

OPEN-ENROLLMENT CHARTER CONTRACT RENEWAL APPLICATION

Section 1. Current Information in Charter School Tracking System

Charter Holder Name: EL PASO EDUCATION INITIATIVE, INC. (EPI)

Charter School Name: VISTADELUTERO CHARTER SCHOOL

Charter School County/District #: 071-809

Generation: 13

Maximum Approved Enrollment: 1,240

Grades Approved: K, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12

Campuses:

17860
VISTADELUTERO CHARTER SCHOOL
2671 Bob Hope Drive
El Paso, TX 79936

Grade Levels Currently Served
K-12 (02/03)

Geographical Boundary:

The original charter application and amendment history reflects that the following districts comprise the charter school's geographic boundary:

ANTHONY ISD
CANFIELD ISD
CLINT ISD
EL PASO ISD
SAN ELIZARO ISD
NEW MEXICO ISD
VISITA ISD

VISTA DEL FUTURO CHARTER SCHOOL
071809

CHARTER INFORMATION

Generation	Date Approved By SBOE	Type of Charter	Approved Grade Levels	Superintendent Name
13	09/21/2007	Open enrollment charter	Kindergarten	MS. IRIS B BURNHAM
ESC Region	Effective Date	Type of School	Grade 1	
19	04/24/2008	Start-up	Grade 2	
Number of Approved Sites	Projected Start Date	Maximum Enrollment	Grade 3	
1	09/01/2008	1240	Grade 4	
	Contract End Date		Grade 5	
	07/31/2013		Grade 6	
			Grade 7	
			Grade 8	
			Grade 9	
			Grade 10	
			Grade 11	
			Grade 12	



Section II. Contact Information

The persons listed below will be contacted by agency staff if there are issues to be resolved in any of the sections.

Superintendent Contact Information:

Superintendent's Name:	Iris Burnham
Telephone Number:	915-584-9499
Fax Number:	915-585-8814
E-mail Address:	iburnham@burnhamwood.org

Charter Holder Board Chair Contact Information:

Charter Holder Board Chair's Name:	Iris Burnham
Telephone Number:	915-584-9499
Fax Number:	915-585-8814
E-mail Address:	iburnham@burnhamwood.org

Application Preparer's Contact Information:

Contact Name:	Lindsay Frederick
Telephone Number:	915-584-9499
Fax Number:	915-585-8814
E-mail Address:	lfrederick@burnhamwood.org

Charter School Website:

Web address:	www.burnhamwood.org
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Section III. Posting of Adopted Budget

Chapter 12 of the Texas Education Code (TEC), specifically §12.104(b)(2)(L), makes explicit that open-enrollment charters are required to comply with TEC Chapter 39, Subchapter D, Financial Accountability. TEC §39.084, titled *Posting of Adopted Budget*, states the following:

- (a) On final approval of the budget by the board of trustees, the school district shall post on the district's Internet website a copy of the budget adopted by the board of trustees. The district's Internet website must prominently display the electronic link to the adopted budget.
- (b) The district shall maintain the adopted budget on the district's Internet website until the third anniversary of the date the budget was adopted.

Provide the web address of the adopted budgets:

<http://www.burnhamwood.org/vista-del-futuro/gvt.html>

Section IV. Organizational Charts

Submit, as **Attachment 1**, the organizational chart for the charter school that specifies the administrative positions including the title and name of the individual currently in each position.

Submit, as **Attachment 2**, a chart that identifies all other entities under the direction of the charter holder. This would include entities and/or programs that the charter holder governs/manages in addition to the charter school.

Section V. Admission Policy

A. Specify the period during which applications for admission are accepted. *TEC, §12.117, requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period (Month/Day)	End of Period (Month/Day)
02/01	03/31

B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.

Type Below:

Each application is given a number and numbers are then drawn at random until all available spaces are filled. If a student declines enrollment another number is drawn to fill the available space.

C. If the school utilizes a lottery when oversubscribed, are any categories of applicants exempted from the lottery?

Check One:

Yes

No

Not applicable (because lotteries are not utilized)

If "Yes" was indicated in C above, state the categories of applicants that are exempted.

Type Below:

Returning Students, Siblings of returning students

D. If the school utilizes a lottery when oversubscribed, specify the approximate date on which a lottery will be conducted.

Approximate Date of Lottery

(Month/Day)

04/01

E. If the school does not utilize a lottery when oversubscribed, but rather fills the available positions in the order in which applications were received before the expiration of the application deadline (i.e., a "first-come, first-served" admission process), describe the manner in which the school notifies the community of the opportunity to apply for admission. *TEC, §12.117, requires a charter school that uses a first-come, first-served admission process when oversubscribed to publish a notice in a newspaper of general circulation not later than the seventh day before the application deadline.*

Type Below:

N/A, The school does utilize a lottery.

APPROVED DURING
CONTINGENCY PROCESS

Section V. Admission Policy

A. Specify the period during which applications for admission are accepted. *TEC, §12.117, requires that a charter school establish a reasonable application deadline for the submission of applications for admission.*

Beginning of Period (Month/Day)	End of Period (Month/Day)
------------------------------------	------------------------------

02/01

03/31

B. If the school admits students by lottery when the number of admissions applications received exceeds the number of available spaces, describe the procedures followed in conducting the lottery.

Type Below:

Each application is given a number and numbers are then drawn at random until all available spaces are filled. If a student declines enrollment another number is drawn to fill the available space.

C. If the school utilizes a lottery when oversubscribed, are any categories of applicants exempted from the lottery?

Check One:

Yes

No

Not applicable (because lotteries are not utilized)

If "Yes" was indicated in C above, state the categories of applicants that are exempted.

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Type Below:

N/A, The school does not utilize a lottery.

REVISED DURING
CONTINGENCY PROCESS

F. If the school has a separate process for re-enrollment, state the process and the timeline to be used.

Type Below:

Returning students and siblings of returning students must submit complete registration cards/admission applications in February to be re-enrolled in the upcoming new school year without going through the lottery process. If they submit an application after the month of February they are put into the lottery.

G. State the procedures for processing applications received once the application deadline has passed.

Type Below:

After the 3/31 deadline a lottery is done. If space is still available the school will continue to accept admission applications and complete another lottery approximately once a month until the start of school or all spaces are filled. Once an applicant is accepted through a lottery the school sends a letter officially notifying them and asking them to contact the school at their earliest convenience to complete the enrollment process.

H. Describe the information that an applicant must provide in order to be considered for admission. *Applicants may not be required to provide copies of transcripts or other academic records until after they are offered admission and are enrolling. Furthermore, a student may not be precluded from enrolling due to the charter school's failure to receive information required for enrollment from the student's parent or guardian or previous school. See TEC, §25.002.*

Type Below:

Applicants must complete a registration card with current contact information and demonstrate that they are interested and eligible for enrollment. Applicants may establish eligibility by completing and submitting a Registration Card and all the documents required. Documents required include proof of age such as birth certificate, proof of residence such as utility bill and, current immunization records for health and safety. A more detailed description of the required documents can be found within the Parent-Student Handbook. A returning student may establish continued eligibility by completing and submitting a Registration Card and proof of residency.

I. The charter holder certifies that the non-discrimination statement required by TEC, §12.111(a)(6) is printed in the school's admission policy. *TEC, §12.111(6) requires that a charter school's admission policy include a statement that the school will not discriminate in admissions based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend.*

Check One: Yes

No

J. Does the admission policy either require or permit the school to exclude from admission all students with documented histories of a criminal offense, a juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A as authorized by TEC, § 12.111(a)(6)?

Check One: Yes (The school excludes such students or reserves the right to exclude such students from

admissions.)

No (The school does not deny admission to such students based on their documented histories of misconduct.)

Submit

- as **Attachment 3**, a current copy of the admission policy that incorporates the information provided in the above answers to questions A through H and any other relevant information;
- as **Attachment 4**, a blank copy of the current admission application (i.e., the information requested when the student first seeks admission); and
- as **Attachment 5**, a blank copy of the current enrollment form(s) (i.e., the information required once an applicant has been offered admission and is registering for enrollment)

Section VI. Special Education Assurances

The charter holder certifies that it has policies and procedures in place that ensure implementation of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner of education rules related to students with disabilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented.



Signature of Charter Holder Board Chair
(Must sign in blue ink)



Date

Iris Burnham

Printed Name of Charter Holder Board Chair



Section VII. Assurances Regarding Charter Schools Serving Students at Residential Facilities

If the charter school is not currently approved to serve students at residential facilities, please indicate N/A on the signature line.

If operating a charter school campus on the site of a residential facility (RF) or serving students residing in or receiving services from an RF, the charter holder chair certifies the following:

Compliance with Special Education Requirements: The charter holder assures that it will comply with all of the requirements for the provision of educational services to students with disabilities as mandated by the Individuals with Disabilities Education Act, as amended, the Texas Education Code, and federal and state special education regulations. The charter holder acknowledges that state and federal special education requirements require, among other things, that it provide a free and appropriate public education (FAPE) in the least restrictive environment (LRE) to students with disabilities residing in RFs. The charter holder further assures that it will provide, or seek the provision of, a FAPE to students with disabilities, which may require it to contract with outside service providers or another local educational agency to provide necessary services and supports to students with disabilities.

Geographic Boundaries: The charter holder assures that it will accept students who reside in the school district(s) that are within each new campus's geographic boundaries regardless of the presence or absence of a disability or admission to or participation in an RF program.

Admissions Criteria: The charter holder assures that its admissions criteria will not be based on the presence or the absence of a disability or on gender, national origin, ethnicity, religion, academic, artistic or athletic ability, or the district the child would otherwise attend.

School Choice: The charter holder assures that parents/legal guardians (or adult students) will be advised that they may choose to enroll their child in either the charter school or the local public school district and that the elected choice will be documented in writing and filed for purposes of review or audit by the Texas Education Agency (TEA), external auditor, or other entity.

Residential Facilities Monitoring (RFM) System: The charter holder assures that it understands that, pursuant to 19 Texas Administrative Code (TAC) §97.1072, there is a specific system for monitoring school districts and charter schools that serve students with disabilities who reside in RFs. The charter holder further assures that it understands that it will be required to report data related to students with disabilities residing in RFs in TEA's data collection system known as *RF Tracker* and that it may be subject to RFM intervention activities and on-site visits based upon a review of the data it reports or on random or other means of selection.

Training: The charter holder assures that all personnel involved with serving students with disabilities residing in an RF and personnel involved with reporting data in *RF Tracker* will receive training on the RFM system.

Section VII. (Continued) Assurances Regarding Charter Schools Serving Students at Residential Facilities

The charter holder assures that this assurance document has been shared with, and understood by, the RF board and that the RF board has acknowledged its understanding of all federal laws and regulations, Texas laws, State Board of Education (SBOE) and commissioner of education rules related to charter schools serving students at residential facilities and further certifies that any future amendments to the laws, regulations, and rules will be incorporated and implemented.

Signature of Charter Holder Board Chair
(Must sign in blue ink)

Date

Printed Name of Charter Holder Board Chair

Please write N/A in the signature line if the charter does not serve students at residential facilities.

Section VIII. Bilingual/ESL, Section 504, and Dyslexia Assurances

TEC, Chapter 29, Subchapter B, TEC §12.104(b)(2)(G), and 19 TAC §§89.1201-1265 require charter schools to identify limited English proficient students based on state criteria and to provide an appropriate bilingual education or English as a second language program conducted by teachers certified for such courses.

A. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to limited English proficient students.

Check One: Yes
 No

Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, prohibits discrimination on the basis of disability in any program receiving federal financial assistance. A recipient that operates a public education program or activity shall provide a free, appropriate public education to qualified individuals.

B. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students protected by Section 504.

Check One: Yes
 No

TEC §38.003, TEC §12.104(b)(2)(K), 19 TAC §74.28 and Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. §794, require charter schools to identify students with dyslexia or related disorders and to provide appropriate educational services.

C. The charter holder certifies that it has policies and procedures in place that ensure that it complies with the legal and regulatory requirements concerning identifying and providing appropriate educational services to students with dyslexia or related disorders.

Check One: Yes
 No

I further certify that any future amendments to the laws, regulations, and rules will be incorporated and implemented.



Signature of Charter Holder Board Chair
(Must sign in blue ink)



Date

Iris Burnham

Printed Name of Charter Holder Board Chair



Section IX. Fingerprinting and Criminal Record Check Assurance

The charter holder certifies that it is in compliance with TEC §12.120, and confirms that no individual is serving in any capacity if he or she has been convicted of a misdemeanor involving moral turpitude; a felony; an offense listed in TEC §37.007(a); or an offense listed in Article 62.001(5) Code of Criminal Procedures.

Additionally, the charter holder confirms that all current fingerprinting and criminal record checks are available for all employees, including contract employees; volunteers who indicated in writing their intention to serve; board members; and officers of the charter holder who are not on the board, in compliance with TEC §§12.1059, 22.0832-22.0835.



Signature of Charter Holder Board Chair
(Must sign in blue ink)



Date

Iris Burnham

Printed Name of Charter Holder Board Chair



Section X. Certificate of Acknowledgement

This section requires at least a majority of the governing body of the charter holder to certify that it has had an opportunity to review the completed renewal application and has authorized, during an open meeting, submission of the application to the commissioner of education for consideration of renewal of the charter.

CERTIFICATE OF ACKNOWLEDGEMENT

The undersigned members of the governing body of the charter holder hereby acknowledge that they have had an opportunity to review the completed renewal application and have authorized its submission, during an open meeting, to the commissioner of education for consideration of the renewal of the charter:

**Members are to sign the acknowledgement during an open meeting; therefore, the date next to each signature must be the same.*

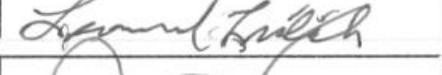
Typed Name

(Type name next to corresponding signature)

Signature

(Must sign in blue ink)

Date*

Iris Burnham		2/25/2013
Esther Furrer		2/25/2013
Carlos Kaplan		2/25/2013
Leonard Lidiak		2/25/2013
Amy Nichols		2/25/2013



Michael L. Williams
Commissioner of Education

Michael Berry
Deputy Commissioner, Policy and Programs

Sally Partridge
Associate Commissioner, Accreditation and School Improvement

Heather Mauzé
Director, Charter School Administration Unit

For further information contact the Charter School Administration Unit at:

Texas Education Agency
1701 North Congress Avenue
Austin, Texas 78701

(512) 463-9575
(512) 463-9732 fax

Email - CharterSchools@tea.state.tx.us

Or visit the website:
<http://www.tea.state.tx.us/charter>

Open-Enrollment Charter Renewal Application

Attachments for Vista del Futuro Charter School - 071809

Attachment 1 Organizational Chart of Charter School

Attachment 2 Organizational Chart of Additional Involvement by Charter Holder

Attachment 3 Current Admission Policy

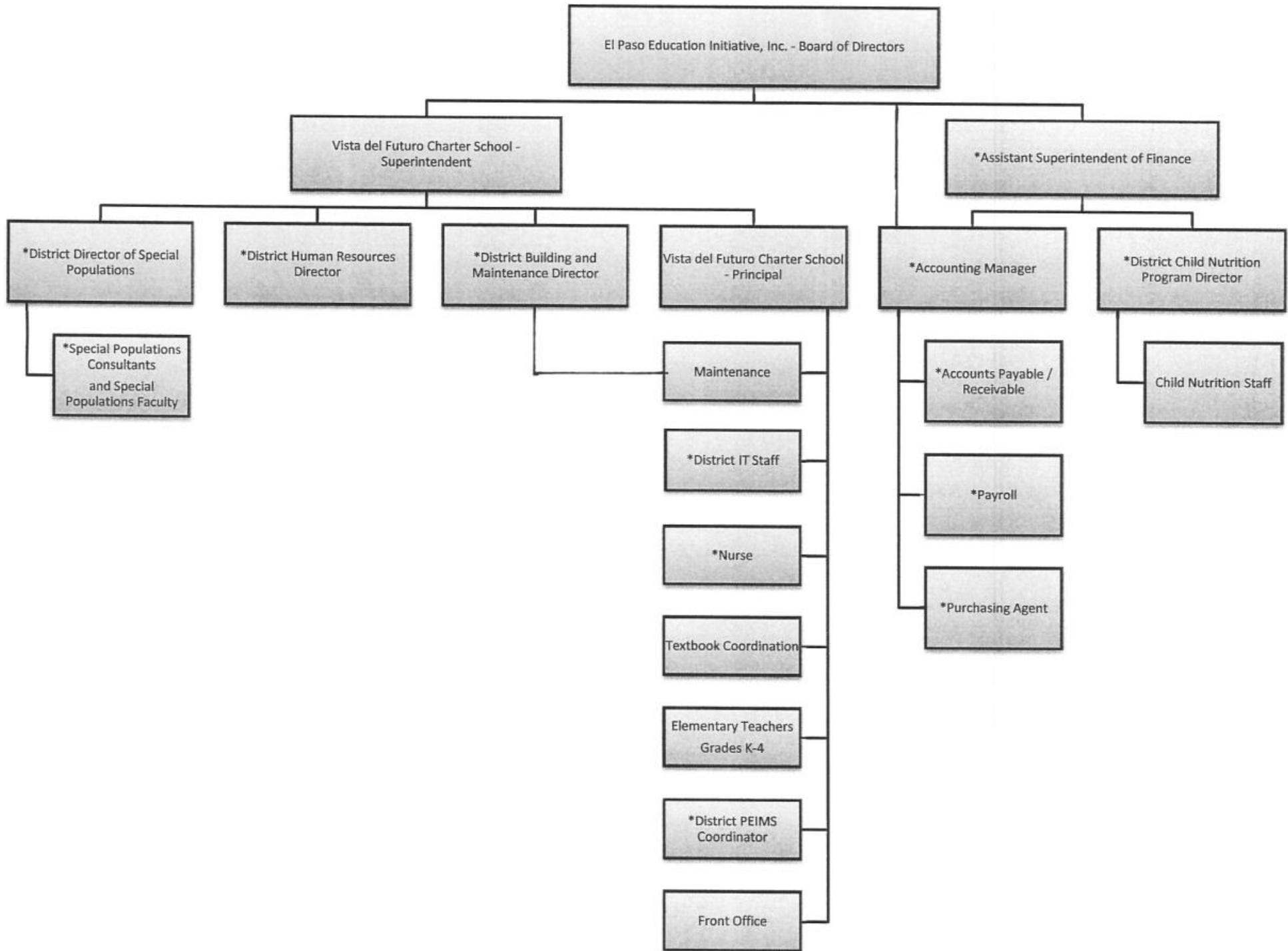
Attachment 4 Current Admission Application: Registration Card

Attachment 5 Current Enrollment Forms: New Student Enrollment Package

Returning Student Re-enrollment Package

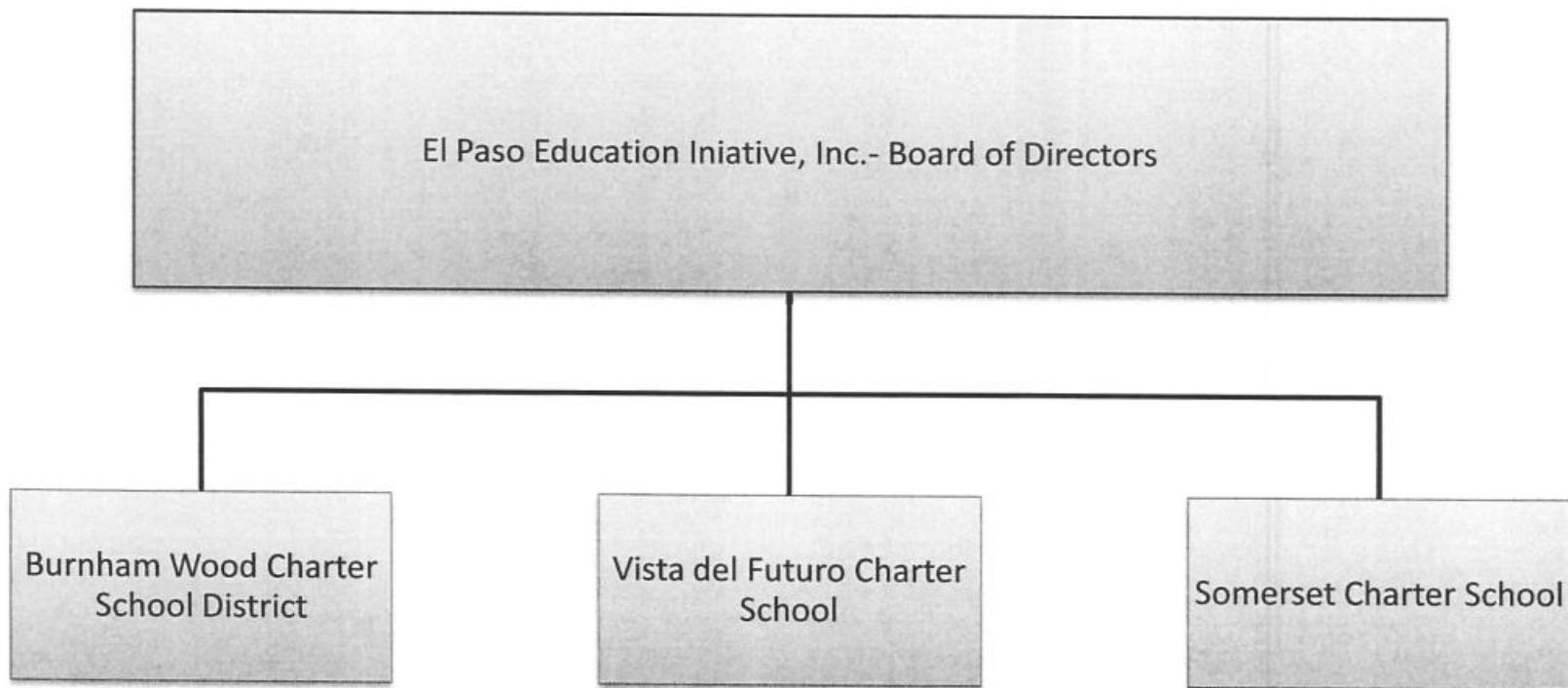
Parent – Student Handbook

Attachment 1



Attachment 2

El Paso Education Initiative, Inc.- Board of Directors



Attachment 3

POLICIES PERTAINING TO OUR STUDENTS

APPROVED DURING

CONTINGENCY PROCESS

ADMISSION

Admission:

• All persons shall recognize and respect the rights of students as established by Federal and State law and District policy, including but not limited to adherence to Title IX prohibitions against gender discrimination in education programs which receive Federal financial assistance, as do those of the School. The educational program of the District shall be nonsectarian and shall not discriminate against any student on the basis of race, ethnicity, sex, national origin, religion, disability, academic, athletic or artistic ability, or need for special education services. Prohibitions include such activities as engaging in sexually-oriented conversations for the purpose of personal sexual gratification, telephoning students at home or elsewhere to solicit inappropriate social relationships, physical contact that reasonably would be construed as sexual in nature and enticing or threatening students to engage in sexual behavior in exchange for grades or other School-related benefit.

Such conduct or other sexual harassment of students by employees (or of employees by students or parents, or students by students) of the School can be considered discrimination on the basis of sex and may be actionable under Federal and State law, as well as subject to strict discipline, including termination of employment or expulsion under District policy. All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student shall be brought to the immediate attention of the School Leadership.

• The District's schools are original open-enrollment charter schools as provided by Texas Education Code, Chapter 12, Subchapter D, § 12.101(b). Students with a documented history of criminal offenses, juvenile court adjudication, or discipline problems under TEC Chapter 37, Subchapter A may be denied admission. Documented discipline problems include: truancy, fighting, prior school suspension, vandalism, alcohol, drug or tobacco use. Determination of a student's documented history of discipline problems that will warrant the denial of admission may include any of the following sources: transfer records from prior school such as discipline records, attendance records, counselor notes, parent information, and court & probation department records as available and admissible by law. If a student has had documented discipline problems and has overcome them for at least one school semester, by successfully attending a non-disciplinary, alternative program, the Charter District will accept the student.

• For admission to be granted, evidence that a person is eligible to attend the open-enrollment charter school is required at the time the application is being considered. The board of trustees or its designee may make reasonable inquiries to verify a person's eligibility for admission. A person may establish eligibility by completing and submitting a Registration Card and all the documents required. Documents required include proof of age such as birth certificate and proof of residence such as utility bill. A more detailed description of the required documents is within the Parent-Student Handbook and Enrollment Package. A returning student may establish continued eligibility by completing and submitting a Registration Card and the required proof of residency.

POLICIES PERTAINING TO OUR STUDENTS

REVISED DURING
CONTINGENCY PROCESS

ADMISSION

Admission:

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Such conduct or other sexual harassment of students by employees (or of employees by students or parents, or students by students) of the School can be considered discrimination on the basis of sex and may be actionable under Federal and State law, as well as subject to strict discipline, including termination of employment or expulsion under School policy. All Title IX and/or other complaints of unlawful or inappropriate conduct by an employee with a student shall be brought to the immediate attention of the School Leadership.

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

• For admission to be granted, evidence that a person is eligible to attend the open-enrollment charter school is required. A person may establish eligibility by completing and submitting a Registration Card and all the documents required. Documents required include proof of age such as birth certificate, proof of residence such as utility bill, and current immunization records. A more detailed description of the required documents is within the Parent-Student Handbook and Enrollment Package. The School will also recognize a few exceptions to the immunization requirement as outlined in the Parent-Student Handbook. A returning student may establish continued eligibility by completing and submitting a Registration Card and the required proof of residency.

Date Adopted: 2/25/2013

This policy was adopted under the following sections/chapters of the Texas Administrative and Education Code. 19 T.A.C. § 100.1207; Tex. Educ. Code § 25.001; Tex. Educ. Code § 12.11

Attachment 4

REGISTRATION CARD

El Paso Education Initiative, Inc.

Burnham Wood Family of Charter Schools

District Office: 7310 Bishop Flores • El Paso, TX 79912 (915) 584-9499 • Fax (915) 585-8814 / www.burnhamwood.org

SELECT ONE: HB ELEM DA VINCI VISTA DEL FUTURO SOMERSET

Student's Last Name	First Name	Middle Name	Grade 2013-2014 School Year
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Address	City	State	Zip	Home Telephone
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Date of Birth _____ Age on September 1, 2013 _____

MOTHER'S/GUARDIAN'S INFORMATION

Last Name	First Name	Middle Name	Home Telephone Number
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Address (if different from child's)	State	Zip Code
-------------------------------------	-------	----------

Name of Employer	Work Telephone Number	Mother's cell
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FATHER'S/GUARDIAN'S INFORMATION

Last Name	First Name	Middle Name	Home Telephone Number
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Address (if different from child's)	State	Zip Code
-------------------------------------	-------	----------

Name of Employer	Work Telephone Number	Father's cell
------------------	-----------------------	---------------

With which Parent does your child reside? _____ Telephone _____

Mother's/Guardian's e-mail address: _____

Father's/Guardian's e-mail address: _____

REGISTRATION CARD

Burnham Wood Family of Charter Schools

SIBLING(S) CURRENTLY attending Howard Burnham Elem., DaVinci School or Vista Del Futuro

Name	School	Grade as of 2012-13

Is one or both Parents currently serving in the U.S. Military? YES _____ NO _____

Name of Person registering the child _____ Relationship _____

Parent/Guardian Signature _____

Date
*APPROVED DURING
CONTINGENCY PROCESS*

REGISTRATION CARD

El Paso Education Initiative, Inc.

Burnham Wood Family of Charter Schools

District Office: 7310 Bishop Flores • El Paso, TX 79912 (915) 584-9499 • Fax (915) 585-8814 www.burnhamwood.org

SELECT ONE: HB ELEM DA VINCI VISTA DEL FUTURO SOMERSET

REVISED DURING
CONTINGENCY PROCESS

Student's Last Name _____ First Name _____ Middle Name _____ Gender _____ Grade 2013-2014 School Year _____

Address _____ City _____ State _____ Zip _____ Home Telephone _____

Date of Birth _____ Age on September 1, 2013 _____ Student Social Security # _____

MOTHER'S/GUARDIAN'S INFORMATION

Last Name _____ First Name _____ Middle Name _____ Home Telephone Number _____

Address (if different from child's) _____ State _____ Zip Code _____

Name of Employer _____ Work Telephone Number _____ Mother's cell _____

FATHER'S/GUARDIAN'S INFORMATION

Last Name _____ First Name _____ Middle Name _____ Home Telephone Number _____

Address (if different from child's) _____ State _____ Zip Code _____

Name of Employer _____ Work Telephone Number _____ Father's cell _____

With which Parent does your child reside? _____ Telephone _____

Mother's/Guardian's e-mail address: _____

Father's/Guardian's e-mail address: _____

REGISTRATION CARD

Burnham Wood Family of Charter Schools

In case you cannot be reached in an emergency, please list the people whom we should contact.

Name	Telephone	Relationship

SIBLING(S) CURRENTLY attending Howard Burnham Elem., DaVinci School or Vista Del Futuro

Name	School	Grade as of 2012-13

Is one or both Parents currently serving in the U.S. Military? YES _____ NO _____

Name of Person registering the child _____ Relationship _____

Driver's License # or Photo ID# _____ Date of Birth _____ State _____

Address on License _____ City _____ ZIP _____

Parent/Guardian Signature _____ Date _____

Attachment 5

El Paso Education Initiative, Inc.

Burnham Wood Family of Charter Schools

Burnham Wood Charter School District – Vista del Futuro Charter School – Somerset Charter School
7310 Bishop Flores, El Paso, TX 79912
(915) 584-9499 • Fax: (915) 585-8814

2013-2014

Dear Parents and Students:

Welcome to Burnham Wood Family of Charter Schools. As an award-winning charter district, we are obligated to implement higher standards of operation for the benefit of our students.

Please be patient with all of these forms. We know they will take time to complete, and we appreciate your effort. Please go to our website at www.burnhamwood.org for more information about our schools. This packet serves both new students and siblings of returning students enrolling in either *Howard Burnham Elementary School*, *Da Vinci School for Science and the Arts*, *Vista del Futuro Elementary School*, or *Somerset Elementary School*.

Returning students do have to submit a re-enrollment packet with a current proof of residency. We would like them to update the information in the re-enrollment packet and sign new assurances for media release, attendance, etc.

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

Sincerely,
Iris B. Burnham
Superintendent

2013-2014

Estimados Padres y Alumnos:

Bienvenidos a la Familia de Escuelas Charter de Burnham Wood. Como una escuela de distrito *charter* apremiada, estamos obligados a implementar los estándares más altos de operación en beneficio de nuestros estudiantes.

Por esta razón, le pedimos que por favor sea paciente con todos estos formularios. Sabemos que le llevará tiempo completarlas, y apreciamos su esfuerzo. Por favor visite nuestra página internet www.burnhamwood.org para más información acerca de nuestras escuelas. Este paquete es para inscribir a nuevos estudiantes y hermanos de estudiantes que van a regresar a la escuela primaria Howard Burnham, la escuela Da Vinci para la Ciencia y las Artes, primaria Vista del Futuro o primaria Somerset.

Estudiantes que van a regresar a la escuela tienen que entregar verificación de residencia actual. Sin embargo nos gustaría que actualizaran la información en el paquete de reinscripción y que firmen la forma de autorización para publicar información en medios de comunicación, y la forma de la asistencia escolar, etc.

La Familia de Escuelas Charter de Burnham Wood no discrimina en la política de admisión en base al sexo, origen nacional, etnicidad, religión, discapacidad, habilidad académica, artística o atlética, o el distrito al que el estudiante de otra manera asistiera en conformidad con el Código de Educación de Texas.

Atentamente,
Iris B. Burnham
Superintendente



Welcome to the 2013-2014 school year!

APPROVED DURING
CONTINGENCY PROCESS

Before being assigned a classroom and teacher the following is required:

- Enrollment packet must be completely filled out and returned.
- A copy of the birth certificate must be on file at the school.
- A copy of current immunizations must be on file at the school.
- Proof of residency must be on file at the school (a copy of gas, electric or water bill with name of parents and physical street address where student lives)
- A copy of the social security card. If the student does not have a social security card, or if the parent is unable to provide the office with a copy of the card, then the school will assign a state number.
- New students must be pre-tested for basic skills. This includes kindergarten students.

We request:

- For new students entering the 4th, thru 12th grades, TAKS and/ or STAAR scores from previous years. (Example: a new 5th grader should provide the TAKS/ STAAR scores for last year for 4th grade and the TAKS scores for 3rd grade.)
- Withdrawal form from the previous school.
- Copy of report card to include final grades and attendance records.
- \$ 30.00 Community Supply Fee (non-refundable) due at the beginning of school year. (*Optional*)

First Day of School: We will need 4 or 5 parent volunteers for the first day of school. Some of these volunteers will direct students/parents to their classrooms. Others will help at the office. If you are interested in volunteering, please call the school office.

At the Howard Burnham & DaVinci campuses, the entrance/exit gates to our parking lot will be closed and students and parents will enter through the pedestrian gate. Please park outside the gated area if you are escorting your child on the first day. The same will be true at dismissal; the entrance/exit gates will be closed. If you are coming into the building, you will need to park outside the gated area. At dismissal time the teachers will line their students up at the drive-in entry gate. As each car pulls up, the student will be helped into the car. Please, do not park in the pick up line as this slows the pick up process and can be dangerous.

Start times:

Howard Burnham Elementary (K-4) students will begin at 7:45 a.m. Students should be at school by 7:35 a.m.

Da Vinci (5-12) students will begin at 7:30 a.m. Students should be at school by 7:20 a.m. each morning.

Vista del Futuro (K-5) students will begin at 7:45 a.m. Students should be at school by 7:35a.m. each morning. Somerset will announce their schedule at a later time.

Breakfast:

Howard Burnham Elementary (K-4) students breakfast is served from 7:10-7:30 a.m.

Da Vinci (5-12) students breakfast is served from 6:45 to 7:20 a.m.

Vista del Futuro (K-5) breakfast is served from 7:10-7:30 a.m.

Somerset will announce their schedule at a later time.

Dismissal times begin at 2:00 for Kinder and are staggered for all other grades through twelfth. The new student calendar will list specific dismissal times. It will be available in July 2013. School for Educational Enrichment offers an after school program. An information page on these programs is included in the enrollment packet.



Welcome to the 2013-2014 school year!

Please carefully read this packet, fill it out and return it within the week.

Before being assigned a classroom and teacher the following is required:

- Enrollment packet must be completely filled out and returned.
- A copy of the birth certificate must be on file at the school.
- A copy of current immunizations must be on file at the school.
- Proof of residency must be on file at the school (a copy of gas, electric or water bill with name of parents and physical street address where student lives)
- A copy of the social security card. If the student does not have a social security card, or if the parent is unable to provide the office with a copy of the card, then the school will assign a state number.
- New students must be pre-tested for basic skills. This includes kindergarten students.

We request:

- For new students entering the 4th, thru 12th grades, TAKS and/ or STAAR scores from previous years. (Example: a new 5th grader should provide the TAKS/ STAAR scores for last year for 4th grade and the TAKS/STAAR scores for 3rd grade.)
- Withdrawal form from the previous school.
- Copy of report card to include final grades and attendance records.
- **\$ 30.00** Community Supply Fee (non-refundable) due at the beginning of school year.

First Day of School: We will need 4 or 5 parent volunteers for the first day of school. Some of these volunteers will direct students/parents to their classrooms. Others will help at the office. If you are interested in volunteering, please call the school office.

At the Howard Burnham & Da Vinci campuses, the entrance/exit gates to our parking lot will be closed and students and parents will enter through the pedestrian gate. Please park outside the gated area if you are escorting your child on the first day. The same will be true at dismissal; the entrance/exit gates will be closed. If you are coming into the building, you will need to park outside the gated area. At dismissal time the teachers will line their students up at the drive-in entry gate. As each car pulls up, the student will be helped into the car. Please, do not park in the pick up line as this slows the pick up process and can be dangerous.

Start times:

Howard Burnham Elementary (**K-4**) students will begin at **7:45 a.m.** Students should be at school by **7:35 a.m.**

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Vista del Futuro (**K-5**) students will begin at **7:45 a.m.** Students should be at school by **7:35a.m.** each morning. Somerset will announce their schedule at a later time.

Breakfast:

Howard Burnham Elementary (**K-4**) students breakfast is served from **7:10-7:40 a.m.**

Da Vinci (**5-12**) students breakfast is served from **6:45- 7:20 a.m.**

Vista del Futuro (**K-5**) breakfast is served from **7:10-7:30 a.m.**

Somerset will announce their schedule at a later time.

Dismissal times begin at 2:00 for kindergarten and are staggered for all other grades through twelfth. The new student calendar will list specific dismissal times. It will be available in July 2013. School for Educational Enrichment offers an after school program. An information page on these programs is included in the enrollment packet.

*REVISED DURING
CONTINGENCY PROCESS*



¡Bienvenido al año escolar 2013-2014!

Por favor lea cuidadosamente el paquete de registro, llénelo y regréselo durante la semana.

Antes de ser asignado a un aula y a un maestro, se requiere lo siguiente:

- El paquete de inscripción debe ser llenado completamente y devuelto a la oficina administrativa
- Una copia del certificado de nacimiento debe estar en el archivo en la escuela
- Una copia actualizada de la tarjeta de vacunas.
- La prueba de residencia en el condado de El Paso (copia del bil de gas, agua o luz con el nombre del los padres y domicilio donde vive el estudiante)
- Los estudiantes de nuevo ingreso deben de ser evaluados en cuanto a su nivel de lectura. Esto incluye a estudiantes de kindergarten.
- Una copia de la tarjeta de seguro social. Si el estudiante no tiene una tarjeta de seguro social, o si el padre no puede proporcionar a la oficina con una copia de la tarjeta entonces la escuela asignará un número del estado.
- A los nuevos estudiantes se les hará un examen de destrezas básicas. Esto se aplica a los estudiantes de pre-escolar.

Es necesario tener:

- Para los nuevos estudiantes que entraran del 4to., al grado 12 avanza se les require los resultados de TAKS/STAAR de años anteriores. (Por ejemplo: un alumno que va al quinto grado debe proporcionar las resultados del examen TAKS/STAAR de cuarto y tercer grado.
- Forma de salida de la escuela anterior
- Copia de la boleta de calificaciones con últimos grados y días de asistencia.
- **\$ 30.00** pagados para Utiles de Comunidad (no rembolsables) deberá ser pagado al principio del año.

El maestro y aula serán asignados después de que los estudiantes nuevos sean evaluados.

Primer Día de Escuela: Necesitaremos 4 ó 5 padres voluntarios para el primer día de escuela. Algunos de estos voluntarios dirigirán a estudiantes/padres a sus aulas. El resto ayudará en la oficina. Si está interesado en participar, favor de llamar a la oficina de la escuela correspondiente.

En la escuela Howard Burnham y la escuela Da Vinci, las puertas a nuestro estacionamiento se cerrarán y los estudiantes y padres de familia deberán entrar por la puerta para peatones. Por favor estacionese fuera del área enrejada si usted acompaña a su niño en el primer día. Lo mismo se llevará a cabo a la hora de la salida. Si usted viene al edificio tendrá que estacionarse fuera del área. A la hora de salida los maestros formarán a los estudiantes en fila en el puerro de la entrada. Cuando cada coche se acerque, al estudiante será dirigido al coche. Favor de no estacionarse en el área destinada para dejar ó recoger a los niños, ya que esto podría detener el tráfico ó poner en el peligro a los niños.

Horario: La escuela primaria Howard Burnham (**K-4**) comenzará clases a las **7:45 a.m.** de la mañana. Los estudiantes deben estar en la escuela a las **7:35 a.m.** de la mañana. Los estudiantes en la escuela Da Vinci (**5-12**) comenzará clases a las **7:30 a.m.** Los estudiantes deben estar en la escuela a las **7:20 a.m.** de la mañana.

La escuela primaria Vista del Futuro (**K-5**) comenzará a las **7:45 a.m.** de la mañana. Los estudiantes deben estar en la escuela a las **7:35 a.m.** de la mañana. La escuela primaria Somerset anunciará sus horas de entrada después.

El Desayuno

La escuela primaria Howard Burnham (**K-4**) el desayuno se sirve a las **7:10-7:40 a.m.** En la escuela Da Vinci (**5-12**) el almuerzo se sirve a las **6:45-7:20 a.m.** Vista del Futuro (**K-5**) el desayuno se sirve de las **7:10-7:30 a.m.** La escuela primaria Somerset anunciará sus horas de entrada después.

Hora de Salida

HBES-El horario de salida comienza a partir de las 2:00 para los estudiantes de Kinder; y la hora de salida para los otros grados, hasta el onceavo grado estará distribuido a partir de esta hora. El nuevo calendario del estudiante incluirá el horario específico de salida para cada grado y estará disponible a partir Julio de 2013. La escuela *School for Educational Enrichment* ofrece un programa de guardería para después de clases. Información sobre estos programas está adjunto.

**El Paso Education Initiative, Inc.
Burnham Wood Family of Charter Schools**

7310 Bishop Flores • El Paso, TX 79912
(915) 584-9499 • Fax (915) 585-8814

STUDENT ENROLLMENT FORM

PLEASE PRINT / USAR LETRA DE MOLDE

2013-2014

Check one/ Marque uno
HBES
Da Vinci
Vista Del Futuro
Somerset

STUDENT INFORMATION

GRADE GRADO	STUDENT LAST NAME APELLIDO	FIRST NAME NOMBRE	INITIAL INICIAL	GENERATION GENERACION
				NONE/ NINGUNA JR III VI SR IV VII II V VIII

SOCIAL SECURITY # NUMERO DE SEGURO SOCIAL	DATE OF BIRTH FECHA DE NACIMIENTO	AGE ON SEPT. 1 ST EDAD AL 1 ^º DE SEPTIEMBRE	GENDER GENERO	PLACE OF BIRTH CIUDAD Y ESTADO DE NACIMIENTO
			<input type="checkbox"/> MALE / MASCULINO <input type="checkbox"/> FEMALE / FEMENINO	

ETHNICITY RAZA	Please choose the student's ethnicity. This is required for entering the student in the Texas PEIMS database. Check the ONE that best describes the student's ethnicity. Favor de seleccionar el grupo étnico. Este es un requisito para guardar los datos del alumno en la base de datos del Texas PEIMS. Seleccione la opción que mejor describa su origen étnico.				
	<input type="checkbox"/> 1. Hispanic / Hispano <input type="checkbox"/> 2. Not of Hispanic Origin / No de origen Hispano What is the student's race? Check one or more regardless of ethnicity. / Cual es la raza del estudiante? Seleccione una o mas de acuerdo a su origen.. <input type="checkbox"/> 1. American Indian or Alaskan Native / Indígena Americano ó Nativo de Alaska <input type="checkbox"/> 2. Asian or Pacific Islander / Asiático ó de las Islas del Pacifico <input type="checkbox"/> 3. Black or African American / Negro or Africomericano <input type="checkbox"/> 4. Native Hawaiian/Other Pacific Islander / Nativo de Hawaï u otra Isla del Pacifico <input type="checkbox"/> 5. White / Blanco				

CAMPUS OF RESIDENCY CAMPUS DE RESIDENCIA	Name of the PUBLIC school your child would be attending for this next school year if he/she were attending your local PUBLIC school El nombre de la escuela PUBLICA a la cual su hijo estaría asistiendo para el año proximo escolar si él/ella asistiera a su escuela PUBLICA local				
---	---	--	--	--	--

HAS STUDENT EVER PARTICIPATED IN THE MIGRANT PROGRAM? ¿HA PARTICIPADO EL ESTUDIANTE EN EL PROGRAMA MIGRATORIO?	HAS STUDENT EVER PARTICIPATED IN THE IMMIGRANT PROGRAM? ¿HA PARTICIPADO EL ESTUDIANTE EN EL PROGRAMA DE IMIGRACION?	IS THIS STUDENT IN FOSTER CARE? ¿ESTA EL ESTUDIANTE A CARGO DE UN TUTOR LEGAL (NO SU PADRES BIOLOGICOS)			
<input type="checkbox"/> NO <input type="checkbox"/> YES / SÍ	<input type="checkbox"/> NO <input type="checkbox"/> YES / SÍ	<input type="checkbox"/> NO <input type="checkbox"/> YES / SÍ			
HOME ADDRESS / DIRECCIÓN		CITY / CIUDAD	STATE / ESTADO	ZIP CODE / CODIGO POSTAL	HOME PHONE / TELEFONO DEL HOGAR
			TX		

Has this student ever repeated a grade? ¿Ha tenido que repetir este estudiante algún grado
escolar? _____ NO YES / SÍ
Which grade?/¿Qué grado? _____

Name of School/Nombre de la Escuela _____

*Has this student ever been placed in alternative placement? ¿Ha sido el estudiante colocado en un program alternativo? _____ NO YES / SÍ

*Has this student ever been suspended from school? ¿Ha sido el estudiante suspendido alguna vez de alguna escuela? _____ NO YES / SÍ

*Has this student ever been expelled? ¿Ha sido el estudiante expulsido alguna vez de alguna escuela? _____ NO YES / SÍ

*Has this student ever been home schooled? ¿Ha recibido el estudiante instrucción escolar en casa? _____ NO YES / SÍ

*Did the student attend a Burnham Wood school last year? ¿Asistió el estudiante a Burnham Wood el año pasado? _____ NO YES / SÍ

*Is one or both parents currently serving in the U.S. Military? ¿Están uno o los dos padres prestando actualmente servicio Militar en los EE.UU.? _____ NO YES / SÍ

*What year did the student first enroll in U.S. public schools? ¿En qué año se inscribió por primera vez en el sistema público educativo de los Estados Unidos? _____

Previous Schools Attended

2013-2014

YEAR / AÑO	LIST PREVIOUS SCHOOLS ATTENDED / ENNUMERE LAS ESCUELAS A LAS QUE HA ASISTIDO	ADDRESS / LA DIRECCIÓN DE ESCUELA	CITY / CIUDAD	STATE / ESTADO	ZIP CODE / CODIGO POSTAL
____ to ____					
____ to ____					
____ to ____					
____ to ____					

**PLEASE SHARE ANY OTHER INFORMATION WITH US THAT YOU FEEL WE SHOULD KNOW ABOUT YOUR CHILD.
YOU MAY ATTACH AN ADDITIONAL SHEET IF NECESSARY.**

YOU MAY ATTACH AN ADDITIONAL SHEET IF NECESSARY.
FAVOR DE PROPORCIONAR CUALQUIER OTRA INFORMACION QUE USTED CONSIDERE QUE DEBEMOS SABER
ACERCA DE SU HIJO. PUEDE USAR UNA HOJA ADICIONAL SI ES NECESARIO.

HOME LANGUAGE SURVEY (CUESTIONARIO SOBRE EL PRIMER IDIOMA)

Name of the Child: _____
(Nombre y apellido del alumno)

Campus: _____ Grade: _____
(Escuela) (Grado)

What language is spoken in your home most of the time?
(¿Cuál idioma se habla más en su hogar?)

**** If you indicated any language other than English please complete Part #2**

What language does the student speak most of the time?
(¿Cuál idioma habla el alumno la mayoría del tiempo?)

Number of Years residing in the United States: _____
Años de residencia en los Estados Unidos?

Parent/Guardian Signature (Firma Del Padre O Tutor) Date (Fecha)

NOTE: Appropriate testing as mandated by State regulations will be administered to students who have a language other than English on their Home Language Survey with parent consent.

NOTA: De acuerdo con el reglamento del estado, los alumnos que hablen otro idioma que no sea inglés, deberán tomar un examen para determinar su habilidad de hablar y entender inglés, con el consentimiento de padre o tutor.

P A R T # 2

If you indicated a language other than English in the section above please complete this section
Si usted indicó un idioma diferente al inglés en la sección anterior por favor complete esta sección

The Home Language Survey has shown that your child needs to be tested for English Language Proficiency. Please read the brochure explaining the benefits of ESL/Bilingual instruction available in the school office or on our District website: www.burnhamwood.org/el-paso-education-initiative/english-proficiency.html.
(For information visit <http://elltx.org/aboutus.html>)

I have read the brochure on the benefits of ESL/Bilingual. _____
Signature _____

El Cuestionario del Idioma en el hogar ha mostrado que su hijo (a) requiere ser evaluado (a) en el dominio del inglés como Segundo Idioma. Lea por favor el folleto que explica los beneficios de la instrucción de ESL/ bilingüe. Esta información la puede encontrar en la oficina escuela o la página web del distrito: www.burnhamwood.org/el-paso-education-initiative/english-proficiency.html. (Para más información puede visitar <http://elltx.org/aboutus.html>)

He leido el folleto en los beneficios de ESL/ bilingüe. _____
Firma _____

I approve my child taking the LEP testing for ESL/Bilingual classes. *This is not a requirement.*
Autorizo que mi niño tome el LEP que evalúa para clases de ESL/ bilingüe. *Este no es un requerimiento obligatorio.*

Parent / Guardian Signature _____ Firma del Padre/Tutor _____ Date / Fecha _____

I do **not** approve my child taking the LEP testing for ESL/Bilingual classes.
No autorizo que mi hijo tome el LEP para evaluar su nivel de inglés (ESL/bilingüe).

If you are refusing ESL/Bilingual services, please write the reason below. *For example: you may want your child in an English speaking class.*

Si usted rehúsa los servicios de ESL/bilingüe, escribe por favor la razón a continuación. *For ejemplo: Usted tiene la opción de pedir que su niño asista únicamente a las clases que se imparten en Inglés.*

**MEDICAL INFORMATION FORM
FORMULARIO DE HISTORIAL MÉDICO**

Please check all the following and list any and all medications that your child needs to take during the school day:
Por favor revise todo lo siguiente y ponga en una lista todos los medicamentos que su hijo/hija necesite tomar durante el día de escuela:

Daily Medication Medicamentos Diarios	Yes/ Si _____	No _____	Rheumatic Fever Fiebre Reumática	Yes/ Si _____	No _____
Please list: _____					
Purpose: _____					
Drug Allergies Medicamentos para Alergias	Yes/ Si _____	No _____	Seizures Convulsiones	Yes/ Si _____	No _____
Please list: _____					
Purpose: _____					
Allergy/Hay fever Alergias	Yes/ Si _____	No _____	Tuberculosis Tuberculosis	Yes/ Si _____	No _____
Asthma Asma	Yes/ Si _____	No _____	Speech Defect Problemas del lenguaje	Yes/ Si _____	No _____
Chicken Pox Varicela	Yes/ Si _____	No _____	Ear Defect Problemas Auditivos	Yes/ Si _____	No _____
Diabetes Diabetes	Yes/ Si _____	No _____	Eye Defect Problemas Oculares	Yes/ Si _____	No _____
Heart Problems Problemas Cardíacos	Yes/ Si _____	No _____	Food Allergies Alergias a alimentos (If yes, please list foods / En caso de existir, favor de enumerar los alimentos) _____ Please ask the office staff for a doctor's verification form. Pregunta la oficina por una forma.	Yes/ Si _____	No _____
Other health information: _____					

Burnham Wood Family of Charter Schools does not dispense any medication without prior written permission from the parent/guardian. The parent/guardian must provide the medication in properly labeled containers and complete a medication form (available at our office).

La Familia de Escuelas Charter de Burnham Wood no distribuye ninguna medicina sin el permiso escrito previo del parent/guardian. El parent/guardian debe proporcionar la medicina en contenedores apropiadamente marcados y completar una forma de autorización (disponible en nuestra oficina).

**Does your child require an inhaler or medical injection to be kept on his/her person or in our office? Yes/Si _____ No _____
Su niño requiere un inhalador o inyección médica consigo o en la oficina?**

Family Doctor / Doctor familiar _____
Telephone / Teléfono _____

The school will always attempt to reach a parent/guardian in case of an emergency; however, an ambulance will be called.

La escuela llamará una ambulancia en caso de emergencia. La escuela llamará a los padres también.

Please indicate hospital preference/Indique por favor el hospital de preferencia: _____

Health Insurance Company / Compañía de Seguro _____

Telephone Number / Número de teléfono _____

Policy Number / Número de Póliza _____

Group Number / Número de Grupo _____

Parent/Guardian Signature / Firma del Padre ó Tutor _____

Date / Fecha _____

PERSONAL HISTORY

In order for us to learn more about your child, please share observations and comments.
Para poder conocer más acerca de su hijo, por favor complete el siguiente formulario.

How does your child accept routines and limits?
¿Cómo acepta su niño las rutinas y los límites?

How does your child handle transitions?
¿Cómo maneja su niño los cambios?

How does your child handle frustrations?
¿Cómo maneja su niño las frustraciones?

How does your child interact with other children?
¿Cómo interactúa su hijo con otros hijos?

How do you discipline your child at home?
¿Cómo disciplina usted a su hijo en casa?

What are your child's interests or hobbies?
¿Cuáles son algunas fortalezas de su hijo?

What are your child's strengths?
¿Cuáles son algunos retos de su hijo?

What are your child's challenges?
¿Cuáles son algunas debilidades de su hijo?

Is your child easily distracted or impulsive? No _____ Yes _____
¿Es su hijo fácilmente distraído o es impulsivo? No _____ Sí _____

Is your child able to follow the rules and procedures of the school
Puede su hijo seguir las reglas de la escuela? No _____ Yes / Si _____

MEDIA RELEASE FORM

I hereby give my permission to Burnham Wood Family of Charter Schools to use or release the name and photograph(s) of _____ (child's name) in any manner Burnham Wood Family of Charter Schools staff deems appropriate for school-related purposes.

I understand these purposes include publication of photographs, along with my name and/or that of my child, in newspapers, magazines, brochures and other such publications; for television appearances; for slide presentations and other visual materials; and for radio broadcast shows.

I also understand that I am free to refuse this permission, but that my child cannot appear on public radio broadcasts or television or have his/her name appear in printed matter released by Burnham Wood Family of Charter Schools without signing this release.

Parent/Guardian Signature

Date

I decline permission for Media Release.

AUTORIZACIÓN PARA PUBLICAR INFORMACIÓN EN MEDIOS DE COMUNICACIÓN

Autorizo a la Familia de Escuelas Charter de Burnham Wood para utilizar o publicar el nombre y la fotografía(s) de _____ (nombre del niño) en cualquier forma de medios de comunicación, que la Familia de Escuelas Charter de Burnham Wood considere apropiado para propósitos relacionados con la escuela.

Entiendo que estos propósitos incluyen la publicación de fotografías, junto con mi nombre y/o el de mi niño, en periódicos, revistas, folletos y otras publicaciones; para presentaciones en televisión, por computadora y materiales visuales, y para exposiciones de transmisiones de radio.

Entiendo también que soy libre de rehusar este permiso, pero que mi niño no puede aparecer en programas de radio ni televisión ni tener su nombre en impresos liberados por la Familia de Escuelas Charter de Burnham Wood sin firmar esta forma de permiso.

Firma del Padre / Guardián

Fecha

No doy permiso de publicar información a los medios de comunicación.

FIELD TRIP RELEASE FORM

I hereby give my permission for my child to attend school-sponsored activities off campus and be transported by a volunteer. I will receive notification of each field trip and the transportation arrangement for it prior to the field trip.

Parent/Guardian Signature

Date

FORMA DE PERMISO PARA VIAJES DE ESTUDIO

Yo por la presente doy mi permiso para que mi hijo asista a las actividades patrocinadas por la escuela fuera o dentro de la escuela y sea transportado por un voluntario. Recibiré la notificación de cada viaje de estudio y el arreglo del transporte antes del viaje de estudio.

Firma del Padre / Tutor

Fecha

El Paso Education Initiative, Inc.
Burnham Wood Family of Charter Schools

7310 Bishop Flores • El Paso, TX 79912
(915) 584-9499 • Fax (915) 585-8814

REFERENCE RELEASE

Last Name

First Name

Please sign this reference release and return it with the enrollment packet.

This form will be completed and sent by the Administration to references or former schools listed on your enrollment packet.

I, the undersigned, hereby authorize any individual, former school, teacher or counselor identified as a reference or school to answer all questions that may be sought in connection with my child's enrollment application or concerning my child's work, habits, character, or skills. I am aware that the information provided will be used for the purpose of evaluating my child as an applicant for enrollment and that the information provided is confidential and will *not* be available to me. I will not hold the individual or school liable for the information submitted. A copy of this authorization shall be valid as the original.

Parent/Guardian Signature

Date

AUTORIZACIÓN PARA OBTENER REFERENCIAS

Nombre Completo

Favor de firmar y entregar esta autorización junto con el paquete de inscripción.

Esta forma se completará y será mandada por la Administración a referencias ó escuelas anteriores listadas en su paquete de la inscripción.

Yo, _____, por la presente autorizo a cualquier escuela, maestro ó consejero individual y otras personas identificados como referencias ó escuela para contestar toda pregunta necesaria con respecto a mi hijo para su inscripción ó acerca de los hábitos, el carácter, ó las habilidades de mi hijo. Estoy enterado que la información proporcionada será utilizada con el propósito de evaluar a mi hijo como candidato para la inscripción y que la información proporcionada es confidencial y *no* estará disponible a mí. Yo no podré demandar a los individuos ó escuelas por la información otorgada. Una copia de esta autorización será válida como la original.

Firma del Padre ó Tutor

Date / Fecha

Check one/ Marque uno

JIBES
Da Vinci
Vista del Futuro
Somerset

El Paso Education Initiative, Inc.
Burnham Wood Family of Charter Schools

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(915) 584-9499 • Fax (915) 585-8814

Parent Request to Withdraw Student from Prior School &
CONFIDENTIAL INFORMATION CONSENT/RELEASE

**PETICION PARA REMOVER AL ESTUDIANTE DE LA ESCUELA ANTERIOR Y
CONSENTIMIENTO DE INFORMACION CONFIDENCIAL / LIBERACION**

Last Name, First Name, Middle Initial
Nombre Completo (Inpezando por apellido)

Social Security Number
Número del Seguro Social

Date of Birth
Fecha del Nacimiento

The above-referenced student has enrolled in one of the Burnham Wood Family of Charter Schools for grade _____.
El estudiante cuyo nombre aparece como inscrito en la Familia de Escuelas Charter de Burnham Wood en el grado _____.
I authorize the registrar/principal/administrative staff at: / Autorizo al director/personal administrativo en:

School/Organization/Agency Name
La escuela/la organización/el Nombre de la agencia)

FAX:

School/Organization/Agency Name
La escuela/la organización/el Nombre de la agencia)

FAX:

to release the following records regarding the above named student to:
para obtener los siguientes registro del estudiante mencionado anteriormente:

Howard Burnham Elem. School, or Da Vinci School for Science & the Arts or Vista del Futuro Charter School
Attn: Registrar
7310 Bishop Flores • El Paso, TX 79912
(915) 584-9499 • Fax (915) 585-8814

Records Requested / Los registros Solicitados:

Medical Information
Información médica

Discipline Records
Registros de Disciplina

Educational Assessment
Evaluación educativa

Attendance Records
Registro de Asistencia

Sociological Information
Información sociológica

ARD / IEP / EII / Speech / OT
ARD / IEP / EII / Diccion / OT

Psychological Evaluation
Evaluación psicológica

Transcript / Report Card
Relación de Estudios / Boleta de
Calificaciones

Other / Otros

All testing results: TAKS, RPT-E, LAS, TPRI, STAAR, EOC

All special program records (special education, 504, bilingual/ESL, LEP, Talented/Gifted, etc). If these records are located at another site please indicate here the person, address and fax where the request should be sent.

Todos los registros de programas especiales (educación especial, 504, bilingüe/ESL, LEP, Talentoso, etc.) Si estos datos se encuentran ubicados en otro lugar, favor de indicar a continuación el nombre de la persona, la dirección y el número de fax donde se puede enviar la solicitud.



I have been fully informed and understand the school's request for my consent, as described above. This information will be released requested upon receipt of my written consent. He recibido la información y entiendo que la escuela está solicitando mi autorización, como se describe anteriormente. Dicha información será entregada/solicitada una vez que se haya recibido mi autorización por escrito.

Parent/Guardian Signature / Firma Del Padre ó Tutor

Date/Fecha

STUDENT AND PARENT PLEDGE

The following are agreements I have made with Burnham Wood Family of Charter Schools concerning my attitude and behavior while participating in Burnham Wood Family of Charter Schools programs.

AS STUDENTS AND PARENTS WE PLEDGE TO:

1. Abide by all school rules (as stated in the *Parent Student Handbook*), as well as directives given to me by teachers and staff to ensure my safety and the safety of others.
2. Abide by School Dress Code.
3. Be prompt and on time to all activities.
4. Understand that the student will be sent home and subject to expulsion if any behavior or action on the student's part poses a threat to safety, disrupts the instructional program, or results in the destruction of the environment in any way.
5. Understand that Burnham Wood Family of Charter Schools requires 180 days of attendance with 100% attendance [no unexcused absences] expectation.
6. Ensure that my child attends tutorials after school and on Saturdays as requested by the teacher.
7. Safeguard my school from acts of vandalism by following the rules and reporting damage and acts of destruction to my teacher.

I AGREE TO THE TERMS STATED ABOVE WHICH HAVE BEEN EXPLAINED TO ME BY MY PARENT/GUARDIAN.

Student's Signature

Date

Parent/Guardian Signature

Date

PROMESA DEL ESTUDIANTE Y EL PADRE O TUTOR:

Lo siguiente son acuerdos que he contraído con la Familia de Escuelas Charter de Burnham Wood con respecto a mi conducta mientras participe y pertenezca en los programas del distrito.

NOSOTROS COMO LOS ESTUDIANTES Y LOS PADRES NOS COMPROMETEMOS.

1. Respetar todas las reglas escolares (como se indica en el reglamento de padres/estudiantes), así como las instrucciones dadas por los maestros o personal para salvaguardar mi seguridad y la seguridad de otros.
2. Respetar el código de vestido de la escuela.
3. Ser puntual a todas actividades.
4. Entiendo completamente que seré mandado a casa y sujeto a expulsión: si cualquier conducta o acción de mi parte representan una amenaza para propia seguridad, la seguridad de otros, si interrumpen el programa educacional, o tienen como resultado la destrucción del plantel educativo en cualquier forma.
5. Entiendo que la Familia de Escuelas Charter de Burnham Wood requiere 180 días de asistencia con la expectativa 100% de asistencia. [No se aceptan faltas injustificadas]
6. Me comprometo a que mi hijo/hija asista a tutorías después de escuela y los sábados como lo indica la maestra.
7. Salvaguardar mi escuela de actos de vandalismo al seguir las reglas y reportar cualquier daño a mi maestro.

ESTOY DEACUERDO CON LOS TERMINOS INDICADOS QUE ME HAN SIDO EXPLICADOS POR MI PADRE O TUTOR.

Firma del Estudiante

Fecha

Firma del Padre o Tutor

Fecha

Dear Parent:

Burnham Wood Family of Charter Schools places students in the academic families that most closely fit his or her assessed achievement level. Your child will be tested and placed in various academic families throughout the year. This ongoing formative assessment allows each student to learn at his or her own pace. If the teacher is concerned about your child's achievement and retention of new curriculum, you will be contacted and invited to meet to create a plan for success.

All children are expected to pass the state TAKS/ STAAR tests. Failure to do so may lead to retention in that grade level. Burnham Wood Family of Charter Schools also requires a 100% attendance [no unexcused absences] by its student body. We adhere to the attendance policy adopted by the State of Texas. Children who have excessive absences may be expelled, referred to the court system, or may be retained in that grade level.

I AGREE TO THE TERMS STATED ABOVE WHICH HAVE BEEN EXPLAINED TO ME AS THE STUDENT'S PARENT/GUARDIAN.

PARENT/GUARDIAN SIGNATURE

DATE

Padre de Familia:

La Familia de Escuelas Charter de Burnham Wood ubica a los estudiantes en el grupo que mejor convenga a sus intereses académicos. Cada estudiante será examinado y colocado en varios grupos a través del año. Este procedimiento continuo y formativo permite que cada estudiante aprenda a su propio paso. Si el profesor considera que su hijo tiene alguna dificultad en el logro y la retención de nuevos temas en el plan de estudios, se le será notificado e invitado para crear un plan que satisfaga las necesidades de su hijo para alcanzar el éxito.

Se espera que todos los estudiantes aprueben las pruebas TAKS/STAAR. De no hacerlo, podría en la retención del estudiante en el mismo grado. La Familia de Escuelas Charter de Burnham Wood requiere 100% de asistencia [no se aceptan faltas injustificadas]. La Familia de Escuelas Charter de Burnham Wood sigue la política de asistencia de manera estricta adoptada por el estado de Texas. Estudiantes que tengan un número excesivo de inasistencias podrían ser expulsados, reportados al sistema judicial, o podrían ser retenidos en el mismo grado.

ESTOY DE ACUERDO CON LOS TÉRMINOS INDICADOS, LOS CUÁLES SE ME HAN EXPLICADO COMO PADRE Ó TUTOR.

FIRMA DEL PADRE Ó TUTOR

FECHA

STUDENT ATTENDANCE AND TARDY AGREEMENT

Attendance Policy

As a member of our Charter School Family I understand that I am obligated to uphold high attendance standards. Therefore, if my child has excessive absences, the following options may be exercised by the administration:

- 1) Retention
- 2) Report to the appropriate civil courts (may result in fines)
- 3) Expulsion

Tardiness

Tardiness is as serious as absences; excessive tardiness will result in exercising the options listed above. Six or more tardies will result in an automatic failure in the affected class for that six weeks.

Parent/Guardian Signature

Date

ACUERDO DE ASISTENCIA DEL ESTUDIANTE

Política de la Asistencia

Como miembro de nuestra Familia Charter, yo entiendo que estoy obligado (a) mantener los estándares de asistencia. Por lo tanto, si su hijo tiene inasistencias excesivas, las siguientes medidas administrativas serán utilizadas:

- 1) Retenido en el mismo grado
- 2) Informe a los tribunales civiles apropiados (que puede tener como resultado multas)
- 3) Expulsión

Retrasos

Los retrasos y llegadas tardías, son tan graves como las inasistencias. retrasos excesivos tendrán como consecuencia las medidas administrativas mencionadas anteriormente. Seis o más retrasos tendrá como consecuencia la calificación de una "F" en la clase por seis semanas.

Firma del Padre ó Tutor

Fecha

Early Arrival and Late Pick-Up Policy

School begins at the posted times and students may not arrive at school more than 10 minutes before the start time unless they are participating in the Child Nutrition Program. Then, they may arrive at the designated time to eat breakfast. Children may not be left outside or inside the building unsupervised.

Students who are not picked up within 10 minutes of dismissal times will be escorted to the after-school room, and parents will be charged \$7.00 per day.

Parents who continue to leave their children unsupervised will be reported to Child Protective Services.

I have read and understand the Early Arrival and Late Pick-Up Policy.

Parent / Guardian Signature

Date

Política de la Llegada Temprana y Recoger Tardíamente a Sus Hijos

La escuela comienza en los horarios establecidos y los estudiantes no pueden llegar a la escuela más de 10 minutos antes del inicio de clases, a menos de que se hayan inscrito en el servicio de guardería para el cuidado temprano de School for Educational Enrichment. Los estudiantes que participan en el Programa de Nutrición pueden llegar a las 7:15 para recibir el desayuno. Los niños no pueden ser dejados afuera ni dentro del edificio sin supervisión. Al llegar a las 7:45 los estudiantes deben dirigirse a sus aulas.

Los estudiantes que no sean recogidos dentro de los 10 minutos de tiempo de salida serán acompañados al servicio de guardería y los padres pagarán \$7.00 por día.

Los padres que continuamente dejen a sus hijos sin supervisión, serán reportados a Child Protective Services.

He leído y he entendido la Política de llegada temprana y recoger a la salida.

Firma del Padre ó Tutor

Fecha

Nutrition Policies:

Please read the District's Wellness Policy online. It is part of this agreement.

Find the document at: <http://www.burnhamwood.org/el-paso-education-initiative/nutrition.html>

If you plan to participate in the Free and Reduced Price Breakfast and Lunch programs, please make sure to return your *Multi-Child Free and Reduced-Price School Meals Application* as soon as they are available so your eligibility for the program can be determined. **This form will be available in July 2013.**

The mySchoolBucks Meal Accountability System is now available at Howard Burnham, Da Vinci and Vista del Futuro. Breakfast and/or Lunch meals can be prepaid online or at your child's school office. Instructions for prepaying online and other information regarding the Meal Accountability System can be found in the Nutrition section of our website at www.burnhamwood.org. You can also come by your child's school and pick up the instructions for the mySchoolBucks.com website to enter breakfast or lunch prepayments online for your child.

Breakfast and Lunch Reminder:

- ♦ All students will receive a menu calendar each month. (This is for your reference only.)
- ♦ Menus will also be available in the Nutrition section on our website at www.burnhamwood.org
- ♦ Prepayments for Breakfast or Lunch must be made in **5 day increments** online at mySchoolBucks.com or at your child's School office.

If you forget to send a lunch with your child, and your child's account has insufficient funds to cover the cost of a meal(s), the office will call you and you must arrange to have a lunch brought to your child. The office will not send someone to pick up a lunch for your child. If we cannot reach a parent or guardian, we will call those listed on your emergency contact list.

If parents must bring their children a lunch each day, they may leave the lunch at the school office, and the lunch will be taken to the cafeteria for the student to pick up. Parents may not take lunches to the classrooms. Please be sure to furnish your child with a healthy nutritious lunch. Fast food lunches are highly discouraged, and soft drinks and candy are not allowed.

I have read and understand the nutrition policy.

Parent / Guardian Signature

Date

Política de Nutrición:

Favor de leer toda la política de Wellness Policy en la página web:

<http://www.burnhamwood.org/el-paso-education-initiatives/nutrition.html>

Si usted desea participar en el programa de Desayuno y Almuerzo Gratis o a Precio Reducido, favor de regresar la solicitud de Niños Multiples para comidas escolares gratuitas o a precio bajo; tan pronto como sean entregados se determinará su elegibilidad en el programa. **Este formulario estará disponible en julio del 2013.**

El programa mySchoolBucks Meal Accountability System ya está disponible en las escuelas Howard Burnham, Da Vinci School y Vista del Futuro. Las comidas de desayuno y almuerzo se pueden pagar en avanzado por internet o puede ir a las oficinas de la escuela de sus hijos. Las instrucciones para pagar en avanzado por internet y otra información sobre el Meal Accountability System la puede encontrar en la sección de Nutrición en nuestra página web www.burnhamwood.org. Los Padres tambien pueden venir a la escuela de su hijo/a para recoger las instrucciones de mySchoolBucks.com

Menus de Desayuno y Almuerzo:

- ♦ Todos los estudiantes recibirán un menú para cada mes. (Este menú servirá nomás para su referencia.)
- ♦ Los menús tambien estarán disponibles en la sección de Nutrición en nuestra página web www.burnhamwood.org
- ♦ Pagos por adelantado para el desayuno o el almuerzo se pagarán para cubrir 5 días, se puede pagar en el internet en mySchoolBucks.com o en la escuela de su hijo/a.

Si a usted se le olvida mandarle un almuerzo a su hijo, y no tiene fondos suficientes para cubrir el costo de su comida, la oficina le llamará y usted deberá hacer los arreglos necesarios para mandarle un almuerzo a su hijo. La oficina no mandará a alguien a recoger un almuerzo para su hijo. Si nosotros no podemos localizar a un parent o tutor, llamaremos a las personas que usted nombró como contactos de emergencia.

Si los padres tienen que traer el lonche a sus hijos cada dia, deven de dejarlo en la oficina de la escuela. El lonche sera llevado a la cafeteria y el estudiante lo recojera ahí. No se permite que los padres lleven los almuerzos al salón del estudiante. Por favor no traiga almuerzos que no sean saludables para su hijo/a. También no se aceptan sodas y dulces en la escuela.

He leido y he entendido la política de nutricion.

Firma del Padre o Tutor

Fecha

PARENT PARTICIPATION AGREEMENT (OPTIONAL)

Burnham Wood Family of Charter Schools requests our parents to provide ten (10) hours of volunteer time per year. You do not have to wait until you are called; once you find an event or project of interest, you should contact the office with your availability.

I am interested in volunteering for the following areas: (Please check desired choices)

<input type="checkbox"/> Faculty/Staff Assistance	<input type="checkbox"/> Fundraising / GALA
<input type="checkbox"/> Facilities Maintenance	<input type="checkbox"/> Committee Service
<input type="checkbox"/> Supervision (lunch, after school, etc.)	<input type="checkbox"/> After-School Clubs
<input type="checkbox"/> Library / Technology Support	

Please list the days and times you are available. _____

Office Support - Please list the days and times you are available. _____

Curriculum Support (For example, outside speakers, performers, tickets to children's concerts, workshops)

Special Talents: (please circle one) Drama Music Art Dance Physical Development Other _____

Please list any special areas of interest that you might share with the classroom. (For example, quilting, history, cooking, crafts, Texas history, astronomy, Egyptology, poetry, wildlife, computers, reading, etc.)

Parent/Guardian Signature

Date

ACUERDO DE LA PARTICIPACION DEL PADRE (OPCIONAL)

La Familia de Escuelas Charter de Burnham Wood solicita a nuestros padres de familia que proporcionen diez (10) horas de servicio voluntario. No tiene que esperar que le llamen; cuando encuentre un evento o proyecto de interés, deberá llamar a la oficina y dejarles saber de su disponibilidad.

Estoy interesado en participar voluntariamente en las siguientes áreas: (Marque por favor las elecciones que usted desea)

<input type="checkbox"/> Apoyo al profesorado / Personal Escolar	<input type="checkbox"/> Recabar fondos/GALA
<input type="checkbox"/> Conservación de las Instalaciones	<input type="checkbox"/> Servicio de Comité
<input type="checkbox"/> Supervisión/ (el almuerzo, después de escuela, etc.)	
<input type="checkbox"/> Apoyo de la biblioteca y tecnología	<input type="checkbox"/> Clubes después de la escuela

Liste por favor los días y las horas que usted está disponible. _____

Apoyo de la oficina- Liste por favor los días y las horas que usted está disponible. _____

Apoyo al Programa (Por ejemplo, conferencistas, artistas, boletos de concierto para niños, talleres)

Talentos Especiales: (escoja uno por favor) Drama Música Arte Baile Desarrollo Físico
Otro _____

Liste por favor alguna área especial de interés que usted quizás comparta con el grupo. (Por ejemplo, hacer colchas, la historia, cocina, artes, la historia de Texas, la astronomía, la Egiptología, la poesía, la fauna, las computadoras, la lectura, etc.)

Firma del Padre ó Tutor

Fecha

PARENT PARTICIPATION AGREEMENT

Burnham Wood Family of Charter Schools requests our parents to provide ten (10) hours of volunteer time per year. You do not have to wait until you are called; once you find an event or project of interest, you should contact the office with your availability.

I am interested in volunteering for the following areas: (Please check desired choices)

<input type="checkbox"/> Faculty/Staff Assistance	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Facilities Maintenance	<input type="checkbox"/> Committee Service
<input type="checkbox"/> Supervision (lunch, after school, etc.)	<input type="checkbox"/> After-School Clubs
<input type="checkbox"/> Library / Technology Support	

Please list the days and times you are available. _____

Office Support - Please list the days and times you are available. _____

Curriculum Support (For example, outside speakers, performers, tickets to children's concerts, workshops)

Special Talents: (please circle one) Drama Music Art Dance Physical Development Other _____

Please list any special areas of interest that you might share with the classroom. (For example, quilting, history, cooking, crafts, Texas history, astronomy, Egyptology, poetry, wildlife, computers, reading, etc.)

Parent/Guardian Signature

Date

ACUERDO DE LA PARTICIPACION DEL PADRE

La Familia de Escuelas Charter de Burnham Wood solicita a nuestros padres de familia que proporcionen diez (10) horas de servicio voluntario. No tiene que esperar que le llamen; cuando encuentre un evento o proyecto de interés, deberá llamar a la oficina y dejarles saber de su disponibilidad.

Estoy interesado en participar voluntariamente en las siguientes áreas: (Marque por favor las elecciones que usted desea)

<input type="checkbox"/> Apoyo al profesorado / Personal Escolar	<input type="checkbox"/> Recabar fondos
<input type="checkbox"/> Conservación de las Instalaciones	<input type="checkbox"/> Servicio de Comité
<input type="checkbox"/> Supervisión/ (el almuerzo, después de escuela, etc.)	<input type="checkbox"/> Clubes después de la escuela
<input type="checkbox"/> Apoyo de la biblioteca y tecnología	

Liste por favor los días y las horas que usted está disponible. _____

Apoyo de la oficina- Liste por favor los días y las horas que usted está disponible. _____

Apoyo al Programa (Por ejemplo, conferencistas, artistas, boletos de concierto para niños, talleres)

Talentos Especiales:(escoja uno por favor) Drama Música Arte Baile Desarrollo Físico Otro _____

Liste por favor alguna área especial de interés que usted quizás comparta con el grupo. (Por ejemplo, hacer colchas, la historia, cocina, artes, la historia de Texas, la astronomía, la Egiptología, la poesía, la fauna, las computadoras, la lectura, etc.)

Firma del Padre ó Tutor

Fecha

DRESS CODE AGREEMENT

The way our students dress is a direct reflection upon Burnham Wood Family of Charter Schools. When pride is reflected in the way our students dress, this same pride will show in their conduct and academic achievement. We therefore request that all students come to school neatly and appropriately dressed. The following guidelines should be adhered to. The school will identify a uniform vendor so that every family purchases the correct uniform styles.

BOYS should wear only:

- Slacks or shorts, in uniform style, khaki colored, **fitted properly at the waist**.
- Button-down long or short sleeve, hunter green, navy or white shirts with a collar, or hunter green, navy or white polo-style shirts.
- Solid navy blue, black, or hunter green colored blazers, sweaters/cardigans (No sweat shirts or jackets may be worn in the classroom).
- Belt has to be brown or black with plain buckle (No prints, no studs and no bright colors).
- Jeans style, Carpenter pants, Capri pants and cargo or side pocket pants, hip huggers, and baggy pants are **NOT** allowed.

GIRLS should wear only:

- Slacks- uniform style slacks, walking shorts or skirts khaki in color that **fit properly at the waist**. Skirts and shorts should be no higher than two inches above the knee. No jeans styled pants.
- Button-down long or short sleeve, hunter green, navy or white shirts with a collar, or hunter green, navy or white polo-style shirt.
- Solid navy blue, black, or hunter green colored blazers, sweaters/cardigans (No sweat shirts or jackets may be worn in the classroom).
- Belt has to be brown or black leather with plain buckle (No prints, no studs and no bright colors).
- Jeans style, Carpenter pants, Capri pants and cargo or side pocket pants, hip huggers, and baggy pants are **NOT** allowed.
- **H.S.** girls may wear designated plaid or solid khaki skirts.

NO denim, sweatshirts, t-shirts, black shirts, or cargo pockets, belts with studs, caps or hats. NO excessive jewelry or facial jewelry except earrings. No markings on your body that are not completely covered at all times. No colored nail polish, particularly black. No hair color or hairstyles that provoke undue attention.

Undershirts should be short sleeve and white; long sleeve undershirt must match the polo shirt.

Jackets, coats, hats and hoodies may not be worn in the building.

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

Every student should have a green polo-style shirt with the School logo and an appropriate sweater. Order forms and catalogs are available in the school office.

I agree and support the Dress Code stated above, as well as additional comments that are outlined in the Parent-Student Handbook. I will monitor my child's clothing every morning before he/she leaves for school. I understand I will need to purchase a Burnham Wood Family of Charter Schools polo-style shirt from the school's supplier.

Parent/Guardian Signature

Date

EL ACUERDO DE CODIGO DE UNIFORME

La manera en que nuestros estudiantes visten es el reflejo directo sobre La Familia de Escuelas Charter de Burnham Wood. Cuando se refleja el orgullo en la manera de vestir de los estudiantes, este mismo orgullo se mostrará en su conducta y en el logro académico. Nosotros, por lo tanto, pedimos que todos los estudiantes que asisten a la escuela, vistan de manera apropiada y limpia.

NIÑOS deben vestir únicamente:

- Pantalones o pantalones cortos, de acuerdo al uniforme escolar, de color khaki que queden apropiadamente en la cintura.
- Las camisas de color verde oscuro, azul marino o blanco sólido con cuello de manga corta ó larga y con botones al frente, ó una camisa estilo polo de color verde oscuro, azul marino ó blanco.
- Colores azul marino, negro, verde oscuro, suéteres / cardigan (No se permitirán las sudaderas o chaquetas en el salón)
- Cinturon debe ser café o negro piel con hebilla sencilla (No estampados, no adornos ó colores brillantes).
- Pantalones "Carpenter", Capri y pantalones con bolsas laterales ó carno, pantalones debajo de las caderas, pantalones excesivamente sueltos o grandes NO están permitidos.

NIÑAS deben vestir únicamente:

- Pantalones holgados de color khaki estilo uniforme, pantalones cortos para ejercicio físico o falda color khaki que se ajuste apropiadamente a la cintura. El largo de la falda o pantalones cortos debe ser de dos pulgadas arriba de la rodilla. NO pantalones estilo mezclilla.
- Camisa estilo polo de color verde oscuro, azul marino ó blanco, ó blusas con cuello de manga, corta ó larga y con botones al frente.
- Colores azul marino, negro, verde oscuro, suéteres / cardigan (No se permitirán las sudaderas o chaquetas en el salón)
- Cinturon debe ser café o negro con hebilla sencilla (No estampados, no adornos ó colores brillantes).
- Pantalones "Carpenter", Capri y pantalones con bolsas laterales ó carno, pantalones debajo de las caderas, pantalones excesivamente sueltos o grandes NO están permitidos.
- Las niñas que cursan la preparatoria pueden usar faldas cuadrículadas o lisas color khaki.

NO mezclilla, sudaderas, playeras, camisas negras, o bolsillos de cargo, cinturones con hebillas grandes, cachuchas o sombreros. NO joyas excesivas o joyas faciales, excepto aretes. Ningunas marcas en su cuerpo que no esté cubierto completamente siempre. No esmalte para las uñas excesivo, especialmente negro. Ningún color del cabello, ni peinados que provoquen la atención indebida.

Chamarras, abrigos, cachuchas y playeras con capuchón no se permiten en el edificio.

El vestido para cualquier actividad patrocinada por la escuela debe ser apropiado y de buen gusto para la ocasión. Toda ropa, tal como los abrigos, los suéteres, las chaquetas, etc. deben estar marcados con el nombre y apellido del alumno.

Cada estudiante debe tener una camisa estilo polo verde con el logo de Burnham Wood y un suéter apropiado. Las formas de orden y catálogos están disponibles en la oficina de escuela.

Estoy de acuerdo y apoyo el Código de Vestuario indicado en la parte de arriba así como comentarios que están subrayados en el reglamento de los padres y estudiantes. Cuidaré que el uniforme de mi hijo sea apropiado cada mañana antes que él/ella salga a la escuela. Entiendo que necesitaré comprar una camisa estilo polo de el proveedor de la Familia de Escuelas Charter de Burnham Wood.

Firma del Padre ó Tutor

Fecha

CAFETERIA RULES & POLICIES ENCOURAGE FINE DINING

1. The first 15 minutes consist of quiet time with classical music.
2. All students are assigned seating.
3. After the first 15 minutes, students who have finished eating will throw away their trash, while other students complete their meals.

Students will learn to:

4. Sit properly with both feet on the floor.
5. Keep their elbows off of the table.
6. Put their napkin on their laps.
7. Use indoor voices.
8. Place their meal on a napkin or plate.
9. Choose healthy meals.

The District supports the statewide initiative to enforce healthy eating. Students may not bring fast foods, soft drinks, or candy.

I have read and understand the Cafeteria Rules and Policy.

Parent/Guardian Signature

Date

REGLAS DE LA CAFETERIA Y NORMAS QUE PROMUEVEN UNA BUENA COMIDA

1. Los primeros 15 minutos consisten de un momento de silencio con musica clasica.
2. A todos los estudiantes se les asignara un asiento.
3. Despues de los primeros 15 minutos, los estudiantes que hayan terminado de comer tiraran su basura, mientras los demas estudiantes terminan de comer.

Los estudiantes aprenderán a:

4. Sentarse apropiadamente con los dos pies en el piso.
5. Mantener los codos fuera de la mesa.
6. Colocar su servilleta sobre sus piernas.
7. Usar un tono de voz bajo.
8. Colocar su comida en una servilleta o en un plato.
9. Escoger alimentos saludables.

El Distrito apoya la iniciativa estatal de cumplir con las normas alimenticias y saludables. Los estudiantes no pueden traer comida conocida como "fast food", sodas o dulces.

Yo he leido y entiendo las Reglas y Normas de la Cafeteria.

Firma del Padre o Guardián

Fecha

School for Educational Enrichment

7310 Bishop Flores • El Paso, Texas 79912
Tel: (915) 584-9499 • Fax: (915) 585-8814

After School Care Offered by School for Educational Enrichment

After school care at HBES, Vista del Futuro and DV will be available Monday through Friday from dismissal until 6:00 p.m. at a cost of \$6.00 per day. This is an enrichment program at the elementary grades, which will include learning centers, games, library and computer time, arts and crafts and other activities. In order for your child to attend this program, **advance payment** must be made prior to your child attending.

After school care is available on a weekly basis and must be paid by the preceding Friday. Please fill out the form below and return it to the office so we can plan both staffing and materials. Filling out this form is not commitment to use the daycare - it is just a tool to help us plan an organized, quality program.

Please plan to come in before school starts to pay for the first week if you plan to use these services. Make checks payable to SEE.

I expect my child, _____, who will be in grade _____, to participate in:

After School Day Care - must be paid in advance - \$6.00 per day

Parent Signature: _____

Date: _____

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Guardería para después de Clases

Ofrecido por School for Educational Enrichment

El servicio de guardería para después de clases a HB, Vista del Futuro, y DV estará disponible de lunes a viernes desde la hora de salida hasta las 6:00 de la tarde con un costo de \$6.00 por día. Este es un programa del enriquecimiento educativo, para primaria incluirá, los juegos, tiempo de biblioteca, computadora, artes y otras actividades. El servicio de guardería debe ser pagado por adelantado para que sus hijos puedan ser parte de este programa.

Los programas de guardería, están disponibles semanalmente y deben ser pagados el viernes anterior. Llene por favor el formulario y devuélvala a la oficina para poder planear ambos. Debido a que se proporcionará una comida después de la escuela, necesitamos saber con anticipación cuántos alumnos asistirán cada semana. Llenar esta formulario no es compromiso de utilizar la guardería - es únicamente un instrumento de ayuda para la planeación organizada, para proporcionar un programa de calidad.

Por favor asegúrese de pagar con una semana de anticipación antes de iniciar clases. Haga los cheques a "SEE" (School for Educational Enrichment).

.....

Mi hijo, _____, quién estará en el grado _____, participará en:

Servicio de Guardería Despues de las Clases – debe ser pagado por adelantado - \$6.00 por día

Firma del Padre _____ **Fecha** _____

El Paso Education Initiative, Inc.

Burnham Wood Family of Charter Schools

Burnham Wood Charter School District – Vista del Futuro Charter School – Somerset Charter School
7310 Bishop Flores, El Paso, TX 79912
(915) 584-9499 • Fax: (915) 585-8814

RE-ENROLLMENT FORMS

2013-2014

Dear Parents and Students:

Welcome back to Burnham Wood Family of Charter Schools. As an award-winning charter district, we are obligated to implement higher standards of operation for the benefit of our students.

Please be patient with all of these forms. We know they will take time to complete, and we appreciate your effort. Please go to our website at www.burnhamwood.org for more information about our schools. This packet serves returning students enrolling in either *Howard Burnham Elementary School, Da Vinci School for Science and the Arts, Vista del Futuro Elementary School, or Somerset Elementary School*.

Returning students do have to re submit their proof of residency. We would like them to update the information in this packet and sign new assurances for media release, attendance, etc.

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

Sincerely,

Iris B. Burnham
Superintendent

2013-2014

Estimados Padres y Alumnos:

Bienvenido de vuelta a la Familia de Escuelas Charter de Burnham Wood. Como una escuela de distrito *charter* apremiada, estamos obligados a implementar los estándares más altos de operación en beneficio de nuestros estudiantes.

Por esta razón, le pedimos que por favor sea paciente con todos estos formularios. Sabemos que le llevará tiempo completarlas, y apreciamos su esfuerzo. Por favor visite nuestra página internet www.burnhamwood.org para más información acerca de nuestras escuelas. Este paquete es para inscribir aquellos que regresan a la escuela primaria Howard Burnham, la escuela Da Vinci para la Ciencia y las Artes, primaria Vista del Futuro o primaria Somerset.

Estudiantes que van a regresar a la escuela tienen que entregar verificación de residencia actual. Sin embargo nos gustaría que actualizaran la información en el paquete de reinscripción y que firmen la forma de autorización para publicar información en medios de comunicación, y la forma de la asistencia escolar, etc.

La Familia de Escuelas Charter de Burnham Wood no discrimina en la política de admisión en base al sexo, origen nacional, etnicidad, religión, discapacidad, habilidad académica, artística o atlética, o el distrito al que el estudiante de otra manera asistiera en conformidad con el Código de Educación de Texas.

Atentamente,

Iris B. Burnham
Superintendente



Welcome to the 2013-2014 school year!

Please carefully read this packet, fill it out and return it within the week.

Before being assigned a classroom and teacher the following is required:

- RE-Enrollment packet must be completely filled out and returned.
- A copy of the birth certificate must be on file at the school.
- A copy of current immunizations must be on file at the school.
- Proof of residency must be on file at the school (a copy of gas, electric or water bill with name of parents and physical street address where student lives)
- A copy of the social security card. If the student does not have a social security card, or if the parent is unable to provide the office with a copy of the card, then the school will assign a state number.

We request:

- \$ 30.00 Community Supply Fee (non-refundable) due at the beginning of school year.

First Day of School: We will need 4 or 5 parent volunteers for the first day of school. Some of these volunteers will direct students/parents to their classrooms. Others will help at the office. If you are interested in volunteering, please call the school office.

At the Howard Burnham & Da Vinci campuses, the entrance/exit gates to our parking lot will be closed and students and parents will enter through the pedestrian gate. Please park outside the gated area if you are escorting your child on the first day. The same will be true at dismissal; the entrance/exit gates will be closed. If you are coming into the building, you will need to park outside the gated area. At dismissal time the teachers will line their students up at the drive-in entry gate. As each car pulls up, the student will be helped into the car. Please, do not park in the pick up line as this slows the pick up process and can be dangerous.

Start times:

Howard Burnham Elementary (**K-4**) students will begin at **7:45 a.m.** Students should be at school by **7:35 a.m.**

Da Vinci (**5-12**) students will begin at **7:30 a.m.** Students should be at school by **7:20 a.m.** each morning.

Vista del Futuro (**K-5**) students will begin at **7:45 a.m.** Students should be at school by **7:35a.m.** each morning. Somerset will announce their schedule at a later time.

Breakfast:

Howard Burnham Elementary (**K-4**) students breakfast is served from **7:10-7:40 a.m.**

Da Vinci (**5-12**) students breakfast is served from **6:45- 7:20 a.m.**

Vista del Futuro (**K-5**) breakfast is served from **7:10-7:30 a.m.**

Somerset will announce their schedule at a later time.

Dismissal times begin at 2:00 for kindergarten and are staggered for all other grades through twelfth. The new student calendar will list specific dismissal times. It will be available in July 2013. School for Educational Enrichment offers an after school program. An information page on these programs is included in the enrollment packet.



¡Bienvenido al año escolar 2013-2014!

Por favor lea cuidadosamente el paquete de registro, llénelo y regréselo durante la semana.

Antes de ser asignado a un aula y a un maestro, se requiere lo siguiente:

- El paquete de inscripción debe ser llenado completamente y devuelto a la oficina administrativa
- Una copia del certificado de nacimiento debe estar en el archivo en la escuela
- Una copia actualizada de la tarjeta de vacunas.
- La prueba de residencia en el condado de El Paso (copia del bil de gas, agua o luz con el nombre del los padres y domicilio donde vive el estudiante)
- Una copia de la tarjeta de seguro social. Si el estudiante no tiene una tarjeta de seguro social, o si el padre no puede proporcionar a la oficina con una copia de la tarjeta entonces la escuela asignará un número del estado.

Es necesario tener:

- \$ 30.00 pagados para Utiles de Comunidad (no rembolsables) deberá ser pagado al principio del año.

Primer Día de Escuela: Necesitaremos 4 ó 5 padres voluntarios para el primer día de escuela. Algunos de estos voluntarios dirigirán a estudiantes/padres a sus aulas. El resto ayudará en la oficina. Si esta interesado en participar, favor de llamar a la oficina de la escuela correspondiente.

En la escuela Howard Burnham y la escuela Da Vinci, las puertas a nuestro estacionamiento se cerrarán y los estudiantes y padres de familia deberán entrar por la puerta para peatones. Por favor estacionese fuera del área enrejada si usted acompaña a su niño en el primer día. Lo mismo se llevará a cabo a la hora de la salida. Si usted viene al edificio tendrá que estacionarse fuera del área. A la hora de salida los maestros formarán a los estudiantes en fila en el pueras de la entrada. Cuando cada coche se acerque, al estudiante será dirigido al coche. Favor de no estacionarse en el área destinada para dejar ó recoger a los niños, ya que esto podría detener el tráfico ó poner en el peligro a los niños.

Horario:

La escuela primaria Howard Burnham (**K-4**) comenzará clases a las **7:45 a.m.** de la mañana. Los estudiantes deben estar en la escuela a las **7:35 a.m.** de la mañana. Los estudiantes en la escuela Da Vinci (**5-12**) comenzará clases a las **7:30 a.m.** Los estudiantes deben estar en la escuela a las **7:20 a.m.** de la mañana.

La escuela primaria Vista del Futuro (**K-5**) comenzará a las **7:45 a.m.** de la mañana. Los estudiantes deben estar en la escuela a las **7:35 a.m.** de la mañana. La escuela primaria Somerset anunciará sus horas de entrada después.

El Desayuno:

La escuela primaria Howard Burnham (**K-4**) el desayuno se sirve a las **7:10-7:30 a.m.** En la escuela Da Vinci (**5-12**) el almuerzo se sirve a las **6:45-7:20 a.m.** Vista del Futuro (**K-5**) el desayuno se sirve de las **7:10-7:30 a.m.** La escuela primaria Somerset anunciará sus horas de entrada después.

Hora de Salida:

El horario de salida comienza a partir de las 2:00 para los estudiantes de Kinder; y la hora de salida para los otros grados, hasta el onceavo grado estará distribuido a partir de esta hora. El nuevo calendario del estudiante incluirá el horario específico de salida para cada grado y estará disponible a partir Julio de 2013. La escuela *School for Educational Enrichment* ofrece un programa de guardería para después de clases. Información sobre estos programas está adjunto.

**El Paso Education Initiative, Inc.
Burnham Wood Family of Charter Schools**

7310 Bishop Flores • El Paso, TX 79912
(915) 584-9499 • Fax (915) 585-8814

STUDENT RE-ENROLLMENT FORM

PLEASE PRINT / USAR LETRA DE MOLDE

2013-2014

Check one/ Marque uno
HBES
Da Vinci
Vista Del Futuro
Somerset

STUDENT INFORMATION

GRADE GRADO	STUDENT LAST NAME APPELLIDO	FIRST NAME NOMBRE	INITIAL INICIAL	GENERATION GENERACION
				NONE NINGUNA JR III VI SR IV VII II V VIII
SOCIAL SECURITY # NUMERO DE SEGURO SOCIAL	DATE OF BIRTH FECILA DE NACIMIENTO	AGE ON SEPT. 1ST EDAD AL 1ST DE SEPTIEMBRE	GENDER GENERO	PLACE OF BIRTH CIUDAD Y ESTADO DE NACIMIENTO
			<input type="checkbox"/> MALE MASCULINO <input type="checkbox"/> FEMALE FEMENINO	

Please choose the student's ethnicity. This is required for entering the student in the Texas PEIMS database. Check the **ONE** that best describes the student's ethnicity.

Favor de seleccionar el grupo étnico. Este es un requisito para guardar los datos del alumno en la base de datos del Texas PEIMS. Seleccione la opción que mejor describa su origen étnico.

1. Hispanic / Hispano

2. Not of Hispanic Origin / No de origen Hispano

What is the student's race? Check one or more regardless of ethnicity. ¿Cuál es la raza del estudiante? Seleccione una o mas de acuerdo a su origen.

1. American Indian or Alaskan Native / Indígena Americano ó Nativo de Alaska

2. Asian or Pacific Islander / Asiático o de las Islas del Pacífico

3. Black or African American / Negro o Afromericano

4. Native Hawaiian / Other Pacific Islander / Nativo de Hawái u otra Isla del Pacífico

5. White / Blanco

CAMPUS OF RESIDENCY CAMPUS DE RESIDENCIA	Name of the PUBLIC school your child would be attending for this next school year if he/she were attending your local PUBLIC school El nombre de la escuela PÚBLICA a la cual su hijo estaria asistiendo para el año proximo escolar si él/ella asistiera a su escuela PÚBLICA local
---	---

HAS STUDENT EVER PARTICIPATED IN THE MIGRANT PROGRAM?
¿HA PARCIPADO EL ESTUDIANTE EN EL PROGRAMA MIGRATORIO?

NO YES SI

HAS STUDENT EVER PARTICIPATED IN THE IMMIGRANT PROGRAM?
¿HA PARCIPADO EL ESTUDIANTE EN EL PROGRAMA DE INMIGRACIÓN?

NO YES SI

IS THIS STUDENT IN FOSTER CARE?
¿ESTA EL ESTUDIANTE A CARGO DE UN TUTOR LEGAL (NO SU PADRES BIOLOGICOS)

NO YES SI

Previous Schools Attended

2013-2014

YEAR / AÑO	LIST PREVIOUS SCHOOLS ATTENDED / ENNUMERE LAS ESCUELAS A LAS QUE HA ASISTIDO	ADDRESS / LA DIRECCIÓN DE ESCUELA	CITY / CIUDAD	STATE / ESTADO	ZIP CODE / CODIGO POSTAL
____ to ____					
____ to ____					
____ to ____					
____ to ____					

**PLEASE SHARE ANY OTHER INFORMATION WITH US THAT YOU FEEL WE SHOULD KNOW ABOUT YOUR CHILD.
YOU MAY ATTACH AN ADDITIONAL SHEET IF NECESSARY.**

YOU MAY ATTACH AN ADDITIONAL SHEET IF NECESSARY.
FAVOR DE PROPORCIONAR CUALQUIER OTRA INFORMACION QUE USTED CONSIDERE QUE DEBEMOS SABER
ACERCA DE SU HIJO. PUEDE USAR UNA HOJA ADICIONAL SI ES NECESARIO.

**MEDICAL INFORMATION FORM
FORMULARIO DE HISTORIAL MÉDICO**

Please check all the following and list any and all medications that your child needs to take during the school day;
Por favor revise todo lo siguiente y ponga en una lista todos los medicamentos que su hijo hija necesite tomar durante el dia de escuela

Daily Medication Medicamentos Diarios	Yes/ Si _____	No _____	Rheumatic Fever Fiebre Reumática	Yes/ Si _____	No _____
Please list: _____					
Purpose: _____					
Drug Allergies Medicamentos para Alergias	Yes/ Si _____	No _____	Seizures Convulsiones	Yes/ Si _____	No _____
Please list: _____					
Purpose: _____					
Allergy/Hay fever Alergias	Yes/ Si _____	No _____	Tuberculosis Tuberculosis	Yes/ Si _____	No _____
Asthma Aisma	Yes/ Si _____	No _____	Speech Defect Problemas del lenguaje	Yes/ Si _____	No _____
Chicken Pox Varicela	Yes/ Si _____	No _____	Ear Defect Problemas Auditivos	Yes/ Si _____	No _____
Diabetes Diabetes	Yes/ Si _____	No _____	Eye Defect Problemas Oculares	Yes/ Si _____	No _____
Heart Problems Problemas Cardíacos	Yes/ Si _____	No _____	Food Allergies Alergias a alimentos (If yes, please list foods / En caso de existir, favor de enumerar los alimentos)	Yes/ Si _____	No _____
Other health information: _____					
Please ask the office staff for a doctor's verification form. Pregunte la oficina por una forma.					

Burnham Wood Family of Charter Schools does not dispense any medication without prior written permission from the parent/guardian. The parent/guardian must provide the medication in properly labeled containers and complete a medication form (available at our office).

La Familia de Escuelas Charter de Burnham Wood no distribuye ninguna medicina sin el permiso escrito previo del parent/guardian. El parent/guardian debe proporcionar la medicina en contenedores apropiadamente marcados y completar una forma de autorización (disponible en nuestra oficina).

Does your child require an inhaler or medical injection to be kept on his/her person or in our office? Yes/Si _____ No _____
Su niño requiere un inhalador o inyecion medica consigo o en la oficina?

Family Doctor / Doctor familiar

Telephone / Teléfono _____

The school will always attempt to reach a parent/guardian in case of an emergency; however, an ambulance will be called.

La escuela llamará una ambulancia en caso de emergencia. La escuela llamará las padres tambien.

Please indicate hospital preference/Indique por favor el hospital de preferencia:

Health Insurance Company / Compañía de Seguro _____

Telephone Number / Número de teléfono _____

Policy Number / Número de Póliza _____

Group Number / Número de Grupo _____

Parent/Guardian Signature / Firma del Padre o Tutor

Date / Fecha

MEDIA RELEASE FORM

I hereby give my permission to Burnham Wood Family of Charter Schools to use or release the name and photograph(s) of _____ (child's name) in any manner Burnham Wood Family of Charter Schools staff deems appropriate for school-related purposes.

I understand these purposes include publication of photographs, along with my name and/or that of my child, in newspapers, magazines, brochures and other such publications; for television appearances; for slide presentations and other visual materials; and for radio broadcast shows.

I also understand that I am free to refuse this permission, but that my child cannot appear on public radio broadcasts or television or have his/her name appear in printed matter released by Burnham Wood Family of Charter Schools without signing this release.

Parent/Guardian Signature

Date

I decline permission for Media Release.

AUTORIZACIÓN PARA PUBLICAR INFORMACIÓN EN MEDIOS DE COMUNICACIÓN

Autorizo a la Familia de Escuelas Charter de Burnham Wood para utilizar o publicar el nombre y la fotografía(s) de _____ (nombre del niño) en cualquier forma de medios de comunicación, que la Familia de Escuelas Charter de Burnham Wood considere apropiado para propósitos relacionados con la escuela.

Entiendo que estos propósitos incluyen la publicación de fotografías, junto con mi nombre y/o el de mi niño, en periódicos, revistas, folletos y otras publicaciones; para presentaciones en televisión, por computadora y materiales visuales, y para exposiciones de transmisiones de radio.

Entiendo también que soy libre de rehusar este permiso, pero que mi niño no puede aparecer en programas de radio ni televisión ni tener su nombre en impresos liberados por la Familia de Escuelas Charter de Burnham Wood sin firmar esta forma de permiso.

Firma del Padre / Guardián

Fecha

No doy permiso de publicar información a los medios de comunicación.

FIELD TRIP RELEASE FORM

I hereby give my permission for my child to attend school-sponsored activities off campus and be transported by a volunteer. I will receive notification of each field trip and the transportation arrangement for it prior to the field trip.

Parent/Guardian Signature

Date

FORMA DE PERMISO PARA VIAJES DE ESTUDIO

Yo por la presente doy mi permiso para que mi hijo asista a las actividades patrocinadas por la escuela fuera o dentro de la escuela y sea transportado por un voluntario. Recibiré la notificación de cada viaje de estudio y el arreglo del transporte antes del viaje de estudio.

Firma del Padre / Tutor

Fecha

STUDENT AND PARENT PLEDGE

The following are agreements I have made with Burnham Wood Family of Charter Schools concerning my attitude and behavior while participating in Burnham Wood Family of Charter Schools programs.

AS STUDENTS AND PARENTS WE PLEDGE TO:

1. Abide by all school rules (as stated in the *Parent Student Handbook*), as well as directives given to me by teachers and staff to ensure my safety and the safety of others.
2. Abide by School Dress Code.
3. Be prompt and on time to all activities.
4. Understand that the student will be sent home and subject to expulsion if any behavior or action on the student's part poses a threat to safety, disrupts the instructional program, or results in the destruction of the environment in any way.
5. Understand that Burnham Wood Family of Charter Schools requires 180 days of attendance with 100% attendance [no unexcused absences] expectation.
6. Ensure that my child attends tutorials after school and on Saturdays as requested by the teacher.
7. Safeguard my school from acts of vandalism by following the rules and reporting damage and acts of destruction to my teacher.

I AGREE TO THE TERMS STATED ABOVE WHICH HAVE BEEN EXPLAINED TO ME BY MY PARENT/GUARDIAN.

Student's Signature

Date

Parent/Guardian Signature

Date

PROMESA DEL ESTUDIANTE Y EL PADRE O TUTOR:

Lo siguiente son acuerdos que he contraido con la familia de Escuelas Charter de Burnham Wood con respecto a mi conducta mientras participe y pertenezca en los programas del distrito.

NOSOTROS COMO LOS ESTUDIANTES Y LOS PADRES NOS COMPROMETEMOS.

1. Respetar todas las reglas escolares (como se indica en el reglamento de padres estudiantes), así como las instrucciones dadas por los maestros o personal para salvaguardar mi seguridad y la seguridad de otros.
2. Respetar el código de vestido de la escuela.
3. Ser puntual a todas actividades.
4. Entiendo completamente que seré mandado a casa y sujeto a expulsión: si cualquier conducta o acción de mi parte representan una amenaza para propia seguridad, la seguridad de otros, si interrumpen el programa educacional, o tienen como resultado la destrucción del plantel educativo en cualquier forma.
5. Entiendo que la Familia de Escuelas Charter de Burnham Wood requiere 180 días de asistencia con la expectativa 100% de asistencia. [no se aceptan faltas injustificadas]
6. Me comprometo a que mi hijo hija asista a tutorías después de escuela y los sábados como lo indica la maestra.
7. Salvaguardar mi escuela de actos de vandalismo al seguir las reglas y reportar cualquier daño a mi maestro.

ESTOY DEACUERDO CON LOS TERMINOS INDICADOS QUE ME HAN SIDO EXPLICADOS POR MI PADRE O TUTOR.

Firma del Estudiante

Fecha

Firma del Padre o Tutor

Fecha

STUDENT ATTENDANCE AND TARDY AGREEMENT

Attendance Policy

As a member of our Charter School Family I understand that I am obligated to uphold high attendance standards. Therefore, if my child has excessive absences, the following options may be exercised by the administration:

- 1) Retention
- 2) Report to the appropriate civil courts (may result in fines)
- 3) Expulsion

Tardiness

Tardiness is as serious as absences; excessive tardiness will result in exercising the options listed above. Six or more tardies will result in an automatic failure in the affected class for that six weeks.

Parent/Guardian Signature

Date

ACUERDO DE ASISTENCIA DEL ESTUDIANTE

Política de la Asistencia

Como miembro de nuestra Familia Charter, yo entiendo que estoy obligado (a) mantener los estándares de asistencia. Por lo tanto, si su hijo tiene inasistencias excesivas, las siguientes medidas administrativas serán utilizadas:

- 1) Retenido en el mismo grado
- 2) Informe a los tribunales civiles apropiados (que puede tener como resultado multas)
- 3) Expulsión

Retrasos

Los retrasos y llegadas tardías, son tan graves como las inasistencias, retrasos excesivos tendrán como consecuencia las medidas administrativas mencionadas anteriormente. Seis o más retrasos tendrá como consecuencia la calificación de una "F" en la clase por seis semanas.

Firma del Padre ó Tutor

Fecha

Early Arrival and Late Pick-Up Policy

School begins at the posted times and students may not arrive at school more than 10 minutes before the start time unless they are participating in the Child Nutrition Program. Then, they may arrive at the designated time to eat breakfast. Children may not be left outside or inside the building unsupervised.

Students who are not picked up within 10 minutes of dismissal times will be escorted to the after-school room, and parents will be charged \$7.00 per day.

Parents who continue to leave their children unsupervised will be reported to Child Protective Services.

I have read and understand the Early Arrival and Late Pick-Up Policy.

Parent / Guardian Signature

Date

Política de la Llegada Temprana y Recoger Tardíamente a Sus Hijo

La escuela comienza en los horarios establecidos y Los estudiantes no pueden llegar a la escuela mas de 10 minutos antes del inicio de clases, a menos de que se hayan inscrito en el servicio de guardería para el cuidado temprano de School for Educational Enrichment. Los estudiantes que participan en el Programa de Nutrición pueden llegar a las 7:15 para recibir el desayuno. Los niños no pueden ser dejados afuera ni dentro del edificio sin supervisión. Al llegar a las 7:45 los estudiantes deben dirigirse a sus aulas.

Los estudiantes que no sean recogidos dentro de los 10 minutos de tiempo de salida serán acompañados al servicio de guardería y los padres pagarán \$7.00 por día.

Los padres que continuamente dejen a sus hijos sin supervisión, serán reportados a Child Protective Services.

He leído y he entendido la Política de llegada temprana y recoger a la salida.

Firma del Padre ó Tutor

Fecha

Nutrition Policies:

Please read the District's Wellness Policy online. It is part of this agreement.

Find the document at: <http://www.burnhamwood.org/ci-pasp-education-initiating-nutrition.html>

If you plan to participate in the Free and Reduced Price Breakfast and Lunch programs, please make sure to return your *Multi-Child Free and Reduced-Price School Meals Application* as soon as they are available so your eligibility for the program can be determined. **This form will be available in July 2013.**

The mySchoolBucks Meal Accountability System is now available at Howard Burnham, Da Vinci and Vista del Futuro. Breakfast and/or Lunch meals can be prepaid online or at your child's school office. Instructions for prepaying online and other information regarding the Meal Accountability System can be found in the Nutrition section of our website at www.burnhamwood.org. You can also come by your child's school and pick up the instructions for the mySchoolBucks.com website to enter breakfast or lunch prepayments online for your child.

Breakfast and Lunch Reminder:

- ◆ All students will receive a menu calendar each month. (This is for your reference only.)
- ◆ Menus will also be available in the Nutrition section on our website at www.burnhamwood.org
- ◆ Prepayments for Breakfast or Lunch must be made in **5 day increments** online at mySchoolBucks.com or at your child's School office.

If you forget to send a lunch with your child, and your child's account has insufficient funds to cover the cost of a meal(s), the office will call you and you must arrange to have a lunch brought to your child. The office will not send someone to pick up a lunch for your child. If we cannot reach a parent or guardian, we will call those listed on your emergency contact list.

If parents must bring their children a lunch each day, they may leave the lunch at the school office, and the lunch will be taken to the cafeteria for the student to pick up. Parents may not take lunches to the classrooms. Please be sure to furnish your child with a healthy nutritious lunch. Fast food lunches are highly discouraged, and soft drinks and candy are not allowed.

I have read and understand the nutrition policy.

Parent / Guardian Signature

Date

Política de Nutrición:

Favor de leer toda la política de Wellness Policy en la página web:

<http://www.burnhamwood.org/el-puso-education-initiatives-nutrition.html>

Si usted desea participar en el programa de Desayuno y Almuerzo Gratis o a Precio Reducido, favor de regresar la solicitud de *Niños Multiples para comidas escolares gratuitas o a precio bajo*; tan pronto como sean entregados se determinará su elegibilidad en el programa. **Este formulario estará disponible en julio del 2013.**

El programa mySchoolBucks Meal Accountability System ya está disponible en las escuelas Howard Burnham, Da Vinci School y Vista del Futuro. Las comidas de desayuno y almuerzo se pueden pagar en avanzado por internet o puede ir a las oficinas de la escuela de sus hijos. Las instrucciones para pagar en avanzado por internet y otra información sobre el Meal Accountability System la puede encontrar en la sección de Nutrición en nuestra página web www.burnhamwood.org. Los Padres tambien pueden venir a la escuela de su hijo/a para recoger las instrucciones de mySchoolBucks.com

Menus de Desayuno y Almuerzo:

- ◆ Todos los estudiantes recibirán un menú para cada mes. (Este menú servirá nomas para su referencia.)
- ◆ Los menús tambien estarán disponibles en la sección de Nutrición en nuestra página web www.burnhamwood.org
- ◆ Pagos por adelantado para el desayuno o el almuerzo se pagarán para cubrir 5 días, se puede pagar en el internet en mySchoolBucks.com o en la escuela de su hijo/a.

Si a usted se le olvida mandarle un almuerzo a su hijo, y no tiene fondos suficientes para cubrir el costo de su comida, la oficina le llamará y usted deberá hacer los arreglos necesarios para mandarle un almuerzo a su hijo. La oficina no mandará a alguien a recoger un almuerzo para su hijo. Si nosotros no podemos localizar a un parente ó tutor, llamaremos a las personas que usted nombró como contactos de emergencia.

Si los padres tienen que traer el lonche a sus hijos cada dia, deven de dejarlo en la oficina de la escuela. El lonche sera llevado a la cafetería y el estudiante lo recojera ahí. No se permite que los padres lleven los almuerzos al salón del estudiante. Por favor no traiga almuerzos que no sean saludables para su hijo/a. También no se aceptan sodas y dulces en la escuela.

He leido y he entendido la política de nutricion.

Firma del Padre ó Tutor

Fecha

PARENT PARTICIPATION AGREEMENT (OPTIONAL)

Burnham Wood Family of Charter Schools requests our parents to provide ten (10) hours of volunteer time per year. You do not have to wait until you are called; once you find an event or project of interest, you should contact the office with your availability.

I am interested in volunteering for the following areas: (Please check desired choices)

<input type="checkbox"/> Faculty/Staff Assistance	<input type="checkbox"/> Fundraising
<input type="checkbox"/> Facilities Maintenance	<input type="checkbox"/> Committee Service
<input type="checkbox"/> Supervision (lunch, after school, etc.)	<input type="checkbox"/> After-School Clubs
<input type="checkbox"/> Library / Technology Support	

*APPROVED DURING
CONTINGENCY PROCESS*

Please list the days and times you are available. _____

Office Support - Please list the days and times you are available. _____

Curriculum Support (For example, outside speakers, performers, tickets to children's concerts, workshops)

Special Talents: (please circle one) Drama Music Art Dance Physical Development Other _____

Please list any special areas of interest that you might share with the classroom. (For example, quilting, history, cooking, crafts, Texas history, astronomy, Egyptology, poetry, wildlife, computers, reading, etc.)

Parent/Guardian Signature

Date

ACUERDO DE LA PARTICIPACION DEL PADRE (OPCIONAL)

La Familia de Escuelas Charter de Burnham Wood solicita a nuestros padres de familia que proporcionen diez (10) horas de servicio voluntario. No tiene que esperar que le llamen; cuando encuentre un evento o proyecto de interés, deberá llamar a la oficina y dejarles saber de su disponibilidad.

Estoy interesado en participar voluntariamente en las siguientes áreas: (Marque por favor las elecciones que usted desea)

<input type="checkbox"/> Apoyo al profesorado / Personal Escolar	<input type="checkbox"/> Recabar fondos
<input type="checkbox"/> Conservación de las Instalaciones	<input type="checkbox"/> Servicio de Comité
<input type="checkbox"/> Supervisión/ (el almuerzo, después de escuela, etc.)	
<input type="checkbox"/> Apoyo de la biblioteca y tecnología	<input type="checkbox"/> Clubes después de la escuela

Liste por favor los días y las horas que usted está disponible. _____

Apoyo de la oficina- Liste por favor los días y las horas que usted está disponible. _____

Apoyo al Programa (Por ejemplo, conferencistas, artistas, boletos de concierto para niños, talleres)

Talentos Especiales: (escoja uno por favor) Drama Música Arte Baile Desarrollo Físico
Otro _____

Liste por favor alguna área especial de interés que usted quizás comparta con el grupo. (Por ejemplo, hacer colchas, la historia, cocina, artes, la historia de Texas, la astronomía, la Egiptología, la poesía, la fauna, las computadoras, la lectura, etc.)

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<input type="checkbox"/> Facilities Maintenance	<input type="checkbox"/> Committee Service
<input type="checkbox"/> Supervision (lunch, after school, etc.)	<input type="checkbox"/> After-School Clubs
<input type="checkbox"/> Library / Technology Support	

*REVISED DURING
CONTINGENCY PROCESS*

Please list the days and times you are available. _____

Office Support - Please list the days and times you are available. _____

Curriculum Support (For example, outside speakers, performers, tickets to children's concerts, workshops)

Special Talents: (please circle one) Drama Music Art Dance Physical Development Other _____

Please list any special areas of interest that you might share with the classroom. (For example, quilting, history, cooking, crafts, Texas history, astronomy, Egyptology, poetry, wildlife, computers, reading, etc.)

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Estoy interesado en participar voluntariamente en las siguientes áreas: (Marque por favor las elecciones que usted desea)

<input type="checkbox"/> Apoyo al profesorado / Personal Escolar	<input type="checkbox"/> Recabar fondos
<input type="checkbox"/> Conservación de las Instalaciones	<input type="checkbox"/> Servicio de Comité
<input type="checkbox"/> Supervisión/ (el almuerzo, después de escuela, etc.)	<input type="checkbox"/> Clubes después de la escuela
<input type="checkbox"/> Apoyo de la biblioteca y tecnología	

Liste por favor los días y las horas que usted está disponible. _____

Apoyo de la oficina- Liste por favor los días y las horas que usted está disponible. _____

Apoyo al Programa (Por ejemplo, conferencistas, artistas, boletos de concierto para niños, talleres)

Talentos Especiales:(escoja uno por favor) Drama Música Arte Baile Desarrollo Físico Otro _____

Liste por favor alguna área especial de interés que usted quizás comparta con el grupo. (Por ejemplo, hacer colchas, la historia, cocina, artes, la historia de Texas, la astronomía, la Egiptología, la poesía, la fauna, las computadoras, la lectura, etc.)

Firma del Padre ó Tutor

Fecha

DRESS CODE AGREEMENT

The way our students dress is a direct reflection upon Burnham Wood Family of Charter Schools. When pride is reflected in the way our students dress, this same pride will show in their conduct and academic achievement. We therefore request that all students come to school neatly and appropriately dressed. The following guidelines should be adhered to. The school will identify a uniform vendor so that every family purchases the correct uniform styles.

BOYS should wear only:

- Slacks or shorts, in uniform style, khaki colored, **fitted properly at the waist**.
- Button-down long or short sleeve, hunter green, navy or white shirts with a collar, or hunter green, navy or white polo-style shirts.
- Solid navy blue, black, or hunter green colored blazers, sweaters/cardigans (No sweat shirts or jackets may be worn in the classroom).
- Belt has to be brown or black with plain buckle (No prints, no studs and no bright colors).
- Jeans style Carpenter pants, Capri pants and cargo or side pocket pants, hip huggers, and baggy pants are **NOT** allowed.

GIRLS should wear only:

- Slacks- uniform style slacks, walking shorts or skirts khaki in color that **fit properly at the waist**. Skirts and shorts should be no higher than two inches above the knee. No jeans styled pants.
- Button-down long or short sleeve, hunter green, navy or white shirts with a collar, or hunter green, navy or white polo-style shirt.
- Solid navy blue, black, or hunter green colored blazers, sweaters/cardigans (No sweat shirts or jackets may be worn in the classroom).
- Belt has to be brown or black leather with plain buckle (No prints, no studs and no bright colors).
- Jeans style Carpenter pants, Capri pants and cargo or side pocket pants, hip huggers, and baggy pants are **NOT** allowed.
- H.S. girls may wear designated plaid or solid khaki skirts.

NO denim, sweatshirts, t-shirts, black shirts, or cargo pockets, belts with studs, caps or hats. NO excessive jewelry or facial jewelry except earrings. No markings on your body that are not completely covered at all times. No colored nail polish, particularly black. No hair color or hairstyles that provoke undue attention.

Undershirts should be short sleeve and white; long sleeve undershirt must match the polo shirt.

Jackets, coats, hats and hoodies may not be worn in the building.

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

Every student should have a green polo-style shirt with the School logo and an appropriate sweater. Order forms and catalogs are available in the school office.

I agree and support the Dress Code stated above, as well as additional comments that are outlined in the Parent-Student Handbook. I will monitor my child's clothing every morning before he/she leaves for school. I understand I will need to purchase a Burnham Wood Family of Charter Schools polo-style shirt from the school's supplier.

Parent/Guardian Signature

Date

EL ACUERDO DE CODIGO DE UNIFORME

La manera en que nuestros estudiantes visten es el reflejo directo sobre la Familia de Escuelas Charter de Burnham Wood. Cuando se refleja el orgullo en la manera de vestir de los estudiantes, este mismo orgullo se mostrará en su conducta y en el logro académico. Nosotros, por lo tanto, pedimos que todos los estudiantes que asisten a la escuela, vistan de manera apropiada y limpia.

NIÑOS deben vestir únicamente:

- Pantalones o pantalones cortos, de acuerdo al uniforme escolar, de color khaki que queden apropiadamente en la cintura.
- Las camisas de color verde oscuro, azul marino o blanco sólido con cuello de manga corta ó larga y con botones al frente, ó una camisa estilo polo de color verde oscuro, azul marino ó blanco.
- Colores azul marino, negro, verde oscuro, suéteres / cárdenas (No se permitirán las sudaderas o chamarras en el salón)
- Cinturon debe ser café o negro piel con hebilla sencilla (No estampados, no adornos ó colores brillantes).
- Pantalones "Carpenter", Capri y pantalones con bolsas laterales ó carno, pantalones debajo de las caderas, pantalones excesivamente sueltos o grandes NO están permitidos.

NIÑAS deben vestir únicamente:

- Pantalones holgados de color khaki estilo uniforme, pantalones cortos para ejercicio físico o falda color khaki que se ajuste apropiadamente a la cintura. El largo de la falda o pantalones cortos debe ser de dos pulgadas arriba de la rodilla. NO pantalones estilo mezclilla.
- Camisa estilo polo de color verde oscuro, azul marino ó blanco, ó blusas con cuello de manga, corta ó larga y con botones al frente.
- Colores azul marino, negro, verde oscuro, suéteres / cárdenas (No se permitirán las sudaderas o chamarras en el salón)
- Cinturon debe ser café o negro con hebilla sencilla (No estampados, no adornos ó colores brillantes).
- Pantalones "Carpenter", Capri y pantalones con bolsas laterales ó carno, pantalones debajo de las caderas, pantalones excesivamente sueltos o grandes NO están permitidos.
- Las niñas que cursan la preparatoria pueden usar faldas cuadrículadas o lisas color khaki.

NO mezclilla, sudaderas, playeras, camisas negras, o bolsillos de cargo, cinturones con hebillas grandes, cachuchas o sombreros. NO joyas excesivas o joyas faciales, excepto aretes. Ningunas marcas en su cuerpo que no esté cubierto completamente siempre. No esmalte para las uñas excesivo, especialmente negro. Ningún color del cabello, ni peinados que provoquen la atención indebida.

Chamarras, abrigos, cachuchas y playeras con capuchón no se permiten en el edificio.

El vestido para cualquier actividad patrocinada por la escuela debe ser apropiado y de buen gusto para la ocasión. Toda ropa, tal como los abrigos, los suéteres, las chaquetas, etc. deben estar marcados con el nombre y apellido del alumno.

Cada estudiante debe tener una camisa estilo polo verde con el logo de Burnham Wood y un suéter apropiado. Las formas de orden y catálogos están disponibles en la oficina de escuela.

Estoy de acuerdo y apoyo el Código de Vestuario indicado en la parte de arriba así como comentarios que están subrayados en el reglamento de los padres y estudiantes. Cuidaré que el uniforme de mi hijo sea apropiado cada mañana antes que él/ella salga a la escuela. Entiendo que necesitaré comprar una camisa estilo polo de el proveedor de la Familia de Escuelas Charter de Burnham Wood.

Firma del Padre ó Tutor

Fecha

CAFETERIA RULES & POLICIES ENCOURAGE FINE DINING

1. The first 15 minutes consist of quiet time with classical music.
2. All students are assigned seating.
3. After the first 15 minutes, students who have finished eating will throw away their trash, while other students complete their meals.

Students will learn to:

4. Sit properly with both feet on the floor.
5. Keep their elbows off of the table.
6. Put their napkin on their laps.
7. Use indoor voices.
8. Place their meal on a napkin or plate.
9. Choose healthy meals.

The District supports the statewide initiative to enforce healthy eating. Students may not bring fast foods, soft drinks, or candy.

I have read and understand the Cafeteria Rules and Policy.

Parent/Guardian Signature _____

Date _____

REGLAS DE LA CAFETERIA Y NORMAS QUE PROMUEVEN UNA BUENA COMIDA

1. Los primeros 15 minutos consisten de un momento de silencio con musica clásica.
2. A todos los estudiantes se les asignara un asiento.
3. Despues de los primeros 15 minutos, los estudiantes que hayan terminado de comer tiraran su basura, mientras los demás estudiantes terminan de comer.

Los estudiantes aprenderán a:

4. Sentarse apropiadamente con los dos pies en el piso.
5. Mantener los codos fuera de la mesa.
6. Colocar su servilleta sobre sus piernas.
7. Usar un tono de voz bajo.
8. Colocar su comida en una servilleta o en un plato.
9. Escoger alimentos saludables.

El Distrito apoya la iniciativa estatal de cumplir con las normas alimenticias y saludables. Los estudiantes no pueden traer comida conocida como "fast food", sodas o dulces.

Yo he leido y entiendo las Reglas y Normas de la Cafeteria.

Firma del Padre o Guardian _____

Fecha _____

School for Educational Enrichment

7310 Bishop Flores • El Paso, Texas 79912
Tel: (915) 584-9499 • Fax: (915) 585-8814

After School Care Offered by School for Educational Enrichment

After school care at LIBES, Vista del Futuro and DV will be available Monday through Friday from dismissal until 6:00 p.m. at a cost of \$6.00 per day. This is an enrichment program at the elementary grades, which will include learning centers, games, library and computer time, arts and crafts and other activities. In order for your child to attend this program, **advance payment** must be made prior to your child attending.

After school care is available on a weekly basis and must be paid by the preceding Friday. Please fill out the form below and return it to the office so we can plan both staffing and materials. Filling out this form is not commitment to use the daycare – it is just a tool to help us plan an organized, quality program.

Please plan to come in before school starts to pay for the first week if you plan to use these services. Make checks payable to S.E.E.

I expect my child, _____, who will be in grade _____, to participate in:

After School Day Care – must be paid in advance - \$6.00 per day

Parent Signature: _____ Date: _____

School for Educational Enrichment

7310 Bishop Flores • El Paso, Texas 79912

TEL: (915) 584-9499 • Fax: (915) 585-8814

Guardería para después de Clases Ofrecido por School for Educational Enrichment

El servicio de guardería para después de clases a HB, Vista del Futuro, y DV estará disponible de lunes a viernes desde la hora de salida hasta las 6:00 de la tarde con un costo de \$6.00 por día. Este es un programa del enriquecimiento educativo, para primaria incluirá, los juegos, tiempo de biblioteca, computadora, artes y otras actividades. El servicio de guardería debe ser pagado por adelantado para que sus hijos puedan ser parte de este programa.

Los programas de guardería, están disponibles semanalmente y deben ser pagados el viernes anterior. Llene por favor el formulario y devuélvala a la oficina para poder planear ambos. Debido a que se proporcionará una comida después de la escuela, necesitamos saber con anticipación cuántos alumnos asistirán cada semana. Llenar esta formulario no es compromiso de utilizar la guardería – es únicamente un instrumento de ayuda para la planeación organizada, para proporcionar un programa de calidad.

Por favor asegúrese de pagar con una semana de anticipación antes de iniciar clases. Haga los cheques a “SEE” (School for Educational Enrichment).

.....

Mi hijo, _____, quién estará en el grado _____, participará en:

Servicio de Guardería Despues de las Clases – debe ser pagado por adelantado - \$6.00 por día

Firma del Padre _____ **Fecha** _____

Parent - Student Handbook

Burnham Wood Family of Charter Schools

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

**Administrative Offices
7310 Bishop Flores Drive
El Paso, Texas 79912
(915) 584-9499 Fax: (915) 585-8814
www.burnhamwood.org**

Iris B. Burnham, Superintendent

STUDENT HANDBOOK

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

Overview to Our Schools

What is a charter school?

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

Who can attend this school?

New student registration is accepted beginning March 1st and the enrollment lottery is held later that month. Students registering after the lottery for classes that have waiting lists will be admitted in the order in which their applications were received. Returning and siblings of returning students registration is accepted in the month of February. Returning students and siblings of returning students must submit complete applications in February to be re-enrolled in the upcoming new school year without going through the lottery. If they submit an application after the month of February they are put into the lottery and follow the same admission process as a new student. All students must live within the El Paso County and be five (5) years of age by Sept. 1st.

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

Our Mission Statement

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

The Schools offers thematic celebrations throughout the school year:

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

The Schools are dedicated to:

Multi-Age Grouping
Cooperative Learning
Core Knowledge Curriculum
Multiple Intelligences Instruction
Mastery Based Instruction

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Mastery Based Instruction
Enrichment Programs
Fine Arts & STEM Emphasis

*REVISED DURING
CONTINGENCY PROCESS*

**APPROVED DURING
CONTINGENCY PROCESS**

Enrichment Programs

Fine Arts & STEM Emphasis

Our Schools Attains Its Academic Goals by:

- ❖ Upholding the placement by prior schools of all students who failed STAR & EOC
- ❖ Testing every incoming student and placing that student in instructional groups that match his/her skill levels.
- ❖ Consideration for retention when a student does not pass state achievement tests.
- ❖ Consideration for retention when a student has excessive absences.
- ❖ Requiring 100% attendance
- ❖ Attending After School and Saturday tutorials when invited by the teacher

Our Schools Attains Its Social and Character Development Goals by:

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

Our Schools Attains A Sense of Family and Community by:

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

Other Amenities:

- ❖ After School Day Care Enrichment Programs on site through School for Education Enrichment (S.E.E.) for a small fee.
- ❖ Free & Reduced Breakfast Program for all who qualify
- ❖ Breakfast & Lunch Program available to all students for a reasonable fee

STUDENT ANTI-DISCRIMINATION POLICY

Student Anti-Discrimination Policy:

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

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

Our Schools Attains Its Academic Goals by:

- ❖ Upholding the placement by prior schools of all students who failed STAAR & EOC.
- ❖ Testing every incoming student and placing that student in multi-age groups that match his/her skill levels.
- ❖ Consideration for retention when a student does not pass state achievement tests.
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- ❖ Following school-wide rules that emphasize mutual respect

Our Schools Attains A Sense of Family and Community by:

- ❖ Contracting with parents to volunteer a minimum of 10 hours per year
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Such conduct or other sexual harassment of students by employees (or of employees by students or parents, or students by students) of the School can be considered discrimination on the basis

of sex and may be actionable under Federal and State law, as well as subject to strict discipline, including termination of employment or expulsion under School policy.

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

CHILD FIND REQUIREMENTS

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

ENROLLMENT CRITERIA

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

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

Identity & Residency Documentation for Admission:

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

- A passport
- Military ID
- Adoption records

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

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

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

ATTENDANCE

I. Daily Class Schedule:

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

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

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

II. Absences:

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

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

III. Excused Absences:

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

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

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

Excused Absences and documentation include:

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

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

The Parent/Doctor's note must be turned in to the campus attendance clerk no later than 3 days after the student returns to school; otherwise, the absence will be recorded as unexcused. A parent conference will be arranged in cases of excessive absences, excused or unexcused. Any absence will jeopardize your student's opportunity to learn and thereby pass the course/grade.

IV. Absences and Tardiness:

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

Students not in school by 10:00 a.m. will be considered absent. Please schedule all appointments so your child is not absent.

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

V. Closed Campus:

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

VI. Family situation:

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

VII. Guidance & Counseling

Informed Consent for Counseling Services

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

VIII. Withdrawal:

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

CURRICULUM

I. Required curriculum:

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

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

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

II. Fifth Grade Classroom Instruction Option

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

III. Tutorials:

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

IV. Use of Films in the Classroom:

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

V. School Supplies:

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

VI. Textbooks:

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

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

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

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

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

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

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

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

Book Covers

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

Fines

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

Recommended Fine Schedule:

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

VII. Computer & Internet Use:

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

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

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

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

Due to the expense associated with acquiring this technology, and due to the potential for damage to the equipment through misuse, the District has developed the following specific computer usage rules. Violation of any of the rules listed in this section may result in revocation of computer and/or Internet privileges and the Principal may deem any other disciplinary consequences as appropriate. Any person using these resources through a District connection must accept and abide by the following Policies:

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

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

GRADING & STUDENT ASSESSMENT

I. Grading & Student Assessment:

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

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

II. Evaluations:

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

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

III. Report Cards:

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

IV. Progress Reports:

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

V. Classification Determination

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

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

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

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

VII. Da Vinci High School Graduation Plan

ENGLISH (4 credits)

ENGLISH I Pre-AP

ENGLISH II Pre-AP

ENGLISH III AP

ENGLISH IV AP

TECHNOLOGY - (4 credits)

TECH I

TECH II

TECH III

TECH IV

SOCIAL STUDIES (4 credits)

WORLD HISTORY

WORLD GEOGRAPHY

US HISTORY AP

GOVERNMENT AP (.5)

ECONOMICS AP (.5)

ENGINEERING - (4 credits)

ENG I

ENG II

ENG III

ENG IV

MATH (4-6 credits)

ALGEBRA I Pre-AP

GEOMETRY Pre-AP

ALGEBRA II Pre-AP

PRE-CALCULUS Pre-AP

CALCULUS AP

STATISTICS AP

FINE ARTS - (4 credits)

ART

BAND

CHOIR

DANCE

GUITAR

ORCHESTRA

SCIENCE (4 credits)

BIOLOGY

CHEMISTRY AP

PHYSICS

ENVIRONMENTAL SCIENCE AP

OTHER - (1.5 credits)

PHYSICAL EDUCATION

COMMUNICATION APPLICATIONS (.5)

NON-CREDIT GRADUATION

REQUIREMENTS

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

PROMOTION & RETENTION OF STUDENTS

I. Promotion & Retention of Students:

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

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

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

EXTRA-CURRICULAR ACTIVITIES

I. After School/Saturday Activities:

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

EMERGENCIES

I. Emergencies:

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

II. Emergency Plans:

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

STUDENT CONDUCT/DISCIPLINE

I. General Conduct:

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

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

- Respect
- Responsibility
- Quality of Self and Work

Teachers will be instructed in Positive Behavior Supports to use in the classroom.

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

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

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

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

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

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

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

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

III. NOTICE OF EXPELLABLE OFFENSES:

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

- Stealing from students, staff, campus visitors, or theft or misuse of school property.
- Committing extortion, coercion, or blackmail including obtaining money or other objects of value from an unwilling person, or forcing an individual to act through the use of force or threat of force.

- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities.
- Engaging in verbal abuse such as name-calling, racial or ethnic slurs, or derogatory statements.
- Insubordination. [Not following the directives of a person in authority.]
- Directing disrespect or directing profanity, vulgar language, or obscene gestures toward teachers, other school employees or students.
- Fighting, committing physical abuse, or threatening physical abuse.
- Hazing.
- Engaging in offensive conduct that constitutes sexual harassment or sexual abuse, whether verbal or physical, that may include requests for sexual favors or other intimidating sexual conduct directed toward other students or school employees.
- Possession of, or conspiracy to possess, any explosive or explosive device, or explosive-appearing device. Non disclosure to school authorities (teacher, counselor, office manager) of any information that threatens the safety and well being of the school community.
- Falsification of records, passes or other school-related documents.
- Possession or distribution of pornographic materials.
- Making or assisting in making threats, including threats against individuals, and bomb threats.
- Refusing to accept discipline management techniques proposed by a teacher or by administration.
- Any conduct that materially disrupts the school environment or educational process. [The Teacher and/or Administrator will determine whether the behavior impinges on their ability of the Teachers to focus on their instructional duties and carry out their responsibilities at the level expected of them.]
- Selling or trading on campus, any item not authorized by the administration.
- Placing a prohibited substance in another person's food, drink and/or other possessions.
- Participating in gang-related activities.
- Using any electronic equipment (i.e., paging devices or cellular phones) in a manner that disrupts the peace or provokes hostility.
- Possessing, exhibiting or using a pellet gun, air-powered rifle, paint ball gun, BB-gun, sling-shot or other device which propels a projectile by compressed air or gas, springs or elastic material.
- Possessing, exhibiting or using devices that produce loud noises (cap guns, fireworks noise devices, etc.).
- Violating any rule set forth in this Code pertaining to computers and the Internet.
- Possessing or using a firearm or explosive devices.
- Possessing firearm or explosive device look-alikes (toy guns, BB guns, pellet guns, dart guns, fake guns, fake explosive devices)
- Possessing ammunitions or projectiles intended for expulsion or ejection from firearms, explosive or projecting devices
- Possessing or using unloaded firearm accessories or parts (such as a gun barrel or a gun clip).
- Possessing, exhibiting, or using weapons including but not limited to --knives (regardless of design or length), machetes, spears, and martial arts objects such as shurikan (throwing stars), nunchakus ("non-chucks"), tonfa (wooden weapon), staff, baton (short stick), and bolo (long cord with weights at each end).

- Possessing, exhibiting, or using any of the following:
 - tobacco products
 - alcohol products
 - matches, lighters
 - a prescription drug not belonging to the person
 - unlawful drugs or controlled substances
 - any drug look-alike product.
- Pulling a fire alarm as a prank, in a building owned or operated by the school when there is no smoke, fire, or danger that requires evacuation.
- Repeatedly violating classroom standards of behavior or repeatedly creating classroom disturbances or instructional interruptions.
- Displaying or using mace or pepper spray.
- Possessing or using fireworks or stink bombs.
- Acts of discrimination relating to race, ethnic or national origin.
- Sexual harassment, sexual acts.
- Possession of noxious chemicals or toxins.
- Assaults that cause or threaten bodily injury to another.
- Academic dishonesty such as cheating and plagiarism.
- Computer misuse.
- Bullying.
- Bomb threats.
- Willful destruction or defacement of school property.
- Conduct punishable as a felony.
- Offenses listed in Texas Education Code §37.007.
- Excessive absences and/or tardiness.
- Leaving campus or classroom without permission
- Repeated minor offenses (including but not limited to repeated violations of the dress code, disrespect of Rules & Directives, and/or any conduct that disrupts instruction and the general school environment).

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

I. PROCEDURES FOR SUSPENSIONS AND EXPULSIONS:

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

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

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

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

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

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

present evidence on the student's behalf, hear the School's evidence and witnesses, and be represented by an attorney if they wish.

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

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

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

1. Return to Home District:

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

DISCIPLINARY CONSEQUENCES

II. Consequences:

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

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

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

III. Corporal Punishment:

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

- Emotional punishment, including ridicule, embarrassment or humiliation

- Withholding food, light, warmth, clothing or medical care
- Physical restraint, other than the restraint necessary to protect a student or others from harm

IV. Suspensions:

Suspensions are conducted using the following steps:

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

V. Expulsions:

Expulsions are conducted using the following steps:

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

VI. Parental Guidance:

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

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

VII. Victims of Violent Criminal Acts:

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

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

SPECIAL EDUCATION SERVICES:

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

I. Initial Testing and Eligibility:

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

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

II. Development of the IEP:

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

III. Transfer Students:

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

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

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

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

IV. Referral for Services During the School Year:

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

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

Options and Requirements

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

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

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

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

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

Contact Person: Principal (915) 584-9499

For More Information About the Special Education Program:

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

SECTION 504 PROGRAM

Section 504 Program:

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

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

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

LIMITED ENGLISH PROFICIENT

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

I. Exiting the Program:

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

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

HEALTH & SAFETY

Smoking is not allowed on School property.

I. Medication Policy:

We will not dispense any medicine without the following:

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

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

II. Medication:

All prescription medications will be locked in the office, and will only be administered by the designated staff. In order for the designated staff to administer any prescription medication to your child, we must have written permission from the parent and a completed medication form that provides detailed instructions.

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

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

III. Accidents:

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

IV. Illness:

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

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

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

V. Immunization:

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

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

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

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

- Student is a member of the Armed Forces of the United States on active duty.
- Student (or student's parent or guardian if a minor) has submitted to the School a signed affidavit stating that the immunizations conflict with the tenets and practice of a

recognized church or religion of which the student is a member except that this exception does not apply in time of epidemic or emergency as declared by the Commissioner of Public Health.

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

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

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

VI. Communicable Disease:

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

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

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

VII. Suicide Prevention:

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

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

VIII. Safety:

It is our goal to maintain an environment that is safe and conducive to learning.
It is not acceptable to:

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

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

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

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

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

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

BEHAVIOR TARGETS

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

Grade K: Responsible for Self Skills Development

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

1st Grade: Responsible for Classroom Skills Development

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

2nd Grade: Respecting Classroom Standards:

Getting what I want and need

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

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

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

4th Grade: Self Directed

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

5th Grade: Organization

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

6th Grade: Perseverance

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

7th Grade: Quality

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

8th Grade: Developing Community

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

9th Grade: Exploration of Special Interests and Leadership!

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

10th Grade: College Exploration

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

11th Grade: Specialized Knowledge and Skill Development

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

12th Grade: World of Post Baccalaureate Education and Work

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

GENERAL INFORMATION

I. Complaints:

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

Any complaints by parents or students must follow these steps:

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

II. Respect for Individual Differences:

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

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

III. Student Bags:

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

IV. Tuition & Fees:

The School shall charge the following student fees:

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

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

V. Searches at Schools:

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

VI. Dress Code:

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

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

[about School Uniform Policies follow.]

The Burnham Wood Family of Charter Schools has determined that uniforms provide numerous positive benefits to the students and the School. Therefore, the School requires students to wear uniforms while attending school. Students will adhere to the established dress code. *Repetitive non-compliance with the school uniform code can lead to expulsion.* Examples of code-compliant clothing are available in each school's office.

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

Students will adhere to the following:

- All students should have a hunter green, navy blue, or white polo-style shirt. At least one hunter green polo shirt must have the Vista del Futuro, Howard Burnham Elementary School or Da Vinci School logo, based on the school your child attends. Order forms and catalogs are available in the School office.
- Uniform style khaki colored slacks or shorts that fit properly at the waist and hips and belted. Girls may wear uniform style walking shorts, skirts or jumpers according to the sample styles displayed at each campus office. Da Vinci high school girls may select the designated plaid skirts as well.

- Button-down long or short sleeve, white shirts with a collar. Long sleeve polo shirts are recommended for the winter months. Students will not be permitted to layer shirts.
- Solid navy blue, black, or hunter green colored blazers, sweaters/cardigans (No sweat shirts or hoodie jackets may be worn in the classroom).
- Currently, students do not change clothing for PE. Therefore be sure that their school uniform fits properly for PE and that your student is wearing appropriate athletic shoes.
- If ID cards are issued on campus, they are to be worn (clipped on collar, belt, or worn on a lanyard around the neck) on a daily basis.

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

The intent of a uniform dress code is to establish a school environment where dress is appropriate for our school setting and does not distract, call attention, or defy* the culture or image of the school.

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

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

- Caps or hats in the buildings
- Sweatshirts in the classrooms
- Pants with cargo pockets
- Studded belts
- Steel-toed, or skate shoes or boots
- T-shirts with lewd or obscene pictures, writings or gestures
- Body markings that are not completely covered at all times
- Excessive nail polish, particularly black
- Hair color or hairstyles that provoke undue attention, defiance, distraction. They include unnatural colors, Mohawk or faux hawk styles, long hair that covers the eyes, face; unkempt hair.
- T-shirts with cigarette, alcohol or drug advertisements
- Spaghetti straps, tank tops, midriffs, or backless apparel
- Clothing that is tight, loose, revealing, sagging, baggy, or short
- Any clothes that are suggestive or indecent
- Denim
- Visible body piercing (other than ear lobes) and no excessive jewelry
- Gang related attire
- Leggings

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

VII. Personal Belongings:

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

VIII. Field Trips:

In your enrollment packet you signed a field trip permission form. This is general in nature. All such trips will be with adequate adult supervision. It is our plan to take several curriculum-related trips every year.

IX. Breakfast/Lunch Program

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

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

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

Teachers will be taking the lunch count in their classrooms.

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

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

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

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

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

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

X. Formal Dining Time:

In all lunchtime experiences, students will:

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

XI. Birthday Celebration:

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

XII. Other Foods:

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

XIII. Our Best Wishes

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

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

PLEASE RETURN THIS SECTION TO YOUR CHILD'S TEACHER

Burnham Wood Family of Charter Schools

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

Date: _____ School Year: _____

Student's Name: _____ Grade: _____

Campus Name: _____

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

Student's Signature: _____

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

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

Initial only ONE blank.

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

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

Parent/Guardian Name: _____

Home Address: _____ City, State, ZIP: _____

Home Phone: (_____) _____

Parent's Signature: _____ Date: _____

PLEASE RETURN THIS SECTION TO YOUR CHILD'S TEACHER

Burnham Wood Family of Charter Schools

SCHOOL-PARENT-STUDENT COMPACT

As a student I, _____ will

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

As a Parent/Guardian, I _____ will:

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

As a teacher I _____ will

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

Student _____ **Date:** _____

Parent _____

Teacher _____

Principal _____

PLEASE RETURN THIS SECTION TO YOUR CHILD'S TEACHER

ACKNOWLEDGEMENT OF HANDBOOK

I have read this handbook on the District's website or I have received a hard copy, read it, and agree to follow the procedures and policies presented in the Parent - Student Handbook (Revised February 25, 2013).

Student Name please print _____ Grade _____

I have reviewed with my child the policies presented in the Parent - Student Handbook (Revised February 25, 2013).

Parent Signature _____ Date _____

Please sign and return to your child's teacher the Acceptable Use Policy, the School - Parent - Student Compact and the Acknowledgement of Parent - Student Handbook the following school day
(Pages 35 - 37).



RECEIVED MAY 14 2014

TEXAS EDUCATION AGENCY

1701 North Congress Ave. • Austin, Texas 78701-1494 • 512 463-9734 • 512 463-9838 FAX • www.tea.state.tx.us

Michael L. Williams
Commissioner

Charter Renewal Contract

April 2, 2014

Ms. Iris Burnham, Board Chair and Superintendent
The El Paso Education Initiative, Inc.
7310 Bishop Flores
El Paso, Texas 79912

Re: Charter Renewal Contract for Vista Del Futuro Charter School (CDN 071809)

Dear Ms. Burnham:

I am pleased to inform you that the charter renewal is approved for Vista Del Futuro Charter School with a contract ending date of July 31, 2023. After renewal, the charter contract shall consist of the following:

- the representations and assurances made by the charter holder in the original request for application under the standard application system, including all revisions made during the contingency process;
- the original contract for charter, as signed by the charter holder and the State Board of Education;
- any condition, amendment, modification, revision, or other change to the charter approved by the State Board of Education or the commissioner of education, including any prior renewal documents with revisions based on contingency responses;
- the final renewal application received in spring 2013, on file with the Division of Charter School Administration, including any revisions required by the agency and any amendments to the charter made through the renewal application; and
- all statements, assurances, commitments, and representations made by the charter holder in its application for charter renewal and its attachments or related documents, to the extent that these documents are consistent with those listed above.

By accepting these renewal terms, the charter holder represents that it understands that the charter holder, including any and all governance, at whatever level whether appointed or elected, employees, agents, and volunteers, shall fully cooperate with every Texas Education Agency investigation and/or sanction deemed necessary by the commissioner based on the authority and responsibility granted to the commissioner in state or federal law. This means that Texas Education Agency staff may conduct confidential interviews of charter school personnel and contractors outside the presence of representatives of the charter school's administration and board and that failure to timely reply with reasonable requests for access to site, personnel, documents, or other materials and/or items is a material violation of the contract for charter.

Ms. Iris Burnham, Board Chair
The El Paso Education Initiative, Inc.
Charter Contract Renewal
Page 2 of 2

RECEIVED MAY 14 2014

By accepting these renewal terms, the charter holder represents that it is understood by all parties that, if the charter holder loses its 501(c)(3) tax exempt status for any period of time, through action of the Internal Revenue Service or any other action which renders the charter holder no longer an "eligible entity" within the meaning of TEC §12.101(a), the charter contract shall be rendered void, and it shall automatically return to the commissioner of education (COE) without any further action.

Note that this contract is contingent upon legislative authorization and that the contract and the funding under state and federal law may be modified or even terminated by future legislative acts. Furthermore, state and federal laws and rules may periodically be adopted, amended, or repealed, and all such changes applicable to the charter holder or its charter school(s) may modify this contract, as of the effective date provided in the law or rule. Nothing in the charter contract shall be construed to entitle the charter holder to any privilege or benefit, including any funding, but in accordance with state and federal laws in effect and as they may in the future be amended. A contract term that conflicts with any state or federal law or rule is superseded by the law or rule to the extent that the law or rule conflicts with the contract term.

To acknowledge acceptance of this renewed contract, and to finalize the contract renewal, the chair of the charter holder board **must sign below and return** the entire original document to:

Texas Education Agency
Division of Charter School Administration
William B. Travis Building, Room 5-107
1701 North Congress Avenue
Austin, Texas 78701-1494

The charter holder should keep a copy of this document for its files. Please contact the Division of Charter School Administration at (512) 463-9575 with any questions.

Sincerely,



Michael Williams
Commissioner of Education

MW/mg

I, the undersigned, hereby certify that the governing body of the charter holder has accepted and agreed to the charter renewal agreement for Vista Del Futuro Charter School as outlined in the foregoing letter and has authorized me to sign below.

Agreed and Accepted:



Ms. Iris Burnham
Board Chair, The El Paso Education Initiative, Inc.

4-19-2014

Date