



BEEKMAN CHARTER SCHOOL
SECONDARY HANDBOOK
2026-2027

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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/Dual Enrollment
Mrs. Jennifer Ellingburg.....	Counselor/PBIS Coordinator
Mrs. Candy Bulloch.....	504/Testing Coordinator/SBLC
Mrs. Stacy Daugherty.....	LHSAA Facilitator
Mr. Greg Hill.....	Athletic Director
Mrs. Autumn Smith.....	Bookkeeper
Mrs. Karen Martin.....	Secretary
Mrs. Caitlin Stanley.....	School Nurse

FACULTY AND STAFF

JUNIOR HIGH SCHOOL

Mrs. Jayla Odom	English
Mrs. Carrie Odom	English
Ms. Kaitlynn Harris	English
Mrs. April McLeod	Math
Mrs. Latoya Bershell	Math
Mr. Dylan Breshears	Math
Mr. Chase Higginbotham	Science
Mr. Corben Manzella	Science
Mr. Brady Senn	Social Studies
Mrs. Jane Hynum	Social Studies
Mr. Hunter Ford	Elective
Mr. Shawn Dalton Weatherbee	Health/PE
Mrs. Shelley Fisher	Special Education
Mrs. Lisa Chain	Paraprofessional

HIGH SCHOOL

Mrs. Saige Weatherbee	English I and II
Mr. Christopher Masling	English II and Bus. English
Mrs. Stormee Kester	English III and IV
Mr. Micah Griffin	Algebra I/Math Essentials
Ms. Nikki Driver	Geometry
Mrs. Alexa Robinson	Algebra II/Advanced Math
Mrs. Jennifer Montgomery	Financial Math/Pre Cal
	/Business Math
Mrs. Kim Caldwell	Chemistry/Environmental
	Science
Mrs. Jennifer Moran	Environmental Science/
	Agricultural Science
Mrs. Robin Davis	Biology
Mr. Tristan Shanks	Civics
Mr. Rex McCarthy	American History/World
	Geography/World History
Mrs. Mandy Rinehart	Computer Sciences
Mrs. Rachael Peralta	Spanish/IBCA
Mrs. Sherri Fulmer	Art/Intern/Student Worker
Mrs. Kristi Schmitz	Yearbook/Nutrition
Mr. Jake Andrews	Carpentry/OSHA/ETA
Mr. Micah Hawkins	Welding I/Welding II
Mrs. Trudi Irby	Librarian
Mrs. Judy Johnson	Special Education

Mr. Joseph Waller
Mr. Greg Hill
Mrs. Karli Simmons
Mr. Tommy Tharp
Mr. Colin Perrino
Mr. Jackson Kimball

Physical Education
Physical Education
Physical Education
Electives/Physical Education
Paraprofessional
ISS 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

2026-2027 Beekman Charter School Calendar

JULY 22.....	10 MONTH EMPLOYEES REPORT
AUGUST 5-11 (Wednesday - <u>Tuesday</u>).....	FACULTY & STAFF REPORT
	MANDATORY EMPLOYEE INSERVICE
AUGUST 12..... <u> </u>	HIGH SCHOOL 1 ST DAY
AUGUST 13..... <u> </u>	JUNIOR HIGH SCHOOL 1 ST DAY
AUGUST 14..... <u> </u>	ELEMENTARY 1 ST DAY
SEPTEMBER 7 (Monday)..... <u> </u>	LABOR DAY
SEPTEMBER 28 (Monday).....	STUDENT VIRTUAL /FACULTY AND STAFF DEVELOPMENT
OCTOBER 12-16	<u> </u> FALL BREAK
NOVEMBER 3 (Tuesday)..... <u> </u>	<u> </u> ELECTION DAY
NOVEMBER 23-27.....	<u> </u> THANKSGIVING
DECEMBER 21-JANUARY 8..... <u> </u>	<u> </u> CHRISTMAS/NEW YEARS
JANUARY 18 (Monday)..... <u> </u>	<u> </u> MARTIN LUTHER KING, JR. DAY
FEBRUARY 15 (Monday).....	PRESIDENTS' DAY
FEBRUARY 16 (Tuesday).....	STUDENT VIRTUAL/FACULTY AND STAFF DEVELOPMENT
MARCH 19 (Friday).....	GOOD FRIDAY
MARCH 29-APRIL 2..... <u> </u>	<u> </u> SPRING BREAK
MAY 20 (Thursday).....	STUDENTS' LAST DAY
MAY 21 (Friday).....	TEACHERS' LAST DAY
MAY 31 (Monday)..... <u> </u>	<u> </u> MEMORIAL DAY
JUNE 4 (Friday).....	10 MONTH EMPLOYEES' LAST 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 afterschool 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.

ATHLETIC ELIGIBILITY

All rules of eligibility as set forth by the Louisiana High School Athletic Association are adhered to, as well additional rules considered appropriate by the administration of BCS.

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

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. Secondary students (grades 6-12) may not have more than 5 unexcused absences per semester. After three unexcused absences, the parent will be contacted in writing and a parent conference will be held. After five unexcused absences, the a referral is made on the student to the FINS (Family in Need of Services) office. 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 will result in a FINS (Family In Need of Services) referral to the Office of District Attorney. 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 2026-2027

PROMPT	REQUIRED ACTION
Daily	• SAS calls parent/guardian.
3 rd Unexcused Absence/Tardy	• Formal written and /or in-person notification to parents
10% Absences	• Formal written and/or in-person notification to parents
5 th Unexcused Absence/Tardy in a semester	• Report student to FINS office

Continued Habitual
Absence/Tardies

- Formal written and/or in-person notification to parents
- Engage with the appropriate judicial office

***Attendance recovery will only be allowed to recover up to four days per semester for the 2026-2027 school year.**

BELL SCHEDULES

Junior High

Breakfast 7:15 - 7:33

1st: 7:40 - 8:40 (60 minutes)

2nd: 8:45 - 9:40 (55 minutes)

3rd: 9:45 - 10:40 (55 minutes)

4th: 10:45 - 11:40 (55 minutes)

LUNCH 11:40 - 12:05

5th 12:10 - 1:05 (55 minutes)

6th: 1:10 - 2:05 (55 minutes)

7th: 2:10 - 3:05 (55 minutes)

High School

Breakfast 7:15 - 7:33

1st: 7:40 - 8:40 (60 minutes)

2nd: 8:45 - 9:40 (55 minutes)

3rd: 9:45 - 10:40 (55 minutes)

4th: 10:45 - 11:40 (55 minutes)

5th 11:45 - 12:40 (55 minutes)

LUNCH 12:40 - 1:05

6th: 1:10 - 2:05 (55 minutes)

7th: 2:10 - 3:05 (55 minutes)

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.beckmancharter.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, Beats, or earbuds
- 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:

1. Corporal punishment should not be used as a first line of punishment, but instead should be used after other behavior modification efforts have failed. Corporal punishment may be used on the first offense for infractions outlined in this handbook as offenses which may occasion its use. Corporal punishment shall be available for use when deemed appropriate by school officials for infractions of school rules.

2. Except for those acts of misconduct which are extremely anti-social or disruptive in nature, corporal punishment should not be used unless the student is informed beforehand (via this handbook or other means) that specific misbehavior could occasion its use. Corporal punishment may be used at the discretion of the principal or assistant principal for any level of discipline for offenses as outlined in this handbook.
3. The principal 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.
4. In all cases in which corporal punishment is used, the student should be given a brief but adequate opportunity to explain his/her side of the situation.
5. In all cases in which corporal punishment is used, the principal 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.
6. 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. It is the sole responsibility of the parent to contact the principal and complete the form if the parent so desires. A parent who completes the form is assuming responsibility for his/her child's behavior. If a parent requests that corporal punishment not be used, then another punishment ranging from detention to suspension will be substituted at the discretion of the principal or assistant principal. The punishment assigned will be determined by the severity of the offense and the student's disciplinary history.
7. Corporal punishment shall not be used with students classified as special education or section 504 (except for gifted and talented students).

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

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

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

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

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

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.

- School administrators will use the following procedure as corrective action for any student who participates in fighting

1st Offense - 5 days suspension

2nd Offense - 7 days suspension/possible expulsion recommendation

- 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 - 5 days suspension

2nd Offense - 7 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 busses, school lockers, and parking lots.
- The use of or possession of any controlled substance governed by the Uniform Controlled Dangerous Substances Law, in any form, on school property or any school event sponsored by Beekman Charter School. Possession means on one's person or the person's property, including but not limited to, backpacks, bags/purses, any type of clothing, or an automobile parked on school property. School property is defined as school grounds, playgrounds, premises, and property, including but not limited to land, improvements, and school facilities located on the property of any elementary or secondary school. This also includes school busses, school lockers, and parking lots.
- Willful destruction or marring of any part of the Beekman Charter School property, including buildings, furniture, equipment, books, computers and/or software programs, playground equipment, buses, or any other property contracted to or owned by Beekman Charter School. At the very minimum, the student shall not be allowed to return to school until full restitution has been made to the school as determined by the principal. Full restitution shall be defined as paying the replacement cost of damaged item.
- Any act of theft of property belonging to the school, another student, or any employee or volunteer of the school.
- Conviction of a violation of any city, parish, or state ordinance or statute

- Threatening a staff member
- Students in grades 6-12 who steal anything of material value may be recommended for expulsion on the first offense if deemed serious enough by the Principal. Material value shall be defined as monetary value of \$5.00 or more.
- Any student who participates in creating a list which is deemed harmful to any student will be recommended for a threat assessment and subject to an out of school suspension. Any additional threats by the same student will be recommended for addition threat assessment and possible expulsion.

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 cocurricular 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 nondisruptive.

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

Shirts

Beekman Charter School T-shirt colors are heather gray for sixth through eighth grades and heather navy for ninth through twelfth grades. During cold weather, only sweatshirts and pullovers that are sold by BCS may be worn. Sweatshirts also have to be heather gray for sixth through eighth grades and heather navy for ninth through twelfth grades. BCS t-shirts may not be placed over other apparel to create the illusion of being in proper attire. Long sleeve shirts or sweaters may not be worn as jackets. No hoods.

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 of any kind are allowed. Undergarments or flesh shall not show. Realizing that students are of different heights and builds, shorts must be lengthy enough to show a decent respect for modesty. Shorts should not be more than 4 inches above the knee. 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, be excessively oversized, or have holes. 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, or windbreaker may be worn in any color as long as they do not contain inappropriate words or advertisements for alcohol or other contraband. No jacket/coat with hoods will be permitted. Heavy coats cannot 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 headphones or Beats are allowed.

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 of a single, simple stud are allowed for students in grades 9th-12th (no hoops are allowed due to safety concerns). No nose rings in 6th-8th grades. No gages in earlobes of any student.

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

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

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

Unusual facial make-up or adornments that may be considered to be a possible disruption will not be allowed.

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

<u>First Offense:</u>	Warning
<u>Second Offense:</u>	Lunch detention (1 day)
<u>Third Offense:</u>	Lunch detention (3 days)
<u>Fourth Offense:</u>	ISS and parental contact (1 day)
<u>Fifth Offense:</u>	ISS (2 days)
<u>Sixth Offense:</u>	Suspension (3 days)
<u>Seventh Offense:</u>	Recommendation for expulsion

DRUG TESTING POLICY

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

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

The use of drugs by students/athletes poses the risk of physical harm not only to the student/athlete but to his/her teammates and classmates as well. Also, the "role model" effect of drug use by students/athletes has a detrimental effect on the general school population.

Because of these concerns, BCS embraces the opportunity to provide optimum health and safety to students involved in all phases of student life through a drug-testing program.

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

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

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

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

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

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

- Cheerleaders
- Spirit groups
- All athletes

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

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

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

Procedure for Positive Test

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

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

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

If an extracurricular group student tests positive for any drug, he/she must adhere to the following:

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

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

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

Confidentiality

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

DUAL ENROLLEMENT

AchievED and InvestED Programs

Beekman Charter School offers approved academic dual enrollment courses through the **University of Louisiana Monroe (ULM)**. Dual enrollment allows eligible students to earn high school and college credit simultaneously.

Participation in dual enrollment is a privilege. Enrollment and continued participation are subject to ULM admission requirements, course availability, student performance, counselor recommendation, and approval by Beekman Charter School.

Eligibility and Admission

To enroll in a dual enrollment course through Beekman Charter School, a student must:

- Have an official ACT score on file before registration.
- Meet all admission, GPA, placement, prerequisite, and course requirements established by ULM.
- Receive a recommendation from the BCS Dual Enrollment Coordinator or counselor.
- Complete the required ULM application and pay any applicable application fee.
- Complete all required BCS dual enrollment forms, contracts, orientation activities, and Google Classroom assignments.
- Maintain satisfactory academic progress, attendance, behavior, and work habits.

Students may begin taking dual enrollment courses as early as their sophomore year when all ULM and BCS requirements have been met.

For purposes of placement in the BCS AchievED or InvestED program, the student's ACT composite score from a single test date will be used. ACT superscores will not be used.

Meeting the minimum requirements does not guarantee admission into a particular course.

Students interested in participating in Dual Enrollment should take the ACT during their freshman year so that an official score is available before sophomore-year scheduling and registration. Freshmen are strongly encouraged to take the ACT in April.

Students must register for a national ACT test at www.actstudent.org and should carefully save their ACT username, password, and other account information. When registering, students must enter Beekman Charter School's ACT school code: **190-172**.

The national ACT is generally offered on Saturdays in September, October, December, February, April, June, and July. Students should register early because not every testing location is available for every test date, and nearby testing centers may fill quickly.

All students are advised to take the **Science portion of the ACT at least once**. The **Writing portion is not required** for participation in Dual Enrollment.

During ACT registration, students may select up to four colleges or universities to receive their scores at no additional cost. Students planning to participate in BCS Dual Enrollment must select the **University of Louisiana Monroe using ACT code 1598**. Students may use the remaining three free score reports for colleges or universities of their choice.

AchievED Program

The AchievED program applies to students with an ACT composite score of **20 or higher**.

- Beekman Charter School will pay the tuition for approved AchievED courses.
- Academic dual enrollment courses approved for honors weighting will be calculated as honors courses according to the BCS grading policy.
- Students enrolled in honors-weighted courses must complete the required annual honors agreement.
- Students remain financially responsible for tuition when reimbursement is required under the withdrawal and academic-performance provisions listed below.

InvestED Program

The InvestED program applies to students with an ACT composite score of **19 or lower** who otherwise meet ULM admission and placement requirements.

- The student or parent/guardian is responsible for paying **\$300 per course, per semester**.
- Fall semester payments must be made to Beekman Charter School by **August 15**.
- Spring semester payments must be made to Beekman Charter School by **December 15**.
- Payment must be submitted according to the procedures established by the BCS Dual Enrollment Coordinator.
- InvestED students must meet the same academic, attendance, conduct, orientation, and course-completion requirements as other dual enrollment students.

Grades and Course Credit

- The final grade recorded on the student's high school transcript will match the final grade reported on the official ULM transcript.
- Each semester of a dual enrollment course is considered a separate, stand-alone course and grade.
- ULM grades may not follow the same grading periods or reporting schedule as regular BCS courses.
- Students are responsible for regularly checking their ULM email, learning-management platform, assignments, grades, deadlines, and instructor communications.

- Students must submit grade reports or allow BCS counselors or administrators to view their ULM course grades upon request.
- Students must immediately report any concerns involving grades, course access, instructor communication, textbooks, technology, or missed assignments to the BCS Dual Enrollment Coordinator.

Withdrawal from a Dual Enrollment Course

Before a dual enrollment course can be dropped (withdrawn), the student must meet with the BCS Dual Enrollment Coordinator and complete all required withdrawal paperwork.

When a student receives a **“W,” “W-Grade,” or other withdrawal notation**:

- The student may be placed in a regular high school course if an appropriate course is available.
- Any replacement course will not receive dual enrollment or honors weighting.
- If Beekman Charter School paid the tuition under the AchievED program, the student and parent/guardian will be responsible for reimbursing BCS for the entire tuition cost.
- Tuition or fees that were the responsibility of an InvestED student or family will remain the responsibility of the student or family.

Unsuccessful Course Completion

A student is expected to complete each dual enrollment course with a final grade of **“C” or higher**.

If a student earns a final grade of **“D” or “F,”** fails to complete the course, or is removed from the course:

- The grade reported by ULM will be recorded on the student’s high school transcript.
- If Beekman Charter School paid the tuition under the AchievED program, the student and parent/guardian will be responsible for reimbursing BCS for the entire tuition cost.
- A student who earns a final grade of **“F”** in a dual enrollment course will not be permitted to enroll in another dual enrollment course through Beekman Charter School under the AchievED program.

All outstanding dual enrollment tuition, fees, books, devices, or materials must be resolved before the student may be considered for additional dual enrollment opportunities.

Full-Year Course Requirements

Certain dual enrollment courses must be completed for the full school year to satisfy high school graduation requirements.

- A student using **Biology II Dual Enrollment as the fourth required science credit** must complete both semesters of the course. Fall Semester will count as Dual Enrollment and the Spring Semester will count as regular/honors credit.
- A student taking **English IV through dual enrollment** must complete both semesters.

- If a student cannot enroll in or complete the second semester of the required dual enrollment course, the student must be enrolled in an appropriate regular high school course to satisfy graduation requirements.

Books, Materials, and Technology

- Students are responsible for properly caring for all books, devices, access codes, and instructional materials provided by BCS.
- Non-consumable books and school-owned materials must be returned to BCS immediately after the course ends.
- Students and parents/guardians may be responsible for replacing lost, damaged, or unreturned materials.
- Personal and school-issued devices must be used according to the BCS technology and acceptable-use policies.
- Beekman Charter School is not responsible for personal devices that are lost, stolen, or damaged.

Academic Integrity

Dual enrollment students are subject to the academic-integrity policies of both Beekman Charter School and ULM.

Cheating, plagiarism, unauthorized use of artificial intelligence, sharing assignments, or other academic-integrity violations may result in:

- A failing grade on an assignment or in the course.
- Removal from the dual enrollment program.
- Financial responsibility for tuition.
- ULM disciplinary action.
- Additional disciplinary action under BCS policy.

Summer and Independently Enrolled College Courses

Students may take approved college courses during the summer or outside the BCS dual enrollment program at their own expense. BCS refers to this as Collegiate Classes.

To have an independently completed college course considered for inclusion on the student's BCS transcript:

- The course must meet applicable BCS and Louisiana graduation requirements.
- An official transcript must be sent directly from the college or university to the Beekman Charter School counselor.
- Grades will not be added to the student's transcript from an unofficial transcript, screenshot, student portal, or parent-provided copy.

Completion of a college course does not guarantee that it will satisfy a specific high school graduation requirement.

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. The confiscated item will be held at the school for **fifteen (15) calendar days**. A parent will be contacted and the device will be returned to the parent in **fifteen (15) calendar days** from the date of the offense. The parent will be required to sign and receive notification of a subsequent offense. **Note:** If a student becomes disrespectful due to the item being confiscated, more serious corrective action may be assigned.

Second Offense: The confiscated item will be held at the school for **thirty (30) calendar days**. A parent will be contacted and the device will be returned to the parent in **thirty (30) calendar days** from the date of the offense. The parent will be required to sign and receive notification of a subsequent offense.

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

Fourth Offense: The student will be assigned **3 days out of school suspension** and **the device will not be returned until the end of the school year.** A parent will be contacted. Both the parent and the student will be required to meet with an administrator before the student can return to school. **The device will not be returned to the parent until the end of the school**

year. The parent will be required to sign and receive notification of subsequent offense. **Fifth Offense:** The student will be recommended for expulsion.

****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 five-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 or their principal **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 not allowed. If needed, headphones will be provided in 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.

FUNDRAISER

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.

GRADUATION REQUIREMENTS

Copies of Graduation Requirements can be found at www.beekmancharter.org using the “Counselor Website” under Quick Links.

All Juniors must take ACT WorkKeys and ACT prep classes at BCS. If a student transfers in their Senior Year, they will be enrolled in the ACT WorkKeys and/or ACT prep. Baseline to not take the class as a Senior is Gold on ACT WorkKeys or 22 Composite on ACT (no Superscore). Students that have not reached the baseline goal after taking the ACT WorkKeys and/or ACT prep classes their Junior Year may be enrolled in the class again their Senior Year.

All Seniors are required to take an English class their senior year. Beginning with the 9th grade Cohort of 2024-2025, all students will be required to take Financial Literacy their Senior year.

Graduation Pathways

1. University Diploma Pathway/University TOPS Pathway requires curriculum that includes 4 English, 4 Math, 4 Science, 4 Social Studies, 2 Foreign Languages or 2 Computer Sciences, .5 Health, 1.5 PE, 1 Art, and Financial Literacy (starting with the 2024-25 cohort) TOTAL of 24 Carnegie Units.
2. Jump Start Diploma Pathway/TOPS Tech Pathway (All require the basic curriculum of 4 English, 4 Math, 2 Science, 2 Social Studies, .5 Health, 1.5 PE, 9 JumpStart electives SPECIFIC to the pathway listed below) TOTAL of 23 Carnegie Units.

Important Facts about Pathways

A student must:

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

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

Carnegie Units (High School credit) will be earned as early as 6th grade at BCS. Students are HIGHLY ENCOURAGED to do their best as these credits WILL appear on their transcripts.

6th grade – Intro to Business Computer Applications (IBCA) and Band

7th grade – Fine Arts Survey and Band

8th grade – Introduction to Health Occupations, ½ credit of Health Education, Earth Science or Earth Science Honors, (Algebra I or its equivalent for Honors Students only who took Pre-Algebra in 7th grade)

High School Credit by Examination

Beekman Charter School has the ability to apply high school credit to a student's transcript for passing pre approved CLEP tests. Students must meet with the counselor for guidance on this matter so they can petition SBLC for approval. An individual plan including deadlines will be developed for the student. Once the student has completed all the steps in preparation for the CLEP test, the student will meet with the counselor to arrange for testing. Once a passing score is received, then the pre approved credit will be applied to the student's transcript. CLEP credit that is applied to the transcript will count as an Honor's credit.

GRIEVANCE PROCESS

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

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

GUIDANCE COUNSELOR

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

graduation pathway is by the spring of 10th grade year; however, students' schedules can be better customized if decisions are made as early as spring of their 7th grade year.

Confidentiality Guidelines

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

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

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

Visiting the Counselor's office

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

Counseling REMIND system:

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

You may join a group by texting the following codes to 81010

Class of 2027* @bcs-2027

*(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 2027 = @bcs-2027)

Honors Students @bcshonors

Academic Dual Enrollment Students @bcsdual

JumpStart Pathway Students @bcsjump

Schedule Change Policy

Schedules in grades 9-12 can only be requested to be changed during the first four school days each semester. Honors students are bound by contract and cannot be removed from honors classes once this window is completed the first semester (only exception is Junior High students, see the honors section for more details). Requests must be in writing using the form online via www.beekmancharter.org within five school days at the beginning of a semester using. Only valid requests will be reviewed to determine possibility of schedule change. Students will need to be SPECIFIC in the changes that need to be made on the form. "I did not sign up for this class, I don't like my teacher, I want a different lunch, my friends are not in this class" ...ARE NOT

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

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

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

Transcript and records requests:

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

HALL CONDUCT

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

HOMECOMING COURT GUIDELINES

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

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

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

ALL outfits for homecoming activities must meet BCS dress code on length and exposure. Maids will need a "Sunday type" outfit for pictures to be made prior to homecoming (NO JEANS). This is usually done about 4-5 weeks before homecoming. Maids will need an age appropriate formal dress for the "Coronation" which will take place on the Monday morning the week of the homecoming game in the Gym around 9:00 a.m. (any color except in the family of white/off white/ivory, white will be worn by the Queen). In the event that students are out of school on Monday, the morning coronation will take place on Tuesday. Maids will be presented Friday night on the field at half time and will need a suit for this. The paternal escort will need suit/slacks, **NO JEANS!** Maids will also need respectable attire to attend the Homecoming dance on Saturday following the Friday night homecoming game.

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

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

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

HONORS AND HONORS GRADUATES

Purpose:

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

Expected Outcomes:

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

Honors Courses:

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

English	Mathematic	Social Studies	Science
English I	Advanced Math	American History	Biology I
English II	Integrated Math I, II, & III	Civics	Biology II
English III	Algebra I	Eurobib History	Chemistry I

English IV	Algebra II	World Civilization	Chemistry II
	Algebra III	World Geography	Earth Science
	Calculus	World History	Environmental Science
	Geometry	Psychology	Physical Science
	Pre-Calculus		Physics

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

Honors Entrance and Continuance Requirements:

- Students planning to enroll in Honors Classes must participate in a yearly orientation concerning the honors curriculum. Parents of an honors student will be required to view the orientation with their student.
- A parent (or legal guardian) and the student are required to sign an agreement to be enrolled in honors classes. This contract will be renewed on a yearly basis.
- SBLC reserves the right to remove any student from an Honors class.
- If a student is eligible for attendance recovery for the previous year, the student will not be eligible for honors for the following year.
- Any student that makes below BASIC in a LEAP 2025 tested subject will not be allowed to enroll in an honors class for the next year.

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

- At least a 90 Final average on the previous regular class.
- At least a 80 average on the previous honors class.
- For LEAP 2025 tested subject as the previous regular class, if a student has a below 90 average a student will need a Mastery or Above on LEAP 2025.
- For a LEAP 2025 tested subject as the previous honors class, if a student has a below 80 average a student will need a Mastery or Above on LEAP 2025.
- Students signing up in honors classes will not be allowed to drop or transfer from an honors class until completion of the class or until the next school year as per the contract signed by both student and parent at the beginning of the next school year.
- Students transferring into Beekman Charter School will be allowed to enroll in an Honors class at the time of registration if they meet Honors requirements
- If a student is not approved for honors, he/she may appeal to the SBLC of Beekman Charter School. This committee will review each appeal to insure that the procedures concerning placements, appeals, and due process as set forth in the current guidelines of the BCS Pupil Progression Plan have been followed.
- There are some honors classes that require pre-requisite classes. The student must meet honor

requirements to enroll in the honors classes. Students who enroll in a pre-requisite or honors class but do not maintain honor requirements will be placed in non-honors grade appropriate courses.

Middle School Honors classes

- Students may have the opportunity to enroll in honors classes beginning in grade 7. At this level, students may participate in honors math.
- A 6th grade math student may be promoted to 7th grade Pre-Algebra Honors if the student meets both the following requirements. (Pre-Algebra is a prerequisite to Algebra I or Integrated Math.)
 - Has a 90 average or higher during the previous school year in the applicable content area.
 - Students must score Basic or above in math on their most recent standardized test.
- A 7th grade Pre-Algebra Honors math student may be promoted to 8th grade Algebra I Honors or Integrated Math I (H) if the student meets both the following requirements. (Pre-Algebra is a prerequisite to Algebra I or Integrated Math.) Students that took Pre-Algebra Honors in 7th grade that do not meet all of the following criteria will retake Pre-Algebra in 8th grade.
 - Has a 80 average or higher during the previous school year in the applicable content area.
 - Students must score Basic or above in math on their most recent standardized test.
- A 7th grade student may progress to 8th grade Science Honors if the student meets both the following honors requirements.
 - Has a 90 average or higher during the previous school year in the applicable content area.
 - Students must score Basic or above in science on their most recent standardized test.
- At grade 8, students may participate in Algebra I Honors or Integrated Math I (H). They may earn a math Carnegie Unit by meeting the requirements as established by Bulletin 741 for Middle School Students earning Carnegie Units.
- A junior high school student may transfer out of an honors class within the first five weeks of each academic year. The request to transfer must be approved by administration.
- A student must successfully complete an honors class according to honors requirements.

HONORS & CLASS SCHOLAR RANK

The following method will be used to determine ranking for Valedictorian/Salutatorian.

- All classes with Carnegie units will be used to determine the GPA.
- Scores for repeated courses along with the original score will be counted in GPA average as described previously.
- Senior Ranking and awards for Graduation ceremony purposes will be completed based on the information and calculations available by the end of school on the Friday BEFORE Graduation.
- Seniors - are not permitted to wear any non BCS sanctioned regalia at graduation. Decor of mortar boards is also prohibited.

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

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

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

Factors are calculated as follows:

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

ACT FACTOR: 36 is the perfect ACT score: $100/36 = 2.77778$ **ACT Factor** • The best/ highest composite ACT (Super Score WILL NOT be used) as of the spring state test of Senior Year will be used.

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

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

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

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

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

- GPA will include all Carnegie unit courses taken by the student.
- GPA is based on a 4 point scale. A – 4, B – 3, C – 2, D – 1 and F -0
- GPA will be averaged to 5 decimal places in order to calculate rank.

EXAMPLES

Perfect Student	Factor	x	Earned by Student		
ACT	2.77778	x	36	=	100.00008
LEAP					
2025	0.11765	x	850	=	100.00250
Honors	5.55556	x	36	=	200.00016
GPA	150.00000	x	4.0000	=	600.00000
Total Rank Score					1000.00274
					Perfect Rank

Student 1	Factor	x	Earned by Student		
ACT	2.77778	x	30	=	83.33340
LEAP					
2025	0.11765	x	725	=	85.29625
Honors	5.55556	x	21	=	116.66676
GPA	150.00000	x	3.88300	=	582.45000

Total Rank Score			867.74641	Rank 1
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Student 2				
	Factor	x	Earned by Student	
ACT	2.7778	x	25	69.44450
LEAP				
2025	0.11765	x	720	84.70800
Honors	5.55556	x	20	111.11120
GPA	150.00000	x	3.9000	585.00000
Total Rank Score				850.26370
				Rank 2

Student 3				
	Factor	x	Earned by Student	
ACT	2.7778	x	28	77.77784
LEAP				
2025	0.11765	x	715	84.11975
Honors	5.55556	x	22	122.22232
GPA	150.00000	x	3.7250	558.75000
Total Rank Score				842.86991
				Rank 3

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 missed 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 it. (This means aspirin, Tylenol, cough syrup, antacids, etc.).

NO EYE OR EAR DROPS, CAN BE GIVEN AT SCHOOL. Antibiotics should be given in a timespan 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 within 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 medications.
- 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.

PARKING AND TRAFFIC REGULATIONS

1. Only students possessing a valid driver's license will be permitted to drive to school. A student must present his/her driver's license in order to purchase a parking permit. The school shall retain a copy of the student's driver's license when it issues a parking permit. No student who possesses a learner's permit shall be issued a parking permit.
2. Parking permits for students are \$10.00. The parking permit must be visible on the back window of the automobile the student is driving. It must be displayed in such a manner that the permit number can be read. The license plate number displayed on the parking permit must match the license plate on the vehicle. The use of a parking tag in any manner to deliberately deceive school officials or gain an advantage shall subject the student who own the tag to being ticketed and disciplinary action.
3. Parking tickets will be issued to students who violate parking and safety regulations. The cost of a ticket is \$10.00. Failure to pay within 5 school days will result in a loss of driving privileges. All fines shall be paid in the high school office.
4. Students are to park in areas designated for students. Parking in improper areas, no parking tag, improper display of parking tag, parking in an incorrect area, and reckless driving will result in a ticket. The principal or his or her designee may suspend or revoke driving privileges for repeated violation of the rules. Loaning a parking permit to another student shall result in a ticket plus suspension of driving privileges for all students involved for a minimum of two

weeks. Subsequent violations will result in the loss of driving privileges for the remainder of the year.

5. Students must leave their vehicle immediately upon arrival at school and may not return to their vehicle during the day without permission of the principal or Assistant principal. Students who violate this rule will be sent ISS for the first offense and lose driving privileges thereafter.

6. The principal or assistant principal shall have the authority to address any parking or traffic situations that arise and are not specifically covered in the student handbook. Any student who engages in any form of willful disobedience regarding any parking or traffic regulations may be subject to additional disciplinary action above and beyond parking and traffic regulations in accordance with school policy.

7. Flagrant violations of the parking regulations or reckless driving may result I disciplinary action up to and including suspension.

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.

PROMOTION CRITERIA

A parent or legal guardian requesting that a student be retained in the same grade for the following school year must submit a notarized written request to the school by June 1.

The letter must include:

1. Student's full legal name
2. Student's date of birth
3. Current school year and grade level
4. Detailed reason for requesting retention
5. Requested grade placement for the following school year
6. Parent or legal guardian's signature and date

Submitting a request does not guarantee approval. Final grade-placement decisions will be made by the Beekman Charter School Student Building Level Committee (SBLC) in accordance with applicable school policies.

Grades 6-8

Promotion criteria for grades 6 and 7

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

Promotion criteria for grade 8

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

Grades 9-12

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

1. In order for 9th grade students to progress to the 10th grade, students must have successfully completed 5 units which includes 1 unit of English and 1 unit of mathematics.
2. In order for 10th grade students to progress to the 11th grade, students must have successfully completed 11 units which includes 2 units of English and 2 units of mathematics.
3. In order for 11th grade students to progress to the 12th grade, students must have successfully completed 17 units.
 - a. Students that plan to graduate during the current year and do not have 17 credits as described above at the beginning of the school year are the only students which may progress to 12th or senior

status at midterm. The student can only progress if they are on track to graduate May of the current year.

4. In order for 12th grade students to graduate, students must have ALL required courses in their chosen pathway.

1. University pathway requires 24 of the correct credits in each category.

a. Jump Start pathways require 23 of the correct credits in each category including 9 specific electives aligned to the chosen pathway.

b. Graduating seniors will be required to complete the FASFA or other state approved documentation. This can be done as early as October 1 of the senior year.

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](https://www.remind101.com). 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, KTVETV.

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 ORGANIZATIONS

Beta Club

Standards of membership in the Beekman Charter School National Junior/Senior Beta club must conform to the general features as laid down in the National Constitution, and in all cases must be approved by the principal of the school.

The grade levels from which members may be drawn are 6th-8th for National Junior Beta and 9th-12th for National Senior Beta.

All students must be performing at or above grade level in order to be eligible for membership. The academic requirements for membership in the National Junior/Senior Beta club are as follows:

- 3.5 GPA with no incompletes and no F6s per semester.
 - Once students have completed their 9th grade year, they will need a 3.5 cumulative GPA on their transcript.

The service requirements for membership in the National Junior/Senior Beta club are as follows:

- Ten (10) service hours per semester for Junior Beta
- Fifteen (15) service hours per semester for Senior Beta
- Mandatory participation for officers in each group service project; encouraged participation for all members in each group service project

The character and behavioral requirements for membership in the National Junior/Senior Beta club are as follows:

- No suspensions and no expulsions for the current school year

Honor Society Selection Criteria (For 2026-2027 Seniors Only, 11th grade and below follow Beta Club)

Any student in grade 12 with a cumulative GPA of a 3.5 or higher is eligible for consideration for membership in the National Honor Society. (An F6 will count as an F) The NHS Academic Advisor will contact students who are eligible at the beginning of the second semester each school year. Students must be enrolled in BCS for one full semester before considered for membership. No student will be inducted during their senior year of high school.

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

Students that choose to graduate early may not be eligible for the NHS trip to New York as the eligibility is determined and invitations are issued from the previous year's Junior list.

Transfer Students:

In compliance with the national requirements, NHS members who transfer in to any high school will become a member of the receiving school's NHS chapter as soon as proof of active NHS membership is received from the former school.

Maintaining Membership:

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

Students must maintain an overall GPA of 3.5 or higher. A student will be placed on probation for one semester if GPA is lower than a 3.5 and will be dismissed after the second semester if overall GPA is not raised to 3.5 or higher.

STUDENT PROGRESS CENTER

All parents and guardians are strongly encouraged to download the **JCampus Student App** and maintain an active **Student Progress Center** account. These tools provide access to important student information, including grades, attendance, assignments, progress reports, report cards, and other school-related information.

Parents and students should log in regularly to monitor academic progress and attendance. Families who already have a Student Progress Center account should continue using their existing username and password. A new account does not need to be created each school year.

First-time users must create an account through the JCampus Student App or Student Progress Center. During registration, the required PSN is the last five digits of the student's Social Security number. Parents and guardians are responsible for creating and protecting their login information. Beekman Charter School does not have access to individual passwords.

The Student Progress Center may be accessed directly at <https://jpams.mpsb.us/progress/>. Access to both the JCampus Student App and Student Progress Center is also available through www.beekmancharter.org.

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.

Teachers will record tardies in their classes. When a student receives three tardies in a class, the teacher will write a referral on the student. Students in grades 6-12 will receive the following consequences after their 3rd tardy and every subsequent tardy thereafter:

<u>4th Tardy:</u>	Warning
<u>5th Tardy:</u>	ISS (1 day) and parental contact
<u>6th Tardy:</u>	Suspension

Tardies will reset back to 0 at the mid term.

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 I Parental Handbook.

[Title I Handbook](#)

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 71230
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 (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.