

# The B.E.E. Academy

*Become Enriched & Encouraged"*



PARENT/STUDENT HANDBOOK

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# **THE B.E.E. ACADEMY**

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## **THE ACADEMY GUIDELINES**

### **School Policy Statement**

The policies of the Academy are determined by the controlling of the school board and the Director/Administrator.

### **General Purpose**

Welcome to The BEE Academy a place where children are always learning. It is our pleasure to offer your child (ren) and family a year full of new experiences.

Our goal is to maintain a small class in numbers, so that each child is given full attention. The BEE Academy will work together to build socially, respectfully and academically successful. Students have the responsibility to maintain regular school attendance, to make a conscientious effort in classroom work, and to adhere to school rules and regulations. The teacher has the right to teach at The BEE Academy, and each student has the right to learn. Conduct which disrupts" teaching or learning will not be tolerated. We are a computerized school mixed with teachers giving one-on-one attention to those not on the computer as yet, to bring everyone up to the computer level.

Thank you for allowing us to play an important role in your child's life. We are looking forward to a successful year. Please call the office at (305) 259-1599 if you have any questions. The office is open from 7:30 A.M. until 6:00 P.M., Monday through Friday.

### **Mission Statement**

The Mission of The BEE Academy is to build successful, socially productive and respectful, students who are motivated about school, responsible for their lives and are positive and helpful in their behaviors at home, school and in the community.

### **Curriculum**

The basic student material utilized in our academy constitutes the education for the student to "Become Enriched & Encouraged". The B.E.E, Academy students will receive regular instructions in English/Language Arts, Mathematics, History/Social Studies and Science. In addition to the basic subjects, electives and extra curricular offering includes: Physical Education, Home Economics, Art, Bible, Health, Life Skills. Music and much more. The basic instructional approaches to learning will be that of individualized instruction.

Individualized instruction is the process of providing each student with the most appropriate learning task at a given point in tune and with a given set of available resources. Additionally, other modes of instruction will be used (small groups and lectures) as the teacher determines them to be appropriate.

### Admission Policy

The academy exists to assist parents as they attempt to provide an education for their children. The primary basis for admission to the school is parental commitment to be substantially involved in the education of their children. Thus, it can be correctly stated that the school admits parents, not students, because the leadership of the academy believes that education is a family affair.

### Enrollment Policy

All decisions concerning the admission and enrollment of a family into the school will be made by the director/administrator. Details of the enrollment procedures are developed by the school/director/administrator.

The enrollment procedure includes:

- A. Carefully reading the handbook for parents and students.
- B. Attending an initial parent orientation designed to communicate to parents what is expected, if students are accepted into the school.
- C. Parents scheduling an interview with a school official and/or admission committee. The student(s) must also attend the interview.
- D. Parents being notified of acceptance or rejection of the student's registration by the director/administrator.
- E. Completing all forms in "The Registration Packet."
- F. School arranging an academic schedule for placement of each student by current grades and credits for a prior public or private school.

### Parents Orientation and Involvement

The Academy assumes there will be active and substantial parental involvement in the education of their children. Therefore, after enrollment into the school, parents are required to participate in the following activities.

- Parent Orientation Session(s) prior to the opening of each academic school year.
- All scheduled "Parent Conferences" to discuss student progress,
- All scheduled "Parent Information Nights" designed to better equip parents for their task and to enhance understanding of the parenting roles.

### Grading System

Grades are awarded on the following basis:

<b>GRADES</b>	<b>SCORE</b>	<b>DEFINITION</b>
A	100%	4.0 Excellent
A-	90%	3.7
B+	95%	3.3
B	85%	3.0 Good
C+	80%	2.3
C	85%	2.0 Average
C-	75%	1.7
D+	70%	1.3
D Below	65%	1.0 Poor
F	60%/50%	0.0

***Report card***

Report cards are distributed three times a year to enable the home and the student to be informed of the student's progress. The following terms are used in describing grades. \_\_\_\_\_

<b>GRADE</b>	<b>EXPLANATION OF GRADE</b>
A	Superior quality of work
B	Above average work
C	Average work
D	Passing but poor quality of work
F	Failure (No credit given)
I	Incomplete (can be changed to passing grade if made up within six weeks unless the student has earned at least 60% of the possible points).

Students' report card is standard-based and is intended to reflect actual students, achievement in meeting the academic standards.

### **School Hours**

School begins at 8:30 A.M. and end at 2:00 P.M... NO student is to **be** on campus after 2:30 P.M... **There is NO after care.**

### **Attendance**

Please be familiar with these procedures and help your child (ren) to maintain good attendance in order to maximize his or her chances for success at The BEE Academy.

Excessive unexcused absences may result in a loss of academic credit. Students should miss only when he or she is sick or a medical appointment. All common illnesses will require written documentation from a health provider that the student health status is acceptable for him/her to return to school. If a student receives five (5) unexcused absences in a grading period, the parent/guardian will receive a warning notice and the parent must come in for a parent-administrator conference. If the student receives more than five (5) unexcused absences within a grading period, the student's grades will be withheld and the student will fail the grading period.

### **Attendance Policy**

It is the responsibility of the student and parent to create the habit of being punctual and regular in attendance. The school feels that faithful attendance is necessary for the maximum benefits.

### **Legitimate Absence:**

- A. Personal illness, injury, or medical appointments that cannot be scheduled after school hours.
- B. Illness in the immediate family that requires the student's presence.
- C. Death in the family.
- D. Absences with prior approval from the office.

There are two ways in which to communicate notification of an absence:

1. A note from an authorized person explaining the absence must be presented to the school office the day following the absence.
2. A phone call by one of the parents to the school office on the day of absence or on the return day. In such cases, a note from home does not have to be sent when the student returns.

### **Truancy**

Truancy is defined as an absence without the knowledge and consent of parents and/or the school staff. This would include leaving school without permission before the end of the school day or staying out of any scheduled class without permission. Such action will not be tolerated and ' parents will be contacted by school officials. It is the director/administrator's decision to approve any absences of students.

### **Early Dismissal**

Checking out of school early is strongly discouraged. Parents should try to schedule all medical appointments after school hours. However, if it is necessary for a child to be taken from school before dismissal, a request must be made in writing to the school office. Parents must go to the school office to pick up their child. No student will have permission to leave unless accompanied by his/her parent/guardian or the person's name on the permission to release student form.

### **Graduation Clearance**

Students, who do not have necessary points completed, will not participate in graduation exercises. **Field Trip** Field trips that take place during the school day are considered to be part of the regular school program and it is assumed that parents approve of their child (ren) participating in those activities unless the parent notifies the school otherwise. Field trips that extend outside of the school day will require signed parent approval for the child to participate. Approval forms will be provided by the teacher. Field trips are planned for the educational value. Notes giving details of the trip will be sent home with a permission slip. It is essential that parents sign this permission slip and return it to the school. No student will be permitted to go on a trip without this permission slip being on file in the school office. Parents will normally be invited to participate in field trips, but it should be understood that the supervision of the students is the responsibility of the teacher and he will retain full right to exercise authority in the administration of supervisory and disciplinary measures.

### **Discipline**

We expect each student to be respectful to our teachers and those around them. We have overall class rules. These rules are discussed with the student. In the event we have an issue of behavior or disobedience, our desire is to handle this with a positive manner. We appreciate the support of our parents and will immediately advise you of any actions taken.

*Correction of Offenses* -Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the school. In the case of minor infractions, parents will generally not be contacted unless teachers' corrective actions have proven unsuccessful, in which case parents will be informed and involved. The school administrator will generally be responsible for handling the more serious offense.

Parents will be notified of the nature of the offense and also the disciplinary action taken, including being suspended from school for a time not to exceed one week.

*Disciplinary Action Alternatives* - Disciplinary alternatives can be, but are not limited to the following: parent conferences, noon or recess detention. Work detail, non-participation in extracurricular activities, and release to parental custody.

### **Photographing/Videotaping**

If any parent/guardians have concerns about photographs or videos of your child (ren) in activities or events, they are invited to contact the school's principal to discuss those concerns.

### *Dress Code*

Uniforms are mandatory at The BEE Academy. You may purchase The BEE Academy new logo polo shirts at the academy at \$20.00 each. (2 Colors: Gold & Black)

### *Dress Code Rules*

1. All students must wear The BEE Academy new logo mandatory uniforms.
2. Shoes and socks must be worn at all times. Sandals or ragged tennis shoes are not permitted. All shoes must have a back strap for support or closed in for safety reasons.
3. No shorts, skirts or dresses that is shorter than two inches above the knee or extremely tight.
4. No pants without the use of a belt, especially if they are baggy. No pants or shorts that are hanging or falling off the waist, (Underwear must not be shown)
5. No baggy T-shirts hanging off the body. No attire with negative or explicit writing or pictures. Shirts should be tucked in neatly.
6. Hats, caps, scarves or any head attire is not permitted in the classroom.
7. Every student should have a jacket or sweater for winter wear.
8. No jewelry or accessories pertaining to violence, drugs or gangs are allowed.
9. Exotic hair colors are **not** allowed.

A student's appearance should reflect the impression that formal learning is important enough to call for precision and neatness in dress. Style of clothing should indicate a serious academic purpose on the part of the student. Our standard for dress and grooming are in keeping with the high Christian ideas that we seek to establish in those who attend the school.

The Board (or a committee appointed by the Board) will define a student uniform. A "Uniform" is defined as a basic slack/skirt/ shirt/blouse, color-coordinated outfit that is to be worn to all school functions. Some of the reasons for adopting a uniform dress code are as follows:

1. Uniforms result in stronger discipline and academics.
2. Uniforms help improve a student's self-image.
3. Uniforms reduce yearly clothing costs & eliminate daily decision of what to wear.
4. Uniforms eliminate competition in dress between potential social climbers.
5. Uniforms standardize and neutralize externals while enhancing individualization in

internal values.

6. Uniforms give identification, which helps to build school spirit.

### *Health Policies*

All students at The BEE Academy must have a HRS 3040-Health Examination Form and a HRS-680-Health Information Form on file. If your child is sick, please keep him/her at home. Sickness would include any fever or vomiting within the past 24 hours. Diarrhea, congestion, sore throats, earaches, thick mucus in the nose, unfamiliar rash, or any other indication of illnesses. These would be reasons for your child to stay at home and get medical attention.

If your child contacts any contagious disease, please inform the school's director/administrator so that we may follow the health department guidelines.

### *Breakfast/Lunch*

The BEE Academy provides students with a cold breakfast and a hot lunch every day. Lunch time is 11:00 AM-12: 00 P.M. Nutritious lunches-this mean that the lunch meals meet one-third of the recommended daily allowances for protein, vitamin A, vitamin C, calcium and calories.

### *Our Classroom Rules*

**NO CELL PHONES, ELECTRONIC DEVICES, TOYS, ETC..... ARE ALLOWED AT THE B.E.E. ACADEMY.**

The B.E.E. Academy is not responsible or will not be liable for stolen phones, electronic devices, etc.... Repeated offense with cell phones, electronic devices, etc.... will be confiscated and parent/guardian must come in to speak with the director/administrator to retrieve item

- Work quietly-do not disturb others who are working.
- Raise your hand, and wait to be called on before speaking.
- Respect your classmates with kindness in your word and actions.
- No eating, drinking or gum chewing.
- No offensive language.
- Bring pencil, paper and other materials as needed every day.

### *Bus /Van Rules*



Only students whom parent/guardian signed The BEE Academy transportation form will be allowed to ride the bus/van. No student is allowed to ride the bus/van other than BEE Academy students.

1. Remain seated at all times while the bus/van is in motion.
2. Do not extend anybody part outside the window.
3. Do not throw anything out of the bus/van windows.
4. No eating or drinking on the bus/van.
5. Students will not use profanity or make derogatory remarks to or about bus drivers, while riding the bus/van.
6. A Student bus privilege will be revoked at any time for poor conduct while on the school bus/van.

#### *Parent Responsibility*

Be involved in the education of your child.

Emphasize the importance of school and be supportive.

Emphasize to your child his/her behavior in and out of school.

- Maintain open communication with the school.

#### *Teacher Responsibility*

Provide an environment conducive to learning.

Be approachable and willing to help students.

Have appropriate lesson plans.

#### *Homework*

It will not be the policy of the school to assign large amounts of homework. However when homework is assigned, it will be geared to the child's ability and relative deficiencies. A homework assignment form will be sent home to explain the work and to get your signature. Homework does provide an opportunity to spend time on **worthwhile** activities and projects.

You, as a parent can help by giving your child a proper environment for study. You may need to be firm in eliminating some of the distractions that interfere with getting homework done, including TV. If you do not understand the homework policy, please discuss it with your child's teacher.

#### *Library*

##### Regulations:

- All students must have a Miami-Dade County Library Card from the public library. All books and other material taken from the library must be checked out.
- Books may be checked out for two weeks and may be renewed.
- A fine of five cents a day will be charged on each book not returned on the due date.
- There will be a charge for books damaged beyond reasonable wear. Lost books must be paid for in full by the student.

- Reference books, such as encyclopedias, are not to be taken from the library during the day.
- Books are not to be returned to the library shelves. They are to be left with the teacher or administrator.

#### *Damage to School Property*

It is expected that all damage, even if accidental, will be acknowledged by the person involved and a plan for reimbursement made.

#### Theft

Students should report thefts to the school resource office immediately. The school is not responsible for losses due to thefts. Students are advised to leave valuables at home.

#### ***Withdrawals***

When a student exits The BEE Academy, he or she must contact the director/administrator to obtain a withdrawal form. This form must be signed by the parent/guardian and presented to the teacher. There is a fee for withdrawal.

*Private Tuition:* All fees and charges must be paid before a check out time or records will not be sent to new school or given to parent/guardian.

#### Faculty

All staff members of The BEE Academy have been carefully selected on the basis of their education, experience, and integrity. The most outstanding requirements for the instructional staff are an unselfish spirit of dedication to children,

## Basic Academic Matters *Accreditation*

Accreditation by a state or regional governmental agency is an administrative mechanism designed to ensure uniform education for all children in secular schools. Accreditation was established as a governmental means for determining whether minimum academic and faculty standards were being met by secular tax-supported schools. The BEE Academy is an accredited private school by the National Association of Private Schools.

#### ***Reporting Student Progress to Parents***

Reporting student progress is an important, yet difficult part of parent/teacher communications. The reporting process is meant to convey the amount of growth of each student. Several reporting methods will be utilized and in

each case the focus will be upon the individual, not the group or a comparison with a group.

- Progress Reports - Regular interim reports will be sent home for parents' examination throughout each quarter Conferences.
- Regularly scheduled conferences will be a part of the school's reporting process. Parents must attend these conferences.
- Growth Profiles - Growth profiles are a graphic representation of student growth over an extended period of time, Achievement test scores form the database for this reporting instrument.
- Parent Visitation - Parents are encouraged to visit the school on an informal basis to observe their child in the instructional setting. Parents are encouraged to discuss the student s progress with our staff at any time. Appointments should be made in advance to ensure adequate time.

## **School Routine**

### ***Change of Address or Telephone Number***

If you change your address, telephone number, or work location, please notify the school. You may come in at between the hours of 8:00 a.m. and 6:00 p.m. with your picture ID to change your child's information. It is very important that "emergency numbers and location" be current.

### ***Closed Campus***

We follow a closed campus policy. Students must stay on the school grounds from the arrival time until dismissal. Students must bring written parental request to the office to leave campus for any reason and parent must call the school's director/administrator.

### ***Communicable Disease***

Please telephone the school immediately if your child is diagnosed as having a contagious disease. We would appreciate your cooperation in this matter. Please respect other students by not bringing your child to school sickly or feverishly.

### ***Emergency School Closing***

Occasionally, emergency conditions make it necessary to close school. In most cases, this will be due to hurricane warning/tornado warning. In case of emergency closing, such information will be broadcast over the radio, no later than the 7:30 A.M. newscasts. Every effort will be made to notify the radio station of our decision as early as possible. The decision to close the school will rest with the administrator.

### ***Fire Drills/Tornadoes/Hurricane and Lock Down***

Throughout the year there will be unannounced fire drills. When the fire alarms sound, all persons in the school building will walk out in a quiet, orderly fashion. All doors must be shut, lights turned off and absolutely no talking will be allowed. Each student is to remain with his classmates at all times. All classes will have an "assigned exit" through which they are to pass. A signal will be given to reassemble in the classroom.

NOTE: Other types of safety drills (hurricane, tornado & lock down) will be practiced also.

## **Health Records**

Students entering school are to present a Medical History-Physical Exam and an updated Certificate of Health Immunization. The following immunizations are required by order of the Health Department: Polio, DPT, Rubella, Measles, Mumps and Hepatitis. In most cases immunization certificates can be obtained through the local county health department or your medical facility. A copy of students' Certificate of Birth and Social Security Card must also be on file.

### ***Illness During School Hours***

If a student becomes ill during the day, he may be excused to go home by the Administrator. Before the pupil is excused, however, a parent will be contacted by the school. For this reason it is important that the school have the correct home and office telephone number of both parents.

### ***Lost and Found***

Please label all clothing, lunch boxes, supplies, etc. This expedites the search for the rightful owner. All items found

should be turned into the office. Lost items that are not labeled and that is not claimed by the end of the year, will be given away.

### ***Medication***

Parents are asked to consider the potential danger of having students bringing medication to school. The school recognizes that medications are justified in chronic health conditions and short-term acute health conditions, but no medication will be administered without the written request of a parent and/or directive of a physician. Please administer medication to your child in the morning, or you may come to the school to do so.

### ***Office Hours***

The school hours will be set up at the beginning of the academic year. Parents or visitors coming to the school to visit or transact business must come to the office first. Do not go directly to the student's classroom.

### ***Parent Visitation***

Parents are always welcome to visit the school; however visiting school-age guests are not permitted to visit the classes. Parents who plan to visit a classroom should inform the school office of their intentions by a note or telephone call. It should be noted that visitors will be expected to adhere to the dress code.

### ***Parties/Picnics***

We will have various occasions for parties and picnics throughout the year. Parents will be asked to help furnish various items and supervise the activities of the students, and assist in the cleanup.

### ***Physical Education***

All students are expected to participate in physical education activities, unless specifically excused by a medical facilitator.

### ***School Calendar***

The school calendar will be set up at the beginning of each academic year and distributed to the parents.

### ***School Colors***

The official school colors of the BEE Academy are gold and black. Our mascot is a bumble bee. **Student Insurance**

Student insurance will be available to parents at a nominal fee. Parents will be notified as to the type and cost of coverage available.

### ***Student Injury***

The staff of the BEE Academy will attempt to exercise reasonable judgment for the care of students in the case of physical injury. In those cases when an injury appears to be serious, we retain the right to seek professional help, including ambulance, doctor and emergency room services. Parent will be responsible to pay services obtained in the child's behalf

### ***Supervision of Students***

Supervision of students on school property is provided 15 minutes before school starts and 15 minutes after school is dismissed. During this time it is understood that a child is the responsibility of the BEE Academy and as such, we retain the authority to exercise supervisory and disciplinary measures.

### ***Transportation***

The BEE Academy provides transportation to and from school. Please fill out transportation form in the registration packet.

***Telephone Calls*** and ***Messages***

All telephone calls and messages to students or teachers must be directed to the office. No student or teacher will be called out of the class except in the case of an emergency. Student use of a telephone will be limited to necessary calls only.

The BEE Academy follows Miami-Dade County Public School calendar days. When it comes to inclement weather or unforeseen school closing, Miami-Dade County Public School close then we are closed also.

This handbook is designed to give you the information students, parents and guardians need and to acquaint you with the procedures, rules and opportunities at The Bee Academy.