



BRIGHT BEGINNINGS

*Excellence Today for Success Tomorrow*

## FAMILY HANDBOOK

**The school reserves the right to update the Handbook at any time in accordance with its policies and procedures. The most updated version will always be available on the school's website ([www.bbschl.com](http://www.bbschl.com)).**

Updated December 20, 2019

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## ***Welcome!***

Bright Beginnings is pleased and excited to welcome you to BBS. We look forward to an extended opportunity to share in your child's education with you and to make your child's school experience the very best it can be. As a team of staff, parents, and students, we can accomplish this in a variety of ways that will benefit your child.

Bright Beginnings School offers Preschool - 6th grade students a wide range of educational experiences in the areas of: general studies, computers, Spanish and a variety of fine arts including PE, Art, and Music. Our students learn to be great problem solvers and critical thinkers. Instruction is provided in a hands-on discovery manner by experienced instructors in a small-group setting. We have an advanced curriculum that emphasizes and offers challenging opportunities to learn and excel.

It is the intention of BBS to look at and educate the "whole child" in a positive and challenging learning environment where each child will achieve the greatest success. The hope is to create joyful, lifelong learners; assist students in experiencing academic success; and develop great self-esteem. As a staff we seek to develop the physical well-being of each child, help students appreciate cultural differences, and practice the principles of good citizenship. We encourage creative approaches to problem solving and fully involve parents in their child's education.

BBS encourages parent involvement and we invite and welcome you to visit our campus. We welcome parents to volunteer in their child's classroom or elsewhere throughout the school. As parents, you can help us in supporting your child's education by seeing that your child arrives to school on time daily and ensuring your child is present as much as possible; our curriculum is advanced and moves at a rapid pace. We look forward to seeing your child and miss them when they aren't in school. In addition, they miss great learning opportunities.

We believe that everyone should enjoy our school equally and should feel safe and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion or nationality. Bright Beginnings School has the most wonderful and dedicated staff and we are all dedicated to providing a safe and comfortable environment for all of our students!

Sincerely,

BBS Administration

400 N. Andersen Blvd.  
Chandler, AZ 85224  
Phone: (480) 821-1404  
Fax: (480) 659-0031

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Visit our website at: [www.bbschl.com](http://www.bbschl.com)

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## **School Governing Board**

The School Governing Board meets in an open meeting each month to review the school budget, make policies and discuss relevant issues. Meeting notices are posted in the office and on-line at least 24 hours in advance. Minutes of these meetings are available upon request. Please feel free to contact any board member should you have questions, issues, etc. that you would like to discuss.

## **Absences**

See “Attendance”

## **Arrival and Pickup Procedures**

Parents are encouraged to drop students off utilizing the drive-up circle and refrain from entering the building unless absolutely necessary. If a parent does need to enter the building, the parent **MUST** enter through the main office doors and sign in at the front desk. At no time during the school day will parents be permitted on campus without having checked in at the front desk. Once school begins, any parents that wish to remain in the building must sign in at the front desk.

At the end of the school day, the same procedure is expected. Because of congestion, parents may not wait at the exit doors or in the building to pick up students. Students should be picked up in the drive-up circle.

- Do not talk to teachers or assistant teachers at dismissal time. They need to watch cars and children.
- When using the drive-up, please pull to the furthest available space. Do not leave your car.
- For safety reasons, we will not release your child to you if you are not in a single line.
- Parents may not get out of their vehicles in the drive-up circle.
- Cell phone use is prohibited while in your car at arrival or dismissal time.

Preschool and Prekindergarten school hours are 8:30 am – 2:50 pm. Preschool and Pre-K parents must accompany their children into the school building. Parents of Preschool and Pre-K students are required to sign-in and sign-out using first initial and full last name. Drop-off procedures are listed below.

### *Pre-K drop off and pick up procedures*

**Drop off procedures for Pre-K before school:** Children who arrive between 7:00 am and 8:00 am should be taken to before school care and signed-in the before school book using your first initial and full last name. There is a \$15.00 per hour (one hour minimum) charge for this before school drop-off, due at the time of drop-off. Students who arrive after 8:00 am but before 8:20 should be signed in by their parent at the front office, then escorted to the playground. Parents are not allowed on the playground at this time.

**Drop off procedures for Pre-K:** Pre-K begins at 8:30 am. Students may be dropped off in their classrooms any time after 8:20 at no charge. Please do not enter the classroom before 8:20 am.

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This is teacher prep time. You should enter through the south white double doors and sign your child in his/her classroom.

***Pick-up procedures for Pre-K:*** Students should be picked up between 2:50 pm and 3:00 pm. Please enter through the south gate and pick-up your child at their classroom. You must sign your child out using first initial and full last name. Students who have not been picked up by 3:05 will be sent to afterschool. There is a \$15.00 per hour charge for this service due at the time of pick-up.

***Pick-up procedures for Pre-K After-school program:*** Students should be picked up in Room 13 and signed out using first initial and full last name. Please note only adults 18 and over may sign a student out and they must be listed on your emergency contact form or have prior written approval to pick up your child. Do not send an older student in to get your Pre-K student. There is a \$15.00 per hour (one hour minimum) fee for this service.

All fees are due at the time of service unless pre-paid by the month. No Preschool children (children under 4 years of age) are allowed in before and after school programs.

### ***Kindergarten – Grade 6***

**Part time Kindergarten** school hours will be determined each year according to staff and schedule availability.

**Full Day Kindergarten - Grade 6** school hours are 8:30 a.m. - 3:00 p.m. Students arrive between 8:20 and 8:25 a.m.

From July to December, pick-up time is between 2:50 and 2:57 p.m. for students whose last name begins with A-L and all afternoon carpools. From July to December, pick-up time is between 3:00 and 3:07 p.m. for students whose last name begins with M-Z. Release times will change at the beginning of the second semester.

If you plan to use the drive thru loop for dropping off your child(ren), you must enter using Flint Street. You WILL NOT be able to use the drive through loop if you enter by the post office on Carla Vista. You must exit to the left using Flint toward Dobson.

If you plan to use the parking lot for dropping off your child(ren), you must enter on Carla Vista (the street by the post office). You must enter the parking lot using the NORTH entrance. You may exit the parking lot using either the North or South entrances and must exit via Carla Vista or Andersen Springs. Please pay attention to the signs and arrows in the parking lot.

You may use the drop-off circle or park your car in a designated parking space in our parking lot and accompany your child to his/her classroom.

Please follow these directions in order to keep all of the students safe and to expedite the process of releasing students:

Arrival:

- Do not park on Flint St, Andersen Blvd, the cul-de-sac or the drive-up loop. ***No exceptions!***
- When using the drive-up circle, please pull to the furthest north available space. Do not leave your car.

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- The left lane of the drive-up loop is for re-entering the loop only. Do not turn right from the left lane. For safety reasons, we will not release your child to you if you are in the left lane.
  - Flint and the NS road in front of BBS are for **ONE** lane of traffic each way. ***Do not pass on these streets.***
  - Students may only exit their vehicles from the passenger side. Parents may not get out of their vehicles in the drive-up circle.

Dismissal (Pick-up):

- Drive-up process and expectations remain the same.
- Students will be waiting on the sidewalk in front of the building.
- Student will enter vehicles on the right-hand/passenger side.
- Do not exit your vehicle, students will not be permitted to load into the trunk or rear of the vehicle; they **MUST** not walk around the vehicle on the left side.
- Exit the drive-up circle when the cars in front of you have exited and you are clear to move forward.

### **Arizona Residency**

The Arizona Department of Education requires that all charter and public schools maintain verification of a student's residency status as defined in the statute below:

**A.R.S. 15-802(B) requires school districts and charter schools to obtain and maintain verifiable documentation of Arizona residency upon enrollment in an Arizona public school. This document is designed to assist school districts and charter schools in meeting the legal requirements of the statute.**

The documentation must be provided each time a student enrolls in a charter school and reaffirmed during the charter's annual registration process. Therefore, you must provide a copy of an acceptable form of proof of residency annually at the time of registration.

### **Attendance**

Regular attendance and being on time is critical to the learning process and helps students develop a good attitude toward school along with important time management skills for their future. Parents/Guardians are encouraged to schedule doctor, dentist, and other appointments for students at times outside the school day. Please schedule family vacations during summer and school recess periods whenever possible.

When your child is ill and it is necessary for him/her to miss school, it is state law that you notify the school as soon as possible. A message line is available on a 24-hour basis (480-821-1404). When reporting an absence, please specify the reason. All students with absences of three or more consecutive days must return with a doctor's notice. For absences greater than one day, the school must be notified each day of the absence. Per state attendance policies, leaving school early, depending on the time, may be recorded as an absence. After ten (10) consecutive days of absence, the student is automatically withdrawn from our roster.

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It is the family's responsibility to contact the child's teacher for assignments missed during any absence. Students are required to complete all assignments missed during their absence.

Students with unexcused absences during the school year will not be given schoolwork prior to their absence. Schoolwork will be made up at home after they return. Reduced credit will be given for this work. This may affect the grade they receive on their narrative report.

A student must attend a minimum of 90% of the school calendar days. Excessive absences will result in a letter going home and one put in the student's permanent file. Per Arizona Revised Statute – ARS-15§803, students who exceed an absence rate of 10% (18 absences) are considered truant, even if the absences are excused. Excessive absences may result in notification to a truant officer and in the withholding of promotion for grades K-6.

- At five absences, a letter identifying the number of absences will be sent to the parents. A conference may be needed to assist in home and school communication.
- At ten absences, a letter identifying the number of excessive absences and the state mandatory attendance statute will be sent to the parent.
- If the number of absences exceeds ten, authorities may be notified for educational neglect or habitual truancy at the discretion of administration.

Students absent on the day of a field trip and/or an after school club or evening event **may not** attend the field trip or event without administration approval.

All students are expected to be in attendance on the first day of school. Students who are not in attendance on the first day of school will not be guaranteed a spot if there is a current wait list for that grade. Any open seats due to absences may be filled at the sole discretion of the administration.

### **Birth Certificates**

We must have a photocopy of your child's official birth certificate or some other reliable documentation or proof of the student's age and identity on file per A.R.S. §15-828.

### **Birthdays**

Please let the teacher know if you will be bringing any kind of treat. No matches, candles, or balloons. Be aware of any food allergies in the classroom by asking your child's teacher in advance. Please do not distribute birthday invitations at school.

### **Bullying**

We believe that everyone should enjoy our school equally and should feel safe and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion or nationality.

“Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically, or excluding someone from a group on purpose.”



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(Courtesy of [www.stopbullying.gov](http://www.stopbullying.gov)) At the discretion of teachers and/or administration, acts of bullying may constitute suspension and/or expulsion.

### **Cell Phones & Devices**

Cell phones must be turned off and stored in backpacks during the school day. The school day includes but is not limited to, before or after school, class and lunch times. Phones must not be used to talk, take pictures, play games, record or text during the school day, including recess, without administrative approval. Students may use the office phone in case of emergency.

### **Child Find**

It is Bright Beginnings School's responsibility to inform the general public and all parents of students enrolled in our school of our responsibility to make available special education services for students with disabilities and how to access those services. In addition we have a responsibility to provide information regarding early intervention services for children birth through two years of age.

We are responsible for identifying, locating and evaluating all children with disabilities within our school and for making appropriate referrals to:

- Arizona Early Intervention Program (AzEIP) for children birth through two years of age for evaluation and services if needed; and
- School district of residence for children aged three through five for evaluation and services if needed.

We are also responsible for providing a free and appropriate public education (FAPE) which includes special education and related services for students with disabilities at public expense, under public supervision and direction and without charge to the parents.

For all new students to the school, the classroom teacher will complete screening activities within 45 days of enrollment. The teacher will look at the child's ability in the areas of academics, vision, hearing, adaptive, communication, social/emotional and motor skills. If any concerns are noted the child may be referred for additional help.

### **Communication with Parents**

The primary method of communication between BBS and parents is email. Make sure your correct email address is on file with your child's teacher and the front office. Check your email daily. Please check your student's backpack for information *each* day. K-6<sup>th</sup> grade classroom teachers publish a weekly newsletter to provide parents with vital information.

### **Urgent or emergency situations**

BBS will communicate with parents in a timely and accurate manner regarding any "critical" incidences occurring on or within a five mile radius of the campus. "Critical" is defined by the immediate threat to the students. The most urgent situations will be communicated using the primary email provided to the school. Information will be provided to those directly affected first and all others second. In situations involving the police, BBS will provide only true and accurate information as provided by the police department and will not report rumors, hearsay or unconfirmed information.

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## **Conferences**

Conferences are held twice a year, but by no means should you feel that these are the only times you can visit with your child's teacher. Special meetings will be scheduled at a time that is mutually convenient. Please email your child's teacher to schedule a meeting outside regular conference times.

## **Custody**

In cases where custody/visitation affects the school, the school shall follow the most recent court order on file with the school. It is the responsibility of the custodial parent (or of parents having joint custody) to provide the school with the most recent court order.

## **Declaration of Independence**

Arizona law, Senate Bill 1216, requires all public school students in grades 4-6 to recite the following two-sentence excerpt from the Declaration of Independence at the commencement of the first class of every day:

*We hold these truths to be self-evident, that all men are created equal, that they are endowed by their creator with certain unalienable rights, that among these are life, liberty and the pursuit of happiness; that to secure these rights, governments are instituted among men deriving their just powers from the consent of the governed.*

Any parent or guardian who objects to having their child join in this recitation may have their child excluded by notifying the office.

## **Dress Code**

A student's clothing must not distract from the "educational process". Listed below are the guidelines for appropriate attire that we expect students to follow. Please note that we may add items as we become aware of their potential for disruption and safety.

- Students' clothing, grooming, make-up and/or hairstyles that can be unsafe for them in their school activities or distract from the educational process are not permitted.
- There shall be adequate coverage of the body and undergarments. Shorts/skirts/pants must cover the entire buttocks and a modest area of the legs. Short shorts, bathing suits, halter or midriff tops, tube tops, mesh or sheer garments, spaghetti straps, or "sagging" pants/shorts, etc. are not considered adequate coverage.
- Appropriate shoes should be worn at all times. High heels are not permitted. Sandals, shoes with wheels, shoes without backs (including, but not limited to, clogs, mules, slides...) and open-toed shoes are not permitted. Socks must be worn.

Students who violate the school dress code will be given spare clothes from our supply whenever possible. If clothes are not available in your child's size, we will call you to bring a change of clothes.

Preschool students must have a complete change of clothing in a large Ziploc bag. The bag and all clothing should be labeled with your family name.

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### **Emergency Care**

In case of a life threatening situation, the school will call 911. For other emergencies, we will contact the people listed on the Emergency Form in the priority order you have indicated.

### **Emergency Form**

Parents are required to complete an Emergency Form for their child and ensure it is updated when any changes occur. This tells us how to contact you and other responsible adults if your child becomes ill or is injured at school. Every address and phone number must be listed clearly. Please help us by continuing to update this form. It is the most important paper we have for your child.

### **Enrollment**

To enroll a student in Bright Beginnings, parents must: complete a registration packet and submit required documentation. Priority registration is given to siblings of current students and children of staff and board members.

### **Extended Care**

Bright Beginnings School will offer childcare on campus before and after school for Pre-K – 6<sup>th</sup> grade students. Tuition fees and times are:

#### ***Before School 7:00 AM - 8:00 AM***

Monday - Friday		\$125/month
Partial Week	must be same day(s) each week	\$30/day/month
As needed	must be paid at time of drop off	\$15/morning

#### ***After School 3:00 PM - 6:00 PM***

Monday - Friday		\$250/month
Partial Week	must be same day(s) each week	\$60/day/month
As needed	must be paid at time of pick up	\$15/hour

Extended Care fees reflect a discount for families who use the service for the entire school year. There are no price adjustments for partial days. All others will be charged at the drop-in rate of \$15 per hour **due at the time of pickup or a \$25 late fee may apply**. Late pickups (after 6pm) will be charged at \$1 per minute and must be paid at the time of pickup. *We reserve the right to contact authorities if a student is not picked up by the designated ending time of aftercare.* Failure to sign out a student from aftercare will result in charges up to 6 p.m. at the rate of \$15 per hour. Payment for monthly fees is due in advance. Monthly fees not paid in full by the 1<sup>st</sup> of the month will be assessed a \$25 late fee. Monthly statements, notices and/or invoices are not provided as reminders for outstanding balances.

### **Fees/Tuition**

BBS is a public charter school that receives state funding to educate its grade school students. Accordingly, BBS does not charge tuition for its charter school students in first through sixth grades. BBS receives state funding to provide a half-day kindergarten program to its students and

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it does not charge tuition for its half-day kindergarten program. Parents who choose to enroll their students in BBS's full-day kindergarten program are charged tuition for the extended day. BBS also charges tuition for its preschool, before care, and after care programs.

Anything deemed a "fee" or "tuition" in this handbook or anywhere else in BBS literature or correspondence is deemed ***non-refundable***. All fees/tuition payments are based on the total amount of school days divided into 10 equal payments. Before and after care fees other than the drop-in rate are discounted and apply to families consistently utilizing the services for the entire school year. Fees may vary for families using services less than the entire school year. A 30-day notice is required for withdrawing your child from any tuition and/or fee-based program. An additional full month's fee may apply depending on when notice is given.

Activity fees allow students to participate in extra-curricular activities which may include, but are not limited to the following clubs: Math Masters, Star Spellers, Art, foreign language, technology, music, and Character Counts programs. These programs are optional, noncredit educational and/or recreational activities that supplement the education program of BBS. A student activity fee of \$200 per student is due at registration for all students who wish to participate in extra-curricular activities.

Bright Beginnings School does not want to exclude any student from participation due to financial hardship. The administration of the school is not in a position to fairly determine which families should receive full or partial fee waivers without a request and information supporting the request. Therefore, if your family seeks a waiver for any classroom fees, field trip fees or extra-curricular activities, you must apply in writing to the advisory board 14 days prior to the fee due date to request a fee waiver detailing the reasons for the request. Waivers cannot be granted by classroom teachers. Information submitted will be kept confidential.

### ***Field Trips***

We love to take the children on educational field trips that enhance their learning or to invite guest speakers to share their knowledge. Bright Beginnings fieldtrips are facilitated by parent drivers who are asked to serve as chaperones. Only the classroom teacher(s), his/her students, and the parent volunteers will be allowed to attend field trips. **The purpose of the parent volunteer is to actively supervise students.** All parent volunteers must have a current IVP Fingerprint Clearance Card on file at BBS.

Drivers are expected to transport as many students as will safely fit in their vehicle with seat belts; no child will be permitted to sit in the front; and whenever possible, there will be two adults per car. If you are uncomfortable driving or allowing your child to ride with another parent, your child will be relocated to another classroom on the day of the field trip. Drivers are required to provide copies of their current auto insurance and driver's license for office files. Siblings are never permitted to attend school sponsored field trips. **No exceptions.** No tobacco use or cell phone use is permitted at any time during the fieldtrip. Students should wear their BBS T-shirts on all school field trips.

In order for Bright Beginnings School to meet Arizona requirements for transporting children, all

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children under eight years of age **must** be in an approved safety car seat. (See House Bill 2154)

### **Fingerprints**

Bright Beginnings School requires anyone working with students, including, but not limited to, fieldtrip chaperones, to have a current IVP Fingerprint Clearance Card. Fingerprints will be used to check the criminal history records of the FBI. A copy of the card must be on file at BBS.

### **Harassment**

Harassment of students, staff, and parents is prohibited. Depending on all the circumstances, harassment can include such conduct as verbal or physical threats or abuse, physical acts of aggression or intimidation, and plainly offensive language such as racial or ethnic slurs or vulgar, lewd or obscene language. Harassment can include the use of cell phones or the internet. If a person believes he or she has been subject to harassment, they should report the behavior to a teacher or school administrator. Students who engage in harassment shall be subject to disciplinary action.

### **Health**

#### ***Head Lice***

Students must be free of head lice and nits in order to attend school. It is important for parents to routinely check their children's hair for lice. Please remind your children not to share such things as hats, brushes, or combs with others.

When head lice are identified at school, an administrator will notify parents of affected students and classmates and provide information on treatment of the hair and the household. Students must be free of head lice and nits in order to return to school. Anyone who has had head lice must stop at the clinic and be cleared by an authorized staff member before returning to school.

#### ***Hearing and Vision***

Parents must sign up for an on-campus (as designated by the AZ Dept. of Health) hearing screening for each child enrolled at BBS in grades K, 1<sup>st</sup>, 2<sup>nd</sup>, and 6<sup>th</sup> and all new students and those on IEP's. This test can be done privately or on campus for a fee. If you choose to do this testing off-campus, you must bring an original copy of the results on or before August 15<sup>th</sup>.

#### ***Illness/Medication***

We wish to provide a healthy environment for all children. For the sake of others, as well as your own child, parents are asked to keep home any child with a fever of 100.1 degrees or higher or other symptoms of illness such as diarrhea, hacking cough, vomiting, etc. Should a child become ill at school, he/she will immediately be isolated from other children. Parents will be notified and expected to make arrangements to take the child home within 20 minutes.

A child should be free from fever or contagious disease for 24 hours before returning to school. If your child has a contagious disease, he/she should be kept at home and the fact of the condition reported to the school. Contagious disease includes illnesses such as: strep throat, pinworms, conjunctivitis (pink eye), impetigo, head lice, measles, mumps, chicken pox, scarlet

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fever, fifth disease, etc.

Medications will be given at school ONLY if it MUST be administered during school hours. Medications should be delivered to the school by the parent. ***PLEASE DO NOT PUT MEDICATION IN LUNCH BOXES OR BACKPACKS.*** The medication must be in the original container (pharmacies will provide a duplicate container for school use upon request). The appropriate consent form for giving medication at school **must** be completed and signed by the parent. All medication is locked in the office and dispensed and logged by our staff.

### ***Immunizations***

To protect your child, state law requires immunization against:

Diphtheria	Measles (Rubella)	Tetanus	Mumps	
Pertussis	Polio	HIB	Hepatitis B	Hepatitis A

These immunizations must be recorded on the Emergency Form and updated as they occur.

### **Homework**

Ask your child specifically if they have homework in a certain area. Encourage him/her to accept the responsibility for completing assignments neatly, accurately, and in a timely manner.

It is the family's responsibility to contact the child's teacher for assignments missed during any absence. Students are required to complete all assignments missed during their absence.

Use the following guidelines to determine the amount of homework to expect for your child:

- Kindergarten 15 minutes reading plus 15 minutes other academic areas
- First Grade 15 minutes reading plus 20 minutes other academic areas
- Second Grade 15 minutes reading plus 30 minutes other academic areas
- Third Grade 20 minutes reading plus 30 minutes other academic areas
- Fourth Grade 20 minutes reading plus 45 minutes other academic areas
- Fifth Grade 25 minutes reading plus 45 minutes other academic areas
- Sixth Grade 30 minutes reading plus 45 minutes other academic areas

Homework for all grades may include additional work on outside projects and may vary accordingly. All homework should reflect the student's work and best efforts – parents should act in a supporting role. Reading is one of the most important things you can do each day to help your child succeed.

### **Illegal/Intoxicating Substances**

Bright Beginning campus is a drug-free zone. Anyone on campus appearing to be under the influence of an illegal or intoxicating substance will be asked to leave and authorities may be notified. For the safety of our students, we will not release any child to a person who appears to be under the influence of any substance. Illegal substances are not permitted on campus at any time.

Bright Beginnings School maintains a zero tolerance policy for drugs, alcohol, and smoking/tobacco use. This includes possession or use of such substances, illegal or otherwise,

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that may be deemed harmful to the student or other students. Any student who is impaired from consuming a substance, illegal or otherwise, may also be found in violation of our Zero Tolerance Policy. Students violating this policy will be suspended. Depending upon the circumstances, the suspension may be brought before the Advisory Board for possible expulsion or may be expelled at the discretion of the school principal.

### **Inspection reports**

This facility is regulated by the Department of Health Services at:

150 North 18th Ave., Suite 400

Phoenix, AZ 85007-3244

Their phone number is 602-674-4220.

*Inspection reports are available upon request.*

### **Insurance**

Bright Beginning School carries an insurance policy that complies with Arizona requirements.

### **Liability**

Students who cut, deface or otherwise damage any school property may be suspended or expelled from school. Under Arizona law, parents are liable for damage done to school property by their children.

### **Lost and found**

Please put your family name on clothing and personal things brought to school. Taking some time to do this before school begins may save the cost of buying replacements.

The lost and found bin will be emptied *weekly*, and the school will call a charitable organization to pick up all items. Please contact the school if something is lost at school. Bright Beginnings School is not responsible for lost items.

### **Lunches and Snacks**

Preschool snacks are provided at no charge to parents of preschoolers.

Students in grades K-6 should bring a healthy snack or two for designated snack periods. “Healthy” snacks are those low in fat, non-sugary, and nutritious; no soda or candy. Students in full-day kindergarten and grades 1-6 may purchase hot lunch from Bright Beginnings School. Bright Beginnings does not have extra lunches on hand for students to purchase that day or in cases where a student comes to school without a lunch. In such cases, parents will be called to bring a lunch to school for their student.

There is no refrigeration or heat up methods available for student lunches, please prepare lunches accordingly. Students can purchase snacks and select drinks without pre-ordering during their lunch period and after school. Be sure to pack napkins and needed utensils.

Students should clearly mark any personal lunch items such as lunch boxes, coolers, reusable water bottles, thermoses, etc.



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### **Medication**

Please refer to the “Health” section of this guide for information.

### **Non-Discrimination**

Bright Beginnings School provides equal employment opportunity and equal participation to all of its employees, parents, and students without regard to race, color, creed, sex, age, national origin or handicap. As a member of the Bright Beginnings School community, you are expected to treat other members in a non-discriminatory fashion.

### **Open Enrollment**

Bright Beginnings School follows the Arizona Department of Education enrollment guidelines.

### **Pesticides**

Pesticides will be sprayed quarterly throughout the year. Data sheets from vendors will be posted on the South office door for a minimum of three (3) days prior to spraying and are kept on file in the office.

### **Plagiarism**

Plagiarism means submitting work that is not your own. Using someone else’s words without use of quotations and proper citation, over-use of copying directly from a source (with or without citation), and generally not writing notes, information, or facts accurately yet distinctly in your own words are all examples of plagiarism. Students who plagiarize or use another student’s work as their own risk receiving zero credit for the assignment.

### **Placement, Promotion and Retention of Students**

All students registering for classes at Bright Beginnings will be required to take a placement exam. These tests neither guarantee nor prohibit entrance to BBS, but are used to place students in the appropriate grade and class. Current students will be evaluated and tested yearly to ensure proper placement for the next school year.

Promotion from one grade to the next is based upon the ability to succeed at the next grade level. When formulating a recommendation, each teacher will work closely with the school’s principal. **Above all, the recommendation must be in the best interest of the student.**

Bright Beginnings teachers will base their recommendation to promote or retain on the following criteria:

- Achievement of class assignments, projects, and tests
- Attendance
- Mastery of school objectives
- Achievement on Standardized Tests
- Age, maturity, and effort

The state law provides that the final promotion-retention decision is made by the classroom teacher. If you choose not to accept the teacher’s decision, you may request in writing that the Advisory Board review the decision. Bright Beginnings Schools reserves the right to administer



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norm-referenced testing if grade level placement questions arise.

Any student having already attended Kindergarten or First Grade, at either BBS or any other public school, will not be permitted to enroll at BBS for another year in the same grade. No exceptions will be made for student retention in kindergarten. Exceptions for retention in First Grade will be made **ONLY** for students that have attended BBS for 1<sup>st</sup> grade, have had a BBS teacher recommend retention in First Grade, and have Advisory Board approval **PRIOR** to registration.

### **PTA**

Bright Beginnings School is a member of the Arizona State Parent Teacher Association (PTA). Our local chapter is the BBS Parent Teacher Association (PTA). The BBS PTA is actively involved in providing extracurricular activities, family events, and volunteer opportunities to help create and promote a community environment. Parents/Guardians are encouraged to take an active role in their child's school life by becoming a member of the PTA.

### **Recess**

All K-5 students at BBS will have an opportunity to participate in two (2) scheduled recess period(s) during the school day. BBS will not withhold recess as a form of punishment for behavior or related to academic performance in any way.

- **Grades K-5 will receive two or more recess periods during the school day including one morning recess and one afternoon recess with lunch.**

BBS will promote and encourage student participation in physical activity and recognizes that all physical activity contributes to a healthy lifestyle and better learners. Schools will provide students with a variety of options for participation in developmentally appropriate physical activity, including recess periods. BBS will not withhold recess as punishment for classroom behavior or related to academic work in any way.

### **Re-Enrollment**

Every student must officially re-enroll in order to secure a place at Bright Beginnings School for the next school year. Registration packets will be available after winter break and current students will have registration priority. Student packets received after the re-enrollment deadline will be added to the wait list and will be admitted on a space-available basis.

### **Report Cards**

Report cards include how your child is doing, goals for your child, and other pertinent information. Report cards reports will be sent home four times during the school year: September, December, March, and May. These reports are very important to your child's progress. Only actively enrolled students will receive a report card at the time of distribution. Parents are encouraged to contact their child's teacher if any issues come up between report cards/narrative periods.

### **Reporting Child Abuse**

According to state law, school employees must report reasonably suspected cases of neglect, non-accidental injury or sexual offenses against children to Child Protective Services or local

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law enforcement agencies. People who are required to report reasonably suspected abuse are protected by state law from civil or criminal liability.

### **Request for Student Records**

Records requested for Bright Beginnings students will be provided upon receipt of a signed request from a school and the student will be removed from enrollment at BBS and priority registration will be forfeited. A fee of \$20 will be assessed for records requested by a parent and/or guardian without a signed request from a school.

It is your responsibility to have student records sent to Bright Beginnings from your child's previous school(s) upon enrollment. At times, Bright Beginnings may request records from your child's previous school(s).

### **Restricted Physical Activities**

If for any reason you feel your child should have restricted physical activity, please provide the school with a doctor's note stating the reason and length of the restriction. This information will be forwarded to both the classroom and the PE teacher.

### **Returned Checks**

All returned checks are subject to a \$25.00 bank fee. If a check is returned from the bank for any reason, the original check amount and the bank fee must be paid in cash.

### **School Age**

In the upcoming school years:

- To enter kindergarten, a child must be 5 years old before September 1, of the current school year
- To enter first grade, a child must be 6 years old before September 1, of the current school year
- To enter second grade, a child must be 7 years old before September 1, of the current school year

### **School Charter/Budget**

The Bright Beginnings School charter and budget are available for review by contacting the school office.

### **School Rules**

Please see "Student Conduct/Discipline"

### **School Supplies and Books**

All Bright Beginnings students will be given a supply list for items that must be brought to the classroom. Supply lists will be available on our website and are provided by grade; teachers may request items specific to their classroom. Supplies are not returned when a student leaves BBS.

All Bright Beginnings School reading books must be brought to and from school in heavy-duty freezer bags with the child's name on the outside. All textbooks should be covered.

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### **School Visits**

Please feel free to visit the school. Please notify the office and classroom teacher prior to your visit. In addition, school policy requires that you check in and out at the office during each visit. All visitors are required to wear a visitor badge while inside the building.

### **Search and Seizure**

Students possess the right to privacy of person, as well as to freedom from unreasonable search and seizure of property as guaranteed by the Fourth Amendment to the Constitution. These individual rights, however, are balanced by the school's responsibility to protect the health, safety, and welfare of all students and staff. School employees may conduct searches when they have reason to suspect that a law or school rule has been violated or that the health, safety or welfare of students and/or staff may be in danger.

### **Search of Desks**

The school is the owner and has control of student cubbies and desks. School officials may inspect cubbies and desks for cleanliness and order at any time without notice and without consent whenever reasonable suspicion exists that a law or school rule has been violated or that the health, safety or welfare of students or staff may be in danger.

### **Search of Student's Person**

A search of a student's person, bag or purse shall be undertaken only if there are reasonable grounds to suspect that the student possesses an item not belonging to them, a dangerous, prohibited or illegal substance or items that may interfere with school purposes and/or present a threat to people or property.

### **Sexual Harassment**

Sexual harassment by staff, students or parents is prohibited on campus and during school-related circumstances. Unwelcome sexual advances, requests for sexual favors, and other unwelcome written, verbal or physical conduct of a sexual nature may, in certain circumstances, constitute sexual harassment. If a student believes she/he or another student has been subject to sexual harassment, the student should report the behavior to administration within 15 days from when the harassment took place. A substantiated charge of sexual harassment will lead to disciplinary action.

### **Sign In/Out Procedures**

In the event your child must leave school during class hours, a parent or guardian must sign him/her out in order for Bright Beginnings to comply with state guidelines regarding our responsibility for student safety. Sign-out forms are located in the office. If it is necessary for another adult to check out your child (in a non-emergency situation) the school and the teacher must be notified **in writing** prior to the child leaving.

If you need to check your child out early for an unavoidable appointment:

- Notify the office in advance.
- Come into the office to sign your child out with a first initial, full last name, date, and time.

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- School administration will arrange to have your child come to the office so as not to create a disturbance.

Only adults authorized on the Emergency Form will be permitted to pick up your child. If we don't recognize the adult, we will ask for their identification. Students must be picked up at the agreed time and no later than 3:07 PM for elementary students. Any students still at school will be placed in after school and you will be charged the hourly rate of \$15 per hour (**due at time of pickup**) with a minimum of one hour, regardless of the amount of time spent in after school.

## **Student Conduct/Discipline**

### ***Conduct***

All applications of our "Character Counts" program should be exercised and enforced to ensure the most conscientious and exemplary behavior and treatment towards others.

### ***Discipline***

The breaking of school or classroom rules can be handled in a variety of ways. Except in extreme situations, the first course of action is typically classroom-based. Behaviors that are not corrected can result in but not be limited to: continued classroom consequences, parent notification, behavior contracts, removal from class/activity, referral to the office, suspension, and expulsion.

Severe discipline problems will be handled with a parent contact and may result in removing the child from school, immediate suspension, or expulsion. Please refer to the "Suspension/Expulsion" section of this handbook.

In the case of inappropriate, rough physical contact, the student will be sent home immediately. Continued aggressive behavior may result in any or all of the following actions: The student being placed on a behavior contract; in-school suspension; out-of-school suspension; and/or recommendation to the Advisory Board for expulsion. Threats of physical harm or violence will be treated as a situation of rough, physical contact.

### ***Items Not Allowed***

Drugs and weapons of any kind are not permitted at school. Please remember to leave electronic devices and toys at home unless prior approval by the teacher. Cell phones are not to be turned on or used during school. These items and anything else which may cause problems or distractions to the learning environment will be taken from the students and will require parents to come in to claim them. Gum chewing is prohibited.

### **Suspension/Expulsion**

In the event that a student's behavior violates BBS' rules of conduct, poses a clear and immediate danger to self and/or others or exhibits severely inappropriate behavior, the principal may suspend a student. Depending upon the circumstances, the length of the suspension may vary and the suspension may lead to expulsion.

In the event of an expulsion, the student's parents may make a written request for an appeal

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within three (3) business days of notification of the expulsion. The Advisory Board will meet within three (3) business days of receiving the request to hear the parents' appeal.

A student who has been expelled or is in the process of being expelled from another public or private school will not be admitted to Bright Beginnings School.

### **Tardies**

Tardiness is disruptive to the learning process and has a negative impact on the entire class. Parents and students share responsibility for arriving to school on time.

Doors/Gates will be locked at 8:30 a.m. and will not be re-opened until dismissal. Students who arrive after 8:30 will report to the office for a pass to take to the classroom teacher.

Tardiness will be handled in the following manner:

- Tardies may result in loss of participation in class activities, detention, loss of participation in extra-curricular activities, or other actions as deemed necessary by administration.
- Excessive tardies will result in parent contact and further disciplinary action to curb this type of recurrent program.

### **Teacher Requests**

It is our goal to provide a well-balanced classroom that will facilitate a learning environment for all students to succeed. Classes for the upcoming year will include, but not be limited to, consideration of class size, respect for previous teacher's recommendation regarding separation of students and/or educational needs, boy/girl ratio, ability, and conduct. Specific teacher requests are not accepted. Staff changes may also occur, which may affect student placement. The principal will ultimately be responsible for student placement.

### **Transfer Policy**

Please refer to the "Enrollment" and "School Age" sections of this handbook for further information. Students who have been expelled or are in the process of being expelled from another school will not be eligible for admission.

### **Transportation**

Bright Beginnings School does not furnish transportation to and from school. Carpooling is encouraged.

### **Tuition Payment Policy (Preschool, Full-Day Kindergarten, Before and After Care)**

All tuition payments are based on the total amount of school days divided into 10 equal payments. This amount is the same regardless of family vacation, school holidays, partial attendance, or illness. Tuition is due the first day of the month, including times during the school year of vacation, holidays and/or school closings. Please make payment arrangements prior to this date, if needed, with the principal. **Payments not made in full by the 1<sup>st</sup> of each month are**

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**subject to a \$25 late fee.** Late fees apply during holidays/breaks. If tuition is more than two weeks late, you may be asked to withdraw your child. Failure to submit payment will indicate your withdrawal and your child will be automatically dropped from our rosters. Failure to submit tuition for a full-day kindergarten student will result in the student being withdrawn from full-day kindergarten and placed in a half-day kindergarten classroom. A 30-day notice is required for withdrawing your child from any tuition and/or fee-based program. An additional full month's fee may apply depending on when notice is given.

**Please Note: a \$10 monthly fee will be charged for non-use of an automatic payment withdrawal form (ACH Form) for ALL monthly assessed fees.**

### **Uninterrupted Instructional Time**

Each class has time designated as uninterrupted time. During this time, the school protects instructional time by ensuring that classes are not interrupted with announcements or messages from home. When you have messages, materials, lunch money, etc., please bring them to the school office and the school will relay these to the classroom. Please try to schedule appointments for your child outside of the normal instructional day.

### **Volunteers**

All visitors/volunteers must sign-in at the office. Volunteers in the classroom are not allowed to have other children accompany them; **NO EXCEPTIONS**. This policy ensures safety, minimizes classroom interruption, and promotes full concentration in each learning activity. It is the policy of Bright Beginnings to actively seek parental support in many areas. We welcome and encourage volunteering service during the school year. We believe that your participation at school is valuable to your child's education. Volunteer hours may be spread out over the school year. There are many diverse areas to fill both at school and outside of school. Family members who volunteer in school related activities must be in good standing in all areas including, but not limited to tuition payments and/or other incurred fees.

Bright Beginnings School requires anyone working with students, including but not limited to classroom volunteers and fieldtrip chaperones, to have a current IVP Fingerprint Clearance Card. A copy of the card must be on file at BBS.

### **Volunteer Guidelines**

Please keep a few things in mind when you are working with the students.

- Please check in with the front office. You **MUST** sign in and put a badge on before going beyond the office.
- Be positive with the students and with the work that they do. Maintain realistic standards for their work.
- Feel free to help a student; however, we encourage students to do all the work. Students learn by experimenting...so let them do their work if at all possible. Ask them first, "What do you think you should do?"
- Remember to keep what happens in the classroom confidential. Please don't discuss the lives or learning of the students you assist with other students or adults who are not in the classroom. On the other hand, if you have a concern, please feel free to bring it to the teacher's attention immediately.

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- Please remember to be on time. If you are unable to come at your scheduled time, please call the office, send a note, or try calling someone else to see if he/she can substitute for you. We do depend on you.
  - When working in your child's classroom, please do not allow or encourage your child to focus on you rather than what is going on in the classroom.
  - Be professional. Use appropriate language at all times. Please keep in mind that we are always role models for the students.
  - Please dress appropriately for the day in casual, non-revealing, comfortable clothing. Volunteers must adhere to BBS dress code.
  - Please check with the front office or your child's teacher for suggested volunteer activities.

### **Weapons**

Any student using, displaying, or knowingly carrying or possessing any deadly weapon on school property, at a school function or on the way to and from school will be referred to the Advisory Board for expulsion. Authorities will be contacted if any child or visitor on campus is in possession of a deadly weapon.

### **Withdrawals**

If for any reason it becomes necessary to withdraw your child from school, please let both the office and your child's teacher know as soon as possible. If Bright Beginnings School receives a request for a student's records, Bright Beginnings School will assume this is an official request to withdrawal and records will be sent. The student's position at Bright Beginnings School will be considered available to another student.

Parents of students with tuition and/or using fee-based services will be billed for one month after departure if proper notice is not given. (see Fees/Tuition)

### **Yearly Disclosure**

#### ***Student/Staff Records***

Access to educational records is governed by federal law (Family Educational Rights and Privacy Act). Special education policies and procedures, child find, and procedural safe-guards are available upon request. Staff resumes and information for all employees who provide instruction is available for viewing upon formal written request.