

Parent - Student Handbook

Burnham Wood Family of Charter Schools

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Iris B. Burnham, Superintendent

STUDENT HANDBOOK

Welcome to the Burnham Wood Family of Charter Schools! The following information will acquaint you with the expectations of the School and provide you with some general operating procedures. Please read this carefully and sign the contracts at the end of the handbook. These contracts should be returned to the School at your earliest convenience. Be sure to go over each part of this handbook with your child at home. We will also review this with the students in class.

Overview to Our Schools

What is a charter school?

A charter school is a public school of choice operating independently of local school districts. Charter schools are nonsectarian and must follow the rules and regulations that govern civil rights, health and safety issues. Charter schools are allotted per-student tax dollars for operating revenue and generate additional funding through private and corporate donations, as well as state and federal grants.

Who can attend this school?

Registration is accepted beginning March 1st and the enrollment lottery is held later that month. Students registering after the lottery for classes that have waiting lists will be admitted through an additional lottery. There is only one exception to the lottery: siblings of students already admitted to or attending the same Charter School.

Burnham Wood Family of Charter Schools will not discriminate on its admission policy on the basis of sex, national origin, ethnicity, religion, disability, academic, artistic or athletic ability, or the district the child would otherwise attend in accordance with the Texas Education Code.

Our Mission Statement

The mission of the Burnham Wood Family of Charter Schools is to work in solid partnership with the family and community in order to prepare children to accept responsibility for their own learning. This School offers students a framework that will encourage life-long learning with skills, knowledge, creativity, a sense of self-worth and the ethical values necessary to survive and grow in an ever-changing, diverse, global society.

The School offers thematic celebrations throughout the school year:

International Day; Literary Fair; Science Fair; *I Have A Dream* Day; Engineering Fair

The School is dedicated to:

Multi-Age Grouping
Cooperative Learning
Core Knowledge Curriculum
Multiple Intelligences Instruction
Mastery Based Instruction
Enrichment Programs
Fine Arts & STEM Emphasis

Our School Attains Its Academic Goals by:

- ❖ Upholding the placement by prior schools of all students who failed STARR & EOC.
- ❖ Testing every incoming student and placing that student in multi-age groups that match his/her skill levels.
- ❖ Consideration for retention when a student does not pass state achievement tests.
- ❖ Consideration for retention when a student has excessive absences.
- ❖ Requiring 100% attendance and make-up instructional time after-school and on Saturdays for all absences.

Our School Attains Its Social and Character Development Goals by:

- ❖ Offering fine dining principles during lunch
- ❖ Following Dr. William Glasser's precepts about *Making Good Choices* as our discipline standard
- ❖ Adhering to a school-wide dress code
- ❖ Following school-wide rules that emphasize mutual respect

Our School Attains A Sense of Family and Community by:

- ❖ Contracting with parents to volunteer a minimum of 10 hours per year
- ❖ Encouraging communication between teachers and parents
- ❖ Establishing dialogues between parents and the School
- ❖ Offering educational workshops to parents and teachers through our **Connections Program**
- ❖ Celebrating our children's success

Other Amenities:

- ❖ Catered Hot Lunches catered for a reasonable fee
- ❖ Before & After School Day Care/Enrichment Programs on site through School for Educational Enrichment (SEE) for a small fee.
- ❖ Free & Reduced Breakfast Program for all who qualify

STUDENT ANTI-DISCRIMINATION POLICY

Student Anti-Discrimination Policy:

All persons shall recognize and respect the rights of students as established by Federal and State law and School policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in education programs which receive Federal financial assistance, as do those of the School. The educational program of the School shall be nonsectarian and shall not discriminate against any student on the basis of race, ethnicity, sex, national origin, religion, disability, academic, athletic or artistic ability, or need for special education services.

Such prohibitions include such activities as engaging in sexually-oriented conversations for the purpose of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other School-related benefit.

Such conduct or other sexual harassment of students by employees (or of employees by students or parents) of the School can be discrimination on the basis of sex and may be actionable under

Federal and State law as well as subject to strict discipline, including termination of employment under School policy.

All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student shall be brought to the immediate attention of the Title IX Coordinator.

CHILD FIND REQUIREMENTS

The School shall affirmatively seek out, identify, locate and evaluate children with disabilities enrolled in the School or contacting the School regarding enrollment, and shall determine which children with disabilities are currently receiving needed special education and related services (as required by Charter School Law).

ENROLLMENT CRITERIA

The School is an original open-enrollment charter school as provided by Texas Education Code, Chapter 12, Subchapter D, § 12.101(b). Students with a documented history of criminal offenses, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A may be denied admission. Documented discipline problems include: truancy, fighting, prior school suspension, vandalism, alcohol, drug or tobacco use. Determination of a student's documented history of discipline problems that will warrant the denial of admission may come from any of the following: transfer records from prior school such as discipline records, attendance records, counselor notes, parent information, and court & probation department records as available and admissible by law.

If a student has had documented discipline problems and has overcome them for at least one school semester, by successfully attending a non-disciplinary, alternative program, the Charter School will accept the student.

Identity & Residency Documentation for Admission:

To verify the identity of the student, parents are requested to furnish the student's birth certificate *or* one or more of the following:

- A passport
- Military ID
- Adoption records

To verify residency, parents are requested to provide copies of one or more of the following documents:

- Voter registration
- Tax Records
- Utility Bill
- Lease on House, Condominium or Apartment

Burnham Wood office staff, to verify the address and persons living at that address, may visit the homes of parents/guardians without adequate proof of residence. Students may be removed from Burnham Wood Charter School if it is determined that false information was given.

ATTENDANCE

I. Daily Class Schedule:

The students' arrival and dismissal schedules vary based on grade and campus. Please check the school calendar, and recent newsletter, *7KH7HOHVFRSH &astle Chronicles* or *Dragon Notes* (available on the District's web site: www.burnhamwood.org) to determine the time your child's classes begin and end.

Dismissal times are listed on the School calendar. Parents must pick up their child at dismissal time. Children who have not been picked up will be taken to a late pick-up room and parents will be fined \$6.00 per hour in hourly increments. Parents who continue to leave children unsupervised will be reported to Child Protective Services.

If students are to be absent, please contact the School office before 8:00 a.m. *Our Schools are built upon 100% attendance policy. If your child is absent, be prepared to bring your child to the next available make-up day to learn work and concepts missed.*

II. Absences:

Consistent school attendance is essential for students to benefit from teacher-led activities, to build each day's learning on that of the previous day's and to grow as an individual. It is also the law in Texas that a student between the ages 5 and 18 must attend School and District-required tutorial sessions unless the student is otherwise legally exempted or excluded.

Upon enrollment in kindergarten, a child is also subject to the compulsory attendance law. School employees must investigate and report violations of the state compulsory attendance law. A student absent without permission from School, from any class, or from required tutorials, will be considered truant and subject to disciplinary action, which may include court action, suspension or expulsion. To receive credit in a class, a student must attend at least 96 percent of the days the class is offered.

III. Excused Absences:

Students shall be excused for temporary absences based on reasons listed below.

If you are aware of an upcoming extended absence, please arrange a conference with your child's teacher to discuss ways to minimize the impact on the child's learning. For any short-term absence, call the School and specify the child's name and reason for the absence. Upon the child's return, send a signed note with the child's name and reason for absence to the front office.

Students shall be excused for the purpose of observing religious holy days, including travel for that purpose. As a courtesy, a note from the parent or guardian having custody of the student would be appreciated.

Excused Absences and documentation include:

- Religious holiday observance/ A parent notification (the school may require confirmation by a religious leader)

- Illness/A Doctor's note after three consecutive days (the School can require a doctor's note for less than three days when absences are frequent)
- Doctor's appointment where the student attends School before or after the appointment/ a Doctor's note
- Death in the family/ A parent note

A parent conference will be arranged in cases of excessive absences, excused or unexcused. Any absence will jeopardize your student's opportunity to learn and thereby pass the course/grade.

IV. Make-Up Work:

Students shall be allowed a reasonable period of time, as stated by your child's teacher, to be determined by the Principal or designee, to complete work missed on days they had excused absences or for skills they are not achieving. Make-up days will be assigned as needed at the discretion of the teacher. The teacher will notify the parents when it is necessary for your child to attend a make-up day. These days will be planned instruction days, and will consist of 1/2-day activities on Saturday, and/or one to two hour sessions after school. Parents will be responsible for the transportation of their child on these days.

V. Absences and Tardiness:

Students not in their classes at the time class is scheduled to begin are considered tardy. If a student repeatedly misses instructional time due to tardiness, the student will fail the grading period for the subject missed due to their excessive tardiness (six or more tardy events).

Students not in school by 9:45 a.m. will be considered absent. Please schedule all appointments so your child is not absent. Children with doctor's appointments during the school day should return to school with an official doctor's note in order to be considered present for the day.

Excessive absences will result in the school taking the following action: Expulsion and/or referral to Truancy Court.

VI. Closed Campus:

Students may not leave the campus during their lunch hour or at any other time during the instructional day without permission from the Principal or designee. If a parent needs to take their child out of school early, please see the front office personnel for the sign-in/sign-out report. Please remember to bring a picture ID with you when you come to sign your child out of School.

VII. Family situation:

Parents who are divorced or legally separated MUST furnish the School office with a copy of the legal papers that stipulate who the custodial parent is and what the special visitation rights for picking up from school might be. We will not release any child to a family member that is not listed as a designated parent. If there are special situations that the School needs to be aware of, *please inform us*. We want to ensure the complete safety of your child.

VIII. Guidance & Counseling

Informed Consent for Counseling Services

Guidance and Counseling Services are necessary to the success of all students. They include academic, social and emotional support. These services are available and administered to all students as needed unless otherwise noted by parents.

IX. Withdrawal:

A parent, legal guardian, or other person with legal authority must inform the School of his/her intent to withdraw a student from the School. Teachers will be notified of the withdrawal. Textbooks and other School property must be returned prior to withdrawal. Any fees or charges owed by the student must be paid at the time of withdrawal. Student records will be forwarded to the receiving school upon request of the receiving school.

CURRICULUM

I. The School offers, as a required curriculum:

1. A foundation curriculum that includes English language arts, mathematics, science, social studies and physical education
2. An additional curriculum may include health, technology and fine arts.

The School follows the State of Texas Academic Assessment Readiness Skills (STAARS and the End of Course Exams (EOC) for each subject in the required curriculum.

All students, unless otherwise exempt, are required by Texas law to pass the STAARS and EOC exams at various grade levels.

II. Tutorials:

Classroom teachers may provide tutoring before or after school. Teachers will determine if tutoring is necessary and will contact the parents.

III. Use of Films in the Classroom:

Occasionally, selected videos will be shown in class. If you have special family requirements in the selection of these movies, we need a letter from you designating what is acceptable. Under no circumstances will a film containing adult material, sexually explicit material or extreme violence be shown.

IV. School Supplies:

The students are responsible for arriving at School with all the necessary supplies. If they check out specific books from the School, it is their responsibility to return them in a reasonable time and require that they bring all borrowed materials back in good condition.

V. Textbooks:

All texts that are taken home should be returned as directed by the teacher. Since the students will be encouraged to take reading materials home daily for practice and return it as soon as the work is completed it may helpful if you make a checklist to organize materials each day.

Student failing to return all books shall forfeit the right to free textbooks until the books previously issued but not returned are paid for by the student, parent, or guardian. Each student or his or her guardian shall be responsible for all books not returned by the Keep textbooks covered at all times as required by state law.

Return textbooks to school as directed by teacher; at the end of class, semester, or when student withdraws from school.

Elementary level students will use classroom sets and will be able to check out books as needed with a parent signature for homework purposes. All classroom sets will be assigned to each student to use daily within the school day. Your child is responsible for the care of these books. Teachers will keep an electronic inventory of books issued to students to use daily within the school day.

Secondary level students will use classroom sets and will be able to check out books as needed with their signature on the Student Textbook Card for homework purposes. All classroom sets will be assigned to each student to use daily within the school day. Your child is responsible for the care of these books.

Write the student's name inside the front cover of the textbook in ink.

Keep the textbook in good condition. Pay fines for damage to textbooks due to carelessness or neglect.

Reimburse the school for any lost, damaged, or destroyed textbooks. A student failing to return all issued textbooks shall forfeit his/her right to free textbooks until payment for such books has been given to the school. If a textbook is not returned or paid for, the district may withhold the student's records.

Book Covers

Paper book covers will be distributed by homeroom teachers. If more book covers are needed, teacher will notify the District Textbook Coordinator.

Fines

Money collected for abused textbooks in the form of fines is retained by the school and deposited into the school's textbook activity account. The school textbook coordinator is expected to use good judgment in assessing fines. If marks in the books are minor and be easily removed or covered, this should be done.

Recommended Fine Schedule:

Torn Pages	25% of the book cost
Minor ink or pencil marks	\$1.00 per page
Major ink or pencil marks	25% of book cost
Loose binding	50% of book cost
Minor water damage	50% of book cost
Missing pages	Full price of book
Obscenities-drawn or written	Full price of book
Damages that prevent re issuance	Full price of book
Bar code missing	Full price of book

VI. Computer & Internet Use:

Use of computers is a privilege and not a right. The School does not guarantee the privacy of any user of technology at any of the school campuses. Due to the expense associated with acquiring this technology, and due to the potential for damage to the equipment through misuse, the District has developed the following specific computer usage rules. Violation of any of the rules listed in this section may result in revocation of computer and/or Internet privileges and the Principal may deem any other disciplinary consequences as appropriate:

1. Students are prohibited from erasing, renaming, or making unusable anyone else's computer files, programs or disks.
2. Students are prohibited from using someone else's password or e-mail account.
3. Students may not use the computers to make purchases of any kind or to advertise any products for purchase or sale.
4. Students may not use the computers for any unlawful purpose including, but not limited to: illegal copying, plagiarizing or illegal installation of software.
5. Students are prohibited from writing or otherwise attempting to introduce any computer code designed to self-replicate, damage or hinder the performance of the computer's memory or filing system (i.e., introduction of a computer virus, "spamming" the e-mail system, etc.)
6. Students are prohibited from using the computer to annoy or harass others with inappropriate language, images or threats.
7. Students are prohibited from accessing any Internet sites containing obscenities or sexually explicit materials.
8. Students are prohibited from assembling or disassembling computers, computer networks, printers, or other computer equipment except as part of a class assignment or with permission of a classroom teacher.
9. Students are prohibited from removing any software, hardware or computer technology from the School without express permission of the campus principal.

GRADING & STUDENT ASSESSMENT

I. Grading & Student Assessment:

As students progress towards mastery of the skills and concepts of the School's curriculum, teachers will use various indicators to monitor and assess this progress. Indicators will include a combination of the following, with emphasis given to an individual student's learning style and applicability to the content:

- Teacher observations
- Homework
- Composition
- Book reviews/reports
- Class discussions
- Textbook tests
- Oral Interviews
- Teacher-made tests
- Projects
- Participation in group work
- Demonstrations
- Checklists
- Daily work
- Portfolios

II. Evaluations:

Evaluation of student work shall be made using a combination from the preceding list.

- Primary grades (K-2)
 - Excellent E
 - Satisfactory S
 - Needs Improvement N
 - Unsatisfactory U

- Intermediate grades (3-6)
 - Excellent progress 90-100
 - Good progress 80-89
 - Fair progress 75-79
 - Below Average Progress 70-74
 - Unsatisfactory progress; failing 60-69*

- A grade below 60 shall not be given without the Principal's permission.
- Grades below *6DWLVDFWRU* Progress will receive an “I” (Incomplete) on their Progress Report until skills are achieved and/or work is completed correctly.

III. Report Cards:

- Report cards will be issued during the week following the end of each grading period.
- Report cards, with the exception of the end of the semester report, are to be signed and returned to the School as directed.
- The teacher shall contact the parent/guardian of all students who do not return the report card.
- The schools will issue report cards at the end of each six-week instructional period.

IV. Progress Reports:

- Progress reports will be sent home for all students regardless of grade during the first two grading periods. Thereafter, only students with Incompletes or concerns will receive a progress report.
- They will be distributed towards the middle of each grading period
- These reports are to be signed by a parent/guardian, and returned to the teacher as directed
- The teacher shall contact the parent/guardian of all students who do not return the progress report the prior year's

PROMOTION & RETENTION OF STUDENTS

I. Promotion & Retention of Students:

- Students shall be promoted from one grade level to the next based on meeting academic performance levels and grade level behavior targets.
- Additionally, students may not be promoted to any grade level without passing the prior year's state assessment exams:

Ex. No promotion to the fifth grade if the student does not perform satisfactorily on the fourth grade reading & math assessment instruments.

Ex. No promotion to the sixth grade if the student does not perform satisfactorily on the fifth grade math, science and reading assessment instruments.

EXTRA-CURRICULAR ACTIVITIES

I. After School/Saturday Activities:

Parents or Teachers may sponsor various after school activities. Some activities previously sponsored have included Spanish Club, Chess Club, Dance and Movement, Sports Skill, etc. Teachers may request that your child stay for additional activities one or two days a week. Several Saturdays each year are set aside for educational extensions such as tutoring, field trips or fine arts productions. Please talk to your classroom teacher.

EMERGENCIES

I. Emergencies:

If an emergency arises which requires the extended absence of a student, the teacher and the principal will design a specific study plan geared to maintain consistency in the educational program for the student. If it is the judgment of the teacher that the child may need extra time in the classroom, it will be the parent's responsibility to make arrangements for this.

II. Emergency Plans:

The School will contact several radio stations if a natural disaster or emergency leads to the cancellation, early dismissal or late start of school. These may include FM stations KTSM 99.9, KHEY 96.3 and AM station KROD 600. Local television news stations will also be contacted: KABC, KFOX, KCBS. Please take calls and e-mails from School Reach for notifications.

STUDENT CONDUCT/DISCIPLINE

I. General Conduct:

Students will be expected to exhibit conduct that demonstrates respect for teachers, staff and each other at all times. Students will practice mannerly behavior at all times in school and at School-sponsored events or activities, regardless of the location of those events or activities.

1. Each teacher has classroom "Rules of Conduct." School-wide and School events conduct will include:

- Respect
- Responsibility
- Quality of Self and Work

Teachers will be instructed in Positive Behavior to use in the classroom. These include, but are not limited to, positive rules, positive redirection of behavior, and identification of the needs that drive the behavior. These strategies will universally be used throughout the School as school-wide intervention support practice.

After the first gum chewing violation, parents will be fined \$15.00. Parents will be notified of the first incident, and that any additional violations will be fined.

2. Students may not bring items that will interfere with the learning and safety of themselves and others. Some items may include, but are not limited to:

- water pistols
- play guns or knives
- marbles/steelies
- jacks
- firecrackers
- any toy that has sharp points
- tops
- electronic games or toys
- cell phones

The faculty may confiscate any item. Any item that has a potential for danger for any student in this facility should not be brought to School. The faculty will confiscate any item brought to School that falls within this category. The parent will be asked to pick up the item immediately, unless otherwise specified by the School. The student may be subject to further discipline action. After the first violation of the cell phone policy, parents will be required to pay a \$10.00 fine. Repeated incidents will result in further disciplinary action.

ANY WEAPON IN OR NEAR THIS CAMPUS WILL CONSTITUTE A VIOLATION OF STATE LAW. The possession of any item that may be classified as dangerous will be reported to the appropriate authorities. The definition of a weapon is any article that poses a danger and/or is used in a threatening manner toward anyone.

3. Generally we have stated our rules of discipline as listed below:

- Students will:
 - demonstrate respect for each other at all times
 - demonstrate respect for School and private property
 - demonstrate responsibility for their own actions

III. NOTICE OF EXPELLABLE OFFENSES:

A student committing one of the following offenses whether on campus, during transportation to or from a school-sponsored activity, or at a school-sponsored or school-related event or activity is subject to expulsion:

- Stealing from students, staff, campus visitors, or theft or misuse of school property.
- Committing extortion, coercion, or blackmail including obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
- Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements, that may disrupt the school environment or incite violence.
- Insubordination.

- Directing disrespect or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees or students.
- Fighting, committing physical abuse, or threatening physical abuse.
- Hazing.
- Engaging in offensive conduct that constitutes sexual harassment or sexual abuse, whether verbal or physical, that may include requests for sexual favors or other intimidating sexual conduct directed toward other students or school employees.
- Possession of, or conspiracy to possess, any explosive or explosive device, or explosive-appearing device.
- Falsification of records, passes or other school-related documents.
- Possession or distribution of pornographic materials.
- Making or assisting in making threats, including threats against individuals, and bomb threats.
- Refusing to accept discipline management techniques proposed by a teacher or by administration.
- Any conduct that materially disrupts the school environment or educational process.
- Selling or trading on campus, any item not authorized by the administration.
- Placing a prohibited substance in another person's food, drink and/or other possessions.
- Participating in gang-related activities.
- Using any electronic equipment (*i.e.*, paging devices or cellular phones) in a manner that disrupts the peace or provokes hostility.
- Possessing, exhibiting or using a pellet gun, air-powered rifle, paint ball gun, BB-gun, sling-shot or other device which propels a projectile by compressed air or gas, springs or elastic material.
- Possessing, exhibiting or using devices that produce loud noises (cap guns, fireworks noise devices, etc.).
- Violating any rule set forth in this Code pertaining to computers and the Internet.
- Possessing or using a firearm or explosive devices.

- Possessing firearm or explosive device look-alikes (toy guns, BB guns, pellet guns, daft guns, fake guns, fake explosive devices)
- Possessing ammunitions or projectiles intended for expulsion or ejection from firearms, explosive or projecting devices
- Possessing or using unloaded firearm accessories or parts (such as a gun barrel or a gun clip).
- Possessing, exhibiting, or using weapons including but not limited to --knives (regardless of design or length), machetes, spears, and martial arts objects such as shurikan (throwing stars), nunchakus ("nun-chucks"), tonfa (wooden weapon), staff, baton (short stick), and bolo (long cord with weights at each end).
- Possessing, exhibiting, or using any of the following:
 - tobacco products
 - alcohol products
 - matches, lighters
 - a prescription drug not belonging to the person
 - unlawful drugs or controlled substances
 - any drug look-alike product.
- Pulling a fire alarm as a prank, in a building owned or operated by the school when there is no smoke, fire, or danger that requires evacuation.
- Repeatedly violating classroom standards of behavior or repeatedly creating classroom disturbances.
- Displaying or using mace or pepper spray.
- Possessing or using fireworks or stink bombs.
- Acts of discrimination relating to race, ethnic or national origin.
- Sexual harassment, sexual acts.
- Possession of noxious chemicals or toxins.
- Assaults that cause or threaten bodily injury to another.
- Academic dishonesty such as cheating and plagiarism.
- Computer misuse.
- Bullying.
- Bomb threats.
- Willful destruction or defacement of school property.
- Conduct punishable as a felony.
- Offenses listed in Texas Education Code §37.007.
- Excessive absences and/or tardiness.
- Repeated minor offenses (including but not limited to repeated violations of the dress code, leaving campus or classroom without permission, cheating, plagiarism, and/or any conduct that disrupts instruction and the general school environment).

Gun-Free Schools Act: In accordance with the Gun-Free Schools Act, the School shall expel from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to the campus. The School may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program, on a case-by-case basis. For the purposes of this law, "firearm" means: (1) any weapon (including a starter gun) which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; (4) any destructive device. "Destructive device" means any explosive, incendiary, or poison gas bomb, grenade,¹⁴

rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described and from which a destructive device may be readily assembled.

I. PROCEDURES FOR SUSPENSIONS AND EXPULSIONS:

Suspensions: The School may suspend a student for up to five (5) school days for Student Code of Conduct violations. Suspension may be in-school or out-of-school at the discretion of the suspending administrator. Prior to the suspension, the principal or other designated administrator will hold an informal conference with the student. The purpose is to notify the student of the violation(s) charged, the factual basis for the charge(s), and to permit the student to present his or her version of the incident. Parents or guardians will be notified of the suspension as soon as practically possible. The parents or guardians will be informed of the violation(s) charged, and the factual basis for the charge(s). The administrator may offer, and the parents or guardians may request, a further conference with the principal or designee. The decision of the administration is final and may not be appealed to the Board.

The conditions of the suspension will be decided at the sole discretion of the administration. These conditions will address the number of days of the suspension, on-campus or off-campus suspension, exclusion from extra-curricular activities, the opportunity to receive credit for missed class work, and other conditions. A suspension may be combined with other discipline consequences at the sole discretion of the administration.

Emergency Suspensions: In an emergency, the administration may order the immediate suspension of a student for up to five (5) school days if the student's presence at school or school-sponsored or school-related activities, threatens the health, safety, or welfare of himself/herself or others. A conference with the student will be held within three (3) school days of the suspension. Parents may attend this conference. The purpose is to notify the student of the violation(s) charged, the factual basis for the charge(s), and to permit the student to present his or her version of the incident.

Expulsions: Expulsions, either permanent or for a specified period, may be imposed for those infractions of the Student Code of Conduct listed above. The decision of whether to suspend, expel or apply any lesser form of discipline will rely on an assessment of the facts and circumstances of each case.

An expulsion effects, for the period of the expulsion, a general severance of the student from the right to attend the School and to receive educational services from the School. Expulsions can be permanent or for a period of time. The length of the expulsion, the opportunity, if any, to return to the educational program, the conditions of return, and other conditions of the expulsion will be decided by the administration. An expulsion may be preceded by a suspension.

Prior to a decision to expel, the administration shall conduct an expulsion conference. The parents or guardians must be provided with at least 24 hours prior notice of the conference. The notice must include a statement of the offense or offenses with which the student is charged, notice that the student is potentially subject to discipline consequences including expulsion, and the time and place for the conference. The conference normally occurs within three (3) school days of the date of the notice, but in cases in which a student has been suspended for a period exceeding five school days, the conference shall not take place later than five (5) school days of the date of the suspension (the parties may mutually agree to extend the date). The purpose of the conference is to notify the student of the violations charged, the factual basis for the charges, and to allow the student to present his or her version of the incident. Parents or guardians may, but are not required, to attend and participate in the conference. The parents or guardians may present evidence on the student's behalf, hear the School's evidence and witnesses, and be represented by an attorney if they wish.

The conference will be audio recorded and / or transcribed. An appropriate Order in writing will thereafter issue. In the event of a decision to expel, the Order will specify the length of the expulsion, the procedures for re-admittance (if any) at the end of the expulsion period, and the right to appeal the Order to the Superintendent and the Board.

To effect an appeal, the parents or guardians must notify the Superintendent of the appeal in writing within seven (7) calendar days of notice of the Order. The Superintendent will listen to the audio tape of the conference or review a conference transcript or take any other appropriate action in reaching a decision. An appeal to the Superintendent of an expulsion decision will not abate that decision pending the Superintendent's review and final decision.

To effect an appeal of the Superintendent's decision, the parents or guardians must notify the Superintendent of the appeal in writing within seven (7) calendar of the notice of the Order. The Board will listen to the audio tape of the conference or review a conference transcript or take any other appropriate action in reaching a decision at the next regularly scheduled Board meeting or, in the discretion of the Board, at a specially called meeting. The Board will notify the parents or guardians of its decision in writing. An appeal to the Board of an expulsion decision will not abate that decision pending the Board's review and final decision.

1. Return to Home District:

Students whose offense warrants referral to Alternative School will be expelled and recommended to return to the home district in order to enroll in that district's Alternative School.

DISCIPLINARY CONSEQUENCES

II. Consequences:

The following disciplinary consequences may be used by the staff for conduct warranting discipline:

- parent/teacher conferences
- establishment of an intervention plan
- seating changes
- verbal corrections
- withdrawal of privileges
- confiscation of disruptive items
- time out or cooling off period
- out of school suspension and/or in-school suspension
- detention
- assignment of extra duties by the classroom teacher or the School's Director
- prohibition of participation in extra-curricular activities

Teachers and/or the Principal may use one or more of these consequences at any time.

III. Corporal Punishment:

Our policy *does not* permit the use of the following forms of punishment:

- Emotional punishment, including ridicule, embarrassment or humiliation
- Withholding food, light, warmth, clothing or medical care
- Physical restraint, other than the restraint necessary to protect a student or others from harm

IV. Suspensions:

Suspensions are conducted using the following steps:

- Student is removed from class
- Parent is called to pick up their child
- Suspension hearing with parents, student, and principal. Student may be suspended for 1 to 3 days depending on offense.

V. Expulsions:

Expulsions are conducted using the following steps:

1. Student is removed from class
2. Parent is called to pick up student
3. Police may be called depending on the offense
4. Hearing is conducted with the Principal or Supervisor; decision may be appealed to the Superintendent
5. A final appeal may be submitted in writing to the School Board

VI. Parental Guidance:

It is our intent to guide your child in acceptable behavior. If you have a special discipline program/plan, which you feel is appropriate for your child, please let us know. It is our goal to provide a positive environment for all children. There will be a discipline plan listed in each child's classroom based on Positive Behavior Support strategies. Please go over that plan with your child carefully.

Burnham Wood Charter School reserves the right to make a discretionary decision regarding discipline.

VII. Victims of Violent Criminal Acts:

If a student is a victim of a violent criminal act while at the Charter School or on the School grounds, the School will facilitate the transfer of that student to their home school campus.

The perpetrator of that crime will also be transferred from the School following the School's expulsion guidelines.

SPECIAL EDUCATION SERVICES

The School offers a full continuum of Special Education services, instructional arrangements and related services as required by the Individuals with Disabilities Education Act (IDEA) to those enrolled students who qualify.

I. Initial Testing and Eligibility:

A student must have one or more of the disabilities listed in Federal regulations or in State law or both in order to qualify for Special Education and related services.

- The School shall timely evaluate each student who is suspected by the School as having a disability
- The testing shall be conducted in accordance with Federal and State regulations concerning Comprehensive Individual Assessment
- Only Texas Certified Educational Diagnosticians and/or Texas Certified Psychologists will give assessments
- Upon completion of all testing, a determination regarding eligibility shall be made by an Admission, Review and Dismissal (ARD) Committee and the parent

II. Development of the IEP:

For each enrolled student who is determined to be eligible for Special Education and/or related services, an ARD Committee and the parent shall develop an Individual Education Plan (IEP) for the student. The IEP may be modified at any time, but in no event shall the IEP remain the same for longer than 12 months.

III. Transfer Students:

For a student who is new to the School, an ARD Committee may meet when the student enrolls at the School if the parent informs the School that the student was receiving Special Education or related services in the previous school setting. Special Education services and/or related services shall be set up temporarily and shall be contingent upon:

1. The receipt of valid assessment data from the previous school

2. Collection of new assessment data

For student enrolling in the School during the school year, information from the prior school, as well as information collected during the current year, may be used to determine eligibility.

A second ARD meeting shall be convened within 30 days from the date of first ARD meeting held to finalize or develop a new IEP based on the assessment data.

IV. Referral for Services During the School Year:

- Parents are encouraged to contact the School's principal if at any time during the school year they suspect that their child has a disability which would make him/her eligible to receive Special Education and/or related services.
- Staff members who believe a child may be eligible for Special Education or related services at any time during the school year should bring this to the attention of the Principal as soon as the belief arises.

Parents interested in having the School assess their child to determine eligibility, or who wish to receive more information about the Special Education process, or parents of children experiencing difficulty with academic success, should contact the School's principal for more information.

Options and Requirements

For Providing Assistance to Students Who Have Learning Difficulties or Who Need or May Need Special Education

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date of the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:
The Principal at each campus.

For More Information About the Special Education Program:

If a parent or community member has questions about the Special Education program or related services that are provided by the School, that person should contact the School's Principal for further information. A copy of the Procedural Rights Handbook published by the Texas Education Agency is available upon request.

SECTION 504 PROGRAM

Section 504 Program:

No 504 students shall, because the School's facilities are inaccessible to or unusable by disabled students, be denied the benefits or be excluded from participation in, or otherwise be subjected to discrimination, under any program or activity to which this part applies.

The School shall provide a free appropriate public education to each qualified student with a disability attending the School, regardless of the nature or severity of the disabling condition. Educational services may be provided in the general or special education program, depending on the individual needs of the student.

Any inquiry about qualifications for 504 placements must be directed to the School Principal or 504 Coordinator.

LIMITED ENGLISH PROFICIENT

Within the first 20 instructional days following the first instructional day of school the Language Proficiency Assessment Committee (LPAC) shall determine the number of LEP students at the School and shall classify each student according to the language in which the student possesses primary proficiency.

I. Exiting the Program:

A student may not be exited from the bilingual or ESL program in pre-kindergarten through grade one. The LPAC may exit a student from the bilingual or ESL program if the student is able to participate equally in a regular all-English instructional program pending appropriate assessment, parental denial or documentation..

If a student is exited from the program he/she may be enrolled if later evidence reveals that the student has inadequate English proficiency. The School shall notify parents of a student's exit from the bilingual or ESL program.

HEALTH & SAFETY

I. Medication Policy:

We will not dispense any medicine without the following:

- Written permission from the parent
- The original container received from the pharmacy
- Original package of over-the-counter medication
- The medication properly labeled with the student's name
- The specific dosage designated
- **Specific, signed and dated instructions from the parent or physician.**

Students are not permitted to carry any prescription or over-the-counter medications at School or at School-related activities unless permission is obtained from the Principal.

II. Medication:

All medications will be locked in the office, and will only be administered by the designated staff. In order for the designated staff to administer any over-the-counter medication to your child, we must have written permission from the parent.

If your child brings any type of medication to School, it will be placed in the office for you to pick up. It is required that the parent/legal guardian bring all medications directly to the office and that the prescription is in its original container from the pharmacy.

III. Accidents:

Any accidents that may happen during school hours will be reported to you immediately. If you are not available, the first emergency number you have listed will be called, and the incident reported to that person. If you are not available for a conference, the Principal will make a judgment about the necessary action to be taken.

IV. Illness:

If a student becomes ill at School, the parent will be notified immediately. If you are not available, the first emergency number you have listed will be called, and the incident reported to that person. It will be the responsibility of the parent for making immediate arrangements for the child to be picked up from School.

Any special medical conditions that are pertinent to the health of your child must be noted on the medical information form provided for your child. If your child has had any incident with an allergic reaction, please indicate this incident for our information.

Any food allergies should be noted for the teacher's information. We will be having snack-time in the Kindergarten and First grade classrooms, and wish to provide appropriate items for all children. Students who stay for After School Day Care or other activities should bring an afternoon snack.

V. Immunization:

In compliance with state law, each student shall be fully immunized against the following diseases: (Please see <http://www.immunizetexas.com> for more info)

- Diphtheria
- Rubella
- Tetanus
- Poliomyelitis
- Mumps
- Hepatitis A and B

Each student shall be required to provide proof of immunization upon enrollment.

The School shall recognize the following exceptions to the immunization requirement:

- Student is a member of the Armed Forces of the United States on active duty.
- Student (or student's parent or guardian if a minor) has submitted to the School a signed affidavit stating that the immunizations conflict with the tenants and practice of a recognized church or religion of which the student is a member except that this exception does not apply in time of epidemic or emergency as declared by the Commissioner of Public Health.

- Student submits an affidavit signed by a licensed physician stating that, in the physician's opinion, the immunization(s) would be injurious to the health of the student or the student's family or household.

Students may be provisionally admitted to the School if the student has begun the required immunizations and continues to receive the necessary immunizations as soon as is medically possible.

The School shall keep an individual immunization record for each student during the term of attendance at the School. These records shall be kept in compliance with all laws and regulations governing inspection of such records. These records may be transferred to other schools with or without parental or student consent as required by law.

VI. Communicable Disease:

State law prohibits all public schools from allowing children with certain communicable diseases to attend School. Communicable diseases are those which may be passed directly or indirectly from one person to another. The Texas Department of Health publishes a complete list of communicable diseases, which may require a student to be excluded from attending school. A copy of the list may be obtained by contacting the School's Principal. A student may be re-admitted to School when one of the following occurs:

1. The School receives a medical clearance from the student's physician in writing
2. The School receives a re-admission permit from the local city Health District
3. The guidelines published by the Texas Commissioner of Health show that the communicable disease in question (e.g., chickenpox) is no longer considered contagious

Common communicable diseases include, but are not limited to: common cold with fever, ringworm of the scalp, pink eye, scabies, hepatitis, impetigo, measles (initial outbreak), chickenpox (initial outbreak) and whooping cough.

VII. Suicide Prevention:

School employees take all suicide threats seriously. Due to the serious nature of a suicide threat, the School shall attempt to contact the parent or legal guardian on the same day the threat is made and whenever possible, shall arrange a face-to-face meeting with the parent or legal guardian to address concerns regarding the student's safety.

All suicide attempts will be treated as a medical emergency and appropriate authorities will be notified.

VIII. Safety:

It is our goal to maintain an environment that is safe and conducive to learning.

It is not acceptable to:

- assault
- hit
- kick
- bite
- use karate or any defense- intended training

If a person causes intentional bodily harm to another person in this facility, the parent will be called for an immediate conference, even if it means contacting the parent at the work place. Please discuss with your child what this means in terms of how they may exhibit PLAY at School. Many times boys and girls do not realize the seriousness of such play.

In accordance with the Asbestos Hazard Emergency Response Act (AHERA) requirements, ANB Consulting Group, Ltd. Co. has completed an Asbestos Inspection of Burnham Wood Charter School for asbestos containing building materials. None of the identified homogeneous materials contained asbestos.

A copy of the Inspection Report is available for your review in the Administrative Office of Burnham Wood Family of Charter Schools between the hours of 8:00 and 4:00 pm on any school day.

We have also prepared and submitted an updated AHERA Management Plan to the State of Texas Department of Health. A copy of the Management Plan is available at Burnham Wood Family of Charter Schools offices

Under this Management Plan, no asbestos related activities are required. However, should asbestos be discovered as a result of concealed conditions, or any other unforeseeable circumstance, the Management Plan addresses these issues and concerns.

BEHAVIOR TARGETS

By setting behavior targets for students at each grade level we can insure that students are practicing the District's core values of Respect, Responsibility and Quality of work and self. We are also laying the foundation for future success. Therefore, it is the District's policy to consider retention of any student who cannot master behavior targets at the designated grade level. We are also committed to teaching these behavior skills along with academics.

Grade K: Responsible for Self Skills Development

- Moving from one area to another as directed
- Staying in one's assigned area as directed
- Getting and sharing materials when asked
- Doing the class activities as directed by the teacher
- Making good choices as explained by the teacher

1st Grade: Responsible for Classroom Skills Development

- Moving around the classroom as directed
- Making good choices when prompted by the teacher
- Caring for materials and equipment as directed
- Completing and returning school work as directed
- Following the classroom activities/schedule as directed
- Apologizing and making right hurt relationships with reminders

2nd Grade: Respecting Classroom Standards:
Getting what I want and need

- Following the day's schedule as posted
- Making good choices without reminders
- Caring for materials and equipment without reminders
- Following routines for moving around the classroom and the school
- Completing and returning school work with the agenda prompts

3rd Grade: Responsible: Getting what I want and need without ignoring others' wants and needs

Following classroom rules and standards
Performing job wheel responsibilities without reminders
Completing and returning school work with some reminders
Bringing materials and completing projects with reminders
Following routines for independent and group work

4th Grade: Self Directed

Responsible participation in class
Following Rules when others are not
Completing class work and homework without being asked
Bringing needed materials and completing project on schedule
Asking parents to sign the school communication agenda
Following student-parent-teacher Intervention Plans for success

5th Grade: Organization

Respecting teachers and students by following schedules and moving from class to class responsibly.
Taking notes in class
Organizing Binders/Notebooks as directed by teachers
Calling meetings to solve problems
Making up all incomplete grades
Self Reflection and report to parents and teachers of choices for change

6th Grade: Perseverance

Requesting help when academics are difficult
Attending all tutoring opportunities
Calling meetings to solve problems
Making up all incomplete grades noted in Progress Reports before Report Cards are issued
Self Reflection and plans to develop skills in academics & behavior

7th Grade: Quality

Editing and redoing work until 80% or better is achieved
Planning and researching projects on schedule
Participating in competitions, athletics, and/or school productions
Self Reflection for self-development to meet future goals

GENERAL INFORMATION

I. Complaints:

Parents and students are encouraged to schedule appointments with the teacher and School principal in order to discuss any problems that may be occurring with their child.

Any complaints by parents or students must follow these steps:

1. Initial complaint goes to the teacher
2. The Principal
3. The Superintendent
4. The School Board is the final authority

II. Respect for Individual Differences:

Any ethnic, racial, religious remarks, gestures or innuendo that disparages individuals will not be tolerated. Report any infractions immediately to your teacher, the office, Principal, or Superintendent.

Although world religions and cultures are taught as part of the curriculum, the school does not celebrate any religious holidays.

III. Student Bags:

In consideration of the age level of the students at Burnham Wood, it is suggested that you please check student bags. Often, children put objects in this pack that may be inappropriate. With us working together, we can achieve a safe environment for everyone.

IV. Tuition & Fees:

The School shall charge the following student fees:

- The cost of materials for any program in which the resultant product (in excess of the minimum requirements) becomes, at the student's option, the personal property of the student.
- Membership dues for student organizations or clubs and admission fees or charges for attending extracurricular activities if membership or attendance is voluntary.
- Payment for privately given instrument instruction, i.e. Suzuki Violin lessons.
- Security deposits for the return of materials, supplies or equipment.
- Fees for personal physical education or athletic equipment and apparel (any student may provide his/her own equipment and apparel if sufficient to meet health and safety standards).
- Fees for student publications, class rings, annuals, and graduation announcements.
- Fees for authorized, voluntary student health and accident insurance.
- Fees for use and repairs of musical instruments and uniforms owned or rented by the School.
- Cost of personal apparel used in extracurricular activities that becomes the personal property of the student
- Any other fee specifically permitted by other statute.

All fees are paid directly to the School. The office staff will collect the fees and give you a receipt.

V. Searches at Schools:

School officials have the right to an un-coerced search of a student's outer clothing, pockets, or personal belongings (backpacks, book bags, school supply boxes, etc.) if they have a reasonable suspicion that the search will reveal that the student is in possession of contraband or has otherwise violated a rule of the School. Additionally, a student's desk and locker, if one exists, are considered property of the School and therefore, School administrators reserve the right to search a student's desk and locker provided reasonable suspicion exists.

VI. Dress Code:

The School has determined that uniforms provide numerous positive benefits to the students and the School. Therefore, the School requires students to wear uniforms while attending school. Students will adhere to the established dress code. A more detailed description of the dress code is found in the enrollment packets. Furthermore, samples of clothing are available in each school's office. By purchasing uniforms from select vendors, you will not be misled. Please check the website for approved vendors. Remember, repeated dress violations will lead to expulsion. Students will adhere to the following:

- All students should have a hunter green, navy blue, or white polo-style shirt. At least one hunter green polo shirt should have the Vista del Futuro, Howard Burnham Elementary School or Da Vinci School logo. Order forms and catalogs are available in the School office.
- Uniform style khaki colored slacks or shorts that fit properly at the waist and hips and belted. Girls may wear uniform style walking shorts, skirts or jumpers according to the sample styles displayed at each campus office. Da Vinci high school girls may select the designated plaid skirts as well.
- Button-down long or short sleeve, white shirts with a collar. Long sleeve polo shirts are recommended for the winter months. Students will not be permitted to layer shirts.
- Solid navy blue or hunter green colored blazers, sweaters/cardigans (No sweat shirts or jackets may be worn in the classroom).
- Currently, students do not change clothing for PE. Therefore be sure that their school uniform fits properly for PE and that your student is wearing appropriate athletic shoes.

Dress for any School-sponsored activity must be appropriate and in good taste for the occasion. All clothing, such as coats, sweaters, jackets, etc. should be labeled.

The following items shall *not* be worn by students while at School or attending School-related functions:

- Caps or hats
- Sweatshirts
- Pants with cargo pockets
- Studded belts
- Steel-toed shoes or boots
- T-shirts with lewd or obscene pictures, writings or gestures
- No markings on your body that are not completely covered at all times
- No excessive nail polish, particularly black

- T-shirts with cigarette, beer or drug advertisements
- Spaghetti straps, tank tops, or midriffs
- Any clothes that are suggestive or indecent
- Baggy or Sagging pants
- Visible body piercing (other than ear lobes) and no excessive jewelry or visible Tattoos.

The Principal or designee may prohibit any clothing or grooming that in his/her judgment may reasonably be expected to cause disruption of or interference with normal school operations or that is determined by the Principal or designee to be gang-related. Gang-related attire shall not be worn to School. The Principal reserves the right to declare certain clothing items or colors to be gang-related at any time when the safety of students is at issue.

VII. Personal Belongings:

Students shall be responsible for their own personal belongings while at School. Students are discouraged from wearing or bringing expensive items of clothing. The School shall NOT be responsible for any personal items that are lost, damaged or stolen at School or at School-related activities.

VIII. Field Trips:

In your enrollment packet you signed a field trip permission form. This is general in nature. All such trips will be with adequate adult supervision. It is our plan to take several curriculum-related trips every year. Parents may be invited to accompany or chaperone the students at the discretion of the Principal. A background check will be required.

IX. Breakfast/Lunch Program

- Students who are participating in the Child Nutrition Program may arrive for breakfast every morning at the designated time. (See the Student Calendar or *Castle Chronicles*, *Dragon Notes* or *The Telescope* Newsletter on website or in office for times.)

- The current month's menu is available in the Child Nutrition section of our website or at your child's school office for your convenience.

- Parents can prepay in 5 day increments only at their child's office or prepay online. Information is available at each campus or parents can visit MyNutriKids.com website and register online to prepay.

- Teachers will be taking the lunch count in their classrooms.

- If you forget to send a lunch with your child or you have not pre-paid online or at a school campus, the office will call you and you must arrange to have a lunch brought to your child. The office will not send someone to pick up a lunch for your child.

- Parents should send lunch with their children rather than bring it during the morning. The Office staff cannot interrupt classes to deliver lunches. Parents will not be permitted to deliver lunches to the classroom.

- Please pack lunches very carefully, and be sure they are properly labeled.

- Remember that the students do not have access to a refrigerator, and we want to be sure that lunches are safe for the children to eat.

- Please send non-perishable foods, sandwiches, etc. Carbonated beverages and candy should NOT be included in lunches.

- Do not send food which must be heated in a microwave oven.

X. Formal Dining Time:

In all lunchtime experiences, students will:

- Demonstrate appropriate manners during meals
- Listen to classical music without speaking for the first 15 minutes
- Speak with one another quietly
- Be attentive to adult supervision
- Clean the tables and lunchroom
- Encourage music awareness and appropriate table talk

XI. Birthday Celebration:

In order to follow the Federal Nutrition Guidelines, no birthday parties involving food brought from outside the campus will be permitted.

XII. Other foods:

We ask that chewing gum be kept at home. When visitors come to the School, we request that they do not chew gum. Students should not bring candy to School. This includes candy in lunch boxes. Carbonated beverages should not be included in lunches. *Burnham Wood and Vista del Futuro endorse the Dept. of Agriculture guidelines for healthful eating. Fast food is high in fats and sugars and is strongly discouraged at our School.*

Smoking is not allowed on School property.

XIII. Our Best Wishes

Thank you for taking the time to read and explain this handbook to your student. It is only with your support that we can succeed in maintaining a safe and productive environment for your child. If you should have any questions about our policies or procedures, please send us a note or stop by our offices to make an appointment with your child's teacher or school principal.

By asking your child, daily, for any newsletters, memos, etc. you will remain informed of all developments affecting your child and our school. Our website is another good place to keep up with communication.

PLEASE RETURN THIS SECTION TO YOUR CHILD'S TEACHER

Burnham Wood Family of Charter Schools

***Electronic Communication and Data Management
Student Agreement for Acceptable Use***

Date: _____

School Year: _____

Student's Name: _____

Grade: _____

Campus Name: _____

I understand that my computer use is not private and that the district will monitor my activity on the computer system. I have read the district's electronic communication system policy and administrative regulations (Section VI under the header "Curriculum") and agree to abide by their provisions. I understand that violation of these provisions may result in suspension or revocation of system access.

Student's Signature: _____

***PARENTAL PERMISSION/DENIAL OF PERMISSION FOR CHILD'S PARTICIPATION
IN DISTRICT'S ELECTRONIC COMMUNICATION SYSTEM***

I have read the district's electronic communication system policy and administrative regulations. In consideration for the privilege of my child using the District's electronic communication system, and in consideration for having access to the public networks, I hereby release the District, its operators, and any institutions with which they are affiliated from any and all claims and damages of any nature arising from my child's use of, or inability to use, the system, including, without limitations, the type of damage identified in the District's policy and administrative regulations.

Initial only ONE blank.

___ I do give permission for my child to participate in the District's electronic communication system and certify that the information contained on this form is correct.

___ I do **not** give permission for my child to participate in the District's electronic communication system.

Parent/Guardian Name: _____

Home Address: _____ City, State, ZIP: _____

Home Phone: (_____) _____

Parent's Signature: _____ Date: _____

PLEASE RETURN THIS SECTION TO YOUR CHILD'S TEACHER

ACKNOWLEDGEMENT OF HANDBOOK

I have read this handbook on the District's website or I have received a hard copy, read it, and agree to follow the procedures and policies presented in the Parent - Student Handbook (Revised August 9, 2011).

Student Name – please print Grade

I have reviewed with my child the policies presented in the Parent - Student Handbook (Revised August 9, 2011).

Parent Signature Date

Please sign and return to your child's teacher the Acceptable Use Policy and the Acknowledgement of Parent-Student Handbook the following school day (Pages 29 & 30).