Wonderland Inc.

BEATRICE MAYES INSTITUTE
A WONDERLAND INC. SCHOOL



PARENT & STUDENT HANDBOOK & CODE OF CONDUCT

Expanding Minds, Building Character
and Inspiring Community Action

5807 Calhoun Road Houston, Texas 77021 (713) 747- 5629

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BEATRICE MAYES
INSTITUTE
A WONDERLAND INC. SCHOOL

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Welcome

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

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

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

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

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

Board of Directors

Board of Directors

THE PHILOSOPHY

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

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

DISCRIMINATION

State and federal laws prohibit discrimination. Beatrice Mayes Institute complies with all nondiscrimination rules and regulations and does not permit discrimination against students based on race, color, national origin, sex or gender, disability, sexual orientation, family situation, age, religion or political affiliation in providing educational services, activities, and programs, including vocational and career technology programs. Beatrice Mays Institute complies with Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972 ("Title IX"); 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.

As required by Title IX, Beatrice Mayes Institute does not (and is required not to) discriminate on the basis of sex in its educational programs or activities. This non-discrimination requirement applies to admission to and employment with Beatrice Mayes Institute. Inquiries into issues related to Title IX may be referred to Beatrice Mayes Institute Title IX Coordinator (identified below), to the Assistant Secretary for Civil Rights of the Department of Education, or both.

Any questions or concerns about Beatrice Mayes Institute'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 documentation within two (2) days.
- Attend all parent meetings, conferences, events, and programs.
- Ensure my child adheres to the dress code.
- Ensure my child(ren) follows the rules in this handbook.
- Understand the school is not responsible for my child(ren)'s behavior.

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



ACCREDITATION AND GOVERNANCE

Beatrice Mayes Institute is a state-funded school consisting of grades kindergarten (K) through eighth (8) and is fully accredited by Cognia Accreditation for Schools.

MISSION

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

VISION

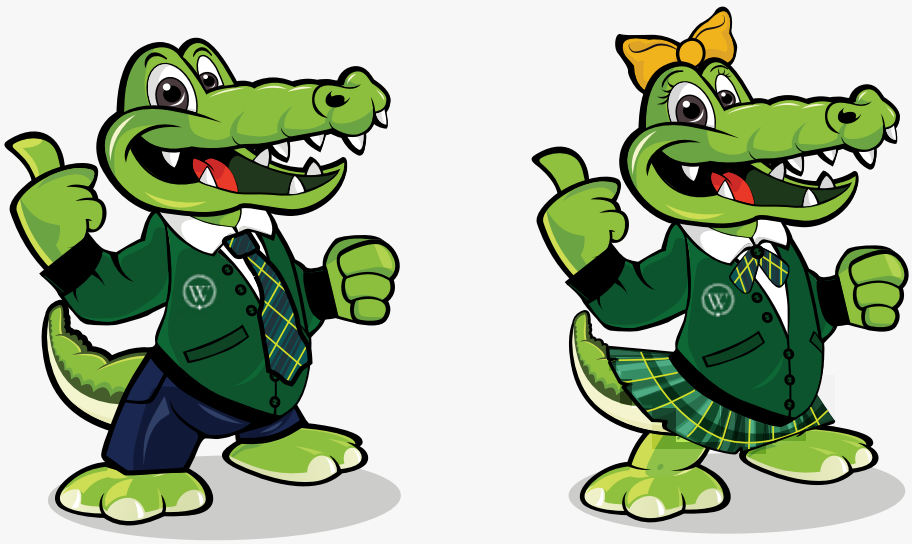
BMI's vision is to become a model school for the community by becoming an exemplary school, a school with a city-wide, state-wide, and ultimately national reputation for excellence and innovation

in academic achievement. To accomplish this, BMI must ensure that its students consistently perform academically in the 90th percentile or above as reflected by various standards of achievement, including standardized testing methods.

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

SCHOOL MASCOT

The school mascot for Beatrice Mayes Institute is Alex and Alexia, the Gators.



SCHOOL SONG

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

SCHOOL COLORS

Beatrice Mayes Institute colors are green and gold.

SCHOOL LOGO

BEATRICE MAYES
INSTITUTE
A WONDERLAND INC. SCHOOL

PARENT-TEACHER ORGANIZATION (PTO)

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

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

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



- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/ gender (including sexual harassment), is Terrance Watts, the Chief Operations Officer, 5807 Calhoun Road, Houston, TX 77021, **greatminds@bmischool.org,** 713-747-5629.
- Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is Special Education Coordinator, 5807 Calhoun Road, Houston, TX 77021, Dedra John son, the Chief Academic Officer, 713-747-5629.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is Terrance Watts, Chief Operations Officer, 5807 Calhoun Road, Houston, TX 77021, **greatminds@bmischool.org,** 713-747-5629.
- All other concerns regarding discrimination may be directed to Terrance Watts, Chief Operations Officer, 5807 Calhoun Road, Houston, TX 77021, **greatminds@bmischool.org,** 713-747-5629.

RESPONSIBILITIES OF STUDENTS AND PARENTS

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

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

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

A Student's Commitment consists of the following:

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

A Parent's Commitment consists of the following:

- Ensure my child(ren)'s promptness to school and/or events and programs
- Send my child(ren) to school each school day, excluding any severe illness.
- Read all documentation sent home carefully; sign documentation when deemed and submit

NATURE OF PARENTAL INVOLVEMENT IN DECISION-MAKING

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

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

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

- Monthly PTO Meetings
- Parent V olunteer Program Guidelines
- Leadership organization to work with community churches, agencies, and businesses
- Fall Festival
- Career Day
- Community Health Fair
- Thanksgiving Luncheon
- Grandparents' Day

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

NATURE OF STUDENT INVOLVEMENT IN DECISION-MAKING

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

will spend their time on a daily/weekly basis.

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

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



Past projects that students have initiated were:

- Thanksgiving food drive
- Christmas toy and clothing drive
- Sponsoring families for Thanksgiving or Christmas
- Entertaining senior citizens in convalescent homes
- Selecting various fundraising activities sponsored by local charitable organizations to participate in.

PARENT AL MISCONDUCT POLICY

Description

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

When and Where These Rules Apply

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

Rationale

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

General Acts of Parental Misconduct

- Cheating/Doing students coursework
- Taking unauthorized students out of the classroom or school grounds without the permission of school personnel and/or parent or guardian
- Using behavior or comments which are profane, insulting, harassing, sexist, racist, abusive, or disrespectful
- Threatening the safety of school personnel, students, visitors, volunteers, and/or other parents
- Posting or distributing unauthorized materials on school grounds
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Loitering in unauthorized areas
- Failure to maintain financial responsibility regarding school functions and activities
- Any other acts that interfere with the orderly educational process in the classroom or the school

- Accessing materials and sites on the internet that are deemed to be inappropriate by Wonderland, Inc.
- Sending or forwarding inappropriate and unsolicited email, including email containing offensive language, untruthful statements, junk email, chain letters, or jokes to school personnel work email accounts.
- Using behavior or making unbecoming comments on social media and/or other forums.
- Teacher Harassment Inappropriate Dress/ Attire
- General Enforcement Guidelines



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

1. Enforcement shall be administered when necessary to protect the students, school employees, or property and to maintain essential order and discipline.

2. Parents/guardians and students shall be treated fairly and equitably. Enforcement shall be based on a careful assessment of the circumstances of each case. Factors that must be considered in each decision concerning suspension, expulsion, or involving City of Houston and/or Harris County Law Enforcement Agencies, regardless of whether the decision concerns a mandatory or discretionary action, include such factors as:

- Seriousness of the offense
- Intent when engaged in the conduct
- Parent's history with faculty and staff
- Parent's attitude
- Potential effect of the misconduct on the school environment
- State law requirements for certain disciplinary consequences
- Whether the facts of the case warrant consideration of self-defense as a mitigating factor

in the assessment of any punishment
- Whether the student has a disability that substantially impairs the student's
- Capacity to appreciate the wrongfulness of the student's conduct

3. Serious offenses are those that substantially disrupt or materially interfere with the orderly process in the classroom, in school, or any school-related activity and may include persistent misbehavior. Persistence shall be defined as more than one instance of misconduct.

THE TEN COMMANDMENTS OF SUCCESS

WORK HARD
Hard work is the best investment a man can make

STUDY HARD
Knowledge enables a man to work more intelligently and effectively.

HAVE INITIATIVE
Ruts often deepen into graves.

LOVE YOUR WORK
Then you will find pleasure in mastering it.

BE EXACT
Slipshod methods bring slipshod results.

HAVE THE SPIRIT OF CONQUEST
Thus, you can overcome difficulties.

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

HELP AND SHARE WITH OTHERS
The real test of business greatness lies in giving opportunity to others.

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

IN ALL THINGS DO YOUR BEST
The man who has done his best has done everything. The man who has done less than his best has done nothing.

Charles Schwab Carnegie Steel Company - 1897

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. Additionally, as allowed by Chapter 12 of the Texas Education Code, Beatrice Mayes Institute may admit a child of a school employee regardless of whether the child resides in the geographic area served by Beatrice Mayes Institute. The total number of students enrolled in Beatrice Mayes Institute shall not exceed the number of students approved in the charter or subsequent amendments. Total enrollment may further be limited by Beatrice Mayes Institute based on occupancy limitations, code compliance and staffing requirements as deemed necessary.

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

Exclusion from Admission

As authorized by the Beatrice Mayes Institute r 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 Beatrice Mayes Institute.

Submission of Applications and Admissions Process

Students wanting to attend Beatrice Mayes Institute must submit an application during the school's

open enrollment period, which is designated by the school administration. Applications for admission are availableat 5807 Calhoun Road, Houston, TX 77021 and online through the Beatrice Mayes Institute website.

If fewer applications than available spots are received, students will be admitted on a first-come, first-served basis. However, if there are more applications than available spots in any grade level, the same first-come, first-served policy will apply during the open enrollment period.

Each applicant selected during open enrollment will be offered admission until all open seats are filled. Once all spots are taken, remaining applicants will be placed on a waiting list in the order their applications were received.

If a spot becomes available before the start of the next school year, the applicant with the earliest position on the waiting list will be offered admission and removed from the 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 First Come, First Serve Process: Federal guidelines permit Beatrice Mayes Institute to exempt students from participating in the first come, first served admissions process who are already attending Beatrice Mayes Institute; siblings of students already admitted to or attending Beatrice Mayes Institute; and children of Beatrice Mayes Institute's founders, teachers, and staff, so long as the total enrollment.

MCKINNEY-VENTO HOMELESS EDUCATION ASSISTANCE ACT OF 2001

Homeless children and youth are ensured specific educational rights and protections under the McKinney-Vento Homeless Education Assistance Act of 2001. "Children and youth who are homeless," as defined by this federal law, means and includes children who:

- Are abandoned in hospitals, or are awaiting foster care placement.
- Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations.
- Are living in emergency or transitional shelters.
- Are living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative accommodations.
- Are sharing the housing of other persons due to loss of housing, economic hardship, or a similar

reason.

- Have a primary nighttime residence that is a public or private place not designed as a regular sleeping accommodation for human beings.
- Lack a fixed, regular, and adequate nighttime residence.

Children who are homeless will be provided flexibility regarding certain policies and procedures, including proof of residency requirements; immunization requirements; educational program placement; award of credit; eligibility requirements for participating in extracurricular activities; continuing enrollment in the "school of origin" or enrollment in a new school in the attendance area where the student is currently residing; graduation requirements; and other related matters.

Questions concerning assistance offered to homeless students can be obtained from Chief Operations Officer, 5807 Calhoun Road, Houston, TX 77021, greatminds@bmischool.org, 713-747-5629.

STUDENT INFORMATION

Any student admitted to Beatrice Mayes Institute 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 Beatrice Mayes Institute 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 Beatrice Mayes Institute, the parent and school 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 if they fail to meet this requirement.

Beatrice Mayes Institute will forward a student's records on request to a school in which a student seeks or intends to enroll without the necessity of the parents' consent.

Food Allergy Information

Parents should notify Beatrice Mayes Institute when a student has been diagnosed with a food allergy, especially an allergy that could result in dangerous or life-threatening reactions either by inhalation, ingestion, or skin contact with the particular food. It is important to disclose the food to which the student is allergic as well as the nature of the allergic reaction. Please contact the school nurse if your child has a known food allergy or as soon as possible after any diagnosis of a food allergy.

Students with special dietary needs due to food allergies or students who need other food modifications must have a physician complete a special dietary needs form available from Beatrice Mayes Institute. 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 of Directors policy and as permissible under the Family Educational Rights and Privacy Act of 1974 ("FERPA").

Establishing Identification

Any of the following documents are acceptable 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 Beatrice Mayes Institute, 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 indicating 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.

STUDENT CHANGE OF ADDRESS

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

PRINTED MATERIAL

The Superintendent must approve all printed material (brochures, posters, etc.) before material is

displayed or distributed on campus. This does not restrict the distribution of material concerning school- sponsored and approved activities, but all such materials must be approved in advance.

PHOTOGRAPHING AND FILMING STUDENTS



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

Further, BMI may maintain certain video cameras such as hallway cameras for the purpose of school safety. Video recordings are not automatically considered an "education record" of a student under FERPA. Subject to certain exclusions, a video of a student is an "education record" when the video is: (1) directly related to a student; and (2) maintained by an educational agency or institution or by a party acting for the agency or institution.

Determining whether a video recording is "directly related" to a student is context-specific and based upon consideration of the following factors

1. Whether BMI uses the video recording for disciplinary action (or other official purposes) involving

the student (including the victim of any such disciplinary incident);

2. Whether the video recording contains a depiction of an activity:
    a. That resulted in BMI's use of the video for disciplinary action (or other official purposes) involving a student (or, if disciplinary action is pending or has not yet been taken, that would reasonably result in use of the photo or video for disciplinary action involving a student);
    b. That shows a student in violation of local, state, or federal law;
    c. That shows a student getting injured, attacked, victimized, ill, or having a health emergency;
3. The person or entity taking the photo or video intends to make a specific student the focus of the photo or video (e.g., ID photos, or a recording of a student presentation); or
4. The audio or visual content of the photo or video otherwise contains personally identifiable information contained in a student's education record.



On the other hand, a video recording should not be considered "directly related to a student, " and therefore not an education record, without the presence of the above factors or if the student's image is incidental or only captured in the background or if the student's image is shown participating in school activities open to the public and without a student-specific focus.

Access to such recordings is subject to the same parameters and restrictions described above with respect to "education records" of a student. When a "education record" of a student, BMI shall allow, upon request, a parent or eligible student to whom the video recording directly relates to inspect and review or "be informed of" the content of the video. Please note that FERPA does not generally require that BMI release copies of a video recording to the parent or eligible student.

If the video recording constitutes an education record of a student but contains "...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. " BMI must redact or segregate out the portions of the video directly related to other students if it can do so without destroying the meaning of the record prior to providing access to a parent or an eligible student. If BMI is unable to reasonably redact or segregate the video, or if doing so would destroy the meaning of the record, then the parents of each student to whom the video directly relates (or the students themselves if they are eligible students), are permitted under FERPA to inspect and review or be informed of the entire recording even though the video also directly relates to other students.

BIRTHDAYS - ELEMENTARY

Birthdays are special times for young children. If you would like to provide a birthday snack or surprise for your child, please plan this with the student teacher at least 48 hours before the event. Birthday parties take place in the afternoon after 2 PM. Due to limited storage options, please provide ready to eat food items that do not require refrigeration.



BIRTHDAYS – MIDDLE SCHOOL

Middle school students cannot have birthday parties during school hours.

DELIVERY OF GIFTS

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

EDUCATIONAL INFORMATION

CURRICULUM

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

However, we believe that regardless of the challenge encountered, the instructions for each individual should be of such a nature that his/her capacities for learning are developed to the fullest and allow each student to achieve his or her highest potential.

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



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

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

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

PROMOTION

Standards for Promotion

Grade Level	Standard
K - 8th	All students in all grade levels must have sufficient attendance in order to be promoted. Sufficient attendance is defined as a student's total number of unexcused absences cannot exceed 10% of class meetings.
Kindergarten	Student must earn N or above in core subjects subjects ***(Reading and Math)***
1st / 2nd	Student must earn an average of 70 or above in core subjects ***(Reading, Math and, English Language Arts, Science and Social Studies)***
3rd/ 4th/ 5th	Student must earn an average of 70 or above in core subjects ***(Reading, Math, English Language Arts, Science, Social Studies)*** AND Students must reach approaches or better on STAAR.
6th/ 7th/ 8th	Student must earn an average of 70 or above in core subjects ***(Reading, Math, English, Science, Social Studies)*** AND Students must reach approaches or better on STAAR.

RETENTION

Standards for Retention

The decision to promote or retain a student is based upon consideration of the overall welfare of the child. Therefore, the decision is made only after carefully weighing both academic and social factors. A student may be considered for retention if they have met any of the following criteria:

1. Failed two or more core subject areas (Reading, English, Mathematics, Science or Social Studies);
2. Failed one or more state assessments consecutively ***(Accelerated Learning Committee with Superintendent Designee recommendation needed for 5th and 8th grade)***
3. Failed Retention Committee educational plan (K-8th) or STAAR Accelerated Learning Committee educational plan (3rd-8th)
4. Missed more than 10% of instructional days in an academic year. The decision must be made by a committee, which is composed of the child's core subject area teachers, the counselor, and the Principal or designee.

Special Education Students: A student' s IEP can modify the school's promotion criteria in whole or in part. Any modified promotion standards shall be determined by the student' s ARD committee and documented in the IEP. A student' s ARD committee will also make determinations on whether a student will be promoted or retained.

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



Parent Option for Students to Repeat Grades or Courses: In certain circumstances, a parent may elect for a student to repeat a grade. Subject to certain restrictions, a parent may elect for a student to:

1. Repeat Kindergarten;
2. Enroll in Kindergarten if the child would have enrolled in Kindergarten in the previous school year and has not yet enrolled in first grade;
3. For grades one through three, repeat the grade the student was enrolled in the previous school year;
4. For grades four through eight, repeat the grade the student was enrolled in the previous school year; and/or

An election for a student to repeat a grade must be made in writing. If BMI disagrees with a parent election for a student to repeat a grade, the school must convene a retention committee and meet with the parent to discuss retention. The meeting must be conducted in person, unless the parent agrees to alternative means. A student may not be retained for a grade if the parent does not meet with the retention committee.

The retention committee will be composed of the Principal or designee, the student's parent, the teacher who taught the grade or course for which the parent wants the student retained or repeated, and additional teachers at the discretion of the Principal, if the student will potentially repeat multiple courses. During the retention meeting, BMI and the parent will discuss the merits of and concerns with advancement and retention, and review and consider the student's grade in each subject or course, the results of any formative or summative assessments administered to the student, and any other available academic information to determine the student's academic readiness for the next grade or a given course.

GRADE MARKING SYSTEM

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

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

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

An "I" (incomplete) is given as a temporary mark only. All missed work must be completed in order to remove the "I"

Kindergarten Only:

Students are assigned alphabetic marks of E (Excellent); G (Good); S (Satisfactory); N (Needs Improvement); or U (Unsatisfactory).

Conduct Grading:

Each teacher in K – 8th grade levels will give a conduct grade for all students.
E (Excellent); G (Good); S (Satisfactory); N (Needs Improvement); or U (Unsatisfactory)

INCOMPLETE

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

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

If an "incomplete" is given to a student, a copy of the Progress Reports will be sent home indicating what assignments (s) or test (s) is/are missing and the deadline for the completed work. If the student does not turn in the incomplete work or does not make arrangements to take a missing test (s) by the assigned deadline, the grade will be entered as a "50" and may no longer be made up.



SPECIAL PROGRAMS

A student may be eligible to receive specialized support if his or her primary language is not English, and the student has difficulty performing regular class work in English. If the student qualifies for these extra services, the Language Proficiency Assessment Committee ("LPAC") will determine the types of services the student needs, including accommodations or modifications related to classroom instruction, local assessments, and state-mandated assessments.

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

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

If a student is experiencing learning difficulties, his or her parent(s) 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 specificaids, accommodations, or services. A parent may request an evaluation for special education or Section 504 services at any time.



SPECIAL EDUCATION REFERRALS

If a parent makes a written request for an initial evaluation for special education services to the director of special education services or an administrative employee of the school district or open enrollment

charter school, the district or charter school must respond no later than 15 school days after receiving the request. At that time, the district or charter school must give the parent a prior written notice of whether it agrees to or refuses to evaluate the student, along with a copy of the Notice of Procedural Safeguards. If the school district or charter school agrees to evaluate the student, it must also give the parent the opportunity to give written consent for the evaluation.

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 the Special Education Coordinator at 713-747-5629.

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: Special Education Coordinator at **713-747-5629.**

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; and
- Texas Project First.

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

BMI 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 BMI's Title I program may be obtained from the Special Education Coordinator at 713-747-5629.

Students with Physical or Mental Impairments Protected under Section 504

A student with a physical or mental impairment that substantially limits a major life activity, as defined by law, and who does not otherwise qualify for special education services may qualify for protections under Section 504 of the Rehabilitation Act of 1973 ("Section 504"). Section 504 is a federal law designed to prohibit discrimination against persons with disabilities. When an evaluation is requested, a committee will be created to determine whether the student needs Section 504 services and supports in order to receive an appropriate education as required by federal law.

STANDARDIZED TESTING

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;**
- Science in **grades 5 and 8;** and
- Social Studies in **grade 8.**

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 admission, review, and dismissal committee.

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

Accelerated Instruction: Grades 3-8

BMI will provide accelerated instruction to each student who fails to perform satisfactorily on the STAAR exam in the third, fourth, fifth, sixth, seventh, or eighth grade. This accelerated instruction will be provided either during the subsequent summer or school year, and consist of instruction meeting the requirements of Education Code § 28.0211(a-1) and 28.0211(a-4), as applicable.

Accelerated instruction provided during the following school year may require participation of the student before or after normal school hours.

In providing this accelerated instruction, BMI may not remove a student, except under circumstances for which a student enrolled in the same grade level who is not receiving accelerated instruction would be removed, from: (1) instruction in the foundation and enrichment curriculum for the grade level in which the student is enrolled, or (2) recess or other physical activity that is available to other students enrolled in the same grade level.

Accelerated Learning Committees

BMI will establish an accelerated learning committee **("ALC")** for for each student who fails to perform satisfactorily on:

1. The third grade mathematics or reading STAAR assessment;
2. The fifth grade mathematics or reading STAAR assessment; or
3. The eighth grade mathematics or reading STAAR assessment.

A student's ALC will be composed of the Principal or designee, the students' parent, and the teacher of the subject of the assessment on which the student failed to perform satisfactorily. The ALC will, not later than the start of the subsequent school year after the student fails to perform satisfactorily on one of the STAAR exams mentioned above, develop an educational plan for the student that provides the necessary accelerated instruction to enable the student to perform at the appropriate grade level by the conclusion of the school year. The educational plan must be documented in writing, and a copy must be provided to the student's parent or guardian.

A parent of a student who fails to perform satisfactorily on one of the STAAR exams mentioned above may submit a written request to the Principal for BMI to consider the student's assignment to a particular classroom teacher in the applicable subject area for the subsequent school year, if more than one



classroom teacher is available. BMI retains discretion to make classroom assignments based on campus needs and classroom capacity.

During the school year, the student's progress will be monitored to ensure that the student is progressing in accordance with the plan. BMI will also administer to the student the assessment instrument for the grade level in which the student is placed at the same time as the assessment is taken by other students in the same grade level.

If a student assigned to an educational plan fails in the subsequent school year to perform satisfactorily on a STAAR exam in the same subject, the Superintendent or designee will meet with the student's ALC to: (1) identify the reason the student did not perform satisfactorily, and (2) determine, in order to ensure the student performs satisfactorily on next administration of the STAAR exam, whether the student's educational plan must be modified and if any additional resources are required for the student.

The student's parent may contest the content or implementation of an educational plan developed by the ALC by submitting a written complaint to the Principal within (1) seven calendar days of the parent's receipt of the educational plan or (2) within seven calendar days of the parent's concern that the educational plan is not being properly implemented. The Special Education Coordinator will conduct a conference with the parent within five school days of the Principal's receipt of the written complaint and issue a written decision within five school days of the conference. A parent who is dissatisfied with the Chief Academic Officer's decision may appeal through BMI's student and parent complaint process, beginning at Superintendent Review.

Special Education Students: *The ARD Committee of a student who participates in the school's special education program and who does not perform satisfactorily on the math or reading portions of the third, fifth, or eighth grade STAAR assessment must meet to determine the manner in which the student will participate in an accelerated instruction program.*

TEXTBOOKS

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

At the beginning of the school year, the teacher will enter the students' names and the school year in the space provided on the inside front cover of each physical textbook. Each subject teacher will enter his/her name. He/She will also record the condition of the physical textbook when it is loaned and returned. This information will aid the school in returning physical textbooks to the proper student or teacher, should they be misplaced. Students will be charged for lost books or excessive

wear due to negligence. (Examples: writing in books, torn or missing pages, water damage, and broken covers).

Each student, or his/her parent/guardian, shall be responsible to the textbook custodian for all books not returned by the student, and any student failing to return all books shall forfeit his/her right to free textbooks until the books previously issued but not returned are paid for by the parent/guardian; however, the student will be provided textbooks for use at school during the school day.



CHROMEBOOKS

Technology is seamlessly integrated into the curriculum offered at BMI. For students in grades K-3, a Chromebook is stored securely in their homeroom class. Students are assigned a Chromebook that they use throughout the day. The Chromebook is returned to the homeroom charging station at the end of the school day. Once a week, third grade students will take their device home. In grades 4th - 8th, a device is assigned to every student. Students use the device throughout the school day and take the device home with them each day. Student access to textbooks, school assignments, and testing are solely distributed through the student portals (Classlink/ Google Suites). Chromebooks are required to successfully complete the assigned curriculum. The policies, procedures and information contained in this document apply to Chromebooks and the other technology devices used by students within BMI. Administrators and teachers may set additional requirements for computer use at their school sites or in their classrooms. The Chromebook and other district-issued devices, email/Google accounts, server space, etc., are the property of the BMI and, as a result, may be subject to inspection at any time. The student should have NO expectation of privacy of materials found on a Chromebook, their Google Drive or Gmail account, etc. Supplied

devices are educational tools and are not intended for personal use, such as gaming, social networking, or high-end computing. Please see Beatrice Mayes Institute Student/ Parent Device Handbook for more information about student and parent responsibilities.

SCHOOL PROPERTY

The cost of repairing any damages to school property made by the student is the responsibility of the parents/ guardians. Records will NOT be released until damages are paid in full.

HOMEWORK

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

LOST AND FOUND

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

CONFERENCES

If a conference is desired, arrangements should be made with the teacher via written notification (email). **Please allow up to 48 business hours for a response from the teacher.** Scheduled conferences are available during the teacher's conference period, or after school. We strongly recommend that younger siblings be left at home or in daycare when visitors plan to visit for a conference. When making an appointment with the student's team of teachers, it is necessary that parents confirm the date and time of parent conferences with the homeroom teacher. BMI encourages an open dialog between parents and teachers, please utilize this tool as needed.

REPORT CARD PARENT/TEACHER CONFERENCE

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

to 48 business hours for a response from the teacher.

Classroom Open Door Policy for Visitors

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

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

Please note that we request parents and other visitors to a classroom, both virtual and in person, to only record video or audio, or take photographs of classroom activities, after receiving permission from the teacher or a campus administrator.



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

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

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

Disruptions

To protect student safety and sustain an educational program free from disruption, state law permits BMI to act against any person–student or nonstudent who:

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

PROGRESS REPORTS

It is the policy of Beatrice Mayes Institute to communicate with parents about their child's progress. Midway through each nine-week grading period, the teacher will provide notice of progress to the parent/guardian of every student. Progress reports may contain academic, behavioral and attendance information. Teachers are encouraged to communicate with parents via telephone, send notes, or arrange conferences to discuss the progress of any student whose work seems out of the ordinary. Parents should note progress report dates on the current school calendar. Parents are encouraged to contact the teacher when a question or concern arises about their child's academic progress. **Please allow up to 48 business hours for a response from the teacher** Parents can monitor grades via Skyward.



REPORT CARDS

A report card is issued to the parent or guardian at the close of each nine-week grading period. Grades obtained during the days of attendance and/or current transferred grades will be the basis for the report card grade. 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. teacher or a campus administrator.

ACADEMIC SUCCESS

HONOR ROLLS

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

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

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

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

NATIONAL JUNIOR HONOR SOCIETY – Middle School

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

FIELD TRIPS

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



- Students must travel by and return on transportation provided by the school.
- Tuesday/ Thursday uniforms are worn on field trips unless otherwise indicated.
  Field trips are paid by students or parents online through RevTrak, our online payment system (as allowed by law). The front office will not accept cash payments. **Please do not give any payments to teachers.** Students will not be denied participation because of financial need.
- BMI may ask a parent to provide information about a student's medical provider and insurance coverage, and may also ask a parent to sign a waiver allowing for emergency medical treatment in the case of a student accident or illness during the field trip.

RECORDS/TRANSCRIPTS

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

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

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

OPERATIONS INFORMATION

HOURS OF OPERATION

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

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

ARRIVAL AND DEPARTURE



Short-term parking space is available in front of the building for use when delivering or picking up your child. When parking in this area, please be certain to turn off the car engine and remove the keys before leaving it - even if only for a few minutes. The extra time and gasoline it might require restarting the engine are far less valuable than the life of a child. If dropping off or picking up your child between the hours of 7:30 a.m. and 4:00 p.m., you will need to watch for children who may be getting in or out of parked cars. **Please follow the drop off and pick up at designated areas assigned by the school designee.**

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

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

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

After 30 minutes of the dismissal time, students remaining on campus will be considered a "Drop-In" to the Extended Day Program. The fee for a "drop- in" is $35.00 per day. All payments must be made by the end of each semester through RevTrak. The infractions are cumulative throughout the year.

School records including, but not limited to, report cards and transcripts will not be released until the "Drop-In" fee(s) are paid in full. **For those parents who continually pick their child up late from school, Beatrice Mayes Institute will report the parents to the local authorities or Texas Child Protective Services.**

ATTENDANCE

Regular school attendance is essential for the student to make the most of his/her education to benefit from teacher-led activities, to build each day's learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student's mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. State law mandates that a student who is at least six years of age, or who is younger than six years of age and has previously been enrolled in first grade, and who has not yet reached their 19th birthday, shall attend school, as well as any applicable accelerated instruction program, extended-year program, or tutorial session, unless the student is otherwise excused from attendance or legally exempt.

A student will be required to attend any assigned accelerated instruction before or after school or during the summer if the student does not meet the passing standards on the state assessment for his or her grade level and/or applicable subject area.

TRACKING STUDENT ATTENDANCE

BMI staff must investigate and report violations of the state compulsory attendance law. A student absent from school without permission from any class, from special programs, or from required tutorials will be considered "truant" and subject to disciplinary action. A court of law may impose penalties against the parent if a school-aged student is deliberately not attending school. BMI may file a complaint against the parent if the student incurs three or more unexcused absences for three or more days or parts of days within a four week period but less than 10 or more days or parts of days within a six-month period, the district shall initiate truancy prevention measures.

Notice to Parents: *Under Texas Education Code § 25.0951(a), you are hereby notified that a referral for 10 or more unexcused absences within six months must be made within 10 school days from the date of the student's 10th absence. If a referral on which a petition for truant conduct is based is untimely, the court shall dismiss the petition unless the district has delayed the referral because the district determines that truancy prevention measures are succeeding and the delay is in the student's best interest.*

BMI 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 § 25.0951; and that a conference between school officials and the parent is needed to discuss the absences.

ATTENDANCE FOR FINAL GRADE OR CREDIT



To receive credit or a final grade in a class, a student must attend 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.

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

PICKUP / TRANSPORTATION AUTHORIZATION

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

PROCEDURES TO FOLLOW WHEN ABSENT FROM SCHOOL

Student absences can be reported by using our "Report an Absence" form on the school website or a handwritten note from the parent or teacher.

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

Excused absences are granted for the following reasons:

1. Personal illness
2. Serious illness or death in the student's immediate family
3. Emergency medical or dental attention
4. Serious or life-threatening illness or related treatment that makes the student's attendance infeasible, if the student or student's parent provides a certification from a physician licensed to practice medicine in Texas specifying the student's illness and the anticipated period of the student's absence relating to the illness or related treatment
5. Absences approved by the administration in advance
6. Quarantine
7. Observance of religious holy days that require the student's participation
8. Temporary absence resulting from health care appointments, if that student commences classes or returns to school on the same day of the appointment.

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

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

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

MAKE UP WORK

Students that are absent will be given the opportunity to make up work missed within 5 school days

upon returning to school if proper documentation is submitted upon their return. Proper documentation includes but is not limited to a letter by physician (Doctor' notes) and/or court letters. Parent handwritten notes will be accepted in a limited capacity. It is up to the teachers discretion to assign makeup assigned for undocumented absences. It is the student's responsibility to see that the work is made up. During extended absence, work may be requested from the school Elementary or Middle School Principals. Please allow 48 business hours for a response. In special circumstances, the Elementary or Middle School Principals are authorized to give extensions for completion of makeup work, especially in cases where a student may have received an "I."

PROCEDURE TO FOLLOW WHEN TARDY TO SCHOOL

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

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

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

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



UNEXCUSED ABSENCES POLICY:



If a student fails to bring a note from home, an unexcused permit form will be issued. The note from home must be brought the next day. If the student fails to bring a note on the second day, the absence will remain unexcused. Handwritten notes or absences reported through the "Report and Absence" portal will not be accepted after 5 days of the student's return to school. Makeup work or reteaching of the lessons missed due to an unexcused absence is left to the teacher's discretion. No more than 5 handwritten or notification through the "Report an Absences" portal will be accepted per academic year.

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

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

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

Students with Disabilities

If a student with a disability is experiencing attendance issues, the student's ARD or Section 504 committee will determine whether the attendance issues warrant an evaluation, a reevaluation, and/or modifications to the student's individualized education program or Section 504 plan, as appropriate

WITHDRAWALS

Voluntary Withdrawal

Advance notice of 48 hours is required prior to any withdrawal. A copy of an "Intent to Withdraw" form must be submitted to the PEIMS Coordinator or Front Office. A copy of the withdrawal form will be sent to the classroom teacher(s) for completion and then signed by the PEIMS Coordinator and then by the parent/guardian.

When a student withdraws, the teacher will sign the withdrawal forms to verify that all school property is returned. If books, Chromebook (unbroken), power cord, or school property are not returned, a student will not be able to get a withdrawal until the missing school property is paid for or returned.

The PEIMS Coordinator must have the name of the city or new school to which the student is moving. This is necessary in order to forward student records. All records will be sent electronically through the TREX electronic record system to any Texas School.

Involuntary Withdrawal

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

LEAVING SCHOOL DURING THE SCHOOL DAY

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

HOLIDAYS AND VACATIONS

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

- Labor Day
- Thanksgiving
- Winter Break
- Martin Luther King, Jr. Birthday
- Good Friday
- Spring Break
- Memorial Day
- Emancipation Day
- Independence Day

FOOD AND NUTRITION



The school provides nutritious meals each day. Menus will be emailed monthly and available on the school website. Breakfast is served daily at **7:30 a.m. – 8:00 a.m**. Lunch is served daily from **11 a.m. - 1 p.m.** Meals are available to all students enrolled at BMI.. Students have the option of bringing their lunch. Please check with the Front Office personnel on current rates for the school meals. As of 2023-24 school year, breakfast and lunch is free to all enrolled students.

FOOD DELIVERY POLICY

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

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

EMERGENCY DRILLS

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

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

PREPAREDNESS TRAINING

BMI will annually offer instruction in CPR at least once to students in grades 7-8. The instruction may be provided as part of any course and is not required to result in CPR certification.

BMI will annually offer students in grades 7–8 instruction on the use of bleeding control stations to respond to traumatic injury. For more information, see **Homeland Security's Stop the Bleed** and **Stop the Bleed Texas.**

ACTIVE THREAT EXERCISE

Before BMI may conduct an active threat exercise, including an active shooter simulation, BMI shall comply with the notice requirements of Education Code § 37.1141(a)(1)-(3), including adequate notice of the exercise to students, parents, school staff, and first responder organizations that would likely respond in the event of a false report or alarm.

FIRE PROCEDURES

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

BAD WEATHER

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

EMERGENCY CLOSING OF SCHOOL

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

- If a school closing is initiated after the day has begun, the school will do everything possible to complete the day. This is essential since many of our parents and students live and work long distances from the school. Parents however may contact the school and check out their children through the Front Office.

- When severe inclement weather occurs before school, announcement will be made by 6:30 a.m. (or sooner if possible) via school communication portal, social media, phone message from the school and on several designated television or radio stations. The same stations will be used to announce all school closings. Parents should refrain from calling the station before the announcements are made and are discouraged from calling the school.

- Emergency closure will be communicated through text, email, and other forms deem approprate.

STUDENT ACCEPTABLE USE POLICY

This Student Acceptable Use Policy ("Policy") sets forth the guidelines governing the use of all BMI technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on or off campus, as well as the use of all BMI technology resources via off-campus remote access.

BMI reserves the right to modify the terms and conditions of this Policy at any time.

This Policy shall be used in conjunction with the Student Code of Conduct.



BMI provides technology resources to students for the express purposes of conducting research, completing assignments and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any BMI computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by BMI, and any personal technology used in an educational setting. Access to BMI's technology is a privilege, not a right. Students must comply with all standards set forth in this Policy at all times in order to maintain the privilege of using its technology resources.

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

USE OF EQUIPMENT AND HARDWARE

A student shall NOT:

- Use the equipment in a way that disrupts or interrupts the work of others. This includes printing or downloading very large files, or not using headphones for sound.
- Deliberately waste printer ink, paper, hard drive space or other school technology resources.
- Deliberately damage any school hardware or software in any way.
- Modify the setup of any computer.
- Illegally install copyrighted software on any school computer.
- Download or save information to the school's computer. All information must be stored to a mass storage device (purchased by student/guardian).

ETHICAL USE OF TECHNOLOGY

A student shall NOT:

- Use school computers to view, download, or transmit any material that is offensive or inappropriate, including but not limited to material that is racist, sexist, sexually implicit, demeaning, illegal, or objectionable in any way.
- Send, view, or post pornography, violence, homophobia, hate, racism, or drugs.
- Use school computers to send hate mail, to harass others, to make discriminatory remarks, or behave in any antisocial manner.
- Infiltrate or attempt to infiltrate any school database, software, or data on any computer.
- Gamble on school computers.
- Attempt to access any internet sites, programs, or services that are blocked by the firewall or content filter by any means, including but not limited to proxy server sites.
- Make unauthorized copies of any software, music, or any other copyrighted material.

STUDENT ACCEPTABLE USE POLICY

This Student Acceptable Use Policy ("Policy") sets forth the guidelines governing the use of all BMI technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on- or off-campus, as well as the use of all BMI technology resources via off-campus remote access.
BMI reserves the right to modify the terms and conditions of this Policy at any time.

Introduction

BMI is pleased to offer students access to school computers, communications systems, 1 the Internet and a wide array of other technology resources to promote educational excellence and enhance the classroom experience. Technology can expand a student's access to educational materials, prepare students by providing workforce skills and college readiness, and lead to personal growth. BMI recognizes, however, that access to technology must be given with clear guidelines, expectations, and supervision to protect students. This Policy is designed to make parents, teachers and administrators partners to teach students how to be responsible users of technology.

BMI will educate all students about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

BMI will hold ALL students responsible for their use of technology, whether school-provided or personal, and they are expected to act in an appropriate manner in accordance with campus procedures, BMI policy and procedures, and legal requirements. This applies to the use of all BMI technology resources by students while on or near school property, in school vehicles and at school-sponsored activities on-or off-campus, as well as the use of all BMI technology resources via off-campus remote access.

This Policy shall be used in conjunction with the Student Code of Conduct.

Using the Internet and Communications Systems

BMI provides technology resources to students for the express purposes of conducting research, completing assignments, and communicating to the faculty, staff, and others to complement their educational experience. Just as students must demonstrate proper behavior in a classroom or school hallway, they must also behave appropriately when using any BMI computer networks, personal electronic devices, personal device data plans, software or websites sanctioned or used by BMI, and any personal technology used in an educational setting. Access to BMI's technology is a privilege, not a right. Students must comply with all standards set forth in this policy at all times in order to maintain the privilege of using its technology resources.

1 "Communication Systems" include educational-related communications between and among BMI and students by email, web sites, cell phones, pagers, text messaging, instant messaging, blogging, podcasting, listservs, and/or other emerging technologies.

Students and their parents are advised that any information stored on and/or sent through BMI's technology resources is the property of BMI. Accordingly, in connection with ensuring student safety, BMI network administrators and/or other appropriate personnel will engage in periodic reviews and searches of stored files and communications stored on BMI technology resources to maintain system integrity and ensure that students are complying with this Policy and using technology in a responsbl and appropriate manner. Such reviews will include students' use of school-approved educational websites or software to ensure that they are using it in an appropriate manner consistent with BMI's expectations for such use. Students do not have a reasonable expectation of privacy over any information stored on BMI technology.

BMI may allow students to bring personal technology devices (i.e., tablets, e-readers, smartphones) for use during the school day for authorized curricular purposes. Students that use personal technology devices will be required to comply with all aspects of the Acceptable Use Policy and/or the Student Code of Conduct in the use of such devices at school. A student's personal technology device may be subject to search by campus administrators in connection with determining if a student has commited a violation of this Policy and/or the Student Code of Conduct.

BMI remains committed to integrating technology to enhance its curriculum for students, which it believes increases students' educational experience for them and allows for better preparation for job skills and college success. Access to the Internet enables students to use extensive online libraries, databases and websites selected by BMI for use in instruction.

Although BMI strives to ensure that any Internet access avoids any inappropriate material, students and their families should be aware that some material accessible on the Internet may contain information that is inaccurate, profane, sexually oriented, defamatory and potentially offensive to some. BMI does not condone any student accessing, or attempting to access, such material, and it remains deeply committed to safe Internet use. BMI takes steps to minimize students' opportunities to access such content, including the implementation of technology prevention measures, such as extensive content-filtering software, to restrict access to inappropriate content such as those that are illegal, obscene, or harmful to minors. Each BMI device with Internet access shall have a filtering device or software that blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors, as defined by the federal Children's Internet Protection Act ("CIPA") and/or as determined by the school administration. This software is not fail-safe, however, and while at school, BMI strives to ensure that students' Internet use is supervised, it is possible that the software may miss some content, or students may find a way around the software to access inappropriate material. For this reason, this Policy is strictly enforced, and students who misuse any BMI technology outside its intended purpose, including the use of school-recommended websites for purposes outside the educational intent, will be in violation of this Policy, which may lead to disciplinary consequences for the student.

With this in mind, BMI still believes that the benefits of allowing student access to the Internet to enhance the educational experience outweighs any potential harm to students.

Proper and Acceptable Use of All Technology Resources

BMI requires students to use all technology resources, including any websites or software used in the classroom, in a manner consistent with the following rules. BMI will hold students responsible for any intentional misuse of its technology resources, or any other failure to comply with the rules in this Policy. When using BMI technology systems outside the school, parents should strive to ensure that students do so in compliance with the rules set forth in this Policy, as BMI is unable to supervise students' technology use at home. BMI's content-filtering software will not work in a student's home, so parents are encouraged to place content-filtering software on their home computers or take any other steps necessary to monitor students' Internet usage at home.

Students, who unintentionally access inappropriate material in connection with their use of any BMI technology, including websites and software used in the classroom, shall immediately stop accessing the material and report it to a supervising adult. BMI shall take immediate steps to ensure such material is blocked from further view at school by its content-filtering software.

All BMI technology resources, including but not limited to school computers, communications systems and the Internet, including any websites or software used in the classroom, must be used in support of education and academic research and in accordance with the rules set forth in this Policy.

Activities that are permitted and encouraged include the following:

- *School work and assignments;*
- *Original creation and presentation of academic work;*
- *Research on topics being discussed in classes at school;*
- *Research for opportunities outside of school related to community service, employment or further education;*
- *Reporting inappropriate content or harassing conduct to an adult.*
- *Activities that are barred and subject to potential disciplinary action and loss of privileges, whether on a school-provided or personal electronic device, include the following:*
- *Attempting unauthorized access, or "hacking, " of BMI computers or networks, or any attempts to bypass Internet content-filtering software used by BMI.*
- *Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the student is not an intended recipient or logging into a server or account that the student is not expressly authorized to access. For purposes of the section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, forged routing information for malicious purpose, and any other form of network monitoring designed to intercept data not intended for the student's host.*
- *Engaging in abusive, harassing, insulting, ostracizing, intimidating, or any other online conduct which could be considered bullying and/or damaging to another's reputation while using any BMI technology resource, to include the use of any website or software used by the school.*
- *Engaging in any conduct potentially constituting "cyberbullying, " which means bullying done*

through the use of any electronic communication device, including 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. Examples of cyberbullying include, but are not limited to:

- *Creating a social networking site or web page that masquerades as another person's personal site and using it to embarrass the other person.*
- *Making it appear that a person is posting malicious comments about friend to isolate the person from his or her friends.*
- *Posting a person's personally identifiable information on a site to put the person at greater risk of contact by predators or strangers.*
- *Posting abusive comments on someone's social networking site.*
- *Recording and distributing media with the intent to manipulate or embarrass others.*
- *Sending abusive comments while playing interactive games.*
- *Sending abusive text messages to cell phones, computers, or Internet-connected game consoles.*
- *Sending, posting, or sharing negative, harmful, false, or mean content about someone else.*
- *Sending, posting, or sharing statements encouraging another person to commit self-harm.*
- *Engaging in any conduct that damages or modifies, or is intended to damage or modify, any BMI equipment, network, stored computer file, or software, to include any conduct that results in a person's time to take any corrective action.*
- *Exporting software, technical information, encryption software or technology, in violation of international or regional export control logs.*
- *Intentional or neglectful transmission or direct placement of computer viruses or other unauthorized programs onto BMI equipment, networks, stored computer files, or software.*
  Interfering with or denying service to any other use or than the student's host (for example, denial of service attack).
- *Participating in online chat rooms or using instant and/or text messaging without prior approval by a classroom teacher, coach or administrator.*
- *Port scanning or security scanning.*
- *Presenting any copyrighted, registered, or trademarked work as that of the student.*
- *Refusing to submit to a search of a personal electronic device in accordance with the Student Acceptable Use Policy and the Student Code of Conduct.*
- *Revealing an account password to others or allowing use of an account(s) by others. This includes family and other household members when work is being done at home.*
- *Searching, viewing, communicating, publishing, downloading, storing, or retrieving any inappropriate or offensive material, including but not limited to obscene, profane, vulgar, or pornographic materials, or any material that is not related to the permitted activities set forth above.*
- *Sharing online any personal information of another student or staff member, including name, home address, or phone number.*
- *Taking, disseminating, transferring, or sharing obscene, sexually oriented, lewd, or otherwise illegal images or other content, commonly referred to as "sexting.*

- *Tampering with, removing components from, or otherwise deliberately interfering with the operation of BMI computers, networks, printers, user files, or other associate peripherals.*
- *Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books, or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which BMI or the end user does not have an active license.*
- *Using a website or software program implemented by BMI in a manner outside the scope of the use specified by the classroom teacher, coach or administrator.*
- *Using any programs/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/ Intranet.*
- *Using any BMI technology for games, role-playing, multi-user environments, gambling, junk mail, chain mail, jokes or fundraising activities without prior approval by a classroom teacher or administrator.*
- *Using any BMI technology resource to engage in any activity that violates any Board policy, the Student Code of Conduct, campus rule, local, state, and/or federal law.*
- *Using any BMI technology resource to take, disseminate, transfer, or share obscene, sexually oriented, lewd, or otherwise illegal images or other content.*
- *Using any BMI technology resources for any commercial and/or for-profit purpose, to include personal financial gain or fraud.*
- *Using obscene or profane language on any BMI technology resource, to include posting such language on any website or software used by BMI.*
- *Using BMI or personal technology during the administration of state standardized testing, End of Course, and or final examinations unless expressly allowed to do so by a teacher.*
- *Using technology for plagiarism or otherwise representing the work of others as the student's own.*
- *Using USB, bootable CD's, or other devices to alter the function of any BMI technology equipment, network or software.*
- *Violating the rights of any person or company protected by copyright, trade secret, patent or other intellectual property or similar laws or regulations, including, but not limited to, any down loading, installation, or distribution of "pirated" or other software products.*

Students shall immediately report any violations of this Policy to a classroom teacher or administrator. If any student or parent has any question about whether any activity may be a violation of this Policy, they should ask a classroom teacher or the Principal or designee.

Personal Electronic Devices

Personal wireless and mobile devices may be provided filtered access to the Internet as well as access to any web-based student applications (e.g., Discovery Education Streaming, Moodle) that would normally be accessible to students from home. BMI is not responsible for the loss or theft of any personal electronic devices, or for damage, or unauthorized access to the device nor the data that resides therein. Students and parents assume any and all risks associated with bringing a

personal electronic device to a campus or school-related event. In addition:

- *All students with personal electronic devices being used for instructional or other school business must use BMI's wireless network, which is filtered according to federal guidelines for Internet access in public schools.*
- *If a student uses a personal electronic device in an inappropriate manner, he or she will lose their privilege of bringing a personal device to school. Additional consequences may be imposed based on the Policy and the Student Code of Conduct, as well as any campus-based consequences for violating the usage rules for personal electronic devices.*
- *Personal electronic communications such as e-mail, instant messaging, chat, blogs, etc., are prohibited at school unless the teacher and/or administrator has approved the use of an application for educational purposes.*
- *Personal electronic devices are never to be plugged into the wired network (i.e., computers, wall jacks, other school equipment, etc.).*
- *School officials may power on and search a student's 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 and if a student and parent have signed a form authorizing the student to possess the device at school.*
- *Sound on personal wireless and mobile devices must be turned off when it is being used as part of a class.*
- *Student selection of appropriate, tasteful screensavers and wallpaper is expected.*
- *Teachers will establish standards for personal electronic devices used in their respective classrooms; however, it is BMI's policy that students are not allowed to access the Internet unless supervised by a teacher or staff member.*
- *The student must take full responsibility for configuring and maintaining their personal electronic devices. BMI will not provide technical support for these devices.*
- *When personal electronic devices are not in the student's possession, the student must secure them. BMI will not store, nor will it accept responsibility for storing, any student's personal electronic device on school grounds. Personal electronic devices must go home with students daily.*

Privacy and Security

Students are expected to use BMI's technology resources responsibly and in a safe and secure manner, regardless of whether such technology is accessed using a school-issued or personal electronic device. Students shall not share their individual logins, passwords, or access to BMI's technology with others without the prior approval of a classroom teacher or administrator. Students shall sign off or log off all BMI equipment, software, or Internet sites once they are done with their session in order to protect the integrity of their logins, passwords, or access.

Consequences

Violation of BMI's policies and procedures concerning use of the computer on the network will result in

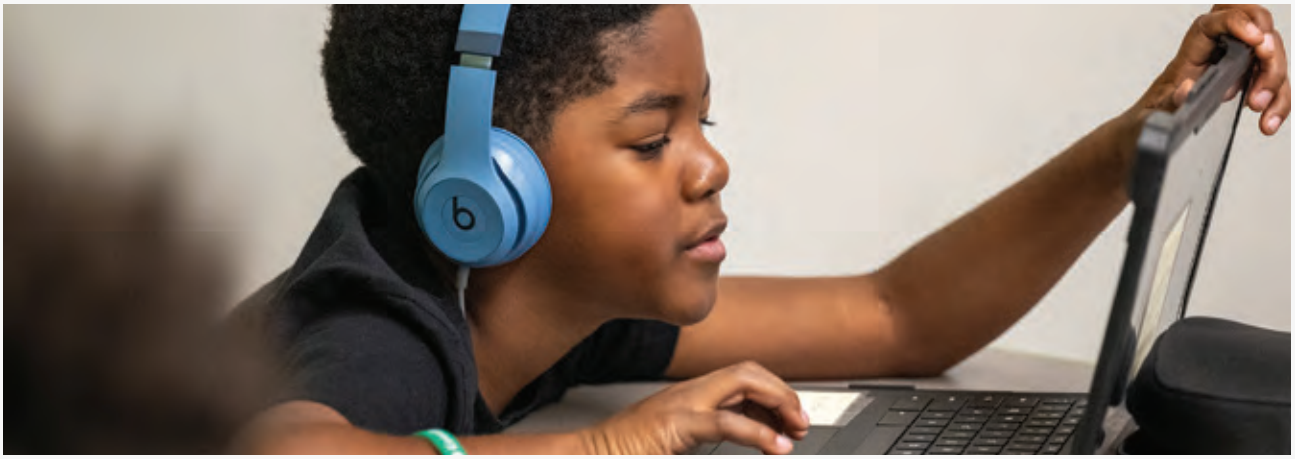
the same disciplinary actions that would result from similar violations in other areas of school policy, including the Student Code of Conduct. Any or all of the following consequences may be enforced if a student violates the terms of this policy: result in the same disciplinary actions that would result 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:

1. *Any disciplinary consequence, including suspension or expulsion, allowed under the Student Codeof Conduct and deemed appropriate by BMI.*
2. *Denial, revocation, or suspension of a user's access to BMI's technology resources, with or without cause or notice for lack of use, violation of policy or regulations regarding acceptable network use, or as a result of disciplinary action against the user.*
3. *Referral to law enforcement authorities.*
4. *Termination of a system user account.*

Violations of law may also result in criminal prosecution as well as disciplinary action by BMI. BMI will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer systems and networks.

Limitations of Liability

BMI makes no warranties of any kind, whether express or implied, for the technology resources it provides to students through BMI provided and/or a student's personal electronic device. BMI is not responsible for any damages that a student may sustain, including those arising from non -delivery of information, erroneous delivery of information, service interruptions, unauthorized use by a student, loss of data, and any potential exposure to inappropriate material from the Internet. Use of any information obtained through the Internet is at the student's own risk, as BMI makes no representations, and denies responsibility for, the accuracy or quality of the information. In exchange for being allowed to use BMI's technology resources, students and their parents hereby release BMI, its directors, employees, and representatives from any and all claims for damages that arise from the intentional or neglectful misuse of BMI's technology resources by the student.



ATHLETIC PROGRAMS/COMPETITIVE AND PERFORMANCE CLUBS

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



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

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

The participant(s) is/are expected to:

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

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

STUDENT COUNCIL

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

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

FUNDRAISERS

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

SALES AND SOLICITATION

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

STUDENT MESSAGES FROM HOME

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

TELEPHONE USE

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

WIRELESS DEVICE

Cell Phone and Personal Electronic Device Policy

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

-1st Offense -	The device will be confiscated, and the parent or guardian will be contacted. The phone or other personal technology will be returned to the student at the end of the day.
-2nd Offense-	The device will be confiscated. A parent or guardian may pick up the device from the Dean of Students at the end of the school day.
-3rd Offense or More-	The device will be confiscated. There is a $15.00 fee for the 3rd and each additional offense thereafter. The parent/guardian may pick up the phone and pay the fee at the end of the school day. Fees must be paid through RevTrack and there will be a processing fee assessed at time of payment. Cash will not be accepted.

- If a student refuses to give his/her cell phone or technology device to a teacher or staff member, the student will receive in-school detention.
- Students will need to bring their **charged Chromebook (3rd -8th Grade)** to school each day for instructional purposes.
- It should be noted that the school nor any of its employees are responsible for the loss or

damage to any student's phone or electronic device whether that device is in the student's possession or confiscated by the staff. It is the responsibility of the student to adhere to this policy and to secure his or her belongings at all times. Classes and or instruction will not be stopped to deal with or search for lost phones/devices.

DRESS CODE INFORMATION

Student Dress Code

A standard code of dress will be enforced for all students. The dress code applies any time a student is on campus—including before and after school hours, as well as during field trips. The policy is in effect from the moment a student steps onto school grounds until they exit at the end of the day.

The dress code is designed to create a structured, controlled environment that supports learning. It also fosters pride and tradition by allowing students to be readily identified with our school community.

Administrative Discretion-*The Administrators and the Dean of Student Culture have the authority to determine whether any clothing or appearance issue, including those not specifically listed in this policy, is a violation of thedress code.* ***BMI encourages students to make wise choices!***



GROOMING POLICY

Outerwear

- Only **BMI green uniform outerwear** may be worn during the school day.
- Other jackets may be worn to school but must be placed in designated area during the day.
- Vests or non-uniform outerwear are **not permitted.**
- Outerwear may **not** be worn inside out.
- Hoods and hoodies from non-uniform outerwear may not be worn during the school day.

Undershirt

- Students may wear a **solid white or black undershirt**, visible only at the neckline.
- Undershirts must be **plain**, with no graphics, designs, or lettering.
- Undershirts may be either **long-sleeved or short-sleeved.**
- Undershirts may **not extend below** the outer uniform shirt.

Hair/ Grooming

- Student Code of Conduct will be followed.
- Neatly comb, cleaned and groomed is required daily.
- Length of hair must adhere to the health & safety requirements in labs and work areas.
- Metal rakes, combs, and wave brushes are not permitted on campus.

Shoes

- Shoes must allow for safe movement throughout the building, including on stairs.
- Shoelaces must be tied at all times.
- The following footwear is not permitted:
  - High-heeled shoes
  - Flip-flops
  - Crocs
  - House shoes/slippers
  - Platform shoes
  - Backless shoes (including clogs or mules)
  - Sandals (including gladiator-style)

Jewelry

- Jewelry should be **kept to a minimum** for health and safety reasons, especially in labs, physical education, and other school-related activities.
- Wearing **expensive or irreplaceable jewelry** is strongly discouraged.
- BMI is **not responsible** for damage or theft.
- **Excessive bracelets** and those with metal spikes are not permitted.
- **Heavy chains** and **bulky collars necklaces** are not permitted.
- **Hoop earrings** may not exceed the size of a **dime** in diameter.

Other

- Belts must be worn properly through belt loops.
- Body piercings are not permitted on campus, except for earrings. Gauged ears are also prohibited, and any gauging devices must be removed while on campus.
- Extra accessories are not allowed inside the building or classrooms at any time. This includes, but is not limited to:
  - Hats, caps, or headwear
  - Sunglasses
  - Du-rags
  - Hair rollers
  - Bandanas

  Students may not wear **"grills"** or mouth gear. Items worn on the teeth or in the mouth that create this appearance are prohibited.

DRESSING ATTIRE

At Beatrice Mayes Institute (BMI), we believe that academic excellence extends beyond the classroom. Students are taught not only academics but also character, self-awareness, and discipline. A consistent and professional appearance instills pride, builds tradition, and prepares students to be competitive in all aspects of life.

All students are required to be in proper uniform every day, as authorized by state law and BMI's charter. Dirty, wrinkled, or altered uniforms are not acceptable.

General Guidelines

- **Shoes:** Solid black shoes (no visible accent colors) must be worn daily. Students in grades K–8 must wear versatile, rubber-sole shoes for physical education. **Crocs or Croc-style shoes are not permitted.**
- **Socks:** Must be solid white, solid navy, or solid black (no accent colors) and must cover the ankle. Footies and ankle socks are not part of the dress code.
- **Belts:** Solid black belts (no designs or embellishments) must be worn daily with pants or shorts.
- **Pants/Shorts:** Pants must be worn at the waist. Sagging is not allowed. Shorts must fall to the knees when worn properly.
- **Prohibited:** Clingy or tight-fitting pants, leggings, tights, joggers, pants with elastic cuffs, and leisurewear are not acceptable.



Hygiene

Students are expected to maintain **excellent hygiene**, including daily bathing, use of deodorant, and proper grooming of hair.

Parents must provide uniforms unless the student qualifies as **economically disadvantaged.** BMI may assist in providing uniforms upon a **written request** to the Principal or designee, with documentation of need. A request for school assistance for purchasing uniforms must be made in writing to the Principal or designee and include evidence of the inability to pay. Further details are available in the Principal's office.A parent may request an exemption from the uniform requirement for **religious or philosophical reasons**, as determined by the Board of Directors. Requests must be submitted in writing.

UNIFORMS

All uniform items must be purchased through:
Levines Stores
Online Vendor
levinesstores.com (Store front is located in Dallas)

Uniform Requirements by Grade Level

Girls (K–3)

- **Daily (Standard Uniform):** Plaid jumper with White Peter Pan Collar Top.
- **Mon/Wed/Fri:** Plaid jumper with Yellow Peter Pan Collar Top.
- **Mon/Wed/Fri:** Navy uniform pants with Plaid Uniform Shirt (with patch) and solid black belt.
- **Friday Only:** Navy shorts/pants with School Spirit Shirt and black belt.

Girls (4th Grade)

- Same as K–3 with the addition of plaid uniform skirt options (Oxford or Sailor tops with ties). Plaid jumper not recommended for new 4th graders.
- **Mon/Wed/Fri:** Navy shorts/pants with Plaid Uniform Shirt and black belt.
- **Friday Only:** Navy shorts/pants with School Spirit Shirt and black belt.

Girls (5th–8th Grades)

- **Daily (Standard Uniform):** Plaid skirt with White Oxford Collar Top and Girls Tie (snap) or White Sailor Top with Girls Tie.
- **Mon/Wed/Fri:** Plaid skirt with Yellow Top and Girls Tie (Peter Pan or Sailor style).
- **Mon/Wed/Fri:** Navy shorts/pants with Plaid Uniform Shirt and black belt.
- **Friday Only:** Navy shorts/pants with School Spirit Shirt and black belt.

Boys (Kindergarten)

- **Daily (Standard Uniform):** Navy pants with Plaid Uniform Shirt (with patch) and black belt.
- **Friday Only:** Navy shorts/pants with School Spirit Shirt and black belt.

Boys (1st–8th Grades)

- **Daily (Standard Uniform):** Navy pants with White Oxford Collar Shirt and Uniform Boys Tie (clip-on or traditional) and black belt.
- **Mon/Wed/Fri:** Navy pants with Plaid Uniform Shirt (with patch) and black belt.
- **Friday Only:** Navy pants with School Spirit Shirt and black belt.

Club / Organization Shirts

- Club or organization T-shirts may be worn only on approved days.
- Must be worn with Navy uniform pants or shorts and a black belt unless otherwise specified.

All Students:

- Socks must be solid white, solid navy, or solid black (no accent colors) and must come over the ankles. Ankle socks and footies are not allowed and are not a part of the dress code.

- Shoes must be solid black (includes no visible accent color) and are to be worn daily. K-8th grade students must wear versatile, rubber sole shoes to accommodate physical education.

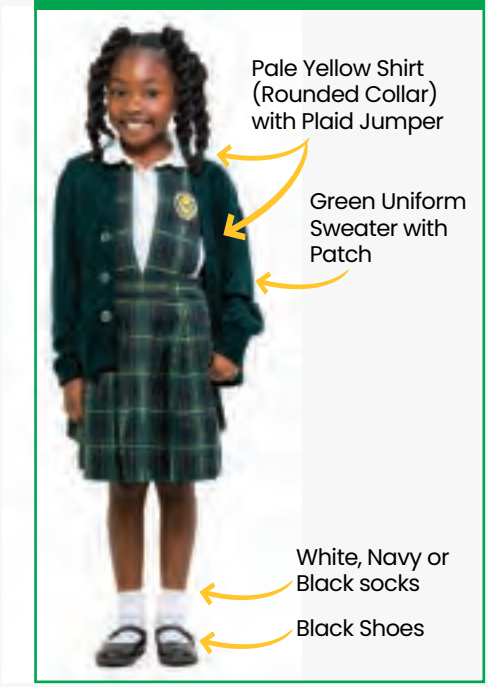


GIRLS & BOYS UNIFORMS

Monday, Wednesday, Friday

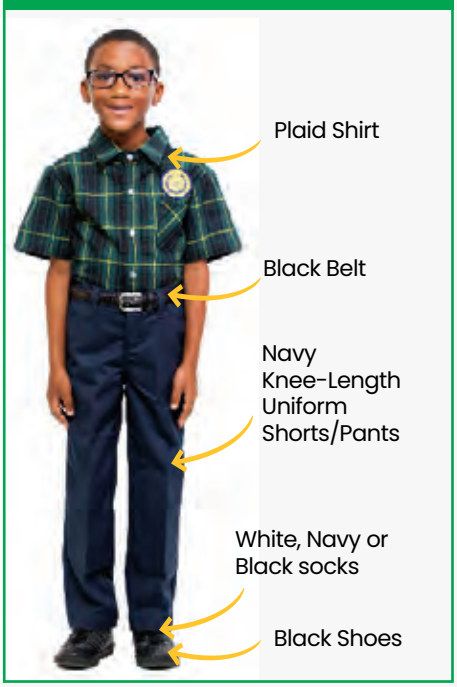
Girls (K - 4th)

Monday / Wednesday / Friday



Girls/Boys (K-8th)

Monday / Wednesday / Friday



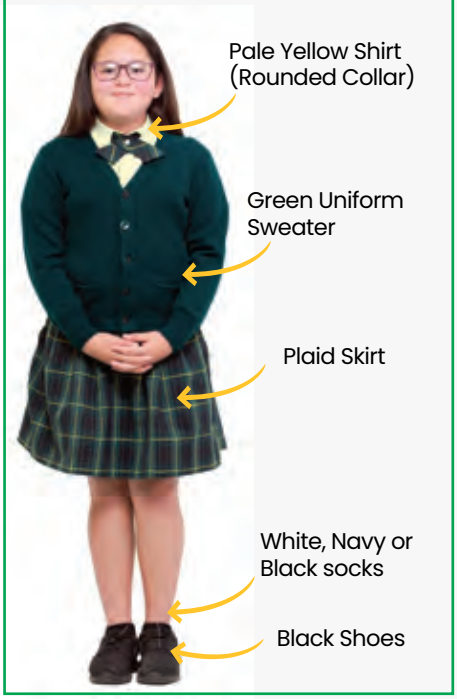
Boys Kinder

Monday / Wednesday / Friday



Girls (4th - 8th)

Monday / Wednesday / Friday



Boys/Girls* (K-8th)

Monday / Wednesday / Friday



Boys/Girls (K-8th)

Friday Only



Yellow Shirt
Black Belt
Navy Knee Length Uniform Shorts/Pants
White, Navy or Black socks
Any closed toe shoe

*not pictured Yellow Shirt on Friday Girls only

GIRLS & BOYS UNIFORMS

Tuesday, Thursday

Girls (K - 4th)

Tuesday / Thursday*



Boys Kinder

Monday / Friday



*Can be worn M-F but mandatory on T/Thur

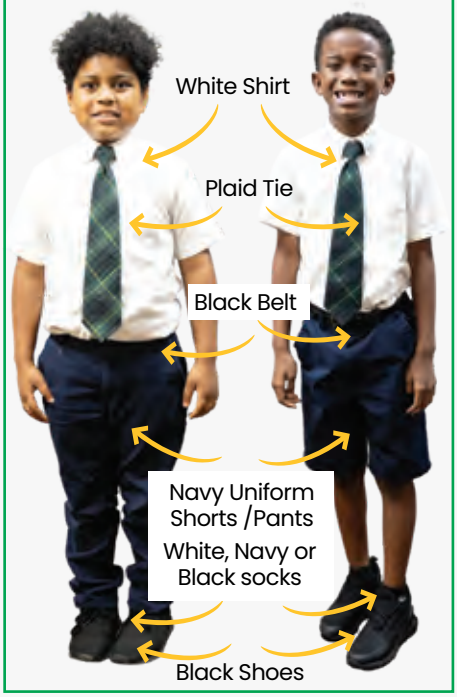
Girls (4th - 8th)

Tuesday / Thursday*



Boys (1st - 8th)

Tuesday / Thursday



SCHOOL SPIRIT SHIRTS

- Spirit shirts may be purchased through RevTrak.
- Worn on Fridays only, with navy pants/shorts and black belt.

UNIFORM PERSONALIZATION

- Permanent identification must be placed on all sweaters and personal garments.
- BMI is not responsible for lost items

UNIFORM GUIDELINES

Shirts Sweatshirts Sweaters	■ No inappropriate writing, gang references, drug/alcohol logos, or revealing/see-through clothing. ■ Shirts must have sleeves (no tanks, halters, or cropped tops). Undergarments must not show. ■ School uniform sweatshirts with hoods may be worn, but hoods may not be worn on the head while on campus.
Shorts Pants	■ Must be proper length, not baggy or skin-tight. ■ No sweatpants, pajamas, or jeans with rips/tears. ■ No inappropriate logos, writing, or gang/drug references.
Shoes	■ Must be solid black, closed-toe shoes with rubber soles. ■ Sandals, slides, Crocs, or slippers are not permitted.

FREE DRESS DAYS

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

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

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

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

PHYSICAL EDUCATION CLASSES

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



FREEDOM FROM DISCRIMINATION, HARASSMENT AND RETALIATION

For purposes of BMI policy, the term "Prohibited Conduct" means discrimination or harassment against a student involving 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, and/or that is so severe, persistent, or pervasive that the conduct:

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

Examples of Prohibited Conduct 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.

As noted above, BMI also considers gender-based harassment to be Prohibited Conduct. Gender-based harassment includes harassment based on a student's gender, expression by the student of stereotypical characteristics associated with the student's gender, or the student's failure to conform to stereotypical behavior related to gender. Examples of gender-based harassment directed against a student, regardless of the student's or the harasser's actual or perceived sexual orientation or gender identity, may include, but not be limited to, offensive jokes, name-calling, slurs, or rumors; physical aggression or assault; threatening or intimidating conduct; or other kinds of aggressive conduct such as theft or damage to property.

Retaliation

Retaliation against a person who makes a good faith report of Prohibited Conduct (meaning discrimination or harassment) is prohibited. Retaliation against a person who is participating in an investigation of reported Prohibited Conduct is also prohibited. A person who makes a false claim or offers false statements or refuses to cooperate with a BMI investigation, however, may be subject to appropriate discipline.

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.

Reporting Prohibited Conduct

****NOTE**** The following procedures apply to allegations of Prohibited Conduct other than allegations of harassment prohibited by Title IX. For allegations of sex-based harassment that, if proved, would meet the definition of a formal complaint of sexual harassment under Title IX, please see the procedures outlined in "Freedom from Sexual Harassment" in this Handbook.

Any student who believes that he or she has experienced Prohibited Conduct or retaliation or believes that another student has experienced Prohibited Conduct or retaliation should immediately report the alleged conduct to a teacher, counselor, the Principal or designee, or other school employee. The report may be made by the student's parents. Alternatively, a report may be made directly to the appropriate Compliance Coordinator identified in this Handbook.

Upon receiving a report of potential Prohibited Conduct, BMI will determine whether the allegations, if proven, would constitute prohibited discrimination, harassment, or retaliation. If not, BMI will determine if the allegations, if proven, would constitute bullying. If the alleged Prohibited Conduct, if proven, wouldconstitute discrimination or harassment and would also be considered bullying, an investigation of bullying will also be conducted.

Investigation

To the extent possible, BMI will respect the privacy of the student; however, limited disclosures may be

necessary to conduct a thorough investigation and to comply with law. Allegations of Prohibited Conduct will be promptly investigated.

The investigation may be conducted by the Compliance Coordinator or designee, or by a third party designated by BMI, such as an attorney. When appropriate, the Principal or the student's teacher(s) will be involved in or informed of the investigation.

If a law enforcement or other regulatory agency notifies BMI that it is investigating the matter and requests that the school delay its investigation, BMI will resume the investigation at the conclusion of the agency's investigation.

During the course of an investigation and when appropriate, BMI will take interim action to address the alleged Prohibited Conduct.

If BMI's investigation indicates that Prohibited Conduct occurred, appropriate disciplinary action and, in some cases, corrective action, will be taken to address the conduct. BMI may take disciplinary and corrective action even if the conduct that is the subject of the complaint was not unlawful.

All involved parties will be notified of the outcome of the investigation within the parameters and limits allowed under the Family Educational Rights and Privacy Act ("FERPA").

Appeal

A student or parent who is dissatisfied with the outcome of the investigation of reported Prohibited Conduct may appeal through the BMI student and parent complaint and/or grievance procedure, beginning at Superintendent review.



FREEDOM FROM SEXUAL HARASSMENT

BMI prohibits discrimination on the basis of sex, including sexual harassment, by an employee, volunteer, or another student.

Sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

1. A school employee conditioning the provision of aid, benefit, or service on an individual's participation in unwelcome sexual conduct;
2. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to BMI's educational programs or activities;
3. Sexual assault, dating violence, domestic violence, or stalking (as those offenses are defined in the Clery Act, 20 U.S.C. § 1092(f), and the Violence Against Women Act, 34 U.S.C. § 12291(a)).

Examples of sexual harassment may include, but are not limited to, touching private body parts or coercing physical contact that is sexual in nature; sexual advances; jokes or conversations of a sexual nature; sexually-motivated physical, verbal, or nonverbal conduct; or other sexually motivated conduct, communications, or contact.

Romantic or inappropriate social relationships between students and school employees are prohibited. Any sexual relationship between a student and a school employee is always prohibited, even if consensual.

General Definitions

A "complainant" means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

A "respondent" means an individual who is reported to be the perpetrator of conduct that could constitute sexual harassment.

A "formal complaint" means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting that BMI investigate the allegation of sexual harassment.

"Supportive measures" means non-disciplinary, non-punitive individualized services offered appropriately and without fee or charge to the complainant or the respondent before or after the filing of a formal complaint or where no formal complaint has been filed. Such measures are designed to restore or preserve equal access to BMI's educational program or activity without unreasonably burdening either party, including measures designed to protect the safety of all parties or BMI's educational environment, or deter sexual harassment. Examples of supportive measures include, but are not limited to, counseling, extensions of deadlines or other course-related adjustments,

modifications of class schedules, mutual restrictions on contact between the parties, and other similar measures.

Reporting Sexual Harassment

Any person may report sexual harassment (whether or not the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment), in person, by mail, by telephone, or by email, using the contact information listed for the Title IX Coordinator on page 7 of this Handbook, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. Such a report may be made at any time, including during non-business hours, by using the telephone number or email address, or by mail to the office address listed for the Title IX Coordinator.

BMI's response to a report of sexual harassment must treat complainants and respondents equitably by offering supportive measures and by following a grievance process before the imposition of any disciplinary sanctions or other actions that are not supportive measures against a respondent.

After a report of sexual harassment has been made, the Title IX Coordinator must promptly contact the complainant to discuss the availability of supportive measures, consider the complainant's wishes with respect to supportive measures, inform the complainant of the availability of supportive measures with or without the filing of a formal complaint, and explain to the complainant the process for filing a formal complaint.

Notice of Allegations

Upon receipt of a formal complaint, BMI must provide the following written notice to the parties who are known:

- Notice of BMI's grievance process, including any informal resolution process.
- Notice of the allegations of sexual harassment, including, to the extent known, the identity of the parties, the conduct allegedly constituting sexual harassment, and the date and location of the alleged incident.
- Notice that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made known at the conclusion of the grievance process.
- Notice that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney.
- Notice that the parties may inspect and review evidence related to the complaint.
- Notice that BMI prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, during an investigation, BMI decides to investigate allegations about the complaint or respondent that are not included in the initial notice of the complaint, BMI must provide notice of the additional allegations to the parties whose identities are known.

Grievance Process

At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the education program or activity of BMI.

The following guidelines apply when BMI receives a formal complaint of sexual harassment. This process is designed to incorporate due process, principles, treat all parties fairly, and to assist BMI reach reliable responsibility determinations.

- BMI will require an objective evaluation of all relevant evidence – including both inculpatory and exculpatory evidence – and credibility determinations may not be based on a person's status as a complainant, respondent, or witness.
- Any individual designated by BMI as a Title IX Coordinator, investigator, decision-maker, or to facilitate an informal resolution process must not have a conflict of interest or bias for or against complainants or respondents generally or an individual complainant or respondent responsible. BMI will ensure that Title IX Coordinators, investigators, decision-makers, and anyone who facilitates an informal resolution process receive appropriate training related to the requirements of Title IX and BMI's sexual harassment policy.
- BMI recognizes a presumption that the respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the complaint process.
- BMI shall attempt to complete an investigation of reported sexual harassment within 60 calendar days of receiving a complaint. However, the investigation process may be delayed or extended for a limited time for good cause with written notice to the complainant and the respondent of the delay or extension. Good causes may include considerations such as absence of a party, a party's advisor, or a witness; concurrent law enforcement activity; or the need for language assistance or accommodation of disabilities.
- Students found to have engaged in sexual harassment are subject to disciplinary action as outlined in the Student Code of Conduct.
- BMI shall employ the clear and convincing evidence standard to determine responsibility when reviewing formal complaints.
- BMI may not require, allow, rely upon, or otherwise use questions of evidence that constitute, or seek disclosure, of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege.

Consolidation of Formal Complaints

BMI may consolidate formal complaints as to allegations of sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of sexual harassment arise out of the same facts or circumstances.

Dismissal of Formal Complaints

BMI must investigate the allegations in a formal complaint.
BMI ***must*** dismiss a formal complaint if the conduct alleged in the formal complaint:

- Would not constitute sexual harassment, even if proved;
- Did not occur in BMI's education program or activity; or
- Did not occur against a person in the United States.

BMI ***may*** dismiss a formal complaint or any allegations therein if, at any time during the investigation:

- A complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled or employed by BMI; or
- Specific circumstances prevent BMI from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.



Upon a dismissal, BMI must promptly send simultaneous written notice to the parties of the dismissal and the reason(s) for the dismissal. Dismissal of a formal complaint does not preclude BMI from taking appropriate action under the Student Code of Conduct or any other school policy that may apply to the alleged conduct.

Investigating Formal Complaints

The following guidelines apply during the investigation of a formal complaint and throughout the grievance process.

- BMI will ensure the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rests on BMI and not on the parties.
- BMI cannot access, consider, disclose, or otherwise use a party's records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional's or paraprofessional's capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party, unless BMI receives that party's voluntary, written consent to do so.
- BMI will provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence.
- BMI will not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence.
- BMI will provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisory of their choice, and not limit the choice or presence of an advisor for either the complainant or respondent in any meeting or grievance proceeding. BMI may establish restrictions regarding the extent to which the advisor may participate in the proceedings, as long as the restrictions apply equally to both parties.
- BMI will provide to a party whose participation is invited or expected written notice of the date, time, location, participants, and purpose of all investigative interviews or other meetings with sufficient time for the party to prepare to participate.
- BMI will provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in a formal complaint, including the evidence upon which the recipient does not intend to rely in reaching a determination regarding responsibility and inculpatory or exculpatory evidence whether obtained from a party or other source, so that each party can meaningfully respond to the evidence prior to conclusion of the investigation.
- Prior to completing an investigative report, BMI must send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy, and the parties must have at least 10 days to submit a written response, which the investigator will consider prior to completing the investigative report.
- BMI must create an investigative report that fairly summarizes relevant evidence and, at least 10 days prior to a determination regarding responsibility, send to each party and the party's advisor, if any, the investigative report in an electronic format or a hard copy, for review and written response.
- After sending the investigative report to the parties and before reaching a determination of responsibility, the decision-maker(s) must afford each party the opportunity to submit written relevant questions that a party wants asked of any witness, provide each party with the answers, and allow for additional, limited follow-up questions from each party. Questions and evidence

about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. The decision-maker(s) must explain to the party proposing the questions any decision to exclude a question as not relevant.

Determination Regarding Responsibility

The decision-maker(s) making a determination regarding responsibility cannot be the same person(s) as the Title IX Coordinator or the investigator(s). The decision-maker(s) must review the investigation report and make a written determination, based on the clear and convincing evidence standard, regarding responsibility. The written determination must include:

- Identification of the allegations potentially constituting sexual harassment;
- A description of the procedural steps taken from receipt of the formal complaint through the determination, including any notifications to the parties, interviews with parties and witnesses, site visits, or methods used to gather other evidence;
- Findings of fact supporting the determination;
- Conclusions regarding application of BMI's Code of Conduct to the facts;
- A statement of, and rationale for, the result as to each allegation, including a determination regarding responsibility, any disciplinary sanctions imposed on the respondent, and whether remedies designed to restore or preserve equal access to BMI's education program or activities will be provided to the complainant; and
- BMI's procedures and permissible bases for the complainant and respondent to appeal.

BMI must provide the written determination to the parties simultaneously. The determination becomes final either on the date BMI provides the parties with the written determination of the result of the appeal, if an appeal is filed, or if an appeal is not filed, the date on which an appeal would no longer be considered timely.

The Title IX Coordinator is responsible for effective implementation of any remedies.

Appeals

BMI will offer both parties an appeal from a determination regarding responsibility, and from BMI's dismissal of a formal complaint or any allegations therein, on the following bases:

- Procedural irregularity that affected the outcome of the matter;
- New evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter; and
- The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias

for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.

As to appeals, BMI will ensure that the decision-maker(s) for the appeal is not the same person as the decision-maker(s) that reached the determination regarding responsibility or dismissal, or the investigator(s), or the Title IX Coordinator. BMI will provide both parties a reasonable equal opportunity to submit a written statement in support of, or challenging, the outcome.

The decision-maker(s) for the appeal will issue a written decision, based on the clear and convincing evidence standard, describing the result of the appeal and the rationale for the result, and provide the written decision simultaneously to both parties.

A party who is dissatisfied with the appeal decision may file an appeal to the Board of Directors through the process outlined in BMI's grievance procedures.

Emergency Removals

BMI is able to remove a respondent from BMI's education program on an emergency basis, provided that BMI undertakes an individualized safety and risk analysis, determines that an immediate threat to the physical health or safety of any student or other individual arising from the allegations of sexual harassment justifies removal, and provides the respondent with notice and an opportunity to challenge the decision immediately following the removal. BMI's ability to do so may not be construed to modify any rights under the Individuals with Disabilities Education Act, Section 504, or the Americans with Disabilities Act.

Informal Resolution

At any time prior to reaching a determination regarding responsibility, BMI may facilitate an informal resolution process, such as mediation, that does not involve a full investigation and adjudication. However, BMI may not require as a condition of enrollment or continuing enrollment, or employment or continued employment, or enjoyment of any other right, waiver of the right to an investigation and adjudication of formal complaints. Additionally, BMI may not require the parties to participate in an informal process and may not offer an informal resolution process unless a formal complaint is filed.

Prior to facilitating an informal resolution process, BMI must:

- Provide to the parties a written notice disclosing the allegations and the requirements of the informal resolution process including the circumstances under which it precludes the parties from resuming a formal complaint arising from the same allegations. The notice must also inform that, at any time prior to agreeing to a resolution, any party has the right to withdraw from the informal resolution process and resume the grievance process with respect to the formal complaint, as well as of any consequence resulting from participating in the informal resolution process, including

the records that will be maintained or could be shared.
- Obtain the parties' voluntary, written consent to the informal resolution process.

BMI may not offer or facilitate an informal resolution process to resolve allegations that an employee sexually harassed a student.

Retaliation Prohibited

Neither BMI nor any other person may intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX, or because the individual has made a report or complaint, testified, assisted, or participated or refused to participate in any manner in an investigation or proceeding under this policy.

Examples of retaliation may include, but are not limited to, intimidation, threats, coercion, or discrimination.

Complaints alleging retaliation may be filed according to the grievance procedure described above.

Confidentiality

BMI must keep confidential the identity of any individual who has made a report or complaint of sex discrimination, including any individual who has made a report or filed a formal complaint of sexual harassment, any complainant, any individual who has been reported to be the perpetrator of sex discrimination, any respondent, and any witness, except as may be permitted by FERPA or as required by law, or for purposes related to the conduct of any investigation, hearing, or judicial proceeding arising under the Title IX regulations.

Non-Sexual Harassment Sex Discrimination

The formal complaint investigation and resolution process outlined above in "Freedom from Sexual Harassment" applies only to formal complaints alleging sexual harassment as defined by Title IX, but not to complaints alleging sex discrimination that do not constitute sexual harassment. Complaints of non-sexual harassment sex discrimination may be filed with the Title IX Coordinator and will be handled under the process described under "Freedom from Discrimination, Harassment, and Retaliation" as outlined above.

FREEDOM FROM BULLYING

BMI prohibits bullying as defined below, as well as retaliation against anyone who reports or is involved in an investigation of potential bullying.

Bullying is defined in state law 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:

- 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 is defined by state law as 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.

BMI will also take steps to prevent and mediate bullying incidents between students that:

- Interfere with a student's educational opportunities; or
- Substantially disrupt the orderly operations of a classroom, school, or school-sponsored or school-related activity.

The school's anti-bullying policy applies to:

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

Reporting Procedures

If a student believes that he or she has experienced bullying or has witnessed bullying of another student, it is important for the student or parent to notify a teacher, school counselor, the Principal, or another school employee as soon as possible to obtain assistance and intervention. The administration will investigate any allegations of bullying or other related misconduct. BMI will also provide notice to the parent of the alleged victim and the parent of the student alleged to have engaged in bullying. Reports of potential bullying may be submitted anonymously.

Investigation of Report

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

If the results of an investigation indicate that bullying occurred, the administration will take appropriate disciplinary action and may notify law enforcement in certain circumstances. Disciplinary or other action may be taken even if the conduct did not rise to the level of bullying. Available counseling options will be provided to these individuals, as well as to any students who have been identified as witnesses to the bullying.

A student who receives special education services will be disciplined for conduct meeting the definition of bullying or cyberbullying within applicable requirements under federal law, including the Individuals with Disabilities Education Act (20 U.S.C. Section 1400 et seq.). BMI may not impose discipline on a student who, after an investigation, is found to be a victim of bullying, based on that student's use of reasonable self-defense in response to the bullying.



The Principal or designee may make a report to local law enforcement authorities if, after an investigation is completed, the Principal or designee has reasonable grounds to believe that a student engaged in conduct that constitutes an offense under Section 22.01 (Assault) or 42.07(a)(7) (Harassment), Texas Penal Code.

To the greatest extent possible, BMI shall respect the privacy of the complainant and/or grievant, persons against whom a report is filed, and witnesses. Limited disclosures may be necessary to conduct a thorough investigation. If a law enforcement or other regulatory agency notifies BMI that it is investigating the matter and requests that the school delay its investigation, BMI will resume the investigation at the conclusion of the agency's investigation.

A student or parent who is dissatisfied with the outcome of the investigation may appeal through the BMI student and parent complaint and/or grievance procedure.

LAW ENFORCEMENT AGENCIES

Questioning of Students

When law enforcement officers or other lawful authorities wish to question or interview a student at school, the Principal or designee will cooperate fully regarding the conditions of the interview, including without parental consent, if necessary, if the questioning or interview is part of a child abuse investigation.

In other circumstances the Principal or designee will:

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

Students Taken into Custody

State law requires BMI to permit a student to be taken into legal custody:

A. 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.
B. By a law enforcement officer to obtain fingerprints or photographs for comparison in an investigation.
C. By a law enforcement officer to obtain fingerprints or photographs to establish a student's identity, where the child may have engaged in conduct indicating a need for supervision, such as running away.
D. By a probation officer if there is probable cause to believe the student has violated a condition of probation imposed by the juvenile court.
E. By an authorized representative of Child Protective Services, Texas Department of Family and Protective Services ("DFPS"), a law enforcement officer, or a juvenile probation officer, without

a court order, under the conditions set out in the Texas Family Code relating to the student's physical health or safety.

F. Pursuant to a properly issued directive to apprehend.

G. To comply with a properly issued directive from a juvenile court to a take a student into custody.

H. To comply with an order of the juvenile court.

I. To comply with the laws of arrest.

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

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

MENTAL HEALTH PROMOTION AND INTERVENTION

BMI has developed protocols for providing a parent with a recommended intervention for a student with early warning signs and a possible need for early mental health or substance abuse intervention, or who has been identified as at risk of attempting suicide. BMI's school counselor will notify a parent within a reasonable amount of time after learning that a student has early warning signs and possible need for intervention, and will also provide additional information on available counseling options.

BMI has also developed protocols for staff members to notify the school nurse or a member of the Behavior Threat Assessment Team (BTAT) to identify a student who may need intervention.

The school nurse may be reached at 713-747-5629 and can provide additional information about the school's intervention program, as well as materials on identifying risk factors, accessing resources for treatment, and accommodations available at school.

Mental Health Support (All Grade Levels)

BMI has implemented programs to address the following mental health, behavioral health, and substance abuse concerns:

- Mental health promotion and early intervention;
- Building skills to manage emotions, establish and maintain positive relationships, and engage in responsible decision-making;
- Substance abuse prevention and intervention;
- Suicide prevention, intervention, and postvention (interventions after a suicide in a community);
- Grief, trauma, and trauma-informed care;

- Positive behavior interventions and supports;
- Positive youth development; and
- Safe, supportive, and positive school climates.

If a student has been hospitalized or placed in residential treatment for a mental health concern or substance abuse, BMI has procedures to support the student's return to school. Please contact the school nurse for additional information.

Teachers and other school employees may discuss a student's behavior or academic progress with the student's parent or another employee; however, they are not permitted to recommend use of psychotropic drugs. A psychotropic drug is a substance used in the diagnosis, treatment, or prevention of a disease or as a component of a medication and that is intended to alter perception, emotion, or behavior. An employee who is a registered nurse, advanced nurse practitioner, a physician, or a certified or credentialed mental health professional can recommend that a student be evaluated by an appropriate medical practitioner, if appropriate.

Information on Student ID Cards

Each student ID card issued to a student in grade six or higher will have printed on the card the contact information for the National Suicide Prevention Lifeline and the Crisis Text Line.

CHILD ABUSE REPORTING PROGRAM

BMI provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. BMI 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 DFPS. 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, TRAFFICKING, AND OTHER MALTREATMENT OF CHILDREN

BMI has established a plan for addressing child sexual abuse, trafficking, and other maltreatment of children. For purposes of this plan, trafficking includes both sex and labor trafficking. The plan may be

accessed by contacting the school nurse. .

What is Sexual Abuse of a Child?

Sexual abuse in the Texas Family Code is defined as any sexual conduct harmful to a child's mental, emotional, or physical welfare as well as a failure to make a reasonable effort to prevent sexual conduct with a child. A person who compels or encourages a child to engage in sexual conduct commits abuse. It is illegal to make or possess child pornography or to display such material to a child.

What is Trafficking?

Child trafficking in any form is prohibited by the Texas Penal Code. Sex trafficking involves forcing a person, including a child, into sexual abuse, assault, indecency, prostitution, or pornography. Labor trafficking involves forcing a person, including a child, to engage in forced labor or services.

Traffickers may be trusted members of a child's community, such as friends, romantic partners, family members, mentors, and coaches, although traffickers frequently make contact with victims online.

What is Other Maltreatment of a Child?

Other maltreatment of a child under the Texas Family Code includes "abuse" or "neglect" of a child.

Reporting and Responding to Sexual Abuse, Trafficking, and Other Maltreatment of Children

Anyone who suspects that a child has been or may be abused, trafficked, or neglected has a legal responsibility, under state law, for reporting the suspected abuse or neglect to law enforcement or to the DFPS.

A child who has experienced sexual abuse, trafficking, or any other type of abuse or neglect should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that disclosures of sexual abuse and trafficking may be more indirect than disclosures of physical abuse and neglect, and it is important to be calm and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing by telling you.

Parents, if your child is a victim of sexual abuse, trafficking, or other maltreatment, the school counselor or Principal will provide information regarding counseling options for you and your child that are available in your area. The DFPS also manages early intervention counseling programs. To find out what services may be available in your county, see **Texas Department of Family and Protective Services, Programs Available in Your County.**

Reports of abuse, trafficking, or neglect may be made to:

- Texas Abuse Hotline: 1-800-252-5400;
- In non-emergency situations, the **Texas Abuse Hotline Website;**
- Your local police department; or
- Call 911 for emergency situations

Methods for Increasing Awareness Regarding Sexual Abuse, Trafficking, or Other Maltreatment

For Staff: BMI 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. The training includes prevention techniques for and recognition of sexual abuse, trafficking, and all other maltreatment of children, including sexual abuse, trafficking, and other maltreatment of children with significant cognitive disabilities.

For Students: School counseling staff will address issues to increase awareness regarding sexual abuse, trafficking, 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, trafficked, or otherwise maltreated.

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. If a parent is frightened for their own safety or that of their child, they 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.

These websites are also helpful:

- **Child Sexual Abuse: A Parental Guide from the Texas Association Against Sexual Assault**
- **Child Welfare Information Gateway Factsheet**
- **Human Trafficking of School-aged Children**
- **KidsHealth, For Parents, Child Abuse**
- **National Center on Safe Supportive Learning Environments: Child Labor Trafficking**
- **Office of the Texas Governor's Child Sex Trafficking Team**

Likely Warning Signs of Sexual Abuse, Trafficking, or Other Maltreatment

Possible warning signs of sexual abuse or other maltreatment may include:

- An older child behaving like a young child, for example, bedwetting or thumb-sucking.
- Becoming increasingly secretive about Internet or telephone use.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.
- Difficulty sitting or walking, pain in the genital areas, and claims of stomachaches and headaches.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Fear of being alone with adults.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Using new or adult words for body parts.
- Verbal references or pretend games of sexual activity between adults and children, fear of being alone with adults of a particular gender, or sexually suggestive behavior.
- Withdrawal, depression, sleeping and eating disorders, and problems in school.



Possible warnings signs of sexual trafficking include:

- Changes in school attendance, habits, friend groups, vocabulary, demeanor, and attitude.
- Frequent runaway incidents.
- Isolation from friends, family, and community.
- Multiple phones or social media accounts.
- Older boyfriends or girlfriends.
- Provocative pictures posted online or stored on the phone.
- Refillable gift cards.
- Social interaction and schedule being strictly controlled by someone else.
- Sudden appearance of expensive items (for instance, manicures, designer clothes, purses, technology).

- Tattoos or branding.
- Unexplained injuries.

Possible warning signs of labor trafficking in children include:

- A desire to quit a job but not being allowed to do so.
- Being employed and having a work permit but clearly working outside the permitted hours for students.
- Being employed but not having a school-authorized work permit.
- Being overly concerned with pleasing an employer and/or deferring personal or educational decisions to a boss.
- Being unpaid, paid very little, or paid only through tips.
- Living with an employer or having an employer listed as a student's caregiver.
- Not being allowed breaks at work or being subjected to excessively long work hours.
- Not being in control of his or her own money.
- Owing a large debt and being unable to pay it off.



Any one sign does not necessarily mean that a child has been sexually abused, trafficked, 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, Trafficking, or Other Maltreatment Should Take

During student awareness sessions concerning sexual abuse, trafficking, 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, sex trafficked, 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 through the **Texas Department of Family and Protective Services, Programs Available in Your County** website.

Notice of Penalties for Trafficking of Persons and Online Solicitation of a Minor

Under Penal Code 20A.02(b-1), an offense related to human trafficking is a first degree felony if the offense is committed in a location that was on the premises of or within 1,000 feet of the premises of a school, or on premises or within 1,000 feet of premises where an official school function was taking place or an event sponsored or sanctioned by the University Interscholastic League was taking place.

Additionally, under Penal Code 33.021(f-1), there are enhanced penalties for the offense of online solicitation of a minor if the actor committed the offense during regular school hours and the actor knew or reasonably should have known that the minor was enrolled in a public or private school at the time of the offense.

STUDENT CODE OF CONDUCT

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

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

E Excellent
S Satisfactory
N Needs Improvement
U Unsatisfactory

DISCIPLINE REFERRAL SYSTEM

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

AUTHORITY AND JURISDICTION

BMI has disciplinary authority over a student:

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

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.

PROCEDURES FOR USE OF RESTRAINT

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 as is 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.

"Restraint" generally means the use of physical force or a mechanical device to significantly restrict the free movement of all or a portion of a student's body.

"Emergency" means a situation in which a student's behavior poses a threat of:

1. Imminent, serious physical harm to the student or others; or
2. Imminent, serious property destruction.



In a case where restraint is used, school employees, volunteers, or independent contractors shall document the incident as required by the Texas Education Agency. Additionally, BMI shall report electronically to the Texas Education Agency, following standards provided by the Commissioner of Education, information relating to the use of restraint by a peace officer performing law enforcement duties on school property or during a school-sponsored or school-related activity. The report must be consistent with the requirements adopted by the Commissioner of Education for reporting the use of restraint involving students with disabilities.

PROCEDURES FOR USE OF TIME-OUT

A school employee, volunteer, or independent contractor may use time-out with the following limitations:

1. Physical force or the threat of physical force will not be used to place a student in time-out.
2. Time-out may only be used in conjunction with an array of positive behavior intervention strategies and techniques, and must be included in the student's IEP or BIP if it is utilized on a

recurrent basis to increase or decrease targeted behavior.

3. Time-out will not be utilized in a manner that precludes the ability of the student to be involved in progress in the general curriculum and advance appropriately toward attaining the annual goals specified in the student's IEP.

"Time-out" means a behavior management technique in which, to provide a student with an opportunity to regain self-control, the student is separated from other students for a limited period in a setting:

1. That is not locked; and
2. From which the exit is not physically blocked by furniture, a closed door held shut from the outside, or another inanimate object.

Necessary documentation or data collection regarding the use of time-out, if any, must be addressed in the IEP or BIP. The student's ARD committee must use any collected data to judge the effectiveness of the intervention and provide a basis for making determinations regarding its continued use.

DISCIPLINARY ACTION

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

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

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

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

- No extremes in haircuts
- Students may not chew gum and/or eat at any time in the classrooms, halls, or outside on the walkways
- students may not wear earrings if it becomes a distraction
- Mobile / Wireless devices, cellular devices, radios, cassette players, CD players, personal games or

toys, etc. are not permitted at school unless specifically asked to do so by the teacher in a written note to parents/guardian.
In addition to the above infractions, excessive tardiness will result in disciplinary action.

- In general, the following steps will be used for minor infractions:
- Disciplinary Referral sent home to parents
- Detention/ ISS
- Suspension

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

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

STUDENT MISCONDUCT

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

When and Where These Rules Apply

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

LEVELS OF STUDENT MISCONDUCT AND DISCIPLINARY OPTIONS

LEVEL I: VIOLATION OF CLASSROOM OR TRANSPORTATION RULES

Each teacher or staff member establishes the rules for the classroom and for school related activities. Much behavior can be successfully managed by the classroom teacher. The teacher may use any of the disciplinary options listed below in maintaining classroom discipline.

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

- Violations of rules or procedures established by the teacher

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



Procedures:

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

LEVEL II: ADMINISTRATOR INTERVENTION

Some infractions will result in a referral to an administrator. The disciplinary response depends on the offense, previous actions, and the seriousness of the misbehavior. Level II Acts of Misconduct include those student acts which interfere with the orderly educational process in the classroom or in the school.

A teacher who observes a student engaged in level II or higher misconduct will fill out a discipline/referral form for the principal or other appropriate administrator. The principal will forward a report to the parent.

Level II –Acts of Misconduct Include Such behavior as:

- Repeated violation of classroom rules under Level I
- Leaving the classroom or school grounds without permission of school personnel
- Possession of matches or other flammable materials
- Inappropriate display of affection
- Any verbal abuse of others, including name-calling or derogatory statements
- Posting or distributing unauthorized materials on school grounds
- Failure to abide by rules and regulations at extracurricular activities or at co-curricular activities such as field trips
- Loitering in unauthorized areas
- Changing school records or documents or signing parent's name on school documents
- Violation of the established Dress Code
- Participation in activities by groups such as gangs and cults
- Wearing dress or attire signifying gang affiliations
- Possession of beepers, cellular telephones, electronic pagers, or any other types of communication systems.
- Cafeteria disturbance to include but not limited to adhering to the following rules:
  - Using inside voices at all times while in cafeteria
  - Use of good table manners
  - Remain seated until dismissed
  - The use of glass containers are strictly prohibited
  - Always walk inside, and to and from the cafeteria
  - Leave area clean and push chairs under the table
  - No food or drinks allowed outside of the cafeteria after lunch
  - Electronic devices are not allowed in the cafeteria during lunch hours
  - Microwave use is off limits to students
  - Always respect yourself, teachers and classmates
  - Playing with food such as throwing is not permitted
  - No soda allowed for lunch
- Disruptive behavior on the school van will not be tolerated and the following rules must be adhered:
  - Students will enter the van or bus in an orderly manner
  - Students will not walk around the bus or van while the vehicle is moving
  - Loud screaming and noise is not permitted
  - Hanging out the windows is not permitted
  - Students will keep the vehicle clean and free from debris at all times
  - Students will not play vulgar music while being transported on the bus/van
  - Students will refrain from fighting while on the vehicle
- Students will refrain from any other acts which interfere with the orderly educational process in in the classroom or the school.

- Accessing material and sites on the Internet that are deemed inappropriate by BMI.
- Sending or forwarding inappropriate e-mail, including email containing offensive language, untruthful statements, junk e-mail, chain letters or jokes. Logging on to a computer, sending email, or accessing the Internet using a name or password other than the students own Posting unauthorized Web pages, graphic images, or offensive language or comments on a school/district server, Web page, or guest book.

Disciplinary Options/Response:

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

Procedures:

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

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

LEVEL III: SUSPENSION OR OPTIONAL REMOVAL TO A DISCIPLINARY ALTERNATIVE EDUCATION PROGRAM (AEP)

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

Suspension/ Optional Removal to an AEP

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

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

- Chronic or repeated disciplinary infractions of Level I and/or Level II offenses
- Fighting
- Bullying
- Gambling
- Misdemeanor stealing/theft of property, including computers and related equipment, in an amount under $750
- Cutting class or other forms of truancy
- Possession of a knife with a blade of less than 3 inches
- Possession of a knife with a blade of more than 3 inches but less than 5 inches and that is reasonably determined not to have been possessed as a weapon
- Continuous disruptive behavior on school bus
- Smoking, using, or possessing tobacco and tobacco products Interfering with school authorities
- Aggressive, disruptive action or group demonstration that substantially disrupts or materially interferes with school activities. This includes such acts as boycotts, sit- ins, trespassing, and walkouts.
- Failure to comply with reasonable requests of school personnel and/or defiance of the authority of school personnel
- Failure to adhere to terms of behavior contracts
- Indecent/unsolicited sexual proposal/sexual harassment
- Selling or soliciting for sale any merchandise on school campus without the authorization of the building principal
- Display of disrespect toward school personnel or campus visitors
- Profanity, vulgar language, or obscene gestures
- Possession or use of fireworks, “poppers,” smoke or stink bombs, or any other pyrotechnic device that may be used to disrupt the educational process
- Possession of laser pens or laser pointers
- Possession of live ammunition or bullets
- Any ethnic or racial slurs that seriously disrupt the educational process
- Engaging in threats or other acts of intimidation that interfere with other student’s desire or willingness to participate in the educational process
- Misdemeanor criminal mischief (i.e., vandalism) resulting in the destruction or defacing of any property, including computers and related equipment, in an amount greater than $20 but less than $1,500. This includes rendering computers or related equipment inoperable or damaging them by erasing data with magnets, intentionally introducing viruses, worms, or Trojans, or

tampering with programs or other data without authority.

- "Hacking" or other use of computers to gain unauthorized access to district or other databases, including student, faculty, or district data files without permission. In addition to any criminal penalties, students may have their computer privileges suspended.
- Use of school computers, facsimile equipment, or other electronic devices to transmit, receive, view, or display obscene, vulgar, sexually explicit, or racist media; or to display information that advocates unlawful activities or provides guidance on the construction or production of weapons, illegal devices, or controlled substances.
- Use of the school computer network with the intent to incite violence or aggressive and/or disruptive action on the part of the student body, use of slanderous language, or use of language that promotes racial disorder or sexual harassment and is disruptive to the school environment.
- Use of school computer network for soliciting or purchasing commercial materials and/or services of any kind.
- Use of the school computer network to engage in participation in hate groups
- Misdemeanor extortion, which is defined as obtaining money or information from another by coercion or intimidation of value less than $1,500.
- Possession or use of any prescription or nonprescription drug, medicine, vitamins, or other chemical in violation of the Guidelines for Dispensing Medications at School.
- Refusal to cooperate in, or interfering with, a random metal-detector safety search.
- Any other acts of serious misconduct that disrupt the school environment in the classroom and/or school.
- Hazing, which means any intentional, knowing, or reckless act directed against a student by one person alone or acting with others that endangers the mental or physical health or the safety of a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in an organization or general classification of students whose members are or include other students.
- Assisting (directly or indirectly) with the promotion of any behavior prohibited by this Code of Student Conduct.
- Uniform Rules
- BMI enforces a strict uniform code.



Disciplinary Options/Responses:

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

Procedures

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

EXPULSION

Policies regarding expulsion and suspension, including due process

- A student will be removed from class and may be expelled by the principal if the student is involved in one or more of the following infractions while on school property or attending a school-sponsored or school related activity
- Assaulting a teacher, staff member, student or individual
- Selling, giving, delivering, using or possessing a controlled substance as defined by the Texas Controlled Substance Abuse Act (Article 4476-15), Texas Dangerous Drug Law (Article 4476-14) or U.S.C. Section 801 or abusable glue, aerosol paint or volatile chemical under section 4.13, Texas Controlled Substance Act or article 4476-3a relating to volatile chemicals
- Selling, giving, delivering, using or possessing an alcoholic beverage as defined by Section 1.04 of the Alcoholic Beverage Code, or committing, a serious infraction while under the influence of alcohol



- Possessing a firearm, illegal knife, or a weapon listed as a prohibited weapon under section 46.06 penal code
- Engaging in other illegal activities
- Bullying
- Leaving campus without permission

NONDISCRETIONARY EXPELLABLE OFFENSES

Countywide Violations Chart

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

OFFENSES WITH A RANGE OF CONSEQUENCES

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

Process for Expulsion Hearing

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

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

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

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

Hearing Before the Principal

BMI 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 BMI shall hold the hearing regardless of whether the student, the student's parent(s) or another adult representing the student attends. The Principal designee may audio record the hearing.

Within 48 hours or two school days, whichever is later, following the hearing, the Principal or designee will notify the student and the student's parent(s) in writing of his or her decision as to whether the student's conduct warrants suspension and/or expulsion and, if so, the decision shall specify:

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

The notice shall also state that failure to timely request such an appeal constitutes a waiver of further rights in the matter, and that disciplinary consequences will not be deferred pending the outcome of an appeal.

Appeal to the Board of Directors

The student or his or her parent(s) may appeal the extended suspension or expulsion decision to the Board of Directors by notifying the Principal in writing within five calendar days of the date of receipt of the Principal or designee's decision. The student and/or his or her parent(s) will be informed of the

date, time, and location of the meeting in which the disciplinary consequence will be reviewed. The Board of Directors will review the disciplinary administrative record and any audio recording or transcription/minutes of any hearings or conferences before the Principal or designee at a regular or specially called meeting in closed session as permitted by the Texas Open Meetings Act. The appeal shall be limited to the issues and documents considered during the disciplinary consequence, except that if the administration intends to rely on evidence not included in the expulsion record, the administration shall provide the student or parent(s) notice of the nature of the evidence at least three days before the Board of Directors' meeting.

The Board of Directors may, but is not required to, allow an opportunity for the student or parent(s) and the administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board of Directors. The Board of Directors will consider the appeal and may request that the administration provide an explanation for the disciplinary decision.

The Board of Directors will communicate its decision, if any, orally or in writing before or during the next regularly scheduled Board of Directors' meeting. If no decision is made by the end of the next regularly scheduled Board of Directors' meeting, the Principal or designee's decision with respect to the disciplinary action appeal shall be upheld. The Board of Directors may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

As stated above, disciplinary consequences will not be deferred pending the outcome of an appeal of an extended suspension or expulsion to the Board of Directors.

No Credit Earned

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

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.

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 action by the student's admission, review, and dismissal committee 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 reported to BMI, unless BMI and the student's parent(s) agree otherwise.

If a student's IEP includes a behavior improvement plan or behavioral intervention plan, the student's ARD committee shall review the plan at least annually and more frequently if appropriate to address:

1. Changes in a student's circumstances that may impact the student's behavior, such as:
    a. Placement of the student in a different educational setting;
    b. An increase or persistence in disciplinary actions taken regarding the student for similar types of behavioral incidents;
    c. A pattern of unexcused absences; or
    d. An unauthorized unsupervised departure from an educational setting; or
2. The safety of the student or others.

GUN-FREE SCHOOLS ACT

In accordance with the federal Gun-Free Schools Act, BMI shall expel, from the student's regular program for a period of one year, any student who is determined to have brought a firearm, as defined by federal law, to school. The Principal or designee 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, orwhich 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.

INTERROGATIONS AND SEARCHES

In the interest of promoting student safety and attempting to ensure that BMI 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.

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

1. Authority to Conduct a Search: The law allows school authorities to search a student's person, and their personal property when they have, (1) reasonable grounds for suspecting that the search will uncover evidence of a rule violation or 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 .
2. Desk Inspection: Students should have no expectation of privacy in the contents of their desks, or other school property. Desks assigned to students remain at all times under the control and jurisdiction of BMI. The school will make periodic inspections of 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 desks, and shall be held responsible for any prohibited items found therein. A student's parent shall be notified if any prohibited articles or materials are found in a student's desk, or on the student's person.
3. Computers and Electronic Devices: Use of school-owned equipment and its network systems is not private and will be monitored by BMI. Any searches of personal electronic devices will be conducted in accordance with the law, and any device may be confiscated to perform a lawful search. A confiscated device may be turned over to law enforcement to determine whether a crime has been committed. Refusal by any student of a search and seizure by school authorities shall be subject to disciplinary action. School authorities shall detain the student pending the notification and/or arrival of the student's parent/guardian and/or local authorities.



STUDENT HEALTH AND SAFETY

MENTAL AND PHYSICAL HEALTH RESOURCES

Parents and students in need of assistance with physical and mental health concerns may contact the following campus and community resources:

- The school nurse : **imayes@bmischool.org** and 713-747-5629.
- The school counselor: ***By Request***

ALCOHOL-FREE SCHOOL NOTICE

To provide a safe and alcohol-free environment for students and employees, all alcoholic beverages are prohibited on BMI 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 AND E-CIGARETTES PROHIBITED

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 product while on school proerty or while attending an off-campus school-related activity. Student violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Student Code of Conduct.

DRUG-FREE SCHOOL NOTICE

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

ASBESTOS MANAGEMENT PLAN

BMI works diligently to maintain compliance with federal and state law governing asbestos in school buildings, and has developed an Asbestos Management Plan. If you have any questions or would like to examine the school's plan in more detail, please contact the Director of Facilities at 713-747-5629.

BACTERIAL MENINGITIS INFORMATION

State law requires BMI to provide the following information about bacterial meningitis:

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 most common and the least serious. Meningitis caused by bacteria is the most likely form of the disease to cause serious, long-term complications. It is an uncommon disease but requires urgent treatment with antibiotics to prevent permanent damage or death. Bacterial meningitis can be caused by multiple organisms. Two common types are Streptococus pneumoniae, with over 80 serogroups that can cause illness, and Neisseria meningitidis, with 5 ser groups that most commonly cause meningitis.

What are the symptoms?

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 1 year old) and adults with bacterial meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness, and drowsiness or confusion. 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 it is diagnosed early and treated promptly, the majority of people make a complete recovery. If left untreated or treatment is delayed, bacterial meningitis 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 simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes) or when people cough or sneeze without covering their mouth and nose.

The bacteria do not cause meningitis in most people. Instead, most people become carriers of the bacteria for days, weeks or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

How can bacterial meningitis be prevented?

Vaccination: Bacterial meningitis caused by Streptococcus pneumoniae and Neisseria meningitidis

may be prevented through vaccination. The vaccine which protects against Streptococcus pneumoniae is called pneumococcal conjugate vaccine or PCV . This vaccine is recommended by the Advisory Council on Immunization Practices (ACIP) for children in the first year of life. Neisseria meningitidis is prevented through two types of vaccines. The first is a meningococcal conjugate vaccine which protects against 4 serogroups A, C, W, and Y and is referred to as MCV4. The second is a vaccine against Neisseria meningitidis serogroup B and is referred to as MenB.

The ACIP recommends MCV4 for children at age 11-12 years, with a booster dose at 16-18 years. In Texas, one dose of MCV4 given at or after age 11 years is required for children in 7th-12th grades. One dose of MCV4 received in the previous five years is required in Texas for those under the age of 22 years and enrolling in college. Teens and young adults (16-23 years of age) may be vaccinated with MenB. This vaccine is not required for school or college enrollment in Texas.

Vaccines to protect against bacterial meningitis are safe and effective. Common side effects include redness and pain at the injection site lasting up to two days. Immunity develops about 1-2 weeks after the vaccines are given and lasts for 5 years to life depending on the vaccine.

Healthy Habits: Do not share food, drinks, utensils, toothbrushes, or cigarettes. Wash your hands. Limit the number of persons you kiss. Cover your mouth and nose when you sneeze or cough. Maintaining healthy habits, like getting plenty of rest and not having close contact with people who are sick, also helps.

Who is at risk for Bacterial Meningitis?

Certain groups are at increased risk for bacterial meningitis caused by Neisseria meningitidis. These risk factors include HIV infection, travel to places where meningococcal disease is common (such as certain countries in Africa and in Saudi Arabia), and college students living in a dormitory. Other risk factors include having a previous viral infection, living in a crowded household, or having an underlying chronic illness.

Children ages 11-15 years have the second highest rate of death from bacterial meningitis caused by Neisseria meningitidis. And children ages 16-23 years also have the second highest rates of disease caused by Neisseria meningitidis.

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

You should seek prompt medical attention.

For more information.

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all infectious diseases. You may call your family doctor or **local**

health department office to ask about the meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention (CDC):

https://www.cdc.gov/meningitis/index.html and the Texas Department of State Health Services or
https://www.dshs.texas.gov/immunize/PreteenVaccines.aspx or
https://dshs.texas.gov/IDCU/disease/meningitis/Meningitis.aspx.

Note: DSHS requires at least one meningococcal vaccination on or after a 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.

MEDICAL INFORMATION HEALTH

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

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

IMMUNIZATION

Required immunizations: State law requires a student show acceptable evidence of vaccination prior to entry, attendance, or transfer to a child-care facility or public or private elementary or secondary school in Texas. It is the parent's responsibility to ensure that immunization records are kept up to date for each child and a periodic check by a licensed official to ensure that each child's immunizations are kept current. If a child's records are found not to be up to date, after a probationary/provisional period is assigned, they will be dismissed from school until records are made current. To determine the specific number of doses that are required for your student, please read the "2022–2023 Immunization Requirements for Schools" available on the Texas Department of State Health Services website at **https://www.dshs.texas.gov/immunize/school/school-requirements.aspx.**

PROVISIONAL ENROLLMENT

A student may be provisionally admitted to or enrolled in BMI if the student has an immunization record

that indicates the student has received at least one dose of each specified age-appropriate vaccine required by law. To remain enrolled, the student must continue to receive the necessary immunizations as rapidly as medically feasible, and complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible. The student and/or parent must also provide acceptable evidence of vaccination to BMI.

A nurse or school administrator 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, the student is not in compliance and BMI shall exclude him or her from school attendance until the required dose is administered.

Homeless Students: A student who is homeless, as defined by federal law, shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. BMI shall promptly refer the student to appropriate public health programs to obtain the required vaccinations.

Children in Foster Care: A student who is a "child in foster care" as defined by 45 C.F.R. § 1355.20(a) shall be admitted temporarily for 30 days if acceptable evidence of vaccination is not available. BMI shall promptly refer the student to an appropriate health provider to obtain the required vaccinations.

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

Military Dependents: A military dependent can be enrolled provisionally for no more than 30 days if the student transfers from one school to another and is awaiting the transfer of the immunization record. The collection and exchange of information pertaining to immunizations with respect to military dependents shall be subject to confidentiality provisions prescribed by federal law.

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 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 Texas Department of State Health Services Immunization Branch (MC 1946), P.O. Box 149347, Austin, Texas 78714-9347, or online at Affidavit Request for Exemption from Immunization. The form must be submitted to the Superintendent or designee 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 ("TEA"), local health departments, and Texas Department of State Health Services and transferred to other schools associated with the transfer of the student to those schools.

COMMUNICABLE DISEASES

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of students with a communicable or contagious disease should notify the Principal or designee so that other students who might have been exposed to the disease can be alerted. School authorities will report those students who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services 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.



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.

BMI does not require that students be removed from school because of lice or nits.

If BMI observes that a student may have head lice, an appropriate administrator will 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 an elementary student has head lice, BMI 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.

HEALTH SCREENINGS

Athletics Participation

For certain extracurricular activities, a student must submit to certification from an authorized health-care provider. The certification must state that the student has been examined and is physically able to participate in the relevant program, including:

- An athletics program;
- Marching band; or
- Any extracurricular programs identified by the Superintendent.

Students should be aware of the rare possibility of sudden cardiac arrest, which in athletes is usually caused by a previously unsuspected heart disease or disorder.

Fitness Testing

According to requirements under state law, BMI will annually assess the physical fitness of students. BMI 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

School-based spinal screening helps identify adolescents with abnormal spinal curvature and refer them for appropriate follow-up by their physician. Screening can detect scoliosis at an early stage, when the curve is mild and may go unnoticed. Early detection is key to controlling spinal deformities.

All students who meet Texas Department of State Health Services criteria will be screened for abnormal spinal curvature before the end of the school year. Spinal screening is non-invasive and conducted following the most recent, nationally accepted and peer-reviewed standards for spinal screening.

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

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



Vision and Hearing

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. Annual vision and hearing screenings will be performed for students in grades K, 1st, 3rd, 5th, 7th. Scoliosis screenings will be performed for girls two times, once at age 10 (or fall semester of grade 5) and again at age 12 (or fall semester of grade 7). Boys will be screened one time at age 13 or 14 (or fall semester of grade 8). A student may be screened using photoscreening to detect vision disorders.

Screening records for individual students may be inspected by the Texas Department of State Health Services or a local health department, and may be transferred to another school without parental consent.

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

Parents, please see the school nurse for specific criteria.

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 Principal or designee on or before the day of the screening procedure an affidavit stating the objections to screening.

ACUTE ILLNESS AND SERIOUS INJURIES

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

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

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

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

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

SEIZURE MANAGEMENT PLAN

The parent of a student with a seizure disorder may seek care for the student's seizures while the student is at school or participating in a school activity by submitting to BMI a copy of a seizure management and treatment plan developed by the parent and the physician responsible for the student's seizure treatment. The plan must be submitted to and reviewed by BMI:

- Before or at the beginning of the school year
- On enrollment of the student if the student enrolls after the start of the school year; or
- As soon as practicable following a diagnosis of a seizure disorder for the student

A seizure management and treatment plan must:

1. Identify the health care services the student may receive at school while participating in a school activity;
2. Evaluate the student's ability to manage and level of understanding of the student's seizures; and
3. Be signed by the student's parent and the physician for the student's seizure treatment.

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. BMI 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 standards 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 BMI determine aneed to identify or assess their student for dyslexia and related disorders.

MEDICATION ADMINISTRATION POLICY

Medication administered during school hours by school personnel should be kept to a minimum. Only medications that cannot be given at home will be given at school. The student in need of medication

to sustain his attendance in school may have a chronic health problem, a special health care need, or an unusual health problem, where emergency measures are indicated. The policy is intended for this type of child.

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 BMI property or at school related events.

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

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

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

- A medication provided by the parent or guardian may be given to a student that is suffering from an allergic reaction until the student can be transported to the licensed health care provider's office, or emergency room. Regulations apply for this procedure as well as all medication administered during school hours.

- First aid measures may be instituted. This should be included in a written emergency plan developed for the student, and approved by the parent or guardian and licensed health care provider. The after care of the student is determined by the attending licensed health care

provider who sees the student either in the office or in the emergency room. The parent or guardian has responsibility for meeting with school staff to document and review students' needs and develop an action plan approved by the parent or guardian.



DISTRIBUTION OF MEDICATION

A physician's signature is required to administer over the counter medication such as Ibuprofen, Tylenol, Pepto, Advil, and for daily medications given at school such as ADD, ADHD and Anxiety medication. In accordance with the Nurse Practice Act, no licensed RN or LVN may administer medication without a physician's order. A written request will be required from a physician or other healthcare professional with the authority to write prescriptions to administer approved non-prescription medications.

Consent forms are available on the website. Written permission from parents and physicians is required for students to carry and self-administer medications. It is required that the first dose of any medication be given at home where the parent can monitor the effects.

All medication must be in its original packaging, and have a label with the child's name on it.

No medication will be given without written authorization.

Out of date medication will NOT be administered.

Parents are responsible for picking up medicines. When possible, only the amount of medication needed should be delivered to BMI, 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.

A. REGULATIONS THAT APPLY TO ADMINISTRATION OF ALL MEDICATIONS

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

A. A copy of this regulation and the appropriate forms (parent permission form and licensed health care provider's authorization form) on which to record the necessary information will be provided to parents or guardians on request. Appropriate forms will be completed before initial dose is administered and annually thereafter for students on medication. 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 Practice Act, BMI will not administer medications prescribed or fulfilled in Mexico.**

- **a.** Medications distributed to students must be provided by the parents or guardians. Any exceptions will be made on a case-by-case basis.
- **b.** 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 student's IEP or Section 504 plan for a student with disabilities.
- **c.** School Nurse or principal's designee will:
  - **i.** Inform appropriate school personnel of the medication
  - **ii.** Keep a medication log of the administration of medicine and date when medicine is discontinued
  - **iii.** Secure a signature and initial of the person administering the medication with each dose
  - **iv.** Keep medication in a secured location
  - **v.** Refrigerate medication requiring refrigeration in a secure area
  - **vi.** Return unused medication to parent/guardian or a mutually agreed upon adults only.
- **d.** The school district retains the right to reject a request for administration of medicine. The only responsibility or liability that can be assumed by the school system or its personnel is to comply with the instructions forwarded by the child's parents or guardians, pharmacist and licensed health care provider. The school system will assume no liability for students who self-medicate.
- **e.** The nurse will provide any necessary monitoring and consultation/training concerning medication to the appropriate school personnel when needed
- **f.** When medication is to be administered in emergency situations, an Emergency Action Plan should be kept in the child's folder.
- **g.** The parents or guardians of the child must assume responsibility for informing the school nurse or administration in writing, any change in the child's health or when a

or when a change in medication occurs

h. An incident report shall be completed immediately when a misadministration of medication occurs. Examples of misadministration include forgetting to give a dose, giving the medicine to the wrong child, giving the wrong medicine or the wrong dose, giving the medicine at the wrong time and giving the medicine by the wrong route. These forms should be filed separately from the student's cumulative folder and are not for public view. The incident report should be given to the school nurse for follow-up. In the event of a drug overdose, poisoning, or the inadvertent administration of the wrong drug, the child's parents or guardians, the licensed health care provider, the local emergency room and/or the poison control center should always be called immediately.

i. Records of medication administered by school personnel should be maintained. All written parent and licensed health care provider authorizations, medication logs and records should be retained on file at school for as long as the child is enrolled in the school system plus 5 years afterwards.

j. It is the responsibility of the parent or guardian to deliver the medication to the school. Exceptions will be made on a case, by case, basis. Students carrying medication without proper authorization will be subject to discipline.

k. If a student refuses to take medication or doses are missed, the parents or guardian will be notified and the event documented on the medication log. If the student continues to refuse to take medication, the parents will be responsible for finding an alternative method of medication administration.

l. The licensed health care provider's authorization form may be attained through fax.

m. The parent or guardian will be notified to pick up medication no later than the third day after the licensed health care provider has ordered discontinuation of the medication or the third day after the last student school day. If medication is not picked up, it will be discarded by the school nurse.

n. Responsibilities of the students include (1) to know and follow the regulations of the medication policy and (2) to avoid sharing his/her medication with other students, which is considered a serious offense by school officials and will warrant disciplinary actions.

o. If a student is on a school sponsored off campus activity such as field trips, medication will be administered according to "Field Trip Medication Administration Procedures."

B. DISPENSING OF MEDICATION BY SCHOOL STAFF

ADMINISTRATION OF ALL MEDICATIONS

a. Written instructions signed by the parent or guardian, and licensed health care provider will be required and will include:
    i. Child's name
    ii. Name of medication

iii. Purpose of medication
iv. Route of administration
v. Time to be administered
vi. Dosage
vii. Possible side effects and contraindications
viii. Termination date for administering the medication

b. The parent or guardian must take responsibility for supplying medication to the school. Such medication must be in a container labeled by the pharmacist.
c. Any changes in medication, dosage administration time or any other special instructions will require an order from the licensed health care provider. Such medication must be in a container labeled by the pharmacist. A change in medication will require a new parent permission form.

C. SELF-MANAGEMENT OF PRESCRIPTION MEDICATION

As with any medication administered at school, a medication authorization form must be completed by the licensed health care provider and by the parent or guardian for the child who has developed competencies in self medication administration. Only insulin, asthma reliever inhalers, or emergency epinephrine along with an Action Plan signed by the physician, will be allowed as self-carry medications. All other medications must be administered by the nurse.

The student's parent or guardian may provide back-up asthma medication that shall be kept at school in a location to which the student has immediate access in the event of an asthma or anaphylaxis emergency.



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 parents, 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 BMI. 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.

CONSENT TO HUMAN SEXUALITY INSTRUCTION

As part of BMI's curriculum, students in certain grade levels receive instruction related to human sexuality. In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copyright of the materials.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use BMI grievance procedure concerning a complaint.

State law also requires that instruction related to human sexuality, sexually transmitted diseases, or human immunodeficiency virus (HIV) or acquired immune deficiency syndrome (AIDS):

- Present abstinence from sexual activity as the preferred choice in relationship to all sexual activity for unmarried persons of school age;
- Devote more attention to abstinence from sexual activity than to any other behavior;
- Emphasize that abstinence, if used consistently and correctly, is the only method that is 100 percent effective in preventing pregnancy, sexually transmitted infections, and the emotional trauma associated with adolescent sexual activity;
- Direct adolescents to abstain from sexual activity before marriage as the most effective way to prevent pregnancy and sexually transmitted diseases; and
- If included in the content of the curriculum, teach contraception and condom use in terms of human use reality rates instead of theoretical laboratory rates.

Before a student receives human sexuality instruction, BMI must obtain written consent from the student's parent.

CONSENT TO INSTRUCTION ON PREVENTION OF CHILD ABUSE, FAMILY VIOLENCE, DATING VIOLENCE, AND SEX TRAFFICKING

Students in middle school and high school receive instruction related to the prevention of child abuse, family violence, dating violence, and sex trafficking. In accordance with state law, a parent may:

- Review, receive a copy of, or purchase a copy of curriculum materials depending on the copright of the materials. As required by law, any curriculum materials in the public domain used in the instruction will be posted on the district's website.
- Remove his or her child from any part of the human sexuality instruction without academic, disciplinary, or other penalties.
- Become involved in the development of this curriculum by becoming a member of the school's health advisory committee or attending committee meetings.
- Use BMI grievance procedure concerning a complaint.

CONSENT TO PROVIDE A MENTAL-HEALTH CARE SERVICE

BMI will not provide a mental health care service to a student or conduct a medical screening of a student as part of the school's intervention procedures except as permitted by law.

BMI has established procedures for recommending to a parent an intervention for a student with early warning signs of mental health concerns, substance abuse, or suicide risk. The school nurse will notify the student's parent within a reasonable amount of time after the liaison learns that a student has displayed early warning signs and provide information about available counseling options.

BMI has also established procedures for staff to notify the school nurse regarding a student who may need intervention.

The mental health liaison can provide further information regarding these procedures as well as curriculum materials on identifying risk factors, accessing resources for treatment or support on and off campus, and accessing available student accommodations provided on campus.

Student or Parent Complaints and Concerns

BMI 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 complaint and/or grievance policy is to resolve conflicts in an efficient, expeditious, and just manner.

The Board of Directors encourages parents and the public to discuss their complaints and grievances

through informal meetings with the Principal or designee. Complaints and grievances 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 complaint and/or grievance.

The Superintendent or designee shall ensure that the school's complaint and grievance procedures are provided to all parents and students. The formal complaint and grievance procedure shall provide for any complaint and 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 the announcement of a decision in the student's or parent's presence shall constitute communication of the decision.

Informal Conferences

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

Formal Grievance Process

The formal complaint and grievance process provides all persons with an opportunity to be heard up to the Board of Directors if they are dissatisfied with an administrative response. Once all administrative procedures are exhausted, a parent and/or student can bring complaints and/or grievances to the Board of Directors, as outlined below.

A complaint and/or 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 complaints and/or grievances regarding the same event or action. Multiple complaints and/or 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 grievance 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 complaint and/or grievance shall be paid by the complainant and/or grievant.

Level One Complaint –Principal Review

A parent or student shall submit a written Level One Complaint or Grievance Form to the Principal or

designee within the later of (1) 3 (three) days from the time the event(s) causing the complaint and/or grievance were or should have been known, or (2) within 2 (two) days following an informal conference with the Principal or designee. The school reserves the right to require the complainant and/or grievant to begin the complaint and/or grievance process at Level Two.

The Principal or designee will meet with the complaining and/or grieving parent and issue a written Level One Decision within 10 (ten) in school days of the Principal or designee's receipt of the complaint and/or grievance.

Note: A complaint and/or grievance against the Superintendent shall begin at Level Three.

Level Two Complaint – Superintendent Review

If the parent or student is not satisfied with the Level One Decision, or if no Level One Decision is provided, the parent or student may file a written appeal to the Superintendent or designee. The appeal must include a signed statement of the complaint and/or grievance, any evidence supporting the complaint and/or grievance, and a copy of the written Level One complaint and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints and/or grievances unrelated to the Level One complaint. The appeal must be filed within 3 (three) days of the Level One Decision or the response deadline if no Level One Decision is made. The Superintendent or designee will meet with the complaining and/or grieving parent or student and issue a written Level Two Decision within 10 in school days of receiving 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 Level Two Decision is provided, the parent or student may submit to the Superintendent a written appeal to the Board of Directors. The request must be filed within 3 (three) days of the Level Two Decision or the response deadline if no Level Two Decision is made. The Superintendent or designee will inform the student or parent of the date, time, and place of the Board of Directors meeting at which the complaint and/or grievance will be placed on the agenda for consideration by the Board.

The Board of Directors will consider the appeal, and may allow a presentation by the parent or student and the school administration. The appeal will be limited to the issues and documents considered at Level Two, except that if the administration intends to rely on evidence not included in the complaint and/or grievance record, the administration shall provide the student or parent notice of the nature of the evidence at least three days before the Board of Directors' meeting.

BMI will determine whether the appeal will be presented in open or closed session in accordance with the Texas Open Meetings Act and other applicable law.

The presiding officer may set reasonable time limits and guidelines for any presentation of evidence,



including an opportunity for the student or parent and administration to each make a presentation and provide rebuttal and an opportunity for questioning by the Board of Directors. The Board of Directors shall hear the complaint and/or grievance and may request that the administration provide an explanation for the decisions at the preceding levels.

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 of Directors may not delegate its authority to issue a decision, and any decision by the Board of Directors is final and may not be appealed.

Additional Complaint Procedures

This Parent and Student Complaints and Grievance process does not apply to all complaints and/or grievances:

1. Complaints alleging Prohibited Conduct (discrimination, harassment, retaliation, and similar matters) shall be submitted as described in "Freedom from Discrimination, Harassment, and Retaliation, " page 57 of this Handbook.
2. Complaints concerning decisions of an accelerated learning committee and/or Life School's implementation of a student's accelerated learning plan shall be submitted as described in "Accelerated Learning Committees, " page 25 of this Handbook.
3. Formal complaints alleging sexual harassment shall be submitted as described in "Freedom from Sexual Harassment, " page 57 of this Handbook.

4. Complaints concerning bullying or retaliation related to bullying shall be submitted as described in "Freedom from Bullying, " page 64 of this Handbook.
5. Complaints and grievances concerning loss of credit on the basis of attendance shall be submitted as described in "Attendance for Credit or Final Grade, " page 35 of this Handbook.
6. Complaints and grievances concerning disciplinary long-term suspensions and/or expulsions. Shall be submitted as described in "Conferences, Hearings, and Appeals" as described in the Student Code of Conduct.
7. 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 complaint and/or grievance shall be 30 calendar days and the procedural safeguards handbook.
8. 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.
9. 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@usada.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

The Protection of Pupil Rights Amendment ("PPRA") requires that students may not be required to participate in certain surveys, analyses, or evaluations – funded in whole or in part by the U.S. Department of Education – that concern:

1. Critical appraisals of individuals with whom the student has close family relationship;
2. Illegal, antisocial, self-incriminating or demeaning behavior;
3. 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.

4. Mental or psychological problems of the student or the student's family;
5. Political affiliations or beliefs of the student or the student's parent(s);
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. Sexual behavior or attitudes;

Parents may inspect the survey or other instrument and any corresponding instructional materials used in connection with such a survey, analysis, or evaluation.

"Opting Out" of Surveys and Activities

The PPRA also gives parents 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.)

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

The Family Educational Rights and Privacy Act ("FERPA") affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education record within 45 days after the day BMI receives a request for access.

    a. Parents or eligible students who wish to inspect their child's or their education records should submit to the Principal a written request that identifies the records they wish to inspect. The Principal or designee will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

a. Parents or eligible students who wish to ask BMI to amend their child's or their education records should write to the Principal, clearly identify the part of the record they want changed, and specify why it should be changed. If BMI decides not to amend the records as requested by the parent or eligible student, BMI will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before BMI discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

   One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A "school official" is:

   - A person employed by BMI 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 volunteer, contractor, or consultant who, while not employed by BMI, performs an institutional service or function for which BMI would otherwise use its own employees and who is under the direct control of BMI with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, therapist, or providers of video conferencing or other virtual learning software apps to hold classes or conduct classroom activities virtually;
   - A parent or student volunteering to serve 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 typically has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

   Upon request, BMI discloses education records without consent to officials of another school or school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by BMI to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

   Student Privacy Policy Office
   U.S. Department of Education

   400 Maryland Avenue, SW
   Washington, DC 20202

Notice of Directory Information

TFERPA, a federal law, requires that BMI, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, BMI may disclose appropriately designated "directory information" without written consent, unless you have advised BMI to the contrary in accordance with BMI procedures.

Directory Information for School-Related Purposes:

BMI has designated the following categories of information as directory information for the purpose of disclosure for school-related purposes:

- Student name (First Name Only)
- Degrees, honors, and awards received;
- Grade level;
- Major field of study;
- Most recent educational institution attended;
- Participation in officially recognized activities and sports;
- Photographs (including video images); and
- Weight and height of members of athletic teams.

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

- Extracurricular programs or events (e.g., playbills or programs for events such as school plays, concerts, athletic events, graduation ceremony, etc.).
- Honor roll and other student recognition lists.
- Marketing materials of BMI (e.g., using directory information for print media, website or social media accounts operated by BMI, videos, newspaper articles, etc.).
- Publications (e.g., printing student names and pictures in newsletters and yearbooks, etc.), including sharing directory information with companies who have a contractual relationship with BMI and that manufacture class rings or publish yearbooks.

Directory Information Supplied to Law Enforcement Officials and Authorities:

BMI 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: students name, address, and telephone number.

BMI shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-related 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.

IF YOU DO NOT WANT BEATRICE MAYES INSTITUTE TO DISCLOSE ANY OR ALL OF THE TYPES OF INFORMATION DESIGNATED ABOVE AS DIRECTORY INFORMATION FROM YOUR CHILD'S EDUCATION RECORDS WITHOUT YOUR PRIOR WRITTEN CONSENT, YOU MUST NOTIFY BEATRICE MAYS INSTITUTE IN WRITING WITHIN 10 DAYS AFTER RECEIVING THIS "NOTICE OF PARENT AND STUDENT RIGHTS (ANNUAL FERPA CONFIDENTIALITY NOTICE)."

Disclosure of PII without Consent

FERPA permits the disclosure of PII from students' education records, without consent of the parent or eligible student, if the disclosure meets certain conditions found in § 99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the parent or eligible student, §99.32 of the FERPA regulations requires BMI to record the disclosure. Parents and eligible students have a right to inspect and review the record of disclosures.

BMI may disclose PII from the education records of a student without obtaining prior written consent of the parents or the eligible student:

- To other school officials, including teachers, within the educational agency or institution whom BMI has determined to have legitimate educational interests. This includes contractors, consultants, volunteers, or other parties to whom BMI has outsourced institutional services or functions, provided that the conditions listed in § 99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(3) are met. (§ 99.31(a)(1))
- To officials of another school, school system, or institution of postsecondary education where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of § 99.34. (§ 99.31(a)(2))
- To authorized representatives of the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as the Texas Education Agency. Disclosures under this provision may be made, subject to the requirements of § 99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf, if applicable requirements are met. (§§ 99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§ 99.31(a)(4))

- To State and local officials or authorities to whom information is specifically allowed to be reported or disclosed by a State statute that concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records were released, subject to § 99.38. (§ 99.31(a)(5))
- To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction, if applicable requirements are met. (§ 99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§ 99.31(a)(7))
  To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))
- To comply with a judicial order or lawfully issued subpoena if applicable requirements are met. (§ 99.31(a)(9))
- To appropriate officials in connection with a health or safety emergency, subject to § 99.36. (§ 99.31(a)(10))
  Information BMI has designated as "directory information" if applicable requirements under § 99.37 are met. (§ 99.31(a)(11))
- To an agency caseworker or other representative of a State or local child welfare agency or tribal organization who is authorized to access a student's case plan when such agency or organization is legally responsible, in accordance with State or tribal law, for the care and protection of the student in foster care placement. (20 U.S.C. § 1232g(b)(1)(L))
- To the Secretary of Agriculture or authorized representatives of the Food and Nutrition Service for purposes of conducting program monitoring, evaluations, and performance measurements of programs authorized under the Richard B. Russell National School Lunch Act or the Child Nutrition Act of 1966, under certain conditions. (20 U.S.C. § 1232g(b)(1)(K))

CONCLUSION

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