

# RULES



The [School's](#) academic rigor and high expectations demand an environment that is free from disruption and fosters mutual respect among students and staff members. To accomplish this, the [School](#) has developed clear rules concerning student behavior that are strictly enforced without regard to gender, religious belief, ethnic background, nationality, disability, gender identity or expression, or other protected class. Any violation of rules described within this Handbook is considered a violation of [School](#) rules. Signing the Handbook Acknowledgment as defined in the Handbook Purpose and Handbook Acknowledgment section of this Handbook indicates that both the student and [Parent](#) have read and understood all policies and rules. The Handbook Acknowledgment will be provided by the [School](#).

[School](#) discipline is enforced each school day for all students whenever they are on [School](#) premises or participating in [School](#)-sponsored activities. This policy is enforced wherever and whenever an organized [School](#) event takes place. The [School](#) reserves the right to discipline students for off-campus behavior at [School](#) organized events and for off-campus behavior that disrupts the [School](#) environment. The [School](#) may also honor the disciplinary consequences imposed by a student's previous school or deny enrollment based on disciplinary status consistent with all applicable state and federal laws.



## CODE OF CONDUCT

- **Promotes respect for fellow students and staff members:** All students are expected and required to behave in a respectful manner toward other students, staff members, and property. In particular, the **School** adheres to a zero tolerance policy toward any language or behavior that intimidates, belittles, or causes physical or emotional injury to others.
- **Promotes respect for all individuals:** The **School** is fortunate to have a very diverse student population from a variety of ethnic, cultural, and religious backgrounds and strives to provide an environment where all students feel comfortable and thrive. For this reason, certain behaviors are strictly prohibited on **School** premises. These include, but are not limited to, the use of derogatory statements in reference to anyone's race, sexuality, gender expression, ethnicity, culture, religious background, disability, or any other classification protected by law.
- **Promotes individual and community responsibility:** Each student is responsible and will be held accountable for his/her own language and actions. This responsibility extends to any knowledge of misconduct by other students. If a student is aware of misconduct by another student, it is his/her responsibility to inform a staff member. Withholding such information may be considered a Disciplinary Violation. Staff members make every effort to ensure the confidentiality of a student who reports misconduct by a classmate and will invoke appropriate sanctions against any student who responds to another in a retaliatory manner. Staff members will not tolerate bullying or cheating and neither should students. Please note that plagiarism, defined as the practice of taking someone else's work or ideas and passing them off as one's own, is considered cheating.
- **Provides a safe environment for students:** It is the responsibility of all students to immediately inform a staff member about any possible threat to student or staff member safety, health, or property that they have observed or have knowledge of. Withholding such information may be considered a Disciplinary Violation.
- **Provides a disruption-free, educational environment:** No student may disrupt another student's learning. Classroom disruptions of any kind may be considered a Disciplinary Violation.



## GENERAL RULES

- Compliance with all federal, state, district, and local laws.
- No possession of weapons, objects that could be used as weapons, or simulated weapons of any kind.
- No possession of drug paraphernalia, devices intended to be used for ingestion or inhalation of drugs or other prohibited substances (e.g. vape pens), or any objects that have been modified to be used to ingest or inhale prohibited substances.
- No possession, use, distribution, or attendance under the influence of tobacco products, drugs, unauthorized prescription medication, alcohol, or any other dangerous, illegal, or controlled substance.
- No physical or verbal aggression against or abuse of persons or property, including abuse of the Communication Journal (e.g., no removing CJ entries or pages).
- No derogatory or suggestive comments about one's own or another individual's sexual orientation.
- No display of sexually suggestive objects or pictures.
- No public display of intimate affection.
- No use of profanity or verbal abuse of any persons.
- No harassment, bullying, or cyberbullying.
- No chewing gum anywhere on [School](#) premises.
- No possession or unauthorized use of matches, lighters, or explosive materials.
- Compliance with all written rules and procedures provided and/or posted throughout the [School](#) premises, including emergency procedures.
- Compliance with verbal directions of staff members.
- Arrive at class or any required [School](#) activity on time and appropriately equipped.
- Attendance at all scheduled classes and all required [School](#) activities.
- No sale of any products or goods on [School](#) premises or at [School](#)-sponsored activities, except when authorized by a School Director or the Head of School.
- No unauthorized use of the BASIS name and/or logo. The BASIS name and logo are trademarks protected by state and federal law.
- No unauthorized personal photography on the [School](#) campus or during [School](#) events without the written permission of a [School](#) administrator.



- No photos taken at the [School](#), whether authorized or not, may be posted on the Internet or in any other public forum without permission from a [School](#) administrator.
- Staff members are authorized to use reasonable physical force in self-defense, defense of others, and defense of property. Staff members will do so in accordance with [School](#) policy and applicable law. The [School](#) may summon law enforcement in its discretion when a student's refusal to obey [School](#) instructions creates a safety threat.

## CLASSROOM RULES

- To enable students to master subject content, the classroom environment must be conducive to learning. Teachers set standards for student behavior and consequences for violating those standards in their classrooms. Specific classroom rules must be compatible with all policies and procedures published in this Handbook and are communicated to students and [Parents](#) via the Course Syllabus. Students must adhere to the following classroom rules:
  - No disruption of another student's education.
  - No eating, drinking (other than water), or chewing anything, including gum.
  - No passing notes.
  - All electronic devices (including, but not limited to, games, radios, portable music players, and cell phones) must be switched off and out of sight during all academic, extracurricular, and auxiliary programs. The [School](#) discourages students from bringing electronic devices to school and is not responsible for any lost, damaged, or stolen devices.

The Code of Conduct and all school/classroom rules apply to online conduct in classes or activities where students use computer equipment to access the Internet, and when a student utilizes the School network to access the Internet.



### **PLAYGROUND RULES (WHERE APPLICABLE)**

- Play only in the designated recess areas.
- Do not play near irrigation and/or muddy areas.
- Practice good sportsmanship at all times.
- Play safe, non-violent games (no tackling, grabbing clothing, tripping, or pushing).
- Use playground equipment as intended.
- Obtain permission from a teacher or staff member before leaving the playground.
- Do not touch or handle broken glass or harmful objects and report such items to a teacher or staff member immediately.
- Do not play tag or use sports equipment around the playground area.



## DRESS CODE

The dress code is designed to promote respect for each student as an individual capable of exercising discretion and making responsible choices for his/her attire. All students must wear clothing that is appropriate to an academic environment and adheres to the following guidelines:

- No clothing may be worn that is not appropriate for school (e.g., revealing clothing, exposed undergarments, pants that could be considered “sagging,” etc.).
- No clothing may be worn that features offensive language; derogatory statements about individuals or groups of individuals; references to tobacco, drugs, alcohol or gangs; or wording/graphics that are suggestive of sexual or other inappropriate behavior.
- No clothing or footwear may be worn that could threaten the safety or health of the wearer or other students (e.g., shoes with wheels in the soles, or excessively high-heeled or platform shoes). Students in grades K–4 are not permitted to wear flip-flops.
- Staff members will determine whether a student’s attire complies with the dress code and will report any violations to the Dean of Students. The Dean’s decision regarding dress code is final. A dress code violation may be dealt with by requiring the student to cover up clothing or turn clothing inside-out, or by requesting that a [Parent](#) deliver replacement clothing to the [School](#). Other measures include confiscation of non-essential items (e.g., hats) or other appropriate measures. Repeated dress code warnings may be considered a major Disciplinary Violation.

## STUDENT PROPERTY ON CAMPUS

The [School](#) strongly discourages students from bringing any valuables to school. This includes, but is not limited to, jewelry, electronic devices (e.g., cell phones, game systems, radios, portable music players, etc.), or similar items. The [School](#) disclaims any liability for the loss or theft of any item.

Personal computers or tablets in the classroom are allowed only when the teacher gives explicit permission. Use of other electronic devices, including mobile phones and smart watches, during classes, is strictly prohibited. At a minimum, all electronic devices must be switched off and out of sight during classes. Personal items, print media, or electronic media brought to school must never contain nudity, profanity, or excessively violent or sexual content. Breach of this rule results in confiscation of the item and may be considered a major Disciplinary Violation. Please refer to the [School's](#) Guidebook for specific policies regarding the use and possession of electronic devices and other student property on campus. For further information on the applicability of this policy to students served by Exceptional Student Services, see the Special Education Policies at the front office and contact the [School's](#) Special Education Coordinator.



## PHYSICAL/VERBAL AGGRESSION AND ABUSE

Students must immediately report any aggressive behavior to the nearest staff member, who will assess the seriousness of the problem, stop the offensive behavior, and/or initiate disciplinary consequences.

If a student is the victim of physical aggression, he/she may use force to defend him/herself only if it is necessary to prevent the offender from further aggression. [School](#) administrators have the authority to decide if an aggressive defense is considered necessary or if the student could have diffused the situation by other means (e.g., calling a staff member, walking away).

If a student observes aggression against property, he/she may try to stop this behavior only if this property damage might put others in immediate physical danger. In any other case, it may be considered a Disciplinary Violation for students to engage in any restraining, retaliatory, or vengeful behavior. Students who witness property damage must report it to a staff member.

If a student is being inappropriate or offensive, the teacher assesses the seriousness of the problem, stops the offensive behavior, and derives disciplinary consequences for such behavior. Students who persist in inappropriate comments or behavior may be removed from class by an administrator.

Students must observe the [School's](#) policies pertaining to behavior, respect, and anti-harassment/non-discrimination in all interactions with peers and school staff. Students may not engage in speech that is threatening, vulgar, or harassing.

Staff members make every effort to ensure the confidentiality of a student who reports misconduct by a classmate. Sanctions may be invoked for retaliatory offenses, irrespective of the cause.



## HARASSMENT AND BULLYING

The **School** will employ the following definition for harassment and bullying: severe, pervasive, systematic and/or continued unwanted and annoying actions by a person or group, including threats and demands, that:

- Places a student in reasonable fear for his/her personal safety or disrupts, substantially interferes with, or otherwise causes a detriment to the student's educational environment, physical or mental health, attendance, academic performance, or participation in and benefit from **School** activities, programs, and services.
- May be based on an individual's actual or perceived personal characteristics such as race, color, national origin, ethnicity, religion, sex, sexual orientation, gender identity or expression, disability, familial status, political affiliation, etc., or association with individuals who possess those characteristics.

For the **Schools'** Racial and Sexual Non-Discrimination/Anti-Harassment Policies and Procedures **refer** to this [Link](#).

Suspected, observed, or experienced harassment or bullying must be immediately reported to a staff member. Failing to report harassment or bullying may be considered a Disciplinary Violation. Staff members make every effort to ensure the confidentiality of a student who reports misconduct by a classmate, and invoke appropriate sanctions against any student who responds to another in a retaliatory manner.

The **School** goes to great lengths to prevent bullying, harassment, discrimination, and retaliation of any kind from occurring among its staff, students, and other community members. The **School** provides age-appropriate training to all students on these topics each school year. In connection with that training, the **School** provides a consent form to all **Parents** further emphasizing the **School's** commitment to providing a school environment that promotes the equality, dignity, and respect of every student. By completing the form, **Parents** read and acknowledge that commitment while indicating their consent for their students to participate in the training. The **School** will hold all students accountable for adhering to its rules, Code of Conduct, anti-harassment and discrimination policies, and its prohibition against retaliation, regardless of whether the students' **Parents** consent to participation in the training.





## DISCIPLINARY CONSEQUENCES

A Disciplinary Violation is defined as non-compliance with any of the sections of this Handbook, the [School Guidebook](#), and [School](#) rules, especially with the Code of Conduct.

**Contacting Local Law Enforcement Authorities:** If a student is considered an immediate threat to him/herself or others, or engages in conduct required by law to be reported to law enforcement authorities, School personnel will alert administrative staff and may contact law enforcement as appropriate to the circumstances.

- **Dean Referral:** the student is required to report immediately (or in the time interval indicated by a staff member) to his/her Dean for a potential disciplinary action. Prior to disciplinary action, the staff member referring the student to the office verbally informs the Dean of the violation or completes a referral report describing the event. The Dean, or the designated person, then informs the student of the policies he/she violated, invites the student to explain his/her understanding of the event, instructs him/her on disciplinary due process, and decides the remedy or the disciplinary consequences, as listed on the next page.

Consequences of a Disciplinary Violation may include, but are not limited to, the following disciplinary actions:

- **Minor disciplinary consequences**
  - **Notice of Disciplinary Violation:** the student is reminded of the next level of consequences for any subsequent Disciplinary Violation and may be excluded from the class for additional time and required to write a letter of apology or an essay to demonstrate that he/she understands the nature of the Disciplinary Violation. There is no requirement to inform the [Parent](#) about this action. In more severe cases, the Dean might request that the student perform additional academic or school service activities during the period of exclusion, before or after school the following day, and/or be excluded from an Enrichment Activity. In this case, the Dean writes a notice regarding the Disciplinary Violation in the CJ and the student is required to obtain a [Parent](#) signature by the next school day. Failure to follow instructions or obtain the signature may result in more serious consequences.
  - **Temporary Exclusion:** the student is temporarily excluded from the classroom, cafeteria, hallway, or other [School](#) premises, due to a Disciplinary Violation. The student spends an assigned time in a designated area under the supervision of a staff member. During this time, the student may be required to work on additional academic tasks or [School](#) service activities (usually activities related to the upkeep and maintenance of the [School](#)). Each exclusion is considered a Dean Referral. Failure to follow instructions during exclusion may lead to major disciplinary consequences.



- Major disciplinary consequences

- **Short-Term Suspension (1–9 school days):** When the **School** is considering imposing short-term suspension, absent extraordinary circumstances the **School** will notify **Parents** and communicate with the student to give him/her an opportunity to explain his/her perspective. This conversation may occur immediately prior to the imposition of the suspension. The student must remain away from the **School** premises, classes, and all other **School** activities. Short-term suspension does not excuse the student from any academic work required during the suspension. Suspended students must make up missed assignments to receive credit for them. The Dean will set up procedures to ensure that the student has all the material and information necessary to perform independent study. This material and information will be available for the **Parent** to collect at the end of each school day. The **Parent** may call the **School** front office to verify that new material is available to be collected and to determine when the material will be available. Upon returning to **School**, the student is required to deliver all finished assignments he/she received during the suspension and coordinate any make-up tests or quizzes with the teacher of each subject. The student must make up these tests/quizzes on dates specified by each teacher.

When the Director of Student Affairs imposes a short-term suspension, the suspended student's **Parent** is informed of the suspension by telephone, in writing, or in person. The **Parent** may be required to remove his/her child from the **School** immediately, or the Director of Student Affairs may postpone the start of suspension until the next day (or a later date). The Director of Student Affairs may also postpone the final decision regarding the length of suspension due to a pending incident investigation. The **School** reserves the right to suspend, without prejudice, any student subject to such investigation. If a student is subsequently found not guilty of a Disciplinary Violation or the violation proves to be significantly less serious than suspected, he/she is allowed an opportunity to make up and receive credit for missed assignments; however, there is no other compensation for the time spent on suspension during the investigation (e.g., no private tutoring, no more than regular additional time for make-up work). Once the incident investigation is completed, a conference between the Director of Student Affairs and the **Parent** is required before the student is allowed to return to the **School**.

*Please note:* Short term suspensions in all BTX schools do not exceed a period of five days.

- **Long-Term Suspension (10 or more school days):** the student must remain away from **School** premises, classes, and all other **School** activities. Long-term suspension does not excuse the student from academic work assigned during the term of suspension. As in the case of short-term suspension, the same procedures are employed to ensure the student has access to adequate resources necessary



for independent study. The student might be required to come to the [School](#) after regular hours to take exams and quizzes during his/her long-term suspension. Prior to any long-term suspension, the student is placed on short-term suspension and the same rules described in the short-term suspension paragraph above are invoked. During the short-term suspension, appropriate [School](#) personnel conducts an investigation of the incident. This investigation will not exceed the length of the short-term suspension absent extraordinary circumstances. Once the investigation is completed, the Vice President of Charter Schools, or designee will select up to three individuals to serve as the Discipline Hearing Committee. These individuals will be unbiased third parties who may be employees of BASIS.ed and who were not involved in the underlying events giving rise to the suspension recommendation. The student and his/her [Parent\(s\)](#) will receive written notice of the of the hearing, which shall include: date, time and place of the hearing; statement of offense(s); parental rights, and list of witnesses, and exhibits expected to be presented at the hearing. The Discipline Hearing Committee will issue a final written decision following the hearing.

- **Expulsion:** the [School](#) permanently withdraws the student's privilege of attending the [School](#). Expulsion is initiated at the recommendation of the Head of School or other appropriate [School](#) personnel, following an investigation of the incident. The Vice President of Charter Schools, or designee will select three individuals to serve as the Discipline Hearing Committee. These individuals will be unbiased third parties who may be employees of BASIS.ed who were not involved in the underlying events giving rise to the expulsion recommendation. The student and his/her [Parents](#) will receive written notice of the hearing, which shall include: date, time and place of the hearing; statement of offense(s); parental rights, and list of witnesses and exhibits expected to be presented at the hearing. The Discipline Hearing Committee will issue a final written decision following the hearing.

*Please note: Pursuant to Texas law, if the Director of Student Affairs determines that a student's conduct warrants suspension for more than five days, or expulsion, the Director or the Head of School will provide the [Parent](#) with written notice of the reasons for the proposed disciplinary action and the date and location of the required hearing before the Director prior to taking any expulsion action. This hearing will take place within five schools days from the date of the disciplinary action. The complete disciplinary due process for BTX Schools can be found in the [School's](#) Guidebook.*



## OTHER DISCIPLINARY PROCEDURES

In general, the School follows a progressive discipline process. Depending on the severity of the conduct and proposed disciplinary consequence, school staff or hearing officials will determine the disciplinary consequence.

The most common type of Disciplinary Violation is disruptive behavior in the classroom. While such misconduct is generally considered relatively minor, repeat violations may be damaging to the classroom environment and may interfere with the learning process. Therefore, repeated minor infractions may eventually lead to major consequences such as short-term suspensions.

If a staff member announces a disciplinary consequence and the student believes he/she has been unjustly punished, he/she may request to contact his/her **Parent** immediately. The Dean will arrange for the student to contact his/her **Parent**. The **Parent** may elect to pick up the student immediately or allow the disciplinary process to move forward and implement consequences. If the **Parent** chooses to pick up the student within a reasonably short time, the student is taken out of his/her regular program and supervised by the Dean (or a designated staff member) until the **Parent** arrives. It is not the Dean's responsibility to be available for a meeting with the **Parent** upon his/her arrival. If the **Parent** has questions regarding the incident, he/she can set up a meeting with the Dean to discuss the issue at a later date. If the **Parent** does not honor the student's request to be collected, does not arrive within a reasonable amount of time, or cannot be contacted, the disciplinary process will continue. Generally, a reasonable amount of time means within one hour after the first call has been made; however, the Dean (or, in some cases, the Director of Student Affairs) may adjust based on individual circumstances.

Following a decision on a Disciplinary Violation, a **Parent** may request a meeting with the Dean of Students and may ask the Dean for a further explanation of the decision, in writing. The meeting shall occur as soon as schedules permit, and the **Parent** will receive the explanation within 10 school days. Should the **Parent** require further information, they may request a meeting with the Director of Student Affairs to discuss the Disciplinary Violation and resulting consequence.

Whenever the Director of Student Affairs imposes a short-term suspension, the **Parent** has the opportunity to discuss the incident and the disciplinary decision with the Director of Student Affairs during the mandated meeting prior to the student returning to the **School**. If the **Parent** does not support the decision, they may email his/her objections to the Director of Student Affairs. The Director of Student Affairs will forward the email to the Head of School. The **Parent** will then receive a response from the Head of School within 10 school days, but during this time, the Director of Student Affairs' decision stands. If the Head of School supports the Director of Student Affairs' decision, that decision is final and there will be no further appeal.



## A COMMITMENT TO FAMILIES WHO CONTRIBUTE TO THE ANNUAL TEACHER FUND

All charter [Schools](#) accept donations to the Annual Teacher Fund (ATF). All money donated to this fund helps to recruit, retain, and reward valued teachers at the specific [School](#). For additional information about the ATF, please **refer** to the “Support Us” page of your [School's](#) website.

# MISCELLANEOUS

## LUNCH, SNACKS, AND FOOD IN THE CLASSROOM

Each [School](#) facility has different options regarding food services, time designated for lunches, and the area designated for the students to have lunch or snacks. Each [School](#), therefore, has its own rules and information related to lunch, snacks, or food in the classroom, which are posted at the [School](#) site and are detailed in the [School's](#) Guidebook.

## PICKING UP AND DROPPING OFF STUDENTS

Each [School](#) facility has designed its own pick-up and drop-off procedures based on specific [School](#) locations and local traffic arrangements. For information regarding rules related to pick-up and drop-off procedures, please see your [School's](#) Guidebook.

## CARE OF PROPERTY

Students and [Parents](#) are responsible for the cost of replacing any materials lent to the student by the [School](#), which are subsequently lost or damaged through vandalism or negligence. All instructional materials and documents (including syllabi, worksheets, and information fliers) furnished by the [School](#) are only provided once. If replacements are requested by a student or [Parent](#), the [Parent](#) is responsible for the [School's](#) cost to replace the requested item.

## STANDARD DUE PROCESS

For disciplinary decisions in situations not otherwise addressed in this Handbook, described above, a [Parent](#) may request, in writing, that the Director of Student Affairs review a staff member's decision related to his/her student. The [Parent](#) will receive a written response to his/her request within 20 school days. If the concern is related to any of the Directors, the [Parent](#) should send the request to the Head of School. If the concern is



related to the Head of School or Head of Operations, the [Parent](#) should send the request to the Vice President of Charter Schools, or designee. In both cases, the [Parent](#) will receive a written response to his/her request within 30 school days. If the [Parent](#) believes that the [School](#) violated any charter or other applicable laws or regulations, he/she may bring it to the [School's](#) attention and/or directly contact the appropriate charter authorizing entity.

For BASIS Washington, D.C., the [Parent](#) may bring the issue to the [School's](#) attention and/or contact the BASIS Washington, D.C. Board of Trustees.

## PARENT FINANCIAL OBLIGATIONS

As a method of recording payments from [Parents](#) for allowable fees and deposits, the [School](#) utilizes a third-party payment system. The [School](#) employs this service to provide clarity in billing, as well as to provide flexibility and convenience for families to deliver payment. In most cases, the [School](#) is not authorized to collect cash payments or checks. Once a student has secured and accepted a space at the [School](#), the [Parent](#) is required to set up a payment account. This account assures 24/7 access and allows the [Parent](#) to sign up for any optional activity or additional services for their student.

The [School](#) may impose the following sanctions against students for non-payment of fees and charges:

- Denying participation in the end-of-year assembly.
- Denying the privilege of obtaining a yearbook.
- Denying participation in enrichment and optional activities.
- Taking legal action against the [Parent](#).

## NON-ACCIDENTAL INJURY/PHYSICAL NEGLIGENCE OF A MINOR

The [School](#) is required to report non-accidental injuries and physical neglect of minors to the state child and family services agency. The law requires personnel who suspect or observe evidence of injury, sexual molestation, death, abuse, or physical neglect, which appears to be non-accidental, to immediately report (or cause reports to be made) to the proper agency or agencies. For more information, **refer** to this [Link](#). Failure to report such suspicions or observations may carry a criminal penalty depending on the jurisdiction. Reports are made confidentially to the applicable agency for follow-through pursuant to their protocol. [School](#) personnel are not allowed to disclose the nature of these reports to the [Parents](#).



## TARDINESS

Students who do not arrive to school or class on time are tardy. Students should arrive to school ten minutes prior to his/her first class. Students should be in the classroom and in their seats when class begins. Under extreme circumstances (e.g., major traffic accidents, adverse weather conditions, sickness, or unexpected family issues), the Dean of Students may excuse tardiness. Students arriving after their class has started may be required to wait in a designated area until the start of the next class. This is often necessary to assure the quality of the education process for other students in the class. Tardiness can cause a student to miss valuable instructional time, and often creates disruption and a distraction to the learning environment for other students; therefore, the Dean of Students reserves the right to take disciplinary action against a student anytime he/she is tardy. Possible disciplinary actions may include exclusion from Elective (or Optional) Courses or Enrichment Activities, such as field trips or guest lectures. Chronic tardiness may lead to suspension or other disciplinary action.

As tardiness approaches the point of becoming chronic, the Director of Student Affairs informs the [Parent](#) in writing that if the student is late to class again they will be marked as chronically tardy.

## LATE ARRIVAL, LEAVING FOR PART OF THE DAY, AND EARLY DISMISSAL

If a student arrives late, it is the [Parent's](#) responsibility to accompany his/her tardy student to sign in at the front office, provide a written note, or call the front office explaining the reason for the student's late arrival. Students in grades K–4 must be accompanied by a [Parent](#); a note or a call will not suffice. A student who arrives late to school without a [Parent](#), a written note, or a call explaining the late arrival may be held out of class until his/her [Parent](#) can be reached to explain the reason for the late arrival.

Students leaving early or leaving for part of a day must be collected and signed out by a [Parent](#) during a passing period and not during class time. If the [Parent](#) does not know when passing periods are, he/she should call the front office for this information.

A student returning to school after his/her class has started may be required to wait in a designated area until the next class. This is often necessary to assure the quality of the education process for the students present in the class.



## HOMWORK

Homework is an organic and integral part of the learning process. It is the best way for the student to verify that he/she understands what was learned in the class and is able to use this knowledge independently. Homework assists students in developing self-discipline, self-direction, and effective study skills.

- **Student Responsibilities:**
  - Listen carefully to teachers' instructions, write down all homework assignments in the CJ, including due dates, and ask questions when something is unclear.
  - Take home all assignment instructions and all necessary materials.
  - Schedule a time to complete homework.
  - Complete homework independently.
  - Communicate any difficulties with an assignment to the teacher the following day.
  - Communicate any difficulties with material on which students will be tested as soon as a test is announced.
  - Return assignments and related materials on or before the due date.
- **Teacher Responsibilities:**
  - Communicate homework and testing policies and procedures to students at the beginning of the course.
  - Give clear homework instructions.
  - Notify students at least five school days in advance of any test (quizzes excluded).
  - Coordinate testing days with other teachers to ensure students do not have more than two tests in one day (one test per day for courses in grades K–4).
  - Monitor and evaluate homework.
  - Return homework to students in a timely manner.
- **Parent Responsibilities:**
  - Schedule a time for homework/studying and provide an environment that is well-lit and free from distractions.
  - Allow your student to complete work on his/her own.





- Communicate with teachers using the student's CJ, email, telephone, or a personal conference when specific academic difficulties arise.
- Help the student to prioritize assignments and support the improvement of organizational skills over the course of the school year.
- Promote development of the student's sense of personal responsibility for his/her education by gradually withdrawing from any participation in the student's organization of his/her homework and study time.

### LATE OR INCOMPLETE HOMEWORK

When students fail to complete homework assignments, for any reason other than an excused absence, it may result in a low or failing grade. When a student displays systematic deficiencies in fulfilling his/her homework responsibilities, it is the responsibility of the [Parent](#) and the [School](#) to help the student develop efficient study skills and the discipline necessary to ensure homework is completed on time. Upon a recommendation from any teacher, the Dean of Students may place a student on the Academic Support Program.

### INDEPENDENT WORK MATERIAL

To support the work that students are expected to do at home, teachers distribute worksheets, reading material, and other valuable information in the form of handouts. This material is crucial to support students when studying independently at home, during study time embedded into the regular school day, or during the Late Bird program. It is the responsibility of the student to organize this material as instructed by the teacher (e.g., "insert this handout into your three-ring binder under the Independent Study tab") and be able to produce it when requested to do so. Learning how to organize school supplies and independent work material is an important skill that students are taught at the [School](#).

To help students develop efficient organizational skills and the discipline necessary to use the Independent Work Material effectively, the Dean of Students, based on the recommendation of any teacher, may place the student on the Academic Support Program.

### HOMEWORK AND ABSENCES

When a student in grades K–8 is absent due to illness, injury, or family reasons, the [School](#) will use Homework Buddies (Please see your [School's](#) Guidebook for more information on Homework Buddies). Students in grades 9–12 are expected to organize contact with the [School](#) on their own, but may contact the Dean for assistance in the case of a long-term, excused absence.



## **MAKE-UP WORK DUE TO EXCUSED ABSENCES**

In grades K–4, the Kindergarten Teaching Fellow or the Learning Expert Teacher will organize students' make-up work. For the students in higher grades, each teacher outlines his/her policy for the completion of missed homework assignments, quizzes, and tests in the Course Syllabus. However, the general policy is as follows:

- The student is responsible for asking his/her teacher about all missed homework, quizzes, and tests upon his/her return.
- The teacher is responsible for outlining a time schedule for the completion of missed assignments, quizzes, and tests and clearly communicating this information to the student. The time available for completion of assignments depends on the length of absence.
- The teacher may require the student to attend Student Hour sessions to set up a schedule for missed work or to take missed quizzes and tests.
- The teacher identifies which tests and quizzes must be taken during his/her Student Hours.
- The student must complete all homework assignments within the timeline designated by the teacher.

## **CLASSES MISSED DUE TO TARDINESS OR UNEXCUSED ABSENCES**

Students who miss class due to tardiness or unexcused absences may receive a score of zero for any missed assignments, quizzes, or tests. Remedial assistance and credit for any missed assignments, quizzes, or tests is available at the discretion of individual teachers.



## NOTICE OF NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Title II of the Americans with Disabilities Act of 1990, the Boy Scouts of America Equal Access Act and applicable state law, BASIS\* does not discriminate on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, gender identity or expression, or any other classification protected by law in any of its business activities, including its educational programs and activities which comply fully with the requirements of state and federal law and Title IX. The following person has been designated to handle inquiries regarding BASIS' non-discrimination policies: Beverly Traver, Compliance & Equity Investigator, 7975 N. Hayden Road, Suite B202, Scottsdale, AZ 85258, (480)289-2088 ext. 147.

\*As used in this policy, the term "BASIS" refers to: BASIS Educational Group, LLC, BASIS Charter Schools, Inc., BTX Schools, Inc., BDC, A Public School, Inc., BBR Schools, Inc., and all affiliated entities.

## EQUAL EDUCATIONAL OPPORTUNITY AND PROHIBITION AGAINST RETALIATION

The [School](#) will not tolerate retaliation against any student who files a good-faith complaint of discrimination or harassment, even if the investigation produces insufficient evidence to support the complaint or if the allegations cannot be substantiated. Likewise, the [School](#) will not tolerate retaliation against any individual who participates in the investigation of a harassment or discrimination complaint against anyone else. Any perceived retaliation should be immediately reported to the Title IX Coordinator for investigation.

BASIS.ed and BASIS Charter Schools will take all steps necessary to ensure strict enforcement of its non-discrimination, non-retaliation, racial, and sexual harassment policies.

## DISCLAIMER

The [School](#) has made every reasonable effort to ensure the policies in this Handbook comply with all applicable state, district, and federal laws and regulations. If this Handbook contains a policy that does not comply with applicable law, that law takes precedence over the Handbook policy.

If any part of the Handbook is for any reason held to be unenforceable, such provision is severable and the rest of the Handbook remains fully enforceable.



## FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA) NOTIFICATION

FERPA affords [Parents](#) and students over 18 years of age the following rights with respect to a student's education records:

- The right to inspect and review the student's education records.
- The right to request amendment of the student's education records.
- The right to consent to the disclosure of personally identifiable information contained in the student's education records.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the [School](#) to comply with requirements of FERPA.

## PUBLIC NOTICE REGARDING DIRECTORY INFORMATION

FERPA generally prohibits the [School](#) from releasing or providing access to your child's educational record or personally identifiable information without your consent. The [School](#) may, however, disclose appropriately designated "directory information" without your consent, unless you instruct us otherwise in accordance with this section. The definition of directory information at BASIS Charter Schools is limited, meaning that information designated as directory information will be disclosed only for specific purposes.

"Directory information" means the student's name, photograph, physical address, grade level, dates of attendance, honors, awards, participation in activities and sports officially recognized by the [School](#), height and weight of athletic team members, awards or placement in school-organized or supported competitions, and cumulative and current grade average (in the case of students who qualify for academic recognition).

This information will be disclosed for the following purposes:

- For use in the annual yearbook.
- [School](#) publications, including school/class directories, lists, newsletters, fliers.
- For honor roll or other awards or recognition lists.
- Graduation programs.
- Extracurricular programs, including sports rosters, playbills, concert programs, etc.
- Military recruiters and institutes of higher education, for upper school students only.

We take your child's privacy seriously and, in strict compliance with FERPA, we do not grant requests for student directory information for commercial purposes.



Please note that your express consent will be sought and obtained before your child is asked to participate in any survey that involves protected survey information as defined by the U.S. Department of Education. Any such survey materials and surveys created by third parties will also be available for your review upon request.

If, for this academic year, you do not want the [School](#) to disclose any information from your child's educational record without your prior written consent, please sign and return an Opt-Out Form, which is available at the [School's](#) front office. State or school-specific variations regarding directory information and disclosures can be found on the [School's](#) website or in the [School](#) Guidebook.

### **NAME REGISTRATION PROCEDURE**

When a student has a surname different from that of the [Parent](#) with whom he/she resides, the official registration must carry the names as recorded on the birth certificate, unless adoption or another legal name change is supported by documentary evidence.

### **CHANGES IN PERSONAL AND HEALTH RECORDS**

It is the responsibility of the [Parent](#) to inform the [School](#) promptly of any changes that include, but are not limited to: home address, [Parent](#) telephone numbers and email address, marital status, guardianship, health status, immunizations, and medication needs. The [Parent](#) can bring the new documents to the [School](#) front office (in a sealed envelope if appropriate) or mail it to the [School](#) (addressed to the [School](#) Registrar). The [Parent](#) must supply a copy of the document (notarized, if original document is required); the [School](#) is not required to copy documents and does not have a notary available.

## BASIS Washington DC Parent/Student Handbook Addendum and Relevant Guidebook Provisions

BASIS charter schools are committed to clear and consistent communication with our students and families. As such, we want to make sure you are aware of the following items that are specific to our school community at BASIS Washington, D.C. ("BASIS DC"). The information below supplements the existing rules, policies, and procedures in the BASIS Charter School Parent/Student Handbook ("Handbook").

### Student Discipline, supplement to pages 17-29 of the Handbook.

Time away from academics is never a preferred disciplinary consequence; however, sometimes the severity of a student's conduct warrants suspension or expulsion. Such conduct includes, but is not limited to, conduct that involves the following:

- Violence, force, or threats of violence or force, including targeting or inciting violence against another student, staff member, or volunteer;
- Possession of weapons (e.g. firearms, knives, pocket knives, etc.) or items that are designed to look like weapons, or using or threatening to use an item as a weapon;
- Possession of matches, lighters, fireworks, or other pyrotechnic devices, the threat to use such items, or tampering with or pulling a fire alarm;
- Possession, use, abuse, distribution, manufacture, or being under the influence of substances of any kind (alcohol, tobacco, illicit drugs, prescription medication without a doctor's supervision, etc.);
- Single, severe instances of bullying or cyberbullying;
- Repeated instances of harassment, discrimination, bullying, or cyberbullying;
- Engaging in bullying that encourages a student to attempt or commit suicide;
- Falsifying records or providing false information to staff members;
- Making false accusations, false claims, or hoaxes regarding school safety;
- Serious bodily harm, the threat of serious bodily harm, or the intent to cause serious bodily harm to another;
- Conduct that violates the law;
- Causing another individual to act through the use of threats or coercion including blackmail, hazing, extortion, etc.;
- Repeated instances of conduct that disrupts the learning environment or persistent violations of the Code of Conduct;
- Discrimination or harassment, including conduct motivated by actual or perceived race, color, religion, national origin, sex, gender, disability, age, political affiliation, marital status, family responsibilities, genetic information, source of income, status as a victim, or place of residence;
- Sexual harassment, sexual abuse, lewd or indecent public behavior, whether by word, gesture, or any other conduct;
- Being required to register as a sex offender;
- Inappropriate sexual contact, indecency with a child, sexual abuse, possession or dissemination of child pornography, disseminating or threatening to disseminate sexually explicit photos;
- Retaliating against any student or staff member or volunteer;
- Serious destruction of property, theft of property, or the possession of stolen property;

- Malicious violation of computer use policies, intentional damage to computers, systems, or networks, misuse of personal electronic devices to send or post electronic messages, photos, or videos that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or the illegal misuse of computer networks or devices; and

Any other conduct deemed to be a significant threat to the orderly administration of the School and the learning environment.

BASIS DC is committed to ensuring that its student disciplinary actions comply with the Student Fair Access to School Amendment Act of 2018, which limits the duration of out-of-school suspensions for students enrolled at our school and the reasons for which certain students can be suspended or expelled. No fifth grade students will receive an out-of-school suspension or expulsion unless the student has willfully caused, attempted to cause, or threatened to cause bodily injury or emotional distress to another person. Fifth grade student suspensions will be limited to 5 consecutive days, while suspensions for students in sixth through twelfth grade are limited to 10 consecutive days. For the purposes of due process, an out-of-school suspension of 6 school days or more will follow the procedures outlined for long term suspensions.

#### **Students with Disabilities.**

BASIS DC is a public school that provides a free and appropriate public education to students with disabilities who are currently eligible, or are determined eligible, to receive special education services and related services under the Individuals with Disabilities in Education Act (IDEA).

BASIS charter schools comply with all aspects of federal and state civil rights and disability laws and are committed to ensuring that all students who are eligible for special education and related services who attend BASIS charter schools receive these services. BASIS charter schools ensure that each child suspected of having a disability and in need of special education and related services will be timely located, identified, and evaluated pursuant to the IDEA.

If you believe your child is a child with a disability and requires specialized instruction, or for more information about special education services or our Special Education Policy, please contact the Special Education Coordinator at your School.

For a student with a disability, when the school changes a child's placement because of disciplinary removals, BASIS DC will conduct a manifestation determination review to determine whether the conduct giving rise to the disciplinary consequence is a manifestation of the student's disability. BASIS DC will then take appropriate action based on that determination pursuant to applicable state and federal law.

[Supplement to pages 46-47 of the Handbook.](#)

#### **Grievance Procedures and Contact Information for BASIS Washington DC Board of Trustees.**

The course teacher (or Learning Expert Teacher, when applicable) is the first point of contact when Parents or students need to communicate about academic issues or a student's wellbeing in a specific course. Any other issues related to general academic performance or a student's wellbeing should be addressed with the student's Dean.

The Dean of Students will be able to address your concern, or will be able to point you in the direction of the appropriate director. If a parent is not satisfied with the answer provided by the director, they are able to email the head of school (or in the case of the director of auxiliary programs, the head of operations), and should expect a response within 3 business days.

Parents of a BASIS DC student who believe that the School violated any charter or other applicable laws or regulations, or who is not satisfied with the response of the head of school or head of operations, may bring the issue to the School's attention. If a Parent is not satisfied with the School's response, the parent may contact the Board of Trustees at [boardoftrustees@bdcschools.org](mailto:boardoftrustees@bdcschools.org).

Attendance, supplement to pages 30-34 of the Handbook.

### **Absences**

If a student accumulates excessive absences (that jeopardize the student's academic success, according to the course teacher, the Parent will be required to meet with the attendance coordinator. The purpose of the meeting will be to determine how to remedy the consequences of the absences to assure the student's progress. Concrete goals and a timeline will be summarized in an Absence Recovery Plan. If the student does not follow the goals and timelines of the Absence Recovery Plan, the Parent will be required to meet with the attendance coordinator again.

Absences are considered unexcused unless a parent/guardian excuses them for an accepted reason. Absences may be excused by:

- emailing [attendance@basisdc.org](mailto:attendance@basisdc.org) and including your students first and last name (no nicknames please);
- or by calling the attendance coordinator at the main office number.

Parents must provide documentation for any absence longer than 3 days. To get support around what type of documentation is needed please email [attendance@basisdc.org](mailto:attendance@basisdc.org).

Parents may contact the attendance coordinator for more information on BASIS DC's compliance with the District's attendance requirements, including the School's reporting obligations, as well as what BASIS DC defines as an excused absence. Generally, absences are excused for illness or medical reasons, medical or dental appointments, a visit to a parent serving in the military immediately before, during, or after deployment, a death in the student's family, attendance at a judiciary or other administrative proceeding, observance of a religious holiday, suspension, or an emergency or other circumstance approved by the school (with a completed absence approval form).

If unexcused absences accumulate, BASIS DC will contact Parents to discuss a plan to remedy the situation. Unexcused absences in excess of the thresholds established by local law will require that BASIS DC contact relevant authorities including The Office of the State Superintendent of Education (OSSE), The Child and Family Services Agency (CFSA), and/or the Office of the Attorney General. In addition, parents will be asked to set up meetings with the attendance coordinator to establish an attendance support plan. If the parent does not attend, a plan will be put in place with the student and a home visit will be scheduled by the school.

### **Leaving Early**



If a student needs to be released during the school day, a parent/guardian's presence is required. Students with written parent permission can sign themselves out if the parent has emailed or sent with the student a signed early release form. These forms must be emailed to [attendance@basisdc.org](mailto:attendance@basisdc.org) 30 minutes prior to the start of the school day. Students who do not have signed permission to walk home forms on file with the front office and/or do not have the early release permission slip signed, will not be permitted to leave unless the parent/guardian is present at the school. If someone other than the parent/guardian is to pick up the student, that person must be named on the student's emergency contact form. If a student is returning to school they must be brought into the building by a parent/guardian or have the early release permission slip signed to indicate that they intent to return.

If a student has an opportunity to leave early for a school related event, students will still be required to have a signed early release permission slip for each event. Students who fail to get the permission slip signed in advance of the school day/event will not be permitted to leave early. Students who do not have signed permission to walk home forms on file with the front office and/or do not have the early release permission slip signed, will not be permitted to leave unless the parent/guardian is present at the school.

We urge parents to time appointments so that students can be picked up and returned to school during a passing period. Students who are brought to school during a class period may not be admitted to class until the next passing period to avoid disruptions.

## **Tardies**

In order to minimize tardiness and improve students academic performance the following has been implemented. Students are "Tardy" when they arrive after the classroom door has been closed or when verbally notified by the teacher that instruction has begun.

Students should arrive to school no fewer than five minutes before the start of their first class to allow time to visit their locker before classes begin. Students who arrive late to school must sign in at the front office and the late arrive will be recorded in the student arrival log. Front office staff will issue a tardy pass; students will not be permitted to entire a classroom without a tardy pass.

Students must arrive to class on time throughout the day. Students must report to the dean suite for a tardy pass if they are five or more minutes late. Unless they have a pass or are accompanied by a staff member, students will not be allowed to enter class. The classroom teacher determines whether a student is tardy. Parents will be notified of student tardiness, and students will serve consequences deepening on the number of times they have been tardy to class.

If a student is tardy to school close to 9:30 a.m., the parent/guardian may receive an alert indicating that the student is absence to school. The student's attendance information will be changed by the end of the day and parents are welcome to email [attendance@basisdc.org](mailto:attendance@basisdc.org) to check on the updated status.

FERPA, supplement to pages 43-44 of the Handbook.

A "school official" includes teachers, school administration and management, school staff members, counselors, Board members, attorneys, accountants, human resources professionals, information systems specialists, support/clerical personnel, as well as contracted providers of institutional services

under the direction of BASIS DC. A school official has a “legitimate educational interest” if the official needs to review and education record in order to fulfill their professional responsibility.

Open Meetings.

The School will hold an open meeting as required by applicable law and to address any proposed campus closure or expansion, location change, grade level change, or charter relinquishment. Notice for such meetings will be posted at the School's front office and announced on ParentSquare