

Secondary

# 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 Dantzler.....Junior High Assistant Principal  
Mr. Zemarcus Mays.....Operations Manager  
Mrs. Jessica Allred.....Curriculum Supervisor  
Mrs. Carrie Evans.....Elementary Facilitator  
Mrs. Abigail Kilcrease.....Business Manager  
Mrs. Renee Townsend.....Business Office Assistant  
Mrs. Carmen Turner.....Registrar/Records  
Mrs. Abigail Atkins .....Curriculum Assistant/HR  
Mrs. Heather Doles .....Counselor  
Mrs. Jennifer Ellingburg.....Counselor/PBIS Coordinator  
Mrs. Jan Jones .....Junior High Athletic Director  
Mr. Joseph Purvis .....Athletic Director  
Mrs. Autumn Smith.....Bookkeeper  
Mrs. Karen Martin.....Secretary  
Mr. Alex Tan .....Systems Administrator  
Mr. John Michael Goodson .....Operations Assistant  
Mrs. Caitlin Stanley.....School Nurse

## FACULTY AND STAFF

### JUNIOR HIGH SCHOOL

Mrs. Melissa Riles	English
Mrs. Carrie Odom	English
Mr. Brennan Brown	English
Mrs. Judy Johnson	English
Mrs. April McLeod	Math
Mrs. Jennifer Montgomery	Math
Mrs. Jan Jones	Math
Mr. Chase Higginbotham	Science
Mr. Corben Manzella	Science
Mr. Andrew Herring	Social Studies
Mrs. Jane Hynum	Social Studies
Mrs. Mandy Rinehart	Elective
Mr. Brianne Allen	Elective
Mrs. Stacey Daugherty	Health/PE
Mr. Daniel Vanderberg	Physical Education
Mrs. Linda Payton	Special Education
Ms. Shelley Wesberry	Paraprofessional
Mrs. Lisa Chain	Paraprofessional

### HIGH SCHOOL

Mrs. Mallory Graves	English I and II
Mrs. Pam Sanderlin	English III and IV
Mr. Christopher Masling	English II, Business English
Mr. Dylan Breshears	Geometry
Mrs. Jennifer Montgomery	Advanced Math/Pre Calc
Mrs. Samantha Hamby	Algebra I
Mrs. Alexa Robinson	Algebra II and ACT Prep
Ms. Anna Cain	Biology
Mrs. Kim Caldwell	Chemistry/ Physical Science
Mr. Tristan Shanks	Civics
Mr. Zach Ham	World Geography/World History
Mr. Rex McCarthy	American History
Mrs. Jennifer Moran	Agricultural Science
Mrs. Sherri Fulmer	Art
Mrs. Lindsey Freeland	BCA/Electives
Mrs. Kristi Schmitz	Yearbook/Nutrition
Mrs. Rachael Peralta	Spanish



Mrs. Leah Watkins  
Mrs. Trudi Irby  
Mrs. Cicely Hogan  
Mr. Joseph Waller  
Mr. Joseph Purvis  
Mrs. Stacey Daugherty  
Mr. Jake Andrews  
Mrs. Nicole Mardis

Band  
Librarian  
Special Education  
Physical Education  
Physical Education  
PE/Intro. to Health Occupation  
Carpentry/OSHA  
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 in the fall of 2017 through March 2023. Mrs. Samantha Mann was named Chief Executive Director in the spring of 2023. Mr. John Merritt was named principal in the 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. Currently turf has been added to The Keith Huntsman Field, and a new elementary playground has been added to accommodate all of our elementary students. Additionally, multiple construction projects such as our second expansion of the cafeteria and outdoor pavilion/classroom was completed in 2023.

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							

## **BELL SCHEDULES**

### Junior High

1st: 7:40-8:33 (53 minutes)

2nd: 8:37 - 9:24 (48 minutes)

3rd: 9:28 - 10:16 (48 minutes)

4th: 10:20 - 11:08 (48 minutes)

LUNCH 11:08 - 11:33

5th: 11:37 - 12:24 (48 minutes)

6th: 12:28 - 1:16 (48 minutes)

7th: 1:20 - 2:08 (48 minutes)

8th: 2:12 - 3:05 (53 minutes)

### High School

1st: 7:40-8:33 (53 minutes)

2nd: 8:37 - 9:24 (48 minutes)

3rd: 9:28 - 10:16 (48 minutes)

4th: PAWS 10:20 - 11:08 (48 minutes)

5th: 11:12 - 12:00 (48 minutes)

LUNCH 12:00 - 12:25

6th: 12:28 - 1:16 (48 minutes)

7th: 1:20 - 2:08 (48 minutes)

8th: 2:12 - 3:05 (53 minutes)

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. Parents bringing students to school will drop off students at the front entry of the main building.

### **DEPARTURE**

Students are dismissed at 3:05. Parents must pick up students at the front entry of the main building. No student can be picked up in the student parking lot. All car riders will report to the big gym. Junior high and high school bus riders will report to their buses. All student drivers must leave immediately from 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.

## **ATHLETICS**

Beekman Charter School offers a variety of athletic activities for males and females. For eligibility, please see all of the following:

- Student must be a bona fide student at the school.
- If a student has not enrolled in and attended a school in the first 11 days of the school semester at any school, he/she is ineligible to participate the first 30 days of his/her attendance in that semester.
- Student cannot become 19 years of age prior to August 1 of the current school year.
- Student must submit a birth certificate to be kept on file at the school.
- Upon entering the 9th grade, a student shall be eligible for competition on high school athletic teams only during the ensuing eight consecutive semesters or terms of 90 days unless one of the by-laws found in the "Students in 7th and/or 8th grade" section apply.
- For the first semester, student shall have earned at least six (6) units from the previous school year, which shall be listed on the student's transcript and shall have earned at least a "C" average (1.5). For the second semester, a student shall pass any combination of at least six (6) half (.5) units from the first semester.
- Student must pass physical examination.
- Athletes and spirit group members cannot participate in any event during a suspension.
- Student athletes may be subject to other LSHAA requirements.
- Student athletes must be present at least 51% of game day unless approved by principal.



## 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. Secondary students (grades 6-12) may not have more than 5 unexcused absences per semester. 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. A college visit for Juniors or Seniors can be classified as an exempted, excused absence if the proper form is obtained and utilized prior to a college visit. The proper form shall be returned to the high school secretary for filing. This form can be obtained online from the Junior-Senior Survival Guide or from the counselor.

**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 a junior high student (6<sup>th</sup>-8<sup>th</sup> grade), he or she shall return his/her excuse to the front office before homeroom begins. For a high school student (9<sup>th</sup>-12<sup>th</sup> grade), he or she shall return his/her excuse to the high school office before homeroom begins.**

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.

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.**

**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.

**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.

**SUMMARY**

Attendance requirements shall be ENFORCED ON A CLASS-BY-CLASS BASIS. A student can accumulate no more than FIVE UNEXCUSED ABSENCES during a semester by state law to be eligible to receive any grade earned that semester.

**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.
- Habitually arrives to school late. A truancy ticket will be issued on the 5<sup>th</sup> unexcused late to school.

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

Day 1	Day 2	Day 3	Day 4	Day 5	Day 6
SAS Calls Parent or Guardian	SAS Calls Parent or Guardian	SAS Calls Parent or Guardian	SAS Calls Parent or Guardian	SAS Calls Parent or Guardian	SAS 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.	Truancy officer will issue a ticket to parent or guardian.

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

**\*Attendance recovery will only be allowed to recover up to four days per semester for the 2023-2024 school year.**

## **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 or the principal's designee 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 the principal's designee, the principal or the principal's 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. 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 the principal's designee.

### **PROHIBITED ITEMS AT BCS**

- Any water squirting device
- 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

### **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
- Not bringing proper materials to class
- Sleeping in class

Any of these violations and other minor infractions, if repeated, will result in removal from a classroom and disciplinary action. 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**

Chewing gum shall constitute a minor referral in grades 6-12. Students will receive the following consequences:

- First offense: One day of morning detention
- Second offense: Three days of morning detention
- Third offense: Parent conference

### **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 possible expulsion. Any additional threats by same student will be recommended for additional threat assessment and possible expulsion.

**The above infractions will result in a minimum consequence of detention or corporal punishment on the first offense.**

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 a morning detention, a lunch detention, behavior center, or receive corporal punishment even when the infraction did not include the student's removal from the classroom. The principal or any classroom teacher shall have the authority to assign a student to a detention program by notifying the detention program coordinator through the filing of a detention referral form. The assignment of detention by the classroom teacher shall not exceed one day. The assignment of a student to a detention program may or may not result from an infraction that includes his/her removal from a classroom and may occur prior to or following a parent conference on the matter. **Teachers shall not give detention for not completing homework unless an individual parent contact is made prior to assigning detention.** Corporal punishment shall not be substituted for teacher assigned detention unless requested or approved by the teacher.

**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:**

- **Fighting** - Beekman Charter School considers fighting an extremely serious offense that shall result in immediate disciplinary action. All altercations will be punished appropriately at the discretion of the principal or his or her designee. If deemed necessary by the principal or his or her designee, the student may be subject to arrest and legal action depending on the severity of the situation. Fighting after verbal, written, or any other type of altercation shall render both (or multiple) parties responsible. Lesser

altercations that do not involve physical 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.

- The use of or possession of any tobacco or tobacco related products, including but not limited to, a cigar, cigarette, pipe, e-cigs, e-cigarettes, electronic cigarettes, advanced personal vaporizers, vape pens, Juuals, vape mods, and vape pods on school property or any school event sponsored by Beekman Charter School. Possession means on one's person or the person's property, including but not limited to, backpacks, bags/purses, any type of clothing, or an automobile parked on school property. School property is defined as school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school. This also includes school busses, school lockers, and parking lots.
- The use of or possession of alcoholic beverages, in any form, on school property or any school event sponsored by Beekman Charter School. Possession means on one's person or the person's property, including but not limited to, backpacks, bags/purses, any type of clothing, or an automobile parked on school property. School property is defined as school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school. This also includes school busses, school lockers, and parking lots.
- The use of or possession of any controlled substance governed by the Uniform Controlled Dangerous Substances Law, in any form, on school property or any school event sponsored by Beekman Charter School. Possession means on one's person or the person's property, including but not limited to, backpacks, bags/purses, any type of clothing, or an automobile parked on school property. School property is defined as school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school. This also includes school busses, school lockers, and parking lots.
- 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 grades 6-12 who steal anything of material value may be recommended for expulsion on the first offense if deemed serious enough by the Principal. Material value shall be defined as monetary value of \$5.00 or more.
- 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. Any additional threats by the same student will be recommended for addition threat assessment and possible expulsion.

**The following violations shall result in immediate recommendation for expulsion:**

- Striking or attempting to strike a teacher or 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.
- Carrying or possession of a knife, razor blade, box cutter, dangerous instrumentality or any object that could be used as a weapon on school property. Possession means on one's person or person's property, including but not limited to, backpacks, bags/purses, any type of clothing, or an automobile parked on school property. School property is defined as school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school. This also includes school busses, school lockers, and parking lots.
- Any student found guilty of being in possession of a firearm on school property, on a school bus, or at a school sponsored event. Possession means on one's person or the person's property. This includes but is not limited to backpacks, bags/purses, any type of clothing, or an automobile parked on school property. School property is defined as school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school. This also includes school busses, school lockers, and parking lots.
- 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 may be put up for expulsion.
- 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.
- 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.

**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.**

### **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

- Saturday Detention
- In-school suspension
- Out-of-school suspension
- Expulsion

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**

### **Beekman School Bus Policy**

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 provide documentation on a bus conduct form.

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. 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>

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.

### **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. **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 for **fifteen (15) calendar days, and** the student will be assigned three **(3) days of detention**. A parent will be contacted and **the device will be returned to the parent in fifteen (15) calendar days from the date of the offense**. The parent will be required to sign and receive notification of a subsequent offense. **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 for **thirty (30) calendar days**. A parent will be contacted and **the device will be returned to the parent in thirty (30) calendar days from the date of the offense**. The parent will be required to sign and receive notification of a subsequent offense.

**\*Third Offense** – **The device will not be returned until the end of the school year**. A parent will be contacted and **the device will not be returned to the parent until the end of the school year**. The parent will be required to sign and receive notification of a subsequent offense.

**\*Fourth Offense** - The student will be assigned **3 days ‘out of school’ suspension and the device will not be returned until the end of the school year**. A parent will be contacted. Both the student and a parent will be required to meet with an administrator before the student can return to school. **The device will not be returned to the parent until the end of the school year**. The parent will be required to sign and receive notification of a subsequent offense.

**\* Fifth Offense** - The student will be recommended for expulsion.

**\*\*NOTE:** A student found in possession of any such device after being prohibited to have said possession on school grounds or on a school bus may be recommended for expulsion from the school for the remainder of the year.

“Any student refusing to turn over a cell phone to a faculty or staff member will be subject to a three-day suspension and parent/student conference with school administrator and be subject to more serious corrective actions.”

### **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-athlete or 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 the

coach or 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. A student who drives to school may have a telephone in his/her car, but it must remain in the car. Students are not allowed to go back to cars during the school day unless they have permission of the principal or assistant principal.

For high school students, only dual enrollment students are allowed to bring laptops to school unless permission has been obtained from principal or his or her designee. If bringing laptop upon teacher's request, the laptop shall only be used in that teacher's classroom. BCS will not be held responsible for lost, stolen, or damaged laptops.

Earbuds are only allowed in the classroom for specific use as defined by the teacher. They are not to be worn in any way outside of the classroom.

### **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, parent contact, and 2 day in-school detention

Third offense – zero given, parent contact, and 3 day in-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 proper documentation has been completed to release students under someone's care. Only those authorized in writing by parents will be allowed to check out children. Proper

documentation can be obtained in the main office to complete.

2. 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.
3. Parents must sign the check-out list before leaving.
4. Parent(s) may be requested to show their picture ID when checking student(s) out.
5. Students will not be allowed to check out for lunch.
6. Students who drive to school may check themselves out if parents file a signed statement in the office authorizing them to do so.
7. Students who drive to school may check out through the high school office if the proper documentation has been completed to allow the student to check himself or herself out of school.

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.**

### **DELTA COMMUNITY COLLEGE STUDENTS CHECKING OUT PROCEDURES**

Students that travel to Delta Community College will be held accountable for checking out at Beekman Charter School if they plan on being absent from Delta Community College while in session. If students do not check out and do not report to Delta Community College, they will be marked as skipping. If this occurs, disciplinary action will be taken. Parents must sign proper documentation for checking out.

### **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 from 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. However, no elementary students or persons over the age of 21 will be admitted. Students who cause disruption at school dances can be banned from all future dances including Prom and also may face other school disciplinary actions. 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.)

Students that bring a guest from another school must complete a permission/verification form from the guest's school.

### **DETENTION POLICY**

Morning detention will be held daily from 7:15 to 7:40 a.m. Lunch detention will be held during designated lunch periods. It may be assigned at the discretion of the principal or his or her designee for violations of school rules. The following rules apply:

- The student must report by 7:15 a.m. Any student who is late will not be admitted. If a student is not admitted or does not report, he or she will be assigned lunch detention that

day and the following day. One missed morning detention constitutes serving two lunch detentions.

- Students who are in morning detention may not eat, drink, or sleep. Students who are in lunch detention will be provided lunch but may not sleep.
- Misbehavior in detention will result in further disciplinary action, possibly suspension.
- Not having transportation shall not be an excuse for missing morning detention. If an emergency arises and a student cannot attend, parents must contact the principal or his/her designee prior to detention so that it may be rescheduled.
- 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. The principal will be the final authority on the length of shorts. Pants shall not be overly tight. The principal 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 principal or his or her designee.

### **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, crocs, 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. Bandanas
3. Other head ornaments that can lead to distractions
4. Sunglasses not to be worn in building (except by written permission of a doctor)

Hats and caps are prohibited for students.

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 undergarments should show.

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. Tongue rings or studs

Earrings are allowed for students provided they are not a safety concern, inappropriate, offensive, or a distraction on campus. Nose piercings of a single, simple stud are allowed for students in grades 9th-12<sup>th</sup> (no hoops are allowed due to safety concerns). No gages in earlobes of any student.

Jewelry, including earrings, worn during the school day should be a size and dimension that is not a safety concern or a distraction on campus.

Tattoos that are vulgar, obscene, political, offensive or otherwise disruptive to the school environment are not permitted and must be covered at all times.

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.

Male students will be allowed to wear neatly trimmed facial hair. The principal will have final authority on facial hair.

Unusual facial make-up or adornments that may be considered to be a possible disruption will not be allowed. Make-up may be worn by students in grades 6 – 12 and ONLY if it is not disruptive of the academic environment.

### **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 school fundraising. 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 with an appropriate length shirt. Wind shorts are prohibited.

\*\*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 or his or her designee 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 his or her designee will be the final interpreter of the violation.**  
**Dress Code Violation Procedures:**

- First offense: Warning
- Second offense: Detention (1 day)
- Second offense: Detention (3 days)
- Third offense: Saturday Seminar
- Fourth offense: Saturday Seminar

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

**On days designated by the coaches, athletes may wear team sweats or warm ups as long as they wear the official attire that was purchased for the team and are currently a member of the team.**

### 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 his or her designee 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.

## **DUAL ENROLLMENT (Academic and Jump Start)**

- In order to enroll in an Academic Dual Enrollment course offered through Beekman Charter School and a partnering university, a student must have a composite ACT and GPA as prescribed by the partnering university as well as a recommendation from faculty member.
- Academic Dual Enrollment courses will count as honor classes.
- A student who withdraws from a dual enrollment course with a 'W' will be moved to a regular class if available. If moved to a regular class, the final grade will not count as an honors grade.
- A student who withdraws from a dual enrollment course with a 'W' or 'W-Grade' will be responsible for reimbursing Beekman Charter School for the entire cost of tuition.
- If a student fails to complete the dual enrollment course with a final grade of 'C' or better (the student makes a final grade of 'D' or 'F'), the student will be responsible for reimbursing Beekman Charter School for the entire cost of tuition.
- If a student scores an "F" grade in a dual enrollment class, they will not be permitted to take another dual enrollment class at Beekman Charter School.
- Students are permitted to take dual enrollment classes in the summer at participating college/universities at their own expense. An official transcript must be sent directly from the institution to Beekman Charter School's Counselor in order to appear on the high school transcript.
- Final Dual Enrollment Grades will match that of college transcript.

### **ACADEMIC Dual Enrollment:**

A student can begin taking Academic Dual Enrollment his or her sophomore year provided he or she meets the requirements of the entity that will be issuing the credit. If a student is interested in Academic Dual Enrollment, he or she MUST have taken the ACT and received a satisfactory composite score BEFORE he or she can enroll in the class. For this reason, if a student is interesting in taking Dual Enrollment, he or she needs to sign up to take the ACT via [www.actstudent.org](http://www.actstudent.org) during his or her freshman year (Be sure to save log in info). Beekman Charter School's code is 190-172, he or she will need this when registering. The ACT is offered nationally on 6 Saturdays each year (September, October, December, February, April, and June). It is VERY important that when registering for the ACT that students send their scores directly to the Universities/Colleges that we offer Dual Enrollment through. Up to 4 locations can be chosen to send your scores to for FREE while registering. Suggested: LaTech 1588, La DCC 1655, and ULM 1598.

Current requirements of admission for students depends on the institution the class is offered through.

Tuition and books are paid for by Beekman Charter School. If a student drops the course, do not complete the class, OR score a "D or below", the student will have to reimburse the school for

his or her tuition at a cost of \$150.00 per class. Non-consumable books must be returned back to BCS when the course is complete. Attendance at the yearly honors meeting or scheduling to view the video is required for admission into these classes. For online and facilitated classes, grades will be posted at semester. Each semester is a stand-alone grade. If a student needs to see grade progress, he or she may access his or her account.

Students taking English IV Dual Enrollment must take the class both semesters.

Only dual enrollment students are allowed to bring laptops to school unless permission has been obtained from principal, assistant principal, or teacher. BCS will not be held responsible for lost, stolen, or damaged laptops.

### **JUMPSTART Dual Enrollment:**

via La Delta Community College (LA DCC or DCC)

A student that is following the JumpStart diploma pathways that require Dual Enrollment include Ag Tech, and Health Sciences. For the JumpStart Dual Enrollment, students either need to take the ACT at [www.actstudent.org](http://www.actstudent.org) and send scores to La DCC 1655 when registering OR they can take the AccuPlacer test that is given by appointment only at La Delta Community College for a fee of \$35.00. Their contact number is 283-0836 to schedule for the test. Regardless of what test is used for admission, students MUST complete this PRIOR to the beginning of school the year they are to take the classes through DCC.

In addition to the testing admission requirements for La DCC, nursing students will be responsible for completing and/or having the following in the spring prior to fall classes.

- Driver's license or state ID card
- Social security card
- Current copy of TB skin test and complete immunization record
- Fingerprinting done by the sheriff's department (this is typically free of charge if student informs sheriff department that this is a requirement for enrollment in nursing at DCC, cost may range \$5-\$20.)
- Background check through the Louisiana State Police (this takes 4-6 weeks and costs approximately \$26.00 in the form of Cashier's Check or Money Order made out to Louisiana State Police)
- The cost of these items shall be paid by the student.

Tuition is paid by Beekman Charter School. If a student drops a course, does not complete the class, OR scores a "D or below", he or she may be subject to reimburse the school for his or her tuition. Tuition and fees are different for each class and are set by Delta Community College and the state. A fee of \$50.00 for a welding student and \$30.00 for a nursing student to cover the cost of his or her supplies is due to BCS by the end of the 1<sup>st</sup> 9 weeks. Personal supplies and safety equipment will need to be provided by the student.

Grades will be posted at semester. Each semester is a stand-alone grade.

A student that travels to Delta Community College (DCC) must check out at BCS if he or she is not reporting directly to DCC before he or she leaves campus. If student does not check out and does not attend his or her class at DCC, he or she will be marked as SKIPPING and will face disciplinary action. ALL check ins and check outs will count toward attendance. Please see attendance section of the handbook for further details.

### **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.

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 DAYS**

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.

### **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.

### **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
B =	92
C =	84
D =	74
F =	66

### **Honors and All Dual Enrollment Grading Scale**

A =	100
B =	90
C =	80
D =	70
F =	60

\*Promotion is dependent on the grade level Pupil Progression Plan. BCS will utilize the Morehouse Parish Pupil Progression Plan. Students must hold a C average to participate in athletics. Students whose GPA drops below may not continue to participate for one semester. They must achieve a C average the following semester to continue to participate.

## **GRADUATION PATHWAYS offered at Beekman Charter School**

1. College Diploma Pathway (Both require the “Core 4” curriculum that includes 4 English, 4 Math, 4 Science, 4 Social Studies, 2 Foreign Languages, .5 Health, 1.5 PE and 1 Art) TOTAL of 24 Carnegie Units.
  - a. University Honors (any combination of honors classes can be taken)
  - b. University (same as University Honors but with regular classes/no honors)
2. JumpStart Diploma Pathway (All require the basic curriculum of 4 English, 4 Math, 2 Science, 2 Social Studies, .5 Health, 1.5 PE, 9 JumpStart electives SPECIFIC to the pathway listed below) (For more information, please contact Mrs. Doles) TOTAL of 23 Carnegie Units.
  - a. Ag Tech (requires admission to Delta Community College 11<sup>th</sup> and 12<sup>th</sup> grade year)
  - b. Business
  - c. Health Sciences (requires admission to Delta Community College 11<sup>th</sup> and 12<sup>th</sup> grade year)

### **Important Facts about Pathways**

#### **A student must:**

1. University students - Pass the College Diploma Pathway; JumpStart students – Pass the JumpStart Diploma Pathway (See Graduation Requirements for more details)

2. JumpStart must pass 9 Carnegie credits of courses from their specific pathway with at least one being a Career Readiness course and
  - a. Attain one statewide credential **OR** One Core credential and Two Complementary Credentials.
3. Students are encouraged to decide as soon as possible which pathway to enter. This needs to be done NO LATER than the SPRING of their SOPHOMORE year. Parent/Legal Guardian and Student Signatures are required for decision to be implemented.
4. A student may change from a College diploma to a JumpStart pathway or vice versa after the spring of the sophomore year, but in order to earn the remaining credits and/or credentials, the student may need a fifth year of high school.
5. A student pursuing a College or Jump Start diploma may take dual enrollment classes.
6. A student pursuing a College diploma may take Jump Start classes as electives and may earn workplace credentials. (Examples include: 1<sup>st</sup> Aid/CPR/AED, ACT WorkKeys Silver, Customer Service & Sales, Microsoft Office Specialist for Word, and OSHA-10 General.)
7. Students in both the College and Jump Start diploma pathways must pass End -of -Course testing as required by the state.
8. A student, who graduates with a JumpStart diploma, can attend a four-year University; however, the student will be required to attend and complete an associate's degree from a community college first then transfer to a four-year university.
9. Provided requirements for ACT and GPA are met, students pursuing College Diploma Pathway may be eligible for TOPS or TOPS Tech whereas students pursuing JumpStart may be eligible for TOPS Tech.

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

6<sup>th</sup> grade – Intro to Business Computer Applications (IBCA) or Band

7<sup>th</sup> grade – Fine Arts Survey or Band

8<sup>th</sup> grade – Education for Careers or Band, ½ credit of Health, Earth Science or Physical Science Honors, (Algebra I for Honors Students only who took Pre-Algebra in 7<sup>th</sup> grade)

### **CORRESPONDENCE AT BCS**

Beekman Charter School accepts correspondence classes for high school credit from Louisiana High School Correspondence Courses (LHSCC).

1. Research LHSCC and what it has to offer. Visit [www.lhsc.org](http://www.lhsc.org) or complete details.
  - a. These classes are ongoing, meaning that you can begin LHSCC classes at any time of the year.
  - b. Classes can and will expire. You will have a certain amount of time that you must complete a class with LHSCC. LHSCC allows plenty of time and will work with you on adjusting time. An additional fee may be required to add additional time.

2. Meet with a guidance counselor to establish a game plan of what you may need to consider taking.
  - a. This may include final designation of Diploma pathway if not already established.
3. Complete the top portion and course enrollment information of application
  - a. Bring to the guidance counselor's for completion of the bottom  $\frac{1}{2}$  of the application.
4. Mail in application and fee.
  - a. Each course is 1 semester awarding  $\frac{1}{2}$  Carnegie Unit credit for graduation with successful completion. Therefore, 1<sup>st</sup> and 2<sup>nd</sup> semesters of a class are required to receive 1 (whole) Carnegie Unit credit.
  - b. Generally each course will be approximately \$200. Some courses may have additional fees.
5. Check your mail and email regularly, LHSCC will email your progress to you and a copy to BCS on a regular basis.
6. Begin completing lessons and mail/submit to LHSCC (Up to 2 lessons per week can be mailed or will be graded. If you are a senior and clear with them prior, 3 lessons may be mailed and graded per week.
  - a. Keep Copies of work and records of when mailed
7. Request Mid-Term and Final to be sent to BCS.
8. When you have submitted and received feedback from lessons up until midterm come to schedule test with a guidance counselor.
  - a. When test has been completed, BCS will mail to LHSCC.
9. Work on completing remainder of lessons and mail to LHSCC.
  - a. Keep Copies of work and records of when mailed
10. When you have submitted and received feedback from lessons up until the final exam, come to schedule test with a guidance counselor.
  - a. When test has been completed, it will be mailed to LHSCC.
11. LHSCC will mail Beekman Charter School a copy of the credit to be issued on the transcript. BCS will add the information to the official transcript.

**REMEMBER:**

Beekman Charter School must enroll you in classes that are required for graduation. Meaning, if you are wanting to take a class via LHSCC, then you must already be enrolled in that class and actively working on the completion in order to be removed from the class at BCS before the beginning of the BCS class. BCS does not have the ability to offer 1<sup>st</sup> semester classes during 2<sup>nd</sup> semester and vice versa. Meaning if you do not successfully complete the LHSCC class, you may have to wait a calendar year for BCS to offer it again.

ALL Seniors must be **COMPLETED** with LHSCC classes on or before April 1 of the graduating year in order to be eligible for Graduation.

## **GRADUATION REQUIREMENTS**

Copies of Graduation Requirements can be found at <https://www.beekmancharter.org/Counseling>

## **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

Class of 2019\* @bcs-2019

\*(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)

Honors Students @bcshonors

Academic Dual Enrollment Students @bcsdual

JumpStart Pathway Students @bcjump

Delta Community College Students @deltastud

### **Schedule Change Policy**

Schedules in grades 6-12 can only be requested to be changed during the first four school days each semester. Honors students are bound by contract and cannot be removed from honors classes once this window is completed the first semester (only exception is Junior High students, see the honors section for more details). Requests must be in writing (turned in to homeroom teacher) or the form online via [www.beekmancharter.org](http://www.beekmancharter.org). Only valid requests will be reviewed to determine possibility of schedule change. Students will need to be SPECIFIC in the changes that need to be made on the form. "I did not sign up for this class, I don't like my teacher, I want

a different lunch, my friends are not in this class” ...ARE NOT VALID REASONS for a schedule change. Please DO NOT REQUEST to be put in Athletic PE. Coaches will make recommendations for eligibility. Due to scheduling constraints, many schedules have to be changed from what was requested. Keep in mind that BCS is a small school with limited number of electives. Students may have to take (unwanted) electives in order to fill their schedule, these electives will still help them toward their graduation goal.

The ONLY reason for a Schedule Change should be ONE of the Following:

- Are scheduled for LESS than 7 classes. Grades 6-11.
- Are scheduled in two classes in same period or in two of the same classes.
- Are scheduled for classes that you have already received credit.
- Are scheduled into the WRONG GENDER class. Example of Boy in Girls PE.
- Student is NOT eligible for Dual Enrollment or Honors class
- Student needs to change pathway (9-12 grade only). Note: changing pathway during your 11th and 12th grade year WILL add one year to your graduation date.
- Eligible to take a foreign language and would like to add this to my schedule (10-12th grade or 9th grade students MUST be in English I Honors)

**Transcript and records requests for purposes of collegiate enrollment:**

Due to privacy laws and policies, records of students WILL NOT be sent to outside entities for the purpose of enrollment without the request to do so via the online form. Go to [www.beekmancharter.org](http://www.beekmancharter.org) under the faculty tab, under the Guidance Counselor Heading choose click here for more info, and click the link to request a student transcript and/or test scores. Fill out the form. Requests are filled each Friday or as time permits. After high school graduation, students who have taken Dual Enrollment classes will have to contact the University/College that issued the dual enrollment credit directly to request their collegiate transcript to be sent to their choice of post-secondary school so their credits can be applied to their undergraduate transcript.

**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. Any student going to the parking lot after school begins must have a permit from an administrator.

**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.

### **HOMECOMING DANCE**

Dances are restricted to current BCS students and their dates unless approved by principal. However, no elementary students or persons over the age of 21 will be admitted. Students who cause disruption at school dances can be banned from all future dances including Prom and also may face other school disciplinary actions. 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)

### **Homecoming Court Qualifications and Dress Codes for Court Members & Escorts**

Girls that wish to place their name on the following year's homecoming ballot must meet the following requirements before placing their name on the ballot.

- Must be continuously enrolled in at least one full semester before homecoming.
- Must have a 2.0 GPA from the current school year.
- Cannot have any major discipline referrals from the current school year.
  - If elected, you are a representative of BCS. If you receive any major referrals before elections or while on court, you CAN be removed from the position.
- Must be willing to participate in homecoming festivities, coronation, field presentation, dance, parades, and other related functions.
- Must be able to assume the financial responsibilities associated with homecoming week.
- Eligible students WILL NOT be allowed to "campaign" for homecoming.
- Senior Football Escorts will be randomly drawn and assigned to court members for coronation (and for pictures before). The dress code for pictures will be "Sunday type" (NO JEANS). For coronation they must have black slacks, black dress shoes, and a long sleeve button down white shirt. They will also need this for Graduation.

If elected, each court member will be required to fundraise to assist with the costs of coronation and presentations. The amount required to raise will be discussed at the parent meeting

ALL outfits for homecoming activities must meet BCS dress code on length and exposure. Maids will need a "Sunday type" outfit for pictures to be made prior to homecoming (NO JEANS). This is usually done about 4-5 weeks before homecoming. Maids will need an age appropriate formal dress for the "Coronation" which will take place on the Friday morning on the day of the homecoming game in the Gym around 9:00 a.m. (any color except in the family of

white/off white/ivory, white will be worn by the Queen). In the event that students are out of school on Friday, the morning coronation will take place on Thursday. Maids will be presented Friday night on the field at half time and will need a suit for this. The paternal escort will need suit/slacks, **NO JEANS!** Maids will also need respectable attire to attend the Homecoming dance on Saturday following the Friday night homecoming game.

Maids will also need to participate in the Christmas Parade hosted by the City of Bastrop. This is usually the 2<sup>nd</sup> weekend in December. Parents will have to work together to decide on ONE float for all court members or individual vehicles. They will also be responsible for registration and preparation of chosen float/vehicle. BCS will provide signs for the vehicles with each court member's name and status. The court will also work together to make the decision on if they want to wear their dress or suit.

Also, parents work together for an organized event for the court and/or escorts. This usually is done on a Saturday before Homecoming events begin.

Applications can be completed for the following fall in May of the current school year. They will be turned in to the High School Office. Students applying will sign in their application when they drop it off. Only COMPLETED applications will be reviewed over the summer to be placed on the ballot in the fall.

### **Homecoming Dance Dress Code**

#### **Girls:**

Dresses should be modest in design. Dress length should not be more than four inches above the knee and splits should not be more than six inches above the knee. Chest area must be covered. No cleavage can be shown.

#### **Boys:**

Jeans or Khaki's with nice button up shirt.

### **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.

**PLEASE NOTE THAT MANY TIMES THE DIFFERENCE  
BETWEEN PASSING AND FAILING IS  
HOMEWORK!!**

**HONORS AND HONORS GRADUATES**

**Purpose:**

1. To provide a more challenging curriculum for academically able students.
2. To provide opportunities for research, hands-on learning experiences, problem solving, and other higher-level thinking skills for academically able students.

**Expected Outcomes:**

1. Enhanced curriculum
2. Greater academic opportunities and achievement
  - higher GPA's
  - higher ACT scores
  - higher EOC scores
  - increased eligibility and participation in scholarship programs
  - enhanced study skills to ensure greater success in college.

**Honors Courses:**

The following academic courses are the honors courses which will be considered in determining academic class ranking for Beekman Charter School students. This list is subject to change to include any and all academic honors class that Beekman Charter adds to the schedule.

<b>English</b>	<b>Mathematic</b>	<b>Social Studies</b>	<b>Science</b>	<b>Foreign Languages</b>
English I	Advanced Math	American History	Biology I	Spanish
English II	Algebra I	Civics	Biology II	
English III	Algebra II	World Civilization	Chemistry I	
English IV	Algebra III	World Geography	Chemistry II	
	Calculus	World History	Physical Science	
	Geometry		Physics	
	Pre-Calculus			

- All Core Academic Dual Enrollment courses, Core Academic Pre- AP and AP courses shall be considered honors classes.
- For students who transfer to Beekman Charter School, if transcripts indicate that academic classes taken at previous school are honors or are equivalent to the above criteria in order to be considered as honors courses.
- Gifted classes shall only be considered Honors classes if a non-gifted Honors class is offered as a same course in the same academic year.

**Honors Entrance and Continuance Requirements:**

- Students planning to enroll in Honors Classes must participate in a yearly orientation concerning the honors curriculum. Parents of an honors student will be required to attend the orientation with their student. If the meeting is missed, the parent and student will be required to view the video of the honors meeting on school property.
- A parent (or legal guardian) and the student are required to sign an agreement to be enrolled in honors classes

**In order to qualify for honors on the next level, students MUST have:**

- At least a 90 Final average on the previous regular class or a lower average (preferably a "B") with a teacher recommendation in a regular class.
- At least a "B" average on the previous honors class OR a below 80 average with a teacher recommendation in an honors class.
- For an LEAP 2025 tested subject as the previous regular class, if a student has a below 90 average a student will need a Mastery or Advanced on LEAP 2025 and teacher recommendation to take the next level honors class.
- For an LEAP 2025 tested subject as the previous honors class, if a student has a below 80 average a student will need a Mastery or Advanced on LEAP 2025 and teacher recommendation to take the next level honors class.
- Students must complete an honors contract for each school year. This contract will be renewed on a yearly basis.
- Students signing up in honors classes will not be allowed to drop or transfer from an honors class until completion of the class or until the next school year as per the contract signed by both student and parent at the beginning of the next school year.
- Students transferring into Beekman Charter School will be allowed to enroll in an honors class at the time of registration if they meet Honors requirements
- If a student is not approved for honors, he/she may appeal to the SBLC of Beekman Charter School. This committee will review each appeal to insure that the procedures concerning placements, appeals, and due process as set forth in the current guidelines of the Morehouse Parish Pupil Progression Plan have been followed.
- There are some honors classes that require pre-requisite classes. The student must meet honor requirements to enroll in the honors classes. Students who enroll in a pre-requisite or honors class but do not maintain honor requirements will be placed in non-honors grade appropriate courses.

### Middle School Honors classes

- Students may have the opportunity to enroll in honors classes beginning in grade 7. At this level, students may participate in honors math.
- A 6<sup>th</sup> grade math student may be promoted to 7<sup>th</sup> grade Pre-Algebra if the student meets honors requirements. Pre-Algebra is a prerequisite to Algebra I.
  - A sixth grade student may be placed in an honors class in grade 7 based on meeting ALL of the following criteria:
    - Has maintained a “B” average or higher during the previous school year in the applicable content area and teacher recommendation has been made.
    - Student must score Basic or above in math on their most recent standardized test and they receive the recommendation. The recommendation will be made to SBLC.
- A 7<sup>th</sup> grade Pre-Algebra student may progress to 8<sup>th</sup> grade Algebra I honors if the student meets honors requirements.
- A 7<sup>th</sup> grade student may progress to 8<sup>th</sup> grade honors science if the student meets honors requirements.
- At grade 8, students may participate in honors Algebra I and honors science as per honor requirements. They may earn Carnegie Units by meeting the requirements as established by Bulletin 741 for Middle School Students earning Carnegie Units.
  - A student in grade 7 can be placed in the 8th grade honors classes by the following criteria:
    - Has maintained a “B” average or higher during the previous school year in the applicable content area and teacher recommendation has been made.
    - Student must score Basic or above in math or the applicable content area on their most recent standardized test and in the applicable content area they receive the recommendation. The recommendation will be made to SBLC.
- A Junior High School student may transfer out of an honors class within the first five weeks of each academic year. The request to transfer must be approved by the SBLC of Beekman Charter School.
- A student must successfully complete an honors class according to honors requirements.

### 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

Academic awards given at the end of the school year will be based upon the first three grading periods.

**Repeat courses –**

- If a course is repeated, the two grades will be assigned to the transcript and will be used to determine class rank.

**Grades Capped –**

- 9 week grades as well as semester and final grades will be capped at 100 points.

**Qualifying for Class Scholar Ranking**

To qualify for class scholar ranking a Beekman Charter School graduation candidates must meet the following criteria:

- Successfully complete 24 Carnegie Units from the prescribed TOPS University Curriculum.
- Honors Courses are as previously stated. Successfully completed a minimum of 15 Honors classes with a 3.0 GPA
- Must have attended BCS for one full school year by or before October 1 of the senior year.
- Students who transfer to BCS prior to their senior year shall be considered for honors ranking if their transcripts indicated that the academic classes taken at their previous school are equivalent to Honors Curriculum as stated previously. See Honors Requirements.
- All students must have all assignments complete 7-10 days before graduation date to be considered for ranking unless it is a dual enrollment class.

**Method for determining Class Scholar Rank**

The following method will be used to determine ranking for Valedictorian/Salutatorian beginning with the 2019-2020 school year.

- All classes with Carnegie units will be used to determine the GPA.
- Scores for repeated courses along with the original score will be counted in GPA average as described previously.

**The formula used to determine Class Scholar Rank is as follows:**

**Class Scholar Rank = 10% ACT + 10% LEAP 2025 + 20% Honors + 60% GPA**

- The mechanism to calculate class standing is based on a 1000-point system.
- A score of 1000 points is perfect. Weighting factors are calculated so that all the components add to 1000 points.

**Factors are calculated as follows:**

- 10% of 1000 = 100 pts., 20% of 1000 = 200pts., and 60% of 1000 = 600 pts.
- All factors are calculated to 5 decimal points.

**ACT FACTOR:** 36 is the perfect ACT score:  $100/36 = 2.77778$  **ACT Factor**

- The best composite ACT as of the spring state test of Senior Year will be used.

**LEAP 2025 FACTOR:** 850 is the perfect LEAP 2025 Score:  $100/850 = 0.11765$  **LEAP 2025 Factor**

- The average of all LEAP 2025 scaled scores will be used to determine the Factor.

**HONOR POINT FACTOR:**  $200/36 = 5.55556$  **Honor Point Factor**

- Honor Courses are described previously for pupil progression.
- Academic honors and academic dual enrollment honors completed through the end of the senior year will be used to determine honor point factor.

**GPA FACTOR:** GPA perfect score is 4.0:  $600/4.0 = 150.00000$  **GPA Factor**

- GPA will include all Carnegie unit courses taken by the student.
- GPA is based on a 4 point scale. A – 4, B – 3, C – 2, D – 1 and F -0
- GPA will be averaged to 5 decimal places in order to calculate rank. (This needs to be added as it will make a difference. This needs to be consistent for all students and also minimizes error.)

**EXAMPLES**

<b>Perfect Student</b>	<b>Factor</b>	x	<b>Earned by Student</b>	=	
<b>ACT</b>	2.77778	x	36	=	100.00008
<b>LEAP</b>					
<b>2025</b>	0.11765	x	850	=	100.00250
<b>Honor</b>					
<b>s</b>	5.55556	x	36	=	200.00016
	150.0000				
<b>GPA</b>	0	x	4.0000	=	600.00000
					<b>1000.0027</b>
			<b>Total Rank Score</b>		<b>4</b>
					<b>Perfect Rank</b>

<b>Student 1</b>	<b>Factor</b>	x	<b>Earned by Student</b>	=	
<b>ACT</b>	2.77778	x	30	=	83.33340
<b>LEAP</b>					
<b>2025</b>	0.11765	x	725	=	85.29625
<b>Honor</b>					
<b>s</b>	5.55556	x	21	=	116.66676
	150.0000				
<b>GPA</b>	0	x	3.88300	=	582.45000
			<b>Total Rank Score</b>		<b>867.74641</b>
					<b>Rank 1</b>

<b>Student 2</b>	<b>Factor</b>	x	<b>Earned by Student</b>	=	
<b>ACT</b>	2.7778	x	25	=	69.44450
<b>LEAP</b>					
<b>2025</b>	0.11765	x	720	=	84.70800
<b>Honor</b>					
<b>s</b>	5.55556	x	20	=	111.11120
	150.0000				
<b>GPA</b>	0	x	3.9000	=	585.00000

<b>Total Rank Score</b>	<b>850.26370</b>	<b>Rank 2</b>
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<b>Student 3</b>	<b>Factor</b>	x	<b>Earned by Student</b>	
ACT	2.7778	x	28	77.77784
LEAP				
2025	0.11765	x	715	84.11975
Honor				
s	5.55556	x	22	122.22232
	150.0000			
GPA	0	x	3.7250	558.75000
			<b>Total Rank Score</b>	<b>842.86991</b>
				<b>Rank 3</b>

### Recognition at Graduation

- **Valedictorian shall be the student with highest Class Scholar Ranking as describe above.**
- **Salutatorian shall be the student with second highest Class Scholar Ranking as describe above.**

### Requirements for recognition for graduating with ‘Honors’ or ‘Honors with Distinction’

- 1.) To graduate with ‘Honors with distinction’, students must have fulfilled the following requirements:
  - 15 honors classes with a 3.0 GPA. (Straight GPA).
- 2.) To graduate with “Honors”, students must have fulfilled the following requirements:
  - Students who have completed a minimum of 15 honors classes regardless of GPA will be recognized with ‘Honors’.
  - Students who have completed less than 15 honors classes and who have a cumulative GPA of 3.25 beginning with the 2018-19 school year will be recognized as graduating with ‘Honors’. (3.0 will be used in 16-17 and 17-18.)

## HONOR SOCIETY

### ***SELCTION CRITERIA***

Beginning with the 18/19 school year, as per the BCS 2018-2019 Handbook, any student in grades 10-12 with a cumulative GPA of a 3.25 or higher is eligible for consideration for membership in the National Honor Society and students in grades 7-9 will be eligible for membership of the National Junior Honor Society. (An F6 will count as an F) The NHS Academic Advisor will contact students who are eligible at the beginning of the second semester each school year. Students must be enrolled in BCS for one full semester before considered for

membership. No student will be inducted during their senior year of high school.

NHS is more than just academic recognition. Members are expected to uphold outstanding performance in the areas of scholarship, service, leadership and character.

**SCHOLARSHIP:**

Students who have a cumulative grade point average of 3.25 or higher with NO high school discipline history meet the scholarship requirement for membership. These students are eligible for consideration on the basis of service, leadership and character.

**SERVICE:**

This quality is defined as the voluntary contributions made by a student to the school or community, without direct financial or material compensation to the individual performing the service.

**LEADERSHIP:**

Student leaders are often viewed as those students who are resourceful, good problem solvers, involved in and promoters of school activities, idea contributors, dependable, and who are both organized and organizers.

**CHARACTER:**

The student of good character can be said to be one who upholds principles of morality and ethics; is cooperative and responsible; demonstrates high standards of honesty and reliability; shows courtesy, concern and respect for others; and is a good citizen.

***MEMBERSHIP***

Once selected by the Academic Council consisting of teachers in both junior high and high school, students are awarded the privilege of membership in a special induction ceremony. The induction ceremony will take place in the spring of each school year.

With induction, each member is responsible for:

\*Dues: Members are required to pay a yearly membership due. First time members will pay a slightly higher fee. The fee will cover a pin presented in the ceremony, a one-time certificate of membership, a t-shirt, and cake/punch at the ceremony. Senior dues will vary due to the cost of graduation cords and collar.

\*Service Hours: Members are required to turn in 10 hours of community service hours each year. Form can be found on the BCS website and must be printed out, filled in and signed by the person receiving the service. Students cannot receive financial compensation for their work.

\*Participation in induction ceremony is mandatory for inductees and current members.

\*Dress code for ceremony is mandatory and is as follows: Girls must wear a dress or long jumper. Boys must wear slacks (no jeans), a button up shirt, a tie, a belt and nice shoes. Students that do not follow dress code will not be allowed to participate in the ceremony and will therefore not be inducted.

**Transfer Students:**

In compliance with the national requirements, NHS members who transfer in to any high school

will become a member of the receiving school's NHS chapter as soon as proof of active NHS membership is received from former school.

Students who were in the NJHS in middle school will have an opportunity to apply for the NHS during their 10<sup>th</sup> grade year.

### **Maintaining Membership:**

Each year, current members must renew their membership by paying their yearly due. Failure to turn in paperwork and dues will result in automatic dismissal.

Students must maintain an overall GPA of 3.25 or higher. A student will be placed on probation for one semester if GPA is lower than a 3.25 and will be dismissed after the second semester if overall GPA is not raised to 3.25 or higher.

### **LOCKERS**

- Periodic locker inspections will be made by the faculty and administrators to see that the lockers are kept neat and orderly.
  - You are to use the locker assigned to you and are to keep it locked at all times. Please keep locker visits to a minimum.
- A locker fee of \$25 will be assessed per locker. Combination locks will be provided. The fee for a lost lock is \$25. Lockers are optional in grades 6-12. No student shall be required to have a locker.
- Courtesy lockers are provided free of charge in the P.E. dressing rooms for use while students are dressed for P.E. It is strongly recommended that students obtain a personal combination lock in order to keep belongings secure while they are in P.E. class.

### **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.

### **MAKE-UP WORK**

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 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 a student is absent due to any reason that absences may be excused and longer than ten days is necessary for make-up work to be completed, 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 third school day after the student's return to school in order for that student to make up his/her work.



## **MANDATORY TESTING INFORMATION**

ALL 11th grade students: MUST participate in the ACT Boot Camp, take the ACT on the state administered date, and take the ACT WorkKeys test.

ALL 12th grade students that have not scored at least a composite of 18 on the ACT or at least a Silver on ACT WorkKeys (at least a 4 on all components), MUST participate in the ACT Boot Camp, take the ACT on the state administered date, AND take the ACT WorkKeys test. The ACT WorkKeys test will be given multiple times within the school year and students WILL be enrolled to take this test until a Silver composite score is achieved.

12th grade students that have an 18 or above MAY sign up to take the ACT Boot Camp and the state administered ACT.

## **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-PEN**

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 & 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.).

NO EYE OR EAR DROPS, CAN BE GIVEN AT SCHOOL. 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 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. All hours must be turned in to the director of operation no later than the last week of March for students to be eligible for the rewards listed below.

- Students whose parents accumulate 10 hours will receive five free dress passes.
- Students whose parents accumulate 15 hours will receive ten free dress passes.

- Students whose parents accumulate twenty five hours 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.

### **PARKING AND TRAFFIC REGULATIONS**

1. Only students possessing a valid driver's license will be permitted to drive to school. A student must present his or her driver's license in order to purchase a parking permit. The school shall retain a copy of the student's driver's license when it issues a parking permit. No student who possesses a learner's permit shall be issued a parking permit.

2. Parking permits for students are \$10.00. The parking permit must be visible on the back window of the automobile the student is driving. It must be displayed in such a manner that the permit number can be read. The license plate number displayed on the parking permit must match the license plate on the vehicle. The use of a parking tag in any manner to deliberately deceive school officials or gain an advantage shall subject the student who owns the tag to being ticketed and disciplinary action.

3. Parking tickets will be issued to students who violate parking and safety regulations. The cost of a ticket is \$10.00. Failure to pay within 5 school days will result in a loss of driving privileges. All fines shall be paid in the high school office.
4. Students are to park in areas designated for students. Parking in improper areas, no parking tag, improper display of parking tag, parking in an incorrect area, and reckless driving will result in a ticket. The principal or his or her designee may suspend or revoke driving privileges for repeated violation of the rules. Loaning a parking permit to another student shall result in a ticket plus suspension of driving privileges for all students involved for a minimum of two weeks. Subsequent violations will result in the loss of driving privileges for the remainder of the year.
5. Students must leave their vehicle immediately upon arrival at school and may not return to their vehicle during the day without permission of the principal or assistant principal. Students who violate this rule will be sent to morning detention on the first offense and lose driving privileges thereafter.
6. The principal or assistant principal shall have the authority to address any parking or traffic situations that arise and are not specifically covered in the student handbook. Any student who engages in any form of willful disobedience regarding any parking or traffic regulations may be subject to additional disciplinary action above and beyond parking and traffic regulations in accordance with school policy.
7. Flagrant violations of the parking regulations or reckless driving may result in disciplinary action up to and including suspension.

### **POSTERS AND ADVERTISEMENT**

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

### **PROM**

Prom tickets will be sold approximately four to six weeks before prom for an approximate four-week period. Only students who are classified as a junior or senior may purchase prom tickets. Any student who does not purchase a ticket during the sales period must have special permission from the principal to purchase tickets and may be charged a late fee. If a student is suspended during the week of prom and this suspension includes the Friday before prom, he or she will not be allowed to participate in prom activities and will not receive a refund.

#### **Dress Code for Prom**

##### **Girls:**

Dresses should be modest in design. For PROM ONLY: Two piece dresses will be allowed as long as no more than 1 inch of mid-riff is exposed while standing upright. Dress length should not be more than four inches above the knee and splits should not be more than six inches above the knee. Chest area must be covered. No cleavage can be shown.

##### **Boys:**

This is a formal occasion. No Jeans. A shirt must be worn. Tux or suit is required for attendees.

If you have concerns about your attire, please see a committee member at least two weeks prior to prom. If the dress code is not followed, participants will be asked to leave and will not receive a refund. No adults other than chaperones are allowed.

- All students and their dates will be required to sign in upon arrival and sign out when leaving the dance.
- Any student who appears to be under the influence of alcohol or drugs while at prom or on surrounding premises (parking lot) will be remanded into the custody of the law and is also subject to school disciplinary action.

### **PROMOTION CRITERIA (GRADES 6-8)**

Promotion criteria for grades 6 and 7

- 1.) Students must attend the required number of days.
- 2.) Students must pass three (3) of five (5) subjects. Students must pass ELA and Math and at least one other core subject (Science or Social Studies).

Promotion criteria for grade 8

- 1.) Students must attend the required number of days.
- 2.) Students must pass three (3) of five (5) subjects. Students must pass ELA and Math and at least one other core subject (Science or Social Studies).
- 3.) Students must meet requirements as identified by state testing or local pupil progression exceptions.

For requests for a student to be held back in a grade, a notarized letter with explanation including:

- 1.) Student's full name
- 2.) Date of Birth
- 3.) Current Year and Grade in school
- 4.) Reason for holding student back
- 5.) Next Year and Grade placement
- 6.) Parent Signature and Date

### **PROMOTION CRITERIA (GRADES 9-12)**

Attendance is crucial to the awarding of Carnegie Units (Credits)

- 1.) In order for 9<sup>th</sup> grade students to progress to the 10<sup>th</sup> grade, students must have successfully completed 5 units which includes 1 unit of English and 1 unit of mathematics.
- 2.) In order for 10<sup>th</sup> grade students to progress to the 11<sup>th</sup> grade, students must have successfully completed 11 units which includes 2 units of English and 2 units of

- mathematics.
- 3.) In order for 11<sup>th</sup> grade students to progress to the 12<sup>th</sup> grade, students must have successfully completed 17 units.
    - a. Students that plan to graduate during the current year and do not have 17 credits as described above at the beginning of the school year are the only students which may progress to 12<sup>th</sup> or senior status at midterm. The student can only progress if they are on track to graduate May of the current year.
  - 4.) In order for 12<sup>th</sup> grade students to graduate, students must have ALL required courses in their chosen pathway.
    - a. University pathway requires 24 of the correct credits in each category.
    - b. JumpStart pathways require 23 of the correct credits in each category including 9 specific electives aligned to the chosen pathway.
    - c. Graduating seniors will be required to complete the FAFSA or other state approved documentation. This can be done as early as October 1 of the senior year.

### **PROGRESS REPORTS**

Progress reports will be sent home in the middle of each nine weeks.

### **PUPIL PROGRESSION**

Beekman Charter School operates under the Morehouse Parish School board pupil progression policy filed with the Louisiana Department of Education. Beekman Charter does have the following addendum attached to the Morehouse policy.

#### **Addendum**

The following applies exclusively to Beekman Charter School:

LOCAL POLICIES exclusively for Beekman Charter School:

- Students are eligible for Credit Recovery with a minimum average of 55 where the grade of the credit recovery will be averaged with the failing grade of the class to obtain the grade that will be added to the transcript. Classes available are Carnegie unit English, Math, Science, Social Studies, and Spanish with the exception of Dual Enrollment classes that are governed by outside entities. Classes are given via a computer system with lessons coordinating with the materials of the semester that is aligned with the curriculum of the class. Credit recovery is NOT equal to repeating a course, both the original grade and the credit recovery will appear on the transcript. A student may not be enrolled in Credit recovery until the semester is completed and the student has received a failing grade for the semester. A Credit Recovery course may not be taken to earn initial credit. Credit Recovery grades do not replace failing grades.



- Mid-term/Final exams at Beekman Charter School will be given at the discretion of the teacher. Final exams will be administered during the regular class period or with a modified schedule. These exams will count as no more than two 100 point grades for the semester grading period. If a student has an A average for the year/class, he or she is exempt for the final exam. This does not apply to Dual Enrollment classes that are governed by outside entities. For a student taking the EOC, his or her score will count as 30% of the final grade or 5% for students that qualify for Act 833/April Dunn Act. When LEAP 2025 scores are not available before final grading, teacher grades will be used to compute a student's final average.

### **REMIND SYSTEM**

For school wide Remind text notification, please text @bcstigers 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. This is to be given to students, in lieu of suspension, that have committed an offense that would 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 alert system or Remind 101 shall also be utilized for this purpose. The following TV stations will be notified by school officials: KNOE-TV, KTVE-TV.

### **SEARCH AND SEIZURE**

Any administrator or school resource officer may search any building, desk, locker, area, or grounds including vehicles 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 POLICY**

Beekman Charter School may impose certain student fees or charges to help offset special costs incurred in the operation of specific classrooms or subjects. Generally students should not be denied or delayed admission nor denied access to any instructional activity due to failure or inability of their parent or guardian to pay a fee. Report cards and other academic records cannot be withheld for failure to pay a fee, pursuant to La. Rev. Stat. Ann. §17:112 (C).

Each student fee will be collected by the school's main office. Fees can be paid by check or cash.

Collected fees are used to cover the costs of supplies, activity, or experience.

### **Economic Hardship Waivers**

Families who would like to request an economic hardship waiver may do so by contacting the School Counselor or Principal. Certain fees may be reduced or denied for economically disadvantaged students and students whose families are experiencing economic hardships and are financially unable to pay them. Examples of families facing economic hardship include, but are not limited to, families receiving unemployment benefits or public assistance, including Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Supplemental Security Income (SSI) or Medicaid; foster families caring for children in foster care; and families that are homeless.

All requests for economic hardship waivers of student fees must be submitted in writing and include supporting documentation. Supporting documentation used in considering the validity of any request for a waiver shall be confidential. Any appeal to the decision must follow the same due process as the complaint/grievance process.

### **School Supplies**

School Supplies requested by classroom teachers are limited to consumable items. No classroom Supplies for each school year should not exceed fifty dollars per child. Principal or his or her designee must approve school supply requests by classroom teachers.

### **Damaged or Lost Books**

Each student shall be informed that he is responsible for every textbook issued to him and that in the event a textbook is lost or damaged, charges will be assessed based on the condition of the textbook at the time it was issued.

The following is a recommended guide for assessing charges based on years of use: New Books - collect 100% of cost; 2 years - 80%; 3 years - 60%; 4 years - 40%; 5 years or more - 20%. Original values of books may be obtained from the State Textbook order form or publishers. Money collected for textbooks is to be turned in to the main office at the end of the school session as part of the textbook inventory.

### **STUDENT PROGRESS CENTER**

Parents may log into [www.beekmancharter.org](http://www.beekmancharter.org) to access the student progress center. Parents need to select parent center and click on student progress center to begin registration for new users. For new users, a PSN, which is the last 5 digits of your child's social security number, will be required. School records are available through this program, but if fines are owed, limited access will be available.

## **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 6-12 who are tardy for school or class must report to the main office to obtain a tardy slip. Students in grades 6-12 will receive a consequence which may include morning detention, corporal punishment or behavior center for every three unexcused tardies. Tardies for school or for any individual class in a school year are considered one in the same and are cumulative. Students in grades 6-12 who receive a consequence for tardies more than three times in a school year, may be subject to in-school suspension.

### **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.

**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 used for 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 only when an appointment has been made prior to their arrival on campus. Visitors must have legitimate business on campus and be approved by the principal or his or her designee.
2. All visitors must register in the main office at the check-in window. 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.

### **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*

**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.