



Bright
Ideas

CHARTER
SCHOOL

ENTER HERE

2507 Central Freeway E. Wichita Falls, TX 76302
Contact: 940-767-1561, 940-767-1239 lyndaplmr@aol.com

Handbook Awareness Statement

My signature below indicates that I have received and read the Student Handbook and have read the Code of Conduct, Attendance Policies, and the School's Right to Search.

Parents should inform the school of changes in residence, custody and home phone, work and emergency telephone numbers

Homeroom teacher _____
Student's Name (Print) _____
Student's Signature _____
Date _____ Grade _____
Parent's Signature _____
Date _____

PLEASE RETURN THIS SIGNED FORM AT THE MANDATORY MEETING OR TO YOUR HOMEROOM TEACHER THE FIRST WEEK OF SCHOOL.

Mandatory Orientation Meeting – Date TBA

General Overview 6:00 – 7:00 p.m.

Classroom Meetings 7:00 – 8:00 p.m.

Attending this meeting will be the first grade for ELA class (This is an easy grade).

This is mandatory attendance, if you are not able to attend, you will need to make an appointment with your teacher to be able to earn ½ credit for this assignment.

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Message from the Principal of Bright Ideas Charter School

Lynda Plummer
Principal
Bright Ideas Charter School

Mission Statement

Bright Ideas Charter School's high performance design has a proven track record of superior preparation for college, with students succeeding in college at 14-17 years old. One fourth of our students are accelerated 1-3 years. One example is that in spring of 2002, we had a student graduate from Bright Ideas Charter's high school while simultaneously graduating from Midwestern State University with a BS in Mathematics, and a minor in Physics. 100% of our students attend college before graduating from high school.

We have proof that our students are learning more, better, and faster than students in the current public school system. In short, Bright Ideas School gives children the skills they need to flourish in the 21st century; it provides the exceptional background of knowledge and understanding that the leaders of tomorrow require.

Vision Statement

Our vision for the next 5-10 years is to continue to meet our mission by preparing more students to be highly educated and successful in a global society. We want to give children who can not afford private school the opportunity to get the world class education that Bright Ideas has proven it can deliver. The following step will be to work with other public schools to build a supportive culture of systemic change to make possible implementation of our programs.

Bright Ideas Charter School

(940) 767-1561

(940) 767-1904 (fax)

<http://www.brightideasschool.com/>

Principal Lynda Plummer
Superintendent Carl Plummer

Main Office Hours: 7:00 a.m. – 4:00 p.m.

Bright Ideas University High School (UHS)

(940)

(940) 696-9490 (fax)

Vice Principal Rachelle Stebbins

UHS Hours: 1:00 – 5:00 p.m.

School Closings

In the event of inclement weather, BICS follows school closings for either Wichita Falls Independent School District (WFISD) or it will be announced by name. Delays and closing information will be reported to local television stations and radio stations.

Student Eligibility

Students Served

Under its charter, Bright Ideas Charter School is authorized to serve 200 students. Bright Ideas Charter School does not discriminate in admission based on gender, national origin, ethnicity, religion, disability, academic, artistic, or athletic ability, or the district the child would otherwise attend. Bright Ideas Charter School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school and does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational or admission policies, scholarship and loan programs, and athletic or other school-sponsored programs. **Bright Ideas School does not admit students who have a documented history of criminal offense, juvenile court adjudication, or discipline problems under TEC, Chapter 37, Subchapter A.**

Bright Ideas accepts students who reside in Archer City, Burkburnett, Byers, City View, Henrietta, Holliday, Iowa Park, Midway, Petrolia, Wichita Falls, and Windthorst. However, students who reside outside of the geographic boundary may be admitted once all eligible applicants who reside in the boundary and who submitted a timely application have been enrolled. Students must be at least 5 years old before September 1 of the year enrolled to be eligible for enrollment in the charter school. If younger than 5 years old, students may enroll in Bright Ideas' private preschool.

Re-enrollment process

Currently enrolled students receive a Re-Enrollment Form on March 1. This form asks students to state whether they intend to return the following school year and to identify any of their siblings who wish to attend the school the following school year. The form must be returned by March 31. Currently enrolled students expressing a desire to return are enrolled for the following school year upon timely receipt of the Re-enrollment Form. Vacancies in each class are then determined, and the siblings of returning students as well as the children of the school's founders are given priority in admission.

New Applicants/Lottery/Waiting List

Applications from new students are accepted from April 1 through April 30. The deadline for new applications is published in the Wichita Falls Times and Record News not later than seven days before the expiration of the deadline. If the number of eligible applicants does not exceed the number of vacancies, then all applicants who timely applied are offered admission at the end of the application period. If there are more eligible applicants than available spaces in a class, then a lottery will be conducted on May 1. A name is drawn for each vacancy that exists, and each applicant whose name is drawn is offered admission. The remaining names are then drawn and placed on a waiting list in the order they were drawn. If a vacancy arises before the commencement of the school year or during the school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list. If an application is received after the application period has passed, the applicant's name is added to the waiting list behind the names of the applicants who timely applied.

UHS Applicants

While all students may be enrolled at BICS, admittance to the UHS program is by application following the application guidelines below:

Concurrent enrollment checklist for MSU enrollment:

1. All current grade level TAKS tests must be passed in order to be eligible for concurrent enrollment. Students have to have all As and Bs, with certain exceptions.
2. You must have at least two (2) references from your previous high school teachers if you just enrolled or BICS teachers that verify you are a motivated, self-directed, and responsible student. **These letters need to be turned into Mrs. Plummer.** She or I will let you know if you are accepted and can continue with the concurrent enrollment process.

You may not continue with any other step until Mrs. Plummer or the UHS Vice Principal speak with you.

3. Testing requirements:
(MSU requires sufficient scores from the Accuplacer/TAKS/THEA **AND** the ISAT/SAT/ACT)

EXIT TAKS: 2200 or above ELA (3 on essay) and 2200 Math OR
Accuplacer 78 Reading, 80, 6 essay, 63 Math (or 5 on essay with 80 on Sentence Skills)
THEA: 230 Reading, 230 Math, 220 Writing (270 or higher is needed for college-level math; scoring between 230-269 will require MATH 1003)

AND

ISAT: 1030 combined Reading and Math (Must complete written essay section.)
ACT: 22 or above composite and written essay
SAT: 1030 combined Reading and Math (Must complete written essay section.)

Call the testing center at MSU 397-4676 to check the testing schedule and/or look on www.msu.edu.

Students that do not meet the unconditional admission criteria for ACCESS MSU may be considered under individual review.

4. Fill out MSU application for enrollment online or in person. The high school code is 447542. If you're accepted, continue.
5. Fill out the ACCESS, the MSU scholarship application. There are limited scholarships available. For info, go to: http://admissions.mwsu.edu/HS_concurrent.asp
6. Sign the MSU concurrent enrollment application, which is at the Registrar's window and turn in to Chris Gore in the Registrar's office (Hardin bldg). Turn #2, #3, and #4 into Chris Gore.

7. Choose classes, and get approved from UHS administrator.
8. Call Chris Gore for appointment to register: 397-4335 or email chris.gore@mwsu.edu. He takes care of concurrent registration, so you don't have to suffer through regular registration.
9. Mr. Gore will put you on the INSTALLMENT PLAN; this is very important. Do not pay your bill instead pay only the payment plan fee, \$22.50. This is to give the school time to pay the school's portion of your bill. You are responsible for ½ the tuition and fees (up to \$1,000 after ACCESS if deducted from your bill). If you do not want to be put on the installment plan, MSU requires that half tuition and fees be paid up front. You will be responsible for paying your half at the time of registration.
10. Give UHS administrator a copy of your bill, so BICS can pay half.
11. Go to The College Store, on Midwestern and Taft, to get your books. Tell them you are a BICS student and they will charge our account.
12. Bring UHS administrator an itemized receipt (including the titles of the books) from the bookstore so BICS can get reimbursement from the state.

Concurrent enrollment checklist for Vernon enrollment:

1. All current grade level TAKS tests must be passed in order to be eligible for concurrent enrollment. Students have to have all As and Bs, with certain exceptions.
2. You must have at least two (2) references from your previous high school teachers if you just enrolled or BICS teachers that verify you are a motivated, self-directed, and responsible student. **These letters need to be turned into Mrs. Plummer.** She or I will let you know if you are accepted and can continue with the concurrent enrollment process.

You may not continue with any other step until Mrs. Plummer or the UHS Vice Principal speak with you.

3. Testing requirements: (any one of the tests below)
EXIT TAKS: 2200 or above ELA (3 on essay) and 2200 Math
Accuplacer 78 Reading, 80 Sentence Skills, 6 essay, 63 Math
THEA: 230 Reading, 230 Math, 220 Writing
ACT: 19 English, 19 Math, 23 Combined
SAT 500 Verbal, 500 Math, 1070 Combined

Call the testing center at Vernon 696-8752 X 3278 to register for the Accuplacer or THEA. Results are available as soon as the student finishes the Accuplacer. Vernon College and BICS need to have a copy of your scores.

4. Fill out Vernon application for enrollment online or in person.
5. Sign the Vernon concurrent enrollment application (with your parent/legal guardian and Mrs. Plummer or UHS administrator's signature) and turn in to Vernon College's advisor, Jan Brott. She can be contacted at 696-8752 X 3246 or emailed at jbrott@vernoncollege.edu. She will also meet with you about new student advising.
6. Sign Bright Ideas concurrent scholarship contract and return to Mrs. Plummer or UHS administrator.
7. Choose classes, and then get approval from UHS administrator.
8. Get VC's enrollment procedures from UHS administrator. You will be responsible to register yourself for class(es). Bright Ideas will pay half of the tuition (up to \$1,000 and fees).
9. Go to The College Store, on Midwestern and Taft, to get your books. Tell them you are a BICS student and they will charge our account.
10. Bring UHS administrator an itemized receipt (including the titles of the books) from the bookstore so BICS can get reimbursement from the state.

Student Records

Applicants are not required to provide copies of transcripts or academic records prior to enrollment. However, applicants may be required to provide a release for their discipline records if there is evidence that they have a documented history of discipline problems under TEC, Chapter 37, Subchapter A. Parents will be required to sign a release on the enrollment form authorizing Bright Ideas Charter School to request the student's records from the previous school. A student will not be precluded from enrolling due to Bright Ideas Charter School's failure to receive records from the student's previous school or from the parent or guardian. However, by law, not later than the 30th day after the date a parent or legal guardian enrolls the child in a public school, the parent, legal guardian, or school in which the child most recently attended school shall furnish to Bright Ideas: a birth certificate or other document suitable as proof of the child's identity, shot records or proof that the child is not required to be immunized, and copies of the child's records from the school the child most recently attended.

General Information

Track 1 & Track 2

School begins at the end of August (please see calendar) and all students beginning in August are considered Track 1 students. Any student beginning roughly four weeks after the first day of school is considered a Track 2 student. Track 2 students are required to attend BICS an additional four weeks after Track I is released for the summer. The Track 2 calendar enables those students who either need to catch up or need to accelerate to the next grade more time to do so.

Arrival Procedures

For those dropping off students in grades Pre-K through 5th grade students, please use the front gate/door. We also have another parking lot by the Ramsey Building. If your child's class is in the Ramsey Building, or you would like to stay a while, you will need to enter on the back of the property on Quincy road and park in the back parking lot.

Directions: To reach Quincy Road, turn right off the 287 service road onto McKinney and then left on Quincy.

Concurrent students are required to be at the 2nd campus between the hours of 1:00 – 5:00 p.m. They must be on campus two hrs/day for half time attendance and four hours/day for full time attendance. A separate contract is required for concurrent enrollment which outlines expected behaviors.

General Attendance Information

Pre-Primary is in session
Monday-Thursday: 7:45 a.m. – 3:15 p.m.
Friday: 7:45-11:45 a.m.

Secondary Schools is in session
Monday – Thursday: 8:15 a.m. – 3:45 p.m.
Friday: 8:15 a.m. – 12:15 p.m.

Primary and Intermediate are in session
Monday – Thursday: 8:00 a.m. – 3:30 p.m.
Friday: 8:00 a.m. – noon

University High School is in session
Monday – Friday: 1:00 -5:00 p.m.

Day Care begins at 7:00 and ends at 6:00 PM.

Daycare is available for before and after school at \$1.50 per hour. There is no charge for the 10-minute period before and after your child's class begins/ends. In addition, if your family has children in classes with different periods, then you may bring all your children for the earliest class and pick up your children after the latest class, at no charge. If a child is not picked up within 10 minutes after dismissal, s/he is automatically sent to daycare.

After 5:55 p.m., parents must pick up their child from the classroom. Students are not allowed to wait outside the building unsupervised. \$1.00/minute will be assessed to your account for every minute after 5:10 p.m. for the UHS and 6:05 p.m. for the main campus that your child is not picked up.

All absences are unexcused unless:

- 1) Personal illness or injury (a note from parent/guardian or a doctor's office is required)
- 2) Quarantine of home by local health officials.
- 3) Death of a relative (limited to three days unless reasonable cause can be shown for a longer absence).
- 4) Observance of a religious holiday consistent with student's established creed or belief.

These absences will be excused but all absences, both excused and unexcused count toward the 90% state attendance requirement.

The note should state

- 1) The date of absence;
- 2) The reason for the absence;
- 3) The parent/guardian signature or doctor's signature;
- 4) The parent/guardian phone number or the doctor's phone number.
- 5) Court documentation of hearing

The parent, medical, or court verification note should be given to the main office within two school days from the day the student returns. Absences documented with medical verification notes for each date absent will be excused. Failure to follow Attendance Guidelines may result in school discipline. It is the responsibility of the school to report all attendance concerns to the Juvenile Court.

Texas state laws concerning absences

Sec. 25.0951(a) and (b) authorize the attendance officer to refer a student to juvenile or municipal court for unexcused absences. Sec. 25.095(b) requires the school to notify the parent when a student has a certain number of unexcused absences. Sec. 25.0951 states that a student who has three or more days or parts of days verified as unexcused in a four week period or 10 or more days or parts of days that have been documented as unexcused absences in a six month period. In Section 25.087 (b) an absence may be excused for "any cause acceptable to the teacher, principal, or superintendent of the school." In addition, schools are required to excuse certain absences under Sec.087 (b).

Municipal Court's Procedure for Action

BICS will mail a warning letter to the student's parents/guardians. A copy of the warning letter and a copy of the student's attendance are sent to the Attendance Office.

A file will be created and the student information is entered on the attendance database.

If the student continues to have unexcused absences after a warning letter has been mailed to the parents/guardian, the following actions will be taken.

| *Action*

If the student attends elementary school, the attendance officer will file a “Thwarting” affidavit in court against the parents/guardians. If the student attends a secondary school, the attendance officer will file a “Failure to Attend” affidavit against the student. If there is documentation that the parents/guardians are enabling the student absenteeism, “Thwarting” affidavits will also be filed against the parents/guardians.

The T.I.P. officer will issue a ticket or summons with a hearing date and time with the Justice of the Peace court to the student.

A pre-trial hearing will follow. The student may plead “guilty,” “no contest,” or “not guilty.” The Judge will issue a court order for the student to attend school. At this time the Judge will also require that the only documentation that will be accepted for excused absences will be a medical doctor’s note or court documentation. Depending on the circumstances, the Judge will also assess the parents a fine to be paid by a specified date or probate a fine dependent upon the student having no more unexcused absences or have the child perform community service hours in lieu of a fine. The Judge may also request the parents/students attend a minimum number of counseling sessions to be completed by a specified date. OR

If the student is at least 16 years old, the Judge may order the student to withdraw from school and enter a GED program.

If the student continues to have documented unexcused absences after receiving a court order to attend school...

Action – BICS sends a “Contempt of Court” form to the court where the court order was issued. A copy of the charges is sent to the Attendance Office along with a copy of student’s attendance.

Attendance officer files another affidavit for “Failure to Attend” against the student and if applicable, files an affidavit for “Thwarting” against the parents/guardians.

| **Special note regarding students 18 years of age and older:**

| If, during the school year, the student accumulates ~~three~~four or more unexcused absences, the school may proceed with a recommendation to expel the student from school for non-attendance.

| **Absence Guidelines**

Tardy

- After 7:45 for Pre-Primary grades
- After 8:00 for Primary grades.
- After 8:15 for Intermediate and above grades.

Full-Day Absence

Attendance for less than four hours results in an absence. High school students are counted in attendance by class. Missing 4 classes would equal one absence.

Extra-Curricular Participation

~~In order for a student to participate in any extra-curricular activity, the student must be in school at least four hours, not including lunch period.~~

Doctor Appointments/Court Appearances

Under normal circumstances, no more than one-half day will be excused for medical appointments or court appearances. Medical appointments should be scheduled outside the school day when possible.

Students should make their homeroom teacher aware prior to leaving school grounds.

Students have the same number of days to make up work as they have been absent from school (i.e., if a student is absent three school days, he has three school days after his return to make up work). A student who is absent only one day has to take quizzes or tests the day he/she returns. Work missed due to an unexcused absence may not be made up.

If a student is absent more than one day, he/she will have a one-day grace period before making up unannounced assignments or quizzes. Previously announced quizzes, tests, assignments, etc., may be required immediately upon the student's return to school. No additional days will be granted for planned activities/absences.

Students who fail to bring documentation for absences may be assigned school discipline for truancy.

Attendance will be kept by every teacher on TeacherEase.

Unexcused absences can be made up, as community service (which includes but is not limited to grading papers, tutoring, yard work, etc.). 1 hour for every hour of missed school. Teachers whose class(es) the student has missed will issue the community service.

Illness While at School

If you should become ill or are injured during school, ask your teacher for assistance. You will either be helped in the classroom or at the front office. The school must obtain parental permission in order for a student to be released from school due to illness. Prior to leaving the school for home, the parents must make the front office aware that the student is being picked up. A parent note must be presented upon return to the homeroom teacher. The homeroom teacher will then apprise the student's teachers of the excused absence.

Being ill in the restroom for any extended period of time will not be accepted as an excuse to miss classes. Should you be too ill to report to class, send word to that effect to your teacher so s/he can assist you.

Parents are required to report all communicable diseases to the school's front office.

Early Dismissal

Students must never leave the school building without permission by notifying his/her homeroom teacher. Parental approval is required in order to be released for early dismissal. Failure to follow this procedure will result in school discipline.

Legitimate reasons for early dismissal from school will be accepted provided a note signed by a parent is presented at school. A student must also submit a parent's note to the student's homeroom teacher upon returning to school the next day.

The reason for early dismissal must be explicit in order to be considered excused.

Dress Code

The Dress Code is casual and conservative. Students must be clean. Hair must be neat, not cut in a distracting manner (for example; no Mohawks), and if dyed, must be a human color. Generally, students must dress in a manner that is not distracting or shocking.

Dresses, skirts, and shorts must be fingertip length.

No gang attire, cult clothing, or sexy clothing as determined by Administration, may be worn.

No midriffs may show.

Girls must be 13 to wear makeup.

Piercing must be limited to the ears. Gauge piercings may not be worn.

No tattoos may be visible.

No clothing with vulgar or demeaning messages or messages promoting illegal activity on them may be worn, which includes skull and crossbones.

Pants must not have holes in them, must be worn on the hips and may not touch the floor.

No undergarments may show: for example, bra straps, boxers, etc.

Hats may not be worn inside the buildings.

No cleavage should be seen.

The Dress Code may be expanded as deemed necessary by the Administration.

Students who repeatedly break the Dress Code have to wear a trash bag over the offending garments.

Class Size

Class size is limited to 22 in grades PreK-5th and 25 in grades 6th-12th.

Staff

Teachers at Bright Ideas Charter must have a bachelor's degree. Most have a master's degree or higher. Teachers will meet all applicable federal and state requirements. Special education and related services and all bilingual education are provided by personnel appropriately certified or licensed in the area of assignment. A complete list of all teachers' qualifications is mailed to parents in September, is posted on the school's website, and may be obtained any time upon request.

Curriculum

Our curriculum incorporates the educational concepts of Barbara Clark (Integrative Education Model), Howard Gardner (Multiple Intelligence Theory), Sylvia Rimm (Underachievement Syndrome), Mihaly Csikszentmihalyi (Flow Theory), Joseph Renzulli (Enrichment Triad Model, Joyce Van-Tassal Baska, E. Paul Torrance, D. Treffinger, B. Bloom (Taxonomy of educational objectives), James Gallagher, Joanne Rand Whitmore, John Feldhusen, Maria Montessori, and others.

Teacher Communication

Teachers will have grades posted one week after the assignments' due date on TeacherEase. Attendance will also be kept on TeacherEase. In order to access TeacherEase, receive updates about missing or excellent work, you will need to give your homeroom teacher a current email address for yourself and your parent/guardian. If you change providers, please make sure to update your email address. Students/Parents without their own email address may obtain one from the school. In addition to the monthly newsletter from the front office teachers will also send out a monthly newsletter.

Parent "Back to School Night's" occur twice a year, about four weeks after the beginning of school and four weeks after the second semester begins.

Assessment/Student Progress

Student portfolios are maintained containing samples of the students' work to show progress. Evaluation procedures include observation, benchmark examinations, performance evaluation, formal testing, and achievement testing.

Benchmark testing is given every four (4) weeks and **will count as a grade for grade reporting.** Benchmarking allows teachers to assess how well students are able to apply what they've learned in the classroom to the Texas Assessment of Knowledge and Skills (TAKS). Students may not be exempted from the TAKS tests, unless their ARD deems so. In this case, an alternate assessment will be given.

Grade reports are issued after each nine weeks; progress reports are given about four and a half into each quarter, as a way to assess progress for the quarter. Grades close a week before grade reports are due each quarter. The last week's grade goes onto the next quarter's grades, with the 4th quarter including 10 weeks of grades.

The first three grade reports may be obtained at **mandatory** parent-teacher conference on Teacher Work Days.

Late work may be turned in up to **three (3) days** after due date assignment. 10 points will be deducted from the assignment each day it is late. Late work will not be accepted after grades close.

Students may not pass to the next grade until they have passed the TAKS tests and all their courses. Students may retest to pass the TAKS twice. Students may take credit by exams to pass failed courses and to test out of courses. **Grades for official TAKS tests will count as 25% of 4th quarter grades.**

Students **must** pass the THEA or Accuplacer, college entrance exams in order to graduate from Bright Ideas. **We also expect all students to take the SAT or ACT.** All high school students are strongly encouraged to take college courses before graduation. Bright Ideas pays half of the college tuition and fees and for college books.

Honor Roll

The Honor Roll is published at the end of each grading period. Students with As and Bs in each quarter will be listed on the Honor Roll and receive a certificate. Students who earn honor roll status each quarter will earn the Honor Roll Medal at the end of the year.

Transcripts

Students desiring a copy of their transcript should complete a *Transcript Request Form* available at the front office. Please allow one week to process transcripts, scholarships, college applications, recommendations, etc.

Students with Disabilities

Students with disabilities are served by the school. Graduation plans and passing criteria are individually determined by each student's admission, review, and dismissal (**ARD**) committee. The ARD committee determines, on an individual basis, the appropriate statewide assessment.

Student Safety

Fire and tornado drills are practiced. The school has above ground tornado shelters on campus. Seat belts are required for the driver and each student on field trips. Only concurrent students and staff are allowed to have cell phones on campus.

Parental Involvement

Parents are considered necessary participants in their child's learning. This is addressed in the Accountability Code. To give all school communities specific roles in the ongoing redesign of the charter school's systems, a Student Advisory Team and Parent Advisory Team will be assembled to provide regular input to BICS staff meetings.

Tutoring

Tutoring is mandatory for students who are failing a class or failing a TAKS benchmark. Students will be required to bring their most recent copy of grades from TeacherEase to tutoring. The teacher WILL NO longer print off grades for you. Students who skip assigned tutoring receive Friday D-Hall.

Summer School

All students are required to pass all of their TAKS tests and coursework. A student will be REQUIRED to attend summer school if either or both criteria are met:

1. Failed any TAKS test
2. Failed any class

The student will be released from summer school upon meeting the standard.

Approved Devices

CD players, iPods, MP3 players are permissible, but at your own risk. The school assumes no responsibility if any of these devices are stolen or damaged. Teachers give permission to students on an individual basis as a reward for good working habits. It is not a right. Parents must write a note specifying which songs their child may listen to and then music MUST be approved by the teacher. Music with "parental advisory" will not be allowed. Teachers may choose to disallow the use of electronic devices in his/her classroom.

Staff may carry and use cell phones on the school's campuses. Bright Ideas University School students may carry and use cell phones, but they must be set to Vibrate or to Off. This privilege may be revoked at any time if students are misusing them. **Students on the main campus may not possess cell phones while on the campus or on field trips.** If students are found to be in possession of cell phones, the cell phones will be confiscated and a charge of \$35 will be assessed for their return to the parents. If a student brings a cell phone to school a second time,

the cell phone will be confiscated and held for the remainder of the semester. A third offense will result in suspension, the duration of which to be decided by the principal.

Students have no need for cell phones because there is a phone in every classroom and at the front desk. With permission by staff, students may use the phone. Students who drive may keep their cell phones in their cars. In rare cases and with special permission, such as for medical needs, students may turn in their cell phone each day to their homeroom teacher, and pick it up when they leave.

Volunteers

Bright Ideas enthusiastically welcomes any parent or member of the community who wishes to volunteer their time at the school. Volunteers must pass a background check. However, a parent has the right to attend only the classes in which his child is enrolled. The principal and superintendent have the right to discipline and remove, in the judgment of the principal or superintendent, any person who poses a threat to the safety or orderly conduct of the teaching/educational processes. If denied presence at the school, the parent has the right to due process procedures outlined below. The school retains the right to bar anyone from the premises, with assistance from law enforcement if necessary.

Confidentiality of Records Policy

A copy of the full policy is available upon request. These policies are specified by the Family Educational Rights and Privacy Act (FERPA) of 1974. These policies outline parent and student rights regarding the access, release, and change in educational records and the right to file complaint relating to the confidentiality of such records. Copies or explanations of this policy may be obtained by contacting:

Lynda Plummer, Administrator

Bright Ideas Charter School, 2507 Central Freeway E., Wichita Falls, TX 76302

Phone: 940-767-1561

Student Code

Code of Accountability

1. I will show concern for others and be helpful. This is the goal of Courtesy. Being courteous shows respect, makes others show me respect, and results in a calm and orderly classroom. *Violations: rudeness, disrespectfulness, minor foul language, tardiness, arguing inappropriately, disturbing class.*

Disrespectfulness to an adult = 15 laps X each phrase

Minor foul language considered disrespect = 15 laps

All other violations = 5 laps each

2. I will spend my time productively and make consistent effort toward educating myself. This is the goal of Diligence. Being diligent gives me the freedom to do project work, to be able to discuss work with others, the flexibility of deciding within a time frame when to work on a project, and the option of using varied media. *Violations: Neglecting to bring materials to class, not turning in assignments on time, not using materials properly, not completing homework, goofing off during class, note-writing, having prohibited materials such as CDs/players/phones/pagers/toys or cell phones, moving around, horseplay, checking email during class, chat rooms, printing inappropriate material, or any off-task behavior or talking.*

All violations = 5 laps

Prohibited materials confiscated and given to parents

Prohibited computer use = See Carl Plummer

3. I will strive to present my creations in a way that will always bring pride and honor to myself, my class, and my school. This is the goal of Excellence. Doing excellent work gives me the opportunity to delve into subjects deeply, to use higher level thinking abilities frequently, to learn more and better. *Violations: Work is messy or done hastily, left much information out, no interesting material, no interpretation of material.*

Work fitting this description is not accepted and earns 5 laps.

4. I will strive in all ways for increase in wisdom as well as increase in knowledge. This is the goal of Self-Improvement. By improving myself I grow in spirit and knowledge and become more productive, more responsible, and able to take care of myself. I can learn ways of changing myself and my attitudes. *Violations: Repeatedly breaks Codes, indicates an unwillingness to change.*

All violations = 5 laps

Excessive violations of the Code can result in suspension or expulsion.

5. I will examine my own assumptions. I will try to see from the perspectives of others. This is the goal of Tolerance. By being tolerant I can learn positive communication, leadership, and social dynamics so that problems can be solved. *Violations:*

Harassment: all levels: laps X age, for the Secondary, laps X age X 2 (the same as PC)
Fighting, physical contact, gossip, throwing sand or anything at someone: all levels: laps X age X 2

6. I will take responsibility for my words and actions. I will accept the consequences of my actions and remedy them. This is the goal of Responsibility. By being responsible I can remedy my mistakes in words and actions. *Violations: won't run laps, willful disobedience, destroying property, violating lab safety rules, major foul language.*

Won't run laps: Suspension until laps are run. Expulsion if student continues to refuse to run laps.

Willful disobedience: 25 laps

Property destruction = 25 plus replace property

Major foul language = age x 2 + 4-hour Friday D Hall

7. I will always be truthful and act honestly. This is the goal of Honor. By being honorable I can speak the truth and act honestly, and expect truth and honesty from others. *Violations: Lying, stealing, cheating.*

PreK: 10 laps, K-5: 25 laps, 6-12: 50 laps. Cheating also carries a consequence of zeroes on the assignments. Assignments can not be redone.

Physical contact and harassment, including gossip, are bullying and as such, are usually observed only by students. The same is true for foul language. Therefore, these offenses can be reported by students and are punishable. Reporting students fill out a report, and offending students are punished with laps for physical contact and harassment, and D-Hall for foul language.

LAP GUIDELINES

1. The teacher may use her judgment in giving less than the maximum for a single offense or in giving the sum of laps if more than one Code is violated.
2. Laps must be run outside unless it is raining, the field is wet, or the temperature is below 25° with the wind chill. Students may run outside in temperatures below 25° if they have proper outdoor gear. For summer temperatures, the SAFB Heat Card will be followed. Please see enclosed Heat Card.
3. If a lap is continuously run without walking, it equals 1½ laps. Students must choose continuous running or run/walking before beginning the assigned laps.
4. Daily Lap Limits: K-3 = 10. 4th-6th = 15, 7th-12th = 25. Teachers may require the use of a pedometer instead of counting laps. 7 laps = 1 mile.
5. To the back fence and back equals 2 laps.
6. Double Lap Limits: With the parents' permission, the daily lap limit can be exceeded. A Double Lap form is available in the office. Parents can also require that their children's laps be continuous running rather than ½ walking and ½ running.

7. If a child is sick or injured, which prevents running laps, a doctor's note must be sent to school detailing the medical problem, which must be updated every two weeks. The note should detail when s/he may begin running again.

8. If a child cannot run due to health problems or the weather, he may do wallsits, pushups or crunches, V-ups, planks, shoulder press (arms out palms up holding a textbook in each hand) or Mr. Farnsworth's (which includes leg raise, push-ups, triceps press, shoulder press and possibly jumping jacks).

Prek-5th: 5 pushups or crunches = 1 lap, 6th-12th: 10 pushups or crunches = 1 lap.

Other conversions:

5 V-ups = 1 lap; 10 plank seconds = 1 lap; 30 second shoulder press = 1 lap; 5 Mr. Farnsworth's = 1 lap; 30 seconds wallsits = 1 lap

9. If a student has a chronic physical problem that prevents him from running, arrangements can be made with his doctor and the school for safe consequences.

10. If a student refuses to run his laps, he is suspended from school until s/he decides to run her/his laps. If s/he continues to refuse to run, s/he is expelled from school.

11. Excessive violations of the Code can result in suspension or expulsion.

12. As of November 16, 2007, the board passed an amendment to the Code. Students who have reached their daily limit of laps may receive up to two more physical punishments on that day from the list above. If they break the Code again after this, they must be suspended.

Driving Offenses

If a student is reported to be driving unsafely on or off campus, the student's car will be banned from campus for one month. If he needs to drive to school, he must park outside the front gate, and not blocking the mailbox.

The Essential 55

Along with code of accountability, students are introduced to Ron Clark's Essential 55 at the beginning of the school year. The premise is to teach students 55 essential rules for success in the classroom; lessons that can be used in and out the classroom. These lessons teach children to become accountable for their behaviors.

For more information, ask to check out the following book from the front office:

Clark, R. (2004) *The Essential 55: An Award-winning Educator's Rules for Discovering the Successful Student in Every Child* ISBN: 0786888164

For parents to use at home:

Clark, R. (2004). *The Essential 55 Workbook: Everything You Need to Help Your Child Succeed in School* ISBN: 1401307701

Clark, R. (2004). *The Essential 11: Qualities Teachers and Parents Use to Motivate, Inspire, and Educate Children* ISBN: 140130141X

School's Right to Search

Cubbies, desks or storage places provided for student use are, and remain at all times, property of the Bright Ideas School District. These areas and the contents, therefore, are subject to a random search at any time, pursuant to board policy. Administrators are authorized to conduct reasonable inspection of school property or of students and items brought upon school grounds, including but not limited to backpacks, purses, and vehicles, when there is reasonable cause to believe that a student may be in possession of evidence that a law or a school rule has been violated. In addition, the contents of a cell phone may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Accountability. Students and parents sign Pledges giving permission to search the student's person and personal property if there is suspicion of possession of any of the above items or engaging in proscribed activities.

Appeal and Mediation

Decisions made by the administration or school policies may be appealed to the Parent Advisory Team, and/or mediated, before then being appealed to the School Board. Parents first present their concerns to the Parent Advisory Team. Then, if the parents do not feel their concerns are met or satisfied, they can ask for a mediation. Dr. Michael Vandehey and Dale Crow, both School Board members, have agreed to mediate between administrator and parents. Dr. Vandehey is a licensed psychologist in the state of Texas and a certified mediator. Currently, Dr. Vandehey is in his fourth year instructing at MSU. Parents may also go directly to the Board.

Due Process

Before a student may be expelled, the Board or its designee shall provide the student a hearing at which the student is afforded due process, which shall include the following:

1. Prior written notice of the charges and the proposed sanctions so as to afford a reasonable opportunity for preparation, including a written invitation to the student's parent or guardian to attend the expulsion hearing;

Right to a full and fair hearing before the Board or its designee;

Opportunity to testify and to present evidence and witnesses in his or her defense; and

Opportunity to examine the evidence presented by the school administration and to question the administration's witnesses.

Representative

At the hearing, the student is entitled to an adult representative or legal counsel, who can provide guidance to the student and who is not an employee of the District. If the District makes a good-faith effort to inform the student and the student's parent or guardian of the time and place of the hearing, the District may hold the hearing regardless of whether the student, the student's parent or guardian, or another adult representing the student attends.

Hearing Procedure

The notice should include the date and time of the hearing, the names of witnesses against the student, and the nature of the evidence. In an expulsion hearing, the District may rely on the hearsay evidence of school administrators who investigate disciplinary infractions. The decision shall be based exclusively on the evidence presented at the hearing and shall be communicated promptly to the student and parent.

Education Code 37.009(f); Brewer v. Austin ISD, 779 F.2d 260 (5th Cir. 1985); Keough v. Tate County Bd. of Educ., 748 F.2d 1077 (5th Cir. 1984); Tasby v. Estes, 643 F.2d 1103 (5th Cir. 1981); Boykins v. Fairfield, 492 F.2d 697 (5th Cir. 1974), cert. den. 95 S.Ct. 1350 (1975)

Appeal concerning expulsion:

A decision by the Board's designee to expel a student may be appealed to the Board. A student with a disability shall not be excluded from his or her current placement pending appeal to the Board for more than ten days without admission, review, and dismissal (ARD) committee action to determine appropriate services in the interim. Pending appeal to a special education hearing officer, unless the District and parents agree otherwise, a student with a disability shall remain in the present education setting. *Education Code 37.009(f); 34 CFR 300.513, 300.533*

Referral:

The District shall refer an expelled student to juvenile court in the county in which the student resides. *Family Code 52.041(a)*

D-Hall

Detention is generally served from 12:30 – 4:30 p.m. Friday afternoon. Students are notified of the infraction and are to serve the detention on the "to be served" date listed on the detention slip. The parents will receive a copy of the detention slip, which will be sent home with the student. Transportation home after detention is the responsibility of the student/parent.

The following rules must be followed in detention:

1. No talking or moving from assigned seat.
2. No headphones or radios.
3. Students will be asked to copy motivational speeches.
4. No sleeping.

D-Hall is issued for foul language infractions or for missing prescribed tutoring.

Failure to serve assigned detention will result in an additional D-Hall and may result in further disciplinary action.

Suspension

1. Parents will be notified of the suspension and will be asked to take the student home. The student may not attend school through the length of the suspension.

2. Students will not be permitted to make up classroom work or tests missed while serving Out of School Suspension.
3. Parents will be notified of the student's rights to appeal.
4. Suspensions may cross semester lines and may be carried from one school year to the next.
5. Students may not attend any school functions, home or away, while serving OSS.
6. Students are not permitted on school grounds while serving OSS.

Students who refuse to run will be suspended until they complete their consequence.

Expulsion

If all other attempts to modify student behavior are unsuccessful, or a serious violation of the Code of Conduct is committed, or there are excessive absences, the student may be recommended for expulsion from school. If a student is expelled, the student is permanently excluded from Bright Ideas, and then reported back to the District from which he came.

Alcohol, Tobacco and Other Drug Use / Abuse Policy (ATOD)

Overview

Bright Ideas Charter School acknowledges the fact that the use and abuse of alcohol and other mood-altering chemicals is wrong and harmful for any student. Use and abuse of mood-altering chemicals has become an insidious problem for our country. Communities are becoming increasingly aware of its harmful effects and realize that experimentation can lead to a lifestyle that is out of control. Consequently, this disrupts the maturation process, alters physical and emotional well being and interferes with performance capabilities of the user.

Bright Ideas believes that every child should have the opportunity to live, grow and develop free of mood-altering chemicals. We believe that the most desirable goal for our students is to remain totally abstinent from such use of chemicals.

A copy of the Student Handbook and the Alcohol, Tobacco, and Other Drug Use/Abuse Policy (ATOD) will be given to each student. Compliance with the ATOD policy is mandatory. Further, the board strongly supports programs that are designed to raise awareness, to prevent involvement with alcohol and other drugs, to assist and support those who are involved and affected and to work cooperatively with those who are willing to seek help. The board also recognizes the need to clearly establish a disciplinary policy regarding alcohol and other drugs and a procedural guideline for the school.

Introduction

It is the primary objective of Bright Ideas Charter School to assure that the education of all students proceeds in an efficient, orderly and non-disruptive manner. Possessing, using, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals or look-alike substances or paraphernalia on school premises is an obstacle to that objective and an interference with the rights of other students to receive quality academic instruction. While student drug education and referral to counseling resources will continue to be made available, such measures should be viewed as instructional or rehabilitative and will not ordinarily be considered as an alternative to otherwise specified disciplinary measures in the Code of Accountability.

Statement of Policy Regarding Students

Students of Bright Ideas, while on school property or at a school-sponsored activity, shall not possess, use, transmit, buy, sell, supply or attempt to do so with a mood-altering chemical of any kind prior to or during the school day, unless it's a personally prescribed medication, at any school-sponsored activity or event or at any time while on school premises, or off-campus school activities.

Definitions

1. "Possession" includes, without limitation: holding in the student's hand, retention on the student's person or in purses, wallets, cubbies, desks or any other personal possessions, or vehicles parked on school property or at school functions.

2. "Use of mood-altering chemical": is defined as manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, memory loss, abusive language, falling asleep in class or any other behavior not normal for that particular student, or a preponderance of evidence that a student has used a mood-altering chemical.
3. "Tobacco": includes any product containing tobacco or nicotine that is smoked, chewed, inhaled or placed against the gums.
4. "Mood-altering chemical": Includes, without limitation, alcohol, marijuana, inhalants, ecstasy or other club drugs, depressants, stimulants, hallucinogens, narcotics, over-the-counter medications (including any over-the-counter pain medications containing aspirin, acetaminophen, ibuprofen, or any other pain relievers, any cough or cold medications, etc), substances such as *White Out*, glue, toxic markers and caffeine pills. Prescription drugs are included in this, unless authorized by a medical prescription from a licensed physician and kept in the original container that states the student's name and directions for proper use, according to school policy. See Medication section of this policy. This list is intended for example only and not as an exclusive list.
5. "Counterfeit" or look-alike drug is any drug that bears, or whose container or label bears, a trademark, trade name or other identifying mark used without authorization of the owner of rights to such trademark, trade name or identifying mark.
 - A. Any unmarked or unlabeled substance that is represented to be a controlled substance/mood-altering chemical, manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed or distributed it
 - B. Any substance that is represented to be a controlled substance/mood-altering chemical but is not a controlled substance/mood-altering chemical or is a different controlled substance/mood-altering chemical
 - C. Any substance other than a controlled substance/mood-altering chemical that a reasonable person would believe to be a controlled substance/mood-altering chemical because of its similarity in shape, size and color or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale

Jurisdiction

This policy extends to use of the above:

1. On or within 300 feet of any property owned, leased by, or under the control of the Bright Ideas, including vehicles used for the transportation of students.
2. During normal school hours, including recess, lunch and class changes, and summer school.
3. At any school-sponsored or sanctioned activity or event away from or within the school.

Drug Paraphernalia

Drug paraphernalia or instruments such as pipes, roach clips, syringes, pacifiers, hypodermic needles, cocaine spoons or kits, nitrous oxide paraphernalia, rolling papers, water pipes and any other items normally or actually used for the packaging, conveyance, dispensation or use of mood-altering substances will not be permitted on any school property or vehicle and will be

subject to confiscation. Possession of drug paraphernalia will be treated the same as possession of a mood-altering substance. Addiction to an illegal substance may not be used as an excuse for a violation.

Staff Responsibilities

All Bright Ideas staff members have the responsibility to report all suspected cases of drug and/or alcohol use, misuse or abuse by students to the appropriate school officials. Staff members will report to the building official alleged possession, use, actual or attempted transmitting, buying, selling or supplying of mood-altering chemicals, counterfeit or look-alike substances or paraphernalia. Staff will immediately notify the principal or principal's designee and may be required to submit a written report at a later time. Staff must also comply with these policies by not consuming tobacco on the campus or at off-campus school activities.

Responsibilities of School Officials

It is the responsibility of the school officials to inform students, staff and parents about the drug and alcohol abuse policy of this school district and to share with these audiences any available pertinent information regarding the extent of the drug and alcohol problem in the school. Except for the persons directly involved in the students' education and except as otherwise provided herein, all matters concerning reports of drug or alcohol abuse shall be and remain confidential.

When a school official has reason to believe that a student is in violation of the drug/alcohol policy, the following action will be taken:

1. The student will be informed of the alleged offense, the evidence to support the allegations and the disciplinary action that may apply.
2. If the student is in need of medical attention, the local emergency squad will be notified to give medical attention.
3. The parent or guardian of the student will be notified and asked to meet with the school officials.
- ~~3.4.~~ Only in the case of medical emergency or if the parent(s) cannot be reached will the person on the student's emergency call list be notified.
- ~~4.5.~~ School officials will cooperate fully with law enforcement agencies and report to them any information that would be considered beneficial in their efforts to stem the use of drugs and alcohol.
- ~~5.6.~~ Notification to the local law enforcement agency shall be in accordance with the provisions under each offense. When reported, a written record shall be made of the incident to the law enforcement official who, at their discretion, may conduct an investigation.

Searches

If the school official has reason to believe that mood-altering or controlled substances, drug paraphernalia or instruments are concealed in a school cubby, on a student, in a purse, wallet, book bag or in a student's vehicle, the following applies:

1. Cubby: A school cubby may be searched. The normal procedure is for the school official to accompany the student to his locker and require the youth to show the official the contents. Whenever possible, a second staff person will observe
2. Personal Searches: The school official may ask a student to reveal any illegal or dangerous item(s) suspected of being on his person, in a purse, wallet or book bag. While the signed Pledges give the staff the right to search, it's best to inform the parent.
3. Student Vehicle: When illegal or dangerous items are suspected to be in a student's vehicle on school property, the Pledge gives the staff the right to search. If the vehicle is someone else's, permission of the driver or owner will be secured to search the vehicle. If permission to search the vehicle is denied, the local law enforcement agency may be called to search the vehicle.
4. Reasonable suspicion drug-testing:
5. Random suspicion-less drug-testing: How choose, how often, what happens
6. Drug dogs

Medication

The school wishes to cooperate fully with students, parents and the medical profession to assure that any student receives required medication during the normal school day at the time the student needs it. It is preferred that medications be taken by students at home, however, it is recognized that certain circumstances may necessitate taking medications during school hours. Guidelines have been established to maintain control of authorized drugs within the schools and to ensure the health and welfare of the students

Prescription medications must be kept locked up in a lockbox and administered by school personnel. A doctor's note must accompany the medication to be dispensed on campus. Students are not permitted to carry any non-prescription medication on their person.

Hearing and Vision screenings are conducted yearly for ages 4 by September 1st, 1st, 3rd, 5th, 7th grades and any other first time entrants (4 yrs. and above grades).

Scoliosis Screening is conducted yearly and is required for ages 10-14 (grades 5th-9th).

Parent Responsibilities

Bright Ideas recognizes that parents are primarily responsible for their children. The link between school and parents is the child. The effectiveness of this tobacco, drug and alcohol policy will be assisted by the cooperative effort of the family, the school officials and the board.

Offenses and Disciplinary Action

The actions set forth below will be considered routine disciplinary measures for each category and occurrence of offense. It is intended that the penalties delineated below shall be considered the standard penalty to be imposed for the offenses described. In incidents where extreme

violations occur, the specified actions may be waived by the school official in favor of stronger measures such as longer suspensions (not to exceed ten days), expulsion or other appropriate action. Similarly, the school official may at the hearing consider matters in mitigation of the routine disciplinary measures.

Following are the offenses that are prohibited and the consequences that will result from the student's decision not to abide by the school policy. Violations are cumulative within a calendar year.

Consequences

Students will face the consequences laid out in the Code of Accountability. For the first offense of minor possession, nicotine, or alcohol in a student's lifetime, there will be a suspension. The student will have to have a clean drug screen and be enrolled in a drugs, nicotine, or alcohol treatment program. The second offense will result in expulsion, and return to the student's previous District.

Self-Referral

Students have the opportunity for a voluntary referral procedure to seek information, guidance, counseling and/or assessment in regard to the use or possession of tobacco, alcohol and other controlled or non-controlled substances. The student or his/her immediate family may make voluntary referrals

For an alcohol and/or controlled substances/mood-altering chemicals referral, the student must have, within five days, an appointment for an assessment with a certified chemical dependency counselor and notify the principal or principal's designee of the appointment. The student must participate in the assessment process (the cost of any and all assessment will be the responsibility of the student and/or parents) and follow the counselor's recommendations to completion. If treatment or counseling is recommended, it must be with a Texas-certified chemical dependency counselor. The student must waive his/her rights of confidentiality so that verification of this assessment and a written report can be given to the principal or principal's designee.

For a tobacco referral, the student must within five days provide verification of enrollment in an out-of-school tobacco education/cessation program approved by the principal or principal's designee. Parents must sign a release of information to the prevention coordinator so that the student's progress in the program can be followed and written verification of completion given to the principal or principal's designee. The student must complete the program or receive the original discipline.

Voluntary referrals will not carry violation consequences on the first offense only. Voluntary referral must occur prior to any report of violations. Involvement by law enforcement officials negates the option of voluntary referral. The student may use the option of voluntary referral once in his/her career at Bright Ideas.

Any subsequent violations will be enforced accordingly. If the student requesting the voluntary referral opportunity does not complete the assessment recommendations by the established time schedule, the violation consequence will be put into effect immediately.