

# Parent - Student Handbook

## Burnham Wood Family of Charter Schools

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

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# 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?

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

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.

### 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

**STUDENT ANTI-DISCRIMINATION POLICY**

**Student Anti-Discrimination Policy:**

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

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

Such conduct or other sexual harassment of students by employees (or of employees by students or parents, or students by students) of the School can be considered discrimination on the basis of sex and may be actionable under Federal and State law, as well as subject to strict discipline, including termination of employment or expulsion under School policy.

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

## **CHILD FIND REQUIREMENTS**

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

## **ENROLLMENT CRITERIA**

The School is an original open-enrollment charter school as provided by Texas Education Code, Chapter 12, Subchapter D, § 12.101(b). Students with a documented history of criminal offenses, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A may be denied admission. Documented discipline problems include: truancy, fighting, prior school suspension, vandalism, alcohol, drug or tobacco use. Determination of a student's documented history of discipline problems that will warrant the denial of admission may 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.

### **Identity & Residency Documentation for Admission:**

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

- A passport
- Military ID
- Adoption records

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

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

In order to verify the address and persons living at that address, the School representative may visit the homes of parents/guardians without adequate proof of residence. The document(s) must include the name of parent(s) or legal guardian(s) and physical street address where the student lives. Students may be removed from the Charter School if it is determined that false information was given.

## **ATTENDANCE**

### **I. Daily Class Schedule:**

The students' arrival and dismissal schedules vary based on grade and campus. Please check the school calendar, and recent newsletter, *Castle Chronicles*, *Telescope*, or *Dragon Notes* (available

on the District's web site: [www.burnhamwood.org](http://www.burnhamwood.org)) to determine the time your child's classes begin and end.

Dismissal times are listed on the School calendar. Parents must pick up their child at dismissal time. Children who have not been picked up will be taken to a late pick-up room and parents will be fined \$7.00 per hour in hourly increments. Parents who continue to leave children unsupervised will be reported to Child Protective Services.

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

## **II. Absences:**

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

Upon enrollment in kindergarten, a child is also subject to the compulsory attendance law. School employees must investigate and report violations of the state compulsory attendance law. A student absent from School, or from any class, will be considered truant and subject to disciplinary action, which may include court action, suspension or expulsion. To receive credit in a class, a student must attend at least 96 percent of the days the class is offered. Final grades are computed after the last instructional day of each semester as cited on the District Calendar. A student who leaves before the last day will receive a grade in progress that will be forwarded to the receiving school.

## **III. Excused Absences:**

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

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

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

Excused Absences and documentation include:

- Religious holiday observance/ A parent notification (the school may require confirmation by a religious leader)
- Illness/A Doctor's note after three consecutive days (the School can require a doctor's note for less than three days when absences are frequent.)
- Doctor's appointment where the student attends School before or after the appointment/ a Doctor's note

- Death in the family/ A parent note

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.

#### **IV. Absences and Tardiness:**

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

Students not in school by 9:45 a.m. will be considered absent. Please schedule all appointments so your child is not absent.

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

#### **V. Closed Campus:**

Students may not leave the campus during their lunch hour or at any other time during the instructional day without permission from the Principal or designee. If a parent needs to take their child out of school early, please see the front office personnel for the sign-in/sign-out report. Please remember to bring a picture ID with you when you come to sign your child out of School. Missing the end of the school day due to early pull outs will have the same impact as a tardy and jeopardize the child's grade for the subject being taught at that time.

#### **VI. Family situation:**

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

#### **VII. Guidance & Counseling**

##### **Informed Consent for Counseling Services**

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

#### **VIII. Withdrawal:**

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

# CURRICULUM

## **I. 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.

## **II. Fifth Grade Classroom Instruction Option**

The fifth grade at Da Vinci is a transitional year from self-contained classrooms of elementary school to the Middle-High School separate classroom construct. Da Vinci recognizes that another year of self-contained classroom instruction may be the best option for some student as well as a special programmatic requirement for others. To this end, at least one section of fifth grade will be designed and shall operate as a self-contained fifth grade classroom. While not required, parents may request consideration of an additional self-contained year for transitioning students.

## **III. Tutorials:**

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

## **IV. 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.

## **V. School Supplies:**

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

## **VI. 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.

## **VII. Textbooks:**

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

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

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

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

### **Book Covers**

Paper book covers 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.

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



## **VIII. Computer & Internet Use:**

Use of any computer resource is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action. Students and their parents should be aware that using district computers for email is not private and may be monitored by district staff.

### **Burnham Wood Charter School District Student Acceptable Use Agreement for Computer and Internet Access**

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 Policies:

1. Students may not allow anyone else to use their personal password.
2. Students must respect the rights of other individuals and not use language that is abusive (harshly or coarsely insulting, containing cursing in any language or ethnic or racial slurs), profane (vulgar, irreverent toward God or sacred things, Satanic), sexually offensive (sexual in nature, repugnant to the moral sense or good taste, sexual harassment), or threatening.
3. No one may access text or visual depictions (any picture, image, graphic image file, or other visual depiction) that are obscene and/or harmful to minors (appeals to a prurient interest; an actual or simulated sexual act or contact; and lacks serious literary, artistic, political or scientific value).
4. Students may not access or participate in chat rooms at any time. If the curriculum mandates the use of a supervised chat room, chat rooms may be allowed if the chat room is monitored on-line by a third party and if the students are under close supervision of the instructor.

5. Students may access only those games approved by a teacher or librarian.
6. Students must respect the privacy of others and not intentionally obtain copies of or modify files, passwords, or data that belong to anyone else. No one should represent him/herself as someone else by using another's account. No one should forward personal material without prior consent of the originator.
7. Electronic mail transmissions and other use of the electronic communication system are not considered to be private and may be monitored at any time by designated District staff to ensure appropriate use. Transmitting obscene messages or pictures is prohibited. Messages dealing with illegal activities may be reported to the appropriate authority.
8. For the safety and privacy of the student, **no student information in any form except directory information will be posted on the Internet without express parental permission.**
9. Students are prohibited from writing or otherwise attempting to introduce any computer code designed to self-replicate, damage or hinder the performance of the computer's memory or filing system (i.e., introduction of a computer virus, "spamming" the e-mail system, etc.)
10. Students are prohibited from assembling or disassembling computers, computer networks, printers, or other computer equipment except as part of a class assignment or with permission of a classroom teacher.
11. Students are prohibited from removing any software, hardware or computer technology from the campus without express permission of the campus principal.
12. Students are prohibited from erasing, renaming, or making unusable anyone else's computer files, programs or disks.
13. Students must respect the integrity of computing systems and abide by existing Federal and State laws regarding electronic communication. This includes accessing secure and/or confidential information without authorization, divulging passwords, causing system malfunction, developing programs that harass other users or attempting to infiltrate a computer or computing system, maliciously harming or destroying District equipment, materials, or data and deliberately degrading or disrupting system performance. These actions may be viewed as violations of District policy and administrative regulations and, possibly, as criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creation of computer viruses, illegal installation of software and accessing indecent information. These laws can carry penalties of up to 20 years in prison.
14. Students must respect the legal protection provided by copyright laws to computer programs, articles, graphics and data. Students shall not copy anything that belongs to someone else without rewriting it in their own words and are reminded to give credit to the owner of the information.
15. Students may not use the computers to make purchases of any kind or to advertise any products for purchase or sale.
16. Access to the Internet is considered a privilege. Users should not waste school resources through improper use of the computer system. Anyone found using access in a way deemed inappropriate will be denied privileges. Noncompliance with applicable regulations may result in suspension or termination of privileges and other disciplinary action consistent with Board policy and the student code of conduct.
17. The school district will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

# GRADING & STUDENT ASSESSMENT

## I. Grading & Student Assessment:

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

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

## II. Evaluations:

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

- Primary grades (K-2)
  - Excellent E
  - Satisfactory S
  - Needs Improvement N
  - Unsatisfactory U
  
- Intermediate grades (3-12)
  - Excellent progress 90-100
  - Good progress 80-89
  - Fair progress 75-79
  - Below Average Progress 70-74
  - Unsatisfactory progress; failing 60-69\*
  
- A grade below 60 shall not be given without the Principal's permission.
- Grades below *Good Progress* will receive an "T" (Incomplete) until skills are achieved and/or work is completed correctly within the teacher's designated time period.

## III. Report Cards:

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

#### **IV. Progress Reports:**

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

#### **V. 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:

- |                                       |                    |
|---------------------------------------|--------------------|
| • 9 <sup>th</sup> grade (Freshman):   | 0 - 6 credits      |
| • 10 <sup>th</sup> grade (Sophomore): | 6.5 - 13.5 credits |
| • 11 <sup>th</sup> grade (Junior):    | 14 - 19.5 credits  |
| • 12 <sup>th</sup> grade (Senior):    | 20+ credits        |

#### **VI. GPA Calculation for Advanced and Pre-Advance Placement Classes**

A system of weighted grades has been developed for Pre-Advanced Placement and Advanced Placement courses, which gives additional weight to grades earned in those courses. The weighted grade is used only when determining a student's grade point average (GPA) and is not reflected on the report card. An additional eight points are added to the student's aggregate grade point average for each Pre-AP course and ten points are earned for Advanced Placement courses when the student earns an 80% or above as a final grade in the class. A student will receive an additional three points for each College Board AP exam taken and will receive a total of six points if the exam is taken and passed with a score of three or above. Students enrolled in Pre-AP and /or AP courses but receiving modifications in terms of not being required to work at the Pre-AP or AP rigor will not receive a Pre-AP or AP designation on their record nor any additional weight to their grade.

## VII. 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 THEN 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)

TECH I  
TECH II  
TECH III  
TECH IV

### ENGINEERING – (4 credits)

ENG I  
ENG II  
ENG III  
ENG 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

## **PROMOTION & RETENTION OF STUDENTS**

### **I. Promotion & Retention of Students:**

- Students shall be promoted from one grade level to the next based on meeting academic performance levels.
- The District shall implement grade advancement requirements in accordance with 19 Administrative Code Chapter 101, Subchapter BB and the TEA procedures outlined in the official Grade Placement Committee (GPC) Manual. The GPC will consist of the student's parent or guardian, the student's teacher(s), and principal or principal's designee. The GPC convenes when a student is at risk of being retained. The GPC develops an accelerated educational plan for each student who does not pass after the first testing opportunity, regardless of whether the student has been promoted or retained. Please see the District's Retention and Placement Policy for more details. It is available on our website or in the front office of each campus.
- The 3 different indicators are reviewed when determining whether a student is considered at risk of retention. If the student conforms with both items one and two or just item 3, the student will be considered at risk:
  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.

## **EXTRA-CURRICULAR ACTIVITIES**

### **I. After School/Saturday Activities:**

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

## **EMERGENCIES**

### **I. Emergencies:**

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

### **II. Emergency Plans:**

The School will contact several radio stations if a natural disaster or emergency leads to the cancellation, early dismissal or late start of school. Local television and radio news stations will also be contacted. A School Reach will be sent to all parents through phone or email.

# STUDENT CONDUCT/DISCIPLINE

## I. General Conduct:

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

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

- Respect
- Responsibility
- Quality of Self and Work

Teachers will be instructed in Positive Behavior 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.

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

### 2. Students 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:

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

The faculty may confiscate any item. Any item that has a potential for danger for any student in this facility should not be brought to School. The faculty will confiscate any item brought to School that falls within this category. The parent will be asked to pick up the item immediately, unless otherwise specified by the School. The student may be subject to further discipline action. Cell phones and other technology (tablets, cameras, games devices, etc.) carried for non-school use after school and off the school grounds *must be kept out of sight and without sound during school hours.* After the first violation of the cell phone policy, parents will be required to pay \$10.00 fine. Repeat incidents will result in further disciplinary action.

**ANY WEAPON IN OR NEAR THIS CAMPUS WILL CONSTITUTE A VIOLATION OF STATE AND FEDERAL LAW.** The possession of any item that may be classified as

dangerous will be reported to the appropriate authorities. The definition of a weapon is any article that poses a danger and/or is used in a threatening manner toward anyone.

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

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

## II. ANTI-BULLYING POLICY

- Definitions: A person is bullied when he or she is exposed repeatedly and over time to negative actions on the part of one or more other persons, and he or she has difficulty defending himself or herself. Characteristics of bullying include a pattern of behavior that is repeated over time and involves an imbalance of power and strength.
- Purpose: It is the goal of BWFCSD to reduce any existing problems, prevent the development of new situations and increase respectful, responsible and quality interpersonal interactions.
- The following types and the scope of bullying are as follows:
  - 1) Verbal bullying including derogatory comments/name calling
  - 2) Bullying through exclusion or isolation
  - 3) Hitting, kicking, shoving and fighting
  - 4) Bullying in the form of lies, gossip or rumors
  - 5) Having money or property damaged or taken
  - 6) Threatened or forced to do things
  - 7) Racial bullying, Sexual bullying, Cyber bullying (i.e. texting, social media, etc.)
- District Policy: BWFCSD has policies for referral, investigation, reporting, and consequences. Mental health referral, communication practices, as well as training and prevention of bullying are part of the scope of the district policy. At all of the BWFCSD students and faculty are oriented in the Core Values that they are expected to follow. These values are taught to the teachers at Pre Service and to the students throughout the school year.
- Any staff or student may report a bullying concern by requesting and completing a Self Reflection Plan [SRP] or an Incident Report. The SRP is available in the classroom. The Incident Report form is available from the counselor or can be requested at the office. Incidents and SRPs may be turned into the Front Office or to any teacher. They will then be passed along to a school leader (principal) or administrative designee for review, investigation, consequences and documentation.
- Once the administrative designee determines upon investigation that the incident fits the parameters of bullying, all steps to the discipline system are followed. The incident report is filed, the discipline committee meets with the student and the parents. A behavior contract is created and signed. If an illegal action has occurred, the police will be called and the incident will be reported. The final report is disseminated as follows: One copy is given to the parent, one copy to the principal, one copy to the counselor/disciplinary file and one copy is sent to the superintendent of BWFCSD.



- A principal or other appropriate administrator will take appropriate steps remove the student from the school environment whereby the student will be required to attend an alternative education program if the investigation shows that the child remains a danger or potential danger to others.
- The student will be suspended immediately if he/she is a threat to others; the student will be expelled if the individual remains hostile, refuses to accept responsibility for his actions and does not show willingness to desist from this behavior.
- Consideration will be given students if they are covered by Special Education. A Manifestation and Determination Hearing will be conducted to determine whether there is a relationship between the student's bullying behavior and the disability. An appropriate placement will be recommended by the ARD Committee if there is one.
- The BWFCS' overriding factor that drives its decision-making is the evaluation of the immediate and potential risks to the safety and wellbeing of other students and adults as a result of the bullying behavior of the culprit(s).

### **III. NOTICE OF EXPELLABLE OFFENSES:**

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

- Stealing from students, staff, campus visitors, or theft or misuse of school property.
- Committing extortion, coercion, or blackmail including obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
- Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements.
- Insubordination. Not following the directives of a person in authority or written codes of conduct.
- Directing disrespect or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees or students.
- Fighting, committing physical abuse, or threatening physical abuse.
- Hazing.
- Engaging in offensive conduct that constitutes sexual harassment or sexual abuse, whether verbal or physical, that may include requests for sexual favors or other intimidating sexual conduct directed toward other students or school employees.
- Possession of, or conspiracy to possess, any explosive or explosive device, or explosive-appearing device. Non disclosure to school authorities (teacher, counselor, office manager) of any information that threatens the safety and well being of the school community.
- Falsification of records, passes or other school-related documents.
- Possession or distribution of pornographic materials.
- Making or assisting in making threats, including threats against individuals, and bomb threats.
- Refusing to accept discipline management techniques proposed by a teacher or by administration.

- Any conduct that materially disrupts the school environment or educational process. [The Teacher and/or Administrator will determine whether the behavior impinges on their ability of the Teachers to focus on their instructional duties and carry out their responsibilities at the level expected of them.]
- Selling or trading on campus, any item not authorized by the administration.
- Placing a prohibited substance in another person's food, drink and/or other possessions.
- Participating in gang-related activities.
- Using any electronic equipment (*i.e.*, paging devices or cellular phones) in a manner that disrupts the peace or provokes hostility.
- Possessing, exhibiting or using a pellet gun, air-powered rifle, paint ball gun, BB-gun, sling-shot or other device which propels a projectile by compressed air or gas, springs or elastic material.
- Possessing, exhibiting or using devices that produce loud noises (cap guns, fireworks noise devices, etc.).
- Violating any rule set forth in this Code pertaining to computers and the Internet.
- Possessing or using a firearm or explosive devices.
- Possessing firearm or explosive device look-alikes (toy guns, BB guns, pellet guns, daft guns, fake guns, fake explosive devices)
- Possessing ammunitions or projectiles intended for expulsion or ejection from firearms, explosive or projecting devices
- Possessing or using unloaded firearm accessories or parts (such as a gun barrel or a gun clip).
- Possessing, exhibiting, or using weapons including but not limited to --knives (regardless of design or length), machetes, spears, and martial arts objects such as shurikan (throwing stars), nunchakus ("nun-chucks"), tonfa (wooden weapon), staff, baton (short stick), and bolo (long cord with weights at each end).
- Possessing, exhibiting, or using any of the following:
  - tobacco products and/or E-Cigarettes
  - alcohol products
  - matches, lighters
  - a prescription drug not belonging to the person
  - unlawful drugs or controlled substances
  - any drug look-alike product.
- Pulling a fire alarm as a prank, in a building owned or operated by the school when there is no smoke, fire, or danger that requires evacuation.
- Repeatedly violating classroom standards of behavior or repeatedly creating classroom disturbances or instructional interruptions.
- Displaying or using mace or pepper spray.
- Possessing or using fireworks or stink bombs.
- Acts of discrimination relating to race, ethnic or national origin.
- Sexual harassment, sexual acts.
- Possession of noxious chemicals or toxins.
- Assaults that cause or threaten bodily injury to another.
- Academic dishonesty such as cheating and plagiarism.
- Computer misuse.
- Bullying.
- Bomb threats.
- Willful destruction or defacement of school property.
- Conduct punishable as a felony.

- Offenses listed in Texas Education Code §37.007.
- Excessive absences and/or tardiness.
- Leaving campus or classroom without permission
- Repeated minor offenses (including but not limited to repeated violations of the dress code, disrespect of Rules & Directives, and/or any conduct that disrupts instruction and the general school environment).

**Gun-Free Schools Act:** In accordance with the Gun-Free Schools Act, the School shall expel from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to the campus. The School may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program, on a case-by-case basis. For the purposes of this law, "firearm" means: (1) any weapon (including a starter gun) which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive; (2) the frame or receiver of any such weapon; (3) any firearm muffler or firearm silencer; (4) any destructive device. "Destructive device" means any explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon (other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes) by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described and from which a destructive device may be readily assembled.

#### **IV. PROCEDURES FOR SUSPENSIONS AND EXPULSIONS**

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

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

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

the violation(s) charged, the factual basis for the charge(s), and to permit the student to present his or her version of the incident.

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

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

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

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

## **V. Return to Home District:**

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

## **DISCIPLINARY CONSEQUENCES**

### **I. 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.

### **II. 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

### **III. Suspensions:**

Suspensions are conducted using the following steps:

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

### **IV. Expulsions:**

Expulsions are conducted using the following steps:

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

## **V. Parental Guidance:**

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

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

## **VI. Victims of Violent Criminal Acts:**

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

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

## **SPECIAL EDUCATION SERVICES:**

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

### **I. Initial Testing and Eligibility:**

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

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

### **II. Development of the IEP:**

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

### **III. Transfer Students:**

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

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

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

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

#### **IV. Referral for Services During the School Year:**

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

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

## **Options and Requirements**

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

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

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

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

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

Contact Person: Principal (915) 584-9499

### For More Information About the Special Education Program:

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



## **SECTION 504 PROGRAM**

### **Section 504 Program:**

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

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

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

## **LIMITED ENGLISH PROFICIENT**

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

### **I. Exiting the Program:**

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

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

## **HEALTH & SAFETY**

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

### **I. Medication Policy:**

Although the Schools discourage the administration of medication to students during the school day when other options exist, it recognizes that in some instances a student's chronic or short-term illness, injury, or disabling condition may require the administration of medication during the school day. The school will not deny educational opportunities to students requiring the administration of medication in order to remain in attendance and participate in the educational program.

In the event that no reasonable alternative exists, the parent/guardian may request in writing that medication be administered to the student during the school day. The written request must include an acknowledgement and agreement that unlicensed personnel may administer the medication as per the health care provider's instructions. In addition, the request shall indicate that information regarding the student's medication may be shared with appropriate school

personnel. Parents may provide the reason (diagnosis) requiring the administration of medication. **Requests shall be valid for the current school year only.** Written requests from a parent or guardian shall contain:

- Student's name
- Name of medication to be given
- Date of permission and number of days medication is to be given (or for the entire school year)
- Time of day the medication is to be given
- Signature of legal guardian

In the event a student requires a prescription or non-prescription medication for less than seven (7) calendar days while at school, in accordance with DSHS Texas School Health Guidelines, the school will accept only a written parental request. The request is only valid for seven (7) calendar days, after which, if the same medication, whether prescription or over-the-counter, is still needed while in school, the parents must provide a written authorization from the child's physician.

All parental requests for medication administration after a seven (7) day period must be accompanied by a written order from the student's health care provider substantiating the fact that the administration of a particular medication during the school day is necessary for the student's health and attendance in school. This includes the administration of herbal supplements and vitamins requested by a parent. Such order must include:

- The student's name;
  - The name of the medication;
  - The dose;
  - The route of administration (e.g., tablets, liquid, drops); and
  - Time intervals for administration (e.g., every four hours, before meals);
- [NOTE: Because our schools cannot guarantee that a student will receive a medication at the exact time prescribed by his or her physician, parents should be urged to give medication at home whenever possible.]**
- Any special instructions; and
  - The name of the prescribing health care provider.

The Schools will accept other provider forms if all of the above components are addressed, however, prefers parents use the form provided by the school for consistency.

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

## **II. Medication:**

The student's parent(s) shall deliver any medication to be administered by school personnel to the school in its original container. No more than a 20-day (one month) supply of medication shall be kept at school, excluding inhalers and epinephrine pens. The parent is responsible for the replenishment of medication kept at school. If the health care provider's order/prescription is for a medication regulated by the Federal Narcotics Act, no more than a one day supply shall be kept at school.

The parent is responsible for notifying the school of any changes in or discontinuation of a prescribed medication that is being administered to the student at school. The parent must remove any medication no longer required within one week of discontinuation. 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.

According to state law a charter school is not required to have a school nurse. For students who have diabetes, the district will provide trainings to school staff to make what are essentially objective decisions when reacting to test results.

### **ADMINISTRATION OF MEDICATION OFF CAMPUS**

The school will accommodate students requiring administration of medication during field trips or school-sponsored events as follows: The school nurse, principal, and, as appropriate, the Section 504 Coordinator and /or SPED Director, will determine whether an individual student's participation is contraindicated due to the unstable/fragile nature of his/her health condition, the distance from emergency care that may be required, and/or other extraordinary circumstances. The student's parent and primary care provider will be consulted in making this determination. The decision will be made in compliance with applicable laws, including the IDEA, § 504 and the Americans with Disabilities Act (ADA).

The parent must provide the appropriate number of doses needed for the duration of the field trip or school-sponsored event. When there are no contraindications to student participation, an appropriately trained staff member will be assigned to administer medication. All provisions of this policy shall apply to medications to be administered during off campus field trips and school-sponsored events.

## **III. Prohibited Substances Policy**

### **Alcohol-Free Zones**

In order to provide a safe alcohol-free environment for students and employees, School prohibits alcoholic beverages on school property at any time, and at all school-sanctioned activities occurring on or off School property.

### **Drug-Free Zones**

The Schools prohibit the possession of a controlled substance listed in Health and Safety Code, Chapter 481:

1. In, on, or within 1,000 feet of School premises; or
2. On a school bus.

### **Abusable Glues, Paints, or Volatile Chemicals**

In addition to the above prohibitions, no student shall inhale, ingest, apply, use, or possess an abusable glue, aerosol paint, or substance containing a volatile chemical with intent to inhale, ingest, apply, or use any of these in a manner:

1. Contrary to directions for use, cautions, or warnings appearing on a label of a container of the glue, paint, or substance; 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.

### **Manufacture or Delivery**

No student shall intentionally manufacture, deliver, or possess with intent to manufacture or deliver abusable glue, or aerosol paint that does not contain additive material in accordance rules adopted by the commissioner of health.

## **E-Cigarette and Tobacco Use and Possession**

The Board prohibits students from smoking, using, or possessing e-cigarettes or tobacco products at a school-related or school-sanctioned activity on or off [School Name] property.

“E-cigarette” includes the definition of that term under Health and Safety Code 161.081, and 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.

The Board and/or the Board’s designee shall ensure that School personnel enforce this policy on school property.

## **Notice Regarding Steroid Use**

The Superintendent or designee shall ensure that the notice regarding legal restrictions on anabolic steroids required by Education Code 38.008 is posted in a conspicuous location in the gymnasium of each school in which there is a grade level of seven or higher and in each other place in a building where physical education classes are conducted.

## **Code of Conduct Offense for Possession of E-Cigarettes**

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. 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.

## **IV. Accidents:**

Any accidents that may happen during school hours will be reported to you immediately. If you are not available, the first emergency number you have listed will be called, and the incident reported to that person. Although we will make every reasonable effort to reach you in the event of an emergency, an ambulance will be called for your student in the event of a life threatening emergency.

## **V. Illness:**

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

Any special medical conditions that are pertinent to the health of your child must be noted on the medical information form provided for your child. It is the parent’s responsibility to arrange a conference with the principal, teacher, and nurse (when available) to make certain a plan is in place to ensure the health and safety of students with special medical needs. This includes students who require inhalers and epinephrine pens.

Any food allergies should be noted for the teacher’s information and documentation from the student’s physician should be submitted to the school’s child nutrition department listing the allergies and dietary accommodations to be made.

## **VI. Immunization:**

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

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

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

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

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

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

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

## **VII. Communicable Disease:**

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

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

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

### **VIII. 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.*

### **IX. Safety:**

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

It is not acceptable to:

- assault
- hit / push
- kick / bite
- bully / tease
- use karate or any defense- intended training

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

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

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

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

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

## BEHAVIOR TARGETS

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

Grade K: Responsible for Self Skills Development

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

1<sup>st</sup> 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

2<sup>nd</sup> 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

## GENERAL INFORMATION

### **I. Complaints:**

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

Any complaints by parents or students must follow these steps:

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

### **II. Respect for Individual Differences:**

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

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

### **III. Pledges of Allegiance and One Minute of Silence Policy:**

The District shall require students, once during each school day at each campus, to recite the pledges of allegiance to the United States flag in accordance with 4 U.S.C. Section 4 and Texas flag in accordance with Subchapter C, Chapter 3100, Government Code. Only upon written request by the student's parent or guardian, will the District excuse the student from reciting a pledge of allegiance. The District shall also require students to observe one minute of silence at each campus following the recitation of the pledges of allegiance to the United States and Texas flags. During the one-minute period, each student may, as the student chooses, reflect, pray, meditate, or engage in any other silent activity that is not likely to interfere with or distract another student. Each teacher, substitute or other school employee in charge of students during that period shall ensure that each of those students remains silent and does not act in a manner that is likely to interfere with or distract another student.

### **IV. Student Bags:**

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

### **V. Tuition & Fees:**

The School shall charge the following student fees:

- The cost of materials for any program in which the resultant product (in excess of the minimum requirements) becomes, at the student's option, the personal property of the student.
- Membership dues for student organizations or clubs and admission fees or charges for attending extracurricular activities if membership or attendance is voluntary.
- Payment for privately given instrument instruction, i.e. Suzuki Violin lessons.
- Security deposits for the return of materials, supplies or equipment.

- Fees for personal physical education or athletic equipment and apparel (any student may provide his/her own equipment and apparel if sufficient to meet health and safety standards).
- Fees for student publications, class rings, annuals, and graduation announcements.
- Fees for authorized, voluntary student health and accident insurance.
- Fees for use and repairs of musical instruments and uniforms owned or rented by the School.
- Cost of personal apparel used in extracurricular activities that becomes the personal property of the student
- Any other fee specifically permitted by other statute.

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

## **VI. Searches at Schools:**

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

## **VII. Dress Code:**

**The School's Official Dress Code is comprised of the following, as well as the Dress Code Directives in the Enrollment Packet.**

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 non compliance 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. Students will adhere to the following:

- All students should have a hunter green, navy blue, or white polo-style shirt. At least one hunter green polo shirt 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 intent of a uniform dress code is to establish a school environment where dress is appropriate for our school setting and does not distract, call attention, or defy\* the culture or image of the school.

*\* The judgment of an Administrator or designee will be used to determine whether the student is creating these disturbances.*

The following items and adornments shall not be worn by students while at School or attending School-related functions: [This list is not inclusive]

- |   |   |
|---|---|
| <ul style="list-style-type: none"> <li>• Caps or hats in the buildings</li> <li>• Sweatshirts in the classrooms</li> <li>• Pants with cargo pockets</li> <li>• Studded belts</li> <li>• Steel-toed, or skate shoes or boots</li> <li>• T-shirts with lewd or obscene pictures, writings or gestures</li> <li>• Body markings that are not completely covered at all times</li> <li>• Excessive nail polish, particularly black</li> <li>• Hair color or hairstyles that provoke undue attention, defiance, distraction. They include unnatural</li> </ul> | <ul style="list-style-type: none"> <li>colors, Mohawk or faux hawk styles, long hair that covers the eyes, face; unkempt hair.</li> <li>• T-shirts with cigarette, alcohol or drug advertisements</li> <li>• Spaghetti straps, tank tops, midriffs, or backless apparel</li> <li>• Clothing that is tight, loose, revealing, sagging, baggy, or short</li> <li>• Any clothes that are suggestive or indecent</li> <li>• Denim</li> <li>• Visible body piercing (other than ear lobes) and no excessive jewelry</li> </ul> |
|---|---|

- Gang related attire
- Leggings

The Principal or designee may prohibit any clothing or grooming that in his/her judgment may reasonably be expected to distract the instructional setting, to call attention to the wearer, or to show defiance / disrespect for the School's uniform code. At any time, the Principal or designee has authority to ban attire that the Principal deems to be gang-related. Gang-related attire shall not be worn to School. The Principal reserves the right to declare certain clothing items or colors to be gang-related at any time when the safety of students is at issue.

### **VIII. Personal Belongings:**

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

### **IX. 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.

### **X. Breakfast/Lunch Program**

Students who are participating in the Child Nutrition Program may arrive for breakfast every morning at the designated time. (See the Student Calendar or *Castle Chronicles*, *Dragon Notes* or *The Telescope* Newsletter on website or in 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](http://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 very carefully and be sure they are properly labeled.

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

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

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

## **XI. Formal Dining Time:**

In all lunchtime experiences, students will:

- Demonstrate appropriate manners during meals
- Listen to classical music without speaking for the first 15 minutes
- Speak with one another quietly
- Be attentive to adult supervision
- Clean their table area and surrounding floor
- Practice music awareness and appropriate table talk

## **XII. Birthday Celebration:**

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

## **XIII. 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.*

## **XIV. Our Best Wishes**

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

By asking your child, daily, for any newsletters, memos, etc. you will remain informed of all developments affecting your child and our schools. Our website, [www.burnhamwood.org](http://www.burnhamwood.org), is another good place to keep up with communication.

**PLEASE RETURN THIS SECTION TO YOUR CHILD'S  
TEACHER**

**Burnham Wood Family of Charter Schools**

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

Date: \_\_\_\_\_ School Year: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Grade: \_\_\_\_\_

Campus Name: \_\_\_\_\_

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

Student's Signature: \_\_\_\_\_

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

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

Initial only ONE blank.

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

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

Parent/Guardian Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ City, State, ZIP: \_\_\_\_\_

Home Phone: (\_\_\_\_\_) \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE RETURN THIS SECTION TO YOUR CHILD'S  
TEACHER**

**Burnham Wood Family of Charter Schools**

**SCHOOL-PARENT-STUDENT 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 \_\_\_\_\_**



