

BEAS ACADEMY PARENT/STUDENT HANDBOOK

September 5, 2019

Welcome Students and Parents!

We are excited to be celebrating our first year educating children! We are a family owned and operated school where our teachers and staff are professional educators who are focused on helping every student learn in a caring and challenging environment. We want to bring out the best in each child, helping each one to be all they are capable of being. This Parent/Student Handbook has been compiled to provide the parents of our students with basic information about the policies, practices, and procedures of BEAS Academy Private School. We hope that you will find the booklet useful in providing answers questions you may have about our school. This handbook is designed to serve as your one source of information to explain our different school policies. It is important that parents and students understand the expectations our school has for each student. Student success is made possible by the combined efforts of the home and the school partnering together. We enjoy effective communication with the parents/guardians of our students. We believe our school runs smoothly when our parents are involved in their child's education. It is our hope that we can work together to provide the best learning environment for your child. Our goal at BEAS Academy Private School is to give your child a positive school experience through continuous improvements in teaching and learning. Thanks for your support as we learn together! We extend our best wishes to our parents and students for a successful school year. Whenever questions or concerns arise, please don't hesitate to call or stop in the office. I believe in an open-door policy with the students, staff, and parents of BEAS Academy and look forward to the opportunity to meet or talk with each of you in person!



BEAS Academy extends a warm welcome to your family!

Hours of Operation

BEAS Academy office is open Monday-Friday from 8:00 a.m. to 6:00 p.m. The business office is closed on all holidays and non-school days, unless Summer Camp is in session.

THE MAJOR SCHOOL RULES

1. At BEAS Academy students must respect the rights and property of others. Our community does not tolerate bullying, harassment of another person, theft, or abuse of personal or community property.
2. At BEAS Academy students must be honest. Lying, cheating or any other type of deceitful behavior is unacceptable at BEAS Academy.
3. At BEAS Academy students must remain substance free. Using, possessing, or distributing drugs (prescription or nonprescription) or alcohol. (Note: If drugs or alcohol are found on a student the student is considered in violation of a Major School Rule.)
4. At BEAS Academy students must protect the health and safety of the School community. Tampering with fire safety equipment, or using fire in any school building in an area not specifically designated for that purpose is unacceptable, and unauthorized weapons or dangerous combustibles or explosives are prohibited on campus.
5. At BEAS Academy students must abide by the school rules regarding permissions and signing out. Leaving school after check in without proper authorization and leaving school without required permission are Major School Rule violations, as is unauthorized presence in a School building.
6. At BEAS Academy students must meet community expectations and the high standard of citizenship expected of a BEAS Academy Student. Violations of general expectations for proper conduct, including repeated failure to attend classes and other required commitments, comprise a Major School Rule violation.
7. At BEAS Academy students must abide by federal, state, and local laws. Enrollment at BEAS Academy constitutes a student's acceptance of these regulations as the guiding principles for proper conduct. Moreover, the School, in its sole discretion, may take such action as it believes is in the best interest of the School.

BEAS Academy ("BEAS Academy" or the "School") Student Handbook ("Handbook") is published and distributed to members of the BEAS Academy community for the purpose of providing information on aspects of student life so that students may gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook, so that each member of the community knows and understands the expectations of students within our community. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret and implement its rules, policies, and procedures, before, during, and after the School year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between BEAS Academy and any parent, guardian, or student affiliated with or attending the School. BEAS Academy, in its sole discretion, may add, revise, and/or delete School policies before, during, and after the school year.

Sincerely,

Barbra Williams

Director of School

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CONTACT INFORMATION

BEAS Academy

6056 Rutland Drive Suite #10

Carmichael, CA. 95608

Office – (916) 349-8540

www.beasacademy.org

STAFF EMAIL ADDRESSES

Staff members at BEAS Academy all have their own school email address, which can be used to communicate with parents and students in a professional manner. If you wish to contact a staff member via email, please refer to our Faculty page on the BEAS Academy website at www.beasacademy.org or in the Gradelink parent portal.

ACCOUNTING

Discounts

Discounts off the annual tuition payments are available under the following circumstances.

- Sibling Discount If two children from the same immediate family are enrolled in the program during the same school year, a 5% discount off the total annual tuition amount is available. If three children are enrolled, the discount is 10% and four children enrolled from the same family receive a 15% discount.

- Annual Pre-payment

Discount If the annual tuition payment for any or all children is paid IN FULL prior to June 1, a 3% pre-payment discount is available. For children who register in the program after June 1, the pre-payment discount is ONLY available if the annual tuition amount is paid IN FULL at time of enrollment. Parents may not choose to pre-pay the annual tuition once the first monthly payment has been made. Annual prepayment of tuition can be paid by cash, check or money order only.

Fees

All fees are due immediately upon receipt of a bill from the Accounting Office. Fees may be paid by cash, personal or business check, money order, or credit card. BEAS Academy accepts, American Express, Discover, MasterCard, and VISA. Enrollment fees are due at time of enrollment, and these fees, once paid, are non-refundable and nontransferable from child to child. In addition to tuition fees, there are a variety of additional charges that can be placed on a student account. Extended Care charges, spirit shirts, and Lunch Bunch are just a few such items. Invoices for these additional services are sent out every two weeks and are due in full upon receipt.

Invoices

The Accounting Office sends out invoices every month. Payment is due upon receipt of statement. Refer to the previous Fees and Discounts sections for information on payment methods. A late fee of \$25.00 will be assessed on bills not paid within 10 days of bill date. Any questions regarding a statement can be directed to the Accounting Manager at (916) 349-8540.

Payments

Monthly tuition payments are due on the first of each month from June 1 through April 1. Tuition payments received after the 10th of the month (regardless of what day the 10th may fall) will be charged a late fee of \$25.00. If tuition/invoices should be more than 45 days late, the student will be unable to attend class until account is paid in full. Should the student/family account become delinquent (i.e., tuition, Lunch Bunch, Extended Care, spirit shirts, field trips, etc.), students will not be allowed to attend class parties, kindergarten, field trips, etc. Should an account be terminated due to non-payment, it will be turned over to a collection agency or legal services. Non-sufficient funds: if two checks are returned by parent's bank, parent must pay the remainder of the school year by "CASHIER CHECK" or CASH only.

ADMISSION POLICY

BEAS Academy does not discriminate on the basis of race, color, or sex, national and ethnic origin in administration of educational policies, and other school administered programs. The administration has the right to determine whether current students may re-enroll. This decision will be determined after careful review of a student's academic and behavior during the course of the academic year. Education is a partnership. The parent is the primary educator, and the school supports the parent in this endeavor. However, if in the view of the administration, there is a breakdown in this partnership; parents may be asked to remove the child from the school.

ADMISSION REQUIREMENTS

New families interested in enrolling their child(ren) at BEAS Academy must first complete an Online Application for Admission. Once all relevant documents have been received by the Admissions Office, the application is submitted to the Application Committee for consideration. Accepted applicants will be notified within five days of receipt of the completed application and all relevant documents. New students must also provide a copy of their birth certificate and a completed Emergency/Immunization card. More detailed information about this card can be found under the section Health/Immunization Records. New students may be asked to participate in a "shadow day" prior to admission at the discretion of the Application Committee. Existing students are always given priority enrollment consideration from one year to the next during the designated priority enrollment period only. An enrollment fee is due at time of reenrollment, and this fee is non-refundable and nontransferable.

ANIMALS

No animals are allowed on campus for the safety of all the students at school unless permission has been obtained from the school director.

ATTENDANCE

Regular attendance is a key to academic success and is the responsibility of both the parents and students. Since much of the schoolwork completed in the classroom (i.e., discussions, participation, in-

class projects, etc.) cannot be made up, students should remain out of school only when necessary. Every attempt should be made to schedule appointments and vacations around the school schedule to minimize the impact on your child's academic experience. Refer to the absence policy regarding makeup work. If your child should ever resist going to school, acknowledge his/her feelings. Encourage your child to talk about it. Proceed to school. Talk with the classroom teachers about the problem, preferably outside of normal school hours. Share as much information as possible. Together, we should be able to identify the basis for your child's loss of confidence in school. Allowing your child to stay home will not solve the problem or address the issue.

Absences

If your child is not going to be at school for any reason, it is necessary to call BEAS Academy front office at (916) 349-8540, and report the child's name, grade level, and nature of the absenteeism. A child who arrives after 12:00pm or is picked up for the remainder of the day prior to 12:00pm will be considered absent for one full day. This absence will be counted in the cumulative total number of absences for that student for the academic school year.

Late Arrival/Tardy

A little late is too late! Children who arrive after the scheduled start time for their classroom are required to first stop by the front office and fill out a tardy slip. These slips are then sent with the student into the classroom. When students are tardy, it not only affects them; everyone else around them is disrupted as well. The number of times your child is tardy each quarter will appear on the Progress Report. Since tardiness interferes with a student's progress and is a distraction to the class, it should be avoided. Six tardies in a quarter may result in a meeting with the school director, the parents, and teachers to discuss this problem. Excessive tardiness will result in a SNAP (Student Needs Action Plan) Form being issued to the student.

Early Release

If a situation arises where you need to retrieve your child(ren) before their regularly scheduled dismissal time, you must stop into the front office first and sign the Early Release Dismissal Log. Only at that time will your child(ren) be called from the classroom. Please do NOT call the front office while en route to the campus to try to expedite the process. This places an unnecessary burden on the administrative staff members, who may be attending to other duties. A child who leaves after 12:00pm for any reason will be considered absent for one half (1/2) day. This absence will be counted towards the cumulative total number of absences for that student for the academic school year.

AFTER-SCHOOL DISMISSAL

BEAS Academy dismissal procedures provide for an easy, convenient, and expedient way to disperse children at the end of the school day. Detailed instructions regarding after school dismissal are provided to every family prior to the start of the school year. It is vitally important that parents abide by these procedures whenever picking up children at their regular dismissal time. If you are picking your child up before 3:00pm, you must sign your child out on the classroom assigned sheet with your FULL name and the time of departure. Do not park along the curb in front or on the side of the school in such a way that impedes other parent's ability to drive through the dismissal line. Once dispersal has started, please do not get out of your car for any reason unless parked in a designated parking spot. Please direct any

questions about dismissal to the front office. Any student that is not picked up by the end of dispersal will be sent directly to After Care and billed accordingly.

Missed Assignments/Tests

When the student arrives back at school after an absence, it is the student's responsibility to check with the teacher(s) concerning schoolwork missed during this time. A student will have one day for each day absent, plus one extra day, up to a total of five days, to turn in missed assignments and class work that were assigned on the day(s) missed. (Previously assigned work is due on the day the student returns to school.) Missed quizzes and tests must be scheduled with teacher(s) and taken within the same time frame. Some assignments and tests cannot be made up due to the nature of the work. Assignments, class work, tests, and quizzes not made up in the allotted time will result in the student receiving a zero for the missed work.

Perfect Attendance

A student will be considered for the Perfect Attendance Award only if they have attended every school day and have received three or less tardies.

Temporary Absence from Group

Anytime a student is temporarily absent from the group activity area, a yellow sticky tab is placed by the student's name. When the student returns to the group activity area, the yellow sticky tab is removed. The staff member taking the student from the group will also write the student's name on a yellow sticky note and carry it with them until the student returns to the group.

BACKPACKS/BOOK BAGS

All students are required to bring a backpack/book bag to school every day.

BIRTHDAYS/CELEBRATIONS

Birthdays are special! Children are invited to celebrate their birthdays by bringing treats to share with their classmates. Please refer to the Food section of this handbook for proper procedures regarding distribution of treats on campus and what types of foods are allowed.

Birthday Parties/Invitations

Private birthday parties are best held on non-school days. Please do not schedule a private party immediately following school unless every child in the class has been invited. Birthday party invitations or thank you notes may not be distributed in the classroom. We ask that you distribute invitations outside of school to prevent any hurt feelings. Individual invitations may be mailed directly to the families using the Family Directory. We also ask that any gift exchange be done privately.

Special Celebrations

In addition to birthdays, we learn and discuss about a variety of holidays throughout the year. Special attention is usually given to Halloween, Thanksgiving, Columbus Day, Hanukkah, Christmas, Kwanzaa, St. Patrick's Day, MLK Day, Valentine's Day, President's Day, Memorial Day; and Mother's and Father's Day. Students may celebrate some holidays with classroom parties to commemorate the occasion. Siblings are not allowed at the classroom parties. Only students enrolled in that classroom may attend. Students

may host parties and/or learn more about the traditions of these special days. Please check with your child's classroom teachers to find out more information about party days and volunteering time in the classroom to assist with such an occasion. To minimize disruption to the academic schedule, classes may only celebrate these occasions at the end of the school day, starting no earlier than 1:30pm.

CAMPUS

BEAS Academy is situated in the residential community of Fair Oaks, CA (Sacramento County) on the grounds of Crossroads Christian Fellowship. We first opened in January 2021. We have indoor and outdoor classroom space, a multi-purpose room (cafeteria and indoor recess), playground, and school yard.

Administration Office

The Administration Office is located at 6056 Rutland Drive Carmichael, CA 95608. The Administration office houses Admissions, the School Director's Office, Health & Records, Accounting. Any comments, questions or concerns should be directed to the front office and the school director.

Classrooms

The campus is divided into two main sections: Kindergarten and Elementary School. While each section is overseen by the school director, different governing bodies provide rules and regulations. Additional information about government offices can be found in the handbook. Elementary school classrooms will be given individual bottles of drinking water and common area restrooms for student use.

Library

Our library currently contains over numerous volumes available for student and staff use. Our elementary classroom has a scheduled time each week to check out library books.

Lunch Counter

The Lunch Counter handles the distribution of our lunch program, and offers hot lunches at an additional cost. Detailed information about food services can be found under the Food section.

Multi-Purpose Room

Our Multi-Purpose Room (commonly referred to as the MPR) is scheduled for a wide variety of events throughout the school year. This space is also used for many after-school programs and extracurricular activities.

Outdoor Classroom

Our Outdoor Classroom is an area designed for hands-on learning in a natural environment.

Parking

The campus has limited parking for parent use. If the parking lot in front of our school is full, additional parking can be found in the, north of our facility. It is illegal for parents to park along fire lane curbs (painted in red), or along the south fire lane on the property. Parking in either of these locations at ANY time could result in a parking ticket, payable to the Sacramento Sheriff's Department.

Guidelines for Parental Class Observation:

- After 8:30am all visitors must leave the classrooms to allow classes to conduct morning activities. Any visitors remaining on campus must sign in and obtain a Visitor's Pass from the front office.
- There is a limit of two parents observing in the classroom at a time unless otherwise specified by the classroom teacher. Visitors are asked to sit at the perimeter of the classroom unless otherwise directed by the teacher. This enables the teachers to teach and establish a rapport with the children and minimizes disruption to your child's education.
- Parent volunteering is encouraged, however. Any parent who would like to volunteer in class should offer their time and/ or expertise to the teacher. Please only help the teachers at their request.
- The first month of school will be challenging and exciting for children, teachers, and parents. The implementation of our plans will be adjusted to meet the needs of the children as the days unfold. The children will feel a sense of routine after this initial adjustment period.
- Please allow teachers to observe and monitor children on the playground without disruption. If you need to meet or talk with a teacher, schedule an appointment at another time so they can properly supervise the children on the playground.
- Siblings are not allowed in the classroom when observing.

Program Descriptions

After School Program

The After- School Program is provided for all K-6th grade students at our school site. Our after-school program staff is committed to providing every child with interactive, highly engaging activities to meet the needs of the whole child and create positive creative learning environments. Our program is designed to provide enriching varied activities through high quality care. The idea is that your child participates in indoor & outdoor games, art, crafts, music, play, math, science, cultural awareness, completing homework, snack time, friendship building and fun, fun, FUN!!!

CLASSROOM PLACEMENT

A child's final placement in the classroom is the determination of BEAS Academy. If you are new to BEAS Academy, your child's initial class placement will be based on actual age. Class placement for continuing students is based on both a child's age and teacher recommendations. All incoming students must be eligible, age-wise, before September 1 for the appropriate placement. Final placement of children entering our Elementary school programs is decided by input from the teachers (current and upcoming grade level), school director, and admissions director. Many factors are considered when placing a child, including but not limited to academic ability, social skills, teacher/student personalities, and classroom

dynamics as a whole. Please remember that our interest as an educational institution is to provide the best educational experience for your child, both academically and socially.

CLASSROOM VOLUNTEERING

BEAS Academy believes in parents being active in their child's education. We appreciate your participation in your child's classroom. Look for the Parent Volunteer Sign Up information from your child's teacher for specific times when volunteers are being requested. All parents wishing to volunteer at school must read and sign the Volunteer Guidelines at the start of the year. Please be certain if you are volunteering at school that you receive a Parent Volunteer Badge from the front office. Classroom teachers are instructed to send all parents back to the office to receive a Parent Volunteer Badge. This enables us to provide a safe campus environment.

COMMUNICATION

BEAS Academy firmly believes in keeping an open line of communication between the parents and staff. If there is ever a situation that you feel requires the attention of a teacher, office staff member, or the school director, please do not hesitate to communicate those feelings through the school director. Communication from the school regarding your child, school events, and other pertinent information is handled in the following of ways:

BEAS Academy Private School Website

BEAS Academy website (www.beasacademy.org) provides a wealth of information about the school and curriculum expectations. A monthly Newsletter is also provided, detailing all campus-related events and is available for parents to view and/or download.

Email

BEAS Academy provides parents email communication from the school, thereby eliminating most paper communication between the parent and school. Emails from the campus will be sent on a regular basis, providing continuous updates on events, student progress, and other vital information. School-wide emails are sent to all custodial parents.

Parent/Teacher Conferences

Parents of children will schedule a parent/teacher conference with their child's teachers at the conclusion of the first and third quarters. Additional meetings are on an as-needed basis. Conferences may be scheduled at any time by contacting your child's teachers. Depending on the situation, the school director may be asked to be present. Notes may be taken at conferences by a BEAS staff member. Parents will receive a copy if notes are taken.

Written/Paper Communication

Most pertinent information about your child's progress, campus events, and after school activities are sent home in email form. At times, some written information will be sent home as well. This information may be sent home with the student or mailed to the student's primary custodial household as listed. It is the parent's responsibility to keep informed of activities that pertain to their child.

CONFERENCES See the Communication section of this handbook

CONFLICT RESOLUTION

If a conflict occurs between two parties (i.e. parent, teacher, student(s)), the following measures should be adhered to in an effort to attain conflict resolution:

1. The parties should try and address the issue with each other in a respectful, calm manner.
2. If successful resolution of the conflict does not occur, the matter should be brought to the school director. The school director will then determine which parties need to be present at the meeting to attain successful resolution of the conflict. A meeting will be scheduled as expediently as possible, considering the schedules of the parties whose presence is needed to achieve resolution.
3. The meeting will occur, and a resolution shall be reached. BEAS Academy is comprised of a small, close-knit community of families. Like most families, there is not always agreement among members. As part of our family, we ask that when a conflict occurs, that it remains solely between the parties involved. Gossip, speculation, and rumors are hurtful to those involved and make for an unhappy family environment.

DISCIPLINE

Goals

The primary focus of BEAS Academy is on the academic success of every student. We seek to build within each child a love of learning, a sense of responsibility, self-discipline, a positive self-image, and respect for others. Students are expected to make positive behavior choices that promote their safety, the safety of others, and a productive learning environment.

Philosophy

School discipline is a collaborative effort by the parents, guardians, students, and staff. The focus of BEAS Academy's discipline policy is to promote positive behavior choices. However, mistakes are a natural part of growth. We help students reflect on errors in judgment and behavior and support them in learning how to make better decisions. We teach and model positive behavior including listening, cooperation, and mutual respect. We encourage students to make independent decisions and act responsibly when making those decisions. When this occurs, we believe that a very positive and productive learning environment will result, enabling students to strive for excellence.

General School Expectations

- 1) Be respectful
- 2) Be safe
- 3) Be prepared

Positive Behavior Acknowledgement

BEAS Academy faculty and staff has implemented the following incentive as positive behavior reinforcement. The goal is to promote positive behavior that fosters an environment conducive to learning.

1) BEAS Bucks: Beas Bucks are awarded to a student by any staff member for positive behavior. Students may receive Beas Bucks for listening to the teacher, sitting quietly, playing nicely with others, being polite, being helpful, helping to beautify the campus, or for any other positive act.

2) Character Counts: Once a month a student is chosen from each class as the Character Counts student and can earn this recognition for consistent positive behavior. A picture will be displayed of Character Counts student on the bulletin board.

3) Classroom Acknowledgement: Teachers may also have their own daily and/or weekly reward systems.

Disciplinary Actions

While most students consistently observe these standards and behave safely and appropriately, there are times when misbehavior warrants intervention and consequences. Teachers and other staff use a variety of classroom and behavior management strategies to address such behavior. When these strategies are not successful in changing that behavior and/or serious incidents occur, it is necessary for additional action to be taken. The following outline the disciplinary actions.

SNAP Notices (Student Needs Action Plan)

Students who engage in misbehavior or fail to complete class assignments may receive a SNAP Notice from the classroom teacher. Teachers will make contact with the parents/guardian when a SNAP Notice has been given to the student, if a parent/guardian can't be reached then a copy of the SNAP Notice will be mailed. All SNAP Notices will be available in Grade-link. Students will receive SNAP notices from a teacher for the following, but are not limited to:

1. Disobeying established expectations of the classroom, cafeteria, playground, restroom, or hallways.
2. Failure to complete assignments
3. Displaying disrespect toward staff or students
4. Inappropriate language
5. Minor theft
6. Cheating
7. Lying

Every three SNAP Notice received by a student will earn the student an assigned detention. After a student has received 2 detentions on the next SNAP Notice that student is referred to the Assistant Principal. If a student does not follow the expectations during the detention the student will be assigned another detention. SNAP notices will start over at the beginning of the next nine weeks.

Behavior Expectations Defined

Classroom Behavior - students are expected to listen and follow all teacher directions and expectations.

Possible Consequence: Behavior Management, loss of recess, behavior essay, or detention.

Behavior in the Hallway All students are to walk quietly in an orderly fashion through the hallways at all times.

Possible Consequence: Behavior Management, loss of recess, detention.

Behavior in Restroom Students are expected to respect the rights of others and act responsibly in the restroom. Any misuse of toilet paper, soap, defacing of restroom facilities constitutes destruction of property.

Possible Consequence: Behavior Management, Loss of independent restroom privileges, loss of recess, in school suspension, out of school suspension.

Behavior in Lunchroom The lunchroom should be a safe, comfortable, inviting, and clean environment. Students are expected to follow directions the first time, they must keep voices low, stay seated unless given permission to move by an adult, and practice good manners.

Possible Consequence: Verbal warning, moved to assigned seat, or loss of recess

Behavior on Playground When on the playground students must follow directions the first time, use the playground equipment responsibly, and be respectful to students and staff.

Possible Consequence: Verbal warning, loss of recess, Behavior Management Notice will result in a conference with vice principal.

Behavior during School Supported Activities/Field Trips

Students are expected to conduct themselves in a respectful and responsible manner during school sponsored activities, programs, and field trips. Behavior expectations are consistent with school policies.

Possible Consequence: Behavior Management, removal from activity, loss of recess, in school suspension, exclusion from future activities, suspension.

Aggressive Behavior

This includes: play fighting, pushing, wrestling, hitting, punching, shoving, kicking, slapping, spitting, or throwing harmful objects, etc. Involving two or more people. This is any form of physical confrontation.

Possible Consequence: Referral to vice principal, conference with parent/guardian, loss of recess, detention, in school suspension, suspension, expulsion.

Inappropriate Use of Technology:

BEAS Academy will follow strictly our policy on inappropriate use of technology.

Possible Consequence: Call parents/guardians, loss of technology for extended amount of time, loss of recess, detention, in school suspension.

Physical Attack/Fighting with Staff or Fellow Students

This is any aggressive physical battery on staff members or person. This includes any physical contact in an aggressive manner with intent to do harm and jeopardizes the safety of a class, student, or staff member.

Possible Consequence: Referral to vice principal, parent/guardian conference, detention, in school suspension, suspension, expulsion

Threats and/or Verbal Abuse

This includes any overt or implied verbal or physical threat. Examples are, but not limited to, telling someone that you will hurt/kill them whether in jest or not, any conversation where physical harm is suggested to hurt someone, or suggesting property destruction, and the like.

Possible Consequence: Parent/guardian conference, loss of recess, detention, in school suspension

Teasing, Verbal or Non-Verbal

Some examples verbal would be name-calling, put downs, making fun of the way a person talks or walks, making fun of the way a person dress. Non-Verbal examples would be making faces, drawing inappropriate, pictures, and inappropriate hand gestures.

Possible Consequence: Referral to vice principal, write a personal apology, loss of recess, in school suspension, suspension

Inappropriate Language/Gestures

This is the use of profanity, obscene language, or gestures, which are not acceptable in school or on school grounds. All students and staff are entitled to an environment free from profane, hateful, racist, prejudice or obscene language and gestures. **Possible Consequence: referral to vice principal, parent/guardian notification, loss of recess, in school suspension, suspension**

Insubordination/Disrespect

This is willingly refusing to obey a lawful request of a staff member (e.g. principal, teacher, secretary, building services workers, bus drivers, etc.)

Possible Consequence: Referral to vice principal, parent/guardian meeting, loss of recess, detention, in-school suspension, suspension

Destruction of Property/Vandalism

This includes breaking, damaging, or defacing school or private property, including graffiti.

Possible Consequence: referral to vice principal, loss of recess, in-school suspension, suspension, restitution, expulsion, referral to law enforcement

False Fire Alarm

False fire alarm is activating or causing the fire alarm to sound when there is no real evidence or sign of fire.

Possible Consequence: Referral to vice principal, loss of recess, detention, in-school suspension, suspension, expulsion

Weapons

This is the unauthorized storing, possessing or carrying firearms, knives, or any other object (including look alike or pretend weapons) which could be used as a weapon.

Possible Consequence: In-school suspension, suspension, expulsion, and report to law enforcement

Possession of Communication and Other Electronic Devices

No electronic devices are allowed on school property (e.g. cell phones, handheld video games, other electronic devices, etc.)

Possible Consequence: Confiscation of item, phone call to parents/guardians to pick up item, and conference with parents/guardians.

Bullying

Bullying is unwanted aggressive behavior among school aged children that involves a real or perceived power imbalance. The behavior is repeated over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose. Bullying is not a one-time occurrence and it interferes with the individual's school performance or participation.

Possible Consequence: Conference with school counselor, conference with school counselor and AP, Loss of recess, suspension, and expulsion.

Please Note Principal/Assistant Principal have the authority to adjust punishment due to the evaluation of the circumstances surrounding the case or incident. Consequences may be increased in cases of repeat offenses. Suspension will be considered when behavior is disruptive and detrimental to the operation of the school. A good faith effort to contact parents or guardians will be made during the referral process.

EMERGENCY RESPONSE PLAN

BEAS Academy has an 'Emergency Response Plan' to handle a wide variety of potentially dangerous and/or threatening situations on campus. Regardless of the type of situation that occurs, your child's safety is our utmost concern. Depending on the specifics of the situation, all persons on campus will either be evacuated to a safe location (evacuation) or kept on campus while securing the facility to prevent outside intrusion (lockdown). In the event of either occurrence, parents will be notified by telephone or other electronic communication to be completely informed of their child's status in the event of an emergency.

EXTENDED CARE

Supervised Extended Care is available for parents who need an extended day environment. This program can be used on an as-needed basis or as an annual program. Drop-in fees are billed to the parents based on the following schedule:

After school care is available from 3:00 – 5:30pm at a rate of \$15.00 per day. A student may be enrolled in Extended Care for the entire school year. Enrollment in this annual program is required. A 10-Month Extended Care Enrollment Form must be completed to enroll in the program. Please check the front office for a form. A \$1.00 per minute fee will be assessed for any child picked up after 5:30pm. These fees will be billed separately from tuition. See the Accounting section for more information.

FAMILY DIRECTORY

The Family Directory can be accessed through our Gradelink parent portal. Information provided within the Family Directory is for *personal use only*. Under no circumstances is the directory to be used for telephone or postal mail solicitations. Information shown in the directory is chosen by parents, and is considered strictly confidential. Reproduction of any kind, in any form, is *absolutely prohibited*.

FIRE DRILLS/LOCKDOWNS

Fire drills are held at regular, monthly intervals throughout the school year. Lockdowns are held at regular quarterly intervals. These drills are held so that students, parents, and staff will be familiar with procedures in the event of a real emergency.

FOOD

Lunches

Participation in the lunch program and all payments are made directly to BEAS Academy. Participation information and pricing can be found on the school website. Refunds will not be given for missed lunches for absenteeism, or cancellations of any kind. The hot lunch meals are prepared in accordance with all State and Health Department regulations and provide a well-balanced meal with all food groups represented. Parents preparing sack lunches for children are required to be in compliance with regulation which states that either milk or 100% fruit or vegetable juice must be provided in the child's lunch. If you do not wish to provide milk or 100% juice, we must have a dated, signed written statement verifying your choice of a drink substitute on file in the Lunch Counter. A standardized form is sent out with Student packets, delivered during 'Meet the Staff Day' before the start of the school year. If a student forgets his/her lunch and has not ordered one, the student will be given a lunch. The lunch will consist of what is being offered through the hot options. A \$5.00 charge will be placed on your child's account.

Special Occasions

Children celebrating birthdays or other special occasions are welcome to bring a special treat for their classmates. These items should be delivered to the classroom. If a student has a food allergy that precludes him/her from sharing in a party treat, the parent must provide a box of individual snacks for the child which the teacher will keep in the classroom for the student.

FRONT GATE

Please note that the main gate will be closed between 8:30am and 3:30pm. All visitors will have to enter through the front office during these times in order to get to any other part of the campus. All visitors are required to sign in and put on a Visitor's Badge. All parents on campus after 9:00am need to come to the office and get a Parent Volunteer Badge. This policy is implemented to ensure the safety of all those on campus and allows us to determine who is on campus in the event of an emergency

Academic Grading Scale

- 4. exceeding mastery on proficiency scale
- 3- mastery of skill on proficiency scale
- 2- partial mastery with some assistance on proficiency scale.
- 1- no success even with help

Effort Grading Scale

O Outstanding

G Good

N Needs Improvement

3rd Grade (and above)

Academic Grading Scale

Letter Grade Percentages

A+ 96.5 – 100.00

A 92.5 - 96.49

A- 89.5 - 92.49

B+ 86.5 - 89.49

B 82.5 - 86.49

B- 79.5 - 82.49

C+ 76.5 - 79.49

C 72.5 - 76.49

C- 69.5 - 72.49

D+ 66.5 - 69.49

D 62.5 - 66.49

D- 59.5 - 62.49

F Below 59.5

BEAS Academy uses Gradelink student and parent portals as its online grading and records program. Assignments and grades can be viewed for all classes through this online portal.

HEALTH/IMMUNIZATION RECORDS

California state laws dictate necessary immunizations for children prior to entering an academic facility. These immunizations differ based on the age of your child, and most current information can be found in the front office, or on the California website. Children who are not properly immunized or have a pending doctor's appointment to receive necessary immunizations will not be allowed into the classroom. This is for the safety of all children and staff members. In some cases, immunization exemptions may be filed. These forms must be completed, signed, and on file in the Health and Records office. A completed "Emergency Information and Immunization Record Card" must be completed in its entirety and signed by BOTH parents and/or guardians. In addition to immunization information, this

card also requires parent contact information, at least two alternate contacts in the event of an emergency, and child allergy information. Students without a completed card on file prior to the start of school will not be admitted into the classroom.

HOMEWORK

BEAS Academy recognizes the need for practice at home to improve academic skills. As such, students will be required to do homework. The homework assignments will vary in length and the content may vary from student to student based on academic ability and teacher discretion. The purposes for homework are:

- 1. To reinforce the skills taught in the classroom
- 2. To encourage the growth of student responsibility and initiative for their own progress
- 3. To provide parents an opportunity to participate in the child's scholastic growth
- 4. To develop awareness that studying (review for a test, reading assignment) is as valid an assignment as written homework

When applicable, nightly homework must be turned in to the teacher at the beginning of the day in which it is due. Homework not turned in at the beginning of the day will be considered late resulting in the lowering of one letter grade. To receive any credit, late homework not completed in lunch study hall, must be turned in at the beginning of the next day. If homework is not turned in the next day, no credit will be given.

Please refer to the Attendance section for policies regarding missed homework/tests due to student absence.

ILLNESSES

To preserve the health of all children and staff members, we ask that you not send a sick child to school. Small children are especially prone to infection because their immune systems are not fully developed. Just one sick child in the classroom places all other children at risk. If your child is absent due to illness, please call the BEAS Academy office at (916) 349-8540, and leave your child's name, room number, date, and reason for absence. This will enable us to inform necessary staff of your child's absence. Any child who has a fever should not be sent to school under any circumstances! A child who is listless or shows active signs of illness should also be kept at home. If your child has any of the following symptoms, please keep them at home until investigated further by a medical professional:

- persistent stomachache
- diarrhea
- vomiting
- deep or hacking cough, even if a fever is not present
- continuous runny nose
- yellowish or greenish mucus
- an undiagnosed rash

• pink, swollen, matted and/or runny eyes that have not been treated by a physician A child may return to school after an illness under these conditions:

- fever and/or vomiting is gone, and temperature has been normal for at least 24 consecutive hours without medication
- energy level has returned to normal for at least 24 consecutive hours
- no symptoms or signs of diarrhea for at least 24 consecutive hours without medication
- active signs of illness are no longer present

Children do not have to stay at home until all secondary symptoms of an illness disappear. As an example, some forms of nasal and bronchial congestion may linger for several weeks following a cold or flu, but the child is no longer contagious.

Consult your child's pediatrician if you ever question whether your child should return to school. If one of the classroom teachers observes signs of illness, he/she may suggest that your child be seen by a member of the BEAS Academy office before being admitted to the classroom. If your child has been exposed, or is ill from a contagious disease, we require that you contact the BEAS Academy office so that all students and parents in your child's classroom can be put on alert. We notify students and parents in a classroom of certain illnesses as required by the Health Department. Upon confirmation from a medical professional that your child has one of the above diseases, please contact the BEAS Academy office at (916) 349- 8540, and leave a voicemail message with your child's name, room number, and type of disease.

If your child develops symptoms of an illness while at school, he/she will be sent to the BEAS Academy front office and a parent or guardian will be called. If a parent has not responded within 30 minutes after the first contact attempt, an office staff member will then try and reach an alternate emergency contact person as listed first on the blue "Emergency Information and Immunization Record Card". When called to pick your child up due to illness, please respond as promptly as possible. Sick children are more comfortable in their own home surroundings. In addition, it is imperative that we do not inadvertently spread any infectious diseases. Any child that has been sent home ill by BEAS Academy office personnel will not be permitted to attend school the following day including any activities before and after school.

INSURANCE

BEAS Academy carries liability insurance of at least \$1,000,000 per occurrence/ \$2,000,000 aggregate. Parents may view insurance certificate upon request.

LOST AND FOUND

Many student items become misplaced while at school. We cannot assume responsibility for losses. We have a Lost and Found in the front office area for items that have been turned into the office. Valuable items turned into the office will be kept there. Any items left at the end of each quarter will be donated to a local charity. Please check the Lost and Found regularly. Please mark clothing, backpacks, and lunchboxes with your child's name.

MEDICATION

BEAS Academy staff is certified in CPR and first aid. Minor medical situations will be handled by the designated school office staff. When a student becomes ill or is injured in school, he/she will be evaluated and/or treated by the BEAS Academy personnel or a designated staff member. If it is necessary for the student to be sent home or to a doctor, parents will be contacted and requested to pick up the child. No child will be released from campus without an adult to accompany them. In case of an emergency, both the Fire Department paramedics and the parent will be called. Should a life-threatening situation exist, the child will be taken to the nearest emergency facility. For medication to be dispensed, a parent or guardian must first complete a medication card provided by the office. Prescription and over-the counter medications cannot be dispensed without written parent permission. The school will only dispense prescribed medication that is in the original labeled container and displays the child's full name, attending physician, etc. Over-the-counter medication must be received in the original sealed container or it cannot be dispensed. Students needing an Epi-Pen must provide two for school use. One Epi-Pen will be kept in the Office and the other will be locked in a medication box in the student's classroom. Students may NOT keep their own medication, regardless of type (i.e.: inhalers, Tylenol, aspirin, cough drops, etc.). ALL medications must be kept in the office and be dispensed by the Health and Records personnel or a designated staff member.

MORNING ARRIVAL

When arriving on campus for any reason, please make sure that you park your vehicle in designated parking spaces only. Parent vehicle parking is not permitted in any crosswalk, along any fire lane (painted in red), or along any part of the fire lane on the south edge of the property. Parking in either of these locations at ANY time could result in a parking ticket from the Sacramento Sheriff's Department. The playground area is not supervised prior to the start of school. Students are prohibited from entering the playground area without proper BEAS Academy staff supervision.

Students do not need to be signed in when arriving on time. Late arriving students need to be signed in with a tardy slip. Due to the size of our parking lot, please be courteous and only park your vehicle if you are attending to other business; otherwise, children may be dropped at the front gate and allowed to walk to their classroom without parental supervision. In the front office for late arrivals please complete the form by next to your child's last name, please put the time of arrival and sign your FULL name. If you are picking your child up before 3:00pm, you must sign your child out on the assigned sheet with your FULL name and the time of departure.

NEWSLETTERS

Monthly newsletters are published on the school web site and emailed directly to parents upon request. Hard copies of these newsletters are not sent home.

PARENT ACTION COMMITTEE

The Parent Action Committee (PAC) is made up exclusively of BEAS Academy parents who volunteer their time, talents, and materials for the benefit of BEAS Academy and its students. PAC organizes many activities and fundraisers throughout the year to foster community and help fund initiatives to add to the strength of BEAS academic program. If you have any questions, require additional information, or

would like to volunteer to help with PAC activities please send an email to the PAC president. A list of the PAC board members can be found on the PAC page of the school website.

PLAYGROUNDS

Our elementary playgrounds have been designed to provide equipment and accessories that are developed for the ages of children that will be using them. Children are not allowed access to either playground unless proper staff supervision is provided. **AT NO TIME IS A PARENT ALLOWED TO SUPERVISE CHILDREN ON THE PLAYGROUNDS WITHOUT THE PRESENCE OF A STAFF MEMBER.** The elementary playground does not open until 8:15am. Do not release your child(ren) to the playground prior to this time. Any child found on the playground before they open will be sent to Extended Care and your account will be appropriately billed. Please do not engage in conversation with teachers while they are on playground duty for the safety of all students on the playground.

PRIORITY ENROLLMENT/RE-ENROLLMENT

Priority enrollment/re-enrollment for the following school year is provided for current BEAS Academy families. The priority enrollment period will occur in December and generally lasts for two weeks. Priority enrollment/re-enrollment is for currently enrolled students and siblings of family members already in attendance, providing space is available. Current families must re-enroll within the allocated timeframe or risk losing their roster position for the following school year.

RAINY DAY/HEAT ADVISORY DISPERSAL

In the event of rain during any dispersal time or an issued heat advisory by the National Weather Service, parents are asked to **PARK** their cars and **PICK UP** their child in their classroom. Please pick up your child and leave the campus as quickly as possible to allow all parents to find nearby parking in the inclement weather. To help with some of the congestion, students may be picked up no more than ten minutes early on these days without being recorded as a half day absence.

SCHOOL HOURS

The campus is open 7:30am – 3:00 pm every day school is in session.

SCHOOL'S RIGHT TO AMEND

The administration of BEAS Academy retains the right to amend the handbook. Parents will be notified in writing if changes are made during the school year.

STUDENT RECORDS

It is extremely important that all student records be kept current and up to date. Any changes to student or parent information, including home address, contact phone numbers, emergency contact information, and special instructions, should be changed as soon as possible. In the unlikely event of an emergency, it is imperative that we have correct contact information. Student records are kept in the BEAS Academy office. If your child is transferring to another school, a request for transfer of records must be delivered to our campus from that institution, and all necessary information will be sent directly

to the inquiring school when all books are returned, and accounts are paid in full. At no time will records be released to parents or guardians.

TELEPHONE/CELL PHONE and EMAIL USE

Office and classroom telephones are not to be used by students, except in an emergency. Students are not permitted to call home or email parents for forgotten book assignments, gym clothes, or to schedule after school activities with their friends. If a student must use a phone to contact their parent/guardian, they must get permission from administration to use a phone in the front office. Students may not use a classroom telephone. Student cell phones or smart watches are not allowed on campus. If students need to use a phone to contact their parent/guardian, they must receive a phone slip from their homeroom teacher to use the phone in the front office. Students' school email is for academic purposes only. Students may not use their school email address for personal reasons.

TEXTBOOKS

BEAS Academy provides all textbooks for students. Needed textbooks are checked out to students at the beginning of the school year and/or semester. All textbooks must be covered. Making covers out of paper shopping bags is allowed. Students must return their textbooks at the end of the school year in an acceptable condition. The cost of damaged textbooks will be billed to the family's account. Third grade students are also given access to an online math textbook for the school year. These students may be required to leave their assigned math textbook at home and use their online textbook in class via an iPad.

UNIFORMS/DRESS CODE

BEAS Academy recognizes that student dress and grooming are generally a matter of personal choice; however, there is a documented relationship between student dress and success, school pride, the safety and general welfare of the students and staff, and the accomplishment of the curriculum goals and educational objectives. School uniforms are mandatory. Each Friday is a Spirit Uniform day in which students may participate. Spirit days, holidays and special occasions are casual, "free dress" days. Students are not required to wear uniforms on these days, but still must adhere to the Dress Code.

Uniform Requirements

Students who are wearing the school uniform must adhere to the following dress standards:

- Tops are light blue or yellow collared school shirts with BEAS Academy School logo, except on Fridays when approved Spirit Shirts may be worn.
- Except for the BEAS Academy School logo, emblems, logos, insignias, etc. are not permitted on any item of clothing.
- Bottoms must be solid, plain colored khaki or navy-blue pants, Capri pants, skirts, skorts, jumpers (with BEAS Academy School logo) or mid-thigh shorts. Embellishments or designs are not permitted. Only middle school girls may wear the plaid skirt and plaid skort which must be no shorter than 3" above the knee. Blue jeans, cargo pockets, or leggings worn as pants, or any legging-type pants are not permitted. This includes yoga pants. (Leggings worn under skirts/dresses are permitted if they are in the plain school uniform colors of burgundy, white, or navy blue.)

- All socks must be white. Small logos are permitted. Other designs or embellishments are not.
- Outerwear (sweaters, jackets, sweatshirts, etc.) must be in the plain school uniform colors of burgundy, white, or navy blue. While having BEAS Academy School logo is preferred, it is not mandatory on outerwear.

Dress Code (Non-Uniform)

All students must adhere to the following standards when a uniform is not required:

No tops that expose the chest or abdomen are to be worn. See-through material is also not permitted.

- No backless or razor-back apparel or tube tops. (Tank tops must have straps of at least two inches in width.)
- Shorts must be mid-thigh. Biker shorts are not permitted.
- Skirts/skorts need to be no shorter than 3" above the knee.
- Inappropriate or offensive lettering or designs will not be permitted on clothing (i.e., profanity, alcohol, tobacco products).
- Close-toed shoes shall be worn at all times. Students must wear rubber-soled shoes, which must remain tied at all times. Shoes with open toes or open heels are not allowed. "Crocs" and boots are not allowed on campus, even during casual, "free dress" days. Athletic shoes must be worn during P.E. classes. For safety reasons, students wearing shoes that are deemed to be unsafe for certain activities will be asked to call their parents to bring appropriate shoes to school.
- Hats are not to be worn indoors.
- Current fashions are permitted as long as decency is maintained. EDPS will determine decency.
- Student's hair should be colored and styled in such a way as that it appears natural. Hair must be groomed in a manner which does not disrupt the education of the student or others.
- Sweatpants or athletic pants are not allowed except on special days (i.e., Health Week, Field Day, etc.).
- Pants may not be oversized or baggy.
- Leggings worn as pants, or any legging-type pants are not permitted. This includes yoga pants. (Leggings worn under skirts/dresses are permitted.)
- Torn or cut garments are prohibited.
- Make-up and jewelry should be minimal, worn in good taste, and should not be distracting.
- Blue jeans may only be worn on casual, "free dress" days.

Students who violate these dress standards will be asked to do any of the following:

- Change into clothing that is provided by the school.
- Have other clothing brought to school and change.

- Leave school and return in proper attire.
- Change into clothing that is provided by the school.
- Have other clothing brought to school and change.
- Leave school and return in proper attire.

Dress Code for Extracurricular Activities

For certain field trips, teachers may recommend a certain type of apparel to be worn or may allow the trip to be “uniform optional”. In all other instances, for all BEAS Academy sponsored field trips, students will be expected to wear their uniforms, even if the trip falls on a casual, “free dress” day. For each BEAS Academy sponsored special event, the sponsor will issue the standards for appropriate dress.

VALUABLES

School administrators and staff are not responsible for valuables students bring to school. It is recommended that students leave all valuables at home. Common sense and consideration are the best guide in determining whether to bring personal possessions to school. In general, students should not bring toys or unusual items to school unless they are intended for a specific purpose in the classroom and have been requested by the teacher. If a student brings one of these items to school, it will be placed in the front office for the parent to pick up.

WITHDRAWAL

If you need to withdraw your child from school, an Official Notice of Withdrawal must be completed. Prorated tuition (less a cancellation fee equal to one half month’s tuition) will be granted by BEAS Academy if the withdrawal from the school is an allowable reason within the school’s cancellation policy to be released from your tuition agreement. Please refer to your Enrollment Contract and Tuition Agreement.

BEAS ACADEMY STUDENT DISCIPLINE POLICY

Parent Acknowledgement Form

- Read and discuss the BEAS Academy student discipline policy with your child.
- Confirm your receipt and understanding of BEAS Academy student discipline policy by signing below.
- Return the signed form to your child's teacher as soon as possible (please submit a separate form for each child who attends BEAS Academy).

Student's Name

Parent's Name

Parent's Signature

Date