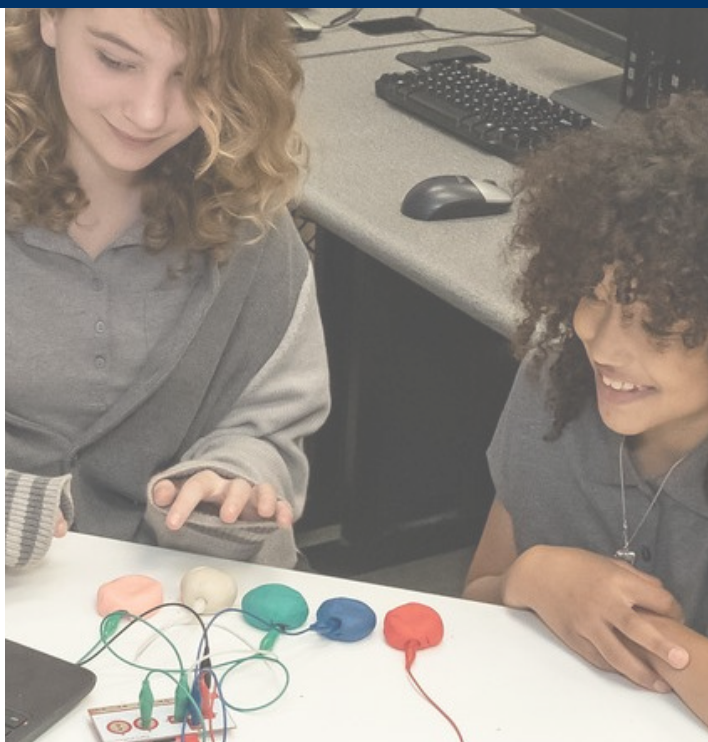




2021-2022 STUDENT/PARENT HANDBOOK



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CONTACTS AND INFORMATION

Physical Addresses

PreK-8th	9th-12th & Mailing Address
12333 N Lamar Blvd Austin, TX 78753 (512) 583-6967, Fax (512) 583-6973	12301 N Lamar Blvd Austin, TX 78753 (512) 583-6967, Fax (512) 583-6973

Digital Communications

EMAIL

You can send an email to all NYOS staff members at “first initial last name” @nyos.org (e.g. Terry Berkenhoff would be: tberkenhoff@nyos.org). Parents are encouraged to send communications to their child’s teacher via email. General inquiries can be sent to info@nyos.org. An employee list is included on page 4 of this handbook.

WEB PAGES

Each teacher has an individual web page that is part of our school website. These individual pages provide information specific to classroom goals and instruction.

NYOS NOTES

Every family is encouraged to join the NYOS Notes email distribution list. Information pertinent to all students and parents (PreK-12th) is sent through NYOS Notes and consistently provides all families with current and updated information. To join, please sign up at: <https://tinyurl.com/NYOSNotesSignup>. Individual email addresses are not posted and are not shared.

FACEBOOK

Visit NYOS Charter School’s official Facebook page and “like” us at www.facebook.com/nyoscharter/

TWITTER

Visit NYOS Charter School’s official Twitter page and “follow” us at @NYOScharter

INSTAGRAM

Visit NYOS Charter School’s official Instagram page and “follow” us at @NYOScharter

TEXAS CHARTER SCHOOL ASSOCIATION (TCSA)

Visit the Texas Charter Schools Association website at <http://www.txcharterschools.org/>. Speak out and take action for Texas charter schools at <http://www.txcharterschools.org/speak-out/take-action/>

2021-2022 SCHOOL BOARD MEMBERS

Parent Members	Sarah Gonzalez, Kari Honea, Nina Loehr, Vibha Monteiro
Teacher Members	Kim Cavett, Penola Edwards, Peter Erickson, Matthew Wester
Community Members	Dr. David Molina, Jennifer Chidsey, JoAnn Jordan, Jon Kniss, Alyssa Moore
Student Members	<i>vacant</i>

2021-2022 ADMINISTRATIVE TEAM

Executive Director	Kathleen Zimmermann
Elementary Principal	Terry Berkenhoff
Elementary Assistant Principal	Samantha Gladwell
Elementary Assistant Principal	Jennifer Obenshain
High Reliability Schools & Academic Support Coordinator	Kelly Mullin
Elementary Counselor	Allison Werner
Elementary Counselor	Lauren Alexander
Secondary Principal	William Jaramillo
Middle School Assistant Principal	Candra Mcgee
High School Assistant Principal	Lauren Benoit
Secondary Counselor	Jennifer Hur
College, Career, & Military Ready Counselor	Charie Jackson
Director of Academics	Julie Atchley
Director of Finance	Hweilu Chen
Director of Operations	Joseph Watkins
Human Resources Manager	Matthew May

PARENT TEACHER ASSOCIATION (PTA) OFFICERS

President	Kelly Warren
Elementary Vice-President	Maria Harte
Middle School Vice-President	Sophia Cartlidge
High School Vice-President	Jodi Cadle
Secretary	Natara Andrews-Peterson
Treasurer	Amy Greenwald
Parliamentarian	<i>vacant</i>
Elementary Teacher Representative	Sarah Gamble
Secondary Teacher Representative	<i>vacant</i>

ABOUT NYOS CHARTER SCHOOL

Chartered by State Board of Education, March 24, 1998

In February of 1996, the Texas Legislature authorized the creation of state chartered schools. These are public schools, required to meet state accreditation requirements. Charter schools are designed and managed by concerned teachers, parents, administrators, and community members. Once the charter is written, it is submitted to the Texas Education Agency for approval. Charter schools must be a 501c(3) non-profit organization recognized by the Internal Revenue Service. The non-profit organization governing our school is NYOS Charter School, Inc. The School Board of NYOS is the governing body of the charter school. The School Board creates and implements the policies and procedures of the charter school and ultimately is responsible and accountable to the Texas Education Agency for both the academic program and public funds. Charter schools are accountable to and are monitored by the Texas Education Agency to ensure that they meet both state and federal guidelines and conduct themselves in agreement with their charter. Charter schools are held to high standards of fiscal and student academic accountability or they are closed by the State. NYOS is proud to announce that our charter was renewed in 2013 for another 10 years.

School Colors

Silver and Navy

School Mascot

Jaguar

Philosophies

These indicators are considered as we assess the quality and effectiveness of the program:

- Learning is student-centered and supported by teacher-directed instruction as needed.
- Daily assessment of student work drives decision-making for instruction.
- The curriculum is based on the principles of Highly Effective Teaching (HET), Bloom's Taxonomy, and multiple intelligence theory.
- Homework is meaningful and purposeful.
- All teachers participate in relevant training, developing like understandings and practices across all instructional levels.

Student, parent, teacher, and community satisfaction are monitored formally and informally. Feedback and student achievement data is reviewed by the faculty and administrators while conducting program evaluations.

SCHOOL BOARD

The School Board consists of four teachers, four parents, and up to five community/business members. (See By-laws, Article IV, Section 4.01-4.08 and Article VII, Section 7.01-7.07 for election guidelines.) A student representative elected by students in grades 6-12 will be a non-voting member of the Board.

Role of the Board Members

Board members shall represent the students, parents, staff, and community/cultural segments of the community whole. Each member shall bring their own expertise, their own experience, and their collective wisdom to benefit the Board and School as a whole.

Purpose of Board

The Board shall define the School's direction in accordance with these by-laws. Activities of the Board shall include, but are not limited to the following:

1. Hiring, supervision, evaluation, and removal of the Executive Director
2. Development of performance goals and objectives
3. Establishment of the School policies
4. Budget review and approval
5. Negotiations with and accountability to the Texas Education Agency
6. Attending to the needs of the School community

2021-2022 School Board Meeting Dates

(All meetings begin at 6:00 p.m. unless otherwise posted with 72 hour notice)

July 8	August 12	September 9	October 7
November 11	December 9	January 13	February 10
March 10	April 7	May 12	June 9 & 28

PARENT INVOLVEMENT

Parent involvement is vital to our school's success and to the success and achievement of each student. Research indicates that parent engagement in students' school life is a direct correlation to student achievement and self-esteem. NYOS recognizes the value of parent and engagement and each NYOS family is expected to meet (or

exceed) our challenge to volunteer a minimum of **20 hours** over the course of each school year. --Volunteer opportunities are provided throughout the year in teacher emails, school-wide emails and on the school website.

NYOS Charter School PTA – Parent Teacher Association

The PTA is an organization that works to provide resources and plan events that directly benefit our school. PTA membership is as diverse as Texas is in cultures, education levels and parenting skills. By joining the NYOS PTA, a member becomes part of the largest child advocacy organization in the State of Texas.

We aim for 100% of our school community to join the PTA and support our students and teachers. This important organization assists with community building, academic enrichment, events, programs and fundraising. To learn more about the PTA, please contact: **executiveboard@nyospta.org**

ADMISSIONS

NYOS Charter School uses a lottery based enrollment system for admissions. Every student has an equal opportunity to enroll at NYOS by submitting an application. In the spring of every year, NYOS compiles a waitlist for the next school year that is determined during the lottery. Applications are randomly selected for each opening at each grade level and are numbered in the order they are drawn. Lottery results are shared with families in the spring just after the lottery takes place.

NYOS Charter School bases enrollment according to priority for the children of NYOS staff members or the siblings of current NYOS students. For example, if a student has a brother or sister at either one of the NYOS campuses or if a student is the child of a staff member and would like to be admitted to NYOS they will receive priority over a new student. If no siblings/staff children are currently on the waiting list then the next student in line of the opening will be offered a spot.

Geographic Boundaries

Students who live within these districts are permitted to attend NYOS: Austin ISD, Bastrop ISD, Coupland ISD, Del Valle ISD, Eanes ISD, Elgin ISD, Hays CISD, Hutto ISD, Georgetown ISD, Jarrell ISD, Lago Vista ISD, Lake Travis ISD, Leander ISD, Manor ISD, Pflugerville ISD, Round Rock ISD, Smithville ISD, and Taylor ISD. If a student moves out of the geographic boundaries, he or she is no longer eligible for enrollment at NYOS.

Placement of Students

Each student is placed in a classroom based on criteria established by the staff. Parent requests for specific teachers and classes are accepted but cannot be guaranteed. Classroom assignments are made at the discretion of NYOS administrators, and except in rare circumstances, should be considered final.

Re-Enrollment

NYOS families receive an Intent to Return Form at the beginning of a new calendar year. The notice asks families to state their intention to return to NYOS for the following school year, and also asks families to identify siblings of NYOS students who wish to attend the school for the following school year. Returning students are enrolled for the following school year upon receipt of the Intent to Return Form.

Withdrawal from NYOS

Parents who plan to withdraw a student must notify NYOS Charter School's PEIMS Specialist at the earliest possible date. A withdrawal form must be completed and signed before a student is considered formally withdrawn. All fines should be cleared and all school property must be returned before withdrawal. Student records will be forwarded upon receipt of the request from the new school.

NYOS may administratively withdraw a student if the student has not attended school for **three consecutive days** without notifying NYOS of an illness or explanation of absence. This includes the beginning of the school year. Please do not plan vacations during the time that school resumes for the new school year. NYOS may also administratively withdraw a student whose immunization records are not current within 30 days of enrollment or

required update. Prior to an administrative withdrawal, NYOS will provide written notice to parents and will offer to hold a meeting with a campus administrator.

Please notify your child's teacher(s), and school office personnel immediately regarding changes in any contact information. It is essential that accurate information regarding your address, home telephone number, daytime phone number, cellular phone numbers, email addresses and emergency contact numbers be available to staff members.

ATTENDANCE AND ENROLLMENT

Arrival and Departure Outside of School Hours

Students may not arrive earlier than 7:15 a.m. Students dropped off earlier than these times will not be supervised by NYOS staff. All students **must** be picked up by **4:15 p.m.** Monday - Thursday and no later than **1:00 p.m.** on Fridays. Students may only remain on campus before or after school if they are participating in a supervised activity or if they are enrolled in on-site, after-school care with Boys & Girls Clubs of Austin. Repeated failure to adhere to arrival and dismissal times may result in a student's dismissal from NYOS.

Arriving Late or Leaving Early

Parents must check-in at our main office (Elementary building) to sign students in or out unless we have received and approved written agreement for students to leave campus on their own, (i.e. ACC dual credit class).

Attendance Philosophy and Overview

The first priority of NYOS is to create an excellent educational center for students in grades Pre-K - 12. In order to preserve the integrity of the educational program at NYOS, every member of the school community must be committed to this priority.

The year-round calendar NYOS follows was chosen by an overwhelming percentage of our families and teachers as the preferred school schedule. This schedule allows children to retain more information over vacation breaks, minimizing the review time at the beginning of each nine-week session. NYOS does not support students vacationing during the 177 days of academic instruction. Additionally, we ask families to respect that ½ day Fridays are instructional days and ensure that students attend these days.

Daily attendance and active participation in each class are critical parts of the learning process. Our policies and procedures established at NYOS are also designed to help students create a sense of community, learn responsibility and increase their potential for success. We believe that students must learn the importance of punctuality and regular attendance as this will also carry over to the world of work.

Our goal is to achieve a 100% attendance rate. As a public school, NYOS only receives funding for days that students actually attend school. State funding is based solely on attendance. Therefore, adherence to the attendance policies is twofold. In order to operate a school with a top-notch educational program without major budget cuts, we expect our students and parents to contain absenteeism to no more than seven (7) days per year, the equivalent of 96%.

Attendance is primarily the responsibility of students and parents. The school best serves the home by establishing clear attendance expectations and providing reports of excessive absenteeism. Parents and students are held to all State of Texas school attendance laws and will be subject to prosecution and the student is subject to referral to truancy court for violation of attendance laws. Parents can monitor attendance through the Parent Portal in Skyward.

Attendance Committee

An attendance committee, comprised of teachers and administrators will review student absences at the end of each semester. Their decisions help determine if academic credit will be awarded. Attendance committee decisions may affect VOE approval. The attendance committee will review the student's current overall attendance record,

grades, and school activities. NYOS encourages parents to submit doctor's notes or parent explanations of absences as the attendance committee will consider extenuating circumstances for student absences. These may include absences required by welfare authorities, absences due to a family emergency, documented health care appointments not routinely scheduled to interfere with the same class(es), etc.

Attendance Procedures

Official attendance for accounting and state guidelines will be taken between 9:50-10:05. Students arriving after this time will be counted absent for the day and will not be calculated into the daily report of Average Daily Attendance (ADA). ADA funds provide the bulk of the NYOS budget each year. When students are absent, NYOS loses state funding.

A K-5th student is considered **TARDY** when the student arrives at school between 8:01 a.m. and 10:05 a.m. Late arriving students disrupt the learning environment for all students. We require students to arrive on time.

Attendance is taken every class period for students in grades 6th-12th and tardies are calculated for each class period. Students who are more than 10 minutes late to a class will be marked absent, not tardy.

Middle and High School students will be expected to "make up" class time that is missed due to tardies. Detention may be assigned and held on school days after dismissal as well as Saturdays.

NYOS does not distinguish between excused and unexcused absences. We do caution that absences due to vacations may result in a lack of available days for illness or family emergencies. Students are expected to make up all missed work.

Students may **lose academic credit** for the entire school year, be **retained** in their current grade level, become **ineligible for a VOE form** or **jeopardize enrollment** if he/she has absences totaling 10% or more for any one class within a semester. School officials will notify parent/guardian regarding excessive tardies and/or absences to advise of consequences and establish future expectations.

For state attendance accounting purposes, all students are considered absent except for state or school approved absences and:

- Attendance at school sponsored functions
- Dual credit courses

Permission must be granted to leave any classroom during class time. Students should always adhere to their assigned class schedule. Students who have a study hall on their class schedule are expected to attend the class each period, every day. Students who are juniors and seniors may be given administrative and parent permission to leave school after completing four or more hours of study to attend ACC classes or go home. Choosing to leave school during study hall is not permitted. Students must sign out upon leaving the campus every day if they leave prior to the end of the regular school day. Students must sign in if they wish to return to the campus for any reason.

Absences resulting from a student's participation in an organization not sanctioned by the school or on the approved list of activities will not be allowed without prior approval by school administration.

Dual Credit

Students must be in attendance at NYOS for at least four consecutive hours during the school day while taking dual enrollment classes. A student enrolled in dual enrollment classes must arrive at the approved time. A student enrolled in afternoon dual enrollment classes may not leave the NYOS campus until the end of 5th period. There may be exceptions made by an administrator for classes taken mid-day. Students must sign in and out upon arrival and departure.

VOE (Verification of Enrollment) Forms

High School students may request a Verification of Enrollment (VOE) form which is necessary for obtaining a driver's license permit or updating a driver's license. Students should allow at least 2 business days for requests to be processed before picking forms up from the campus receptionist.

Students will be considered eligible when 1) the school considers the student currently enrolled at the time the student applies for the VOE, AND 2) the school awarded the student credit for each class the semester prior to application for the VOE. If the student was not awarded credit for each class the semester prior to application for the VOE, the school should examine attendance records for the semester prior to application for the VOE and determine whether the student was present 90% of the time each class was offered. If so, the VOE may be issued. If the student did not receive credit and did not attend 90% of their classes, the school attendance committee and/or administration may approve a plan establishing conditions for the student to meet to receive a VOE.

Medical Appointments

Visits to any health care professional may cause students to miss only part of the school day. A student should present a doctor's note to the school within 3 days after the appointment for any class periods or days missed. Students are responsible for making up any assignments missed due to absences.

Participation on the Day of an Absence

Students who are absent from school for the whole day will not be allowed to participate in school-related activities on that day or evening.

Religious Holy Days

Absences for the purpose of observing religious holy days, including travel for that purpose, will be allowed if, before the absence, the parent/guardian submits a written request for the absence. All work must be made up for the days missed. A request for work can also be submitted in writing prior to the absence.

School Day

The academic day at NYOS begins at **7:50 a.m. for all Elementary students**. For Middle School and High School students, tutorials are available for all students beginning at 7:45 a.m. First period begins at 8:20 a.m. **Middle School and High School students must be on campus by 8:20 a.m.**

It is the responsibility of all parents/guardians to ensure that students are picked up from school **no later than 15 minutes past dismissal**. **Repeated failure to pick up students on time may result in loss of NYOS enrollment**. The following are the start and release times of all NYOS students:

Elementary

Grade Level	Day of Week	Start Time	Release Time
PK 3 AM	Mon-Thurs	7:50 a.m.	11:00 a.m.
PK 3 PM	Mon-Thurs	12:35 p.m.	3:35 p.m.
PK 3 AM	Friday	7:50 a.m.	11:00 a.m.
PK 3 PM	Friday	11:00 a.m.	2:00 p.m.
Grades PK 4-5th	Mon-Thurs	7:50 a.m.	3:35 p.m.
Grades PK 4-5th	Friday	7:50 a.m.	12:35 p.m.

Secondary

Grade Level	Day of Week	Start Time	Release Time
Grades 6th-8th	Mon-Thurs	7:45 a.m.-tutorials 8:20 a.m.	4:00 p.m.
Grades 6th-8th	Friday	7:45 a.m.-tutorials 8:20 a.m.	12:45 p.m.

Grades 9th-12th	Mon-Thurs	7:45 a.m.-tutorials 8:20 a.m.-1st period	4:00 p.m.
Grades 9th-12th	Friday	7:45 a.m.-tutorials 8:20 a.m.-1st period	12:45 p.m.

BEHAVIOR

At NYOS we believe students who learn to solve problems constructively at an early age develop lifelong skills that will help them solve more complex problems. The behavior plan is based on the following principles:

- Students learn from their experiences.
- Students solve their problems without making additional problems for anyone else.
- Students do as much or more thinking about their behavior as adults do.
- Students think, make decisions, and live with the consequences of their actions.
- Consequences of all choices are logical.
- Each person and each offense is dealt with on an individual basis.

To make NYOS a safe, happy place for learning, each person must honor others' rights, act responsibly, and follow a code of conduct. Along with personal rights comes responsibility. At NYOS we emphasize this natural relationship.

Lifelong Guidelines

- Trustworthiness: act in a manner that makes one worthy of trust and confidence
- Truthfulness: act with personal responsibility and mental accountability
- Active listening: listen attentively and with the intention of understanding
- No put-downs: never use words, actions, and/or body language that degrade, humiliate, or dishonor others
- Personal best: do one's best given the circumstances and available resources

Lifeskills

- Caring: feel and show concern for others
- Common sense: use good judgment
- Cooperation: work together toward a common goal or purpose
- Courage: to act according to one's beliefs despite fear of adverse consequences
- Creativity: to generate ideas; to create something original or redesign through imaginative skill
- Curiosity: desire to investigate and seek understanding of one's world
- Effort: do your best
- Flexibility: be willing to alter plans when necessary
- Friendship: to make and keep a friend through mutual trust and caring
- Initiative: do something, of one's own free will, because it needs to be done
- Integrity: act according to a sense of what's right and wrong
- Organization: plan, arrange, and implement in an orderly way; keep things orderly and ready to use
- Patience: wait calmly for someone or something
- Perseverance: keep at it
- Pride: satisfaction from doing one's personal best
- Problem solving: create solutions in difficult situations and everyday problems
- Resourcefulness: respond to challenges and opportunities in innovative and creative ways
- Responsibility: respond when appropriate; to be accountable for one's actions
- Sense of humor: laugh and be playful without harming others

Guidance & School Counseling

The guidance program at NYOS is part of the K-12 comprehensive guidance and counseling education. These services are provided to all students and focus on teaching positive approaches toward school and lifelong learning and the knowledge and skills for life and employment. It includes:

- Academic guidance, which helps students and their parents complete and understand their Personal Graduation Plans, acquire information about required curriculum choices and academic/college entrance testing and choose appropriate courses leading to graduation and a transition to college, career, and other educational opportunities.
- Career guidance, which exposes students to and helps students acquire information and skills in order to plan for work, jobs, apprenticeships, postsecondary education, and career opportunities; including United States military branches. Career interest inventories are utilized by students in middle and high schools as a component of the Personal Graduation Plans.
- Personal/Social guidance, which helps students develop an understanding of themselves and of the rights and needs of others; learn to resolve conflicts; and set individual goals reflecting their interests, abilities, and aptitudes.

If parents/guardians have any questions about the materials to be used in guidance or counseling components, please contact the school counselor. Information can also be found on the NYOS website on the school counselor websites.

Discipline & Safe Learning Environment

If a student demonstrates repeated disruptive behaviors, he or she may be removed from the learning environment and contact with other children. No student will be allowed to disrupt the learning of other students. The following behaviors will not be tolerated: intentional physical or verbal abuse; threats; damaging property of the school or others; inappropriate language; or other dangerous behaviors.

NYOS Charter School maintains a discipline policy with a twofold goal. The first is to ensure the right of each student to a safe and orderly learning environment and the second is to help each student develop positive behavior patterns.

Our expectations for student behavior are based upon respect. We expect students will respect themselves and others as well as the learning environment. All personal interactions fall under one of these aspects of respectful behavior. The NYOS staff will model respectful behavior for students.

Every effort will be made to work with students and their parents to resolve behavioral issues by helping the student learn acceptable boundaries, self-control, problem-solving techniques and effective communication strategies. Students who are disrespectful to their peers or teachers or who continually disrupt the learning environment may be expelled from the NYOS program.

Discipline Management Plan

Students are given clear, reasonable expectations as participants in the learning environment. When students disrupt the learning environment or behave in unsafe or unhealthy ways, their choices will have consequences.

NYOS Staff uses discipline techniques grounded in the philosophies of *Redirecting Children's Behavior*, *Teaching with Love and Logic*, and *Restorative Practices*. Teachers will deal with the misbehavior and administer consequences that may range from a warning to immediate removal from the class. A discipline referral, a note, or a phone call will serve as notification to the parents.

Students supported under Section 504 or Special Education are subject to the same standards of behavior under the NYOS Student Code of Conduct. If a student's disability may make a difference to his or her behavior, special circumstances may be noted and considered.

Discipline Process

Discipline will be correlated to the seriousness of the offense, the student's age and grade level, the frequency of misbehavior, the student's attitude, the effect of the misconduct on the school environment, and statutory requirements. Suspension and expulsion are options that the school administrators will consider when the student is disruptive to the point that the learning is affected or the student is a threat to the health or safety of the other students. Students in suspension must request work from teachers and complete all work missed within three days

of returning to school while in suspension in order to receive credit. **Please refer to the NYOS Code of Conduct available on the NYOS website or request a copy from your campus receptionist.**

Referrals

Referrals are not generally made unless a student has been first warned about inappropriate behavior. **For seriously disruptive, disrespectful, or dangerous behavior, a student may receive a discipline referral without warning.**

The classroom teacher will refer students to the campus administrator as deemed appropriate. Parents or guardians will be contacted by a staff member for in-school or out-of-school suspensions in the event that a referral is issued to a student. Parents/guardians will be asked to sign the referral.

Suspensions & Expulsions

Campus administrators may suspend students who fail to comply with Code of Conduct and/or discipline policies. Students who habitually (3 or more instances) fail to comply with these policies and/or who present an immediate threat to health and safety may also be suspended and later expelled upon recommendation of the campus administrators. Parents will be notified if habitual problems exist. Each time a discipline referral form is issued, the form will be sent for parent signature and return. Prior to expulsion, students will be afforded due process unless the student's conduct presents an immediate threat to health or safety. As defined in section 37 of the state education code, students whose conduct does present an immediate threat to health and safety will be afforded due process within three days of expulsion. **Please refer to the NYOS Code of Conduct available on the NYOS website or request a copy from your campus receptionist.**

Searches at School

School staff members may search a student's outer clothing, pockets, or personal belongings (backpacks, book bags, school supply boxes, desk, locker, etc.) if they have a reasonable suspicion (including but not limited to indication from a drug dog) that the search will reveal that the student is in possession of contraband or has otherwise violated the NYOS Student Code of Conduct. Parent or guardian permission is not required.

Student Behavioral Expectations

We will maintain high expectations for behavior just as we do for academics. Students will be held accountable for their choices and experience logical consequences. NYOS encourages students to resolve conflict on their own or together with their peers. NYOS also provides an anonymous school safety report form that individuals can complete related to behavioral expectations. This school safety report form is found on our school website here: <https://www.nyos.org/apps/pages/contact>

Parental Behavioral Expectations

While visiting a school campus in person or in speaking with the school employees by telephone, professional decorum and respect will be expected. Parents or guardians may receive verbal or written warnings. If unacceptable behavior continues, a parent or guardian may be banned from school property indefinitely.

Graduation

While every student that completes the required elements is entitled to a diploma, attendance and participation at the graduation ceremonies of the school is a privilege and not a right. Students who are subject to disciplinary action at the time of graduation may not be allowed to participate in the graduation ceremony if the terms of the discipline so require.

Grievance Process

Parents/guardians who have a complaint or concern with a staff member should first try to resolve the matter directly with the parties involved. Complaints or concerns which are not resolved at the staff member level may be brought to the attention of the campus Principal within 15 weekdays of the day the concern was noted.

Complaints or concerns which are not resolved at the Principal level may be brought to the attention of the Executive Director within 10 weekdays of the day the parent/guardian was informed of the outcome of discussions with the Principal. The complaint or concern addressed to the Executive Director must be in writing, must be specific, and where possible, suggest a resolution. The Executive Director shall attempt to respond to all written complaints or concerns within 15 weekdays of the receipt of the written complaint.

Parents/guardians who are dissatisfied with the response of the Executive Director may make their complaint known in writing to the School Board. The complaint shall be directed to the Chair of the School Board, shall include a copy of the written complaint to the Executive Director, and the Executive Director's response. A copy of the complaint shall also be delivered to the Executive Director. The Chair of the School Board shall, at the next regular meeting of the Board, provide a copy of the complaint record to appropriate Members. Any action of the School Board regarding the complaint shall be taken in compliance with the Open Meetings Act. The School Board shall respond to all written complaints or concerns within 10 weekdays after the Board has met regarding the complaint. All decisions of the Board are final. Should the Executive Director be the subject of the complaint, parents/guardians should contact the Chair of the School Board directly.

CAMPUS EXPECTATIONS

Hazardous Weather

NYOS Charter School will make our own determination on any school closure decisions and we will communicate this information to families in a timely fashion through platforms that include the school website, email, and text notification.

If a delayed start occurs on a Friday, NYOS will continue classes through the afternoon and students will be dismissed based on the schedule below:

- **PK-3 AM:** 10:00 a.m. – 12:30 p.m.
- **PK-3 PM:** 1:00 p.m. – 3:35 p.m.
- **Elementary (PK-4 to 5th):** 3:35 p.m.
- **Middle School (6th to 8th):** 4:00 p.m.
- **High School (9th to 12th):** 4:00 p.m.

Breakfast and lunch service will be available. Student attendance is very important on bad weather delay days because the learning that was scheduled to happen that day ***will still occur on that day***. Attendance ***will be recorded*** on weather delay days. Please check the NYOS Charter School website regularly for updates regarding after school and extracurricular activities.

Lost and Found

Clothing and other items worn or brought to school **should be marked with your child's name**. Items found will be placed in a designated "Lost & Found." Students and parents are encouraged to check Lost & Found. All unclaimed items are donated to an organization in need on a regular basis.

Releasing Students

NYOS personnel will release students only to parents, guardians, persons listed on the emergency/health forms, or those authorized for carpooling purposes. We discourage High School students from carpooling without prior parental permission. Please be reminded that student drivers assume all responsibility for their passengers.

In order for school staff to release each student to the right person all changes regarding pick up or dismissal must be provided in writing. Provide school personnel with documents pertaining to restraining orders or custody limitations immediately. **Notify the school office and your child's teacher *immediately* if there is any concern that an individual with restricted access to the child might attempt to contact or collect the child from school.** If your student participates in a carpool, please inform your student's teacher in writing to let them know which students

are in the carpool and which adults are driving. If there are last minute changes to the pick-up routines, please call your student's school office **AND** your child's teacher.

Students who walk, ride bicycles, or ride the city bus to and from school do so at their own risk. The school does not provide crossing guards or bike racks at this time.

Food Delivery

NYOS will not accept food delivered to students by third parties. NYOS students are prohibited from ordering lunch from third parties and having the food delivered to campus. Outside food may only be delivered by a parent or guardian.

Skateboards

To ensure the safety of students and the school facilities, skateboards are not permitted on campus at any time.

Phone Usage

In general, school telephones are for business use by the staff and for educational use by the students. Students may not use the phone at school except in an emergency or with permission from staff.

Using cell phones or text messaging for non-instructional purposes during school hours is not permitted in grades Pre-K through 7th. Please do not encourage students to break school policy by asking them to check for messages from you or other family members during the school day. Students who need to contact their families during school hours for emergency purposes may use classroom phones or the phone at the front desk after receiving permission. Cell phones may be utilized immediately after the school day has ended.

Consequences: Cell phones will be collected from students if the phones are being used during school hours. Phones will only be released to parents and they may be picked up from the receptionist. If a student's phone is collected more than once, the parent will be charged \$15.00 for release of the phone.

Visitors

Visitors are welcome. Parents are expected to call in advance to set up an appropriate time to visit. Badges will be used to identify visitors and volunteers in the school. All visitors **must** sign in at the beginning of their visit at the reception desk located at our school's main office (Elementary building) and receive a badge to wear. Visitors will be required to present an ID or Driver's License at the reception desk. Please note that parents or other authorized volunteers must also sign in and out at the reception desk. These procedures are designed to protect our students from unauthorized individuals and also to document total volunteer hours. Please drop off projects, lunch, etc. with the school receptionist.

The school will verify whether a visitor is a sex offender registered with the public computerized central database maintained by the Department of Public Safety or other database acceptable to the school.

Students who have graduated from NYOS are welcome to visit after school hours but must have prior approval from the Principal or Assistant Principal. All alumni are required to sign in at the reception desk and receive a visitor's badge.

DRIVING AND PARKING

In addition to responding to signs and directives, we ask that you follow these basic driving courtesies:

- 1) Under no circumstances should an individual engage in cursing or gesturing with other parents, staff or students.
- 2) Do not use the traffic line as a time to talk with your teacher, students, or other parents.
- 3) Allow potential customers for the retail stores on Yager Lane access to these businesses during times when traffic is stacked up on Yager Lane.
- 4) Pick up your students at the required times.
- 5) No student should be picked up on the outside passing lane or street.

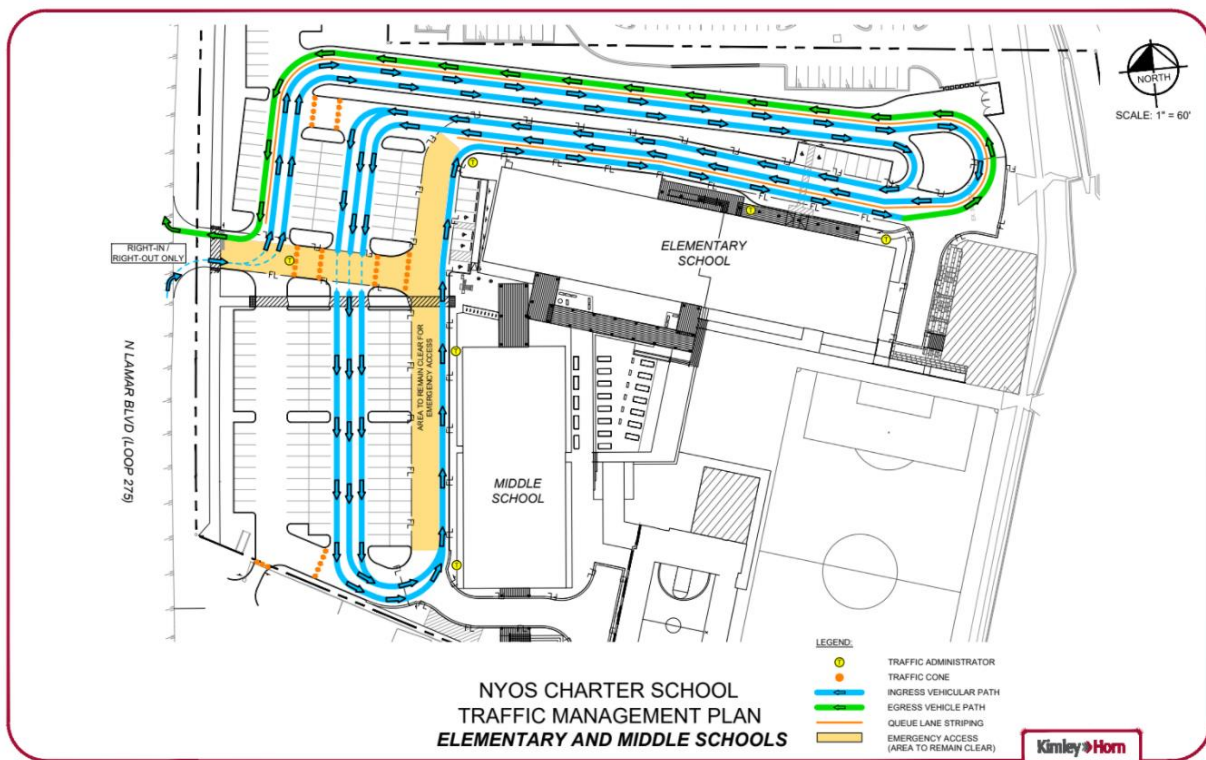
- 6) No student should be picked up or dropped off at the hotels or businesses near our campus facilities.
- 7) No cell phone use in parking lot during drop-off or pick-up.
- 8) Do not pass the school bus while students are loading or unloading.
- 9) Parents/Guardians are not allowed to queue up more than 30 minutes before dismissal and must remain in their vehicles.
- 10) Park only in legally marked parking spaces on the school property.
- 11) No cross-through traffic will be allowed in between buildings.

Drop Off and Pick Up: Prekindergarten

Parents and/or guardians should park in the front parking lot and walk their students directly to the Elementary campus.

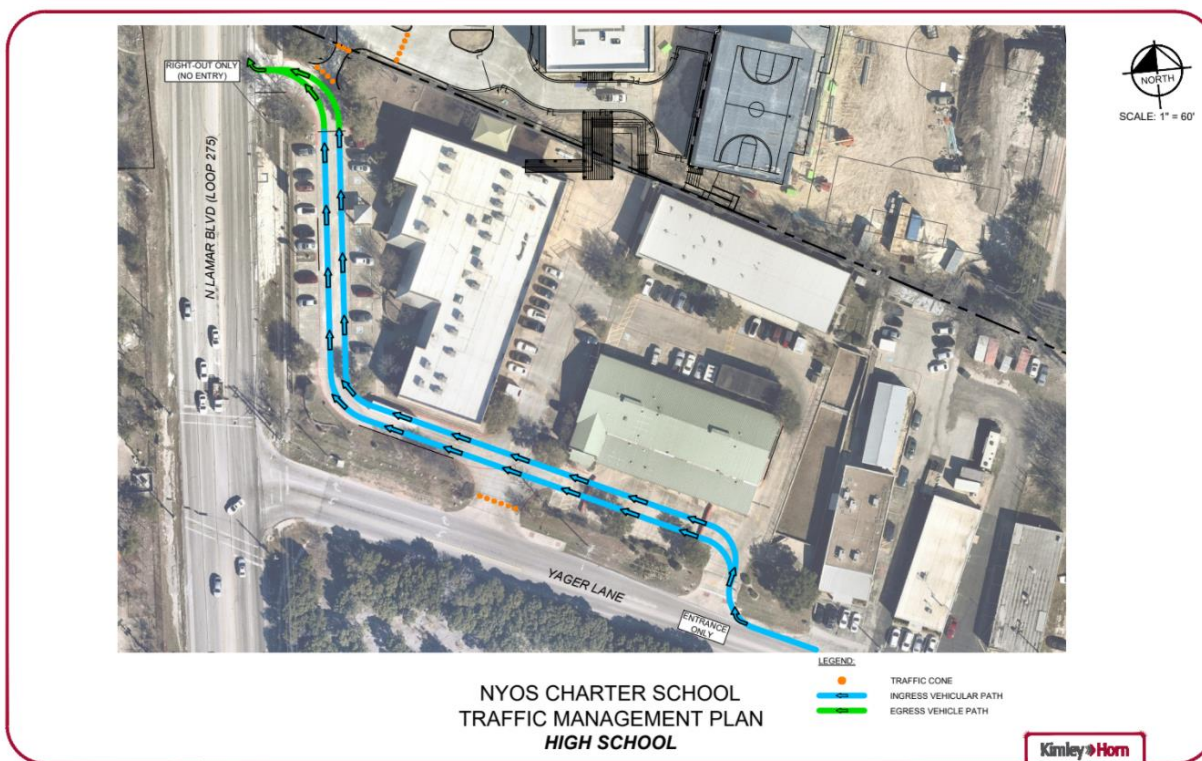
Drop Off and Pick Up: Grades K-8th

Parents will follow the flow of cars to navigate our new campus facility. Drop-off and pick-up will take place **ONLY** at the north side of our Elementary building. Once exiting our campus, cars must take a **RIGHT TURN ONLY** at N Lamar Blvd. Please use the following map as a guide:



Drop Off and Pick Up: Grades 9th-12th

Parents will follow the flow of cars to navigate our high school campus. Drop-off and pick-up will take place **ONLY** at Building A of our high school campus. Once exiting our campus, cars must take a **RIGHT TURN ONLY** at N Lamar Blvd. Please use the following map as a guide:



For families with multiple students, these families may drop off all students at the Elementary Building. Older siblings may then walk to their respective school buildings.

Other Reminders

If you are walking your student into school or waiting to pick up your student after school, please utilize a parking space to avoid impeding the flow of traffic. Park only in marked parking spaces. You must have a handicap permit to park in one of the designated handicap spaces. This is especially important as we have several staff and parents who require these spaces.

Students who remain on campus for tutoring and other school activities must be picked up at the designated time. Please plan to park and come inside to get them. Picking up students late or outside of designated areas may carry consequences including dismissal from NYOS.

Student Drivers

Only student drivers who register with the receptionist will be permitted to drive to school, with Seniors being given priority. Student drivers who actively attend ACC or whose schedule allows them to leave campus during the day will also be given first priority.

Student drivers will be permitted to drive to school under the following conditions:

- permission must be obtained from the Secondary Principal
- students must be in compliance with the school attendance and discipline policies;
- students must drive a safe, legal, and environmentally-sound vehicle as determined by the Principal or designee;
- written approval must be obtained from the student's parents or guardians;
- student's academic performance must be acceptable as determined by the Principal or designee;
- students will be required to purchase a parking permit for \$50;
- students must fill out an application and provide the school with proof of insurance and a valid driver's license;
- parking is prohibited anywhere off campus, including the neighboring businesses and hotels;
- parking permit must be displayed in the car at all times;
- students under 18 years of age are prohibited from driving with more than one passenger in the vehicle under 21 years of age who is not a family member per state law (HB 3483).

A student's privilege to park on campus may be revoked at the Principal's discretion.

INSTRUCTION AND ASSESSMENT

Teachers approach each student as an individual, assessing their needs and then tailoring instruction to those needs. Rubrics, proficiency scales, and checklists are used to evaluate quality of content, competence, and presentation.

NYOS does not provide letter or numerical grades or report cards for students in grades Pre-K–5. Conferences and narrative reports provide more descriptive information regarding the student's progress toward mastery of the content and processes at these levels. Middle School and High School students (Grades 6-12) will receive report cards with numerical grades.

Academic Integrity

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or assessments and disciplinary penalties in accordance with the Student Code of Conduct. Students in grades 8-12 are subject to the specific consequences outlined in the NYOS Honor Code. Academic dishonesty includes cheating or copying the work of another student, giving another student your work, plagiarism, forgery, and fabrication. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students.

Grade Reporting

Parents may access their student's grades and attendance records through a web based software program called Skyward. To ensure the privacy of these records, parents must first request secure access passwords. A request for access form is included in the First Week and New Student packet. A copy is also available on the NYOS website.

Earning Credit

- NYOS Classroom Instruction
- NYOS At-Home Learning (when available)
- Credit by Exam
 - a) Credit earned while testing out of course via school approved standardized assessment (grades 1-8) and UT or Texas Tech assessment instruments purchased by student (grades 9-12).
 - b) Accelerated students may be promoted to the next grade level if space is available. Class sizes will not expand to accommodate advancement. Student learning needs will be met in current placement until space becomes available.
 - c) Grade Correlation – 1:1; must earn grade of 80% or above (in areas of Language Arts and Mathematics for grades 1-8).
 - d) Students may take a credit by exam for courses for which they have received prior instruction but for which they did not receive credit.
- Dual Enrollment
 - a) College and High School credit earned simultaneously via enrollment in an accredited post-secondary institution (e.g. ACC, UT, Texas Tech).
 - b) Student must submit (1) proof of enrollment, (2) a course syllabus, and (3) midterm and final grades to the registrar one week after the issue date.
 - c) Students must submit ACC or correspondence transcripts within the first two weeks of each semester.
 - d) Grade Correlation – 1:1, and a 5pt GPA (A=95, B=85, C=75)
- Summer School
 - a) NYOS does not offer summer credit recovery
 - b) Students may earn credit through another Texas school district
 - c) Families are responsible for transportation and fees.
- Physical Education (Off Site)

- a) Credit earned via agreement between NYOS and a professional external program.
- b) Student must (1) have attendance forms signed by the credentialed facilitator, and (2) submit the forms at the end of each corresponding quarterly grading cycle.
- c) Grade Correlation – No grade, credit only.
- Physical Education (Sports Program)
 - a) Students who participate in athletic programming may receive 0.5 credit per season completed in accordance with NYOS Athletic Guidelines.

GPA

NYOS does not have a letter grading system. GPAs are calculated using numerical grades. NYOS Charter School calculates class rank at the following times during the school year:

High School Class Rank:

- Grades 9-12: Class rank available in the 3rd quarter
- Grades 9-11: End of year rank available in June
- Grade 12: Final class rank available at the end of the 3rd quarter

Valedictorian and Salutatorian rankings are calculated after the 3rd quarter. Any scholarship based on ranking will be based on the 3rd quarter calculation. The Texas Education Agency will recognize the School's highest-ranking graduate each year with a certificate. State colleges and universities may issue tuition scholarships to the student recognized as the highest-ranking graduate.

Late Work

Students are expected to turn in all assignments on time. Course credit and grades will be impacted negatively by late submission of students' school work. Check course syllabus for late work policy.

State Mandated Assessments

NYOS participates in all state mandated assessments including the State of Texas Assessment of Academic Readiness (STAAR) and End of Course (EOC) exams. We provide academic intervention for all students who need additional preparations related to STAAR or EOC exams.

Student-Led Conferences

Student-led conferences promote student responsibility and ownership of their learning while informing parents of their student's progress. During the conference, students will share assessment information, goals, and progress. Parents are expected to attend. Parents will be notified of the dates in advance.

Conferences occur three times a year for grades PreK-5 and twice a year for grades 6-12. The conferences are held during the first quarter, the third quarter, and late spring. The conferences allow each student to share in an organized manner their goals, learning activities, and proficiencies of each class. The students prepare for each of these conferences and we believe they effectively support our campus goal of building and supporting students' accountability for their own learning.

Transcript & Records Requests

High School students may request an official transcript by completing a request form with the campus receptionist. The request must be taken to the PEIMS coordinator and given 48 hours to process. The transcript should be picked up from Marilyn Stapleton. One free copy of student cumulative folder will be provided upon request. Additional copies will incur a fee of \$20 per copy. Send an email to the Registrar at mstapleton@nyos.org to request records. Requests require 5 business days notice. Copies of student records from prior years will be charged a separate fee.

SCHOOL HEALTH

Head Lice

NYOS will educate parents and employees regarding head lice so that all individuals can come together to promote student health and reduce missed instruction time.

Lice are not a public health threat, they do not carry disease. They cannot jump or fly. Studies show that lice do not crawl off a warm head to a non-human object. They can be dislodged from hair onto surfaces from friction such as clothing being pulled over the head, pillows rubbing against the head, combs, hair dryers, and two heads in contact with each other. Lice cannot live without a human host/blood for more than 48 hours. Nits must have the warmth of the host head in order to hatch. NYOS students will be instructed on preventative measures such as not sharing hats, clothes, or hair ties by a teacher, health assistant, or nurse.

Screening procedures are in place to identify head lice so parents can be contacted to provide treatment. The campus nurse or a health assistant will screen a child for head lice when they complain of their head itching/crawling, which lice/nits or rashes are present and visible on the head or neck, or if the parent/guardian requests that the student or family be checked for head lice.

If the student has been identified as positive for head lice, the student's entire class will NOT be screened. DSHS recommends staying away from unwarranted mass screenings that disrupt student/teacher class time and take away from the nurses' ability to address the needs of children who are sick and those with special healthcare considerations. If a student is found with live lice during an exam, a campus nurse will contact the student's parent/guardian to request to have the student picked up from school for prompt treatment.

Illness and Injuries

A student who is ill should not be sent to school since this may result in his/her health becoming worse and exposing others. When students become ill or injured at school they will receive prompt attention from the staff. If a student is ill or injured beyond first aid or simple comfort measures parents will be contacted. Students who are ill with a temperature of 100 degrees or more must be picked up. If your student is vomiting or is having diarrhea, parents will be required to pick up students.

A student who is ill should not be sent to school since this may result in his/her health becoming worse and exposing others. NYOS requires that students should be kept home if they have experienced abnormal temperature at or above 100 degrees or vomiting and/or diarrhea within the previous 24-hour period.

In an emergency, appropriate action will be taken and parents/guardians will be informed immediately. If parents cannot be reached, other designated adults listed on the child's emergency card will be notified. It is essential that you keep the school informed of any change in address and/or telephone numbers so that a responsible party may be reached in an emergency.

Medicine (Prescription or Over the Counter)

Students are not allowed to have any medication with them (in classrooms, desks, lockers, or backpacks) unless the student has an action plan on file with a campus nurse providing approval for a student to keep emergency medications on them. If a student does not have an action plan on file with a campus nurse, then medication must be kept in a nurse's office for student safety.

If it becomes necessary for a student to take a prescription or over-the-counter medication during school hours, the following state policies must be followed:

- Parent/guardian submits the appropriate authorization form, which can be obtained by a campus nurse or on the "Nurses' Corner" section of NYOS Charter School's website.
- Prescription medications must be in the individual's pharmacy-labeled container. (Pharmacies will provide an additional container upon request if some doses will be taken at school.) Over-the-counter medications must be in the manufacturer's container with dosage and expiration dates. Remember to include dosing spoons or other necessary equipment.

- Records stating student's name, medication dosage, time taken and the signature of the person administering medication are kept by campus nurses.
- If a campus nurse has received medical authorization, if medication is in original packaging with appropriate equipment, a campus nurse will administer that medication to the specified student and document it on an appropriate schedule.
- All medication must be picked up at the end of the school year or it will be disposed of.
- Parents or guardians are required to complete a new Authorization to Dispense Medication Form annually and/or as medication prescriptions and doses change.

UNIFORMS

There is a close relationship between high standards of dignity and pride and proper grooming which all contribute to an appropriate learning environment. Modesty will be the dominant feature in all clothes. Attire shall be clean and inoffensive. Students and parents share in the responsibility for proper grooming of the student; however, **the campus administrator has the final authority concerning propriety of clothes, hairstyle, and jewelry.** Students are expected to follow the uniform standards on campus, on field trips, and at other school activities. Uniforms are expected to be worn Monday-Thursday each week. Friday is free dress day, following the *General Guidelines* found on the next page.

PreK-5th Grade

<u>Tops</u> Polo shirt: solid red, navy, white Loose-fitting, with no ruffles, lace, gathers, or logos NYOS t-shirt in school colors	<u>Undergarments</u> T-shirt: white, may not extend past shirt hem Turtleneck: solid color to match polo or white Tights or leggings: solid color to match shirt or bottoms, or white
<u>Bottoms</u> Pants, shorts, skorts, jumpers: navy, black, khaki (tan) Fabric may not be denim or athletic material. At least mid-thigh in length, not tight or sagging below hip	<u>Shoes</u> Closed-toe shoes at all times Tennis/athletic shoes for PE

6th-7th Grade

<u>Tops</u> Polo shirt: solid navy, white, grey, black Loose-fitting, with no ruffles, lace, gathers, or large logos NYOS t-shirt in school colors Sweatshirts: solid navy, white, grey, black	<u>Undergarments</u> Undergarments must be covered at all times. Tights or leggings: solid color to match shirt or bottoms, or white
<u>Bottoms</u> Pants, shorts, skirts: navy, black, khaki (tan), Fabric may not be denim or athletic material. No embellishments or rips. Cargo-style is ok. Skirts and shorts must be an appropriate length (about 1-3 inches for skirts and 1-5 inches for shorts above the knee).	<u>Shoes</u> Closed-toe shoes required in science labs and recommended at other times.
<u>PE</u> Top: T-shirt Bottoms: shorts mid-thigh or longer, athletic material ok Tennis/athletic shoes	

8th -12th Grade

<u>Tops</u> Polo shirt: solid navy, white, grey, black	<u>Undergarments</u> Undergarments must be covered at all times.
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Loose-fitting, with no ruffles, lace, gathers, or large logos NYOS t-shirt in school colors Sweatshirts: solid navy, white, grey, black	Tights or leggings: solid color to match shirt or bottoms, or white
<u>Bottoms</u> Pants, shorts, skirts: navy, black, khaki (tan), Fabric may not be denim or athletic material. No embellishments or rips. Cargo-style is ok. Skirts and shorts must be an appropriate length (about 1-3 inches for skirts and 1-5 inches for shorts above the knee).	<u>Shoes</u> Closed-toe shoes required in science labs and recommended at other times.
<u>PE</u> Top: T-shirt Bottoms: shorts mid-thigh or longer, athletic material ok Tennis/athletic shoes	
<u>Piercings</u> (HS Only) Small facial piercings are ok. No large hoops or large gauges.	

All Grades

Outerwear worn outside for warmth does not have to meet uniform requirements.	Polos must still be worn if wearing cold-weather gear inside.
Hats, hoods, and scarves are not permitted to be worn inside. Head coverings should not cover student faces.	Headwear worn for religious purposes is acceptable.
On Fridays, students may wear regular street clothes of their choice following the general guidelines.	

General Guidelines

Clothing should not be offensive or disrupt the learning environment in any way. Clothing should be neat, fit appropriately, and shirts must cover the abdomen.

Unacceptable clothing and accessories:

- Sweatpants or pants made of athletic material
- Leggings worn in lieu of pants
- Shorts, skorts or skirts shorter than mid-thigh in length or with slits shorter than mid-thigh
- Tight fitting shorts or pants
- Dresses or shirts that only partially cover the shoulders, i.e. spaghetti straps, tank tops, halter tops
- Shirts with deep cut openings, that are sheer or that do not cover the midriff
- Visible undergarments
- Clothing, accessories, or tattoos with references to alcohol, drugs, sex, tobacco, vulgar language, violence, gang-related affiliation, or other symbols that detract from the learning environment
- Bedroom attire (pajamas, slippers, etc.)
- Caps, hats, hoods or any other head covering in the building, except as worn for religious purposes
- Hair colors or styles that may cause a distraction to the school environment
- Wheeled footwear

Administrators, sponsors, coaches, or other persons in charge of an extracurricular activity (or curricular activity such as a concert), may also regulate the dress and grooming of students who participate in school activities. Designated group or team apparel may be designated.

Dress Code & Uniform Violation Consequences

Uniform violations are considered a disciplinary issue. Students will be required to call home and parents will be required to bring appropriate uniform before the student is allowed back to school activities. For frequent violations, a discipline referral will be issued and student is subject to further disciplinary actions at the discretion of school administrators. Any work missed due to uniform violations will be made up on the student's own time. Students may be required to wear uniform on Fridays, if violations continue. Receptionist / teachers will keep track of violations.

REQUIRED NOTICES

Anabolic steroid use

Anabolic steroids are for medical use only. State law prohibits possessing, dispensing, delivering, or administering an anabolic steroid in any manner not allowed by state law. State law provides that body building, muscle enhancement, or the increase of muscle bulk or strength through the use of an anabolic steroid or human growth hormone by a person who is in good health is not a valid medical purpose. Only a medical doctor may prescribe an anabolic steroid or human growth hormone for a person.

A violation of state law concerning anabolic steroids or human growth hormones is a criminal offense punishable by confinement in jail or imprisonment in the Texas Department of Criminal Justice.

Asbestos Management

NYOS Charter School maintains compliance mandated by both Federal and State laws governing asbestos in school buildings. A copy of the Asbestos Management Plan can be found in the main office at each campus. If you have any questions or would like to examine the district's Asbestos Management Plan in more detail, please contact the district's Asbestos Designated Person at 512-583-6967.

Bacterial Meningitis

Senate Bill (SB) 31 requires a school district to provide information relating to bacterial meningitis to its students and their parents each school year. The legislation instructs the Texas Education Agency (TEA) to prescribe the form and content of the information and the procedures for notifying students and parents. The following information is this year's prescribed TEA information on bacterial meningitis.

What is Meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord---also called the meninges. It can be caused by viruses, parasites, fungi, and bacteria. Viral (aseptic) meningitis is common; most people recover fully. Medical management of viral meningitis consists of supportive treatment and there is usually no indication for the use of antibiotics. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

What are the symptoms?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 1 year old) and adults with meningitis may have:

- Severe headache
- High temperature
- Vomiting
- Sensitivity to bright lights
- Neck stiffness, joint pains
- Drowsiness

In both children and adults, there may be a rash of tiny, red-purple spots or bruises caused by bleeding under the skin. These can occur anywhere on the body. They are a sign of blood poisoning (septicemia), which sometimes happens with meningitis, particularly the meningococcal strain.

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, such as deafness, blindness, amputations, or brain damage (resulting in mental retardation or paralysis) even with prompt treatment.

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 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. Being a carrier helps to stimulate your body's natural defense system.

How can Bacterial Meningitis be prevented?

Students should not share food, drinks, utensils, toothbrushes, or cigarettes. Students should limit the number of people they kiss. While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances (disease outbreak, travel, etc.). Also, a vaccine is recommended by some groups for college students, particularly freshman living in dorms or residence halls. Students should seek prompt medical attention if they think they or a friend might have bacterial meningitis.

Where can students get more information?

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

Child Abuse Reporting & Investigations

School staff are required by law to report incidents of abuse or maltreatment of children. If you become aware of an incident of child abuse, please contact Child Protective Services. If you or your child are a victim of abuse or maltreatment, please see your campus counselor. Counselors are available to provide additional community resources.

The school cooperates with official child abuse investigators as required by law. The school provides training to its teachers and students in preventing and addressing incidents of abuse of students, including knowledge of likely warning signs indicating that a student may be a victim of abuse.

Student Abuse Safety Plan

If you are a student that is a victim of abuse, sexual abuse, neglect or other maltreatment report the abuse immediately. You may report the abuse to a trusted staff member or Child Protective Services.

School staff are required by law to report incidents of suspected abuse or maltreatment of children. Campus counselors are available for support services and may provide additional community resources. To report an emergency, call 911. To report child abuse or neglect, call 1-800-252-5400 or use the secure website: <https://www.txabusehotline.org>

Student Interviews at School

The school may not interfere with an investigation of a report of child abuse or neglect conducted by the Texas Department of Family and Protective Services (DFPS). The school shall permit the investigator to conduct the required interview with the student at any reasonable time at the school. The school may not require the investigator to permit school staff to be present at a student interview conducted at school.

Notification of Parents

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parents if necessary.

Child Find

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: Julie Atchley, Director of Academics
- Phone Number: 512-583-6967

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: Marty Jedinak, Section 504 Coordinator
- Phone Number: 512-583-6967

Additional Information

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

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

Document Translations

To the extent practicable, information sent shall be in an understandable and uniform format and provided in a language that the parents can understand. Information regarding student interpretive, descriptive, and diagnostic reports, plans, policy, compact, parent meetings, and other required correspondence will be given in an understandable and uniform format, and to the extent practicable, in a language that parents can understand.

Discrimination, Harassment, Bullying, & Dating Violence

NYOS Charter School is committed to maintaining a safe and productive learning environment and to eliminating harassment from the school environment. To that end, NYOS supports and adheres to state and federal law that prohibits harassment of students based on the student's race, color, or national origin; sex, gender, or gender identity; sexual orientation; religion; or disability, or relationship or association with an individual with a disability; academic ability, artistic ability, athletic ability or the school district that the child would otherwise attend under state law; or any other basis protected by law in the educational program or activity which it operates. NYOS also prohibits retaliation against persons who report harassment for themselves or others or who participate in related proceedings. Examples of retaliation include threats, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances, such as negative comments that may be warranted based on student class performance.

If you become aware of an incident of bullying or harassment, please notify a teacher, administrator or counselor. If you are a victim of bullying, harassment or intimidation, please see your campus counselor or administrator. Counselors are available to provide additional community resources.

NYOS designates the following person to coordinate its efforts to prevent sexual harassment and to comply with Title II of the Americans with Disabilities Act of 1990, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973.

- **Name:** Kathleen Zimmermann
- **Position:** Executive Director
- **Address:** 12309 N Lamar Blvd, Austin, TX 78753
- **Telephone:** 512-583-6967 ext. 374
- **Email:** kzimmermann@nyos.org

Should the Executive Director be the subject of the complaint, the complaint should be addressed directly to the Chair of the School Board.

Cafeteria Discrimination Complaint Procedures

Any person alleging discrimination based on race, color, national origin, sex, age, or disability has a right to file a complaint. Complaints may be filed to USDA directly or to the NYOS Executive Director. All food service discrimination complaints received by NYOS will follow the NYOS Grievance Process and will be forwarded to TDA Food and Nutrition. The below USDA Nondiscrimination Statement Update is posted in the NYOS cafeterias and on the NYOS website.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

- (1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;
- (2) fax: (202) 690-7442; or
- (3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

Notification of Rights Under FERPA for Elementary & Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the NYOS Charter School receives a request for access.

Parents or eligible students should submit to the school Principal a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent, or eligible student, believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask NYOS Charter School to amend a record should write the school Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment.

Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the Board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School] to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW Washington, DC 20202

FERPA permits the disclosure of personally identifiable information (PII) from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires the school to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures. A school may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student –

- To other school officials, including teachers, within the educational agency or institution whom the school has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
- To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the State educational agency in the parent or eligible student's State (SEA). Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to §99.38. (§99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))
- To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))
- Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))

School Health Advisory Council

The School Health Advisory Council (SHAC) reviewed the NYOS Charter School Wellness Policy and ensures the following:

- students participate in at least the minimum required amount of physical activity for all grades;
- district campuses comply with agency vending machine and food service guidelines for restricting student access to vending machines; and
- the district has adopted and enforces policies and procedures that prescribe penalties for the use of tobacco products by students and others on school campuses or at school-sponsored or school-related activities.

The SHAC will meet quarterly in the 2021-2022 school year. Parents may request in writing their child's physical fitness assessment results at the end of the school year.