



Wonderland Inc.

BEATRICE MAYES
INSTITUTE
A WONDERLAND INC. SCHOOL

*“Expanding Minds, Building Character and
Inspiring Community Action”*

PARENT AND STUDENT HANDBOOK
STUDENT CODE OF CONDUCT

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WELCOME

We welcome you and your child to Beatrice Mayes Institute (BMI) Charter School and to the partnership we will share to educate our children.

The need for a quality educational program is great. To help meet this need, the Beatrice Mayes Institute Charter School was established. The goals of Beatrice Mayes Institute Charter School are:

1. To provide recognition and appreciation of sound learning theories that have been supported by research
2. To provide citizenship experiences necessary to function in a free American Society
3. To meet the pupil's physical, mental, emotional, and social maturation in a rapidly changing culture
4. To provide a continuation and development of essential learning

This booklet is intended to explain our program to you. We hope you will read it carefully and keep it for future reference.

We solicit your cooperation and support and also welcome your comments and suggestions.

Board of Directors
Board of Directors

THE PHILOSOPHY

Beatrice Mayes Institute Charter School (BMI) will provide a viable alternative for excellence to those who desire a program emphasizing the academic and physical development of their children. The purpose of Beatrice Mayes Institute Charter School is to provide each child an opportunity to use educational and guidance resources for total development by meeting his/her cognitive, affective, and psychomotor needs through individualized and group instructions. We believe that any child who comes to us has certain capacities, which can and should be used for the use of the individual and useful citizenship. We recognize the fact that these capacities vary greatly from individual to useful citizenship, which makes teaching a challenging task. We feel, however, that regardless of the difficulties encountered, the instruction for each individual should be of such a nature that the capacities for learning will be fully developed.

The report to parents should be primarily an instrument of guidance. All reporting of pupil progress – whether by formal report card, informal note, or conference, should be to give parents helpful information in clear and concise terms. Such information will be useful in promoting and maintaining desirable achievement in all behaviors and in indicating areas of strengths and weaknesses which need special attention.

DISCRIMINATION

State and federal laws prohibit discrimination. Beatrice Mayes Institute complies with all nondiscrimination rules and regulations and does not permit discrimination against students based on national origin, gender, disability, sexual orientation, family situation, religion or political affiliation. This holds true for all students who are participating in educational programs and/or co-curricular activities. Inquiries regarding compliance procedures may be directed to the school administrator.

RESPONSIBILITIES OF STUDENTS AND PARENTS

Each Beatrice Mayes Institute student and parent must be familiar with the policies in existence. The handbook has been prepared with the purpose of serving as a guide to school officials, students and parents. If the contents of this handbook are known and the guidelines followed by all, the school will function smoothly and efficiently, resulting in less friction and misunderstanding. This harmonious operation will result in increased academic achievement and a greater degree of satisfaction for all.

Enrollment in Beatrice Mayes Institute Charter School is a privilege and not a right. Students who are enrolled in the school must obey all rules constantly. Parents will be asked to withdraw students who repeatedly violate both major and minor rules.

The lack of knowledge of a particular policy will not excuse a student from the responsibility of obeying it.

A Student's Commitment consists of the following:

- ✓ Arrive to school promptly and remain throughout the entire day.
- ✓ Complete all homework assignments.
- ✓ Maintain good behavior in all classes, in the cafeteria, and on field trips.
- ✓ Adhere to the dress code
- ✓ Learn and live out the “The Learner's Creed”

A Parent's Commitment consists of the following:

- ✓ Ensure my child(ren)'s promptness to school and/or events and programs
- ✓ Send my child(ren) to school each school day, excluding any severe illness.
- ✓ Read all documentation sent home carefully; sign documentation when deemed and submit the documentation within two (2) days. I understand my child may be sent to detention for not returning the required documentation.
- ✓ Attend all parent meetings, conferences, events, and programs.
- ✓ Ensure my child adheres to the dress code.
- ✓ Ensure my child(ren) follows the rules in this handbook.
- ✓ Understand the school is not responsible for my child(ren)'s behavior.

We recognize that this handbook is imperfect and silent on some issues that may arise. In case of disagreements over a particular interpretation, school administrators will attempt to render decisions that are fair and in the best interests of both the student and the school.

ACCREDITATION AND GOVERNANCE

Beatrice Mayes Institute Charter School is a state-funded school consisting of grades kindergarten (K) through eighth (8) and is fully accredited by the Southern Association of College and Schools.

MISSION

The mission of the Beatrice Mayes Institute is to “Expanding Minds, Building Character, and Inspiring Community Action.”

VISION

BMI's vision is to become a model school for the community by becoming an exemplary school, a school with a city-wide, state-wide, and ultimately national reputation for excellence and innovation in academic achievement. To accomplish this, BMI must ensure that its students consistently perform academically in the 90th percentile or above as reflected by various standards of achievement, including standardized testing methods.

Another aspect of our vision is our firm belief in the need for a secondary school program that reflects the values and educational philosophies embodied in our Kindergarten through Eighth grade program. The expansion to Twelfth grade will allow the school to provide college-preparatory oriented courses and to provide a continuum of services for its students. At the same time, this will ensure that students receive a quality education for their entire school lives. Quality education is defined as one that prepares thoughtful, active, and contributing citizens who can function productively in a free-enterprise society with an appreciation for the basic democratic values of the state and nation.

SCHOOL MASCOT

The school mascot for Beatrice Mayes Institute is Alex the Gator.



SCHOOL SONG

Oh we love the BMI School
For the days that we spend inside.
And we will not forget her wherever we abide.
For the memories of school
days Our voices will bid
farewell. And of this dear
Oh BMI,
We will always be glad to tell.

SCHOOL COLORS

Beatrice Mayes Institute Charter School colors are green and gold.

SCHOOL LOGO

BEATRICE MAYES
INSTITUTE

A WONDERLAND INC. SCHOOL

PARENT-TEACHER ORGANIZATION (PTO)

Any parent or guardian will automatically become a member when their child is enrolled in Beatrice Mayes Institute and should feel a responsibility in taking part in the activities of the school. Please consult the rate sheet for the current PTO dues. All teachers and staff employed by Beatrice Mayes Institute are automatically members and are encouraged to take part in the activities of the school.

Our parents are exceptional in that they balance the demands of full-time careers, the responsibilities associated with family life and serve as active supporters of the school. One of our functions as an educational program is to support families who are very busy and whose extra time is often limited. Parents have the opportunity to enhance the children's program by volunteering in any capacity and attending PTO meetings.

A calendar, handouts, and newsletters will keep you informed about school activities. Please communicate any concerns or suggestions to the staff. We want your ideas.

NATURE OF PARENTAL INVOLVEMENT IN DECISION-MAKING

Parental , as well as student involvement in school initiatives, is considered an essential phase of the governance process. BMI has an "open door" policy and the administration is attentive to parental needs and concerns. Parents play a vital role in decision-making in several ways. Three parents are members of the Shared Decision-Making Committee. This Committee is valuable input to the Board of Trustees on key school policy matters such as the budget, curriculum, developing business partner relationships and community involvement. One alumni parent is a member of the Wonderland Educational Estates Association (WEEA) board. Parents are also able to attend regular open meetings of the BMI Board of Trustees.

In addition, parents participate in the Parent Teacher Organization (PTO), a national organization designed to forge an alliance with teachers and parents that will be used as a vehicle to provide parents and teachers with an opportunity to independently articulate their needs and recommendations on various issues in a formal setting. The PTO also is exclusively responsible for sponsoring several important school events throughout the school year.

BMI has numerous activities to link parents, pupils and school personnel, business partners, and the community including:

Monthly PTO Meetings

Parent Volunteer Program Guidelines

Leadership organization to work with community churches, agencies, and businesses

Fall Festival

Dad's Day

Career Day

Community Health Fair

Thanksgiving Luncheon

Room Parents for each Classroom

Grandparents' Day

Families are requested to contribute to BMI's basic operation in the classroom- both as aides and as instructional leaders (e.g. seminar program) - and by working with their children, supporting the successful completion of their individualized learning plans. Our desire is that each family is expected to contribute at least twenty (20) volunteer hours per school year for one child, or at least thirty (30) hours per year for two (2) or more children. At least five (5) of those hours must be spent working directly with students, in the classroom, on field trips, or during special evening or weekend events. Parents must also attend a minimum of four (4) school-wide meetings each year.

NATURE OF STUDENT INVOLVEMENT IN DECISION-MAKING

BMI creates a learning environment where learning is occurring more spontaneously. The learning environment is more active than the traditional classroom, providing each child with opportunities to focus on individual learning experiences. To some extent, students make decisions on how they will spend their time on a daily/weekly basis.

Students are active in the development of their education plans and thus empowered to have a direct influence on their success in school. The development of each student's plan affords each student with the opportunity to help direct their curriculum and the style of teaching that will best ensure success. Additionally, by having input into the teaching style that will be used, they indirectly influence the decision-making of the school.

BMI believes that learners reap rewards from being active, contributing community members and from seeing their activity produce positive change. Kindergarten through third graders are required to perform 5 hours of community service and grades fourth through eighth grades are required to perform 10 hours of community service. For each, one-half of the hours contribute to the BMI and one-half to an outside organization or worthy cause. Students may also make suggestions for various community service projects.

Past projects that students have initiated were:

Thanksgiving food drive

Christmas toy and clothing drive

Sponsoring families for Thanksgiving or Christmas

Entertaining senior citizens in convalescent homes

Selecting various fundraising activities sponsored by local charitable organizations to participate in.

STUDENT COUNCIL

Students in sixth through eighth grades have the opportunity to participate in the Student Council. Two representatives are elected from each grade level. The entire Middle School student body participates in the election process of the Student Council officers. The Student Council serves as a mechanism whereby students may formally petition the administration with concerns and also offer input.

Participation in student organizations and activities provides students with solid experience in developing decision-making skills. Students have input in determining the incentives that are awarded for good conduct, academic achievement, and athletic achievement.

This section was intentionally left blank.

PARENTAL MISCONDUCT POLICY

Description

The Parental Misconduct Policy provides a description of a broad range of behavior considered to be parental/guardian misconduct. The behavior described should be viewed as representative of the misconduct that most frequently causes a disruption to the orderly educational and social processes. The acts of misconduct listed are not inclusive. The parent/guardian(s) who commits acts of misconduct will compel administrative disciplinary action, which may lead to expulsion.

When and Where These Rules Apply

The policies and administrative procedures concerning parental conduct apply to actions of parents on school property, and in some cases, for conduct occurring off of school property. Additionally, the rules apply to actions of parents at all school-sponsored or school-related activities or events, such as field trips, sporting events, programs, assemblies, fairs, or evening school-related activities. Parents should be aware that the commission of any felony offense, whether at school or away from school, may result in expulsion. Finally, parents should be aware that administrators who are made aware of activity deemed inappropriate by Wonderland, Inc., including criminal activity, whether on or off campus, will make a report to appropriate law enforcement agencies and that, in addition to these administrative rules, parents may be subject to criminal charges for violation of the law.

Rationale:

Wonderland, Inc./BMI is committed to ensuring the safety, and the overall well-being of all parents, students, faculty, and staff, and volunteers. All parents are expected to conduct themselves in a responsible manner consistent with the values of integrity, open communication and mutual respect. Parents shall always model positive and responsible behavior and communication in an ethical manner.

General Acts of Parental Misconduct

Cheating/Doing students coursework

Taking unauthorized students out of the classroom or school grounds without the permission of school personnel and/or parent or guardian

Using behavior or comments which are profane, insulting, harassing, sexist, racist, abusive, or disrespectful

Threatening the safety of school personnel, students, visitors, volunteers, and/or other parents

Posting or distributing unauthorized materials on school grounds

Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips

Loitering in unauthorized areas

Failure to maintain financial responsibility regarding school functions and activities

Any other acts that interfere with the orderly educational process in the classroom or the school

Accessing materials and sites on the internet that are deemed to be inappropriate by Wonderland, Inc.

Sending or forwarding inappropriate and unsolicited email, including email containing offensive language, untruthful statements, junk email, chain letters, or jokes to school personnel work email accounts.

Using behavior or making unbecoming comments on social media and/or other forums.

Teacher Harassment

Inappropriate Dress/ Attire

General Enforcement Guidelines

When enforcing policy, Wonderland, Inc. personnel shall adhere to the following general guidelines:

1. Enforcement shall be administered when necessary to protect the students, school employees, or property and to maintain essential order and discipline.
2. Parents/guardians and students shall be treated fairly and equitably. Enforcement shall be based on a careful assessment of the circumstances of each case. Factors that must be considered in each decision concerning suspension, expulsion, or involving City of Houston and/or Harris County Law Enforcement Agencies, regardless of whether the decision concerns a mandatory or discretionary action, include such factors as:
 - a. seriousness of the offense
 - b. intent when engaged in the conduct
 - c. parent's history with faculty and staff
 - d. parent's attitude
 - e. potential effect of the misconduct on the school environment
 - f. state law requirements for certain disciplinary consequences
 - g. whether the facts of the case warrant consideration of self-defense as a mitigating factor in the assessment of any punishment
 - h. whether the student has a disability that substantially impairs the student's capacity to appreciate the wrongfulness of the student's conduct
3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, in school, or any school-related activity and may include persistent misbehavior. Persistence shall be defined as more than one instance of misconduct.

THE TEN COMMANDMENTS OF SUCCESS

WORK HARD

Hard work is the best investment a man can make.

STUDY HARD

Knowledge enables a man to work more intelligently and effectively.

HAVE INITIATIVE

Ruts often deepen into graves.

LOVE YOUR WORK

Then you will find pleasure in mastering it.

BE EXACT

Slipshod methods bring slipshod results.

HAVE THE SPIRIT OF CONQUEST

Thus, you can overcome difficulties.

CULTIVATE PERSONALITY

Personality is to a man what perfume is to the flower.

HELP AND SHARE WITH OTHERS

The real test of business greatness lies in giving opportunity to others.

BE DEMOCRATIC

Unless you feel right toward your fellow men, you can never be a successful leader of men.

IN ALL THINGS DO YOUR BEST

The man who has done his best has done everything.
The man who has done less than his best has done nothing.

Charles Schwab
Carnegie Steel Company - 1897

EDUCATIONAL INFORMATION

CURRICULUM

Beatrice Mayes Institute Charter School will provide a viable alternative for excellence in education to those who desire a program emphasizing the academic and physical development of their children. BMI will provide each child an opportunity to use educational and guidance resources for total development by meeting his/her cognitive, affective and psyche-motor needs through individualized and group instruction. It is our belief that any child who will come to BMI has certain capacities that can and should be used for the benefit of the individual, as well as for the benefit of society. We recognize the fact that these capacities vary greatly from individual to individual, which makes teaching a challenging task. However, we believe that regardless of the challenge encountered, the instructions for each individual should be of such a nature that his/her capacities for learning are developed to the fullest and allow each student to achieve his or her highest potential.

At BMI, we believe that “What you teach, teach thoroughly.” On this basis, the curriculum is built around the four core areas of science, mathematics, language arts, and social studies with commitment to the development of lifelong skills of learning across these domains. BMI has a “goal-based” curriculum, which allows students to know exactly what they need to do to progress, with a balanced focus on effective, healthy, and ethical processes for meeting these goals.

As important as the question of what to teach is the matter of how to teach. Pedagogy is particularly important because the effective transmission of the basic skills and techniques involved in reading, writing, and arithmetic form the foundation for all further intellectual development. Our experience has demonstrated that subject matter is most effectively communicated when it is sequential, incremental, and allows for practice and repetition. We have integrated supplementary educational materials that enhance our curriculum for optimum results. To achieve STAAR exemplary scores and student academic recognition, we must employ innovative methodologies.

By virtue of the diverse learning styles of students, it is essential that teaching approaches/strategies vary to accommodate their learning diversity. An approach that we currently use is individualized mastery learning. This is one of the most effective learning methods, ensuring that all students have truly mastered the curriculum, not simply completed requirements or “passed.” We use active learning methods in independent as well as cooperative work teams. Students engage in exciting knowledgeable work throughout the day.

BMI sets high standards for the successful application of essential skills for success in all areas of life: academic, work, civic and personal. Learning is contextual and authentic.

PROMOTION AND RETENTION

Standards for Promotion

<i>Grade Level</i>	<i>Standard</i>
K - 8th	All students in all grade levels must have sufficient attendance in order to be promoted. Sufficient attendance is defined as a student's total number of unexcused absences cannot exceed 10% of class meetings.
Kindergarten	Student must earn an average of 70 or above in core subjects (<i>Reading and Math</i>)
1st / 2nd	Student must earn an average of 70 or above in core subjects (<i>Reading, Math and, English Language Arts, Science and Social Studies</i>)
3rd	Student must earn an average of 70 or above in core subjects (<i>Reading, Math, English Language Arts, Science, Social Studies</i>) & <i>Student who fails STAAR-Accelerated Learning Committee educational plan.</i>
4th	Student must earn an average of 70 or above in core subjects (<i>Reading, Math, English, Science, Social Studies</i>) & <i>Student who fails STAAR Consecutively – Accelerated Learning Committee needed with Superintendent Designee.</i>
5th	Student must earn an average of 70 or above in core subjects (<i>Reading, Math, English Language Arts, Science, Social Studies</i>) & <i>Student who fails STAAR-Accelerated Learning Committee educational plan.</i>
6th	Student must earn an average of 70 or above in core subjects (<i>Reading, Math, English, Science, Social Studies</i>) & <i>Student who fails STAAR Consecutively – Accelerated Learning Committee needed with Superintendent Designee</i>
7th	Student must earn an average of 70 or above in core subjects (<i>Reading, Math and, English Language Arts, Science and Social Studies</i>)
8th	Student must earn an average of 70 or above in core subjects (<i>Reading, Math, English Language Arts, Science, Social Studies</i>) & <i>Student who fails STAAR-Accelerated Learning Committee educational plan.</i>

Retention

The decision to promote or retain a student is based upon consideration of the overall welfare of the child. Therefore, the decision is made only after carefully weighing of both academic and social factors

If a student fails two (2) or more of the following academic courses: Reading, English, Mathematics, Science, or Social Studies, he/she will be retained.

For students with disabilities, the campus Annual Review and Dismissal/Individual Education Program (ARD/IEP) committee will determine the promotion status based on mastery of IEP goals and objectives and/or course requirements.

If a parent would like to appeal the decision, the parent may come before the Promotion/Retention Committee to make a final appeal. The Promotion/Retention Committee will listen to both parties and make a final decision. The decision of the Promotion/Retention Committee will be supported by BMI administration.

MARKING SYSTEM

The numerical system of marking is used for students in grades 1st- 8th. Numerical marks and letter designations are as follows:

100 – 93	A
92 – 85	B
84 – 75	C
74 – 70	D
69 – 0	F

No student shall be awarded a grade lower than 50% for any single grading period. All coursework shall be graded and recorded with the grade the student earned. Upon averaging the final grade for the coursework of each 9-weeks grading period, if a student's final grade averages to less than 50%, the official grade will be recorded as *50.

An "I" (incomplete) is given as a temporary mark only. All missed work must be completed in order to remove the "I". The teacher reserves the right to replace an "I" with a "0". Please see the attendance policy for more details.

In Kindergarten only, students are assigned alphabetic marks of E (Excellent); G (Good); S (Satisfactory); N (Needs Improvement); or U (Unsatisfactory).

Conduct Grading: Each teacher in K – 8th grade levels will give a conduct grade for all students.

E (Excellent); G (Good); S (Satisfactory); N (Needs Improvement); or U (Unsatisfactory)

TEXTBOOKS

Students are loaned multiple textbooks for their use during the school year. These books belong to the school and must be respected as borrowed property. Textbooks must be covered at all times. This will help reduce charges for damaged books at the end of the year.

At the beginning of the school year, the teacher will enter the students' names and the school year in the

space provided on the inside front cover of each book. Each subject teacher will enter his/her name. He/She will also record the condition of the book when it is loaned and returned. This information will aid the school in returning textbooks to the proper student or teacher, should they be misplaced. Students will be charged for lost books or excessive wear due to negligence. (Examples: writing in books, torn or missing pages, water damage, and broken covers).

CHROMEBOOKS

Technology is seamlessly integrated into the curriculum offered at BMI. For students in grades K-3, a Chromebook is stored securely in their homeroom class. Students are assigned a Chromebook that they use throughout the day. The Chromebook is returned to the homeroom charging station at the end of the school day. Once a week, third grade students will take their device home. In grades 4th- 8th, a device is assigned to every student. Students use the device throughout the school day and take the device home with them each day. Student access to textbooks, school assignments, and testing are solely distributed through the student portals (Classlink/ Google Suites). Chromebooks are required to successfully complete the assigned curriculum. The policies, procedures and information contained in this document apply to Chromebooks and the other technology devices used by students within BMI. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other district-issued devices, email/Google accounts, server space, etc., are the property of the BMI and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account, etc. Supplied devices are educational tools and are not intended for personal use, such as gaming, social networking, or high-end computing. Please see Beatrice Mayes Institute Student/ Parent Device Handbook for more information about student and parent responsibilities.

CONFERENCES

If a conference is desired, arrangements should be made with the teacher via written notification (email). Scheduled conferences are available during the teacher's conference period, or after school. We strongly recommend that younger siblings be left at home or in daycare when visitors plan to visit for a conference. When making an appointment with the student's team of teachers, it is necessary that parents confirm the date and time of parent conferences with the homeroom teacher. BMI encourages an open dialog between parents and teachers, please utilize this tool as needed.

REPORT CARD PARENT/TEACHER CONFERENCE

The purpose of a **Report Card** Parent/Teacher Conference is to allow parents the opportunity to pick up report cards with the benefit of having a brief conversation with their child's teachers updating them on their progress or any other issues or concerns at that time. Conferences are on a first come, first serve basis, and last no longer than about three minutes. If you, the parent, or the teacher feel that a more in-depth conference is needed then it can be scheduled at that time.

Parents that do not attend the Parent/Teacher Report Card Conferences must schedule a conference with their child's homeroom teacher in order to receive a report card.

PROGRESS REPORTS

It is the policy of Beatrice Mayes Institute to communicate with parents about their child's progress. Midway through each nine-week grading period, the teacher will provide notice of progress to the parent/guardian of every student. Progress reports may contain academic, behavioral and attendance information. Teachers are encouraged to communicate with parents via telephone, send notes,

or arrange conferences to discuss the progress of any student whose work seems out of the ordinary. Parents should note progress report dates on the current school calendar. Parents are encouraged to contact the teacher when a question or concern arises about their child’s academic progress. Parents can monitor grades via Skyward.

HONOR ROLLS

<i>Honor Roll</i>		<i>Criteria-Academic</i>		<i>Criteria-Conduct</i>
Outstanding Achievement Honor Roll	●	93 or above in all subjects	●	All E’s in conduct
Academic Achievement Honor Roll	●	92-85 in all subjects	●	E’s or S’s in conduct
Excellent Conduct	●	N/A	●	All E’s in conduct

After each nine-week grading period, the Honor Roll Committee will celebrate and recognize students who have excelled in academic achievement for each 9 week period.

NATIONAL ELEMENTARY HONOR SOCIETY – *Elementary School* (4th and 5th Grade ONLY)

The criteria to apply for National Elementary Honor Society (NEHS) are a 90 cumulative average and an E or S in conduct. Once a student has met these criteria, teacher recommendation and community service/leadership activities are then considered. Fourth and fifth grade students are considered for NEHS during the second semester.

NATIONAL JUNIOR HONOR SOCIETY – *Middle School*

The criteria to apply for National Junior Honor Society (NJHS) are a 90 cumulative average and an E or S in conduct. Once a student has met these criteria, teacher recommendation and community service/leadership activities are then considered. Sixth, seventh, and eighth grade students are considered for NJHS during the second semester.

HOMework

It is important that students, parents and teachers understand that academic learning does not end arbitrarily at the end of the school day. Learning can take place in all environments and at all times. Furthermore, young people need to gradually develop independent study habits, which will guide them throughout life. Recognizing these facts, Beatrice Mayes Institute sets increasing amounts of homework each week. The assignments given will provide consistent enrichment for mastery.

INCOMPLETES

Students consistently missing assignments will be subject to a mandatory parent, teacher and or administrative conference.

If a student receives 3 or more “incompletes” within a single week, a parent conference will be requested.

If an “incomplete” is given to a student, a copy of the Progress Reports will be sent home indicating what assignments (s) or test (s) is/are missing and the deadline for the completed work.

If the student does not turn in the incomplete work or does not make arrangements to take a missing test (s) by the assigned deadline, the grade will be entered as a “0” and may no longer be made up.

RECORDS/TRANSCRIPTS

A student’s school records are confidential and protected from unauthorized inspection or use. A cumulative record is maintained for each student from the time the student enters the school until the student withdraws or graduates. This record moves with the student. The PEIMS Coordinator is the custodian of all records for currently enrolled students at the school. The Superintendent is the custodian of all records for students who have withdrawn or graduated. Records may be reviewed during regular school hours upon completion of the written request. The records custodian or designee will respond to reasonable requests for explanation and interpretation of records.

The parent’s or student’s right of access to and copies of student records does not extend to all records. Materials that are not considered educational records, such as a teacher’s personal notes on a student that are shared only with a substitute teacher, records pertaining to former students after they are no longer students in the school, and records maintained by school law enforcement officials for the purpose other than school discipline do not have to be made available to the parent or student.

A student over 18 and parents of minor students may request a copy of the records at any time. **Records/Transcripts request have a 48 hour turnaround time. No records will be given on the same day requested.**

PHYSICAL EDUCATION CLASSES – Middle School ONLY

Physical education is an essential component of the education of our youth. Studies show that physically active kids do better academically. The goals of our program are to produce physically fit youth, to teach the relationship between physical activities, physical fitness, and health; and to promote skills, knowledge, and a positive attitude to help children lead active, healthy, and productive lives as adults.

Dress Code and Participation

The Beatrice Mayes Institute P.E. Uniform must be purchased online via RevTrak (green athletic shorts and gray logo t-shirt). Students must wear the complete uniform, tennis shoes, and socks. Appropriate undergarments must be worn with the P.E. uniform. Shorts must be worn at the waist and be knee length. All students should dress whether they participate or not. Grades are impacted by not being in appropriate gym dress code.

Items Needed for Physical Education

- Baby Wipes (*to wash face and body after physical education*) Plan to replace monthly
- Stick deodorant (*NO spray – as it causes problems for students with asthma or allergies*)
- Comb/hairbrush; ponytail holder for students with long hair
- Extra socks and an extra pair of underwear
- Girls: sanitary napkins or tampons

Classroom Open Door Policy

In order to ensure the safety and security of all BMI students and faculty, we have adopted a set of guidelines for our Open Door Policy. We are able to maintain our “open door” policy for visitors by requesting your cooperation with the following rules:

- All visitors must sign in and sign out with the front office upon arrival and departure.
- Visitors must wear an identification badge during visitation.
- All volunteer/ visitor time **must be scheduled at least 24-48 hours in advance** with your classroom teacher AND reported to the front office.
- Once you have checked in with the office, you may enter your child’s classroom without knocking, but please enter and leave discreetly. In order to avoid interrupting class time, students and teachers have been instructed to ignore visitors unless it is convenient for the teacher to stop and include you in that particular lesson.
- **Classroom observations are limited to 20 consecutive minutes. You must have a student enrolled in that class in order to observe.**
- Please do not attempt to carry on a conversation with a teacher or student.
- Visitors may stand in the back of the classroom, or sit in any available seating that does not cause a distraction.
- Visitors who are not family members of a student must be accompanied by a member of our administrative staff.

OPERATIONS INFORMATION

HOURS OF OPERATION

Beatrice Mayes Institute Charter School is in session Monday through Friday and will observe the following hours of operation:

Kindergarten – 3 rd	7:30 a.m. – 3:30 p.m.
4 th – 8 th	7:30 a.m. – 4:00 p.m.
Office Hours	7:30 a.m. – 4:30 p.m.
Office Phone	(713) 747-5629
Fax #	(281) 809-7842
Website	www.bmischool.org

ARRIVAL AND DEPARTURE

Short-term parking space is available in front of the building for use when delivering or picking up your child. When parking in this area, please be certain to *turn off* the car engine and *remove the keys* before leaving it - even if only for a few minutes. The extra time and gasoline it might require restarting the engine are far less valuable than the life of a child. If dropping off or picking up your child between the hours of 7:30 a.m. and 4:00 p.m., you will need to watch for children who may be getting in or out of parked cars. To drop off students in the mornings grades (K-3rd) must use the front building to enter the front gate. To drop off students in grades (4th-8th), you must use the circular driveway. All students are dismissed at the circular drive/dismissal area at the end of their school day. Please do not park or drop off your child in the middle school teacher’s parking lot.

Students should arrive at school before 8:10 A.M. Roll Call is at 8:10 A.M. Students arriving after 8:09 A.M. are considered tardy. All classes begin at 8:15 A.M. each day.

Dismissal time for K-3rd is 3:30 P.M. and must be picked up immediately. No child will be allowed to stay on campus without supervision. Parents are to make arrangements for picking up your child(ren) on time. Dismissal time for 4th and 8th Grade is 4:00 P.M.

Students are not allowed to stay after school unless they have permission from a teacher or the administration. All students must be off campus 30-minutes after each dismissal period. Additionally, Beatrice Mayes Institute is NOT responsible for student(s) who are dropped off prior to 7:30 A.M. It is not safe for a student to be left alone without proper adult supervision.

There is a 15-minute grace period for each dismissal period. BMI has allotted an additional 15 minutes for students to wait in the designated areas. After 30 minutes of the dismissal time, students remaining on campus will be considered a “Drop-In” to the Extended Day Program. The fee for a “drop-in” is \$15.00 per day. All payments must be made by the end of each semester. The infractions are cumulative throughout the year. School records including, but not limited to, report cards and transcripts will not be released until the “Drop-In” fee(s) are paid in full. ***For those parents who continually pick their child up late from school, Beatrice Mayes Institute will report the parents to the local authorities or Texas Child Protective Services.***

ATTENDANCE

Regular school attendance is essential for the student to make the most of his/her education to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. **State law mandates that a student must attend at least 90% of instructional days per school to receive credit for that class. This rule applies to all students.**

A student who fails to attend classes for at least 90 percent of instructional days the class is offered cannot receive credit for the class-even if the absences were excused by the school’s medical or other reasons. (TEC 25.092) Students who are in attendance fewer than the minimum number of days required may petition the school’s attendance committee to receive credit or promotion.

PROCEDURES TO FOLLOW WHEN ABSENT FROM SCHOOL

A student is not counted absent if the student commences classes or returns to school on the same day of a health care appointment if documentation is provided from the health care professional to the appropriate school office.

Excused absences are granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student’s immediate family
3. Emergency medical or dental attention
4. Absences approved by the administration in advance
5. Quarantine
6. Observance of religious holy days that require the student’s participation
7. Temporary absence resulting from health care appointments, if that student commences classes or returns to school on the same day of the appointment.

When a student’s absence for personal illness exceeds three consecutive days, the student shall present a statement from a physician or health clinic verifying the illness or other condition that requires the student’s extended absence from school. If the student has established a questionable pattern of absences, the attendance committee may also require a physician’s or clinic’s statement of illness after a single day’s absence as a condition of classifying the absence as one for which there are extenuating

circumstances.

Parents must make prior arrangements for students who know in advance they must leave school. A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parents.

To be excused from physical education classes for a period of more than three consecutive days, the student must have a statement from a medical doctor specifying the need for such an excuse and the approximate length of recuperative period.

PROCEDURE TO FOLLOW WHEN TARDY TO SCHOOL

Students must go directly to the office if arriving after 8:10 a.m. Tardies are recorded by front office personnel. Students are not allowed in class after 8:10 AM without a tardy slip. All tardies are considered unexcused. Excessive tardiness will result in disciplinary action.

A tardy to school in any amount of time after the beginning bell rings and including but not limited to missing the bus, car trouble, over-sleeping, traffic problems, or train on the track. A doctor or dentist appointment with proper documentation is not considered tardy.

The consequence of every four (4) tardies is detention. The count of tardies received recycle (start over) every fourth tardy and/or nine weeks.

Excessive tardies result in students missing valuable instructional time. Makeup work or reteaching of the lessons missed due to excess tardiness is left to the teacher's discretion.

UNEXCUSED ABSENCES POLICY:

If a student fails to bring a note from home, an unexcused permit form will be issued. The note from home must be brought the next day. If the student fails to bring a note on the second day, the absence will remain unexcused. Handwritten notes will not be accepted after 5 days of the student's return to school. Makeup work or reteaching of the lessons missed due to an unexcused absence is left to the teacher's discretion.

In accordance with Section 25.095 Warning Notices, if a student is absent from school for eight (8) or more days:

- The student's parent is subject to prosecution under Section 25.093 and
- The student is subject to prosecution under Section 25.094 or to referral to juvenile court in a county with a population of less than 100,000 for conduct that violates that section.
- Section 25.087 states the following related to unexcused absences:
- It is the parent's duty to monitor the student's school attendance and require the student to attend school; and
- Request a conference between school officials and the parent to discuss the absences.
- The parent is held accountable for the student's unexcused absence from school.
- Parent is the parent/person standing in a parental relationship.

Students must not sign their parents' name even with the parent's permission. This is a forgery and may result in expulsion.

WITHDRAWALS

Advance notice of 24 hours is required prior to any withdrawal. A copy of an “Intent to Withdraw” form must be submitted to the PEIMS Coordinator or Front Office. A copy of the withdrawal form will be sent to the classroom teacher(s) for completion and then signed by the PEIMS Coordinator and then by the parent/guardian. Immunization records and report card will be attached to the withdrawal forms to be presented to the receiving school.

When a student withdraws, the teacher will sign the withdrawal forms if books are returned. If books are not returned, a student will not be able to get a withdrawal until books are either paid for or returned.

The PEIMS Coordinator must have the name of the city or new school to which the student is moving. This is necessary in order to forward student records.

LEAVING SCHOOL DURING THE SCHOOL DAY

Students are encouraged to be in school every day. Parents are encouraged to make personal appointments for students after school hours. Parents/guardians desiring to pick up a student during the school day must come to the front office personnel and sign him/her out. No child will be released to any person other than the parent or guardian unless the school receives a written request from the parent which can be verified, and the person picking up the child can provide proper identification. This person must be listed on the child’s enrollment information. **Students will not be released for early pick-up between: 2:45pm – 4:00pm (K – 8th)**

MAKE UP WORK

Students that are absent will be given the opportunity to make up work missed within 5 school days upon returning to school if proper documentation is submitted upon their return. Proper documentation includes but not limited to letter by physician (Doctor’ notes) and court letters. Parent handwritten note, will be accepted in a limited capacity. It is the student’s responsibility to see that the work is made up. During extended absence, work may be requested (*within 48 hour notice*) from the school Elementary or Middle School Principals. In special circumstances, the Elementary or Middle School Principals are authorized to give extensions for completion of makeup work, especially in cases where a student may have received an “I.”

STUDENT CHANGE OF ADDRESS

Parents/guardians must give the PEIMS Coordinator or the Front Office written notification of a student’s change of address and/or phone number within seven (7) days of the change. Changes/ Updates can be made using Skyward Parent Portal.

HOLIDAYS AND VACATIONS

These are the holidays and vacations that Beatrice Mayes Institute Charter School will observe:

Labor Day

Thanksgiving

Winter Break

Martin Luther King, Jr. Birthday

Good Friday

Spring Break

Memorial Day

Emancipation Day

Independence Day

FOOD AND NUTRITION

The school provides nutritious meals each day. Menus will be emailed month and available on the school website. Breakfast is served daily at **7:30 a.m. – 8:00 a.m.** Lunch is served daily from **11 a.m.- 1 p.m.** Students that qualify for the school lunch program may receive free or reduced meals. Student's approved application in the preceding year and returning within the first 30 operating days of the current school year may retain their benefits for the first 30 operating days. All parents must fill out an application for the program. Students have the option of purchasing or bringing their lunch. Please check with the Front Office personnel on current rates for the school meals. As of 2022-23 school year, breakfast and lunch is free to all enrolled students.

FOOD DELIVERY POLICY

Parents/guardians are encouraged to allow students to partake of the school meals daily options or students may bring breakfast/ lunch from home. A menu is available to students and parents with daily choices of lunch items. A choice of milk is available daily. If the student brings breakfast/lunch from home, each lunch item must be ready to eat. Students do not have access to microwaves or food warming tools. Due to allergies, we do not allow food items to be shared. Parents are able to drop off lunches to the front office personnel. The student's name & lunch period should be clearly written on the item. Please ensure students' lunches are dropped off before their lunch period. Students may not be pulled from instructional time to eat lunch after their lunch period has commenced.

In an effort to limit visitors and promote student safety, food deliveries are NOT accepted from restaurants or delivery services (UberEATS, DoorDash, etc). Deliveries will be held for pick-up in the office until the end of the school day. Due to limited space, food delivered by these services from these services will not be refrigerated.

FUNDRAISERS

It is important that we carry out fundraisers. There will be a number of fundraisers scheduled throughout the school year. Participation in fundraising activities is our method of supporting the school financially. We encourage all families to become actively involved in our fundraisers so that we can keep up the quality of service to our children and teachers.

PICK UP/TRANSPORTATION AUTHORIZATION

Children will only be allowed to leave the school with those individuals listed on Skyward.. Persons must present themselves in the school to pick up the child and sign in and out at the school office. All visitors **MUST** provide government issued identification. Students will **NOT** be pulled out of class until proper identification is presented and verified in person.

EMERGENCY DRILLS

Fire and emergency weather drills are conducted during the school year. Each alarm should be considered a true emergency. Students should be familiar with emergency drill regulations and procedures described by teachers and posted in each classroom.

These include the need to walk without speaking and to move quickly and quietly to the designated area. One (1) bell indicates a disaster drill; three (3) short bells indicate a fire drill and two (2) bells signal a return to class from both drills.

FIRE PROCEDURES

Specific procedures are provided for school staff members and children to follow in case of fire. These procedures will be practiced through regular fire drills. Exit routes are clearly marked in the school. Parents will be notified in case of an emergency.

BAD WEATHER

Beatrice Mayes Institute Charter School is **not** affiliated with Houston Independent School District (HISD) however our bad weather closure may mimic those of HISD. BMI will close due to bad or severe weather if HISD's schools close. School closings are announced over the radio and television stations, on BMI's website, and other forms of communication deemed appropriate.

EMERGENCY CLOSING OF SCHOOL

Emergency closing of school may be necessary either before school or after a school day has begun.

- If a school closing is initiated after the day has begun, the school will do everything possible to complete the day. This is essential since many of our parents and students live and work long distances from the school. Parents however may contact the school and check out their children through the Front Office.
- When severe inclement weather occurs before school, announcement will be made by 6:30 a.m. (or sooner if possible) via school messenger, social media, phone message from the school and on several designated television or radio stations. The same stations will be used to announce all school closings. Parents should refrain from calling the station before the announcements are made and are discouraged from calling the school.
- Emergency closure will be communicated through text, email, and other forms deem appropriate.

LOST AND FOUND

Students often misplace articles of clothing, books, and other personal property. When school employees or students find such articles, they are turned into the office. In June of each year, unclaimed articles will be sold and/or donated to appropriate charities if not claimed by the end of the school year.

PRINTED MATERIAL

The Superintendent must approve all printed material (brochures, posters, etc.) before material is displayed or distributed on campus. This does not restrict the distribution of material concerning school-sponsored and approved activities, but all such materials must be approved in advance.

PHOTOGRAPHING AND FILMING STUDENTS

Beatrice Mayes Institute administration, campus organizations, and outside media (newspapers, television stations, web designers, etc.) may be on or off campus to videotape and/or photograph students in school-related activities, programs, and events. **By adhering to the consent statement in the back of the handbook, you are providing BMI permission to utilize your child.**

DELIVERY OF GIFTS

The school discourages the delivery of flowers, balloons or other gifts for students during the day. Such gifts will be held for pick-up in the office until the end of the school day.

SALES AND SOLICITATION

The Superintendent must approve all sales and solicitation on campus before they take place or are announced to any group or individual.

FIELD TRIPS

A field trip is any school-related activity. Our field trips are an enriching experience and are age-appropriate for all students. These experiences include educational field trips to places of scientific, historical, cultural, or literary interest. **All students are expected to participate in all school field trips.** The following rules apply to field trips:

- ✓ Students must travel by and return on transportation provided by the school.
- ✓ Tuesday/ Thursday uniforms are worn on field trips unless otherwise indicated.
- ✓ Field trips are paid by students or parents online through RevTrak, our online payment system.
The front office will not accept cash payments. **Please do not give any payments to teachers.**

BIRTHDAYS - Elementary

Birthdays are special times for young children. If you would like to provide a birthday snack or surprise for your child, please plan this with the student teacher at least 48 hours before the event. Birthday

parties take place in the afternoon after 2 PM. Due to limited storage options, please provide ready to eat food items that do not require refrigeration.

BIRTHDAYS – Middle School

Middle school students cannot have birthday parties during school hours.

SCHOOL PROPERTY

Damages to school property incurred by parents/ guardians and students are responsible for the cost of repair. Records will **NOT** be released until damages are paid in full.

LOCKERS

Students are assigned lockers. Students are not to share lockers or give their combination out to other students. Students are responsible for any textbook/ Chromebook losses that may occur if they are sharing their lockers or have given out their combinations. Any lost items are the student's responsibility. School- wide locker clean-ups are conducted each semester in order that students may organize their lockers, textbooks, personal items, etc. In addition, students need to clean out their lockers and organize materials on a regular basis. This will assist them in minimizing time at their lockers.

All Middle School students MUST have a combination lock.

COMPUTER AND SOFTWARE USAGE

Students are to respect all copyright laws. This includes any software and/or school data. Tampering and making unauthorized changes to any school program is prohibited. A network filtering system is installed on all school computers. Students are taught and expected to follow all procedures and guidelines. Please refer to the Student/ Parent Device Handbook for more information.

USE OF EQUIPMENT AND HARDWARE

A student shall NOT:

Use the equipment in a way that disrupts or interrupts the work of others. This includes printing or downloading very large files, or not using headphones for sound.

Deliberately waste printer ink, paper, hard drive space or other school technology resources.

Deliberately damage any school hardware or software in any way.

Modify the setup of any computer.

Illegally install copyrighted software on any school computer.

Download or save information to the school's computer. All information must be stored to a mass storage device (purchased by student/guardian).

ETHICAL USE OF TECHNOLOGY

A student shall NOT:

Use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually implicit, demeaning, illegal, or objectionable in any way.

Send, view, or post pornography, violence, homophobia, hate, racism, or drugs.

Use school computers to send hate mail, to harass others, to make discriminatory remarks, or behave in any antisocial manner.

Infiltrate or attempt to infiltrate any school database, software, or data on any computer.

Gamble on school computers.

Attempt to access any internet sites, programs, or services that are blocked by the firewall or content filter by any means, including but not limited to proxy server sites.

Make unauthorized copies of any software, music, or any other copyrighted material.

ATHLETIC PROGRAMS/COMPETITIVE AND PERFORMANCE CLUBS

The Beatrice Mayes Institute's administration will ensure that eligibility requirements outlined in this section will be applied consistently to all clubs, classes, sports and student organizations for which students are required to study, practice, perform or compete outside the nominal school day. A physical is required for all students that are participating on a sports team which includes but not limited to Pep Squad, Cheer, Girls Volleyball, Girls Basketball and Boys Basketball. Students who have a grade of a "D" in one or more classes and conduct marking below an "S" will not be eligible for participation in athletics, clubs and/or organizations. Students may become eligible if the student's grades meet eligibility on the next progress report or report card.

Since it is a privilege to represent our school in any performance or competition, the school reserves the right to revoke the privilege when student-athletes/performers do not meet the standards set forth. This responsibility not only exists while the participants are involved in their chosen activity, but also while at school and competition. All students are invited and encouraged to take part in athletic and performance programs. Program participants should be prepared to follow all rules and regulations as determined by the athletic and organization staff, school administrator and Board of Trustees. Those students who are not willing to comply with the rules and regulations will not be permitted to participate in the program(s). This includes behavior during nominal school operations.

Excellent physical and mental preparation is essential for any successful program. Participants must be prepared for the physical and mental rigor of practice and contest. Preparation is done through participation in practice sessions.

The participant(s) is/are expected to:

- ✓ Be dedicated to practice
- ✓ Be a true competitor in practice and in competition
- ✓ Be true sportsman
- ✓ Be a respecter of authority

- ✓ Be cooperative
- ✓ Behave in practice and competition

Student(s) are not allowed to compete on the day of an absence.

STUDENT MESSAGES FROM HOME

Please limit messages sent to students during the school day to emergency cases only. To minimize interruptions in the classroom, phone messages will be taken and given during student break/passing times.

TELEPHONE USE

Students must ask for permission to use the Front Office phone. Phone calls are to be kept to a minimum.

DRESS CODE INFORMATION

A standard code of dress will be enforced for all students. **The dress code applies any time the student is on campus, including before or after school and on field trips.** The dress code policy starts once a student steps onto the school grounds until the student exits the school grounds. The dress code creates a structured, controlled atmosphere conducive to learning. Furthermore, there is a sense of pride and tradition in being readily identified with our school. *ADMINISTRATIVE DISCRETION- The Administrators and Dean of Discipline will determine if any issue related to student dress, including any not listed below, is a violation of the student dress code. BMI encourages wise choices!*

GROOMING POLICY

Outerwear	<ul style="list-style-type: none"> * Only the BMI green uniform sweater with patch may be worn during the class day. * Other jackets may be worn to school and placed in the student's locker or cubby during the school day. * No vest or other outerwear is permitted. * No outerwear can be worn inside out. * Hoods/ Hoodies may not be worn during the school day.
Undershirt	<ul style="list-style-type: none"> * You are permitted to wear a solid WHITE undershirt with visibility only at the neck. * The WHITE undershirt must be plain. * The shirt may be long or short sleeved with no graphics or lettering. * The WHITE undershirt may not extend below the bottom of the outer uniform shirt.

Hair	<ul style="list-style-type: none"> *Any haircut or hair color deemed disruptive by a teacher or administrator will not be allowed. Disruptive hair color includes color shades that are bright, extreme and do not occur naturally. Student Code of Conduct will be followed. * Neatly comb, cleaned and groomed * Length of hair must adhere to the health & safety requirements in labs and work areas. * Metal rakes, combs, and wave brushes are not permitted on campus.
Shoes	<ul style="list-style-type: none"> * Shoes must allow for SAFE movement throughout the building, including the stairs. * Shoelaces must be tied. *High-heeled shoes, flip-flops, crocs, house shoes/slippers, platform shoes, backless shoes (including clogs or mules), sandals (including Gladiators) are not allowed.
Jewelry	<ul style="list-style-type: none"> * Jewelry worn should be limited for health and safety reasons in labs, physical education, and other school related activities. * It is strongly discouraged for expensive or irreplaceable jewelry pieces to be worn at school. BMI is not responsible for damage or theft. * Excessive bracelets and bracelets with metal spikes are not permitted. * Heavy chains and dog collars are not permitted. * Hoop earrings can be no larger in diameter than a dime.
Other	<ul style="list-style-type: none"> * Belts must be worn in belt loops. * Body piercing, except for the ears, are not allowed on campus. Gauged ears are also against school policy and the gauging device must be removed while on campus. * No extra accessories permitted inside the building of classrooms at any time including, but not limited to, headwear such as hats, sunglasses, du-rags, caps, hair rollers, or bandanas. Students may not wear “grills” or mouth-gear. Students will not be allowed to wear such items in the mouth or on the teeth that present such an appearance.

DRESSING ATTIRE

The Beatrice Mayes Institute exceeds academic learning abilities. Students are taught how to build their character and self-awareness. By establishing an acceptable appearance, a student is compelled to be acknowledged and competitive in all aspects of life.

- Children are to be in proper uniform every day. (Dirty or wrinkled uniforms are not acceptable.)
- Solid Black (includes no visible accent color) shoes are to be worn daily. K-8th grade students must wear versatile, rubber sole shoes to accommodate physical education. CROCS or Croc style shoes are **not** acceptable.
- Socks must be solid white, solid navy or solid black (no accent colors) and must come over the ankles. Ankle socks and footies are not allowed and are not a part of the dress code.
- Belts are to be worn every day. Belts must be solid black and do not have a design or embellishment.
- Pants that fall below the waist (sagging) are not allowed. Shorts must fall to the knees when worn properly (not sagging).
- Clingy, tight fitting pants/ tights/ leggings are not allowed. Pants with elastic at the bottom of the pants leg or leisure are NOT acceptable.

Hygiene:

All students are to keep excellent hygiene. Proper bathing, use of deodorant, and hair grooming must be maintained on a daily basis.

UNIFORMS

ALL UNIFORMS ITEMS MUST BE PURCHASED FROM:

Levines Stores

Online Vendor

levinesstores.com

(Store front is located in Dallas)

Girls (K-3rd Only)		
Daily (Standard Uniform)	Jumper	White Peter Pan Collar Top
Monday, Wednesday and Friday Only	Jumper	Yellow Peter Pan Collar Top
Monday, Wednesday and Friday Only	Navy Uniform Pants *Must Wear Solid Black Belt	Plaid Uniform Shirt with School Patch
Friday Only	Navy Uniform Shorts/ Pants *Must Wear Solid Black Belt	School Spirit Shirt
Girls (4th Only)		
Daily (Standard Uniform)	Jumper (Not Recommended for New to BMI 4th Graders)	White Peter Pan Collar Top
Monday, Wednesday and Friday Only	Jumper (Not Recommended for New to BMI 4th Graders)	Yellow Peter Pan Collar Top
Every School Day	Plaid Uniform Shirt	White Oxford Collar Top with Snap Uniform Girls Tie
Monday, Wednesday and Friday Only	Plaid Uniform Skirt	Yellow Peter Pan Collar Top with Snap Uniform Girls Tie

Daily (Standard Uniform)	Plaid Uniform Shirt	White Sailor Collar Top with Sailor Uniform Girls Tie
Monday, Wednesday and Friday Only	Plaid Uniform Skirt	Yellow Sailor Collar Top with Sailor Uniform Girls Tie
Monday, Wednesday and Friday Only	Navy Uniform Shorts/ Pants *Must Wear Solid Black Belt	Plaid Uniform Shirt with School Patch
Friday Only	Navy Uniform Shorts/ Pants *Must Wear Solid Black Belt	School Spirit Shirt

Girls (5th-8th)

Daily (Standard Uniform)	Plaid Uniform Shirt	White Oxford Collar Top with Snap Uniform Girls Tie
Monday, Wednesday and Friday Only	Plaid Uniform Skirt	Yellow Peter Pan Collar Top with Snap Uniform Girls Tie
Daily (Standard Uniform)	Plaid Uniform Shirt	White Sailor Collar Top with Sailor Uniform Girls Tie
Monday, Wednesday and Friday Only	Plaid Uniform Skirt	Yellow Sailor Collar Top with Sailor Uniform Girls Tie
Monday, Wednesday and Friday Only	Navy Uniform Shorts/ Pants *Must Wear Solid Black Belt	Plaid Uniform Shirt with School Patch
Friday Only	Navy Uniform Shorts/ Pants *Must Wear Solid Black Belt	School Spirit Shirt

Boys (Kindergarten Only)

Daily (Standard Uniform)	Navy Uniform Pants *Must Wear Solid Black Belt	Plaid Uniform Shirt with School Patch
Friday Only	Navy Uniform Shorts/ Pants *Must Wear Solid Black Belt	School Spirit Shirt

Boys (1st- 8th)

Daily (Standard Uniform)	Navy Uniform Pants *Must Wear Solid Black Belt	White Oxford Collar Top with Uniform Boys Tie (Clip-On or Traditional)
Monday, Wednesday and Friday Only	Navy Uniform Pants *Must Wear Solid Black Belt	Plaid Uniform Shirt with School Patch
Friday Only	Navy Uniform Pants *Must Wear Solid Black Belt	School Spirit Shirt

**** Club or Organization T-shirts can be worn only on approved and announced days. Club or Organization T- shirt must be worn with Navy Uniform pants or shorts with a black belt unless otherwise specified.***

ALL STUDENTS:

- Socks must be solid white, solid navy, or solid black (no accent colors) and must come over the ankles. Ankle socks and footies are not allowed and are not a part of the dress code.
- Shoes must be solid Black (includes no visible accent color) and are to be worn daily. K-8th grade students must wear versatile, rubber sole shoes to accommodate physical education.

PHYSICAL EDUCATION UNIFORM (GRADES 6th-8th)

All Physical Education Uniforms must be purchased at the school.

General Uniform: T-shirts and Shorts

Winter Uniform: Warm-Ups (Top and Bottom)

PATCHES AND SCHOOL T-SHIRT

The school patch must be worn on the left-hand side of all sweaters, plaid shirts and jumpers. BMI does not sell school patches. School Spirit shirts are available and can be purchased through RevTrak.

IDENTIFICATION

Permanent identification must be placed on all sweaters and other personal garments. The school is not responsible for lost articles of clothing.

Shirts/Sweatshirts/Sweaters

- Your shirts cannot have inappropriate writing of any kind. This includes ANY gang or drug references. You cannot wear “SD,” “San Diego,” or “Calvin Klein.”
- No inappropriate logos that display drugs or alcohol.
- Wear appropriate shirts that are not revealing, see-through, and don’t show your midriff. Shirts cannot be low-cut.
- Your shirts **must have sleeves** so don’t wear any tank or halter tops. Undergarments may not show.
- If you wear a sweatshirt with a hood, remember not to wear the hood on campus.

Shorts/Pants

- Make sure your pants are the appropriate length, aren’t baggy and aren’t skin tight.
- Your pants/shorts cannot have inappropriate writing or logos of any kind. This includes ANY gang or drug references. You cannot wear “SD,” “San Diego,” or “Calvin Klein.”
- No sweatpants or pajamas
- Jeans may not have ANY rips or tears in them.

Shoes and Socks

- Shoes must be closed toed shoes. No sandals, slides, or house shoes/slippers, or Crocs.
- Any color shoes and socks are acceptable, as long as it follows the guidelines.

FREE DRESS DAYS

Students may earn days to “Free Dress” throughout the school year. Students must adhere to the guidelines for “Free Dress”. The guidelines are *(but not limited to)*:

- ✓ Attendance to a school sponsored program
- ✓ Special award or recognition deemed by the principal or administrator

Students are **NOT** allowed to wear the following articles of clothing:

- ✓ Tank tops, halter tops, tube tops, net or sheer tops
- ✓ Strapless or sleeveless tops* *(a sweater or sleeved shirt must be worn with item at all times)*
- ✓ No cutoff shorts *(shorts must come to the knee)* or shirts
- ✓ Bare midriffs *(half shirts)*
- ✓ Bandanas, do-rags, wave caps *(these articles are not permitted at any time.)*
- ✓ Skinny Jeans, tights or pants that cling to the frame of the student *(these articles are not permitted at anytime)*
- ✓ T-Shirts that have inappropriate subject matter
- ✓ Flip-flops, thong-style shoes, or shoes that fully expose the foot *(for safety reasons)*

STUDENT CODE OF CONDUCT

A student is expected to exemplify respect, integrity, and promptness while maintaining a positive attitude and self-control. This system involves communication between the teacher and student and the student’s parent. The principal will handle serious violations.

An important evaluative notice to parents and students is found in the conduct mark given by teachers and placed on progress reports and report cards. Conduct marks are important, in that high marks are necessary in order for a student to remain eligible for athletics, extra-curricular activities, clubs and honors. Conduct marks are also considered in determining whether or not a student will remain enrolled in the school.

E	Excellent
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

DISCIPLINE REFERRAL SYSTEM

If a good educational atmosphere is to prevail, good discipline is essential. Therefore, parents registering students in Beatrice Mayes Institute Charter School agree to accept all rules and regulations regarding discipline.

In maintaining order and discipline, any teacher has full authority over the student at all times, in

all parts of the building, on the school premises, on field trips, buses, etc.

DISCIPLINARY ACTION

The term “disciplinary actions” are used in these regulations may take the form of (1) verbal reprimand/correction, (2) principal’s conference with student and parent (3) suspension or (4) expulsion depending on the severity of the infraction and administration’s discretion.

Examples of serious breaches of conduct as follows but not limited to:

- Insubordination to adults
- Controlled substances or related activity or involvement
- Tobacco
- Firearms or lethal weapons
- Destruction of school property
- Fighting or instigating a fight
- Verbal abuse of others/cruelty to others
- Unauthorized absence from school
- Habitual non-conformity to school rules
- Bullying

Some specific conduct guidelines, while not considered serious offenses, are nevertheless still important.

- No extremes in haircuts
- Students may not chew gum and/or eat at any time in the classrooms, halls, or outside on the walkways
- Male students may not wear earrings
- Mobile / Wireless devices, cellular devices, radios, cassette players, CD players, personal games or toys, etc. are not permitted at school unless specifically asked to do so by the teacher in a written note to parents/guardian.

In addition to the above infractions, excessive tardiness will result in disciplinary action.

In general, the following steps will be used for minor infractions:

- Disciplinary Referral sent home to parents
- Detention
- Suspension

These rules may not cover all areas. Any action that interrupts or endangers others will be subject to disciplinary actions. Rules of discipline will follow procedures as outlined in the Beatrice Mayes Institute Charter School Code of Conduct.

Beatrice Mayes Institute Charter School expects a high level of conduct from all its students. The school reserves the right to dismiss any student who fails to meet his/her responsibilities.

STUDENT MISCONDUCT

The Code of Student Conduct provides a description of a broad range of behaviors that are considered as student misconduct. The behavior described should be viewed as representative of the misconduct, which most frequently causes a disruption to the orderly educational process. The acts of misconduct listed in Levels I, II, and III are not inclusive. The student who commits an act of misconduct, which may be classified into any of the three levels, will be subject to disciplinary

action by the classroom teacher or school administrator.

When and Where These Rules Apply

The policies and administrative procedures concerning student conduct apply to actions of students on school property or within 300 feet of school property. Additionally, the rules apply to actions of students at all school sponsored or school related activities or events such as field trips, sporting events, stadium assemblies, fairs, or evening school related activities.

LEVELS OF STUDENT MISCONDUCT AND DISCIPLINARY OPTIONS

LEVEL I: VIOLATION OF CLASSROOM OR TRANSPORTATION RULES

Each teacher or staff member establishes the rules for the classroom and for school related activities. Much behavior can be successfully managed by the classroom teacher.

The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

Level I – Acts of Misconduct May Include Such Behavior as:

- Violations of rules or procedures established by the teacher
- Cheating or copying the work of other students
- Refusal to participate in classroom activities
- Unexcused tardiness to class
- Failure to bring required classroom materials or assigned work to class
- General misbehavior, such as eating in class, horse-playing, making excessive noise, or violating campus dress codes
- Any other act which disrupts the classroom or interrupts the operation of the class
- Failure to deliver or return written communications between home and school
- Disruptive or noncompliant behavior on a school bus
- Failure to protect individual computer account passwords from disclosure

Procedures:

1. Any staff member who observes a student violating class rules may correct the student.
2. A record of the offenses and disciplinary actions should be maintained by the teacher or staff member on the appropriate form.
3. The teacher should discuss the misbehavior with the parent, an administrator, or support personnel.
4. Level I behavior violations and Discipline Options/Responses are not limited to those provided. Serious or repeated violations may result in a more severe response or Referral to Level II.

LEVEL II: ADMINISTRATOR INTERVENTION

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior.

Level II Acts of Misconduct include those student acts which interfere with the orderly educational process in the classroom or in the school. A teacher who observes a student engaged in level II or higher misconduct will fill out a discipline/referral form for the principal or other

appropriate administrator. The principal will forward a report to the parent.

Level II –Acts of Misconduct Include Such behavior as:

- Repeated violation of classroom rules under Level I
- Leaving the classroom or school grounds without permission of school personnel
- Possession of matches or other flammable materials
- Inappropriate display of affection
- Any verbal abuse of others, including name-calling or derogatory statements
- Posting or distributing unauthorized materials on school grounds
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Loitering in unauthorized areas
- Changing school records or documents or signing parent's name on school documents
- Violation of the established Dress Code
- Participation in activities by groups such as gangs and cults
- Wearing dress or attire signifying gang affiliations
- Possession of beepers, cellular telephones, electronic pagers, or any other types of communication systems.
- Cafeteria disturbance to include but not limited to adhering to the following rules:
 1. Using inside voices at all times while in cafeteria
 2. Use of good table manners
 3. Remain seated until dismissed
 4. The use of glass containers are strictly prohibited
 5. Always walk inside, and to and from the cafeteria
 6. Leave area clean and push chairs under the table
 7. No food or drinks allowed outside of the cafeteria after lunch
 8. Electronic devices are not allowed in the cafeteria during lunch hours
 9. Microwave use is off limits to students
 10. Always respect yourself, teachers and classmates
 11. Playing with food such as throwing is not permitted
 12. No soda allowed for lunch
- Disruptive behavior on the school van will not be tolerated and the following rules must be adhered:
 1. Students will enter the van or bus in an orderly manner
 2. Students will not walk around the bus or van while the vehicle is moving
 3. Loud screaming and noise is not permitted
 4. Hanging out the windows is not permitted
 5. Students will keep the vehicle clean and free from debris at all times
 6. Students will not play vulgar music while being transported on the bus/van
 7. Students will refrain from fighting while on the vehicle
- Students will refrain from any other acts which interfere with the orderly educational process in the classroom or the school.
- Accessing material and sites on the Internet that are deemed inappropriate by BMI.
- Sending or forwarding inappropriate e-mail, including email containing offensive language, untruthful statements, junk e-mail, chain letters or jokes. Logging on to a computer, sending email, or accessing the Internet using a name or password other than the students own Posting unauthorized Web pages, graphic images, or offensive language or comments on a school/district server, Web page, or guest book.

Disciplinary Options/Response:

- Parental contact by phone and written notification to parent or guardian within 24 hours
- Required administrator/student/parental conference will be necessary for certain infractions
- Students who have violated the uniform policy will be sent to the office and parents will be contacted to pick up their child. If students are not picked up by 10:00 a.m., they will not be able to return to school for 1 day.
- Exclusion from extracurricular activities including, but not limited to, field trips and commencement exercises/award ceremonies
- Removal of school transportation privileges
- “Behavior,” “Behavioral,” and/or “Conduct” contacts
- Corporal punishment in accordance with Board and Standard Practice
- Teacher removal of the student from the classroom
- Suspension of transportation privileges
- Suspension from school up to 1 day

Procedures:

1. Referral to administrator by way of written report not to exceed one page in length.
2. Administrator confers with student and/or teacher to establish appropriate action.
3. Written notification is sent to parent within 24 hours of report. Notification is sent to the teacher indicating action taken.
4. A Discipline Referral Form is retained by the administrator.
5. Level II behavior violations and Discipline Options/Responses are not limited to those provided.
6. Repeated violations shall result in a more severe response and/or referral to Level III.

Certain physical acts against a student by school personnel (such as, but not limited to, choking, kicking, punching, etc.) are not authorized and will be considered as a violation of the corporal-punishment policies.

Level III: Suspension or Optional Removal to a Disciplinary Alternative Education Program (AEP)

Level III acts include conduct for which an administrator may suspend the student, place the student into in-school suspension, or refer the student to a disciplinary alternative education program. The principal or other appropriate administrator shall make the disciplinary determination. The period of the suspension is limited to three days per occurrence.

Suspension/ Optional Removal to an AEP

Suspension is limited to three days per occurrence and is authorized for conduct listed below. Additionally, the principal or other appropriate administrator may suspend a student for up to three days pending placement in a disciplinary alternative education program. A decision to suspend a student is final and may not be appealed.

A student may be suspended or removed from the regular classroom and placed in a disciplinary alternative program for engaging the following conduct:

- Chronic or repeated disciplinary infractions of Level I and/or Level II offenses
- Fighting
- Bullying
- Gambling
- Misdemeanor stealing/theft of property, including computers and related equipment, in an amount under \$750
- Cutting class or other forms of truancy

- Possession of a knife with a blade of less than 3 inches
- Possession of a knife with a blade of more than 3 inches but less than 5 inches and that is reasonably determined not to have been possessed as a weapon
- Continuous disruptive behavior on school bus
- Smoking, using, or possessing tobacco and tobacco products
- Interfering with school authorities
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit-ins, trespassing, and walkouts.
- Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
- Failure to adhere to terms of behavior contracts
- Indecent/unsolicited sexual proposal/sexual harassment
- Selling or soliciting for sale any merchandise on school campus without the authorization of the building principal
- Display of disrespect toward school personnel or campus visitors
- Profanity, vulgar language, or obscene gestures
- Possession or use of fireworks, “poppers,” smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
- Possession of laser pens or laser pointers
- Possession of live ammunition or bullets
- Any ethnic or racial slurs that seriously disrupt the educational process
- Engaging in threats or other acts of intimidation that interfere with other student’s desire or willingness to participate in the educational process
- Misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment, in an amount greater than \$20 but less than \$1,500. This includes rendering computers or related equipment inoperable or damaging them by erasing data with magnets, intentionally introducing viruses, worms, or Trojans, or tampering with programs or other data without authority.
- “Hacking” or other use of computers to gain unauthorized access to district or other data bases, including student, faculty, or district data files without permission. In addition to any criminal penalties, students may have their computer privileges suspended.
- Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media; or to display information that advocates unlawful activities or provides guidance on the construction or production of weapons, illegal devices, or controlled substances.
- Use of the school computer network with the intent to incite violence or aggressive and/or disruptive action on the part of the student body, use of slanderous language, or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment.
- Use of school computer network for soliciting or purchasing commercial materials and/or services of any kind.
- Use of the school computer network to engage in participation in hate groups
- Misdemeanor extortion, which is defined as obtaining money or information from another by coercion or intimidation of value less than \$1,500.
- Possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School.
- Refusal to cooperate in, or interfering with, a random metal-detector safety search.

- Any other acts of serious misconduct that disrupt the school environment in the classroom and/or school.
- Hazing, which means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in an organization or general classification of students whose members are or include other students.
- Assisting (directly or indirectly) with the promotion of any behavior prohibited by this Code of Student Conduct.
- Uniform Rules
BMI enforces a strict uniform code.

Disciplinary Options/Responses:

- Required administrator/student/parental conference
- Restitution, as applicable, for vandalism to property
- Exclusion from extracurricular activities including, but not limited to, field trips and commencement exercises/ward ceremonies
- Placement of the student into in-school suspension
- Suspension for up to three school days per occurrence
- Removal of transportation services for up to one year
- Restriction or removal of the student from the classroom in accordance with procedures established by the board of trustees
- Referral to a disciplinary alternative education program
- Any other appropriate disciplinary actions determined by the administration

Procedures

1. Referral to administrator by way of discipline card, with report sent to the parent within 24 hours.
2. Administrator confers with student and parent about the misconduct. The student is given an opportunity to explain the incident. The administrator determines misconduct.
3. Administrator decides whether to suspend or refer him or her to AEP. Written notice of the offenses and the action taken are given to the parent and teacher. If the student is referred to an AEP, the parent shall be given a letter stating the reasons for the removal and setting the term. The letter placing the student should state the term of placement in a specific number of days successful attendance in the AEP. Students under the age of 6 may not be placed in an AEP.
4. If the referral to an AEP extends beyond the end of the next grading period or the end of the school year, the rules contained in the procedures section of this Code for removal to an AEP will be followed.
5. Repeated violations shall result in a student being removed as a student at BMI Charter School.

EXPULSION

Policies regarding expulsion and suspension, including due process

- A student will be removed from class and may be expelled by the principal if the student is involved in one or more of the following infraction while on school property or attending a school-sponsored or school related activity
- Assaulting a teacher, staff member, student or individual
- Selling, giving, delivering, using or possessing a controlled substance as defined by the Texas Controlled Substance Abuse Act (Article 4476-15), Texas Dangerous Drug Law

(Article 4476-14) or U.S.C. Section 801 or abusable glue, aerosol paint or volatile chemical under section 4.13, Texas Controlled Substance Act or article 4476-3a relating to volatile chemicals

- Selling, giving, delivering, using or possessing an alcoholic beverage as defined by Section 1.04 of the Alcoholic Beverage Code, or committing, a serious infraction while under the influence of alcohol
- Possessing a firearm, illegal knife, or a weapon listed as a prohibited weapon under section 46.06 penal code
- Engaging in other illegal activities
- Bullying, leaving campus without permission

The student may be represented by any adult of the student’s choice at any hearing on expulsion. The student and his/her representative will be notified in writing at least five days prior to the hearing of the date, time, and place of the expulsion hearing as well as the charges /alleged in writing at least five days prior to the hearing of the date, time and of the expulsion hearing as well as the charges/alleged action causing the opportunity to testify and opportunity to examine the evidence. If the hearing results in expulsion, the student will be expelled by written order setting the terms of the expulsion. The notification will be provided to the student and his/her parents/guardian as promptly as possible, including a detail of the student's right to appeal.

NONDISCRETIONARY EXPELLABLE OFFENSES

Countywide Violations Chart

<u>INFRACTION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Bomb/facsimile Possession or Bomb Threats	Expulsion Police referral	Expulsion Police referral
Distribution of Intoxicants	Expulsion Police referral	Expulsion Police referral
Firearms	Expulsion Police referral	Expulsion Police referral
Violent Physical Attack on a Staff Member	Expulsion Police referral	Expulsion Police referral
Weapon Used to Cause Bodily Harm/Injury	Expulsion Police referral	Expulsion Police referral

OFFENSES WITH A RANGE OF CONSEQUENCES

<u>INFRACTION</u>	<u>MINIMUM</u>	<u>MAXIMUM</u>
Academic Dishonesty 1	Conference	Expulsion
Bullying 2	Conference/Suspension	Suspension/Expulsion
Computer Abuse	Loss of computer privileges Restitution	Expulsion Police referral Restitution
Destruction of Public Property	Suspension Restitution and/or	Expulsion Restitution Police referral
Vandalism	Police Referral	Referral
Extortion	Suspension	Expulsion
Fire-setting	Suspension Police Referral Restitution	Expulsion
Other Weapons	Suspension	Expulsion
Physical Attack on a Student	Suspension	Expulsion
Physical Attack on a Staff Member	Suspension	Expulsion
Plagiarism	Conference	Expulsion
Possession or Use of Intoxicants	Suspension Police referral	Expulsion Police referral
Sexual Harassment	Conference	Expulsion
Sexual Offenses	Suspension	Expulsion Police Referral
Verbal Abuse	Conference/Suspension	Expulsion
Threat	Conference/Suspension	Expulsion

WIRELESS DEVICE

Cell Phone Policy Phone and Electronic Device Policy

Cell phone use during the instructional day often makes it difficult for students to maintain their focus on instruction and learning. Students at Beatrice Mayes Institute may have their cell phones with them during the day, with the following guidelines:

- Cell phones, earbuds, AirPods, headphones, Smart Watches and any other personal technology device may not be visible during the school day. A morning announcement will be made each day to remind students to turn off their devices.
- Cell phones aren't allowed during breakfast, during class, during class change, during lunch or at any time during the school day.
- Students may not have earbuds or AirPods in their ears or hanging from their neck in the hallway. Headphones may not be worn on the head, around the shoulders or anywhere on the student in the hallway. Smart Watches may not be worn. These items may be used in the classroom with the teacher's permission.
- Personal devices, including, but not limited to cell phones, earbuds, AirPods, smart watches and headphones, must be placed in the student's backpack, string bag or purse. Personal devices may not be carried in a pocket or in any other clothing area.
- Students may ask permission to use the school phone in the middle school office if they need to speak with a parent or guardian.
- A parent or guardian may call the Front Desk if they need to get in touch with their child. The Front Office will deliver the message or have the student call home.
- If an evacuation is called, students may take their cell phones with them to the new location. Students are prohibited from using all telecommunication device emergencies unless authorized by a teacher or staff member.
- If cell phones, smart watches and other personal technology devices are visible during the school day, they will be picked up by a staff member and brought to the Dean of Students.

-1st Offense - The device will be confiscated, and the parent or guardian will be contacted. The phone or other personal technology will be returned to the student at the end of the day.

-2nd Offense- The device will be confiscated. A parent or guardian may pick up the device from the Dean of Students at the end of the school day.

-3rd Offense or More- The device will be confiscated. There is a \$15.00 fee for the 3rd and each additional offense thereafter. The parent/guardian may pick up the phone and pay the fee at the end of the school day. Fees must be paid in exact change if paying with cash. If paying by credit card, it must be paid through RevTrack and there will be a processing fee assessed at time of payment.

- If a student refuses to give his/her cell phone or technology device to a teacher or staff member, the student will receive in-school detention.
- Students will need to bring their **charged Chromebook (3rd-8th Grade)** to school each day for instructional purposes.
- It should be noted that the school nor any of its employees are responsible for the loss or damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

SEARCH AND SEIZURE

School authorities may seize any contraband, substance, material, or object, the possession of which is illegal, violates a school rule, or poses a hazard to the safety and good order of the school. Students shall not bring these items to school or to any school-sponsored function.

1. **Authority to Conduct a Search:** The law allows school authorities to search students, their lockers, and their personal property when they have reasonable suspicion that a particular student is in possession of something prohibited by the school or by law.
2. **General Inspection:** School authorities reserve the right to make general inspections of lockers for purposes including but not limited to safety, cleanliness, retrieval of school material and maintenance. Such general inspections shall not include searching personal property in lockers, clothing, bags, purses unless reasonable and specific suspicion exists.
3. **Lockers and Desk Inspection:** All lockers and desks provided for students by the school are subject to inspection, maintenance, and search.
4. **Personal Searches:** A student's person and/or personal belongings (bags, purses, etc) may be searched when school authorities have reasonable suspicion to believe that the student is in possession of illegal or unauthorized items.

Refusal by any student of a search and seizure by school authorities shall be subject to disciplinary action. School authorities shall detain the student pending the notification and/or arrival of the student's parent/guardian and/or local authorities.

MEDICAL INFORMATION

HEALTH

Every effort will be made to promote the physical well-being of all children. Parents will need to make other arrangements in some cases, such as; fever, impetigo, upset stomachs, diarrhea or other communicable diseases, and various injuries. When a student contracts a contagious disease, the parent must inform the school immediately. Please contact the main office at (713) 747-5629.

In accordance with the Texas Licensing Requirements, the parents or guardian must submit a statement certifying the state of the last physical examination of the child, the child's immunization records, a list of special health needs and the name, address and telephone number of the child's physician. Each of these items must be completed and received before the child enters the school the first day. Returning students must update their health information on an annual basis whenever there is a change of information. Your physician may fax your child's records to (281) 809-7842.

IMMUNIZATION

Required immunizations: *State law requires a student show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas.* It is the parent's responsibility to ensure that immunization records are kept up to date for each child and a periodic check by a licensed official to ensure that each child's immunizations are kept current. If a child's records are found not to be up to date, after a probationary/provisional period is assigned, they will be dismissed from school until records are made current.

VISION AND HEARING

Annual vision, hearing, and acanthosis nigricans screenings will be performed for students in grades K, 1st, 3rd, 5th, 7th. Scoliosis screenings will be performed for students in grades 5th and 8th. Parents, please see the school nurse for specific criteria.

ACUTE ILLNESS AND SERIOUS INJURIES

When students have an acute illness or serious injury, their parents will be notified as soon as possible. If parents cannot be contacted, the school staff will notify the individual noted on the child's application as the one to contact in case of an emergency. Should we not be able to contact anyone in case of any extreme emergency, students are taken to the nearest hospital emergency room.

In case of severe injury or acute illness, the child will be transported immediately to:

*Texas Children's Hospital
6621 Fannin Houston,
Texas
(Located in the Texas Medical Center)*

A staff member will accompany the child to the hospital and remain until the parent arrives and is informed of the situation.

Written reports of all accidents will be submitted to the parents by the staff. The accident will be discussed with the parent and a copy of the report will be placed in the child's file.

MEDICATION ADMINISTRATION POLICY

Medication administered during school hours by school personnel should be kept to a minimum. The student in need of medication to sustain his attendance in school may have a chronic health problem, a special health care need, or an unusual health problem, where emergency measures are indicated. The policy is intended for this type of child. The school will assume no liability for students who self-medicate. This is the responsibility of the student's parents or guardians.

While most students with asthma function normally at school, their prescribed medications must be readily accessible to them to avoid exacerbation of systems. Students whose parents or guardians and/or licensed health care provider judge that they have sufficient maturity to control the use of these inhaled medications should be allowed to retain them in their possessions. The students must demonstrate to the school nurse the skills necessary to use asthma medication.

Some ill children may need medications for short periods of time to enable them to remain in school. Every effort should be made so that medications can be given at home before or after school hours. If this is not possible, it is the parent's or guardian's responsibility to make arrangements with the school nurse for medication to be given during school hours as outlined in the "Regulations that Apply to Administration of All Medications."

Severe Allergic Reactions: When children who are subject to unusual health hazards such as allergies to bee stings and/or certain foods attend school, it is the parent's or guardian's responsibility to assure that the school nurse or administration is aware of the situation and must provide a doctor's written and signed diagnosis and prepared emergency plan. Depending upon what has been negotiated between the student's parent or guardian, personal physicians or health care source, and the school.

- A medication provided by the parent or guardian may be given to a student that is suffering from an allergic reaction until the student can be transported to the licensed health care provider's office, or

emergency room. Regulations apply for this procedure as well as all medication administered during school hours.

- First aid measures may be instituted. This should be included in a written emergency plan developed for the student, and approved by the parent or guardian and licensed health care provider. The after care of the student is determined by the attending licensed health care provider who sees the student either in the office or in the emergency room. The parent or guardian has responsibility for meeting with school staff to document and review students' needs and develop an action plan approved by the parent or guardian.

DISTRIBUTION OF MEDICATION

No medication can be administered without the parents' written consent (including aspirin or Tylenol). Consent forms are available on the website. Students who must take medication at the school must leave the medication and the written parental consent with the school. It then can be taken at the prescribed time. No student is allowed to carry medication on them unless otherwise approved.

Over the counter medications such as Tylenol, Benadryl, and Motrin may only be given for up to 3 days, if additional is needed, a medication consent form must be completed and signed by the medical doctor (all medication must be in its original packaging, and have a label with the child's name on it.)

No medication will be given without written authorization.

Out of date medication will NOT be administered.

Parents are responsible for picking up medicines. When possible, bring just the amount necessary for that day. Children should not be entrusted with bringing in or picking up their medicine.

I. REGULATIONS THAT APPLY TO ADMINISTRATION OF ALL MEDICATIONS

For all medications including prescription and over the counter medications administered during the school day by school personnel, the following regulations apply:

- A.** A copy of this regulation and the appropriate forms (parent permission form and licensed health care provider's authorization form) on which to record the necessary information will be provided to parents or guardians on request. Appropriate forms will be completed before initial dose is administered and annually thereafter for students on medication. Over the counter medication forms can be on file for two weeks without a healthcare provider's signature; anything after this time period will not be given until a health care provider's signature is obtained.
- B.** Medications distributed to students must be provided by the parents or guardians. Any exceptions will be made on a case-by-case basis.
- C.** School Nurse or principal's designee will:
 1. Inform appropriate school personnel of the medication
 2. Keep a monthly medication log of the administration of medicine and date when medicine is discontinued
 3. Secure a signature and initial of the person administering the medication with each dose
 4. Keep medication in a secured location
 5. Refrigerate medication requiring refrigeration in a secure area
 6. Return unused medication to parent/guardian or a mutually agreed upon adult only.
- D.** The school district retains the right to reject a request for administration of medicine.

- E.** The only responsibility or liability that can be assumed by the school system or its personnel is to comply with the instructions forwarded by the child's parents or guardians, pharmacist and licensed health care provider. The school system will assume no liability for students who self-medicate.
- F.** The nurse will provide any necessary monitoring and consultation/training concerning medication to the appropriate school personnel quarterly.
- G.** When medication is to be administered in emergency situations, an Emergency Action Plan should be kept in the child's folder.
- H.** The parents or guardians of the child must assume responsibility for informing the school nurse or administration in writing, any change in the child's health or when a change in medication occurs.
- I.** An incident report shall be completed immediately when a misadministration of medication occurs. Examples of misadministration include forgetting to give a dose, giving the medicine to the wrong child, giving the wrong medicine or the wrong dose, giving the medicine at the wrong time and giving the medicine by the wrong route. These forms should be filed separately from the student's cumulative folder and are not for public view. The incident report should be given to the school nurse for follow-up. In the event of a drug overdose, poisoning, or the inadvertent administration of the wrong drug, the child's parents or guardians, the licensed health care provider, the local emergency room and/or the poison control center should always be called immediately.
- J.** Records of medication administered by school personnel should be maintained. All written parent and licensed health care provider authorizations, medication logs and records should be retained on file at school for as long as the child is enrolled in the school system plus 5 years afterwards.
- K.** It is the responsibility of the parent or guardian to deliver the medication to the school. Exceptions will be made on a case, by case, basis. Students carrying medication without proper authorization will be subject to discipline.
- L.** If a student refuses to take medication or doses are missed, the parents or guardian will be notified and the event documented on the medication log. If the student continues to refuse to take medication, the parents will be responsible for finding an alternative method of medication administration.
- M.** The licensed health care provider's authorization form may be attained through fax.
- N.** The parent or guardian will be notified to pick up medication no later than the third day after the licensed health care provider has ordered discontinuation of the medication or the third day after the last student school day. If medication is not picked up, it will be discarded by the school nurse.
- O.** Responsibilities of the students include (1) to know and follow the regulations of the medication policy and (2) to avoid sharing his/her medication with other students, which is considered a serious offense by school officials and will warrant disciplinary actions.
- P.** If a student is on a school sponsored off campus activity such as field trips, medication will be administered according to "Field Trip Medication Administration Procedures."

II. DISPENSING OF MEDICATION BY SCHOOL STAFF

ADMINISTRATION OF ALL PRESCRIPTION MEDICATIONS

1. Written instructions signed by the parent or guardian, and licensed health care provider will be required and will include:
 - a. Child's name
 - b. Name of medication
 - c. Purpose of medication
 - d. Route of administration
 - e. Time to be administered
 - f. Dosage
 - g. Possible side effects and contraindications
 - h. Termination date for administering the medication
2. The parent or guardian must take responsibility for supplying medication to the school. Such medication must be in a container labeled by the pharmacist.
3. Any changes in medication, dosage administration time or any other special instructions will require an order from the licensed health care provider. Such medication must be in a container labeled by the pharmacist. A change in medication will require a new parent permission form.

III. SELF-MANAGEMENT OF PRESCRIPTION MEDICATION

As with any medication administered at school, a medication authorization form must be completed by the licensed health care provider and a parent permission form by the parent or guardian for the child who has developed competencies in self medication administration. In addition, the student and parent or guardian will sign the requirements for students with prescribed medication in their possession at school. Self-managed administration of medications such as; Dexedrine, Ritalin and narcotics must be evaluated individually by the school nurse. The student's parent or guardian must provide back-up asthma medication that shall be kept at school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.

CONCLUSION

We hope this publication has addressed any questions or concerns you may have about Beatrice Mayes Institute Charter School. If at any time you require additional information, please do not hesitate to contact the Administration. We are here to provide your child a quality education. As deemed necessary, amendments may be made to the Student Handbook throughout the school year. Notifications of amendments will be provided.

CONSENT STATEMENT

By signing this form, the student and her/his parents or guardians agree to abide by this Student Code of Conduct/ Handbook for Beatrice Mayes Institute Charter School network, including access to the internet. The student and her/his parents or guardians should discuss these privileges and responsibilities carefully and should be sure to ask for clarification when needed.

“I have read this document, discussed it with a parent or guardian, and agree to abide by Beatrice Mayes Institute Charter School’s Student Code of Conduct/ Handbook.”

Name of Student (print): _____ Date: _____

Signature of Student: _____

“I have read this document, discussed it with my child, and agree to abide by Beatrice Mayes Institute Charter School’s Student Code of Conduct/ Handbook.”

Name of Parent/Guardian (print): _____ Date: _____

Signature of Parent/Guardian: _____

Parent’s Email Address _____

Note: Parent/Guardian must submit the consent form within five (5) business days of the date of release . Failure to submit the consent form within the prescribed timeframe will result in the parent/guardian agreement of the consent.