

**Clear View High School
Student/Parent Handbook
2018 – 2019**



Clear View High School

281-284-1500

400 South Walnut

Webster, TX 77598

<http://clearview.ccisd.net>

Mission

The mission of Clear View High School, the premier learning community of choice for transformative education in CCISD, is to ensure each student develops self-confidence, sets and achieves goals for academic and social success, and becomes a positive contributor to the global society, realized by meaningful relationships, personalized instruction, community involvement, and an unwavering commitment to each student—because we are a family where every individual can begin, belong and become.

Clear View Campus Objectives

Each student develops relational tools, empowering him or her to be a responsible, contributing member of the ever-changing, global society.

Each student optimizes his or her learning to continuously create and achieve challenging goals.

Each student possesses self-confidence, personal pride, and integrity while exhibiting ownership of his or her individual life choices.

Clear View Tactics for Success

We will provide a challenging learning environment that is flexible to individual student needs.

We will create a safe environment that fosters the development of personal and social goals and instills self-confidence within each student.

We will build and model professional relationships and interactions to prepare students to be productive citizens.

Motto

Begin, Belong, Become

The purpose of this handbook is to document for parents and students the rules, policies, procedures, and systems that direct our work. There is no intent to duplicate the CCISD policies, catalogs, and codes of conduct. Those documents are referenced throughout.

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About Clear View High School

Clear View began over 25 years ago as the Alternative Learning Center for CCISD. Since that time, it has undergone many changes and continues to grow and improve every year. It is now the first of two district charter schools, with Clear Horizons Early College High School being the other, and can enroll up to 300 students in grades 9 – 12. We are designed to serve the needs of the at-risk student population for our district. We do this by allowing students to start over on their journey toward academic success in a unique educational environment. We provide small classes (a maximum of 12 students in all core academic classes), excellent teachers, innovative instruction, extra tutoring, opportunities for remedial work and credit recovery, less distractions, excellent technology, programs which lead to job certifications in the areas of health care and cosmetology, and a support system to help with other issues that can make the school years difficult. Through smaller classes and individualized attention, students feel connected to an academic community that emphasizes success as its top priority. Clear View is ***a place to begin, belong and become.***

According to state criteria, a student in grades K-12 is classified as at risk of dropping out of school if they meet one or more of the following:

1. A pre-K, K, or grade 1, 2 or 3 student who did not perform satisfactorily on a readiness test;
2. Did not maintain a 70 average on a scale of 100 in grades 7-12 in 2 or more core subjects during a semester;
3. Did not advance from one grade to the next;
4. Did not perform satisfactorily on a state assessment instrument;
5. Is pregnant or a parent;
6. Has been in Disciplinary Alternative Educational Placement (DAEP) during the past or current school year;
7. Has been expelled during the preceding or current school year;
8. Is currently on parole, probation, deferred prosecution, or other conditional release;
9. Was previously reported as a drop out;
10. Is a student of Limited English Proficiency;
11. Is in the custody of CPS or during this school year been referred to CPS by school, court or law enforcement;
12. Is homeless; or
13. Resided in residential placement the preceding or current school year.

Many other factors can cause a student to have difficulty in a regular school setting and we review all applications received.

CVHS is selective about student enrollment. Students must apply and, if admitted, both parent and student must commit to higher standards. First, the student and parent complete an application that can be found online or at any secondary CCISD campus. The home campus counselor then completes the final section, adds appropriate documentation, and submits the application to Clear View High School. The application is then reviewed by CVHS staff, making sure that the students' needs can best be served by our campus, that the student is really interested in making a change, and that the student has acceptable discipline and attendance. Students who qualify are notified and invited to attend a personal interview. Final acceptance is determined by the campus principal. Students are admitted on a space available basis at the beginning of each 9-week grading period. If there are no openings, the student will be placed on a waiting list and parents will be notified.

The operation of Clear View High School is governed by the policies of CCISD. Critical governing documents include, but are not limited to:

- CCISD Educational Planning Guide (EPG), a course catalog
- CCISD Grading and Reporting Procedures
- CCISD Student Code of Conduct

CCISD Mission, Goals, and Beliefs

https://www.ccisd.net/explore_ccisd/beliefs_mission_and_strategic_plan

CCISD Educational Planning Guide – Course Catalog

The CCISD Student Code of Conduct is available online at

http://ccisd.net/departments/guidance_and_counseling/educational_planning_guides/

CCISD Grading and Reporting Procedures

The CCISD Grading and Reporting Procedures is available online at

http://www.ccisd.net/departments/policy_and_legal_affairs

CCISD Student Code of Conduct – Discipline

The CCISD Student Code of conduct is available online at

http://www.ccisd.net/departments/policy_and_legal_affairs

Campus Leadership

Principal

Monica Speaks

mspeaks@ccisd.net

Assistant Principal

Dean of Instruction

Dr. Amber Rhoades

arhoades@ccisd.net

Lead Counselor (12)

Amber Bentley

abentley@ccisd.net

Support & Academic Counselor (9, 10, 11)

Erin Provost

eprovo@ccisd.net

Academic Calendar

February 21, 2018

**2018–2019
Academic Calendar**

First Semester
August 20 – December 21, 2018

Second Semester
January 8 – May 30, 2019

Student/Teacher Holidays:
Labor Day: September 3, 2018
Thanksgiving: November 19– 23, 2018
Christmas/Winter:
Dec. 24, 2018–Jan. 4, 2019
Spring Break: March 11-15, 2019
Good Friday: April 19, 2019
Memorial Day: May 27, 2019

New Teacher In-Service
TBD

Teacher In-Service/Student Holiday

August 13–17, 2018
October 15, 2018
November 6, 2018 **PC**
January 7, 2019
January 21, 2019
February 15, 2019
February 18, 2019

Teacher Work Day
May 31, 2019

**Early Release
Elementary & Intermediate Only**
October 12, 2018,
February 8, 2019, March 8, 2019
April 26, 2019

Early Release All Campuses
December 21, 2018
May 30, 2019

Late Arrival - High School Only
September 19, 2018, October 24, 2018
November 14, 2018, January 23, 2019
February 13, 2019, March 6, 2019
April 3, 2019, May 1, 2019

Summer School Dates
TBD

Bad Weather
In the event that bad weather make-up days are needed, September 3, 2018 and January 7, 2019 will be given first consideration as dates used.



| August 2018 | September 2018 | October 2018 |
|---|--|---|
| S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 P P P P P 18 19 [20 21 22 23 24 25 26 27 28 29 30 31 | S M T W T F S 1 2 H 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 L 20 21 22 23 24 25 26 27 28 29 30 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12^] 13 14 P [16 17 18 19 20 21 22 23 L 25 26 27 28 29 30 31 |
| November 2018 | December 2018 | January 2019 |
| S M T W T F S 1 2 3 4 5 PC 7 8 9 10 11 12 13 L 15 16 17 18 H H H H H 24 25 26 27 28 29 30 | S M T W T F S 1 2 TW TW TW TW TW 8 9 10 11 12 13 14 15 16 17 18 19 20 21^] 22 23 H H H H H 29 30 H | S M T W T F S H H H H 5 6 P [8 9 10 11 12 13 14 15 16 17 18 19 20 P 22 L 24 25 26 27 28 29 30 31 |
| February 2019 | March 2019 | April 2019 |
| S M T W T F S 1 2 3 4 5 6 7 8^ 9 10 11 12 L 14 P 16 17 P 19 20 21 22 23 24 25 26 27 28 | S M T W T F S 1 2 3 4 5 L 7 8^] 9 10 H H H H H 16 17 [18 19 20 21 22 23 24 25 26 27 28 29 30 31 | S M T W T F S 1 2 L 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 H 20 21 22 23 24 25 26^ 27 28 29 30 |
| May 2019 | June 2019 | July 2019 |
| S M T W T F S L 2 3 4 5 TW TW TW TW TW 11 12 T T T T t 18 19 20 21 22 23 24 25 26 H 28 29 30^] P | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 | S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 |

- I** Grading Period Begins
 - l** Grading Period Ends
 - T** State Testing Day*
 - TW** State Testing Window**
 - ^** Early Release
 - t** Re-Test Day
 - H** Holiday
 - L** HS Late Arrival
 - NT** New Teacher Training
 - *** Bad Weather Make-Up Day
 - P** Professional Development / Teacher In-Service
 - PC** Parent Conference
- *T is a STAAR (State of Texas Assessment of Academic Readiness) Assessment*
***TW is a State Testing Window for High School*

Clear View High School 2018-2019 Bell Schedule

| Mon, Tues, Wed - Bell Schedule | | |
|--------------------------------|-------------|------------|
| Period | Schedule | Minutes |
| 1st | 7:55-8:41 | 46 Minutes |
| 2nd | 8:45-9:31 | 46 Minutes |
| 3rd & Morning Meetings | 9:35-10:45 | 70 Minutes |
| 4th | 10:49-11:35 | 46 Minutes |
| Lunch | 11:39-12:09 | 30 Minutes |
| 5th | 12:14-1:00 | 46 Minutes |
| 6th | 1:04-1:50 | 46 Minutes |
| 7th | 1:54-2:40 | 46 Minutes |
| 8th | 2:44-3:30 | 46 Minutes |



| Thursday Bell Schedule | | |
|------------------------|-------------|------------|
| Period | Schedule | Minutes |
| 1st | 7:55-8:29 | 34 Minutes |
| 2nd | 8:33-9:07 | 34 Minutes |
| 3rd | 9:11-9:45 | 34 Minutes |
| 4th | 9:49-10:23 | 34 Minutes |
| 5th | 10:27-11:01 | 34 Minutes |
| Lunch | 11:05-11:35 | 30 Minutes |
| 6th | 11:40-12:14 | 34 Minutes |
| 7th | 12:18-12:52 | 34 Minutes |
| 8th | 12:56-1:30 | 34 Minutes |

| Friday Bell Schedule | | |
|----------------------|-------------|------------|
| Period | Schedule | Minutes |
| 1st | 7:55-8:36 | 41 Minutes |
| 2nd | 8:40-9:21 | 41 Minutes |
| 3rd | 9:25-10:06 | 41 Minutes |
| 4th | 10:10-10:51 | 41 Minutes |
| 5th | 10:55-11:36 | 41 Minutes |
| Lunch | 11:40-12:10 | 30 Minutes |
| Mini Course | 12:15-1:15 | 60 Minutes |
| 6th | 1:19-2:00 | 41 Minutes |
| 7th | 2:04-2:45 | 41 Minutes |
| 8th | 2:49-3:30 | 41 Minutes |

****Students will follow the Mon, Tues, Wed. Bell Schedule until the Mini Courses begin in Mid-September****

****Tigers Den Tutorials will only be held on Tuesdays.***

*****CVHS does NOT observe/participate in CCISD Late Arrival Days*****

Office & Campus Hours

Monday, Tuesday, Wednesday & Friday: 7:30 – 3:45

Thursday: 7:30 – 2:30

Breakfast

The school cafeteria will be open at 7:30 each morning for breakfast.

Buses

Buses will continue to run at normal hours each morning. Afternoon buses will continue to transport students to their zoned intermediate school on Mondays, Tuesdays, Wednesdays & Fridays. Students will be transported to their zoned high school on Thursday afternoons to ride their high school bus route home.

Clear View High School will **not** participate in Late Arrival Days this school year. On the days CCISD high schools have late arrival days, students will be provided bus transportation.

****Tigers Den Tutorials will only be held on Tuesdays.***

Important Dates

- ❑ Freshmen Academy – Aug. 7th - 9th
- ❑ Parent Student Orientation – Aug. 9th & Aug 14th @ 6:30
- ❑ Staff/Student Holiday – September 3rd
- ❑ First Tigers’ Den Tutorials – Begins Sept. 4th (Tuesdays Only)
- ❑ Fall Open House –September 13th @ 6:30
- ❑ PSAT – October 10th
- ❑ Student Holiday/Staff PL Day – October 15th
- ❑ Red Ribbon Week –October 22th - 26th
- ❑ Mix It Up Lunch – October 24th
- ❑ Student Holiday/Staff PL Day – November 6th
- ❑ Renaissance Festival Field Trips – November 7th
- ❑ CCISD College & Career Fair at Clear Falls High School – November 14th
- ❑ Fall Principal Coffee Talk – November 15th @ 9:00a.m.
- ❑ Family & Friends Lunch – November 18th
- ❑ Service Learning Day – November 16th
- ❑ Blood Drive – November 16th
- ❑ STAAR Retest – December 3rd Week
- ❑ Student Incentive Event – December TBD
- ❑ Student Holiday/Staff PL Day – January 7th
- ❑ Student Holiday/Staff - District PL Day – January 21st
- ❑ Career & Course Exploration Activity – February 7th
- ❑ Love Above Week – February 11th - 15th
- ❑ Senior Parent Meeting – February 21st @ 6:30
- ❑ Course Selection – Begins in February
- ❑ Family Fun Night – February 28th
- ❑ On the Road for a Reason – March (TBD)
- ❑ Student Incentive Event — March 8th
- ❑ Spring Break – March 11th – 15th
- ❑ Spring Blood Drive (Campus & Community) – April 5th
- ❑ Prom – April 18th
- ❑ STAAR ELA – Week of April 8th
- ❑ Intermediate School Visits - April
- ❑ Spring Principal’s Coffee Talk – April 18th
- ❑ Senior Parent Meeting – April 30th
- ❑ Saturday School – May (TBD)
- ❑ STAAR Alg. 1, U.S. History, & Bio – May 5th – 10th
- ❑ Parent Informational – May 16th @ 6:30
- ❑ Senior Final Exams – Start May 22nd
- ❑ Spring Student Incentive – May 20th
- ❑ Senior Banquet – May 22rd @ 6:30 p.m.
- ❑ Senior Breakfast & Clearance– May 29th
- ❑ Graduation Lunch & Practice – May 30st
- ❑ Graduation – June 2nd

Dates are subject to change



**Clear View High School
2018-19
Final Exam Schedule**

Grades 9-12

Fall Final Exam Schedule

Tuesday, December 18, 2018

| | |
|---------------------------------------|---------------------|
| 1st Period – Final Exam | 8:00 AM - 9:55 AM |
| 3 rd period – Attendance | 10:00AM – 10:05 AM |
| 2nd Period – Final Exam | 10:10 AM - 12:05 PM |
| Lunch | 12:05 PM – 12:55 PM |
| 4 th Period Review Session | 1:00 PM - 2:05 PM |
| 5 th Period Review Session | 2:10 PM – 3:15 PM |

Wednesday, December 19, 2018

| | |
|---------------------------------------|---------------------|
| 4 th Period – Final Exam | 8:00 AM - 9:55 AM |
| 3 rd period – Attendance | 10:00AM – 10:05 AM |
| 5 th Period – Final Exam | 10:10 AM - 12:05 PM |
| Lunch | 12:05 PM – 12:55 PM |
| 6 th Period Review Session | 1:00 PM - 2:05 PM |
| 7 th Period Review Session | 2:10 PM – 3:15 PM |

Thursday, December 20, 2018

| | |
|---------------------------------------|---------------------|
| 6 th Period – Final Exam | 8:00 AM - 9:55 AM |
| 3 rd Period – Attendance | 10:00AM – 10:05 AM |
| 7 th Period – Final Exam | 10:10 AM - 12:05 PM |
| Lunch | 12:05 PM – 12:55 PM |
| 3 rd Period Review Session | 1:00 PM - 2:05 PM |
| 8 th Period Review Session | 2:10 PM – 3:15 PM |

Friday, December 21, 2018—Early Release

| | |
|-------------------------------------|--------------------|
| 3 rd Period – Final Exam | 8:00 AM - 10:00 AM |
| 8 th Period – Final Exam | 10:05 AM – 12:05PM |

Early Release - Buses run at 12:10

Grades 9-11

Spring Final Exam Schedule

Friday, May 24, 2019

| | |
|---------------------------------------|---------------------|
| 7 th Period – Final Exam | 8:00 AM - 9:55 AM |
| 3 rd period – Attendance | 10:00AM – 10:05 AM |
| 8 th Period – Final Exam | 10:10 AM - 12:05 PM |
| Lunch | 12:05 PM – 12:55 PM |
| 5 th Period Review Session | 1:00 PM - 2:05 PM |
| 6 th Period Review Session | 2:10 PM – 3:15 PM |

Tuesday, May 28, 2019

| | |
|---------------------------------------|---------------------|
| 5 th Period – Final Exam | 8:00 AM - 9:55 AM |
| 3 rd period – Attendance | 10:00AM – 10:05 AM |
| 6 th Period – Final Exam | 10:10 AM - 12:05 PM |
| Lunch | 12:05 PM – 12:55 PM |
| 2 nd Period Review Session | 1:00 PM - 2:05 PM |
| 4 th Period Review Session | 2:10 PM – 3:15 PM |

Wednesday, May 29, 2019

| | |
|---------------------------------------|---------------------|
| 2 nd Period – Final Exam | 8:00 AM - 9:55 AM |
| 3 rd period – Attendance | 10:00AM – 10:05 AM |
| 4 th Period – Final Exam | 10:10 AM - 12:05 PM |
| Lunch | 12:05 PM – 12:55 PM |
| 1 st Period Review Session | 1:00 PM - 2:05 PM |
| 3 rd Period Review Session | 2:10 PM – 3:15 PM |

Thursday, May 30, 2019—Early Release

| | |
|-------------------------------------|--------------------|
| 1 st Period – Final Exam | 8:00 AM - 10:00 AM |
| 3 rd Period – Final Exam | 10:05 AM – 12:05PM |

Early Release - Buses run at 12:10

- Each exam is 1 hour and 55 minutes in length. Students will stay in classes until dismissed by the bell.
- If a student does not make arrangements for leaving campus at 12:05, they must report to the cafeteria until 12:55 and then report to tutorials for the afternoon.
- The gym will be open from 12:30 – 1:00 pm only.
- All teachers will be in their classrooms during the tutorial times.
- Students may attend tutorials to earn hours towards a credit appeal, but must be studying.
- A lunch is available in the cafeteria each day at 12:05.
- Students must remain on campus for the entire testing period (including seniors with release periods).
- All students must attend 3rd period each day.

*****Please note that seniors will follow a different schedule in the Spring*****



*****Please note that seniors will follow a different schedule in the Spring*****

**Grade 12
(Graduating Seniors)
Final Exam Schedule
Spring Semester 2019**

Wednesday, May 22, 2018

1st period Final Exam during 1st period
3rd Period Final Exam during 3rd period
Regular schedule for the remainder of the day

Thursday, May 23, 2018

2nd Period Final Exam during 2nd Period
4th Period Final Exam during 4th Period
Regular schedule for the remainder of the day

Friday, May 24, 2018

| | |
|---------------------------------------|---------------------|
| 7 th Period – Final Exam | 8:00 AM - 9:55 AM |
| 3 rd period – Attendance | 10:00AM – 10:05 AM |
| 8 th Period – Final Exam | 10:10 AM - 12:05 PM |
| Lunch | 12:05 PM – 12:55 PM |
| 5 th Period Review Session | 1:00 PM - 2:05 PM |
| 6 th Period Review Session | 2:10 PM – 3:15 PM |

Tuesday, May 28, 2018

| | |
|---------------------------------------|---------------------|
| 5 th Period – Final Exam | 8:00 AM - 9:55 AM |
| 3 rd period – Attendance | 10:00AM – 10:05 AM |
| 6 th Period – Final Exam | 10:10 AM - 12:05 PM |
| Lunch | 12:05 PM – 12:55 PM |
| 2 nd Period Review Session | 1:00 PM - 2:05 PM |
| 4 th Period Review Session | 2:10 PM – 3:15 PM |

Wednesday, May 29, 2018

SENIOR BREAKFAST

Thursday, May 30, 2018

SENIOR LUNCH & GRADUATION PRACTICE

Clear View High School

2018-2019 Community Compact

In partnership with parents and community, effective schools are a result of all stakeholders working together to ensure that children are successful in school. A compact is a voluntary agreement between two groups that firmly unites them. You are invited to be involved in a partnership with Clear View High School as we strive to empower your child to achieve his or her fullest potential to become a lifelong learner and a responsible citizen.

Clear View High School's Mission

The mission of Clear View High School, the premier learning community of choice for transformative education in CCISD, is to ensure each student develops self-confidence, sets and achieves goals for academic and social success, and becomes a positive contributor to the global society, realized by meaningful relationships, personalized instruction, community involvement, and an unwavering commitment to each student—because we are a family where every individual can Begin, Belong, and Become.

Campus Objectives

- Each student develops relational tools, empowering him or her to be a responsible, contributing member of the ever-changing, global society.
- Each student optimizes his or her learning to continuously create and achieve challenging goals.
- Each student possesses self-confidence, personal pride, and integrity while exhibiting ownership of his or her individual life choices.

Parent Pledge

Schools as a community:

- ❖ To help my child be successful by volunteering at school and/or providing other support to teachers.
- ❖ To attend school functions, "Open House" events, and parent-teacher conferences.

A curriculum with coherence:

- ❖ To stay aware of what my child is learning, and communicate regularly with school staff and with my child.
- ❖ To encourage my child to be in all required tutorial sessions and required remediation as requested by the school.
- ❖ To be aware of concepts being learned at school so I can assist at home.
- ❖ To encourage my child to read every day and ensure that he/she has the appropriate supplies needed for school.

A climate for learning:

- ❖ To provide adequate rest, food and medical attention so that my child is ready to learn
- ❖ To help my child get to school on time and attend every day.
- ❖ To help my child comply with the CCISD dress code as specified in the Student Code of Conduct and the CVHS dress code.

Staff Pledge

School as a community:

- ❖ Communicate and work with families to enhance students' learning.
- ❖ Respect the cultural differences of students and their families.
- ❖ Continue efforts to develop professionally.

A curriculum with coherence:

- ❖ Maintain and foster high standards of academic achievement and positive behavior.
- ❖ Explain assignments clearly.
- ❖ Encourage students and parents by providing information about student progress.

A climate for learning:

- ❖ Demonstrate professional behavior and a positive attitude in a safe, pleasant, and caring atmosphere.
- ❖ Provide an environment that promotes active and engaging learning.
- ❖ Provide resources to help all children be successful.

A commitment to character:

- ❖ Maintain high expectations for self, students, and other staff members.
- ❖ Assist students in the development of a sense of personal and civic responsibility.
Help students learn to resolve conflicts in an appropriate and positive manner

Campus Expectations

Attending Clear View High School requires a commitment on the part of all students and their families. In order to be successful, the following must occur:

A. Students will come to class on time and ready to learn.

1. Attend school regularly
2. Be on time to all classes
3. Bring charged tablet and needed supplies to class
4. Be in dress code

B. Students will never stop trying to learn more.

1. Complete all assignments to the best of their ability
2. Participate in all class activities
3. Take advantage of all opportunities teachers offer such as making corrections or completing extra assignments
4. Use electronics appropriately

C. Students will be respectful to the school, all staff, and students.

1. No profanity
2. No disrespectful or hurtful comments or language
3. Keep hands, feet, and objects to one's self
4. Use school materials and facilities appropriately
5. Control emotions

D. Students will strive to improve their character by demonstrating trustworthiness, respect, responsibility, fairness, caring, and citizenship.

1. Be honest
2. Be courteous
3. Be impartial and consistent
4. Be kind and compassionate
5. Follow rules and help create a positive environment for all

We expect not only students but staff, family members and community visitors to rise to these expectations every day.

Student Contract with Core Values

Clear View High School – Student Expectations

As a school of choice, Clear View High School has high expectations for its students in the areas of academics, attendance, and behavior. It is our goal that students, faculty, staff, and parents will strive to demonstrate the district's Core Values in all that they do. As a campus, we will work to teach the meaning of each Core Value, demonstrate the Core Values through our actions, and hold all individuals enrolled accountable for modeling these values.

We expect to see those values demonstrated in the following ways:

1. Responsibility – Own your choices

- Have good and prompt attendance
- Demonstrate appropriate behavior
- Always give your best effort; keep trying!
- Complete and turn in all assignments
- Correct or do additional assignments until mastery is met
- Make up any missed work in a timely fashion
- Attend tutorials/study hall when you need help or have work to finish
- Follow the CCISD Code of Conduct and all campus policies
- Use self-control
- Think before you act and consider the consequences
- Admit mistakes and accept consequences
- Do not engage in inappropriate or illegal activities

2. Respect – Value yourself and others

- Treat your peers and the staff with courtesy and good manners
- Demonstrate appropriate behavior at all times
- Do what your teachers and/or staff ask you to do (the first time)
- Use appropriate language, tone, and body language while at school
- Follow district and campus rules including dress code
- Appreciate diversity and difference
- Consider the feelings of others
- Handle disagreements in a peaceful and appropriate manner
- Do not engage in activities which are demeaning or hurtful to yourself or others

3. Trustworthiness – Act with honesty in all that you do

- Always do your own work
- Follow campus and district policy for all electronics (including phones)
- Do not take what does not belong to you
- Remain on campus once you arrive until the school day is over
- Be honest and keep your word
- Be dependable; do what you say you will do
- Do not share private information or gossip
- Represent Clear View in a positive manner on and off campus

4. Fairness – Play by the rules and consider the needs of others

- Follow campus and district rules and Student Code of Conduct
- Follow teacher directions
- Listen to others with an open mind
- Do not disrupt the learning of others
- Do not blame others carelessly
- Do not engage in words or deeds that affect others in a negative way

5. Caring – Be kind to others

- Show compassion to students and staff
- Go above and beyond when possible
- Be understanding of others differences and difficulties
- Help others when possible
- Show appreciation
- Forgive and ask to be forgiven

6. Citizenship – Work to improve your school, community and country

- Be an example to others
- Be considerate of others feelings
- If you see a problem, work to fix it
- Participate fully in all classroom activities giving your best effort
- Work together cooperatively
- Be involved in campus and community activities – be a team player

Failure to demonstrate these values will result in student conferences, teacher time outs, parent contact, lunch detention, in-school suspension, out of school suspension, being placed on probation, assignment to DAEP or removal from the program. Fighting, bringing controlled substances on campus, not participating in classroom learning, excessive absences or persistent misbehavior may result in placement in DAEP or removal from Clear View.

Student Signature

Date

PRINT STUDENT NAME

Parent/Guardian Commitment

2018-2019 School Year

1. I understand that Clear View High School is a school of choice and I want my student to be enrolled in this program.
2. I understand that attending Clear View requires an additional commitment from our family and I am willing to make that commitment.
3. I understand that my student must be in attendance to learn. I am responsible for my student **attending school a minimum of 90%** of the total days per semester (only 8 days may be missed each semester without losing credit) and will make appointments for my student outside of school hours.
4. I understand that my student must follow the CCISD Student Code of Conduct and the CVHS Student Enrollment Contract. If not, I will support the teachers and administration in their disciplinary efforts.
5. I understand that my student must comply with the CCISD dress code as specified in the Student Code of Conduct and the CVHS Dress Code. If not, I know that I will be expected to bring my student a change of clothes that morning. I will also support the administration in their disciplinary efforts.
6. I understand that if my student should be absent, need additional time on class work, have missing assignments (zeros) or be in danger of failing a class, they **must** attend tutorials before or after school. I will make sure that my student attends teacher tutorials and/or Tiger’s Den tutorials.
7. I understand that if my student is failing a class, **tutorials are mandatory**. I will make sure that my student attends either teacher tutorials and/or Tiger’s Den tutorials.
8. I understand that I am expected to attend the following functions at Clear View or provide a parent/guardian:
 - Orientation on either August 9th or August 14th from 6:30 – 8:00 p.m.
 - Fall Open House on September 13th at 6:30 p.m. OR Coffee Talk on November 15TH at 9:00 a.m.
 - Spring Family Fun Night on February 28th at 6:30 p.m. OR Coffee Talk on April 18th at 9:00 a.m.
9. I understand that I must send my student to school each day with needed supplies – a minimum of a fully charged computer (provided by the district), notebook paper, pencil, and pen. Parents will be notified about additional supplies needed on the first day of school.
10. I understand that I may contact my student’s teachers at any time by phone or email and check on my student’s progress.
11. I understand that I should be checking my student’s grades and information on Skyward Family Access.

I understand that if my student is having difficulty due to attendance, discipline or academics, a meeting with parent/guardian, student, and staff will be held and my attendance is required.

Parent Signature

Date

PRINT STUDENT NAME

Attendance Policy

Prospective Students

Students who apply to Clear View must demonstrate good attendance on their home campus. Any applicant with 15 or more absences in one semester will be required to show improved attendance for at least one 9-week grading period before their application will be considered.

Current Students

Clear View students are expected to follow or exceed the district and state attendance policy. At Clear View, all work is done in class and homework is not regularly assigned. Content is often taught in a more hands-on, lab or cooperative learning setting. If a student is not in attendance regularly, they cannot benefit from the program and master the curriculum being taught. For this reason, we have developed an attendance policy required for our students.

Students who have missed more than 6 days in one semester, will have to bring a doctor's note for any further absences to be excused.

Parents/guardians are expected to call our Attendance Clerk at 281-284-1500 if their student is going to be absent. Parents must send a note within 3 school days to our attendance clerk to excuse an absence. Emails and phone calls cannot be accepted for excuses. *The attendance fax is 281-284-1505.*

Students must attend at least 90% of all classes each semester or credit for those classes will be withheld. Students may appeal for credit but this is not automatic – district policy is followed. If students miss more than 10% (usually 8 or 9 days) in a semester, they will be assigned 7 hours of community service for each day missed beyond the 10% or a fraction if only certain classes have excessive absences. Proof of community service hours and the appeal form must be submitted to the office by the assigned due date for an appeal to be considered.

Students whose attendance falls below the 90% minimum will be placed on probation for attendance at Clear View. Excessive absences may result in a student being returned their home campus.

Tardy Policy

Teacher Intervention

Every time a student is tardy, their teacher will use a low-level intervention. Low level interventions may include, but are not limited to: “30 seconds”, “last one out”, and parent contact.

Administrative Referral

Students with excessive tardies (more than 5 total tardies during a 9-week grading period) will be referred to the Assistant Principal for discipline.

Consequences:

- ✓ **6-8 tardies: Lunch detention (Behavior Contract/Parent Conference)**
- ✓ **9-11 tardies: Saturday detention (4-hour), up to 2 Saturday’s per month**
- ✓ **12-15 tardies: Full day of ISS (Administrative Withdrawal to Home Campus)**

- ❖ Tardies to all classes count **together**. Tardy totals are cleared each 9-weeks.
- ❖ Three (3) tardies count as an unexcused absence when determining final exam exemptions for the spring semester.
- ❖ Excessive absences and/or tardies may result in a student being returned their home campus.

Other Information

(Additional information is outlined in your CCISD Student Handbook)

- Tardies are not excused.
- If your student is leaving early, please send a written note with them to our Attendance Clerk before school begins in the morning. Please include a valid telephone number for verification purposes.
- No student will be allowed to check out without written consent from a parent or guardian.
- No Verification of Enrollment (VOE) will be issued if a student has missed more than 10% of the semester (usually 8 or 9 days).
- Five (5) consecutive absences require a doctor’s note.
- See your CCISD Student/Parent Handbook for types of absences that are excused. Other absences require pre-approval submitted to the campus principal at least 2 weeks in advance.
- If your student becomes ill at school, they must go to the nurse. She will determine whether or not the student should go home.
- After three (3) unexcused absences, your student will be referred to the truancy officer.
- Students arriving late to school must sign in with the attendance clerk. Students are expected to be in their first class, ready to work, by 7:55.

Electronics Policy

It is expected that all students will exhibit digital citizenship and follow all district policies.

- ❖ Follow the teacher's displayed guidelines on what is to be used in class.
- ❖ Students are expected to bring their district provided computers to school fully charged every day.
- ❖ Only district provided equipment may be charged while at school.
- ❖ Using any device that permits recording the voice or image of another in any way that either disrupts the educational environment, invades the privacy of others, or is made without the prior consent of the individual(s) being recorded is prohibited.
- ❖ Electronics should be put away and set to silent unless the teacher has requested their use.
- ❖ Headphones should be removed upon leaving the previous class and not returned to use unless the next teacher gives permission.
- ❖ All electronics use in the classroom should be for educational purposes only.
- ❖ Cell phones may be used for texting between class periods and at lunch but must be put away upon entering the classroom. If a student must make or receive a phone call, they need to request and receive permission to go to the office from their teacher.
- ❖ If cell phones are not used appropriately:
 - First offense – warning
 - Second offense – phone placed in the cell phone box in the classroom
 - Third offense or if not compliant earlier – phone turned in to the office to be returned at the end of the day or for parent pick up with a \$15.00 fee depending on the situation. Discipline may also be assigned. Parent will be notified by teacher.
- ❖ If other electronics are not used appropriately:
 - First offense – warning
 - Second offense – device may be taken by the teacher to be returned at the end of the period or turned in to the office depending on the severity. Alternate assignments may be given if technology is required. Discipline may be assigned. Parent will be notified.
 - Third offense – Student will be sent to the office to determine if they will continue to have technology available to them on campus. Discipline will be assigned. Administration will contact the parent/guardian.

Dress Code

During normal school hours, secondary students shall be required to wear identification badges (ID's).

This campus dress code is **in addition** to the CCISD Student Dress Code found in the Student Code of Conduct.

Pants - Tan, Khaki or Navy Slacks or Blue Jeans (No Black Pants)

- Must be appropriately sized – should fit at waist and not be tight-fitting on legs.
- Must be ankle length or below.
- Jeans must be standard blue jeans in good repair with no holes (no skin visible)
- No vinyl, leather, spandex, sweatpants, wind pants or shiny fabrics of any type

Shirts Any of the following: Solid colored polo or dress shirt, short or long-sleeved with a turn down collar or a Clear View T-shirt, CV sweatshirt or CV hooded sweatshirt.

- Must be buttoned appropriately.
- Acceptable logos include Clear View logos or very small logos
- Must be appropriately sized – may not be too tight, and must cover completely.
- Shirttails longer than the student's wrist must be tucked in.
- A solid colored undershirt (short or long sleeved) may be worn under the shirt but may only be visible at the neck and possibly sleeves.
- No zippers or embellishments

Winter Clothing

- Solid-colored long-sleeved cardigan, pullover crewneck sweater, partial zip pullovers, V-neck sweater, or crewneck sweatshirt may be worn over a solid collared shirt and with tan/khaki or navy slacks or blue jeans.
- A solid/plain front opening (opens all the way down) jacket such as a sweatshirt jacket or windbreaker (no longer than mid-thigh) or an open cardigan may be worn over a dress code shirt. The dress code shirt must be visible.
- No lettering or brand name can be visible on the above larger than a small index card.
- Letter jackets from CVHS or other campuses can be worn if earned by the student wearing it.

For All:

School Spirit – Students are encouraged to show school spirit by wearing a Clear View shirt or sweatshirt with any of the pants option outlined above.

Shoes - Plain shoes that are not a distraction (athletic shoes recommended)

- Must be closed-toe, closed-heel and have solid rubber or leather soles (no slippers)

Hats - Any head coverings (including but not limited to hats, caps and hoodies) are not allowed on campus during school hours. No bandanas or scarves allowed.

Hair - Must not be a distraction to instruction.

Jewelry - Should be minimal have no inappropriate words, logos, or slogans.

- Pierced jewelry is limited to ears and one small nose stud only. Band-Aids may not be used to cover piercings.

Tattoos – No visible tattoos are permitted.

Undergarments – Should not be visible at any time.

All questionable dress is at the discretion of the school administration, and their decision is final.

Violations of dress code will result in a parent bringing proper clothing and/or further disciplinary action including placement in ISS if the violation cannot be corrected.

Student Probation

CVHS expects that all students with attendance issues and/or failing grades will attend Tiger's Den Tutorials, teacher tutorials, and/or study hall until their grades are passing and all assignments are completed.

Students who have been absent more than 10% of the semester (usually 8 to 10 days depending on the length of the semester) must attend tutorials or complete outside community service for a 501c3 organization to make up these hours.

Students with behavior, attendance, and/or classroom participation issues will be placed on probation and parents will be notified. If the problem is not corrected, students will be removed from the program.

Disciplinary Removal

Students and parents should review reasons for which students may be removed to the district DAEP, Clear Path Alternative School, located in the CCISD Student Code of Conduct located in the CCISD Parent/Student Handbook. In the case of a disciplinary removal to the district DAEP at Clear Path Alternative School, the student may be in jeopardy of losing their enrollment slot at Clear View. Each case will be reviewed individually and space available in the program may be an issue.

A student with repeated discipline or attendance issues may also be returned to their home campus as well as students who are not participating in the program.

Time Outs

Teacher and Student Time-Outs

1. **Teacher Time Outs** - Teachers can send students on a disciplinary time out to redirect behavior.
2. **Student Time Outs** - Students can request a student time out if they are having difficulty and need time to refocus. It is the teacher's decision whether or not the student is allowed to take this time out unless it is written into their accommodations.
3. Time outs are for five minutes.
4. The purpose of the time out is for the student to regain composure or to be able to concentrate on and participate in the learning activities in the classroom.
5. When a student is sent on a time out or takes a time out, he must come directly to the front office. He/she will sign a time out sheet indicating name, class, whether it's a student time out or a teacher time out, actual time out, and actual time back to the classroom. The student will give their cell phone to the Secretary and receive a timer set for five minutes. The student is expected to sign in, sit quietly in one of the chairs in the back of the office for five minutes, sign out, and promptly return to the classroom.

Academic Honors

Award Ceremonies

Each 9-week grading period, students who have received All A's or All A's and B's will be recognized for their achievement. Students from each grade level who have exhibited exceptional character will receive the Tiger Award and students with perfect attendance are recognized.

Letter Jackets

Students may earn an academic letter jacket from Clear View. This requires 3 semesters at Clear View with no grade below an 80 and an overall grade average of 90 for those semesters.

Superintendent's Scholars

Each year those students who have all grades of 95 or above for the year are recognized by the district.

Graduation Honors

At the senior banquet and graduation, the valedictorian, salutatorian, and students in the top 10% of the graduating class are recognized and honored.

Tiger Points

Students have the opportunity to earn Tiger Points for academic achievements, demonstrating the character traits or other positive actions. Students will accumulate these points and then be able to use them to purchase things such as candy, first in line at lunch, and free dress. Additionally, the top percentage of point holders will receive a special reward each 9-weeks.

Students Arriving and Leaving

Once a student gets on a CCISD bus or steps onto a CCISD campus, they are the responsibility of CCISD. They may not leave campus for any reason without following district policy which includes being checked out through the attendance office by a parent, guardian or parent designee. This includes students who arrive early, have appointments or become ill during the school day.

It is expected that students will be in dress code when they arrive on campus and remain in dress code until they leave.

Due to safety precautions and the need for supervision, students should arrive to campus and report to the cafeteria no earlier than 7:15 am to ensure that supervision is in place (this does not refer to CNA or Cosmetology students). In the morning, if a student has received a hall pass from a teacher, they may report to that teacher's room for tutorials no earlier than 7:30 am (teacher's arrival time).

Due to limited staffing resources, the need for supervision, and the evolving role of the librarian:

- (1) seniors who have morning release periods should report to Clear View in time for their first class to begin;
- (2) seniors who have afternoon release periods must leave campus after their last scheduled class as the librarian may be working in the classrooms with teachers and unable to supervise students in the library as in the past.

Special Note: Any unique or special circumstances should be brought to the attention of an administrator for discussion.

If a student becomes ill during the day and cannot remain in class, they must report to the nurse's office for assistance.

Student Parking

Students may park in the lot beside the gym or in the area across from the gym along the street where it is marked for students. Students must purchase a parking permit from the principal's secretary in the main office. A driver's license, proof of insurance, make, model, and license plate number are needed. Students are expected to park in the spaces provided and drive slowly and safely in the parking lot.

Once students have arrived on the campus, they should park and head directly into the building. Students are not allowed to loiter in their cars. Students will only be allowed to return to their cars during the school day for an emergency and with a pass from an administrator.

Tutorials/tudy Hall

Tiger's Den tutorials will be offered each Tuesday from 3:30 – 4:45 with bus service provided.

On Friday during Mini Course time, students may choose to go to Study Hall instead. There will be a separate study hall for each of the four core areas – English, Math, Science, and Social Studies.

Each teacher will offer tutorials in their classroom twice per week. These times will be posted outside of their door and on their syllabus. Teachers are available more often if you speak with them in advance about availability.

It is expected that students who are failing or missing assignments will attend tutorials and/or study hall until this is no longer the case.

Mini Courses

Each 9-weeks, students will have the opportunity to take a mini course that meets on most Friday's for one hour. The topics will vary each 9-weeks by teacher and student interest and ideas. Parents and community volunteers are also welcome to lead a mini course. This is a non-graded time for students and teachers to learn and have fun together. Possible courses may include basketball, video games, making jewelry, animal fun, disc golf, card games, inspirational movies, scrapbooking, crafts, anime, service projects, computer programming, fitness, and many more.

Clubs

Students may participate in clubs and activities on campus such as SALSA, Seniors, Difference Makers, HOSA, Fellowship of Christian Athletes, and Art Club.

Senior Activities

Lunch with a Leader

Both senior men and senior women are invited to attend Lunch with a Leader Programs. Community volunteers lead these programs and often provide lunch, mentoring, and programs that are of great benefit to students.

Senior Officers and Committee

Senior officers are elected and along with the committee help plan senior activities and field trips.

Senior Banquet

This is an opportunity to honor our outstanding seniors and for students to receive scholarships from the community.

Jr/Sr Prom

This annual event is always a wonderful evening for students to dress up and enjoy an evening of fun and dancing with their friends.

Graduation

Clear View graduation is held Saturday or Sunday at 2:00 PM at the conclusion of the academic school year. Graduation is held indoors at a district facility. Students may invite as many guests as they like. We ask all students to walk at graduation, as much for their families as well as for themselves. Select members of the graduation class will also speak.

Project Grad

This event is put on by the Bay Area Alliance with support from senior parents and community members. It is held the night after graduation from 11:00 p.m. until 5 a.m. at Putt-Putt Fun House in Webster.

Student Laptops

Each student has or will be issued a laptop computer. Insurance is available for purchase to protect families against having to pay the full cost of the computer should it be lost, stolen or damaged. This computer should be brought to school each day fully charged as students will be using them frequently.

If the computer is not working properly or is lost, stolen or damaged, please take it to our Campus Tech right away. She can be found in the library in the morning before school and during 1st period. Other times she may be in her office, room 122 or you may leave a note for her.

Parents can choose to not use the school computer and provide one from home.

Student Technological Resources and Log-On Conventions

CCISD Laptops

Login – the 10-digit CCISD student identification number

Password – six-digit cafeteria PIN

Once the student logs into the windows account, the user name can be changed.

Student and School information

CCISD provides a parent portal accessible through the CCISD website where parents can find information about student grades, attendance, and school occurrences. Parents should check the parent portal regularly.

Naviance Family Connection

Naviance Family Connection is a comprehensive website that you can use to help in making decisions about colleges, scholarships, and careers. The site is linked to the counselor's office. See <https://connection.naviance.com/clearviewtx> for access. Your user name should be the 10-digit CCISD student identification number and your password should be your six-digit cafeteria PIN.

Textbooks

A classroom set of books is available in the classroom and most textbooks are available online. If a student wishes to take a book home, they need to come to the office and check one out through the Data Specialist/Secretary in the front office. They will be required to bring a deposit check of \$50 per book. This check will be returned to the student when the book is returned. Please be sure to include a driver's license number and telephone number on the check.

A student may also check out a graphing calculator if taking the SAT or ACT. Please see the Data Specialist/Secretary in the front office or the AP/Dean of Instruction if you need one.

Academic Integrity

Students found to have engaged in academic dishonesty shall be subject to grade penalties on assignments or tests and disciplinary penalties in accordance with the Student Code of Conduct. Academic dishonesty includes cheating or copying the work of another student, plagiarism, and unauthorized communication between students during an examination. The determination that a student has engaged in academic dishonesty shall be based on the judgment of the classroom teacher or another supervising professional employee, taking into consideration written materials, observation, or information from students. *CCISD Board Policy EIA (LOCAL)*

The CCISD Student/Parent Handbook defines cheating and plagiarism in the following manner:

Behaviors defined as cheating

- A. Giving or receiving information, looking on someone else's work or allowing someone else to see one's work during an exam, test or quiz.
- B. Unauthorized receipt or distribution of exam, test or quiz contents, materials or answer key.
- C. Use of unauthorized resources such as notes during an exam.
- D. Taking an exam, producing a project, paper or assignment for another student or asking someone to take an exam or produce a project, paper or assignment for an individual.
- E. Copying work assigned to be done independently or letting others copy one's work.
- F. Plagiarism – Any misrepresentation of another's work as one's own including copying of sentences, phrases, images, entire essays, passages from an undocumented source, musical scores, and other similar works.

According to Plagiarism.org, to "plagiarize" means:

- *to steal and pass off (the ideas or words of another) as one's own.*
- *to use (another's production) without crediting the source.*
- *to commit literary theft.*
- *to present as new and original an idea or product derived from an existing source.*

The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like original inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book or a computer file).

All of the following are considered plagiarism:

- *turning in someone else's work as your own*
- *copying words or ideas from someone else without giving credit*
- *failing to put a quotation in quotation marks*
- *giving incorrect information about the source of a quotation*
- *changing words but copying the sentence structure of a source without giving credit*
- *copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)*

Academic Dishonesty CCISD: Academic dishonesty or copying the work of another or allowing others to copy work. In addition, academic dishonesty or copying will result in a grade of zero (0). The Secondary Honor Code will apply for violations of academic dishonesty on major grades and may result in further consequences.

Students are warned to realize that the judgment is that of the teacher or instructor and students should, therefore, avoid any behavior that could be misinterpreted or perceived as cheating or plagiarism. Students should note that any time they utilize another source for information, ideas or data, that source should be noted in the work.

Breakfast and Lunch

Breakfast is available for purchase in the cafeteria starting at 7:30. Lunch is served at 11:40 on M, T, W and F and at 11:05 on Thursdays unless there is a special event. Parents can access student accounts to add money, monitor, and add restrictions online, if desired.

Only parents and guardians can bring lunch to students at school. They can bring lunch to the cafeteria and eat with their student or the lunch may be dropped off in the reception area before students are released for lunch. The student should know to come to the office to pick up the lunch.

*****Food for students may not be delivered to the school from other sources*****

Two microwaves are available for student use in the cafeteria.

During student lunch, students should remain in the cafeteria or get a pass to go to the library. Coach Davis will take students to the gym when his schedule permits if there is a group that wants to play basketball or volleyball.

Bus Transportation

Bus transportation is provided for Clear View students. In the mornings, students ride their normal route to their home campus. At the home campus, students will switch to the Clear View bus and ride to our campus. In the afternoons (M, T, W, F) students ride the bus to their home intermediate campus and then switch to the bus that will take them home. On Thursdays, they will ride the bus to their home high school campus then switch, if necessary, to the bus that will take them home.

It is very important that our students act as well-behaved guests while on other campuses. Each campus will designate an area for our students (along with CHECHS and magnet students) who are waiting for buses. Students are not to wander the hallways or go to undesignated areas.

Parents will need to select mode of transportation during the online back to school registration in Skyward. After registration is closed parents will need to submit requests in writing to our Campus Data Specialist.

If you need assistance with bus numbers and routes, you can look online at www.ccisd.net/departments/transportation. Next you will click on View Bus Route Information and Bus Routes. You will then enter number, street, zip, and select grade or school from the drop-down menu. You may also call the campus at 281-284-1500.

Bus Schedule

AM RUN

| <u>ROUTE #</u> | <u>SCHOOL</u> | <u>PICK UP TIME AND LOCATION:</u> |
|----------------|---------------|--|
| 78 | CBHS | 7:15 FRONT DRIVEWAY @ SET OF LAST DOORS JUST BEFORE THE EXIT |
| 48 | CLHS | 7:10 @ BACK OF SCHOOL NEAR CHEMISTRY |
| 127 | CSHS | 7:10 @ BACK OF SCHOOL IN THE BUS DROP OFF AREA |
| 15 | CCHS | 7:05 @ CAFETERIA IN BUS LOADING AREA |
| 24 | CFHS | 7:05 @ Bus Loading Zone (Mossman Side) |

PLEASE NOTE THESE ARE LEAVE TIMES; STUDENTS ARE TO BE LOADED AND READY TO DEPART

PM RUN

| <u>ROUTE #</u> | <u>SCHOOL</u> | <u>DROP OFF TIME AND LOCATION:</u> |
|----------------|--|--|
| 61 | Clear Lake Int. | 4:00 Int. Bus Driveway |
| 80 | Brookside Int. Westbrook Int. | 3:45 Int. Bus Driveway 4:10 Int. Bus Driveway |
| 37 | Space Center Int. | 4:00 Int. Bus Driveway |
| 96 | Seabrook Int. | 3:50 On El Mar |
| 127 | Creekside Int. Victory Lakes Int. | 3:45 Int. 518 Driveway 4:03 Int. 518 Driveway |
| 24 | Clear Creek Int. League City Int. Bayside Int. | 3:35 Int. Bus Driveway 3:45 Int. Bus Driveway 4:00 Int. Bus Driveway |

THURSDAY PM ONLY CLEAR VIEW WILL RELEASE EARLY THE BELOW BUSES WILL DEPART CLEAR VIEW AT 1:30 & RETURN TO THE HIGH SCHOOL

| <u>Route #:</u> | <u>High School:</u> | <u>Drop Off Time and Location:</u> |
|-----------------|---------------------|------------------------------------|
| 19 | CCHS | 2:00 THURSDAY ONLY IN LINE-UP |
| 59 | CFHS | 2:00 THURSDAY ONLY IN LINE-UP |
| 33 | CLHS | 2:00 THURSDAY ONLY IN LINE-UP |
| 73 | CBHS | 2:00 THURSDAY ONLY IN LINE-UP |
| 127 | CSHS | 2:00 THURSDAY ONLY IN LINE-UP |

Nurses/Medicines at School

The Clear View nurse’s office is in the front of the building next to the receptionist. Please be sure that the nurse has updated information regarding medical concerns and medications if necessary. Medication will then be available if your student becomes ill or is injured while at school. If your student will need to take medication while at school, please bring medication to the nurse and fill out the appropriate paperwork.

Counselor's Section

Four-Year Plan

The CCISD four-year plan is a tool that is re-visited each year in the spring semester to help students map out and plan to ensure they are meeting the graduation requirements for his/her chosen endorsement. Clear View High School counselors work with students each spring to revise and update their plans. Students submit the four-year plan electronically in Naviance Family Connection. Parents can view the plan in Naviance Family Connection. Students and parents are encouraged to use the four-year plan when completing their course selection for the next school year.

Course Selection

High School Course Selection is an important annual event for all students, parents, and teachers. Course Selection presentations will be done and course selection materials will be distributed during the month of February. Students must complete a course selection card and enter course requests into Skyward Student Access by the end of February. Students and parents should review four-year plans, graduation requirements, and endorsement/pathway requirements when selecting courses for the following year to make sure students are on the path to graduation. Course Request Verification Letters will be distributed to students at the beginning of April. Students will have until the first of May to make any changes to their course requests for the following school year. Clear View counselors and administrations will use this information to arrange courses for the coming year.

To complete Course Selection, students and parents should use the following materials:

CCISD Educational Planning Guide (EPG)

The **EPG** provides course descriptions for all courses available in CCISD; not all will be offered at CVHS. Use the index at the back of the **EPG** to find courses listed alphabetically for quick reference.

CVHS Course Selection Worksheet

This document lists classes we plan to offer at CVHS for the upcoming school year. Students should use this worksheet in combination with the **EPG** to determine their course requests for next school year.

CVHS Course Selection Card

Students must list their course selection requests on this card. Students should select a total of 7.0 credits, including the core curriculum. Students should pay close attention to the course number, title, credit value, and prerequisites. Students should also select multiple alternate electives and list them in order of preference. As a reminder, choose carefully! Schedule changes at the high school are for data mistakes or course errors only.

All students will need to verify their Endorsement Plan and Pathway. This information will be found on their Course Selection Card. Make sure courses selected will meet the requirements of your Endorsement Plan.

Schedule Changes

See CCISD Educational Planning Guide page 6

Students select courses in the spring prior to the next school year during Course Selection. Careful, thoughtful decisions must be made during this process. A change in the student's Endorsement for graduation purposes does not guarantee a schedule change. For students with disabilities, special education courses are determined by the Admission, Review, and Dismissal (ARD) committee. Students' schedules must coincide with ARD recommendations.

Master schedules and teacher employments are based on student requests; therefore, few schedule changes are approved.

Students who receive special permission to change a class schedule are subject to limitations. The student assumes all responsibility for the requirements in the course entered.

Schedule change forms will be available during the first 5 days of the semester. All Schedule change forms **MUST** have a parent's signature for a counselor to consider the request.

Schedule changes will be considered during the first 5 class days for the following reasons only:

- A. Student is a senior not scheduled in a course needed for graduation.
- B. Student has already earned credit for a course in which he/she is currently scheduled.
- C. Student does not have the prerequisite(s) for a class listed on his/her schedule.
- D. Student has previously failed a course with the same teacher.
- E. Student has been dismissed from a program where approval must be granted for placement.
- F. Student does not have a full schedule.
- G. Data entry error (no lunch, class listed twice, free period, etc.) has occurred.
- H. Student needs remedial coursework for state assessment graduation requirements.
- I. A class is listed that the student did not request.

Alternative Settings for Earning High School Credit

See CCISD Educational Planning Guide page 65

Clear View High School students must obtain counselor approval before enrolling in Clear Access, Clear Stars, CCISD Summer School, or any distance learning courses to ensure proper alignment of high school credits.

Clear Access

CCISD's online school can only be used to take a course the first time (original credit). You cannot use it to repeat a course or recover credit. There is a fee associated with this option (*approximately \$150 per 0.5 credit*).

Clear Stars

CCISD's night school can be used to take a course for the first time (original credit) and/or to recover credit for a course that a student failed. There is a fee associated with this option. (*approximately \$150 per 0.5 credit*).

CCISD Summer School

CCISD's summer school can be used to take a course for first time (original credit) and/or to recover credit for a course that a student failed. There is a fee associated with this option. (*approximately \$150 per 0.5 credit*).

Distance Learning

Courses may be taken through Texas Tech ISD or The University of Texas Austin K-16 programs. These credits may be applied toward state graduation requirements. Courses can be for first time credit and/or to recover credit for a course that a student failed. There is a fee associated with this option. Fees will vary.

Note – Classes taken in alternative setting listed above and summer school are not included in the CCISD GPA.

Alternative Enrollments

Should a student decide to earn credit through an alternative method they will continue to be enrolled in the Clear View class until credit has been granted by the outside institution and the appropriate documentation has been received and validated by the Clear View Counseling Department. Students receiving credit from an outside institution, at any time other than the beginning or end of a semester may, be required to complete the Clear View class already in progress. Withdrawal from a course in progress will only be possible with the approval of the Clear View principal.

Dual Credit Course Options, Grades, and Credits

See CCISD Educational Planning Guide page 69

CCISD, in conjunction with College of the Mainland (COM) and San Jacinto College, offers some Dual Credit course selections during the school day. Juniors and seniors are eligible to participate in this program. College of the Mainland and San Jacinto College have different guidelines and criteria for admission. Admission is contingent upon the student meeting these requirements. Dual credit courses offered during the normal school day may include, but are not limited to: English IV, U.S. History, U.S. Government, Economics, Sociology, Psychology, College Algebra, Finite Math, and Pre-calculus.

CCISD has determined the courses for which Dual Credit is awarded. These courses provide advanced academic instruction beyond or in greater depth than the Texas Essential Knowledge and Skills (TEKS). In order to receive the high school credit portion of Dual Credit, the course grade must be at least a 70 on the college grading scale. Although a grade of 60 is considered “passing” on the college level, high school Dual Credit is not awarded. If a student earns a college grade of 69 or below, he/she must recover the high school credit if the course or credit is required for high school graduation.

The Dual Credit course, numeric grade, and high school credit earned are posted on the high school transcript. With the exception of courses taken through Clear Horizons Early College High School, courses taken by Dual Credit do not earn grade points and are not considered in the grade point average at the high school per Policy EIC (Local). The course does have a letter grade and grade point posted on the college transcript.

Students must also take any corresponding STAAR EOCs and meet State assessment graduation requirements (see page 64).

As with all Dual Credit offerings, students must complete the CCISD Dual Credit/Concurrent Enrollment Endorsement form and obtain approval before registering for the college courses. Students must be in good standing at the high school in order to be approved for Dual Credit courses. The student is responsible for costs associated with taking college courses, including the purchase of the college-level text, ancillary materials, and parking (if applicable). Students enrolled in Dual Credit courses are eligible for student services, including tutoring and library access, on the respective college campus.

Students participating in Dual Credit during the school day will have college-level classes at either the beginning or the end of the school day. College-level classes meet either on Monday and Wednesday or on Tuesday and Thursday. Juniors and seniors in Dual Credit do not attend any college classes on Friday. Since college classes meet twice weekly, students taking Dual Credit will be placed in two (2) periods, (college class will show on student schedule). Juniors must enroll in six (6) hours of college credit (2 classes per semester) and seniors are encouraged to enroll in six (6) hours of college credit (however, seniors may enroll in three (3) hours or six (6) hours). Even if a senior chooses to take only three (3) college hours it will still be necessary to block out two (2) periods in order to be available for the college class schedule. No additional release periods are available for Dual Credit students.

Prior to withdrawing from a college course, it is the student's responsibility to first discuss this matter with his/her high school counselor to determine if space is available in the comparable high school course. Should the student withdraw from a one semester college level course (i.e. Government) that is a requirement for graduation, the campus will accept the withdrawal grade and place the student in the comparable high school course. Because Dual Credit courses are college level and are taught by college-employed instructors, any disputes regarding grades, course content, schedules, calendar, attendance or other issues are to be addressed to the respective college. Students with disabilities will need to visit with the Special Populations Department at the college for needed accommodations.

Grade Point Average, Rank, and Classification

See *CCISD Educational Planning Guide* page 72

Each semester course has a designated grade point level (GPA Level) used to determine rank in class and grade point average. Courses designated as Level 1 courses include: Advanced Academic (Adv Acad), Pre-advanced Placement (PreAP), Advanced Placement (AP), and Gifted and Talented (GT) courses. Level 2 courses include all general education courses. Level 3 courses are courses which are modified in content by the Special Education ARD committee. In order to achieve a maximum GPA of 6.0, grade points will be weighted as follows:

| ACTUAL GRADE | GRADE POINTS | | |
|-------------------------|---------------------|----------------|----------------|
| | Level 1 | Level 2 | Level 3 |
| 100 | 6.0 | 5.0 | 4.0 |
| 99 | 5.9 | 4.9 | 3.9 |
| 98 | 5.8 | 4.8 | 3.8 |
| 97 | 5.7 | 4.7 | 3.7 |
| 96 | 5.6 | 4.6 | 3.6 |
| 95 | 5.5 | 4.5 | 3.5 |
| 94 | 5.4 | 4.4 | 3.4 |
| 93 | 5.3 | 4.3 | 3.3 |
| 92 | 5.2 | 4.2 | 3.2 |
| 91 | 5.1 | 4.1 | 3.1 |
| 90 | 5.0 | 4.0 | 3.0 |
| 89 | 4.9 | 3.9 | 2.9 |
| 88 | 4.8 | 3.8 | 2.8 |
| 87 | 4.7 | 3.7 | 2.7 |
| 86 | 4.6 | 3.6 | 2.6 |
| 85 | 4.5 | 3.5 | 2.5 |
| 84 | 4.4 | 3.4 | 2.4 |
| 83 | 4.3 | 3.3 | 2.3 |
| 82 | 4.2 | 3.2 | 2.2 |
| 81 | 4.1 | 3.1 | 2.1 |
| 80 | 4.0 | 3.0 | 2.0 |
| 79 | 3.9 | 2.9 | 1.9 |
| 78 | 3.8 | 2.8 | 1.8 |
| 77 | 3.7 | 2.7 | 1.7 |
| 76 | 3.6 | 2.6 | 1.6 |
| 75 | 3.5 | 2.5 | 1.5 |
| 74 | 3.4 | 2.4 | 1.4 |
| 73 | 3.3 | 2.3 | 1.3 |
| 72 | 3.2 | 2.2 | 1.2 |
| 71 | 3.1 | 2.1 | 1.1 |
| 70 | 3.0 | 2.0 | 1.0 |
| Below 70 | 0 | 0 | 0 |

The semester grade is used to determine the number of grade points awarded for each course when calculating the student's grade point average. Grade points earned in courses taken in grades 9-12 are used to determine rank in the graduating class. The following WILL NOT be calculated in the GPA:

- courses taken prior to grade nine
- correspondence courses
- credit by examination
- online courses taken outside of the regular school day
- dual credit, with the exception of Clear Horizons Early College High School students
- credit recovery
- credits from non-accredited schools
- alternative Physical Education credits
- any other means beyond the regular school day
- summer school courses

Class rank shall be based upon the grade point average. It is determined by dividing the total number of grade points earned by the total number of semester units attempted, resulting in a maximum grade point average of 6.0.

For Seniors Only

Class Rank will be calculated only after the END of each semester. After graduation, final class rank is determined and recorded on the academic achievement record.

Grade-level advancement for students in grades 9–12 shall be earned by course credits (see table below). Changes in grade-level classification shall be made at the beginning of the fall semester with appropriate reclassification at mid-year for students who were retained or, as needed, in the spring semester for students who are eligible for graduation including early graduates. Students may not replace a lunch period with a credit class. Students are classified according to the number of state credits they have earned.

| Classification | Grade | Credits |
|-----------------------|--------------|----------------|
| Sophomore | (10th) | 6 |
| Junior | (11th) | 12 |
| Senior | (12th) | 18 |

Student Guidance & Counseling Services

Our first priority is our students. Clear View counselors readily make themselves available to students in need of guidance and counseling throughout the school day. To ensure all students are well-served with the time and attention they deserve, we ask that parents/guardians make an appointment with their student’s counselor to allow adequate scheduling and preparation.

Clear View High School counselors are committed to providing our students with a comprehensive guidance and counseling program to include:

Guidance curriculum to assist students with the development of essential core values and self-management/social skills needed to enhance their personal-social, educational, and career growth.

Topics included are:

- Bullying Prevention
- Core Values
- Cultural Diversity
- Dating Violence
- Drug and Alcohol Awareness
- Suicide Prevention

Responsive services to intervene on behalf of those students whose immediate personal concerns or problems put their continued personal-social, career, and/or educational development at risk.

Individual planning to guide all students as they plan, monitor, and manage their own educational, career, and personal-social development.

System support to link faculty, staff and community members in our education programming and school improvement planning.

Each member of the CVHS Guidance and Counseling Team is certified by the Texas State Board for Educator Certification as a School Counselor. <http://www.tea.state.tx.us/>

Post-Secondary Planning-Naviance Family Connection

CCISD is pleased to provide Naviance Family Connection from Naviance Succeed, a web-based service designed especially for students and parents. Family Connection is a comprehensive website that you and your student can use to help in making decisions about courses, colleges, and careers.

Visit: www.connection.naviance.com/clearviewtx

Use your Naviance Family Connection account to:

- View and manage your high school course planning.
- Prepare for the ACT/SAT test with free test preparation provided by Method Test Prep.
- Research colleges and universities and explore scholarship opportunities.
- Investigate career interests and options using the Personality Inventory and Career Interest Profiler.
- Update your profile, including your parents or guardians email address so parents/guardians can have their own account.

Please contact your counselor for assistance if you do not know your registration code. Note that you and your student will each receive different registration codes, and that each code may be used only once. Once you have your own account, you will sign in using the user name and password you chose during the registration process.

College Readiness Testing

The Texas Higher Education Coordinating Board, through the Texas Success Initiative (TSI), requires that all institutes of higher learning assess the academic skills of each entering undergraduate student to determine the student’s readiness to enroll in freshman-level academic coursework by taking the Texas Success Initiative Assessment (TSIA). Students will have to meet criteria on the math, reading, and writing portions of the TSIA before they are eligible to enroll in certain college level courses. Students who do not meet the appropriate criteria for college level courses are required to pursue remediation and to retest.

Exemptions from TSIA:

- **ACT** – Students with a **composite score of 23** with a minimum of 19 on the English test and 19 on the Mathematics test. ACT scores are valid for five years.
- **SAT** – Evidence based reading: 480 or above; Mathematics: 530 or above; No composite score needed. SAT scores are valid for five years.

| <i>TSI Minimum Score Requirements</i> | | |
|---------------------------------------|---|-------------|
| Reading | Writing | Math |
| 351 | Essay score of 5 or Essay score of 4 and multiple choice of 363 | 350 |

THECB website: <http://www.thecb.state.tx.us/index.cfm?objectid=233A17D9-F3D3-BFAD-D5A76CDD8AADD1E3>