



# **STUDENT/ PARENT HANDBOOK 2017-2018**

## Contents

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<b>CONTACTS AND INFORMATION</b> .....	<b>5</b>
Physical Addresses .....	5
Digital Communications .....	5
2017-2018 SCHOOL BOARD Members .....	6
2017-2018 ADMINISTRATIVE TEAM .....	6
CAMPUS SUPPORT STAFF .....	6
NYOS ELEMENTARY FACULTY .....	7
NYOS SECONDARY FACULTY	7

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<b>ABOUT NYOS CHARTER SCHOOL</b> .....	<b>8</b>
PERFORMANCE GOALS and Philosophies .....	8
SCHOOL BOARD .....	9
2017-2018 School Board Meeting dates: .....	9

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<b>Parental Involvement</b>	<b>10</b>
NYOS Charter School PTA – Parent Teacher Association .....	10

---

<b>ADMISSIONS</b>	<b>11</b>
-------------------	-----------

---

<b>ATTENDANCE AND ENROLLMENT</b> .....	<b>12</b>
ATTENDANCE COMMITTEE .....	12
ATTENDANCE PROCEDURES .....	13
DUAL ENROLLMENT .....	13
VOE (verification of enrollment) forms .....	14
MEDICAL APPOINTMENTS .....	14
RELIGIOUS HOLY DAYS .....	14
SCHOOL DAY .....	15

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<b>BEHAVIOR</b>	<b>16</b>
Lifelong Guidelines .....	16
Lifeskills .....	16
GUIDANCE AND SCHOOL COUNSELING .....	17
DISCIPLINE & SAFE LEARNING ENVIRONMENT .....	17
DISCIPLINE MANAGEMENT PLAN .....	17
DISCIPLINE PROCESS .....	18
REFERRALS .....	18
SUSPENSIONS AND EXPULSIONS .....	18
SEARCHES AT SCHOOL .....	18
Student Behavior EXPECTATIONS .....	18

PARENTAL BEHAVIOR EXPECTATIONS .....	19
GRADUATION .....	19
GRIEVANCE PROCESS.....	19
<hr/>	
<b>CAMPUS EXPECTATIONS</b>	<b>20</b>
Hazardous Weather .....	20
Lost and Found .....	20
Releasing Students .....	20
TELEPHONING FROM SCHOOL .....	21
VISITORS .....	21
<hr/>	
<b>DRIVING AND PARKING</b>	<b>22</b>
KRAMER Campus Drop-Off and Pick-Up procedure.....	22
Lamar Campus Drop-Off and Pick-Up procedure .....	23
STUDENT DRIVERS .....	26
<hr/>	
<b>INSTRUCTION AND ASSESSMENT .....</b>	<b>27</b>
GRADE REPORTING .....	27
Earning Credit .....	27
GPA .....	28
Late Work.....	28
State Mandated Assessments.	28
STUDENT-LED CONFERENCES .....	28
HOMEROOMS.....	29
TRANSCRIPT AND RECORDS REQUESTS.....	29
<hr/>	
<b>SCHOOL HEALTH</b>	<b>30</b>
HEAD LICE .....	30
ILLNESS AND INJURIES.....	30
MEDICINE .....	30
<hr/>	
<b>UNIFORMS</b>	<b>31</b>
PreK-5 <sup>th</sup> Grade.....	31
6 <sup>th</sup> -7 <sup>th</sup> Grade.....	31
8 <sup>th</sup> -12 <sup>th</sup> Grade .....	32
All Grades .....	32
General Guidelines.....	33
DRESS CODE AND UNIFORM VIOLATION CONSEQUENCES .....	33
<hr/>	
<b>REQUIRED NOTICES</b>	<b>34</b>
Anabolic steroid use .....	34
ASBESTOS MANAGEMENT...34	

BACTERIAL MENINGITIS .....34  
CHILD ABUSE REPORTING AND INVESTIGATIONS .....35  
CHILD FIND .....36  
DISCRIMINATION, HARASSMENT, BULLYING AND DATING VIOLENCE ..... 37  
CAFETERIA DISCRIMINATION COMPLAINT PROCEDURES.....38  
NOTIFICATION OF RIGHTS UNDER FERPA FOR ELEMENTARY & SECONDARY SCHOOLS ..... 38  
SCHOOL HEALTH ADVISORY COUNCIL .....40

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## CONTACTS AND INFORMATION

### *Physical Addresses*

NYOS (Lamar Campus)	NYOS (Kramer Campus)
12301 N. Lamar Blvd. Austin, TX 78753 (512) 583-6967, Fax (512) 583-6973	1605 Kramer Lane Austin, TX 78758 (512) 275-1593 Fax (512) 287-5258

### *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 e-mail. All NYOS employees are expected to check their email at least three times daily. An employee list is included on page 4 of this handbook.

#### **WEB PAGES**

Each teacher has an individual web page that will provide information specific to their 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 district-wide (Pre-K through 12<sup>th</sup> Grade) is forwarded through this group email. This tool consistently provides all families with current and updated information. To join, please sign up at the below link or with your campus receptionist.

<http://visitor.r20.constantcontact.com/d.jsp?llr=gkqi9hlab&p=oi&m=1111585210694>

Individual email addresses are not posted and are not shared.

#### **FACEBOOK**

Visit the NYOS CHARTER SCHOOL Facebook page and “LIKE” us

<http://www.facebook.com/#!/pages/NYOS-Charter-School/231577353589950>

#### **TWITTER**

Visit the NYOS CHARTER SCHOOL Twitter page and “Follow” us

<https://twitter.com/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/>

**2017-2018 SCHOOL BOARD Members**

Parent Representatives..... Laura Collier, Amy Adams, Priscilla Cavazos, Sarah Moore  
Teacher Representatives..... Clare Benish, Ean Fulks, Samantha Gladwell, Natalie Elliott  
Community Representatives..... Dr. April Michaud, John Tintera, Dr. David Molina  
Student Representative .....Miki Nguyen

**2017-2018 ADMINISTRATIVE TEAM**

Executive Director.....Kathleen Zimmermann  
Director of Federal Programs & Special Services.....Julie Atchley  
Director of Operations.....Joey Thompson  
Director of Development.....Denice Brooks  
Elementary Principal.....Terry Berkenhoff  
Elementary Assistant Principal .....Jenna Tintera  
Elementary Counselor..... Allison Werner  
Secondary Principal.....Curtis Wilson  
Secondary Assistant Principal.....Megan Podd  
Academic Advisor.....Bethany Watts  
Secondary Counselor.....Makeisha Muwana

**CAMPUS SUPPORT STAFF**

IT/IS Manager ..... Christian Aviles  
IT/IS Staff.....Maha Hashim, TBD  
Student Data/Registrar .....Marilyn Stapleton  
Kramer Library Tech/Office Aide.....Maureen McGinn  
Grant Writer ..... Susan Crowley-Galvin  
Administrative Assistant..... Ella Morales  
Food Services Manager ..... Maria "Maggie" Munoz  
Kramer Cafeteria Cashier .....Andrea McKim  
Maintenance Manager..... Anthony Cordova  
Maintenance.....Alex Texcucano

**Campus receptionists**

Kramer Campus..... Isela Valles  
Lamar Campus..... Bronwyn Sanderson

**Campus Transportation**

Bus Driver.....Constance Hill

**Business Office Personnel**

Senior Accountant ..... Hweilu Chen  
Human Resources and Business Associate..... Marcos Diaz

**Special Services Personnel**

Diagnostician/LSSP.....Julie Hunt  
Speech Therapist..... Anne Hillis  
Occupational Therapist ..... Danielle Vest

## ***NYOS ELEMENTARY FACULTY***

Pre-K.....	Jessica Brown, Michelle Thompson
Kindergarten.....	Heidi Rauth , Andrea Tanner, Kelly Tuxhorn, Melissa Wrinkle
1 <sup>st</sup> Grade .....	Amanda Erhart, Donida Garcia, Marissa Hernandez, Nicole Geiger
2 <sup>nd</sup> Grade .....	Kendra, Estes, Casey Torrez, Whitney Powell, Katherine Rotwein
3 <sup>rd</sup> Grade.....	Demery Bader-Saye, Sarah Gamble, Samantha Gladwell, Audrey O’Gwin, Olivia Potter
4 <sup>th</sup> Grade.....	Rebecca Barta, Shelbi Suarez, Melissa Hefner, Sally Phillips
5 <sup>th</sup> Grade.....	Melissa Bisbo, Marcy Shapiro, Steven Brown, Gary Kolenbrander

### **ELEMENTARY SPECIAL EDUCATION AND INTERVENTION STAFF**

Reading/Math Intervention.....	Kim Cavett, Chris Juraska, Clare Benish
Special Education Team.....	Megan Carlin, Erica Ortego, Shea Satterfield
Education Assistants .....	Mayra Arellano, Karen Bosquez

### **ELEMENTARY SPECIALS TEAM**

Music.....	Brandi Pumphrey
Spanish .....	Claudia Arguello
Art .....	Heidi Krell
Physical Education.....	Lindsay Ball, Andrew Budd

## ***NYOS SECONDARY FACULTY***

### **6<sup>th</sup> Grade**

Language Arts.....	Lindsey Blasé Brown
Mathematics .....	Bailey Noon
Science.....	Dan Omelchuck
Social Studies.....	Amber Lovas
Technology .....	Amy Holton

### **7<sup>th</sup> Grade**

Language Arts.....	Ean Fulks
Mathematics.....	Efrain Garcia
Science.....	Kira Lowery
Social Studies.....	William Byrd

### **HIGH SCHOOL**

English .....	Natalie Elliot, Lisa Lamkin, Chris Mink, Norma Reyes, Joanna Turner
Mathematics .....	Christopher Deyo, Carissa Goald, Katherine Pickens, Hannah Lee, Krystal Rankhorn
Science.....	Jesus Aguilar, Amy Cunningham, Cory Huff, Mark McPhee
Social Studies.....	Alba Stroube, Mark Stroube, Shawn Treston, Jeanne Wehde

### **MS/HS CAREER, SPECIAL EDUCATION AND INTERVENTION**

Language Arts.....	Christine Benson, Marty Jedinak, Jennifer Morris
Mathematics .....	Alexander Fones, Andrea Prado
CATE .....	Nekeida Dydell-Pierce
Educational Assistants.....	Valentine Cepeda, Tony Hogard, Jose Vazquez, Allison White, Willie Watts

### **MIDDLE SCHOOL/HIGH SCHOOL SPECIALS**

Physical Education.....	Shawn Bliss, Hector Vela
American Sign Language .....	Tracy McCameron
Spanish .....	Malena Downes
Art .....	Deborah Harkins
Computer Science & Yearbook .....	Susan McCoy
Speech & Theatre .....	Dory Zeitler
Computer Science.....	Lori Ramirez
Guitar/Band .....	Matt Montoya

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## 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

## *PERFORMANCE GOALS and Philosophies*

### Performance Goals

The NYOS School Board approved the following performance goals in 2014:

- NYOS will rank in the top 10% of its Texas Campus Comparison Group.
- All Elementary students enrolled at least one year will achieve scale scores of 3 or above in core subjects.
- All Middle and High school students enrolled at least one year, who participate in state testing, will “Meet Standard” on state tests.
- Every student, including high-achieving students, enrolled for at least one year will achieve one year’s academic growth.
- All students will participate in a service-learning project every year that promotes the idea of “knowing by doing.”
- Elementary and Middle School students will know and practice the nineteen NYOS Lifeskills.
- High School students will demonstrate leadership competencies (e.g. public speaking, decision-making, and persistence).
- All students will take a college entrance exam. Exam results will be high enough to gain them admission into the post-secondary institution of their choosing.

### 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 as a 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

### ***2017-2018 School Board Meeting dates:***

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

July 13	August 10	September 7	October 12
November 9	December 14	January 11	February 8
March 8	April 12	May 10	June 14

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## Parental Involvement

Parent involvement is vital to the 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, schoolwide emails and the school website.

### *NYOS Charter School PTA - Parent Teacher Association*

PTA is a grassroots organization made up of parents, teachers, students and others who have an interest in children, families and schools. 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 hope that 100% of our school community will join PTA and support our school and our students. This important organization will assist with community building, academic enrichment programs and fundraising. PTA Contact: [president@nyospta.org](mailto:president@nyospta.org).

#### PTA Officers 2017-2018

<b>President</b>	Carlos Garcia
<b>Elementary Vice- President</b>	Amy Greenwald
<b>Middle School Vice-President</b>	Toni Dregenberg
<b>High School Vice-President</b>	Lisa Boone
<b>Secretary</b>	Don Hernandez
<b>Treasurer</b>	Dave Bhakta
<b>Parliamentarian</b>	Lindsey Brown

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## **ADMISSIONS**

Admission is by application. Applications are taken on a continuing basis. A lottery is held on March 10<sup>th</sup> of each year to fill vacancies. Students who have not submitted an enrollment application by March 5<sup>th</sup> are placed on a waiting list in the order in which the applications are received after the lottery process.

Siblings of currently enrolled NYOS students, staff members' children and founders' children shall have priority over new students for enrollment. Siblings shall be granted priority placement one time: if students enroll at NYOS under sibling priority and thereafter withdraw or are expelled, they may return only through the normal lottery process. Placement of priority students is contingent on available positions at the grade level of the student.

### **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 students receive an Intent to Return each spring. 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. The Intent to Return forms should be returned by January 5<sup>th</sup>. Returning students are enrolled for the following school year upon receipt of the Notice to Return form.

### **Withdrawal from NYOS**

Parents who plan to withdraw a student must notify the registrar 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 five consecutive days without notifying NYOS of an illness or explanation of absence. This includes the beginning of the school year in July. Please do not plan vacations during the time that school resumes in July. 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.

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## **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 4:00 p.m. Monday - Thursday and no later than 1:00 p.m. on Fridays. No after school supervision is provided for students. Students may only remain on campus after school if they are participating in a supervised activity. 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 come into the school 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 enrollment 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 student's 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.

### ***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 effect 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 10 minutes into the second instructional period/hour of the school day. 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 – 5 student is considered **TARDY** when the student arrives at school between 8:01 a.m. and 10:00 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 6 - 12 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 enrollment 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 ENROLLMENT***

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 5<sup>th</sup> 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 in order 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 must 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 and Middle School** students, **8:00 a.m. for High School** students, with a staggered start and release schedule for different groups of students.

It is the responsibility of all parents/guardians to ensure that students are picked up from school **no later than 15 minutes past dismissal**. If the student rides the bus from Lamar to Kramer, parents are required to be waiting for the bus when it arrives. **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:

### **Kramer Campus**

<b>Grade Level</b>	<b>Day of Week</b>	<b>Start Time</b>	<b>Release Time</b>
Pre-K 4	Mon-Fri	7:50 a.m.	10:50 a.m.
Pre-K 3	Mon-Thurs	12:35 p.m.	3:35 p.m.
Pre-K 3	Friday	11:00 a.m.	2:00 p.m.
Grade K-3	Mon-Thurs	7:50 a.m.	3:35 p.m.
Grade K-3	Friday	7:50 a.m.	12:35 p.m.

### **Lamar Campus**

<b>Grade Level</b>	<b>Day of Week</b>	<b>Start Time</b>	<b>Release Time</b>
Grades 4/5	Mon-Thurs	7:50 a.m.	3:35 p.m.
Grades 4/5	Friday	7:50 a.m.	12:35 p.m.
Grades 6-7	Mon-Thurs	8:00 a.m.	3:45 p.m.
Grade 6-7	Friday	8:00 a.m.	12:45 p.m.
Grades 8-12	Mon-Thurs	8:00 a.m.	4:00 p.m.
Grades 8-12	Friday	8:00 a.m.	12:45 p.m.

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## 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: 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: 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 AND 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 Discipline*. 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 AND 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 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 Behavior 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.

## ***PARENTAL BEHAVIOR 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.

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## CAMPUS EXPECTATIONS

### *Hazardous Weather*

NYOS will follow the **Austin Independent School District (AISD)** in its school closure decisions. If **AISD** schools are closed or delayed, then NYOS will be closed and delayed as well.

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:

**Pre-K 4:** 10:00 a.m. – 12:30 p.m.

**Pre-K 3:** 1:00 p.m. – 3:35 p.m.

**Kramer Elementary (Pre-K – 3<sup>rd</sup>):** 3:35 p.m.

**Lamar Elementary (4<sup>th</sup> – 5<sup>th</sup>):** 3:35 p.m.

**Middle School (6<sup>th</sup> – 7<sup>th</sup>):** 3:45 p.m.

**High School (8<sup>th</sup> – 12<sup>th</sup>):** 4:00 p.m.

Bus, 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 afterschool 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 designated boxes. Students and parents are encouraged to check the box. All unclaimed items are donated to charity 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 by third parties. NYOS students are prohibited from ordering lunch from third parties and having the food delivered to campus.

### **SKATEBOARDS**

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

## TELEPHONING FROM SCHOOL

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.

### Cell Phones / Text Messaging

Using cell phones or text messaging for non-instructional purposes during school hours is not permitted in grades Pre-K through 7<sup>th</sup>. 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 an administrator. If any 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 and receive a badge to wear. Visitors will be required to leave an ID or Driver's License at the reception desk. **At the end of the visit, visitors must return to the reception desk to sign out and pick up their ID or Driver's License.** 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. Visitors identified as sex offenders shall be escorted by school staff at all times.

Students who have graduated from NYOS are welcome to visit 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.

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## DRIVING AND PARKING

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

- 1) Under no circumstance should you 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 is to be picked up on the outside passing lane or street.
- 6) No cell phone use in parking lot during drop-off or pick-up.
- 7) Do not pass the school bus.
- 8) Parents/Guardians are not allowed to queue up more than 30 minutes before dismissal and must remain in their vehicles.
- 9) Park only in legally marked parking spaces on the school property.

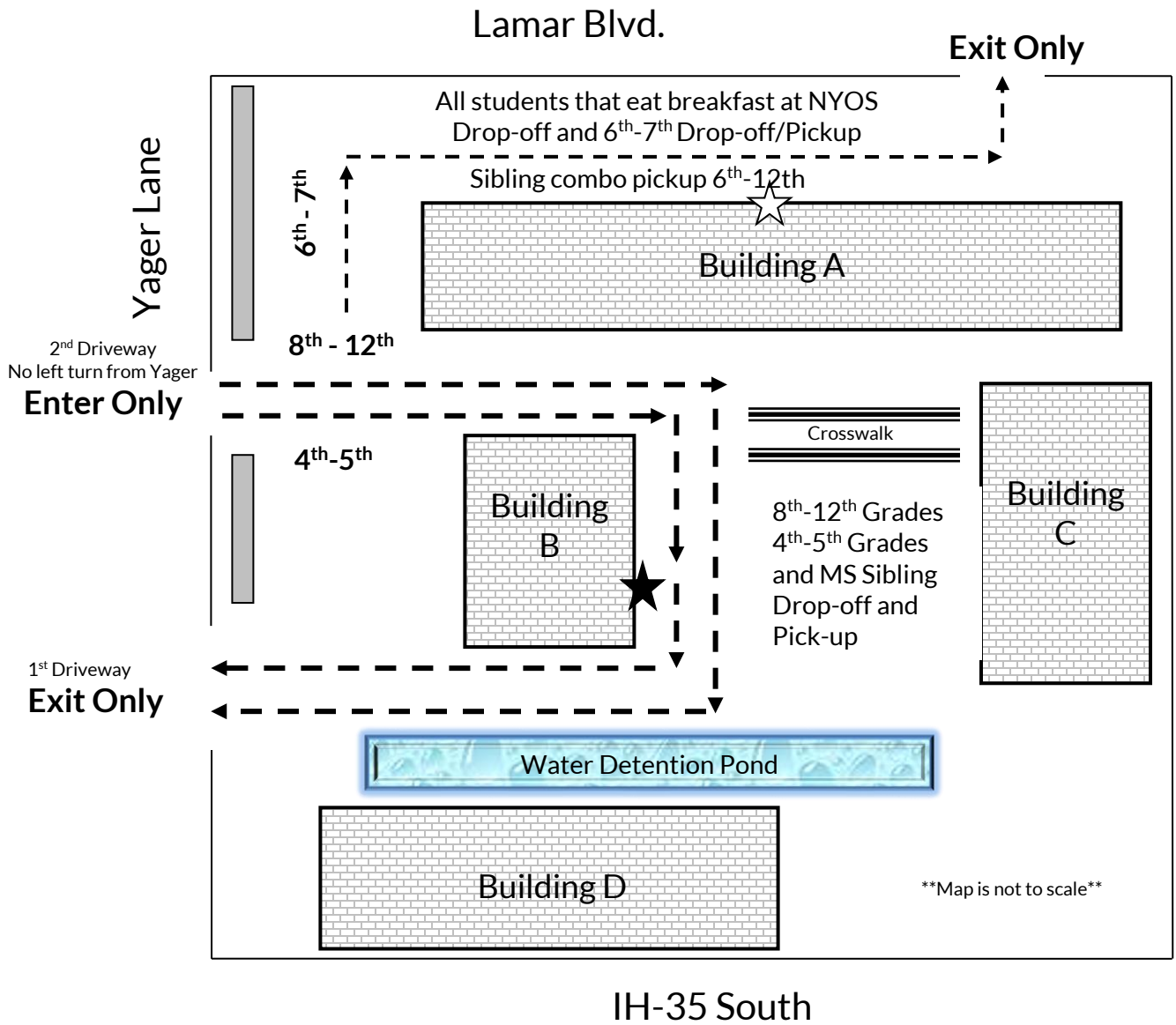
### ***KRAMER Campus Drop-Off and Pick-Up procedure***

Parents who are dropping off students are asked to please enter the school grounds by utilizing the last entrance into the property. Follow the arrows to the drop off and pick up destination.

Parents wishing to park and walk inside the gym with their students should park in the front parking lots. Parents may not park in front of or behind the church building. Students may not be dropped off in the front parking lot. If students enter through the front gym doors, they must be accompanied by an adult. All student drop offs will be completed in the back of the gym under the supervision of NYOS staff members.

All students will be dismissed from the gymnasium. Parents/guardians are expected to pick up students no later than 15 minutes past dismissal time (3:35 p.m. M-Th, 12:35 p.m. Fri). Parents who wait for students to ride the bus from Lamar should be waiting for students when the bus arrives. Repeated failure to pick up students on time may result in permanent dismissal from NYOS.

**Lamar Campus Drop-Off and Pick-Up procedure**



**Entering NYOS for Drop-off and Pick-up**

Coming from IH-35 South access road, all families will enter into NYOS through the 2<sup>nd</sup> driveway off Yager Lane closest to Lamar. The first driveway off Yager Lane will be exit only.

## No Left Turn on Yager Lane

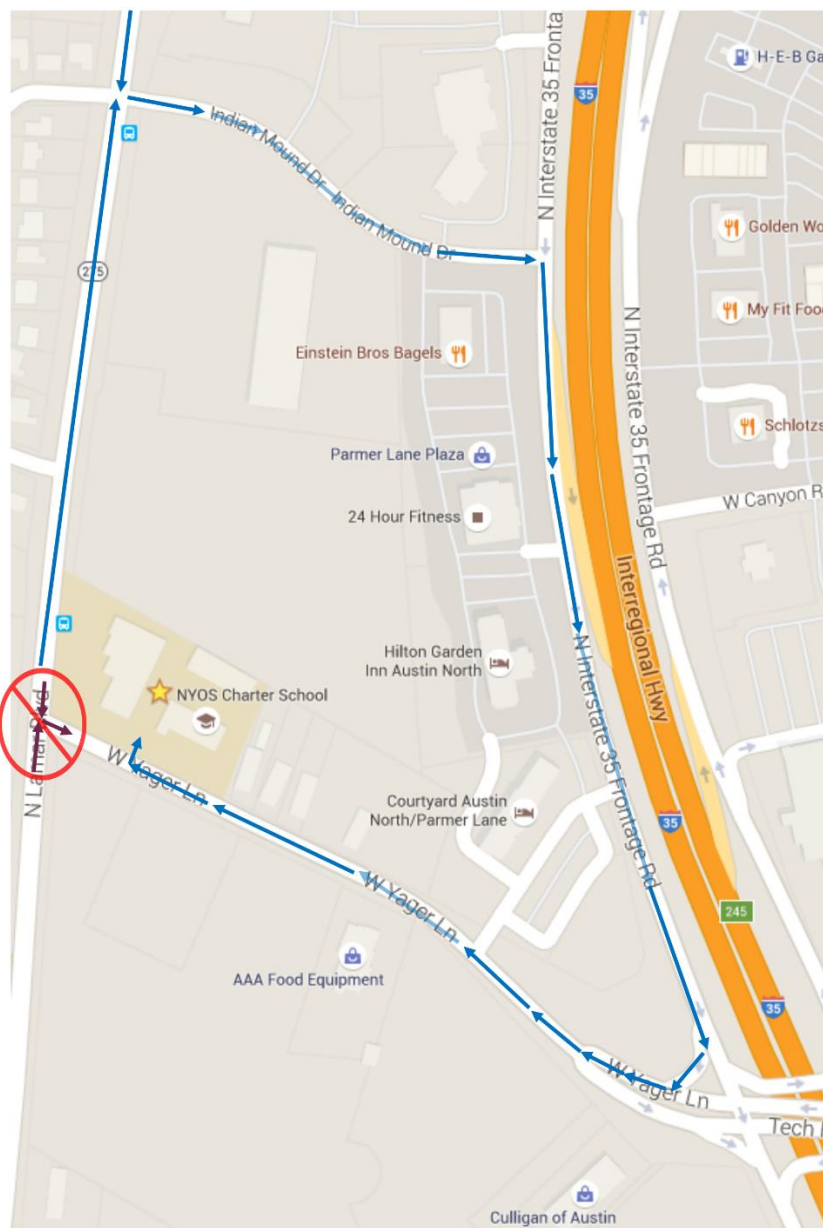
Drivers may not turn LEFT from Yager Lane to enter NYOS. Please use the below alternate route. DO NOT make illegal U-turns on Yager Lane or utilize the driveways of Building D or the neighboring businesses (CRDN Restoration, Bridgefarmer's, hotel, etc.) to turn around. This is very dangerous for other drivers, pedestrians, and our students.

### TRAVELING NORTH ON LAMAR:

- Pass Yager Ln.
- Turn RIGHT on Indian Mound Dr. (between Parmer and Yager Ln.)
- Turn RIGHT on IH-35 Frontage Rd.
- Turn RIGHT on Yager Ln.

### TRAVELING SOUTH ON LAMAR:

- Turn LEFT on Indian Mound Dr. (between Parmer and Yager Ln.)
- Turn RIGHT on IH-35 Frontage Rd.
- Turn RIGHT on Yager Ln.





**Drop-off for 4<sup>th</sup> - 5<sup>th</sup> students, 8<sup>th</sup> - 12<sup>th</sup> students and their siblings**

After entering NYOS, families will drive around the back of Building A to the north side of Building B. 4<sup>th</sup> and 5<sup>th</sup> grade students will enter through the second driveway to the gym in Building B immediately after drop off. Middle and High School students will proceed along Building B to the crosswalk and cross to Building A to the cafeteria. After drop off, parents will continue around Building B to the exit on Yager Lane.

**Drop-off for all students eating breakfast and 6<sup>th</sup>-12<sup>th</sup> students**

Families with students eating breakfast at NYOS and all 6<sup>th</sup>-7<sup>th</sup> grade students without a 4<sup>th</sup>-5<sup>th</sup> grade or 8<sup>th</sup>-12<sup>th</sup> grade sibling will take an immediate left after entering NYOS and drive to the front of Building A. Families will drop off students at the gazebo in front of Building A and then proceed to the exit on Lamar.

**Pick-up for 4<sup>th</sup> - 5<sup>th</sup> students and their siblings**

All 4<sup>th</sup> and 5<sup>th</sup> grade students will be picked up at the gym entrance on the north side of Building B.

**Pick-up for 6<sup>th</sup> -8<sup>th</sup> students and combination of siblings in grades 6<sup>th</sup>-12<sup>th</sup>**

All students must wait in the front of Building A to be picked up after school. Waiting inside the building (other than in inclement weather), behind any of the buildings, the foyers, or in the rear parking lot is not permitted.

**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.

**Do not** turn left into the NYOS parking lot from Yager Lane. Cars should enter by making a right turn into NYOS. Please refer to the map on page 18.

**Do not** encourage students to break rules by picking them up at Building D or neighboring businesses.

All spaces that belong to NYOS are clearly marked.

**Do not park outside the school boundary along Lamar Blvd. or Yager Lane.** Parking along Yager Lane and Lamar Blvd. is against the law. Vehicles prevent a clear view of oncoming traffic south of Yager Lane and an accident may occur.

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 senior students will be permitted to drive to school. Senior student drivers will park at the Kramer campus and ride the bus to Lamar on the morning bus run. At dismissal, senior student drivers will ride the bus back to Kramer. Senior student drivers who actively attend ACC or whose schedule allows them to leave campus during the day will be given first priority to park at Lamar.

NYOS does understand that limiting student parking to seniors may create a hardship for some families. If this is the case for your family, please contact Mr. Wilson, [cwilson@nyos.org](mailto:cwilson@nyos.org), to discuss.

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

- permission must be obtained from the Principal or designee;
- 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 off campus including the neighboring businesses and hotels;
- parking permit must be displayed in 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.

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## 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 (unless they take a High School course). 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.

### ***GRADE REPORTING***

Parents may access their student's grades and attendance records through a web based software program called Gradebook. 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
- 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) 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. The sports programs that meet the “Physical Education Equivalent” course requirements for 0.5 credits per semester include Volleyball, Football, Basketball, Soccer, Cross Country, Cheerleading, or the spring semester of Running Club.

## ***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**

9<sup>th</sup>-12<sup>th</sup> Grade - Class rank available in January

9<sup>th</sup> -11<sup>th</sup> Grade – End of year rank available in June

12<sup>th</sup> Grade - Final class rank available at the end of the 3<sup>rd</sup> quarter

Valedictorian and Salutatorian rankings are calculated after the 3<sup>rd</sup> quarter. Any scholarship based on ranking will be based on the 3<sup>rd</sup> 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. Approved late work is due 3 school days after assignment is issued.

## ***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.

## ***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.

### **Grades PreK-5**

Conferences occur three times a year for Grades PreK-5. 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.

### **Grades 6-7**

Conferences occur twice a year for Grades 6-7. The conferences are held at the beginning of the first semester and at the beginning of the second semester. The goal of student-led conferences is that each student can articulate his/her progress as well as particular strengths and challenges. Teachers will assist students in understanding their strengths and challenges, communicating their progress, and preparing for conferences. At the conference, students will facilitate the student-parent conference, and teachers will not directly participate in the dialog between the student and parent.

### **Grades 8-12**

Conferences are by invitation and/or parent request.

## ***HOMEROOMS***

### **Grades 8-12**

NYOS may offer single-sex homerooms in grades 8-12. NYOS believes that some students more easily discuss gender-specific topics in single-sex environments. NYOS may also separate students by sex or gender for portions of classes that deal exclusively with human sexuality.

Your required signature acknowledging the receipt and understanding of the *NYOS Parent/Student Handbook* also grants permission for your student to attend a single-sex homeroom. If you do not agree, please contact your Principal.

## ***TRANSCRIPT AND 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 Marilyn Stapleton 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](mailto: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.

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## SCHOOL HEALTH

### *HEAD LICE*

When students have head lice or their eggs (also called nits) in their hair, it will be treated as an illness. They will be isolated from other students and parents will be called to pick them up. Students may not return to school or NYOS extra-curricular activities until there are no signs of head lice, either adults or eggs.

### *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 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).** All medications must be kept in the school office at all times. 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 or guardian submits written request. Authorization forms may be obtained at the reception desk or on the NYOS 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 school personnel.
- In grades 4-12 it is the student's responsibility to remember to come to the office to have medication dispensed. In grades Pre-K – 3 school staff will administer the medication on the requested 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.

### **Self-Administration of Prescription Asthma or Anaphylaxis Medicine**

Students with asthma or anaphylaxis may possess and self-administer prescription asthma or anaphylaxis medicine in accordance with legal requirements. Check with your campus receptionist for more information.

# UNIFORMS

## UNIFORM STANDARDS – Updated January 2017

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 **page 33.**

### PreK-5<sup>th</sup> Grade

<p><u>Tops</u> Polo shirt: solid red, navy, white Loose-fitting, with no ruffles, lace, gathers, or logos NYOS t-shirt in school colors</p>	<p><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</p>
<p><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</p>	<p><u>Shoes</u> Closed-toe shoes at all times Tennis/athletic shoes for PE <u>Cold-weather gear worn inside</u> Sweaters, jackets, hoodies, sweatshirts: solid color with no text, logos or stripes. NYOS gear is ok.</p>

### 6<sup>th</sup>-7<sup>th</sup> Grade

<p><u>Tops</u> Polo shirt: solid navy, white, grey, black Loose-fitting, with no ruffles, lace, gathers, or large logos</p>	<p><u>Undergarments</u> Undergarments must be covered at all times. Tights or leggings: solid color to match shirt or bottoms, or white</p>
<p><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).</p>	<p><u>Shoes</u> Closed-toe shoes required in science labs and recommended at other times. <u>Cold-weather gear worn inside</u> Sweaters, jackets, hoodies, sweatshirts worn inside for warmth are ok.</p>
<p><u>PE</u> Top: T-shirt Bottoms: shorts mid-thigh or longer, athletic material ok Tennis/athletic shoes</p>	<p><u>Thursday College or NYOS T-shirt day</u> Tops: T-shirt, sweatshirt or hoodie from an accredited college or university, or NYOS sponsored. Bottoms: Blue jeans or uniform bottoms.</p>

**8<sup>th</sup> -12<sup>th</sup> Grade**

<p><u>Tops</u> Polo shirt: solid navy, white, grey, black Loose-fitting, with no ruffles, lace, gathers, or large logos</p>	<p><u>Undergarments</u> Undergarments must be covered at all times. Tights or leggings: solid color to match shirt or bottoms, or white</p>
<p><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).</p>	<p><u>Shoes</u> Closed-toe shoes required in science labs and recommended at other times. <u>Cold-weather gear worn inside</u> Sweaters, jackets, hoodies, sweatshirts worn inside for warmth are ok.</p>
<p><u>PE</u> Top: T-shirt Bottoms: shorts mid-thigh or longer, athletic material ok Tennis/athletic shoes</p>	<p><u>Thursday College or NYOS T-shirt day</u> Tops: T-shirt, sweatshirt or hoodie from an accredited college or university, or NYOS sponsored. Bottoms: Blue jeans or uniform bottoms.</p>
<p><u>Piercings</u> (HS Only) Small facial piercings are ok. No large hoops or large gauges.</p>	

**All Grades**

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



## ***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:**

- Shorts, skorts or skirts and any slits in such attire shorter than uniform standards require
- Spandex shorts, wind shorts, or other tight fitting shorts
- Halter tops, tank tops or other shirts with deep-cut openings
- Dresses or shirts that only partially cover the shoulders, i.e. spaghetti straps
- Shirts that are sheer or that do not cover the midriff
- Visible undergarments
- Torn, cut, ripped, frayed or stained jeans/clothing
- Leggings worn in lieu of pants or yoga pants except for yoga class
- 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
- Gang-related attire (colors, bandanas, shoe laces, symbols, caps worn on belt loops or backpacks)
- 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 AND 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 at respective campuses will keep track of violations.

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## 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 persons 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 AND 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*

NYOS Charter School is required by federal and state law (34 CFR 300.220.34 CFR 300.121) to offer comprehensive special education services to eligible students ages three through 21 years and to children from birth through age 21 years who have a hearing or visual impairment. Children from birth to age three with other disabilities will be referred to appropriate agencies for services. All referrals are considered confidential, and services are provided at no cost. The parent, legal guardian, or surrogate parent retains the right to refuse services and will be provided other procedural safeguards under federal and state law.

Public school services include screening in areas of suspected disabilities, such as vision, hearing, motor skills, speech, language, and general development. Evaluations in the schools are provided for several areas of suspected disabilities, including learning disabilities, speech and language development, physical impairments, vision or hearing problems, mental retardation, emotional disturbances, autism/pervasive developmental disorders, health impairments, or traumatic brain injuries.

A free, appropriate, public education with a full continuum of services is available. For more information concerning eligibility criteria and referral procedures, contact the Principal or counselor at NYOS Charter School.

## **Providing Assistance to Students Who Have Learning Difficulties or Need Special Education Services**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts to meet the needs of all struggling students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If the evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 45 school days of the date the district receives the written consent. The district must give a copy of the evaluation report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with [prior written notice](#) that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights, if they disagree with the district. The district is required to give parents the [Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities](#). Additional information regarding the IDEA is available from the school district in a companion document [A Guide to the Admission, Review, and Dismissal Process](#).

The following websites provide information to those who are seeking information and resources specific to students with disabilities and their families:

- [Texas Project First](http://www.texasprojectfirst.org)  
<http://www.texasprojectfirst.org>
- [Partners Resource Network](http://www.partnerstx.org)  
<http://www.partnerstx.org>

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

Terry Berkenhoff – Grades Pre-K - 5  
tberkenhoff@nyos.org  
512-275-1593 ext. 308 (PK – 3)  
512-583-6967 ext. 378 (4 -5)

Curtis Wilson – Grades 6-12  
cwilson@nyos.org  
512-583-6967 ext. 321

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### **DISCRIMINATION, HARASSMENT, BULLYING AND 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:** 12301 N. Lamar Blvd., Austin, Texas 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](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](mailto: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 met four times in the 2016-2017 school year and will resume quarterly meetings in the 2017-2018 school year. Parents can request in writing their child’s physical fitness assessment results at the end of the school year.