



# Beacon Hill Preparatory School

1801 Northwest 22<sup>nd</sup> Avenue  
Miami, Florida 33056

**Student/Parent Handbook**

*"The Future Belongs To Those Who Prepare"*

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Dear Parents and Students:

Welcome to the new school year at Beacon Hill Preparatory School. BHPS 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 build a strong academic and moral core so they can 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, intellectual, physical, aesthetic, social, emotional, moral 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.

To be a community of learners, we have rules and expectations, structures which improve the quality of life at Beacon Hill for all of us. Please review this Handbook with your child so that you understand and appreciate them. If you have any questions, please do not hesitate to voice them. Students, you will be held accountable for your actions in accordance with the 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  
Ms. Aliza T. Kadish, M.Ed., 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, students, and parents is essential to the accomplishment of the School's educational mission.

### **We ask parents to:**

- ensure that your child arrives to school prior to the 8:30 a.m. academic start time.
- call the office between 7:30 a.m. and 9:00 a.m. to report an absent student (some classwork and homework may be found on RenWeb).
- notify the office in person to sign your children in or out during the school day.
- read and comply by all correspondence that is e-mailed to parents and/or students.
- ensure that your child has a BHPS compliant laptop computer to bring to school daily and reliable internet access at home (grades SR-K through 8<sup>th</sup> grade).

- check RenWeb/FACTS weekly or more often to monitor your child's grades, missing, and incomplete assignments (grades SR-K through 8<sup>th</sup> grade).
- review all academic and disciplinary communications carefully with the student.
- attend athletic, dramatic, arts, 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/FACTS and/or other online 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, or if BHPS believes your child's academic, social, or emotional needs cannot be met.

### **Daily Operations**

#### **A Brief History of Beacon Hill School**

Beacon Hill is an independent, traditional, all-faith, coeducational school serving children aged 1 and walking 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, Cognia, 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

**Ms. Aliza T. Kadish**, Principal. The Principal coordinates all issues related to curriculum and instruction and teacher supervision.

#### **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, academic 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. The academic school day is in session from 8:30 a.m. to 3:15 p.m. daily. Arrangements for before - and after-school care as well as child care during Winter/Spring breaks, 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.

Parents are not permitted to walk their child to their classroom or to the cafeteria. Staff are available for that purpose.

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

### **Dismissal Procedure**

Dismissal is at 3:15 p.m. Parents must park in the parking lot, walk to the gate, and sign their child out on the sign out list daily. Parents are not permitted to pick their child up from the classroom. Come to the office and your child will be called to the front.

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 stay with their teacher for Homework Club. Students not picked up by 4:30pm will be automatically taken to our after-care program. There is a charge of \$1.00 per minute, cash, payable at time of late pick up, beginning at 6:00 pm, for students who are picked up late.

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 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 uniforms are available for purchase only through the BHPS office only.*

All students must wear school uniforms daily. Uniform tops include Beacon Hill blue or black collared shirts with the school logo. Acceptable uniform bottoms are black or khaki ***pants*** (Dockers style) – shorts, skirts, jeans, capris, cargo pants or skorts are not part of our uniform. No hats or night clothes are to be worn in school. Closed shoes or sneakers are acceptable footwear (no heels or open toes).

On P.E. days, students in Pre-School through grade 8 are required to wear the Beacon Hill P.E. shorts and shirt. 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. Only solid sweaters or sweatshirts without attached hoods are allowed.

Students who arrive to school without the appropriate uniform will not be admitted to class and parents will be contacted and asked to bring the proper uniform.

### **Attendance**

Success in school is closely related to regular school attendance and on-time arrival. 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, direct instruction, 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 a late pass to be given to the teacher.

### **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 tardiness per quarter carry no penalty. Tardiness 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
- Religious holidays
- Death in the family

## **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. Days in-school or out-of-school suspension will be unexcused.

## **Late Arrivals/Early Dismissals**

Students who miss any class time due to either a late arrival or an early dismissal for sports, appointments, illness, 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 classwork and assignments missed in their absence. Missed assignments, projects, tests/quizzes not completed and turned in will result in a score of 0.

## **Student Illness**

Students suspected of having a communicable disease, COVID-19 or otherwise, will be removed from the classroom. For illnesses other than COVID-19, 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.

Should a student test positive for COVID or a variant, the parent must notify the school immediately. Students must stay home for at least 5 days from the positive test, and may not return until 24 hours after fever and other symptoms subside.

## **Mitigation Efforts for COVID and Other Contagious Diseases**

Mitigation efforts include, and are not limited to:

- mandatory mask-wearing by all students, faculty, staff, and visitors to campus
- parents and other campus visitors will only be allowed in the breezeway and the office
- a daily routine of handwashing and sanitizing desks/materials throughout the day

- sanitizing of all rooms during the school day, with disinfecting of all rooms after students have left campus for the day
- physical distancing in classrooms and in all places possible on campus

### **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. Most assignments will be posted on RenWeb/FACTS. Homework missed due to a one-day absence will be due the day after the student's return.

## **Academics**

### **Student Progress**

Parents can monitor their child's progress by logging in to RenWeb/FACTS to view their child's grades, homework, and other assignments. Parents are encouraged to contact their child's teachers through RenWeb or via e-mail anytime there is a concern or question. Teachers are encouraged to keep parents apprised through regular emails, texts, phone calls, and conferences.

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

### **Standards**

At BHPS, we believe in setting and maintaining high academic standards, grounded in the Common Core and Sunshine State Standards. All written work done by students should be done neatly, in complete sentences, and must adhere to the rules of standard English 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, or given a zero.

### **Homework**

Homework is a part of the learning process. Homework reinforces the concepts taught during the day, reviews skills, requires application of critical thinking, or has students prepare for the next class.

Clear and precise directions for home assignments are given in class and the assignment will be posted on RenWeb/FACTS. Students in Sr-K 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.

Students work at varied paces, and here is the anticipated amount of homework time based on grade level (*Times may be less when students use the 3:30-4:30 Homework Club time effectively*):

<b>Grade</b>	<b>Homework Time</b>	<b>Reading Time (plus weekends)</b>
Jewels, Gems, Preschool	3 days per week/5-10 minutes	10-15 minutes
Jr-K, Sr-K	3-5 days per week/5-10 minutes	10-15 minutes
1 <sup>st</sup> Grade	10-15 minutes	10-15 minutes
2 <sup>nd</sup> Grade	15-20 minutes	10-15 minutes
3 <sup>rd</sup> Grade	20-30 minutes	15-20 minutes
4 <sup>th</sup> /5 <sup>th</sup> Grades	30-40 minutes	15-20 minutes
6 <sup>th</sup> , 7 <sup>th</sup> , 8 <sup>th</sup> Grades	40 – 50 minutes	15-20 minutes

In cases where homework has not been completed, parents will be notified via RenWeb. In cases where homework is consistently not turned in, the parents will be contacted and a conference will be scheduled. Homework turned in late will be graded on the scale below. Failing to complete homework on a regular basis will have a negative effect on the student's learning and grades.

Assignments turned in late will be graded on the following scale:

<b>Days Late</b>	<b>Highest Grade Available to Earn</b>
1-7 days late	90
8-21 days late	80
21-30 days late	70
31 or more days late	60

### **Tests/Quizzes/Other Assessments**

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 grades will be posted on RenWeb/FACTS for parent viewing. A sample of student work and assessments will be kept in your child's portfolio in the classroom. 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 Renaissance STAR Early Literacy/Reading and Math assessments between 4 and 5 times per academic year. The first assessment in August is a baseline assessment. The other assessments will be given near the end of each quarter to measure growth.

### **Grading**

Grades are comprised of several factors including classwork, participation, homework, and assessments. Based on curricular expectations, weights of these categories may vary.

1. Assessments: 30%
2. Class work: 50%
3. Participation: 10%
4. Homework: 10%

BHPS utilizes the following grading scale:

<b>Grading Scale</b>					
100-97	A+	82 - 80	B-	66 - 63	D
96 - 93	A	79 - 77	C+	62 - 60	D-
90 - 92	A-	76- 73	C	59 - 0	F
89 - 87	B+	72 - 70	C-		
86 - 83	B	69 - 67	D+		

### **Academic Awards**

BHPS celebrates student's 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 working on or above grade level)	
<b>Principal's Honor Roll</b>	<b>Honor Roll</b>
All A's No N's, U's No disciplinary problems/reports	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 Honor Roll in an academic quarter will attend the Knights of Honor Ceremony (dates are posted on RenWeb/FACTS and parents are notified by email invitation).



## **Behavior Expectations/Student Code of Conduct**

BHPS's view on discipline is based on the following principles:

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

### **Code of Conduct**

- A student's first priority at school is to learn. Avoid distractions that interfere with that priority.
- Be in the assigned place with the required materials, ready to work.
- Keep hands, feet, and objects to yourself and never intentionally harm another student.
- Use school appropriate language, behavior, and manners at all times, being kind and courteous to others.
- Be polite and respectful to everyone including students, teachers, administrators, staff, and visitors.
- Follow teacher instructions, class/school rules, and expectations at all times.
- Do not be a bully. If you see someone being bullied, be an upstander, intervene by telling them to stop, and report what happened to the teacher in charge or the administration.
- Do not become a distraction for others. Give every other student the opportunity to learn. Encourage your fellow students. Never tear them down.
- School/class attendance and participation are essential parts of the learning process. Regular attendance and staying in the class for the entire lesson is necessary for success.
- Represent yourself in a manner of which you are proud. Take advantages of the opportunities at school.






### **Positive Behavior Supports (PBS)**

At BHPS, we focus on developing positive behaviors which will be most conducive to learning. We expect everyone to take personal responsibility for the attitudes and behaviors 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.

All faculty, staff, and students at BHPS 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 you act**
-  **Accept responsibility, Take ownership, Be accountable**
-  **Respect ourselves and others**
-  **Shine with success and pride**

### **Student Incentive Programs**

Positive behavior supports will look different according to age and grade level. Some examples are good news calls and CHAMP Bucks.

### **Good News Calls/Emails**

A good news call will be made or email sent by a teacher, principal, office manager, curriculum specialist or executive director to a parent of a child displaying exceptional behavior, academic successes, good choices or displayed model conduct.

### **Champ Bucks**

Champ Bucks will be given to students who demonstrate appropriate positive behavior and follow school expectations. Teachers and any **BHPS** staff member can give out Champ Bucks, and they should let the student know why he/she has earned the Champ buck. Students may not ask for a Champ Buck. Only one CHAMPs Buck can be given each time a positive behavior is rewarded. Champ Bucks can be redeemed on designated dates and times for classroom treasure box prizes. Earned Champ bucks may be revoked by classroom teachers or the principal for infractions of behavior guidelines.

### **Conduct Points**

Conduct points are assigned by the Principal and posted on RenWeb for serious infractions 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:

- 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, online learning 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 Director/Principal has granted an extension due to unusual circumstances. All school property must be returned to appropriate parties and the student’s locker/cubby/desk 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, graffiti, water damage)
- 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
- Opening websites other than those assigned

#### **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**

The Beacon Hill community 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 modeling 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 e-mail, cell phone and pager text messages, group chats, blogs, any social media sites (including but not limited to FaceBook, Instagram, YouTube, WhatsApp, TikTok, etc.) 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, e-mail, 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/Acceptable Use Policy**

All BHPS, all students in Sr-K through 8<sup>th</sup> grade are required to have a Windows based laptop that is charged and ready to use in class daily. Chromebooks are acceptable. iPads and other tablets are not acceptable. MacBooks and other Apple products are not acceptable.

Students in Sr-K through 8<sup>th</sup> grade will use online learning platforms for some or all of their curriculum. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. We especially appreciate partnering with parents to teach responsible Internet use.

### **Please review the following rules and expectations carefully:**























-  Students are responsible for proper behavior while online. Always use a computer in a way that shows consideration and respect. It is not acceptable to use obscene, profane, threatening, or disrespectful language.
-  We take integrity and authenticity of student work very seriously. Do not cut, copy, or plagiarize Internet content or the work of your classmates. Teachers do utilize technologies to check for authenticity. Copying, knowingly allowing others to copy from you, and/or misusing Internet content will result in disciplinary action.
-  Security and Safety is a high priority, especially when the system involves many users. If you identify a security and/or safety problem in the school's computers and/or educational platform, notify: Mrs. Hyman, Executive Director at: [shyman@beaconhillmiami.com](mailto:shyman@beaconhillmiami.com)
-  It is illegal to create harmful computer viruses.
-  Online correspondence is not private. Never say, write, or record anything that will earn you a consequence.

-  Protect your passwords. Keep them secret from anyone except your parents.

## **INTERNET USAGE POLICY**

All Internet data that is composed, transmitted, or received via our Wi-Fi and other computer communications systems is considered to be part of the official records of BHPS and, as such, is subject to disclosure to the parents, administration or other third parties. Consequently, BHPS expects both students and parents to abide by the school's Internet usage policy: Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law. Abuse of Internet platforms and tools in violation of school policies will result in disciplinary action.

Below are examples of poor behaviors that are prohibited, but are not limited to this list. These behaviors will result in disciplinary action.

-  Sending or posting discriminatory, harassing, or threatening messages or images.
-  Stealing, using, or disclosing someone else's code or password without authorization.
-  Copying, pirating, or downloading software and electronic files without permission.
-  Sending or posting confidential material, trade secrets, or proprietary information outside of the organization.
-  Violating copyright law.
-  Engaging in unauthorized transactions that may incur a cost to the school or initiate unwanted Internet services and transmissions.
-  Participating in the viewing or exchange of pornography or obscene materials.
-  Sending or posting messages that bully, defame, or slander other individuals.
-  Attempting to break into the computer system of BHPS, another organization, or person.
-  Refusing to cooperate with a security investigation.
-  Using email, collaborative platforms such as Kami and Google Docs, the LMS for political causes or activities, religious activities, or any sort of gambling.
-  Jeopardizing the security of the organization's electronic communications systems.
-  Sending or posting messages that disparages BHPS or another organization's products or services.
-  Passing off personal views as representing those of BHPS.
-  Sending anonymous e-mail messages.
-  Engaging any other illegal activities.
-  Refusing to follow the online rules of the teacher.
-  Recording/photographing any class session and transmitting it.
-  Recording/photographing your teacher and/or classmates.
-  Participation in Cyber bullying and/or Harassment.
-  Cheating and/or Plagiarism.
-  Posting on social media or group chat on the BHPS campus.




## **Student Expectations and Consequences of Misconduct**

Whether online or in person, Beacon Hill Preparatory School students continue to be held to the Beacon Hill Preparatory School rules and guidelines. In the virtual environment, however, there is a set of non-traditional types of misconduct that must be regularly monitored and, if not eliminated altogether, will be disciplined in an appropriate manner. For example, Internet access is required for all students, but access must be used in a responsible, safe, efficient, ethical, and legal manner. With expanded access to electronic information, availability of inappropriate material is not uncommon. Some sites contain illegal, defamatory, inaccurate, or offensive information. Although it is impossible to control such misuses, we believe that with responsible use, the benefits of the Internet as an educational tool outweigh the negatives.

### **Technology Bullying and Harassment Policy**





Harassment is prohibited between members of the school community, including communication of any form between students, parents, faculty and/or staff, and any third parties directly or indirectly. We are committed to maintaining a working and learning environment in which students, faculty, and staff can develop intellectually, professionally, personally and socially. Such an atmosphere must be free of intimidation, fear, coercion and reprisal. It is an expectation that all students and employees shall use all equipment and programs for the intended educational purpose. We are committed to protecting students and employees from bullying, harassment or inappropriate uses of computers or programs to participate in bullying behavior. Bullying and Harassment will not be tolerated and shall be just cause for disciplinary action. Conduct that constitutes bullying or harassment, as defined herein, is prohibited. Bullying, harassment, and cyber stalking are defined as inflicting physical or psychological distress, and/or communicating words, images or language using electronic mail or other electronic means that causes emotional distress and for which there is no legitimate purpose. Any action by a student or parent deemed inappropriate will be fully investigated by the appropriate school administrator.

### **Academic Integrity Policy**

-  What is academic integrity? Academic integrity is an ethical code, whereby the student guarantees that all work submitted is the student's own work.
-  Why is academic integrity important? When students submit an assignment that is not their own original work, there are two issues involved:
  - Students are earning credit for learning material for which they have not demonstrated mastery.
  - They are violating the policies of the school and copyright and/or idea infringement.
-  What are some examples of academic integrity violations? There are two kinds of academic integrity violations. One is "*plagiarism*" and the other is "*cheating*."
  - *Plagiarism* - To steal and pass off (the ideas or words of another) as one's own: use (another's production) without crediting the source. Also, Copyright infringement. Some examples are, but not limited to the following:
    - Copying and pasting a report from the Internet and representing it as your own work.
    - Copying any other work and not properly citing authorship.
  - *Cheating* - To influence or lead by deceit, trick, or artifice.
    - To practice fraud or trickery to violate rules dishonestly.
    - Providing questions/answers/ work to another student/person.
    - Receiving questions/answers/work from another student/person.

Students will respect copyright laws and will not reproduce work protected by a copyright.

Consequences of Violation of this Policy: A variety of consequences will be administered when students are discovered cheating or plagiarizing. Additionally, final grades may be rescinded if a student is found to have cheated or plagiarized after the grade has been posted. Parents, as partners in supporting student learning, you are encouraged to:

-  ensure that their child's work is authentic and original.
-  monitor, via your parent account, when possible.
-  ask any questions regarding plagiarism or cheating if they are not sure.
-  report any suspicious activity.

### **Parent/Guardian Responsibilities**

As a parent/guardian of a student using technology, it is very important to understand the responsibilities associated with that role. With the many distractions students have today, it can be difficult for some students to prioritize school work, reading, and age-appropriate play with technology so readily accessible. It is the responsibility of the parent/guardian to encourage the student to manage their time in an effective way, use technology as a tool and not a crutch, and to set boundaries.

Academic Integrity is one of our core values and one of the most important areas of focus as a learning organization. Students with Academic Integrity make decisions based on ethics and values that will prepare them to be productive and ethical citizens.

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 will follow netiquette guidelines and remain polite and decent in all communication and activities online.

**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.



### **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 another 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 Lunch/Snack Policy**

Please remember that food such as chips, pastries, doughnuts, cookies, candy, and sweetened drinks are only acceptable as occasional treats, and are not appropriate daily for lunches or snacks for students. We thank you in advance for your cooperation with the Healthy Lunch/Snacks Policy. We know that these wholesome snacks will strengthen students' growth and learning.

Lunch can be purchased from BHPS on a daily or weekly basis, or enroll in the BHPS lunch plan. Parents may choose to send lunch from home for their child and have the child bring it with them at arrival. Lunch must be sent ready to eat. Heating or refrigeration is NOT available. Lunches may not be delivered by parent or food service vendor. Deliveries by food service vendors will be turned away.

### **Miscellaneous**

#### **Accidents**

Any accident/injury in the school building, on school property, or at any event sponsored by BHPS 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/Spirit Days**

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.

Spirit Days are scheduled in advance, are meant to enhance school spirit, and to have fun in the school community. The theme is shared with students and parents in advance. All spirit day attire must comply with appropriate school dress. Accordingly, the following are not acceptable, unless given explicit permission:

- no shorts, dresses, skirts.
- no high heels or open-toed shoes.
- no ripped clothing
- no profanity or inappropriate language on clothing

#### **Birthday Parties**

Students and teachers will celebrate special occasions, including birthdays, in the classroom. No food, drinks, goody bags, etc. may be sent in.

#### **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 is disruptive and distracting 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. Students who do not follow the policy will be required to have their phone checked into the office for the day.

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.

***Parents: Do not communicate with your child via text, e-mail, message, Facetime, DM or any other electronic communication for any reason during the day. All communication must go through the office.***

### **Evacuation/Lock Downs**

Evacuation and lockdown 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. When it is safer to stay inside than to evacuate, lockdown procedures will be initiated.

### **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 faculty and 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, desks, pockets, 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, group chats, social media, 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 be completed by parent/guardian in the school office. No student may have any medication (over the counter or prescription) without authorization of the Executive Director. Students who may use rescue Epi-Pens must complete the permission to treat form and check the Epi-Pen into the office for storage.

### **Nuts/Nut Products**

BHPS is a nut-aware school. That means that no ground or tree nuts or peanuts are permitted on campus. Items such as peanut butter, Peanut M&M's, Nutella, Mr. Goodbar, etc. are not permitted on campus. Students are permitted to bring items that have been processed in a location where there may have been nuts (Publix deli, your kitchen, etc.)

Should there be life threatening allergies to other items besides nuts in your child's class, you will be notified.



**Acknowledgement Form**

I acknowledge receipt of the Beacon Hill Preparatory School Parent/Student Handbook. I have reviewed the contents of the Handbook with my child.

\_\_\_\_\_  
Signature of Parent

\_\_\_\_\_  
Date

Child's Name\_\_\_\_\_

Child's Grade\_\_\_\_\_