



**COMAL  
ACADEMY**

*Parent/Student Handbook Comal I.S.D.*

*2019-2020*

*Fully Accredited by the Texas Education Agency*

## Table of Contents

<b>Subject</b>	<b>Page No.</b>
Mission Statement	3
Notice to Students Regarding Enrollment in Comal Academy	4
Admission Procedure	4
Progress Reviews	5
Comparison Table	6
General Practices	7
Acceptance Procedures/Consequences	7
School Hours/Student Attendance	7
Transportation	7
Entry/Departure/Time Clock	7
Breakfast/Lunch	7
Counseling	8
Academic Information	8
Visitors	8
Illness/Injury	8
Medications	8
Possible Consequences of Inappropriate Behavior	9

## DESCRIPTION

Comal Academy is an alternative-learning center established by the Comal Independent School District to provide additional educational opportunities for its diverse and growing student population.

## MISSION STATEMENT

The mission of Comal Academy is to assist those students who may otherwise leave High School without a diploma. Comal Academy provides another path to attain a diploma.

## COMAL ACADEMY GOALS

The goal of Comal Academy is to assist students in improving their present academic standing and complete all graduation requirements.

Comal Academy provides students with an education that equips them with the academic, vocational, and social skills necessary to make the most of their opportunity to succeed in a demanding, fast paced, and rapidly changing world.

**Therefore, one of the agreements made by students accepted by Comal Academy is a willingness to make a serious effort to progress academically. Since our program is self-paced, it is very important for students to develop a strong sense of self-discipline.**

## COMMITMENT

To fulfill our mission and to meet our goals, Comal Academy is committed to developing the best in alternative educational programs and services designed to meet the changing and varied needs of our students.

## **NOTICE TO STUDENTS REGARDING ENROLLMENT AT COMAL ACADEMY**

We would like you to understand how your transfer to Comal Academy affects your academic, co-curricular, and social position at your home campus high school. As an alternative campus, Comal Academy operates under some system requirements that vary from a regular campus.

### **ACADEMIC DIFFERENCES**

1. You are no longer a ranked student with your class. Comal Academy does not rank students. You will retain a GPA.
2. You may NOT participate in graduation ceremonies at your home campus high school. You will walk in the Comal Academy graduation ceremony.
3. When you complete all graduation requirements at Comal Academy (credits and testing), you will receive a diploma that reflects the name Comal Academy at the graduation ceremony.

### **CO-CURRICULAR DIFFERENCES**

1. You are no longer eligible for UIL competition.
2. You are no longer eligible for UIL trips.

### **SOCIAL DIFFERENCES**

1. You may not attend Prom or any other school social function, unless you are a guest of a current student at your home campus high school
2. You may not go into areas within the high school, unless you have official school business there.
3. You will need to sign in at the front office and obtain a visitor pass to pursue your appointment.
4. You may not go on any other field trips sponsored by the High school
5. You may attend sporting events by purchasing a ticket like any other fan.

## **ADMISSION PROCEDURE**

Admission to Comal Academy is based upon the student's academic needs and past performance. Prospective students must be enrolled in a Comal ISD high school, complete an application, and submit the application to the appropriate staff member.

COMAL ACADEMY HAS AN ESTABLISHED COMMITTEE THAT WILL MAKE THE FINAL RECOMMENDATION FOR ACCEPTANCE.

This may include an interview with the student and committee.

**If you are planning on joining the military, BEFORE YOU APPLY TO COMAL ACADEMY, check with your recruiter for admission requirements and that they will accept computer based courses. THIS IS YOUR RESPONSIBILITY.**

**THE FOLLOWING GENERAL CRITERIA ARE FOLLOWED:**

- A. Students must have all 9<sup>th</sup> and three of four (3/4) 10<sup>th</sup> grade core course credits, and 2 elective credits.**
- B. Students must have completed EOC's for Algebra, Biology and at least English 1 or 2.**
- C. Accepted students must complete the enrollment process before beginning their first day at the Academy; this includes **clearing any fines on campus, turning in textbooks and library books, etc.****

#### ATTENDANCE

Students must apply to attend Comal Academy. Attendance here is a privilege and not a right. We do not have students who are discipline problems, have disrespectful attitudes, or who use inappropriate language. We do not tolerate these behaviors because we treat our students with respect and expect the same in return.

If you are selected to attend Comal Academy, a slot has been reserved for you. **You must be at school and meet all attendance requirements to retain that slot.**

#### DUAL CREDIT CLASSES

Please note that if you drop a dual credit course(s) and get a "W" on your college transcript due to passing the deadline to drop, you could lose financial aid your first semester in college due to low "Satisfactory Academic Progress."

#### **PROGRESS REVIEWS**

Comal Academy conducts periodic reviews and assessments of student progress. Students who fail to earn 1 credit every two weeks (attend ½ day) or 1 credit every week (attend full day) will be **placed on probation**. A student may be placed on probation only one time a scholastic year. Students who fail to maintain adequate progress during the following grading period may be removed from the Academy and returned to their home campus High school. Students will fully participate in all class activities, EOC preparation, **and college/career development.**

**The following issues are also taken into consideration at progress review time:**

1. Students will attend 90% of the total days of enrollment per semester. Tardies are included in the attendance. The school will be notified when the student is absent. Each absence will have a note stating reason on file. A student with **excessive absences will have to make up time and/or** may be removed from the Academy and returned to their home High school campus immediately.
2. The student will comply with the CISD dress code.
3. The student will treat faculty and staff with courtesy and respect. No arguing, talking back, refusal to work, disrespectful gestures, or vulgar language.
4. Students follow the CISD student code of conduct.
5. A student who drives to school is required to park in the school parking lot. Student vehicles must be registered in the office and purchased permits must be visible.

**An unacceptable response to any of these issues may lead to a probation or recommendation to return the student to their home campus High school.**

**UNDERSTANDING THE SETTING OF THE ACADEMY**

Topic	Traditional School	Comal Academy
Teacher's Role	Lectures, Worksheets	Individualized Computer-based Instruction
Classroom	Student Desk	Computer Lab
Curriculum	Grade Level	Self-paced, contractual
Completion Time	Based on class & enrollment time	Student controlled
Graduation Type	High School Diploma	High School Diploma

## General Procedures and Practices

1. **Acceptance Procedures/Consequences:** Students accepted to Comal Academy will be notified by letter from their home campus. The letter will outline procedures to be followed to meet final admission requirements. Once those procedures are completed, accepted students must withdraw from the home campus and enroll at COMAL ACADEMY AS PER WRITTEN NOTIFICATION. This process will automatically remove students from the ranking.

2. **School hours/attendance:**

Students must attend for a minimum of 4 hours a day.

AM Session 8:15 – 12:30

PM Session 12:00 – 4:15

ALL DAY students follow regular school hours. Absences are only excused if verified in writing by a legally responsible adult. **Phone notification does not take the place of the note.**

Students with excessive absences are still subject to the compulsory attendance laws and will receive a warning letter before being referred to the district attendance officer.

S25.085 (e) Compulsory School Attendance:

A person who voluntarily enrolls in school after the person's 18<sup>th</sup> birthday shall attend school each day for the entire period the program of instruction is offered. A school district may revoke for the remainder of the school year the enrollment of a person who has more than five unexcused absences in a semester (section 25.087).

A person whose enrollment is revoked may be considered an unauthorized person on school grounds and may be cited for trespassing.

**Remember, we want you here! There are other students who want your space! Come to school! Earn your credits! Graduate!**

3. **Transportation:**

Students admitted to Comal Academy may continue to access bus transportation to and from the High school. Students who have their own transportation must purchase a required parking permit.

4. **Entry/Departure:**

Each day upon arrival or departure students are to clock in and out. The clock in procedure helps prepare you for the world of work. DO NOT let someone else clock in or out for you and do not do so for someone else.

5. **School breakfast/lunch:**

Students who qualify for free or reduced will continue to access those meal plans. Comal Academy students will have the opportunity to eat in their home campus school cafeteria during assigned times, if they are a full day student. Lunch may be brought from home.

**6. Counseling:**

Counseling and guidance services are available to Comal Academy students. This includes the potential for limited parental and/or student involvement in small group discussions or individual counseling.

**7. Academic information:**

Comal Academy cooperates closely with other social and legal agencies. Students will visit with their teacher regularly to make sure they are on track to earn credits and graduate. We use computer programs to teach the entire Texas Educational Knowledge and Skills (TEKS) required by the state of Texas. Students must demonstrate **70% mastery of all TEKS** of each course before credit is granted. When credits are earned, they are posted in the student's transcript record stored in the district's central computer.

**8. Visitors:**

Parents or guardians are invited to visit our campus at their convenience. If a conference with a specific staff member is desired, please call for an appointment. Student visitors are not allowed. Unauthorized visitors will be asked to leave campus immediately. A police escort will be requested if necessary.

**9. Illness/injury:**

In case of serious injury or illness, every attempt will be made to contact the parent/guardian. If an emergency exists and a legally responsible adult cannot be reached, the school will get immediate medical attention for the student. If EMS services are necessary, the parent or guardian will be responsible for the total cost.

**10. Medications:**

Students may bring prescription or non-prescription medication to school **only** with written directions from a physician regarding administration of the medication. The student must give the medication to the school nurse at the beginning of the day. The student must take the medication according to the written directions in the presence of the nurse.

**Medication permission forms are available on the district web page.**

[www.comalisd.org](http://www.comalisd.org)

## **POSSIBLE CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

As a general rule, our students do not have behavioral problems. Students who enroll here have a specific individual task to perform, which greatly benefits them. With this type of motivation, behavior problems are minimal. On occasion, we have a problem. When a situation occurs, a consequence is assigned. We find that consequences reinforce proper decision-making.

Comal Academy staff uses the following consequences.

1. Redirection/warnings
2. Referral to the counselor
3. Teacher/student conference
4. Referral to administration
5. Parent conference
6. Suspension from school
7. Referral to District Attendance Officer (truancy)
8. Placement in DAEP
9. Removal from Academy

The Comal Independent School District does not discriminate on the basis of race, color, national origin, age, sex, marital or veteran status, the presence of a medical condition, disability or any other legally protected status. Catherine Robert, Executive Director of Human Resources, has been designated to coordinate compliance with the nondiscrimination requirements of Title IX, and Julie Johnson, to coordinate compliance with Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act.

### **OUR MUTUAL AGREEMENT COMAL ACADEMY WILL:**

- Provide an educational program that meets the requirements of Comal ISD and the State of Texas.
- Provide access to counseling services and the school administration.
- Provide individualized help to improve academic skills necessary for school success and post high school success.
- Maintain a safe and orderly school and classroom atmosphere that supports and encourages learning for all students.
- Improve educational quality by requiring 70% mastery of all learning objectives.
- Keep parents/guardians informed regarding student academic progress and attendance.
- **Parent Portal is available through E20/20.**

**WE REQUEST OF PARENTS/GUARDIANS, AS PART OF OUR AGREEMENT:**

- Provide a current address and telephone number(s) for your enrolled student
- Call by 8:00 AM if your student is to be absent and send a note upon return.
- Call Comal Academy with any questions about your child's academic progress or attendance.
- Notify the school of personal or family issues that may interfere with the student's learning.