



Brazos River Charter School (BRCS) is a Texas public school that serves the educational needs of students in grades K-12 that participate in the Excel Programs of Fort Worth and Lewisville, and Arlington Millwood. There are several benefits to enrolling your student including certified teachers, small class sizes, and grade level core curriculum which keeps your student on track for their eventual return to traditional school.

**Enrolling your student is simple:**

1. complete the short enrollment packet and
2. notify your child's current school that they will be enrolled with BRCS during their time at the Excel Center

\*When your student discharges from the Excel Center, BRCS will withdraw your child and prepare records to send to their next school utilizing the secure TREX system for sending/receiving records between Texas public schools.

\*If your student is transitioning from the Excel Center(s) in Fort Worth or Lewisville to/from Millwood, you do not need to anything further, as BRCS serves students in each location.

**BRCS Excel Center At-A-Glance:**

- Classroom Time: 4 hours a day
- Curriculum: Adolescent core classes (English/Math/Science/Social Studies) utilize Odysseyware Educational Programming on Samsung Chromebooks. At times we utilize paper and pencil activities, as well as group activities. Pediatric students complete traditional paper and pencil activities.
- Two dedicated classrooms, one for students in grades K-5 and one for students in grades 6-12. Each room has a certified teacher and an educational aide to assist.

If you have any questions, please to not hesitate to contact us with any questions or concerns.

Fort Worth Excel contact: Carolyn Epperson, Registrar @ 817-335-6429

Lewisville Excel contact: Daniel Cutter, Registrar @ 972-906-5522

Arlington Millwood contact: Tammy Roschetzky @ 817-404-2214 (special education)

# Brazos River

CHARTER SCHOOL



Dear Parents and/or Guardians:

We would like to welcome you to Brazos River Charter Schools. In order to better serve our students while they are enrolled with our school, we ask if you would indicate if your child received services from any of the following special programs.

\_\_\_\_\_ Special Education Services

\_\_\_\_\_ Section 504 Services

Thank You,

Brazos River Charter Schools

**EXCEL CENTER - FORT WORTH**  
1220 W. Presidio St.  
Fort Worth, Texas 76102  
P:817-335-6429 F:817-335-7927

**EXCEL CENTER - LEWISVILLE**  
190 Civic Circle, Suite 170  
Lewisville, Texas 75067  
P: 972.906.5522 F:972.906.5744

**MILLWOOD - ARLINGTON**  
1011 N. Cooper  
Arlington, Texas 76011  
P:817-509-4708 F:682-276-1222

**Enrollment Form**

Enrollment Date: \_\_\_\_\_ (for office use only)

**Student Information:**

\_\_\_\_\_  
 Last Name                                      First Name                                      Middle Name

\_\_\_\_ Male \_\_\_\_ Female                      SSN: \_\_\_\_ - \_\_\_\_ - \_\_\_\_                      DOB: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Current Grade Level: \_\_\_\_\_                      Name of Your Neighborhood School: \_\_\_\_\_  
 What School District Do You Live In? \_\_\_\_\_ ISD

Student Lives With:	
Name	Address
Cell Phone #	Relationship to student
Home Phone #	Work / Business Phone #

Ethnicity:                      \_\_\_\_ Hispanic/Latino                      \_\_\_\_ Not Hispanic / Latino

Race: (check all that apply)

<input type="checkbox"/>	American Indian or Alaska Native
<input type="checkbox"/>	Asian
<input type="checkbox"/>	White
<input type="checkbox"/>	Native Hawaiian / Other Pacific Islander
<input type="checkbox"/>	Black or African American

**Please check all that apply to the student.**

**Are You Currently, or have you ever been...**

<input type="checkbox"/>	Special Education
<input type="checkbox"/>	Section 504 or Dyslexic
<input type="checkbox"/>	Suspended/expelled from school
<input type="checkbox"/>	Reassigned to an alternative campus
<input type="checkbox"/>	On Probation or Incarcerated
<input type="checkbox"/>	Denied credit due to excessive absences
<input type="checkbox"/>	Homeless
<input type="checkbox"/>	Held back a grade level
<input type="checkbox"/>	Pregnant/Are a Parent
<input type="checkbox"/>	Dropped out of school

Parent/Guardian Signature and Date: \_\_\_\_\_



\_\_\_\_\_ FORT WORTH  
EXCEL CENTER CAMPUS  
1220 W. PRESIDIO ST.  
FORT WORTH, TEXAS 76102  
PH: 817-335-6429  
FAX: 817-870-3828

\_\_\_\_\_ LEWISVILLE  
EXCEL CENTER CAMPUS  
190 CIVIC CIRCLE, #170  
LEWISVILLE, TEXAS 75067  
PH: 972.906.5522  
FAX: 972.906.5744

\_\_\_\_\_ WILLOW PARK  
EXCEL CENTER CAMPUS  
136 EL CHINO SUITE 104-105  
WILLOW PARK, TEXAS 76087  
PH: \_\_\_\_\_  
FAX: \_\_\_\_\_

### REQUEST FOR STUDENT RECORDS

TREX completed on \_\_\_\_\_ by \_\_\_\_\_ (initials)

Date of Enrollment: \_\_\_\_/\_\_\_\_/\_\_\_\_ (for office use only)

TO: \_\_\_\_\_ FAX: \_\_\_\_\_

The following student has enrolled in our school. Please send us the following information so that we might properly accommodate this student.

Student Name: \_\_\_\_\_ DOB: \_\_\_\_/\_\_\_\_/\_\_\_\_

2018-19 Grade Level: \_\_\_\_\_ SSN: \_\_\_\_-\_\_\_\_-\_\_\_\_

- \_\_\_\_\_ **Withdrawal form with grades \*\*\*in order for your student to be enrolled at BRCS, they must be withdrawn from their previous school\*\*\***
- \_\_\_\_\_ Birth Certificate
- \_\_\_\_\_ Copy of Social Security Card / Number
- \_\_\_\_\_ Immunization / Medical Records
- \_\_\_\_\_ Current Report Card
- \_\_\_\_\_ Current Standardized Test Scores (TAKS, exit level, EOC, STAAR, TAKS ACC/MOD)

- Special Program Records
- \_\_\_\_\_ Current ARD
  - \_\_\_\_\_ Current FIE
  - \_\_\_\_\_ Psychological Reports
  - \_\_\_\_\_ State Assessment Records
  - \_\_\_\_\_ 504 Records

Thank you for your cooperation.

Registrar signature and date: \_\_\_\_\_

Parent Signature and date: \_\_\_\_\_

**BRAZOS RIVER CHARTER SCHOOL**

ENROLLMENT DATE: \_\_\_\_\_(office use only)

**TEMPORARY PLACEMENT OF TRANSFER STUDENT  
who receives special education services**

Student's name: \_\_\_\_\_

Address: \_\_\_\_\_ Gender: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

SSN: \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Campus of Enrollment: \_\_\_\_\_ Grade: \_\_\_\_\_

\_\_\_yes \_\_\_ no An interpreter was used to assist in conducting the meeting. If yes, specify language or other mode of communication: \_\_\_\_\_

Schedule of Services:

Describe comparable services to be provided (i.e. accommodations, modifications, behavioral support, assistive technology, academics [attached] etc.):

**Agreement to Adopt Previous ARD**

\_\_\_ I agree that the services are comparable to the services my child received in his/her previous school district.

\_\_\_ I understand that the school district has adopted my child's previous IEP and that it will remain in effect until we hold another ARD (Admission Review or Dismissal) committee meeting for the annual review or if another is called for some reason, including if I request an ARD to change my child's programming.

\_\_\_ A copy of the procedural safeguard will be provided to the parent/guardian of a child with a disability when change of placement occurs.

OR

\_ I do not agree that the services are comparable to the services my child received in his/her previous school district. I would like to request an ARD committee be held to review my child's educational services. The district has thirty (30) days from the date of my child's enrollment to hold the requested transfer ARD committee meeting.

**Printed Name**

**Signature**

**Date**

Parent: \_\_\_\_\_

District Rep: \_\_\_\_\_

## COMPUTER USER RESPONSIBILITIES

### General Guidelines for Students

The following information is provided so that students, parents and staff are aware of responsibilities involved in the efficient, ethical and legal use of technology resources.

Each student will be required to adhere to all Charter policies and to Internet Safety and Acceptable Use Guidelines in order to be granted access to Charter technology resources.

Access to the Charter's electronic communications system is a privilege, not a right. All users shall be required to acknowledge receipt and understanding of administrative regulations governing use of the system and shall agree in writing to allow monitoring of their use and compliance with such regulations and guidelines.

Access to the Charter electronic communications systems, including the Internet, shall be made available to students for instructional and administrative purposes and in accordance with administrative regulations.

Noncompliance may result in suspension of access or termination of privileges and other disciplinary action consistent with Charter policies.

Electronic mail transmissions and other use of the electronic communications system by students are not private and may be monitored at any time by designated Charter staff to ensure appropriate use.

### Consent Requirements

Copyrighted software or data may not be placed on any system connected to the Charter's system without permission from the holder of the copyright. Only the copyright owner, or an individual the owner specifically authorizes, may upload copyrighted material to the system.

No original work created by any Charter student will be posted on a Web page under the Charter's control unless the Charter has received written consent from the student (and the student's parent if the student is a minor) who created the work.

No personally identifiable information about a Charter student will be posted on a Web page under the Charter's control unless the Charter has received written consent from the student's parent. An exception may be made for "directory information" as allowed by the Family Educational Rights and Privacy Act and Charter policy.

### Individual User Responsibilities

The following standards will apply to all users of the Charter's electronic information/ communications systems:

1. The individual in whose name a system account is issued will be responsible at all times for its proper use.
2. The system may not be used for illegal purposes, in support of illegal activities, or for any other activity prohibited by Charter policy or guidelines.
3. System users may not disable, or attempt to disable, a filtering device on the Charter's electronic communications system.
4. Communications may not be encrypted so as to avoid security review by system administrators.
5. System users may not use another person's system account without written permission from the campus or Charter administrator as appropriate.
6. Students may not distribute personal information about themselves or others by means of the electronic communications system unless instructed to do so by an administrator, counselor, librarian or teacher for instructional purposes. This includes, but is not limited to, personal addresses and telephone numbers.
7. Students should never make appointments to meet people whom they meet online and should report to a teacher or administrator if they receive any request for such a meeting.
8. Users may not use the network for financial or commercial gain, advertising or political lobbying.
9. System users must purge electronic mail in accordance with established retention guidelines.
10. System users may not redistribute copyrighted programs or data except with the written permission of the copyright holder or designee. Such permission must be specified in the document or must be obtained directly from the copyright holder or designee in accordance with applicable copyright laws, Charter policy, and administrative regulations.
11. System users should avoid actions that are likely to increase the risk of introducing viruses to the system, such as opening email messages from unknown senders and loading data from unprotected computers.
12. System users may not send or post messages that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
13. System users may not purposefully access materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.
14. System users should be mindful that use of school-related electronic mail addresses might cause some recipients or other readers of that mail to assume they represent the Charter or school, whether or not that was the user's intention.
15. System users may not waste Charter resources related to the electronic communications system.

16. System users may not gain unauthorized access to resources or information.
17. Students who identify or know about a security problem are expected to convey the details to a teacher without revealing the information to other students.

### **Filtering**

All Internet access will be filtered for minors and adults on computers with Internet access provided by the school. The categories of material considered inappropriate and to which access will be blocked will include, but not be limited to: nudity/pornography; images or descriptions of sexual acts; promotion of violence, illegal use of weapons, drug use, discrimination, or participation in hate groups; instructions for performing criminal acts (e.g., bomb making); and online gambling.

### **System Access**

Access to the Charter's electronic communications system will be governed as follows:

1. Students in all grades will be granted access to the Charter's system as appropriate. Students may be assigned individual accounts.
2. Any system user identified as a security risk or as having violated Charter and/or campus computer use guidelines may be denied access to the Charter's system.
3. All users will be required to sign a user agreement annually.

### **Vandalism**

Any malicious attempt to harm or destroy Charter equipment or data or the data of another user of the Charter's system or of any of the agencies or other networks that are connected to the Internet is prohibited. Deliberate attempts to degrade or disrupt system performance are violations of Charter policy and administrative regulations and may constitute criminal activity under applicable state and federal laws. Such prohibited activity includes, but is not limited to, the uploading or creating of computer viruses.

Vandalism as defined above will result in the cancellation of system use privileges and will require restitution for costs associated with system restoration, as well as other appropriate consequences.

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### **Forgery Prohibited**

Forgery or attempted forgery of electronic mail messages is prohibited. Attempts to read, delete, copy, or modify the electronic mail of other system users, deliberate interference with the ability of other system users to send/receive electronic mail, or the use of another person's user ID and/or password is prohibited.

### **Information Content/Third Party Supplied Information**

System users and parents of students with access to the Charter's system should be aware that, despite the Charter's use of technology protection measures as required by law, use of the system may provide access to other electronic communications systems in the global electronic network that may contain inaccurate and/or objectionable material.

A student who gains access to such material is expected to discontinue the access as quickly as possible and to report the incident to the supervising teacher.

A student knowingly bringing prohibited materials into the school's electronic environment will be subject to suspension of access and/or revocation of privileges on the Charter's system and will be subject to disciplinary action in accordance with the Student Code of Conduct.

### **Network Etiquette**

System users are expected to observe the following network etiquette:

1. Be polite; messages typed in capital letters are the computer equivalent of shouting and are considered rude.
2. Use appropriate language; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are prohibited.
3. Pretending to be someone else when sending/receiving messages is prohibited.
4. Transmitting obscene messages or pictures is prohibited.
5. Be considerate when sending attachments with e-mail by considering whether a file may be too large to be accommodated by the recipient's system or may be in a format unreadable by the recipient.
6. Using the network in such a way that would disrupt the use of the network by other users is prohibited.

**Termination of Account**

Termination of a student's access for violation of Charter policies or regulations will be effective on the date the principal or Charter administrator receives notice of student withdrawal or of revocation of system privileges, or on a future date if so specified in the notice.

**Disclaimer**

The Charter's system is provided on an "as is, as available" basis. The Charter does not make any warranties, whether express or implied, including, without limitation, those of merchantability and fitness for a particular purpose with respect to any services provided by the system and any information or software contained therein. The Charter does not warrant that the functions or services performed by, or that the information or software contained on the system will meet the system user's requirements, or that the system will be uninterrupted or error free, or that defects will be corrected.

Opinions, advice, services, and all other information expressed by system users, information providers, service providers, or other third-party individuals in the system are those of the providers and not the Charter.

The Charter will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the Charter's electronic communications system.

**RESOURCES:**

Children's Internet Protection Act  
Blogging Safety Tips (Microsoft)

<http://www.fcc.gov/cgb/consumerfacts/cipa.html>  
<http://www.microsoft.com/protect/parents/social/blogging.aspx>

CHAT ABBREVIATIONS

<http://www.missingkids.com/adCouncil/lingo.html#>

CYBER-BULLYING

<http://www.greatschools.org/parenting/bullying/faq-about-cyberbullying.gs?content=231>

**DECLARATION OF UNDERSTANDING AND ADHERENCE**

I HAVE READ THE Information Systems User Guidelines and Standards of Conduct and understand that I must adhere to the principles and procedures detailed within.

Should I breach the guidelines above, I understand that I will lose all network privileges on the BRCS network and be subject to disciplinary action.

User Signature \_\_\_\_\_

Date \_\_\_\_\_

Parent/Guardian Signature \_\_\_\_\_

Date: \_\_\_\_\_

**Student Handbook**

The Student Handbook should be read and understood, with any questions directed to the principal.

\_\_\_\_\_ I will access the student handbook online via the school's website and contact the school if I have any questions.

\_\_\_\_\_ I would like to request a paper copy of the student handbook, which can be obtained by the registrar.