

Parent - Student Handbook

Burnham Wood Family of Charter Schools

**Burnham Wood Charter School District
and
Vista del Futuro Charter School**

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Howard Burnham
Elementary Charter School

DAVINCI 
SCHOOL FOR SCIENCE & THE ARTS



Vista Del Futuro
Charter School

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Preface

To Students and Parents:

Welcome to Burnham Wood Family of Charter Schools! We wish this year to be an especially productive experience for each student. For this to happen, we must all work together: students, parents, and staff. This Student/Parent Handbook (“the Handbook”) is designed to help us accomplish this goal.

The Handbook is an overview of our school’s goals, services, and rules. It is an essential reference book describing what we expect of our students and parents, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Handbook is divided into six sections. The first section includes general information regarding school policy and procedures. The second section provides important health and safety information. The third section provides information about academics and grading. The fourth section is the Student Code of Conduct, which is required by state law and intended to promote school safety and an atmosphere for learning. Both students and parents need to be familiar with the Student Code of Conduct. The Student Code of Conduct is also available in the Secretary’s office at each campus, and is posted on the school’s website. The fifth section is especially for parents, with information regarding parental rights. Finally, the sixth section contains important notices regarding student information, computer resources, and electronic communication devices.

This Handbook is designed to be in harmony with Board Policy. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to students and parents through newsletters and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed.**

We ask our parents to review the entire Handbook with their students and to keep it as a reference during this school year. Parents or students with questions about the material in this Handbook should contact their Principal.

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 schools. Our website, www.burnhamwood.org, is another good place to keep up with communication.

Finally, you must complete and return the last page of the Handbook – “Acknowledgement and Approval of Student/Parent Handbook” – to the school office at your campus.

**On behalf of the entire Burnham Wood Family of Charter Schools
staff and community, best wishes for a great school year!**

SECTION 1: GENERAL INFORMATION

STUDENT HANDBOOK

Welcome to the Burnham Wood Family of Charter Schools! The following information will acquaint you with the expectations of the Schools 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?

The 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.

New student registration is accepted beginning January 1st for kindergarteners and February 1st for all others and the enrollment lottery is held later that month. Students registering after the lottery for classes that have waiting lists will be admitted in the order in which their applications were received. Returning students and their siblings may register during the month of January for the following school year. If they submit their paperwork before the end of January, they are exempt from the lottery. All students must live within the El Paso County and be five (5) years of age by Sept. 1st. In accordance, with school attendance policy, the lottery will be held the first school day in March.

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 Schools offer thematic celebrations throughout the school year:

- International Day;
- Literary Fair;
- Science Fair;
- *I Have A Dream Day*;
- History Fair

The Schools are dedicated to:

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

Our Schools Attain Their Academic Goals by:

- Upholding the placement by prior schools of all students who failed STAAR & 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
- Attending After School and Saturday tutorials when invited by the teacher

Our Schools Attain Their 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 Schools Attain A Sense of Family and Community by:

- Inviting 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:

- After School Day Care/Enrichment Programs on site for a small fee.
- Free & Reduced Breakfast Program for all who qualify
- Breakfast & Lunch Program available to all students for a reasonable fee

Statement of Non-Discrimination

Burnham Wood Family of Charter Schools does not discriminate on the basis of race, religion, color, national origin, sex or gender, disability, or age in providing educational services, activities, and programs, including vocational and career technology programs. Burnham Wood Family of Charter Schools complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; Title II of the Americans with Disabilities Act of 1990 ("ADA"), as amended, which incorporates and expands upon the requirements of Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975, as amended; and any other legally-protected classification or status protected by applicable law.

Any questions or concerns about Burnham Wood Family of Charter School's compliance with these federal programs should be brought to the attention of the following persons designated as being responsible for coordinating compliance with these requirements:

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is Dr. Joe E Gonzales, 785 Southwestern Drive El Paso, Texas 79912, (915) 584-4024.

- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Dr. Joe E Gonzales, 785 Southwestern Drive El Paso, Texas 79912, (915) 584-4024.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Dr. Joe E Gonzales, 785 Southwestern Drive El Paso, Texas 79912, (915) 584-4024.
- All other concerns regarding discrimination may be directed to Dr. Joe E Gonzales, 785 Southwestern Drive El Paso, Texas 79912, (915) 584-4024.

General Admissions and Enrollment Information

Admission and enrollment of students shall be open to persons who reside within the geographic boundaries stated in the school's charter, and who are eligible for admission based on lawful criteria identified in the charter and in state law. The total number of students enrolled in Burnham Wood Family of Charter Schools shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by Burnham Wood Family of Charter Schools based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

In accordance with state law, Burnham Wood Family of Charter Schools does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; or the district the child would otherwise attend.

Exclusion from Admission

As authorized by the Burnham Wood Family of Charter Schools charter and Texas Education Code § 12.111(a)(5)(A), students with a documented history of a criminal offense, a juvenile court adjudication, or other discipline problems under Texas Education Code Chapter 37, Subchapter A may be excluded from admission and enrollment in Burnham Wood Family of Charter Schools.

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 include any of the following sources: 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.

Submission of Applications and Admissions Lottery

Students wanting to attend Burnham Wood Family of Charter Schools must submit an application during the school's open enrollment period, which takes place **in January for Kindergartners and February 1st for all others**, or as otherwise set by the administration. Enrollment forms are available at each campus, and online through the Burnham Wood Family of Charter Schools website.

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If Burnham Wood Family of Charter Schools receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (up until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue and applicants will be placed on a waiting list in the order in which they

are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

If an application is received after the application period has passed, the applicant's name will be added to the waiting list behind the names of the applicants who timely applied.

Families offered an enrollment seat will be sent a registration packet with instructions for registering. This notice will be sent **no later than April 1st**. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child's seat will be offered to the next potential student on the waiting list.

Exceptions to Lottery Process: Federal guidelines permit Burnham Wood Family of Charter Schools to exempt from the lottery students who are already attending Burnham Wood Family of Charter Schools; siblings of students already admitted to or attending Burnham Wood Family of Charter Schools; and children of Burnham Wood Family of Charter Schools' founders, teachers, and staff, so long as the total number of students allowed under this exemption constitutes only a small percentage of Burnham Wood Family of Charter Schools' total enrollment.

McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from Burnham Wood Family of Charter Schools by contacting your campus principal.

"Homeless children and youth" as defined and covered by the McKinney-Vento Homeless Education Assistance Act of 2001:

- Means individuals who lack a fixed, regular, and adequate nighttime residence.
- Includes children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are living in emergency or transitional shelters.
- Are abandoned in hospitals, or are awaiting foster care placement.
- Children and youth who have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.

Parents of students in homeless situations can keep their students in their schools of origin (the school that the child or youth attended when permanently housed or the school in which the child or youth was last enrolled even if the student is now residing outside the school attendance area or school district) or enroll them in any public school that students living in the same attendance area are eligible to attend.

Student Information

Any student admitted to Burnham Wood Family of Charter Schools must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in Burnham Wood

Family of Charter Schools for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

No later than 30 days after enrolling in Burnham Wood Family of Charter Schools, the parent and school district in which the student was previously enrolled shall furnish records that verify the identity of the student. These records may include the student's birth certificate or a copy of the student's school records from the most recently attended school. Students will not be denied enrollment because they failed to meet this requirement.

Burnham Wood Family of Charter Schools will forward a student's records on request to at school in which a student seeks or intends to enroll without the necessity of the parents' consent.

Food Allergy Information

The parent of each student enrolled in Burnham Wood Family of Charter Schools must complete a form provided by Burnham Wood Family of Charter Schools that discloses (1) whether the child has a food allergy or a severe food allergy that should be disclosed to the school to enable it to take any necessary precautions regarding the child's safety and (2) specifies the food(s) to which the child is allergic and the nature of the allergic reaction.

For purposes of this requirement, the term "severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Burnham Wood Family of Charter Schools may also require information from a child's physician if the child has food allergies.

Food allergy information forms will be maintained in the child's student records, and shall remain confidential. Information provided on food allergy information forms may be disclosed to teachers, school counselors, school nurses, and other appropriate school personnel only to the extent consistent with Board policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Establishing Identification

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver's license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity. Parents who are divorced or legally separated are asked to furnish the School with relevant court order.

Undocumented Students

Enrollment may not be denied to children who are not legally admitted into the United States.

Residency Verification

The Texas Education Code authorizes schools to obtain evidence that a person is eligible to attend public schools. To be eligible for continued enrollment in Burnham Wood Family of Charter Schools, each student's parent must show proof of residency at the time of enrollment. Residency may be verified through observation, documentation, and other means, including, but not limited to:

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indication the address and name of the residence occupiers,

5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

Falsification of residence on an enrollment form is a criminal offense.

School Calendar

Burnham Wood Family of Charter Schools operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. The latest changes to the calendar will be available on the school's website.

School Day

The students' arrival and dismissal schedules vary based on grade and campus. Please check the school calendar, and recent newsletter, *Castle Chronicles*, *Telescope*, or *Dragon Notes* (available on the District's web site: www.burnhamwood.org) to determine the time your child's classes begin and end. Students may be dropped off as early as 6:45 a.m. for Secondary and 7:00 a.m. for Elementary. They will be supervised, but there are no organized activities before the instructional day begins.

Dismissal times are listed on the School calendar. Parents must pick up their child at dismissal time. 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.*

Students enrolled in after-school programming or who are signed up for academic supervision may be on campus, provided that all applicable fees for activities and/or supervision have been paid. These fees vary, and will be published on our website and communicated to parents.

Bad Weather or Emergency Plans

The School will contact several radio stations if bad weather, a natural disaster or emergency leads to the cancellation, early dismissal or late start of school. Local television and radio news stations will also be contacted.

Drop-off and Pick-up Procedures

All students must be dropped off and picked up ONLY in the designated areas. Parents can also park and walk to drop off and pick up their child from the designated areas. The current drop off and pick up maps are available in the front office.

Student Drivers and Parking

All student drivers must hold a valid driver's license and insurance. Students driving to school must park in the designated lot and have paid any required campus parking fees, if applicable. Students may not go to their cars during the school day. Students must also drive in a manner that is safe and does not disrupt the learning environment or school community in any way. Students who fail to follow these guidelines will have their driving privileges suspended or revoked, and may be subject to discipline under the Student Code of Conduct.

Attendance

Regular attendance is expected of all Burnham Wood Family of Charter Schools students due to the rigor of our curriculum. Consistent school attendance is an essential component of each student's education. Official attendance is taken each day and recorded each instructional period. Tardies and early checkouts are also recorded each day.

Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and Burnham Wood Family of Charter Schools policy deals with attendance for course credit and a student's final grade. These items laws are discussed below.

If students are to be absent, please contact the School office before 8:00a.m.. Our schools are built upon 100% attendance policy. Unexcused absences will lead to academic failure and/or expulsion. Excessive excused absences will result in academic failure.

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.

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.

Daily Class Schedule

Texas Compulsory Attendance Law

The state compulsory attendance law requires that a student between the ages of six and 19 must attend school and school-required tutorial sessions unless the student is otherwise legally exempted or excused. Burnham Wood Family of Charter Schools staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from required special programs, or from required tutorials will be considered "truant" and subject to disciplinary action.

Upon enrollment in kindergarten, a child is also subject to the compulsory attendance law. A student who voluntarily attends or enrolls after his or her 19th birthday is required to attend each school day. If a student 19 years of age or older has more than five unexcused absences in a semester, Burnham Wood Family of Charter Schools may revoke the student's enrollment, except that Burnham Wood Family of Charter Schools may not revoke the enrollment on a day on which the student is physically present at school. The student's presence on school property thereafter would be unauthorized and may be considered trespassing. Prior to revoking the student's enrollment Burnham Wood Family of Charter Schools shall issue a warning letter to the student after the third unexcused absence stating that the student's enrollment may be revoked for the remainder of the school year if the student has more than five unexcused absences in a semester. As an alternative to revoking enrollment, Burnham Wood Family of Charter Schools may impose a behavior improvement plan.

Notice to Parents: *Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Texas Education Code*

§ 25.093; and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).

Burnham Wood Family of Charter Schools shall notify a student's parent if the student has been absent from school, without excuse, on three days or parts of days within a four-week period. The notice will inform the parent that it is the parent's duty to monitor the student's school attendance and require the student to attend school; the student is subject to truancy prevention measures under Texas Education Code § 25.0915; and that a conference between school officials and the parent is needed to discuss the absences.

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least at least 96% of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 96% of the days the class is offered may be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade.

The Attendance Review Committee will consider the following factors when determining whether there are extenuating circumstances for the absence:

1. All absences, whether excused or unexcused, must be considered, with consideration given to special circumstances as defined by the Texas Education Code.
2. For a student transferring into Burnham Wood Family of Charter Schools after school begins, including a migrant student, only those absences after enrollment will be considered.
3. In reaching consensus about a student's absences, the committee will attempt to ensure that its decision is in the best interest of the student.
4. The committee will consider whether the absences were for reasons over which the student or parent could exercise control.
5. The committee will consider the acceptability and authenticity of documentation expressing reasons for the student's absences.
6. The committee will consider the extent to which the student has completed all assignments, mastered the essential knowledge and skills, and maintained passing grades in the course or subject.
7. The student, parent or other representative will be given an opportunity to present any information to the committee about the absences and to discuss ways to earn or regain credit.

If credit is lost or a final grade is not earned due to excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Superintendent. The appeal notice must be postmarked to the following address within 5 days following the last day of instruction in the semester for which credit was denied:

Burnham Wood Family of Charter Schools, 785 Southwestern Drive El Paso, Texas 79912

The appeal will then be placed on the agenda of the next regularly scheduled Board meeting. The Superintendent or designee shall inform the student or parent of the date, time, and place of the meeting.

Absence and Tardiness

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent, or a medical excuse

signed and dated by a provider that describes the reason for the absence. Notes should be submitted to the school registrar, and may be scanned and emailed, submitted through the Burnham Wood Family of Charter Schools website, or faxed to the school. If a note is not received within 3 school days of the absence, the absence will be recorded as unexcused.

Because excessive absences are considered truancy under state law, Burnham Wood Family of Charter Schools reserves the right to take extreme absence will follow the student code of conduct and may result in expulsion.

Burnham Wood Family of Charter Schools recognizes two kinds of absences: excused and unexcused. Students and parents should read this section carefully to understand the school's expectations. Students and parents should also be aware of the school's policy regarding homework, quizzes, and tests following an absence.

Excused Absences

State law allows exemptions to the compulsory attendance requirements for several types of absences if the student makes up all work. These include the following activities and events with the applicable documentation:

- Religious holy days./A parent notification (the school may require confirmation by a religious leader).
- Required court appearances./Court documentation.
- Activities related to obtaining United States citizenship./Court documentation.
- Service as an election clerk./Documentation from the appointing body.
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. If a student returns to school the same day or attends part of the day prior to a doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the student is counted present. Students should be picked up and signed out for early dismissal in the office. We cannot call your student from the classroom until you are in the front office signing them out./ 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.)
- For students in the conservatorship (custody) of the state./Appropriate paperwork for assignment.
- Mental health or therapy appointments./ 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.)
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the student's participation in the activity outside of school hours./Court documentation or appropriate paperwork following activity.
- Death in the family./A parent note.

The Parent/Doctor's note must be turned in to the campus attendance clerk no later than 3 days after the student returns to school; otherwise, the absence will be recorded as unexcused. 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.

A junior or senior student may also be absent for up to two days per school year for purposes of visiting a college or university, so long as the student obtains permission for the visit from the Principal, follows the school's procedures to verify the visit, and makes up any work missed due to the absence.

A student may also be absent for up to two days in a school year for service as an early voting clerk, provided the student receives approval from Principal prior to the absence and informs his or teachers of the absence.

Absences of up to five days will be excused for a student to visit with a parent, stepparent, or legal guardian who has been called to duty for, is on leave from, or immediately returned from certain deployments.

Additionally, Burnham Wood Family of Charter Schools may excuse up to four day of school for a high school student who is 17 years of age or older to pursue enlistment in a branch of the armed services of the United States or the Texas National Guard, provided that Burnham Wood Family of Charter Schools verifies the student's activities relating to pursuing enlistment.

For religious holy days, required court appearances, activities related to obtaining citizenship, and services an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by Burnham Wood Family of Charter Schools.

The only additional excused absences are for personal illness, death in the immediate family (parent, sibling, grandparent, or member of the immediate household), a school-related absence or an absence approved in advance by the Principal due to extenuating circumstances.

Unexcused Absences

Any absence not listed above or approved in advance by the Principal due to extenuating circumstances will be considered an unexcused absence.

Tardiness and Late Arrival

Nearly all tardiness is avoidable. If a student arrives late to school, a parent must report to the school office to complete a tardy slip. Repeated tardiness will result in more severe disciplinary consequences as allowed by the Student Code of Conduct.

Make-Up Work

If a student misses class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the student to master the essential knowledge and skills necessary to meet subject or course requirements. Students are responsible for obtaining and completing the make-up work in a satisfactory manner and within the time specified by the teacher. Teachers will provide students and parents with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

Driver's License Attendance Verification

The Texas Department of Public Safety ("DPS") is required to verify the attendance records of a student between the ages of 16 and 18 that is seeking to obtain or renew a driver's license. In order for DPS to access this information or, in certain circumstances, for a school administrator to provide the attendance information to DPS, written parental permission must be obtained. Students may obtain the required Verification of Enrollment ("VOE") form from the school office.

Release of Students from School

A student will not be released from school at times other than at the end of the school day except with permission from the Principal or designee and in accordance with campus sign-out procedures. Additionally, state rules require that parental consent be obtained before a student under the age of 18 may leave campus at any point in the school day.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the student will not miss instructional time, if possible.

Closed Campus

Students are not permitted to leave campus for lunch. Parents are welcome to eat lunch with their child in the cafeteria. Parents may only bring lunch for their own children. Students and adults may not bring in or give away food to other students during lunch times. Parent that need to take their child out of school early, should see the front office personnel for the sign-in/sign-out report. Student's permitted early release will be addressed in the same manner of other absences.

Withdrawals

Voluntary Withdrawal

A student under 18 years of age may be withdrawn from school only by a parent. Burnham Wood Family of Charter Schools requests notice from the parent at least three days in advance so that records and documents may be prepared. Parents may obtain a withdrawal form from the main office. The parent shall also provide the name of the new school in which the student will be enrolled, and must sign the withdrawal request to document that the student will continue to be enrolled in a school as required by compulsory attendance laws.

A student who is 18 years of age or older, who is married, or who has been declared by a court to be an emancipated minor, may withdraw without parental signature.

Withdrawing students and parents are expected to:

- Return all textbooks and checked-out materials and equipment;
- Complete any make-up work assigned;
- Pay any unpaid balance for student fees, if any; and
- Sign a release of student records.

In all cases, withdrawal forms must be appropriately completed and signed before withdrawal is complete.

Involuntary Withdrawal

Burnham Wood Family of Charter Schools may initiate withdrawal of a student under the age of 19 for non-attendance if:

1. the student has been absent 10 consecutive school days, and
2. repeated efforts by the school to locate the student have been unsuccessful.

Additionally, Burnham Wood Family of Charter Schools may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

Birthday Celebrations

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

Dress and Grooming

The school's dress and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others, and that will not distract from the educational atmosphere of the school. Students are required to arrive in proper attire every day.

As authorized by state law and the Burnham Wood Family of Charter Schools charter, students are required to wear uniforms to school. Parents must provide their student(s) with the required uniform, except in the case of educationally disadvantaged students as provided in the Texas Education Code. Burnham Wood Family of Charter Schools may provide a uniform for economically disadvantaged students. A request for school assistance for purchasing uniforms must be made in writing to the Principal and include evidence of the inability to pay. Further details are available in the Principal's office. A parent may choose for his or her student(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Students who do not follow the school's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school, and the student may be assigned to in-school suspension for the remainder of the day until a change of clothes is brought to the school.

According to the U.S. Department of Education and the U.S. Department of Justice, schools that require students to wear uniforms have seen an increase in school safety and attendance and a reduction in discipline problems and theft. Uniforms take away the anxieties associated with peer pressure, potential theft of expensive clothing and shoes, and gang-associated clothing and logos. This creates a more secure environment where students are able to focus solely on academics. [About School Uniform Policies/eHow.]

The Burnham Wood Family of Charter Schools 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. Repetitive noncompliance with the school uniform code can lead to expulsion. Examples of code-compliant clothing are available in each school's office.

By purchasing uniforms from selected vendors, you will not be misled into purchasing clothing that does not meet the uniform style or requirements. For example, many non-uniform pants are cut like Jeans and many shirts are made of stretch materials. These items are not acceptable. They do not conform with the uniform style or fabric. Students will be sent home, or parents will be asked to bring a change of clothing. Please check the website for approved vendors. Remember, repeated dress violations will lead to expulsion. Furthermore, older students sometimes choose to alter their uniform clothing once they arrive at school. They roll up their pant legs, they add excessive jewelry, they un tuck their shirts, and in some cases insert lenses that emit an unnatural appearance to their pupils. Parents, please monitor and discourage these unacceptable behaviors.

Burnham Wood Family of Charter Schools students are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be adhered to:

- All students should have a hunter green, navy blue, or white polo-style shirt. At least one hunter green polo shirt must have the Vista del Futuro, Howard Burnham Elementary School or Da Vinci School logo, based on the school your child attends. 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.
- All Solid colored blazers, sweaters/cardigans (No sweat shirts or hoodie 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.
- If ID cards are issued on campus, they are to be worn (clipped on collar, belt, or worn on a lanyard around the neck) on a daily basis. If students loses their ID, they will be required to buy one from the front office for a fee of \$10.00.

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 non-exclusive have been determined to be disruptive to the learning environment and shall not be worn by students while at School or attending School-related functions:

- Caps or hats in the buildings
- Sweatshirts in the classrooms
- Pants with cargo pockets
- Studded belts
- Steel-toed, or skate shoes or boots
- T-shirts with lewd or obscene pictures, writings or gestures
- Body markings that are not completely covered at all times
- Distractive nails, nail lengths, nail polish, or nail designs
- Distractive hair color or hairstyles that provoke undue attention, defiance, distraction, including but not limited to unnatural colors, Mohawk or faux hawk styles, long hair that covers the eyes, face; unkempt hair.
- Make up, contacts or other distracting paraphernalia.
- Apparel that promote cigarette, alcohol or drug use
- Revealing apparel such as spaghetti straps, tank tops, midriffs, or backless apparel
- Any clothes that are sexually suggestive or indecent
- Any clothing that is gang related
- Jeans (any color) on non-approved days

- Visible body piercing (other than ear lobes) and no excessive jewelry (i.e. dangling earrings, etc...)
- Jeggings and leggings worn as pants

Burnham Wood Family of Charter Schools will periodically review its dress and grooming policies, and make changes as needed.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, grooming, and/or determining whether or not a student's attire is disruptive or distracting to the educational environment of the school, the final determination will be made by the Principal. Any student who does not comply with the dress code will be removed from the regular school setting until the student complies with this code.

Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens, erasers, notebooks, calculators, headsets, etc. Students may be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the student will keep, if the fee does not exceed the cost of materials;
2. Membership dues in voluntary student clubs or organizations and admission fees to extracurricular activities;
3. A security deposit for the return of materials, supplies or equipment;
4. A fee for personal physical education and athletic equipment and apparel, although a student may provide the student's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
5. A fee for voluntarily purchased items, such as student publications, class rings, pictures, yearbooks, graduation announcements, etc.;
6. A fee for voluntary student health and accident benefit plan;
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
8. A fee for items of personal apparel used in extracurricular activities that become the property of the student;
9. A parking fee
10. A fee for replacement of a student identification card;
11. If offered, a fee for a driver training course, not to exceed the actual cost per student in the program for the current school year;
12. A fee for an optional course offered for credit that requires the use of facilities not available on campus or the employment of an educator who is not part of the school's regular staff;
13. A fee for privately given instrument instruction, i.e. Suzuki Violin lessons;
14. A fee for student publications, class rings, annuals, and graduation announcements.
15. A fee for summer school courses that are offered tuition-free during the regular school year;
16. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a student who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the student from attending the program;
17. A fee for lost, damaged, or overdue library book;
18. A fee for voluntary student health and accident insurance; or

19. A fee specifically permitted by any other statute;

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

Burnham Wood Family of Charter Schools may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the Superintendent or designee, and include evidence of inability to pay. Details for the fee waiver are available at the central office.

Supply lists are posted on the Burnham Wood Family of Charter Schools website and are distinct for each of our programs. 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 we require that they bring all borrowed materials back in good condition.

Families are responsible for paying all fees associated with extra-curricular programs, including clubs, parking, athletics, fine arts, UIL academics, and academic supervision prior to participation.

Student Personal Belonging

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.

Textbooks and Curriculum Materials

State-approved textbooks and additional curriculum materials are provided free of charge for each subject or class, except for dual credit courses. Materials must be used by the students as directed by the teacher, and treated with care. A student who is issued damaged materials should report the damage to the teacher.

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the school day. Burnham Wood Family of Charter Schools may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged 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 due date. 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 the 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 during the school day. Your child is responsible for the care of these books. Teachers will keep an electronic inventory of books issued to students.

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 during 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.

Book Covers

Paper book covers are encouraged to be placed over textbooks by students.

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 easily removed or covered, this should be done. Parents must reimburse the school for any lost, damaged, or destroyed textbooks.

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

Food Service

Burnham Wood Family of Charter Schools participates in the National School Lunch Program and offers nutritionally balanced breakfasts and lunches. Guidelines set by the Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all students. Menus may be obtained at the school office.

Free and reduced-price breakfasts and lunches are available based on financial need. Information about a student's participation is confidential. See your campus principal to apply. Students must apply for meal assistance each school year.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to students other than through Burnham Wood Family of Charter Schools' food and nutrition services. More detailed information may be obtained at the school office or online at www.squaremeals.org.

Students who are participating in the Child Nutrition Program may arrive for breakfast every morning at the designated time. (See the Student Calendar, newsletters, website or in the front 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 MySchoolBucks.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 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.

In all meal times, students will be expected to maintain appropriate behavior including, but not limited to:

- 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 their table area and surrounding floor
- Practice music awareness and appropriate table talk

Other Foods

When visitors come to the School, we request that they do not chew gum. Students should not bring candy and/or gum to School. This includes candy in lunch boxes. Carbonated beverages should not be included in lunches. *Burnham Wood endorses the Dept. of Agriculture guidelines for healthful eating. Fast food is high in fats and sugars and is strongly discouraged at our Schools.*

Student Backpacks, Bags and Purses

In consideration of the age level of the students at Burnham Wood, it is suggested that parents check student's backpacks, bags and purchases. Often, children put objects in them that may be inappropriate. With us working together, we can achieve a safe environment for everyone.

Transportation

Burnham Wood Family of Charter Schools does not provide regular transportation to and from school, unless required by a student's Individualized Education Plan ("IEP") for a student with disabilities. However, Burnham Wood Family of Charter Schools may provide transportation in school vehicles for educational field trips and participation in athletic and other extra-curricular events.

Riding a school vehicle is a privilege. School vehicle drivers have the authority to maintain discipline and require seating charts. When riding a school vehicle, students are held to behavioral standards established in this Handbook and the Student Code of Conduct. Students must:

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;

5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.

Only designated students are allowed to ride in the vehicle. Students may neither ride the vehicle to a different location nor have friends ride the vehicle to participate in after-school activities.

If a student with a disability is receiving school transportation as a result of an IEP, the Admission Review and Dismissal ("ARD") Committee will have the discretion in determining appropriate disciplinary consequences related to inappropriate behavior in a school vehicle.

Transcripts

Burnham Wood Family of Charter Schools maintains an academic achievement record (or transcript) for each student enrolled. Transcripts list complete personal student data, give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar. Payments should be made at the time of the request in either cash or check. Official transcripts may be picked up from the campus registrar five business days after the request is submitted except at the end of the semester. GPA and class rank are recalculated at the end of each semester and updated transcripts are not available until the end of the third business week after the end of the semester.

Displaying a Student's Artwork, Projects, Photos, and Other Original Work

Teachers may display student work in classrooms or elsewhere on campus as recognition of student achievement. However, Burnham Wood Family of Charter Schools will seek parental consent before displaying student artwork, special projects, photographs taken by students, and other original works on the Burnham Wood Family of Charter Schools website, on any campus or classroom website, in printed materials, by video, or by any other method of mass communication. Burnham Wood Family of Charter Schools will also seek consent before displaying or publishing an original video or voice recording in this manner.

Distribution of Materials or Documents

School Materials

Publications prepared by and for Burnham Wood Family of Charter Schools may be posted or distributed with prior approval by the Principal and/or teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials

Students must obtain express prior approval of the Superintendent or designee before distributing, posting, selling, or circulating written materials, handbills, photographs, pictures, petitions, films, tapes, posters, or other visual or auditory materials on campus.

Non-school literature shall not be distributed by students on Burnham Wood Family of Charter Schools property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.

- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

Any student who posts material without prior approval will be subject to disciplinary action in accordance with the Student Code of Conduct. Materials displayed without approval will be removed.

Written or printed materials, handbills, photographs, pictures, films, tapes, or other visual or auditory materials over which Burnham Wood Family of Charter Schools does not exercise control shall not be sold, circulated, or distributed by persons or groups not associated with Burnham Wood Family of Charter Schools or a school support group on school premises unless the person or group obtains specific prior approval from the Superintendent or designee. To be considered, any non-school material must include the name of the sponsoring organization or individual. The requestor may appeal the Superintendent or designee's decision in accordance with Board policy.

Electronic Device Policy

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, **students are not permitted to possess items such as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school**, unless prior permission has been obtained from the Principal.

If a student is permitted to possess an electronic or telecommunications device at school, including a cell phone, all such devices must be turned off during school hours. If a Burnham Wood Family of Charter Schools employee observes a student using any electronic or telecommunication device (including a cell phone) during the school day or a school-related activity, the employee will collect the item and turn it in to the Principal's office. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, school officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

A parent will be contacted to pick up the item and pay the applicable fine. A \$10 fee will be assessed before the parent is able to retrieve a telecommunication device. An additional \$10 fee will be assessed each subsequent time a telecommunication device is confiscated. Any disciplinary action will be in accordance with the Student Code of Conduct.

Burnham Wood Family of Charter Schools will not be responsible for damage to or loss or theft of confiscated items.

Pledges of Allegiance and Moment of Silence

Each school day, students will recite the Pledge of Allegiance to the United States flag and the Pledge of Allegiance to the Texas flag. Parents may submit a written request to the Superintendent or designee to excuse their student from reciting a pledge.

State law requires that one minute of silence will follow recitation of the pledges. Each student may choose to reflect, pray, meditate, or engage in any other silent activity during that minute so long as the silent activity does not interfere with or distract others. In addition, state law requires that Burnham Wood Family of Charter Schools provide for the observance of one minute of silence at the beginning of the first class period when September 11 falls on a regular school day in remembrance of those who lost their lives on September 11, 2001.

Recitation of the Declaration of Independence

State law requires students in social studies classes in grades 3–12 to recite a portion of the text of the Declaration of Independence during “Celebrate Freedom Week.” A student will be exempted from this requirement if a parent provides a written statement requesting that the student be excused, Burnham Wood Family of Charter Schools determines that the student has a conscientious objection to the recitation, or the parent is a representative of a foreign government to whom the United States extends diplomatic immunity.

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.

Prayer and Meditation

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. Burnham Wood Family of Charter Schools will not require, encourage, or coerce a student to engage in or refrain from such prayer or meditation during any school activity.

SECTION 2: STUDENT HEALTH AND SAFETY

Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on Burnham Wood Family of Charter Schools property at all times, and at all school-sanctioned activities occurring on or off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Tobacco-Free School Notice

All of our campuses are TOBACCO FREE. No smoking or chewing of tobacco products is allowed on School property at any time.

Smoking (including electronic cigarettes, cigars, and pipes) and using tobacco products is prohibited in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Students may not possess tobacco products at any of the locations or activities listed above. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Drug-Free School Notice

Burnham Wood Family of Charter Schools believes that student use of illicit drugs is both wrong and harmful. Consequently, Burnham Wood Family of Charter Schools prohibits the use, sale, possession, or distribution of illicit drugs by students on school premises or any school activity, regardless of its location. Burnham Wood Family of Charter Schools also prohibits the use, sale, possession, or distribution of look-alike substances and/or synthetic substances designed to imitate the look and/or effects of illicit drugs. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Asbestos Management Plan

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector. An Asbestos Management Plan has been created for the school in accordance with federal regulations. Parents may view the Asbestos Management Plan at the campus office.

Bacterial Meningitis Information

State law requires Burnham Wood Family of Charter Schools to provide the following information:

What is bacterial meningitis?

Meningitis is an infection of the fluid surrounding the brain and spinal cord. It is usually caused by viruses, bacteria, parasites, and fungi. Viral meningitis is the most common and least serious. Most people completely recover from viral meningitis. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical treatment.

What are the symptoms of bacterial meningitis?

Someone with meningitis will become very ill but not everyone with meningitis will have the same symptoms. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Children (over one year old) and adults with meningitis may have a severe headache, high temperature, nausea, vomiting, sensitivity to bright lights, neck stiffness or joint pain, drowsiness, or confusion. In both children and adults, there may be a rash or tiny red-purple spots that can occur on any part of the body.

How is Bacterial Meningitis diagnosed?

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

Bacterial meningitis is a very serious disease. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. Even with prompt treatment, some cases may result in permanent disabilities such as loss of hearing, loss of vision, mental retardation, paralysis, or limb amputations. Bacterial meningitis can also be fatal.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs that cause meningitis live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing, sharing drinking containers, eating utensils or cigarettes). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. Being a carrier helps to stimulate your body's natural defense system. The bacteria rarely overcome the body's immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Bacterial meningitis can be prevented by limiting the number of people you kiss and by not sharing food, drinks, utensils, toothbrushes, or cigarettes.

Vaccines that help prevent meningitis are required for young children, if there is a meningitis outbreak in the community, and for people traveling to foreign countries where there is a high risk of getting the disease. A vaccine that can prevent meningitis in adolescents and young adults is state mandated for students in grades 7–12 and unvaccinated first year college students ages 19–21. Administer booster dose if most recent dose given was when student was younger than age 16. The vaccine is safe and effective (85%-90%). It can cause mild side effects such as redness and discomfort at the injection site lasting up to two days

What should you do if you think you or a friend might have bacterial meningitis?

You should seek prompt medical attention.

Where can you get more information?

Your family doctor and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention: www.cdc.gov and the Texas Department of State Health Services: www.dshs.state.tx.us.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Principal or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services ("TDSHS") website at: <http://www.dshs.state.tx.us/idcu/investigation/conditions/>.

Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

- Certificate of the attending physician, advanced practice nurse, or physician assistant attesting that the child does not currently have signs or symptoms of a communicable disease or to the disease's non-infectiousness in a school setting;
- Submitting a permit for readmission issued by a local health authority; or
- Meeting readmission criteria as established by the commissioner of health.

Please contact the school nurse or other appropriate personnel if you have questions or if you are concerned about whether a child should stay home.

Immunization Requirements

The State of Texas requires that every child in the state be immunized against vaccine preventable diseases caused by infectious agents in accordance with an established immunization schedule.

To determine the specific number of doses that are required for your student, please read the “2017–2018 Texas Minimum State Vaccine Requirements for Students in Grades K–12” document issued by the TDSHS. Specific immunization information is available on the TDSHS website at <http://www.dshs.texas.gov/immunize/school/>.

Proof of immunization may be personal records from a licensed physician or public health clinic with a signature or rubber-stamp validation.

Provisional Enrollment

A student can be enrolled provisionally for no more than 30 days if her or she transfers from one Texas school to another, and is awaiting the transfer or the immunization record.

A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate required vaccine. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. Burnham Wood Family of Charter Schools shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccination. If at the end of the 30-day period, a student has not received a subsequent dose of vaccine, then the student is not in compliance and Burnham Wood Family of Charter Schools shall exclude the student from school attendance until the required dose is administered.

A student who is homeless, as defined by the McKinney Act (42 U.S.C. § 11302), shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. Burnham Wood Family of Charter Schools shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Exclusions from Immunization Requirements

Exclusions from immunization requirements are allowable on an individual basis for medical reasons, reasons of conscience (including a religious belief), and active duty with the armed forces of the United States.

To claim exclusion for medical reasons, the student must present a statement signed by the student's physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician's opinion, the vaccine required is medically

contraindicated or poses a significant risk to the health and well-being of the student or any member of the student's household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

To claim an exclusion for reasons of conscience, including a religious belief, a signed Texas Department of State Health Services ("TDSHS") affidavit must be presented by the student's parent, stating that the student's parent declines vaccinations for reasons of conscience, including because of the person's religious beliefs. The affidavit will be valid for a period of two years. The form affidavit may be obtained by writing the TDSHS Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at <https://corequest.dshs.texas.gov/>. The form must be submitted to the Superintendent within 90 days from the date it is notarized. If the parent is seeking an exemption for more than one student in the family, a separate form must be provided for each student. Students, who have not received the required immunizations for reasons of conscience, including religious beliefs, may be excluded from school in times of emergency or epidemic declared by the commissioner of public health.

To claim exclusion for armed forces, the student must prove that he or she is serving on active duty with the armed forces of the United States.

Immunization Records Reporting

The school's record of a student's immunization history, while private in most instances, may be inspected by the Texas Education Agency, local health departments, and TDSHS and transferred to other schools associated with the transfer of the student to those schools.

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, Burnham Wood Family of Charter Schools staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

Student Illness

When your child is ill, please contact Burnham Wood Family of Charter Schools to let us know he or she will not be attending that day. Students must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school.

If a student becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school nurse or other appropriate personnel. If the nurse determines that the child should go home, the nurse will contact the parent.

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 to make immediate arrangements for the child to be picked up from School.

Administration of Medication

Medication should be administered at home whenever possible. If necessary, medication can be administered at school by the school nurse or other appropriately assigned staff under the following circumstances:

1. Nonprescription medication brought to school must be submitted to Burnham Wood Family of Charter Schools by a parent along with a written request. The medication must also be in the original and properly labeled container.
2. Prescription medications administered during school hours must be prescribed by a physician or advanced nurse practitioner (“ANP”) and filled by a pharmacist licensed in the State of Texas. **In accordance with the Texas Board of Nursing’s Nurse Practice Act, Burnham Wood Family of Charter Schools will not administer medications prescribed or fulfilled in Mexico.**
3. Prescription medications must be submitted in a labeled container showing the student’s name, name of the medication, reason the medication is being given, proper dosage amounts, the time the medication must be taken, and the method used to administer the medication. Medications sent in plastic baggies or unlabeled containers will NOT be administered.
4. If the substance is herbal or a dietary supplement, it must be provided by the parent and will be administered only if required by the students Individualized Education Program (“IEP”) or Section 504 plan for a student with disabilities.
5. Only the amount of medication needed should be delivered to Burnham Wood Family of Charter Schools, *i.e.*, enough medication to last one day, one week, etc. In cases of prolonged need, send in the amount for a clearly specified period. Extra medication will not be sent home with the student.
6. In certain emergency situations, Burnham Wood Family of Charter Schools may administer a nonprescription medication to a student, but only in accordance with the guidelines developed by the school’s medical advisor and when the parent has previously provided written consent for emergency treatment.

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising Burnham Wood Family of Charter Schools that a medication has been discontinued.

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. All medications must be picked up on or before the last day of school. Any medication, prescription or over-the-counter, that remains at the end of the school year will be destroyed and disposed of according to EPA regulations.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on Burnham Wood Family of Charter Schools property or at school-related events.

Student possession and self-administration of asthma or anaphylaxis medication at school requires the student to demonstrate his or her ability to self-administer the medication to the student’s physician or other licensed health care provider and the school nurse or other appropriate personnel, if available. Requirements also include written authorization from the student’s parent and physician or other licensed health care provider on file in the school office indicating the student is capable of independently administering his or her own asthma or emergency anaphylaxis medication. Medication in a student’s possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

Steroid Notice

Burnham Wood Family of Charter Schools does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

Dyslexia and Related Disorders

From time to time, students may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standard approved by the state. The program approved by the state must include screening at the end of the school year of each student in kindergarten and each student in the first grade. Parents will be notified should Burnham Wood Family of Charter Schools determine a need to identify or assess their student for dyslexia and related disorders.

Fitness Testing

According to requirements under state law, Burnham Wood Family of Charter Schools will annually assess the physical fitness of students. Burnham Wood Family of Charter Schools is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Spinal Screening

Certain students must be screened at various times set by law for abnormal spinal curvature before the end of the school year. The screening requirement for students may be met if the child has been screened for spinal deformities during the previous year.

A parent who declines participation in the spinal screening provided by Burnham Wood Family of Charter Schools must submit to the Superintendent or designee documentation of a professional examination which includes the results of a forward-bend test. This documentation must be submitted to Burnham Wood Family of Charter Schools during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

Exemption: A student is exempt from screening if the screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or member. To qualify for the exemption, the student's parent, managing conservator, or guardian must submit to the Superintendent or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

Vision and Hearing Screenings

All children enrolled in Texas schools must be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Students in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually. A student may be screened using photo screening to detect vision disorders.

Screening records for individual students may be inspected by the TDSHS or a local health department, and may be transferred to another school without parental consent.

Exemption: A student is exempt from screening requirements if screening conflicts with the tenets and practices of a recognized church or religious denomination of which the individual is an adherent or a member. To qualify for the exemption, the individual or, if the individual is a minor, the minor's parent, managing conservator, or guardian, must submit to the Superintendent or designee on or before the day of admission an affidavit stating the objections to screening.

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

Burnham Wood Family of Charter Schools prohibits discrimination, including harassment, against any student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law. Burnham Wood Family of Charter Schools. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

For purposes of this Handbook, discrimination against a student is defined as conduct directed at a student on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law and that adversely affects the student.

Prohibited Harassment

Prohibited harassment of a student is defined as physical, verbal, or nonverbal conduct based on the student's race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law that is so severe, persistent, or pervasive that the conduct:

- Affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of prohibited harassment may include offensive or derogatory language directed at another person's religious beliefs or practices, accent, skin color, or need for accommodation; threatening or intimidating conduct; offensive jokes; name calling, slurs, or rumors; physical aggression or assault; display of graffiti or printed material promoting racial, ethnic, or other negative stereotypes; or other kinds of aggressive conduct such as theft or damage to property.

Sexual Harassment

In compliance with the requirements of Title IX, Burnham Wood Family of Charter Schools does not discriminate on the basis of sex in its educational programs or activities. Sexual harassment of a student, including harassment committed by another student, includes unwelcome sexual advances; requests for sexual favors; or sexually motivated physical, verbal, or nonverbal conduct when the conduct is so severe, persistent, or pervasive that it:

- Affects the student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening, hostile, or offensive educational environment;
- Has the purpose or effect of substantially or unreasonably interfering with the student's academic performance; or
- Otherwise adversely affects the student's educational opportunities.

Examples of sexual harassment of a student may include sexual advances; touching intimate body parts or coercing physical contact that is sexual in nature; jokes or conversations of a sexual nature; and other sexually motivated conduct, communications, or contact.

Burnham Wood Family of Charter Schools also does not tolerate sexual harassment of a student by school employees. Romantic or inappropriate social relationships between students and school employees are

prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

Sexual harassment of a student by a school employee includes both welcome and unwelcome sexual advances; requests for sexual favors; sexually motivated physical, verbal, or nonverbal conduct; or other conduct or communication of a sexual nature when:

- A school employee causes the student to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the student submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:
 - Affects the student's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the student's educational opportunities; or
 - Creates an intimidating, threatening, hostile, or abusive educational environment.

Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender.

Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Burnham Wood Family of Charter Schools prohibits retaliation against a student alleged to have experienced discrimination or harassment, or another student who, in good faith, makes a report, serves as a witness, or otherwise participates in an investigation. Examples of retaliation may include threats, rumor spreading, ostracism, assault, destruction of property, unjustified punishments, or unwarranted grade reductions. Unlawful retaliation does not include petty slights or annoyances.

A student who intentionally makes a false claim, offers false statements, or refuses to cooperate with a school investigation regarding discrimination or harassment is subject to appropriate discipline.

Reporting Procedures

Any student who believes that he or she has experienced prohibited harassment or believes that another student has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Principal or designee, or other school employee. Alternatively, a student may report prohibited harassment directly to the appropriate Compliance Coordinator designated on **page __** of this Handbook.

A student shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Ag Discrimination Coordinator may be directed to the campus principal at (915) 584-9499 Howard Burnham, (915) 584-4024 DaVinci, and (915) 855-8143 Vista del Futuro. If a report is made directly to person designated immediately before, Burnham Wood Family of Charter Schools shall appoint an appropriate person to conduct an investigation.

Investigation of Complaints

After receiving a complaint of prohibited discrimination or harassment, Burnham Wood Family of Charter Schools may, but need not, require the student to prepare a written report. Oral complaints will be reduced to written form. Upon receipt of a complaint, the appropriate Compliance Coordinator or other authorized school official shall promptly authorize and undertake an investigation. Following completion of the investigation, the Compliance Coordinator or other authorized school official will prepare a written decision regarding the complaint, including a determination of whether prohibited discrimination or harassment occurred.

When appropriate, Burnham Wood Family of Charter Schools may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, Burnham Wood Family of Charter Schools shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. Burnham Wood Family of Charter Schools may take disciplinary action based on the results of an investigation, even if Burnham Wood Family of Charter Schools concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality

To the greatest extent possible, Burnham Wood Family of Charter Schools shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary in order to conduct a thorough investigation and comply with applicable law.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Burnham Wood Family of Charter Schools grievance procedure. A student shall be informed of his or her right to file a complaint with the United States Department of Education Office for Civil Rights.

Freedom from Bullying and Cyberbullying

Burnham Wood Family of Charter Schools prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying means a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that:

- Has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable harm to the student's person or of damage to the student's property;
- Is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; or
- Materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or
- Infringes on the rights of the victim at school.

Cyberbullying means bullying that is done through the use of any electronic communication device, including through the use of a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool.

The school's bullying policy applies to:

- Bullying that occurs on or is delivered to school property or to the site of a school-sponsored or school-related activity on or off school property;
- Bullying that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and
- Cyberbullying that occurs off school property or outside of a school-sponsored or school-related activity if the cyberbullying:
 - Interferes with a student's educational opportunities; or
 - Substantially disrupts the orderly operation of a classroom, school, or school-sponsored or school-related activity.

Reporting Procedures

Any student who believes that he or she has experienced any form of bullying or believes that another student has experienced bullying should immediately report the alleged acts to the Principal or designee, a teacher, counselor, or other school employee. A report may be made orally or in writing, and may be submitted anonymously. Any school employee who receives notice that a student has or may have experienced bullying shall immediately notify the Principal or designee. The Principal or designee will notify the victim, the student who engaged in bullying, and any student witnesses of available counseling options.

The Principal or designee shall provide notice of incident of alleged bullying to:

- A parent or guardian of the alleged victim on or before the third business day after the date the incident is reported; and
- A parent or guardian of the alleged bully within a reasonable amount of time after the incident.

Investigation of Report

The Principal or designee shall determine whether the allegations in the report, if proven, would constitute prohibited harassment and, if so, proceed under that policy instead. The Principal or designee shall conduct an appropriate investigation based on the allegations in the report, and shall take prompt interim action calculated to prevent bullying during the course of an investigation, if appropriate.

The Principal or designee shall prepare a written report of the investigation, including a determination of whether bullying occurred. If the results of an investigation indicated that bullying occurred, the school shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the conduct in accordance with the Student Code of Conduct. Burnham Wood Family of Charter Schools may take action based on the results of an investigation, even if the school concludes that the conduct did not rise to the level of bullying under this policy.

Discipline for bullying of a student with disabilities shall comply with applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 *et seq.*). Burnham Wood Family of Charter Schools may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.

The Principal, or the Principal's designee, may make a report to the police department of the municipality in which the school is located or, if the school is not in a municipality, the sheriff of the county in which

the school is located if, after an investigation is completed, the Principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

Confidentiality

To the greatest extent possible, Burnham Wood Family of Charter Schools shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the Burnham Wood Family of Charter Schools grievance procedure.

Law Enforcement Agencies

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Principal or designee will cooperate fully regarding the conditions of the interview if the questioning or interview is part of a child abuse investigation. In other circumstances:

1. The Principal or designee shall verify and record the identity of the official and request an explanation of the need to question or interview the student at school.
2. The Principal or designee ordinarily will make reasonable efforts to notify the student's parent, unless the interviewer raises what the Principal or designee considers to be a valid objection.
3. The Principal or designee ordinarily will be present during the questioning or interview, unless the interviewer raises what the Principal or designee considers to be a valid objection.

When the investigation involves allegations of child abuse, special rules apply.

Students Taken into Custody

State law requires Burnham Wood Family of Charter Schools to permit a student to be taken into legal custody:

1. Pursuant to an order of the juvenile court;
2. Pursuant to the laws of arrest;
3. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
4. By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
5. Pursuant to a properly issued directive to apprehend; or
6. By an authorized representative of the Texas Department of Family and Protective Services ("TDFPS"), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the student's physical health or safety.

Before a student is released to a law enforcement officer or other legally authorized person, the Principal or designee will verify the officer's identity and, to the best of his or her ability, verify the official's authority to take custody of the student.

The Principal or designee will immediately notify the Superintendent and will ordinarily attempt to notify the parent unless the officer or other authorized person raises what the Principal or designee considers to be a valid objection to notifying the parents. Because the Principal or designee does not have the authority to prevent or delay a student's release to a law enforcement officer, any notification will most likely be after the fact.

Child Abuse Reporting and Programs

Burnham Wood Family of Charter Schools provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. Burnham Wood Family of Charter Schools also provides training to its teachers and students in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse or maltreatment. Assistance, interventions and counseling options are also available.

The school's administration shall cooperate with law enforcement investigations of child abuse, including investigations by the Texas Department of Protective and Family Services. School officials may not refuse to permit an investigator to interview a student who is alleged to be a victim of abuse or neglect at school. School officials may not require the investigator to permit school personnel to be present during an interview conducted at school.

Investigations at school may be conducted by authorized law enforcement or state agencies without prior notification or consent of the student's parent, if necessary.

Plan for Addressing Sexual Abuse and Other Maltreatment of Children

What is Sexual Abuse of a Child?

The Texas Family Code defines "sexual abuse" as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as, in certain circumstances, failure to make a reasonable effort to prevent sexual conduct harmful to a child.

What is Other Maltreatment of a Child?

Under State law, "other maltreatment" of a child includes "abuse" or "neglect," as defined by Texas Family Code sections 261.001 and 261.401.

Reporting Obligation

Anyone who suspects that a child has been or may be abused or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the Texas Department of Family and Protective Services ("DFPS"). Reports may be made by contacting one of the following:

- Texas Abuse Hotline: 1-800-252-5400 or, in non-emergency situations only: <http://www.txabusehotline.org>;
- Your local police department; or
- Call 911 for emergency situations.

Burnham Wood Family of Charter Schools has established a plan for addressing child sexual abuse and other maltreatment of children (the "Plan"). The Plan is addressed in this section of the Handbook.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment

For Staff: Burnham Wood Family of Charter Schools annually trains staff in all content areas addressed in the Plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

For Students: School counseling staff will address issues to increase awareness regarding sexual abuse and other maltreatment of children and anti-victimization programs with age appropriate conversation and materials no less than once per school year. These discussions will occur in classroom group settings.

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

Also remember that parents are legally responsible for the care of their children and must provide their children with safe and adequate food, clothing, shelter, protection, medical care and supervision, or arrange for someone else to provide these things. Failure to do so may be considered neglect.

The Principal or designee will provide information regarding counseling options available in your area for you and your child if your child is a victim of sexual abuse or other maltreatment. The DFPS also provides early abuse intervention through counseling programs. Services available in your county can be accessed at the following web address:

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/default.asp](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp).

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/
- Sexual Abuse Prevention Programs:
<https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>
- Promoting Healthy Families in Your Neighborhood:
<https://www.childwelfare.gov/pubPDFs/packet.pdf>
- Signs of Child Abuse:
<http://kidshealth.org/en/parents/child-abuse.html>
- DFPS – Prevent Child Abuse (HelpandHope.org)
<http://helpandhope.org>
- DFPS – How to Report Child Abuse or Neglect
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse?
<https://www.texasattorneygeneral.gov/cvs/what-can-we-do-about-child-abuse>

- Texas Association for the Protection of Children
<http://www.texprotects.org/about/PCAT/>
- Texas Council on Family Violence – Abuse Prevention Links
<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse or Other Maltreatment

Psychological and behavioral signs of possible sexual abuse or other maltreatment may include:

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burring, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse or other maltreatment include:

- Stomachaches or illness, often with no identifiable reason.
- Difficulty in walking or sitting.
- Stained or bloody underwear.
- Genital or rectal pain, itching, swelling, redness, or discharge.
- Bruises or other injuries in the genital or rectal area.
- Unexplained soreness, pain or bruises around mouth, sexually transmitted disease, or pregnancy.

Any one sign does not necessarily mean that a child has been sexually abused or maltreated, but the presence of several signs is the time you should begin asking questions and seeking help. Often signs first emerge at other times of stress, such as during a divorce, death of a family member or pet, problems at school or with friends, or other traumatic or anxiety-inducing events.

Actions That a Child Who Is a Victim of Sexual Abuse or Other Maltreatment Should Take

During student awareness sessions concerning sexual abuse and other maltreatment issues, students will be encouraged to tell a trusted adult in a private and confidential conversation if they have been a victim of sexual abuse or other maltreatment or have been in situations that make them feel uncomfortable in any way. School employees are trained to take appropriate actions to help the child obtain assistance and to

follow proper reporting procedures. Older students will also be provided with local crisis hotline numbers to obtain assistance.

Available Counseling Options

A list of counseling providers can be found at:

[http://www.dfps.state.tx.us/Prevention and Early Intervention/Programs Available In Your County/](http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/)

Interrogations and Searches

In the interest of promoting student safety and attempting to ensure that Burnham Wood Family of Charter Schools is safe and drug free, school officials may from time to time conduct searches. Such searches are conducted without a warrant and as permitted by law.

Administrators, teachers and other professional personnel may question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves.

Students shall be free from unreasonable searches and seizures by school officials. School officials may search a student's outer clothing, pockets, or property by establishing reasonable cause or securing the student's voluntary consent.

A search is reasonable if (1) the school official has reasonable grounds for suspecting that the search will uncover evidence of a rule violation or a criminal violation and (2) the scope of the search is reasonably related to the circumstances justifying the search, such as the extent of the search, the objectives of the search, the age and sex of the student, and the nature of the infraction.

Desk and Locker Searches

Students should have no expectation of privacy in the contents of their lockers, desks or other school property. Lockers and desks assigned to students remain at all times under the control and jurisdiction of Burnham Wood Family of Charter Schools. Burnham Wood Family of Charter Schools will make periodic inspections of lockers and desks at any time, with or without notice or student consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's locker or desk, or on the student's person.

Vehicles on Campus

Vehicles parked on school property and property under school control are under the jurisdiction of Burnham Wood Family of Charter Schools and may be searched at any time if reasonable suspicion exists to believe that the search will result in evidence that school rules or other laws have been violated. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle and consent to a search of the vehicle. If the student refuses to permit the vehicle to be searched, Burnham Wood Family of Charter Schools may contact the student's parents and/or law enforcement officials. A student may be held responsible for and in possession of prohibited items found in his or her vehicle parked on school property or at a school-related event.

Random Drug Searches

In order to ensure a drug-free learning environment, Burnham Wood Family of Charter Schools conducts random drug searches of all school facilities. Burnham Wood Family of Charter Schools may use or contract

for specially trained nonaggressive dogs to sniff out and alert school officials to the current presence of concealed prohibited or illegal items, including drugs and alcohol. Canine visits may be unannounced. The dogs shall be used to search vacant classrooms, vacant common areas, the areas around student lockers, and the areas where vehicles are parked on Burnham Wood Family of Charter Schools property or at school-related events. The dogs shall not be asked to alert on students. A dog alert to a locker, vehicle, or item in a classroom, constitutes reasonable grounds for a search by school officials.

Procedures for Use of Restraint and Time-Outs

School employees, volunteers or independent contractors are authorized to use restraint in the event of an emergency and subject to the following limitations:

- Only reasonable force, necessary to address the emergency, may be used.
- The restraint must be discontinued at the point at which the emergency no longer exists.
- The restraint must be implemented in such a way as to protect the health and safety of the student and others.
- The student may not be deprived of basic human necessities.

At no time, however, may a student be placed in seclusion.

A student with a disability may not be confined in a locked box, locked closet or other specially designated locked space as either a discipline management practice or a behavior management technique.

Visitor and Volunteer Policy

Burnham Wood Family of Charter Schools encourages parents and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors **MUST** sign in at the main office whenever they are on campus. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email. An email directory is located on our website. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers **MUST** go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

Additionally, the Principal or designee may take the following actions whenever there is a school visitor:

- Establish an electronic database for storing information concerning visitors. Information stored in the electronic database may be used only for school security, and may not be sold or otherwise disseminated to a third party for any purpose.

- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by Burnham Wood Family of Charter Schools.

Any visitor identified as a sex offender shall be escorted by school personnel at all times during a school visit and shall have access only to common areas of the campus.

Disruptions

To protect student safety and sustain an educational program free from disruption, state law permits Burnham Wood Family of Charter Schools to act against any person – student or nonstudent – who:

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a student away from, or to prevent a student from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.
- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of students in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

Emergency Closings

Generally, Burnham Wood Family of Charter Schools dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on local television and/or radio stations. Burnham Wood Family of Charter Schools may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather related school closings will be broadcast on local television and/or radio stations as early as possible. Any emergency closures will also be posted on the Burnham Wood Family of Charter Schools website. An automated contact will be made to all parents through phone or email.

Drills: Fire, Tornado, and Other Emergencies

Students, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and students should familiarize themselves with these instructions.

Pest Control Information

Burnham Wood Family of Charter Schools periodically applies pesticides inside school buildings and on school grounds. Except in an emergency, signs will be posted 24 hours before application. Students may not reenter a treated area inside a building or use an area on school grounds for at least 12 hours following application. Parents who want to be notified prior to pesticide application may contact the Superintendent or designee.

Videotaping of Students

For safety purposes, including the maintenance of order and discipline, surveillance cameras may be used to monitor student behavior in classrooms, on school vehicles, and in school common areas. Video recordings may be reviewed routinely to document student misconduct and used by Burnham Wood Family of Charter Schools staff when investigating an incident. Tapes and other video recordings will be available for viewing pursuant to the Family Educational Rights and Privacy Act (“FERPA”).

SECTION 3: ACADEMICS AND GRADING

Academic Programs

The Principal will provide students and parents with information regarding academic programs to prepare for higher education and career choices.

A student removed from the regular classroom to in-school suspension or another setting will have an opportunity to complete his or her daily work just as if they were in the regular learning center.

Students and parents are encouraged to discuss options for ensuring that students complete all work required with a teacher or the Principal.

Required Curriculum

Burnham Wood Family of Charter Schools offers instruction in the TEKS of the appropriate grade levels in the following 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 the 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.

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.

Academic Integrity

All students are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. A student's attempt to present the work of another as his or her own will be viewed as a serious offense, and the student may be subject to a grading penalty and/or discipline in accordance with the Student Code of Conduct.

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. *This work is copyrighted by ConnectEd and authorized for use by the Burnham Wood Family of Charter Schools.*

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

8th Grade: Developing Community

- Working out issues with students and adults as they arise
- Identifying means to support our community and nation
- Meeting after school activity/productions expectations and requirements
- Self-Reflection for completion of the identified community- based projects

9th Grade: Exploration of Special Interests and Leadership+

- Requesting and exploring skills and knowledge opportunities
- Identifying and taking leadership opportunities
- Identifying and creating Capstone Projects for special interests
- Self-Reflection for self-development through all learning opportunities

10th Grade: College Exploration

- Researching career opportunities and college offerings
- Developing College Readiness Skills
- Completing College Readiness Testing
- Identify and target scholarship and loan opportunities

11th Grade: Specialized Knowledge and Skill Development

- Achieving 80% or better on all Academics
- Maintaining Scholarship/College Search
- Completing SAT/ACT tests, etc.
- Participate in Capstone/Internship Projects
- Self-Reflection towards future employment opportunities

12th Grade: World of Post Baccalaureate Education and Work

- Graduate from High School
- Receive Dual College High School Credit
- Receive acceptance into a baccalaureate granting institution
- Complete Community Service & Internships

Disciplinary Consequences

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.

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

Suspensions:

Suspensions are conducted including but not limited to 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.

Expulsions:

Expulsions are conducted including but not limited to the following steps:

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

College Days

High school students who meet the following criteria will be allowed to have two excused days of absence for a college visit during their junior year and two excused days of absence for a college visit during their senior year:

- The student must have passed the required parts of the STAAR/equivalent state assessment for the previous year.
- The student must be on track to graduate on time.
- The student must be classified as a junior or senior based upon credits earned.
- The student must be passing all course work.
- The student must have no truancy or other attendance problems.

Students must submit a written request to the school office at least two days prior to the day requested for a college visit so that eligibility criteria for an excused day of absence can be verified and approval granted prior to the student participating in a college visit. Approval will not be granted for a college visit on a day when major exams are scheduled, and no partial days will be approved.

Computer Resources

To prepare students for an increasingly computerized society, Burnham Wood Family of Charter Schools has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and parents must read and agree to abide by the Student Acceptable Use Policy found in this Handbook.

Counseling

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

Academic Counseling

Students and parents are encouraged to talk with appropriate staff to learn about course offerings, graduation requirements, and early graduation procedures. Each spring, students in 8th–12th grade will be provided with information on anticipated course offerings for the next year and other information that will help to make the most of academic and vocational opportunities.

To plan for the future, including attendance at a college, university, or training school or pursuing some other type of advanced education, students should work closely with the school counselor to take the courses that best prepare them for the future. The school counselor can also provide information about entrance exams and application deadlines, as well as information about automatic admission to state colleges and universities, financial aid, housing, and scholarships.

Personal Counseling

The Principal and appropriate staff are available to assist students with a wide range of personal concerns, including social, family, or emotional issues, and substance abuse. The Principal or appropriate staff may also provide information about community resources to address these concerns. A student who wishes to meet with the Principal or appropriate staff should set an appointment.

Please note: Burnham Wood Family of Charter Schools will not conduct a psychological examination, test, or treatment without first obtaining the parent's written consent, unless required by state or federal law for special education purposes or by the Texas Education Agency for child abuse investigations and reports.

Suicide Prevention

The Schools 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.

Credit Recovery

Online courses for credit and credit by exams are available to students who may need them under various circumstances. If an enrolled student has missed an opportunity to make-up a credit due to a scheduling error or by fault of the School; the School will pay for one opportunity for the student to earn the credit through either an online course or a credit by exam. It will be at the School's discretion and with input from the student's teacher and parent/guardian on which method will be in the best interest of the student's success.

Credit by Exam

Burnham Wood Family of Charter Schools uses examinations and guidelines established by the State Board of Education to offer credit and acceleration by exam.

If a Student has Prior Instruction

A student in grades 6–12 who has previously taken a course or subject (but did not receive credit for it) may, in circumstances determined by the Principal or designee, be permitted to earn credit by passing an exam on the essential knowledge and skills defined for the course or subject. To receive credit, a student must score at least 70% on the exam.

The Attendance Review Committee may also offer a student with excessive absences an opportunity to receive credit for a course by passing an exam.

If a Student Has Not Taken the Course

A student will be permitted to take an exam to earn credit for an academic course or subject area for which the student has had no prior instruction or to accelerate to the next grade level. The exams offered by Burnham Wood Family of Charter Schools are approved by the Board of Directors. The dates on which exams are scheduled during the 2017–2018 year will be published in an appropriate school publication and on the Burnham Wood Family of Charter Schools website.

A student in grade 6 or above will earn course credit with a passing score of at least 80 on the exam, or a score designated by the state for an exam that has alternate scoring standards. A student may take an exam to earn course credit no more than twice. If a student fails to achieve the designated score on the approved exam before the beginning of the school year in which the student would need to enroll in the course according to the school's course sequence, the student must complete the course.

If a student plans to take an exam, the student (or parent) must register with the Principal no later than 30 days prior to the scheduled testing date. Burnham Wood Family of Charter Schools will or will not honor a request by a parent to administer a test on a date other than the published dates. If Burnham Wood Family of Charter Schools agrees to administer a test other than the one chosen by the school, the student's parent will be responsible for the cost of the exam.

Dual Credit Opportunities

A dual credit course is a college course taken by a high school student for which the student earns both college and high school credit. Dual credit is also known as concurrent enrollment.

A student is eligible to enroll in dual credit courses in the 11th or 12th grade if the student:

- Demonstrates college readiness by achieving the minimum passing standards under the Texas Success Initiative as set forth in 19 Texas Administrative Code § 4.85, on relevant section(s) of an assessment instrument approved by the State Board of Education; or
- Demonstrates that he or she is exempt under the provisions of the Texas Success Initiative as set forth in 19 Texas Administrative Code § 19.54.

An 11th grade student is also eligible to enroll in dual credit courses in reading, writing, and/or mathematics if he or she satisfies standards set by the Texas Higher Education Coordinating Board. As these requirements may change from time to time, students and parents are encouraged to contact the Director of College and Career Readiness and/or Chief Academic Officer of the participating college for current requirements.

Students in grades 11 and/or 12 are eligible to enroll in workforce education dual credit courses if the student demonstrates that he or she achieved the designated minimum standards set by the Texas Higher Education Coordinating Board. A student who is exempt from taking TAKS or STAAR end-of-course assessments may be otherwise evaluated to determine eligibility for enrolling in workforce education dual credit courses. A student may enroll only in those workforce education dual credit courses for which he or she has demonstrated eligibility.

Students may not enroll in more than two dual credit courses per semester. A student may be exempt from this requirement only through approval by the Director of College and Career Readiness and the Chief Academic Officer of the participating college if the student demonstrates outstanding academic performance and capability.

All courses should be taken outside of school hours, unless approved by the Superintendent.

Students and parents are responsible for any fees for dual credit courses.

Distance Learning

Distance learning and correspondence courses include courses that encompass the state-required essential knowledge and skills but are taught through multiple technologies and alternative methodologies, such as mail, satellite, Internet, video-conferencing, and instructional television.

The Texas Virtual School Network (“TxVSN”) has been established as one method of distance learning. A student has the option, with certain limitations, to enroll in a course offered through the TxVSN to earn course credit for graduation. If you have questions or wish to make a request that your child be enrolled in a TxVSN course, please contact the Superintendent. Unless an exception is made by the Superintendent, a student will not be allowed to enroll in a TxVSN course if the school offers the same or a similar course.

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the Superintendent prior to enrolling in the course or subject. If the student does not receive prior approval, Burnham Wood Family of Charter Schools may not recognize and/or apply the course or subject toward graduation requirements or subject mastery.

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University Interscholastic League (“UIL”), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Principal.

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.

Participation in these activities may result in events that occur off-campus. When Burnham Wood Family of Charter Schools arranges transportation for these events, students are required to use the transportation

provide by Burnham Wood Family of Charter Schools to and from the event. Exceptions may only be made with approval from the activity's coach or sponsor.

Please note: Sponsors of student clubs and performing groups such as the band, choir, and drill and athletic teams may establish standards of behavior – including consequences for misbehavior – that are stricter than those for students in general. If a violation of organization rules is also a violation of school rules, the consequences specified by the Student Code of Conduct or by local policy will apply in addition to any consequences specified by the organization.

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.

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:
 - a. Respect
 - b. Responsibility
 - c. Quality of Self and Work

2. Students should not bring items that will interfere with the learning and safety of themselves and others. Some items may include, but are not limited to:
 - a. water pistols
 - b. play guns or knives
 - c. marbles/steelies
 - d. jacks
 - e. firecrackers
 - f. any toy that has sharp points
 - g. tops
 - h. electronic games or toys
 - i. tobacco products and/or E-Cigarettes

3. Generally we have stated our rules of discipline as listed below:
 - a. Students will:
 - i. demonstrate respect for all other at all times
 - ii. demonstrate respect for School and private property
 - iii. take responsibility for their own actions

Teachers will be instructed in Positive Behavior Supports 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. For example, public display of affection in a public school setting is an inappropriate social behavior that diminishes one's quality of self. It is discouraged and when ignored will lead to charges of insubordination.

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 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. Repeat incidents will result in further disciplinary action.

Grading and Student Assessment

Burnham Wood Family of Charter Schools determines a student's 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:

- | | |
|---|--|
| <input type="checkbox"/> Teacher observations | <input type="checkbox"/> Teacher-made tests |
| <input type="checkbox"/> Homework | <input type="checkbox"/> Projects |
| <input type="checkbox"/> Composition | <input type="checkbox"/> Participation in group work |
| <input type="checkbox"/> Book reviews/reports | <input type="checkbox"/> Demonstrations |
| <input type="checkbox"/> Class discussions | <input type="checkbox"/> Checklists |
| <input type="checkbox"/> Textbook tests | <input type="checkbox"/> Daily work |
| <input type="checkbox"/> Oral Interviews | <input type="checkbox"/> Portfolios |

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 and Secondary grades (3-12)
 - Excellent progress 90-100
 - Good progress 80-89
 - Fair progress 75-79
 - Below Average Progress 70-74
 - Unsatisfactory progress; failing 60-69*
- Grades below Good Progress will receive an "I" (Incomplete) until skills are achieved and/or work is completed correctly within the teacher's designated time period.

Graduation Plan

Burnham Wood Family of Charter Schools shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education ("SBOE") for the foundation high school program, or the recommended or advanced high school program.

Requirements for a Diploma for Students Enrolled in High School Prior to the 2014–2015 School Year

To receive a high school diploma, a student who was enrolled in high school prior to the 2014–2015 school year must successfully:

1. Complete the required number of credits established by the State and any additional credits required by Burnham Wood Family of Charter Schools;
2. Complete any locally required courses in addition to the courses mandated by the State; and

3. Achieve passing scores on certain end-of-course (“EOC”) assessments or approved substitute assessments, unless specifically waived as permitted by State law.

Requirements for a Diploma Beginning with the 2014–2015 School Year

Beginning with students who enter grade 9 in the 2014–2015 school year, as well as any currently enrolled high school student who decides to graduate under the new foundation graduation program, a student must meet the following requirements to receive a high school diploma:

1. Complete the required number of credits established by the State and any additional credits required by Burnham Wood Family of Charter Schools;
2. Complete any locally required courses in addition to the courses mandated by the State;
3. Achieve passing scores on certain EOC assessments or approved substitute assessments, unless specifically waived as permitted by State law; and
4. Demonstrate proficiency, as determined by Burnham Wood Family of Charter Schools, in the specific communication skills required by the State Board of Education.

Testing Requirements for Graduation

Students are required, with limited exceptions, to perform satisfactorily on the following EOC assessments: English I, English II, Algebra I, Biology, and United States History. A student who has not achieved sufficient scores on the EOC assessments to graduate will have opportunities to retake the assessments. State law and state rules also provide for certain scores on norm-referenced national standardized assessments to substitute for the requirement to meet satisfactory performance on an applicable EOC assessment should a student choose this option. See the Principal for more information on the State testing requirements for graduation.

If a student fails to perform satisfactorily on an EOC assessment, Burnham Wood Family of Charter Schools will provide remediation in the content area for which the performance standard was not met. This may require student participation before or after normal school hours, or at times of the year outside of normal school operations.

Individual Graduation Committee Decisions

A student who was enrolled in the 11th or 12th grade and who has failed the EOC assessment graduation requirements for no more than two courses may receive a high school diploma if the student has qualified to graduate by means of an individual graduation committee (“IGC”). A student may not graduate under an IGC if the student did not take each required EOC assessment or an approved substitute assessment for each course for which there is an EOC assessment.

Please see the Principal for more information on the makeup of an IGC and all other requirements for graduation.

Minimum, Recommended, and Advanced/Distinguished Achievement Graduation Programs

For students who were enrolled in high school prior to the 2014–2015 school year, Burnham Wood Family of Charter Schools offers the Minimum, Recommended, and Advanced/Distinguished Achievement Graduation programs. Students enrolled in high school prior to the 2014–2015 school year also have the option to pursue the foundation graduation program as described below.

Please note that participation to enroll in the Minimum High School Program will be granted only if a written agreement is reached between the student, a parent or person standing in parental relation, and an

appropriate school administrator. In order for a student to take classes under the Minimum Program, the student must be at least 16 years of age; have completed at least two credits each in English language arts, math, science, and social studies courses that are required for graduation; or have failed grade 9 on one or more times.

Foundation Graduation Program

Students who enter grade 9 in the 2014–2015 school year and thereafter will graduate under the foundation school program. Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (“STEM”); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits. State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and the student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to an appropriate school administrator for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

Graduating under the foundation graduation program will also provide opportunities to earn “performance acknowledgements” that will be acknowledged on a student’s diploma and transcript. Performance acknowledgements are available for outstanding performance in bilingualism and biliteracy, in a dual credit course; on an AP or IB exam; on the PSAT, ACT-Plan, SAT, or ACT exam; or for earning a nationally or internationally recognized license or certificate. The criteria for earning these performance acknowledgements are prescribed by state rules, and the Principal can provide more information about these acknowledgments.

A student enrolled in high school prior to the 2014–2015 school year has the option of graduating under the foundation graduation program rather than the programs identified above that would otherwise be applicable to the student. See the Principal for additional information.

Da Vinci High School Graduation Plan

ENGLISH – (4 credits)

ENGLISH I Pre-AP
ENGLISH II Pre-AP
ENGLISH III AP
ENGLISH IV AP

SOCIAL STUDIES – (4 credits)

WORLD HISTORY
WORLD GEOGRAPHY
US HISTORY AP
GOVERNMENT AP (.5)
ECONOMICS AP (.5)

MATH – (4-6 credits)

ALGEBRA I Pre-AP

GEOMETRY Pre-AP

ALGEBRA II Pre-AP
PRE-CALCULUS Pre-AP
CALCULUS AP
STATISTICS AP

SCIENCE – (4 credits)

BIOLOGY
CHEMISTRY AP
PHYSICS
ENVIRONMENTAL SCIENCE AP

LANGUAGE OTHER THAN ENGLISH – (3 credits)

FRENCH I or SPANISH I

FRENCH II or SPANISH II
FRENCH III AP or SPANISH III AP
DUAL CREDIT COURSES*
COMMUNICATION APPLICATIONS (.5)
SOCIOLOGY (.5)
PSYCHOLOGY (.5)
EDU 1300 (.5)
*Others as approved by Superintendent

TECHNOLOGY – (4 credits)
TECHNOLOGY I
TECHNOLOGY II
TECHNOLOGY III
TECHNOLOGY IV
* Or it's equivalent

ENGINEERING – (4 credits)
ENGINEERING I
ENGINEERING II
ENGINEERING III
ENGINEERING IV

FINE ARTS – (2-4 credits)
ART
BAND
CHOIR
GUITAR

ORCHESTRA
THEATRE

OTHER – (1.5 credits)
DANCE
PHYSICAL EDUCATION (1.0)
SPEECH (.5)
FINANCIAL LITERACY

NON-CREDIT GRADUATION
REQUIREMENTS

- Community Service – 30 hours at same site
- Internship – 40 hours at same site
- Senior Thesis or Capstone project
- Acceptance to four-year university

FOUNDATION HIGH SCHOOL PROGRAM
ENDORSEMENTS

STEM
ARTS & HUMANITIES
MULTIDISCIPLINARY STUDIES

* Coursework is differentiated to address students learning styles and abilities.

High School Classification Determination

Each year a student must obtain at least one full credit of each of the core academic subject areas for the corresponding grade level. A student must obtain at least one full credit of math, English, science and history/social studies in order to advance to the next grade. The following number of credits must also be obtained to be enrolled at the corresponding classification:

- | | |
|--|--------------------|
| <input type="checkbox"/> 9th grade (Freshman): | 0 - 6 credits |
| <input type="checkbox"/> 10 th grade (Sophomore): | 6.5 - 13.5 credits |
| <input type="checkbox"/> 11 th grade (Junior): | 14 - 19.5 credits |
| <input type="checkbox"/> 12 th grade (Senior): | 20+ credits |

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

In addition to routine tests and other measures of achievement, students in grades 3–8 will take state-mandated assessments, such as the STAAR, in the following subjects:

- Mathematics, annually in grades 3–8.
- Reading, annually in grades 3–8.
- Writing, including spelling and grammar, in grades 4–7.
- Science in grades 5 and 8.
- Social Studies in grade 8.

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level.

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student’s ARD committee.

STAAR Spanish is available for eligible students for whom a Spanish version of STAAR is the most appropriate measure of their academic progress.

End-of-Course Assessments for Students in Grades 9–12

Beginning with ninth graders in the 2011–2012 school year and, as modified by House Bill 5, end-of-course (“EOC”) assessments are administered for the following courses:

- Algebra I;
- English I and II;
- Biology; and
- United States History.

Satisfactory performance on the applicable assessments will be required for graduation, except in circumstances where a student may be eligible to graduate in accordance with a plan approved by an Individual Graduation Committee. (See “Individual Graduation Committee Decisions” above.)

There are three testing windows during the school year in which a student may take an EOC assessment, which will occur during the fall, spring, and summer months. If a student does not meet satisfactory performance, the student will have additional opportunities to retake the assessment.

STAAR Alternate 2 is available for eligible students receiving special education services and who meet certain state-established criteria, as determined by the student’s ARD committee. The student’s ARD committee will determine whether successful performance on the EOC assessments will be required for a student receiving special education services to graduate, in accordance with parameters set in state regulations.

Texas Success Initiative Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative (“TSI”) assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities. This assessment may be required before a student enrolls in a dual-credit course offered through Burnham Wood Family of Charter Schools as well.

Texas English Language Proficiency Assessment System (“TELPAS”)

The Texas English Language Proficiency Assessment System (“TELPAS”) is a system of statewide assessments administered to all Limited English Proficient (“LEP”) students in grades K–12. The TELPAS measures English ability based on the stages of language development of second language learners. These results will further the understanding of the educational needs of LEP students by providing a state-level measure of both their current academic English levels and their annual progress in English.

Promotion and Retention

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. To earn credit in a course, a student must demonstrate mastery on grade level standards and meet Burnham Wood Family of Charter Schools' requirements for attendance. A student in grades 9–12 will be advanced a grade level based on the number of course credits earned.

Burnham Wood Family of Charter Schools' primarily reviews three indicators in determining whether a student is considered at risk of retention. If the student conforms with both items one and two or just item three, the student will be considered at risk for retention:

1. The student's final grade in reading and/or math is projected to be less than 80%
2. The student did not receive a passing score on the TPRI (grades K-2) or STAAR (grades 3-7) assessment in reading and/or math in their grade level.
3. They must have a 69% or less as a final grade in reading and math.

In addition, at certain grade levels a student – with limited exceptions – will be required to pass the State of Texas Assessments of Academic Readiness (“STAAR”), if the student is enrolled in a public Texas school on any day between January 1 and the date of the first administration of the STAAR.

- In order to be promoted to grade 6, students enrolled in grade 5 must perform satisfactorily on the Mathematics and Reading sections of the grade 5 grade assessment exam in English or Spanish.
- In order to be promoted to grade 9, students enrolled in grade 8 must perform satisfactorily on the Mathematics and Reading sections of the grade 8 assessment exam in English.

If a student in grade 5 or 8 is enrolled in a course that earns high school credit and for which an end-of-course (“EOC”) assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, for federal accountability purposes, the student may be required to take both the grade level and EOC assessment.

If a student in grade 8 is enrolled in a class or course intended for students above his or her current grade level in which the student will be administered a state-mandated assessment, the student will be required to take an applicable state mandated assessment only for the course in which he or she is enrolled, unless otherwise required to do so by federal law.

Parents of students who do not perform satisfactorily on their STAAR or EOC assessments will be notified that their child will participate in an Accelerated Instructional Program designed to improve performance. A student in grade 5 or 8 will have two additional opportunities to take a failed assessment. If a student fails a second time, a grade placement committee, consisting of the Principal or designee, the student's teacher, and the student's parent will determine the additional special instruction the student will receive.

Students will also have multiple opportunities to retake EOC assessments.

If a student fails after a third attempt, the student will be retained at his or her current grade level. The parent, however, may appeal this decision to the Committee. A decision to promote a student to the next grade level must be unanimous. Regardless of whether the student is retained or promoted, an educational plan for the student will be designed to enable the student to perform at grade level by the end of the next school year.

In addition to the requirements listed above for students in grades 5 and 8, a student may be considered for retention if they have met any of the following criteria:

1. failed one or more core subject areas;
2. failed one or more state assessments
3. is below level in one or more core subject areas;
4. missed more than 10% of instructional days in an academic year. The

decision must be made by a committee, which is comprised of the child's core subject area teachers, the counselor, and the Principal.

Students with Disabilities

Upon the recommendation of the Admission, Review, and Dismissal ("ARD") Committee, a student with disabilities who is receiving special education services may be promoted and/or permitted to graduate under the provisions of his or her Individualized Education Program ("IEP").

A student who receives special education services and has completed four years of high school, but has not met the requirements of his or her IEP, may participate in graduation ceremonies and receive a certificate of attendance. Even if the student participates in graduation ceremonies to receive the certificate of attendance, he or she may remain enrolled to complete the IEP and earn his or her high school diploma; however, the student will only be allowed to participate in one graduation ceremony.

Report Cards and Progress Reports

Report cards with each student's grades or performance and absences in each class or subject are issued to parents at least once every six weeks. Progress reports will be provided for all students regardless of grade. If the student receives a grade lower than 70% in any class or subject at the end of a grading period, the parent will be requested to schedule a conference with the teacher of that class or subject. The report card or progress report will state whether tutorials are required for a student who receives a grade lower than 70% in a class or subject. Report cards and progress reports must be signed by the parent and returned to the school within seven days. The teacher shall contact the parent/guardian of all students who do not return the report card or progress reports.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the parent or student may request a conference with the Principal. A grade below 60 shall not be given without the Principal's permission.

Special Programs

Bilingual/ESL Services

Burnham Wood Family of Charter Schools offers Bilingual/English as a Second Language ("ESL") services for English language learners who are limited to their English proficiency. The program is designed to assist students identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. The goal of this program is to provide additional English language assistance to students, enabling them to become academically successful in all classes. Students are assessed with state-approved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the student (with parent approval) is provided additional English language support.

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.

Special Education Services

Burnham Wood Family of Charter Schools has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school's jurisdiction. If you know or suspect that your student has a disability, please contact your campus principal at (915) 584-9499 Howard Burnham, (915) 584-4024 DaVinci, and (915) 855-8143 Vista del Futuro for information about available programs, assessments, and services. Burnham Wood Family of Charter Schools 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.

Special education services are specifically designed to meet the unique needs of students with disabilities. Each student who receives special education services has an Individual Education Plan (“IEP”), which is developed by the student’s ARD Committee. The ARD Committee considers the student’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the student to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All students receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from your campus principal or at the Texas Education Agency Special Education Website:

http://tea.texas.gov/Academics/Special_Student_Populations/Special_Education/Special_Education/.

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

If a student is experiencing learning difficulties, the parent may contact your campus principal at (915) 584-9499 Howard Burnham, (915) 584-4024 DaVinci, and (915) 855-8143 Vista del Futuro to learn about Burnham Wood Family of Charter Schools’ overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (“RtI”). The implementation of RtI has the potential to have a positive impact on Burnham Wood Family of Charter Schools’ ability to meet the needs of all struggling students.

Burnham Wood Family of Charter Schools shall provide an annual notice to the parent of each child in general education to whom the school provides assistance for learning difficulties, including intervention strategies. The notice must be provided when the child begins to receive the assistance for that school year, in English or in the parent’s native language, to the extent practicable, and must include:

- A reasonable description of the assistance that may be provided to the child;
- Information collected regarding any Tier 1 intervention if a multi-tiered system of supports was previously used with the student;
- An estimate of how long the assistance will be provided;
- The estimated time frame within which the school will provide the parent with a report on the child’s progress with the assistance; and
- A statement that the parents have the right to request an evaluation of the student’s need for special education services under the Individuals with Disabilities Education Act or Section 504 of the Rehabilitation Act of 1973 (29 U.S.C. Section 794).

At any time, a parent is entitled to request an evaluation for special education services by presenting a written request to your campus principal or an administrative employee. Burnham Wood Family of Charter Schools must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with Burnham Wood Family of Charter Schools. Additionally, the parent will receive a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

If consent for evaluation is obtained, Burnham Wood Family of Charter Schools must generally complete the evaluation and report within 45 school days of the date Burnham Wood Family of Charter Schools receives the written consent. Burnham Wood Family of Charter Schools must give a copy of the evaluation report to the parent.

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
- Upon completion of all testing, a determination regarding eligibility shall be made by an Admission, Review and Dismissal (ARD) Committee and the parent

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.

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.

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.

Aiding Students Who Have Learning Difficulties or Who Need Special Education or Section 504 Services

For those students who are having difficulty in the regular classroom, all school districts and open enrollment charter schools must consider tutorial, compensatory, and other academic or behavior support services that are available to all students, including a process based on Response to Intervention (RtI). The implementation of RtI has the potential to have a positive impact on the ability of districts and charter schools to meet the needs of all struggling students.

If a student is experiencing learning difficulties, his or her parent may contact the individual(s) listed below to learn about the school's overall general education referral or screening system for support services. This system links students to a variety of support options, including making a referral for a special education evaluation or for a Section 504 evaluation to determine if the student needs specific aids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.

Special Education Referrals:

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the *Notice of Procedural Safeguards*. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

If the district or charter school decides to evaluate the student, it must complete the student's initial evaluation and evaluation report no later than 45 school days from the day it receives a parent's written consent to evaluate the student. However, if the student is absent from school during the evaluation period for three or more school days, the evaluation period will be extended by the number of school days equal to the number of school days that the student is absent.

There is an exception to the 45-school-day timeline. If a district or charter school receives a parent's consent for the initial evaluation at least 35 but less than 45 school days before the last instructional day of the school year, it must complete the written report and provide a copy of the report to the parent by June 30 of that year. However, if the student is absent from school for three or more days during the evaluation period, the June 30th due date no longer applies. Instead, the general timeline of 45 school days plus extensions for absences of three or more days will apply.

Upon completing the evaluation, the district or charter school must give the parent a copy of the evaluation report at no cost.

Additional information regarding special education is available from the district or charter school in a companion document titled *Parent's Guide to the Admission, Review, and Dismissal Process*.

Contact Person for Special Education Referrals:

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

Contact Person: Campus Principal

Phone Number: (915) 584-9499 Howard Burnham, (915) 584-4024 DaVinci, and (915) 855-8143 Vista del Futuro

Section 504 Referrals:

Each school district or charter school must have standards and procedures in place for the evaluation and placement of students in the district's or charter school's Section 504 program. Districts and charter schools must also implement a system of procedural safeguards that includes notice, an opportunity for a parent or guardian to examine relevant records, an impartial hearing with an opportunity for participation by the parent or guardian and representation by counsel, and a review procedure.

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is:

Contact Person: Campus Principal

Phone Number: (915) 584-9499 Howard Burnham, (915) 584-4024 DaVinci, and (915) 855-8143 Vista del Futuro

Additional Information:

The following websites provide information and resources for students with disabilities and their families.

- [Legal Framework for the Child-Centered Special Education Process](#)
- [Partners Resource Network](#)
- [Special Education Information Center](#)
- [Texas Project First](#)

Section 504 Services

Burnham Wood Family of Charter Schools provides a free appropriate public education to each qualified student with a disability, regardless of the nature or severity of the student's disability. A "student with a disability" is one who has a physical or mental impairment that substantially limits one or more of the student's major life activities, has a record of having such impairment, or is regarded as having such impairment. A student with a disability is "qualified" if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or special education and related services that are (1) designed to meet the student's individual educational needs as adequately as the needs of students who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified students with disabilities will be placed in the regular educational environment, unless Burnham Wood Family of Charter Schools demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, Burnham Wood Family of Charter Schools will comply with all legal requirements regarding least restrictive environment and comparable facilities for students with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, Burnham Wood Family of Charter Schools will ensure that a qualified student with a disability participates with students who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a student must be determined, as a result of an evaluation, to have a "physical or mental impairment" that substantially limits one or more major life activities. If a student has or is suspected of having a disability, or requires special services, parents or teachers should contact the Principal for information concerning available programs, assessments, and services.

Tutoring

Burnham Wood Family of Charter Schools' classroom teachers may provide tutoring after school and on Saturdays. Teachers will determine if tutoring is necessary and will contact the parents.

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.

SECTION 4: STUDENT CODE OF CONDUCT

Purpose of the Student Code of Conduct

To function properly, education must provide an equal learning opportunity for all students by recognizing, valuing, and addressing the individual needs of every student. In addition to the regular curriculum, principles and practices of good citizenship must also be taught and modeled by school staff. To foster an orderly and distraction-free environment, Burnham Wood Family of Charter Schools has established this Student Code of Conduct (“the Code”) in accordance with state law and the Burnham Wood Family of Charter Schools open-enrollment charter. The Code has been adopted by the Board of Directors, and provides information to parents and students regarding expectations for behavior, consequences of misconduct, and procedures for administering discipline.

In accordance with state law, the Code will be posted at each Burnham Wood Family of Charter Schools campus and/or will be available for review at the campus office. Parents will be notified of any violation that may result in a student being suspended or expelled from Burnham Wood Family of Charter Schools. Students must be familiar with the standards set forth in the Student Code of Conduct, as well as campus and classroom rules.

The Code does not define all types and aspects of student behavior, as Burnham Wood Family of Charter Schools may impose campus or classroom rules in addition to those found in the Code. These rules may be posted in classrooms or given to the student and may or may not constitute violations of the Code. When students participate in student activities, they will also be expected to follow the guidelines and constitutions that further specify the organization’s expectations, student behavior and consequences.

Authority and Jurisdiction

Burnham Wood Family of Charter Schools has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on Burnham Wood Family of Charter Schools transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is attending any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on Burnham Wood Family of Charter Schools property or while attending a school-sponsored or school-related activity of Burnham Wood Family of Charter Schools or another school in Texas;
6. For any expulsion offense committed away from Burnham Wood Family of Charter Schools property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
7. While the student is in transit to or from school or to or from school-related activities or events;
8. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
9. When the student commits a felony, including those provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location; and
10. When criminal mischief is committed on or off Burnham Wood Family of Charter Schools property or at a school-related event.

Reporting Crimes

In addition to disciplinary consequences, misdemeanor and felony offenses committed on campus or while attending school-sponsored or school-related activities will be reported to an appropriate law enforcement agency.

Standards for Student Conduct

Each student is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
 - Attend all classes, regularly and on time.
 - Prepare for each class; take appropriate materials and assignments to class.

- Meet Burnham Wood Family of Charter Schools’ standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of students, teachers, and other Burnham Wood Family of Charter Schools staff and volunteers.
- Respect the property of others, including Burnham Wood Family of Charter Schools property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Adhere to the requirements of the Student Code of Conduct.

Behaviors such as the following are not allowable:

- Assault
- Hit
- Push
- Kick
- Bite
- Bully
- Tease
- Use karate or any defense intentent 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.

Discipline Management Techniques

Disciplinary techniques are designed to improve conduct and to encourage students to adhere to their responsibilities as members of the school community. Disciplinary action will draw on the professional judgment of teachers and administrators and on a range of discipline management techniques. Discipline will be correlated to the seriousness of the offense, the student’s age and grade level, the frequency of misbehavior, the student’s attitude, the effect of the misconduct on the school environment, and statutory requirements.

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. *The Burnham Wood Family of Charter School reserves the right to make a discretionary decision regarding discipline.*

Because of these factors, discipline for a particular offense, unless otherwise specified by law, may bring into consideration varying techniques and responses.

Techniques

The following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Student Code of Conduct or by campus or classroom rules:

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or “time-out.”
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion from Burnham Wood Family of Charter Schools, as specified in the expulsion section of the Code.

- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Penalties identified in individual student organizations' extracurricular standards of behavior.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by Burnham Wood Family of Charter Schools.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations' extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials.

Corporal Punishment

Burnham Wood Family of Charter Schools will NOT administer corporal punishment upon a student for misconduct.

Student Code of Conduct Offenses

The conduct below are prohibited at school and all school-related activities.

Offenses include but are not limited to:

- Causing an individual to act through the use of threat or coercion.
- Cheating or copying the work of another.
- Directing profanity, vulgar language, or obscene gestures toward another student or school employee.
- Discharging a fire extinguisher without valid cause.
- Disobeying conduct rules regarding school transportation.
- Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.
- Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
- Engaging in verbal or written exchanges that threaten the safety of another student, a school employee, or school property.
- Failing to comply with directives given by school personnel (insubordination).
- Falsifying records, passes, or other school-related documents.
- Gambling.
- Inappropriate or indecent exposure of a student's private body parts (depending on nature, severity and circumstances). See glossary.
- Leaving school grounds or school-sponsored events without permission.
- Making false accusations or hoaxes regarding school safety.
- Possessing pornographic material.
- Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
- Possession of telecommunications or other electronic devices, including displaying, turning on, or using a telecommunications device (including a cellular telephone or other electronic device) while on school property during the school day.
- Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.

- Refusing to accept discipline management techniques assigned by a teacher or Principal.
- Repeated tardiness.
- Repeatedly violating communicated campus or classroom standards of conduct.
- Throwing objects that can cause bodily injury or property damage.
- Violating dress and grooming standards as communicated in the Student Handbook.
- Abusing over-the-counter drugs. (See glossary for “abuse.”)
- Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, gang or secret society or organization as defined by Texas Education Code § 37.121.
- Being under the influence of prescription or over-the-counter drugs that cause impairment of physical or mental faculties. (See glossary for “under the influence.”)
- Committing extortion or blackmail, meaning obtaining money or an object of value from an unwilling person.
- Creating or participating in the creation of a “hit list.” (See glossary.)
- Damaging or vandalizing property owned by others, including but not limited to school property or facilities, property of Burnham Wood Family of Charter Schools employees, or property of other students.
- Defacing or damaging Burnham Wood Family of Charter Schools property—including textbooks, lockers, furniture, and other equipment—or property of any other person, with graffiti or by any other means.
- Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
- Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person, including a Burnham Wood Family of Charter Schools student, employee, or volunteer.
- False accusation of conduct that would constitute a misdemeanor or felony.
- Fighting or arranging a fight. School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. Students who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
- Forgery of school documents at school or otherwise.
- Gang-related activity of any kind or nature.
- Non-Title Five felony; school is notified by police.
- Participating in “hazing.” (See glossary.)
- Possessing or selling look-alike drugs, or attempting to pass items off as drugs or contraband.
- Possessing or selling seeds or pieces of marijuana in less than a usable amount.
- Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property. (See glossary.)
- Possession of stolen property.
- Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug). (See glossary for “paraphernalia.”)
- Possession or use Prohibited Items, including but not limited to:
 - Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - A “look-alike” weapon;
 - An air gun or BB gun;
 - Ammunition;
 - A stun gun;
 - A pocketknife or any other small knife with a blade less than 1.5” in length;
 - Mace or pepper spray;
 - Matches or a lighter;
 - A laser pointed for other than an approved use; or
 - Any articles not generally considered to be weapons, including school supplies, when the Principal or designee determines that a danger exists.

- Threatening or bullying a student, employee, or volunteer of Burnham Wood Family of Charter Schools, whether on or off school property.
- Violating the Burnham Wood Family of Charter Schools medication policy.
- Abusing a student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug while on school property or at a school-related event. (See glossary for “abuse.”)
- Aggravated assault.
- Aggravated kidnapping.
- Aggravated robbery.
- Aggravated sexual assault
- Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
- Arson.
- Burglary of a motor vehicle on campus.
- Capital murder.
- Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
- Commission of a felony offense listed under Title 5, Texas Penal Code. (See glossary.)
- Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school’s real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - Engaging in conduct punishable as a felony.
 - Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (See glossary for “under the influence.”).
 - Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
 - Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
- Conduct endangering the health and safety of others.
- Criminal attempt to commit murder or capital murder.
- Criminally negligent homicide.
- Deliberate destruction or tampering with school computer data or networks.
- Engaging in bullying and/or cyberbullying.
- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Engaging in conduct punishable as a felony.
- Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary)
- Engaging in conduct punishable as a Level III expulsion offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.
- Engaging in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - The student receives deferred prosecution (see glossary);
 - A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
 - The Principal or designee has reasonable belief (see glossary) that the student engaged in the conduct.
- Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another student or Burnham Wood Family of Charter Schools employee. (See glossary.)

- Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a Burnham Wood Family of Charter Schools student, employee, or volunteer.
- Engaging in conduct that contains the elements of retaliation against any Burnham Wood Family of Charter Schools employee or volunteer, whether on or off of school property.
- Engaging in inappropriate or indecent exposure of private body parts.
- Felony criminal mischief against school property, another student, or school staff.
- Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
- Inappropriate sexual conduct.
- Inciting violence against a student through group bullying
- Indecency with a child.
- Issuing a false fire alarm.
- Manslaughter.
- Murder.
- Persistent misconduct to include any single issue that is repeated or multiple issues.
- Possessing, selling, distributing, or being under the influence of inhalants.
- Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
- Possession, use, transfer or exhibition of any firearm, location-restricted knife, club, or any other prohibited weapon or harmful object (as determined by Burnham Wood Family of Charter Schools).
- Public lewdness.
- Releasing or threatening to release “intimate visual material” of a minor or a student who is 18 years of age or older without the student’s consent. (See glossary.)
- Required registration as a sex offender.
- Setting or attempting to set fire on school property (not arson).
- Sexual abuse of a young child or children.
- Sexual assault.
- Stealing from students, staff, or Burnham Wood Family of Charter Schools.
- Targeting another individual for bodily harm.
- Use, exhibition, or possession of a knife with a blade more than 1.5” in length, including but not limited to switchblade knives or any other knife not defined as a location-restricted knife.
- Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk; stiletto; poniard; bowie knife; sword; spear; or as otherwise defined by Board policy.
- Violating computer use policies, rules, or agreements of Burnham Wood Family of Charter Schools, such as the Student Acceptable Use policy, including but not limited to:
 - Attempting to access or circumvent passwords or other security-related information of Burnham Wood Family of Charter Schools or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
 - Attempting to alter, destroy, or disable Burnham Wood Family of Charter Schools computer equipment, Burnham Wood Family of Charter Schools data, the data of others, or other networks connected to the Burnham Wood Family of Charter Schools system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
 - Using the Internet or other electronic communications to threaten Burnham Wood Family of Charter Schools students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
- Excessive absences and/or tardiness.

- Engaging in bullying that encourages a student to commit or attempt to commit suicide.
- Inciting violence against a student through group bullying.
- Releasing or threatening to release intimate visual material of a minor or a student who is 18 years of age or older without the student's consent.
- Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

Disciplinary Consequences (may not necessarily be followed in order and progressive disciplinary measures are not required)

1. Application of one or more Discipline Management Techniques.
2. Confiscation of cell phones or other electronic devices.
3. Grade reductions for academic dishonesty.
4. Out-of-school suspension.
5. Removal from the classroom and/or placement in another classroom.
6. Restitution/restoration, if applicable.
7. School-assessed and school-administered probation.
8. Temporary confiscation of items that disrupt the educational process.
9. Verbal correction.
10. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.
11. Expulsion.

All conduct if single or persistent may result in an expulsion at the discretion of the administration.

Student Code of Conduct Consequences

Detention

Detention may be held on each day during school for up to eight hours. Students who serve detention must make arrangements to be picked up from school. Parents may request in person a delay of the detention; no phone calls or notes will be accepted.

After School Detention

The following rules apply to students assigned to after school detention:

1. Students will bring materials to work on. Classroom materials may also be sent by a teacher.
2. Students will not be permitted to go to their lockers during detention; all materials must be brought to the detention room when reporting.
3. Sleeping is not permitted.
4. Students will follow all rules concerning classroom behavior. Failure to comply will mean suspension from school.
5. Any student assigned to detention must stay the entire time. Students refusing to complete their time will be suspended from school.

Suspension

Burnham Wood Family of Charter Schools utilizes out of school suspension.

Out of School Suspension

The Principal will give notice of suspension and the reasons for the suspension to the student. In deciding whether to order out-of-school suspension, the administrator may take into consideration factors including self-defense, prior discipline history, intent or lack of intent and other appropriate or mitigating factors determined by the administrator.

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 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.

Expulsion

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. Failure of an expulsion order to specify the length of an expulsion is a permanent expulsion. 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 conducted by an expulsion hearing officer from administration and will be audio recorded and /or transcribed. An appropriate Order in writing will thereafter issue. In the event of a decision to expel, unless the expulsion is permanent, 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 in writing to the Superintendent and the Board.

To affect 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 affect 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.

Removal from School Transportation

A student being transported by Burnham Wood Family of Charter Schools a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating the school's established standards for conduct in a school vehicle.

Conferences, Hearings, and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and Burnham Wood Family of Charter Schools policy.

Process for Suspensions Lasting Up to Five Days

In addition to the above list of Code of Conduct violations, the Principal has authority to suspend a student for a period of up to five school days for any of the following additional reasons:

1. The need to further investigate an incident,
2. A recommendation to expel the student, or
3. An emergency constituting endangerment to health or safety.

Prerequisites to Suspension

Prior to suspending a student for up to five days, the Principal or designee must attempt to hold an informal conference with the student to:

1. Notify the student of the accusations against him/her,
2. Allow the student to relate his or her version of the incident, and
3. Determine whether the student's conduct warrants suspension.

Notification to Parents/Guardians

If the Principal or designee determines the student's conduct warrants suspension during the school day for up to five days, the Principal or designee will make reasonable effort to notify the student's parent(s) that the student has been suspended before the student is sent home. The Principal or designee will notify a suspended student's parent(s) of the period of suspension, the grounds for the suspension, and the time and place for an opportunity to confer with the Principal.

Credit During Suspension

A student shall receive credit for work missed during the period of suspension if the student makes up work missed during the period of suspension within the same number of school days the student was absent on suspension.

Process for Out-of-School Suspensions Over Five Days (extended suspension) and Expulsion

Notice

When the Principal or designee determine that a student's conduct warrants suspension for more than five days (extended suspension) or expulsion, but prior to taking any such action, the Principal or designee will provide the student's parent(s) with written notice of:

1. The reasons for the proposed disciplinary action; and
2. The date and location for a hearing before the Principal, within five school days from the date of the disciplinary action.

The notice shall further state that, at the hearing, the student:

1. May be present;
2. Shall have an opportunity to present evidence;

3. Shall be apprised and informed of Burnham Wood Family of Charter Schools' evidence;
4. May be accompanied by his or her parent(s); and
5. May be represented by an attorney.

Hearing Before the Principal

Burnham Wood Family of Charter Schools shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and Burnham Wood Family of Charter Schools shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Principal may audio record the hearing.

Immediately following the hearing, the Principal will notify the student and the student's parent(s) in writing of his or her decision. The decision shall specify:

1. The length of the extended suspension or expulsion, if any;
2. When or if the expulsion is not permanent, the procedures for re-admittance at the end of the expulsion period if at all; and
3. The right to appeal the Principal's decision to the Board of Directors or the Board's designee.

The notice shall also state that failure to timely request such a hearing constitutes a waiver of further rights in the matter.

Appeal to the Board of Directors

The student or his or her parent(s) may appeal the extended suspension or expulsion decision to the Board of Directors by notifying the Principal in writing within five calendar days of the date of receipt of the Principal's decision. The Board will review the audio or transcribed record from the hearing before the Principal at a regular or specially called meeting in closed session. The Board will notify the student and his or her parent(s) of its decision within five calendar days of the hearing. The decision of the Board is final and may not be appealed.

Please note that discipline consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Board.

No Credit Earned

Except when required by law, students will not earn academic credit during a period of expulsion.

Emergency Placement and Expulsion

If the Principal or designee reasonably believes a student's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with students in a class, with the ability of a student's classmates to learn, or with the operation of Burnham Wood Family of Charter Schools or a school-sponsored activity, the Principal or designee may order immediate removal of the student. The Principal or designee may impose immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from eminent harm. At the time of such an emergency removal, the student will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Placement of Students with Disabilities

All disciplinary actions regarding students with disabilities (504 or special education under the IDEA) shall be conducted in accordance with applicable federal and state laws.

Suspension/Expulsion Requirement

A student with a disability shall not be removed from his or her current placement for disciplinary reasons and/or pending appeal to the Board of Directors for more than ten days without ARD Committee action to determine appropriate services in the interim and otherwise in accordance with applicable law. If a special education due process appeal to a TEA special education hearing officer is made, the student with a disability shall remain in the then current education setting in place at the time such appeal is noticed to Burnham Wood

Family of Charter Schools, unless Burnham Wood Family of Charter Schools and the student's parents agree otherwise.

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, Burnham Wood Family of Charter Schools 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 school. The Principal 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 and in accordance with legal requirements.

For the purposes of this section, "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 from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 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 1/2 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.

Glossary

The glossary provides legal definitions and locally established definitions and is intended to assist in understanding terms related to the Student Code of Conduct.

Abuse is improper or excessive use.

Abusable Volatile Chemical Offense, as defined by Health and Safety Code § 485.001 and 485.031. No student shall inhale, ingest, apply, use, or possess an abusable volatile chemical with intent to inhale, ingest, apply or use any of these in a manner:

1. Contrary to the directions for use, cautions, or warnings appearing on a label of a container of the chemical; and
2. Designed to affect the central nervous system, create or induce a condition of intoxication, hallucination, or elation, or change, distort, or disturb the person's eyesight, thinking process, balance, or coordination.

No student shall knowingly deliver to a person younger than 18 an abusable volatile chemical. Health and Safety Code § 485.032

No student shall knowingly use or possess with intent to use inhalant paraphernalia to inhale, ingest, or otherwise introduce into the human body an abusable volatile chemical. No student shall knowingly deliver, sell, or possess with intent to deliver or sell inhalant paraphernalia knowing that that person who receives it intends to use it to inhale, ingest, apply, use, or otherwise introduce into the human body an abusable volatile chemical. Health and Safety Code § 485.033

Armor-piercing ammunition is handgun ammunition used principally in pistols and revolvers and that is designed primarily for the purpose of penetrating metal or body armor.

Arson is defined by Texas Penal Code § 28.02 and occurs when a person starts a fire, regardless of whether the fire continues after ignition, or causes an explosion with intent to destroy or damage:

- Any vegetation, fence, or structure on open-space land; or
- Any building, habitation, or vehicle:
 - Knowing that it is within the limits of an incorporated city or town,
 - Knowing that it is insured against damage or destruction,
 - Knowing that it is subject to a mortgage or other security interest,
 - Knowing that it is located on property belonging to another,
 - Knowing that it has located within it property belonging to another, or
 - When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Arson also occurs when a person:

- Recklessly starts a fire or causes an explosion while manufacturing or attempting to manufacture a controlled substance and the fire or explosion damages any building, habitation, or vehicle; or
- Intentionally starts a fire or causes an explosion and in so doing recklessly damages or destroys a building belonging to another, or recklessly causes another person to suffer bodily injury or death.

Assault is defined in part by Texas Penal Code § 22.01 as intentionally, knowingly, or recklessly causing bodily injury to another.

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a student, damaging a student’s property, or placing a student in reasonable harm to the student’s person or of damage to the student’s property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or infringes on the rights of the victim at school. Bullying also includes “cyberbullying,” which means bullying that is done through the use of any electronic communication device including a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Bullying conduct includes conduct (1) that occurs on or is delivered to School property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off School property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student’s educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, the School, or a school-sponsored or school-related activity.

Chemical dispensing device is a device designed, made, or adapted for the purpose of dispensing a substance capable of causing an adverse psychological or physiological effect on a human being.

Club is an instrument specially designed, made, or adapted for the purpose of inflicting serious bodily injury or death, including but not limited to a blackjack, nightstick, mace, and tomahawk.

Controlled substances or dangerous drugs include but are not limited to marijuana; any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, barbiturate; anabolic steroid; or prescription medicine provided to any person other than the person for whom the prescription was written. The term also includes all controlled substances listed in Chapters 481 and 483 of the Texas Health and Safety Code.

Criminal street gang means three or more persons having a common identifying sign or symbol or an identifiable leadership who continuously or regularly associate in the commission of criminal activities.

Dating violence is the intentional use of physical, sexual, verbal, or emotional abuse by a person to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship, as defined by Texas Family Code § 71.0021.

Deadly conduct occurs when a person recklessly engages in conduct that places another in imminent danger of serious bodily injury, and includes but is not limited to knowingly discharging a firearm in the direction of an individual, habitation, building, or vehicle.

Deferred adjudication is an alternative to seeking a conviction in court that may be offered to a juvenile for delinquent conduct or conduct indicating a need for supervision.

Deferred prosecution may be offered to a juvenile as an alternative to seeking a conviction in court for delinquent conduct or conduct indicating a need for supervision.

Delinquent conduct is conduct that:

- Violates either state or federal law, other than a traffic offense, and is punishable by imprisonment or confinement in jail;
- Violates a lawful order of a court under circumstances that would constitute contempt of that court in a justice or municipal court, or a county court for conduct punishable only by a fine;
- Constitutes an intoxication and alcoholic beverage offense under Chapter 49 of the Texas Penal Code; or
- Violates Texas Alcoholic Beverage Code § 106.041 relating to driving under the influence of alcohol by a minor (third or subsequent offense).

Discretionary means that something is left to or regulated by a local decision maker.

E-Cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

Explosive weapon is any explosive or incendiary bomb, grenade, rocket, or mine that is designed, made, or adapted for the purpose of inflicting serious bodily injury, death, or substantial property damage, or for the principal purpose of causing such a loud report as to cause undue public alarm or terror, and includes a device designed, made, or adapted for delivery or shooting an explosive weapon.

False Alarm or Report occurs when a person knowingly initiates, communicates, or circulates a report of a present, past, or future bombing, fire, offense, or other emergency that he or she knows is false or baseless and that would ordinarily:

- Cause action by an official or volunteer agency organized to deal with emergencies;
- Place a person in fear of imminent serious bodily injury; or
- Prevent or interrupt the occupation of a building, room, or place of assembly.

Firearm silencer means any device designed, made, or adapted to muffle the report of a firearm.

Graffiti means making marks with paint, an indelible pen or marker, or an etching or engraving device on tangible property without the effective consent of the owner. The markings may include inscriptions, slogans, drawings, or paintings.

Harassment is:

- Conduct that meets the definition established in Board policy and/or the Student Handbook; or
- Conduct that threatens to cause harm or bodily injury to another student, is sexually intimidating or obscene, causes physical damage to the property of another student, subjects another student to physical confinement or restraint, or maliciously and substantially harms another student's physical or emotional health or safety.

Hazing is an intentional, knowing, or reckless act, occurring on or off campus, by one person alone or acting with others, that is directed against a student and endangers the mental or physical health or safety of a student for the purpose of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.

Hit list is a list of people targeted to be harmed, using a firearm, a knife, or any other object to be used with intent to cause bodily harm.

Indecent Exposure means exposing one's anus or genitals with intent to arouse or gratify the sexual desire of any person while being reckless about whether another is present who will be offended or alarmed by the act.

Intimate Visual Material means visual material that depicts a person (a) with the person's intimate parts exposed; or (b) engaged in sexual conduct.

Knuckles means any instrument consisting of finger rings or guards made of a hard substance and designed or adapted for inflicting serious bodily injury or death by striking a person with a fist enclosed in the knuckles.

Location-Restricted Knife means a knife with a blade over five and one-half inches.

Machine gun is any firearm that is capable of shooting more than two shots automatically, without manual reloading, by a single function of the trigger.

Mandatory means that something is obligatory or required because of an authority.

Online Impersonation occurs when a person, without obtaining the consent of another person and with the intent to harm, defraud, intimidate, or threaten any persons, uses the name or persona of another person to:

- Create a web page on a commercial social networking site or other Internet website; or
- Post or send one or more messages on or through a commercial social networking site or other Internet website, other than on or through an electronic mail program or message board program.

Online impersonation also occurs when a person sends an electronic mail, instant message, text message, or similar communication that reference a name, domain address, phone number, or other item of identifying information belonging to any person:

- Without obtaining the other person's consent;
- With the intent to cause a recipient of the communication to reasonably believe that the other person authorized or transmitted the communication; and
- With the intent to harm or defraud any person.

Paraphernalia are devices that can be used for inhaling, ingesting, injecting, or otherwise introducing a controlled substance into a human body. It also includes equipment, products, or materials used or intended for use in planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, containing, or concealing a controlled substance.

Possession means to have an item on one's person or in one's personal property, including but not limited to clothing, purse, or backpack; a private vehicle used for transportation to or from school or school-related activities, including but not limited to an automobile, truck, motorcycle, or bicycle; or any other school property used by the student, including but not limited to a locker or desk.

Prohibited Weapon means an explosive weapon; a machine gun; a short-barrel firearm; a firearm silencer; knuckles; armor-piercing ammunition; a chemical dispensing device; a zip gun; or a tire deflation device.

Public school fraternity, sorority, secret society, or gang means an organization composed wholly or in part of students that seeks to perpetuate itself by taking additional members from the students enrolled in school based on a decision of its membership rather than on the free choice of a qualified student.

Reasonable belief is a determination made by the superintendent or designee using all available information, including the information furnished under Article 15.27 of the Code of Criminal Procedure.

Self-defense is the use of force against another to the degree a person reasonably believes the force is immediately necessary to protect himself or herself.

Short-barrel firearm is a rifle with a barrel length of less than 16 inches or a shotgun with a barrel length of less than 18 inches, or any weapon made from a rifle or shotgun that, as altered, has an overall length of less than 26 inches.

Switchblade Knife is any knife with a blade that folds, closes, or retracts into the handle or sheath and that opens automatically by pressing a button or by the force of gravity or by the application of centrifugal force. The term does not include a knife that has a spring, detent, or other mechanism designed to create a bias toward closure and that requires exertion applied to the blade by hand, wrist, or arm to overcome the bias toward closure and open the knife.

Terroristic threat is a threat of violence to any person or property with intent to:

- Cause a reaction of any type by an official or volunteer agency organized to deal with emergencies;
- Place any person in fear of imminent serious bodily injury;
- Prevent or interrupt the occupation or use of a building; room, place of assembly, or place to which the public has access; place of employment or occupation; aircraft, automobile, or other form of conveyance; or other public place;
- Cause impairment or interruption of public communications, public transportation, public water, gas, or power supply or other public service;
- Place the public or a substantial group of the public in fear of serious bodily injury; or
- Influence the conduct or activities of a branch or agency of the federal government, the state, or a political subdivision of the state, or a public charter school (including Burnham Wood Family of Charter Schools).

Title 5 offenses are those that involve injury to a person and include murder; manslaughter; criminally negligent homicide; trafficking in persons; unlawful transport; kidnapping; assault (on a public servant); aggravated assault; sexual assault; aggravated sexual assault; unlawful restraint; indecency with a child; injury to a child, an elderly person, or a disabled person; abandoning or endangering a child; deadly conduct; terroristic threat; aiding a person to commit suicide; harassment of a public servant; improper photography; smuggling persons; and tampering with a consumer product.

Under the influence means lacking the normal use of mental or physical faculties. Impairment of a person's physical or mental faculties may be evidenced by a pattern of abnormal or erratic behavior, the presence of physical symptoms of drug or alcohol use, or by admission. A student "under the influence" need not be legally intoxicated to trigger disciplinary action.

Use means voluntarily introducing into one's body, by any means, a prohibited substance.

Zip gun is a device or combination of devices, not originally a firearm, but adapted to expel a projectile through a smooth-bore or rifled-bore barrel by using the energy generated by an explosion or burning substance.

SECTION 5: ESPECIALLY FOR PARENTS

Parent Contact Information

Parents are responsible for notifying Burnham Wood Family of Charter Schools of any changes in their address, telephone number, and/or email address so that we can update our records accordingly. Parents are encouraged to check the campus website on a regular basis as it is our primary means of communication. It is important for parent communication that Burnham Wood Family of Charter Schools has a valid, working parent email address.

Your Involvement as a Parent

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Encouraging your student to put a high priority on education and working with your student on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
2. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by Burnham Wood Family of Charter Schools. Discuss with the Principal any questions you may have about the options and opportunities available to your child.
3. Monitoring your student's academic progress and contacting teachers as needed.
4. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or Principal, please call the school office for an appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.
5. Becoming a school volunteer. For further information, contact the Principal. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
6. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve student achievement. For further information, contact
7. Attending Board meetings to learn more about Burnham Wood Family of Charter Schools' operations.

Surveys and Activities

Students will not be required to participate without parental consent in any survey, analysis, or evaluation – funded in whole or in part by the U.S. Department of Education – that concerns:

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or the student's family;
3. Sexual behavior or attitudes;
4. Illegal, antisocial, self-incriminating or demeaning behavior;
5. Critical appraisals of individuals with whom the student has close family relationship;
6. Relationships privileged under law, such as relationships with lawyers, physicians and ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, except when the information is required by law and will be used to determine the student's eligibility to participate in a special program or to receive financial assistance under such a program.

Parents will be able to inspect the survey or other instrument and any instructional materials used in connection with such a survey, analysis, or evaluation.

“Opting Out” of Surveys and Activities

Parents have the right to receive notice of and deny permission for their student's participation in:

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance

and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

Notice of Teacher Qualifications

Burnham Wood Family of Charter Schools will provide parents with the qualifications of each teacher employed by the school. Parents may also request, and Burnham Wood Family of Charter Schools will provide in a timely manner, information regarding the professional qualifications of their student's classroom teachers. Information provided in response to a parent request will include, at a minimum:

1. Whether a teacher has met state qualification and licensing criteria for the grade levels and subject areas in which the teacher provides instruction;
2. Whether the teacher has an emergency permit or other provisional status through which state qualification or licensing criteria have been waived;
3. Whether the teacher is teaching in the field of discipline of the certification of the teacher; and
4. Whether the child is provided services by paraprofessionals and, if so, their qualifications.

Accommodations for Children of Military Families

Children of military families will be provided flexibility regarding certain school requirements, including:

- Immunization requirements;
- Grade level, course, or educational program placement;
- Eligibility requirements for participating in extracurricular activities; and
- Graduation requirements.

In addition, absences related to a student visiting with his or her parent, including a stepparent or legal guardian, who has been called to active duty for, is on leave from, or is returning from a deployment of at least four months will be excused by Burnham Wood Family of Charter Schools. The school will permit no more than five excused absences per year for this purpose. For the absence to be excused, the absence must occur no earlier than the 60th day before deployment or no later than the 30th day after the parent's return from deployment.

Student or Parent Complaints and Concerns

Burnham Wood Family of Charter Schools values the opinions of its students and parents, and the public it serves. Parents and students have the right to express their views through appropriate informal and formal processes. The purpose of this grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents and the public to discuss their concerns and complaints through informal meetings with the Principal. Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

Neither the Board of Directors nor any School employee shall unlawfully retaliate against a parent or student for voicing a concern or complaint.

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

The Superintendent may develop more detailed grievance procedures. The Superintendent shall ensure that the school's grievance procedures are provided to all parents and students. The

formal grievance procedure shall provide for any grievance to ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

For purposes of this policy, “days” shall mean school days, and announcement of a decision in the student’s or parent’s presence shall constitute communication of the decision.

Informal Conferences

A parent or student may request an informal conference with the Principal, teacher, or other campus administrator within seven school days of the time the parent or student knew or should have known of the event(s) giving rise to the complaint. If the person is not satisfied with the results of the informal conference, he or she may submit a written grievance form to the Principal. Grievance forms may be obtained from the Principal’s office.

Formal Grievance Process

The formal grievance process provides all persons with an opportunity to be heard up to the highest level of management if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a person can bring concerns or complaints to the Board, as outlined below.

A grievance must specify the harm alleged by the parent and/or student, and the remedy sought. A parent or student should not submit separate or serial grievances regarding the same event or action. Multiple grievances may be consolidated at the school’s discretion. All time limits shall be strictly complied with; however, if an administrator determines that additional time is needed to complete a thorough investigation of the complaint and/or to issue a response, the administrator shall inform the parent or student in writing of the need to extend the response time and provide a specific date by which the response will be issued. Costs of any grievance shall be paid by the grievant.

Level One Complaint –Principal Review

A parent or student shall submit a written Level One Grievance Form to the Principal or designee within the later of (1) Five school days from the time the event(s) causing the complaint were or should have been known, or (2) within five school days following an informal conference with the Principal. The school reserves the right to require the grievant to begin the grievance process at Level Two.

The Principal or designee must meet with the complaining parent or student. Following this conference, the Principal shall issue a written Level One Decision. The Level One Decision must be issued within ten school days of the Principal’s receipt of the complaint.

Note: A complaint against the Superintendent shall begin at Level Four.

Level Two Complaint –Level Two Hearing Officer Review

If the parent or student is not satisfied with the Level One Decision, or if no Decision is provided, the parent or student may file a written appeal to the Level Two Hearing Officer. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the Principal and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Decision is made.

The Level Two Hearing Officer or designee will meet with the complaining parent or student. Following this conference, the Level Two Hearing Officer or designee shall issue a Level Two Decision. The Level Two Decision must be issued within number school days of the written appeal.

Level Three Complaint – Level Three Hearing Officer Review

If the parent or student is not satisfied with the Level Two Decision, or if no Decision is provided, the parent or student may file a written appeal to the Level Three Hearing Officer. The appeal must include the documentation submitted to the Level Two Hearing Officer or designee, and a copy of the Level Two Decision, if issued. The appeal shall not include any new issues or complaints. The appeal must be filed within ten school days of the Level Two Decision or the response deadline if no Decision is made.

The Level Three Hearing Officer or designee will meet with the complaining parent or student. Following this conference, the Level Three Hearing Officer or designee shall issue a Level Three Decision. The Level Three Decision must be issued within number school days of the written appeal.

Level Four – Board of Directors Review

If the student or parent is not satisfied with the Level Three Decision, or if no decision is provided, the parent or student may submit to the Level Three Hearing Officer or designee a written appeal to the Board of Directors. The request must be filed within ten school days of the Level Three Decision or the response deadline if no Decision is made. The student or parent shall be informed of the date, time, and place of the hearing.

The Board of Directors shall hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and Burnham Wood Family of Charter Schools will be considered. An audiotape recording of the hearing may be made.

The Board of Directors shall communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board meeting. If no decision is made by the end of the next regularly scheduled Board meeting, the decision being appealed shall be upheld. The Board may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

If the complaint involves concerns or charges regarding a student or Burnham Wood Family of Charter Schools employee, it shall be heard by the Board in closed meeting unless the student or employee to whom the complaint pertains requests that it be heard in public.

Additional Complaint Procedures

This Parent and Student Complaints and Grievances process does not apply to all complaints:

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, or any other characteristic protected by law shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation,” page [redacted] of this Handbook.
2. Complaints concerning retaliation related to discrimination and harassment shall be submitted as described in “Reporting Procedures,” page [redacted] of this handbook.
3. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying and Cyber-Bullying,” page [redacted] of this Handbook.
4. For complaints concerning loss of credit on the basis of attendance.
5. For complaints concerning disciplinary long-term suspensions and/or expulsions.
6. Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.
7. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.
8. Complaints regarding the Free and Reduced Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to

U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SECTION 6: IMPORTANT NOTICES

Annual Notice of Parent and Student Rights (Annual FERPA Confidentiality Notice)

The Family Education Rights and Privacy Act (“FERPA”) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s educational records. These rights include the following:

The Right to Inspect and Review

Parents and/or eligible students have the right to inspect and review the student’s educational records within 45 days of the day the school receives an access. Parents or eligible students should submit to the Principal or designee a written request that identifies the record(s) they wish to inspect. Burnham Wood Family of Charter Schools will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

If circumstances effectively prevent they parent or eligible student from exercising the right to inspect and review the student’s educational records, Burnham Wood Family of Charter Schools shall provide the parent or eligible student with a copy of the records requested to make arrangements for the parent or eligible student to inspect and review the requested records.

If the student’s educational records contain information on more than one student, the parent or eligible student may inspect and review or be informed of only the specific information about that student.

The Right to Seek Amendment of the Student’s Educational Records

Parents or eligible students may ask Burnham Wood Family of Charter Schools to amend a record that they believe is inaccurate, misleading, or in violation of the student’s privacy rights. Parents or eligible students should submit to the Principal or designee a written request that clearly identifies the part of the record they want changed, and specifies why it is inaccurate, misleading, or in violation of the student’s privacy rights. Burnham Wood Family of Charter Schools will decide whether to amend the record as requested within a reasonable time after receiving the request. If Burnham Wood Family of Charter Schools decides not to amend the record as requested by the parent of eligible student, the school will notify the parent of eligible student of the decision and advise them to their right to a hearing to challenge the content of the student’s education records on the grounds that the information contained in the educational records is inaccurate, misleading, or in violation of the student’s privacy rights.

If, as a result of the hearing, Burnham Wood Family of Charter Schools decides that the information in the educational record is not inaccurate, misleading, or in violation of the student’s privacy rights, it shall inform the parent or eligible student of the right to place a statement in the record commenting on the contested information in the record or stating why he or she disagrees with the decision of Burnham Wood Family of Charter Schools. If the school places an amended statement in the student’s educational records, Burnham Wood Family of Charter Schools is obligated to maintain the amended statement with the contested part of the record for as long as the record is maintained and disclose the statement whenever it discloses the portion of the record to which the statement relates.

The Right to Consent Prior to Disclosure

Parents and/or eligible students have the right to consent to disclosures of personally identifiable information contained in the student’s educational records, except to the extent that FERPA authorizes disclosure without consent.

One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interest. A “school official” is a person employed by Burnham Wood Family of Charter Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the Board of Directors; a person or company with whom Burnham Wood Family of Charter Schools has outsourced services or functions it would otherwise use its own employees to perform (such as an attorney, auditor, medical consultant, or therapist); a parent or student serving on an official committee, such as a disciplinary or grievance committee; or a parent, student, or other volunteer assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an educational record in order to fulfill his or her professional responsibility.

Upon request, Burnham Wood Family of Charter Schools discloses educational records without consent to officials of another school in which a student seeks or intends to enroll or is already enrolled, so long as the disclosure is for purposes related to the student's enrollment or transfer.

The Right to File a Complaint

Parents and/or eligible students have the right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education ("Office") concerning alleged failures by Burnham Wood Family of Charter Schools to comply with the requirements of FERPA. These complaints should be addressed as follow:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW.
Washington, D.C. 20202

Access to Medical Records

Parents are entitled to access their student's medical records.

Notice for Directory Information

Under FERPA, Burnham Wood Family of Charter Schools must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student's education records. However, Burnham Wood Family of Charter Schools may disclose appropriately designated "directory information" without written consent, unless a parent or eligible student has advised Burnham Wood Family of Charter Schools, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student's education records in certain school publications.

Burnham Wood Family of Charter Schools has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

- Student name;
- Date and place of birth;
- Major field of study
- Degrees, honors, and awards received;
- Dates of attendance;
- Grade level;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports; and
- Weight and height of members of athletic teams.

School-related purposes are those events/activities that Burnham Wood Family of Charter Schools conducts and/or sponsors to support the school's educational mission. Examples include, but are not limited to:

- Extracurricular programs or events (school plays, concerns, athletic events, graduation ceremony, etc.).
- Publications (newsletters, yearbook, etc.).
- Honor roll and other student recognition lists.
- Marketing materials of Burnham Wood Family of Charter Schools (print media, website, videos, newspaper, etc.).

Burnham Wood Family of Charter Schools has designated the following categories of information as directory information for purposes of disclosure to military recruiters and institutions of higher education, but only for secondary students:

- Student's name, address, and telephone number.

Burnham Wood Family of Charter Schools shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes or for the purposes of disclosure to military recruiters and institutions of higher education for secondary students.

A PARENT OR ELIGIBLE STUDENT MAY OPT OUT OF THE RELEASE OF DIRECTORY INFORMATION FOR EITHER OR BOTH OF THESE PURPOSES BY SUBMITTING A WRITTEN OBJECTION TO THE SCHOOL OFFICE WITHIN 15 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Family Educational Rights and Privacy Act:
Directory Information Opt Out Form

“Directory Information” means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. The law permits Burnham Wood Family of Charter Schools to designate certain personal information as “directory information,” which may be released to anyone who follows the procedures for requesting it as proscribed in school policy.

To prohibit Burnham Wood Family of Charter Schools from releasing your student’s directory information, you must circle NO adjacent to the appropriate statement(s) below, sign the form, and return it to your student’s school. **Completion of this form is optional. However, if you do not circle NO or return this form, directory information about your student may be released in accordance with Burnham Wood Family of Charter Schools policy.**

If you have more than one student enrolled, you must complete a separate for each student.

PLEASE CIRCLE YES OR NO

For all students:

YES	NO	I give permission for my student’s name and photograph to be included in the Burnham Wood Family of Charter Schools yearbook.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or Burnham Wood Family of Charter Schools personnel for use in educational purposes.
YES	NO	I give permission for my student’s artwork, projects, photographs, etc. to be used or displayed in any Burnham Wood Family of Charter Schools communication devices. Examples include media coverage, printed materials, marketing, and websites.

For secondary students only:

YES	NO	I give permission to release my student’s directory information to institutions of higher education.
YES	NO	I give permission to release my student’s directory information to military recruiters.

PRINT Student’s Full Legal Name

Student’s Date of Birth

PRINT Parent/Guardian Full Legal Name
or Eligible Student Full Legal Name

Parent/Guardian Signature
or Eligible Student Signature

Date

Use of Student Work in School Publications

Occasionally, Burnham Wood Family of Charter Schools wishes to display or publish student artwork, photos taken by the student, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. Burnham Wood Family of Charter Schools agrees to use these student projects in this manner.

Parents: Please circle one of the choices below:

I, parent of _____ (student's name), **(do give)** **(do not give)** Burnham Wood Family of Charter Schools permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature: _____

Date: _____

Student Acceptable Use Policy

The Internet is an electronic highway connecting thousands of computers all over the world with millions of individual subscribers. Internet access is available to students, teachers, and administrators of Burnham Wood Charter School District. Since it is a constantly changing, fluid environment, school library media specialists and teachers have a professional responsibility to work together to help students develop the intellectual skills needed to discriminate among information sources, to identify information appropriate to their age and developmental levels, and to evaluate and use information to meet their educational goals. One of our goals is to promote educational excellence in the Burnham Wood Charter School District by facilitating resource sharing, innovation, and electronic communication.

Access to the District's electronic communications system, including the Internet, shall be made available to students, parents and employees exclusively for instructional and administrative purposes and in accordance with administrative regulations. Access to the District's electronic communications system is a privilege, not a right. Students need to be aware that the District computers are shared equipment and time limits may be imposed when people are waiting to use them.

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. Any person using these resources through a District connection must accept and abide by the following.

Computer Resources

To prepare students for an increasingly computerized society, Burnham Wood Family of Charter Schools has made a substantial investment in computer technology for instructional purposes. Use of those resources is restricted to students working under a teacher's supervision and for approved proposed only. Students with access to Burnham Wood Family of Charter Schools computers and their parents agree to follow the following user agreement regarding use of these resources. Violations of this agreement may result in withdrawal of computer privileges and other disciplinary action. Electronic communications, such as e-mail using Burnham Wood Family of Charter Schools computers, are not private and may be monitored by school staff.

Technology Mission Statement

Burnham Wood Family of Charter Schools is committed to utilizing the maximum potential of technology to enhance student learning and increase teacher effectiveness by providing students with technology-related experiences. Recognizing the ever-changing influences of technology on all aspects of our lives, Burnham Wood Family of Charter Schools is dedicated to providing an integrated technological curriculum for all students and staff. Students will have access to the technology necessary to produce, manage, communicate, and retrieve information in an efficient manner for educational use. In the attainment of both present and future goals, Burnham Wood Family of Charter Schools will provide a continually evolving staff development program oriented toward the integration of technology in areas of curriculum.

Instructional Resource

Burnham Wood Family of Charter Schools is proud to bring network and Internet access to school staff and students. Burnham Wood Family of Charter Schools believes the Internet offers many diverse and unique resources to both student and staff. Burnham Wood Family of Charter Schools' goal in providing these services to staff and students is to promote educational excellence by facilitating resource sharing innovative teaching, and communication skills.

Students and staff have access to numerous research oriented and instructional resources via the Internet. Online encyclopedias, professional journals, and databases filled with timely information on thousands to topic are just a few of the resources provided. School computers have the technology necessary to support student research and to promote academic achievement.

Burnham Wood Family of Charter Schools is aware that resources which are inappropriate or not designed for use in the educational setting may be accessed on the Internet. To protect students and staff from such inappropriate material, the school's Internet access is filtered with one of the highest rated Internet filtering systems available. However, users must recognize that it is impossible for Burnham Wood Family of Charter Schools to restrict access to all controversial material and individuals must be responsible for their own actions in navigating the network.

Purpose

The purpose of this policy is to ensure school-level compliance with all procedures and regulations regarding the local area network and Internet usage. All students, parents, teachers, administrators, and school staff who obtain their Internet access through the school are expected to use these services appropriately.

User Responsibilities

The use of the Internet is a privilege. Abusive conduct will lead to the privilege being revoked. Burnham Wood Family of Charter Schools is providing Internet resources for educational purposes only. Student/staff use of Internet resources must be related to an expressed educational and/or administrative goal or objective.

1. The use of the school's Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of Burnham Wood Family of Charter Schools.
2. Users must have a valid, authorized account to access the network, and use only those computer resources that are authorized. Accounts may be used only in accordance with authorized purposes.
3. Individual accounts may be used only by the owner of the account, except where specifically authorized by administrators. In the case of class accounts, all use must be under the supervision of the sponsoring teacher/supervisor.
4. The user is responsible for safeguarding the computer account. Users are expected to protect access to accounts by periodically changing the password and keeping it confidential. They must respect the privacy of others by not tampering with their files, passwords, or accounts.

Policy Terms and Conditions

Acceptable Use

Users are to properly use Burnham Wood Family of Charter Schools network resources for educational and/or administrative purposes. Respectful and responsible network etiquette and behavior should be in keeping with the school's mission statement. Students and staff are expressly prohibited from accessing obscene, profane, vulgar, or pornographic sites or materials.

Students are prohibited from sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation or illegal. This prohibition applies to conduct off school property if it results in a substantial disruption to the educational environment.

Any person taking, disseminating, transferring or sharing obscene, sexually oriented, lewd or otherwise illegal images or other content, commonly referred to as "sexting," will be disciplined according to the Student Code of Conduct and may, in certain circumstances, be reported to law enforcement. Because engaging in this type of behavior can lead to bullying or harassment, students involved in "sexting" or the sharing of inappropriate images or other content may also be disciplined for violating the school's anti-harassment and bullying policies.

Monitored Use

Electronic mail transmissions and other use of the electronic communications system by students and employees shall not be considered confidential and may be monitored at any time by designated Burnham Wood Family of Charter Schools staff to ensure appropriate use for educational or administrative purposes. Forgery or attempted forgery of electronic mail messages is prohibited. Only the school's authorized IT Manager may read, delete, copy or modify the electronic mail of other system users.

Vandalism

Vandalism is defined as any malicious attempt to harm, disrupt or destroy data of another user of Burnham Wood Family of Charter Schools' network or any other agencies or networks that are connected to the Internet. This includes, but is not limited to, the uploading or creating of computer viruses. Any of these actions may be viewed as violations of school policy, administrative regulations and, possibly, as criminal activity under applicable state and federal laws. Users must respect the privacy of other users, and will not intentionally seek information on, obtain copies of, or modify any file, data, or password belonging to another user, or represent themselves as another user unless explicitly authorized. Deliberate attempts to degrade or disrupt system performance and/or degrade, disrupt or bypass system security are violations of school policy and administrative regulations, and may constitute criminal activity under applicable laws.

Any prohibited behavior under this policy will result in the cancellation of technology privileges. Burnham Wood Family of Charter Schools will, in accordance with school policy, cooperate with local, state, or federal officials in any investigation concerning or relating to misuse of the school's network.

Network Etiquette

Each network user is expected to:

- Be polite (i.e., an all-caps message implies shouting);
- Use appropriate language;
- Refrain from any activity that may be considered "cyber bullying," including but not limited to threats of violence, extortion, obscene or harassing messages, harassment, stalking, child pornography, and sexual exploitation;
- Maintain confidentiality of the user, colleagues, and students;
- Respect copyright laws; and
- Be respectful in all aspects of network use.

Consequences

Violation of Burnham Wood Family of Charter Schools policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy:

- Loss of computer privileges/Internet access, with length of time to be determined by campus administration.
- Any disciplinary consequence, including suspension or expulsion, as deemed appropriate by the administration.
- Suspension may be considered for flagrant violations or violations that corrupt the educational value of the computers or the Internet.
- Expulsion may be considered in instances where students have used the school's Internet access to engage in conduct that constitutes felony criminal mischief, and/or have deliberately attempted to bypass installed security software or copy/modify another student's work files.

Violations of law may also result in criminal prosecution as well as disciplinary action by Burnham Wood Family of Charter Schools.

Acceptable Use Agreement Acknowledgment Form

I have read and agree to abide by the Burnham Wood Family of Charter Schools Student Acceptable Use Policy. I further understand that any violation of this policy may constitute a criminal offense. Should I commit any violation, my Internet and computer access privileges may be revoked, and disciplinary action and/or appropriate legal action may be taken.

Student Name

Student Signature

Date

(If you are under the age of 18 a parent or guardian must also read and sign this agreement.)

As the parent or guardian of this student, I have read the Burnham Wood Family of Charter Schools Student Acceptable Use Agreement. I understand that this access is designed for educational purposes. Burnham Wood Family of Charter Schools has taken precautions to eliminate controversial material. However, I also recognize it is impossible for Burnham Wood Family of Charter Schools to restrict access to all controversial materials and I will not hold Burnham Wood Family of Charter Schools responsible for materials transmitted on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/Guardian

Date

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by Burnham Wood Family of Charter Schools.

This Electronic Communication Device Commitment Form grants authority and permission to Burnham Wood Family of Charter Schools to regulate electronic communication devices when these devices are brought to and/or used while on school property or when attending school related functions and events. Such communication devices include but are not limited to cellular phones, pagers, PDAs, and pocket computers. These regulations are made necessary in light of the unique opportunities these devices create for violations of law and school policies, and to perpetrate conduct disruptive of an educational environment essential to the school's educational program. These concerns are exacerbated by electronic security protections and the personal size of these devices, which are often carried concealed in pockets and purses.

Therefore, all students who would possess or use such devices on school property or at school-related activities are required to sign this form together with their parent, guardian or other adult person having the authority of a parent for school purposes.

Each of you, by your signature below, agrees to the following:

- The possession and use of cellular phones, pagers, PDAs and other electronic communication devices by a student on school property or at school-related events is subject to regulation by Burnham Wood Family of Charter Schools.
- If a student possesses such devices on school property or while attending school-related events, Burnham Wood Family of Charter Schools is authorized and has my full consent to confiscate, power on or off, manipulate and do all things necessary to search my device and recover or intercept communications (including but not limited to text messaging) when reasonable suspicion exists that such device has been used to transmit or receive communications in violation of law, the Student Code of Conduct, school policy or regulation.
- I further understand, agree and consent that an electronic communication device used or possessed in violation of law, the Student Code of Conduct, school policy or regulation is subject to confiscation and that Burnham Wood Family of Charter Schools is not liable for any loss of or damage to confiscated devices.

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of student)

(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

Food Allergy Notification Form

Dear Parents,

Burnham Wood Family of Charter Schools is required by law to request, at the time of enrollment, that the parent or guardian of each student attending Burnham Wood Family of Charter Schools disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for Burnham Wood Family of Charter Schools to take necessary precautions for your child's safety.

"Severe food allergy" means a dangerous or life-threatening reaction of the human body to a food-borne allergen introduced by inhalation, ingestion, or skin contact that requires immediate medical attention.

Please list any foods to which your child is allergic or severely allergic, as well as the nature of your child's allergic reaction to the food. Burnham Wood Family of Charter Schools will contact you for a note from your physician if your child has food allergies. **Your child must have an EpiPen prescribed to help in the event of an emergency.**

Food:	Nature of allergic reaction to the food:

Burnham Wood Family of Charter Schools will maintain the confidentiality of this form and the information provided above, and may disclose the information to teachers, school counselors, school nurses, and other appropriate school personnel only within the limitations of the Family Educational Rights and Privacy Act ("FERPA") and Board policy. **Burnham Wood Family of Charter Schools will maintain this form as part of your child's student record.**

Student Name: _____ Date of Birth: _____

Grade: _____ Parent Work Phone: _____ Home Phone: _____

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by Burnham Wood Family of Charter Schools: _____

Burnham Wood Family of Charter Schools

School, Parent and Child Compact

As a student I, _____ will

- Always try to do my best in my work and in my behavior.
- Respect myself, classmates, and my school.
- Work cooperatively with my classmates.
- Show respect for myself, my school, and other people.
- Attend school regularly and on time and make every effort to meet 100% attendance
- Take pride in my school.
- Come to school prepared with my homework and supplies.
- Attend tutorials after school and on weekends, as requested

As a Parent/Guardian, I _____ will:

- See that my child attends school regularly and on time and make every effort to meet the 100% attendance policy.
- Provide a home environment that encourages my child to learn.
- See that all homework assignments are completed.
- Communicate regularly with my child's teachers.
- Support the school in developing positive behaviors.
- Talk with my child about his/her school activities.
- See that my child attends tutorials after school and on weekends, as requested.
- Encourage my child to read at home.
- Volunteer my time to read at home.
- Participate in parental engagement activities.

As a teacher I _____ will

- Provide parents reasonable access to staff.
- Show respect for each child and his/her family.
- Provide parents with frequent reports on their children's progress, both academic and behavioral.
- Provide an environment conducive to learning.
- Help each child grow to his/her potential.
- Provide high quality curriculum and instruction to assist students in learning the state standards.
- Enforce school and classroom rules fairly and consistently.
- Maintain open lines of communication with the student and his/her families through parent teacher conferences at least annually.
- Seek ways to involve parents in the school program (volunteer, participate, observe)
- Demonstrate professional behavior and positive attitude.

Student _____ **Date:** _____

Parent _____

Teacher _____

Principal _____

**Acknowledgement and Approval of Parent – Student Handbook
and Code of Conduct**

My signature below acknowledges that Burnham Wood Family of Charter Schools has made its Parent–Student Handbook and Code of Conduct available to me; that I have been given notice of the rules, responsibilities and consequences outlined in the Student Code of Conduct; that I have been informed that when I or my child is enrolled in Burnham Wood Family of Charter Schools, all information herein is applicable to me, my child, and all school staff; and that I have expressed intent to review this Handbook and the Student Code of Conduct contained within and to abide thereby.

Printed Name of Student: _____

Grade: _____

Signature of Student: _____

Date: _____

Signature of Parent: _____

Date: _____