

BEEKMAN CHARTER SCHOOL
ELEMENTARY HANDBOOK
2025-2026



Table of Contents

BOARD OF DIRECTORS	3
ADMINISTRATION AND OFFICE STAFF	4
FACULTY AND STAFF	5
NOTIFICATION OF NON-DISCRIMINATION.....	6
SCHOOL CALENDAR.....	7
ACCIDENT/INJURY PROCEDURES	8
ADDRESS AND PHONE NUMBER CHANGES	8
AFTER-SCHOOL ACTIVITIES	8
ARRIVAL/DEPARTURE TIMES	8
ATTENDANCE	9
Truancy Procedures	11
BULLYING POLICY	12
BUS CONDUCT.....	13
CAFETERIA.....	14
CHEATING/PLAGIARISM.....	15
CHECK-IN/CHECK-OUT PROCEDURES	15
CONSENT FORM.....	16
DANCE POLICY.....	16
DISCIPLINE.....	18
Expulsion.....	23
DRESS CODE	26
ELEMENTARY PLAYGROUND RULES.....	28
ECONOMIC HARDSHIP WAIVERS	28
ELECTRONIC DEVICES.....	29
ENTRANCE REQUIREMENTS.....	30
FUNDRAISING.....	30
GRIEVANCE PROCESS	30
GUIDANCE COUNSELOR.....	31
HALL CONDUCT	32
HEALTH PROBLEMS.....	32
HEAD LICE.....	32
HONOR ROLL.....	32

LOST AND FOUND	32
MAKE-UP WORK POLICY	33
MEDICATION ON CAMPUS (GUIDELINES)	33
PARENT CONFERENCES.....	35
PARENT CONDUCT	35
POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)	36
POSTERS AND ADVERTISEMENT	36
PUPIL PROGRESSION.....	37
REMIND SYSTEM	37
REPORT CARDS.....	37
SCHOOL CLOSINGS	37
SCHOOL RESOURCE OFFICER (SRO)	37
SEARCH AND SEIZURE	37
SECTION 504 COMPLIANCE.....	38
STUDENT FEES POLICY	38
STUDENT PROGRESS CENTER.....	38
STUDENT RECORDS.....	38
TECHNOLOGY USE POLICY	39
TELEPHONE	40
TEXTBOOKS	40
TITLE I HANDBOOK.....	40
TOILET TRAINING	40
VIDEO AND AUDIO MONITORING POLICY OF BCS PROPERTY	41
VISITORS/VOLUNTEERS.....	42
WITHDRAWAL AND TRANSFER	43
HANDBOOK SIGNATURE POLICY	43

BEEKMAN CHARTER SCHOOL

BOARD OF DIRECTORS

**Keith Huntsman,
President**

**Michael Edmonds,
Vice President**

**Tamika Farrell,
Secretary-Treasurer**

Mario Bershell

Sarah Ellingburg

Mike Stephens

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. Miranda Owens.....	Registrar/Records
Mrs. Abigail Atkins.....	Curriculum Assistant/HR
Mrs. Heather Doles.....	Counselor
Mrs. Jennifer Ellingburg.....	Counselor/PBIS Coordinator
Mrs. Candy Bulloch.....	504/Testing Coordinator
Mrs. Stacy Daugherty.....	LHSAA Facilitator
Mr. Joseph Purvis.....	Athletic Director
Mrs. Autumn Smith.....	Bookkeeper
Mrs. Karen Martin.....	Secretary
Mrs. Caitlin Stanley.....	School Nurse

FACULTY AND STAFF

ELEMENTARY

Mrs. Jennifer Mangrum	Pre-Kindergarten
Mrs. Misty Travis	Pre-Kindergarten
Mrs. Joan Chain	Kindergarten
Mrs. Brittany Cheek	Kindergarten
Mrs. Stephanie Rawls	Kindergarten
Mrs. Sherri Johnson	First Grade
Mrs. Stefanie Ingram	First Grade
Mrs. Jody Boatright	First Grade
Mrs. Lizz McVoy	Second Grade
Mrs. Brittany Higginbotham	Second Grade
Mrs. Hannah Andrews	Second Grade
Ms. Tina Wolfe	Third Grade
Mrs. Sydney Manning	Third Grade
Mrs. Miranda Gregory	Third Grade
Mrs. Angie Stevenson	Fourth Grade
Mrs. Megan Middlebrooks	Fourth Grade
Mrs. Amy Waller	Fourth Grade
Mrs. Avrie Caldwell	Fifth Grade
Mrs. Emily Fulmer	Fifth Grade
Mrs. Melissa Garrett	Fifth Grade
Mr. Alan Murry	Physical Education
Mr. Marc Simmons	Physical Education
Mr. Mitch Stephens	Physical Education
Mrs. Nichole Crim	Special Education
Mrs. Nikki Johnson	Special Education
Ms. Lara Goleman	Special Education
Mrs. Terri Jo Churchwell	Math Interventionist
Mrs. Holly Farrar	Reading Interventionist
Mrs. Trudi Irby	Librarian
Mrs. Krista Sharp	Paraprofessional
Mrs. Angel Jones	Paraprofessional
Mrs. Melanie Middlebrooks	Paraprofessional
Mrs. Ashleigh Robinson	Paraprofessional
Mrs. Rebecca McLeod	Paraprofessional
Mrs. Kristin Stuckey	Paraprofessional
Mrs. Mary Beth Breshears	Paraprofessional
Mrs. Donna Owens	Paraprofessional
Mrs. Krista Sebren	Paraprofessional
Ms. Dakota Middlebrooks	Paraprofessional
Mrs. Stephanie Morgan	Paraprofessional

NOTIFICATION OF NON-DISCRIMINATION

Beekman Charter School does not discriminate on the basis of race, color, national origin, sex, or handicap in its academic or CTE programs, services, or activities as required by Title VI of the Civil Rights Act of 1964, as amended; Title IX of the Education Amendments of 1972; and Section 504 of the Rehabilitation Act of 1973; as amended.

SCHOOL CALENDAR

2025-2026 Beekman Charter School Calendar

JULY 28 (Monday)	10 MONTH EMPLOYEES REPORT
AUGUST 11 – 15 (Monday – Friday)	FACULTY & STAFF REPORT MANDATORY EMPLOYEE INSERVICE
AUGUST 18 (Monday)	GRADES 1-12 BEGIN FULL DAYS
AUGUST 25 (Monday)	PK-K GIRLS ATTEND
AUGUST 26 (Tuesday)	PK-K BOYS ATTEND
SEPTEMBER 1 (Monday)	LABOR DAY
SEPTEMBER 22 (Tuesday)	MANDATORY EMPLOYEE INSERVICE/ STUDENT VIRTUAL DAY
OCTOBER 13-17 (Monday – Friday)	FALL BREAK
NOVEMBER 24-28	THANKSGIVING
DECEMBER 22 – JANUARY 9	CHRISTMAS/NEW YEARS
JANUARY 19 (Monday)	MARTIN LUTHER KING, JR. DAY
FEBRUARY 16 (Monday)	PRESIDENT'S DAY
FEBRUARY 17 (Tuesday)	MANDATORY EMPLOYEE INSERVICE/ STUDENT VIRTUAL DAY
MARCH 23-27 (Monday – Friday)	SPRING BREAK
APRIL 3 & 6 (Friday & Monday)	EASTER BREAK
MAY 21	STUDENTS LAST DAY
MAY 22	TEACHERS LAST DAY
MAY 25	MEMORIAL DAY
JUNE 5	10 MONTH EMPLOYEES LAST DAY
JULY 7	INDEPENDENCE DAY

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 into 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.

Elementary students cannot be left at any after-school activities without the supervision of an adult aged 18 years or older. Junior high and high school students may be left unsupervised at after-school activities. However, if any behavior violation occurs while unsupervised, they will not be permitted back to any after-school activities without the supervision of an adult aged 18 years or older.

No students, regardless of age, may be left at school unsupervised in between school hours and any after-school activities.

ARRIVAL/DEPARTURE TIMES

Arrival

Students are not allowed on campus before 7:10 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 student 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.

ATTENDANCE

Beekman Charter School complies with the state regulations regarding school attendance. Louisiana State law requires that students be in school every day that school is in session unless an absence is due to one of the justifiable reasons allowed by law and school board policy. Parents are encouraged to cooperate with the school by scheduling or arranging any other activity or appointment at times other than during the school day.

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. Students 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

Extenuating Circumstance

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.

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.

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 (7th) birthday until his eighteenth (18th) 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.

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.**

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 5th unexcused late to school.

Beekman Charter School
Truancy Procedures
2025-2026

PROMPT	REQUIRED ACTION
Daily	❖ SAS calls parent/guardian.
3 rd Unexcused Absence/Tardy	● Formal written and/or in-person notification to parents
10% Absences	
5 th Unexcused Absence/Tardy in a semester	● Formal written and/or in-person notification to parents ● Report student to FINS office
Continued Habitual Absence/Tardies	● Formal written and/or in-person notification to parents ● Engage with the appropriate judicial office

BULLYING POLICY

Creating a safe, caring environment and valuing every student's education are imperative at Beekman Charter School. Therefore, BCS will not tolerate bullying or similar behavior. Bullying can be physical, verbal, emotional, and cyber (which includes email, cell phone, any social media, etc.) Bullying can greatly impact a student's ability to learn and a school's ability to teach because of its disturbing environment.

Definition of Bullying: (As provided in Act 861 of 2012)

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 rumors;
- 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;

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, 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.

Cyberbullying

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.

Cyberbullying 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 cyberbullying;
- recording or usage of recorded messages, text, videos, or other communications for the purpose of cyberbullying.

Cyber-bullying will not be tolerated by any student or school personnel. Name calling is not considered cyberbullying. The act of cyberbullying 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.

At any time, if the severity of the behavior warrants, the students may be suspended from school on the first infraction. The following actions will be considered severe behavior and students may be suspended from school for a minimum of three days or for the remainder of the school year for such behavior:

1. Fighting
2. Possession of alcohol or drugs
3. Smoking, vaping
4. Possession of any kind of weapon
5. Assault
6. Destruction of school property
7. Intentional disrespect (Ex. Cursing the driver)

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.

Consequences:

1st Offense: The bus driver will provide documentation on a bus conduct form and make parental contact.

2nd 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.

3rd 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.

4th 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.

5th 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).

6th 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.

CAFETERIA

Cafeteria Behavior

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.

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.

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

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.

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.

CHEATING/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 days lunch detention

Third offense – zero given, parent contact, and 1 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

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.

1. 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.
2. Parent(s) may be requested to show their picture ID when checking student(s) out.
3. Students will not be allowed to check out for lunch.
4. 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.

CONSENT FORM

PARENT CONSENT AND ACKNOWLEDGEMENT FOR BCS HANDBOOK, ATHLETIC PROGRAMS, AWARD PUBLICITY, HONOR ROLL LISTS, SOCIAL MEDIA, ONLINE RESOURCES, TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS, COLLEGE/UNIVERSITY ADMISSIONS, LOUISIANA WORKFORCE COMMISSION, AND OTHER USES OF STUDENT INFORMATION

Some of your child's information may be shared with the Louisiana Department of Education (LDOE), Louisiana Office of Student Financial Assistance (LOSFA), Louisiana Workforce Commission (LWC), Louisiana High School Athletic Association (LHSAA), National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), North Louisiana Youth Sports Association (NLYSA), 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.

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.

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.

Consent form is located at the end of this document.

DANCE POLICY

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 Homecoming and 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.

Homecoming 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 pants with nice button up shirt.

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.

Prom Dress Code

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.

DISCIPLINE

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.

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

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
- Chewing gum

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.

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.

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 lunch detention, in-school suspension, even when the infraction did not include the student's removal from the classroom. 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.

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 or assistant principal. 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:

- 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.
- 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.
- The principal or assistant principal shall administer corporal punishment only in the presence of another school employee who shall be informed beforehand of the reasons for the punishment.
- 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.
- In all cases in which corporal punishment is used, the principal or assistant principal 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.
- Parents who do 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. 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.

- 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:
 - The age of the student
 - The size of the student
 - The student's ability to bear the punishment
 - 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.

Behavior Center/In-School Suspension (ISS)

The Beekman Charter School behavior center shall be used to house in-school suspension and behavior center. Students may be assigned to the behavior center for up to two days without being suspended or for in-school suspension terms for 3 to 5 days. Appropriate school work will be assigned to students in the behavior center by their teachers. Students housed in the behavior center will be given morning and afternoon restroom breaks. Students will report directly to the behavior room as soon as they arrive on campus in the morning.

Emergency restroom breaks will be given by the supervisor when necessary. Students assigned to the behavior room will be provided breakfast and lunch to be eaten in the behavior room.

Students must follow all school rules while in the behavior center. Students are not allowed to talk, eat (other than meals provided), sleep, or play in the behavior center. Students must

complete the majority of the work that is assigned to them. Students who misbehave, violate school rules, or do not complete the majority of their assigned work in the behavior center may be subject to further action up to and including out of school suspension or recommendation for expulsion.

Suspension/Recommendation 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, Juuuals, 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 buses, school lockers, and parking lots.
- School administrators will use the following procedure as corrective action for any student who are found with tobacco products (cigarettes, cigar, vapes, etc.):
 - **1st Offense** - 3 days suspension
 - **2nd Offense** - 5 days suspension
 - **3rd Offense** - Recommended for expulsion
- 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 buses, 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 buses, 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.

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 buses, school lockers, and parking lots.
- Any student found guilty of being in possession of a firearm, bullet, or projectile, 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 buses, 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.
- If a student is found in possession or having had used a vape with marijuana, the student will be recommended for expulsion for an entire semester.
- 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.

An expulsion is a removal from all regular school settings for a period of not less than one semester (18 weeks). 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 length of the expulsion will be determined by a team of Beekman Charter School administrators; however, no expulsion will be shorter than 30 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 time at Fresh Start Academy in Morehouse Parish. It is the responsibility of the parent or guardian of the student under expulsion to provide transportation to and from Fresh Start Academy.

According to Louisiana law, (La. R.S. 17:416) it is mandatory that if a student, grades 6-12, is found in possession of a firearm, knife with blade 2.5 in. or longer, or any illegal narcotic, drug or other controlled substance on school property, school bus, or school sponsored event, and referred to DA, then the student shall be expelled for 4 semesters. It is also a mandatory expulsion for a student in grades 6-12 who has been suspended a third time within the same school year for any offense (other than dress code or tardiness).

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.

*****An expelled student is not allowed on campus during his/her expulsion for any reason including extra-curricular events.**

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.

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 royal for Prek-5th. During cold weather, only sweatshirts that are sold by BCS may be worn. Sweatshirts also have to be heather royal for elementary. 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.

Pants

Blue jeans and solid black, gray, navy, or brown pants, shorts, skirts, skorts, or capris may be worn. Both boys and girls may wear solid colored joggers in the previously mentioned colors. Both boys and girls are allowed to wear solid colored athletic pants/shorts in the previously mentioned colors. No hip-huggers are allowed. No leggings 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. Wind shorts are prohibited. The principal will have 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 or be excessively oversized. 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/her designee.

Jackets and Coats

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

Shoes

Sneakers or tennis shoes are preferred. No flip-flops or house shoes are allowed. Crocs are allowed.

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:

- Curlers

- Bandanas
- Headwraps
- Other head ornaments that can lead to distractions
- Sunglasses (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.

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. 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 for elementary students are not allowed.

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

Only acceptable hairstyles are allowed. Design hair writing is prohibited. 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.

Free Dress

Fridays will be free dress days. Students may wear any clothing (that is not specifically prohibited in the policy) 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.

****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/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/her designee will be the final interpreter of the violation.

Consequences:

First offense: Warning
Second offense: Contact parent
Third offense: 5 min recess detention
Fourth offense: 10 min recess detention
Fifth offense: Recess detention
Sixth offense: 2nd Recess detention
Seventh offense: Behavior room

ELEMENTARY PLAYGROUND RULES

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

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.

ELECTRONIC DEVICES

Cell Phones

As outlined in Louisiana Act 313, no student shall possess, on his person, an electronic telecommunication device throughout the instructional day. This means that students may not have electronic telecommunication devices on the school bus or on school property during the instructional day:

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. Parent will be notified and must report to the school to pick it up. **Note:** If a student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.

Second Offense: The confiscated item will be held at the school until a parent picks it up, and the student will be assigned **1 day of Recess Detention**. The parent will be notified.

Third Offense: The confiscated item will be held at the school until a parent picks it up, and the student will be assigned **1 day of ISS**. The parent will be notified.

Fourth Offense: The confiscated item will be held at the school until a parent picks it up, and the student will be assigned **OSS**. The parent will be notified.

****NOTE:** Any student refusing to relinquish their cell phone to a faculty or staff member for the entirety of the consequence will be subject to a three-day suspension one time. Refusal to turn over a cell phone for a 2nd offense entails a second out of school suspension resulting in a recommendation for expulsion.

Other Electronic Devices

Apple watches, earbuds, 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.

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.

ENTRANCE REQUIREMENTS

All students upon entering Louisiana schools for the first time shall present an official birth certificate and a record of immunization and a social security card.

FUNDRAISING

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

GRADING SCALE

A	=	90 - 100
B	=	80 - 89
C	=	70 - 79
D	=	60 - 69
F	=	59 and below

*Promotion is dependent on the specific grade level outlined in the 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.

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

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 2026*

@bcs-2026

*(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 2026 = @bcs-2026)

Honors Students @bcshonors

Academic Dual Enrollment Students @bcsdual

JumpStart Pathway Students @bcsjump

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 a hall pass being created except during class change. Students are encouraged to walk to the right side of the halls to ensure smooth transitions.

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

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 completed 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 a 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

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 final grade at the time of awards.

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 POLICY

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 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.

MEDICATION ON CAMPUS (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 class, the office will contact a parent or guardian to come and get the student. Students are not allowed to bring any type of medication to school. Parent(s) must bring all medication to the school.

EpiPen

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 the label. This includes 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.

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.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORT (PBIS)

Beekman Charter School implements a digital PBIS (Positive Behavior Interventions and Supports) system. All students PK-12th grade can earn Tiger Bucks by meeting our school wide expectations, also known as ROAR.

- Rise to the Challenge
- Own Your Actions
- Achieve Goals
- Respect Self and Others

All Tiger Bucks are awarded digitally through the Navigate 360(PBIS Rewards) program. Students and their parents have access to their PBIS account. Tiger Bucks can be spent in the school store, a teacher's store (if applicable), or in drawings and raffles (when available).

The purpose of PBIS is to encourage and promote positive behavior among all students.

POSTERS AND ADVERTISEMENT

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

PUPIL PROGRESSION

Beekman Charter School operates under the Morehouse Parish School board; however, Beekman Charter School submits their own pupil progression to the Louisiana Department of Education. The pupil progression plan can be found at www.beekmancharter.org.

REMIND SYSTEM

For school wide Remind text notification, please text @bcstigers to [81010](tel:81010). The school also has individual grade levels, dual enrollment, and honors Reminds set up. Please make sure that you are on all Reminds that apply to you. A complete list can be found at www.beekmancharter.org on the BCS Counseling Home page.

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. Report cards will also be posted to the Student Progress Center.

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 shall also be utilized for this purpose. The following TV stations will be notified by school officials: KNOE-TV, KTVE-TV.

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.

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.

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.

STUDENT PROGRESS CENTER

Parents may log into 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.

TARDY POLICY

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.

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.

TELEPHONE

Students must have permission to use the office phone. In the event that a student receives an emergency call, he/she will be called out of the 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.

TITLE I HANDBOOK

Click the link to view the Title One Parental Handbook.

[Title I Handbook](#)

TOILET TRAINING

Students enrolled in preschool and beyond must be toilet trained before attending Beekman Charter School. A student having frequent accidents is not considered toilet trained. We do understand that even toilet trained children will occasionally have accidents. By definition, “accidents” are unusual incidents and should happen infrequently. If an accident does occur and the student is not capable of changing themselves, you will be required to come to the school and assist your child.

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

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

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

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 TIGERS

Samantha Mann, Executive Director
15190 A.M. Baker Rd.
Bastrop, LA 71220
Phone: 318-281-1743
Fax: 318-283-5100

PARENT CONSENT AND ACKNOWLEDGEMENT FOR BCS HANDBOOK, ATHLETIC PROGRAMS, AWARD PUBLICITY, HONOR ROLL LISTS, SOCIAL MEDIA, ONLINE RESOURCES, TOPS, COLLEGE SCHOLARSHIPS, GRANTS, AID PROGRAMS, COLLEGE/UNIVERSITY ADMISSIONS, LOUISIANA WORKFORCE COMMISSION, and OTHER USES OF STUDENT INFORMATION

Some of your child's information may be shared with the Louisiana Department of Education (LDOE), Louisiana Office of Student Financial Assistance (LOSFA), Louisiana Workforce Commission (LWC), Louisiana High School Athletic Association (LHSAA), National Collegiate Athletic Association (NCAA), National Association of Intercollegiate Athletics (NAIA), North Louisiana Youth Sports Association (NLYSA), 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 (Google services, 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.

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 ACKNOWLEDGE that I have read and agree to all the policies and procedures in the BCS Handbook that is available on www.beekmancharter.org.

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 Grades)
- Classes, Clubs, and Organizations (ALL Grades)
- Online Resources and Educational Tools (ALL Grades)
- LDOE, LOSFA, LWC, and Postsecondary Education Institutions (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, NAIA, NLYSA, and other sports programs (ALL Grades)

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.

We Believe All Children Can Succeed at High Levels.