



Bob Hope School
4545 Hwy 73
Port Arthur, TX 77642

Student-Parent Handbook

2020-2021

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Preface

To Students and Parents:

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

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

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

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

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

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

On behalf of the entire Bob Hope School staff and community, best wishes for a great 2020-2021 school year!

SECTION 1: GENERAL INFORMATION

Mission

The Bob Hope School exists to increase the number of students who will graduate from high school and work toward realizing their full potential by entering college or the workforce. We expect that all students will be prepared to compete successfully in the marketplace.

Bob Hope School's philosophy is as follows:

- We believe each person has merit and dignity and can make a valid contribution to society.
- We believe in the "total" child including mind, body and spirit.
- We believe in Hope. Hope for the future of each of our students.
- We believe in success, academic, vocational and independent living.

At the Bob Hope School, we provide students the opportunity to be creative, develop higher level thinking skills, make decisions, and develop independent learning strategies. Our courses are rigorous, interesting and college preparatory education. Our unique culture of "Reaching for the Goal" is based on students working toward their individualized goals. Additionally, all of our students are required to commit to completing service hours and to follow a school-based character education program.

Statement of Non-Discrimination

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

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

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is Bobby Lopez, Chief Executive Officer, 4545 Hwy 73, Port Arthur, Texas 77642, (409) 983-3244.
- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Bobby Lopez, Chief Executive Officer, 4545 Hwy 73, Port Arthur, Texas 77642, (409) 983-3244.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Bobby Lopez, Chief Executive Officer, 4545 Hwy 73, Port Arthur, Texas 77642, (409) 983-3244.
- All other concerns regarding discrimination may be directed to Bobby Lopez, Chief Executive Officer, 4545 Hwy 73, Port Arthur, Texas 77642, (409) 983-3244.

Commented [A1]: Taken from mission and "about us" portions of school website.

Commented [A2]: Replaces "Statement of Nondiscrimination" from page 2 of original handbook.

Commented [A3]: Replaces “Acceptance Procedures” and “Admission Policy” on pages 7–8 of current handbook.

General Admissions and Enrollment Information

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

In accordance with state law, the Bob Hope School does not discriminate in its admissions policy on the basis of sex; national origin; ethnicity; religion; disability; academic, artistic, or athletic ability; sexual orientation; or the district the child would otherwise attend.

Exclusion from Admission

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

Submission of Applications and Admissions Lottery

Students wanting to attend any Bob Hope School must submit an application during the school’s open enrollment period, which runs during a time period set by the Board of Directors. **Applicants must be submitted before April 1, or any other date set by the School’s administration.** Enrollment forms are available at each campus and online through the School’s website.

If fewer applications than spots available are received, students will be offered admission on a first-come, first-served basis. If Bob Hope School receives more applications than it has spots available in any grade level, it will conduct a random lottery. Each applicant selected during the lottery (up until all open seats are filled) will be offered admission. Once all enrollment spots have been filled by the lottery, the lottery will continue and applicants will be placed on a waiting list in the order in which they are drawn. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

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

Families offered an enrollment seat will be sent a registration packet with instructions for registering. Families must complete and return the registration packet by the published deadline in order to secure enrollment. If an enrollment offer is declined or if you do not complete the registration packet by the established deadline, your child’s seat will be offered to the next potential student on the waiting list.

Exceptions to Lottery Process: Federal guidelines permit Bob Hope School to exempt from the lottery students who are already attending Bob Hope School and who provide notice of intent to continue enrollment with the School, and siblings of students already admitted to or attending Bob Hope School.

McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections, and will be provided flexibility with respect to the following:

- Proof of residency requirements;
- Immunization requirements;

- Educational program placement in some instances, such as inability to provide previous academic records;
- Award of partial credit;
- Eligibility requirements for participating in extracurricular activities; and
- Graduation requirements.

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

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

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

Questions concerning assistance offered to homeless students can be obtained from Kent Jones, Director of Special Programs, 7720 Park North Drive, Beaumont, Texas 77708; (409) 983-3244.

Student Information

Any student admitted to Bob Hope School must have records, such as a report card and/or transcript from the previous school attended, to verify his or her academic standing. Verification of residency and current immunization records are also required. Every student enrolling in Bob Hope School for the first time must present documentation of immunizations as required by the Texas Department of State Health Services.

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

Bob Hope School will forward a student’s records on request to at school in which a student seeks or intends to enroll without the necessity of the parents’ consent.

Food Allergy Information

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

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

Bob Hope School may also require information from a child’s physician if the child has food allergies.

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

Establishing Identification

Any of the following documents are acceptable for proof of identification and age: birth certificate; driver’s license; passport; school ID card; records, or report card; military ID; hospital birth records; adoption records; church baptismal record; or any other legal document that establishes identity.

Undocumented Students

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

Residency Verification

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

1. A recently paid rent receipt,
2. A current lease agreement,
3. The most recent tax receipt indicating home ownership,
4. A current utility bill indication the address and name of the residence occupiers,
5. Mailing addresses of the residence occupiers,
6. Visual inspection of the residence,
7. Interviews with persons with relevant information, or
8. Building permits issued to a parent on or before September 1st of the school year in which admission is sought (permits will serve as evidence of residency for the school year in which admission is sought only).

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

School Day

NOTE: Please COVID-19 Addendum for 2020-2021 school start and end times.

Morning Arrival

Elementary school begins promptly at 8:00 a.m. All elementary students who would like to eat breakfast must arrive by 7:30 a.m. For Beaumont campus students, breakfast will be served from 7:30 to 7:50 a.m. breakfast and lunch are provided at no cost to the student.

Middle and high school begin at 8:15 a.m. All students eating breakfast at school should arrive by 7:45 a.m. and go to the cafeteria.

Adult supervision at school is provided beginning at 7:30 a.m. No student should arrive or enter the building

Commented [AMK4]: Taken from pages 40-41 of the current handbook.

prior to 7:30 a.m. without special permission from the administration or school personnel. Breakfast will be served each morning from the designated start time until five minutes before classes start.

Pick-Up and Drop-Off

All students are to be dropped off and picked up in the designated areas for each grade level and/or class. Parents, please observe others while driving on the campus. This will benefit the safety of the students.

Students are not permitted to leave school after they arrive unless certain procedures are followed. Only the parent who has signed the enrollment card or someone with a written authorization from that person will be allowed to take a child from school during regular school hours. If you need to take your child from school during the school day, please go to the school office to sign out your child, and we will call the student to the office. Teachers are not permitted to release students unless this procedure has been followed. When possible, the parent should send a note to the classroom teacher in the morning if the student is to leave before the regular time so that plans can be made accordingly. If a parent is out of the city and has left a child with another adult, a note should be written to the school authorizing the child's release to this person in case such a release is needed.

In order to pick up a student at the end of the school day, an authorized adult must have an ID for the student to be released to his or her care. Parents are asked to be on time to pick up their child/children. If the adult does not have an ID or is not on the approved list of authorized adults, he or she will not be allowed to take any students off the school premises. At the elementary campuses, parents/guardians must have placards for pick-up. At the Beaumont campus, parents must be in their car in the pick-up lane. Otherwise, the child will be sent to the front office where the parent/guardian will need to provide identification to get a new placard and take home their child. Upon confirming the identity of the responsible party, the child will be brought to the front office. Additionally, the administration strongly discourages pickup after 3:30 p.m. Monday through Thursday and 2:30 p.m. on Friday. Parents should abide by the 10 MPH speed limit.

Rules for Walkers/Bus Riders

- Elementary Students – We do not encourage any elementary students to walk to and from campus.
- Obtain consent form from office (All students either walking must have this form completed by parent/guardian).
- Cross streets with crossing guard.
- Cross streets at corner after making sure conditions are safe.
- Walk on sidewalks.
- Do not talk to strangers – do not accept rides with strangers.
- Always follow planned, direct route to destination.
- Walk ups must report directly to the front office. For the safety of all children, all car riders, van riders, and bus riders will be loaded first. Parents/guardians that walk up must wait for their child at the front office.

Early Departures During School Day

When a student is to leave school before the regular dismissal time, a written note is required. The note is to be presented to the attendance clerk in charge at the time of departure. **A student may not be released early on a continual basis.** Patterns of early departure or consistent appointments made at the same class time will result in a conference with administration. The school encourages all doctor and dental appointments be made after 4pm when the instructional day has ended. Failure to adhere to these practices will result in a referral to the court system for truancy.

Student Drivers and Parking

Students driving to school must park in the designated lot, pay any required campus parking fees, and maintain insurance on the vehicle. Students may not go to their cars during the school day. Students must also drive in a manner that is safe and does not disrupt the learning environment or school community in any way. Students who drive will park at their own risk. The Bob Hope School is not responsible for any

damages or stolen property, including the vehicle. Students who fail to follow these guidelines will have their driving privileges suspended or revoked and may be subject to discipline under the Student Code of Conduct. In order to be issued a student parking pass, students must have a valid Texas driver's license and the vehicle must be insured.

Attendance

NOTE: Due to COVID-19, attendance policy changes will be in effect and are addressed in the COVID-19 Addendum.

Commented [A5]: Replaces "Attendance" from pages 9-10 of current handbook.

Consistent school attendance is an essential component of each student's education. Absence from school will affect a student's ability to succeed in class; therefore, students and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and school policy deals with attendance for course credit and a student's final grade. These laws are discussed below. The official ADA time for all Bob Hope School campuses is 9:55 a.m., with the exception of the Beaumont campus Pre-K P.M. program. Their official ADA is 12:30 p.m.

Texas Compulsory Attendance Law

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

Pre-kindergarten and Kindergarten students are required to attend school and are subject to compulsory attendance requirements as long as they remain enrolled.

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

Notice to Parents: *Under Texas Education Code § 25.095(a), you are hereby notified that if a student is absent from school on ten or more days or parts of days within a six-month period in the same school year, the student's parent is subject to prosecution under Texas Education Code § 25.093; and the student is subject to referral to a truancy court for truant conduct under Texas Family Code § 65.003(a).*

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

Attendance for Credit or Final Grade

To receive credit or a final grade in a class, a student must attend at least at least 90% of the days the class is offered. These days include both excused and unexcused absences. A student who attends fewer than 90% of the days the class is offered may be referred to the Attendance Review Committee to determine whether the absences were due to extenuating circumstances and how the student may regain credit or earn a final grade.

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

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

If credit is lost or a final grade is not earned due to excessive absences, the Attendance Review Committee will decide how the student may regain credit or earn a final grade. If the committee determines there are no extenuating circumstances and that credit or a final grade may not be earned, the student or parent may appeal the committee's decision to the Board of Directors by filing a written request with the CEO. The appeal notice must be postmarked to the following address within fifteen (15) calendar days following the last day of instruction in the semester for which credit was denied:

Bob Hope School, Attn: CEO, 2849 Ninth Avenue, Port Arthur, Texas 77642.

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

Absence and Tardiness

When a student must be absent from school, parents are asked to call the school each day the student will be absent. Upon returning to school, the student must bring a note, signed by the parent (which is limited to five in one school year), or a medical excuse signed and dated by a provider that describes the reason for the absence. If a note is not received within two school days of the absence, the absence will be recorded as unexcused.

Because excessive absences are considered truancy under state law, Bob Hope School reserves the right to take extreme absence cases to court.

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

Commented [A6]: Suggested timeframe for allowing an appeal of inability to earn a final grade or credit for attendance issues.

Commented [A7]: Replaces "Documentation of Absences" through "Truancy Prevention Measures and Truancy Court Action" on pages 11-14 of current handbook.

Excused Absences

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

- Religious holy days.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk.
- Documented health-care appointments for the student or a child of the student, including absences for recognized services for students diagnosed with autism spectrum disorders. A note from the health-care provider must be submitted upon the student's arrival or return to campus.
- For students in the conservatorship (custody) of the state who need to attend:
 - An activity required under a court-ordered service plan; or
 - Any other court-ordered activity, provided it is not practicable to schedule the student's participation in the activity outside of school hours.

A junior or senior student may also be absent for up to two days per school year for purposes of visiting a college or university, so long as the student obtains permission for the visit from the Campus Director, follows the school's procedures to verify the visit, and makes up any work missed due to the absence. Students may also be excused for their appointment at the Department of Motor Vehicles to take the driving test, as long as documentation is provided.

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

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

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

For religious holy days, required court appearances, activities related to obtaining citizenship, and services an election clerk, one day of travel to the site and one day of travel from the site shall also be excused by Bob Hope School.

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

Unexcused Absences

Any absence not listed above or approved in advance by the Campus Director will be considered an unexcused absence.

Tardiness and Late Arrival

It is the student's responsibility to reach his or her class period on time every day. Students will be required to be in their classrooms before the tardy bell rings. If students are tardy to class, the tardy will be recorded

Commented [A8]: This form of absence may be allowed if your school adopts a policy authorizing this type of absence. If this provision is not applicable to your student handbook based on the grade levels served, or if you will not excuse absences for this purpose, this paragraph may be removed.

Commented [A9]: Adapted from "Tardies" on page 14 of current handbook.

by the teacher in Texas Gradebook as an unexcused absence. Repeated tardiness will result in disciplinary consequences as allowed by the Student Code of Conduct.

Make-Up Work

Doing class work and homework is crucial for academic progress; for this reason, students will have an opportunity to complete make-up work for all **excused absences**. Students will be allowed three days to make up any missed assignments during their excused absences regardless of the number of days that they have been absent. In the event of an emergency or other extenuating circumstance, teachers will grant students additional time to do their make-up work.

Students who fail to make up all the work missed by the established deadline may receive partial credit for the work actually completed and turned in. Students who fail to make up their work will receive no credit. In instances when a student is absent for an extended period of time (i.e., 4 days or more) parents may make arrangements to obtain the missed work. Schools need to be given at least a 24-hour notice to gather the missed assignments.

All absences NOT covered by the excused absence rule are considered unexcused. Students **will not** be given an opportunity to make-up work missed due to unexcused absence and will receive a 0 for each assignment missed due to unexcused absence.

Withdrawals

Voluntary Withdrawal

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

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

Withdrawing students and parents are expected to:

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

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

Involuntary Withdrawal

Bob Hope School may initiate withdrawal of a student under the age of 19 for non-attendance if:

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

Additionally, Bob Hope School may revoke the enrollment of a student 19 years of age or older who has more than five unexcused absences in one semester.

Dress and Grooming

NOTE: All students will be expected to follow the dress code prescribed by Bob Hope Schools whether attending school virtually at home or attending school on campus.

The School's dress and grooming standards are designed to teach grooming and hygiene, prevent disruption, minimize safety hazards, and provide a dress standard that offers flexibility for the parent and

Commented [AMK10]: Taken from page 37 of the current handbook.

Commented [AMK11]: Replaces "Withdrawal" from page 51 of the current handbook.

Commented [A12]: Taken from "Dress Code on pages 19-21 of the current handbook.

student. Students must come to school cleanly and neatly groomed and wearing clothing that will not be a health or safety hazard to the student or others, and that will not distract from the educational atmosphere of the school. Students are required to arrive in proper attire every day.

As authorized by state law and the Bob Hope School charter, students in certain grade levels are required to wear uniforms to school. Parents must provide their student(s) with the required uniform.

Elementary Students

Required Uniforms:

- Boys:
 - **Boys are required** to wear the light blue short-sleeve oxford shirt with BHSE crest, navy flat-front pants, and the red, white, and navy boy's tie.
 - **Optional items include:** red short-sleeve polo with BHSE crest, navy cardigan with BHSE crest, and navy flat-front shorts.
 - **Friday Dress:** red short-sleeve polo with BHSE crest with navy flat-front pants or navy flat-front shorts (no jeans)

- Girls:
 - **Girls in Pre-K – 3rd are required** to wear the blue and red plaid V-neck jumper with a white Peter Pan blouse with BHSE crest and red cross-neck tie with snap.
 - **Girls in 4th & 5th are required** to wear the blue and red plaid skort with a white Peter Pan blouse with BHSE crest and red cross-neck tie with snap.
 - **Optional items include:** navy flat-front pants, red and navy skort, red short-sleeve polo with BHSE crest, and navy cardigan with BHSE crest.
 - **Friday Dress:** red short-sleeve polo with BHSE crest, navy flat-front pants, navy flat-front shorts, red or navy skort (no jeans)

For group pictures or other significant times, elementary students MUST wear the REQUIRED uniform.

All Beaumont Elementary campus students are required to have a clear or mesh backpack.

Middle School Students

- **Girls are required** to wear the white Peter Pan blouse or white button-up shirt with BHS crest, red bowtie, and red and navy plaid skort.
 - **Optional items include:** red short-sleeve polo with BHS crest, navy cardigan with BHS crest, navy flat-front mid-rise shorts, and navy flat-front mid-rise pants.
- **Boys are required** to wear the light blue button down top with BHS crest, navy blue flat-front pants, and red, white, and navy boy's tie.
 - **Optional items include:** red short-sleeve polo with BHS crest, navy cardigan with BHS crest, and navy flat-front shorts.
- **Shirts must be tucked in.**

Appropriate undergarments are to be worn at all times for **all** students at BHSE and Bob Hope MS/HS. It is advised that shorts be worn under girls' jumpers due to PE activities.

For group pictures or other significant times, middle school students MUST wear the REQUIRED uniform.

Grooming

- **FACIAL HAIR: NO BEARDS, MUSTACHES, OR GOATEES.** (*Seniors are exempt.*)
- **EARRINGS:**
 - ❖ **BOYS:** May not wear earrings or have any facial piercing.
 - ❖ **GIRLS:** May wear earrings in ears only. No other body or facial piercing is allowed.
- **HAIRSTYLE:** Extreme hairstyles or hair accessories which may cause undue attention will not be permitted. Hair must be neat, clean and out of the eyes. Students may not have any designs cut into their hair.
 - **HAIR (BOYS):** Hair must not be longer than collar length.
- **DRESS/SKIRT LENGTH & STYLE:** Garments shall be knee length. Dresses that are cut low in the front are not to be worn to school.
- **HATS AND CAPS:** Hats, caps, and bandanas are not allowed on campus. Hoods are not to be worn. Exceptions would be a head covering worn for religious purposes.
 - **GLASSES:** Dark glasses are not permitted.
 - Wallet chains, oversized chains and dog collars are not permitted.
- **PAJAMAS OR UNDERGARMENTS** worn as an outer garment will not be permitted.
- **PANTS:** Must be worn at the waistline. Capri pants are acceptable (high school). No oversized, sagging, or baggy pants will be allowed. No holes or rips in pants. No chains or metal hardware allowed. Drawstrings at the waist are not allowed. All clothing must be hemmed. Pants may not be rolled up at any time. Leggings will not be allowed to be worn as pants.
- **SHIRTS:** Shirts and other clothing that display or imply obscene distasteful slogans or advertise tobacco, drugs, alcohol or weapons may not be worn. Shirt shoulder seams must fit on the shoulder.
 - **SHIRTS (GIRLS):** Shirts/blouses must cover at least 2 inches of the shoulder on each side. No spaghetti strap shirts. Garments with bare midriffs may not be worn. Wearing a jacket over a shirt that is not dress code appropriate will not be allowed. Low-cut shirts or blouses are not to be worn to school.
 - **SHIRTS (BOYS):** Boys must wear shirts with sleeves. No muscle shirts allowed.
- **SHOES:** Students must wear shoes at all times while on campus. Unacceptable shoe styles include flip-flops, open toed shoes without a back strap. Shoes must be tied or fastened at all times. House slippers/house shoes are not allowed. Heels are not allowed for elementary school students.
- **TATTOOS:** Tattoos must not be visible.

Students who do not follow the School's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school, and the student may be assigned to detention if a change of clothing is not brought before the end of the school day. Parents must respond within 2 hours.

Bob Hope School will periodically review its dress and grooming policies and make changes as needed.

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

Student Fees

Materials that are part of the basic educational program are provided with state and local funds at no charge to a student. Students are expected to provide their own consumable items, such as pencils, paper, pens,

Commented [AMK13]: Replaces "Fees" from page 21 of the current handbook.

erasers, notebooks, calculators, headsets, etc. Students may be required to pay certain fees or deposits, including:

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

Bob Hope School may waive any fee or deposit if the student and parent are unable to pay. A request for such a waiver must be made in writing to the CEO or designee, and include evidence of inability to pay. Details for the fee waiver are available in the main office.

Supply lists are posted on the School's website and are distinct for each of our programs.

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

Textbooks and Curriculum Materials

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

Students must return all textbooks and supplemental materials to the teacher at the end of the school year or when the student withdraws from school. Any student failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the student and/or parent pay for the damages. However, a student will be provided textbooks and educational materials for use during the

Commented [AMK14]: Replaces "Textbooks" from page 51 of the current handbook.

school day. Bob Hope School may reduce or waive the payment requirement if the student is from a low-income family. Release of student records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

Food Service

The School participates in the National School Breakfast/Lunch program and offers free and reduced-price meals to students. Families may qualify based on the income eligibility guidelines and/or other criteria published each year by the Texas Department of Agriculture.

Applications for free and reduced-price meals are sent home with students on the first day of school. Parents who believe they may qualify are encouraged to apply and should submit the application promptly. All application information is kept confidential. Applications may be requested at any time during the school year if a family's financial situation changes. Students who qualify for free or reduced-price meals receive the same breakfast/lunch as all other students.

Accounts are set up for each child paying for breakfast/lunch. Parents and students may pay monthly, weekly, or daily. Students should be prepared to pay at the cafeteria.

Lunch Charge Policy

A student may bring a lunch from home or purchase a lunch in the cafeteria. Students are allowed to charge up to three meals. An alternate meal, which consists of a sandwich and milk, will be served once the student has reached the three-meal limit. Students will not be allowed to charge anything other than meals. Parents will be notified when a student has a negative balance. Any negative balance must be paid by the end of the week.

Parent Guidelines for Sack Lunches

- Students are discouraged from bringing pudding or snack packs with metal tops.
- Knives and glass containers are prohibited.
- A student's lunch cannot and will not be heated at school.
- Students are not allowed to share their meal if brought from home.
- Only a student's parent or legal guardian may provide the student with a lunch from home.
- If a student plans on bringing his/her lunch to school, they must bring it with them to school. We will not allow lunches to be delivered to students during the school day.
 - **Seniors may leave campus for lunch provided a signed document from their parents be on file.**

**Outside purchased lunches are not allowed to be brought in for students.
This includes all fast food!**

Parties and Socials

Note: Due to COVID-19, school parties and socials will be suspended until further notice.

All schools participating in the federal child nutrition program are required to comply with the Public School Nutrition Policy – re: Foods of Minimal Nutritional Value. School campuses may not serve or provide access for students to FMNV and all other forms of candy at any time anywhere on school premises until the end of the last scheduled class. Students are allowed up to six events/holidays when they may be given FMNV (ex: candies, chewing gum, soda water, etc) after the end of the last scheduled lunch period. These days are subject to change.

Commented [AMK15]: Replaces "Lunch" from pages 36-37 of the current handbook.

Birthday Celebrations

NOTE: Due to COVID-19, birthdays celebrations will be suspended until further notice.

Students are allowed to celebrate birthdays with cake or cupcakes with prior approval from the appropriate teacher and the Chief Operations Officer, Ellen Messick. This must be approved at least three days prior to the date of the party. All parties must be after the last lunch. No exceptions.

Transportation

Bob Hope School does not provide regular transportation to and from school, unless required by a student's Individualized Education Plan ("IEP") for a student with disabilities. However, the School may provide transportation in school vehicles for educational field trips and participation in athletic and other extra-curricular events. Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event.

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

1. Follow the driver's directions at all times;
2. Enter and leave the vehicle in an orderly manner;
3. Keep feet, books, instrument cases, and other objects out of the aisle;
4. Not deface the vehicle or its equipment;
5. Not put head, hands, arms, legs, or an object out of any window; and
6. Wait for the driver's signal in order to leave or cross in front of the vehicle.

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

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

Transcripts

Bob Hope School maintains an academic achievement record (or transcript) for each student enrolled. Transcripts list complete personal student data, give complete scholastic grades, and report student activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar.

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

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

Distribution of Materials or Documents

School Materials

Publications prepared by and for Bob Hope School may be posted or distributed with prior approval by the Campus Director and/or teacher. Such items may include school posters, brochures, murals, etc.

Commented [AMK16]: Replaces "Travel – School Sponsored" from page 22 of the current handbook.

Commented [A17]: Replaces "Distribution of Material" from page 19 of the current handbook.

Non-School Materials

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

Non-school literature shall not be distributed by students on Bob Hope School property if:

- The materials are obscene, vulgar, or otherwise inappropriate for the age and maturity of the audience.
- The materials endorse actions endangering the health or safety of students.
- The materials promote illegal use of drugs, alcohol, or other controlled substances.
- The distribution of such materials would violate the intellectual property rights, privacy rights, or other rights of another person.
- The materials contain defamatory statements about public figures or others.
- The materials advocate imminent lawless or disruptive action and are likely to incite or produce such action.
- The materials are hate literature or similar publications that scurrilously attack ethnic, religious, or racial groups or contain content aimed at creating hostility and violence, and the materials would materially and substantially interfere with school activities or the rights of others.
- There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others.

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

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

Electronic Device Policy

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, electronic devices may only be used for educational purposes at designated times under the guidance and direction of teachers. For safety purposes, Bob Hope School permits students to possess mobile phones while on school property or during school-related activities for middle and high school students. However, **mobile phones must remain on silent and may not be taken out and used during instructional time, and may only be used during lunch periods for high school students. Students are not allowed to charge their cell phones during school hours.** Parents should not call or text their children and expect a response during the school day. Students also are not permitted to possess other electronic devices, such as earbuds/headphones, pagers, radios, CD players, tape recorders, iPods, camcorders, DVD players, cameras, or electronic devices or games at school, unless prior permission has been obtained from the Campus Director.

If a student is permitted to possess an electronic or telecommunications device at school, including a cell phone and earbuds/headphones, all such devices must be turned off during school hours. If a School employee observes a student using any electronic or telecommunication device (including a cell phone and earbuds/headphones) during the school day or a school-related activity, the employee will collect the item

Commented [A18]: Replaces "Cell Phones and Office Phones" from page 17 of the current handbook.

and turn it in to the Campus Director’s office. If a student and parent have executed a waiver permitting the student to possess an electronic communication device at school, school officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

A parent will be contacted to pick up the item, which includes but is not limited to cell phones and earbuds/headphones, and pay the applicable fine. A \$15 fee will be assessed before the parent is able to retrieve a telecommunication device. An additional \$15 fee will be assessed each subsequent time a telecommunication device is confiscated. Any disciplinary action will be in accordance with the Student Code of Conduct.

Bob Hope School will not be responsible for damage to or loss or theft of confiscated items.

Fund Raising

Student clubs, classes, and organizations and parent groups will occasionally be permitted to conduct fund-raising drives. An application for permission must be made to the Campus Director at least 30 days before the event. Individual fund raising is not permitted on school property unless approved by the Campus Director.

Commented [AMK19]: Taken from page 22 of the current handbook.

Lost and Found

Any lost article should be reported to the office immediately. Any found article should be left in the office.

Commented [AMK20]: Taken from page 36 of the current handbook.

School Office

The school office is open from 7:30 a.m. until 5:00 p.m. each school day. All school business should be transacted during these hours.

Commented [AMK21]: Taken from page 46 of the current handbook.

Pledges of Allegiance and Moment of Silence

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

Commented [AMK22]: Replaces “Pledge of Allegiance” from page 41 of the current handbook.

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

State law does not allow your child to be excused from participation in the required minute of silence or silent activity that follows.

Recitation of the Declaration of Independence

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

Prayer and Meditation

Students have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. Bob Hope School will not require, encourage, or coerce a student to engage in or refrain from such prayer or mediation during any school activity.

SECTION 2: STUDENT HEALTH AND SAFETY

Alcohol-Free School Notice

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

Tobacco-Free School Notice

All students are prohibited from possessing or using any type of tobacco product, electronic cigarette (e-cigarette), or any form of smokeless tobacco or electronic vaporizing device while in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

Commented [AMK23]: Replaces “Tobacco Products – Smoking” on page 51 of the current handbook.

Drug-Free School Notice

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

Drug Testing Program

Bob Hope School has determined that the use or misuse of illegal drugs, performance-enhancing drugs, and/or alcohol among students in grades 9–12 is a problem within the schools and community. Information gathered from the student body and from other reliable sources within the community would indicate that such use is prevalent within all segments of the student population, including those who participate in competitive after-school extracurricular activities and those who drive to school. Bob Hope School has determined a need to implement a program of random testing of students in grades 9–12 as a condition of their participation in competitive after-school extracurricular activities and/or as a condition of obtaining/maintaining a permit to park on campus. Information about the School’s policy on student drug testing will be provided separately, and parents and students will be required to sign a consent form prior to participating in extracurricular activities and/or receiving a parking pass to park on school property.

Commented [AMK24]: Consolidated from pages 41–45 of the current handbook.

We recommend adopting a separate board policy on student drug testing, and then passing that out to affected students and parents and having them sign a separate consent form authorizing us to conduct drug testing.

We can assist in preparing that policy if needed.

Accident Prevention

Student safety on campus or at school-related events is a high priority of the School. Although the School has implemented safety procedures, the cooperation of students is essential to ensure school safety. Students should:

- Avoid conduct that is likely to put the student or other students at risk.
- Follow the Student Code of Conduct and any additional rules for behavior and safety set by the Campus Director, teachers, or bus drivers.
- Remain alert to and promptly report safety hazards, such as intruders on campus.

Commented [AMK25]: Taken from page 45 of the current handbook.

- Know emergency evacuation routes and signals.
- Follow immediately the instructions of teachers, bus drivers, and other School employees who are overseeing the welfare of students.

Asbestos Management Plan

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

Bacterial Meningitis Information

State law requires Bob Hope School to provide the following information:

Commented [AMK26]: Generally tracks “Bacterial Meningitis” from pages 31-32 of the current handbook.

What is bacterial meningitis?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is common and most people recover fully. Parasitic and fungal meningitis are very rare. Bacterial meningitis is very serious and may involve complicated medical, surgical, pharmaceutical, and life support management.

What are the symptoms of bacterial meningitis?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms. Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, discomfort looking into bright lights, confusion, and sleepiness. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body. The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is Bacterial Meningitis?

If diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases, it can be fatal or a person may be left with a permanent disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing, coughing, or sneezing). The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks or even months. The bacteria rarely overcome the body’s immune system and causes meningitis or another serious illness.

How can bacterial meningitis be prevented?

Maintaining healthy habits, like getting plenty of rest, can help prevent infection. Using good health practices such as covering your mouth and nose when coughing and sneezing and washing your hands frequently with soap and water can also help stop the spread of the bacteria. It’s a good idea not to share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

There are vaccines available to offer protection from some of the bacteria that can cause bacterial meningitis. The vaccines are safe and effective (85–90 percent). They can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

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

You should seek prompt medical attention.

Where can you get more information?

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

Note: The Department of State Health Services requires at least one meningococcal vaccination on or after the student's 11th birthday, unless the student received the vaccine at age 10. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education.

Health Services for Students

We have a full-time school nurse on staff who will be available to support the overall well-being of our students. She will provide screenings, assessments for chronic and acute illness, and first aid for school-related injuries. The school nurse will be available to consult with parents as needed, regarding health concerns of students.

Parents are asked to contact the school nurse if a child has any special nursing care needs that must be provided during school hours. Examples of this include catheterization, blood sugar monitoring, seizure precautions, and any other medical needs. The nurse will facilitate and coordinate arrangements for meeting these needs, along with parent and physician collaboration and input.

The school nurse can be contacted at (409) 983-3244. Parents must respond within 2 hours.

Communicable Diseases

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Campus Director or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services ("TDSHS") website at: <http://www.dshs.state.tx.us/idcu/investigation/conditions/>. Any student excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

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

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

Immunization Requirements

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

Commented [AMK27]: Taken from pages 28-29 of the current handbook.

Commented [AMK28]: Replaces "Communicable Diseases/Illness" from pages 32-33 of the current handbook.

Commented [AMK29]: Replaces "Immunizations" on pages 33-34 of the current handbook.

To determine the specific number of doses that are required for your student, please read the “2018–2019 Texas Minimum State Vaccine Requirements for Students in Grades K–12” document issued by the TDSHS. Specific immunization information is available on the TDSHS website at <http://www.dshs.texas.gov/immunize/school/>.

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

Provisional Enrollment

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

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

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

Exclusions from Immunization Requirements

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

To claim exclusion for medical reasons, the student must present a statement signed by the student’s physician (M.D. or D.O.), duly registered and licensed to practice medicine in the United States who has examined the student, in which it is stated that, in the physician’s opinion, the vaccine required is medically contraindicated or poses a significant risk to the health and well-being of the student or any member of the student’s household. Unless it is written in the statement that a lifelong condition exists, the exemption statement is valid for only one year from the date signed by the physician.

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

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

If a parent seeks an exemption for more than one student, a separate form must be provided for each student.

Immunization Records Reporting

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

Emergency Medical Treatment

If a student has a medical emergency at school or a school-related activity and the parent cannot be reached, Bob Hope School staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information. The School is not responsible for medical expenses associated with a student's injury.

Commented [AMK30]: Replaces "Emergency Medical Treatment" on page 33 of the current handbook.

Current handbook included language that a student could be withdrawn if a parent failed to pick him or her up when ill. We cannot withdraw for this reason; this would have to be an expulsion-type offense and we'd have to offer full due process before completing a "withdrawal" for a reason like this.

Head Lice

Head lice (which are not an illness or disease) are common among children, and may spread easily through contact during play or when students share items such as headphones, brushes, combs hats, or other items that come in contact with hair. If Bob Hope School observes that a student may have head lice, an appropriate administrator contact the student's parent to determine whether the student needs to be sent home and to discuss a plan for treatment with an FDA-approved medicated shampoo or cream rinse. When a elementary student has head lice, Bob Hope School will also provide written notice to the student's parent and the parents of each child assigned to the same classroom as required by state law.

Administration of Medication

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

Commented [AMK31]: Replaces "Administration of Medication" from pages 29-30 of the current handbook.

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

Changes to daily medications require written instruction from the physician or ANP and written permission from the parent. Parents are responsible for advising Bob Hope School that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and students with those conditions are entitled to possess and self-administer prescription medication while on Bob Hope School property or at school-related events.

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

Steroid Notice

State law prohibits students from possessing, dispensing, delivering, or administering an anabolic steroid. Anabolic steroids are for medical use only, and only a physician can prescribe use.

Bob Hope School does not permit steroid use. A notice shall be posted in a conspicuous location in the school gym or in each other place in a building where physical education classes are conducted.

Dyslexia and Related Disorders

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

Fitness Testing

According to requirements under state law, Bob Hope School will annually assess the physical fitness of students. The School is not required to assess a student for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Spinal Screening

All students who meet TDSHS criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screenings can detect scoliosis at an early stage; early detection is imperative for controlling spinal deformities. Spinal screenings are non-invasive. The screening requirement for students may be met if the child has been screened for spinal deformities during the previous year.

A parent who declines participation in the spinal screening provided by Bob Hope School must submit to the Campus Director documentation of a professional examination, which includes the results of a forward-bend test. This documentation must be submitted to Bob Hope School during the year the student is scheduled for screening or, if the professional exam is obtained during the following summer, at the beginning of the following school year.

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

Vision and Hearing Screenings

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

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

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

Acanthosis Screening for Diabetes

Children in certain grades identified by the state must be screened for warning signs of diabetes.

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

Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

Bob Hope School prohibits discrimination, including harassment, against any student on the basis of race, color, religion, sex or gender, national origin, disability, age, or any other basis prohibited by law. Bob Hope School also prohibits dating violence, as defined by this Handbook. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

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

Prohibited Harassment

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

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

Commented [AMK32]: Replaces “Harassment” from pages 27-28 of the current handbook.

Commented [A33]: Traditional school districts are required to adopt dating violence policies under TEC 37.0831. This requirement does not, however, apply directly to charter schools.

But, we see that dating violence is referenced in the current Student Handbook, so we have included that in this policy manual. If you decide not to include dating violence as prohibited conduct moving forward, let us know and we can make changes to this section.

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

Sexual Harassment

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

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

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

Bob Hope School also does not tolerate sexual harassment of a student by school employees. Romantic or inappropriate social relationships between students and School employees are prohibited, and any sexual relationship between a student and a School employee is always prohibited, even if consensual.

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

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

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

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

Commented [A34]: Due to an increasing number of gender-identity OCR complaints, many schools have started to prohibit gender-based harassment as a form of sexual harassment. Our proposed language in this paragraph can be linked with our anti-bullying procedures to demonstrate that we do not tolerate students "picking on" each other based on gender or gender expression, or for other reasons potentially protected by Title IX

Dating Violence

Dating violence occurs when a person in a current or past dating relationship uses physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control the other partner. Examples of dating violence against a student may include physical or sexual assaults, name-calling, put-downs, threats to hurt the student or the student's family members or members of the student's household, destroying property belonging to the student, threats to commit suicide or homicide if the student ends the relationship, attempts to isolate the student from friends and family, stalking, or encouraging others to engaged in these behaviors.

For purposes of this Handbook, dating violence is considered prohibited harassment if the conduct is so severe, persistent, or pervasive that the conduct:

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

Retaliation

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

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

Reporting Procedures

Any student who believes that he or she has experienced prohibited discrimination, harassment, dating violence, or retaliation or believes that another student has experienced such prohibited conduct should immediately report the alleged acts to a teacher, counselor, the Campus Director or designee, or other School employee. Alternatively, a student may report prohibited conduct directly to the appropriate Compliance Coordinator identified in this Handbook.

A student shall not be required to report prohibited conduct to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Age Discrimination Coordinator may be directed to the Board of Directors. If a report is made directly to the Board of Directors, Bob Hope School shall appoint shall appoint an appropriate person to conduct an investigation.

Investigation of Complaints

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

When appropriate, Bob Hope School may take interim action to avoid additional opportunities for prohibited conduct. The investigation may consist of personal interviews with the person making the report,

the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited conduct occurred, Bob Hope School shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the prohibited conduct and prevent its recurrence. Bob Hope School may take disciplinary action based on the results of an investigation, even if Bob Hope School concludes that the conduct did not rise to the level of discrimination, harassment, dating violence, or retaliation prohibited by law or policy.

Confidentiality

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

Appeal

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

Freedom from Bullying and Cyberbullying

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

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

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

The school's bullying policy applies to:

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

Commented [A35]: Replaces "Bullying" from pages 15-16 of current handbook.

Reporting Procedures

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

The Campus Director or designee shall provide notice of an incident of alleged bullying to:

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

Investigation of Report

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

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

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

The Campus Director, or the Campus Director's designee, may make a report to the police department of the municipality in which the school is located or, if the school is not in a municipality, the sheriff of the county in which the school is located if, after an investigation is completed, the Campus Director or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

Confidentiality

To the greatest extent possible, Bob Hope School shall respect the privacy of the complainant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation.

Appeal

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the School's grievance procedure.

Law Enforcement Agencies

Questioning of Students

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

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

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

Students Taken into Custody

State law requires Bob Hope School to permit a student to be taken into legal custody:

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

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

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

Child Abuse Reporting and Programs

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

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

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

Plan for Addressing Sexual Abuse and Other Maltreatment of Children

What is Sexual Abuse of a Child?

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

What is Other Maltreatment of a Child?

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

Reporting Obligation

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

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

Bob Hope School has established a plan for addressing child sexual abuse and other maltreatment of children (the "Plan"). The Plan is addressed in this section of the Handbook.

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment

For Staff: Bob Hope School trains staff in all content areas addressed in the Plan. Training is provided by campus staff, administrative staff, or outside agencies as determined by the campus administration.

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

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

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may

also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

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

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

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

These websites are also helpful:

- Child Welfare Information Gateway Factsheet:
<https://www.childwelfare.gov/pubPDFs/whatiscan.pdf>
- KidsHealth, For Parents, Child Abuse:
<http://kidshealth.org/en/parents/child-abuse.html>
- Texas Association Against Sexual Assault, Resources:
<http://taasa.org/resources/>
- Texas Education Agency – Prevention of Child Abuse Overview:
http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/
- Sexual Abuse Prevention Programs:
<https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>
- Promoting Healthy Families in Your Neighborhood:
<https://www.childwelfare.gov/pubPDFs/packet.pdf>
- Signs of Child Abuse:
<http://kidshealth.org/en/parents/child-abuse.html>
- DFPS – Prevent Child Abuse (HelpandHope.org)
<http://helpandhope.org>
- DFPS – How to Report Child Abuse or Neglect
http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse? (Part 1)
<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-1>
- Texas Attorney General – What Can We Do About Child Abuse? (Part 2)
<https://www.texasattorneygeneral.gov/cvs/what-we-can-do-about-child-abuse-2>
- Texas Association for the Protection of Children
<http://www.texprotects.org/about/PCAT/>
- Texas Council on Family Violence – Abuse Prevention Links
<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse or Other Maltreatment

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

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.

- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burning, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse or other maltreatment include:

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

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

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

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

Available Counseling Options

A list of counseling providers can be found at:

http://www.dfps.state.tx.us/Prevention_and_Early_Intervention/Programs_Available_In_Your_County/default.asp.

CPS Procedures

1. Child Protective Service workers always have a badge/ID with them.
2. When visiting a school, they are not allowed to divulge whether the visit is part of an investigation or some type of service provision due to confidentiality.
3. If required, their office can fax over a letter stating that they are at the school on official business.

4. Visits between caseworkers and students are confidential. School official may NOT be present.
5. School officials are asked NOT to contact parents as this may impede investigations. (Ex: A school counselor in a local district contacted the parents about a CPS visit and began to ask the parent questions. This questioning severely impacted the investigation and it was believe that the parent altered their story as a result.)
6. Questioning a student about an investigation or case when an outcry has been made should not be done. CPS officials are specifically trained to conduct interviews that will stand up in court. Repeated questions invalidate some outcries. If a student makes the outcry, take the minimal amount of information and make a call immediately.

Interrogations and Searches

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

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

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

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

Desk and Locker Searches

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

Students have full responsibility for the security of their lockers and desks, and shall be held responsible for any prohibited items found therein.

Vehicles on Campus

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

Random Drug Searches: Use of Trained Dogs

In order to ensure a drug-free learning environment, Bob Hope School conducts random drug searches of all school facilities. The School may use or contract for specially trained nonaggressive dogs to sniff out

Commented [AMK36]: Replaces "Interrogations" from page 34, "Lockers and Vehicles" from pages 35-36, and "Searches of Students" from page 47 of the current handbook.

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

Use of Metal Detectors

The School conducts random and reasonable-suspicion searches using handheld scanning devices. These searches range from the random selection of classrooms or parts of buildings, and may include adults who are present. Any student entering School property is subject to such a search.

These searches are conducted by School administrators trained in the use of hand-held scanning devices. The goal of each search is to deter anyone from bringing illegal or prohibited weapons or other items into our school.

Refusal to submit to a search may lead to disciplinary consequences as allowed by the Student Code of Conduct.

Random Searches: The Campus Director shall have the authority and discretion to select an area of the building for a random search for weapons. Examples of random selection for searches include, but are not limited to, every third classroom in a wing or area of the school building, or random entrances or exits at random times. Once the Campus Director has selected a particular group of students or area for a random search, all students in that group or area shall be searched.

Student purses, backpacks, jackets, bags, parcels, and the like are also subject to search.

All random searches shall be conducted using hand-held metal detectors. In conducting a random search, a School employee shall, for each individual search, inform the student(s) of the purpose and explain the scanning process. Students randomly selected for the search will line up, and the search shall take place by having each student step forward while the designated School official conducts the search with a hand-held scanning device.

The hand-held scanning device may also be used to screen the outside of a student's bag, purse, etc. If the detector is activated, the student's bag, purse, or other personal item will be inspected for weapons or other prohibited items.

If the scanning device is activated during the scanning of the student's body, a School employee shall escort the student to a private area where a more thorough search may be conducted, in the presence of at least two adults.

When a student has been escorted to a private area for a more thorough search, a School employee shall ask the student to declare the nature of the metal object. The School employee, in the presence of another adult as a witness, shall pat down the student near the place on the student's person where the scanning device was activated. The pat-down search shall be focused on locating the object that triggered the scanning device. If the School employee feels an object during the pat down search, the student shall be given a chance to remove it before the School employee removes it. Female employees shall conduct the pat-down searches for female students, and male employees shall conduct the pat-down searches of male students.

If an object, once removed, appears to be the object that activated the scanning device, the pat down search shall cease. The student shall then be scanned again using a hand-held scanning device. If the scanning

device is activated again, the School employee shall conduct an additional pat down search following the procedures listed above.

In the course of conducting a random search, once an individual student and his or her bag, briefcase, purse, parcel, or the like has been scanned and the scanning device has not been activated, no further search of the student may be conducted as a part of the random search. All searches under this policy shall be conducted in the most minimally intrusive manner consistent with the purpose of this policy.

Non-Random Searches: A particular student may be singled out to be searched with a hand-held scanning device only if there is reasonable suspicion that the individual to be searched possesses a prohibited weapon or other item prohibited under the Student Code of Conduct. In all cases, the procedure set forth above shall be followed.

Parent Notification

The student's parent or guardian shall be notified if any prohibited articles or materials are found in a student's locker, in a student's vehicle parked on school property, or on the student's person, as a result of a search conducted in accordance with this policy.

Vehicles on Campus: Student Drivers

Vehicles parked on school property are under the jurisdiction of the school. Students who drive to school will be required to park in the designated student parking area only. This area will be marked with the appropriate signs. The school may search any vehicle any time there is a reasonable cause to do so. Students driving to school and parking on school property will be required to have their student tag visible at all times.

Procedures for Use of Restraint and Time-Outs

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

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

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

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

Visitor and Volunteer Policy

NOTE: Due to COVID-19, visitor and volunteer policy changes will be in effect and are addressed in the COVID-19 Addendum.

will be addressed in the COVID-19 Addendum.

Bob Hope School encourages parents and family members to regularly visit the school and become involved in student activities. The impact that positive parental involvement has on the learning and development of

Commented [A37]: Replaces "Classroom Visitations" and "Visitors" from pages 17 and 46 of the current handbook.

students is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors **MUST** sign in at the main office whenever they are on campus. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- Parents wishing to observe their child in the classroom must obtain permission from the administration at least 24 hours in advance of the visit. To avoid interruptions of instructional time, visits to the classrooms will last no longer than 30 minutes. Parent visits shall not be permitted when substitute teachers are covering for the lead teacher. The Campus Director reserves the right to deny any visit that may disrupt the educational process, and may also opt to accompany visitors to classrooms.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Students' friends, younger siblings, and other non-related individuals cannot visit the campus during school hours.
- Volunteers **MUST** go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.

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

- Establish an electronic database for storing information concerning visitors. Information stored in the electronic database may be used only for school security, and may not be sold or otherwise disseminated to a third party for any purpose.
- Verify whether the visitor is a sex offender registered with the computerized central database maintained by the Department of Public Safety or any other database accessible by the School.

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

Procedures for School Visitors

Notices shall be posted at each School campus requiring all visitors to first report to the campus administrative office. This policy shall apply to parents, board members, volunteers, social service workers, invited speakers, maintenance and repair persons not employed by the School, vendors, representatives of the news media, former students, and any other campus visitors.

A visit by visitors to individual classrooms during instructional time requires prior approval of both the campus Principal and teach whose class is to be visited. Such visits may not be approved or may be terminated where their duration or frequency interferes with the delivery of instruction or in any other way disrupts the educational environment. A visitor who is noncompliant with directives of campus administration or a teacher, or causes a disruption of the educational environment will be asked to leave and if the visitor refuses or if their conduct is deemed substantially disruptive by the campus administration, the visitor may be criminally trespassed.

A School administrator of the Principal may:

1. Require a visitor requesting entry onto a campus to show a driver's license or other form of identification issued by a governmental entity displaying the visitor's photograph.
2. Establish an electronic or paper database for storing campus visitor information. Information stored in the campus databases may be used only for purpose of School security, and may not be sold or otherwise disseminated to third parties.
3. Verify whether the visitor is a registered sex offender as identified in the computerized central database maintained by the Department of Public Safety, or in any other database accessible by the School.

The Superintendent or designee, in conjunction with campus administrators, shall develop and implement procedures addressing campus visitors identified as registered sex offenders. These procedures shall include but are not limited to provisions dealing with:

1. Parental rights to visit and limitations on visits and conduct;
2. Escorts by School personnel;
3. Limited access to common areas of the campus;
4. Limited access to classrooms;
5. Drop off and release of students; and
6. Eligibility to serve as volunteers.

The Superintendent, Principal or designee, shall develop and implement procedures addressing campus visitors who have been identified as causing a disruption to the educational environment and violating this policy. These procedures shall include but are not limited to provisions dealing with:

1. Parental rights to visit and limitations on visits and conduct including criminal trespass notice;
2. Escorts by School personnel;
3. Limited access to common areas of the campus;
4. Limited access to classrooms;
5. Drop off and release of students; and
6. Eligibility to serve as volunteers.

Visitor Conduct

The School invites and welcome parents and other members of the public to its schools. The School is committed to treating parents and other community members with respect and expects the same in return. To that end, the School must keep schools and administrative offices free from disruptions and prevent unauthorized persons from entering the schools and school grounds.

Accordingly, this policy promotes mutual respect, civility, and orderly conduct among School employees, parents, students, volunteers, and the public. The School seeks to maintain to the extent possible a reasonable safe, harassment-free workplace for students and staff. In the interest of presenting teachers and other employees as positive role models, the School encourages positive communication and discourages volatile, hostile, or aggressive actions. The School seeks and encourages patrons to cooperate with this endeavor.

The School recognizes the importance of employees, students, and parents engaging, collaborating, and sharing in digital environments. Accordingly, the use of technology on School property and at school-sponsored events shall be appropriate, not disruptive to the educational environment, and not detrimental to the safety of employees and students. It must also be in compliance with other applicable School policies. A visitor may be directed to discontinue recordings (audio or video) on campus where it is deemed disruptive to the educational environment by campus administration or violative of student privacy and confidentiality rights, and a refusal, shall result in removal from campus and a trespass notice.

An individual engaging in disruptive behavior shall be required to leave School property. Any individual who disrupts or threatens to disrupt school or office operations, threatens the health and safety of students or staff, willfully causes property damage, uses loud and/or offensive languages that could provoke a violent reaction, or what has otherwise established a pattern of unauthorized entry on School property shall be directed to leave School property by the Principal or other administrator. As discussed above, a criminal trespass warning may also be issued or law enforcement contacted to facilitate enforcement of this policy and to preserve the educational environment for students.

Parent Conferences

All parent conferences will be conducted in a civilized manner. Any parent raising their voice during the conference will call for the conference to cease and then be rescheduled.

Notice of Criminal Trespass

Parents will receive this Notice of Criminal Trespass if at any point deemed necessary by administrative staff.

Bob Hope School

NOTICE OF CRIMINAL TRESPASS

Your conduct as of this date has been found to be unsafe and substantially disruptive to the school and/or school-related activities and a danger to the safety of others. Specifically, you have disregarded campus visitor and security policy by entering areas without permission that were specifically identified as no-entry/no visitors without permission.

This notice is to inform that you, **PERSON'S NAME**, are **NOT authorized, permitted or invited** to enter or remain on the premises located at **INSERT ADDRESS** or any other property, which is under the control of **School Name** and are further directed to remain off **all other School Name property**.

will use plain language to identify the type of threat in order to avoid confusion.

- SEVERE WEATHER – “SEVERE WEATHER, TAKE COVER NOW”. (3 times) The end of the drill will be signaled by “ALL CLEAR”.
- INTRUDER DRILL: “LOCKDOWN NOW”. (REVERSE EVACUATIONS – RUN TO NEAREST BUILDINGS/SAFE AREA)
- FIRE ALARM: ALARM WILL SOUND
- OTHER EMERGENCY:
EMERGENCY! EVACUATE _____ NOW. (Chemical leaks, flooding, earthquakes, etc.)
EMERGENCY! SHELTER IN PLACE
EMERGENCY! LOCKDOWN NOW

Dismissal for Inclement Weather and Other Emergencies

There is a possibility that schools may be closed in the event that weather conditions become inclement or other emergencies arise. Parents, students, and staff members are asked to keep tuned to their radio and television stations for definitive information. In the event school must be closed, this decision will be made by the CEO prior to 6:30 a.m., whenever possible. When in doubt please call the school office at 409-983-3244.

In the event school must be closed due to an emergency, every attempt will be made to reach parents to pick up their children. Parents are required to notify the school of their correct home and office telephone numbers and they must also be indicated on the enrollment card. Please notify the office of any changes in phone numbers and/or addresses.

Pest Control Information

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

Videotaping of Students

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

Commented [A39]: Replaces “Granting Permission to Video or Audio Record a Student or Classroom” on page 27 of the current handbook.

Please note that this section DOES NOT reference a request to install a camera in a self-contained special education classroom under TEC 29.022.

SECTION 3: ACADEMICS AND GRADING

Academic Programs

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

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

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

Academic Integrity

Bob Hope School's philosophy is "PURSUING EXCELLENCE WITH INTEGRITY."

Commented [A40]: Adapted from "Academic Integrity," p. 7 of original handbook.

The School is committed to advancing the pursuit of intellectual excellence and maintaining the highest standards and expectations for academic integrity among all students. In conjunction with that belief, we support the development of a school culture that furthers our academic mission and recognizes the hard work of students and faculty alike. We are convinced that neither pressure for grades, inadequate time for studying or completing an assignment, nor unrealistic parental expectations justify students acting dishonestly. As a professional learning community, we affirm that "learning for learning's sake" is intrinsically valued, and we will not tolerate any infractions that create or result in an unfair academic advantage for one student, or a disadvantage for another. In short, any form or act of academic dishonesty will undermine our standards of excellence and violate the trust that bonds all members of the school community.

Definition of Academic Dishonesty: Academic dishonesty is using a person's work, concepts, designs, data, ideas, research, or documentation, without giving proper credit to the source. It goes beyond plagiarism to also include lying, cheating, using or providing unauthorized materials in preparation for an exam/test/quiz, or using or providing unauthorized materials during an exam/test/quiz, and other acts, such as the theft or falsification of records and files.

Forms of Academic Dishonesty (examples include, but are not limited to, the following):

- Looking at someone else's work product, or knowingly allowing someone else to look at one's work product during an exam, test, or quiz.
- Using any kind of "cheat notes" during an exam, test, or quiz.
- Copying any work assigned to be done independently or letting others copy one's work. (It is the responsibility of the individual teacher to clarify expectations about homework and projects with their classes, preferably in writing on their course syllabi.)
- Having unauthorized access to or using stolen exams, tests, or quizzes.
- Providing or selling exam, test, or quiz information to other students.
- Using an electronic device (calculator, cell phone, camera, or other gadgets) to give or receive or copy information before, during, or after an exam, test, or quiz.
- Collaborating on an exam, test, quiz or assignment with any other person without prior approval from the teacher.
- Lying about attendance or ability to complete assignments and/or assessments.
- Lying about other people being responsible for low grades or missing scores/assignments.
- Claiming credit for work in a group project when work was done by others.
- Attempting to misrepresent the authorship of student work, i.e., having someone else write a paper.
- Copying or closely paraphrasing sentences, phrases, or passages from an un-cited source while writing a paper or doing research.
- Using the views, opinions, or insights of others without proper acknowledgement.
- Fabricating or altering laboratory data.
- Accessing and/or using copyrighted test bank questions or any materials designed for instructors' use only.

Students engaging in academic dishonesty are subject to grading penalties and/or discipline in accordance with the Student Code of Conduct.

Awards and Honors

In addition to various academic awards given at the School, students are also honored in other categories

Commented [A41]: Taken from "Awards and Honors," p. 14 of original handbook.

such as perfect attendance, cooperation, best individual effort on a project, etc. These honors are left to the discretion of faculty members and are awarded in subject areas in assemblies during the year.

Honor Roll

The honor roll is announced at the close of each six weeks grading period. In order to make the honor roll, a student must have all A's or all A's and B's.

Computer Resources

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

Distance Learning

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

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

If a student wishes to enroll in a correspondence course or a distance learning course that is not provided through the TxVSN in order to earn credit in a course or subject, the student must receive permission from the CEO prior to enrolling in the course or subject. If the student does not receive prior approval, Bob Hope School may not recognize and/or apply the course or subject toward graduation requirements or subject mastery.

Extracurricular Activities, Clubs, and Organizations

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

Participation in these activities may result in events that occur off-campus. When Bob Hope School arranges transportation for these events, students are required to use the transportation provided by the School to and from the event. Exceptions may only be made with approval from the activity's coach or sponsor.

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

Field Trips

NOTE: Due to COVID-19, field trips will be suspended until further notice.

During the year, educational field trips may be arranged for your child's class. Educational field trips are approved, planned instructional activities that involve students in learning experiences difficult to duplicate in a classroom situation and should provide hands-on activities that encourage students to experiment and ask questions

Signed permission slips must be returned by parents and students prior to the trip. Exemplary behavior is expected of all students on the school bus and at the destination. Improper conduct, excessive detentions, and suspensions at school or on a field trip may result in the loss of field trip privileges. Students who do not maintain satisfactory conduct in the classroom will not be permitted to go on a field trip.

The School will pay the costs of field trips required as part of a basic educational program or course. For other field trips, the School will pay up to \$10.00 entrance fees for activities, with the remaining balance to be paid for by money raised by the club or each individual student that will be attending.

A mandatory background check will be done on all chaperones.

Grade Classification

Elementary School

- Primary Elementary Grades: Early Childhood & Pre-K
- Lower Elementary Grades: Kinder and 1st and 2nd Grades
- Upper Elementary Grades: 3rd–5th Grades

Middle and High School

Middle school students will be required to complete and pass all of their courses along with the following state assessments:

- 6th Grade – Math & Reading
- 7th Grade – Math, Reading, & Writing
- 8th Grade – Math, Reading, Science, & Social Studies

After the ninth grade, students are classified according to the number of credits earned toward graduation. Grade classifications will only be determined during the beginning of the school year.

Credits Earned Classification

- Freshman (9th Grade)
- Sophomore (10th Grade) fewer than 8 or 9 credits
- Junior (11th Grade) more than 8 or 9 credits, but fewer than 16 or 18 credits
- Senior (12th Grade) more than 16 or 18 credits

End of Course Exam Classification

Commented [AMK42]: We cannot charge a fee for field trips that are required as part of a basic educational program or course.

Commented [AMK43]: Taken from pages 22-23 of the current handbook.

- Senior (12th Grade)- In order for a student to be classified as a senior, a 12th grade student, the student must have successfully completed and passed all (5) EOC exams.
 - Please see Standardized Testing section on page 50 for more information.

Senior classes include the following:

**English 4 **Government **Economics **Advanced Math **Advanced Science

These classes may only be taken by students who meet the credit criteria which classifies a students as a senior.

Grading Policy

Commented [AMK44]: Taken from pags23–24 of the current handbook.

Elementary School

Pre-K and Kindergarten

Progress in these grade levels will be reported as: (with emphasis on TEKS in Kindergarten)

- S:** Satisfactory (student developing as expected)
- P:** Making Progress (student needs additional time and practice to acquire skills/concepts)
- N:** Needs Improvement (student is experiencing difficulty)

1st – 5th Grades

Progress is determined by mastery of moving towards mastery of the TEKS and recorded as:

- 90-100: Excellent
- 80-89: Good
- 75-79: Meets Expectations
- 70-74: Needs Improvement
- 0-69: Unsatisfactory

Music/Art/PE/Work and Study Habits

Progress in these areas will be reported as:

- S:** Satisfactory (student developing as expected) Numerical grade equivalent – 95
- P:** Making Progress (student needs additional time and practice to acquire skills/concepts) Numerical grade equivalent – 85
- N:** Needs Improvement (student is experiencing difficulty) Numerical grade equivalent – 69

Grading Scale for PK and K

- Daily Work: 40%
- Test/Quiz: 40%
- Projects/Homework: 20%

Grading Scale for 1st & 2nd Grades

- Daily Work: 35%
- Homework: 10%
- Tests: 40%

Projects/Quiz: 15%

Grading Scale for 3rd – 5th

Daily Work: 30%
Homework: 15%
Tests: 40%
Projects/Quiz: 15%

Grading Guidelines

Grades are to reflect each student's academic achievement; therefore teachers will record:

- A minimum of 2 grades per week per student in each of the core subjects (Language Arts/Math/Science/Social Studies. **In Language Arts and Math, 1 of the 2 grades each week must be a test** and the other grade may be from homework, daily work, quiz, project, etc.
- Music/Art/PE will record a minimum of 1 grade per week per student.

Homework

- Homework is expected to be given in all grade levels. Keep in mind that at Bob Hope, our focus is Reading, Math, and Writing and homework should reflect this.

Make Up Work Procedures after Absences

Excused: Students are allowed to make up work resulting from an excused absence for full credit. They are allowed the number of days they were absent to do so. Students who fail to make up their work during the allotted time will receive a zero for each assignment.

Unexcused: Students are not allowed to make up work for any unexcused absence. Students will receive a zero (0) for each class (test/quiz/work, etc. taken for a grade in any subject) for any unexcused absence.

Middle and High School

The following grading procedure is to be carried out by each teacher employed by the Bob Hope School:

- 1.) Teachers are expected to record a minimum of ten (10) grades per each six-week period.
- 2.) At least two (2) of the ten grades must be an exam.
- 3.) Six-week grades may include, but are not limited to daily work, tests, homework assignments, oral and written reports, etc.
- 4.) Six week grades shall be calculated according to the following:

Reading Classes: **Daily Work – 15% **Tests and Quizzes – 20%
**Participation – 10% **Homework – 30% **AR Reading – 25%

Other Classes: **Daily Work – 25% **Tests and Quizzes – 30%
**Participation – 15% **Homework – 30%

- 1.) To arrive at a semester grade, add the three (3) six-week grades and the final exam grade then divide by four (4).

- 2.) A grade of 100 is considered a perfect grade, and therefore, the highest possible grade a student can earn.
- 5.) Grades in academic achievement are not to be lowered because of poor conduct.
- 3.) After grades have been recorded and reported, the grades may not be changed unless there is an error.
- 6.) Students are not allowed to grade test papers or record grades.
- 7.) Students must successfully pass the following End of Course Exams:

**English 1 **Biology **Algebra 1 **English 2 **US History

Repeated Courses

Repeat Courses Effect on Grade Points: Grades in repeated courses will not replace the original grades, nor will grade points be changed if credit has already been earned. The fall semester of a course in which the student needs the spring semester for credit is one example of this situation. Students must pass each grading period to maintain eligibility for extracurricular activities for any course in which he/she is enrolled. When a student fails a course, zero grade points will be calculated into the student’s GPA. Upon repeating the course and achieving a passing grade, the student will receive the grade credit and grade points toward the GPA; however, “F” and zero grade points remain on the transcript and are included in calculating the GPA for that student.

Homework

The Bob Hope School strongly encourages parents to review their children’s homework daily.

Please note that homework is part of the overall grading system.

Students should have a quiet time and a quiet place for doing homework. Parents should insist that the child spend at least 60 minutes a day on homework for middle school and 1 ½ hours for high school. Parents should insist that a child spend at least 45 minutes a day on homework for elementary students. On days when no written assignments are given, students should be encouraged to read or be read a book, study spelling words, study math facts, and study science and social studies daily.

Periodically, a teacher may send reading material home. Parents should encourage the child to discuss the reading materials. Every student should read at home daily. Studies have shown that reading aloud to the child significantly improves a child’s overall achievement (regardless of child’s age).

Graduation

Pre-Kindergarten

Prekindergarten students will graduate from pre-k upon mastery of the curriculum.

High School

Bob Hope School shall ensure that each student enrolls in the courses necessary to complete the curriculum requirements identified by the State Board of Education (“SBOE”) for the foundation high school program, or the recommended or advanced high school program.

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

Beginning with students who enter grade 9 in the 2014–2015 school year, in order to graduate under the foundation graduation program, a student must meet the following requirements to receive a high school diploma:

Commented [A45]: Taken from “Homework” on page 34 of the current handbook.

Commented [A46]: Replaces “Graduation” from pages 25-27 of the current handbook.

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

Testing Requirements for Graduation

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

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

In limited circumstances, a student who fails to demonstrate proficiency on two or fewer of the required assessments may be eligible to graduate, if an individual graduation committee, formed in accordance with state law, unanimously determines that the student is eligible to graduate. Please see the Campus Director for more information on the makeup of an individual graduation committee and all other requirements for graduation.

Foundation Graduation Program

Students who enter grade 9 in the 2014–2015 school year and thereafter will graduate under the foundation school program. Within the foundation graduation program are “endorsements,” which are paths of interest that include Science, Technology, Engineering, and Mathematics (“STEM”); Business and Industry; Public Services; Arts and Humanities; and Multidisciplinary Studies. Endorsements earned by a student will be noted on the student’s transcript and diploma. The foundation graduation program also involves the term “distinguished level of achievement,” which reflects the completion of at least one endorsement and Algebra II as one of the required advanced mathematics credits.

State law and rules prohibit a student from graduating solely under the foundation graduation program without an endorsement unless, after the student’s sophomore year, the student and the student’s parent are advised of the specific benefits of graduating with an endorsement and submit written permission to an appropriate school administrator for the student to graduate without an endorsement. A student who anticipates graduating under the foundation graduation program without an endorsement and who wishes to attend a four-year university or college after graduation must carefully consider whether this will satisfy the admission requirements of the student’s desired college or university.

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

Students with Disabilities: Upon the recommendation of the admission, review, and dismissal (“ARD”) committee, a student with a disability who receives special education services may be permitted to graduate under the provisions of his or her individualized education program (“IEP”) and in accordance with state rules.

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

ARD committees for students with disabilities who receive special education services will make instructional and assessment decisions for these students in accordance with state law and rules. To earn an endorsement under the foundation program, a student must perform satisfactorily on the EOC assessments and receive no modified curriculum in the student’s chosen endorsement area. A student may still be awarded an endorsement when the student fails to perform satisfactorily on no more than two EOC assessments but meets the other requirements for graduation under state law.

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

In addition to routine tests and other measures of achievement, students in grades 3–8 will take the state assessment, the STAAR exam, in the following subjects:

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the student is enrolled in a reading or math course intended for students above the student’s current grade level, in order for the student to be promoted to the next grade level. Exceptions may apply for students enrolled in a special education program if the ARD Committee concludes the student has made sufficient progress in the student’s individualized education plan (“IEP”).

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

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

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

STAAR end-of-course (“EOC”) assessments are administered for the following courses:

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

Satisfactory performance on the applicable assessments will be required for graduation, except in circumstances where a student may be eligible to graduate in accordance with a plan approved by an Individual Graduation Committee or as otherwise allowed by applicable law.

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

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

Texas Success Initiative Assessment

Prior to enrollment in a Texas public college or university, most students must take a standardized test called the Texas Success Initiative ("TSI") assessment. The purpose of the TSI assessment is to assess the reading, mathematics, and writing skills that entering freshmen-level students should have if they are to perform effectively in undergraduate certificate or degree programs in Texas public colleges and universities.

Texas English Language Proficiency Assessment System ("TELPAS")

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

Promotion and Retention

NOTE: Due to COVID-19, promotion and retention policy changes will be in effect and are addressed in the COVID-19 Addendum.

A student may be promoted on the basis of academic achievement and/or demonstrated proficiency in the subject matter of the course or grade level. Promotion in all grades at Bob Hope School is contingent upon a combination of course proficiency as determined by classroom grades and/or STAAR performance when relevant (not all grades are STAAR tested). To earn credit in a course, a student must demonstrate mastery on grade level standards and meet Bob Hope School's requirements for attendance. A student in grades 9–12 will be advanced a grade level based on the number of course credits earned.

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

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

If a student in grades 3–8 is enrolled in a course that earns high school credit and for which an end-of-course ("EOC") assessment will be administered, the student will not be subject to the promotion requirements described above for the relevant grade 5 or 8 assessment. However, for federal accountability purposes, the student may be required to take both the grade level and EOC assessment.

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

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

Students will also have multiple opportunities to retake EOC assessments.

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

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

1. failed one or more core subject areas;
2. failed one or more state assessments
3. is below level in one or more core subject areas;
4. missed more than 10% of instructional days in an academic year. The decision must be made by a committee, which is comprised of the child's core subject area teachers, the counselor, and the Campus Director.
5. Student is required to attend summer school and does not attend.

- **Promotion/Placement/Retention for 3rd-5th graders**

- **3rd Grade**
- **Promotion**
 - **3rd Grade:** Students must pass both the Reading and Math portions of the STAAR test to be promoted to 4th grade.
- **Placement**
 - **3rd Grade:** Students who pass one part of the STAAR test (either Math or Reading) but fail the other will be placed in 4th grade. This means:
 - Student must attend summer school.
 - Student will be placed on an academic contract.
 - Student must attend tutorials the following year after school and Saturdays during the upcoming school year.
 - Student must complete all classwork and homework on time.
- **Retention**
 - **3rd Grade:** Students who do not pass any sections on STAAR will be retained in 3rd grade. This means:
 - Your child will repeat 3rd grade.
 - Summer school will be optional but encouraged.

- **4th Grade**
- **Promotion**
 - **4th Grade:**
 - **Students must pass all three sections, Reading, Math and Writing, to be promoted to 5th grade.**
- **Placement**
 - **4th Grade:**
 - **If a student fails either Reading or Math, he will be placed in 5th grade. This means:**
 - Student must attend summer school.
 - Student will be placed on an academic contract.
 - Student must attend tutorials the following year after school and Saturdays during the upcoming school year.
 - Student must complete all classwork and homework on time.
- **Retention**
 - **If a student fails Reading and Math, he/she will be retained in 4th grade. If a student fails all 3 parts of STAAR, he/she will be retained in 4th grade. This means:**
 - Your child will repeat 4th grade.
 - Summer school will be optional but encouraged.
- **5th Grade**
- **Promotion**
 - **5th Grade:**
 - **Students must pass the Reading and Math sections to be promoted to 6th grade.**
- **Placement**
 - **5th Grade:**
 - **If a student fails either Reading or Math, he/she will have 2 additional opportunities to retest. If the student still does not perform satisfactorily on either test, a committee will decide whether the student will be placed in 6th grade. This means:**
 - Student must attend summer school.
 - Student will be placed on an academic contract.
 - Student must attend after-school and Saturday tutorials during the upcoming school year.
 - Student must complete all classwork and homework on time.
- **Retention**
 - **If a student fails Reading and Math, he/she will be retained in 5th grade. This means:**
 - Your child will repeat 5th grade.
 - Student must attend summer school.
- **Summer School is required for:**
 - Students who are placed in the next grade
 - Students who have failed the 4th grade Writing STAAR test
 - Students who have failed the 5th grade Science STAAR test
 - Students who are retained in 5th grade.

Summer school attendance is for students to gain practice and skills and does not mean students will be promoted to the next grade.

Summer school is typically 20 days for this grade level, and it is not possible for students to acquire a year's worth of skills in this short amount of time.

A student who is required to attend summer school and does not will be retained.

Note: For students who are retained in 3rd and 4th grades, summer school will be optional but encouraged.

Report Cards

Report cards are issued at the close of each six-week grading period. When a student has transferred from one or more schools within the grading period, grades on the checkout sheet or latest report card are considered as the basis for report card grades.

A Notice of Progress will be sent to all parents at the end of each three-week grading period. This progress report will be mailed home, and an electronic copy will be kept for the School's files.

Parents are expected to attend a parent/teacher meeting that will be scheduled at the end of each six-week grading period for students who are having difficulties and or are failing one or more classes. During this meeting teachers will discuss strategies that will help the student become more successful.

Special Programs

Students Who Speak a Primary Language Other than English

A student whose primary language is not English may be eligible to receive specialized support if the student has difficulty performing regular class work in English. A Language Proficiency Assessment Committee ("LPAC") will determine if this specialized support is needed and, if so, the accommodations or modifications the student will receive for classroom instruction, local assessments, and state-required testing, as appropriate.

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

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

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

Special Education Referrals

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

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district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

Please note that a request for a special education evaluation may be made verbally and does not need to be in writing. Districts and charter schools must still comply with all federal prior written notice and procedural safeguard requirements and the requirements for identifying, locating, and evaluating children who are suspected of being a child with a disability and in need of special education. However, a verbal request does not require the district or charter school to respond within the 15-school-day timeline.

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

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

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

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

Contact Person for Special Education Referrals

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for special education services is: Lance Elizondo at (409) 983-3244.

Section 504 Referrals

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

Contact Person for Section 504 Referrals:

The designated person to contact regarding options for a student experiencing learning difficulties or regarding a referral for evaluation for Section 504 services is: Lance Elizondo at (409) 983-3244.

Additional Information

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

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

Notification to Parent of Intervention Strategies for Learning Difficulties Provided to General Education Students

Bob Hope School will annually notify parents that it provides assistance to students, other than those already enrolled in a special education program, who need assistance for learning difficulties, including intervention strategies.

Services for Title I Participants

Information regarding Bob Hope School's Title I program may be obtained from Ellen Messick at (409) 983-3244.

SECTION 4: STUDENT CODE OF CONDUCT

Note: Students will be expected to adhere to the Student Code of Conduct during the coronavirus pandemic.

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Purpose of the Student Code of Conduct

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

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

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

Authority and Jurisdiction

The Bob Hope School has disciplinary authority over a student:

1. During the regular school day and while the student is going to and from school on School transportation;
2. During lunch periods in which a student is allowed to leave campus;
3. While the student is attending any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on Bob Hope School property or while attending a school-sponsored or school-related activity of the Bob Hope School or another school in Texas;
6. For any expulsion offense committed away from School property and not at a school-sponsored or school-related event, if the misconduct creates a substantial disruption to the educational environment;
7. While the student is in transit to or from school or to or from school-related activities or events;
8. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;

9. When the student commits a felony, including those provided by Texas Education Code §§ 37.006 or 37.0081, regardless of time or location; and
10. When criminal mischief is committed on or off School property or at a school-related event.

Reporting Crimes

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

Student Safety Pledge

Recognizing that every student has the right to a safe environment where everyone is treated with respect:

- I understand that I have an essential role in school safety and violence prevention.
- I will immediately report any threats of violence, suicide, presence of weapons, explosives or drugs to school administrators, allowing them to investigate and determine the seriousness of the report.
- I will do all I can to stop harassment of others.
- I will promote the acceptance of individual differences, recognizing that diversity contributes to the strength of my school.
- I understand that the Bob Hope School does not tolerate misbehavior in the classroom or in any area of the school or school related functions.

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Standards for Student Conduct

NOTE: Due to COVID-19, Student Code of Conduct changes will be in effect and are addressed in the COVID-19 Addendum.

Each student is expected to:

- Abide by the Student Safety Pledge.
- Adhere to the requirements of the Student Code of Conduct.
- Attend all classes, regularly and on time.
- Attend all weekly tutorials and Saturday.
- Behave in a responsible manner, always exercising self-discipline.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Demonstrate courtesy and respect, even when others do not.
- Meet the School's standards of grooming and dress.
- Obey all campus and classroom rules.
- Prepare for each class; take appropriate materials and assignments to class.
- Respect the property of others, including School property and facilities.
- Respect the rights and privileges of students, teachers, and other Bob Hope School staff and volunteers.

Discipline Management Techniques

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

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

Techniques

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

- Assignment of school duties such as cleaning or picking up litter.
- Behavioral contracts.
- Cooling-off time or “time-out.”
- Counseling by teachers, counselors, or administrative personnel.
- Rewards for positive behavior.
- Demerits.
- Detention.
- Expulsion from the Bob Hope School, as specified in the expulsion section of the Code.
- Grade reductions for cheating, plagiarism, and as otherwise permitted by policy.
- In-school suspension, as specified in the suspension section of the Code.
- Out-of-school suspension, as specified in the suspension section of the Code.
- Parent-teacher conferences.
- Penalties identified in individual student organizations’ extracurricular standards of behavior.
- Referral to an outside agency or legal authority for criminal prosecution in addition to disciplinary measures imposed by the School.
- School-assessed and school-administered probation (final warning contracts).
- Seating changes within the classroom.
- Sending the student to the office or other assigned area.
- Techniques or penalties identified in individual student organizations’ extracurricular standards of behavior.
- Temporary confiscation of items that disrupt the educational process.
- Verbal correction, oral or written.
- Withdrawal of privileges, such as participation in extracurricular activities, field trips, eligibility for seeking and holding honorary offices, or membership in school-sponsored clubs and organizations.
- Withdrawal or restriction of bus privileges.
- Other strategies and consequences as determined by school officials.

Corporal Punishment

The Bob Hope School will NOT administer corporal punishment upon a student for misconduct.

Student Code of Conduct Offenses

NOTE: All students attending Bob Hope Schools are expected to adhere to the Student Code of Conduct whether attending virtually at home or attending class at school.

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

Level I Offenses:

1. Being in an unauthorized area.
2. Causing an individual to act through the use of threat or coercion.
3. Computer system violations.

4. Damaging or vandalizing property owned by others.
5. Defacing or damaging school property, including textbooks, lockers, furniture, and other equipment, with graffiti or by other means.
6. Disobeying conduct rules regarding school transportation.
7. Disrespect of school staff and persons in authority.
8. Engaging in any misbehavior that gives school officials reasonable cause to believe that such conduct will substantially disrupt the school program or incite violence.
9. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
10. Engaging in inappropriate verbal, physical, or sexual contact directed toward another student or a school employee.
11. Engaging in threatening behavior toward another student or school employee on or off school property.
12. Failure to complete assigned homework.
13. Failure to comply with directives of school staff (insubordination).
14. Failure to comply with school dress code policies and grooming standards.
15. Failure to leave campus within 30 minutes of school dismissal (unless involved in an activity under supervision).
16. Failure to report known hazing, harassment, or bullying of students.
17. Improperly discharging a fire extinguisher.
18. Inappropriate behavior (not abusive, threatening, violent).
19. Inappropriate public display of affection: (Public displays of affection deemed inappropriate by public standards such as lewd or inappropriate—kissing, touching, fondling, holding hands, etc.).
20. Insensitivity to others.
21. Making false accusations or hoaxes regarding school safety.
22. Persistent tardiness (tardy, without excuse, on four or more days within a period of 45 rolling school days).
23. Possessing a razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person.
24. Possessing any electronic devices without permission.
25. Possessing matches, lighters, etc.
26. Possessing aerosol canisters or any other object used to set off fire alarms.
27. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety; using e-mail or Web sites at school to encourage illegal behavior; or threatening school safety.
28. Refusing to accept discipline management techniques assigned by a teacher or the Campus Director.
29. Repeatedly violating campus or classroom standards of behavior.
30. Skipping detention, or mandatory tutorial sessions.
31. Throwing objects that can cause bodily injury or property damage.
32. Using a skateboard, scooter, and/or roller blades while on campus.
33. Using any telecommunications or other electronic devices, without permission, during school hours.

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

1. After school detention.
2. Application of one or more Discipline Management Techniques listed above.
3. Confiscation of cell phones or other electronic devices.

4. Grade reductions for academic dishonesty.
5. In school or out-of-school suspension.
6. Removal from the classroom and/or placement in another classroom.
7. Restitution/restoration, if applicable.
8. Saturday school.
9. School-assessed and school-administered probation.
10. Temporary confiscation of items that disrupt the educational process.
11. Verbal correction.
12. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Offenses

1. Academic dishonesty (cheating or copying the work of another).
2. Assault – student on student.
3. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, secret society, or gang, as defined in Texas Education Code § 37.121.
4. Bypassing of internet blocks on school computers or networks to enter unapproved sites.
5. Committing extortion, coercion, or blackmail (obtaining money or another object of value from an unwilling person).
6. Engaging in conduct on campus that constitutes dating violence, including intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the student has or has had a dating relationship.
7. Engaging in offensive conduct of a sexual nature (verbal or physical).
8. Failure to comply with conditions of in-school suspension placement.
9. Failure to comply with school medication policies.
10. False accusation of conduct that would constitute a misdemeanor or felony.
11. Falsifying records, passes, or other school-related documents.
12. Gambling.
13. Gang activity (nonviolent).
14. Hazing, meaning a knowing, intentional, or reckless act, occurring on or off the campus, by one person alone or acting with others, directed against a student, that endangers the mental or physical health or safety of a student for the purposes of pledging, initiation into, affiliation with, holding office in, or maintaining membership in an organization.
15. Inappropriate behavior (e.g., violent; threat of being violent; racially, ethnically, or culturally motivated actions).
16. Interference with school activities or discipline.
17. Involvement in a felony offense not listed in Title 5, Texas Penal Code, and the School is notified by the police.
18. Leaving and/or skipping class, school property, or school-sponsored events without permission.
19. Making an obscene gesture.
20. Persistent Level I offenses (two or more Level I offenses within a semester).
21. Possessing any Prohibited Items, including but not limited to:
 - a. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic or explosive device;
 - b. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - c. A “look-alike” weapon (includes but is not limited to BB guns, CO2 guns, air pistols or rifles, pellet guns, or any other device designed to appear to be a firearm or other weapon);
 - d. An air gun or BB gun;
 - e. Ammunition;

- f. A stun gun;
 - g. A pocketknife or any other small knife with a blade less than 1.5” in length;
 - h. Mace or pepper spray;
 - i. Matches or a lighter;
 - j. A laser pointer for other than an approved use;
 - k. Any articles not generally considered to be weapons, including school supplies, when the Campus Director or designee determines that a danger exists.
22. Possessing drug paraphernalia.
 23. Possessing or being under the influence of another person’s prescription drug.
 24. Possessing or selling look-alike drugs or items attempted to be passed off as drugs or contraband.
 25. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
 26. Possessing or using alcohol.
 27. Possessing prescription drugs, giving a prescription drug to another student.
 28. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or a school-related or school-sanctioned activity on or off school property.
 29. Possessing, viewing, or distributing pictures, text messages, emails, or other material of a sexual nature in any media format.
 30. Refusing to allow lawful student search.
 31. Sexual harassment/sexual abuse not defined as a Level III offense.
 32. Threats (nonviolent/verbal or written).
 33. Throwing object not considered an illegal weapon that can cause bodily injury or property damage.
 34. Unruly, disruptive, or abusive behavior that interferes with the teacher’s ability to communicate effectively with the students in the class.
 35. Use of profanity or vulgar/offensive language (orally or in writing).
 36. Using the Internet or other electronic communications to threaten students or employees, or cause disruption to the school program.
 37. Verbal or written abuse (e.g., name calling, racial or ethnic slurs, or derogatory statements that may disrupt the school environment, etc.).
 38. Willful destruction of school or personal property and/or vandalism.
 39. Theft on school property.
 40. Selling unauthorized products on school property.

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

1. Any applicable Level I Disciplinary Consequence or Discipline Management Technique listed above, including multiple consequences as deemed appropriate by the School.
2. Out-of-school suspension for up to five days.
3. Expulsion.

Level III Offenses

1. Abusing a student’s own prescription drug, giving a prescription drug to another student, or possessing or being under the influence of another person’s prescription drug while on school property or at a school-related event. (See glossary for “abuse.”)
2. Aggravated assault.
3. Fighting/mutual combat.

4. If the student will be out for more than three (3) consecutive days, the school has the right to withdraw the student and fill that available opening with a new student. (Excessive absences.)
5. Aggravated kidnapping.
6. Aggravated robbery.
7. Aggravated sexual assault
8. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
9. Arson.
10. Assault.
11. Burglary of a motor vehicle on campus.
12. Capital murder.
13. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
14. Commission of a felony offense listed under Title 5, Texas Penal Code. (See glossary.)
15. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - a. Engaging in conduct punishable as a felony.
 - b. Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - c. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (See glossary for "under the influence.").
 - d. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
 - e. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - f. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
16. Conduct endangering the health and safety of others.
17. Creation of a "hit list" under Texas Education Code § 37.001(b)(3).
18. Criminal attempt to commit murder or capital murder.
19. Criminal mischief.
20. Criminally negligent homicide.
21. Deliberate destruction or tampering with school computer data or networks.
22. Engaging in bullying and/or cyberbullying.
23. Engaging in bullying that encourages a student to commit or attempt to commit suicide.
24. Engaging in conduct punishable as a felony.
25. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school.
26. Engaging in conduct punishable as a Level III expulsion offense when the conduct occurs off school property and not at a school-sponsored or school-related event, and the conduct creates a substantial disruption to the educational environment.
27. Engaging in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - a. The student receives deferred prosecution (see glossary);
 - b. A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
 - c. The Campus Director or designee has reasonable belief (see glossary) that the student engaged in the conduct.

28. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another student or School employee.
29. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a School student, employee, or volunteer.
30. Engaging in conduct that contains the elements of retaliation against any Bob Hope School employee or volunteer, whether on or off of school property.
31. Engaging in inappropriate or indecent exposure of private body parts.
32. Engaging in online impersonation.
33. Felony criminal mischief against school property, another student, or school staff.
34. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
35. Inappropriate sexual conduct.
36. Inciting violence against a student through group bullying.
37. Indecency with a child.
38. Inhalant abuse.
39. Issuing a false fire alarm.
40. Manslaughter.
41. Murder.
42. Persistent Level I offenses (four or more Level I offenses committed in any one school year).
43. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
44. Possessing, selling, distributing, or being under the influence of inhalants.
45. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
46. Possession, use, transfer or exhibition of any firearm, location-restricted knife, club, or any other prohibited weapon or harmful object (as determined by the Bob Hope School).
47. Public lewdness.
48. Releasing or threatening to release “intimate visual material” of a minor or a student who is 18 years of age or older without the student’s consent. (See glossary.)
49. Required registration as a sex offender.
50. Selling, giving, or delivering to another person or possessing, using, or being under the influence of marijuana, a controlled substance, a dangerous drug, or an alcoholic beverage.
51. Setting or attempting to set fire on school property.
52. Sexual abuse of a young child or children.
53. Sexual assault.
54. Stealing from students, staff, or the Bob Hope School.
55. Targeting another individual for bodily harm.
56. Use, exhibition, or possession of a knife with a blade more than 1.5” in length, including but not limited to switchblade knives or any other knife not defined as a location-restricted knife.
57. Use, exhibition, or possession of a hand instrument designed to cut or stab another by being thrown, including but not limited to a dagger; dirk; stiletto; poniard; bowie knife; sword; spear; or as otherwise defined by Board policy.
58. Vandalism or conduct constituting criminal mischief with respect to school facilities or property.
59. Violating computer use policies, rules, or agreements of the School, such as the Student Acceptable Use policy, including but not limited to:
 - a. Attempting to access or circumvent passwords or other security-related information of the School or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.

- b. Attempting to alter, destroy, or disable the School's computer equipment, school data, the data of others, or other networks connected to the School's system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
 - c. Using the Internet or other electronic communications to threaten Bob Hope School students, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
60. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.
61. Academic dishonesty on state assessment.

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

- 1. Out of school suspension for five–ten days.
- 2. Expulsion.

Student Code of Conduct Consequences

Detention

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

After School Detention

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

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

Suspension

The Bob Hope School utilizes two kinds of suspension: out of school suspension and in school suspension.

Out of School Suspension

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

Removal from School Transportation

A student being transported by School transportation to or from school or a school-sponsored or school-related activity may be removed from a school vehicle for conduct violating the school's established standards for conduct in a school vehicle.

Conferences, Hearings, and Appeals

All students are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and Bob Hope School policy.

Process for Suspensions Lasting Up to Five Days

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

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

Prerequisites to Suspension

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

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

Notification to Parents/Guardians

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

Credit During Suspension

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

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

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

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

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

1. May be present;

2. Shall have an opportunity to present evidence;
3. Shall be apprised and informed of the School's evidence;
4. May be accompanied by his or her parent(s)

Hearing Before the Campus Director

Bob Hope School shall make a good faith effort to inform the student and the student's parent(s) of the time and place for the hearing, and the School shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends.

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

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

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

Appeal to the Board of Directors

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

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

No Credit Earned

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

Emergency Placement and Expulsion

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

Placement of Students with Disabilities

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

Suspension/Expulsion Requirement

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

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, Bob Hope 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 school. The Campus Director may modify the term of expulsion for a student or assess another comparable penalty that results in the student's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

For the purposes of this section, "firearm" means:

1. Any weapon – including a starter gun – which will, or is designed to, or which may readily be converted to expel a projectile by the action of an explosive from the frame or receiver of any such weapon;
2. Any firearm muffler or firearm silencer;
3. Any destructive device. "Destructive device" means any explosive, incendiary or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than 1/4 ounce, mine, or device similar to any of the preceding described devices. It also means any type of weapon – other than a shotgun shell or a shotgun that is generally recognized as particularly suitable for sporting purposes – by whatever name known which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than 1/2 inch in diameter; and any combination of parts either designed or intended for use in converting any device into a destructive device as described, and from which a destructive device may be readily assembled.

Glossary

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

Abuse is improper or excessive use.

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

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

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

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

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

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

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

Arson also occurs when a person:

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

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

Bullying is defined as a single significant act or a pattern of acts by one or more students directed at another student that exploits an imbalance of power and involves engaging in written or verbal expression, expression through electronic means, or physical conduct that (1) has the effect or will have the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student's person or of damage to the student's property; (2) is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student; (3) materially and substantially disrupts the educational process or the orderly operation of a classroom or the School; or (4) infringes on the rights of the victim at school. Bullying also includes "cyberbullying," which means bullying that is done through the use of any electronic communication device including a cellular or other type of telephone, a computer, a camera, electronic mail, instant messaging, text messaging, a social media application, an Internet website, or any other Internet-based communication tool. Bullying conduct includes conduct (1) that occurs on or is delivered to School property or to the site of a school-sponsored or school-related activity on or off school property; (2) that occurs on a publicly or privately owned school bus or vehicle being used for transportation of students to or from school or a school-sponsored or school-related activity; and (3) cyberbullying that occurs off School property or outside of a school-sponsored or school-related activity if the cyberbullying (i) interferes with a student's educational opportunities or (ii) substantially disrupts the orderly operation of a classroom, the School, or a school-sponsored or school-related activity.

Breach of computer security includes knowingly accessing a computer, computer network, or computer system without the effective consent of the owner as defined in Texas Penal Code 33.02, if the conduct involves accessing a computer, computer network, or computer system owned by or operated on behalf of a public school; and the student knowingly alters, damages, or deletes school property or information; or commits a breach of any other computer, computer network, or computer system.

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

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

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

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

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

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

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

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

Delinquent conduct is conduct that:

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

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

E-cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual

inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

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

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

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

Firearm is defined by federal law (18 U.S.C. § 921(a)) as:

- Any weapon (including a starter gun) that will, is designed to, or may readily be converted to expel a projectile by the action of an explosive;
- The frame or receiver of any such weapon;
- Any firearm muffler or firearm weapon; or
- Any destructive device, such as any explosive, incendiary or poison gas bomb, or grenade.

Such term does not include an antique firearm.

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

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

Hacking is the gaining of unauthorized access to data in a system or computer.

Handgun is defined by Texas Penal Code § 46.01 as any firearm that is designed, made, or adapted to be fired with one hand.

Harassment is:

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

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

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

Improvised explosive device is defined by Texas Penal Code § 46.01 as a completed and operational bomb designed to cause serious bodily injury, death, or substantial property damage that is fabricated in an improvised manner using nonmilitary components.

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

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

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

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

Look-alike weapon means an item that resembles a weapon but is not intended to be used to cause serious bodily injury.

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

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

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

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

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

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

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

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

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

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

Pubic lewdness occurs when a person knowingly engages in an act of sexual intercourse, deviate sexual intercourse, or sexual contact in a public place or, if not in a public place, is reckless about whether another is present who will be offended or alarmed by the act.

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

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

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

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

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

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

Tire deflation device means a device, including a caltrop or spike strip, that, when driven over, impedes or stops the movement of a wheeled vehicle by puncturing one or more of the vehicle's tires.

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

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

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

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

SECTION 5: ESPECIALLY FOR PARENTS

Accommodations for Children of Military Families

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

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

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

Communication between Home and School

Good communication between home and school regarding a child's education is more than a "plus"; it's essential for the student to make the most of the opportunities provided. School communication starts with information documents such as this Handbook, progress reports and report cards, and student work for parents to review and sign.

Communication might also include requests for conferences—initiated by the School or the parent—to discuss student progress, to find out more about the curriculum and how the parent can support learning, to head off or resolve problems, etc. A parent who wants to schedule a phone or in-person conference with a teacher, counselor, or administrator should call the school office for an appointment. Generally a teacher will be able to meet with parents or return calls during his or her conference period, although other mutually convenient times before or after school might be arranged as well.

Notice of Teacher Qualifications

Bob Hope School will provide parents with the qualifications of each teacher employed by the school. Parents may also request, and the School will provide in a timely manner, information regarding the

Commented [A51]: Taken from page 17 of the current handbook.

professional qualifications of their student’s classroom teachers. Information provided in response to a parent request will include, at a minimum:

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

Parent Contact Information

Parents are responsible for notifying Bob Hope School of any changes in their address, telephone number, and/or email address so that we can update our records accordingly. It is important for parent communication that the School has a valid, working parent email address.

Commented [A52]: Replaces “Change of Address” from page 18 of the current handbook.

Parent Involvement, Responsibilities, and Rights

Education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication, and includes parents, teachers, administrators, and the Board of Directors. Every parent is urged to:

Commented [A53]: Combined “Parental Involvement, Responsibilities and Rights” and “Parental Involvement Policy” from pages 37-38 of the current handbook.

- Encourage your child to place a high priority on education and commit to making the most of the educational opportunities provided by Bob Hope School.
- Review the information in the Student-Parent Handbook (including the Student Code of Conduct) with your child and sign and return the acknowledgment form.
- Become familiar with all of the child’s school activities and with the School’s academic programs. Discuss with the School any questions, such as concerns about placement, assignment, and the options available to the child. Monitor the child’s academic progress and contact teachers as needed.
- Attend all conferences set by teachers.
- Review your child’s school records on a regular basis.
- Help your child learn good study habits.
- Review your children’s agenda book and homework before they return to school each day.
- Set up a system to help your child remember to take materials to school each morning. For example, place your child’s backpack or supplies next to the front door each night before your child goes to bed. Students will not be allowed to call home to have items brought to them during school hours.
- Help your child complete homework as soon as he or she comes home from school. You can ask to see what work was turned in that day, and check to see what homework has been assigned.

Personal Messages

In order to keep classroom interruptions to a minimum, office personnel will not deliver personal messages to students during class time except in case of an emergency. Parents are encouraged to communicate any instructions to their children before they arrive at school.

Commented [A54]: Taken from page 18 of the current handbook.

Student or Parent Complaints and Concerns

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

Commented [A55]: Replaces “Student Complaints” from pages 48-49 of the current handbook.

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

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

The CEO may develop more detailed grievance procedures. The CEO shall ensure that the school's grievance procedures are provided to all parents and students. The formal grievance procedure shall provide for any grievance to ultimately be considered or heard by the Board of Directors in accordance with Commissioner of Education rules.

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

Informal Conferences

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

Formal Grievance Process

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

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

Level One Complaint –Campus Director Review

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

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

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

Level Two Complaint –CEO Review

If the parent or student is not satisfied with the Level One Decision, or if no Decision is provided, the parent or student may file a written appeal to the CEO. The appeal must include a signed statement of the complaint, any evidence supporting the complaint, and a copy of the written complaint to the Campus

Director and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints unrelated to the original complaint. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Decision is made.

The CEO or designee will meet with the complaining parent or student. Following this conference, the CEO or designee shall issue a Level Two Decision within ten days of the written appeal.

Level Three – Board of Directors Review

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

The Board of Directors shall hear the student or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the student or parent and Bob Hope School will be considered.

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

If the complaint involves concerns or charges regarding a student or Bob Hope School employee, it shall be heard by the Board in closed meeting unless the student or employee to whom the complaint pertains requests that it be heard in public.

Additional Complaint Procedures

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

1. Complaints alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, or any other characteristic protected by law shall be submitted as described in the “Freedom from Discrimination, Harassment, and Retaliation” section of this Handbook.
2. Complaints concerning retaliation related to discrimination and harassment shall be submitted as described in “Reporting Procedures” portion of “Freedom from Discrimination, Harassment, and Retaliation” in this Handbook.
3. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in the “Freedom from Bullying and Cyber-Bullying” section of this Handbook.
4. For complaints concerning loss of credit on the basis of attendance.
5. For complaints concerning disciplinary long-term suspensions and/or expulsions.
6. Complaints concerning the identification, evaluation, or educational placement of a student with a disability within the scope of Section 504 shall be submitted as described in “Student or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and as described in the procedural safeguards handbook.
7. Complaints concerning the identification, evaluation, educational placement, or discipline of a student with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all students referred to special education.
8. Complaints regarding the Free and Reduced Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior

civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Surveys and Activities

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

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

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

“Opting Out” of Surveys and Activities

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

1. Any survey concerning the private information listed above, regardless of funding;
2. School activities involving the collection, disclosure, or use of personal information gathered from their student for the purpose of marketing or selling that information;
3. A non-emergency, invasive physical examination, or screening required as a condition of attendance, administered and scheduled by the school in advance and not necessary to protect the immediate health and safety of the student (exceptions are hearing, vision, or scoliosis screenings, or any physical exam of screening permitted or required under state law.)

SECTION 6: IMPORTANT NOTICES

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

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

The Right to Inspect and Review

Parents and/or eligible students have the right to inspect and review the student’s educational records within 45 days of the day the school receives an access. Parents or eligible students should submit to the Campus Director or designee a written request that identifies the record(s) they wish to inspect. Bob Hope School

Commented [AMK56]: Replaces “Student Records” from pages 49-51 of the current handbook.

will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

If circumstances effectively prevent the parent or eligible student from exercising the right to inspect and review the student's educational records, Bob Hope School shall provide the parent or eligible student with a copy of the records requested to make arrangements for the parent or eligible student to inspect and review the requested records.

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

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

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

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

The Right to Consent Prior to Disclosure

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

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

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

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

The Right to File a Complaint

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

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

Access to Medical Records

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

Notice for Directory Information

Under FERPA, Bob Hope School must, with certain exceptions, obtain written consent prior to the disclosure of personally identifiable information from a student’s education records. However, Bob Hope School may disclose appropriately designated “directory information” without written consent, unless a parent or eligible student has advised Bob Hope School, in writing, to the contrary. The primary purpose of directory information is to allow the school to include this type of information from a student’s education records in certain school publications.

Bob Hope School has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

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

School-related purposes are those events/activities that Bob Hope School conducts and/or sponsors to support the school’s educational mission. Examples include, but are not limited to:

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

Bob Hope School has designated the following categories of information as directory information for purposes of disclosure to military recruiters and institutions of higher education, but only for secondary students:

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

Bob Hope School has designated the following categories of information as directory information for purposes of responding to requests for general student information made by law enforcement officials and authorities:

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

Bob Hope School shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes; for the purpose of disclosure to military recruiters and institutions of higher education for secondary students; and for the purpose of disclosure upon request by law enforcement officials and authorities.

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

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

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

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

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

PLEASE CIRCLE YES OR NO

For all students:

YES	NO	I give permission for my student’s name and photograph to be included in the Bob Hope School yearbook.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or Bob Hope School personnel for use in educational purposes, and their name shared.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or Bob Hope School personnel for use in educational purposes, and their name not shared.
YES	NO	I give permission for my student’s artwork, projects, photographs, etc., which may include their name, to be used or displayed in any Bob Hope School communication devices. Examples include media coverage, printed materials, marketing, and websites.
YES	NO	I give permission for my student’s name, address, and telephone number to be provided upon request by law enforcement officials and authorities.

For secondary students only:

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

PRINT Student’s Full Legal Name

Student’s Date of Birth

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

Parent/Guardian Signature
or Eligible Student Signature

Date

Use of Student Work in School Publications

Occasionally, the Bob Hope School (the “School”) wishes to display or publish student artwork, photos taken by the student, or other original work on the school’s website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. The School agrees to use these student projects in this manner.

Parents: Please circle one of the choices below:

I, parent of _____ (student’s name), **(do give)** **(do not give)** the Bob Hope School permission to use my child’s artwork, photos, or other original work in the manner described above.

Parent Signature: _____

Date: _____

Student Acceptable Use Policy

Computer Resources

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

Technology Mission Statement

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

Instructional Resource

The School is proud to bring network and Internet access to school staff and students. The School believes the Internet offers many diverse and unique resources to both student and staff. The School’s goal in providing these services to staff and students is to promote educational excellence by facilitating resource sharing innovative teaching, and communication skills.

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

Student Safety

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

Purpose

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

User Responsibilities

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

1. The use of the school’s Internet and computer network must be in support of educational goals, research, and class assignments and be consistent with the educational objectives of the School.

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

Policy Terms and Conditions

Acceptable Use

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

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

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

Monitored Use

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

Vandalism

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

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

Network Etiquette

Each network user is expected to:

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

Consequences

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

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

Violations of law may also result in criminal prosecution as well as disciplinary action by the Bob Hope School.

Acceptable Use Agreement Acknowledgment Form

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

Student Name

Student Signature

Date

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

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

Parent/Guardian

Date

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by the Bob Hope School (the "School").

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

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

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

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

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of student)

(Printed name of student)

_____ Date: _____
(Signature of parent/guardian)

Food Allergy Notification Form

Dear Parents,

The Bob Hope School is required by law to request, at the time of enrollment, that the parent or guardian of each student attending the School disclose the student's food allergies. This form will satisfy this requirement.

This form allows you to disclose whether your child has a food allergy or severe food allergy that you believe should be disclosed in order for the School to take necessary precautions for your child's safety.

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

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

Food:	Nature of allergic reaction to the food:

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

Student Name: _____ Date of Birth: _____

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

Parent/Guardian Name: _____ Date: _____

Parent/Guardian Signature: _____

Date form received by the School: _____

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

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

Printed Name of Student: _____ Grade: _____

Signature of Student: _____ Date: _____

Signature of Parent: _____ Date: _____

COVID-16 ADDENDUM

2020-2021 SCHOOL START AND END TIMES:

8:00 AM – 4:00 PM Bob Hope Elementary School, Pt. Arthur
8:00 AM – 4:00 PM Bob Hope Elementary School, Beaumont
8:00 AM – 4:30 PM Bob Hope Middle School
8:00 AM – 4:30 PM Bob Hope High School

Arrival and Dismissal procedures during the coronavirus pandemic will be provided parents prior to students returning to campuses.

2020-2021 ATTENDANCE POLICY DURING CORONAVIRUS PANDEMIC:

In School Instruction – A student will be physically present in the classroom. These students would be on an A/B Schedule. This would apply to all students in grades Pre-K through 12th.

- **Official ADA Times**

- o Bob Hope Elementary – Port Arthur
 - ♣ PK Full Day, Kg-5th Grade – 9:55 a.m.
 - ♣ PK Half Day AM -9:55 a.m.
 - ♣ PK Half Day PM – 12:30 p.m.
- o Bob Hope Elementary – Beaumont
 - ♣ PK Full Day, Kg-6th Grade – 9:55 a.m.
 - ♣ PK Half Day AM -9:55 a.m.
 - ♣ PK Half Day PM – 12:30 p.m.
- o Bob Hope Middle School (6-8)
 - ♣ 6th – 8th – 9:55 a.m.
- o Bob Hope High School (9-12)
 - ♣ 9th – 12th – 9:30 a.m.

Synchronous Instruction – These students would be working from home on their Chromebook. The instruction would be between the teacher and the student and would be live. This would apply to all students in grades 3rd through 12th.

Note: FSP funding not available for PK-2nd Grade

- **Official ADA Times**

- o Bob Hope Elementary – Port Arthur
 - ♣ 3rd -5th Grade – 9:55 a.m.
- o Bob Hope Elementary – Beaumont
 - ♣ 3rd – 6th Grade – 9:55 a.m.
- o Bob Hope Middle School (6-8)
 - ♣ 6th – 8th – 9:55 a.m.
- o Bob Hope High School (9-12)
 - ♣ 9th – 12th – 9:30 a.m.

Asynchronous Instruction – These students would be working from home on their own time and interact intermittently with the teacher via their computer, other electronic devices, or over the phone. This applies to students in grades Pre-K through 2nd and may apply to students in grades 3rd – 12th.

- **Official ADA Times**
 - o Attendance will be based on daily contact with teacher
- Student engagement can be tracked daily by the following:
 - o Daily progress in the learning management system (LMS), as defined in the approved learning plan, or
 - o Daily progress via teacher-student interactions, as defined in the approved learning plan, or
 - o Completion/turn in of assignments from students to teachers.

In School Instruction Attendance Plan:

A teacher or campus representative will input the student’s daily attendance into gradebook at the designated ADA and at the start of each class. If a teacher does not have gradebook access, paper rosters will be given to them for attendance taking purposes

Synchronous Instruction Attendance Plan:

A teacher or campus representative will input the student’s daily attendance into gradebook at the designated ADA and at the start of each class. If a teacher does not have gradebook access, paper rosters will be given to them for attendance taking purposes.

Asynchronous Instruction Attendance Plan:

A teacher or campus representative will input the student’s daily attendance into the Student Information System (SIS) for the asynchronous method, based on the student’s daily engagement with the LMS or other instructional avenue and/or the daily contact with the teacher, by marking the student remote asynchronous present or absent on that day.

- If the LEA has an approved remote asynchronous plan with students participating in both synchronous and asynchronous classes, the student’s attendance recorded by the teacher in the synchronous class can count for official attendance for funding purposes. **A student who misses the synchronous class can still be counted remote asynchronous present for the day by engaging with the teacher or progressing in the LMS during that same day.**

2020-2021 VISITOR POLICY:

To prevent COVID-positive individuals from entering our campuses, this health screening will be provided to any VISITOR upon arrival at ALL Bob Hope campuses. It will also be used for other groups, including parents.

The questions are indicated below. If the visitor passes the screening, the information will not be retained. If the screening is not passed, the information will be retained until you meet the criteria to return to campus, including allowing the potential infectious period to pass.

CONFIDENTIAL HEALTH SCREENING Have you experienced any of the following symptoms that indicate a possible COVID-19 infection?

- Temperature of 100.4 degrees Fahrenheit or higher when taken by mouth;
- Sore throat;
- New uncontrolled cough that causes difficulty breathing (or, for students with a chronic allergic/asthmatic cough, a change in their cough from baseline);
- Diarrhea, vomiting, or abdominal pain; or
- New onset of severe headache, especially with a fever.

2. Have you had close contact with any individual who is lab-confirmed with COVID-19 in the last 14 days? Close contact is defined as:

- Being directly exposed to infectious secretions (e.g., being coughed on); or
- Being within six (6) feet for a cumulative duration of 15 minutes.

If either occurred at any time in the last 14 days at the same time the infected individual was infectious.

2020-2021 VOLUNTEER POLICY

To prevent the spread of COVID-19, volunteering on Bob Hope campuses will be suspended until further notice.