

Seashore Middle Academy

An Island Foundation Project/Seashore Charter Schools



Teacher Handbook

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SEASHORE MIDDLE ACADEMY
HANDBOOK

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INTRODUCTION:

CHARTER LEGISLATION

In February of 1995, the Texas Legislature authorized the creation of charter schools in Senate Bill 1. The legislation allows for three types of charter schools. Seashore Middle Academy falls into the “Open Enrollment” category of charter schools. Open Enrollment charter schools may be operated by a qualifying non-profit corporation. Island Foundation, is our qualifying corporation.

Charter schools are public schools and are required to meet state accreditation requirements. In general, charter schools are designed and managed by concerned teachers, parents, and community members. An application for a charter school is submitted to the Texas State Board of Education for approval. Open Enrollment charter schools are directly accountable to the State Board of Education and are monitored by the Texas Education Agency to ensure that they meet both state and federal guidelines. Many rules and regulations that apply to traditional public schools have been removed from charter schools; yet, with this freedom, there is a great deal of fiscal and student academic accountability.

The information set forth in this handbook is intended to be informational and to assist teachers in a successful educational experience. It is not intended and shall not be construed to constitute a contract between the Island Foundation, and any student, prospective student, agency of the local, state or federal government, or any other person or legal entity of any and every nature whatsoever.

Administration hereby reserves and retains the right to amend, alter, change, delete or modify any of the provisions of this handbook at any time, without notice, in any manner that the administration and Board of Directors deem to be in the best interest of the school. This handbook is revised periodically, and any questions regarding the policies set forth in this handbook should be directed to the school’s administration.

NON DISCRIMINATION STATEMENT

Seashore Middle Academy does not discriminate on the basis of race, religion, color, national origin, sex, disability, academic, or artistic ability in providing education or providing access to benefits of education services, activities, and programs in accordance with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Educational Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and Title II of the Americans with Disabilities Act. Students may be denied admission or readmission based upon documented behavior problems.

Seashore Middle Academy is an equal opportunity employer.

MISSION

The mission of Seashore Middle Academy is a commitment to excellence. SMA will provide a well-rounded, rigorous college preparatory curriculum with an emphasis on math and science. All academic programs will integrate skills and resources to learn and work with information technology to obtain information, communicate and solve problems. There is an expectation that all students will develop a high level of mastery of the academic building blocks necessary for success in high school, college, and a global society. SMA will provide an educational facility dedicated to developing self-esteem, confidence, and social skills in each individual student while providing for a child’s high level of academic achievement.

PHILOSOPHY: FOCUSED ON THE STUDENT

Educators will address individual learning styles to allow each student maximum opportunities for success. Fine arts programs, clubs, sports, and extra curricular activities will recognize and nurture the individual interests and abilities of students. Academic and advisory programs will strive to develop responsible citizens with personal integrity, organizational and social skills, and a commitment to serving others.

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 are posted on the foundation's website, www.islandfoundation.com. For more information about the role of the board or about becoming a board member, please contact Island Foundation Corporate Director Maryann Carl, (361) 949-0076 or mcarl@seashore.esc2.net.

Board President: Colleen McIntyre

VP Vision and Planning: Garrett Dorsey

Treasurer: Cheryl Standifer

Secretary: Lisa Sheerer

VP Public Relations: Linda Sharlow

VP Fundraising, Capital: Gayle Mantello

VP Fundraising, Operations: Sunshine Moore

Community Programs: Sharon Watkins

Seashore Early Childhood Academy Liaison: open position:

Seashore Learning Center Liaison: Kimberly Grassedonio:

Seashore Middle Academy Liaison: Kassandra Taylor:

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 (6 weeks – 5 years)

Jessica Walters (361) 949-1530 jwalters@seashore.esc2.net

Seashore Learning Center (K-4)

Maria Thompson (361) 949-1222 mthompson@seashore.esc2.net

Seashore Middle Academy (5-8)

Barbara Beeler (361) 654-1134 bbeeler@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, liaisons are available to help.

SEASHORE MIDDLE ACADEMY FACULTY

Director

Barbara Beeler

Administrative Assistant

Claudia Detore

Fifth Grade

Amy von Keyserlingk

Raymond Kanipe

English Teacher

Shannon Trial/Journalism

Ashley Knotts

Fine Arts

Aaron Boudreau

Math Teacher

Colleen McIntyre

Brent Rourk

Aaron Cardon

Music Teacher

Rocio Skinner

Science Teacher

Katie Crysyp-Sikes

Spanish Teacher

Brent Rourk

Social Studies Teacher

Susan Bernal

Ashley Knotts

Special Education

Nathan Wilkey

Physical Education

Tara Haney

Maintenance

Perry Pollino

THE EDUCATIONAL PROGRAM

CONFIDENTIALITY OF RECORDS

Records of students are confidential. Such records include e-mail or any Internet references as well as homework, assessment, etc. It is the teacher's responsibility to maintain this confidentiality. Use caution when correcting papers or sharing student information when other students or non-school employees are present.

CURRICULUM AND INSTRUCTION

The curriculum at Seashore Middle Academy is an integration of state mandated assessment standards and accelerated instruction with an emphasis on science, math and technology. Thematic Units are utilized for depth and complexity concepts within curriculum organization and cooperative learning groups. Inquiry/hands-on science and social studies activities and the use of computers within the curriculum are strategies endorsed by Seashore Middle Academy. Learning is facilitated with a wide variety of research-based instructional strategies (i.e. Internet, cooperative learning, thematic units, etc.) **Instruction is not solely textbook nor worksheet driven.**

ASSESSMENT

Grade books will be used for 5th-8th grades. The following grading scale will be utilized:

100-90	A
89-80	B
79-70	C
69- below	F

SOCIAL SKILLS

Seashore Middle Academy believes students' social skills are as important as their academic skills. These issues will be addressed in the advisory program.

ALCOHOL/DRUG/WEAPON FREE SCHOOL

Seashore Middle Academy is committed to being a drug/alcohol/weapon-free school and to promoting a drug/alcohol/weapon-free lifestyle. In order to accomplish this, Seashore Middle Academy has adopted a zero-tolerance program with regards to drugs and weapons. Any student involved in the use, possession, and/or transmittal of any controlled substance or dangerous weapon as defined by state and/or federal law will be recommended for expulsion within state guidelines. Smoking on campus or at a school activity is prohibited.

Safe School

Safety of Seashore Middle Academy students is our number one priority. A safe, clean, orderly environment will be expected at all times. Fire drills will be conducted monthly. A schedule will be distributed at the beginning of the school year.

GENERAL PROCEDURES

TEACHER / ADMINISTRATION WORKDAY

The teacher workday is from 7:30 a.m. to 4:00 p.m. Monday through Friday. (excluding staff meeting days.) All teachers must be in their respective classrooms by 7:30 a.m. A schedule of each teacher's daily routine should be on file in the office and should not be changed without consulting the administration. Tutoring and team planning times should be included. Staff meetings will be scheduled in advance.

OFFICE HOURS

The office will be open Monday to Thursday 7:30 a.m. - 4:30 p.m. and Friday 7:30 a.m. – 4:00 p.m. The office hours will vary on days when faculty meetings are scheduled as well as any unexpected situations arise. If unexpectedly, the office will need to close early, the office will contact staff members via e-mail of change.

PARENT COMMUNICATION

All parent notes relating to classroom activities (i.e. field trips, special event days, culminating activities, newsletters, etc.) **must** be approved by administration **prior** to dissemination and a copy given to the school secretary after approval.

TUTORING

Each teacher will offer tutoring to his or her students on a weekly basis. Traditionally, this has been done after school one day a week. Some advisory time may be used for tutoring. Tutorial ending times will vary by grade level. This provides an opportunity for more individualized instruction as needed. Your tutoring log folder provided by the administrator must be completed and turned in to the administrator at the end of the year checkout. (**Attachment A** is a sample page).

LESSON PLANS

Lesson plans are to be turned in electronically to the Director each **Friday by 4:00p.m.** for the upcoming week.

Lessons will be read by the administrator and kept in an electronic file.

STAFF MEETINGS

Staff meetings are necessary for effective communication and will be held on a bi-weekly or monthly basis. For this reason, all faculty members are expected to attend. Meetings will be scheduled in advance, and if for any reason you cannot attend, please notify the administration prior to your absence.

MAINTENANCE

The teacher is responsible for maintaining his/her classroom.

Part of Seashore's philosophy is to develop the student's respect for his/her environment while increasing their responsibility. This environment includes the classrooms, restrooms, hallways, individual lockers, and the entire facility, inside and out. Rooms should be thoroughly cleaned at least once a week.

When a repair issue arises please refer to the following sequence.

1. Try to fix problem within the classroom.
2. If it is not an emergency, please bring your maintenance requests to a staff meeting,
3. The school secretary will notify the appropriate person
4. If it is a problem that needs to be addressed immediately, notify maintenance and the office.

- Dress Code/Employee Appearance

Everyone employed at Seashore Middle Academy is encouraged to wear clothing reflecting the colors and atmosphere of the school. Walking shorts are fine but should be adhere to the same standards as the student dress code (a dollar bill width above the knee,). Please use your professional judgment. Shirts must cover the mid-driff as well as sleeves must be at least two to three inches wide (cap sleeves). No tank tops are permitted. On Fridays, blue jeans with a SMA shirt can be worn.

A professional instructional atmosphere is created when staff is concerned about personal appearance. All staff will be neatly and professionally attired at all times . Absent specific policy, the School Administrator may prepare, communicate and implement an employee dress code.

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image that the Island Foundation presents to the community and visitors. During school and activity hours or when representing the Island Foundation, you are expected to present a clean, neat, and tasteful appearance. An employee should dress and groom himself/herself according to the requirements of the position and accepted social standards. When necessary, reasonable accommodation may be made for a person with a disability.

Without unduly restricting individual tastes, the following personal appearance guidelines should be followed:

1. Facial jewelry, such as eyebrow rings, nose rings, lip rings, and tongue studs are not professionally appropriate and must not be worn during school and activity hours.
2. Torso body piercing with visible jewelry that can be seen through or under clothing must not be worn during school and activity hours.
3. Visible tattoos and similar body art must be covered during school and activity hours.

PROFESSIONAL CONDUCT

The reputation of SMA is created through excellent professional behavior. SMA staff members are valued professionals of the school as well as the community. On and off campus, a SMA employee is expected to exhibit professional behavior with students, parents, IF board members, other staff, administration, and the community. This professional conduct expectation includes correspondence through personal contact, e-mail, and any Internet site regarding any reference to SMA matters. (named or unnamed).

CELL PHONES /PAGERS

Each classroom has a phone so that teachers can be reached in case of an emergency through the school phone system. Therefore, while staff are permitted to have a cell phone on campus, they are not permitted to use them during student contact times.

INTERNET ACCESS

All staff have unlimited Internet access in the pursuit of their professional duties. Personal Internet use is not permissible during the contractual hours and is monitored. Staff will also be bound by our acceptable use policy that will be filed in the personnel records.

SUBSTITUTES

If you know you are going to be absent, a substitute request form is required (**Attachment C**). If you become ill at home or decide that you cannot report to work for some reason, **contact the administrator as soon as possible** so that substitute arrangements can be made. Please call before 9:00 p.m. at night or after 7:00 a.m. in the morning.

Seashore Middle Academy will provide every employee with 5 sick/personal days per school year. After all sick/personal days are exhausted, the following four (4) days of sick/personal time will be charged at the cost of a full-day substitute or ½ of employee's daily rate, whichever is higher. Any other sick/personal days will be charged at the employee's daily rate.

Unused sick days will roll over to the following school year or may be given to a fellow employee who may need them for a medical condition. Any employee leaving SMA in good standing after 3 years of service may be paid unused sick days, not to exceed 15 days.

Family Medical Leave Act – Refer to policy and procedure manual.

EMERGENCY LESSON PLANS

Each teacher will have on file in the office by the end of the 2nd week of school a folder containing the basic procedures for conducting class. Please include any pertinent information (known medications and modifications) for your substitute. The substitute folder should contain emergency lesson plans, seating chart, classroom management procedures, daily schedule, and any other items needed to effectively run your classroom in your absence.

SUPPLIES AND REIMBURSEMENTS

A stock of standard supplies will be kept in the building. When specific supplies are needed for special projects, please send a note home to parents notifying them of the need. Please remember all notes home must be approved by the administration prior to distribution. If there is not enough of a response, complete a supply request form and turn into administration (**Attachment D**). If you prefer to purchase the item yourself, complete a Request for Reimbursement form (**Attachment E**) with prior administrative approval.

EDUCATIONAL EXCURSIONS

Field experiences are an exciting aspect of discovery learning. Field experiences need office approval **15 calendar days** prior to the trip. **NO TRIPS** will be approved without this notice. Parent coordinators need time to line up drivers if the vans are not available.

COLLECTION OF FUNDS

Any collection of funds for field experiences, fundraisers, school events, and/or any other activity will need prior Administrative and/or budget approval.

All funds received must be documented.

ATTENDANCE

Teachers have a critical responsibility of keeping track of student attendance. The attendance forms are official auditable documents. **We receive our funding based on these documents.** If it is determined that our documentation is not reliable, funding can be withheld. Please strictly follow all attendance procedures (**Attachment F**). Attendance is to be taken each period of each school day. All attendance documents provided to the teacher by the office will be filed and retained at the end of the year.

STUDENT PICK-UP DURING SCHOOL DAY

Only persons appearing on the student's emergency cards may pick him/her up during school hours. For the safety of students, any other person must have a note from the parent or the parent may notify the office by telephone. The adult will be asked to present an ID. **All students must sign out through the office.**

DISCIPLINE

A positive learning environment is vital and must be maintained; however, discipline with dignity is the goal of Seashore Middle Academy. The administration supports teacher-centered discipline that contributes to a positive classroom environment. The student handbook outlines general behavior expectations. Please refer to the Student Code of Conduct.

If there have been numerous documented behavior interventions attempted by the teacher, as well as parent contact and conference with the teacher, and progress with behavior has not been made, the teacher may refer the child to Seashore Middle Academy administration by using the Behavior Documentation Form (**Attachment G**).

MEDICINE POLICY

~~Each teacher~~ The office will dispense and log (**Attachment H**) medication to students, as prescribed by doctors and directed by parents/guardians. All medicine must be in its original container. Prescribed medicine must be labeled with student's name, dosage, physician's name, pharmacy, and date filled.

All medicine is to be given to the - office upon arrival at school, accompanied by a request from the parent for the administration of medication (**Attachment I**). 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. Teachers will notify the office of any medication dispensing requests.

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

STAFF DEVELOPMENT

Each teacher will be responsible for tracking all completed staff development on log sheet. (**Attachment J**) This log will be turned in at the end of the school year and should include any summer staff development attended in the summer prior to the beginning of the school year. Staff development needs to be logged, as it is a state regulation. From September to August, staff members are required to have 10 -15 hours of staff development.

Accident Reports

Any accident involving a student, staff member, parent, volunteer, etc. must be documented (**Attachment K**) and given to the administration within 24 hours of the accident. The

administration requires immediate notification during or after an accident has occurred; however, the formal documentation needs to be submitted within the school day in which the accident occurred. A faculty injury must be reported to a supervisor/administration on the day it occurs. Regardless of the severity, the injury must be documented on an accident form. Injury may include aggressions from students or campus members, accidents, and/or self-inflictions on site.

Leave and Absence from Duty Policy **see Attachment L**

DISPUTE RESOLUTION POLICY

In order to provide a fair and efficient procedure to facilitate the resolution of disputes and to preserve the integrity of Seashore Middle Academy, the following guidelines have been established:

A “dispute” may include any disagreement or conflict between individuals or with the policies of Seashore Middle Academy or any disagreement with actions or decisions of administration.

A student who has a dispute with another student or with a teacher has the following options:

- Resolve the dispute in an amicable manner with the other person
- Bring the dispute to the attention of the teacher
- Discuss the dispute with his/her parent.
- Hold parent, student, and teacher meeting.
- Parent and/or student may discuss the dispute with administration.

A parent who has a dispute with a teacher, administration, or a parent who disagrees with a policy of Seashore Middle Academy should:

Bring the matter to the attention of the teacher or administration, if appropriate, and attempt in good faith to work out the dispute directly with the person in question. If the dispute remains unresolved or if the dispute relates to a policy of Seashore Middle Academy, then the matter should be brought to the attention of the Seashore Middle Academy administration.

Should the parent of a student of Seashore Middle Academy or any member of the staff or administration of the school have a dispute, or should any such person disagree with the decision or conduct of the school with respect to his resolution of disputes between others, or should any such person disagree with the policies of the school or the action or decision of administration after consulting with administration, then such person may communicate the dispute or disagreement orally or in writing to the SMA liaison on the Island Foundation, Board .

The SMA liaison may either resolve the matter or refer the matter to the Island Foundation. Board for resolution. If the SMA liaison does not resolve the dispute to the satisfaction of such person, he/she may request that the dispute be referred to the Island Foundation Board.

Any member of the staff, administration or parent of a student of the school who has a dispute with administration, or who otherwise disagrees with a policy of the school after consulting with administration, must communicate directly with the SMA liaison in accordance with the foregoing procedures and not with any individual Board member, community member, or parent.

ATTACHMENT B

Dress Code

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/Slits

- “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 and fray free (ends of pants cannot be torn/cut). There may be no holes in articles of clothing. Sweat pants and athletic shorts may only be worn during a PE class. Pants must cover the backside even when seated or bending.**
- Biker shorts and other skin-tight or tight fitting apparel are not appropriate.
- 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 four 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
- No ALL-BLACK clothing or trench coats are permitted.
- 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.
- No distracting arrangements: Colors, Designs, Styles

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.

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 are not allowed to be worn by boys.
- 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 requirements of the Seashore Middle Academy dress code. The director's judgment will determine whether 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

Attachment E

Seashore Middle Academy Charter School

Request for Reimbursement
Purchase of Supplies and Materials

Name: _____

Date: _____

Approval Date: _____

Reason for Purchase: Classroom materials Special activity General Operating Supplies

Other: _____

Purchased From

Actual Cost

\$ _____

\$ _____

\$ _____

\$ _____

Total Cost of Item(s)

\$ _____

Signature: _____

Date: _____

Director: _____

Date: _____

General Information:

1. The form will be returned to your mailbox with signature along with a copy of the receipt(s). The office will keep a copy on file.
2. Attach receipt(s) to the back of form and submit form to SMA Director.
3. Reimbursement checks will be delivered on the same day as pay day.

All items to be reimbursed will become property of Seashore Middle Academy.

Reimbursement will be authorized only for expenditures that have prior approval.

ATTACHMENT F

ATTENDANCE RECORDS POLICY AND PROCEDURES

The attendance forms are official auditable documents. We receive our funding based on these documents. If it is determined our documentation is not reliable, funding can be withheld. The following procedures need to be followed to ensure the integrity of our documentation.

- 1. Attendance is to be taken each call period.** At that time the student is either present or not. If the student enters later in the day, the only allowable attendance change is a documented visit to a medical professional (a note from the professional is needed).
- 2. All attendance records must be completed in Gradebook.** An e-mail or handwritten note may be turned into the office to correct attendance errors.
- 3. When taking a group of students off campus for an excused school function, please provide the office with a list of the students so that the correct attendance is recorded.**

Attachment G
Seashore Middle Academy
Behavior Documentation Form B

Student _____

Date _____

Teacher _____

Reason for Referral

Previous disciplinary actions taken by teacher:

- detention
- loss of privileges
- parent conference
- conference with student
- conference with administrator

Administrative Action:

Attachment H

**SEASHORE MIDDLE ACADEMY
PARENT'S REQUEST FOR ADMINISTRATION OF MEDICATION**

DATE: _____

I, the undersigned, who is the parent / guardian of _____,
Student's Name
 request the following medication(s) to be administered to my child.

MEDICATION	DOSAGE	TIME	REFRIGERATION	START DATE	STOP DATE
			YES / NO		
			YES / NO		
			YES / NO		

I understand that the school administrator will appoint a qualified designated person to perform the above mentioned health care service.

I will notify the school immediately if the health status of _____
Student's Name
 changes, we change
 physician, or the dosage is changed or cancelled.

Signature of parent / guardian

Address

Phone (Home) _____ (Work) _____

Cell Phone _____

Attachment J

Seashore Middle Academy

Professional Development Evaluation

TEACHER _____

DATE OF WORKSHOP _____

NAME OF WORKSHOP _____

LOCATION OF WORKSHOP _____

PURPOSE _____

Please Rate the Quality of Workshop –

1 = Poor, 2 = Adequate, 3 = Good, 4 = Very Good, 5 = Excellent

1. The workshop provided strategies and materials that I will use in my classroom. _____
2. I have disseminated what I learned with _____.

Attachment K
SEASHORE MIDDLE ACADEMY

Interoffice School Accident Report

Student's Name _____ Date _____

Address _____ Grade _____

Home Phone _____ Age _____,

Description of Accident _____

Description of Injury _____

Name of adult present at time of accident _____

First Aid given / Response to treatment _____

By Whom _____

We could / could not (circle one) reach you by phone.

Name of Parent / Guardian notified _____ Time: _____

Disposition of Student

- _____ 1. Sent home.
- _____ 2. Returned to class.
- _____ 3. Sent to doctor.
- _____ 4. Sent to a hospital by private car.
- _____ 5. 911 called.

Administrator _____

Attachment L Leave and Absence from Duty Policy

3.030 Leave and Absence from Duty

Approved 2-23-09

LEAVE AND ABSENCE FROM DUTY

PHILOSOPHY

Island Foundation (Seashore Learning Center, Seashore Middle Academy, Private Education Programs) believes that regular, punctual attendance provides an appropriate model for our students and is essential to providing a stable, consistent and nurturing learning environment. We expect our employees to respect the children in their care and their co-workers by reporting to duty as scheduled.

The foundation recognizes that staff members will have illnesses, emergencies and duties that will require their absence from the workplace. Island Foundation will provide leave to its employees as outlined below.

DEFINITIONS

Contract Employees: Employees who have an employment contract that outlines the duration and conditions of their employment.

Contract Hourly Employees: Hourly employees who have an employment contract that outlines the duration and conditions of their employment.

Non-contracted Employees: Employees whose job duties and conditions of employment are outlined in a job description.

Independent Contractors: Individuals who provide goods and services on a fee for services basis as outlined in a contract.

RESTRICTIONS

Employees taking leave or absence from duty shall do so only in compliance with policy and procedure. Failure to return to duty promptly after an approved leave of absence shall be cause for action up to and including termination of employment.

PTO may not be taken (without medical documentation) during the following times: first or last week of school; the week before school starts; the week after school ends; or the day before a holiday break. Employees must notify supervisor, in advance when possible. PTO days may not be taken during an employee's introductory period or any probationary period or in advance of earning of them without medical documentation.

Twenty-five (25) is the maximum allowable paid time off per year whether with full or partial pay. Only one extended medical leave will be granted to an employee per year.

Independent contractors are not eligible for any employee benefits including those outlined in this policy.

3.030 Leave and Absence from Duty

Approved 2-23-09

I. PAID TIME OFF

Contract Employees

All Contracted Employees will receive 5 days of PTO per school year, unless otherwise stated in the employee's contract. After all PTO days are exhausted, the following four (4) days of PTO time will be charged at the cost of a full-day substitute or ½ of employee's daily rate, whichever is higher. Any other time off will be charged at the employee's daily rate.

Unused PTO days will roll over to the following school year or may be given to a fellow employee who may need them for a medical condition. Any employee leaving Island Foundation in good standing after 3 years of service may be paid unused PTO days, not to exceed 15 days.

Non-Contract Employees and Hourly Contract Employees

All non-contracted and hourly contracted employees will accrue 5 days of PTO during the first, second and third year of employment starting the date they are hired. After three years of employment all non-contracted and hourly contracted employees will receive 10 days of PTO and after six years employees will receive 15 days of PTO on their anniversary date.

PTO follows the employee's anniversary date and any unused PTO days will roll over to the following year or may be given to a fellow employee who may need them for a medical condition. Any employee leaving Island Foundation in good standing after 3 years of service may be paid unused PTO days, not to exceed 15 days.

In addition to PTO, non-contracted and hourly contracted employees whose contract dates include the following days, and have completed their introductory period and are not in any probationary period, will receive the following six holidays off each year, with pay:

New Year's Day

Memorial Day

July 4th

Labor Day

Thanksgiving

Christmas Day

PTO and Holiday pay is calculated from regular scheduled work hours. You will be paid only for hours you would normally work.

II. EXTENDED MEDICAL LEAVE

An employee may request extended medical leave for personal disability. Extended leave to care for any other family member will follow the Family Medical Leave procedures.

An employee will be required to exhaust all allowable sick/personal days, followed by 5 days of unpaid leave before they will be granted up to 20 days off with pay reduced by the local substitute rate or by ½ of the employees daily rate if no substitute is required. The employee must provide the employer with a medical certificate verifying medical necessity and an estimation of the duration of absence.

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Elective and cosmetic surgeries are not considered medically necessary. We expect elective procedures to be scheduled during non-academic periods of time.

This benefit applies to employees only. Extended leave requests to care for family members will follow Family Medical Leave Act procedures.

III. FAMILY MEDICAL LEAVE ACT: Qualifying employees shall be entitled to leave in accordance with the Family Medical Leave Act of 1993. The following policies and procedures apply regarding FMLA leave:

Leave requested under the FMLA shall be granted to employees with one or more years of employment and the leave shall be unpaid.

IV. BEREAVEMENT LEAVE: In the event of the death of an employee's immediate family member, the employee will be granted up to (3) three days off with pay. With approval, an employee may take additional time off without pay if needed or may choose to use PTO, if available, for any additional days. Please inform your supervisor of the situation and the length of time you are expected to be absent from work. "Immediate Family Member" is defined as: an employee's spouse, children, step-children, parents, step-parents, parents-in-law, grandparents, siblings, siblings-in-law, son-in-law, daughter-in-law or grandchild.

V. STATE MILITARY and ARMED FORCES RESERVE SHORT-TERM

LEAVE: An employee who is a member of the state military forces (the Texas

National Guard, the Texas State Guard, and other active militia or military forces organized under state law), or a reserve component of the Armed Forces, is entitled to a leave of absence from his or her duties on a day on which the person is engaged in authorized training or duty ordered or authorized by proper authority. During a leave of absence, the employee may not be subjected to loss of time, efficiency rating, vacation time, or salary. Leaves of absence may not exceed 15 days in a Federal fiscal year. An employee returning from such leave shall be returned to the position that employee held when ordered to duty.

VI. FEDERAL and STATE MILITARY LONG-TERM LEAVE: An employee who leaves employment to enter active military service is entitled to be reemployed in the same position held at the time of the induction, enlistment in, or order to, active military service or to a position of similar seniority, status, and pay. To be entitled to such re-employment, the employee must be (a) discharged, separated, or released from active military service under honorable conditions not later than the fifth anniversary of the date of induction, enlistment, or call to active military service, and physically, and (b) mentally qualified to perform the duties of that position. An employee who cannot perform the duties of his original or similar position because of a disability the employee sustained during military service is entitled to be re-employed in a position that the employee can perform, and that has like seniority, status, and pay as the former position, or the nearest possible seniority, status, and pay to the former position. An employee veteran eligible for re-employment under the foregoing conditions must apply for re-employment not later than the 90th day after the date the veteran is discharged or released from military service under honorable conditions. An employee re3.030 Leave and Absence from Duty

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employed under this policy may not be discharged from the position without cause before the first anniversary of the date of re-employment. An employee veteran re-employed under this policy is considered to have been on furlough or leave of absence during the time the individual was in military service and may participate in retirement or other benefits to which a public employee may be entitled.

VII. RELIGIOUS LEAVE: Leave requests for religious observances and practices shall be granted except when such requests cannot be reasonably accommodated without undue hardship on the conduct of the school's operations. Such leave shall be unpaid unless other paid leave is available to and requested by the employee.

VIII. COMPLIANCE WITH SUBPOENA: No employee shall be discharged, disciplined, or penalized in any manner because the employee complies with a valid subpoena to appear in a civil, criminal, legislative, or administrative proceeding. A copy of the subpoena shall be given to the employee's supervisor when notifying.

XI. JURY DUTY: It is your civic duty as a citizen to report for jury duty whenever called. If you are called for jury duty, the Island Foundation will permit you to take the necessary time off without pay. You must notify your supervisor within forty-eight (48) hours of receipt of the jury summons.

References:

29 U.S.C. 2601 et seq; 42 U.S.C. 2000(e)(j). 2000e-2(a):

29 C.F.R. 825.100 et seq;

Texas labor Code 52.051:

Texas Government Code 431.005: 613.001-613.005