

CALVIN NELMS CHARTER SCHOOLS STUDENT HANDBOOK

**2020 - 2021
400-2**

School Contact Information

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Katy, Texas 77449

281-398-8031

www.cnchs.net

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PREFACE

To Students and Parents:

Welcome to Calvin Nelms Charter Schools! Teachers and other school staff members want this year to be an especially good one for each student. For this to happen, we all have to work together: students, parents, and teachers. Our student handbook contains information that both students and parents need during the school year to help everyone be safe and successful.

We have attempted to make the language as straightforward as possible. However, please be aware that the term “the student’s parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student. Students and parents also need to be familiar with the Student Code of Conduct. This document is required by state law and intended to promote school safety and an atmosphere conducive to learning.

The student handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

In case of conflict between Board policy and the Student Code of Conduct, the provisions of Board policy or the Student Code of Conduct that were most recently adopted by the Board are to be followed.

We strongly recommend that you review the entire handbook with your child and keep it as a reference during this school year. If you or your child have questions about any of the material in this handbook, please contact the school at your convenience. Please complete and return the acknowledgment form, so that we have record of your acceptance of our rules and regulations.

VISION

The Calvin Nelms Charter Schools Vision is one where students become lifelong learners and responsible citizens ready to meet the challenges of the future.

MISSION

The Calvin Nelms Charter Schools mission is to provide a safe and secure learning environment to gain meaningful, and personalized learning opportunities for all students to reach their full potential as productive members of the community.

CORE VALUES

The philosophical foundations of Calvin Nelms Charter Schools include but are not limited to the following beliefs:

- All students have potential and purpose
- All students can learn and achieve high academic standards
- Counseling, mentoring, tutoring, and individualized education plans are essential to students' successes
- Service projects for the surrounding community contribute to the social development of the students and prepares them for roles as community leaders
- It is crucial to have family and community involved in the students' academic program

NON-DISCRIMINATION

Statement of Nondiscrimination

Calvin Nelms Charter Schools does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. Calvin Nelms Charter Schools complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 ("Title IX"); Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

As required by Title IX, Calvin Nelms Charter Schools does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with Calvin Nelms Charter Schools. Inquiries into issues related to Title IX may be referred to Calvin Nelms Charter Schools' Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Any questions or concerns about Calvin Nelms Charter Schools' compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender (including sexual harassment), is Susanna Johnson, 20625 Clay Road, Katy Texas, 77449, 281-398-8031, sjohnson@cnchs.net.
- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Heather Smith, 20625 Clay Road, Katy Texas, 77449, 281-398-8031, hsmith@cnchs.net.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Lorie Faulk, 20625 Clay Road, Katy Texas, 77449, 281-398-8031, lfaulk@cnchs.net.
- All other concerns regarding discrimination may be directed is Michael Dean, 20625 Clay Road, Katy Texas, 77449, 281-398-8031, mdean@cnchs.net.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

Calvin Nelms Charter Schools prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender, national origin, disability, age, sexual orientation, or any other basis prohibited by law. Calvin Nelms Charter Schools also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of Calvin Nelms Charter Schools policy.

Discrimination and Harassment (Prohibited Conduct)

For purposes of Calvin Nelms Charter Schools policy, the term “Prohibited Conduct” means discrimination or harassment against a student involving conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student, and/or that is so severe, persistent, or pervasive that the conduct:

- Affects a student’s ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student’s academic performance; or
- Otherwise adversely affects the student’s educational opportunities.

Examples of Prohibited Conduct may include offensive or derogatory language directed at another person’s religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

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

“Prohibited Conduct” may also include dating violence, which occurs when one partner in a dating relationship, either past or current, intentionally uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student’s family members or members of the student’s household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a Calvin Nelms Charter Schools investigation, however, may be subject to appropriate discipline.

Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

Reporting Prohibited Conduct

Any student who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged acts to a teacher, counselor, the Principal, or other school employee. The report may also be made by the student's parent. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report of potential Prohibited Conduct, Calvin Nelms Charter Schools will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, dating violence, or retaliation. If not, Calvin Nelms Charter Schools will determine if the allegations, if proven, would constitute bullying. If the alleged prohibited conduct, if proven, would constitute prohibited conduct and would also be considered bullying, an investigation of bullying will also be conducted.

****NOTE**** Calvin Nelms Charter Schools' process concerning formal complaints of sexual harassment is outlined in "Freedom from Sexual Harassment" below.

Investigation

To the extent possible, Calvin Nelms Charter Schools will respect the privacy of the student; however, limited disclosures may be necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated. The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by Calvin Nelms Charter Schools, such as an attorney. When appropriate, the Principal or the student's teacher(s) will be involved in or informed of the investigation.

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

During the course of an investigation and when appropriate, Calvin Nelms Charter Schools will take interim action to address the alleged Prohibited Conduct.

If the school's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. Calvin Nelms Charter Schools may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the school's student and parent complaint process, beginning at Level Two.

PARENT INVOLVEMENT

A child's education is benefited by strong partnership and communication between home and school. Your involvement in this partnership may include:

Encouraging your child to place a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.

Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.

Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call or e-mail the staff member you would like to conference with. A teacher, the principal, or the counselor will return your call or meet with you at a mutually convenient time.

Exercising your right to review teaching materials, textbooks, other teaching aids, and tests that have been administered to your child.

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

- Political affiliations.
- Mental and psychological problems potentially embarrassing to the student or family.
- Sexual behavior and attitudes.
- Illegal, antisocial, self-incriminating, and demeaning behavior.
- Criticism of individuals with whom the student or the student's family has a close family relationship.
- Relationships privileged under law, such as relationships with lawyers, physicians, and ministers.
- Income, except when the information will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.
- You will be able to inspect any teaching materials used in connection with such a survey, analysis, or evaluation.

Reviewing your child's student records when needed. You may review attendance records, test scores, grades, disciplinary records, counseling records, psychological records, applications for admission, health and immunization information, other medical records, teacher and counselor evaluations, reports of behavioral patterns, and state assessment instruments that have been administered to your child.

Granting or denying any written request from the District to make a videotape or voice recording of your child. State law, however, permits the school to make a videotape or voice recording without parental permission for the following circumstances:

- ✓ when it is to be used for school safety;
- ✓ when it relates to classroom instruction or a co-curricular or extracurricular activity; or
- ✓ when it relates to media coverage of the school.

Instructional Conflict with Religious or Moral Beliefs

A parent may remove their child temporarily from the classroom, if an instructional activity in which the child is scheduled to participate conflicts with religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level and graduation requirements as determined by the school and by the Texas Education Agency.

Becoming a School Volunteer

A parent may offer to serve as a parent representative on district-level or campus-level planning committees to assist in the development of educational goals and plans to improve student achievement. For further information about volunteering or attending/addressing board meetings, contact the campus principal/assistant principal.

MEDICINE AT SCHOOL

District employees are not authorized to give a student prescription medication, nonprescription medication, herbal substances, or dietary supplements unless:

Parental permission is granted in the form of written documentation accompanied by prescribed medicine labeled in its original container with the student's name on the label or the parent has completed the school's form giving permission to give medicine.

- If the medication is nonprescription, it must be provided by the parent, along with a written request, and be in the original, properly labeled container. This must be taken to and dispensed by office personnel. Students are NOT allowed to have medication of any type (prescription or non-prescription) in their possession.
- If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if it is required by the student's Individualized Education Program (IEP) or Section 504 Plan for a student with disabilities.

In certain emergency situations, the District will maintain and administer nonprescription medication to a student, but only if:

- The District has obtained from its medical advisor, licensed to practice medicine in Texas, (or from a licensed physician at the county or regional health authority) a protocol for treatment of the particular emergency; and
- The parent has previously provided written consent to emergency treatment on the District's form.

A student with asthma who has written authorization from his or her parent and physician or other licensed health care provider may be permitted, at the student's discretion, to possess and use prescribed asthma medication at school or school-related events. The student and parents

should see the principal/assistant principal if the student has been prescribed asthma medication for use during the school day.

PROMOTION, PLACEMENT AND RETENTION FOR MIDDLE SCHOOL

To be eligible for promotion to the next grade a student must achieve an average of 70 or higher in each of the following core-content courses: English Language Arts, Math, Science and Social Studies. The student must also pass all sections of the STAAR required tests for their grade level. Those that do not meet these requirements successfully may be either placed in the next grade level or retained in their current grade. Placement or retention of the student is determined by the Grade Placement Committee.

PROGRESS REPORTS

Written reports of your child's grades or performance and absences in each class or subject are issued to you at your request. Progress reports of your child's grades are issued at least once per six weeks grading period.

STUDENT OR PARENT COMPLAINTS AND CONCERNS

Usually student or parent complaints or concerns can be addressed by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy. In general, the student or parent should first discuss the complaint with the classroom teacher. If unresolved, a written complaint, suggested solution, and a request for a conference should be sent to the campus administrator. If it remains unresolved, a written complaint, recommended solution, and a request for a conference should be sent to the Superintendent. If still unresolved, the District provides for the complaint to be presented to the Board of Trustees.

GRIEVANCE PROCESS

The governing body ("Board") of CALVIN NELMS CHARTER SCHOOLS adopts the following policy which shall be effective on the date that the policy is adopted by the Board. This policy governs student and parent complaints, employee grievances, and citizen complaints.

For purposes of this policy, "days" means school calendar days.

With the exception of a complaint against the SUPERINTENDENT, each complaint must initially be brought at the lowest level of review, at the Campus Principal Review level.

The Board encourages all complaints to be resolved at the lowest level possible.

SECTION 1. Campus Principal Review of Complaint

Where a(n) CALVIN NELMS CHARTER SCHOOLS employee, student, guardian of a student, or a member of the public has a complaint or concern regarding CALVIN NELMS CHARTER SCHOOLS, the individual shall first bring their complaint or concern in writing to the appropriate campus principal. The complaint must be brought within 15 school days of the date that the complainant knew or should have known of the alleged harm. The complaint must be specific, and where possible suggest a resolution. The principal must hear the complaint within 10 school days, attempt to remedy the complaint in the best interest of the affected parties, and document the outcome. The principal must respond to the complainant and issue a final decision in writing within 10 days of the principal's hearing of the complaint.

SECTION 2. Superintendent Review of Complaint

If the individual bringing the complaint is not satisfied with the campus principal's final decision, then the individual may file a written appeal to the SUPERINTENDENT of CALVIN NELMS CHARTER SCHOOLS. This written appeal shall be filed with the SUPERINTENDENT's office within 10 days of the individual's receipt of the campus principal's final decision. The complaint shall include a copy of the written complaint to the campus principal along with a copy of the campus principal's final decision. A copy of the appeal shall also be delivered to the campus principal.

The appeal must be specific, and where possible suggest a resolution. The complaint shall not include any new issues or complaints unrelated in the original complaint expressed to the campus principal.

The SUPERINTENDENT shall respond to the complaint and issue a final decision in writing within 10 days of receipt of the written appeal.

SECTION 3. Board of Directors Review of Complaint

If the individual bringing the complaint is not satisfied with the SUPERINTENDENT's final decision, then the individual may appeal their complaint in writing to CALVIN NELMS CHARTER SCHOOLS'S Board of Directors within 10 days of receiving the SUPERINTENDENT's final decision. The complaint shall be directed to the President of the Board and shall include a copy of the written complaint to the SUPERINTENDENT along with a copy of the SUPERINTENDENT's final decision. A copy of this appeal shall also be delivered to the SUPERINTENDENT.

The President of the Board, at the next regular or special meeting of the Board, shall provide a copy of the complaint record to all board members, and the Board will hear the complaint. The Board's decision shall be decided on a review of the record developed at the SUPERINTENDENT'S level. Any action of the Board of Directors regarding the complaint shall be taken in compliance with the Texas Open Meeting Act.

[OR]

Individuals who are dissatisfied with the response of the SUPERINTENDENT may present their complaint to the Board of Directors during the time of CITIZEN'S PRESENTATIONS at

the next regular meeting of the board of directors. The board shall “stop, look, and listen” to the complaint, but may not deliberate or act on the complaint except in compliance with the Texas Open Meetings Act.

A complaint against the SUPERINTENDENT shall begin at this level of review and shall follow the complaint process in accordance with this policy section and the Texas Open Meetings Act.

The failure of the Board to act on a complaint has the effect of upholding the SUPERINTENDENT’S decision.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older or is attending an institution of postsecondary education.

The law specifies that certain general information about students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.
- The student’s e-mail address on the District’s computer network.

Release of any or all directory information regarding a student may be prevented by the parent or an eligible student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release of information is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records. Such persons would include school officials (such as board members, the superintendent, and principal), school staff members (such as

teachers, counselors, and diagnosticians), or an agent of the District (such as a medical consultant).

- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

Release to any other person or agency—such as a prospective employer or for a scholarship application—will occur only with parental or student permission as appropriate.

The principal is custodian of all records for currently enrolled students at the assigned school.

The principal is the custodian of all records for students who have withdrawn or graduated.

Records may be inspected during regular school hours. If circumstances effectively prevent a parent or eligible student from inspecting the records, the District shall either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

A parent (or the student if he or she is 18 or older or is attending an institution of postsecondary education) may inspect the student's records and request a correction if the records are considered inaccurate or otherwise in violation of the student's privacy rights. If the District refuses the request to amend the records, the requestor has the right to request a hearing. If the records are not amended as a result of the hearing, the requestor has 30 school days to exercise the right to place a statement commenting on the information in the student's record.

Please note:

Parents or eligible students have the right to file a complaint with the U.S. Department of Education if they believe the District is not in compliance with federal law regarding student records.

The parent's or eligible student's right of access to, and copies of, student records does not extend to all records. Materials that are not considered educational records—such as teachers' personal notes on a student that are shared only with a substitute teacher and records on former students after they are no longer students in the District—do not have to be made available to the parents or student.

STATE ASSESSMENT

All students will take the following STAAR assessments:

Grade 6 – Reading and Mathematics

Grade 7 – Reading, Mathematics, and Writing

Grade 8 – Reading, Mathematics, Science, and Social Studies

Grades 9 – 12 will be required to take the following End of Course (EOC) assessments:

English 1, English 2
Algebra 1
Biology
United States History

RELEASE OF STUDENTS FROM SCHOOL

Doctor's appointments should be scheduled at times when the student will not miss instructional time. In the exception that this is not possible, a doctor's note will be needed upon return to campus. All sign out procedures must be followed.

A student will not be released from school at times other than at the end of the school day except with permission from the principal and according to the campus sign-out procedures.

LATE ARRIVAL TO SCHOOL

Students are expected to be at school on time every school day. Three tardies are treated as one absence. Students who are tardy must sign in at the front office before they are allowed into their first class of the day.

WITHDRAWAL FROM SCHOOL

A student under 18 may be withdrawn from school only by a parent. A student who is 18 or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

CAREER AND TECHNOLOGY PROGRAMS

The District offers career and technology programs to help students learn a marketable skill. Steps will be taken to assure that lack of English language skills will not be a barrier to admission and participation in all educational and career and technology programs.

SERVICE TO YOUR COMMUNITY

Each high school student is required to participate in at least one community service project per semester of enrollment at Calvin Nelms Charter Schools. Service to your community includes, but is not limited to, service projects organized by student council, NHS, and other campus clubs, as well as the campus principal/assistant principal. Court appointed community service does not fulfill this requirement. Middle school service projects will be organized at the middle school level.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Any unauthorized use or inappropriate use of a school computer can result in the loss of use and/or other appropriate consequences.

Students and their parents should be aware that electronic communications using District computers are not private and may be monitored by District staff.

ACADEMIC COUNSELING

Students and their parents are encouraged to talk with a teacher, counselor, or principal to learn about course offerings, the graduation requirements of various programs, and early graduation procedures. Each spring, students in grades 8 through 12 will be provided information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, students should work closely with the counselor to take courses that best prepare them for post-secondary graduation. The counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

ACADEMIC INTEGRITY

All students are expected to do their own work. The instructional environment offered at CNCS demands honesty when dealing with individual student work. Integrity is defined as the uprightness of character and honesty. Academic integrity means every student is expected to do course work to the best of their individual abilities.

Students are at risk of disciplinary action if they are found guilty of plagiarism, copying another student's work, cheating, possession of another student's work, or not working to their full potential.

SPECIAL PROGRAMS

The District provides special programs for bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The superintendent or coordinator of each program can answer questions about eligibility requirements for each program.

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: Heather Smith

Phone Number: 281-398-8031 ext. 114

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: Heather Smith

Phone Number: 281-398-8031 ext 114

Background and Statutory Authority

In accordance with the Individuals with Disabilities Education Act (IDEA) mandate at 34 CFR §300.600, 34 CFR §300.600, the Texas Education Agency (TEA) must primarily focus its monitoring activities on improving educational results and functional outcomes for all children with disabilities and on ensuring that public agencies meet IDEA Part B program requirements. TEA must focus on those IDEA requirements most closely related to improving educational results for children with disabilities. In doing so, TEA must use the quantifiable and qualitative indicators necessary to adequately measure performance in priority areas, including the provision of a free appropriate public education in the least restrictive environment and child find.

TEA is committed to ensuring that every local education agency (LEA) in the state meets federal and state statutory requirements. As part of TEA's corrective action response to requirements issued by the US Department of Education, Office of Special Education Programs (OSEP), Essential Corrective Action 2.a. requires TEA to ensure that all LEAs distribute information to every enrolled student's family regarding IDEA's child find and FAPE requirements to inform them of their rights under IDEA and to provide the contact information to request an initial evaluation.

Texas Education Code (TEC) §26.0081(c) requires TEA to produce and provide LEAs a written explanation of the options and requirements for providing assistance to students who have learning difficulties or who need or may need special education. LEAs must provide the explanation each year to a parent of each student in the district by including the explanation in the student handbook or by another means.

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](#)

STUDENTS WITH DISABILITIES

Upon the recommendation of the admission, review, and dismissal committee, a student with disabilities may be permitted to graduate under the provisions of his or her individualized education program (IEP).

HOMEWORK POLICY

Homework is assigned at the discretion of the teacher. Students are expected to complete all homework as required for course completion. Satisfactory completion of homework is required to earn passing grades, perform well on tests, and remain in good school standing. Parent contact will be made if a student fails to turn in quality homework.

TEXTBOOKS

Responsibility for lost textbooks and damage to the books lies with the student. The student must pay for lost or damaged books before credit will be awarded for a completed course. School records may also be held until damages are recovered. No textbooks are to be removed from a classroom without prior teacher approval.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education, to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences.

Expectations

Every student enrolled at Calvin Nelms Charter School are expected to attend school every day that school is in session. Students are expected to arrive at school on time and are expected to go to every class.

COMPULSORY ATTENDANCE

The state compulsory attendance law requires that:

“A student between the ages of 6 and 18 must attend school and District-required tutorial sessions unless the student is otherwise legally exempted or excused. A student who voluntarily attends or enrolls after his or her eighteenth birthday is required to attend each school day. However, if a student 18 or older has more than five unexcused absences in a semester, the District may revoke the student’s enrollment. The student’s presence on school property is then unauthorized and may be considered trespass.”

School employees must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class will be considered truant and subject to disciplinary action.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- is absent from school ten or more days, or parts of days, within a six-month period in the same school year, or
- is absent three or more days, or parts of days, within a four-week period.

ATTENDANCE REQUIREMENTS FOR COURSE CREDITS

To receive credit in a class, a student must attend at least 90 percent of the days the class is offered. A student who attends fewer than 90 percent of the days the class is offered may be referred to the attendance review committee to determine whether there are extenuating circumstances for the absences and how the student can regain credit.

If credit is lost because of excessive absences, the attendance committee will decide if the student may regain credit and present a plan of action to do so. The student or parent may appeal the committee’s decision to the District’s Board of Trustees by filing a written request with the Superintendent.

If attendance falls below 90 percent, a phone call or conference may be scheduled with the parent and student.

ABSENCE PROCEDURES

When a student is absent from school, a successful contact must be made between the parent and the school the day of the absence. The school will make every effort to contact the parent using the phone numbers(s) on file. However, it is recommended that the parent make contact with the school before 9:00 AM the day of the absence. Failure to make contact may result in an unexcused absence and missed work may not be allowed to be made up.

RETURN FROM ABSENCE AND TARDY PROCEDURES

Upon return from a school absence, high school students must obtain an admittance slip from the school principal prior to the start of the school day. If a student arrives to school after the first period bell has begun, students must sign in and obtain admittance from the front office.

EXCUSED ABSENCES

The following absences will be considered excused absences, if the appropriate documentation and/or contact is made by the parent or guardian:

1. Personal illnesses that do not exceed (3) consecutive days.
2. Illnesses that extend beyond three (3) days will require a doctor's note in order for the student to return to school.
3. Temporary absence resulting from any cause acceptable to the principal and /or superintendent.
4. Students will be allowed the same number of days absent to make up work missed.

MISSED DAYS THAT ARE CONSIDERED PRESENT

According to state law (Texas Education Code 25.087) the following absences from school will count as a day present, if the student provides all of the proper documentation for the absence:

1. Documented health care appointment, if the student begins classes or returns to school on the same day as the appointment.
2. Observance of religious holidays.
3. Juvenile court proceeding documented by a probation officer.
4. Screening, diagnosis, and treatment required by a probation officer.
5. Board approved extracurricular activity.
6. Sounding "Taps" at a military honors funeral held in Texas for a deceased veteran.
7. Is 16 years old or older and misses school for the purpose of serving as an election clerk.
8. Student misses school to appear at a government office to complete US citizenship.
9. Student misses school for the purpose of taking part in the student's own United States naturalization oath ceremony.
10. A junior or senior and misses no more than 2 days per year to visit a college/university.

UNEXCUSED ABSENCES

1. Any absence not listed in the excused absence list will be considered unexcused.
2. Examples of unexcused absences include, but are not limited to over sleeping, personal business, vacation, non-school extra-curricular activities.
3. If the school is unable to make contact with the parent and the parent fails to make contact with the school during an absence, the absence may be considered unexcused and work missed cannot be made up.

TRUANCY

1. A student absent from school without an excuse for ten (10) or more days within a 6 month period in the same school year or on three (3) or more days within a four week period is considered truant and in violation of the compulsory attendance laws.
2. The parent or guardian is subject to prosecution (TEC, Sec. 24.0939) if the student fails to comply with attendance laws.
3. A student who is 12 years old or older is subject to prosecution (TEC, Sec. 24.094) or referral to juvenile court if he/she fails to attend school as required by law.
4. **Vacations** need to be taken during scheduled breaks, as listed on the official Calvin Nelms Charter Schools calendar.
5. **Texas Statute does not allow a student to be absent from school for vacation during instructional days.**

STUDENT CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner and always exercise self-discipline.
- Attend all classes, regularly, and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.
- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.
- Display academic integrity.
- PDA-Public display of affection should be avoided at all times. Calvin Nelms Charter Schools have a no touching policy and students are expected to follow this rule at all times.
- It is **never** appropriate for 2 or more students to be in a bathroom and/or shower stall together.
- There is a Zero Tolerance Policy for Violent and Illegal Actions including fighting, bringing drugs or alcohols on campus, damaging school property or participating in

illegal activities. These actions will result in immediate unenrollment and possible law enforcement involvement.

SCHOOL CONDUCT ENFORCEMENT BOUNDARIES

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with, or independent of, classes and school-sponsored activities. The District has disciplinary authority over a student:

- during the regular school day and while a student is traveling to and from school on District transportation.
- during lunch periods.
- within 300 feet of school property.
- while a student is in attendance at any school-related activity, regardless of time or location.
- for any school-related misconduct, regardless of time or location.
 - This includes school social events to which a student brings a guest. Guests are expected to observe the same rules as students attending the event, and the person inviting the guest will share responsibility for the conduct of the guest.
 - A student attending a social event will be asked to sign out when leaving before the end of the event; anyone leaving before the official end of the event will not be readmitted.
- when retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- when a student commits a felony, as described by Texas Education Code 37.006.
- when criminal mischief is committed on or off school property or at a school related event.

As required by law, the District has developed and adopted a Student Code of Conduct that prohibits certain behaviors and establishes standards of acceptable behavior—both on and off campus—and consequences for violation of the standards. An Students need to be familiar with the standards set out in the Student Code of Conduct, as well as campus and classroom rules.

DISRUPTIONS

In order to protect student safety and sustain an educational program free from disruption, state law permits the District to take action against any person—student or nonstudent—who:

- interferes with the movement of people in an exit, an entrance, or a hallway of a District building without authorization from an administrator.

- interferes with an authorized activity by seizing control of all or part of a building.
- uses force, violence, or threats in an attempt to prevent participation in or cause disruption during an authorized assembly.
- uses force, violence, or threats in an attempt to prevent people from entering or leaving District property without authorization from an administrator.
- disrupts classes while on District property or on public property that is within 500 feet of District property. Class disruption includes making loud noises; trying to entice a student away from or to prevent a student from attending a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- interferes with the transportation of students in District vehicles.

HARASSMENT ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, OR DISABILITY

Students must not engage in harassment behaviors directed toward another student motivated by race, color, religion, national origin, or disability.

Students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment of any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, principal or the superintendent.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the campus principal or superintendent. The allegations will be investigated and addressed. A substantiated complaint against a student will result in appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

The student or a parent may appeal the decision of the principal regarding the outcome of the investigation in accordance with board policy.

ELECTRONIC DEVICES

Cell phones, music devices, pagers, cameras and electronic games/devices are not appropriate for an instructional setting. Apple watches may be worn but cannot be used for anything other than telling the time during the school day. All electronic devices, including cell phones, must be turned "OFF" to avoid confiscation. Use of any unauthorized electronic device during the student's school day will result in confiscation, parent contact, and an after school detention

assigned by the teacher who confiscated the phone. The phone will be returned at the end of the school day unless the parent requests otherwise. Cell phones and other electronic devices may only be used before or after a student's scheduled school day. If a student is released before the end of the official school day, they should not be using electronic devices in the school building without permission from school staff. For safety reasons all students should refrain from using electronic devices while walking to the bus line and/or car rider lines. Refusal to relinquish a device to requesting school personnel is not an option. Student refusal will result in the elevation of the offense and an immediate conference with the campus principal.

At the middle school level, all electronic devices must be turned into their first period teacher's box upon entering the gym every morning. Phones will be returned to the student by their last period teacher. Failure to follow this policy will result in the same above mentioned procedure.

INTERNET USE

Computer System Access

Access to all of Calvin Nelms Charter Schools computers, computer networks, electronic mail, and the Internet is for educational and administrative purposes. All users will agree in to comply with Calvin Nelms Charter Schools policies and procedures regarding such access. Failure to comply may result in disciplinary action.

Protection Measure

The Superintendent shall ensure that Calvin Nelms Charter Schools utilizes a filtering device or software that prevents any Calvin Nelms Charter Schools computer and prevents Calvin Nelms Charter Schools internet service from accessing material that is obscene, child pornography, or harmful to minors.

Internet Safety. The Superintendent shall implement a safety plan that ensures:

- a. Online activities of minors are monitored at the discretion of the Principal;
- b. Students' Internet access to inappropriate material is controlled;
- c. Students' safety is ensured when using electronic communication, including, but not limited to electronic mail, social networking sites, and chat rooms;
- d. The prevention of unauthorized access, including hacking, and other unlawful activities;
- e. The prevention of the unauthorized disclosure uses and dissemination of personal information regarding minors; and
- f. Students are educated about appropriate online behavior including interacting with other individuals on social networking websites, chat rooms and cyber-bullying awareness and response.

Monitored Computer Use

The use of Calvin Nelms Charter Schools computers and/or internet system is not confidential and may be monitored by designated Calvin Nelms Charter Schools personnel to ensure appropriate use.

BULLYING/CYBERBULLYING

Bullying and/or cyberbullying will not be tolerated. Bullying may be written or verbal expression or physical conduct that creates an intimidating, threatening or abusive educational environment for a student. Examples of bullying include, but are not limited to: threats, taunting, teasing, confinement, assault, demands for money, destruction of property, theft of possessions, name calling, rumor spreading, or ostracism. Cyberbullying occurs when such threats or intimidation are expressed through electronic means.

Because bullying and cyberbullying foster an adverse educational environment, such actions will result in District action regardless of whether the actions occurred on or off campus and, in the matter of cyberbullying, without regard to whether the electronic means and devices were school property or school issued.

Any student who has experienced bullying or believes that another student is the victim of bullying should immediately report the alleged acts to a teacher, counselor, campus principal, or other District employee.

The campus principal/assistant principal or designee will investigate and take appropriate corrective action.

SEXUAL HARASSMENT/SEXUAL ABUSE

Students must not engage in unwanted and unwelcomed verbal or physical conduct of a sexual nature directed toward another student or a District employee. This prohibition applies whether the conduct is by word, gesture, or any other sexual conduct, including requests for sexual favors. All students are expected to treat other students and District employees with courtesy and respect, to avoid any behaviors known to be offensive, and to stop these behaviors when asked or told to stop.

The District will notify the parents of all students involved in sexual harassment by student(s) when the allegations are not minor, and will notify parents of any incident of sexual harassment or sexual abuse by an employee. To the greatest extent possible, complaints will be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation.

A complaint alleging sexual harassment by another student or sexual harassment or sexual abuse by a staff member may be presented by a student and/or parent in a conference with the Title IX coordinator. The student or parent may appeal the decision regarding the outcome of the investigation in accordance with board policy and grievance process.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school:

- the campus principal/assistant principal will verify and record the identity of the officer or other authority and ask for an explanation of the need to question or interview the student.
- the campus principal ordinarily will make reasonable efforts to notify the parents unless the interviewer raises what the campus principal considers to be a valid objection.
- the campus principal ordinarily will be present unless the interviewer raises what the campus principal considers to be a valid objection.
- the principal will cooperate fully regarding the conditions of the interview, if the questioning or interview is part of a child abuse investigation.

Students Taken into Custody

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

- to comply with an order of the juvenile court.
- to comply with the laws of arrest.
- by a law enforcement officer if there is probable cause to believe the student has engaged in delinquent conduct or conduct in need of supervision.
- by a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
- to comply with a properly issued directive to take a student into custody.
- by an authorized representative of Child Protective Services, Texas Department of Protective and Regulatory Services, a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in the Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the principal will verify the officer's identity and, to the best of his or her ability, will verify the official's authority to take custody of the student.

The principal/assistant principal will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the principal/assistant principal considers to be a valid objection to notifying the parents. Because the principal does not have the authority to prevent or delay a custody action, notification will most likely be after the fact.

Notification of Law Violations

The District is also 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 or adjudicated of delinquent conduct for any felony offense or certain misdemeanors.

DISTRIBUTION OF SCHOOL MATERIALS

Publications prepared by and for the school may be posted or distributed, with prior approval by the principal, sponsor and teacher. Such items may include school posters, brochures, murals, etc.

All school publications are under the supervision of a teacher, sponsor, and the campus principal.

DISTRIBUTION OF NON-SCHOOL MATERIALS

Unless a student (or a nonstudent) obtains specific prior approval from the campus principal, written materials, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials may not be posted, sold, circulated, or distributed on any school campus. Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct.

DRESS AND GROOMING

The District's dress code is established to prevent disruption, minimize safety hazards, and encourage self-respect, but still allow students to express individualism. Students are expected to adhere to standards set by the school.

Students May Not:

- wear low cut clothing, immodest attire, and excessively sagging pants.
- wear tube tops, spaghetti straps or pajamas attire, including slippers.
- allow undergarments to show, including underwear, bra straps, etc.
- wear gang-related paraphernalia, "colors," etc.
- wear clothing or tattoos with inappropriate slogans or symbols, including references to sex, drugs, violence, alcohol, tobacco or profanity.
- wear clothing with writing on seat of pants or shorts. (Hottie, Hooters, Pink, etc.)
- wear clothing with slogans, symbols, pictures, etc. that are disrespectful or discriminating toward any person regarding race, gender, ethnicity, age, etc.
- wear head coverings or hoodies that cover eyes or face.
- wear hoods up inside the school building.
- No yoga, spandex, or form fitting pants may be worn without appropriate coverage. This type of clothing must be covered by pants, shorts, or skirts that are within 4 inches of the knee.
- Dresses/skorts/skirts may not be spandex or other form fitting materials. They must meet the acceptable length requirement regardless of whether leggings are also worn.
- Clothing may not have holes, slashes, or slits at levels higher than four inches above the knee.

- Male students may not wear sleeveless shirts. Female students wearing sleeveless shirts must have a shirt that is not revealing around arm opening whereas any part of the bra may be visible.

Students May:

- wear hats – if worn with brim forward – (no fish hooks or sharp objects).
- wear shorts/skirts – no shorter than hand-width (3”-4”) from knee when standing or sitting.
- wear coats, jackets, etc. as weather dictates, not to cover up inappropriate clothing.

Students Must:

- wear appropriate footwear at all times.
- wear only prescription glasses while in the school building. (no sunglasses)
- wear a belt when pants do not stay at student’s waistline without assistance.

The campus principal will be the determining authority on questions of appropriate/inappropriate dress and grooming.

BAGS/BACKPACKS

- No backpacks are allowed on either campus. If a bag or backpack is required for an extracurricular activity, the bag must be stored in the appropriate room or gym prior to the start of the school day. When required to carry computers, backpacks will be allowed.
- Purses need to be small in size and not be able to hold a text book.

STUDENT FEES

Materials that are part of the basic educational program are provided with state and local funds and are at no charge to a student. A student, however, is expected to provide his or her own pencils, paper, erasers, and notebooks and may be required to pay certain other fees or deposits, including:

- Costs for materials for a class project that the student will keep
- Personal physical education and athletic equipment and apparel
- Voluntarily purchased pictures, publications, class rings, yearbooks, graduation announcements, etc.
- Fees for lost or damaged books
- Fees for electronic device violations
- Fees for summer school courses
- Fees for graduation including cap, gown, tassel, diploma

Any required fee or deposit may be waived if the student and parent are unable to pay. Application for such a waiver may be made to the superintendent.

Please see the school website under the resources tab for list of needed materials.
WWW.CNCHS.NET

FUNDRAISING

Student clubs or classes, outside organizations, and/or parent groups occasionally may be permitted to conduct fund-raising drives for approved school purposes. An application for permission must be made to the principal/assistant principal at least 10 days before the event.

IMMUNIZATIONS

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, rubella (measles), mumps, tetanus, Hemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, pertussis, meningococcal (MCV4) and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health. Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

If a parent chooses to exempt their student from state required immunizations for reasons of conscience, including religious beliefs, the parent must provide an original, notarized copy of an affidavit exemption. This affidavit must be renewed every two years. Instructions for obtaining the affidavit can be found at www.Immunizetexas.com under "School & Child-Care."

If a student should not be immunized for medical reasons, the student or parent must present a certificate signed by a U.S. licensed physician stating that, in the doctor's opinion, the immunization required would be harmful to the health and well-being of the student or any member of the student's family or household. This certificate must be renewed yearly unless the physician specifies a life-long condition.

COMMUNICABLE DISEASES/CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the principal so that other students who might have been exposed to the disease can be alerted. Calvin Nelms Charter Schools has an **Infection Control Plan and a Pandemic Plan in place.**

Among the more common of these diseases are the following:

| | | |
|--------------------|---------------------|---|
| Amebiasis | Hepatitis A (acute) | Ringworm of the scalp |
| Campylobacteriosis | Impetigo | Rubella (German Measles), including congenital |
| COVID-19 | | |

| | | |
|--------------------------------------|--------------------------|--|
| Chicken pox (varicella) | Infectious mononucleosis | Salmonellosis, including typhoid fever |
| Common cold with fever | Influenza | Scabies |
| Fifth disease (Erythema Infectiosus) | Measles (Rubella) | Shigellosis |
| Seasonal Flu | | |
| Gastroenteritis, Viral | Meningitis, Bacterial | Streptococcal disease, invasive (group A or B) |
| Giardiasis | Mumps | Tuberculosis, Pulmonary |
| Head Lice (Pediculosis) | Pinkeye (Conjunctivitis) | Whooping Cough (Pertussis) |

Bacterial Meningitis

State law requires the District 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 most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

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 1 year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children 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 it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. 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; sharing drinking containers, utensils, or cigarettes).

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?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as 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 YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

HEALTH SCREENINGS

Periodically health screenings are conducted as required by law or TEA.

PRAYER

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

ACCIDENT PREVENTION

Student safety on campus and at school related events is a high priority of the District. Although the District has implemented safety procedures, the cooperation of students is essential to ensure school safety. A student should:

- avoid conduct that is likely to put the student or other students at risk.
- follow the behavioral standards in this handbook and the Student Code of Conduct, as well as any additional rules for behavior and safety set by the principal, teachers, or bus drivers.

- remain alert to and promptly report to a teacher or the principal safety hazards, such as intruders on campus and threats made by any person toward a student or staff member.
- know emergency evacuation routes and signals.
- follow immediately the instructions of teachers, bus drivers, and other District employees who are overseeing the welfare of students.

ACCIDENT INSURANCE

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in TCSAAL competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

SAFETY DRILLS - Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner. Calvin Nelms Charter Schools has an extensive **Safety and Security Plan** in place.

EMERGENCY MEDICAL TREATMENT & INFORMATION

If a student has a medical emergency at school or a school related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus principal to update any information.

FOOD, DRINKS, AND GUM

Off-campus food and drink are not allowed except for student lunches brought from home. Those lunches must be placed in the appropriately designated refrigerator and may not be accessed until the lunch break. Vending machines are available to students on campus.

- Gum is **not** allowed on campus. It must be removed and thrown in the trash at the entrance to the building.
- Classroom birthday parties are not allowed. Please do not bring or drop off birthday items to limit disruptions to the instructional day.
- Food and drinks are not allowed in the cloth chairs at any time.
- Water bottles will be allowed in the classroom at the discretion of the teacher. Water should be in its original container or a clear water bottle.

PEST CONTROL NOTIFICATIONS

The District periodically applies pesticides inside buildings after school hours, during long weekends and holidays. Parents who want to be notified prior to pesticide application inside their child's school may contact the campus principal.

VANDALISM

To ensure that school facilities can serve those for whom they are intended—both this year and in the coming years—littering, defacing, or damaging school property is not tolerated. Students will be required to pay for damages they cause and will be subject to criminal proceedings as well as disciplinary consequences in accordance with the Student Code of Conduct.

SEARCHES

In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, District officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

CONTRABAND

Students are prohibited from possession, use and/or distribution of the following items while on school property: weapons (knives, guns, pocket-knives, needles, razors/razorblades, etc.), tobacco products, Vapes, lighters, illegal drugs, prescription drugs not reported to school personnel, drug paraphernalia, alcohol, sexually explicit materials and any other items deemed inappropriate by the principal.

Contraband items will be immediately confiscated. Law enforcement will be contacted as violation warrants. Students will be subject to withdrawal from CNCS for serious violations or repeated minor violations.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit District schools. For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office. Visits to individual classrooms during instructional time are permitted with prior approval of the campus principal and teacher. All visitors are expected to demonstrate the highest standards of courtesy and conduct; disruptive behavior will not be permitted. Visitors must also follow the Calvin Nelms dress code.

ON CAMPUS ALTERNATIVE EDUCATION PROGRAM

In certain circumstances, it may be necessary for a student to be placed in the On Campus Alternative Education Program. The hours of operation for this program will be 1:30 PM – 5:30 PM. Students are responsible for their own transportation. Failure to attend daily and on time will result in further disciplinary action or withdrawal from Calvin Nelms Charter Schools.

HIGH SCHOOL SPECIFIC TOPICS

COLLEGE REQUIREMENTS

Most colleges require either the American College Test (ACT) or the Scholastic Aptitude Test (SAT) for admission. Students are encouraged to talk with the counselor during their junior year to determine the appropriate exam to take; entrance exams are usually taken at the end of the junior year.

CLASS RANK/TOP TEN PERCENT

For two school years following their graduation, District graduates ranked in the top ten percent of their graduating class are eligible for automatic admission into four-year public universities and colleges in Texas. The final official ranking of all students who graduated throughout the school year is completed during the month of May each year. All academic high school grades are used to calculate GPA. These GPAs are sorted and the top 10% is determined.

SCHOLARSHIPS AND GRANTS

Students who have financial need according to federal criteria and who complete the Recommended High School Graduation Program may be eligible under the Texas Grant Program for tuition and fees to Texas public universities, community colleges, and technical schools, as well as to private institutions.

CORRESPONDENCE COURSES

The District permits high school students to take correspondence courses through a university approved by the superintendent for credit toward high school graduation. A maximum two credits may be earned through correspondence courses.

COURSE CREDITS – Earning

Course credit may be earned at the end of each semester.

Students must earn six to seven credits per year to remain “in good standing.” Students behind in credits or not earning credits at an appropriate pace may be required to attend an extended school day. Failure to show progress is grounds for possible withdrawal from the Calvin Nelms Charter Schools program.

CREDIT BY EXAM—Previous instruction

A student may be eligible for a CBE if the student has received prior instruction in a course but did not receive credit. Student eligibility for the exam is determined at the time of school enrollment. To initiate the process, a student must request to be administered a specific CBE. After it has been determined the student is eligible, test administration will be scheduled during the school year. The CBE is based upon the Texas Essential Knowledge and Skills for each course. A student must show at least 70% proficiency on the exam to receive credit. No retakes.

CREDIT BY EXAM—No prior instruction

Due to changes in the standardized testing assessment process and state graduation requirements, students are no longer allowed to receive credit by examination for courses for which they have never been enrolled.

EXEMPTION POLICY

In the Fall, 9th grade students can exempt **one** non- STAAR taking course's semester exam, 10th grade students can exempt **two** non-STAAR semester exams, 11th grade students can exempt **three** non-STAAR semester exams, and 12th grade students can exempt **four** non-STAAR semester exams. The same is available in the Spring except STAAR courses will be allowed for exemption.

Students receive only one (1) exemption form.

If they lose the card, they lose the privilege of exempting that semester.

1. District Policy of Exemption Eligibility – An exempting student must have:
 - a. 3 or fewer absences (Remembering: 3 tardies = one absence) College days and field trips do not count against their exemptions
 - b. Grade of 80 or above when averaging 1st, 2nd, and 3rd six weeks grades.
 - c. No suspension or AEP placement for the year.
 - d. No more than 1 after school detention per semester.
 - e. Paid fees and fines with Mr. Dean.
2. Exemption Timeline – TBD each semester.
3. On Exam Day
 - a. Exempting students may:
 - i. Leave after 9am attendance if exempting afternoon exam.
 - ii. Sit in the Commons during time of exam exempted.

CONCURRENT ENROLLMENT (DUAL CREDIT) COLLEGE COURSES

Some high school (junior/senior level) classes can be taken through the college campus. Students must have attended Calvin Nelms for at least one semester and be classified as a Junior or Senior to be eligible. Students must attend all mandatory meetings regarding dual credit and meet all deadlines to enroll. Students must be in good academic, attendance, and discipline standing to be approved. These courses will generate both high school and college credit. Students must maintain a 3.0 or above in all college courses to continue in the program. Courses most popular for dual credits are: English 1301, English 1302, Economics, Government, College Algebra, Psychology, Sociology, US History, and Speech.

OFF-CAMPUS PHYSICAL EDUCATION GUIDELINES – GRADES 9-12

Program Description

The Off-Campus Physical Educator Program is a cooperative arrangement between CNCHS and the approved off-campus sponsoring facility/agency. All sports/activities require individual, one-to one, directly supervised instruction. No team sports, including team sports private lessons, will be approved (i.e. basketball, hockey, lacrosse, soccer, softball, volleyball, etc.). Only sports that allow for individual scoring and individual advancement will be approved.

Qualifying Criteria

Requires a minimum of five (5) hours per week of appropriate participation by the student (i.e. swimming, gymnastics, ballet, etc.). The student is not allowed to miss any part of the school day for participation in this type of program. The term “appropriate” means that the substituted activity is in congruence with the Physical Education Texas Essential Knowledge and Skills (TEKS) as closely as possible, if not above and beyond the rigor of the standards.

Off-Campus Physical Education Program Procedures

1. The student obtains an Off-Campus P.E. Waiver Information Packet from the campus counselor or online on the CNCHS Web Page, (click on Parent).
2. The student /parent reads all the information provided in the packet and fills out the “Off-Campus Physical Education P.E. Waiver Application” form.
3. The student/parent provides the instructor from the sponsoring agency or facility with the “Off-Campus Physical Education Waiver Application (Grades 9-12)” and the “Off-Campus Physical Education Activity Schedule and Instructor Agreement” for completion and signature. A Waiver does not allow a student to miss any part of the school day for participation in this type of program.
4. The student/parent submits the application form and instructor agreement to the counselor prior to the end of the first week of the semester in which participation is sought. The waiver is only valid for the current year or semester and requires submission of an application annually.
5. After checking the application thoroughly, the counselor will review the application and, based on local district guidelines, secure approval from the campus principal. The P.E. waiver will be kept in the counselor’s office. **The campus principal is the administrator who approves or denies the Off-Campus P.E. Waiver for credit.**
6. The counselor will notify the parent/guardian by phone or in writing if there is a concern.
7. CNCHS will monitor the sponsoring agency during the semester to ensure compliance with the Texas Education Agency’s (TEA) regulations.
8. Grades and absences will be reported by the instructor from the sponsoring facility/agency to the counselor/registrar one week prior to the end of each current six weeks. No grade will be recorded. Credit will be determined on a pass/fail basis.
9. Any changes in the Off-Campus P.E. Waiver activity schedule must be approved by the campus principal and then reported immediately to the counselor.

Attendance

In addition to the minimum hourly requirements, the student must participate in his/her activity for at least four (4) of the required hours spread over three (3) days falling between Monday through Friday of each week.

Attendance in the off-campus physical education program must comply with state compulsory attendance laws and the attendance for credit statute which requires a student to be present 90% of the days a class is offered in order to gain credit. Participation in events/activities related to the Off-Campus Physical Education Program should not affect the student’s attendance at school. Absences resulting from participation shall be recorded as unexcused.

The student must participate in the Off-Campus Physical Education program for a minimum of seventeen weeks. Extended absences for injury or illness (not to exceed nine weeks) will be excused only with a physician's letter.

Grades, Credits, and Requirements

No letter grades will be recorded. Credit will be determined on a pass/fail basis.

Transportation

Transportation to and from the sponsoring agency will be the sole responsibility of the student or the student's parent/guardian.

Transfer

The student may **NOT** transfer from a physical education or athletic class into an Off-Campus Physical Education program after the deadline for application. However, the student may withdraw from the Off-Campus Physical Education Program and transfer back to an on-campus physical education or athletic program.

Liability

The District and its officers or representatives shall be excluded from liability and/or medical expenses that may develop or result from the student's participation in an off-campus program including travel to and from the program. The district has no control over the daily activities of the program, quality of the program, or qualifications of the instructor. CNCHS does not perform criminal background checks on the Off-Campus Physical Education Instructors.

Revoking Transfer

A student's physical education waiver may be revoked if it is determined that the student's participation in the program no longer meets the criteria specified for the category chosen, if the student's attendance becomes irregular.

Student/Parent Responsibilities

The student/parent is responsible for adhering to the following requirements:

- Obtaining an Off-Campus Physical Education packet from the counselor or CNCHS Web Page
- **Submitting a completed application and instructor agreement to the counselor prior to the end of the first week of the semester or sooner for which credit is being sought.**
- Ensuring that the student participates in his/her activity at one approved agency, under professional supervision, for at least the minimum amount of time per.
- Ensuring that the student attends his/her activity on a regular basis that includes attending 90% of the days the class is offered and participating in the program a

minimum of seventeen weeks

- Providing transportation to and from the sponsoring agency
- Notifying the counselor of any changes in the student's schedule
- Notifying the counselor if the student's attendance becomes irregular or if the student withdraws from the program

Campus Responsibilities

The responsibilities include the following:

- Providing applications and information on the Off-Campus Physical Education Waiver to students interested in participation in the program
- Answering any questions/concerns of the student/parent
- Checking each application submitted to verify that it is correctly and completely filled out, based on local district guidelines, and secures approval from the campus principal.
- Maintaining the P.E. waiver in the counselor's or registrar's office
- Notifying the student/parent of any concerns regarding the application by phone and/or in writing
- Ensuring that grades (pass/fail) and attendance are recorded for students participating in Off-Campus Physical Education Programs at the end of each six-week grading period as received by the instructor of the Off-Campus Program
- Ensuring grades (pass/fail) are recorded at the same time, as well as all other six-week grades, are entered
- Ensuring absences are entered

GRADE CLASSIFICATION

After the ninth grade, students are classified according to the number of credits earned toward graduation.

| Credits Earned | Classification |
|----------------|----------------|
| 6 | Sophomore |
| 12 | Junior |
| 18 | Senior |

GRADUATION REQUIREMENTS

To receive a high school diploma from the District, a student must successfully complete the required number of credits (26) and pass the designated statewide assessments.

For high school students, the statewide assessment system shifts to State of Texas Assessment of Academic Readiness (STAAR) testing. Those students will annually be required, during the final half of the spring semester, to demonstrate mastery of five academic subjects in order to receive a high school diploma. Over the course of their high school career, students will demonstrate mastery of the following subjects:

English 1, English 2, Algebra 1, Biology, and United States History.

All course credits and testing requirements must be satisfied before a student may participate in a graduation ceremony.

GRADUATION PROGRAMS

All incoming freshmen will graduate under the Foundation plan and choose one of the following endorsement plans: STEM, Business & Industry, Arts & Humanities, Public Service or Multi-disciplinary Studies. The guidance counselor can help you decide which program is best for you.

GRADUATION ACTIVITIES

Graduations will be held as scheduled on the school calendar for students who have completed all graduation requirements.

Students must apply for graduation at least four weeks prior to the date they expect to graduate. A graduation fee of \$75 must be paid prior to graduation. This fee will include the cost of diploma, cap & gown, and graduation tassel. These items become the property of the graduate at the time of graduation.

Graduates are role models and inspirations for younger students. As such, their participation in the graduation ceremony is considered to be a mandatory community service requirement.

DRIVER'S LICENSE (VOE)

Students between the ages of 16 and 18 must annually provide the Texas Department of Public Safety a form obtained from the school verifying that the student has met the 90 percent attendance requirement for the semester preceding the date of application. The student can obtain this form in the office with permission from the principal.

VEHICLE SEARCHES

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the presence of the student. A student has full responsibility for the security of his or her vehicle and must make certain that it is locked and that the keys are not given to others.

STUDENT PARKING

Students with a valid Texas driver's license are allowed to park on school property. Students should exit vehicles upon their arrival at school. Keep music levels to a minimal volume when arriving or departing school grounds. Students should not return to vehicles or parking lot until the end of their school day.

SCHOOL CLOSINGS – Weather and other emergencies

Calvin Nelms Charter Schools may close due to bad weather or other emergencies. We will follow Katy ISD closings. Listen to the radio and watch the TV during these times. School information will also be posted to the school website at www.cnchs.net. and sent out using the **School Messenger** communication program

AFTER SCHOOL DETENTION

Persistent violation of the Student Code of Conduct may result in an after school detention assignment. After school detention will be held Monday through Friday from 1:30-2:30 PM for high school and middle school students. Failure to attend after school detention on the day it is scheduled will result in further disciplinary action.

BUS TRANSPORTATION

Calvin Nelms Charter Schools Director of Transportation is Michael Dean. He can be reached at 281-398-8031 ext. 102. In most areas, bus service is provided for full day students as numbers warrant.

CAREER AND TECHNOLOGY COURSES

Calvin Nelms offers training leading to a marketable skill with the following courses:
(* advanced CTE course)

| | |
|---|--------------------------------------|
| Accounting I | Robotics* |
| Accounting II | Electronics* |
| Landscape Design & Turf Management* | Forensic Science* |
| Travel and Tourism Management* | Child Development* |
| Professional Communications | Sports & Entertainment Marketing* |
| Horticulture | Diversified Career Preparation* |
| Principles of Technology* | Medical Terminology* |
| Child Guidance* | Lifetime Nutrition & Wellness* |
| Wildlife, Fisheries & Ecology Management* | Principles of Transportation |
| Principles of Hospitality & Tourism | Concepts of Engineering & Technology |
| Principles of Business, Marketing and Finance | Business Management* |
| Principles of Health Science | Health Science* |
| Anatomy and Physiology* | Entrepreneurship* |

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right. Eligibility for participation in many of these activities is governed by state law as well as rules of the TCSAAL—Texas Charter School Academic and Athletic League. The following requirements apply to all extracurricular activities:

A student who receives at the end of a grading period a grade below 70 in any academic class, other than a class identified as advanced by either the State Board of Education or by the local Board, may not participate in extracurricular activities for at least three school weeks.

A student with disabilities who fails to meet the standards in the individualized education program (IEP) may not participate for at least three school weeks.

An ineligible student may practice or rehearse, only after attending tutorials in the classes causing ineligibility.

A student who misses a class because of participation in a school approved activity is expected to make up missed work on the next school day.

CNCS offers the following sports when interest is sufficient to field a team:

Volleyball Track Basketball Cross Country

CNCS will be participating in UIL Academic Region 4- District 25- 2A contests beginning 20-21.

TCSAAL/UIL ATHLETIC PHYSICALS

Physicals are required of all athletic programs sponsored by Texas Charter School Academic and Athletic League. This form may be obtained from your coach or found on our website.

WWW.CNCHS.NET

Please refer to the [Guide to Reopening on the front page of the School Website www.cnchs.net](http://www.cnchs.net).

PANDEMIC RELATED POLICIES/Virtual Synchronous Learning/Pandemic Policies

IN-PERSON LEARNING

For the health and safety of all students and staff – parents are required to assist their children with a daily self-screening for COVID-19 symptoms and fever before arriving to school, or boarding school transportation.

Per TEA “*In evaluating whether an individual has symptoms consistent with COVID-19, consider the following questions: Have they recently begun experiencing any of the following in a way **that is not normal for them?***”

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

HEALTH AND HYGIENE PRACTICE, INCLUDING MASKS

Schools are required to comply with the Governor’s executive order regarding the wearing of masks. In addition to the Governor’s executive order, TEA has provided school districts with guidance that can require the use of masks or face shields for adults or students for whom it is developmentally appropriate. CNCS Return to School Phase 1 protocols require the following in regard to the wearing of face masks and will be reviewed upon the end of the first grading period.

- Facial coverings required for all district staff
- Facial coverings required for students grades 6 through 12. **Masks cannot be vulgar, inappropriate, or anything that might be considered offensive.**
- Instructional day temperature checks required for new enrollees and late arrival students
- No outside food or gift deliveries will be accepted
- Visitors, non-essential to school operations, will not be given access to the campus including on the first day of school and during scheduled mealtimes
- Parents/volunteers required to conduct campus visits by phone, virtual or by pre-scheduled appointment
- No student field trips during the instructional day
- No large group gatherings or events will be held during the instructional day or evenings
 - During PE a student may remove his/her mask, as long as six feet is kept between participants at all times.

- Students are encouraged to bring their own masks, but the school will provide masks when needed.
- If a student has a medical reason for not wearing a mask, the parent must contact the front office prior to the student attending in-person classes for further instructions and/or accommodations.
- If a student refuses to wear a mask, the student will immediately be removed from class and the parent will be notified. It is not an option to not wear a mask during mandatory mask orders from the Governor.

SANITATION OF CLASSROOMS AND BUSES

- Campuses are cleaned throughout the instructional day with an emphasis on cleaning high traffic and multiple touch areas, including door handles, restrooms, large group transition areas, cafeteria between meals
- Hand sanitizer stations are located in multiple areas throughout the campus
- Transportation personnel disinfect school buses between runs and hand sanitizer is on each bus
- Signage for proper hygiene practices is visibly posted at multiple locations
- We have contracted with DTK Facility Services to clean the school nightly with Virex, an EPA approved disinfectant that kills all viruses including Covid 19.

Per TEA's COVID-19 guidance regarding transportation, CNCS is implementing enhanced cleaning and disinfecting procedures between each bus trip. Bus transportation is provided for eligible riders and every effort is made to ensure students are able to socially distance. In addition, TEA encourages families to drop students off, carpool, or walk with their student to school to reduce possible virus exposure on a bus.

- All transportation staff required to wear facial coverings
- All students, grades 6 through 12, required to wear cloth facial coverings until further notice
- In most cases, bus seating is assigned, with no more than two (2) students per seat
- Students and staff required to use provided hand sanitizer upon boarding the bus
- Bus windows will remain open to allow for additional ventilation and air flow
- Buses will be thoroughly cleaned after each bus trip, focusing on high-touch surfaces such as bus seats, steering wheels, knobs, and door handles
- Dismissal times have been adjusted to accommodate the enhanced hygiene protocols. See Dismissal under the CNCS Campus Considerations tab for details.

VIRTUAL SYNCHRONOUS LEARNING

When the need arises and schools must implement a virtual synchronous learning option for students, the following policies will apply in addition to those already covered in the student handbook.

Technology

- Established systems will be implemented to provide support for equitable access for all students to technology for virtual synchronous learning.
- The parent and student assume full responsibility for use of borrowed school technology.
- An online orientation webinar will be held for families to discuss specific technology requirements, platforms students will be using, and best practices for establishing an ideal remote learning environment that is confidential, safe, and free from distractions.
- An information technology virtual help desk is available on the school website to provide families and staff with assistance as technology issues arise.

Participation in a Virtual Synchronous Class

- Dress code will remain in effect during virtual synchronous instruction as outlined on pages 18 and 19 of the student handbook.
- Backgrounds may not contain vulgar or offensive material or create a distraction to others participating in the virtual classroom.
- Student behavior must still follow the guidelines of the Student Code of Conduct and not create a distraction to others participating in the virtual classroom.

Grading Policy

The grading policy will remain the same as during in-person learning.

Recording of Classes/FERPA

All Teams lessons are recorded and intended for school use only. No one has permission to upload, post, or share the recorded Teams lessons with anyone. This is a serious violation of Federal privacy laws and will not be tolerated.

Cyberbullying/Online Misbehavior/Disciplining during Virtual Synchronous Learning

The student handbook must be followed during in-person instruction as well as virtual learning. Bullying of any kind will not be tolerated, whether it be in person, on social media, or by cyberbullying.

The following flow chart will be used in regard to symptoms and positive Covid students and staff:



COVID-19 FLOWCHART FOR STUDENTS

COVID-19 SYMPTOMS THAT ARE NOT NORMAL FOR YOU:

Feeling feverish or a measured temperature greater than or equal to 100 F, Cough, Shortness of breath or difficulty Breathing, Chills, Shaking or exaggerated shivering, Significant muscle pain or ache, Headache, Sore throat, Loss of taste or smell, Diarrhea.

Student tested
POSITIVE for
COVID-19

Student has COVID-19
symptoms (but no
confirmed COVID-19 test)

Student lives with someone
that has COVID-19 symptoms
or has tested positive.

Student has prolonged exposure
to someone who has tested
positive or has symptoms.

PARENTS WILL NOTIFY MR. DEAN (281-398-8031 EXT. 102) WHO WILL CONTACT HEALTH SERVICES. HEALTH SERVICES WILL BEGIN CONTACT TRACING & REPORT TO HARRIS COUNTY PUBLIC HEALTH

- Parents should contact their healthcare provider.
- Self-isolate and avoid public spaces for 10 days.

- Parents should contact their healthcare provider, advised to get tested.
- Self-isolate and avoid public spaces for 10 days.

- Student must quarantine at home, and parents should monitor for 14 days for COVID-19 symptoms.
- Parents advised to contact their healthcare provider, advised to get tested.

With Symptoms

Without Symptoms

Symptom-Based Return when:

- 10 days have passed since symptom onset

AND

- Symptoms have improved
- AND**
- At least 24 hours free of fever without fever-reducing medication

Symptom-Based Return when:

- 10 days have passed since test date (assuming no symptoms have developed, IF symptoms developed then refer left to "With Symptoms")

With Symptoms

May return when:

- 10 days have passed since symptom onset **AND** fever-free for 24 hours **AND** symptoms have improved

May return if, at the end of 14 days:

- 14 days have passed **AND**
- Has remained symptom free for the entirety of the 14 days... **IF** symptoms developed in the 14 days then refer to yellow or purple flow depending on testing status once symptomatic

OR

OR

Test-Based Return when:

- No fever without use of fever-reducing medication

AND

- Symptoms have improved
- AND**
- At least 2 negative COVID-19 tests > 24 hours apart

Test-Based Return when:

- At least 2 negative COVID-19 tests >24 hours apart

PROLONGED EXPOSURE = CONTACT WITH INDIVIDUAL WITHIN 6 FEET FOR AT LEAST 15 MINUTES WITHOUT A FACE COVERING

Remote & Blended Learning Handbook Addendum

As an addendum to the Student Handbook, this document delivers the school's expectations for students and parents during remote and blended learning.

I. Methods

Synchronous learning

Class interactions happen in real time. Students, classmates, and instructor interact in a specific place (virtual or physical) at a specific time. Methods of synchronous learning can include in-person classroom time, video conferencing, live-chatting, and/or livestreaming.

Asynchronous learning

Learning happens on an individual student's schedule. Students engage in class materials and complete work at their own pace, typically within a specified timeframe. Methods of asynchronous learning can include self-guided lessons, streaming video content, posted lectures, and/or exchanges across discussion platforms.

II. Video Conferencing, Online Discussions, Chat

Teachers will hold virtual office hours and/or synchronous online classes, which will be scheduled and communicated. Teachers may also be available for additional tutoring via video conference, may opt to host online discussion boards, or may be available for chatting online (via Microsoft Teams or a similar platform). Communication tools provided by Calvin Nelms will be used for academic purposes only.

Communication (especially via video conferencing, chat, discussion board, etc.) should take place during regular school hours (or within reason before or after school). Students are not allowed to converse with those outside of their set campus. For example, middle school students are not allowed to contact high school students and high school students are not allowed to contact middle school students. All chat features should be reserved for educational purposes.

Students should practice etiquette and follow expectations for video conferencing, as listed in the "Instruction" section, where applicable (for example, students should receive tutoring from their workspace, in appropriate clothing, just as if participating in a class video conference).

Students' given/real names should appear in all virtual formats (video conferencing, online discussion, chat, third party apps/games). Nicknames or code names are not allowed unless given permission by teacher.

Language and content should be respectful at all times. Inappropriate, disrespectful, or inflammatory comments, links, videos, or images are unacceptable and will be subject to discipline, if necessary, per the student handbook.

Parents, please note:

One-on-one tutoring or office hours

Posts, discussion boards, and text chats via MS Teams or any other application will be moderated by a teacher or group advisor.

If a teacher is working one-on-one with a student, the teacher will record and archive the session and/or all communications, for the safety of the student and the teacher.

Failure to Communicate

Student engagement and communication is essential in blended and remote learning. When the Calvin Nelms community cannot be physically together on a regular basis, there is more potential for isolation. Thus, Calvin Nelms places an emphasis on consistent, effective communication to build community and support our students in their study. Should a student fail to respond to teacher communication, miss class, fail to complete work, or cause a teacher concern regarding participation (or lack thereof) in remote learning, the following steps will be taken:

- First, the teacher will try calling or texting the student number uploaded to Gradebook to see if they need to be reminded about class for first period.
- Then the teacher will email or send a TEAMS reminder to the student with his/her concern(s).
- If not attempt to join the meeting happens, then the teacher may call the parents phone number listed in Gradebook.
- If there is no response within 24 hours, the teacher will resend the email and cc the student's parent(s).
- If there is still no response in the next 24 hours, the teacher will make a parent contact by phone.

Workspace expectations

All students should have a workspace in their home. The space should:

- Limit distractions
- Encourage the student to sit attentively in a productive manner
- Provide a flat surface for the student's computer and any necessary notetaking
- Allow the student to participate fully in video conferencing, and especially
 - be seen via camera while maintaining a neutral background
 - use front-lighting
 - be heard via audio without noise detracting from their ability to be heard by other participants (utilize additional microphone when necessary)

Daily Expectations

Students should have a daily routine, including a set wake-up time, and a few minutes to plan their day.

- Attire for at-home learning should adhere to school dress code as outlined in the Student Handbook
- Each day should start with checking your school email and TEAMS to find assignments, upcoming events, etc.
- At the appropriate time, students will join their teacher lead TEAMS meeting each period of each day

For all at-home responsibilities, whether video conferencing, participating in a livestream, chatting via MS Teams or other platform, participating in discussion forums, etc. students should plan to be:

- Punctual and prepared: Be respectful of others' time by being on time and ready to participate fully.
- Focused: Find a quiet place where you and others in your meeting will not be distracted.
- Seen and heard; video conferencing will always start with cameras on. Make sure your device is in a place with strong Wi-Fi/internet connection, good audio and speakers (use headphones/earphones, external speakers, when necessary).
- Respectful: Use language that is respectful and academic. Sit or stand in a manner conducive to productivity. Select a background that will not distract. Dress appropriately to engage and learn. Remember, everything in the camera frame is visible.

Parents please help your student wake up, start their day, and maintain a routine, as if they were in school. (Ex: eat a good breakfast, get dressed and ready for the day, stop for lunch, etc.). They may need your assistance setting a task list for the day and some accountability in following-through on their assignments.

III. Management of materials

Clearly organize and maintain files on your computer, using Office 365 and OneDrive.

- Develop a folder system that makes sense to student (based on classes, years, etc.)
- Personal Notebook: students are highly encouraged to keep electronic notes organized by class, in OneNote, saved to OneDrive.
- Save all files to OneDrive on Office 365:
 - This will assure student computer files are accessible from any internet-enabled device.
 - Student will have the option to share their OneDrive files with other students, groups, or classes when collaboration is appropriate.
 - Files saved to OneDrive will be accessible from student computer in offline and online situations.
 - Any editing that is done to Microsoft Office documents will be automatically updated to OneDrive when files are accessed online.

IV. Class Communication and Interaction

- MS Teams, Edgenuity, and Edynamic are primary platforms
- Video Conferencing: In a remote or learn-from-home situation, you will be expected to attend a class or small group video conference through MS Teams or Zoom.
 - See daily expectations for workspace and attire expectations.
 - Students are expected to start with their cameras on and only turn the camera off when given permission or instruction to do so by your teacher. Front lighting is best.
- Teachers may utilize third-party applications (Edpuzzle, Quizlet, Quizzis, Edgenuity, Edynamic, FlipGrid, etc.) as necessary for student engagement and interaction.
 - When possible, teachers will link all third-party apps to their content via MS Teams
 - Teachers will strive to streamline class interaction applications to avoid multiple logins and join codes.

Parents, please help limit distractions by limiting cell phone usage etc.

V. Assignments

Academic workload

Students should expect a workload comparable to a typical school year including class time and homework.

Assessments

Students are expected to conduct themselves with integrity and honesty. Standards of academic honor apply in all learning modes. Students should be familiar with the honor code within the Student Handbook.

Consequences can include a removal from clubs, sports, and activities as well as greater action as deemed necessary.

Students will be asked to demonstrate their mastery of material in a variety of ways during blended and remote learning, including small formative assessments or check-ins, written reflection, summative assessments, etc. Failure to do so will negatively impact the student's success and therefore grade in the course.

VI. FERPA and CIPA

At no time during virtual meetings with teachers and/or other students are pictures or videos allowed to be taken and uploaded or distributed to anyone outside of the Calvin Nelms school environment for a purpose other than education. For example, a picture or video of your teacher cannot be uploaded to social media that was taken without consent. This is against FERPA and CIPA laws and guidelines and legal action will be taken as well as school consequences.

