teacher. All previously assigned major projects and tests must be completed upon the date of return.

Additionally, students may not participate in any school related activities on or off campus that would require, permit, or allow a student to be absent from class in any course more than five times during each semester of the academic year.

If a student is absent, the parent is required to notify the attendance office. **On the morning following the absence, the student is required to bring a note signed by his parent explaining the reason for the absence.** If a student is absent from school, they may not participate in extracurricular or athletic events on the day of their absence.

The committee may impose any of the following conditions to regain compliance with the 90% attendance requirement: completing additional assignments (possible pull-out from other activities to complete), maintaining attendance standards for the rest of the year, providing documentation when a student is absent, completion of all make-up work missed due to absences (possible pullout from other activities to complete), and mastery of the required Texas learning standards for that grade level.

**Withdrawal for non-attendance:** The District may initiate withdrawal of a student under the age of 18 for nonattendance under the following conditions: 1. The student has been absent seven (7) consecutive school days; and 2. Repeated efforts by school administration to locate the student have been unsuccessful.

**Attendance and Field Trips:** Students who have over 10 absences are not eligible for extra-curricular field trip participation unless the Director makes an exception for extreme circumstances.

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## **ATTENDANCE POLICY**

**Notice to Parents:** Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in any one school year or is absent for three or more days or parts of days within a four-week period, the parent is subject to prosecution under Texas Education Code § 25.093 and the student is subject to prosecution under Texas Education Code § 25.094 or to referral to a juvenile court in a county with a population of less than 100,000 for conduct that violates that section.

## **REMOTE LEARNING ATTENDANCE POLICY AND PROCEDURES**

In a remote education context, documenting that a student has logged into an online class is not sufficient, by itself, to demonstrate daily attendance by the student. Seashore Charter Schools must demonstrate that a student participated in class or was otherwise engaged in an academic-related activity as defined in our remote learning plan.

A student who is learning via remote instruction (*by choice for the nine-week grading period or due to brief illness*) can earn daily attendance through daily engagement measures:

- **Remote Asynchronous (RA)** by showing daily progress in the Learning Management System (Seesaw grade K-4; Google Classroom grades 5-8), daily progress via teacher-student interactions, or by completion/turn-in of assignments from student to teacher all of which are outlined in Seashore's remote learning plan.
- **Remote Synchronous (RS)** by being present in real-time when their class is meeting as if the student was physically present in the on-campus classroom.

Seashore's remote asynchronous plan allows for students to participate in both synchronous and asynchronous learning opportunities. A student who misses the synchronous class can still be counted remote asynchronous present for the day by meeting one of the daily engagement measures mentioned above.

Some examples of acceptable evidence of daily academic engagement measures for assigned attendance in a remote education program include:

- student submission of an academic assignment or exam
- student participation in real-time teacher instruction or virtual class activities
- documented student participation in an interactive tutorial or computer-assisted instruction,
- a posting by the student showing the student's participation in an online study group that is assigned by the institution,
- a posting by the student in a discussion forum showing the student's participation in an online discussion about academic matters
- an e-mail from the student or other documentation showing that the student initiated contact with a faculty member to ask a question about the academic subject studied in the course.

A student will be considered absent if the student does not have documented daily engagement by the aforementioned means. All Texas compulsory attendance laws must be met for both remote or in-person instruction.



### **Attendance for Credit or Final Grade**

To receive credit or a final grade in a class, a student must attend at least 90 percent of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90 percent of the days the class is offered may be referred to the Attendance Committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit or earn a final grade.

In determining whether there were extenuating circumstances for the absences, the Attendance Committee will use the following guidelines:

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into the School after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
4. The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
6. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost because of excessive absences, the attendance committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Director. The appeal notice must be postmarked to the following address within 30 days following the last day of instruction in the semester for which credit was denied:

Name: Jeanine Kidwell  
 Position: Director  
 Address: 15437 SPID, CC, TX 78418  
 Phone: 361-654-1134

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Director or designee shall inform the student or parent of the date, time, and place of the meeting.

### **Excused and Unexcused Absences**

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

- Religious holy days;
- Required court appearances;
- Activities related to obtaining United States citizenship;
- Service as an election clerk;
- 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 upon the student's arrival or return to

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- campus;
- For students in the conservatorship (custody) of the state;
- Mental health or therapy appointments; or
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in activities outside of school hours.

Absences of up to five days will be excused for a student to visit with a parent, step-parent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

For religious holy days, a required court appearance, and activities related to obtaining citizenship, one day of travel to the site and one day of travel from the site shall also be excused by the School.

Only up to five parent-written notes will be accepted to excuse the student's absence. If your child is absent 3 consecutive school days a doctor's excuse is required.

### **Notification to Parents**

The School will notify the parent in writing when the student is absent from school without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school, the parent is subject to prosecution for contributing to nonattendance under Texas Education Code § 25.093.

### **Backpacks/Large Bags**

Students must use a backpack/bag to transport supplies to and from school and from class to class. Backpacks/bags will either be taken into the classroom (teacher discretion) or will be stored in the cubbies right outside each classroom door. Students will carry their backpacks/bags to each class and store them as per the teacher's expectations. Backpacks/bags must not be left in a teacher's classroom or on the hallway floor throughout the day. Athletic equipment and bags may be left in the gym with the coach's permission.

### **Checking Out of School**

If a student has to leave school for an appointment or emergency, the parent is required to **send a note with the student on that day**, stating the reason and time the student needs to leave. A parent must come into the office to check out a student for an appointment. At the time of release, the student should stop by the attendance office to sign out. If the student returns to school, the parent must sign student back in at the attendance office. Because our funding is based on attendance, please try to make appointments that will allow the student to be in class at 10:00 am.

### **Code of Conduct**

As required by the State of Texas, Seashore Middle Academy has a written Discipline Management Plan called the Student Code of Conduct. The Student Code of Conduct may be found on-line at the Seashore Middle Academy website, [www.SeashoreCharterSchools.com](http://www.SeashoreCharterSchools.com). It outlines policies as well as consequences for violations. Parents and students are required to read the Student Code of Conduct and sign an acknowledgement that they have read and understood this document. This acknowledgement must be returned to school.

### **Computer Access (Technology Acceptable Use Policy)**

Only students who have been authorized by the school and who are under the direct supervision of a teacher or administrator are permitted to use school technology (computers, iPads, etc.) or to access any local network or outside resource such as the internet. Students are prohibited from accessing inappropriate websites, downloading unauthorized software, or external data (including images), changing screensavers or other settings, pretending to be someone else, transmitting obscene messages or pictures, revealing personal addresses or telephone numbers (their own or others), sharing passwords, or using the network in any way that would disrupt use by others. **Students and parents received and signed the Acceptable Use Policy in the registration packet. Students violating the Acceptable Use Policy will have their computer privileges denied and will be subject to disciplinary action.** Repeat offenders will lose computer privileges for an extended period of time that may be for the semester or the year.

Violations include:

- Playing games or visiting websites not authorized by the teacher.
- Mishandling of a computer. Examples include but are not limited to: carrying a computer by the top of the screen, setting a computer on a non-horizontal surface, peeling rubber strips or feet from the computer, poking the computer screen, or banging on the keys or keyboard. These actions are unacceptable and will be construed as vandalism.
- Touching another person's computer for any reason without their permission.
- Forcing a shut-down of a computer.
- Using another person's password.

### **Deliveries and Messages for students**

In order to avoid classroom interruptions, please bring deliveries and messages to the office. Students may come to the office to pick them up between classes. **PLEASE MARK THE STUDENT'S NAME ON THE ITEM TO BE SURE IT GETS TO THE CORRECT PERSON.** We will not interrupt class to deliver an item or a message. If a student calls their parent, please leave a message; and parents, please check your messages. We have a small office staff and this can be time consuming.

### **Discipline**

Students who violate the Student Code of Conduct are subject to disciplinary action. The severity of the offense will determine the consequences. The range of consequences could include: teacher detention, before and after school detention, lunch detention or duty, in school suspension, out of school suspension, alternative educational placement, and expulsion. Any teacher or staff member may assign a detention for inappropriate behavior. Please see the Student Code of Conduct on the website for more information. Students who are suspended cannot participate in extracurricular activities such as sports or dances while suspended.

### **Discipline at school functions**

Teachers and administrators have full authority over student conduct during before or after-school activities whether on School premises or at School-sponsored events off school property. This is including but not limited to rehearsals, club meetings, athletic practices, and special study groups and tutorials. Students are subject to the same rules of conduct that apply during the instructional day and will be subject to consequences established by the Student Code of Conduct. Students may also be subject to any rules of conduct established by the activity's sponsor.

### **Displaying a Student's Artwork, Projects, Photos, and Other Original Work**

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, the School will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the School's website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. The School will also seek consent before displaying or publishing an original video or voice recording in this manner.

### **Driving**

For the safety of all students, no student is allowed to drive or park in the school parking lot. If they have a valid driver's license, they may park on Palmira.

### **Dress Code**

**Operating under a dress code rather than wearing uniforms is a privilege granted middle school students. Adherence to this policy and dress code effect on school culture is visited by the Board annually to determine whether to continue the privilege. Students in violation of dress code may call home for clothing or wear items we have washed from lost and found.**

### **General Criteria**

A student's personal dress and grooming shall not:

- Lead School staff to reasonably believe that such dress or grooming will disrupt, interfere with, disturb, or detract from School activities; or
- Create health or other hazard to the student's safety or to the safety of others.

The following expectations are required of all students:

- All clothing must fit and be worn appropriately (no underclothes may show)
- All clothing must be able to stand alone in meeting the dress code requirements.
- Pajamas are not allowed.
- Beachwear is not allowed (including board shorts)

### **Pants/Shorts/Skirts**

- "Bag and sag" pants (oversized pockets, oversized crotch, and oversized legs) are not allowed.
- Jeans, slacks, walking shorts, and skirts must be appropriately sized for the individual and may not be oversized or undersized in whole or part. **Pants and shorts must be hemmed (ends of pants cannot be torn/cut). There may be no large/excessive holes in articles of clothing that reveal skin. Pants must cover the backside even when seated or bending.**
- Biker shorts and other skin-tight or tight fitting apparel are not appropriate.
- Leggings/jeggings/tights may not be worn as pants but may be worn as tights under an appropriate length skirt or dress.
- Clothing must be no shorter than one-dollar bill's width above the kneecap.
- Students are required to wear long pants for science lab.

### **Shirts/Tops/Sweaters/Jackets/Coats**

- Shirts that are designed to be tucked in shall be tucked in.
- Garments will not show the midriff or underclothes. No low cut fronts showing cleavage.
- If wearing the layered-look, all layers must comply with dress code.
- Clothing with inappropriate advertising or statements that are lewd, offensive, vulgar, obscene, or

inflammatory (e.g., alcoholic beverages, sex, tobacco, drugs, gangs, etc.) are also prohibited.

**The following items of clothing are not appropriate for school wear:**

- Muscle shirts
- Tank tops
- See-through, backless, bare-midriff, cut-out tops and/or strapless attire
- Tops with thin shoulder straps. Straps/sleeves must be at least three inches wide.
- All black clothing
- No sweaters or coats will be allowed to cover inappropriate dress

**Hair**

- Male students will be clean shaven
- Hair must be neat and clean. It must not cover the eyes.
- Colors, Designs, Styles must be modest in nature. Must not be distracting or offensive in nature.

**Symbols**

Any article of clothing that displays alcohol or drug slogans or other suggestive or inappropriate designs, including, but not limited to, those that promote (suggest) sex, violence, or anti-social behavior will not be allowed.

**Accessories**

- Beads, earrings, wristbands, or other items, which symbolize anti-social group membership will not be worn. This includes spiked rings, other spiked jewelry, wallet chains, or other gang related jewelry.
- Head coverings - (for example, hats and caps) will not be worn or displayed at any time on campus during the school day unless the student is participating in a school-sponsored outdoor activity. The only exception is for religious purposes. On the second offense, the head covering will be confiscated until the end of the year.
- Oversized necklaces will not be permitted (i.e., dog chains).
- Sunglasses are not to be worn in the building unless needed for medical purposes.
- No blankets are to be brought to school.

**Shoes**

- Shoes or sandals must be worn at all times.
- All shoes must fit appropriately
- It is required for the students to wear tennis shoes or sports shoes to activities such as P.E./Athletics or recess. Students are required to wear athletic or closed toe shoes for science lab.
- Platform, high heel or stacked sole shoes more than one inch high are not permitted.
- Steel toe shoes/boots are not allowed.
- Shoes with wheels connected are not permitted.
- Bedroom slippers are not allowed.

**Body Markings/Tattoos/Earrings/Piercing**

- Students will not be allowed to display tattoos while in school dress.
- Earrings and studs may be worn only in the earlobes.
- No other body piercing is permitted.

**The campus principal/director** has the final authority to determine whether a student's dress is within the requirements of the Seashore Middle Academy dress code. The director's judgment will determine whether

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any items of dress, mentioned or not mentioned in the campus dress code, will be considered inappropriate school attire. Students in violation of the dress code will be required to call home for a change of clothes, or they may wear clothes provided by the school (uniform clothing).

### **Dress Code Enforcement Procedures**

If a student's dress or grooming is inappropriate or objectionable under these provisions, the Director or designee shall request the student to make appropriate corrections and send a note/email home to the parents. If a student is out of dress code, the student may be asked to change into donated appropriate clothing if available. If the student continues to violate the dress code after written correction, the Director or designee shall take disciplinary action under the Student Code of Conduct, including removal from class until the student complies with the dress code. Decisions of the Director or designee regarding dress and grooming are final.

### **Fees**

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, calculators, headsets, etc. Students **may** be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
2. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
3. A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
4. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
5. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program;
6. A fee for lost or damaged book; or
7. A fee specifically permitted by any other statute.

### **Food/Candy/Gum**

Candy, food, and drinks are only allowed in the cafeteria and in the classroom with the permission of the teacher. No energy drinks or gum is allowed at school. No food/candy is allowed in the hallways. No disposable drink containers (such as Whataburger, Sonic, Stripes, etc.) allowed outside the lunch period.

### **Late Arrivals/Tardiness**

Students are expected to be on time to all classes. If the student arrives late to school, he or she must bring a note from home and sign in at the main office. If the student has already been counted absent, he or she will need to present an "Admit to Class" slip to the teacher. All tardiness (excused or unexcused) is recorded on the student's attendance record. An excused tardy is classified as an illness, medical appointment, religious holiday, or death in the family. All others are unexcused. Because promptness is a life skill necessary for employment and social situations, excessive unexcused tardiness to school and individual classes can result in detention.

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**Medicine Policy – see health section for additional information**

Designated personnel will dispense medication to students with a completed request form filled out by the parent and as prescribed by doctors and directed by parents/guardian. All medicines must be in their original containers. Prescribed medications must bear the original label showing the student's name, dosage, physician's name, pharmacy and date filled.

All medicines, including over-the-counter, are to be brought to the office immediately upon arrival to school. The parents may write a note or use the form from our website to request administration of medication. Parents may request that a student carry inhalant medication(s). This request must be given to the office and filed with the student's medical records.

The office keeps over the counter medications such as Tylenol, aspirin, cough medications, etc., and will dispense to students, as needed, who have parental permission (form Parental Request for Administration of Medication) on file.

Parents are encouraged to schedule the administration of student medicine so that medication brought to school will be kept at a minimum.

**SCS Anti-Bullying Policy**

In an effort to deal with bullying and to ensure student safety, Seashore Charter Schools has established an Anti-Bullying Policy. This policy will be addressed in advisory and through in-class counseling support where students will be instructed in some strategies to recognize and prevent bullying, whether physical, verbal, or electronic. Students who are found in violation of this policy will be subject to disciplinary action.

Bullying occurs when a student or group engages in written or verbal expression, expression through electronic methods, or physical conduct against another student on school property, at a school-sponsored or related activity, or in a district-operated vehicle, and the behavior:

- Results in harm to the student or the student's property,
- Places a student in reasonable fear of physical harm or of damage to the student's property, or
- Is so severe, persistent, and pervasive that it creates an intimidating, threatening, or abusive educational environment.

This conduct is considered bullying if it exploits an imbalance of power between the perpetrator(s) and the victim, and if it interferes with a student's education or substantially disrupts the operation of the school.

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 the teacher or Director as soon as possible. The Director will investigate any allegations of bullying. If the results of the investigation indicate bullying has occurred, the Director will take appropriate disciplinary action. The Director will contact the parents of the victim and of the student who was found to have engaged in bullying. The Director may, in response to identified bullying, decide to transfer a student found to have engaged in bullying to another classroom on campus. The parent of a student who has been determined to be a victim of bullying may request their child be transferred to another classroom on campus. Available counseling options will be provided to these individuals, as well as any identified witnesses to the bullying. Any retaliation against a student who reports bullying is prohibited.

Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying.

See Seashore Charter Schools Anti-Bullying Policy (Attachment E).

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**Parties/Dances/Social Events**

The Code of Conduct and the Dress Code apply to all activities held outside the regular school hours. A student attending a party or social event may leave early only with a parent or with another adult who has written permission from that child's parent or guardian.

**Posters**

Administration must approve posters and signs that a student wishes to display. Unapproved posters will be removed.

**Physical Education**

While students may wear a variety of shoes to school, they will need to keep a pair of non-marking athletic shoes in their backpack/bag for physical education class. This is a safety issue as well as necessary for optimum participation. Failure to wear appropriate footwear will be reflected on the student's conduct and participation grade.

**Profanity and inappropriate language and gestures**

Students are not allowed to use profanity and acronyms for profanity on campus at any time. Although popular culture in music, movies, and television may lead students to believe this language is appropriate, it is not acceptable in school. Detentions may be issued for infractions.

**Public Displays of Affection**

In middle school, many students have their first boyfriend or girlfriend. School is not the appropriate place to show affection. This includes holding hands, touching, hugging, and kissing anywhere on school property or at a school event.

**Security**

VISITORS: All visitors must sign-in at the office and obtain a visitor badge that is prominently displayed.

All parents/guardians must stop by the office desk if they plan to pick up a child early.

Parents/guardians/others that pick up children need to provide proper identification before being allowed to remove a child from campus.

DRILLS: SMA will conduct periodic drills for different types of emergencies, such as lockout, lockdown, evacuate, shelter, or hold. Teachers will take emergency cards and their emergency backpack and call roll in their assigned areas. All students are expected to listen and follow directions.

**Student Parent Complaints and Concerns**

Student/parent complaints should be addressed in the following manner:

Step 1: Student conference with the teacher.

Step 2: Parent/student/teacher conference.

Step 3: Parent/student/teacher/director conference.

**Student Records**

Federal and state law safeguards student records from unauthorized inspection or use. All academic and disciplinary records are considered confidential education records. Release of this information is restricted to: parents – unless parental rights have been legally terminated; district staff members with "legitimate educational interest"; some governmental agencies; and a school to which a student transfers or enrolls.



The law specifies some information as “Directory information” and it can be released to anyone who follows procedures for requesting it. This information includes: name, address, telephone number, date of birth, photograph, grade level, dates of attendance, and honors and awards.

### **Student’s Right to Pray**

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

### **Tutorials**

Tutorials will be during ACED (advisory) and after school for those students needing extra assistance.

### **Telephones/ Cell Phones/ Gaming Devices/Music systems/and other electronics**

There will be a telephone available in the office and in the classroom for use by students with permission from a teacher or staff member. Students are allowed to bring cellphones to school; however, they must be turned off during school hours and stored out of sight in the student’s backpack/bag. They may use them before and after school. Cell phones used during the school hours or that ring in class or other areas of the building during the day will be confiscated and will only be returned to a parent. Gaming devices must be left at home, and music systems may be allowed only with teacher permission for school related activities. Electronic equipment found on school grounds or seen in the student’s clothing will be confiscated. **A fine of \$15 will be charged to return any confiscated device.** No web cams or video monitoring will be allowed in school unless being used as part of a class assignment. Students often inquire about bringing their own laptop, e-reader, digital scanner, or tablet. Our network is a secured network, and only school equipment is allowed on the network. We also are concerned for the safety and security of personal devices. The school cannot be responsible for any damage, loss, or theft to personal items. Any personal devices may be used in the classroom only with the teacher’s permission.

### **Textbooks**

State law requires that textbooks be covered at all times. The student is responsible for lost, stolen or damaged books. The student should write his name in the appropriate place in the inside front cover. If the book is lost, stolen, or damaged beyond repair, the student must pay for the book before another will be issued. If the book is found, the payment will be refunded. Students with unpaid textbook fines will not have records released to new schools and will not be eligible for enrollment in Seashore Middle Academy in the next school year. Many textbooks cost in excess of \$50.00. Please be responsible.

### **Travel/Field Trips (School Sponsored)**

Students are to follow the Code of Conduct and the Dress Code (unless otherwise instructed) on all field trips and school-sponsored travel. **A student with excessive disciplinary referrals, poor attendance, or incomplete or failing grades will be denied the privilege of participation in the field trips.** In order to be eligible for a reward field trip, a student must be currently passing all of his or her classes, and the cumulative average for each class must also be above 70. Due to their nature, some reward trips will have more stringent requirements. Parents and students will be notified of all requirements in advance.

### **Valuables/Lost and Found**

All “Lost and Found” items will be placed in the **lost and found** in the front hallway. Please encourage your child to check for lost items. Unclaimed items will be donated to charity at the end of each semester.

Students are responsible for all personal possessions; therefore, the following guidelines are suggested:

- Do not bring valuables, credit cards, or large sums of money to school.
- Never leave personal property unattended.
- Make sure a name appears on and in everything.

### **Vandalism**

Students are expected to treat the school and the grounds, which includes landscaping materials; rocks, plants, planters, sprinklers, etc., with respect. If a student vandalizes school property, the punishment will range from in-school suspension to expulsion, financial liability, and criminal charges for the damages.

### **Visitors**

For the safety of your child and to avoid unnecessary interruption to instruction, all visitors, including parents, must report to the office, sign in, and obtain a visitor's badge.

## **Facilities and Services**

### **Bicycle Racks**

Bicycle racks will be available between the gym and the main building. Bicycles should be locked. Students on bicycles or who walk to school must enter campus via the Palmira sidewalk entrance. Once on school property, bicycles are to be walked, not ridden.

### **Cafeteria**

Students need to bring their lunch. We will not provide refrigeration so send those in appropriate lunch containers or with an ice pack. A limited number of microwaves are available and often students waste lunch time waiting to heat their lunch. It is suggested that they bring something ready-to-eat. Limit heat up time to one minute or less – the microwaves are for heating, not cooking.

## **Athletics, Extra-Curricular and Co-Curricular Activities**

### **Athletics**

Seashore Middle Academy will offer athletics as student population grows to numbers necessary to field competitive teams. For 2019-2020, we have scheduled boys' and girls' basketball, cross-country, and girls' volleyball during the fall semester. We will schedule track in the spring semester. Students will be required to meet the UIL "No pass, no play" standard to participate. Students must maintain a "70" average in all classes.

### **Co-Curricular**

These are extensions of classroom activities that relate directly to the curriculum through participation, demonstration, illustration and observation. Certain state-approved courses require performance before an audience as part of the instructional process, and performances are part of the student's grade. This would primarily include music, theater and drama. As in sports, students must maintain a "70" average in all classes. Some co-curricular activities may require after-school participation.

### **Extra- Curricular**

Participation in extracurricular activities is a great way to develop talents, receive recognition, and create new friendships. Participation is a privilege, not a right. Sponsors of these activities may establish standards of behavior, including consequences for misbehavior, that are stricter than for students in general, including expulsion from participating in the events. Should expulsion occur, the club sponsor's decision is final. Some co-curricular activities may require teacher approval and/or a student contract.

## **Publications**

### **Yearbook**

Students may enroll in journalism elective if approved by the teacher. The sponsor seeks students with writing, computer, artistic ability, and photography skills. Students must be self-motivated and self-disciplined. Some after school hours may be required.

## **Academics**

### **Student Curriculum Overview**

The core academic curriculum for Seashore Middle Academy is set by the requirements of the State of Texas and the Texas Education Agency. The curriculum reflects the needs of the middle school student and the preparation needed for success in high school. Seashore Middle Academy will offer a program that is challenging and developmentally appropriate. Students will have daily physical education and elective options that include foreign language, fine arts, technology, enriched math and science, and journalism.

### **Credit by Examination (Advanced Placement)**

As per state law, the school provides advanced placement exams in the four core areas in which a student has not had prior instruction. In order to skip a grade level, students must score 90% or above on each test.

## **Assessment**

### **Assignment Sheets for Students Who are Ill**

Students may contact a classmate to obtain assignments, and/or email the teachers for assignments. Parents may also access the Parent Portal for assignments and grades. Many teachers have assignments posted on the school websites and/or the school app.

### **Credit by Exam (After Failing a Course)**

If a student fails a course in which he has had direct instruction, he may take a Credit by Exam (CBE) test to receive credit. The exam is available through The University of Texas or Texas Tech University. The student must score 70% or higher to receive credit. This may not be used if the student fails because of excessive absences. Parents will be required to pay for these tests.

### **Grades**

Grades 5-8: Report cards are issued every nine weeks. A numerical grading system will be utilized; grades will be rounded to the nearest whole number. The lowest passing grade is 70. Citizenship grades will also be given. *\*see details below on Grading Policy*

## Seashore Middle Academy Grading Policy

### Applies to both in-person and remote learning options

Parents may access student grades and attendance any time through the Ascender Parent Portal. Progress reports will be sent out every three weeks of the nine-week grading period.

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| <b>Grading Policy Components</b>                | Report cards are issued every nine weeks. A numerical grading system is utilized; grades will be rounded to the nearest whole number. The lowest passing grade is 70. Citizenship, which is behavior focused, is also given each nine-week period.  |  |
|   | <b>Grading Scale</b><br>90%-100% = A<br>80%-89% = B<br>70%-79% = C<br>69%-below = F   | <b>Citizenship</b><br>E = excellent<br>S = satisfactory<br>N = needs improvement<br>U = unsatisfactory   |
| <b>Assessment Categories and Weights</b>        | <b>Formative - 60%</b>  | <b>Summative - 40%</b>   |
|   | Daily assignments (including homework) that the teacher assesses for student understanding. Designed to check for progress towards mastery of the Texas Essential Knowledge and Skills (TEKS).  | Assessments designed to reflect mastery of student learning of the TEKS over a targeted period of time.<br>OR<br>Activities/assessments designed to show how students synthesize their understanding of the TEKS and the final product reflects mastery of student learning. |
| <b>Assessment category minimum and examples</b> | Minimum of 14 per 9-weeks grading period  | Minimum of 3 per 9-weeks grading period  |
|   | <u>Some examples:</u><br>*Classwork (products from activities, tasks, daily exercises)<br>*Homework<br>*Quizzes<br>*Project checkpoints<br>*Group work products<br>*Learning Station activities<br>*Entry/exit tickets  | <u>Some examples:</u><br>*End of unit/topic assessments<br>*Benchmark assessments<br>*Large-scale projects<br>*Science Labs<br>*Performance-based assessments tied to rubrics<br>*Final draft of essays/compositions<br>*Multimedia presentations                            |
| <b>Homework</b>                                 | When assigned, homework will spark curiosity and engage students in an authentic learning experience. Some homework assignments are long-range and require planned study time for their completion while others are a quick formative assessment of the TEKS learned that day. Incomplete classroom assignments may also become homework. Failure to complete homework on time may lower a student's nine-week average. |  |
| <b>Late Work</b>                                | <b>All</b> work is expected to be completed and turned in. Each instructor will establish a late-work policy for his or her class. This policy will be published for parent and student signatures at the beginning of the school year.   |  |

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| <b>Make-up and Incomplete Work</b>                                  | <p>Students are permitted to make up work, tests and projects due in class because of an absence. It is the student's responsibility to check with the teacher concerning make-up work. <b>The student has the period equivalent to the number of days missed to turn in the work without penalty.</b> For example, if the student missed two days, he or she gets two additional days to turn in the work.</p>   |
| <b>Plagiarism &amp; Academic Dishonesty</b>                         | <p>Seashore Middle Academy believes in the importance of honesty and integrity. Students must not plagiarize or copy from others and present the work as their own.</p> <p>Students should not:</p> <ul style="list-style-type: none"> <li>● Use any books or materials that do not meet with the teacher's approval.</li> <li>● Communicate verbally or otherwise with other students during exams.</li> <li>● Communicate with other students about exams that have previously been taken.</li> <li>● Copy another student's homework.</li> <li>● Steal another student's property in order to prepare for an exam.</li> <li>● Present or represent someone else's ideas or work as their own.</li> </ul> <p>The consequence for cheating or plagiarism will result in parent contact and a grade of zero and may result in ISS (in school suspension) if the behavior continues. The student will still be required to complete the assignment.</p>  |
| <b>Semester / Final Exams</b>                                       | <p>7<sup>th</sup> and 8<sup>th</sup> grade students (and 6th grade students taking 7/8th grade courses) will take semester exams. The exam dates are set in advance. If the student misses an exam, he or she must work with the teacher to schedule a make-up exam. The spring make-up exams may be scheduled for the week after school ends unless there are extenuating circumstances (camp and family vacations are not extenuating circumstances). All semester/final exams account for 10% of a students' semester average.</p>   |
| <b>Promotion / Retention</b>  | <p>To be eligible for promotion to the next grade level, 5<sup>th</sup> – 8<sup>th</sup> grade middle school students must have a combined overall average of 70 or above in all courses and the student must pass both language arts and math and either science or social studies. The courses may be made up in summer programs and online classes. Parents will be charged for summer programs.</p> <p>5<sup>th</sup>&amp; 8<sup>th</sup> grade students must also pass any state required STAAR standards (Reading and Math STAAR assessments) for promotion.</p> <p>Excessive absences can result in a student losing credit for classes and thus not being promoted to the next grade (<b>TEXAS EDUCATION CODE, SEC. 25.092:</b> the 90% rule is a provision in the Texas Education Code (TEC) that applies to a student in any grade level from kindergarten through grade 12. TEC Section 25.092 provides that a student may not be given credit or a final grade for a class unless the student is in attendance 90% of the days the class is offered).</p> |
| <b>Participation in athletics &amp; extra-curricular activities</b> | <p>In order to participate in athletics and/or extra-curricular activities, students must maintain a minimum of a 70 average in all classes at the nine-week grading period. Failure to maintain a 70 in all classes will result in the student being ineligible to participate in any practices, games, tournaments, etc. until the next 3-week progress</p>   |

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|                   | report reflects a minimum of 70 in all classes.  |
| <b>Honor Roll</b> | To be eligible for the “A” honor roll, students must have an average of 90 or higher in all classes. To be eligible for the “A/B” honor roll, students' grades in all classes must reflect A’s (90-100) and B’s (80-89). |

*Please note that Individual Education Plans (IEP’s) or 504 Individual Accommodation Plans may address components within the grading policy. In such cases, the IEP or 504 Plan supersedes the SMA Grading Policy. All teachers will follow the IEP or 504 Plan in terms of grading and assessment.*

## Standardized Testing

### STAAR (State of Texas Assessments of Academic Readiness)

#### Grades 5-8

In addition to routine tests and other measures of achievement, students at certain grade levels will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 5-8, In accordance with state law, students will take the STAAR test for the math class they are taking regardless of their grade level. Geometry students will take the 8<sup>th</sup> grade Math STAAR. Algebra students will take the state End of Course (EOC) for Algebra.
- Reading, annually in grades 5-8.
- Writing, including spelling and grammar, in grade 7.
- Science in grades 5 & 8
- Social Studies in grade 8

*SSI grade advancement requirements apply to the math and reading STAAR assessments at grade 5 and 8. If a student does not demonstrate proficiency on these assessments, the student may advance to the next grade only if (1) he or she completes all the accelerated instruction required by the Grade Placement Committee (GPC), and (2) the GPC determines, by unanimous decision, that the student is likely to perform on grade level by the end of the next school year given accelerated instruction during the course of the year. The GPC is required to consider the recommendation of the student’s teacher, student’s grades, state assessment scores, and any other relevant academic information.*

STAAR or STAAR-Alt2 will be used for eligible students receiving special education services as determined by the student’s ARD committee. STAAR can be given online or by paper and is determined by the ARD committee. If a student or parent has a specific request, please send request to the school director.

### **Texas English Language Proficiency Assessment System (TELPAS)**

The Texas English Language Proficiency Assessment System (TELPAS) is a system of statewide assessments administered to all Limited English Proficient (LEP) students in grades K–4. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

## **Parent Information**

### **Return Check Fee**

There will be a \$30.00 charge for checks that are returned for insufficient funds.

### **Parental Rights to Student Records**

Parents always have a right to view student records. There may be a charge to make copies if large quantities are requested.

### **Videotaping/Photographs**

Students are occasionally videotaped or photographed by local news, print media, and school personnel for performances, showcasing work, or honorable mentions. If this exposure is deemed inappropriate by parents/guardians, please notify the office in writing. We recognize parents take pictures of their children at school events, but we request that you respect the privacy of others when posting pictures to social media sites.

### **Health and Safety Information**

Student safety on campus and at School-related events is a high priority of Seashore Middle Academy. While the School has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the behavioral standards in this Handbook, including the Student Code of Conduct, as well as any additional rules for behavior and safety set by the Director or designee, teachers, or school staff.
- Remain alert to and promptly report to school staff safety hazards, such as intruders on campus and threats made by any person toward a student or school staff.
- Know emergency evacuation routes and signals and immediately follow the instructions of school staff who are overseeing the welfare of students.

### **Alcohol-Free School Notice**

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on Seashore Middle Academy property at all times, and at all school-sanctioned activities occurring on or off School property. Parent chaperones on overnight trips are requested to refrain from alcohol consumption during the trip. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **Tobacco-Free School Notice**

Smoking and using smokeless tobacco, including electronic cigarettes, is not permitted in School buildings, vehicles, on or near School property, or at all School-sanctioned activities occurring on or off School property. Parent chaperones on overnight trips are requested to refrain from smoking in the presence of students. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **Drug-Free School Notice**

Seashore Middle Academy believes that student use of illicit drugs is both wrong and harmful. Consequently, the School prohibits the use, sale, possession, or distribution of illicit drugs by students on School premises or any School activity, regardless of its location. The School also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look

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and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

### **Emergency Medical Treatment**

If a student has a medical emergency at school or a School-related activity and the parent cannot be reached, School staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Parents should keep emergency contact information current (e.g., name of doctor, emergency phone numbers, allergies, etc.) with the school and complete care/action plan. (Attachments C & D)

### **Asthma and Anaphylaxis Medication**

Asthma and anaphylaxis are life threatening conditions, and students with those conditions may be allowed to possess and self-administer prescription medication for those conditions during the school day or at School-related events. Student possession and self-administration of asthma or anaphylaxis medication at school require the student to demonstrate his or her ability to self-administer the medication for the physician or licensed health care provider and the Director or designee. Requirements also include written authorization from the student's parent and physician or other licensed health care provider on file in the School office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. With these safeguards in place the student may possess and self-administer his or her prescribed medication at his or her discretion during school hours or at School-related events. Written authorizations to self-administer asthma or anaphylaxis medication should be updated annually unless otherwise indicated by the student's physician. Medication in a student's possession must be in an original container with the prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

### **Bacterial Meningitis**

State law requires Seashore Middle Academy to provide the following information:

#### **What is meningitis?**

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. 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 two years of age) and adults with meningitis commonly have a severe headache, high fever, and neck stiffness or joint pains. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both students and adults, there may be a rash of tiny, red-purple 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 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. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing and sharing drinking containers, utensils, or cigarettes, coughing or sneezing).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

**How can bacterial meningitis be prevented?**

Maintaining healthy habits, including 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. Students should not share food, drinks, utensils, toothbrushes, or cigarettes. Students should limit the number of persons they kiss. There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. \* The vaccine is safe and effective (85-90 percent). It can cause mild side effects, such as a redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

**What should students do if they think they or a friend might have bacterial meningitis?**

Students should seek prompt medical attention.

**Where can students/parents get more information?**

A family doctor and the staff at the local or regional health department office are excellent sources for information on all communicable diseases. Parents and students may also call the local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at web sites for the Centers for Disease Control and Prevention (<http://www.cdc.gov>) and the Texas Department of State Health Services ("TDSHS") (<http://www.dshs.state.tx.us>).

\*Please note that the TDSHS requires at least one meningococcal vaccination between grades 7 and 10, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exceptions, 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 main office for more information, as this may affect a student who wishes to enroll in a dual credit courses taken off campus.

**Dyslexia and Related Disorders**

Students may be tested for dyslexia and related disorders in accordance with programs, rules and standards approved by the state. The Texas Middle School Fluency Assessment will be administered at the beginning, middle, and end of the year to 7<sup>th</sup> grade students that did not pass the Reading STAAR assessment in 6<sup>th</sup> grade. Data from the assessment screener will be shared with students and parents. Parents will be notified should the school determine a need to identify or assess their student for dyslexia and related disorders.

**Vision and Hearing Screenings**

**Exemption:** A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent,

managing conservator, or guardian, must submit to the Director or designee on or before the day of admission an affidavit stating the objections to screening.

### **Fitness Testing**

According to requirements under state law, the School will annually assess the physical fitness of students. The School is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

### **Immunization**

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, tetanus, polio, measles (rubeola), mumps, rubella, varicella, hepatitis A and B series, Meningococcal, and any additional immunizations required by the state. Proof of immunization from a licensed physician or public health clinic (with signature, rubber-stamp validation, titer levels) must be provided to Seashore Middle Academy. In the case of varicella (chicken pox), a signed statement is required from the parent indicating the approximate month and year in which the student had the illness.

Students have 30 days from their first day of enrollment to provide their proof of immunization to the school, or 30 days after new immunizations are required. On the 31st day, students will not be allowed to attend school until the immunizations are current.

### **Exclusions from Immunization Requirements**

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States. To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed DSHS affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs, the affidavit will be valid for a two-year period. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://webds.dshs.state.tx.us/immco/default.aspx>. The form must be submitted to the Director within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health. To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

### **Immunization Records Reporting**

The School's record of a student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and TDSHS and transferred to other schools associated with the transfer of the student to those schools.

### **Injuries/Accidents While on Campus**

The School is not responsible for medical costs associated with a student's injury. An accident report will be filled out by the party that witnesses an injury within 24 hours of the incident, and the report submitted to the Director. A copy of the accident report will be sent home as well as placed in the student's cumulative file.

### **Child Sexual Abuse and Other Mistreatment of Children**

School administrators will cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview at school a student who is alleged to be a victim of abuse or neglect.

School officials may not require the investigator to permit School personnel to be present during an interview conducted at school. Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parents.

As a parent, if your child is a victim of sexual abuse, the campus director will provide information regarding counseling options for you and your child. The Texas Department of Family and Protective Services (TDFPS) also manages early intervention counseling programs. To find out what services may be available, see:

<http://www.helpandhope.org/hotlines.html>

The following Web sites might help you become more aware of child sexual abuse:

<http://www.tea.state.tx.us/index2.aspx?id=2820>

<http://sapn.nonprofitoffice.com/>

<http://www.taasa.org/member/materials2.php>

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse1.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse1.shtml)

[http://www.oag.state.tx.us/AG\\_Publications/txts/childabuse2.shtml](http://www.oag.state.tx.us/AG_Publications/txts/childabuse2.shtml)

### **Interrogations and Searches**

In the interest of promoting student safety and attempting to ensure that the School is safe and drug free, School officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law. Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by School officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

A search is reasonable if (1) the School official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

### **Desk/Backpack/Bags Searches**

Students should have no expectation of privacy in the contents of their backpack/bags, desks or other School property. Student's desks/backpacks/bags remain at all times under the control and jurisdiction of the School. The School will make periodic inspections of desks/backpacks/bags at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous. Students have full responsibility for the security of their desks/backpacks/bags, and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's desk/ backpacks/bags, or on the student's person.

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### **Law Enforcement Agencies Questioning of Students**

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Director will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

1. The Director or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. The Director or designee ordinarily will make reasonable efforts to notify the student's parent, unless the interviewer raises what the Director or designee considers to be a valid objection.
3. The Director or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Director or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply. See "Child Abuse reporting and Programs."

### **Students Taken into Custody**

State law requires the School to permit a student to be taken into legal custody:

1. Pursuant to an order of the juvenile court;
2. Pursuant to the laws of arrest;
3. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
4. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
5. Pursuant to a properly issued directive to apprehend;
6. By an authorized representative of the Texas Department of Family and Protective Services ("TDFPS"), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the student's physical health or safety; or
7. To comply with a properly issued directive to take a student into custody.

Before a student is released to a law enforcement officer or other legally authorized person, the Director or designee will verify the officer's identity and, to the best of his or her ability, verify the official's authority to take custody of the student. The Director or designee will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Director or designee considers to be a valid objection to notifying the parents. Because the Director or designee does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

### **Staff Notification**

Seashore Middle Academy is required by state law to notify:

- All instructional and support personnel who have responsibility for supervising a student who has been 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 has been convicted, received deferred adjudication, or was adjudicated for delinquent conduct for any felony offense or certain misdemeanors.
- All appropriate School personnel in regards to a student who is required to register as a sex offender.

### **Procedures for Use of Restraint and Time-Outs**

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion. A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

### **Physical Education Exemption**

Short-term exemptions from physical education is possible for students who have physical handicaps, illnesses, or other incapacities that a physician deems severe enough to warrant exemption or severe enough to warrant modified activity in such classes. Each case is handled on an individual basis as follows:

1. Each request for exemption or for modified activity must be accompanied by a physician's certificate. Such certificates are honored, but must be renewed each year.
2. When the certificate will allow modified activities in class, the student should remain in physical education class. The teachers adjust the activities of the student to the disability.
3. An exempted student may be admitted to regular physical education activities only upon presentation of a written statement from the same physician who signed the original exemption.

## **Special Programs**

### **Bilingual/ESL Services**

Seashore Middle Academy offers Bilingual/English as a Second Language (ESL) services for English language learners who are limited to their English proficiency. The program is designed to assist students identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. The goal of this program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support. Seashore Middle Academy includes parents through the Language Proficiency Assessment Committee (LPAC).

Name: Nathan Wilkey

Position: Special Programs Coordinator

Address: 15437 SPID, Corpus Christi, TX 78418

Phone: 361-654-1134

### **Special Education Services**

Seashore Middle Academy has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the School's jurisdiction. If you know or suspect

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that your student has a disability, please contact the school's Special Programs Coordinator for information about available programs, assessments, and services.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan ("IEP") which is developed by the student's Admission, Review, and Dismissal ("ARD") Committee. The ARD Committee considers the student's disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from the Special Programs Coordinator or at the Texas Education Agency Special Education Website: <http://www.tea.state.tx.us/special.ed/>. For further information, please contact the School.

### **Providing Assistance to Students With Learning Difficulties or Needing Special Education Services**

If a student is experiencing learning difficulties, the parent may contact the Special Education Coordinator to learn about the School's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for 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 School's ability to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services by presenting a written request to the Special Education Coordinator or Director. The School must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with the School. Additionally, the parent will receive a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

If consent for evaluation is obtained, then School must complete the evaluation and report within 45 school days of the date the School receives the written consent. The School must give a copy of the evaluation report to the parent.

### **Section 504 Services**

Seashore Middle Academy provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is "qualified" if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

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Qualified students with disabilities will be placed in the regular educational environment, unless the School demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, the School will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, the School will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Special Programs Coordinator for information concerning available programs, assessments, and services.

### **Response to Intervention (RTI) Committee**

The RTI Committee is a campus-level committee comprised of key personnel. Recommendations for student assistance are based on student achievement and teacher data. Committee members evaluate student progress and make recommendations for individual accommodations.

Each student’s progress is monitored and adjustments are made as necessary. All requests for special screening/testing begin with this committee.

### **Title IX Coordinator**

This school complies with Title IX of the Education Amendments of 1972, as amended. Reports of discrimination based on sex, including sexual harassment, may be directed to the Title IX Coordinator. The person designated to coordinate the school’s efforts to comply with Title IX of the Education Amendments of 1972, as amended is:

Name: Jeanine Kidwell

Position: Title IX Coordinator

Address: 15437 South Padre Island Drive, Corpus Christi, Texas 78418

Telephone: (361) 654-1134

### **ADA/Section 504 Coordinator**

This school complies with Title II of the Americans with Disabilities Act of 1990, as amended and Section 504 of the Rehabilitation Act of 1973, as amended. For more information concerning Section 504 of the Rehabilitation Act of 1973, see the school’s Notice of Rights for Disabled Students and their Parents under Section 504 of the Rehabilitation Act of 1973. Reports of discrimination based on disability may be directed to the ADA/Section 504 Coordinator. The person designated to coordinate the school’s efforts to comply with Title II of the Americans with Disabilities Act of 1990, as amended and Section 504 of the Rehabilitation Act of 1973, as amended is:

Name: Jeanine Kidwell

Position: ADA/Section 504 Coordinator

Address: 15437 South Padre Island Drive, Corpus Christi, Texas 78418

Telephone: (361) 654-1134

### **Alternative Reporting Procedure**

A student shall not be required to report prohibited conduct to the person alleged to have committed the

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conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator or ADA/Section 504 Coordinator, may be directed to the Superintendent. A report against the Superintendent may be made directly to the board. If the report is made directly to the board, the board will appoint an appropriate person to conduct an investigation.



**July 2020**

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| 26 | 27 | 28 | 29 | 30 | 31 |    |

**August 2020**

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**September 2020**

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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

**October 2020**

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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

**November 2020**

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| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 |    |    |    |    |    |

**December 2020**

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| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 |    |    |

**SEASHORE CHARTER SCHOOLS**

**2020 – 2021 CALENDAR**

**Color**

- Teacher In-Service/Student Holiday
- School Holidays/Weekend
- Reporting Periods Ends
- Bad Weather Day
- Early Release

School Begins ..... Aug 19  
 School Ends ..... May 21

**STAAR Tests**

4<sup>th</sup> Grade Writing ..... Apr 6  
 4<sup>th</sup> Grade Math ..... Apr 6  
 5<sup>th</sup> Grade Reading ..... Apr 7  
 Algebra I/DC ..... May 4  
 6<sup>th</sup> Grade Science ..... May 6  
 6<sup>th</sup> Grade Social Studies ..... May 7  
 7<sup>th</sup> Grade Math ..... May 11  
 7<sup>th</sup> Grade Reading ..... May 12  
 7<sup>th</sup> Grade Science ..... May 13

**Instructional Cycle**

1<sup>st</sup> ..... Aug 17 – Oct 16 ..... 41 Days  
 2<sup>nd</sup> ..... Oct 19 – Jan 8 ..... 45 Days  
 3<sup>rd</sup> ..... Jan 11 – Mar 09 ..... 48 Days  
 4<sup>th</sup> ..... Mar 12 – May 21 ..... 48 Days  
 Total Instructional Days ..... 174 Days  
 Total Instructional Minutes ..... 77400 Minutes  
 Total Teacher In-Service/Mark Days ..... 9 Days  
 Total Calendar Days ..... 183 Days

**Attendance Cycle**

1<sup>st</sup> ..... Aug 19 – May 25 ..... 27 Days  
 2<sup>nd</sup> ..... Sep 28 – May 6 ..... 29 Days  
 3<sup>rd</sup> ..... Mar 9 – Jan 6 ..... 30 Days  
 4<sup>th</sup> ..... Jan 11 – Feb 19 ..... 29 Days  
 5<sup>th</sup> ..... Feb 22 – Apr 9 ..... 29 Days  
 6<sup>th</sup> ..... Apr 12 – May 21 ..... 30 Days  
 Total Instructional Days ..... 174 Days  
 Total Instructional Minutes ..... 77400 Minutes  
 Total Teacher In-Service/Mark Days ..... 9 Days  
 Total Calendar Days ..... 183 Days

**Student Holidays/Early Release**

| Date/Event                                 | Month/Day    |
|--|--------------|
| Teacher In-Service/Week Day                | Aug 19-21    |
| Letter Day                                 | Aug 24       |
| Conference Day/Teacher In-Service/Week Day | Oct 1-2      |
| Early Release/In-Service Conference        | Oct 21       |
| Thanksgiving Break                         | Nov 21-27    |
| Early Release Day                          | Dec 18       |
| Winter Break                               | Dec 21-Jan 4 |
| Early Release/In-Service Conference        | Jan 13       |
| Teacher's Day/Sea Week Make-Up Day         | Jan 15       |
| Early Release                              | May 9        |
| Spring Break                               | May 12-13    |
| Good Friday/Partial Weather Make-Up Day    | Apr 2        |
| Teacher In-Service/Part Day                | May 19       |
| Memorial Day                               | May 18       |

**2020-21 Registration Process**

Lottery Registration Begins ..... Mar 1  
 Lottery Registration Ends ..... Mar 31  
 Lottery ..... Apr 1

**January 2021**

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**February 2021**

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

**March 2021**

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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 |    |    |    |

**April 2021**

| S  | M  | T  | W  | T  | F  | S  |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 |    |

**May 2021**

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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 |    |    |    |    |    |

**June 2021**

| S  | M  | T  | W  | T  | F  | S  |
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| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 |    |    |    |

Adopted: 04/20/20



## 2020-2021 Class Schedule

|              |                      |       |
|--------------|----------------------|-------|
| Advisory/1st | <b>8:00 - 9:06</b>   |       |
| 2nd          | <b>9:09 - 10:05</b>  |       |
| 3rd          | <b>10:08 - 11:04</b> |       |
| 4th          | <b>11:04 - 11:34</b> | lunch |
| 5th & 6th    | <b>11:37 - 12:33</b> | class |
| 4th          | <b>11:07 - 12:03</b> | class |
| 7th & 8th    | <b>12:03 - 12:33</b> | lunch |
| 5th          | <b>12:36 - 1:32</b>  |       |
| 6th          | <b>1:35 - 2:31</b>   |       |
| 7th          | <b>2:34 - 3:30</b>   |       |

# ASTHMA ACTION PLAN



|                       |                   |
|-----------------------|-------------------|
| Name:                 | Date:             |
| Doctor:               | Medical Record #: |
| Doctor's Phone #: Day | Night/Weekend     |
| Emergency Contact:    |                   |
| Doctor's Signature:   |                   |

The colors of a traffic light will help you use your asthma medicines.

|  |   |
|--|---|
|  | <b>GREEN</b> means Go Zone!<br>Use preventive medicine.         |
|  | <b>YELLOW</b> means Caution Zone!<br>Add quick-relief medicine. |
|  | <b>RED</b> means Danger Zone!<br>Get help from a doctor.        |

Personal Best Peak Flow: \_\_\_\_\_

| GO   |   | Use these daily controller medicines:          |          |                |
|--|---|--|----------|----------------|
| <p><b>You have all of these:</b></p> <ul style="list-style-type: none"> <li>Breathing is good</li> <li>No cough or wheeze</li> <li>Sleep through the night</li> <li>Can work &amp; play</li> </ul>   | <p>Peak flow:</p> <p>from _____</p> <p>to _____</p> | MEDICINE                                       | HOW MUCH | HOW OFTEN/WHEN |
|  |   |  |          |                |
|  |   |  |          |                |
|  |   |  |          |                |
| For asthma with exercise, take:  |   |  |          |                |
|  |   |  |          |                |
| CAUTION  |   | Continue with green zone medicine and add:     |          |                |
| <p><b>You have any of these:</b></p> <ul style="list-style-type: none"> <li>First signs of a cold</li> <li>Exposure to known trigger</li> <li>Cough</li> <li>Mild wheeze</li> <li>Tight chest</li> <li>Coughing at night</li> </ul>                  | <p>Peak flow:</p> <p>from _____</p> <p>to _____</p> | MEDICINE                                       | HOW MUCH | HOW OFTEN/WHEN |
|  |   |  |          |                |
|  |   |  |          |                |
|  |   |  |          |                |
| CALL YOUR ASTHMA CARE PROVIDER.  |   |  |          |                |
|  |   |  |          |                |
| DANGER   |   | Take these medicines and call your doctor now. |          |                |
| <p><b>Your asthma is getting worse fast:</b></p> <ul style="list-style-type: none"> <li>Medicine is not helping</li> <li>Breathing is hard &amp; fast</li> <li>Nose opens wide</li> <li>Trouble speaking</li> <li>Ribs show (in children)</li> </ul> | <p>Peak flow:</p> <p>reading below _____</p>        | MEDICINE                                       | HOW MUCH | HOW OFTEN/WHEN |
|  |   |  |          |                |
|  |   |  |          |                |
|  |   |  |          |                |

**GET HELP FROM A DOCTOR NOW!** Your doctor will want to see you right away. It's important! If you cannot contact your doctor, go directly to the emergency room. **DO NOT WAIT.** Make an appointment with your asthma care provider within two days of an ER visit or hospitalization.

**FARE FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN**

Name: \_\_\_\_\_ DOB: \_\_\_\_\_

Phone: \_\_\_\_\_

Height: \_\_\_\_\_ Weight: \_\_\_\_\_  No changes last 6 months  Yes

**PLEASE PRINT NAME**

NOTE: Do not depend on information of another food handler to help you handle food preparation.

**Are you allergic to the following allergens:**

**PEANUTS** (includes your symptoms/medication if the allergen was PEANUT butter, for API) (circle)

**EGG** (includes your symptoms/medication if the allergen was BAKED EGG, when it is prepared and served)

| FOR ALL OF THE FOLLOWING SEVERE SYMPTOMS       |  |   |   | MILD SYMPTOMS                            |  |   |   |
|--|--|---|---|--|--|---|---|
| EYES<br>Red, itchy, tearing, swelling, itching | NOSE<br>Runny nose, sneezing, itchy nose | THROAT<br>Tight, hoarse, swollen, difficulty swallowing | SKIN<br>Redness, hives, swelling, itching, difficulty breathing | NOSE<br>Runny nose, sneezing, itchy nose | EYES<br>Red, itchy, tearing, swelling, itching | THROAT<br>Tight, hoarse, swollen, difficulty swallowing | SKIN<br>Redness, hives, swelling, itching, difficulty breathing |

**FOR MILD SYMPTOMS FOLLOWING YOUR API AND EPI/AAZ, USE PRESCRIPTION:**

**FOR MILD SYMPTOMS FOLLOWING YOUR DOUBLE-DOSE AAZ, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamine only for relief of underlying allergic reaction.
2. Stay with the person until emergency contacts.
3. Report clearly to changes if symptoms worsen, give explanation.

**1. INJECT EPINEPHRINE IMMEDIATELY**

**CALL 911.** An emergency dispatcher will advise you on how to use the auto-injector and they will dispatch an ambulance if necessary to your site.

1. Remove cap using thumb and index finger.
2. Hold the auto-injector in your hand and press firmly against the outer edge of the thigh. Pressing is difficult if the person is wearing a watch or ring on the hand used.
3. Engage the auto-injector and hold it in place for 10 seconds. Do not move the auto-injector.
4. Hold the auto-injector in place for 10 seconds. Remove from thigh.
5. Dispose of auto-injector in a sharps container. Do not reuse.

**2. INGEST AN ANTIHISTAMINE IMMEDIATELY**

**CALL 911.** An emergency dispatcher will advise you on how to use the auto-injector and they will dispatch an ambulance if necessary to your site.

1. Remove cap using thumb and index finger.
2. Hold the auto-injector in your hand and press firmly against the outer edge of the thigh. Pressing is difficult if the person is wearing a watch or ring on the hand used.
3. Engage the auto-injector and hold it in place for 10 seconds. Do not move the auto-injector.
4. Hold the auto-injector in place for 10 seconds. Remove from thigh.
5. Dispose of auto-injector in a sharps container. Do not reuse.

**3. CALL 911 IMMEDIATELY AFTER INJECTION**

**FOR MILD SYMPTOMS FOLLOWING YOUR API AND EPI/AAZ, USE PRESCRIPTION:**

**FOR MILD SYMPTOMS FOLLOWING YOUR DOUBLE-DOSE AAZ, FOLLOW THE DIRECTIONS BELOW:**

**1. Antihistamine only for relief of underlying allergic reaction.**

**2. Stay with the person until emergency contacts.**

**3. Report clearly to changes if symptoms worsen, give explanation.**

**MEDICATIONS/DOSES**

Antihistamine: \_\_\_\_\_

Antihistamine (Epi/AAZ): \_\_\_\_\_

Antihistamine (Double-Dose): \_\_\_\_\_

Other Rx: \_\_\_\_\_

**FARE FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN**

**EMERGENCY AUTO-INJECTOR DIRECTIONS**

1. Remove the cap from the auto-injector from the outer corner of the thumb.
2. Remove the auto-injector cap by pulling straight up without twisting or bending it.
3. Bring the auto-injector close enough to press it into the outer thigh (outer "cush")
4. Hold the auto-injector in place for 10 seconds. Do not move it.
5. Remove the auto-injector from the thigh and dispose of the auto-injector in a sharps container.

**DOUBLE-DOSE EPINEPHRINE INJECTION, API AUTO-INJECTOR DIRECTIONS**

1. Remove the auto-injector cap.
2. Remove the auto-injector cap by pulling straight up without twisting or bending it.
3. Press the auto-injector close enough to press it into the outer thigh.
4. Press the auto-injector close enough to press it into the outer thigh.
5. Hold in place for 10 seconds. Remove from thigh.

**ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:**

1. Do not use your device, expose or bend over device of the auto-injector to inject into one body part other than the outer thigh. If double-dose auto-injector, administration to the second injection point.
2. If auto-injector is being used, hold the auto-injector in place before and during injection to prevent injury.
3. Auto-injector can be reused through cleaning if needed.
4. Call 911 immediately after injection.

**OTHER IMPORTANT INFORMATION:** They will carry epinephrine to the API auto-injector, and 2.

Test the person before using emergency contacts. The first signal if a reaction can be mild, but symptoms can worsen quickly.

**EMERGENCY CONTACTS — CALL 911**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

**OTHER RELEVANT CONTACTS**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

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## Seashore Charter Schools Anti-Bullying Policy

Seashore Charter Schools believes that all students have a right to a safe and healthy school environment. The schools and community have an obligation to promote mutual respect, tolerance, and acceptance.

### **Defining “bullying:”**

At Seashore Charter Schools, student conduct is considered “**bullying**” if it:

1. exploits an imbalance of power between the student perpetrator and the student victim through:

- written expression
- verbal expression
- expression through electronic means (cyberbullying)
- physical contact;

2. interferes with a student’s education or substantially disrupts the operation of a school.

3. occurs on school property, at a school-sponsored or school related activity or in a vehicle operated by the schools.

Bullying is continued abuse of power that is intentionally hurtful.

Bullying is **NOT** part of normal conflict.

Bullying is typically **NOT** a one-time occurrence

Bullying, in its most basic form, is abuse, harassment, and/or violence.

Seashore Charter Schools will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing or name-calling; and social isolation or manipulation.

### **Reporting and Investigating Incidents of Bullying**

Seashore Charter Schools expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, and during a school-sponsored activity.

Students are expected to immediately report incidents of bullying to a teacher or the campus director. Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

### **Discipline**

Any student who engages in bullying may be subject to disciplinary action up to and including expulsion. If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student

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should contact the campus director. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

### **Promoting A Bully-Free Learning Environment**

To ensure bullying does not occur on school campuses, Seashore Charter Schools will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

Teachers should discuss this policy with their students in age-appropriate ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion.

Each school will adopt a Student Code of Conduct to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity.

The procedures for intervening in bullying behavior include, but are not limited, to the following:

- All staff, students, and their parents will receive a summary of this policy prohibiting intimidation and bullying: at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents.
- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident; such reporting will not reflect on the target or witnesses in any way.
- Seashore Charter Schools will maintain a Bullying Reporting Form on the homepage of their website ([www.seashorecharterschools.com](http://www.seashorecharterschools.com)) for students and parents to report potential incidents of bullying. Bullying incidents may also be reported to the schools by email, phone, or in-person message.
- Participation in Red Ribbon Week
- Good Citizens Ticket Program
- Incorporation of Commitment to Bully-Free Learning Environment into campus mission statements
- Declaration of Respect Initiative

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