

# Stephen F. Austin State University Charter School

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## Informational Guidelines 2018-2019

Revised July 2018

Welcome to the SFA Charter School (SFACS) for the 2018-2019 school year. This handbook provides you a reference for pertinent information regarding our school and questions you may have throughout the year. We strive to provide the best education possible in a safe, supportive and nurturing school environment.

Our goal is to build a reputation for a progressive attitude and involved parents. We encourage you to partner with our school through involvement and support. We know that your commitment, combined with our outstanding faculty, will make this a satisfying year of social, emotional, and academic growth for your child.

Sincerely,  
*Lysa Hagan, Principal/CEO* "Axe 'em Junior Jacks!"



## MISSION STATEMENT

The SFA Charter School mission is to create a responsive social learning community which inspires autonomy, integrity, and deep critical thinking.



## SFA CHARTER SCHOOL MASCOT

The mascot of SFACS is the Junior Jack. The school colors are purple and white.



## BREAKFAST AND LUNCH

Breakfast is served from 7:55 AM to 8:00 AM for grades K-5. Lunch times may be found on your child's classroom schedule. The **Breakfast / Lunch price is \$3.55**. Meal payments may be made in advance in the office by the month-\$70.75, semester-\$318, or year-\$635. Notification of monthly payment amounts will go home periodically and may be found on the school website. **Delinquent lunch accounts will warrant removal from the SFA Charter School to his or her home campus and parent subjection to further university collection efforts.** Meal menus may be found on the SFACS website:  
[http://www.sfasu.edu/charter\\_school](http://www.sfasu.edu/charter_school).



## EARLY MORNING AND INSTRUCTIONAL DAY

The north SFACS entrance is used for student vehicle arrival and dismissal. These doors are open from 7:30 to 8:00 AM and 3:00 to 3:30 PM. The main entrance is open from 7:30 AM to 5:30 PM. Students in grades K-5 assemble from 7:30-7:45 in designated areas. The day begins at 7:45 AM with morning snacks, activities, and planning. The instructional day begins at 8:00 AM and ends at 3:05 PM. Students **MUST** be picked up by **3:30 PM**.



**ATTENDANCE:** Regular, on time, attendance is essential to achievement. Students are expected to be in attendance for a minimum of **98%** of the school year. Perfect attendance will be recognized periodically. Attendance is checked each day at 10:00 AM. If students are missing at that time, they are recorded absent. Parents must provide written documentation for each absence and must provide a doctor's note for **3** or more consecutive days of absence. Students may be automatically withdrawn after **5** consecutive days of absence without contact from parent.



**LATE ARRIVAL:** Children should arrive on time every school day. Students arriving after 8:00 AM are LATE and must be signed in by a parent. Late arrivals or early departures will accrue into absences. The beginning of the day is valuable instructional time and when students are late, they not only start the day behind their peers, but disrupt the learning process already in progress in the classroom. Please make every effort to allow your child to arrive to school on time.



**EARLY DEPARTURE DURING THE DAY:** Early departure from school causes students to miss valuable learning time. Leaving school prior to 2:55 PM is an early departure. Any student leaving the building during school hours must be signed out in the office by a parent/guardian who is listed on the child's registration form. School personnel will not release a child to a person who is not on this form. No student is to leave the grounds without permission from the office.

**\*Excessive absences, late arrivals, and early departures without medically fragile documented status will warrant removal from the SFA Charter School to his or her home campus and parents may face possible court action.** See Student Code of Conduct.



## SAFETY AND SECURITY COMMITMENT

Our campus and university are committed to heightened safety and security measures for the learning environment of our students and teachers.

Students will bring all materials to campus in the SFA Charter School provided **clear folder**. No bags, backpacks, or purses may be brought into classrooms by students.

All parents/guardians will be asked to complete an annual name based, background check form, and a current driver's license, to receive **swipe card access** through our SFACS office during assigned times. All guardians, guests, or other visitors **MUST** have a background check with a current driver's license, to get an identification name badge for campus access. Everyone **MUST SIGN IN** with the SFACS Office.

Outside doors are locked throughout the day with the exception of the doors to the main office. Inform SFACS in writing if special custody or security concerns exist. The school relies on family's to provide copies of court orders that give or deny permission to specific parties.



## STUDENT DRESS

SFACS students are expected to adhere to dress, makeup, hair, and grooming standards which do not distract from learning. If at any time a student's appearance distracts from the learning environment, he or she will be asked to change the clothing, hairstyle, or grooming to be more conducive to the goal of learning. Students are expected to wear appropriate athletic shoes for PE and play. For increased safety, each student will need to wear an SFACS shirt on learning excursions/study trips.



## PERSONAL ITEMS

Parent cooperation in preventing unnecessary items such as makeup, toys, radios, playing cards, CD players, electronic games, etc. from being brought to school is greatly appreciated. These interfere with the learning process. The school will not be responsible for any personal property brought to school, including jewelry. School personnel will collect these items and return to parents. You will be informed by the classroom teacher of dates when certain personal items would be appropriate for the learning environment.



## PARENT VISITATION

Parents are encouraged to visit the SFACS throughout the year during academic times. The classroom schedule has designated times for optimal observation opportunities. Teachers are unable to stop instruction when parents visit. Making an appointment for a teacher conference at least a day in advance is not only a courtesy, but also enables the teacher to be fully prepared to make the most of your visit. Teachers will be happy to meet with you at a mutually convenient time. Videoing other students while visiting is not allowed. Through newsletters, information will be provided on family/school partnership opportunities which will be scheduled at various times. Please SIGN IN at the office before going to any classroom teaching area.



## MEDICATION

Any prescription medication, which cannot be taken at home and must be administered during school time, must be sent to the school in the **ORIGINAL LABELED CONTAINER**. A permission note, signed by Parent or Guardian allowing us to administer the medication must be completed before we give the medicine. Proper utensils for measuring and dispensing the medication must also be sent (spoon or medicine cup). The container and your notes must include: student's name, name of medicine, purpose of medication, dose, time of day when it is needed, and how the medicine is taken.



## TELEPHONE USE

The school phone is a business phone and is not used to make personal calls. If a child needs to call home due to disruptive behavior, his/her teacher or an administrator will be with the student. Students may not possess or use cell phones at school.



## EMERGENCY CARE INFORMATION

It is very important that we have a completed registration/emergency form on file for each child. All telephone numbers, e-mail addresses, and street addresses should be recorded and kept **up to date** so that a contact can be made as soon as possible in the event of an emergency. A parent will be called to pick up a student from school if injured, ill, have a 100° or above temperature. Parents are expected to pick up their child up as soon as possible. Students sent home with fever may return to school when fever-free. Students with lice should return to school after hair has been treated. The school office will release students only to individuals listed on the registration form. Special permission for someone else to pick up your child must be sent in advance and must be in writing. Parents may stop by the school office to add or delete names as appropriate. All parents should have a telephone number where they can be reached during the school day. Persons who are picking up students must provide identification.



## NEWSLETTERS AND WEBSITE

Parent Communication will be provided each Monday through email, and a school folder. Included will be newsletters and information related to your child's progress, class/school activities, current learning, home-school connections, available services, school meetings, and other informational notes. Please take time to read these carefully, discuss with your child, respond as requested, and ask questions as necessary. Parents are also encouraged to view our website found at: [http://www.sfasu.edu/charter\\_school](http://www.sfasu.edu/charter_school) .



## PORTFOLIO CONFERENCES

Periodic Parent Portfolio Conferences are held throughout the school year. During these conferences the teacher will share information with parents regarding their child's TEKS based performance, work samples from the child, as well as, social emotional growth, and self-management progress of the child. Parents and teachers will partner to set goals for the child's progress at school and at home.



## WITHDRAWAL FROM SCHOOL

When parents wish to withdraw a child from school, they should contact the school office at least one day before the date of withdrawal. School records will be sent upon request from the new school via the TRES system.



## DIRECTORY INFORMATION

If you do not want the SFACS to disclose directory information from your child's educational records without your prior written consent, you must annually notify the school in writing by the end of the 10<sup>th</sup> day of school in accordance with the Family Educational Rights and Privacy Act.



## AFTER SCHOOL WORK

SFACS expects your child to give his or her all to learning during the school day. Students may be expected to do some homework during the school week. SFACS would like for students to have the opportunity to learn in other areas (sports, music, drama, arts) outside the school day



## EXPECTED STUDENT BEHAVIOR

All students have a right to learn; therefore, no child is permitted to disrupt learning. School-wide rules are communicated to students. Severe disruptions would warrant an immediate Discipline Referral to an administrator. When this occurs, parents will receive copies of the form, which they will sign and return. All parents are required to sign a SFACS Code of Conduct Parent Student Acknowledgement. SFACS school-wide rules are:

1. Listen to others
2. Respect self, others, and property
3. Make safe choices
4. Strive to always do your best



## STUDY TRIPS

Parents will be notified in advance whenever children leave campus on study trips. All study trips are planned for educational purposes only. We appreciate parent volunteers, but space can sometimes be limited on the bus. Please communicate with your child's teacher if you plan to attend a study trip. If personal transportation is used, students must have a permission form signed by the parent.



## TRAFFIC AND SAFETY RULES

For smooth and safe student drop-off and pick-up times, all parents/guardians are asked to comply with the following safety rules:

- The **north entrance** is for **vehicle** use for student drop off and pick up.
- The **main entrance** is for **walk in** arrival and dismissal.
- Students are reminded to walk on all sidewalks.
- Students should never be dropped off in the street nor be allowed to cross the street/parking lot unsupervised.
- Keep all traffic in the appropriate lane when using the circle drive for drop-off and pick-up.
- Be patient with the lines that form at pick-up time, we will get your child into your vehicle in a swift and safe manner.
- When the weather is bad, it is especially important that we follow all the traffic safety rules. It will take a little longer, but it will ensure the safety of everyone.



## SFA CHARTER DOCTORAL INTERNSHIP

SFACS is proud to have a School Psychology Doctoral Training Internship Program that takes doctoral interns from the SFASU School Psychology Program. These interns provide psychological and educational services to SFACS students. Services include psychological and educational assessment, counseling, behavior plans, social skills, and consultation with teachers for classroom management as needed.



## PARENT TEACHER ORGANIZATION

We encourage all parents to become involved in their child's education by joining the SFACS Parent Teacher Organization (PTO). SFACS PTO is a very active organization. Your involvement in your child's school will increase his or her success.



## VOLUNTEER PROGRAM

The volunteer program is designed to enable parents to participate in the educational process of SFACS as needed. Volunteers are necessary for many events. All parents are encouraged to volunteer in some manner during the school year. This includes assuring your child's attendance at grade level activities.



## ADVISORY COMMITTEE

SFACS Advisory Committee, composed of representatives, provides an important and necessary foundation on which the school program can successfully build. We encourage parents to become involved in their child's education by voicing suggestions through this committee which meets a minimum of twice per school year.



## STUDENT ADVISORY COMMITTEE

SFACS Student Advisory Council/Jr. Jacks Give Back, offers students an opportunity for engagement in service learning. Students assist to plan, implement, and reflect on special community service goals.

*\*The SFACS Informational Guidelines is adapted from the UT Elementary Informational Guidelines.*



## Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below 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 making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

### Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

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

### Contact Person for Special Education Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is:

Contact Person: Lysa M. Hagan

Phone Number: 936.468.5899

### Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

### Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Lysa M. Hagan

Phone Number: 936 468 5899

### Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)