

# 2019-2020 Handbook



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## **EDUCATIONAL PHILOSOPHY**

Seventh-day Adventists believe that true education and personal development cannot be separated from knowledge of God and a personal relationship with Jesus Christ. Therefore, we base our educational philosophy on the Word of God. Because we believe that the work of true education and the work of redemption are one, the Beacon Academy staff and school board, are committed to providing the best opportunities possible for the development of our students' physical, intellectual, emotional, and spiritual capabilities to the highest degree.

## **SPIRITUAL FOCUS**

Above all, it is the desire of the faculty, staff, and school board of Beacon Academy that each student develops a personal relationship with Jesus Christ. We solicit your prayers on behalf of every person connected with this school family. "Something better is the watchword of education, the law of all true living...Bring (the youth) in contact with truer beauty, with loftier principles, and with nobler lives. Lead them to behold the One 'altogether lovely'. When once the gaze is fixed upon Him, the life finds its center. The enthusiasm, the generous devotion, the passionate ardor of the youth find here their true object...To honor Christ, to become like Him, to work for Him is the life's highest ambition and its greatest joy." Education, p. 297.

## **OBJECTIVES**

Compatible with the philosophy of Beacon Academy, emphasis is placed on the spiritual, academic, physical, and social development of each student. Students will be helped to reach the following objectives:

- Emphasis on the developmental needs of the child, social, emotional, physical, cognitive and spiritual, balanced with academic achievement
- A physically and emotionally safe environment where respect and responsibility are modeled and reinforced
- Daily participation in a stable and supportive classroom community
- Multi-age grouping with peer and cross-age tutoring
- Large blocks of uninterrupted, in-depth learning time
- Clear expectations, time frames, and consequences
- Student-Parent-Teacher goal-setting and review
- Focus on teaching personal learning styles, communication skills and

organizational strategies combined with academic areas

- Interdisciplinary learning themes
- Mastery-based learning of academic areas
- Frequent involvement in school and community service projects
- 8th and 12th Grade Class Trip
- Individualized adaptations of curriculum as needed
- Multi-Cultural awareness program

- Physical fitness and health education program

## **ACCREDITATION**

Beacon Academy is accredited by two regionally-recognized accrediting associations:

- National Council for Private School Accreditation (NCPSA), which is approved by the U.S. Department of Education
- EASEA E.A. Sutherland Education Association

## **ADMISSIONS**

Students must be of good character and desire to cooperate with the policies of Beacon Academy. Students must also be willing to adjust respectfully to its religious, social, and academic atmosphere. Admission to Beacon Academy is a privilege and may be withheld or withdrawn by the school board at its discretion. Returning students are admitted to Beacon Academy in good standing, unless they and their parents are notified otherwise. Returning students who have repeatedly demonstrated lack of respect for Beacon Academy's policies or its staff may be admitted on a probationary status for 45 school days. All new students receive probationary status. The School Board makes final decisions regarding continued enrollment of probationary students.

## **NON-DISCRIMINATION POLICY**

Beacon Academy admits students of any race, color, nationality, or ethnic origin to all privileges, programs, and activities generally granted to students at the school.

## **ADMISSION REQUIREMENTS**

The classroom teacher and/or school principal will meet with the parent and prospective student for an interview. The following items are required for admission to Beacon Academy:

- Verification of birth (copy of state-certified birth certificate) According to Tennessee laws, students must be the following ages by September 1 (by Dec. 31 if transfer in from out of state) in order to enroll: Kindergarten--age five, and First grade--age six.
- Completed application available on school website. Application includes: student information, family data, student pickup authorization and emergency contacts, student educational background, consent for medical treatment, field trip permission, student authorization to carry prescription medication, medication administration form, technology and acceptable use policy, parent/teacher communication for conflict resolution, media release form, financial policy and contract, conditions and terms of agreement, consent to release information, and student recommendation forms.
- Physical examinations
  - o Physical exam is required for all new students.
  - o Regular Ear/Eye/Dental exams are required for all students.
- Legal verification of immunizations, or notarized waiver.

- Two letters of recommendation from a previous principal or teacher and a pastor or family friend for new students
- New Student parent and student interview
- Financial verification and payment
  - o all school accounts have zero balance, including previous schools attended
  - o payment of application and registration fees

### **Withdrawal of Student from School**

Parents finding it necessary to withdraw their child from school need to have a conference with the principal and pay tuition and other charges in full before records can be sent to the new school.

### **Academic Placement**

Appropriate grade placement is important for a student's success. Grade placement may need re-evaluation as the student needs change. The following factors are considered in grade placement:

- Chronological age (Tennessee state standards will be met.)
- Emotional, physical, and social development
- Scholastic achievement
- Student's ability to reason and to express ideas logically
- Teacher evaluation of academic progress

- Prior school performance as evidenced by report cards, cumulative records, and required recommendations.

## **FINANCES**

Beacon Academy is a nonprofit institution, which relies on regular tuition payments to cover the majority of its daily operational expenses. Acceptance to Beacon Academy is granted and continued to those families demonstrating financial responsibility. The following policies govern all applying students.

### **Registration Fee (Full Time Students)**

The non-refundable registration fee for each student is \$400 and is due on or before registration, Sunday, August 11, 2019 (\$300 if paid before July 1 2019). The registration fee helps cover the cost of instructional materials, technology fees, yearbook, student insurance, achievement tests, and other educational costs.

### **Registration Fee (Part Time Students)**

The non-refundable registration fee for each student is \$50 per class and is due on or before registration, Sunday, August 11, 2019 (\$150 if paid before July 1, 2019). The registration fee helps cover the cost of instructional materials, technology fees, student insurance, and other educational costs. Fees for achievement tests and yearbook will be extra.

## **Entrance Fee**

The entrance fee is the registration fee plus the first month's tuition and is due at registration.

## **Tuition**

Beacon Academy administration desires to keep the tuition as low as is consistent with good business practices. The rates are based on service costs and commodity prices prevailing at the time of this publication and are subject to change in the event of a marked increase in the cost of operating the school.

## **Payment of Accounts**

After the first month's tuition and registration fees are paid, tuition for the remaining nine months is due on the first of each month, September through May, and is considered late after the tenth. Returned checks will be assessed a \$30 service charge, which will be applied to the next month's bill. Payments can be made at Beacon Academy. Cash App (cashtag: \$beaconacademy) or mailed to:

Beacon Academy  
PO Box 1235  
Collegedale, TN 37315

## **Rates and Discounts For Full Time Students**

Multiple student discounts are available to families with more than one full time student attending Beacon Academy. To receive this discount, all family accounts must be paid by the tenth of the month. A 5% discount is available to families paying the full year's tuition at registration. (This discount applies only to tuition, and not to the registration fee.)

	Full Time	Part Time
Montessori	\$7,000.00	\$4,300.00
1st-5th Grade	\$5,040.00	\$2,520.00
6th-8th Grade	\$5,880.00	\$2,940.00
9th-10th Grade	\$9,030.00	\$4,515.00

## **Additional Expenses**

There will be additional costs for the following. The cost will be determined near the time of the event.

- School Pictures
- Field Trips
- Outdoor Education
- 8th Grade Class Trip

## **Withdraw or Dismissal**

If a student withdraws or is dismissed from Beacon Academy, a full month's tuition will be assessed for the month in question. There will be no partial month tuition refund without a 30-day written notice of withdrawal, unless a student is requested to withdraw by the administration.

## **Eighth Grade/Senior Class Trip and Graduation**

Financial accounts need to be current for a student to participate in the eighth grade/senior class trip. Transcripts or diplomas will be issued only after the student's account is paid in full.

## **Delinquent Accounts**

Accounts are expected to be paid in full and on time. In the event that a family faces a financial hardship, the hardship needs to be explained and a new payment plan addressed in writing to the Beacon Academy Finance Committee, as soon as the hardship occurs. Any account with an unpaid balance will be considered delinquent after 30 days and communication from the Treasurer will be sent notifying of the delinquency. Delinquent accounts will be assessed a late fee of \$30 or 10% of the outstanding balance, whichever is greater. Any account that is more than 60 days past due will result in the Treasurer asking the parent(s) to have their student(s) remain home until the bill is brought current or until payment arrangements have been made with the finance committee. Any account more than 90 days past

due may be subject to collections. In addition, the school will not carry unpaid accounts. In other words, before starting a new school year, all accounts must be paid unless an arrangement that details a plan to reduce the past due account is approved by the Beacon Academy Finance Committee.

## **ACADEMIC WORK**

Beacon Academy meets guidelines set forth by the state of Tennessee and by EASEA. Beacon Academy's curriculum integrates Common Core Standards for 7th and 8th graders, the developmental needs of early adolescents, Ellen White Education philosophy, and current learning theory.

## **PHILOSOPHY**

### **Mastery Learning**

The Middle School and High School Curriculum is based on Mastery Learning, a form of personalized learning that gives students the time necessary to master particular skills before advancing to the next level of work. The student takes on the responsibility of learning a skill versus merely accepting a low grade and never really learning the information. The teacher's job is to break down the learning steps, to offer suggestions for internalizing the knowledge, and to give the time necessary to learn the information. The advantages of mastery learning, according to research, is that it offers clear expectations, fosters mastery of a unit of study, is

not competitive, and encourages student responsibility. Students are expected to complete coursework with at least 80% mastery. The procedure is to offer information, provide strategies and activities, provide a variety of assessments, and re-teach and re-test if necessary.

### **Assessment Criteria**

Students should plan on turning work in on time. Points will be deducted from all late assignments. Students should use the acronym **ACCEPT** to determine if their work is ready to be turned in. The criteria are accuracy, clarity, completeness, engagement, presentation, and thought.

- **Accuracy** means that the information is correct.
- **Clarity** means that the written material is correct and that the student is able to explain the information in a clear way.
- **Completeness** means that the subject has been covered adequately.
- **Engagement** means that student has become involved with the learning and made it meaningful to himself/herself.
- **Presentation** means that the work is presented in an attractive way that shows care in and value of the work. Torn out spiral pages, doodles on pages, illegible handwriting, poor capitalization, incorrect spelling and/or punctuation are all unacceptable.

- **Thought** means that the student has done some critical or creative thinking in the work.
- **Experiential Learning**

As in all levels of Beacon Academy education, there are opportunities for discovery and experiential learning in which participation is the goal. The areas in the Middle School and High School program where experiential learning is the goal include: internships, outdoor education, community volunteerism, science lab activities, and trips.

## **SUBJECTS COVERED**

### **Language Arts**

**Grammar skills** are studied and practiced daily. Areas of study include capitalization, punctuation, spelling, and parts of speech.

**Vocabulary** is presented across the curriculum and is formally approached by learning the etymology of words. Greek and Latin Roots are studied to strengthen understanding of prefixes, roots, suffixes, and word usage. Students also study vocabulary words relevant to the subject matter within the cycle work and essential words that every educated person should be able to use and define.

**Writing** at least one substantial piece of writing is required every cycle. Specific forms of writing are developed in each cycle. Examples include expository,

creative, persuasive, narrative, poetic, and research writing.

**Literature** ensures that each night students have reading assignments from an anthology, a science or social studies textbook, or a novel.

**Speech** includes a daily community meeting, which focuses on grace and courtesy, listening skills, occasional note-taking, active participation in group discussions, articulating ideas, and making formal presentations. Students learn a variety of communication skills such as acknowledging others, “I” messages, active listening, goal-setting, creative problem-solving, and group decision making.

### **Mathematics (Math)**

Math levels vary depending on individual’s skill level. Each math class uses nationally recognized and denominationally recommended curriculum. In the younger grades, a formulation of the basics are developed in math computation (+, -, x, ÷), with mastery of concepts a top priority. Algebraic form is introduced early and is frequently revisited, providing an excellent base for transition into higher math. Pre-algebra is taught in 8th grade, with Algebra I also being an option for those who are more advanced.

### **Science**

Science curriculum includes the study of life, earth, physical and applied science. The three-year program focuses on both content and process techniques.

Students are expected to participate in the Science and Technology Fair held every spring.

### **Social Studies**

Social Studies is the integrated study of the social sciences and humanities to promote civic competence. The primary purpose of social studies is to help young people develop the ability to make informed and reasoned decisions for the public good as citizens of a culturally diverse, democratic society in an interdependent world. Five strands comprise the social studies program: history, civics and government, geography, economics and individuals, society and culture. Essential learnings for grades 5-8 cover U. S. History, World History, World Studies, and current events.

### **Physical Education (P.E.)**

Physical Education is an important part of the program. Students should come dressed for physical education activities. Students may change into shorts and tennis shoes if it can be done quickly. P.E. will be on Monday/Thursday afternoons for one group and Tuesday/ Friday afternoons for another group so please make sure students are dressed appropriately.

Students will participate in both individual and team sports such as volleyball, soccer, basketball, and tennis. Swimming will be once a week when the pools are open.

## **Spanish**

Students learn to speak, read, and write Spanish.

## **Computers**

The computer literacy course includes word processing, academic programs and simulation games. Students will also have the opportunity to use the Internet to gather information. Such activities are integrated into all subject areas.

## **Fine Arts/Music**

The fine arts and music are an important part of a holistic curriculum. Students are encouraged to integrate their musical and artistic knowledge and skills with their ongoing projects and use them as an avenue of self-expression. Weekly art and music classes will foster students' artistic abilities. Private lessons may be substituted for a required fine arts option. If private lessons are taken, the student must have one hour per week to receive fine arts credit.

## **Bible Classes**

Bible curriculum is Bible-focused and Christ-centered. Younger students learn character-building lessons from the stories of the Bible, while the middle and upper grades are more focused on issues and topics. Service and outreach opportunities are an integral part of learning, as well as scripture memorization and shared leadership in worship experiences.

## **A Partnership Approach to Academic Progress**

Beacon Academy staff desire to have every student working at his/her full academic potential. In order for this to happen, the school must have the cooperation and combined efforts of students and parents. The parents will need to help their student by providing directions and encouragement in good study habits. Parents are urged to take an active role in their children's day-to-day work. While homework is not a requirement in all grades, it can be an important part of a student's instructional program and may contribute to the student's success by reinforcing, enriching, and maintaining skills taught in the classroom. The following suggestions may be used to guide parents and family members as they help their child meet his/her potential.

- Encourage your child to set and to reach realistic goals.
- Encourage your child to take responsibility for his/her behavior and study skills.
- Provide a regular quiet time and place for study. If there is no homework, the time could be used for recreational reading or other educational activities.

### **Reports and Conferences**

Report cards are issued at the end of the second week following each of the four quarters. Parent-teacher conferences are scheduled through the school office after the first grading period. After that, the parents or teachers may request a conference any time during the

quarter. Quarterly report cards will be hand-delivered or mailed. Mid-terms provide adequate time for students to strengthen any weak areas prior to the end of the quarter.

## **STUDENT LIFE**

### Citizenship and Character

Beacon Academy is where we learn to be like Jesus. It's where we learn to love God and others. The classroom is based on the premise of integrity, respect, and responsibility. Beacon Academy classrooms provide many opportunities at all levels for the development of these universal values. Integrity involves trust and honesty. Learning to trust oneself, peers, and adults is the first step in establishing a community of learners. Trust is an important factor in early adolescent development. Honesty in personal relationships and academic work is a cornerstone of the classroom rules. Students are expected to treat themselves with respect, treat each other with respect, and respect the materials in the environment. Specifically, grace and courtesy lessons are part of classroom learning and are discussed and practiced. Everyone in the environment needs to experience affirmation. The books and materials in the environment need to be treated with care. Textbooks and learning materials belong to the school and must remain in good condition so that others can use them. Additionally, any class plants and animals should be treated with care and respect.

There are two kinds of responsibility:

- Responsibility Type 1 is taking responsibility for one's own needs in the learning environment-such as learning

time-management, completion of homework on time, focus, physical organization, and problem solving.

- Responsibility Type 2 is taking care of the needs of others and contributing to the group. This involves supporting others, working cooperatively, active listening and self-management in groups. All of these aspects are important in establishing a classroom community.

## **Communication Strategies**

One of the early adolescent's psychosocial tasks is to develop appropriate relationships with others. In response to this developmental need, the program focuses on learning communication strategies. The four strategies taught are:

- 1. Acknowledging others**
- 2. "I" messages**
- 3. Problem-solving (goal setting, decision making, win/win solutions)**
- 4. Active listening**

## **Reporting Procedures**

Students who have experienced any kind of harassment need to report the incident to school authorities as soon as possible. If the harassment is between students, the student reports the incident to the classroom teacher or to the principal. If the harassment comes from an adult, the student reports directly to the principal or another

responsible adult. Bystander support of disrespecting others can support these destructive behaviors; therefore the school prohibits both active and passive support for acts of disrespecting or harassing others. The staff encourages students to support their peers who walk away from these acts when they see them, or constructively attempt to stop them, and report them to the designated authority

### **Student Dress Standards**

Student dress can impact classroom atmosphere and behavior. Beacon Academy students are expected to willingly and consistently comply with the dress standards as outlined in this handbook. Whether a regular school day, or a dress down day or for PE, students must always dress in a neat, clean, and modest manner. All clothing must fit appropriately for the age and size of the student and must not have inappropriate words, logos, or messages. Frayed or torn items are not allowed. One piece bathing suits or tankinis are required for all school functions involving water sports

### **Field Trip Uniform**

Field trip T-shirts will be available for purchase.

### **ATTENDANCE POLICIES**

All students enrolled at Beacon Academy are expected to be punctual and regular in attendance. Students who

enter the classroom late disrupt the educational process and miss worship, important announcements, and specific directions for schoolwork. Students who are absent put an added burden not only on themselves but the teacher. Beacon Academy is bound by state laws to maintain accurate attendance records. Students who are not in regular attendance may jeopardize attendance at Beacon Academy.

### **Excused Absences**

Written excuses from a parent/guardian are required for all absences and will be kept on file until the end of the school year. The note must contain the student's name, date, reason for the absence, and the parent's/guardian's signature and be submitted to the office within 48 hours of the absence. The administration will determine if the absence is to be excused. Excused absences are defined according to state guidelines:

1. Personal illness
2. Illness of immediate family member
3. Death in the family
4. Extreme weather conditions
5. Religious observances
6. Circumstances which in the judgment of the principal create emergencies over which the student has no control.

## **Unexcused Absences**

Unexcused absences are addressed accordingly: Once a student acquires three unexcused absences, a letter is sent to the parents notifying them that their student is approaching the limit of five state-allowed unexcused absences. Once a student acquires four unexcused absences, a parent/ student conference is held with the Principal. This meeting is held within a week of the fourth unexcused absence. After a student acquires five unexcused absences, a parent/ student meeting with the Principal and School Board Chair is required before the student is allowed to return to school. At this meeting one or more of the following will be implemented:

1. Parent is asked to withdraw student from school.
2. The situation is referred to a Truancy Treatment Team, with possible Tennessee Department of Child Services or Court referrals.
3. The family must pay a \$100.00 re-application fee per student in order to return to school.

## **Prearranged Absences**

Prearranged absences (at least two days prior to absence) may at times be necessary for personal family business. If proper arrangements are made, students will not be penalized. When absences are prearranged, all plans for making up school work must be made with the classroom teacher prior to absences. Early notification allows the teacher adequate time to prepare the needed homework materials for the child while he/she is absent.

## **School Schedule**

Monday-Friday (Friday dismissal at 2:30) 8:30 a.m. morning supervision begins; 8:00 a.m. classes begin; 3:30 p.m. school dismisses; 4:00 p.m. afternoon supervision ends.

## **Before School**

Because there is no supervision before 8:00 a.m. at the school, students are not to arrive before that time.

## **After School**

Parents are allowed 30 minutes after school in which to pick up their children. Supervision ends at 4:00 p.m. (3:00 on Fridays).

## **Before/After Care**

If parents wish to take advantage of our Before/After Care program the prices are as follows:

Monthly all mornings only	\$50
Monthly all afternoons only	\$100
Monthly all mornings and afternoons	\$140
7:30am-8:00am	\$5
4:00pm-5:30pm	\$10

(3:00pm-4:30pm on Fridays)

## **Early Dismissals**

When parents/guardians find it necessary to pick up their student(s) before the end of the school day, the parent/s must sign out the student(s) at the front office. The secretary will then contact the classroom teacher who will dismiss the student(s).

## **STUDENT HEALTH POLICIES**

### **Prescribed Medications**

In general, the administration of prescribed medication to students while in the school is to be avoided. Medications should be given at home when possible. In the event that a parent, legal guardian, physician, or health officer confirms the necessity the administering of medication to a student during school hours, the school must provide control and supervision of the administration of the medication as detailed below:

1. Principal or designated staff is responsible to securely store and administer medication.
2. All medications must be brought by the parent or legal guardian to the designated staff person in the original pharmaceutical containers, clearly labeled with student name, medication name, appropriate dosage and the time for each dose.
3. If a student requires medication for a period of time exceeding 20 school days, the parents or legal

guardians need to fill out the Medication Administration Form .

4. The designated staff member is responsible for maintaining a log for each student receiving medication, which includes student name, the name of the medication, date and time and dosage amount and any reaction(s).

### **Non-prescribed Medication**

Nonprescription medications such as aspirin, cough syrup, over-the-counter allergy medications, etc. may NOT be administered to students by school staff. Middle school students, however, may self-administer nonprescription medicines provided they bring one or two days' dosage rather than a whole bottle. This medication must be given to the designated school staff by the parent or legal guardian until the child needs it. The parent or legal guardian must also complete the Medication Administration form. Note: This policy does not supersede local country or state governmental policies.

### **Medical Emergency/Consent for Medical Treatment**

Each student must have a current Consent for Medical Treatment form (available from office or school web site) on file in the school office. In the event of a medical emergency, the school will call 911 and will attempt to contact the student's parents/guardians as specified on the form. If contact cannot be made, the school will

exercise consent-to-treat permission to seek care for the student.

**Student Accident Insurance** The school carries an accident insurance policy for each student, which covers medical payments for school accidents. The school's insurance is secondary to the family or employer insurance. The school policy is in effect in the following situations:

- If student is injured on school grounds while school is in session
- If student is participating in a school-sponsored activity
- If student is traveling directly from home to school or from school to home on days student is in attendance at school

If a student's injury is covered by one of the conditions listed above, the parent/guardian of the student must complete the following:

- File a report with the school within 24 hours of accident.
- File claim and collect payment from employer insurance.
- Obtain a School Insurance form from the school office, if needed. Complete the form, include medical expenses, and send the form to your insurance company.

## **Wellness Policy**

Beacon Academy places utmost importance on health and wellness, spiritually, as well as physically. Please keep your child home if he or she has been running a fever. Before a child may return to school after a sickness, the child must be fever-free for at least 24 hours without the help of fever reducing medication after the fever subsides. The secretary will call parents if their child becomes sick during the school day. Thank you for coming to pick them up as quickly as possible.

## **Students with Allergies**

The goal of the school is to provide a safe environment for all students. However, the school cannot guarantee that students with allergies will not be exposed to potential allergens within its environment. Utmost care will be given to manage a child's allergy condition when parents have notified the school of the concern. Parents need to do the following:

1. Work with the principal and teacher to develop a plan to minimize potential exposure.
2. Provide medical doctor's plan to follow in case of allergic reaction.
3. Train student to avoid potential exposure to allergens and what to do should an allergic reaction occur.
4. If medication, such as Epinephrine pen is required or an inhaler, a form must be completed and the medication must be left in the school office.

5. A second medication may be kept in the classroom or with the student through prior arrangement with school office.

## **Food & Drink**

### **Lunches**

Students should bring their lunch daily. Lunches should be nutritious, well balanced, and enough to sustain the student throughout the day. Lunches should be packed with blue ice or other coolant. Please remember to pack utensils and bowls/plates if needed, as these will not be available for student use.

### **Snacks**

Research and experience indicate that early adolescents benefit from having periodic snacks to meet the needs of their growing bodies. Healthy options for snacks: raw fruit or vegetables, cheese, a healthy bread product from home (crackers, muffins, etc.), and drink water or 100% juice for a snack. It is not appropriate for students to eat meal size portions for snack. There is a designated snack time each morning. Eating snacks should not interfere with classroom study and should not require microwaving. Students need to bring a separate snack and lunch.

## **Child Abuse/Neglect**

Beacon Academy is bound by State and Federal Law to report any suspected or reported cases of child abuse and/or neglect. In the event that teachers or administrators receive a report of or have reason to believe that a child is being abused or neglected, they must notify Child Protective Services. The school's employees are not to investigate to determine whether there has been an incident of abuse or neglect. Beacon Academy supports all efforts to end child abuse.

## **PARENT/TEACHER CONCERN PROCEDURES**

Beacon Academy has voted the following procedure for adoption and use in all schools. The procedure is mindful of due process and founded on the Biblical principles of Matthew 18. Any questions regarding the fundamental philosophy and/or procedures prescribed should be directed to the School Board.

1. Discuss the situation with your child's teacher. All meetings with teacher(s) and/or principal must be by appointment.
2. If amiable agreement cannot be reached, a conference will be set up for the parent, teacher, and principal. The principal is to keep minutes of the meeting, including all relevant issues and/or agreements discussed. The minutes are to be reviewed by all parties prior to the completion of the meeting. Should the concern involve the school principal, the school board chairman would serve as the facilitator and keep minutes.

3. Under no circumstances should an individual Beacon Academy School Board member be contacted to solve a conflict or problem.

## **GENERAL POLICIES AND INFORMATION**

The administration and the Beacon Academy school board reserve the right to formulate and implement policies, rules, and regulations throughout the course of the year in order to assure the safe and appropriate operation of the school. Those policies will be equal in application to the ones published in this handbook.

### **Internet Usage Policy**

All students and their parents/guardians are required to sign the Internet Usage Policy statement. This agreement is part of the registration requirements found in the registration packet.

### **Field Trips**

Field trips are approved school functions, and all full time students are expected to participate. Please keep your child at home, if they are not going to participate. Your child's absence will be unexcused. Any student absent from a field trip may, at the discretion of the teacher, be required to complete an assignment related to the subject matter of the field trip. Field Trip uniform is required unless specified otherwise. A Field Trip Permission form for all trips is signed by parents/guardians during registration. Information regarding

each field trip will be sent home in adequate time to allow for payment.

### **Volunteers/Drivers**

Beacon Academy welcomes and encourages volunteers to participate in activities in the school. Volunteers are needed to drive students for field trips, help in the classrooms, help with athletics, help with hot lunch, help in the library, and many other activities.

### **Lost and Found**

Items such as sweaters, jackets, and lunch boxes that are left lying around the school are placed in a container marked “Lost and Found” and are stored in the school office. At the end of the semester all unclaimed items are donated to charity. Parents are encouraged to label items with their student’s name.

### **Phones**

If avoidable, please do not call teachers and students during school hours. Students may use the school phone in cases of emergency after securing permission from a staff member. Cell phones are allowed at school, but must not be seen or heard unless permission from a staff member has been granted. Student use of any phone (including personal cell phones) without permission is not permitted and personal phones will be confiscated and returned to the student’s parent. School phones are for school business purposes only. The

secretary will take messages and notify the teachers and/or students. Please do not call, text, or email a student or teacher directly during school hours and expect a return message. Routine arrangements such as lunches, permission to go to a friend's house, etc. should be arranged prior to school.

**Personal Electronic Devices:** iPods, MP3 Players, Video Games, etc

Beacon Academy does not support students playing video games on school trips or school functions. Research has shown that video games have few educational or social benefits and may be detrimental to an adolescent's development. Students should not bring their MP3 players or iPod-type devices to school unless they have permission from the teacher.

### **Visitors**

Parents are welcome to visit the school. Visitors must sign in at the front office before entering the classroom. No student should bring relatives or friends without prior approval of the classroom teacher and administration. Permission should also be obtained from the teacher before bringing pets to school. To keep classroom disruptions to a minimum, all items that need to be delivered to students during school hours should be left at the office. Students will be allowed to pick the items up at their break times.

## **Community Service**

The Independent Sector published a book entitled Youth Service (1987) listing the numerous benefits students receive from serving their community. Benefits include:

1. They become recognized as responsible achievers.
2. They receive training for real citizenship.
3. They become aware of their communities and the people in them.
4. They have to use skills that are prerequisites for adult success.
5. They have a higher regard for themselves, and thus, their self-esteem is  
increased.
6. They are allowed to try out different roles for identity information.
7. They are able to see that academic knowledge is useful in a practical  
sense.
8. They are required to use complex thinking skills.

Beacon Academy Middle School and High School students will participate in volunteer days and other community outreach programs. Parents are encouraged to participate, provide transportation, and chaperone during community service activities.

## **Athletics**

At certain times of the year, sports activities (swimming, gymnastics) are available to the students at Southern Adventist University.

## **Inappropriate Behaviors and Consequences**

For optimal learning to occur, the classroom atmosphere must be physically and psychologically safe. To ensure this safety, a set of baseline ground rules and their consequences have been established as part of the Parent-Student Handbook and outlined here in summary, with distinctions made between Safe Inappropriate Behaviors, and Unsafe Inappropriate Behaviors.

### **Inappropriate behavior**

These behaviors include but are not limited to distracting or disruptive behavior insubordinate responses, inappropriate language, verbal disrespect, defiance, name-calling, non-participation, leaving without permission, having gum (unless given prior approval), candy or soda, or damaging school property.

### **During Classroom Time**

**Consequences:** Students receives two verbal warnings. Upon a third warning, an awareness report is sent home. Parents must sign and return it the next day. Student will be asked to remove himself/herself from the class until the behavior is improved.

**Repetitive Instances:** An incident report is assigned after a student receives more than 15 points (approximately three awareness reports) for any type of inappropriate behavior and an 8am meeting with the teacher the following day. The student will not be allowed to return to the classroom until the meeting is complete. They may be placed in the office if the meeting is delayed.

### **Additional Incident Reports**

Within the current school year, any additional incident reports for behavior issues will necessitate an immediate in-school suspension for the remainder of the day. A Student-Parent-Teacher- Administrator conference will be held before the student re-enters the classroom.

### **Repetitive Incident Reports**

Repetitive incident reports may result in an out-of-school suspension, behavior contract, and not being allowed to attend Electives, Land Labs, and the Big Trip, or other undetermined consequences including removal from the program. There are no refunds for cancelled presence on trips due to student discipline issues.

## **Classroom Material, Premises, or Equipment Damaged**

**Consequences:** Student is responsible for the replacement or repair of the material, item, or equipment.

## **Inappropriate Behaviors that Make the Classroom Unsafe**

An important part of the Beacon Academy Middle School and High School curriculum involves learning peaceful ways to resolve conflicts. Whereas conflicts are a somewhat expected and common occurrence in an adolescent group setting, we take a very clear stand in the Middle School and High School that it is unacceptable to respond to conflict in a violent, abusive, belittling, or otherwise anti-social manner such as physically striking another student, swearing at someone, ridiculing, etc. This policy may include behaviors that occur outside of school time, but involve students from the Middle School and High School community.

## **Consequences**

**First Offense:** Parents are notified and student may be sent home immediately, depending on the severity of the situation. If a student is sent home, a Student-Parent-Teacher conference is held before

student re-enters class the next day. More serious situations may necessitate additional consequences, including expulsion.

**Any Additional Offenses:** Parents are notified and student is sent home immediately. Student receives a minimum two (2) day suspension from school. A Student-Parent-Teacher-Administrator conference must be held

before the student re-enters the classroom. Students may not be allowed to attend the Big Trip. Students may also face possible expulsion.

### **Extremely Unsafe Behaviors**

There are some behaviors that are considered so serious that they may result in an immediate recommendation of expulsion from school.

Such behaviors include but are not limited to:

- bringing a firearm, knife, or other deadly weapon to class,
- bringing an illegal drug onto school grounds or to school functions,
- demonstration of excessive violence toward oneself or another person, or
- vandalism of school property; such incidents will be handled on a case-by-case basis.

## **Personal Property**

The school is not responsible for any personal property that is lost, stolen or damaged at school (label with student's name).

## **Inclement Weather**

Beacon Academy will make every attempt to remain open if weather conditions are uncertain. Beacon Academy will not automatically close when Hamilton County Schools close. If you are unsure whether Beacon Academy will be in session, parents will be sent a text from Remind alert. Parents may also check on the school's Facebook site Parents of Beacon Academy. Information will also be available through television station WRCB, Channel 3 ([www.wrcbtv.com](http://www.wrcbtv.com)). If Beacon Academy opens for school and the roads in your area are hazardous, your child's tardiness and/or absences will be excused; however, we encourage parents to make a reasonable effort to bring their child to school.

## **Parent Volunteers**

The Parent Volunteers are designed to strengthen the bond between home and school. One of our goals is to provide ways for parents to actively participate in the school programs. Research has shown that parent involvement improves a child's self-esteem and academic achievement. The Parent Volunteers may hold fundraisers and events throughout the year. We ask that parents try to be involved with at least one of these activities. These activities are a great way to meet other

members of our school family and build relationships. Plus, students are always delighted to have their parents involved. Regularly scheduled Parent Volunteer meetings are held throughout the school year. We ask that at least one parent from each family attend these meetings so their family can stay informed on upcoming events, volunteer opportunities, and news.