



2022-2023 FAMILY HANDBOOK

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OUR MISSION

“Through rigor, joy, and character development, Bloom Academy Charter School prepares all kindergarten through fifth grade scholars for success in middle school, high school, and college and to lead positive lives of impact in their communities.”

Welcome to Bloom Academy! We wish this year to be an especially productive experience for each scholar. For this to happen, we must all work together: scholars, parents, and staff. This Family Handbook (“the Handbook”) is designed to help us accomplish this goal.

The Handbook is an overview of our school’s goals, services, and rules. It is an essential reference book describing what we expect of our scholars and parents, what they can expect of us, and how we will achieve our educational mission. We have attempted to make the language in this Handbook as straightforward as possible, and also made available a briefer version “Mini-Handbook” for quick reference. However, the Mini Handbook is not meant to replace or be used in lieu of this Handbook, but rather as an additional supplemental resource. Please note that the term “parent” is used to refer to the parent, legal guardian, or other person who has agreed to assume school-related responsibility for a student.

The Handbook is divided into nine sections organizing information, policies, and procedures: I. General Information, II. Enrollment and Withdrawal, III. Procedures and Policies, IV. Academics and Grading, V. Scholar Code of Conduct, VI. Health Policies, VII. Parent Need to Knows, VIII. Notices, IX. Forms.

This Handbook is designed to be in harmony with Board Policy *and any COVID-19 re-entry specific policies*. Please be aware that the Handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy and procedure that affect Handbook provisions will be made available to scholars and parents through newsletters and other communications. **In case of conflict between Board Policy and any provision of this Handbook, the provision that was most recently adopted by the Board of Directors will be followed. Any enacted COVID-19 specific policies that conflict with the items in this handbook shall prevail and control.**

We ask our families to review the entire Handbook with their scholars and to keep it as a reference during this school year. Parents or scholars with questions about the material in this Handbook should contact the front office.

Finally, you must complete and return the last page of the Handbook – “Acknowledgement of Receipt and Agreement to Review and Abide by Bloom Policies in “Bloom Academy Family Handbook” upon receipt of the manual.

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I. GENERAL INFORMATION

Our Mission

Through rigor, joy, and character development, Bloom Academy Charter School prepares all kindergarten through fifth grade scholars for success in middle school, high school, and college, and to lead lives of positive impact in their communities.

Values

Bloom Academy holds members of the school community—scholars, families, and staff—to the highest standards. To provide the very best education for Bloom Academy scholars, all of us must work together to create an atmosphere conducive to academic excellence. In addition, we will work to prepare scholars with the values that will lead to success in middle school, college, and in their professions.

- College *begins* in kindergarten
- Teachers are key levers in producing success
- A strong literacy foundation is key
- *A values-based* school community drives character development
- Every *minute* matters
- Data drives everything we do
- *A warm and demanding* culture breeds success

Statement of Non-Discrimination

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

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

- The Title IX Coordinator, for concerns regarding discrimination on the basis of sex/gender, is the Director of Compliance and Talent, Brittany Reiner.
- The ADA/Section 504 Coordinator, for concerns regarding discrimination on the basis of disability, is the Director of Neurodiversity, Rebecca Mathis.
- The Age Discrimination Coordinator, for concerns regarding discrimination on the basis of age, is the Director of Compliance, Brittany Reiner.
- All other concerns regarding discrimination may be directed to the Director of Compliance and Talent, Brittany Reiner.

II. ENROLLMENT AND WITHDRAWAL

Admissions and Enrollment Information

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

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

Scholar Information

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

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

Bloom Academy will forward a scholar's records on request to a school in which a scholar seeks or intends to enroll without the necessity of the parents' consent.

Exclusion from Admission

As authorized by its open-enrollment charter and Texas Education Code § 12.111(a)(5)(A), the School reserves the right to deny admission to scholars with a documented history of a criminal offense or a juvenile court adjudication listed under Subchapter A, Chapter 37 of the Texas Education Code. Exceptions will be made for scholars whose records include a documented history of "Criminal Mischief" as defined by Texas Education Code § 37.007(f) or "Permanent Removal by a Teacher from Class" as outlined by Texas Education Code § 37.002(b) and invoked under § 37.003.

Submission of Applications and Admissions Lottery

Scholars wanting to attend Bloom Academy must submit an application during the school's open enrollment period, which begins on November 1 and remains open for at least 15 weeks, or as otherwise set by the Head of School. Applications and enrollment forms are available through the Receptionist, and online through the Bloom Academy website.

1. Initially, the School will re-enroll current scholars, intercampus transfers, and siblings of current scholars, so long as the sibling has timely submitted a completed Initial Application form.
2. The School will next enroll scholars of founders, teachers, and staff (so long as the total number of scholars allowed under this exemption constitutes only a small percentage of the school's total enrollment).
3. The School then determines open positions by first placing current scholars, siblings of current scholars and others who have priority (described above) into appropriate spots for the next school year.
4. Open Registration will be conducted for at least fifteen (15) weeks.
5. If, at the close of Open Registration, the number of applicants is not greater than the number of available positions, applicants will be registered on a first-come, first-served basis. Registration thereafter shall remain open and ongoing, and scholars shall be placed in available spots for each class having openings.

6. If, at the close of Open Registration, the number of applicants exceeds available positions, a lottery (described below) will be conducted for the campus.

Bloom Academy will conduct an admissions lottery for each class in which there are more eligible applicants than available spaces at the conclusion of the Open Registration period. The lottery will be conducted utilizing a software program which will produce a random drawing of all applicant's names. Parents of each applicant will be notified of their position on the list and/or waiting list within forty-eight (48) hours of the drawing. Families will then have ten business days to accept or decline their child's seat. At the end of the ten-day acceptance period, the non-responsive families will have their positions moved to the end of the waitlist. Vacant seats will then be offered to children based on their position on the waitlist. If a family declines their child's seat, they are removed from the enrollment list and the seat is offered to the next child on the waitlist. After the first available seats are filled, the program will create a waitlist with the remaining scholars based on the order of their draw for each class. If a vacancy arises before the commencement of the next school year, the individual on the waiting list with the lowest number assignment will be offered admission and then removed from the waiting list.

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

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

Exceptions to Lottery Process: Federal guidelines permit Bloom Academy to exempt from the lottery scholars who are already attending Bloom Academy; siblings of scholars already admitted to or attending Bloom Academy; and children of Bloom Academy's founders, teachers, and staff, so long as the total number of scholars allowed under this exemption constitutes only a small percentage of Bloom Academy's total enrollment.

Re-Enrolling at Bloom Academy Charter School

During the final quarter of the school year currently enrolled families will be required to complete an intent to re-enroll form to express their decision about whether or not their scholar will return next year. The intent to re-enroll form is critically important as it informs the number of available seats at each grade level. If a family fails to timely submit an intent to re-enroll form, after at least two additional attempts from Bloom Academy to receive the completed form, they forfeit their scholar's seat for the next school year.

McKinney-Vento Homeless Education Assistance Act of 2001

Homeless children and youth are ensured specific educational rights and protections. A listing of these specific rights may be obtained from Bloom Academy by contacting the Receptionist.

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

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

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

Establishing Identification

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

Undocumented Students

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

Residency Verification

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

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

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

Withdrawals

Voluntary Withdrawal

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

Withdrawing scholars and parents are expected to:

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

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

Involuntary Withdrawal

Bloom Academy may initiate withdrawal of a scholar for non-attendance if:

1. the scholar has been absent 10 school days in a 9 week period, and
2. repeated efforts by the school to locate the scholar have been unsuccessful. Repeated efforts may include, phone calls, text messages, letters, emails, and messages via social media platforms.

3. If a scholar is withdrawn due to excessive absences they will have to reapply for enrollment at Bloom and go through the application and lottery.

III. PROCEDURES AND POLICIES

A. School Day Processes

School Calendar

Bloom Academy operates according to the school calendar adopted annually by the Board of Directors. Holidays may be used as school make-up days for days lost due to bad weather. Families may access the school calendar and all pertinent changes on the school website. A copy of the calendar can also be obtained from the Receptionist.

School Day

The school day begins at 8:00 a.m. and ends at 4:00p.m. Monday - Thursday, and 8:00 a.m. through 1:00pm on Fridays. Gates open at 7:50a.m. for scholar drop off. Breakfast is from 8-8:30a.m. All gates close at 8:45a.m. and will not reopen until 3:45p.m. Scholars must be picked up by 4:15p.m. Monday - Thursday, and by 1:15p.m. on Friday. If a scholar is picked up later than 4:15pm M-Th or 1:15pm F on two or more occasions within a one-month period, the parent will receive a written warning advising of the next steps. The third occurrence will result in a scholar automatically being enrolled into after-school care with all parent/guardian financial responsibility. If the fee is left unpaid, scholars will not be able to participate in any extra-curricular activities and academic records may be withheld.

Scholars enrolled in after-school programming or who are signed up for academic supervision may be on campus, provided that all applicable fees for activities and/or supervision have been paid. These fees vary, and will be published on our website and communicated to parents.

Release of Scholars from School

A scholar will not be released from school at times other than at the end of the school day except with permission from the Head of School or designee and in accordance with campus sign-out procedures. Scholars will not be dismissed from school during the final hour of the school day unless there is an extreme circumstance. We limit dismissals during this time to ensure scholar safety and because critical small group interventions are taking place. Additionally, state rules require that parental consent be obtained before a scholar under the age of 18 may leave campus at any point in the school day.

Because class time is important, doctor's appointments or meetings with other professionals should be scheduled at times when the scholar will not miss instructional time, including on Fridays (early release days).

Drop-off and Pick-up Procedures

Bloom Academy prioritizes the safety of our scholars and has developed a drop-off and pick-up procedure to optimize efficiency and safety. All scholars must be dropped off and picked up ONLY in the designated areas. Parents are permitted to park and walk to drop off and pick up their child from the designated areas. The current drop off and pick up maps are available from the Receptionist. Parents (or anyone picking up/dropping off students) should drive slowly and wait for Bloom Academy staff to direct them. All parents will need to get car tags for pick up and drop off during Family Orientation. We will only allow scholars to enter a car with their car tag prominently displayed. Each family will receive two car tags. If you need additional tags, please contact the Receptionist to discuss the process for getting additional tags. If you arrive and do not have the car tag associated with your scholar, you will be required to go to the Receptionist to show identification for verification and signing for release of your scholar.

Extracurricular Activities, Clubs, and Organizations

Participation in school-related activities is an excellent way for a scholar to develop talents, receive individual recognition, and build strong friendships with other scholars. Participation, however, is a privilege and not a right. Eligibility for participation in many school-related activities is governed by state law and rules of the University

Interscholastic League (“UIL”), a statewide association overseeing interscholastic competition between public schools. Additional information regarding extracurricular activities, clubs, and organizations may be obtained from the Head of School.

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

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

Visitor and Volunteer Policy

Bloom Academy encourages parents and family members to regularly visit the school and become involved in scholar activities. The impact that positive parental involvement has on the learning and development of scholars is immeasurable. With that in mind, the following policies must be adhered to so that a safe, secure, and productive learning environment can be ensured for all.

- Visitors **MUST** sign in at the Front Office whenever they are on campus. They will be provided with a visitor ID that must be worn while on campus. Visitors are not permitted to make unscheduled or drop-in visits to classrooms.
- When visiting campus to meet with teaching staff, visitors must have a pre-arranged time set up with the teacher(s) in question except for urgent matters. Times are best arranged via email. Your scholar’s classroom teacher will provide contact information. With few exceptions, conferences are scheduled during teacher/team planning time, and/or immediately before or after school. Under no circumstances can a teacher be interrupted while providing instruction before, during, or after the school day to meet with a parent.
- Visitors to campus must be the parent, guardians, or other adult family members with permission of the parent/guardian. Scholars’ friends, younger siblings, and other non- related individuals cannot visit the campus during school hours.
- Volunteers **MUST** go through a background check conducted by our district office. Once the check is cleared, volunteers are notified and may begin helping on campus. Until this clearance is obtained, they are not to be involved in any educational or extra-curricular activities.
- Given COVID protocols, families are not permitted to eat lunch with their scholars on campus.

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

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

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

Birthdays

Bloom Academy recognizes that birthdays are a special day for our scholars. We must also ensure that parties and celebrations do not disrupt the instructional day or interfere with the health and safety of all of all scholars. As an alternative, Bloom Academy will host monthly classroom birthday celebrations for scholars. During these celebrations, scholars will be able to participate in the following activities:

- **Shared Snack:** Bloom Academy will provide a monthly birthday snack for scholars.

- Birthday Announcements & Box: Every scholar's name is called during the community meeting to celebrate their birthday. Scholars are invited to visit the birthday box outside the front office to receive their birthday pencil, sticker and ribbons

B. Attendance

Consistent school attendance is an essential component of each scholar's education. Due to the rigor of our curriculum, supportive school community, and preparedness through fundamentals, daily attendance is of the utmost importance. Official attendance is taken each day and recorded each instructional period. Tardies and early checkouts are also recorded each day and have a significant impact on scholar learning and achievement.

Absence from school will affect a scholar's ability to succeed in class; therefore, scholars and parents should make every effort to avoid unnecessary absences. Additionally, state law mandates compulsory school attendance for children of a certain age, and Bloom Academy policy deals with attendance for course credit and a scholar's final grade. These items are discussed below.

Texas Compulsory Attendance Law

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

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

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

Scholars are expected to be at school every day, unless they have received permission to be absent or have an excused absence. Truancy is a violation of Bloom Academy regulations. The family will be notified in writing or by phone if a scholar is considered truant. The family may be required to have a conference with a member of the Bloom Academy leadership team or will receive a home visit. After ten days of unsuccessful contact the scholar will be withdrawn.

TRUANCY PREVENTION

Note: The Texas Education Code (25.0915) requires truancy prevention measures to be conducted at the school before a referral to a court can be made, at which time a statement from the school must accompany the referral documenting the interventions and stating that the interventions did not improve the student's attendance. The truancy prevention measures must address the student's conduct related to truancy in the school setting, minimize absences and the need for referrals to juvenile court, and minimize filing complaints for failure to attend school.

To promote excellent attendance at Bloom Academy we:

- *Make students and parents feel welcome.*
- *Make your school a place where students feel safe and respected*
- *Create a positive environment which celebrates success*
- *Make same-day contact when a student is absent.*

- *Secure and supervise campus entry and exit points*
- *Host Community Meetings to promote great Attendance with rewards and honors*
- *Design a morning announcement to highlight the top grade level attendance percentage every Monday*
- *Conduct outreaches before and after school, during lunch to promote great attendance practices*
- *Reward and recognize good and improved attendance, not just perfect attendance*
- *Have teachers offer classroom incentives in recognition of great attendance*
- *Post daily or weekly student attendance inside each Teacher classroom*
- *Post Perfect YTD, semester, monthly, 6, 9, or 12 weeks attendance in main hallway or other main areas*
- *Attendance Incentives – ex: pizza, popcorn, free dress day, activities before school begins or during lunch*

Truancy Prevention Measures:

- *Contact and inform parent of absences or tardiness daily*
- *Refer to the Attendance Handbook and quick reference guide for compliance with the law.*
- *Schools are 1st Responders -home visit student*
- *Review student schedule for possible changes*
- *Peer/Staff Mediation*
- *Referral to a member of the leadership teams*
- *Conference with student and parent to discuss options for improvement*
- *Discussion of any recurring barriers to good attendance*

Student and Parent Conferences:

As teachers, administrators, committees or attendance personnel meet with students and parents to discuss attendance, certain topics should be addressed:

- *Does the school have accurate contact information?*
- *Are the attendance rules clear?*
- *Is the procedure for excusing an absence clear?*
- *Are the consequences of excessive absenteeism understood?*
- *Are there particular everyday barriers to attendance?*
 - *Transportation/Traffic?*
 - *Waking up/alarm clock?*
 - *Safe routes to school?*
 - *Parental supervision/family support?*
 - *Chronic illness?*
- *Are there other frequent barriers?*
 - *Family emergencies?*
 - *Illness?*
 - *Allergies/Asthma/Lice?*
 - *School issues?*
 - *Not prepared*
 - *Assignments*
 - *Tests*
 - *Supplies*
 - *Uniforms*
 - *Problems with other students*
 - *Problems with teacher/staff/administrator*
- *What can the school do to help?*
 - *Mediate issue with peer/faculty/staff*

- *Service referral*
 - *Socio-emotional*
 - *Health*
 - *Social*
 - *Psychological*
 - *Legal*
 - *Mentoring*
- *Scheduling options*
- *Academic support*
- *Improve communications*
- *Involve teacher(s)*
- *Other needs based response*
- *Discussion of consequences and remedies*
- *Design method of monitoring*
- *Clarify expectations and create attendance contract and tracking system*
- *The conference and contract should be documented, and may be used to develop recommendations to the court if the case results in the filing of charges*

Bloom Attendance and Truancy Measures

Bloom Academy is committed to assisting families to ensure scholar attendance, and timely arrival to school. The Registrar, Dean of Community and Climate, and Dean of Emotional Support and Community will work closely with families and scholars to identify barriers to attending school or arriving timely, and connect families to resources if needed. There are notification and escalation protocols for any attendance or truancy issues that arise including a call, warning letter, conference with parent, implementation of official truancy prevention measures, and can also culminate with referrals to truancy court or misdemeanor charges if absences exceed ten.

Attendance for Credit or Final Grade

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

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

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

If credit is lost or a final grade is not earned due to excessive absences, the Attendance Review Committee will decide how the scholar may regain credit or earn a final grade. If the committee determines there are no extenuating

circumstances and that credit or a final grade may not be earned, the scholar or parent may appeal the committee's decision to the Board of Directors by filing a written request with the Head of School. The appeal notice must be postmarked to the following address within 10 days following the last day of instruction in the semester for which credit was denied:

Bloom Academy Charter School
3420 Almeda Genoa Rd.
Houston, TX 77047

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

Absences

When a scholar must be absent from school, parents are asked to call the school each day the scholar will be absent. Upon returning to school, the scholar must bring a note, signed by the parent, or a medical excuse signed and dated by a provider that describes the reason for the absence. Notes should be submitted at the front office and/or may be scanned and emailed to operations@bloomacademy.org. If a note is not received within 2 school days of the absence, the absence will be recorded as unexcused.

If a scholar has a medical condition or suffers a medical injury or emergency that will require the scholar to be absent from school for three or more days, parents must notify the front office and provide supporting medical paperwork for the absence. (Only in this instance will work packets be provided and or possible remote learning.)

Standard absence procedure:

- After three consecutive (any absences not medically related) absences, the Dean of Culture and Community (DCC) will place a call to the parent/guardian.
- After the fifth consecutive absence, a notice that the scholar is at risk for truancy will be mailed and the parent will need to meet with the DCC for a truancy hearing.
- At the tenth consecutive absence, scholars will be automatically withdrawn and denied re-enrollment from Bloom Academy.

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

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

Excused Absences

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

- Religious holy days.
- Required court appearances.
- Activities related to obtaining United States citizenship.
- Service as an election clerk.
- Documented health-care appointments for the scholar or a child of the scholar, including absences for recognized services for scholars diagnosed with autism spectrum disorders. If a scholar returns to school the same day or attends part of the day prior to a doctor's appointment and then presents a doctor's note verifying the appointment, the absence is excused and the scholar is counted present. Scholars should be picked up and signed out for early dismissal in the front office. We cannot call your scholar from the classroom until you are in the front office signing them out.
- For scholars in the conservatorship (custody) of the state.
- Mental health or therapy appointments.
- Court-ordered family visitations or any other court-ordered activity provided it is not practicable to schedule the scholar's participation in the activity outside of school hours.

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

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

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

Unexcused Absences

Any absence not listed above or approved in advance by the Head of School due to extenuating circumstances will be considered an unexcused absence.

Tardiness and Late Arrival

We realize that scholars are not responsible for getting themselves to school on time. This is why it is of the utmost importance for us to work together to ensure instructional time for your child is maximized. **All scholars must be in their assigned classes by 8:35a.m. Scholars are tardy after 8:35a.m.** Late arrivals due to bus delays are not considered tardies. If your scholar has a scheduled appointment please provide advance notice when possible, and call the front desk upon arrival. You must walk your scholar in and will be required to provide a return to work/school excuse. Parents/Guardians will need to report to the main office with your scholar and sign them in with the Receptionist. In the event your scholar is tardy two (2) times within a 6-week period, a letter will be given to the parent/guardian which should be reviewed and returned to the registrar with the parent/guardian's signature. If your scholar accumulates two (2) tardies within a 6-week semester it will equate to 1 absence and the parent/guardian must schedule a conference with the Dean of Community and Climate to discuss the importance of your scholar's attendance. All tardies will be documented on the report card. This policy will take effect 10 days after the start of the 22-23 school year.

Make-Up Work

If a scholar misses class for any reason, a teacher may assign make-up work that incorporates the instructional objectives for the class and that will assist the scholar to master the essential knowledge and skills necessary to meet subject or course requirements. Scholars are responsible for obtaining and completing the make-up work in a satisfactory manner and within 5 days of returning to school. Teachers will provide scholars and parents with additional information regarding penalties for failure to complete make-up work within the time allotted, and the process for making up tests missed due to absence.

C. Promotion and Retention

Promotion

Scholars who achieve a passing grade and sufficient scores on mandated state testing will be recommended to promote to the next grade level.

Retention

At times a scholar may be recommended by Bloom Academy, or by parent election, to be retained in the same grade level for the next academic year.

If a scholar is recommended for retention by Bloom Academy the following process will be taken:

- If the scholar has missed less than 30 days of school and attends summer school, they can be conditionally promoted. Parents will need to attend a meeting with the Superintendent and Head of School to discuss the conditions (an academic plan) for the scholar.

- If the scholar has missed more than thirty days of school the scholar cannot be promoted unless the scholar shows above-level readiness or exceeds grade-level performance. However, summer school for the scholar will still be recommended.
- If a parent contests retention, a meeting with the academic committee will need to be scheduled to discuss the contestation. Parents should be prepared to provide academic evidence to support their stance.

If a scholar's parent elects for retention the following process must be complied with under Texas Education Code Section 28.02124:

- a parent of a scholar may elect for their child to repeat kindergarten or grades 1-3, but must do so in writing.
- If Bloom Academy receives a written request by a parent for their scholar to be retained in one of the mentioned grades, Bloom Academy may comply with the request or disagree with the request.
- If Bloom Academy disagrees with the election request they shall convene a retention committee to meet with the parent to discuss the retention. If a parent does not meet with the retention committee the scholar shall not be retained.

D. Food Service

Bloom Academy participates in the National School Lunch Program and offers nutritionally balanced breakfasts and lunches. Guidelines set by the Texas Department of Agriculture ("TDA") and United States Department of Agriculture ("USDA") are followed to meet the nutritional needs of all scholars. Menus may be obtained at the front office.

The goal of Bloom Academy's Child Nutrition Program (CNP) is to provide scholars with healthy meals each day for both breakfast and lunch. Bloom Academy will provide daily meals to scholars through The Healthy Lunch Box (HLB). Bloom Academy has adopted the Community Eligibility Provision to provide these meals at no charge to families. Because of this, families do not need to provide notice, meal applications, income verification for meal service, or opt in or out of meal service, as meals will automatically be provided for all scholars.

Families may provide their own child with breakfast, lunch, or snacks. To ensure the health and safety of scholars with food allergies, intolerances and special diets, students may not share food from home with other scholars. If a scholar brings their own food from home, either breakfast, lunch, or a snack, Bloom Academy will not heat up any food for scholars. Scholars should bring meals or a snack in a thermos if it requires warmth.

Soda and chewing gum are not allowed at Bloom Academy. Any scholar drinking soda or chewing gum will be asked to throw these items away.

State-Mandated Nutrition Guidelines

The TDA places strict limits on any food or drink provided or sold to scholars other than through Bloom Academy's food and nutrition services. More detailed information may be obtained at the Front Office or online at www.squaremeals.org.

Food Allergy Information

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

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

Bloom Academy may also require information from a child's physician if the child has food allergies.

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

E. Dress and Grooming

At Bloom Academy we believe that a strong school culture is everything. An integral part of our culture is operating as a loving and caring team. As a team, all scholars are required to wear the Bloom Academy uniform. Bloom Academy provides every scholar two Bloom Academy uniform shirts per academic year, as well as a Bloom "Friday" shirt. Additional shirts can be purchased by families directly, and must be purchased from Kaleidoscope School Uniforms 9898 Bissonnet St. Unit 620, Houston, TX 77036.

A parent may choose for his or her scholar(s) to be exempted from the requirement of wearing a uniform if the parent provides a written statement that, as determined by the Board of Directors, states a bona fide religious or philosophical objection to the requirement.

Scholars who do not follow the school's guidelines for personal attire and appearance may be subject to discipline under the Student Code of Conduct. Additionally, a parent may be contacted to bring an acceptable change of clothing to school.

Bloom Academy scholars are expected to dress in a manner that conveys respect for their learning community and communicates a message of personal confidence and pride. The following specific guidelines must be adhered to:

Uniform and Grooming Requirements

- **Footwear**
 - All footwear must have closed toes and closed heels.
 - No wheels or lights on shoes or sneakers are permitted.
 - No high heels, boots, house shoes, slippers, or sandals of any kind are permitted.
 - Note: Scholars may wear boots to school in the event of inclement weather, but must bring uniform-appropriate shoes to change into once they arrive.
- **Socks** must be worn at all times for sanitary purposes. Scholars can wear any color or pattern sock as long as they do not have inappropriate or offensive language or designs.
- **Bottoms** which are pants must be trouser-style and may be either black or khaki. Shorts and skorts must be black, khaki, or the approved plaid. Jumpers may be the approved plaid. All bottoms must have belt loops.
 - The hem may not be frayed, the pants/shorts/skorts may not be ripped in any way, and sweatpants, joggers, and cargo pants (those with more than two pockets in front and two pockets in back) are not allowed.
 - Pants/shorts must be worn at the waist, not the hip.
- **Tights or leggings** may be worn under skirts, skorts, or shorts of the appropriate length, but they must only be white, black, or gray.
 - Tights with holes, jeggings, and stretch pants are not permitted at any time.
- **Belts** must be worn at all times.
 - They must be entirely black and should fit snugly around the scholar's waist.
 - Belts should not have any logos, studs, or other adornments.
 - Belt buckles should be discreet.
- **Shirts** must be official maroon, polo-style collared shirts adorned with the school logo.
 - Throughout the year, school-sanctioned t-shirts may be provided as incentives; these t-shirts may be worn instead of the official polo shirt on Fridays.
 - Bloom Academy and College t-shirts and sweatshirts may also be worn on Fridays.
 - The uniform shirt must be tucked into pants at all times.
- **Undershirts** must be white, gray.

- Both short sleeve and long sleeve undershirts are acceptable.
- **Outerwear** (sweaters, sweatshirts, coats and jackets) is optional.
 - If scholars choose to wear outerwear, only sweatshirts with the school logo or white, black or gray cardigans/sweaters may be worn inside the building.
 - Bloom Academy cardigans are also available for purchase online at the Kaleidoscope website.
 - Otherwise, all outerwear must be removed before the scholar enters the building for uniform check.
- **Accessories** must be understated and should not call inappropriate attention to the wearer – please do not send your scholar to school with accessories that will disrupt the learning environment. They will not get in “trouble,” the item will be taken away, and your scholar will likely be sad. Let’s avoid that.
 - Headbands must be less than three inches wide.
 - All earrings must be smaller than a quarter.
 - Bracelets should not have any inappropriate writing or images.
 - No hats, scarves, bonnets, or bandanas may be worn at any time (except for religious reasons).
 - No visible tattoos.
- **Religious considerations:** Full uniform must be worn under all religious over-garments.
 - Full body coverings must be solid white, black, brown, or navy blue.
 - Uniform shirts must be worn on top of all full body coverings and must be visible.
 - Religious head coverings are acceptable but cannot cover the face at school or during on- or off-campus events.
 - All head coverings must be solid white, black, or gray.

Uniform send home policy:

Scholars may only go to class if they are in full uniform compliance. Parents will be called to bring uniform pieces to ensure scholars do not miss additional academic learning. We highly recommend that scholars leave an extra belt and extra socks in their backpack to avoid missing these components.

Preparing for Accidents – Backup Clothing:

Accidents happen – and it’s okay. All scholars in kindergarten and 1st grade should keep a spare uniform and undergarments in their backpack to bring daily. Scholars in other grades are also encouraged to keep a spare uniform and undergarments in their backpack in case of an accident.

Bloom Academy College Fridays :

Every Friday is College Friday at Bloom Academy. Scholars are permitted to wear college t-shirts or a Bloom Academy issued t-shirt on Fridays. Scholar khaki bottoms remain required. Jeans will not be permitted.

Bloom Academy will periodically review its dress and grooming policies, and make changes as needed.

The final determination about whether a scholar is dressed in accordance with the dress code policy will be made by the Head of School. Any family who consistently operates outside of the dress code regulations will be required to meet with the Head of School.

F. Curriculum Materials and Technology

Technology Devices and Curriculum Materials

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

Technology and Computer Resources

Bloom Academy may provide each scholar the privilege of a technology device for use in the classroom, and occasionally home academic learning. These devices may include a chromebook, iPad, Laptop, or MiFi hotspot. Each of these is considered a technology device and remains the property of Bloom Academy. Bloom Academy expects every scholar to treat the technology device assigned to them with the utmost respect to avoid damage or theft, in order for the scholar and school to have the ability to provide devices for learning to all scholars. Each

scholar and parent must enter into the Technology Use Device Agreement with Bloom Academy before being provided a technology device for the academic year. While a scholar possesses the device there are expectations, restrictions, policies, and rules to be followed by every scholar and anyone in the vicinity of the technology device. If a scholar's device is damaged, the scholar and family is responsible for the cost of the device, as outlined in the Technology Use Device Agreement. Failure to pay associated fees relating to damaged devices may result in academic records being withheld for the scholar. To prepare scholars for an increasingly computerized society, Bloom Academy has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to scholars working under a teacher's supervision and for approved purposes only. Scholars and parents must read and agree to abide by the Scholar Acceptable Use Policy found in this Handbook.

Scholars must return all curriculum materials, supplemental materials, and technology devices to the teacher at the end of the school year or when the scholar withdraws from school. Any scholar failing to return issued materials in an acceptable condition loses the right to free textbooks and educational materials until the scholar and/or parent pay for the damages. However, a scholar will be provided educational materials for use during the school day. Bloom Academy may reduce or waive the payment requirement if the scholar's family is experiencing financial hardship. Release of scholar records, including official transcripts, will be delayed pending payment for lost or severely damaged textbooks.

G. General

Scholar Fees

Bloom Academy will make every attempt to cover all education related expenses and provide supplies at no cost to families for every one of our scholars. Occasionally, scholars may be required to pay certain fees or deposits, including:

1. A fee for materials for a class project that the scholar will keep, if the fee does not exceed the cost of materials;
2. A fee for broken and or lost technology equipment;
3. Membership dues in voluntary scholar clubs or organizations and admission fees to extracurricular activities;
4. A security deposit for the return of materials, supplies or equipment;
5. A fee for personal physical education and athletic equipment and apparel, although a scholar may provide the scholar's own equipment or apparel if it meets reasonable requirements and standards relating to health and safety;
6. A fee for voluntarily purchased items, such as scholar publications, class rings, pictures, yearbooks, graduation announcements, etc.;
7. A reasonable fee, not to exceed the actual annual maintenance cost, for the use of musical instruments and uniforms owned or rented by the school;
8. A fee for items of personal apparel used in extracurricular activities that become the property of the scholar;
9. A fee for summer school courses that are offered tuition-free during the regular school year;
10. A reasonable fee, not to exceed \$50, for costs associated with an educational program offered outside of regular school hours through which a scholar who was absent from class receives instruction voluntarily for the purpose of making up the missed instruction and meeting the level of attendance required for class credit, so long as the fee would not create a financial hardship or discourage the scholar from attending the program; or
11. A fee specifically permitted by any other statute.

Bloom Academy may waive any fee or deposit if the scholar and parent are unable to pay. A request for such a waiver must be made in writing to the Head of School or designee, and include evidence of inability to pay. Details for the fee waiver are available in the Front Office.

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

Accommodations for Children of Military Families

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

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

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

H. Transportation

Transportation Offered

Bloom Academy will provide transportation for scholars at no cost to families that reside outside of a one-mile radius from our campus. Access to Bloom provided transportation is not a requirement, unless listed in a scholar's IEP, and can be revoked at any time. Specifically, scholar behavior that is a violation of our code of conduct can result in a scholar's permanent removal from riding the bus or any Bloom Academy provided transportation. Additionally, continued absences from the bus stop or failure to pick up your scholar on time can result in removal from riding the bus.

Any parent who wishes for their scholar to participate in transportation must complete a transportation orientation with the Operations Manager prior to their scholar riding the bus. Additionally, parents must sign the transportation contract during the registration process in order for their scholar to ride the bus.

Incidents and Consequences

Bloom Academy offers transportation as a privilege, and scholars who do not adhere to the expectations of bus rider conduct may receive consequences, up to and including suspension of bus privileges, if they receive incidents. The Bloom Academy Operations Team will make every attempt to select a consequence on a case by case basis commensurate to the incident. Examples of incidents and the process for violation include the following:

Level I Incidents: Level I incidents are behaviors that are generally disruptive of the bus riding experience and can impact the normal and usual operations of the school bus. Below are the most common Level I incidents that include but are not limited to:

- Standing without permission of the driver
- Walking in front of the bus
- Failure to follow bus driver requests (getting off the bus without permission, standing when asked to be seated, etc.)
- Eating/Drinking/Chewing Gum/Littering the bus
- Horseplay/Mischief
- Spitting
- Inappropriate or disruptive behavior toward other vehicles/drivers along-side the bus, or at the bus stop
- Other behaviors which disrupt the normal and usual operation of the school bus

Level I Incident Consequences

Scholars involved in Level I incidents will receive a Bus Rider Incident Report explaining the reasons for the report. The Operations Manager will meet with the scholar to validate the information collected. A copy of the report will be forwarded to the Director of Operations, Head of School, and Superintendent to administer the appropriate discipline and to inform the parents about the situation. Scholars involved in a Level I Incident will result in a restorative and a mandatory parent meeting within 48 hours of the suspected bus incident.

Level II Incidents: Level II incidents are behaviors that directly disrespect bus drivers and can put in jeopardy the bus riders' own safety, or the safety of other scholars riding the bus. Below are the most common Level II incidents that include but are not limited to:

- Refusing to properly identify yourself to the bus driver (guardian)
- Throwing/shooting of any object in or out of the bus
- Vandalism to the bus or any bus related equipment by the scholar or parent (restitution will be required as well)
- Pushing, shoving, or rushing while waiting, entering, exiting the bus
- Unauthorized entering or leaving the bus through an emergency exit or window
- Hanging out of windows with any part of the body
- Disrupting the normal activities of a business where a stop is located
- Other offenses and behaviors that disrespect bus drivers, students, motoring public, or pedestrians

Level II Consequences

Scholars involved in Level II incidents will receive a Bus Rider Incident Report explaining the reasons for the report. The Operations Manager will meet with the student to validate the information collected. A copy of the report will be forwarded to the Director of Operations, Head of School, and Superintendent to administer the appropriate discipline and to inform parents about the situation. The discipline may include, but is not limited to, after school detention, loss of fun activity privileges at school, and/or participation in field trips. Scholars involved in a Level II Incident will receive a three (3) to five (5) days suspension from the bus.

Level III Incidents: Level III incidents are the most serious behavior problems. These actions put in jeopardy the bus driver and riders. Below are the most common Level III incidents that include but are not limited to:

- Profanity, verbal abuse, harassment, inappropriate gestures or possession of inappropriate materials
- Lighting matches, lighters, or any other flammable object or substance
- Possession or threats of possession of a weapon, explosive, or flammables
- Possession or use of tobacco or any controlled substance
- Bullying, threatening, or harassment of any person on the bus
- Parent, guardian or adult boarding the bus (This is a Class C Misdemeanor under Texas Law and punishable by up to a \$500 fine)
- Parent, guardian or adult responsible for dropping the student off at the bus stop and using their vehicle to block or stop the bus so that the student may board the bus. (This is a Class C Misdemeanor under Texas Law and punishable by up to a \$500 fine)
- Other offenses and behaviors which seriously jeopardize the safety of the bus driver, other students, the motoring public, or pedestrians

Level III Consequences

Scholars involved in Level III incidents will receive a Bus Rider Incident Report explaining the reasons for the report. The Operations Manager will meet with the scholar to validate the information collected. A copy of the report will be forwarded to the Director of Operations, Head of School, and Superintendent to administer the appropriate discipline and to inform parents/guardians about the situation. Scholars involved in a Level III Incident will receive a five (5) to ten (10) days suspension or even permanent removal from the bus.

Repeated Incidents and Consequences

Three Level 1 incidents will result in a Level 2 consequence. Three Level 2 incidents could result in a Level 3 consequence. Parent actions and conduct can result in suspension of bus privileges for a scholar.

Transportation Appeal Process

Bloom Academy's strong school culture must extend to behavior and norms on school provided transportation. If an instance arises that is in violation of the clear rules and norms for transportation, the operations team will make a decision about an appropriate and commensurate consequence in accordance with the Bloom Academy Transportation contract. The consequence will be provided in writing to the guardian/parent of the scholar. Should a parent/guardian disagree with the consequence, they may choose to avail themselves of our appeals process. The appeals process can be accessed as follows:

1. Parent/guardian must submit a written appeal within 14 days of receiving notice of the consequence. All appeals must be sent to operations@bloomacademy.org and or via certified mail to: Bloom Academy Charter School, 3420 Almeda Genoa Road, Houston, TX 77047.
2. A campus administrator will make every attempt to schedule and hold a meeting within 48 hours of receipt of the written appeal. A hearing will be scheduled on campus to be presented in front of a hearing officer (the Head of School, or his or her designee).
3. Parent/guardian should plan to discuss the purpose of the appeal and rationale for repeal of the consequence. A member from the operations team will also present the issue and rationale for the consequence.
4. The hearing officer will make a decision in writing within 24 hours of hearing the appeal.

Note: Scholars are expected to attend school while the appeals process is underway.

IV. ACADEMICS AND GRADING

A. GENERAL

Academic Programs

The Head of School will provide scholars and parents with information regarding academic programs to prepare for higher education and career choices.

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

Scholars and parents are encouraged to discuss options for ensuring that scholars complete all work required with a teacher or the Head of School.

Classroom Assignment or Reassignment Requests

Bloom Academy is committed to equity in education for every scholar in every classroom. Therefore, we do not permit requests for placement of a scholar with a particular teacher. At times, scholars may have conflict with one another or with a teacher. If this arises we encourage our scholars and teachers to learn, practice, and implement critical life skills to enhance their participation in their communities and classrooms to resolve conflict. We teach scholars to utilize effective communication, healthy relationship building, and conflict resolution. We view teacher concerns as an opportunity to redouble our efforts to ensure every teacher is being supported and positioned for success. If you have a specific concern of a conflict between a scholar and teacher, or scholar and other scholar, please contact the Dean of Culture and Community.

Curricular Vision

Bloom Academy offers instruction in the TEKS of the appropriate grade levels.

At Bloom Academy we ensure that every scholar in grades K through 5 has the academic and character foundation necessary to succeed in middle school, high school and college and to lead lives of positive impact in their communities.

Academic Integrity

All scholars are expected to be honest and to display a high standard of integrity in the preparation and presentation of work for credit in classes. A scholar's attempt to present the work of another as his or her own will be viewed as a serious offense, and the scholar may be subject to a grading penalty and/or discipline in accordance with the Student Code of Conduct.

Pledges of Allegiance and Moment of Silence

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

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

Recitation of the Declaration of Independence

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

Report Cards

Report cards with each scholar's grades or performance and absences in each class or subject are issued to parents at least once every nine weeks.

Questions about grade calculation should first be discussed with the teacher; if the question is not resolved, the parent or scholar may request a conference with the Head of School. State law provides that a test or course grade issued by a teacher cannot be changed unless the Board determines that the grade was arbitrary or contains an error, or that the teacher did not follow the school's grading policy.

Transcripts

Bloom Academy maintains an academic achievement record (or transcript) for each scholar enrolled. Transcripts list complete personal scholar data, give complete scholastic grades, and report scholar activities, honors, and scores on standardized achievement tests. Requests for transcripts should be made to the campus registrar. Scholars are provided with three free official transcripts. Each additional transcript is \$25. Payments should be made at the time of the request in either cash or check. Official transcripts may be picked up from the Front Office five business days after the request is submitted except at the end of the semester.

B. TESTING

Standardized Testing

STAAR (State of Texas Assessments of Academic Readiness)

In addition to routine tests and other measures of achievement, scholars in grades 3–5 will take state-mandated assessments, such as the STAAR, in the following subjects:

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

Successful performance on the reading and math assessments in grades 5 and 8 is required by law, unless the scholar is enrolled in a reading or math course intended for scholars above the scholar's current grade level, in order for the

scholar to be promoted to the next grade level.

STAAR Modified and STAAR Alternative, for scholars receiving special education services, will be available for eligible scholars, as determined by the student's ARD committee.

STAAR-L is a linguistically accommodated assessment that is available for certain limited English proficient scholars, as determined by the student's Language Proficiency Assessment Committee. A Spanish version of STAAR is also available to scholars in grade 5 who need this accommodation.

STAAR Modified and STAAR Alternate, for scholars receiving special education services, will be available for eligible scholars, as determined by the scholar's ARD committee. These particular EOC assessments may have different testing windows than the general assessments, and the ARD committee will determine whether successful performance on the assessments will be required for graduation.

STAAR-L, which is a linguistically accommodated assessment, will be available for scholars who have been determined to be limited English proficient and who require this type of testing accommodation.

Texas English Language Proficiency Assessment System ("TELPAS")

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

C. Promotion and Retention

In lower elementary (K-2), we will form a grade placement committee that includes the Head of School, teachers, and other school leaders that will determine whether a student should be promoted based on whether they have met, or mastered grade-level standards outlined in the TEKS. In upper elementary (3-5), the grade placement committee will use performance indicators from the STAAR exams in addition to data from TEKS-aligned assessments to determine whether a child will be promoted to the next level. Promotional decisions for scholars with Individualized Education Plans (IEP) will be in accordance with what is outlined in the plan. The grade placement committee will also take other factors into account when making placement decisions for scholars in K-4 including:

Scholar Attendance: At Bloom Academy, we expect that all students in grades K-5 will arrive on time prepared to learn, every day. The extended day and school year are intentionally planned to ensure that scholars have ample opportunity to master content and be set on the path to college. Every absence is a missed opportunity for a child to receive the content and develop the skills they need to propel them forward. Therefore, we will consider the number of days scholars are absent from the educational program when making promotion decisions. Any scholar whose absences meet or exceed 10% of total school days (whether virtual or in-person) will be considered for grade level retention. While poor attendance alone will not serve as the sole basis for retaining a child, it will be a factor in our promotion decision making. We will be proactive in contacting and conferencing with those families whose children are showing signs of increased absenteeism to discern if Bloom Academy can provide any supports to improve attendance and readiness to learn.

Student Mastery of Content and End-of-Year Exams: Mastery of content is the goal for all scholars at Bloom Academy. Mastery is the most objective indicator that scholars fully understand what is taught and will be a metric in determining promotion. In alignment with our belief that reading is the foundation, performance on the STEP reading assessment in grades K-3 will be key in determining a scholar's academic readiness for the next grade. All K-5 scholars will be expected to earn at least a 70% on all TEKS-aligned interim and end-of-year assessments. Scholars in grades 3-5 have the additional requirement of scoring "approaches", "meets" or masters grade level on all STAAR examinations. We will also consider scholar performance on the end of year NWEA MAP assessment. In accordance with Scholar Success Initiative Requirements, fifth-grade scholars must pass the Math and Reading STAAR exams to be promoted to sixth grade and will have three opportunities to do so. (Student Success Initiative, Texas Education Agency, https://tea.texas.gov/student_assessment/ssi/)

Student Success Initiative and Fifth Grade Scholars: For scholars in grade five, we will operate in accordance with the Texas Education Code §28.0211 that details the requirements of the Student Success Initiative. Relevant provisions of the code provide that “a student may not be promoted to (1) the sixth grade program to which the student would otherwise be assigned if the student does not perform satisfactorily on the fifth grade mathematics and reading instruments under section 39.023.” Scholars are given three opportunities to take the STAAR exam. If a 5th grade scholar fails either the math or reading STAAR exam, we will notify his or her family and provide accelerated instruction. If the child fails a second time, the parents will be notified again and invited to meet with the grade placement committee to discuss the child’s needs. If after the third time of taking the exam a student does not pass, then he or she is automatically retained, and the family will be notified of their right to appeal. Upon appeal, the grade promotion committee may promote a scholar if it unanimously decides that a student is likely to perform on grade level given additional accelerated instruction during the next school year.

Students with Disabilities

Please see Neurodiversity Handbook.

D. Special Programs

Bilingual/ESL Services

Bloom Academy offers Bilingual/English as a Second Language (“ESL”) services for English language learners who are limited to their English proficiency. The program is designed to assist scholars identified as having Limited English Proficiency with development in language – listening, speaking, reading, and writing. The goal of this program is to provide additional English language assistance to scholars, enabling them to become academically successful in all classes. Scholars are assessed with state-approved Oral Language Proficiency and Norm-Referenced Test to qualify for placement in the program. If the test results indicate either limited oral or limited cognitive academic English ability, the scholar (with parent approval) is provided additional English language support.

Neurodiversity Services

Bloom Academy has the responsibility of identifying, locating, and evaluating individuals with disabilities who are 5 to 21 years of age and who fall within the school’s jurisdiction. If you know or suspect that your scholar has a disability, please contact The Director of Neurodiversity, Rebecca Mathis, for information about available programs, assessments, and services.

Neurodiversity services are specifically designed to meet the unique needs of scholars with disabilities. Each scholar who receives special education services has an Individual Education Plan (“IEP”), which is developed by the scholar’s ARD Committee. The ARD Committee considers the scholar’s disability and determines appropriate accommodations, supplementary aids, and/or services that are necessary for the scholar to participate in the general curriculum.

All special education services are provided in the least restrictive environment, which may be special education settings, general education settings, or a combination of both. All scholars receiving special education services are educated to the maximum extent appropriate with their non-disabled peers as well as participating in all school activities on the same basis as students who are not disabled.

The *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*, can be obtained from Head of School, Candess Briscoe, or at the Texas Education Agency Special Education Website: http://tea.texas.gov/Curriculum_and_Instructional_Programs/Special_Education/.

Providing Assistance to Scholars Who Have Learning Difficulties or Who Need Neurodiversity Services

If a scholar is experiencing learning difficulties, the parent may contact the Neurodiversity Coordinator to learn about Bloom Academy’s overall general education referral or screening system for support services. This system links scholars to a variety of support options, including referral for a special education evaluation. Scholars having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all scholars, including a process based on Response to Intervention (“RtI”). The

implementation of RtI has the potential to have a positive impact on Bloom Academy’s ability to meet the needs of all struggling scholars.

At any time, a parent is entitled to request an evaluation for special education services for their scholar by presenting a written request to the Neurodiversity Coordinator or an administrative employee. Bloom Academy must, within 15 school days of receiving the request, either (1) give the parent an opportunity to give written consent for the evaluation or (2) refuse to provide the evaluation and provide the parent with written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parents of their rights if they disagree with Bloom Academy. Additionally, the parent will receive a copy of the *Notice of Procedural Safeguards – Rights of Parents of Students with Disabilities*.

If consent for evaluation is obtained, Bloom Academy must generally complete the evaluation and report within 45 school days of the date Bloom Academy receives the written consent. Bloom Academy must give a copy of the evaluation report to the parent.

Section 504 Services

Bloom Academy provides a free appropriate public education to each qualified scholar with a disability, regardless of the nature or severity of the scholar’s disability. A “scholar with a disability” is one who has a physical or mental impairment that substantially limits one or more of the scholar’s major life activities, has a record of having such impairment, or is regarded as having such impairment. A scholar with a disability is “qualified” if he or she is between the ages of 3 and 21, inclusive.

An appropriate education is the provision of regular or Neurodiversity (special) education and related services that are (1) designed to meet the scholar’s individual educational needs as adequately as the needs of scholars who do not have disabilities are met; and (2) based on adherence to procedures that satisfy federal requirements for educational setting, evaluation and placement, and procedural safeguards.

Qualified scholars with disabilities will be placed in the regular educational environment, unless Bloom Academy demonstrates that education in the regular environment with the use of supplemental aids and services cannot be achieved satisfactorily. Should an alternate educational environment be necessary, Bloom Academy will comply with all legal requirements regarding least restrictive environment and comparable facilities for scholars with disabilities. In providing or arranging for nonacademic and extracurricular services and activities, Bloom Academy will ensure that a qualified scholar with a disability participates with scholars who do not have disabilities to the maximum extent appropriate.

To be eligible for services and protections against discrimination on the basis of disability under Section 504 of the Rehabilitation Act, a scholar must be determined, as a result of an evaluation, to have a “physical or mental impairment” that substantially limits one or more major life activities. If a scholar has or is suspected of having a disability, or requires special services, parents or teachers should contact the Neurodiversity Coordinator for information concerning available programs, assessments, and services.

V. SCHOLAR CODE OF CONDUCT

A. Purpose of the Scholar Code of Conduct

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

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

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

B. Authority and Jurisdiction

Bloom Academy has disciplinary authority over a scholar:

1. During the regular school day and while the scholar is going to and from school on Bloom Academy transportation;
2. During lunch periods in which a scholar is allowed to leave campus;
3. While the scholar is in attendance at any school-related activity, regardless of time or location;
4. For any school-related misconduct, regardless of time or location;
5. For any expulsion offense committed while on Bloom Academy property or while attending a school-sponsored or school-related activity of Bloom Academy or another school in Texas;
6. While the scholar is in transit to or from school or to or from school-related activities or events;
7. When retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location;
8. When the scholar commits a felony, as provided by Texas Education Code §§ 37.006 or 37.0081; and
9. When criminal mischief is committed on or off Bloom Academy property or at a school-related event.

Reporting Crimes

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

C. Standards for Scholar Conduct

Each scholar is expected to:

- Demonstrate courtesy, even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet Bloom Academy's standards of grooming and dress.
- Abide by campus and classroom rules.
- Respect the rights and privileges of scholars, teachers, and other Bloom Academy staff and volunteers.
- Respect the property of others, including Bloom Academy property and facilities.
- Cooperate with and assist the school staff in maintaining safety, order, and discipline.
- Demonstrate our core values of Grit, Respect, Optimism, and Wonder (GROW)
- Adhere to the requirements of the Scholar Code of Conduct.

D. Scholar Code of Conduct Incidents

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

Level I Choices:

1. Disobeying teacher directions and/or disrespecting teachers.
2. Failing to adhere to our core values: Grit, Respect, Optimism, or Wonder.
3. Causing an individual to act through the use of threat or coercion.
4. Cheating or copying the work of another.
5. Directing profanity, vulgar language, or obscene gestures toward another scholar or school employee.
6. Discharging a fire extinguisher without valid cause.
7. Disobeying conduct rules regarding school transportation.
8. Engaging in any conduct that school officials might reasonably believe will substantially disrupt the school program or incite violence.

9. Engaging in disruptive actions or demonstrations that substantially disrupt or materially interfere with school activities.
10. Engaging in verbal or written exchanges that threaten the safety of another scholar, a school employee, or school property.
11. Failing to comply with directives given by school personnel (insubordination).
12. Falsifying records, passes, or other school-related documents.
13. Gambling.
14. Inappropriate or indecent exposure of a scholar's private body parts (depending on nature, severity and circumstances, this offense may also rise to a Level II incident). See glossary.
15. Leaving school grounds or school-sponsored events without permission.
16. Making false accusations or hoaxes regarding school safety.
17. Possessing pornographic material.
18. Possessing published or electronic material that is designed to promote or encourage illegal behavior or that could threaten school safety.
19. Possession of telecommunications or other electronic devices, including displaying, turning on, or using a telecommunications device (including a cellular telephone or other electronic device) while on school property during the school day.
20. Recording the voice or image of another without the prior consent of the individual(s) being recorded or in any way that disrupts the educational environment or invades the privacy of others.
21. Refusing to accept discipline management techniques assigned by a teacher or Head of School.
22. Repeated tardiness.
23. Repeatedly violating communicated campus or classroom standards of conduct.
24. Throwing objects that can cause bodily injury or property damage.
25. Violating dress and grooming standards as communicated in the Student Handbook.

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

1. After school detention.
2. Application of one or more Discipline Management Techniques listed above.
3. Confiscation of cell phones or other electronic devices.
4. Grade reductions for academic dishonesty.
5. In-Class Reflection.
6. In-school suspension.
7. Out-of-school suspension.
8. Removal from the classroom and/or placement in another classroom.
9. Restitution/restoration, if applicable.
10. School-assessed and school-administered probation.
11. Temporary confiscation of items that disrupt the educational process.
12. Verbal correction.
13. Withdrawal of privileges, such as participation in extracurricular activities and eligibility for seeking and holding honorary offices, and/or membership in school-sponsored clubs or organizations.

Level II Choices

1. Abusing over-the-counter drugs. (See glossary for "abuse.")
2. Being a member of, pledging to become a member of, joining, or soliciting another person to join, or pledge to become a member of a public school fraternity, sorority, gang or secret society or organization as defined by Texas Education Code § 37.121.
3. Being under the influence of prescription or over-the-counter drugs that cause impairment of physical or mental faculties. (See glossary for "under the influence.")
4. Committing extortion or blackmail, meaning obtaining money or an object of value from an unwilling person.
5. Creating or participating in the creation of a "hit list." (See glossary.)
6. Damaging or vandalizing property owned by others, including but not limited to school property or facilities, property of Bloom Academy employees, or property of other students.

7. Defacing or damaging Bloom Academy property—including textbooks, lockers, furniture, and other equipment—or property of any other person, with graffiti or by any other means.
8. Engaging in conduct that constitutes dating violence, including the intentional use of physical, sexual, verbal, or emotional abuse to harm, threaten, intimidate, or control another person with whom the scholar has or has had a dating relationship.
9. Engaging in inappropriate verbal, physical, or sexual conduct directed toward another person, including a Bloom Academy student, employee, or volunteer.
10. False accusation of conduct that would constitute a misdemeanor or felony.
11. Fighting or arranging a fight. School is not a place to arrange fights, whether those fights take place on or off school grounds. Fighting is an instance of physical contact in anger, regardless of whether fists or weapons are used. Students who involve themselves in fighting or arranging a fight will, at a minimum, be suspended for the remainder of the day.
12. Forgery of school documents at school or otherwise.
13. Gang-related activity of any kind or nature (behavior that is deemed serious gang-related activity may be elevated or addressed as a Level III Offense).
14. Non-Title Five felony; school is notified by police.
15. Participating in “hazing.” (See glossary.)
16. Possessing or selling look-alike drugs, or attempting to pass items off as drugs or contraband.
17. Possessing or selling seeds or pieces of marijuana in less than a usable amount.
18. Possessing, smoking, or using tobacco products and/or e-cigarettes at school or at a school-related or school-sanctioned activity on or off school property. (See glossary.)
19. Possession of stolen property.
20. Possessing, using, giving, or selling paraphernalia related to any prohibited substance (illegal, prescription, and over-the-counter drug). (See glossary for “paraphernalia.”)
21. Possession or use Prohibited Items, including but not limited to:
 - a. Fireworks of any kind, smoke or stink bombs, or any other pyrotechnic device;
 - b. A razor, box cutter, chain, or any other object used in a way that threatens or inflicts bodily injury to another person;
 - c. A “look-alike” weapon;
 - d. An air gun or BB gun;
 - e. Ammunition;
 - f. A stun gun;
 - g. A pocket knife or any other small knife with a blade less than 1.5” in length;
 - h. Mace or pepper spray;
 - i. Matches or a lighter;
 - j. A laser pointed for other than an approved use; or
 - k. Any articles not generally considered to be weapons, including school supplies, when the Head of School or designee determines that a danger exists.
22. Any repetitive Level I incidents – i.e., two or more Level I incidents within a semester, whether the same or any combination.
23. Threatening or bullying a scholar, employee, or volunteer of Bloom Academy, whether on or off school property. If the conduct causes a substantial disruption of the educational environment it may be elevated to a Level III incident depending on circumstances as determined by Bloom Academy.
24. Violating the Bloom Academy medication policy.

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

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

Level III Choices

1. Abusing a scholar's own prescription drug, giving a prescription drug to another scholar, or possessing or being under the influence of another person's prescription drug while on school property or at a school-related event. (See glossary for "abuse.")
2. Aggravated assault.
3. Aggravated kidnapping.
4. Aggravated robbery.
5. Aggravated sexual assault
6. Any offense listed in Sections 37.006(a) or 37.007 (a), (b), and (d) of the Texas Education Code, no matter when or where the offense takes place.
7. Arson.
8. Burglary of a motor vehicle on campus.
9. Capital murder.
10. Committing or assisting in a robbery or theft, even if it does not constitute a felony according to the Texas Penal Code.
11. Commission of a felony offense listed under Title 5, Texas Penal Code. (See glossary.)
12. Committing the following offenses on school property or within 1,000 feet of school property as measured from any point on the school's real property boundary line, or while attending a school-sponsored or school-related activity on or off school property:
 - a. Engaging in conduct punishable as a felony.
 - b. Committing an assault (see glossary) under Texas Penal Code 22.01(a)(1).
 - c. Selling, giving, or delivering to another person, or possessing, using, or being under the influence of marijuana, a controlled substance, or a dangerous drug in an amount not constituting a felony offense. (See glossary for "under the influence.")
 - d. Selling, giving, or delivering to another person an alcoholic beverage; committing a serious act or offense while under the influence of alcohol; or possessing, using, or being under the influence of alcohol, if the conduct is not punishable as a felony offense.
 - e. Behaving in a manner that contains the elements of an offense relating to abusable volatile chemicals.
 - f. Behaving in a manner that contains the elements of the offense of public lewdness or indecent exposure.
13. Conduct endangering the health and safety of others.
14. Criminal attempt to commit murder or capital murder.
15. Criminally negligent homicide.
16. Deliberate destruction or tampering with school computer data or networks.
17. Engaging in "bullying" and/or cyberbullying. (See glossary.)
18. Engaging in conduct punishable as a felony.
19. Engaging in conduct relating to a false alarm or report (including a bomb threat) or a terroristic threat involving a public school. (See glossary.)
20. Engaging in conduct punishable as a felony listed under Title 5 (see glossary) of the Texas Penal Code when the conduct occurs off school property and not at a school-sponsored or school-related event and:
 - a. The student receives deferred prosecution (see glossary);
 - b. A court or jury finds that the student has engaged in delinquent conduct (see glossary); or
 - c. The Head of School or designee has reasonable belief (see glossary) that the student engaged in the conduct.
21. Engaging in conduct that constitutes discrimination or harassment, including conduct motivated by race, color, religion, national origin, gender, disability, or age and directed toward another student or Bloom Academy employee. (See glossary.)
22. Engaging in conduct that constitutes sexual harassment or sexual abuse, whether by word, gesture, or any other conduct directed toward another person, including a Bloom Academy student, employee, or volunteer.
23. Engaging in conduct that contains the elements of retaliation against any Bloom Academy employee or volunteer, whether on or off of school property.
24. Engaging in inappropriate or indecent exposure of private body parts.
25. Felony criminal mischief against school property, another student, or school staff.
26. Gang activity (violent or likely to cause harm to another or disrupt the educational environment in any way).
27. Inappropriate sexual conduct.

28. Indecency with a child.
29. Issuing a false fire alarm.
30. Manslaughter.
31. Murder.
32. Persistent Level I offenses (four or more Level I offenses committed in any one school year).
33. Persistent Level II offenses (two or more Level II offenses committed in any one school year).
34. Possessing, selling, distributing, or being under the influence of inhalants.
35. Possessing, selling, distributing, or being under the influence of a simulated controlled substance.
36. Possession, use, transfer or exhibition of any firearm, illegal knife, club, or any other prohibited weapon or harmful object (as determined by Bloom Academy).
37. Public lewdness.
38. Required registration as a sex offender.
39. Setting or attempting to set fire on school property (not arson).
40. Sexual abuse of a young child or children.
41. Sexual assault.
42. Stealing from students, staff, or Bloom Academy.
43. Targeting another individual for bodily harm.
44. Use, exhibition, or possession of a knife with a blade more than 1.5” in length, including but not limited to switchblade knives or any other knife not defined as an illegal knife.
45. Violating computer use policies, rules, or agreements of Bloom Academy, such as the Student Acceptable Use policy, including but not limited to:
 - a. Attempting to access or circumvent passwords or other security-related information of Bloom Academy or its students or employees, and uploading or creating computer viruses, including such conduct off school property if the conduct causes a substantial disruption to the educational environment.
 - b. Attempting to alter, destroy, or disable Bloom Academy computer equipment, Bloom Academy data, the data of others, or other networks connected to the Bloom Academy system, including conduct occurring off school property if the conduct causes a substantial disruption of the educational environment.
 - c. Using the Internet or other electronic communications to threaten Bloom Academy scholars, employees, or volunteers, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - d. Sending or posting electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another’s reputation, or illegal, including conduct occurring off school property if the conduct causes a substantial disruption to the educational environment.
 - e. Using e-mail or Web sites at school to encourage illegal behavior or threaten school safety.
46. Any discretionary or mandatory expulsion violation under Texas Education Code, Chapter 37.

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

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

E. Scholar Code of Conduct Consequences

E1. GENERAL

Bloom Academy strives to maintain every scholar in the academic classroom without missing important educational learning. Therefore, Bloom Academy tries to resolve scholar incidents without rising to the level of a detention, suspension, or expulsion. However, certain incidents may require such consequences.

Discipline Management Techniques

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

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

Techniques

In addition to behavior reports (GROW REPORTS) sent home to families, the following discipline management techniques may be used—alone or in combination—for behavior prohibited by the Scholar Code of Conduct or by campus or classroom rules:

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

Corporal Punishment

Bloom Academy will NOT administer corporal punishment upon a scholarstudent for misconduct.

Risk Assessments

When a scholar has made an extreme threat of violence to him or herself or to others, a Bloom Academy administrator will complete a risk assessment. The risk assessment is designed to determine the likelihood that the act will be committed. The scholar's guardian will be contacted to participate in a mandatory meeting with the child's teachers and Head of School to discuss an action plan moving forward.

Conferences, Hearings, and Appeals

All scholars are entitled to conferences, hearings, and/or appeals of disciplinary matters as provided by applicable state and federal law, and Bloom Academy policy.

Placement of Students with Disabilities

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

E2. IN-CLASS REFLECTION

At times, infractions warrant consequences that are more severe than detention, but less severe than Suspension. Therefore, Bloom Academy has an In-Class Reflection model ensuring that scholars have access to the curriculum while at the same time scholars face serious consequences. During In-Class Reflection, scholars sit separately from the rest of the class. Scholars are only able to communicate with their peers when it is critical to their understanding of the curriculum, decided upon by their teachers, and is usually to complete larger projects or group work.

In addition, scholars who have not met behavioral expectations over an extended period of time may face in class reflections as measured by their tracking color changes on our online platform.,

Furthermore, in order to promote and uphold our school community's values and Code of Conduct, scholars who communicate with a scholar who is currently in In-Class Reflection may receive the consequence of In-Class Reflection.

Requirements: In the morning, scholars will need to check in with the Operations Manager who will reiterate the expectations of In-Class Reflection. Scholars on In-Class Reflection will:

- Attend classes, receive instruction and complete class work
- Not be permitted to communicate with any scholars throughout the day, including during breaks and lunch, except as specifically instructed by a teacher during an academic discussion.
- Not participate in selected class activities, as determined by each teacher
- Not participate in recess
- Not attend reward events including field trips, dances etc. (exceptions may be made in extraordinary circumstances at the sole discretion of the Head of School)

Violation of the requirements of In-Class Reflection may result in additional days of In-Class Reflection or a suspension. ScholarsStudents will not be allowed to participate in extracurricular or community service field trips and other class rewards while on In-Class Reflection.

The number of days on In-Class Reflection, determined by the Head of School or Designee, will be commensurate with the severity of the behavioral infraction. For each day that a scholar does not meet the requirements of In-Class Reflection, they will be required to complete an additional day of suspension.

E3. DETENTION

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

After School Detention

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

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

E4. Suspension

Bloom Academy is committed to limiting suspensions only to the most egregious and serious offenses and those mandated by law. Bloom Academy may utilize two kinds of suspension: in school suspension and out of school suspension.

In School Suspension

The following rules and regulations apply to all scholars assigned to in school suspension (“ISS”):

1. Scholars must report to the Operation Manager’s room by 8:25a.m. ISS will be run from 8:30a.m.. until dismissal time.
2. Scholars will bring materials to work on, including an ISS assignment with their teachers’ names, subjects, and assignments. Scholars are responsible for obtaining assignments from each teacher.
3. Scholars will not be permitted to go to their lockers. All materials must be brought to the room when reporting.
4. Scholars may not bring food or drink into the detention room.
5. Unexcused absences from suspension will be referred to the Head of School.
6. Sleeping is prohibited.
7. Scholars must abide by the Bloom Academy policies and behavioral standards during their suspension period.
8. A scholar who misses a scheduled ISS session without a confirmed excuse will be assigned one day out of school suspension. If a scholar misses more than one scheduled ISS session without a confirmed excuse, he or she may be subject to expulsion.

Failure to follow these guidelines will be reported to the Head of School for further action, which may include up to three days of out of school suspension or any other Level I consequence.

Out of School Suspension

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

Process for Suspensions Lasting Up to Five Days

In addition to the above list of Scholar Code of Conduct violations, the Head of School has authority to suspend a scholar for a period of up to five school days for any of the following additional reasons:

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

Prerequisites to Suspension

Prior to suspending a scholar for up to five days, the Head of School or designee must attempt to hold an informal conference with the scholar to:

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

Notification to Parents/Guardians

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

Credit During Suspension

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

E5. Process for Out-of-School Suspensions Over Five Days (extended suspension) and Expulsion**Notice**

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

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

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

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

Hearing Before the Head of School

Bloom Academy shall make a good faith effort to inform the scholar and the scholar's parent(s) of the time and place for the hearing, and Bloom Academy shall hold the hearing regardless of whether the scholar, the scholar's parent(s) or another adult representing the scholar attends. The Head of School may audio record the hearing.

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

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

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

Appeal to the Board of Directors

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

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

No Credit Earned

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

Emergency Placement and Expulsion

If the Head of School or designee reasonably believes a scholar's behavior is so unruly, disruptive, or abusive that it seriously interferes with a teacher's ability to communicate effectively with scholars in a class, with the ability of a scholar's classmates to learn, or with the operation of Bloom Academy or a school-sponsored activity, the Head of School or designee may order immediate removal of the scholar. The Head of School or designee may impose

immediate suspension if he or she reasonably believes such action is necessary to protect persons or property from imminent harm. At the time of such an emergency removal, the scholar will be given verbal notice of the reason for the action and appropriate hearings will be scheduled within a reasonable time after the emergency removal.

Suspension/Expulsion Requirement

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

E6. Interrogations and Searches

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

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

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

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

Desk Searches

ScholarsStudents should have no expectation of privacy in the contents of their lockers, desks or other school property. Desks assigned to scholars remain at all times under the control and jurisdiction of Bloom Academy. Bloom Academy will make periodic inspections of desks at any time, with or without notice or scholar consent. School officials will remove any item that violates school policy or that may potentially be dangerous.

ScholarsStudents have full responsibility for the security of their desks, and shall be held responsible for any prohibited items found therein. A scholar's parent shall be notified if any prohibited articles or materials are found in a scholar's desk, or on the scholar's person. If a prohibited item is found it will be removed from the scholar and a parent must come to campus to retrieve the prohibited item.

Procedures for Use of Restraint and Time-Outs

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

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

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

Gun-Free Schools Act

In accordance with the Gun-Free Schools Act, Bloom Academy shall expel, from the scholar's regular program for a period of one year, any scholar who is determined to have brought a firearm, as defined by federal law, to school. The Head of School may modify the term of expulsion for a scholar or assess another comparable penalty that results in the scholar's expulsion from the regular school program on a case-by-case basis and in accordance with legal requirements.

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

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

Glossary

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

Abuse is improper or excessive use.

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

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

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

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

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

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

- Any vegetation, fence, or structure on open-space land; or
- Any building, habitation, or vehicle:
 - Knowing that it is within the limits of an incorporated city or town,
 - Knowing that it is insured against damage or destruction,

- Knowing that it is subject to a mortgage or other security interest,
- Knowing that it is located on property belonging to another,
- Knowing that it has located within it property belonging to another, or
- When the person starting the fire is reckless about whether the burning or explosion will endanger the life of some individual or the safety of the property of another.

Arson also occurs when a person:

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

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

Bullying is defined to mean engaging in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property, at a school-sponsored event, or school related activity, or in a vehicle operated by Bloom Academy and that: has the effect of physically harming a student, damaging a student's property, or placing a student in reasonable fear of harm to the student or damage to the student's property; or is sufficiently severe, persistent, or pervasive enough that the action or threat creates an intimidating, threatening, or abusive educational environment for a student. The conduct described above is also considered bullying if that conduct exploits an imbalance of power between the student perpetrator and the student victim through written or verbal expression and physical conduct, and interferes with a student's education or substantially disrupts the operation of Bloom Academy. "Cyberbullying" means the use of any electronic communication device to engage in bullying or intimidation.

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

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

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

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

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

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

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

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

Delinquent conduct is conduct that:

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

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

E-Cigarette means an electronic cigarette or any other device that simulates smoking by using a mechanical heating element, battery, or electronic circuit to deliver nicotine or other substances to the individual inhaling from the device. The term does not include a prescription medical device unrelated to the cessation of smoking.

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

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

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

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

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

Harassment is:

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

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

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

Illegal Knife means a knife with a blade over 5-1/2"; hand instrument designed to cut or stab another by being thrown; dagger, including but not limited to a dirk, stiletto, and poniard; bowie knife; sword; spear; or as otherwise defined by Board policy.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

VI. HEALTH POLICIES

A. PHYSICAL HEALTH, ILLNESS AND MEDICATION

Communicable Diseases

To protect other scholars from contagious illnesses, scholars infected with certain diseases are not allowed to come to school while contagious. Parents of scholars with a communicable or contagious disease should notify the Head of School or designee so that other scholars who might have been exposed to the disease can be alerted. School authorities will report those scholars who are suspected of having a reportable condition. A list of reportable conditions can be found on the Texas Department of State Health Services website at: <http://www.dshs.state.tx.us/idcu/investigation/conditions/>.

Any scholar excluded from school attendance for reason of communicable disease may be readmitted by one or more of the following methods, as determined by the local health authority:

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

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

Immunization Requirements

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

To determine the specific number of doses that are required for your student, please read “2020-2021 Texas Minimum State Vaccine Requirements for Students Grades K–12.” For specific immunization requirements, please contact the school nurse or visit the Texas Department of State Health Services at <http://www.dshs.state.tx.us/immunize/school/>.

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

Provisional Enrollment

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

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

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

Exclusions from Immunization Requirements

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

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

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

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

Immunization Records Reporting

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

Emergency Medical Treatment

If a scholar has a medical emergency at school or a school-related activity and the parent cannot be reached, Bloom Academy staff will seek emergency medical treatment unless the parent has previously provided a written statement denying this authorization. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the campus registrar to update any information.

Scholar Illness

When your child is ill, please contact Bloom Academy to let us know he or she will not be attending that day. Scholars must be fever-free without the use of fever-reducing medication and must be free of vomiting/diarrhea without the use of diarrhea suppressing medication for at least 24 hours before returning to school.

If a scholar becomes ill during the school day, he or she must receive permission from the teacher before reporting to the school leadership team representative. If the school leadership representative determines that the child should go home, the school leadership representative will contact the parent.

Administration of Medication

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

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

Changes to daily medications require written instructions from the physician or ANP and written permission from the parent. Parents are responsible for advising Bloom Academy that a medication has been discontinued.

Asthma and Anaphylaxis Medication

Asthma and anaphylaxis are life-threatening conditions, and scholars with those conditions are entitled to possess and self-administer prescription medication while on Bloom Academy property or at school-related events.

Scholar possession and self-administration of asthma or anaphylaxis medication at school requires the scholar to demonstrate his or her ability to self-administer the medication to the scholar's physician or other licensed health care provider. Requirements also include written authorization from the scholar's parent and physician or other licensed health care provider on file in the front office indicating the scholar is capable of independently

administering his or her own asthma or emergency anaphylaxis medication. Medication in a scholar's possession must be in an original container with a prescription label. Please note that most pharmacies will place a label on the inhaler device upon request.

B. SCREENINGS AND TESTING

Dyslexia and Related Disorders

From time to time, scholars may be tested and, where appropriate, treated for dyslexia and related disorders in accordance with programs, rules and standards approved by the state. All kindergarten and first grade scholars are required to be screened for dyslexia in the state of Texas. Kindergarten scholars are screened within the first 20 days of school and at the end of the year. First grade scholars are screened no later than January 30th. At Bloom Academy, we utilize M-Class/Amplify to discern a scholar's level of "risk" for having dyslexia. Parents/guardians will be notified with the results of the screener and any further testing or evaluations that are recommended. If further testing is required, families will be notified in writing and provided with a consent form to proceed.

Fitness Testing

According to requirements under state law, Bloom Academy will annually assess the physical fitness of scholars. Bloom Academy is not required to assess a scholar for whom, as a result of disability or other condition identified by rule or law, the assessment exam is inappropriate.

Spinal Screening

All children in grades 6–9 must be screened at various times set by law for abnormal spinal curvature before the end of the school year. The screening requirement for students entering grade six or nine may be met if the child has been screened for spinal deformities during the previous year.

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

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

Vision and Hearing Screenings

All children enrolled in Texas schools **must** be screened for possible vision and hearing problems in accordance with regulations issued by the Texas Department of State Health Services. Scholars in certain grade levels identified by state regulations shall be screened for vision and hearing problems annually.

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

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

C. MENTAL HEALTH

C1. Freedom from Discrimination, Harassment, and Retaliation

Statement of Nondiscrimination

Bloom Academy prohibits discrimination, including harassment, against any scholar on the basis of race, color, religion, gender or sex, national origin, disability, age, or any other basis prohibited by law. Retaliation against anyone involved in the complaint process is a violation of school policy.

Discrimination

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

Prohibited Harassment

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

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

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

Sexual Harassment and Gender-Based Harassment

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

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

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

Bloom Academy also does not tolerate sexual harassment of a scholar by school employees. Romantic or inappropriate social relationships between scholars and school employees are prohibited. Any sexual relationship between a scholar and a school employee is always prohibited, even if consensual.

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

- A school employee causes the scholar to believe that the student must submit to the conduct in order to participate in a school program or activity, or that the employee will make an educational decision based on whether or not the scholar submits to the conduct; or
- The conduct is so severe, persistent, or pervasive that it:

- Affects the scholar's ability to participate in or benefit from an educational program or activity, or otherwise adversely affects the scholar's educational opportunities; or
- Creates an intimidating, threatening, hostile, or abusive educational environment.

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

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

Retaliation

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

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

Reporting Procedures

Any scholar who believes that he or she has experienced prohibited harassment or believes that another scholar has experienced prohibited harassment should immediately report the alleged acts to a teacher, counselor, the Head of School or designee, or other school employee. Alternatively, a scholar may report prohibited harassment directly to the Director of Compliance, r Brittany Reiner.

A scholar shall not be required to report prohibited harassment to the person alleged to have committed the conduct. Reports concerning prohibited conduct, including reports against the Title IX Coordinator, the ADA/Section 504 Coordinator, and/or the Age Discrimination Coordinator may be directed to the Head of School. If the Head of School serves in any of the roles, Bloom Academy shall appoint an appropriate person to conduct an investigation.

Investigation of Complaints

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

When appropriate, Bloom Academy may take interim action to avoid additional opportunities for discrimination or harassment. The investigation may consist of personal interviews with the person making the report, the person against whom the report is filed, and any others with knowledge of the circumstances surrounding the allegations. If the results of the investigation establish that prohibited discrimination or harassment occurred, Bloom Academy shall promptly respond by taking appropriate disciplinary or corrective action reasonably calculated to address the discrimination or harassment and prevent its recurrence. Bloom Academy may take disciplinary action based on the results of an investigation, even if Bloom Academy concludes that the conduct did not rise to the level of harassment prohibited by law or policy.

Confidentiality

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

Appeal

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

C2. Freedom from Bullying and Cyber-bullying

Bloom Academy prohibits bullying as defined by this section, as well as retaliation against anyone involved in the complaint process. Bullying occurs when a scholar or group of scholars engages in written or verbal expression, expression through electronic means, or physical conduct that occurs on school property at a school-sponsored or school-related activity, or in a vehicle operated by Bloom Academy that:

- Has the effect or will have the effect of physically harming a scholar, damaging a scholar's property, or placing a scholar in reasonable fear of harm to the scholar's person or of damage to the scholar's property; or
- Is sufficiently severe, persistent, and pervasive enough the action or threat creates an intimidating, threatening, or abusive educational environment for a scholar.

Conduct described above is considered bullying if that conduct:

- Exploits an imbalance of power between the scholar perpetrator and the scholar victim through written or verbal expression or physical conduct; and
- Interferes with a scholar's education or substantially disrupts the operation of Bloom Academy.

Bloom Academy also prohibits cyberbullying, which is defined as the use of any electronic communication device to engage in bullying or intimidation.

Reporting Procedures

Any scholar who believes that he or she has experienced any form of bullying or believes that another scholar has experienced bullying should immediately report the alleged acts to the Head of School or designee, a teacher, or other school employee. A report may be made orally or in writing. Any school employee who receives notice that a scholar has or may have experienced bullying shall immediately notify the Head of School or designee.

Investigation of Report

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

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

Confidentiality

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

Appeal

A scholar or parent who is dissatisfied with the outcome of the investigation may appeal through the Bloom Academy grievance procedure.

D. MALTREATMENT AND ABUSE

Child Abuse Reporting and Programs

Bloom Academy provides child abuse anti-victimization programs and cooperates with official child abuse investigators as required by law. Bloom Academy also provides training to its teachers and scholars in preventing and addressing incidents of sexual abuse and other maltreatment of children, including knowledge of likely warning signs indicating that a child may be a victim of sexual abuse, human trafficking or maltreatment.

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

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

Plan for Addressing Sexual Abuse and Other Maltreatment of Children

What is Sexual Abuse of a Child?

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

What is Other Maltreatment of a Child?

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

Reporting Obligation

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

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

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

Methods for Increasing Awareness Regarding Sexual Abuse or Other Maltreatment of Children

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

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

For Parents: Parents must be aware of warning signs indicating that their child may have been or is being sexually abused or otherwise maltreated. A child who has experienced sexual abuse or other maltreatment should be encouraged to seek out a trusted adult. Be aware as a parent or other trusted adult that evidence of sexual abuse or other maltreatment may be more indirect than disclosures or signs of physical abuse. It is important to remain calm

and comforting if your child, or another child, confides in you. Reassure the child that he or she did the right thing in coming to you.

The fact that the abuser is a parent or other family member does not remove your obligation to protect the child. Parents who permit their child to remain in a situation where he or she may be injured or abused may also be subject to prosecution for child abuse. And, if you are frightened for your own safety or that of your child, you should call 911 or 1-800-252-5400.

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

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

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

These websites are also helpful:

- Texas Education Agency – Prevention of Child Abuse Overview:
http://tea.texas.gov/Texas_Schools/Safe_and_Healthy_Schools/Child_Abuse_Prevention/Child_Abuse_Prevention_Overview/
- Sexual Abuse Prevention Programs:
<https://www.childwelfare.gov/topics/preventing/programs/sexualabuse/>
- Promoting Healthy Families in Your Neighborhood: <https://www.childwelfare.gov/pubPDFs/packet.pdf>
- Signs of Child Abuse: http://www.keepkidshealthy.com/welcome/commonproblems/child_abuse.html
- DFPS – Prevent Child Abuse (HelpandHope.org)
<http://helpandhope.org>
- DFPS – How to Report Child Abuse or Neglect http://www.dfps.state.tx.us/Contact_us/report_abuse.asp
- Texas Attorney General – What Can We Do About Child Abuse?
<https://www.texasattorneygeneral.gov/cvs/what-can-we-do-about-child-abuse>
- Prevent Child Abuse.org – Texas Chapter
www.preventchildabusetexas.org
- Texas Council on Family Violence – Abuse Prevention Links
<http://www.tcfv.org/>

Likely Warning Signs of Sexual Abuse or Other Maltreatment

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

- Nightmares, sleep problems, extreme fears without an obvious explanation.
- Sudden or unexplained personality changes; becoming withdrawn, angry, moody, clingy, “checking out” or showing significant changes in eating habits.
- Depression or irritability.
- An older child behaving like a young child, for example, bedwetting or thumb sucking.
- Developing fear of certain places or resisting being alone with an adult or young person for unknown reasons.
- Resistance to routine bathing, toileting, or removing clothes, even in appropriate situations.
- Play, writing, drawings, or dreams of sexual or frightening images.
- Refusal to talk about a secret he or she has with an adult or older child.
- Leaving clues that seem likely to provoke a discussion about sexual issues.
- Using new or adult words for body parts.
- Engaging in adult-like sexual activities with toys, objects or other children.
- Developing special relationships with older friends that may include unexplained money, gifts, or privileges.

- Intentionally harming him or herself, for example, drug/alcohol use, cutting, burring, running away, and sexual promiscuity.
- Thinking of self or body as repulsive, dirty, or bad.
- Becoming increasingly secretive about Internet or telephone use.

Physical symptoms of possible sexual abuse or other maltreatment include:

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

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

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

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

Available Counseling Options

A list of counseling providers can be found at:

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

VII. PARENT NEED TO KNOWS

A. General

Parent Contact Information

Parents are responsible for notifying Bloom Academy of any changes in their address, telephone number, and/or email address so that we can update our records accordingly. Parents are encouraged to check the campus website on a regular basis as it is our primary means of communication. It is important for parent communication that Bloom Academy has a valid, working parent email address.

Your Involvement as a Parent

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

1. Ensuring your scholar arrives to school every day and on time.
2. Encouraging your scholar to put a high priority on education and working with your scholar on a daily basis to make the most of the educational opportunities the school provides. Be sure your child comes to school each day prepared, rested, in appropriate attire, and ready to learn.
3. Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered by Bloom Academy. Discuss with the Head of School any questions you may have about the options and opportunities available to your child.
4. Monitoring your scholar's academic progress and contacting teachers as needed.
5. Attending scheduled conferences and requesting additional conferences as needed. To schedule a conference or in-person conference with a teacher or Head of School, please call the front office for an

appointment. A teacher will usually return your call or meet with you at a mutually convenient time before or after school.

6. Becoming a school volunteer. For further information, contact the Front Office. All volunteers must complete a Volunteer Application and criminal background check prior to volunteering.
7. Offering to serve as a parent representative on a planning committee to assist in the development of educational goals and plans to improve scholar achievement. For further information, contact the Head of School.

Surveys and Activities

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

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

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

“Opting Out” of Surveys and Activities

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

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

Notice of Teacher Qualifications

At the beginning of each school year, Bloom Academy will notify the parent of each scholar attending with information regarding the professional qualifications of their scholar’s classroom teachers. Bloom Academy will also provide this information upon request from a parent. The notification will include, at a minimum:

1. Whether your child’s teacher(s) have met state qualification and licensing criteria for their grade levels and subject areas.
2. Whether your child’s teacher(s) are serving under emergency or other provisional status that is less than full state certification.
3. The bachelor’s degree major of your child’s teacher(s) and any graduate degrees held, and the field of certification or degree.
4. Whether your child receives services from paraprofessionals and, if so, their qualifications.

Please contact the Operations Manager to request this information.

B. PARENT CODE OF CONDUCT

Parents are expected to demonstrate the same behaviors as our scholars are, including respect and courteousness to others they interact with (scholars, staff, other parents, etc.) when on campus or at school-events. Because we are a campus that prioritizes the safety of our scholars, families, and staff, Bloom Academy will not tolerate any of the

following behaviors* from parents while on campus for drop-off, pick-up, conferences, scholar events, or any other reason:

- Yelling or Cursing
- Inappropriate grooming or dress
- Threats to others or self
- Fighting
- Bullying
- Harassment
- Possession of Drugs, Alcohol, or Weapons
- Reckless Driving on School Grounds

*This list is not exclusive and other inappropriate actions and behaviors will be analyzed on a case-by-case basis.

If a parent engages in any conduct in violation of the Parent Code of Conduct, there will be the following procedures regarding a determination of consequences:

1. Verbal warning and conference with the Dean of Culture and Community
2. Letter of Reprimand from the Dean of Culture and Community
3. Conference with the Dean of Culture and Community
4. Hearing with the Superintendent, Dean of Culture and Community, Head of School, and Parent

Bloom Academy does not have to proceed in the order of those procedures if the action from a parent warrants escalation straight to a conference or hearing. Consequences may include but are not limited to a warning, loss of certain parent privileges for campus, or a campus ban.

Campus Bans for Parents

Because safety is our top priority at Bloom, there may be incidents from a Parent that result in the parent being banned from Bloom campus. If a parent is banned from campus it will require Superintendent review and approval, and a written letter will be provided documenting the reason for the campus ban.

C. Scholar or Parent Complaints and Concerns

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

The Board of Directors encourages parents and the public to discuss their concerns and complaints through the Dean of Culture and Climate (DCC). The DCC is responsible for schoolwide culture, including the culture of our parents and all school events. The DCC is the first point of contact for parents with concerns regarding scholar behavior, overall well-being, and attendance. Please note the Head of School will not be included or involved in behavior, discipline, or other non-urgent concerns unless the parent has successfully communicated with the DCC and reached and executed an original solution. If concerns persist or require elevation, and the original solution has not been successful, then the Head of School may be involved.

Concerns and complaints should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

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

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

For purposes of this policy, “days” shall mean school days, and announcement of a decision in the scholar’s or parent’s presence shall constitute communication of the decision.

Informal Conferences

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

Formal Grievance Process

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

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

Level One Grievance – Initial Review

A parent or scholar shall submit a written Level One Grievance Form to the Dean of Culture and Climate (“Dean”) within the later of (1) 5 school days from the time the event(s) causing the complaint were or should have been known, or (2) within 2 school days following an informal conference with the Dean. The school reserves the right to require the grievant to begin the grievance process at Level Two.

The Dean must meet with the complaining parent or scholar. Following this conference, the Dean shall issue a written Level One Decision. The Level One Decision must be issued within ten school days of the receipt of the grievance.

Note: A grievance against the Head of School shall begin at Level Three.

Level Two Grievance – Head of School Review

If the parent or scholar is not satisfied with the Level One Decision, or if no Decision is provided, the parent or scholar may file a written appeal to the Head of School. The appeal must include the documentation submitted to the Head of School or designee, and a copy of the Level One Decision, if issued. The appeal shall not include any new issues or complaints. The appeal must be filed within ten school days of the Level One Decision or the response deadline if no Decision is made.

The Head of School or designee will meet with the complaining parent or scholar. Following this conference, the Head of School or designee shall issue a Level Two Decision. The Level Two Decision must be issued within 10 school days of the written appeal.

Level Three – Board of Directors Review

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

The Board of Directors shall hear the scholar or parent complaint, and may set a reasonable time limit for presenting the complaint. Only written documentation and issues previously submitted and presented by the scholar or parent and Bloom Academy will be considered. An audiotape recording of the hearing may be made.

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

If the grievance involves concerns or charges regarding a scholar or Bloom Academy employee, it shall be heard by the Board in closed meeting unless the scholar or employee to whom the grievance pertains requests that it be heard in public.

Additional Grievance Procedures

This Parent and Scholar Grievances process does not apply to all grievances:

1. Grievances alleging discrimination or harassment based on race, color, gender, national origin, disability, religion, or any other characteristic protected by law shall be submitted as described in “Freedom from Discrimination, Harassment, and Retaliation,” page 53 of this Handbook.
2. Grievances concerning retaliation related to discrimination and harassment shall be submitted as described in “Reporting Procedures,” page 29 of this handbook.
3. Grievances concerning bullying or retaliation related to bullying shall be submitted as described in “Freedom from Bullying and Cyber-Bullying,” page 54 of this Handbook.
4. For grievances concerning loss of credit on the basis of attendance.
5. For grievances concerning disciplinary long-term suspensions and/or expulsions.
6. Grievances concerning the identification, evaluation, or educational placement of a scholar with a disability within the scope of Section 504 shall be submitted as described in “Scholar or Parent Complaints and Concerns” above, except that the deadline for filing an initial Level One grievance shall be 30 calendar days and the procedural safeguards handbook.
7. Grievance concerning the identification, evaluation, educational placement, or discipline of a scholar with a disability within the scope of the Individuals with Disabilities Education Act shall be submitted in accordance with applicable Board policy and the procedural safeguards provided to parents of all scholars referred to special education.
8. Grievances regarding the Free and Reduced Price Meal Program. In accordance with federal law and U.S. Department of Agriculture policy, the school is prohibited from discriminating on the basis of race, color, religious creed, sex, political beliefs, age, disability, national origin, or limited English proficiency. (Not all bases apply to all programs.) Reprisal is prohibited based on prior civil rights activity. If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, which is available online at the following website: http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all of the information requested in the form. Send your completed complaint form or letter by mail to U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov. Individuals who are deaf, hard of hearing, or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339, or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

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

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

The Right to Inspect and Review

Parents and/or eligible students have the right to inspect and review the student’s educational records within 45 days of the day the school receives an access. Parents or eligible students should submit to the Head of School or designee a written request that identifies the record(s) they wish to inspect. Bloom Academy will make arrangements for access and notify the parent or eligible student for the time and place where the records may be inspected.

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

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

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

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

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

The Right to Consent Prior to Disclosure

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

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

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

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

The Right to File a Complaint

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

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

Access to Medical Records

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

Notice for Directory Information

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

Bloom Academy has designated the following categories of information as directory information for the purpose of disclosure relating to school-related purposes:

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

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

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

Bloom Academy shall not release directory information except for the purposes indicated above, namely, disclosure relating to school-sponsored/school-affiliated purposes.

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

VIII. NOTICES

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

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

Distribution of Materials or Documents

School Materials

Publications prepared by and for Bloom Academy may be posted or distributed with prior approval by the Head of School and/or teacher. Such items may include school posters, brochures, murals, etc.

Non-School Materials

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

Non-school literature shall not be distributed by students on Bloom Academy property if:

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

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

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

Electronic Device Policy

Electronic and telecommunication devices are a major source of distraction in the classroom. For this reason, **scholars are not permitted to possess items such as cell phones, pagers, radios, CD players, tape recorders, camcorders, DVD players, cameras, or electronic devices or games at school**, unless prior permission has been obtained from the Head of School.

If a scholar is permitted to possess an electronic or telecommunications device at school, including a cell phone, all such devices must be turned off during school hours. If a Bloom Academy employee observes a scholar using any electronic or telecommunication device (including a cell phone) during the school day or a school-related activity, the employee will collect the item and turn it in to the Front Office. If a scholar and parent have executed a waiver permitting the scholar to possess an electronic communication device at school, school officials may power on and search the device if there is a reasonable cause to believe that the device has been used in the transmission or reception of communications prohibited by law, policy, or regulation.

If an electronic device is removed from a scholar who does not have a waiver permitting its possession, the item will be held at Bloom and a parent will be contacted to pick up the item. The item will not be re-released back to the scholar and will only be released once a parent comes to campus to retrieve the item. Any disciplinary action will be in accordance with the Scholar Code of Conduct.

Bloom Academy will not be responsible for damage to or loss or theft of confiscated items.

Prayer and Meditation

Scholars have a right to individually, silently, and voluntarily pray or meditate in school in a manner that does not disrupt instructional or other school activities. Bloom Academy will not require, encourage, or coerce a scholar to engage in or refrain from such prayer or meditation during any school activity.

Alcohol-Free School Notice

In order to provide a safe and alcohol-free environment for scholars and employees, all alcoholic beverages are prohibited on Bloom Academy property at all times, and at all school-sanctioned activities occurring on or off School property. Scholar or Parent violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Scholar and Parent Codes of Conduct.

Tobacco-Free School Notice

Smoking (including electronic cigarettes, cigars, and pipes) and using tobacco products is prohibited in school buildings, vehicles, or on or near school property, or at school-related or school-sanctioned events off school property. Scholars or parents may not possess tobacco products at any of the locations or activities listed above. Scholar or Parent violators are subject to possible prosecution, as allowed by law, as well as the disciplinary terms of the Scholar and Parent Code of Conduct.

Drug-Free School Notice

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

Asbestos Inspection

All school facilities have been inspected for asbestos by a licensed Asbestos Hazard Emergency Response Act (“AHERA”) inspector.

Bacterial Meningitis Information

State law requires Bloom Academy to provide the following information:

What is bacterial meningitis?

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

What are the symptoms of bacterial meningitis?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over 2 years old) and adults with bacterial meningitis commonly have a severe headache, high fever, and neck stiffness. Other symptoms might include nausea, vomiting, seizures, discomfort looking into bright lights, confusion and sleepiness and lethargy. In both children and adults, there may be a rash of tiny, red-purple spots or purple patches on the skin. These can occur anywhere on the body. The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

How serious is bacterial meningitis?

Bacterial meningitis is a serious, potentially deadly disease that can progress extremely fast. If it is diagnosed early and treated promptly, the majority of people make a complete recovery. However, in some cases it can be fatal or a person may be left with permanent severe health problems or disability.

How is bacterial meningitis spread?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. They are spread when people exchange saliva (such as by kissing, or by sharing drinking containers, food, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions (such as by coughing or sneezing).

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

How can bacterial meningitis be prevented?

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

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

* Please note that the Texas Department of State Health Services (“TDSHS”) requires at least one meningococcal vaccination for grades 7 through 12, and state guidelines recommend this vaccination be administered between age 11 and 12, with a booster dose at 16 years of age. Also note that entering college students must show, with limited exception, evidence of receiving a bacterial meningitis vaccination within the five-year period prior to enrolling in and taking courses at an institution of higher education. Please see the school nurse for more information, as this may affect a student who wishes to enroll in a dual credit course taken off campus.

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

You should seek prompt medical attention.

Where can you get more information?

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

Steroid Notice

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

Disruptions

In order to protect scholar safety and sustain an educational program free from disruption, state law permits Bloom Academy to take action against any person – student or nonstudent – who:

- Disrupts classes while on school property or on public property that is within 500 feet of school property. Class disruption includes making loud noises; trying to entice a scholar away from, or to prevent a scholar from attending, a required class or activity; entering a classroom without authorization; and disrupting the activity with profane language or any misconduct.

- Interferes with an authorized activity by seizing control of all or part of a building.
- Interferes with the movement of people at an exit or an entrance to school property.
- Interferes with the movement of people in an exit, an entrance, or a hallway of a school building without authorization from an administrator.
- Interferes with the transportation of scholar in school vehicles.
- Uses force, violence, or threats in an attempt to prevent participation in an authorized assembly.
- Uses force, violence, or threats in an attempt to prevent people from entering or leaving school property without authorization from an administrator.
- Uses force, violence, or threats to cause disruption during an assembly.

Emergency Closings

Generally, Bloom Academy dismisses classes for weather-related events on the same days as surrounding local independent school districts. Any closures for weather will be broadcast on our social media platforms and class dojo. Bloom Academy may also need to close during certain emergency situations beyond the control of school officials. The announcement of non-weather related school closings will be broadcast on our social media accounts, and ClassDojo as early as possible. Any emergency closures will also be posted on the Bloom Academy website.

Drills: Fire, Tornado, and Other Emergencies

ScholarsStudents, teachers, and other staff will participate in drills of emergency procedures. When the alarm is sounded, scholars should follow the direction of school staff quickly, quietly, and in an orderly manner. Order rather than speed shall be stressed. Defined instructions for vacating each room will be posted in each room, and scholars should familiarize themselves with these instructions.

Pest Control Information

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

Law Enforcement Agencies

Questioning of Students

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

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

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

Students Taken into Custody

State law requires Bloom Academy to permit a scholar to be taken into legal custody:

1. Pursuant to an order of the juvenile court;
2. Pursuant to the laws of arrest;
3. By a law enforcement officer if there is probable cause to believe the student has engaged in conduct that violates a penal law, delinquent conduct or conduct in need of supervision, or conduct that violates a condition of probation imposed by the juvenile court;
4. By a probation officer if there is a probable cause to believe the student has violated a condition of probation imposed by the juvenile court;
5. Pursuant to a properly issued directive to apprehend; or

6. By an authorized representative of the Texas Department of Family and Protective Services (“TDFPS”), a law enforcement officer, or a juvenile probation officer, without a court order, under the conditions set out in Section 262.104 of the Texas Family Code relating to the student’s physical health or safety.

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

The Head of School or designee will immediately notify the parent unless the officer or other authorized person raises what the Head of School or designee considers to be a valid objection to notifying the parents. Because the Head of School or designee does not have the authority to prevent or delay a scholar’s release to a law enforcement officer, any notification will most likely be after the fact.

IX. FORMS

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

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

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

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

PLEASE CIRCLE YES OR NO

For all students:

YES	NO	I give permission for my student’s name and photograph to be included in the Bloom Academy yearbook.
YES	NO	I give permission for my student to be videoed, photographed, or interviewed at school by local media or Bloom Academy personnel for use in educational purposes.
YES	NO	I give permission for my student’s artwork, projects, photographs, etc. to be used or displayed in any Bloom Academy communication devices. Examples include media coverage, printed materials, marketing, and websites.

For secondary students only:

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

PRINT Student’s Full Legal Name

Student’s Date of Birth

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

Parent/Guardian Signature
or Eligible Student Signature

Date

Use of Scholar Work in School Publications

Occasionally, Bloom Academy wishes to display or publish scholar artwork, photos taken by the scholar, or other original work on the school's website, a website affiliated or sponsored by the school (such as a classroom website), and in school publications. Bloom Academy agrees to use these scholar projects in this manner.

Parents: Please circle one of the choices below:

I, parent of _____ (scholar's name), (**do give**) (**do not give**) Bloom Academy permission to use my child's artwork, photos, or other original work in the manner described above.

Parent Signature: _____

Date: _____

Scholar Acceptable Use Policy

Computer Resources

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

Technology Mission Statement

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

Instructional Resource

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

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

Scholar Safety

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

Purpose

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

User Responsibilities

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

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

Policy Terms and Conditions

Acceptable Use

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

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

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

Monitored Use

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

Vandalism

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

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

Network Etiquette

Each network user is expected to:

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

Consequences

Violation of Bloom Academy policies and procedures concerning use of the computer on the network will result in the same disciplinary actions that would result from similar violations in other areas of school policy, including the

Scholar Code of Conduct. Any or all of the following consequences may be enforced if a scholar violates the terms of this policy:

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

Violations of law may also result in criminal prosecution as well as disciplinary action by Bloom Academy.

Acceptable Use Agreement Acknowledgment Form

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

Scholar Name

Scholar Signature

Date

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

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

Parent/Guardian

Date

Electronic Communication Device Commitment Form

Electronic communications at school and at school-related functions are subject to regulation by Bloom Academy.

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

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

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

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

SIGNATURE LINES AND DATES

_____ Date: _____
(Signature of scholar)

(Printed name of scholar)

_____ Date: _____
(Signature of parent/guardian)

**Acknowledgement of Receipt and Agreement to Abide by Family Handbook
and Scholar and Parent Codes of Conduct**

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

Printed Name of Scholar: _____

Grade: _____

Signature of Scholar: _____

Date: _____

Signature of Parent: _____

Date: _____