

DLX / Nelson Academy School Student Handbook

Welcome to DLX, partnered with Nelson Academy! This handbook serves as a comprehensive guide to our school policies, procedures, and expectations. It is designed to help you navigate the on-demand learning environment and make the most of your educational experience. Please read it thoroughly and keep it for future reference.

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1. Introduction

Welcome to DLX, partnered with Nelson Academy, a pioneering institution in on-demand education dedicated to providing a high-quality learning experience for all students. Our flexible online platform allows students to learn at their own pace and from the comfort of their own homes. This handbook serves as your comprehensive guide to navigating your educational journey in our global school community. Whether you are just beginning your studies with us or continuing your academic path, this handbook is designed to support and empower you throughout your time at DLX.

What You'll Find in This Handbook:

This handbook provides essential information and resources to help you succeed:

Academic Expectations: Explore our curriculum offerings, graduation requirements, and academic support services.

Student Life:

Learn about extracurricular activities, clubs, and events that enhance your on-demand learning experience and promote community engagement.

Support Services: Discover resources available for academic, social, and emotional support, including counseling, career guidance, and technical assistance.

Policies and Procedures: Familiarize yourself with school policies on attendance, behavior expectations, technology use, and more, ensuring a safe and respectful learning environment.

Parent/Guardian Involvement

Understand the importance of parental involvement and how families can partner with us to support your educational journey.

Health and Safety: Learn about protocols for emergencies and guidelines for maintaining a safe learning environment.

Your Role in Our Community

As a student at DLX & Nelson Academy, you play a crucial role in our school community. Your commitment to learning, collaboration with peers, and adherence to our values contribute to the positive culture we strive to foster. This handbook outlines your rights and responsibilities as a member of our community and provides guidance on maximizing your educational experience.

Connecting on-demand

Although our classrooms are asynchronous and on-demand, the connections you build with teachers, peers, and staff are real and valuable. We encourage you to actively engage in your learning, seek assistance when needed, and take advantage of the opportunities provided through our dynamic, interactive platform.

Conclusion

We are thrilled to have you as part of DLX, partnered with Nelson Academy, and look forward to supporting your academic growth and personal development. Should you have any questions or require further clarification on any aspect of this handbook, please reach out to our dedicated staff. Together, we will create a positive and enriching on-demand learning experience that prepares you for your future endeavors. Welcome to DLX—where your educational journey begins!

Sincerely,

LeRoy Nelson & Dr. Bobby Banks
Nelson Academy

Renan Herrera , DLX

2. Mission and Vision

Mission Statement:

At DLX, partnered with Nelson Academy, our mission is to provide an inclusive, high-quality on-demand education that empowers students from diverse backgrounds to achieve academic excellence and personal growth. We are committed to equipping our students with the knowledge, skills, and values necessary to thrive in an ever-changing global workforce. By fostering a supportive and innovative learning environment, we ensure that every student, regardless of their background or circumstances, is prepared for success in higher education, trade schools, or directly entering the workforce.

Vision Statement:

DLX, partnered with Nelson Academy, envisions a future where every student has access to an exceptional education that transcends geographical, social, and economic barriers. Our vision is to create a dynamic and inclusive online learning community where students are inspired to explore their passions, develop critical thinking skills, and become lifelong learners. We aim to be a leader in on-demand education, recognized for our commitment to preparing students for the demands of the 21st-century workforce, whether their paths lead them to college, trade school, or immediate employment. Through personalized learning, robust career preparation, and a focus on character development, we strive to empower our students to become innovative, responsible, and engaged citizens of the world.

3. School Calendar

Students can enroll at any time as it is on-demand education. Most courses have a length of a traditional semester of 90 hours per credit, but students can accelerate learning through different methods within the learning platform. Students can request an extension at no additional cost.

4. Enrollment and Admissions

DLX, partnered with Nelson Academy, is dedicated to providing a high-quality on-demand education to students from diverse backgrounds, ensuring that all students, regardless of their location or circumstances, have the opportunity to achieve academic success and prepare for future careers. Our comprehensive enrollment and admission policy is designed to be inclusive, transparent, and straightforward, reflecting our commitment to accessibility and excellence in education.

Eligibility Requirements:

Residency: Students can be from anywhere in the world.

Grade Levels: DLX, partnered with Nelson Academy, serves students in grades 6 through 12.

Age Requirements: There are no age restrictions.

Academic Requirements: Students must provide prior academic records demonstrating their ability to succeed as well as assist our graduation coaches in creating a custom, learning plan and experience.

Application Process:

Application Form: Prospective students must complete an online application form available on the DLX website.

The form includes personal information, academic history, and parent/guardian contact details.

Documentation Submission:

Academic Records: Transcripts or report cards from previous schools attended IEP/504 Plan. If applicable, documentation of any Individualized Education Plans (IEPs) or 504 Plans.

Orientation:

Orientation Session: Accepted students must attend a on-demand orientation session to familiarize themselves with the school's platform, policies, and expectations. Parents/Guardians are recommended, but not required to attend as well.

Admission Criteria:

Academic Performance: Evaluation of previous academic performance to ensure the student is prepared for the rigors of Nelson Academy's curriculum.

Commitment to Mission and Vision:

Consideration of the student's alignment with DLX's mission to prepare for the global workforce and continuing education beyond high school.

Acceptance and Enrollment:

Notification of Acceptance: Applicants will receive an email notification regarding their acceptance status within two weeks of completing the application process.

Enrollment Packet:

Accepted students will receive an enrollment packet containing:

- Login credentials for the Learning Management System (LMS).
- Detailed instructions on how to access and navigate the LMS.
- Information on course selection and scheduling.
- Contacts for academic advisors and technical support.

Course Registration:

Students will work with a graduation coach to select appropriate courses based on their academic history, interests, and career goals.

Registration must be completed by the deadlines provided in the enrollment packet.

Withdrawal Policy:

Voluntary Withdrawal:

Students wishing to withdraw must submit a withdrawal form, available on the DLX website, signed by a parent/guardian or school partner official

Tuition refunds, if applicable, will be processed according to the school's refund policy.

Involuntary Withdrawal:

Students may be subject to involuntary withdrawal due to failure to meet academic standards, violation of the code of conduct, or non-payment of tuition fees.

Parents/guardians will be notified in writing prior to any involuntary withdrawal.

Re-Enrollment Policy:

Returning Students: Students who wish to return to DLX after withdrawing must complete a re-enrollment application.

Academic Review: Returning students' academic records will be reviewed to ensure they meet current academic standards.

Updated Documentation: Returning students must submit updated proof of residency, academic records, and immunization records.



5. Tuition & Fees

Dual Diploma Program \$4,250 USD (total diploma*)

Pending previous transcript evaluation, minimum of 5 full credits, could be up to 4 years

Full time Homeschool \$4,250 USD Per year

5 full credits courses for an academic year

Individual Credit Course \$850 USD Per credit

one year duration

Individual Credit Course \$425 USD Per credit

Advanced Placement and College Credit – Full Credit Course \$1,300 USD Per credit

certified teacher included

Advanced Placement and College Credit- Half Credit Course \$650.00 USD Per credit

transcript included

6. Academic Policies

Curriculum: Our curriculum aligns with common core and NGSS standards and includes a variety of courses designed to meet the diverse needs of our students. We use Grade Results as a primary resource to ensure a comprehensive and rigorous academic program.

Core Curriculum

English Language Arts (ELA):

Courses include:

- English I-IV
- AP English Literature and Composition
- Journalism
- Creative Writing
- Other ELA electives focus on reading comprehension, literary analysis, writing skills, and research techniques

Each course adheres to Common Core Standards, emphasizing critical thinking and effective communication.

Mathematics:

Courses include

- Algebra I and II
- Geometry
- Pre-Calculus, Calculus
- AP Calculus AB
- AP Statistics
- Financial Mathematics and other electives

Emphasizes problem-solving, analytical skills, and real-world applications. Courses follow the Common Core Math standards, ensuring students build a strong mathematical foundation.

Science:

Courses include

- Biology
- Chemistry
- Physics
- Environmental Science

- Forensic Science
- AP Science courses

Courses focus on scientific inquiry, lab skills, and theoretical knowledge.

Aligns with the NGSS Science standards, promoting scientific literacy and critical thinking.

Social Studies:

Courses include

- World History
- U.S. History
- U.S. Government
- Economics
- AP U.S. History
- AP World History
- Unique electives

Emphasizes historical analysis, civic understanding, and economic literacy.

Meets Common Core standards, fostering informed and engaged, digital citizens.

Elective Courses

A wide range of electives is available, including

- Foreign Languages (Spanish, French)
- Fine Arts (Art History, Music Theory)
- Health and Physical Education
- Career and Technical Education (CTE) courses.

Electives are designed to enhance the core curriculum and allow students to explore their interests and talents as well as prepare for Certification in some cases.

Advanced Placement (AP) and Honors Courses

DLX, partnered with Nelson Academy, offers a variety of AP and Honors courses to challenge and engage students seeking advanced academic opportunities. These courses prepare students for college-level coursework and can potentially earn them college credit.

Credit Recovery

DLX, partnered with Nelson Academy, provides robust credit recovery options to help students who need to retake courses and stay on track for graduation.

These courses are self-paced, allowing students to focus on areas where they need improvement.

Grading Scale:

- A: 90-100%
- B: 80-89%
- C: 70-79%
- D: 60-69%
- F: 59% and below

Assessment

At DLX/Nelson Academy, assessments are integral to evaluating student progress, understanding comprehension of material, and guiding instructional strategies. Our approach to assessments is designed to be fair, transparent, and aligned with educational standards. Key aspects of our assessment policy include:

- Types of Assessments:
- Formative Assessments: These assessments occur throughout the learning process to provide ongoing feedback and inform instructional adjustments.
- Summative Assessments: These assessments are administered at the end of a unit, semester, or course to evaluate student learning outcomes.

Grading Criteria:

Grading criteria are clearly communicated for each assessment, outlining expectations for performance and achievement. Grades reflect students' mastery of content and skills as outlined in course objectives and standards.

Feedback Mechanisms:

Teachers provide timely and constructive feedback on assessments to help students understand their strengths and areas for improvement. Feedback is aimed at fostering continuous growth and supporting students in achieving academic success.

Assessment Modifications:

Accommodations and modifications are provided to students with documented disabilities or special learning needs. These accommodations ensure that all students have equitable access to assessments and demonstrate their learning.

Assessment Security:

Measures are in place to uphold the integrity of assessments and prevent academic dishonesty. Students are expected to adhere to guidelines regarding plagiarism, cheating, and unauthorized collaboration during assessments.

Academic Integrity

Maintaining academic integrity is fundamental to the mission and values of DLX/Nelson Academy. Academic integrity ensures that all students uphold ethical standards in their academic work and demonstrate honesty, responsibility, and respect for intellectual property. Key principles of our academic integrity policy include:

- ***Expectations for Students:*** Students are expected to submit their own work and give proper credit to sources used in assignments, projects, and assessments. Collaboration guidelines are clearly defined, specifying when and how students may work together on academic tasks.
- ***Plagiarism and Citation Standards:*** Plagiarism, including the improper use or presentation of another person's work or ideas, is strictly prohibited. Proper citation of sources, including text, images, and multimedia, is required to acknowledge the contributions of others.
- ***Consequences of Academic Dishonesty:*** Consequences for academic dishonesty may include but are not limited to, a failing grade on the assignment, additional assignments, or even expulsion in severe cases. Repeat offenses may result in escalated disciplinary action in accordance with school policies and procedures.
- ***Educational Resources and Support:*** DLX, partnered with Nelson Academy, provides resources and guidance to help students understand and uphold principles of academic integrity. Workshops, tutorials, and instructional materials are available to support students in developing research and citation skills.
- ***Faculty Responsibilities:*** Faculty members are responsible for educating students about academic integrity and enforcing policies consistently. Teachers provide guidance on acceptable academic practices and promote a culture of honesty and integrity within the on-demand classroom.

By adhering to our assessment and academic integrity policies, students contribute to a positive learning environment and demonstrate their commitment to academic excellence at DLX/Nelson Academy. For more detailed information on specific assessments or academic integrity procedures, please refer to your course syllabus or consult with your instructor.

7. Attendance Policy

DLX, partnered with Nelson Academy, places a high value on regular attendance and active participation as essential components of academic success in a on-demand learning environment. This attendance policy outlines expectations, procedures, and responsibilities to ensure that students remain engaged and accountable for their learning.

Attendance Expectations:

- **Daily Log-In:** Students are expected to log into the Learning Management System (LMS) each school day. Daily log-ins are recorded and monitored to ensure consistent attendance.
- **Class Participation:** Students must attend all scheduled live on-demand classes, webinars, and instructional sessions. Participation in discussions, group activities, and collaborative projects is required.
- **Assignment Completion:** Students are expected to complete and submit all assignments by their due dates. Timely submission of assignments is considered part of attendance and participation.
- **Attendance Tracking:** Attendance is tracked through the LMS, which records log-ins, time spent on coursework, and participation in on-demand classes. Teachers and administrators regularly review attendance data to identify patterns of absenteeism or disengagement.
- **Absence Reporting:** Parents/guardians must report student absences by notifying the school via email or phone before 9:00 AM on the day of the absence. An absence report should include the student's:
 - Name
 - Grade level
 - Reason for absence, and
 - Expected return date
- **Types of Absences:**
 - Excused Absences- Illness or medical appointments
 - Family emergencies
 - Religious observances
 - Approved educational activities (e.g., college visits, educational travel)
 - Other reasons deemed acceptable by school administration

Documentation, such as a doctor's note or a parent/guardian letter, may be required to excuse an absence.

- **Unexcused Absences:**
 - Failure to log in without a valid reason

- Absence without prior notification and approval
- Vacations or trips not approved by the school administration
- **Chronic Absenteeism:**
Chronic absenteeism is defined as missing 10% or more of school days within a semester. Students who are chronically absent may face academic consequences and will be required to meet with their graduation coach and parents/guardians to develop an attendance improvement plan.
- **Attendance Interventions:**
 - **Early Intervention:** Teachers and graduation coaches will reach out to students and parents/guardians when attendance issues are first identified to provide support and resources.
 - **Attendance Improvement Plan:** Students with excessive absences will be required to participate in an attendance improvement plan, which may include regular check-ins, additional academic support, and goal-setting meetings.
 - **Disciplinary Actions:** Continued unexcused absences or failure to adhere to the attendance improvement plan may result in disciplinary actions, including academic probation or withdrawal from the school.

Responsibilities:

Student Responsibilities:

- Log into the LMS daily and attend all scheduled on-demand classes.
- Complete and submit assignments on time.
- Communicate with teachers and academic advisors regarding any difficulties with attendance or coursework.

Parent/Guardian Responsibilities:

- Ensure that their child logs into the LMS daily and attends on-demand classes.
- Report absences promptly and provide necessary documentation.
- Support their child in completing make-up work and adhering to the attendance policy.

Teacher Responsibilities:

- Record attendance accurately and regularly in the LMS.
- Provide make-up work and support to students who have missed classes.
- Communicate with students and parents/guardians regarding attendance issues and interventions.

Administrator Responsibilities:

- Monitor overall student attendance and identify patterns of absenteeism. Implement attendance improvement plans and disciplinary actions as necessary.
- Provide resources and support to students and families to promote regular attendance.

By adhering to this attendance policy, DLX, partnered with Nelson Academy, ensures that students remain engaged and accountable for their education, thereby promoting academic success and preparation for future endeavors.



8. Code of Conduct

DLX, partnered with Nelson Academy, is committed to fostering a safe, respectful, and productive learning environment. The Code of Conduct outlines the expectations for student behavior, the responsibilities of students, parents/guardians, and staff, and the consequences for violations. Our goal is to ensure that all students can thrive academically and personally within a supportive on-demand community.

Student Responsibilities:

Academic Integrity:

- Students must complete their own work and provide proper credit when referencing the work of others.
- Plagiarism, cheating, and any form of academic dishonesty are strictly prohibited.
- Respectful Communication: Students must communicate respectfully with teachers, staff, and peers.
- Bullying, harassment, or any form of disrespectful behavior will not be tolerated.

Appropriate Use of Technology:

Students must use school-provided technology and the Learning Management System (LMS) responsibly and for educational purposes only.

Accessing inappropriate websites, sharing offensive content, or engaging in cyberbullying is prohibited.

Attendance and Participation:

Students must attend all scheduled on-demand classes, log into the LMS daily, and actively participate in their coursework. Regular attendance and engagement are critical to academic success.

Parent/Guardian Responsibilities:

- **Support and Supervision:**
 - Parents/guardians must ensure that their child has a suitable learning environment and access to necessary technology.
 - They should monitor their child's attendance, participation, and adherence to the Code of Conduct.
- **Communication:**
 - Parents/guardians should maintain open communication with teachers and school staff.

- Reporting any issues or concerns promptly is essential to address potential problems early.
- **Teacher and Staff Responsibilities:**
 - **Professionalism and Respect:**
 - Teachers and staff must treat all students and parents/guardians with professionalism and respect. They should model appropriate behavior and communication at all times.
 - **Support and Guidance:**
 - Teachers should provide clear instructions, timely feedback, and support to help students succeed academically.
 - Staff should be available to assist with technical issues and other concerns related to the on-demand learning environment.
 - **Prohibited Conduct:**
 - ***Academic Dishonesty:*** Cheating, plagiarism, and any other forms of academic dishonesty will result in disciplinary action.
 - ***Bullying and Harassment:*** Bullying, harassment, or any form of intimidation or discrimination against students, teachers, or staff is strictly prohibited.
 - ***Inappropriate Use of Technology:*** Misuse of technology, including accessing inappropriate content, cyberbullying, and unauthorized sharing of personal information, is not allowed.
 - ***Disruptive Behavior:*** Any behavior that disrupts the learning environment, including inappropriate language, offensive comments, or disrespectful actions, is unacceptable.
- **Consequences for Violations:**
 - ***Minor Violations:*** Minor violations may result in a warning, parent/guardian notification, and a meeting with the teacher or academic advisor.
 - ***Repeated or Serious Violations:*** Repeated or serious violations may result in more severe consequences, including:
 - Temporary suspension from on-demand classes
 - Academic probation
 - Requirement to complete a behavior improvement plan
 - ***Severe Violations:*** Severe violations, such as threats of violence, significant academic dishonesty, or severe bullying/harassment, may result in:

- Long-term suspension or expulsion from Nelson Academy
- Involvement of law enforcement if necessary

- **Behavior Improvement Plan:** Development and Implementation: A behavior improvement plan may be developed for students with repeated violations. The plan will include specific goals, actions, and timelines to address the behavior.
- **Monitoring and Support:** The student's progress will be monitored by teachers and academic advisors. Additional support, such as counseling or tutoring, may be provided as needed.
- **Appeals Process:**
 - **Right to Appeal:**
 - Students and parents/guardians have the right to appeal disciplinary actions.
 - Appeals must be submitted in writing to the school administration within five business days of the disciplinary action.
 - **Review and Decision:**
 - The school administration will review the appeal, consider all relevant information, and make a final decision within ten business days.
 - The decision of the school administration is final.

By adhering to the Code of Conduct, students, parents/guardians, and staff contribute to a positive, respectful, and effective on-demand learning environment. DLX, partnered with Nelson Academy, is committed to supporting all members of our community in achieving academic success and personal growth.

9. Technology Use Policy

Device Requirements:

- Students must use school issued devices and have access to a reliable internet connection.

Acceptable Use:

- School-provided technology and resources must be used for educational purposes only.
- Students must not use school technology resources for personal gain, illegal activities, or accessing inappropriate content.

Prohibited Activities:

- Unauthorized access, hacking, or attempts to breach network security.
- Downloading, sharing, or distributing pirated software or media.
- Cyberbullying, harassment, or any form of online abuse.
- Plagiarism or academic dishonesty.

Digital Citizenship:

- Students must communicate respectfully and responsibly online.
- Personal information should not be shared with strangers or posted in public forums.
- Students should be aware of digital footprints and understand the long-term impact of their online activities.

Privacy and Security:

- Students must protect their login information and not share it with others.
- Use of strong, unique passwords is encouraged.
- Suspicious activity must be reported to school officials immediately.

Monitoring and Enforcement:

- The school reserves the right to monitor all technology use and communications.
- Violations of the technology use policy may result in disciplinary actions, including suspension of technology privileges or expulsion.

10. Student Services

DLX, partnered with Nelson Academy, is dedicated to providing a comprehensive array of student services to support the academic, personal, and career development of our students. Our goal is to ensure that every student has the resources and support needed to succeed in a on-demand learning environment and beyond.

Academic Support

Academic Advising:

- Each student is assigned an academic advisor who assists with course selection, academic planning, and setting educational goals.
- Advisors are available for one-on-one on-demand meetings to discuss academic progress and address any concerns

Teaching Services:

- Students can connect with their teacher or graduation coach via the communication system within the LMS platform.
- Teacher will grade all of the students' work.

Study Skills Workshops:

- Workshops on topics such as time management, note-taking, test preparation, and effective study habits are offered regularly.
- These workshops are designed to help students develop skills that enhance their academic performance.

Special Education Services:

- DLX, partnered with Nelson Academy, provides services for students with Individualized Education Plans (IEPs) or 504 Plans.
- Our special education team works closely with students, parents/guardians, and teachers to ensure that appropriate accommodations and supports are in place.

Career and College Readiness

Career Counseling:

Career counselors assist students in exploring career options, understanding job market trends, and identifying pathways to their chosen careers.

Services include:

- career assessments

- Resume writing workshops, and
- Interview preparation.

College Counseling:

College counselors provide guidance on the college application process, including:

- selecting colleges
- Completing applications, and
- securing financial aid.

On-demand college fairs and visits from college representatives are organized to help students make informed decisions.

Workforce Preparation Programs:

DLX, partnered with Nelson Academy, offers programs and workshops focused on skills needed for immediate entry into the workforce. These include:

- Vocational training
- Certification programs, and
- Partnerships with local businesses for internships and job placements.

Technical Support

Technical Helpdesk:

A dedicated technical support team is available to assist students with any issues related to the Learning Management System (LMS) and other digital tools. Support is available via email, phone, and live chat during school hours.

Digital Literacy Training:

Training sessions on digital literacy are provided to ensure that students can effectively use the LMS and other online resources. Topics include navigating the LMS, online research skills, and digital citizenship.

Student Engagement and Extracurricular Activities

Clubs and Organizations:

DLX, partnered with Nelson Academy, offers a variety of on-demand clubs and organizations to enhance the student experience.

Examples include:

- The Math Club
- Science Club
- Art Club

- Debate Club
- Community Service Club

Student Government:

The student government provides leadership opportunities and a platform for students to voice their opinions and participate in school governance. Students can run for various positions and contribute to planning school events and initiatives.

On-demand Events:

Regular on-demand events such as guest speaker sessions, career days, talent shows, and cultural festivals are organized to promote community engagement. Students are encouraged to participate and contribute to these events.

Parent/Guardian Resources

Parent/Guardian Portal:

A secure online portal allows parents/guardians to monitor their child's academic progress, attendance, and participation. The portal provides access to important school updates, resources, and communication tools.

Workshops and Training:

DLX, partnered with Nelson Academy, offers workshops and training sessions for parents/guardians on topics such as supporting online learning, digital safety, and college readiness. These sessions are designed to help parents/guardians effectively support their child's education.

Communication:

Regular newsletters, emails, and on-demand town hall meetings keep parents/guardians informed about school news, events, and important updates. Open lines of communication between parents/guardians and school staff are maintained to address any questions or concerns.

By providing a robust array of student services, DLX, partnered with Nelson Academy, ensures that all students have the support they need to achieve their academic goals, prepare for their future careers, and maintain their overall well-being. Our commitment to comprehensive student support reflects our dedication to fostering a thriving, inclusive, and engaged on-demand learning community.

11. Parent/Guardian Involvement

DLX, partnered with Nelson Academy, recognizes that parents and guardians play a critical role in the academic success and overall development of students. We are committed to fostering strong partnerships with parents and guardians by providing resources, support, and opportunities for meaningful involvement in their child's education.

Communication and Collaboration

Regular Updates and Newsletters:

DLX, partnered with Nelson Academy, sends out regular newsletters and updates to keep parents and guardians informed about school news, events, and important dates.

These communications include:

- Information on academic programs
- Extracurricular activities
- Student achievements.

Open Communication Channels:

Parents and guardians are encouraged to maintain open lines of communication with teachers, academic advisors, and school administrators. Email, phone calls, and the parent/guardian portal are available for ongoing communication.

Parent/Guardian Portal

Access to Student Information:

The secure parent/guardian portal allows parents and guardians to monitor their child's academic progress, attendance, and participation in real-time. The portal provides access to grades, assignment deadlines, and feedback from teachers.

Resource Library:

The portal includes a comprehensive resource library with guides, tutorials, and materials to support online learning and digital literacy. Resources cover topics such as time management, study skills, and college planning.

Communication Tools:

The portal includes tools for direct communication with teachers and academic advisors, facilitating timely and efficient exchanges of information.

Workshops and Training

Supporting Online Learning:

DLX, partnered with Nelson Academy, offers workshops to help parents and guardians support their child's online learning experience. Topics include: creating an effective home learning environment, understanding the LMS, and helping students stay organized and motivated.

Digital Safety and Citizenship:

Training sessions on digital safety and citizenship educate parents and guardians on best practices for online security and responsible technology use. These sessions cover issues such as cyberbullying, internet safety, and managing screen time.

College and Career Readiness:

Workshops focused on college and career readiness provide parents and guardians with the knowledge to support their child's future planning. Topics include navigating the college application process, understanding financial aid, and exploring career options.

Work-Based Learning & Community Involvement

Community Involvement

Students can earn up to .5 credits for Community Service for 90 approved hours by their school counselor & graduation coach..

Work-Based Learning

Students may earn up to 1 credit in Work-Based Learning in conjunction with the support course of Soft Employability Skills plus 90 hours of work experience.

On-Demand Work Internship may also be available for credit based on the current needs of work partners.

Support and Resources

Academic Support Services:

Academic support services, including tutoring and study skills workshops, are available to help students succeed.

Parents and guardians are encouraged to utilize these services to support their child's academic progress.

Special Education Services

DLX, partnered with Nelson Academy, provides special education services for students with IEPs or 504 Plans. Parents and guardians are integral partners in developing and implementing these plans to ensure their child's success.

Engagement and Feedback

Surveys and Feedback Forms:

Regular surveys and feedback forms allow parents and guardians to share their experiences, suggestions, and concerns. This feedback is used to continually improve school programs and services.

Focus Groups:

Focus groups provide an opportunity for in-depth discussions on specific topics, such as curriculum development, student services, and technology use. These groups help school leadership gain deeper insights into parent and guardian perspectives.

Recognition and Appreciation:

DLX, partnered with Nelson Academy, recognizes and appreciates the contributions of parents and guardians through various initiatives and events.

Acknowledging their efforts fosters a positive and collaborative school community. By actively involving parents and guardians in the educational process, DLX, partnered with Nelson Academy, creates a supportive and inclusive environment where students can thrive. Our commitment to partnership, communication, and shared responsibility ensures that every student has the opportunity to succeed academically, socially, and emotionally.

12. Communication Guidelines

Effective communication is essential to fostering a supportive and productive on-demand learning environment at DLX/Nelson Academy. Clear guidelines ensure that all interactions among students, teachers, parents/guardians, and staff are respectful, professional, and conducive to learning. This section outlines our communication expectations and protocols to maintain a positive and collaborative community.

General Communication Expectations

Respectful Conduct:

- All communications, whether verbal or written, should demonstrate respect for others' perspectives, ideas, and opinions.
- Avoid language or behavior that is disrespectful, discriminatory, or offensive.
- **Professionalism:**
 - Maintain professionalism in all communications with teachers, staff, and peers.
 - Use appropriate language and tone that reflects a courteous and constructive attitude.
- **Timeliness:**
 - Respond promptly to messages from teachers, classmates, and school staff.
 - Timely communication helps facilitate efficient collaboration and support.
- **Privacy and Confidentiality:**
 - Respect the privacy and confidentiality of others in all communications.
 - Avoid sharing personal information or private details without permission.

Communication Channels

Official School Communication:

School announcements, updates, and important information will be communicated through official channels such as email, the Learning Management System (LMS), and the school website. Students are responsible for regularly checking these channels for updates and announcements.

Teacher-Student Communication:

Teachers will communicate course-related information, assignments, and feedback through the LMS or designated communication platforms. Students should use school-provided email or messaging systems for academic inquiries and discussions with teachers.

Parent/Guardian Communication:

Parents/guardians are encouraged to maintain open communication with teachers regarding their child's academic progress, concerns, and questions. Communication channels may include email, scheduled meetings, or parent portals provided by the school.

Peer Collaboration:

When collaborating with peers on group projects or assignments, communicate respectfully and effectively to achieve shared goals. Use designated communication tools within the LMS or other approved platforms for group discussions and collaborative work.

Emergency Communications

In the event of emergencies or urgent situations affecting the school community, DLX, partnered with Nelson Academy, will utilize the following communication protocols:

Emergency Notifications:

Immediate alerts and notifications will be sent via email, text message, and/or phone call to inform students, parents/guardians, and staff of the emergency situation. It is important to keep contact information updated in the school records to ensure receipt of emergency notifications.

Communication Updates:

Regular updates will be provided through official school channels to keep the community informed of developments, actions taken, and instructions for response or safety measures.

Follow Instructions:

Follow all instructions provided during emergency communications promptly and thoroughly. Adhere to safety protocols and guidelines issued by school authorities and emergency responders.

Conflict Resolution and Support

Conflict Resolution:

- Address conflicts or misunderstandings respectfully and constructively.
- Seek assistance from teachers or school administrators if communication issues arise that cannot be resolved independently.

Support Services:

Utilize support services provided by DLX/ Nelson Academy, such as counseling and academic advising, if you encounter challenges that impact communication or academic progress. These services are available to assist students in overcoming barriers to effective communication and learning.

Clear and respectful communication, including emergency communications, is essential for creating a positive and collaborative on-demand learning environment at DLX/Nelson Academy. By adhering to these guidelines, students contribute to a supportive community where everyone feels valued and empowered to achieve academic success. Should you have any questions or need clarification on communication expectations, please refer to this handbook or contact our school administration.

13. Health and Safety

DLX, partnered with Nelson Academy, is committed to ensuring the health and safety of all students, staff, and the broader school community. Although our primary mode of instruction is on-demand, we recognize the importance of fostering a safe, healthy, and supportive environment. This section outlines our policies, procedures, and resources related to health and safety, in accordance with US law requirements for on-demand private schools.

Cyber Safety and Digital Well-being

Digital Citizenship:

DLX, partnered with Nelson Academy, incorporates digital citizenship education into the curriculum to teach students about safe and responsible online behavior.

Topics include protecting personal information, understanding cyberbullying, and recognizing online scams.

Internet Safety:

The school provides guidelines for safe internet use, including advice on setting up secure passwords, avoiding phishing scams, and recognizing inappropriate content.

Parents/guardians are also provided with resources to monitor and guide their children's internet use.

Cyberbullying Prevention:

DLX, partnered with Nelson Academy, has a strict anti-cyberbullying policy. Students are educated on the impact of cyberbullying and encouraged to report any incidents. Support services and disciplinary actions are in place to address and prevent cyberbullying.

Safe Home Learning Environment:

DLX, partnered with Nelson Academy, provides guidelines to help parents/guardians set up a safe and conducive learning environment at home. Recommendations include ergonomic setups, minimizing distractions, and ensuring a quiet, comfortable space for study.

Technical Support:

To ensure a safe and secure online learning experience, DLX, partnered with Nelson Academy, offers robust technical support. This includes assistance with secure access to the Learning Management System (LMS), troubleshooting technical issues, and providing necessary hardware and software.

14. Extracurricular Activities

DLX, partnered with Nelson Academy, offers opportunities for a variety of on-demand clubs and organizations to enhance the student experience and foster a sense of community. Participation in these activities can help students develop new skills, explore their interests, and connect with peers. Some examples of clubs and organizations that students can participate in include:

Academic Clubs

- **Math Club:** Focuses on problem-solving, math competitions, and advanced mathematical concepts. Activities include online math challenges, on-demand study sessions, and participation in national math contests.
- **Science Club:** Encourages exploration in various fields of science through experiments, discussions, and on-demand lab activities. Activities include on-demand science fairs, guest speakers, and collaborative projects.
- **History Club:** Explores historical events, cultures, and figures through discussions, research projects, and on-demand field trips. Activities include history debates, historical reenactments, and collaborative research projects.
- **Book Club:** Promotes reading and literary discussions among students. Activities include book discussions, author interviews, and creative writing workshops.

Creative Arts Clubs

- **Art Club:** Provides a platform for students to explore and express their creativity through various art forms. Activities include on-demand art exhibitions, online drawing/painting tutorials, and collaborative art projects.
- **Music Club:** Encourages students to explore their musical talents and interests. Activities include on-demand performances, music theory lessons, and composition workshops.
- **Theater Club:** Focuses on the performing arts, including acting, directing, and playwriting. Activities include on-demand performances, scriptwriting sessions, and acting workshops.

Technology and STEM Clubs

- **Coding Club:** Provides opportunities for students to learn and practice coding skills. Activities include coding challenges, project-based learning, and guest speakers from the tech industry.
- **STEM Club:** Promotes interest in Science, Technology, Engineering, and Mathematics. Activities include hands-on projects, on-demand science fairs, and collaborative problem-solving activities.

Social and Leadership Clubs

- **Debate Club:** Develops public speaking and critical thinking skills through structured debates on various topics. Activities include debate tournaments, public speaking workshops, and collaborative argument development.
- **Community Service Club:** Encourages students to get involved in community service and social responsibility projects. Activities include on-demand volunteer opportunities, organizing fundraisers, and community awareness campaigns.

Special Interest Clubs

- **Gaming Club:** Offers a space for students interested in video games, board games, and e-sports. Activities include online gaming tournaments, game design workshops, and strategy discussions.
 - Intro to ESports as a .5 credit course available as well with .5 credit if they belong to the Gaming Club
- **Environmental Club:** Focuses on environmental awareness and sustainability projects. Activities include on-demand eco-challenges, environmental campaigns, and guest speakers on environmental issues.

By participating in these clubs and organizations, DLX, partnered with Nelson Academy, students can enhance their educational experience, build new friendships, and develop

skills that will benefit them both academically and personally. For more information, contact your Graduation Coach.

15. Frequently Asked Questions (FAQs)

How do I earn a US diploma?

Student must complete a total of 20 US credits (minimum of 5 credits earned from Nelson Academy).

Example Credit List:

- 1 CTE or Work Based Learning Credit
- 4 English Credits
- 2 Math Credits
- 2 Science Credits
- 1 US Government
- 1 Economics or Personal Finance
- 1 Fine Arts or Visual Arts or Technical Arts
- 1 Health & Physical Education

The balance of credits can be in any course. The school transcript will be evaluated, and a dual graduation plan will be created by the graduation coach.

How do I access my courses?

Log in to the LMS with your provided credentials.

What if I have technical issues?

Contact the technical support team via the LMS helpdesk.

How do I submit assignments?

Assignments should be submitted through the LMS. Detailed instructions for submission are provided within each course.

What resources are available if I need help with a class?

Tutors and academic advisors are available to assist with coursework. Additionally, students can access online resources, such as instructional videos and practice exercises, through the LMS.

How do I communicate with my teachers?

Use the LMS messaging system or school email to contact teachers. Teachers typically respond within 24-48 hours.

What should I do if I am struggling with the coursework?

Reach out to your teacher for guidance, and communicate with your graduation coach to develop a plan for success or your local school counselor.

Are there any group projects or collaborative assignments?

Yes, some courses include group projects and collaborative assignments to promote teamwork and communication skills. Instructions and guidelines for these projects are provided within the course.

How is my progress monitored?

Progress is monitored through regular assessments, quizzes, assignments, and participation in on-demand classes. Parents/guardians can also track progress through the parent portal in the LMS.

What if I need to retake a course?

DLX, partnered with Nelson Academy, offers credit recovery options. These self-paced courses allow students to focus on areas where they need improvement and stay on track for graduation as well as options for Course by Exam for full academic credit.

How do I request transcripts or other academic records?

Requests for transcripts and other academic records can be made online. Detailed instructions for requesting records are provided on the school's website.

What are the requirements for graduation?

Students must complete the required number of credits in core subjects and electives, meet the set standards, and pass any required exams to graduate. Detailed graduation requirements are outlined in the Academic Policies section of this handbook.

How do I stay informed about school events and updates?

Important updates and announcements are posted on the LMS dashboard. Additionally, the school sends out regular newsletters and emails to keep students and parents/guardians informed.

Can I participate in sports?

While traditional sports are not available, on-demand sports, clubs and fitness programs are offered.

16. Contact Information

3033 Chimney Rock Suite 625, Houston TX 77056

Website: *dlxinternationalschool.com*

Email: info@dlxinternationalschool.com

We are excited to have you as part of the DLX/ Nelson Academy community and look forward to a successful and enriching academic year!

