

Elementary

# Beekman Charter Handbook



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# **BEEKMAN CHARTER SCHOOL BOARD OF DIRECTORS**

**Keith Huntsman,  
President**

**Frances Loyless  
Vice President**

**Tamika Farrell  
Secretary-Treasurer**

Sarah Ellingburg

Michael Edmonds

Sandi Rallinson

Lori Wallace

## ADMINISTRATION AND OFFICE STAFF

Mrs. Samantha Mann.....Chief Executive Director

Mr. John Merritt.....Principal

Mrs. Kayce Waller.....Elementary Assistant Principal

Mrs. Amy Dantzer.....Junior High Assistant Principal

Mr. Zemarcus Mays..... Operations Manager

Mrs. Jessica Allred.....Curriculum Supervisor

Mrs. Carrie Evans..... Elementary Facilitator

Mrs. Abigail Atkins .....Curriculum Assistant/HR

Mrs. Carmen Turner.....Registrar

Mrs. Heather Doles .....Counselor

Mrs. Jennifer Ellingburg..... Counselor/PBIS Coordinator

Mrs. Jan Jones ..... Junior High Athletic Director

Mr. Joseph Purvis .....Athletic Director

Mrs. Abigail Kilcrease ..... Business Manager

Mrs. Renee Townsend.....Business Office Assistant

Mrs. Autumn Smith.....Bookkeeper

Mrs. Karen Martin.....Secretary

Mr. Alex Tan .....Computer Systems Specialist

Mr. John Michael Goodson .....Operations Assistant

Mr. David Sanders.....Operations Assistant

Mrs. Caitlin Stanley.....School Nurse

## FACULTY AND STAFF

### ELEMENTARY

Mrs. Jennifer Mangrum	Pre-Kindergarten
Mrs. Misty Travis	Pre-Kindergarten
Mrs. Joan Chain	Kindergarten
Mrs. Brittany Cheek	Kindergarten
Mrs. Stephanie Rawls	Kindergarten
Mrs. Sherri Johnson	First Grade
Mrs. Stefanie Ingram	First Grade
Mrs. Jody Boatright	First Grade
Mrs. Lizz McVoy	Second Grade
Mrs. Sydney Edwards	Second Grade
Ms. Donna Nations	Second Grade
Ms. Tina Wolfe	Third Grade
Mrs. Brittany Higginbotham	Third Grade
Mrs. Amy Waller	Third Grade
Mrs. Terri Jo Churchwell	Fourth Grade
Mrs. Holly Farrar	Fourth Grade
Mrs. Megan Middlebrooks	Fourth Grade
Mrs. Lara Goleman	Fifth Grade
Mrs. Emily Fulmer	Fifth Grade
Mrs. Ashlyn McClain	Fifth Grade
Mr. Alan Murry	Physical Education
Mr. Luke Cook	Physical Education
Mr. Mitch Stephens	Physical Education
Mrs. Nichole Crim	Special Education
Mrs. Nikki Johnson	Special Education
Mrs. Darnita Williams	Interventionist
Mrs. Candy Bulloh	504/Testing Coordinator
Mrs. Trudi Irby	Librarian
Mrs. Krista Sharp	Paraprofessional
Mrs. Angel Jones	Paraprofessional
Mrs. Glennis Lewis	Paraprofessional
Mrs. Miranda Gregory	Paraprofessional
Mrs. Miranda Owens	Paraprofessional
Mrs. Sharon Harris	Paraprofessional
Mrs. Mary Beth Breshears	Paraprofessional
Mrs. Sue Eades	Paraprofessional
Mrs. Annie Massey	Paraprofessional
Mrs. Donna Owens	Paraprofessional
Mrs. Krista Sebren	Paraprofessional

## **BEEKMAN SCHOOL: A TRADITION OF EXCELLENCE**

Near the beginning of the twentieth century, the owner of several large tracts of timber land in northwestern Morehouse Parish, G. H. Beekman, opened a sawmill at a location about halfway between Bastrop, Louisiana, and Crossett, Arkansas. The village of Beekman developed in the area, centering itself around the railroad depot. A school, called Humphrey's Chapel, was built nearby. In 1914, the Beekman School District was formed, which combined other rural schools in Ward Two -- the Hughes Chapel and the Compromise schools -- with Humphrey's Chapel School. A wood-frame school building was constructed at the present site of Beekman Charter School, housing grades 1-8.

The first principal and teacher at the newly-formed Beekman School was W. C. Honeycutt, who was followed by W. H. Readheimer, Henry Jordan, J. C. Campbell, and P. C. Faulk. P. P. Ferguson served as principal and teacher at Beekman School from 1928 to 1946. In 1941, a new brick building was constructed to replace the older wooden structure. W. H. Hinkie succeeded Ferguson, serving from 1946 through 1959. During Hinkie's tenure, a cafeteria was added to the building in 1949, and a gymnasium was added in 1953.

In the fall of 1959, R. E. Tarver began a 21-year term as principal. In 1970, three new classrooms were built on the east side of the cafeteria to provide for the expanding student population. In 1976, construction began on a larger gymnasium which was situated across A.M. Baker Road from the main building. The new gym was almost complete when an event occurred that would be engraved on the memory of every student, parent, and staff member -- on January 20, 1977, the main building and attached auditorium/gymnasium burned. School was in session that day, but all students and personnel were safely evacuated. The cafeteria and the three classrooms that had been added in 1970 were saved. With spirits undaunted by the loss, the Beekman basketball teams hosted the first tournament to be held in the newly-completed gym on February 22, 1977. Shortly thereafter, the citizens of Ward Two voted in a property tax to pay for the construction of a new building. In March 1979, the new building was complete, and in the fall of that same year, two new classrooms were added on the northwest side of the cafeteria, housing kindergarten and first grade. Since that time, the voters of District 12 have helped to maintain these facilities by approving new property taxes to provide for the continuing needs of students and faculty.

Phillip Brunson followed Mr. Tarver as principal in 1980, and served until 1988. Charles Peterson followed with a tenure of 11 years, remaining as principal through the spring semester of 1999.

Roy McCoy became principal of Beekman Jr. High in the fall of 1999 and remained principal through the summer of 2017. Emily Myrick followed Mr. McCoy of the fall of 2017 through March of 2023. Mrs. Samantha Mann was named Chief Executive Director in Spring of 2023. Mr. John Merritt was named Principal in Spring of 2023. In 2003, the cafeteria was expanded to provide for the ever-increasing enrollment. In 2005, two additional classrooms were added between the existing two sets of classrooms on the west side of the cafeteria. The need for more classroom space continued to be felt, so in the summer of 2010, five new classrooms and two restrooms were built atop the tennis court in front of the cafeteria. In 2013, six more elementary classrooms were added. The high school building was built in 2015 and expanded in 2016. Tiger Stadium was added in 2017. The founding board of Beekman Charter School desires to carry on the tradition of excellence in teaching and learning that was begun so many years ago. They are committed to the task of providing a high-quality education for all students and have set high standards for student behavior and academic performance. It is their vision that Beekman Charter School builds on the foundation of excellence and continues to produce successful students far into the future.





# 2023-2024 CALENDAR

## Beekman Charter School | 2023-2024 CALENDAR

JULY '23							4 Independence Day
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30	31						

  

AUGUST '23							1 10 month Employee 7-11 Faculty and staff In-service 14 Grades 1-12 Begin 21 PK/K Girls Begin 22 PK/K Boys Begin
S	M	T	W	Th	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	
13	14	15	16	17	18	19	
20	21	22	23	24	25	26	
27	28	29	30	31			

  

SEPTEMBER '23							4 Labor Day 18 Teacher In-service
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	

  

OCTOBER '23							9-13 Fall Break 20 End of 1 <sup>st</sup> 9 weeks 27 Parent Teacher Conference
S	M	T	W	Th	F	S	
1	2	3	4	5	6	7	
8	9	10	11	12	13	14	
15	16	17	18	19	20	21	
22	23	24	25	26	27	28	
29	30	31					

  

NOVEMBER '23							10 Veteran's Day Observed 20-24 Thanksgiving
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30			

  

DECEMBER '23							20-31 Christmas/New Year's
S	M	T	W	Th	F	S	
						1	2
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

  

JANUARY '24							4 Resume School 12 End of 2 <sup>nd</sup> 9 weeks 15 M.L. King Day
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30	31				

  

FEBRUARY '24							19 Presidents' Day 20 Employee In-Service
S	M	T	W	Th	F	S	
				1	2	3	
4	5	6	7	8	9	10	
11	12	13	14	15	16	17	
18	19	20	21	22	23	24	
25	26	27	28	29			

  

MARCH '24							15 End of 3 <sup>rd</sup> 9 Weeks 22 Parent Teacher Conference 25-29 Spring Break
S	M	T	W	Th	F	S	
					1	2	
3	4	5	6	7	8	9	
10	11	12	13	14	15	16	
17	18	19	20	21	22	23	
24	25	26	27	28	29	30	
31							

  

APRIL '24							1 Easter Break
S	M	T	W	Th	F	S	
	1	2	3	4	5	6	
7	8	9	10	11	12	13	
14	15	16	17	18	19	20	
21	22	23	24	25	26	27	
28	29	30					

  

MAY '24							9 GRADUATION 10 PK/K Graduation 23 Students Last Day 24 Teachers Last Day 27 Memorial's Day
S	M	T	W	Th	F	S	
			1	2	3	4	
5	6	7	8	9	10	11	
12	13	14	15	16	17	18	
19	20	21	22	23	24	25	
26	27	28	29	30	31		

  

JUNE '24							7 10 Month Last Day
S	M	T	W	Th	F	S	
						1	
2	3	4	5	6	7	8	
9	10	11	12	13	14	15	
16	17	18	19	20	21	22	
23	24	25	26	27	28	29	
30							

We Believe all  
Children can  
Succeed at HIGH  
LEVELS!

## **ACCIDENT/INJURY PROCEDURES**

When an accident occurs, the student must report it at once to the teacher in charge. The teacher will then report it to the office and/or administrator. A Student Accident Report should be completed by the teacher and turned in to the office.

## **ADDRESS AND PHONE NUMBER CHANGES**

If a student has a change of address or phone number, the parent or legal guardian must report to the main office to complete a form for a change of address or phone number change.

## **AFTER-SCHOOL ACTIVITIES**

Extracurricular activities are viewed as an extension of the school day. All rules governing regular school day activities apply to all extracurricular activities. All students attending after-school programs must report immediately to their designated locations after being dismissed from the last class. Students are not to loiter in the building and must remain under the supervision of the program sponsor(s). Parents are required to make arrangements for students to be picked up on time when transportation is not provided by the after-school program.

## **ANTI-DISCRIMINATION POLICY**

Beekman Charter School is an equal opportunity educator. The founding board of BCS realizes that we learn from those whose experiences, beliefs, and perspectives are different from our own. We recognize that these lessons can best be taught in a richly diverse intellectual and social environment. The board further recognizes that it must:

- Enrich educational experiences by providing students with opportunities to learn from students and teachers who differ from them.
- Promote personal and social growth and a healthy society by challenging stereotypical perceptions, encouraging critical thinking, and helping students communicate with those of diverse backgrounds
- Strengthen communities by preparing students for citizenship in an increasingly complex and diverse society that values mutual respect and team work

In accordance with this philosophy, BCS will not discriminate and will take affirmative measures to ensure against discrimination in any form against any student or employee on the basis of race, creed, color, national origin, disability, gender, or sexual orientation.

## **ARRIVAL/DEPARTURE TIMES**

### **ARRIVAL**

Students are not allowed on campus before 7:15 due to required staff supervision.

### **DEPARTURE**

Students are dismissed at 3:05. No student can be picked up in the student parking lot.

## **ASSEMBLIES**

All assemblies and programs are considered class time. Teachers will escort classes and sit with students in designated areas. Students will move to the area in an orderly manner and should be quiet and respectful during programs. They may applaud at appropriate times but should never be disruptive or disrespectful. Inappropriate behavior may result in disciplinary action. A visitor's impression of us is based on our conduct.

## **ATTENDANCE/TYPES OF ABSENCES**

### **ATTENDANCE**

Beekman Charter School recognizes the importance of regular attendance in school, which not only enables students to study and learn subject matter, but also teaches personal responsibility.

Beekman Charter School is a school of choice that holds high expectations for students in both academics and conduct, and when high absenteeism is experienced, both of these begin to break down to unacceptable levels. Parents have responsibility regarding the attendance record of their children, and must assist the school officials to correct such problems that exist.

Absence from class is considered to be unexcused, except in cases of illness or some other extenuating circumstance that the principal considers to be valid. The principal shall review each non-illness related absence to determine whether it shall be considered "excused" or "unexcused." However, non-illness related absences should be kept to an absolute minimum. In order to receive credit for a year's work, elementary students must not have more than 10 unexcused absences. Excused absences shall be permitted in the following circumstances:

1. Children mentally, physically or emotionally incapacitated to perform school duties, and children unable to profit from further school experience, such exemptions to be certified in writing by a psychiatrist, psychologist, recognized evaluation center or clinic, or other professionally qualified person or agency approved by the board of directors.
2. Children who are personally ill and whose attendance in school would endanger their own health or that of their classmates. If the child is out of class for more than three (3) consecutive days, a physician licensed to practice in the state must substantiate the illness, in writing. The Principal may make an exception regarding the physician's statement depending on the circumstances in each case.
3. Illness that is substantiated in writing by a parent or guardian and approved by the principal when circumstances make credibility reasonably sure and the student was absent three or fewer consecutive days.
4. Children in whose immediate family a death has occurred. Such absences should not exceed one (1) week in length.
5. Children whose religious faith requires absence for the observance of special and recognized holidays of the child's own faith.
6. Serious illness within the immediate family

## TYPES OF ABSENCES

There are four types of absences a student may obtain: non-exempted excused; exempted, excused; unexcused absences; and suspensions.

**Exempted and Excused:** The student is allowed to make up the missed work and the absence is not counted against the attendance requirement. Examples are extended illness documented by a doctor or to celebrate religious holidays.

**Non-exempted and Excused absences:** The student is allowed to make up the missed work but the absence is counted against the attendance requirement. An example is personal or family illness documented by a parent's note. These absences allow the student to make up for work missed. If parental notes become habitual, each scenario will be handled at the principal's discretion in determining whether or not the student is eligible to make up work, tests, receive credit for work completed, and receive credit for a course and/or school year completed.

**Unexcused absences:** The student is not allowed to makeup the missed work and the absence is counted against the attendance requirement. An example is skipping school.

**Out of School Suspensions** are non-exempted absences in which the student is allowed to make up the missed work but the absence is counted against the attendance requirement.

Students shall have the same number of days they miss plus one extra day to complete all makeup work. If students miss more than five days, they have the same number of days they miss plus two extra days. Under no circumstances shall a student be required to make up a test on the day they return from an excused absence, unless the only day they missed was the day of the test. If more than 10 days is required to make-up work, parents must make arrangements with the principal. Such situations will be considered on a case by case basis. **All excuses shall be presented by the end of the second school day after a student returns to school in order for that student to make up his/her work. For an elementary student, he or she shall return his or her excuse to his or her homeroom teacher. The homeroom teacher will turn in daily excuses to the front office secretary.**

Exempted, excused absences are those that allow the student to make up work missed and will not be counted against students in determining whether a student meets attendance requirements. There is no limit to the amount of exempted, excused absences a student can incur. Items 1-6 in the attendance section of this handbook are exempted, excused absences. Any absence substantiated in writing by a physician shall be an exempted, excused absence.

## EXTENUATING CIRCUMSTANCES

The only exception to the attendance regulation shall be delineated extenuating circumstances that are verified by the Principal as follows:

1. Extended personal, physical, or emotional illness as verified by a physician.
2. Extended hospital stay as verified by a physician.
3. Extended recuperation from an accident as verified by a physician.
4. Extended contagious disease within a family as verified by a physician.

5. Prior school system approved travel for education.
6. Death in the family (not to exceed one week).
7. Natural catastrophe and/or disaster.

A student not reporting to school after being suspended off the bus will not be an excused absence.

### **PERSONAL DAYS**

All students are allowed two personal days per school year which will be excused without question. A note from a parent requesting that a day be excused as a personal day must be submitted no later than 48 hours after an absence. Personal days must be full days. Partial days used as personal days will count as full days. **The first two days a student is absent and fails to produce an excuse within 48 hours will be counted as his/her personal days.**

**ALL EXCUSES MUST BE SUBMITTED UPON STUDENT'S RETURN. (Within 48 school hours)**

### **LOUISIANA REVISED STATUTE 17:221**

#### **DUTY OF PARENT OR GUARDIAN**

Every parent or guardian residing in Louisiana, having control or charge of any child from that child's seventh (7<sup>th</sup>) birthday until his eighteenth (18<sup>th</sup>) birthday shall send such child to a public or private day school and shall assure the attendance of such child in regularly assigned classes during school hours established by the school board. Any child below the age of seven (7) who legally enrolls in school shall also be subject to compulsory attendance.

### **TRUANCY**

A student absent without proper cause is truant. Repeated truancy may be cause for disciplinary action or legal action. A student is truant if he/she does one of the following:

- Leaves school without signing out in the appropriate office.
- Leaves school at any time – we operate a closed campus policy.
- Is absent from class without permission (skipping).
- Comes to school but never attends class.
- Obtains a pass to go to a certain area of the school, but never goes there.
- Loiters anywhere on campus during school hours. Loitering is defined as being in any off-limits area or being anywhere other than the place indicated by the student's schedule without a hall pass or permission from a school official.
- Arrives at school late and never signs in at the office.
- A truancy ticket can be issued upon the 5<sup>th</sup> late to school incident.

## **Beekman Charter School Truancy Procedures 2023-2024**

<b>Day 1-2</b>	<b>Day 3</b>	<b>Day 5</b>	<b>Day 6</b>	<b>Day 8</b>	<b>Day 11</b>
School Automated System Calls Parent or Guardian	School Automated System Calls Parent or Guardian	School Automated System Calls Parent or Guardian	School Automated System Calls Parent or Guardian	School Automated System Calls Parent or Guardian	School Automated System Calls Parent or Guardian
	The parent or guardian will be notified via letter.			Truancy Officer will hold a conference with the parent of guardian. Failure to report will constitute a home visit by Truancy Officer.	<b>Truancy officer will issue a ticket to parent or guardian.</b>

**AFTER THE TENTH UNEXCUSED ABSENCE, STUDENTS WILL BE REFERRED TO FAMILIES IN NEED OF SERVICES AND LEGAL ACTION WILL BE TAKEN AGAINST THE PARENT OR GUARDIAN.**

**BEHAVIOR - STUDENT CODE OF CONDUCT**

Every student of Beekman Charter School shall be held to a high standard of behavior at school, on the playgrounds of the school, during extracurricular activities, during athletic events, and even while traveling to and from school. At all times the students of Beekman Charter School shall be expected to exemplify model student behavior. In accordance with Louisiana law, Beekman Charter School shall develop a model master discipline plan which includes positive reinforcement and rewards as well as consequences for inappropriate behavior. Students who behave appropriately will be rewarded with age and grade appropriate awards which may include free dress days, extra free time, special privileges, and so forth. Students who violate rules will be subject to consequences appropriate to the rule violation.

To this end, the principal and classroom teachers shall have both the authority and duty to take appropriate action whenever the behavior of any pupil(s) interferes with or disrupts the maintenance of a proper atmosphere for learning. Disciplinary action, however, shall not be used against a student who, according to a preponderance of the evidence, was attempting to defend himself/herself against an aggressor and had no opportunity to escape from danger.

An education cannot exist without an orderly classroom and school environment. The principal and classroom teachers are expected to take disciplinary action within the framework of school policy, to correct pupils who disrupt normal classroom activities or violate acceptable classroom behavior standards, who are disrespectful to a teacher, who willfully disobey a teacher, who use abusive or foul language directed at a teacher or other pupil, who violate school rules, or who otherwise interfere with the orderly educational process.



Disciplinary action taken by the principal or classroom teacher may include, but is not limited to the following:

1. Oral or written reprimand in the case of minor first time violations.
2. Referral to a guidance counselor, if one is available, for a counseling session, which may include but not be limited to, conflict resolution, social responsibility, family responsibility, peer mediation, or stress management.
3. Written notification to parents of disruptive or unacceptable behavior, a copy of which shall be filed with the principal.
4. Assignment to morning detention or behavior center.
5. Other disciplinary measures as permitted by school policy including corporal punishment.
6. In or out of school suspension.

If the behavior of a pupil prevents the orderly instruction of other pupils, poses an immediate threat to the safety of pupils or to the teacher, or when a pupil exhibits disrespectful or threatening behavior toward a teacher, the pupil shall be immediately removed from the classroom by the teacher and placed in the custody of the principal.

In the case of a student who has been removed from a class and placed in the custody of the principal or his or her designee, the principal or his or her designee may require a parent conference via telephone or in person. This shall serve the purpose of advising the student and parents and/or guardians of the particular misconduct of which he/she is and helping the parent establish a course of action consistent with school policy to identify and correct the behavior for which the pupil is being disciplined.

Any student who is removed from a class shall not be allowed to return to the class during that class period (or for at least 30 minutes in grades PK-5). In the third instance that a student has been removed from a class, and not necessarily the same class or for the same infraction of the rules, the student shall not be allowed to return to the class. The principal or his or her designee may require a parent conference either in person or by phone. Following the completion of the conference, the student shall be disciplined in any manner consistent with school policy at the discretion of the principal or his or her designee.

### **PROHIBITED ITEMS AT BCS**

- Weapons of any type
- Electronic games
- Smart Watches that have communication capabilities (i.e. Apple watches, Fitbit Charge 2, Fitbit Ionic)
- Toys (unless they are part of the teacher's lesson)
- Trading cards
- Fireworks
- Cigarette lighters
- E-cigarettes, Vapes, Juuls
- Liquid paper
- Cell Phones, iPods, iPads, Laptops
- Headphones or earbuds (Only permitted in classrooms)
- Skateboards
- Any water squirting device

## **BEHAVIOR/DISCIPLINE**

### **MINOR INFRACTIONS**

The following are considered **minor infractions** and may be corrected by the principal and/or classroom teacher without removal from class or specific disciplinary action unless the behavior continues after specific directive to cease and desist, or repeating the same violations of rules:

- Talking in class without permission
- Loud talking in hallways
- Running in hallways
- Pushing or shoving of students in a non-harmful manner
- Walking or running in restricted areas of the campus
- Failure to comply with the teacher's specific classroom regulations
- Habitually sleeping in class

Any of these violations and other minor infractions, if repeated, will result in removal from a classroom and disciplinary action. Minor violations will be documented electronically. Students who receive any combination of four minor violations in a school year will be referred to the principal. Four minor violations shall constitute a major violation. A disciplinary referral for a combination of four of the above infractions or for a single one of any of the above infractions shall not be considered a removal from class unless the behavior is so disruptive or persistent that class cannot be conducted in an orderly manner. Whether an infraction is major or minor shall be determined by the judgment of school officials.

### **CHEWING GUM**

In grades PK-5, students who chew gum shall receive a consequence for that day.

### **MAJOR INFRACTIONS**

The following are considered **major infractions** and shall result in the student being removed from the classroom and placed in the custody of the Principal or his designee:

- Willful disobedience of an employee of the school
- Intentional disrespect toward any employee of the school, board of directors' member, or parent volunteer
- Making any unfounded charge against any of the above
- Making any intentional unfounded charge against another student
- The use of any unchaste and/or profane language
- Any harmful action that is directed towards any employee, volunteer or student of the school
- Any bullying of a student by any other student or students
- Any inappropriate public display of affection between students
- Use of or operation of any electronic devices, including mobile telephones and smartwatches
- Leading or participating in any disturbance of the school's normal activities
- The habitual violation of any school rule
- Knowledge of and failure to report any violation of school policy by another student
- Failure to appear at school (playing hooky)
- Falsifying and/or committing forgery of any school related document, or giving false statements to officials of the school.

- Habitual/repetitive tardiness, leaving class without permission, or cutting class for any reason
- Violation of traffic and safety laws and/or school rules pertaining to the same
- Violation of Beekman Charter School policies regarding proper grooming and dress
- Throwing any missile or dangerous object that is likely to injure another student or employee of Beekman Charter School while on the campus, on a bus, or while attending any school-sponsored function.
- Intentional harassment, intimidation, or serious disrespect shown to another student
- Disturbing class by excessive talking or other means
- Any student who participates in creating a list which is deemed harmful to any student will be recommended for a threat assessment and subject to an out of school suspension or expulsion. Any additional threats by same student will be recommended for additional threat assessment and possible expulsion.

**The above infractions will result in disciplinary action.**

Any minor or major infraction committed by a student, whether the infraction is a first-time infraction or a repeat infraction, may result in the student being required to attend the behavior center or receive corporal punishment even when the infraction did not include the student's removal from the classroom. Corporal punishment shall not be substituted for teacher assigned detention unless requested or approved by the teacher.

**NO STUDENT HANDBOOK CAN COVER EVERY SITUATION WHICH MAY OCCUR IN A SCHOOL. THE PRINCIPAL SHALL HAVE THE AUTHORITY AND DISCRETION TO DETERMINE WHAT CONDUCT IS UNACCEPTABLE AND WHAT PENALTIES ARE APPROPRIATE IN CASES WHICH ARE NOT SPECIFICALLY COVERED IN THIS HANDBOOK.**

**THE FOLLOWING INFRACTIONS MAY RESULT IN SUSPENSION OR BEING RECOMMENDED FOR EXPULSION:**

**The following are considered serious infractions and shall result in immediate disciplinary action and imposition of any disciplinary consequence allowed by Louisiana law and Beekman Charter School policy up to and including recommending expulsion:**

- The use of any tobacco, tobacco products including E-cigs, Juuls, and vapors, or the possession or use of alcoholic beverages or any controlled substance governed by the Uniform Controlled Dangerous Substances Law, in any form, in school buildings, on school grounds, on school buses, or at any school event sponsored by Beekman Charter School
- Willful destruction or marring of any part of the Beekman Charter School property, including buildings, furniture, equipment, books, computers and/or software programs, playground equipment, buses, or any other property contracted to or owned by Beekman Charter School. At the very minimum, the student shall not be allowed to return to school until full restitution has been made to the school as determined by the principal. Full restitution shall be defined as paying the replacement cost of damaged item. Any act of theft of property belonging to the school, another student, or any employee or volunteer of the school.
- Conviction of a violation of any city, parish, or state ordinance or statute

- Threatening a staff member
- Students in Pre-K - 5 who steal anything of material value may be recommended for suspension on the first offense if deemed serious enough by the Principal. Material value shall be defined as monetary value of \$5.00 or more.

**THE FOLLOWING VIOLATIONS SHALL RESULT IN IMMEDIATE RECOMMENDATION FOR EXPULSION:**

**Upon receiving a second out of school suspension or a combination of in school and out of school suspensions which total three suspensions a student shall be immediately removed from the school and recommended for expulsion.**

- Striking or attempting to strike a teacher of other school personnel.
- Any student found guilty of any sexual contact with another student or individual on any school property, at a school sponsored event, or on a school sponsored trip.
- Possession or use of a knife, razor blade, box cutter, dangerous instrumentality or any object that could be used as a weapon.
- Any student found guilty of being in possession of a firearm on school property, on a school bus, or at a school sponsored event.
- Any student found guilty of possession of or knowledge of and intentional distribution with intent to distribute and illegal narcotic drug or other controlled dangerous substance on school property, on a school bus or at a school sponsored event.
- Second out of school suspension during a school year.

The provision of section (4), above shall not apply to a pupil possessing or carrying a firearm for purposes of involvement in a school class or course or school approved co-curricular or extracurricular or any other activity approved by the appropriate school officials.

- Any other reason for which the principal deems necessary for the safety and well-being of the students and staff, or for which is necessary to prevent disruption of the orderly operation of the school or maintaining the orderly instructional process of Beekman Charter School.
- Any student found to have committed a criminal act while at school, on any school bus, or at any school sponsored event will be referred to the appropriate law enforcement agency.
- Any student who brings onto the school's campus any weapon, including but not limited to, any device designed to expel a projectile or any destructive device, any explosive, incendiary, or poison gas bomb, grenade, rocket missile, mine, and similar devices shall be expelled in accordance with federal regulations that address these matters.
- Any student who is convicted of a felony or is incarcerated in a juvenile institution for any act which had it been committed by an adult would have constituted a felony, may be recommended for expulsion.

Any student who is expelled from the school for any violation of policy must complete the Morehouse Parish School Board's Fresh Start Program before requesting that the student on a probationary basis.

If a student is re-admitted on probation, he or she shall remain on probation for one calendar year from the date of the offense that led to expulsion. While on probation a student may not participate in extracurricular activities.

Possession shall include the holding of any of these items on the student's person, in an assigned locker, or any form of carry bag. This policy would not apply to a student carrying any controlled dangerous substance that has been obtained directly or due to a valid physician's prescription order. In the case of a prescription, the drug must be carried at all times in a container that identifies the drug and the physician's authorization in order that such may be verified on a case-by-case basis if deemed appropriate by the principal.

Expulsion hearings shall be conducted by a hearing officer designated by the Beekman Charter School Board of Directors. The decision of that hearing officer may be appealed to the Beekman Charter School Board of Directors by submitting a written appeal to the principal within five school days of the date of the hearing. The appeal will be heard by the BCS Personnel and Student Affairs Committee, but the committee shall have the discretion to refer the appeal to the full board if it deems necessary.

A charter school is a school of choice. Any student or parent may choose to exit Beekman Charter School at any time. Any student who exits BCS in an obvious attempt to avoid expulsion shall not be considered for re-admission until the end of what would have been the expulsion period has passed.

**If a student is on probation, he or she will not be allowed to participate in extracurricular activities. This includes field trips of any kind.**

## **BULLYING POLICY**

Creating a safe, caring environment and valuing every student's education are imperative at Beekman Charter School. Therefore, Beekman Charter School will not tolerate bullying or similar behavior. Bullying can be physical, verbal, emotional, and cyber (which includes email, cell phone, Facebook, Snap Chat, and all other social media.) We are determined that our school will be a conducive learning environment where students are highly encouraged to learn and meet their academic goals, so all students at Beekman Charter School will be treated with respect and will have an opportunity to learn in a safe, caring environment. Bullying can greatly impact a student's ability to learn and a school's ability to teach because of its disturbing environment. Respecting others, being an exemplar, and discouraging bullying will be expected among students, staff, and volunteers.

### **Our school defines bullying as follows:**

Bullying is a pattern of one or more of the following:

- gestures, including but not limited to obscene gestures and making faces;
- written, electronic, or verbal communications, including but not limited to calling names, threatening statements or harm, taunting, malicious teasing, or spreading untrue rumor;
- electronic communication including but is not limited to a communication or image transmitted by email, instant message, text message, blog, or social networking website through the use of a telephone, mobile phone, pager, computer, or other electronic device;
- physical acts, including but not limited to hitting, kicking, pushing, tripping, choking, damaging personal property, or unauthorized use of personal property;
- repeatedly and purposefully shunning or excluding from activities;

In order to be defined as bullying, the pattern of behavior is exhibited toward a student, more than once, by another student or group of students and occurs, or is received by, a student while on school property, at a school-sponsored or school-related function or activity, in any school bus or van, at any designated school bus

stop, in another school or private vehicle used to transport students to and from schools, or any school sponsored activity or event.

The pattern of behavior must have the effect of physically harming a student, placing the student in reasonable fear of physical harm, damaging a student's property, placing the student in reasonable fear of damage to the student's property, or must be sufficiently severe, persistent, and pervasive enough to either create an intimidating or threatening educational environment, have the effect of substantially interfering with a student's performance in school, or have the effect of substantially disrupting the orderly operation of the school.

Examples of bullying include but are not limited to a **consistent pattern** of the following behaviors:

Verbal bullying: Repeated name-calling, intentionally making fun of the person, and delivering put-downs, racial slurs, hurtful comments, or insulting

Physical bullying: Slamming, punching, slapping, shoving, grabbing, or spitting

Emotional bullying: Snubbing someone from his or her friends, public humiliation, attempting to ruin reputation, giving "the silent treatment"

Electronic bullying: Using an electronic device (such as cell phone, camera, tablet, or computer) and/or the Internet to say or send hurtful or embarrassing statements about someone constitutes cyberbullying

Bullying of any kind, form, type, or level is intolerable at Beekman Charter School. If any student **chooses** to participate in bullying, the incident(s) will be taken seriously. Once any incident of harassment, intimidation, or bullying has been reported, it will be investigated. If the incident is confirmed, disciplinary action will be taken immediately. Consequences will be dependent on the nature and severity of the behavior, the age of the student, and the student's past behavior such as prior offenses of bullying.

Consequences for the perpetrator(s) and any bystanders who played an active supporting role in bullying may include but is not limited to the following:

- Reassignment of seats in the classroom, cafeteria, or school bus
- Verbal warning
- Notify parents/guardian of the incident and consequences
- Conference with teacher, principal, and/or parent
- Referral to guidance counselor
- Loss of privilege(s)
- Morning Detention
- Corporal punishment
- In-school detention
- Out-of-school suspension
- Expulsion

This policy applies to students on school grounds, while traveling on a school bus to and from school, or a school-sponsored activity, and during a school-sponsored activity.

All students, staff, school board employees, and school volunteers shall immediately report incidents of bullying, harassment, or intimidation to the school principal or designee. School staff members are expected to intervene immediately when bullying occurs. **Anyone who witnesses or experiences bullying is encouraged to report the incident to a school official.**

### **CYBER-BULLYING POLICY**

**Cyber-bullying** is the intended act of transmitting any (electronic, digital or internet technology) textual, visual, written, or oral communication with the intent to inflict cruelty, coercion, abuse, torment, intimidation, harassment (direct or indirect), embarrassment, or cause fear of physical harm, emotional or mental distress to any person or student either *on or off school property*.

**Cyber-bullying** can involve, but is not limited to, using a local bulletin board service, internet chat room, blogs, websites postings, video or digital pictures, texting, electronic mail, online messaging service, online community social networking websites, cell phones, or other technology utilized to send obscene, mean, vulgar, harassing, or threatening communications.

**Cyber-bullying** is not limited to:

- sharing or taking images intended to humiliate;
- videoing someone being harassed and sending the video to others;
- using someone else's account/contact list to forward rude, mean or threatening messages; posting sensitive, and/or private information about any person;
- pretending to be someone else in order to make another person look or feel bad or to send threatening messages or images or to engage in an activity causing hurtful emotions; intentionally excluding a person from an online group, electronic textual, visual, written, or oral communication;
- sending or forwarding unsuitable images, videos, text, or other communication; accessing or deleting text, emails, videos, or other communication;
- persuading or encouraging the act of cyber-bullying;
- recording or usage of recorded messages, text, videos, or other communications for the purpose of cyber-bullying.

**Cyber-bullying** will not be tolerated by any student or school personnel. Name calling is not considered cyber bullying. The act of cyber-bullying may result in consequences up to and including suspension of the persons' performing the act. Consequences shall depend on the severity of the act. If the act involves a threat to the safety and well-being of a student, school employee, BCS or any person connected to BCS. Then the student shall be suspended until investigation is performed by principal and, if necessary, the Morehouse Parish Sheriff's Office.

\*\* As applicable for all policies of BCS, first day of school attendance constitutes acceptance of all school policies.

### **BUS CONDUCT**

Each student shall receive a form listing the school's regulations pertaining to pupils riding school buses. In the initial school packet, the form shall be signed by the pupil and parent to indicate that they are familiar with regulations therein. The form shall be returned to the student's homeroom teacher. The homeroom teacher shall turn in the forms to the principal or his or her designee. The principal or his or her designee shall be responsible

for having the form placed in the student's folder. There shall be on file in every student folder one of these signed forms. The bus driver, together with the principal or his or her designee, shall assume full responsibility for discipline of pupils riding buses. Any disciplinary problems shall be reported by the driver, in case of any infraction of rules by any student, to notify the principal or his or her designee of Beekman Charter School. If possible, this must be done in person. It is the responsibility of the principal or his or her designee to determine necessary consequences for students violating regulations. If necessary, the principal or his or her designee may suspend bus privileges. Any parent of a pupil suspended from riding a school bus shall have the right to appeal to the board of directors. A pupil damaging a school bus shall be subject to a suspension from school. Any pupil suspended for damages to any school bus shall not be readmitted until payment in full has been made for such damage or until his re-admittance is directed by the board of directors.

At no time shall the bus operator assume authority for suspending a student from the bus. If the conduct of a pupil becomes such that his removal from the bus becomes essential, the driver shall discharge the pupil at the pupil's regular stop. A student riding a school bus shall never be unloaded along the highway except at his designated stop, unless he is endangering the lives of other children on the bus.

The following rules of conduct shall apply to students who ride the school bus:

- Follow all directions of the driver the first time they are given
- Cross the road only with the driver's permission and only in front of the bus
- Keep hands, feet, and other objects inside the bus
- No excessively loud talking
- Do not stand when the bus is in motion
- Face forward and remain seated when the bus is moving
- No eating or drinking on the bus
- All rules that apply at school also apply while on the bus, waiting at the bus stop, or walking to or from the bus stop to the student's residence

#### **Consequences:**

- 1<sup>st</sup> offense: The bus driver will give the student a verbal warning, document the warning on a bus conduct form, and make a parent contact.
- 2<sup>nd</sup> offense: The bus driver will provide documentation of the second offense to the designated principal. The bus driver and the principal will make parental contact.
- 3<sup>rd</sup> offense: The bus driver will provide documentation of the third offense to the designated principal. The principal will have a conference with the student and notify the parent. The student will be suspended from the bus for 5 school days.
- 4<sup>th</sup> offense: The bus driver will provide documentation of the fourth offense to the designated principal. The principal will hold a parent conference with the parent. The student will be suspended from the bus for 10 school days.
- 5<sup>th</sup> offense: The bus driver will provide documentation of the fifth offense to the designated principal. The student will be suspended from the bus for the semester (18 school weeks).
- 6<sup>th</sup> offense: The bus driver will provide documentation of the sixth offense to the designated principal. The student will be suspended from the bus for the entirety of the school year.

Students will be suspended from the bus immediately for any serious violation of rules or for any action that endangers students or the driver. Students may be suspended or expelled from school for committing any act on a school bus, at a bus stop, or while walking to or from a bus stop that would constitute suspension or expulsion



while at school or at a school sponsored function.

## **CAFETERIA/LUNCH RULES AND PAYMENTS**

### **LUNCH RULES**

BCS, like other public schools, will accept funds from the federal government for school lunches. These guidelines are very strict. Among other things, the regulations dictate what food can be served in the cafeteria as well as who gets snacks and when.

Students are also allowed only 100% fruit juice, water, or milk at breakfast and only water or milk at lunch.

As was stated above, nutrition guidelines are very strict. To remain in line with this regulation, parents will not be allowed to deliver or send fast food from restaurants to school.

To minimize liability issues and to give our teachers maximum time to eat their own lunch, students will not be provided access to, nor will teachers be allowed to warm/cook student food in the microwave. All food brought from home must not require refrigeration or heating/cooking.

### **CAFETERIA**

The cafeteria is offered as a convenience to the student body. Students are expected to conduct themselves in an orderly fashion during the lunch period. Students should wait politely in the service line. Any misconduct in the cafeteria will result in disciplinary action. No food or drink is allowed to be taken out of the cafeteria without principal authorization.

Nutrition guidelines are very strict. To remain in line with these regulation, parents will not be allowed to deliver or send fast food from restaurants to school. Outside food or drink brought from home will need to be free of all labels. Please see the following link for information <https://www.louisianafitkids.com/SmartSnacks/SmartSnacks>

### **PAYMENT FOR MEALS**

Breakfast and lunch are free to all students. Extra items may be sold to students from time to time as determined by the cafeteria manager.

## **CELL PHONES OR ANY ELECTRONIC TELECOMMUNICATION DEVICE AT SCHOOL OR ON SCHOOL BUSES**

As outlined in Louisiana R. S. 17:239, students are prohibited from **using** or **operating** cell phones or any other electronic telecommunication device in any public school building, on the grounds thereof, or in any school bus used to transport public school students. Cell phone “use or operation” is defined for this policy as the cell phone being in the ‘on position or mode’. **This policy is inclusive of any telecommunication device in a student’s possession.**

**School administrators will use the following procedure as corrective action for any student who violates this policy:**

**\*First offense** - The phone or device will be taken from the student and turned over to a school administrator.

The confiscated item will be held at the school until a parents picks it up. The parent will be required to sign and receive notification. **Note:** If a student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.

**\*Second Offense** – The confiscated item will be held at the school until a parents picks it up, and the student will be assigned **1 day of OSS**. The parent will be required to sign and receive notification of a subsequent offense.

### **OTHER ELECTRONIC DEVICES/TOYS**

Radios, cassette players, pagers, CD-players, CDs, DVD-players, DVDs, and headphones unless utilized for classroom purposes are not allowed on campus or any school bus. These items will be taken from the student and **will be returned only to the student's parents**. BCS will not be responsible for any electronic devices that may be stolen or destroyed.

Yoyos, skate boards, skates, and other toys are not appropriate at school. These items will be taken from students and **will be returned only to the student's parents**. A repeated offense will result in disciplinary action.

If a student participating in after-school activities needs a cell phone for days on which he/she is participating in such activities, then he/she must check the phone with sponsor of his or her team or organization **no later than five minutes after arrival at school**. If you are concerned about the consequences of cell phone possession, then leave it at home. We will allow students the use of the office phone when appropriate.

### **CHEATING AND PLAGIARISM**

Whenever a student is guilty of cheating, the teacher shall collect the student's paper, mark a zero for the work, and notify the parent and principal or assistant principal immediately as to the action taken.

Honesty is essential at Beekman Charter School, and we expect all students to possess integrity. The act of plagiarism violates our expectation that students demonstrate honest behavior as conveyed in their academic work. Plagiarism is a form of dishonesty that happens when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites to handing in a paper downloaded from the internet. All are plagiarism.

The consequences for plagiarism will be the same as cheating.

First offense - zero given on work and parent contact

Second offense – zero given on work and parent contact

Third offense – zero given, parent contact, and 1 day out of school suspension

### **CHECK-IN/CHECK-OUT PROCEDURES**

#### **CHECKING IN SCHOOL**

If a student arrives at BCS after school has begun, the parent must sign him or her in at the office, and he or she will be marked tardy.

#### **CHECKING OUT OF SCHOOL**

1. Parents are required to personally check out students in the main office unless authorizing someone else.
2. Only those authorized in writing by parents will be allowed to check out children.
3. If any emergency arises and a parent cannot be present to check out a student, a designated school

official or administrator must confirm the emergency or reason for checking out with a parent or guardian before the student will be allowed to check out of school with someone other than his or her parent or guardian.

4. Parents must sign the check-out list before leaving.
5. Parent(s) may be requested to show their picture ID when checking student(s) out.

Checking a student out after 2:15 is considered an unexcused absence unless for a reason that would be considered an excused absence or tardy. Checking a student out early to avoid waiting in the car rider line will result in an unexcused tardy.

**PLEASE DO NOT CALL THE SCHOOL TO CHANGE YOUR CHILD'S TRANSPORTATION ARRANGEMENTS UNLESS THERE IS AN EMERGENCY. WE WILL BE GLAD TO ACCOMMODATE YOU IN CASE OF AN EMERGENCY, BUT WE WILL NOT DELIVER MESSAGES TO YOUR CHILD REGARDING AFTERNOON TRANSPORTATION CHANGES ON A ROUTINE BASIS.**

### **CLUBS/ORGANIZATIONS**

All clubs and organizations on the school campus must be approved by the principal/director and must have a faculty sponsor or a parent approved by the director. Recognition cannot be given to any fraternity or sorority because this is a public, tax-supported school. Because these organizations do not have open membership and are not under school supervision, they are not allowed to operate on campus.

### **CONSENT FORM**



**PARENT CONSENT FOR ATHLETIC PROGRAMS, AWARD PUBLICITY, HONOR ROLL LISTS, SOCIAL MEDIA, ONLINE RESOURCES, TOPS, COLLEGE SCHOLARSHIPS, NCAA, GRANTS, AID PROGRAMS, COLLEGE/UNIVERSITY ADMISSIONS, and OTHER USES OF STUDENT INFORMATION**

Some of your child’s information may be shared with the Louisiana Office of Student Financial Assistance (LOSFA), Louisiana High School Athletic Association (LHSAA), various clubs and organizations that your child will join (NJHS, NHS, FCA, FHA, 4-H, etc), local news and social media (athletics, honors, events, awards, general recognition, etc.), event programs (football and other sporting events, music and theatrical performances, graduation and award ceremonies, etc), online resources and educational tools (digital library resources, homework help, etc), any postsecondary education institution(s) to which your child applies, school photography providers, and some others as detailed at [www.beekmancharter.org](http://www.beekmancharter.org) .

To allow your child to appear in event programs, be recognized for awards and achievements, take pictures for yearbook and identification purposes, take advantage of online resources, and to ensure eligibility for TOPS, you **MUST** sign to provide your consent.

BCS will follow all local, state, and federal data security rules and only share the data that is required for the purpose stated.

**PLEASE SIGN BELOW AND RETURN TO SCHOOL!**

I CONSENT to my child’s school collecting my child’s personal information and disclosing the personal information collected to:

- Content/Programs for Yearbook, Graduations, Performances, Social Media Promotion, and Award Programs (ALL 0Grades)
- Classes, Clubs and Organizations (ALL Grades)
- Online Resources and Educational Tools (ALL Grades)
- LOSFA and postsecondary education institution(s) (Complete Demographic and Cumulative records required, for Junior High & High School Only)
- University Transcript Requests for Scholarship and Admissions including test scores (Junior High & High School Only)
- LHSAA, NCAA and sports programs (Junior High & High School Only)

I understand and acknowledge that the consent provided herein shall be valid for my child’s cumulative transcript records as of the date of signature and shall remain valid and in effect until revoked in writing by parent or a student over the age of 18.

\_\_\_\_\_  
**Printed** Full Name of Child (each student MUST have separate form)

\_\_\_\_\_  
 Grade

\_\_\_\_\_  
**Signature** of Parent/Legal Guardian

\_\_\_\_\_  
**Printed** Name of Parent/Legal Guardian

\_\_\_\_\_  
 Date

If any parent/guardian does not agree to any specific use as described here for the student, please express any objections, in writing, in a separate letter to the principal.

## **CORPORAL PUNISHMENT**

The board of directors of Beekman Charter School shall allow reasonable corporal punishment of unruly students. If such punishment is required, it shall be administered with extreme care, tact, and caution, and then only by the principal, assistant principal, or classroom teacher. (Teachers must obtain permission of the principal and in the presence of another adult school employee.) All students, parents and employees of the school shall be made aware of these provisions of the policy at the beginning of each school year.

### **The following guidelines should be followed regarding the use of corporal punishment:**

1. Corporal punishment should not be used as a first line of punishment, but instead should be used after other behavior modification efforts have failed. Corporal punishment may be used on the first offense for infractions outlined in this handbook as offenses which may occasion its use. Corporal punishment shall be available for use when deemed appropriate by school officials for infractions of school rules.
2. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should not be used unless the student is informed beforehand (via this handbook or other means) that specific misbehavior could occasion its use. Corporal punishment may be used at the discretion of the principal or assistant principal for any level of discipline for offenses as outlined in this handbook.
3. The principal, assistant principal, or classroom teacher shall administer corporal punishment only in the presence of another school employee who shall be informed beforehand of the reasons for the punishment.
4. In all cases in which corporal punishment is used, the student should be given a brief but adequate opportunity to explain his/her side of the situation.
5. In all cases in which corporal punishment is used, the principal, assistant principal, or classroom teacher shall (upon request) provide the student's parents and/or guardian with a written notice, phone call, or email stating that the corporal punishment was administered, and a report of the circumstances that led to the punishment.
6. Parents who do not wish to have corporal punishment administered to their child must fill out a form that may be obtained from the principal. The form must be signed each school year and will not carry over from year to year. It is the sole responsibility of the parent to contact the principal and complete the form if the parent so desires. A parent who completes the form is assuming responsibility for his/her child's behavior. If a parent requests that corporal punishment not be used, then another punishment ranging from detention to suspension will be substituted at the discretion of the principal or assistant principal. The punishment assigned will be determined by the severity of the offense and the student's disciplinary history.
7. Corporal punishment shall not be used with students classified as special education or section 504 (except for gifted and talented students).

The use of corporal punishment shall at all times be reasonable and proper. Consideration should always include, but not be limited to:

1. The age of the student
2. The size of the student
3. The student's ability to bear the punishment
4. The overall physical condition of the student

Corporal punishment shall not be administered in anger or with malice at any time. Paddling of the student's buttocks is the only corporal punishment that shall be administered at any time.

Any corporal punishment that is administered other than by the strict provisions of this policy shall be considered a serious violation. Any accusations involving such a violation shall be immediately reported to the Principal and an investigation of the matter shall be conducted. Any violations of this policy shall result in sanctions, including but not limited to termination.

Nothing contained herein shall be interpreted as prohibiting an employee from using reasonable, physical force, appropriate to the circumstances, in defending himself against a physical attack by a student, or to restrain a student from attacking another student or employee, or to prevent acts of misconduct which are so anti-social or disruptive in nature as to shock the conscience.

### **DANCES**

Dances are restricted to current BCS students and their dates unless approved by principal. Students who cause disruption at school dances can be banned from all future dances. Students may wear regular clothes to dances but must follow the dress code (for example, no midriff showing and length of skirts/dresses/shorts must be appropriate.)

### **DETENTION POLICY**

Recess detention and or morning detention will be held daily. It may be assigned at the discretion of the teacher or principal or his or her designee for violations of school rules. The following rules apply:

- Students who are in recess detention may not eat, drink, or sleep.
- Misbehavior in detention will result in further disciplinary action, possibly suspension.
- If student refuses to comply with assigned consequence, he or she may face suspension.

## **DISCIPLINE POLICY REVIEW**

Annually, a committee appointed by the principal shall review all policies of the school that are related to student discipline and make such changes as may be appropriate.

## **DRESS CODE POLICY AND GROOMING AND APPEARANCE**

### **DRESS CODE**

The purpose of our Uniform Policy is to ensure a safe and effective learning environment. Cleanliness and neatness are key elements to an effective dress code and are vital to a student's preparedness to learn. Student attire should be appropriate, decent, and non-disruptive.

The dress code will begin on the first day of school and will be enforced consistently throughout the year.

### **SHIRTS**

Beekman Charter School T-shirt colors are heather gray for sixth through eighth and heather navy for ninth through twelfth. During cold weather, any type of sweatshirt or hoodie may be worn, as long as there are no inappropriate words or advertisements for alcohol or other contraband. Hoods may not be worn in the building. Due to state testing regulations, hoodies may not be worn during state testing. BCS T-shirts may not be placed over other apparel to create the illusion of being in proper attire. Long sleeve shirts may not be worn as jackets. **Spirit shirts and senior shirts may only be worn on Friday.** Club shirts are permissible on club day.

### **PANTS**

Blue jeans or khaki shorts, skirts, skorts, or capris may be worn. Any dark color blue jeans may be worn. Girls may wear leggings with appropriate length shirts. Both boys and girls may wear joggers in dark colors only. Both boys and girls are allowed to wear athletic pants/shorts. No hip-huggers are allowed. Undergarments or flesh shall not show. Realizing that students are of different heights and builds, shorts must be lengthy enough to show a decent respect for modesty. Shorts should not be more than 4 inches above the knee. Administrators will be the final authority on the length of shorts. Pants shall not be overly tight. Administrators will have the final authority to determine whether or not pants are too tight. Jeans must not contain writing other than ordinary labels, be excessively oversized, or have large print down the legs. Cutoffs must be neatly hemmed. Pajama pants or any pants that may be perceived as pajama pants may not be worn. Holes that allow skin to show are not allowed. This shall be determined by the administrator.

### **JACKETS AND COATS**

Any type of heavy coat, light jacket, windbreaker, pullover, or sweater may be worn in any style or color as long as they do not contain inappropriate words or advertisements for alcohol or other contraband. Heavy coats must not be worn during class unless the heat in the classroom quits working. Blankets and snuggies shall not be brought to school.

### **SHOES**

Sneakers or tennis shoes are preferred. No Flip-flops, or house shoes are allowed. Sandals with back straps are acceptable.

## **GROOMING AND PERSONAL APPEARANCE**

Proper undergarments must be worn at all times, but must not be exposed.

Head dress items will not be allowed at school and include the following:

1. Curlers
2. Athletic headbands (sweatbands)
3. Scarves
4. Bandanas
5. Sunglasses not to be worn in building (except by written permission of a doctor)

Hats and caps are prohibited.

No baggy pants. Oversized clothing is not allowed. Sagging is not permitted. Waistbands will be worn no lower than the top of the hipbone. Waistbands will fit so that the garment does not “slide” down without a belt. Pant legs will not drag the floor. Nothing looser than “loose fit” will be acceptable.

No trench coats of any kind.

Unusual or non-traditional jewelry will not be permitted. This includes but is not limited to:

1. Heavy chains
2. Spikes
3. Chokers
4. Nose piercings such as rings or studs (pretend or real)
5. Tongue rings or studs

Visible body piercing of any kind is prohibited, with the exception of pierced earrings for students.

Only acceptable hairstyles are allowed. Design hair writing is prohibited, as well as notching of the eyebrows. Hair should be kept out of the eyes for all students. All styles and color considered to be potentially disruptive cannot be listed; therefore, the school administration shall determine whether a particular style or color is to be considered disruptive and inappropriate.

Unusual facial make-up or adornments that may be considered to be a possible disruption will not be allowed. Make-up and/or cosmetics in grades PK-5 are not allowed with the exception of nail polish.



## **FREE DRESS DAYS**

Free dress days will be held from time to time. Students may wear any clothing on these days as long as it is not disruptive, vulgar, or immodest. For safety reasons, rules pertaining to shoes still apply on free dress days. We will have dollar Tuesday every week to assist the school in raising money for student incentives. Students who participate in dollar Tuesday shall be allowed to wear the same clothing as if it were free dress day. Leggings may be worn under a dress or an oversized long top that is considered an appropriate length. The top should be fingertip length.

\*\*If you have any questions as to whether or not something is permissible, the best policy is to ask first before you wear it to school. The Principal has final say over what is considered appropriate and what is not when a question arises.

Attendance at BCS implies that you have read, understand, and agree to the policy as written.

**Students identified as being in violation of the dress code will be sent to the office. The principal or assistant principal will be the final interpreter of the violation.**

### **Dress Code Violation Procedures:**

- First offense: Warning
- Second offense: Contact parent
- Third offense: Parent conference
- Fourth offense: 1 recess Detention
- Fifth offense: 2 recess Detentions

After the fifth offense, recommendation of out of school suspension may occur due to refusing to comply with dress code policy.

## **MISCELLANEOUS**

New students enrolling in Beekman Charter School will be required to purchase shirts on the first day of school. If desired size is not in stock, an order form must be completed on the first day. New students will be required to wear their assigned color until their ordered shirts arrive. No old Beekman Charter School uniform shirt will be acceptable.

### **DISCIPLINE DOCUMENTATION**

All disciplinary referrals made by a classroom teacher and disciplinary actions taken by a classroom teacher shall be documented and kept on file in the classroom teacher's records. All disciplinary actions taken by the principal or assistant principal shall be documented and kept on file in the school office. Records shall be kept electronically when possible.

## **DRUG TESTING POLICY**

One of the primary objectives of the Beekman Charter School Board is to provide a school environment that is safe and drug free. Many methods are being employed in order to accomplish this goal. They include a "zero tolerance" for drugs and alcohol; these methods also include the use of mandatory drug education, D.A.R.E., Core Essentials, and other school programs.

Substance abuse in the school setting can have a damaging effect, possibly even fatal to students who abuse drugs. In recent times, an increase in the use of illegal substances by students/athletes has caused concern. School principals, school boards, law enforcement, and parents have expressed these concerns.

The use of drugs by students/athletes poses the risk of physical harm not only to the student/athlete but to his/her teammates and classmates as well. Also, the "role model" effect of drug use by students/athletes has a detrimental effect on the general school population. Because of these concerns, BCS embraces the opportunity to provide optimum health and safety to students involved in all phases of student life through a drug-testing program.

The goal of this policy is not to invade the privacy of the student/athlete but rather to discourage the use of drugs. This would include any controlled substance depending on usage which by its very nature would be counter-productive to the health and safety of the student/athlete and his/her classmates.

**It is the philosophy of Beekman Charter School that the implementation of a student drug testing policy will:**

- Serve as a deterrent to drugs being brought into the schools.
- Help identify students who need drug abuse assistance.
- Help reduce or remove drug use from our school system.
- Strengthen the parent/school relationship
- Provide a position and course of action for community confidence.
- Improve the overall safety of our school campuses.

All athletes will be subject to random drug testing for the entire school year. This includes time outside of the sports season.

Students who participate in the extra-curricular groups will be randomly tested in the same manner.

The designated extra-curricular groups are, but not limited to:

- Cheerleaders
- Spirit groups
- All athletes

It is the position of BCS that participation in school extra-curricular groups is a special privilege and carries an added responsibility of representing the school in a unique way.

Therefore, these tests will be strictly enforced and participation will be mandatory, since the parents/guardian

have freely chosen to allow their sons/daughters to participate in the extra- curricular groups. No student will be tested unless both parent(s) and the student sign a form giving permission to have the tests performed. By signing, the parent(s) and the student acknowledge that they consented to the administration of the tests and waive any claim of an invasion of privacy and waive any objection to the necessary action in the furtherance of these safety proceedings. The refusal of a student/parent to allow tests to be administered shall serve as an acknowledgment that the student has voluntarily chosen not to participate in the extra- curricular groups for that school year.

Parents, by their signature, release the school's extra-curricular group department from any responsibility in connection with the administration of test results, warranties as to the accuracy of said tests, and medical procedures used by the referring laboratory.

### **PROCEDURE FOR STUDENTS TESTING POSITIVE**

**If a student tests positive for any drug, he/she must adhere to the following:**

First Offense Student is suspended for three (3) days and must complete eight (8) additional hours of drug counseling (at parent's expense) is required. A retest is also required.

Second Offense Immediate Expulsion

All students participating in school-sponsored extra-curricular groups are subject to being tested prior to the first contest of each individual extra-curricular group season, and are also subject to random testing in accordance with this policy. The date of testing will be determined by the principal.

**If an extra-curricular group student tests positive for any drug, he/she must adhere to the following:**

1. Be suspended from the extra-curricular group until a negative test has been obtained.
2. If the results of the second drug test are positive, the student will be suspended from that extra-curricular group for the remainder of the season.

Any student involved in school-sponsored extra-curricular groups who tests positive for any drug will not be allowed to practice or compete in any extra-curricular activities until a negative test has been obtained.

The cost of the retest will be at the parent's/student's expense once the student has tested positive. A student who refuses to be retested will be dismissed from all extra-curricular groups and programs.

### **CONFIDENTIALITY**

The results of the drug test will be kept strictly confidential. Parents of students whose tests yield a positive result shall meet immediately with the principal. The results of a positive drug screen are not to be disclosed to law enforcement officers. Students taking prescription medication shall disclose the name of the medication and prescribing physician if a student tests positive for a substance which he is legally taking for legitimate medical reasons.

### **ELEMENTARY PLAYGROUND RULES**

#### **General Rules:**

- No pushing, hitting, kicking or general rough-housing.
- Stay away from building and bushes.
- Don't leave the playground or go over the fence to get a ball without asking the duty teacher.
- Do not throw sticks, rocks, pine cones, acorns, or dirt.
- Play ball in the designated area. Try not to let balls go over the fence.
- Use the restroom and get water before or after recess.
- No loitering! Go outside as soon as the bell rings. Line up quickly and quietly when recess is over.
- No wooden or aluminum bats allowed.

### **FIGHTING/ALTERCATIONS**

Beekman Charter School considers **fighting** an extremely serious offense that shall result in corporal punishment or suspension in grades PK-5. A second fight by a student shall result in further disciplinary action. Throwing one punch is considered fighting. Punching back is also considered fighting. It does not matter who punched first. Fighting after verbal, written, or any other type of altercation shall render both (or multiple) parties responsible. Lesser altercations that do not involve fist fighting may be punished appropriately at the discretion of the principal or his designee. Self- defense is not an excuse for fighting unless a student is attacked unprovoked and does not have the opportunity for escape. Instigating a fight through verbal and/or social media methods will be viewed as equal to participating in a fight by the administration. Filming a fight will also be grounds for suspension/expulsion.

### **EXPULSION**

Beekman Charter School shall expel a student from school if an offense committed by the student is serious enough to warrant such action or is a violation of school policies, rules, regulations, or is a violation of state or federal law. Upon receiving a recommendation for expulsion of a student from the principal, a hearing officer shall conduct a hearing to determine whether expulsion or other disciplinary action shall be taken. The parent or guardian of the student has the right to concur with the school's recommendation for expulsion and forego a hearing. At the hearing, school administration, a teacher, and any other employee of the school who has any knowledge of such violation(s) as may have been committed by the student shall be heard and all relevant facts presented relative to the case. Until the hearing is conducted, the student shall remain suspended from all classes and school activities. The hearing shall be scheduled within 10 school days.

The hearing regarding a recommendation for expulsion shall be closed to the public. The student may be accompanied by a parent(s) or guardian(s) only. The hearing shall begin with a presentation of facts by the school administrator, a teacher and/or other school employees, followed by a specific recommendation that the student be expelled from Beekman Charter School. Following the presentation of facts and recommendation, the student and his/her parent(s) and/or guardian(s) shall be given an opportunity to present any facts which they believe to be relevant to the recommendation. If either side intends to present witnesses that will substantiate or support their position, this must be made known to the hearing officer at the beginning of the hearing. Witnesses will only be allowed to remain in the hearing during the time of their testimony.

Following the hearing, the hearing officer shall approve or deny the recommendation of expulsion. In the case that the expulsion recommendation is denied, the hearing officer shall determine the appropriate disciplinary action that shall be taken in the case. The decision of that hearing officer may be appealed to the Beekman Charter School Board of Directors by submitting a written appeal to the principal within five school days of the date of the hearing. The appeal will be heard by the BCS Personnel and Student Affairs Committee, but the committee shall have the discretion to refer the appeal to the full board if it deems necessary.

Any student who is expelled from the school for any violation of policy must complete the assigned work on an online platform provided by Beekman Charter School. The school will provide an electronic device to complete the work, but internet access is the responsibility of the parent or guardian of the student under expulsion. The student will be responsible for completing work to be re-admitted to Beekman Charter School on a probationary status.

If a student is re-admitted on probation, he or she shall remain on probation for one calendar year from the date of the offense that led to expulsion. While on probation a student may not participate in extracurricular activities. This includes field trips of any kind.

A charter school is a school of choice. Any student or parent may choose to exit Beekman Charter School at any time. Any student who exits BCS in an obvious attempt to avoid expulsion shall not be considered for re-admission until the end of what would have been the expulsion period has passed.

### **EMERGENCY DRILL/PROCEDURES**

Fire, tornado, and other evacuation drills such as lockdowns are held throughout the school year. Remember the following basic rules:

1. Check the posted instructions in each classroom indicating how to leave the building in case of a drill or actual emergency.
2. Walk. No talking. Move quickly and quietly to designated areas.

### **ENTRANCE REQUIREMENTS**

All students upon entering Louisiana schools for the first time shall present an official birth certificate and a record of immunization and social security card. A student entering kindergarten must be 5 years of age on or before September 30 in the year in which he/she enrolls. A student entering Pre-kindergarten must be 4 years of age on or before September 30 in the year in which he/she enrolls.

All students entering any school for the first time shall present satisfactory evidence of having been immunized against diphtheria, tetanus, whooping cough, poliomyelitis, measles, and other communicable diseases according to a schedule approved by the State Department of Health and Human Resources, or shall present evidence of an immunization program in progress.

### **EXTRACURRICULAR ACTIVITIES**

Beekman Charter School recognizes that participation in extracurricular activities is a privilege. Student athletes are to be good sports and positive role models on or off the playing field. If an athlete receives an OUT of school suspension he or she will not be allowed to practice or play in the sporting event.

Any student participating in extracurricular activities, not to include sanctioned athletic events, shall not be allowed to miss more than five days of school unless approved by principal.

## **FACULTY RESTROOMS**

The restrooms provided for teachers are to be used only by staff and faculty members. These areas are off limits to students at all times (during the school day or after school hours when students are participating in extra-curricular events and/or practicing).

## **FUNDRAISING**

The principal must approve all fund-raising projects. **Students may not sell any items without the approval of the principal.**

## **GRADING SCALE**

### **Regular Grading Scale**

- A = 100-93
- B = 92-85
- C = 84-75
- D = 74-67
- F = 66 and below

\*Promotion is dependent on the grade level Pupil Progression Plan.

Carnegie Units (High School credit) will be earned as early as 5<sup>th</sup> grade at BCS. Students are HIGHLY ENCOURAGED to do their best as these credits WILL appear on their transcripts.

5<sup>th</sup> grade – Keyboarding

## **GRIEVANCE PROCESS**

In a school community the size of BCS, there will be areas in which there will be different opinions regarding different issues. Communication is a key factor in solving issues. If a student/parent has a complaint, the grievance policy will be as followed:

- Students and parents will discuss concerns with the teacher/coach first. If not satisfied with the outcome of this discussion, the parent may request a meeting with the designated administrator. Elementary concerns will be addressed with the elementary assistant principal. Junior high concerns will be addressed with the junior high assistant principal. High school concerns will be addressed with the principal.
- The administrator will need a written request from the parent detailing the concerns of the situation before a meeting will be scheduled. The administrator will follow the policy and procedures of the handbook and make a decision on each situation.
- The administrator and parent shall document that a good faith effort was made to solve the problem.
- If the parent is still not satisfied with the outcome of the meeting, then the parent may submit a written complaint to the Executive Director using a form obtained in the school office. A grievance will not be considered unless it is submitted using the Beekman Charter School grievance form.
- The Executive Director shall respond to the parent's complaint in writing within five school days. A meeting can be scheduled to discuss the complaint and the executive director's response. It is very important to resolve an academic conflict as quickly as possible.

- The Executive Director and the parent shall document that a good faith effort was made to solve the problem.
- If the student/parent is not satisfied with the Executive Director's written response, he/she can write a letter to the board president. The board president shall uphold the Executive Director's decision as final unless the parent or student demonstrates that a school policy, State or Federal law has been violated.
- If the board president determines that policy or law has not been followed, he may refer the appeal to the full board or their designee.

## **GUIDANCE COUNSELOR**

It is the student's responsibility to meet all graduation requirements as set forth by the State Department of Education (see graduation requirements for more information). Opportunities for students and parents to receive individual, as well as, group counseling in assessing and evaluating abilities, achievements, aptitudes and aspirations are planned on a yearly basis. This information could help students better understand themselves, plan high school courses, and plan for the future. With graduation pathways now, it is CRUCIAL that parents and students take advantage of the informational meetings that are scheduled each year. Decisions about students' academic future need to be made even earlier than before. Absolute deadline for deciding graduation pathway is by the spring of 10<sup>th</sup> grade year; however, students' schedules can be better customized if decisions are made as early as spring of their 7<sup>th</sup> grade year.

### **Confidentiality Guidelines**

Your confidentiality as a student is important to us! In our school counseling office, what is said here, stays here, with the following exceptions, as required by law and/or ethical standards:

1. Harm to self or others
2. Abuse or neglect
3. Court or other legal proceedings

If there is ever a need to reveal information, we will let you know in advance, and work with you to handle the situation in a way that respects you, your feelings, and your needs.

### **Visiting the Counselor's office**

Students must always report to the teacher's class BEFORE requesting to go to the counselor's office. No student may leave a teacher's class without that teacher's permission. A schedule of office hours will be posted on the counselor's door. If the counselor is not in the office, students need to leave their name and grade on the list located on the door so the counselor may call them out when convenient.

### **Counseling REMIND system:**

Aside from the school REMIND system for general announcements, the counselor has set up a Remind system for each grade level and other subgroups to inform students/parents of information. Pertinent information for each grade level will be shared as needed. ALL scholarships/deadlines/announcements for upper classmen will be sent via the REMIND system. You may join a group by texting the following codes to 81010

\*(All PK-12 grades have a group. Determine the year the student will graduate high school and substitute their year in the text. Example: Class of 2021 = @bcs-2021)

## **HALL CONDUCT**

Classes are in session at all times. A student should conduct himself in a respectful manner. Shouting, shoving, running, or loitering in the halls is not allowed. Students are not allowed in the hall without hall passes except

during class change. Students are encouraged to walk to the right side of the halls to ensure smooth transitioning.

When students are addressed by faculty, staff, and administrators, they should answer respectfully.

### **HALL PASSES**

Students should never be in the hall during class periods without a hall pass.

### **HEALTH PROBLEMS**

Students with health problems should report to the school office at the beginning of the school term or when such a problem arises. Forms must be picked up from the office. The forms must be filled out and returned to the school. Special health problems that need reporting include vision disorders, hearing disorders, epilepsy, diabetes, recent surgery, or anything that might limit or hinder a student's progress or endanger the student's health at school.

### **HEAD LICE**

Students who are identified with head lice **MUST** be cleared by the school nurse before returning to classes. Parents **MUST** bring them and meet with the nurse for clearance. Thank you for your cooperation in this matter. If you have any questions, please call the school.

### **HOMEWORK**

Individual study at home or at school is a necessary part of each student's education program. Each student is expected to spend some time away from school reviewing material or preparing for learning new material. Whether or not the teacher assigned actual homework, students should always arrange some time to study those subjects in which they are experiencing difficulty. Homework assignments will vary according to the subject and the teacher. Any student who is absent is responsible for checking with teachers to find out the lessons or material missed. It is the student's responsibility for such make-up work. The student will be allowed the same number of days he or she misses plus one extra day to complete all makeup work. If student misses more than five days, he or she will have the same number of days he or she misses plus two extra days to make up the work once he or she returns to school. The absence must be excused to make up tests.

### **HONOR ROLL**

Students being recognized as honor roll students must meet the following:

- |                    |  |
|--------------------|--|
| Principal's List:  | Students with a 4.0 GPA  |
| Honor Roll:        | Students with a 3.0 GPA and all A's and B's for the nine weeks |
| Honorable Mention: | Students with a 3.0 GPA, with no grade lower than C            |

### **LOST AND FOUND**

Students who have lost or misplaced personal items or school materials should check with the office. You must provide verification that the item belongs to you. All unclaimed items will be donated to a thrift store at the end of each nine weeks' period.



## **MEDICATION AT SCHOOL/GUIDELINES**

If it becomes necessary for a student to take any form of medication at school, a completed form from the treating physician must be presented to the school nurse and kept on file in the office. (Forms may be picked up in the office.) In the event a student becomes ill during the day, he/she should get a hall pass from his/her teacher and go directly to the office. If it is determined that the student is too sick to attend classes, the office will contact a parent or guardian to come and get the student. Students are not allowed to bring any types of medication to school. Parent(s) must bring all medication to the school.

### **EPI-PENS**

Beekman Charter School recognizes that there are students who have allergies that may require the use of an Epi-Pen. Such allergies may include but are not limited to certain foods, insects, medications, latex and/or asthma. The following are guidelines for parents and students for the use of an Epi-Pen during school hours and/or school sponsored activities:

- A list of all student allergies must be submitted to the school at the beginning of the school year.
- A Food Allergy and Anaphylaxis Emergency Care Plan (FARE) is to be filled out for each school year and is to include an updated picture of the student.
- The parent is to supply the school with one or two EpiPens. EpiPens will be stored in the child's classroom and/or the nurse's office. A child may keep an EpiPen in his/her backpack. If EpiPen is kept in backpack, a physician must prescribe and notate the child is capable of self-administering. This medical documentation must be filed with the school nurse.
- The EpiPen should be brought to school in original, pharmacy labeled container. The container shall display: student name, prescription number, medication name and dosage, administration route or other directions, date, licensed prescriber's name, and pharmacy name, address, and phone number.
- As age appropriate, students should be instructed in the use of their EpiPen by their physician and parent on a yearly basis.
- Upon use of an EpiPen, 911 (EMS service) will be immediately called and the student will be transported to a local emergency room for further treatment and observation, if deemed necessary. Parents will be contacted as soon as possible and informed of student's allergic reaction, use of EpiPen, and transportation to an emergency facility.

Per ACT No.315, Beekman Charter School and its employees shall incur no liability as a result of any injury sustained by the student from the good faith administration of auto-injectable epinephrine. The parent or other legal guardian of the student shall sign a statement acknowledging that the school shall incur no liability and that the parent or other legal guardian shall indemnify and hold harmless the school and its employees against any claims that may arise relating to the good faith administration of auto-injectable epinephrine.

## **MEDICATION GUIDELINES**

As a general principle, medications will not be given at school. However, when circumstances arise in which a student must take medication at school, the following will be adhered to:

- Medications must have a proper medication order form completed by the physician detailing the name of the medicine, the dosage, and exact time to be given.
- Parents must meet with the school nurse to sign appropriate medication forms before any medication can be administered at school.
- Medication must be brought to the school by a parent or guardian in a current container appropriately labeled by the pharmacy. No more than 25 dosages can be kept at the school for each child. **NO MEDICINE WILL BE ACCEPTED IN PLASTIC BAGS OR MISLABELED BOTTLES!**
  - If a dosage should change, the office must receive a written order from the doctor or dentist stating what changes have been made and a new pharmacy label issued, whereby a childproof cap bottle must be given to the office with the correct dosage and dispensing information. If the medication and dosage changes and a written statement are not received, the child will not be given his/her medication.

NO OVER THE COUNTER MEDICATION CAN BE GIVEN unless prescribed by a doctor or dentist. If such medication is prescribed, pharmacy label with child's name, correct dosage and dispensing information also must be on it. (This means aspirin, Tylenol, cough syrup, antacids, etc.). Antibiotics should be given in a time-span so they may receive it at home if at all possible. Cough drops are permitted at school.

### **MEDICATIONS - Discipline Policy**

Any student found to be in possession of any unauthorized OVER-THE-COUNTER OR PRESCRIPTION DRUGS will be dealt with in the following manner:

- |                 |   |
|-----------------|---|
| First Offense:  | The principal or his designee will conference with the parent/guardian and student advising them of the Louisiana State Law and the BCS Board Policy concerning the administration of medication. |
| Second Offense: | The student will be suspended for three days and a conference with the principal and classroom teacher will be held.  |
| Third Offense:  | The student will be recommended for expulsion for the remainder of the semester or the remainder of the school year.  |

### **PARENT CONFERENCES**

In any case in which a parent conference is required, parents and/or guardians must participate in the conference at the designated time and place, or their child shall not be allowed to continue to attend classes at the school. The principal may permit a student to continue to attend classes on the day of the infraction, but under no circumstances shall the student be allowed to attend classes on any subsequent day unless the parent conference has been conducted, or the principal determines that the child should be returned to class. Telephone conferences shall be acceptable if allowed by the principal.

Under no circumstances shall a student who has been suspended from the school be allowed to return to the school until the required parent conference is held. Parent conferences shall include the Principal and/or the classroom teacher from whose class the student was removed (if appropriate), other such school personnel as

may be appropriate, the parent(s) or guardian(s), and the student in question. The conference shall result in the parent or guardian being supplied with the report of specific behavior issues involving the student in question, and an explanation of the desired behavior that is expected of the students. The conference shall also include a discussion of the likely disciplinary action that will be taken if the same student violates school policies at some future date. The conference discussions, including any response of the parent or student, shall be documented and recorded for future reference.

### **PARENTAL APPEAL**

The parents of any pupil suspended from Beekman Charter School who believe the suspension is unjustified, shall follow the grievance process in order to appeal suspension.

### **PARENT CONDUCT**

Beekman Charter School has been established and advertised as a school of choice with high standards. The concept of a partnership of mutual respect between parents, teachers, and students will be one of the strengths of BCS. The educational climate at Beekman Charter School cannot be maintained in accordance with the BCS mission, goals, and objectives if there is a breakdown in any aspect of the partnership. Accountability of all people provides this partnership. Teachers are trained to use classroom management techniques that foster optimum learning conditions, and to communicate with parents their expectations for students. Policies exist whereby teachers who do not perform their teaching duties and other duties in their job descriptions will not be rehired. Policies are on file whereby students are held accountable, and if conformity to the high standards is not maintained, the students may be recommended for dismissal from Beekman Charter School.

This partnership between students, teachers, and parents requires parents to support BCS and its teachers, as the school attempts to carry out its mission. Parents shall be made aware of policies by means of the student handbook and the policy manual kept in the office and available to parents.

Parents who exhibit open hostility to teachers and other BCS staff members by means of abusive language, either verbally or written communication, will not be permitted to return to the school campus for any reason. The Principal may suspend any parent from coming onto the school campus for any violation of this policy. **Additionally, we ask that parents refrain from posting on social media that may negatively impact Beekman Charter School. If there is a specific issue that is connected with the school, we ask that you please contact the principal or his/her designee to resolve the issue before posting on social media.**

Without such accountability, the mission of the Beekman Charter School cannot be maintained, and the high standards established for the school will be difficult to uphold. Parents should instruct their children to show respect for all teachers and other BCS staff members, as well as the other children who attend Beekman Charter School.

### **PARENTAL INVOLVEMENT**

Beekman Charter School strongly recommends that parents participate in volunteer opportunities at the school. Research shows that students perform at a higher level when parents are involved in the activities of the school. Beekman Charter School has established a reward system for students whose parents earn volunteer credits. The director of operations shall be final authority for determining the number of credit hours to be awarded for each activity.

- Students whose parents accumulate ten credits will receive five free dress passes.
- Students whose parents accumulate fifteen credits will receive ten free dress passes.
- Students whose parents accumulate twenty-five credits will receive ten free dress passes, a free t-shirt, and an end of the year activity.

Some examples of volunteer activities are:

- Parent Workdays
- Reading to children
- Be a guest speaker
- Sit in classrooms, monitor students or volunteer to keep classes
- Assist in coaching youth football, baseball, and basketball
- Design and maintain flowerbeds.
- Volunteer tutoring in the evening (if qualified), when authorized by principal
- Cleaning the grounds, painting, minor maintenance (if qualified)
- Organizing and implementing fundraisers
- Attend math and science night
- Chaperone dances or open gym nights
- Assist in sponsoring clubs
- Run ads in the newspaper for relevant school activities, awards, and accomplishments
- Assist field trips when requested by the teacher or principal
- Work athletic events
- Get involved with the PTO
- Get involved in the library
- Donate items for school functions or school improvements.

If the teachers and parents can create a safe, positive, creative environment, kids will enjoy coming to school a little more. Better grades and morale will be by-products of just a little extra effort from every parent.

### **POSTERS AND ADVERTISEMENT**

The principal must approve all posters, announcements, or advertisements to be displayed anywhere in the building or on the school grounds.

### **PROGRESS REPORTS**

Weekly grades will be sent home.

### **REMIND SYSTEM**

For school wide Remind text notification, please text @bestigers to 81010.

## **REPORT CARDS**

Report cards will be given every nine weeks to students. Report cards notify parents of their child's progress. The number of times a child has missed class is also recorded on the report card. If the student owes for any school fees or any books the student will not receive his/her report card until the matter has been resolved. Please see the school calendar for report card dissemination dates.

## **SATURDAY SEMINAR**

Beekman Charter School has provided Saturday Seminar as another means of deterring discipline issues in grades 4<sup>th</sup>-5<sup>th</sup>. This is to be given to students, in lieu of suspension, that have committed an offense that could warrant a suspension. Students who fail to meet the requirements of Saturday Seminar attendance will be subject to immediate out of school suspension. Saturday Seminar does not exclusively take the place of out of school suspensions.

### **Saturday Seminar Policies**

- Students must be on time (7:30)
- NO TARDIES ALLOWED
- A parent or guardian must check the student in with the site coordinator.
- Students must remain at Saturday Seminar the entire time (7:30 – 10:30)
- No food or drinks allowed in the building.
- Students who sleep will be warned once. Students will be dismissed after the second warning.
- Students must be in dress code. School uniform shirts only. No spirit shirts or athletic apparel allowed.
- A parent or guardian should be present to pick students up at 11:20.

## **SCHOOL CLOSINGS**

Occasionally school may be closed because of inclement weather or other unusual circumstances. Please do not call the school or school personnel. The following TV stations will be notified by school officials: KNOE-TV, KTVE-TV. The alert system or Remind 101 shall also be utilized for this purpose.

## **SEARCH AND SEIZURE**

Any administrator, school resource officer, or teacher may search any building, desk, locker, area, or grounds for weapons, illegal drugs, alcohol, stolen goods, or other materials or objects for which possession is a violation of BCS policy. This includes a random search with a metal detector or a search conducted when there is a reasonable belief that the items sought will be found. Any administrator, school resource officer, or teacher may search a student or the student's personal effects when, based on the attendant circumstances at the time of the search, there are reasonable grounds to suspect that the search will reveal evidence that the student has violated the law, BCS policy, or a school rule.

## **SECTION 504 COMPLIANCE**

It is the policy of the Morehouse Parish School System to provide a free and appropriate public education to each student within its jurisdiction, including students with disabilities, regardless of the nature or severity of the disability. It is the responsibility of the Morehouse Parish School System to ensure that students who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated, and provided with appropriate educational services. Due process rights of disabled students and their parents under Section 504 will be enforced.

## **SCHOOL RESOURCE OFFICER (SRO)**

A School Resource Officer (SRO), a Morehouse Parish Deputy, is on duty daily. The SRO has the responsibility for safeguarding the campus and has full authority to act as a law enforcement officer. The SRO will also provide an extra measure of support to school administration.

## **STUDENT FEES/FINES**

Some students may acquire debts to the school such as lost textbooks, damage to school property, club sales, library fines, combination lock, etc. If a student owes for a fine, he or she will have to pay the debt or his or her report card or other records may be withheld.

## **STUDENT RECORDS**

**RELEASE OF INFORMATION REQUIREMENTS - (PRIVACY ACT OF 1974)** Under provisions of this Act, personal student information cannot be released by a school without specific prior written consent of the parent or qualified student (18 years or older) concerned. An exception to this requirement is made for directory information, which includes a student's name, address, telephone number, date and place of birth, major field of study, participation in official activities, weight and height of members of athletic teams, dates of attendance, degrees and awards, and the most recent, previous education institutions attended. Directory information cannot be released without specific prior written consent• but only if the school has previously given public notice of the category of information that it intends to classify as directory information, and of the right of parents and qualified students to have information removed from the classification by notifying the school of their desires within a specified period of time. The notice must be given by such means as are reasonably likely to inform the parent or qualified student. The precise method of giving this notice has been left up to the individual school or school districts. Some schools send individual letters to parents, others publish the notification in a student handbook, school catalog, or school newspaper. The notice must be given at least annually. The parent has the burden to tell the school that such information is not to be released. This must be done within 15 days after enrollment in Beekman Charter School. Information regarding students who had requested that such data be removed from the directory information classification can only be provided to recruiters with the specific prior written consent of the parent or qualified student concerned.

## **TARDINESS/LATE TO SCHOOL**

### **TARDINESS**

Tardiness is defined as arrival at school after 7:40 A.M. or arrival to any class period after the tardy bell rings. Tardiness shall only be excused for the same reasons that absences may be excused.

Students in grades PK-5 who receive 9 or more unexcused tardies in a school year may be subject to attendance requirements.

### **LATE ARRIVAL**

Students arriving after 7:40 A.M. MUST be signed in by a parent at the front office desk.

**Any reason that is excusable as an absence is also excusable as a tardy. Some examples of things that will not be excused are:**

1. car trouble

2. Christmas shopping
3. haircuts/appointments
4. oversleeping
5. hunting
6. having company
7. not having clean clothes
8. missing the bus (if it is the student or parent's fault---if the bus driver is late due to unforeseen circumstances, then the absence will be excused.)

### **TECHNOLOGY USE POLICY**

Beekman Charter School is proud to offer technology to our students for the purpose of enhancing student achievement. The following rules shall apply to students who utilize technology for school purposes.

- School owned technology may only be used for educational purposes.
- Students shall not use any school owned electronic device or any personally owned electronic device (including, but not limited to: computers, ipads, electronic tablets, smart phones, or electronic notebooks) while on the Beekman Charter School campus unless they have been given permission of a staff member.
- Students shall not have school email accounts unless administered by faculty and shall not access personal email while on the school campus.
- Students shall not use any electronic device to access any material which is considered offensive by generally accepted community standards while on the campus, any school bus, or at any school sponsored function.
- Students shall not use an electronic device to access social media while on the school campus.
- Students shall not use any form of technology while on or off campus to do any of the following:
  - Threaten to harm a student, staff member, or any stakeholder in Beekman Charter School if such a threat is implied or specifically stated to be carried out at school or is connected with school in any way.
  - Show any form of disrespect to a staff member which might compromise another student's respect for that staff member.
  - Disrupt the process of education at Beekman Charter School.

Students who violate the technology use policy shall be subject to a minimum of morning detention and a maximum of a recommendation for expulsion. The principal or assistant principal shall have the authority to determine the severity of the offense and the consequences assigned.

### **WEB PUBLISHING POLICY**

#### **Purpose**

The purpose of the Beekman Charter School website is to provide a means of effective communication between administrators, teachers, support staff, students, parents, and our community. All content on the BCS website must adhere to the policies outlined in this document. Failure to follow these policies may result in a loss of publishing privileges and/or other disciplinary actions.

#### **Organizational Responsibilities**

- The Website Administrator is responsible for developing and maintaining the BCS website.
- The Webmaster is the person who actually creates, publishes, and maintains the school's

website. The Webmaster may be the Website Coordinator or may be designated by the Website Coordinator. The Webmaster may be a teacher (or other school employee), parent, or other individual deemed capable of publishing the school's website. However, the Website Coordinator is ultimately responsible for the content of the school's website.

### **Content Standards**

- All content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights.
- All content must be related to curriculum, instruction, or other school or school district related information.
- Personal information should not be published. Any phone numbers or email addresses should be ones used within the school system.
- The BCS web server will not be used for personal or commercial financial gain or for any illegal activity. Links to retail or political sites will not be allowed.

### **Student Safety**

- No personal information (other than the student name) should ever be published about a student.
- No information that identifies the location of a student at any particular time during the school day (such as student schedules) should ever be published.
- Students are not allowed to have or use BCS assigned email accounts unless authorized.
- Students are not allowed to publish information to the BCS web server.

### **Web Publishing Guidelines and Social Media Guidelines**

- All published content must reflect educational goals.
- All published content should be reviewed for accuracy, correct spelling, and correct grammar.
- All published content must adhere to all state, federal, and international laws concerning copyright and intellectual property rights. If you are granted permission to publish copyrighted material, you must maintain documentation of this permission.
- All published content must be kept up-to-date.
- Do not use spaces in naming pages or directories. Use the underscore character (“\_”) instead of spaces.
- Graphics should be optimized to minimize page loading times and bandwidth usage.
- School web sites must include:
  - School name
  - Principal's name
  - Full address
  - Telephone number
  - Fax number
- All web pages must not link to or contain any inappropriate material. The Communications Department will have full discretion in determining the appropriateness of content.

### **TOILET TRAINING POLICY**

Students enrolled in preschool and beyond must be toilet trained before attending Beekman Charter School. A student having frequent accidents is not considered toilet trained. We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen



infrequently. If an accident does occur and the student is not capable of changing themselves, you will be required to come to the school and assist your child.

Why do children have to be toilet trained before they begin school?

- There are strict standards for changing and disposing of wet or soiled clothing and our classrooms are not equipped for this.
- When the teacher or other staff member is changing soiled clothing, instructional time is lost in the classroom.
- Direct supervision and interaction with other students are halted when the teacher is changing a student.

This policy is intended to ensure the safety and happiness of our students and faculty at Beekman Charter School. We appreciate your cooperation and understanding in this matter.

### **TELEPHONE**

Students must have permission to use office phone. In the event that a student receives an emergency call, he/she will be called out of class. If not an emergency, a message will be taken and given to the student during his/her lunch break.

### **TEXTBOOKS**

Students are responsible for their textbooks. Students must replace a lost textbook by paying the current cost of the book. Damage to textbooks will be assessed based on the severity of the damage.

### **VIDEO AND AUDIO MONITORING POLICY OF BCS PROPERTY**

Beekman Charter School (BCS) recognizes a need to strike a balance between an individual's right to be free from invasion of privacy and the school's duty to promote a safe environment for all employees, students, and visitors. In accordance with that need, BCS shall authorize the use of video and audio cameras on school property, buildings, facilities, and/or vehicles in an effort to ensure the health, safety, and welfare of all employees, students, and visitors, and to safeguard school facilities and equipment.

BCS shall notify employees, students, and visitors that video/audio monitoring may occur at the following locations:

1. BCS property, including buildings and facilities;
2. Parking lots and school grounds belonging to, leased by, or used by BCS;
3. Any vehicle owned or leased by BCS or used to transport employees, students, and/or visitors conducting BCS business;
4. Any BCS sponsored event, activity, or function.

Notification shall include the prominent display of signs near the main entrances of BCS buildings and facilities.

Video and audio cameras may be installed in public areas where monitoring is deemed necessary as determined by the BCS Principal. While video and audio cameras may be posted in hallways, the gymnasium, the cafeteria, outdoor walkways, and some classrooms/labs, placement shall not be allowed where employees, students, and visitors have a reasonable expectation of privacy. No video/audio monitoring equipment shall be placed inside any restrooms or locker rooms. Video and audio equipment installed in outdoor areas shall monitor only those

areas designated. To the extent possible, the equipment shall not be directed to record through windows of adjacent buildings or onto adjacent properties.

The use of video and audio monitoring equipment on school grounds shall be supervised and controlled by the Principal and/or School Resource Officer or their designee(s) in conjunction with the BCS Board. The video/audio monitors shall be located in a strictly controlled area allowing only authorized or designated personnel to have access to the monitors. No video monitoring equipment shall be located as to permit public viewing.

BCS shall provide reasonable safeguards, including, but not limited to, password protection, network security, and control of physical access to protect the monitoring system from vandals and unauthorized users. Proper training shall be provided for all authorized users. BCS employees, students, and/or visitors shall be prohibited from unauthorized use of, tampering with, or otherwise interfering with the placement or operations of the video/audio monitoring equipment. Any individual found to deliberately touch, block, and/or damage the equipment in an effort to cause the monitoring to malfunction will be subject to appropriate disciplinary actions, including termination, expulsion, or possible criminal prosecution by the appropriate law enforcement agency.

Recordings made through BCS' video/audio monitoring equipment shall be confidential. The recordings may only be viewed by the Principal and/or School Resource Officer or their designee(s). In the event a recording reveals activity the Principal and/or School Resource Officer believes violates BCS Board policy and/or state/federal law, the Principal or School Resource Officer may turn over such recording to the appropriate law enforcement authority. If any individual on such a recording is a student or employee of BCS, that individual shall also be subject to appropriate BCS disciplinary actions, including termination or expulsion. Recordings may be used to confirm or verify (1) an incident violating BCS Board policy and/or state federal law has taken place; and (2) the identity of the individual(s) involved.

Recordings may be copied and provided to the BCS Board, public safety agencies, the Morehouse Parish District Attorney, and/or any other appropriate law enforcement personnel when approved by the BCS School Board and/or subpoenaed for any court proceeding. Recordings shall not be copied, distributed to, or viewed by any other person or agency not referenced above except when specifically requested by the Principal and/or School Resource Officer and approved by the BCS Board.

The video/audio monitoring shall operate twenty-four (24) hours per day, seven (7) days per week. Recordings will be stored in a secure location for no more than 30 days. Recordings made on BCS property or at school sponsored events or activities shall be maintained by the Principal.

Recordings may become a part of a student's educational record or an employee's personnel file. BCS shall comply with all applicable state and federal laws, as well as BCS Board policies related to the maintenance and retention of such records.

Generally, recordings made through BCS' video/audio monitoring system shall not be considered public records. Access to personal information contained in any such recording may be granted in whole or in part to an individual upon submission of a properly executed subpoena.

**Ref.: Louisiana Revised Statutes 17:81  
Beekman Charter School Board**

## **VISITORS/VOLUNTEERS**

To ensure the safety of our students, faculty, and staff and to ensure the smooth operation of the school, we have instituted the following rules for visitors:

1. The school policy is to accept visitors in the school who have legitimate business here.
2. All visitors must register in the main office. A visitor's badge must be secured from the office and displayed by the visitor at all times.
3. Visitors are expected to leave promptly when they have completed their business. When leaving, visitors need to check out at the main office and return their visitor's pass.
4. Unauthorized persons shall not be allowed on campus and will be removed, when necessary, by law enforcement. The parking lot is considered a part of the campus.
5. Volunteers will be required to abide by all visitor rules and the volunteer policy. This policy must be signed and kept on record in the school office.

After the first day of school, students will be expected to walk independently to their classrooms upon arriving to school. After the first day, parents will not be allowed beyond the foyer when bringing their children to school.

## **WITHDRAWAL AND TRANSFER**

The procedure for withdrawal and transferring is as follows:

1. Secure written authorization for withdrawal or transfer from legal parent or guardian and your counselor.
2. Obtain appropriate form from the office.
3. Have the forms filled out by teachers, return all schoolbooks and property, and make sure all fines and fees are paid.
4. Take completed form to the office for administrator signature.

## **HANDBOOK SIGNATURE POLICY**

Parents and students shall be required to sign acknowledgement of receipt of this handbook and of having read it in order to complete the enrollment process. A student or parent shall not be able to use lack of knowledge of a rule or policy as a defense for violating that policy. Enrollment at Beekman Charter School constitutes acceptance of these policies.

This handbook is not a contract or an offer of a contract. Beekman Charter School assumes no liability resulting from any student's failure to abide by policies and procedures contained herein.

**BEEKMAN CHARTER SCHOOL**

**2023-2024**

**STUDENT HANDBOOK**

Dear Parents,

The 2023-2024 Student Handbook is presented to each BCS student and parent/guardian to inform the concerned parties of the activities, policies, regulations, and procedures at BCS. It is the responsibility of each student and parent to become familiar with the rules and regulations that govern student behavior and school procedures at Beekman Charter School.

Students and parents are required to sign and return a copy of this acknowledgement page before a student's enrollment is complete. Questions concerning this handbook or any school-related issue should be presented to the appropriate administrator before signing the document.

Thank you for your support and cooperation with the education of your child. As always, we are expecting the best of your child and for your child.

**By signing this you have read and are agreeing to all of the policies and procedures stated in this handbook. A student will not be enrolled in Beekman Charter School if his/her parent does not sign this page.**

*Student Signature*

*Parent/Guardian Signature*

*Date*

*Date*