

# Beacon Hill Preparatory School



2016-2017

Student/Parent

Handbook

August 2016

Dear Parents and Students:

Welcome to the new school year at Beacon Hill Preparatory School. Beacon Hill is dedicated to the fundamental philosophy “The future belongs to those who prepare.” To achieve this goal, Beacon Hill fosters the development of every facet of each child. At Beacon Hill, the goal of schooling is to help each child grow into a knowledgeable, responsible adult who can find personal meaning and satisfaction in using his/her skills, talents, and creativity. This focus requires cognitive and intellectual, physical, aesthetic, social, emotional, moral, and spiritual development, and growth in a caring, supportive environment that enables each child to reach his/her maximum potential and feel pride in his/her accomplishments.

We have rules and expectations, structures which we feel improve the quality of life at Beacon Hill for all of us. Please review this Handbook so that you understand and appreciate them. If you have any concerns or questions, please do not hesitate to voice them. Students, you will be held accountable for your actions in accordance with information given in this Handbook.

Please note that the School reserves the right to revise or amend this Handbook and the policies and procedures contained in it at any time. Significant changes will be distributed to students and parents as appropriate. Should you have any questions that are not addressed in the Handbook, contact your school principal.

Welcome and best wishes for an exciting, productive year.

Sincerely,

Mrs. Susan Liss-Hyman, Executive Director

Mr. Arthur Liss, Executive Director

Mrs. Amy Sheinkopf, M.S., Principal

## **Purpose of this Handbook**

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This Handbook contains information about student rights and responsibilities; therefore, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstandings when questions arise.

Beacon Hill reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Further, Beacon Hill reserves the right to modify and/or amend the contents of this Handbook at any time during the school year. You should periodically check the School's website for the most updated version of the Handbook.

We believe that a positive and constructive working relationship between the School and student's parents is essential to the accomplishment of the School's educational mission.

### **Consequently, we ask parents to:**

- Ensure that your child arrives to school prior to 8:30 a.m.
- Call the office between 7:30 a.m. and 9:00 a.m. to report an absent student (homework may be found on RenWeb).
- Commit to notifying the office in person if they sign their children in or out during the school day.
- Read all correspondence mailed home and/or emailed to parents.
- Ensure that your child has computer and internet access at home.
- Check RenWeb periodically to monitor their child's grades and attendance.
- Review carefully with the student all academic and disciplinary communications.
- Attend athletic, dramatic, and academic events in which your child is involved.
- Be aware of material contained in this Handbook.
- Direct all requested letters of recommendation, evaluation, etc. to the office, never to an individual teacher.

- Keep accounts current. If a student's account is delinquent, parents will be promptly notified by office personnel. If account remains delinquent, the student may be held from class until the account is brought current. Exams, report cards, transcripts, and RenWeb access will also be delayed/held until account is current.
- Make sure that student daily planners are used faithfully.
- Realize that student, parent, teacher, and administrator all need to work diligently together to ensure a successful school year.

It is essential to the educational success of your child that parents cooperate, communicate, and participate regularly with the School. Parents should also set an example in the home of the values and expectations to be achieved by students. The School reserves the right to expel a student or deny future enrollment to a student or family where the behavior of the parent or family member has been disruptive or impedes the School's educational environment.

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## Daily Operations

### A Brief History of Beacon Hill School

Beacon Hill is an independent, traditional, all-faith, coeducational school serving preschool through grade eight. Founded by Irving and Cherie Liss in 1959, Beacon Hill Preparatory School is accredited by the Association of Independent Schools of Florida and is a member of the National Council for Private School Accreditation, Southern Association for Colleges and Schools/AdvanceEd and Middle States.

### Mission Statement

“The Future Belongs To Those Who Prepare.”

### Administration and Staff: Jobs and Responsibilities

**Mr. Irving and Mrs. Cherie Liss** – Founders of the Beacon Hill Preparatory School.

**Mrs. Susan Liss-Hyman** – Executive Director. Mrs. Liss-Hyman is the ultimate authority at Beacon Hill and is responsible for all financial matters concerning the school

**Mr. Arthur V. Liss** – Assistant Executive Director.

**Mrs. Amy M. Sheinkopf**, Principal. The Principal coordinates all issues related to curriculum and instruction.

### Non-Discrimination Policy

Admission and participation in our educational programs is open to all eligible students in accordance with appropriate legal requirements regardless of race, color, ethnicity, national origin, or disability, who meet our qualification requirements and who possess motivation, ability, and character which would enable them to succeed in our school community.

### Emergency Forms

Emergency information forms **MUST BE** completed and returned to the school office for every student attending Beacon Hill Preparatory School **by the first day of school**. It is imperative that the school be informed of all pertinent medical information for each student (i.e., allergies, medications, chronic conditions, etc.) as well as telephone numbers (home, work, cellular) for parents/guardians and at least **THREE** additional persons that may be contacted if parents are unavailable.

## **Arrival Procedures**

The school is opened at 6:30 a.m. daily. School is in session from 8:30 a.m. to 3:15 p.m. daily. Arrangements for before - and after-school care as well as vacation care can be made with the office.

Children who arrive from 6:30 a.m. to 8:30 a.m. are to go to the cafeteria. Early Childhood students will be taken to the classroom with a teacher.

**Students are due in their classrooms by 8:30 a.m.**

## **Dismissal Procedure**

Dismissal is at 3:15 p.m. The school is open until 6:00 p.m. each evening with afterschool programs and day care provided until that time. Students who are not picked up by 3:30 p.m. will be admitted to our afterschool program. There is a charge of \$1.00 per minute, beginning at 6:00 pm, for students who are not picked up on time.

Students may not leave the school premises unless accompanied by a parent or teacher. We do not release students to anyone other than those approved to pick up the child. All changes in dismissal procedures must be arranged through the office. We reserve the right to ask for identification from any unknown persons who may be authorized to pick up a child. This is for your child's safety and protection.

All early dismissal arrangements are made through the office. **Do not disturb your child's classroom!**

## **Dress Code**

All students in Gems through grade 8 must wear school uniforms. Uniform tops include Beacon Hill white, black or aqua collared shirts with the school logo. Acceptable uniform bottoms are black or khaki pants (Dockers style) – shorts, skirts, jeans or skorts are not part of our uniform. No hats are to be worn in school. Closed shoes or sneakers are acceptable footwear (no heels or open toes). Shirts are to remain tucked-in at all times. Sweaters or sweatshirts need to be solid, one colored (no designs, stripes or writing). Leather and denim jackets are not uniform.

On P.E. days, students in Pre-School through grade 8 are required to wear the Beacon Hill P.E. shorts and shirt. All uniforms are available for purchase only through Beacon Hill. On cold PE days, students may wear solid black sweat pants instead of the Beacon Hill shorts. Alternatively, students may wear solid black leggings under the PE shorts.

Students who arrive to school without the appropriate uniform will be sent to the office. Their parents will be contacted and asked to bring the proper uniform.

## **Attendance**

Success in school is closely related to regular school attendance. Despite the fact that opportunities are provided to “make up” work, no class period can be reenacted for the benefit of those absent. Class discussion, the interplay of ideas, and the opportunity for questions can never be “made up.” A student must be in attendance for at least 30 minutes to be considered present for class. At the discretion of the administration, students with excessive absences may be held from field trips and/or curricular activities. Students with excessive absences, excused or unexcused, may be expelled or denied re-enrollment, or promotion. **Administration reserves the right to determine what is excessive, on a case-by-case basis.**

## **Tardiness**

### Morning

Students are expected to arrive to school prior to 8:30 a.m. Students who report after 8:30 a.m. must report to the office before reporting to classroom/homeroom in order to obtain an admit pass to be given to the teacher. Emergencies do occur, and for that reason, the first two unexcused tardies per quarter carry no penalty at all. Each unexcused tardy, thereafter, will result in one point being deducted from the quarter grade of the first class.

### During the Day

Middle school students are expected to report to each class on time. Middle school students should not remain in class after the ending bell. Teachers will not keep students to finish a test or to converse. Should additional time be needed to discuss a situation, a plan should be made for meeting when neither the student nor the teacher has a class obligation. The first two unexcused tardies per quarter carry no penalty. Each unexcused tardy, thereafter, will result in one point being deducted from the quarter grade. Grades are reduced at the end of the quarter. Tardies may or may not be reflected on weekly progress reports.



## **Excused Absences**

Excused absences from school may be for the following reasons only:

- Sickness certified by a doctor or parent
- Doctor appointments (statement may be required)
- Religious holidays
- Family trips (if approved in advance)
- Death in the family

If the parent has made the mandatory call as stated in the front of the Handbook, the student should proceed first to the school office when he/she returns to school. If the parent has not made the phone call prior to the child's return to school, a note from the doctor or parent should be brought to the school office. The parental or doctor note gives the School the explanation of the absence and lets us know the parent is aware of the absence. It is up to the School to determine if the absence merits an "excused" status. Absences for reasons other than stated above will be considered "unexcused."

## **School Activity Absences**

These are absences including, but not limited to, participation in Beacon Hill athletic or fine arts travel and school-sponsored field trips which take place during the regular school day. Beacon Hill initiates the absence and the student is representing Beacon Hill.

## **Unexcused Absences**

All absences without a note presented upon return will automatically be considered "unexcused" as will other absences not classified as "excused". These absences may result in zeros being given for all tests/quizzes missed. Should a test or quiz be given or an assignment is due right after the unexcused absence, the student must follow the same schedule as the rest of the class. No extra time will be given since the absence was unexcused.

*Transportation problems will, at the discretion of administrators, be excused without penalty provided that students make up all class work, quizzes, and tests by 4:30 p.m. the same day.*

### **Late Arrivals/Early Dismissals**

Students who miss any class time due to either a late arrival or an early dismissal for sports, appointments, family trips, etc. are responsible for submitting all assignments and either taking, or making arrangements for taking all tests/quizzes missed before leaving for the day. Students are responsible for all work missed that day. The school day ends at 3:15; please wait until that time to pick up your children. Should the child have an appointment that requires an early release, please let the office know and they will call the class to release the child. Parents may not pick up students directly from the classroom before 3:15pm.

### **Student Illness**

Students suspected of having a communicable disease must be removed from the classroom according to school policy. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic before returning to school. Students must have no fever, vomiting, etc. for 24 hours prior to their return to school, or have a physician's note stating that the student is not contagious and/or is under treatment. A student who is ill should be signed out in the main office. Teachers will be informed of students dismissed for illness.

### **Make-Up Work/Homework**

Students who are absent for any reason are expected to complete all missed class work, homework, and quizzes/tests. Failure to do so will affect the quarter grade. All assignments will be posted on RenWeb. Homework missed due to a one-day absence may be due on the day of the student's return.

### **Extended Absences and/or Planned Absences**

The calendar for the academic year is published prior to the school year so that family trips can coincide with school holidays. On the rare occasion that scheduling conflicts, the following guidelines must be met:

1. A letter requesting permission for the absence and stating the reason must be submitted to the Principal at least five school days prior to the proposed absence.
2. If grades and attendance record are satisfactory, the Principal will give a form to the student. The form must be presented to all teachers.
3. All classwork and homework must be submitted by the date given on the form, usually within two or three days return from a pleasure trip.

**Students with low achievement or students seeking to be absent during an inopportune time (testing times, etc.) will be advised not to be absent.**

## **Academics**

### **Student Progress**

Parents can monitor their child's progress by logging in to RenWeb to view their child's grades, homework, and test schedule. Parents are encouraged to contact their child's teachers through RenWeb anytime there is a concern or question. Teachers are encouraged to keep parents apprised through emails, texts, phone calls, and conferences as well.

Student progress reports are emailed to parents/guardians weekly. Report cards are issued at the end of each of the four academic quarters.

### **Standards**

At Beacon Hill we believe in setting and maintaining high academic standards, grounded in the Common Core State Standards. All written work done by students should be done neatly, in complete sentences, and must adhere to the rules of grammar and syntax appropriate for the age level.

We do not accept torn, crumpled, or otherwise inappropriate work. It will be returned to be redone.

### **Homework**

Homework is an essential part of the learning process. Homework reinforces the concepts taught during the day, reviews skills, and requires application of critical thinking.

Clear and precise directions for home assignments are given in class and the assignment will be posted on RenWeb. Students second grade through eighth grade are expected to record their homework in a homework planner. Parents are requested to monitor their children to ensure that all homework is completed.

Homework is issued, at a minimum, of three nights a week for students in Pre-School through Senior Kindergarten. Students in grades 1 through 8 will be issued homework each night. Students in grades 5 through 8 can expect 60 to 90 minutes of homework each night. In cases where homework has not been completed, parents will be contacted via RenWeb. In cases where homework is consistently not turned in, the parents will be contacted and a conference with the Principal, parents, and teacher will be scheduled. Failing to complete homework on a regular basis will have a negative effect on the student's learning and grades.

## **Tests**

Students will be informed of all upcoming tests approximately a week in advance. Quizzes may be given at any time without previous notice. Tests and quizzes will be graded, and posted on RenWeb for parent viewing. Parents that wish to review the actual assessment may schedule an appointment with the teacher to do so. Additionally, all students in grades Senior Kindergarten through Grade Eight will be administered the Scantron assessment three times during the year: fall, winter, and spring in the subjects of reading and mathematics.

The Stanford Achievement Test will be administered each spring to all students in Senior Kindergarten through Eighth Grade. Testing dates are on the annual calendar.

## **Grading**

For the purpose of uniformity, the grade a student earns in a particular curricular area is comprised of the following weighted components:

1. Assessments: 50%
2. Class work: 25%
3. Projects: 15%
4. Homework: 10%

Beacon Hill utilizes the following grading scale:

<b>Grading</b>			
100-94	A	79-77	C+
93-90	A-	76-74	C
89-87	B+	73-70	C-
86-84	B	69-65	D
83-80	B-	Below 65	F

### **Academic Awards**

Beacon Hill celebrates students success each day as part of the overall school culture. However, specific academic awards are given at the end of each academic quarter as follows:

<b>Honor Rolls</b> (Student must be on grade level)	
<b>Principal's Honor Roll</b>	
	All A's No N's, U's No disciplinary problems/reports
<b>First Honor Roll</b>	
	All A's and B's No U's or N's No disciplinary problems/reports

Students that have earned Principal's Honor Roll or First Honor Roll in an academic quarter will attend the Knights of Honor Ceremony (dates are posted on RenWeb).

### **Student Code of Conduct**

## **What is CHAMPs?**

Beacon Hill has implemented CHAMPs, which is a “proactive and positive approach to classroom management.” It takes Dr. Randy Sprick’s work on positive behavior (at the University of Oregon and Seattle Pacific University) to all aspects of the classroom and the school.

The programs are based on the following beliefs:

1. All students must be treated with dignity and respect.
2. Students should be taught the skills and behaviors necessary for success.
3. Staff members should encourage motivation through positive interactions and building relationships with students.
4. Student misbehavior provides a teaching opportunity.

Differentiating between school and classroom **routines, rules** and **expectations**, CHAMPs provides educators with strategies to use to create an atmosphere that is “safe and civil”, allowing students to learn in an environment that is conducive to learning. And, when inappropriate behaviors and disruptions occur, CHAMPs helps the educator identify the stimuli or reasons for the misbehavior, suggests appropriate consequences and generally leads the teacher in ways to modify or change the unwanted behaviors.

## **Guidelines For Success**

**Conversation:** Can students talk to each other during this activity/transition?

**Help:** How can students ask questions during this activity/transition? How do they get your attention?

**Activity:** What is the task/objective of this activity/transition? What is the expected end product?

**Movement:** Can students move about during this activity/transition? Can they sharpen their pencil?

**Participation:** What does appropriate student work behavior for this activity/transition look/sound like?

## **CHAMPs Voice Levels**

0 = No Talking

1 = Use A Whisper Voice

2 = Use A Neighborly Voice

3 = Use A Presentation Voice

4 = Use An Outdoor Voice

## **Rules For Beginning The School Day**

<b>C</b>	<b><u>Conversation:</u></b> <ul style="list-style-type: none"><li>• Voice Level 2 (Neighborly) when entering</li></ul>
<b>H</b>	<b><u>Help:</u></b> <ul style="list-style-type: none"><li>• Go to the nearest adult on supervision for help</li><li>• Check in at the office for a tardy slip if it is after 8:30 a.m.</li></ul>
<b>A</b>	<b><u>Activity:</u></b> <ul style="list-style-type: none"><li>• Students and staff will prepare for the school day quietly</li></ul>
<b>M</b>	<b><u>Movement:</u></b> <ul style="list-style-type: none"><li>• Move directly to the cafeteria when arriving before 8:30 a.m.</li><li>• Teachers will pick-up students promptly at 8:30 a.m. and escort them to the classroom</li><li>• Use of bathroom is okay when given permission by adult supervisor</li></ul>
<b>P</b>	<b><u>Participation:</u></b> <ul style="list-style-type: none"><li>• Students may play with board games, puzzles, and engage in conversation with friends</li></ul>

## **Bathroom Rules**

<b>C</b>	<p><b><u>Conversation:</u></b></p> <ul style="list-style-type: none"> <li>• Voice Level 1 (Whisper)</li> <li>• Use appropriate language</li> </ul>
<b>H</b>	<p><b><u>Help:</u></b></p> <ul style="list-style-type: none"> <li>• Raise hand and wait for adult assistance</li> <li>• Go to the nearest adult in an emergency</li> </ul>
<b>A</b>	<p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Students quietly and respectfully go to the bathroom</li> <li>• Flush toilets when finished</li> <li>• Wash and dry hands before leaving</li> </ul>
<b>M</b>	<p><b><u>Movement:</u></b></p> <ul style="list-style-type: none"> <li>• Form a single line, one student behind the other</li> <li>• Only 3 people at a time may enter the restroom</li> <li>• Only 1 person at time may enter a stall</li> <li>• Last student checks the bathroom and reports to the teacher</li> </ul>
<b>P</b>	<p><b><u>Participation:</u></b></p> <ul style="list-style-type: none"> <li>• Students are to use hall passes after getting teacher permission</li> <li>• Only one student may leave the classroom at a time</li> <li>• Respect the privacy of others in the bathroom</li> <li>• Keep hands, feet, and body to self</li> <li>• Respect school property</li> <li>• Do not waste water or towels</li> </ul>



## Hallway Rules

<b>C</b>	<b><u>Conversation:</u></b> <ul style="list-style-type: none"><li>• Voice Level 0 (No talking)</li></ul>
<b>H</b>	<b><u>Help:</u></b> <ul style="list-style-type: none"><li>• Raise hand and wait for adult assistance</li><li>• Go to the nearest adult in an emergency</li></ul>
<b>A</b>	<b><u>Activity:</u></b> <ul style="list-style-type: none"><li>• Students walk quietly in the hallways, as not to disturb other classes</li></ul>
<b>M</b>	<b><u>Movement:</u></b> <ul style="list-style-type: none"><li>• Form a single line, one student behind the other</li><li>• Students walk to and from their destination</li><li>• Students remain with their teacher at all times</li><li>• Teacher walks in the middle of the line, parallel to students, so as to monitor both the front and back of line</li><li>• Students may not go to any other destination other than that directed by the teacher</li></ul>
<b>P</b>	<b><u>Participation:</u></b> <ul style="list-style-type: none"><li>• Students are to use hall passes after getting teacher permission</li><li>• Only one student may leave the classroom at a time</li><li>• Respect other classes by not knocking on windows or doors</li><li>• Keep hands, feet, and body to self</li><li>• Respect school property</li><li>• Report any safety issues to your teacher</li><li>• Students should walk in a safe manner (no running)</li></ul>

## Cafeteria Rules

<b>C</b>	<p><b><u>Conversation:</u></b></p> <ul style="list-style-type: none"> <li>• Voice Level 0 (No talking) a dismissal</li> <li>• Voice Level 2 (Neighborly) at table</li> </ul>
<b>H</b>	<p><b><u>Help:</u></b></p> <ul style="list-style-type: none"> <li>• Get the attention of the nearest adult by raising your hand</li> </ul>
<b>A</b>	<p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Students, staff, and visitors will interact with courtesy and respect in a safe, clean environment</li> </ul>
<b>M</b>	<p><b><u>Movement:</u></b></p> <ul style="list-style-type: none"> <li>• Form a single line, one student behind the other</li> <li>• Keep hands, feet, and objects to self</li> <li>• Remain seated until class is dismissed</li> <li>• Sit at assigned table</li> <li>• Exit through the appropriate door</li> </ul>
<b>P</b>	<p><b><u>Participation:</u></b></p> <ul style="list-style-type: none"> <li>• Use appropriate language and manners (please, thank you)</li> <li>• Students may not share food</li> <li>• Respect school property</li> <li>• Dispose of trash in trash bins</li> <li>• Pick-up and dispose of any trash on floor and tables</li> <li>• Teacher assigns 1 student each week to wipe tables after lunch session</li> </ul>

**Outdoor Recess Rules  
(Pre-School – Grade 4)**

<b>C</b>	<p><b><u>Conversation:</u></b></p> <ul style="list-style-type: none"> <li>• Voice Level 0 (No talking) entering/exiting classroom</li> <li>• Voice Level 2 (Neighborly) or 3 (Outdoors)</li> </ul>
<b>H</b>	<p><b><u>Help:</u></b></p> <ul style="list-style-type: none"> <li>• Raise hand and wait quietly for adult attention</li> </ul>
<b>A</b>	<p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Students entering/exiting playground area</li> </ul>
<b>M</b>	<p><b><u>Movement:</u></b></p> <ul style="list-style-type: none"> <li>• Enter and exit in an orderly line</li> <li>• Students wait in line for directions</li> <li>• Keep hands, feet, and objects to self</li> <li>• Student play within designated area</li> </ul>
<b>P</b>	<p><b><u>Participation:</u></b></p> <ul style="list-style-type: none"> <li>• Students are including everyone in play</li> <li>• Students show courtesy and respect to peers</li> <li>• Students are not playing too rough</li> <li>• Students do not bully others</li> <li>• Students wait for teacher directions</li> </ul>

**Indoor Recess Rules  
(Pre-School – Grade 4)**

<b>C</b>	<p><b><u>Conversation:</u></b></p> <ul style="list-style-type: none"> <li>• Voice Level 2 (Neighborly)</li> </ul>
<b>H</b>	<p><b><u>Help:</u></b></p> <ul style="list-style-type: none"> <li>• Raise hand and wait quietly for adult attention</li> </ul>
<b>A</b>	<p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Students and staff enjoy a safe, pleasant break from instruction in the classroom</li> </ul>
<b>M</b>	<p><b><u>Movement:</u></b></p> <ul style="list-style-type: none"> <li>• Move to appropriate areas in small groups or pairs</li> <li>• Play individually with games or recreational indoor materials</li> <li>• Keep hands, feet, and objects to self</li> <li>• Put away and clean up any materials after use</li> </ul>
<b>P</b>	<p><b><u>Participation:</u></b></p> <ul style="list-style-type: none"> <li>• Students are including everyone in play</li> <li>• Students show courtesy and respect to peers</li> <li>• Students are not playing too rough</li> <li>• Students do not bully others</li> <li>• Students wait for teacher directions</li> </ul>

**Assembly Rules**

<b>C</b>	<p><b><u>Conversation:</u></b></p> <ul style="list-style-type: none"> <li>• Voice Level 0 (No talking) Entering/Exiting</li> <li>• Voice Level 0 (No talking) During Performance</li> </ul>
<b>H</b>	<p><b><u>Help:</u></b></p> <ul style="list-style-type: none"> <li>• Raise hand and wait quietly for adult assistance while remaining in your seat. In an emergency, raise your hand or quietly go to the nearest adult</li> </ul>
<b>A</b>	<p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Students and staff enjoy the presentation</li> </ul>
<b>M</b>	<p><b><u>Movement:</u></b></p> <ul style="list-style-type: none"> <li>• Enter in a line, single file</li> <li>• Walk with hands, feet, and body to self</li> <li>• No switching seats</li> <li>• No leaving without permission</li> <li>• Clap at appropriate times</li> </ul>
<b>P</b>	<p><b><u>Participation:</u></b></p> <ul style="list-style-type: none"> <li>• Students keep eyes watching and ears listening quietly to the program and presenter(s)</li> </ul>

## Snack/Dismissal Rules

<b>C</b>	<p><b><u>Conversation:</u></b></p> <ul style="list-style-type: none"> <li>• Voice Level 0 (No Talking) Structured Dismissal Time</li> <li>• Voice Level 2 (Neighborly) during snack</li> </ul>
<b>H</b>	<p><b><u>Help:</u></b></p> <ul style="list-style-type: none"> <li>• Raise hand and wait quietly for adult assistance while remaining in your seat. In an emergency, raise your hand or quietly go to the nearest adult</li> </ul>
<b>A</b>	<p><b><u>Activity:</u></b></p> <ul style="list-style-type: none"> <li>• Closure of lessons; review of next day's assignments; pass out information from office (if needed); discuss rewards earned for the day; clean-up classroom and stack chairs</li> <li>• Enjoy healthy snack with peers</li> </ul>
<b>M</b>	<p><b><u>Movement:</u></b></p> <ul style="list-style-type: none"> <li>• Enter in a line, single file</li> <li>• Walk with hands, feet, and body to self</li> <li>• No switching or sharing snack</li> <li>• No leaving designated snack area without permission</li> </ul>
<b>P</b>	<p><b><u>Participation:</u></b></p> <ul style="list-style-type: none"> <li>• Students complete classroom clean-up activities</li> <li>• Students prepare for departure</li> <li>• Students enjoy a healthy snack</li> </ul>

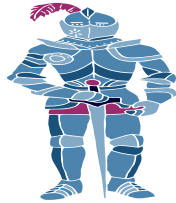
## **Positive Behavior Support (PBS)**

### **Philosophy**

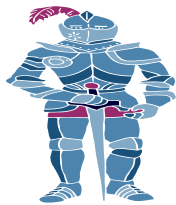
At Beacon Hill Preparatory School, we focus on developing positive behaviors which will be most conducive to learning. We expect everyone to take personal responsibility for the attitudes they choose each day. Positive behavior is fed, nourished, and exchanged by being there for each other. Everyone is given opportunities to model, role play, and practice expected behaviors. We regularly look for opportunities to make each other's day by acknowledging each other, not only for what we achieve but for who we are. Our students are free to have fun and experiment with new ideas and feel safe to make mistakes that lead to effective learning. Teachers will not withhold outside activities or food as a result of disciplinary measures.

All people in this environment are committed to coaching each other to live a shared vision each day!

**Our School-Wide Expectations  
“The Silver Knight Creed For Success”**



**Show pride in your work**



**Think before your act**



**Accept responsibility**



**Respect ourselves and others**



**Shine with success**

## **Positive Behavior Support (PBS) Student Incentive Program**

**GOOD NEWS CALLS:** When a student exhibits exceptional behavior, hard work, good manners, etc. the teacher may fill out a “Good News Call” form and send it to the principal. This will be posted on RenWeb, letting parents and Beacon Hill families know their child is to be commended for their hard work. The student is also recognized in the classroom in front of his/her peers and receives a treat.

**CHAMPs BUCKS PROGRAM:** CHAMPs Bucks will be given to students who demonstrate appropriate positive behavior and follow school expectations. Teachers and any Beacon Hill staff member can give out CHAMPs Bucks, and they should let the student know why he/she has earned the CHAMPs buck. Students may not ask for a CHAMPs Buck. Only one CHAMPs Buck can be given each time a positive behavior is rewarded. CHAMPs Bucks can be redeemed on designated dates and times for classroom treasure box prizes. Earned CHAMPs bucks may be revoked by classroom teachers or the principal for infractions of behavior guidelines. The top student in each class (those with the most earned CHAMPs Bucks) by the last Thursday of each month will be rewarded.

## **Conduct Points**

Conduct points are assigned by the Principal and posted on RenWeb for serious infraction that intrude upon the educational process of fellow students or the overall orderly pattern of campus life and school culture. Conduct points cannot be “worked off.” They remain as part of the student’s record for the entire year. The administration views certain offenses as particularly serious and reserves the right to suspend and/or expel a student, even for the first offense, for the following behaviors (with no assigning of conduct points):

- Threat of physical harm
- Threat of physical harm by use of a weapon
- Possession of a weapon or explosives
- Profanity and/or obscenity directed at faculty or staff members in any language
- Striking a faculty or staff member
- Gang affiliation
- Any violation of the School’s drug and alcohol policy

Students that have been placed under out-of-school suspension status may not be on school grounds at any time for the duration of the suspension. This also pertains to any school activities, functions, or events that are conducted during or after school hours.

Expulsion is the most severe penalty that Beacon Hill Preparatory School assigns. It is recorded as part of the permanent school record. Once dismissed (expelled), the student must leave the campus immediately, unless the Principal has granted an extension due to unusual circumstances. All school property must be returned to appropriate parties and the student's locker must be emptied. A dismissed student may not return to campus without a specific appointment with a member of the school's administration or faculty.

Other offenses that will result in conduct points and disciplinary action, up to and including suspension:

- Use of an object as a weapon
- Destruction of school property (including vandalism and graffiti)
- Tampering with the fire alarm system
- Direct or indirect threat of physical harm
- Stealing
- Inappropriate use of the Internet or tampering with the School's computer system
- Possession of missing/stolen property/property not your own
- Harassment, bullying (verbal, cyber)
- Buying, selling, or bartering items for profit
- Cheating
- Lying
- Violation of cell phone policy/refusing to surrender
- Defiance of school rules
- Card playing/gambling
- Public display of affection
- Possession of any tobacco product, lighters, matches



- Being unsupervised /unauthorized area
- Dress code violation
- Rudeness or discourteousness
- Insubordination (failure to follow directives given by administration, faculty, or staff member)
- Plagiarism
- Verbal abuse
- Profanity/obscenity/swearing/racial slur
- Class disruption
- Failure to report to the cafeteria prior to 8:30 a.m.
- Food or drink in classrooms
- Wearing headphones in classroom
- Spitting
- Chewing gum

### **Distribution/Solicitation of Materials or Information on Campus**

Parents and students are prohibited from distributing materials or information on campus relating to non-School-sanctioned parties, events, or sales of items or materials. In addition, parents are not to arrange for students to be picked up or dropped off at the school in connection with a non-School event. The School provides no supervision and assumes no responsibility for any events that occur off campus and are not School-sanctioned.

### **Bullying, Anti-Harassment and Hazing Policy**

Beacon Hill is dedicated to fostering an environment that promotes kindness, acceptance, and that embraces differences among individuals. Beacon Hill Preparatory School prohibits acts of harassment, intimidation, or bullying (including cyber bullying) of any student on school property or at school-sponsored events.

A safe and civil environment in the school is essential for students to learn and achieve high academic standards. Harassment, intimidation and bullying and hazing, like other

disruptive or violent behaviors, are conduct that disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Since students learn by example, school administrators, faculty, staff, and volunteers should be commended for demonstrating appropriate behavior, treating others with civility and respect, and refusing to tolerate bullying.

Harassment, intimidation, or bullying means any deliberate or intentional gesture, or any deliberate or intentional written, verbal, or physical act or threat that a student has exhibited toward another student or staff member and the behavior has one or more of the following effects: (a) physically or mentally harming a student or staff member; (b) damaging a student or staff member's property; (c) placing a student or staff member in reasonable fear of harm to the student's or staff member's person; (d) placing a student or staff member in reasonable fear of damage to the student's or staff member's property; and (2) is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for a student or staff member.

Beacon Hill Preparatory School prohibits acts of cyber bullying, which is a sub-set of bullying and involves the use of information and communication technologies, including but not limited to email, cell phone and pager text messages, blogs, MySpace, Facebook, Wikipedia, Bebo, the Internet, Xanga, Piczo, instant messaging, defamatory online personal polling websites, to support deliberate or repeated hostile behavior by an individual or group, that is intended to harm, intimidate or harass others on school time or the school premises, at school events, programs or activities or off school time or school premises if such acts affect other students or staff of the school.

Beacon Hill Preparatory School reserves the right to discipline students' off campus behavior which substantially disrupts the school's educational process or mission, or threatens the safety or well-being of a student or staff member. Some factors which may be considered in determining whether the behavior warrants discipline include, but are not limited to, the following: (1) whether the behavior created material and substantial disruption to the educational process or school's mission due to the stress on the individual(s) victimized or the time invested by staff in dealing with the behavior or its consequences; (2) whether a nexus to on-campus activities exists; (3) whether the behavior creates a substantial interference with a student's or staff member's security or right to educate and receive education; (4) whether the behavior invades the privacy of others; or (5) whether any threat is deemed to be a true threat by the principal and executive director of Beacon Hill Preparatory School, using factors and guidelines set out by the courts or by common sense, reasonable person standards. Consequences and appropriate remedial actions for students who commit an act of harassment, intimidation, bullying or cyber bullying range from positive behavioral interventions up to and including suspension or expulsion.

All school employees, volunteers and students are required to report prohibited incidents of which they are aware to the principal. Such employees and volunteers shall also report any incidents they are made aware of by students or parents/guardians. Anonymous communications, if necessary, may be made by telephone, email, or in writing. The principal is then responsible for determining whether an alleged incident constitutes a violation of this policy. In doing so, the principal shall conduct a prompt, thorough and complete investigation of the reported incident, and prepare a report documenting the prohibited incident that is reported. Once an investigation is completed, and the reported incident has been substantiated, the parent/guardian of any student involved in the prohibited act shall be notified and to the extent permitted by State law and the Family Educational Rights and Privacy Act of 1974 and will have access to any written reports pertaining to the prohibited incident.

Beacon Hill Preparatory School prohibits reprisal or retaliation against any victim or person who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the principal and executive director of the school after consideration of the nature and circumstances of the act, in accordance with school policies and procedures.

### **Technology Use Policy**

Beacon Hill Preparatory School is an academic community dedicated to creating and maintaining an environment for learning that promotes respect, integrity, and human diversity. In keeping with this commitment, technological resources are available to faculty, staff and students. These resources include educational and communication facilities, disk storage, and selected software. Access and usage to these facilities mandate responsibilities inherent to this trust.

- User will not use computer or network services to obtain copies or modify files, passwords belonging to others, or attempt to gain network privileges to which the user is not entitled.
- User will not interrupt programs that protect data or secure systems, attempt to do so, or run programs that identify passwords and codes.
- School policy, local and federal law prohibit communication that include obscenity, defamation, threats of violence, harassment based on sex, race, disability, anonymous or repeated messages designed to annoy, abuse or torment, and disrupt the academic environment.
- Academic dishonesty and integrity prohibit actions that include using someone else's work, allowing someone to do your work, several people working on a paper and submitting it individually without proper acknowledgement (plagiarism).
- The user is responsible and accountable for all activities related to the school's computing facilities. No one shall endanger the integrity, performance or reliability of the school's equipment, software (programs, routines, procedures, personal computers and workstation) and other information.
- User will respect copyright laws and will not make unauthorized copies of copyrighted software. Reproduction, and installation of any licensed software on school equipment

has to be approved by the school administrative team and software-licensing guidelines must be followed.

- User is responsible for reporting security violations, unauthorized use of their account, theft, and vandalism. Vandalism includes uploading, downloading or creating computer viruses, and attempts to harm or destroy school equipment, materials, or data of any user.
- User will not read other people's email or files without permission. Users will not interfere with other users' abilities to send or receive email, nor delete, copy, modify or forge other users' email and data.
- All communication and email will follow netiquette guidelines. Email will be short, have proper salutation, and spamming and flaming are prohibited under school policy.

**In essence, the following rules have been implemented:**

- 1) Students will use the school's network system for educational purpose only to conduct research and complete class assignments, projects and homework, and to investigate appropriate personal interests.
- 2) Students will limit their inquiry to educational sources and will not attempt to connect or break into restricted and unauthorized sites.
- 3) The school leadership team has the right to place reasonable restrictions on material accessed or posted through the school's network system.
- 4) The school reserves the right to monitor and view data, file and electronic communication stored on the school's network system.
- 5) Students' email accounts are issued only through teacher request. Any account activation requires a signed contract by the parent/guardian and student.
- 6) Students will follow netiquette guidelines and remain polite and decent in all communication and activities on the network.

**Acceptable student uses**

- Students will not attempt to gain access to any computer system, email, file or data without permission from the supervising staff person.
- Students will not attempt to purposely disrupt, destroy or change data by spreading viruses or by any means. No vandalism or destruction of school computing equipment will be tolerated.
- Students will not use the network for illegal, obscene or inappropriate activities, including harassment of any kind and sexually oriented information. No dangerous sites are to be accessed.
- Students will not use the network for personal gain, advertisement, or to provide or purchase products or services.
- Students will not use the network for political campaign, but will be allowed to communicate with elected governmental officials.
- Students will not share addresses or other personal information about other users that may be inappropriate through the school's network system.

**Plagiarism and copyright infringement**

- Students will respect the right of copyright laws and will not reproduce work protected by a copyright.
- Students will not copy work they find on the net and use it as their own or use other classmate's work and cheat.

## **Definitions**

**Illegal activities** include any violation of technology policy usage under school, state, and federal law.

**Obscene activities** include retrieval, access, copy, storage and sharing of sexually explicit material through the school's network system.

**Inappropriate use** includes activities outside the policy deemed inappropriate or unsafe by the supervising staff.

**Dangerous information** refers to information that can cause damage or danger by advocating violence and hatred or cause the disruption of the school's community mail.

## **Personal Device Policy:**

To ensure the safety of our students, no iPads, iPods or other electronic devices may be brought to school as they may contain graphics not suitable for our students. Cell phones should not be brought to school as the students have no real need for them during school time. Should you feel your child requires a cell phone, the device must stay in the child's backpack at all times while on school grounds. Any visible cell phone will be confiscated and will need to be retrieved by the parent.

## **Student/Adult Interaction and Communication**

Students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although adults can and should be friendly with students, becoming too friendly with each other sometimes results in confusion or anxiety. By the same token, aggressive or intimidating behavior is also not acceptable by students or adults.

If a student or the student's parents become aware of any adult's communications or action toward one or more students that seem unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the Principal and/or Executive Director.

Similarly, we expect that parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student's parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

## **Healthy Snack Policy**

Please remember that food such as chips, pastries, doughnuts, cookies, candy/gum, and sweetened drinks are only acceptable as occasional treats for birthday and holiday celebrations, but should not be considered appropriate daily snacks for students. We thank you in advance for your cooperation with the Healthy Snacks Policy. We know that these wholesome snacks will strengthen students' growth and learning. Please be advised that the Healthy Snack Policy pertains to lunch items as well.

## **Miscellaneous**

### **Accidents**

Any accident/injury in the school building, on school property, or at any event sponsored by Beacon Hill must be reported to the person in charge immediately. Students should not assume that someone in authority knows there was an accident or injury.

### **After School Programming**

The Student Code of Conduct applies at all times during after school programming activities.

### **Assemblies/Pep Rallies**

Assemblies are scheduled periodically for information-giving, educational purposes, or enjoyment and entertainment. Assemblies are considered a valuable part of the total school program; attendance is required. We ask parents for cooperation in making certain that all students attend.

### **Birthday Parties**

Birthdays are wonderful events and cause for celebration. However, due to the number of students in a class and the daily instructional requirements, celebrations must be kept to a minimum. Therefore, the following must be adhered to:

- Birthday celebrations may only take place during the student's lunch period or during snack time (3:15 p.m. to 3:30 p.m.)
- Birthdays may be celebrated with cake and other goodies. However, please provide fresh fruits, vegetables, or cookies and a healthy drink as an alternative choice.

### **Cellular Phones**

The School understands that parents may want their children to carry a cell phone in case of an emergency. However, student cell phone use can be disruptive to the learning environment. Therefore, students who bring a cell phone to school must keep the phone **TURNED OFF** and **INSIDE THEIR BOOKBAGS** until they are picked up from school. Under no circumstances are students to use their phones while on school property. Parents who wish to send a message to their children regarding after school and pickup

arrangements should call the school office. Cell phones that are out of a student's bag and/or turned on will be confiscated and kept in the office until it is retrieved by a parent.

### **Evacuation**

Drills are held at irregular intervals throughout the year. A map in each room shows the safest, quickest route out of the building. Talking is prohibited. Students should be alert to any instructions given by a person in charge.

### **Field Trips**

Field trips have an educational basis and are useful in the student's learning process. Each child must submit a permission slip for the field trip signed by the parent(s), with proper fees if needed. No child will be allowed to participate in any off-campus activity without the properly signed permission slips. School uniforms must be worn unless otherwise directed. Students may be denied privilege of participating in field trips, social, and/or extracurricular activities, if said students have been disruptive, violated the student code of conduct, have excessive absences, or have failed to conform with school rules and regulations. The Principal, with input from the appropriate staff, shall make the final decision on whether or not the student may participate. Monies paid may or may not be refundable, depending upon the trip. Students may be sent home at parent's expense for disruptive, illegal, or inappropriate behavior on a school field trip. There may be additional consequences.

### **Inspection Policy**

The School reserves the right to inspect and conduct a search of all areas of the campus, all School-owned property, and all personal property brought onto campus or to School-related events, including lockers, book bags, backpacks, purses, electronic devices, etc. Searches of electronic devices include cell phones, computers, iPads, Blackberries, tablets, etc., and the inspection of such includes documents, emails, texts, photos, images, address books, and other electronic contents. Inspections may be conducted on a routine or random basis or as deemed necessary. Further, the school has the right to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, the possession of which is a violation of the School's rules, community standards, and/or local and state law.

## **Medication**

Medication will be administered by the office as directed by a physician. Medication must be clearly labeled with the child's name and instructions for dosage. A note authorizing Beacon Hill to administer the medication must accompany the child.



