

2025-2026

Handbook



BEACON
ACADEMY
FIND THE LIGHT. FIND THE WAY.

3005 Ooltewah Ringgold Road

Ooltewah, TN 37363

PO Box 1235

Collegedale, TN 37315-1235

Office (706) 217-7879

www.beaconacademy.us

INDEX

4	EDUCATIONAL PHILOSOPHY
4	SPIRITUAL FOCUS
4	OBJECTIVES
5	ACCREDITATION
5	ADMISSIONS
5	NON-DISCRIMINATION POLICY
6	ADMISSION REQUIREMENTS
7	FINANCES
10	ACADEMIC WORK
12	SUBJECTS COVERED
15	STUDENT LIFE
18	DRESS CODE
20	ATTENDANCE POLICIES
22	STUDENT HEALTH POLICIES
25	PARENT/TEACHER CONCERN PROCEDURES
26	GENERAL POLICIES AND INFORMATION
33	NOTES
34	BEACON ACADEMY CALENDAR

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
- ISEI Intersecting Scripture, Educators and Inspiration

ADMISSIONS

Students must be of good character and desire to cooperate with the policies of Beacon Academy. Students must also be willing to adjust congenially 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 perspective 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 4, 2024. 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 \$200 per class and is due on or before registration, Sunday, August 4, 2024. The registration fee helps cover the cost of instructional materials, technology fees, student insurance, and other educational costs. Fees for achievement tests and year-book will be extra.

Entrance Fee

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

Field Trip Fee

The field trip of \$50 (\$30 for Montessori) is due at registration. It covers the costs of field trip during the school year.

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 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.)

Montessori		Yearly	Monthly
Full Time		\$7,800.00	\$760.00
Mornings		\$4,825.00	\$482.50
Grades 1-5		Yearly	Monthly
Full Time		\$6,075.00	\$607.50
2 Days	(M/W or T/Th)	\$3,037.50	\$303.75
3 Days	(M/W/F or T/Th/F)	\$4,337.50	\$433.75
Grades 6-8		Yearly	Monthly
Full Time		\$7,150.00	\$715.00
2 Days	(M/W or T/Th)	\$3,575.00	\$357.50
3 Days	(M/W/F or T/Th/F)	\$5,325.00	\$532.50
Grades 9-12		Yearly	Monthly
Full Time		\$10,975.00	\$1,097.50
2 Days	(M/W or T/Th)	\$5,487.50	\$548.75
3 Days	(M/W/F or T/Th/F)	\$7,737.50	\$773.75

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, Class Trips, etc.)

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 ISEI. Beacon Academy's curriculum integrates standards for K-12th grades, the developmental needs at each level, 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.

High School (Grades 9-12)

General High School Diploma Requirements

The following pattern of courses shall be required for all students enrolled in grades 9 – 12.

The general diploma will be awarded to students who

- (1) earn at least 22 credits,
- (2) demonstrate proficiency in all required coursework, and
- (3) have satisfactory records of attendance and conduct.

Bible I, II, III, and IV*	1-4 credits
Language I, II, III, IV	4 credits
Science (must include Biology)	2 credits
Mathematics*	3 credits
Social Studies**	2 credits
Computer Education	1 credit
Personal Finance	0.5 credit
Physical Education	0.5 credit
Health	0.5 credit
Fine Arts (music and arts)	1 credit
Vocational Lab	1-4 credits
Life Skills	0 or more
Electives	0 or more
Required Minimum Credits	22 credits

College Preparatory Diploma Requirements

The student must meet all the requirements for the general diploma and the following additional courses. The college-prep diploma will be awarded to students who

- (1) earn a minimum of 22.5 credits,
- (2) demonstrate proficiency in all required coursework
- (3) have satisfactory records of attendance and conduct.

Science (must include Biology)	+1 credit
Advanced Mathematics	+1 credit
Social Studies	+0.5 credit
Modern Language	2 credits
Electives	0 or more
Required Minimum Credits	26.5 credits

*one for each year in our school

**Must include: 1) Algebra I, Math for Technology II, or Integrated Mathematics I, and 2) Geometry or Technical Geometry or Integrated Mathematics III, or 3) Algebra II or Integrated Mathematics II 2. U.S.

***Schools must include American History and U.S. Government.

International Schools must include courses in their country's history and government.

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.

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

Dress Code Policy for Preschool, Elementary, and High School

At Beacon Academy, we aim to create a positive and respectful environment for all students. Our dress code is designed to promote modesty, comfort, and focus while ensuring that students' clothing is appropriate for school activities.

General Guidelines:

1. Modesty and Appropriateness:

- Students should wear clothing that is respectful and modest. Clothing should not be too tight, too short, or revealing.
- Sleeveless tops and dresses are allowed, but should have straps wide enough to ensure coverage.
- Shorts, skirts, and dresses must be of a modest length, at least mid-thigh (as long as they have shorts too), to ensure ease of movement during play and activities.
- Leggings may be worn under skirts, dresses, or tunics that reach mid-thigh.
- Closed-toe shoes are required for safety during outdoor activities.

2. Clothing Condition:

- Clothing should be clean and in good condition.

3. Avoiding Inappropriate Graphics and Messages:

- Avoid clothing and school supplies* with images or slogans that promote magic, mysticism, monsters, superheroes/villains, inappropriate language, or messages not in line with the Beacon Academy vision. (This is not an exhaustive list.)
- Avoid clothing and school supplies* that contain any obscene, sarcastic, or unkind sayings, as these can be disruptive and may harm the learning environment.

4. Weather-Appropriate Clothing:

- Students should dress in layers or bring outerwear as needed for varying weather conditions. A light jacket or sweater may be necessary during cooler months.

- Please ensure that students are dressed appropriately for outdoor play and physical activities, including proper footwear such as rain boots.
- Swimwear for girls must be a modest one-piece bathing suit or tankini. Boys must wear modest swim trunks.

Additional Guidelines:

- Please label all personal items, such as jackets and sweaters, to help prevent loss.
- During music concerts or performances, participants must adhere to the concert attire requirements set by the Music Department and Beacon Academy; failure to do so may adversely affect their grade.

We encourage all families to support these guidelines and work together to ensure that all students are dressed in a way that is respectful to themselves, others, and the school community.

Remedies Include:

Asking the students to change his/her attire.

Asking parents to bring a change of clothes to school.

Sending a child home with a warning not to wear those clothes again.

*School supplies are any items brought to school, such as:

lunchboxes, backpacks, pencils, folders, water bottles, nap mats, etc.(this is not an exhaustive list)

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.

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 schoolwork 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.

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.

School Schedule

Monday-Friday (Friday dismissal at 2:30) 8:15 a.m. morning supervision begins; 8:30 a.m. classes begin; 3:30 p.m. school dismisses; 3:45 p.m. afternoon supervision ends.

Before School

Because there is no supervision before 8:15 a.m. at the school, students are not to arrive before that time.

After School

Parents are allowed 15 minutes after school in which to pick up their children. Supervision ends at 3:45 p.m. (2:45 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. To further ensure the safety of our students, any adult who wants to work with our students is required to fill out a volunteer application and complete the "Shield the Vulnerable" course. A Volunteer packet with instructions may be picked up at the office. After the

forms are completed, turn in the paperwork to the office and visit with the principal for a brief orientation. Thank you!

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.

Discipline Policy for Beacon Academy

Purpose:

The purpose of the discipline policy at Beacon Academy is to create a safe, respectful, and nurturing environment that fosters the spiritual, academic, and social development of each student. Our approach to discipline is rooted in Christian principles, emphasizing redemption, restoration, and personal growth.

Foundational Principles

Christ-Centered Values:

All disciplinary actions will be guided by Christian principles, emphasizing love, forgiveness, and the belief in the potential for positive change in every individual.

Redemption and Restoration:

The primary focus of discipline at Beacon Academy is not punitive but redemptive. We seek to restore individuals to a right relationship with God, others, and themselves.

Community Accountability:

Discipline is a shared responsibility involving students, parents, teachers, and administrators. The school community works together to foster an environment where everyone is accountable for their actions.

Disciplinary Procedures

Restorative Conversations:

Initial incidents of misbehavior will be addressed through restorative conversations. Teachers, students, and, when appropriate, parents will engage in

dialogue aimed at understanding the impact of the behavior, fostering empathy, and developing a plan for reconciliation.

Counseling and Mentoring:

For recurring or more serious offenses, counseling or mentoring sessions may be initiated. Professional counselors or trusted mentors may work with the student to address underlying issues and guide them towards personal and spiritual growth.

Probationary Period:

In cases where ongoing support is needed, a student may be placed on probation. During this time, close monitoring and additional interventions will be implemented to support the student's progress.

Parental Involvement:

Parents will be kept informed and involved throughout the discipline process. Collaboration between school and home is crucial for the holistic development of the student.

Reset Day:

In cases where a student's behavior poses a significant disruption, a reset day may be considered. This provides an opportunity for reflection and allows the student to regain composure in a safe home environment with parental guidance.

Suspensions and Expulsions:

In rare and serious circumstances where a student's actions pose a continued threat to the safety, well-being, or spiritual health of the school community, suspension or expulsion may be necessary. Suspension serves as a time for

the student and family to reflect, seek counsel, and develop a plan for restoration. Expulsion will be considered only after all other restorative measures have been exhausted and in prayerful consultation with the administration and parents. Even in such cases, Beacon Academy remains committed to grace and reconciliation, encouraging ongoing spiritual guidance and offering pathways for future restoration whenever possible.

Appeals Process:

Parents and students have the right to appeal disciplinary decisions. The appeal process will involve a review by a designated school committee, ensuring fairness and consistency in the application of discipline.

Grace and Forgiveness:

At Beacon Academy, we recognize the importance of grace and forgiveness. Students who have undergone the discipline process and demonstrated genuine repentance will be welcomed back into the school community, embodying the transformative power of Christ's love. By implementing this redemptive discipline policy, Beacon Academy aims to create an environment where students can learn, grow, and experience the grace and redemption offered through Christ.

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. Information will also be

available through television station WRCB, Channel 3 (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.

NOTES

NOTES

**Beacon Academy Calendar
2025-2026**

08/01/2025	Teachers Report
08/04/2025	Registration 4pm-7pm
08/07/2025	1st Day of School
09/01/2025	Labor Day NO SCHOOL
09/02-19/2025	IOWA Test Window
10/08/2025	End of 1st Quarter
10/13-17/2025	Fall Break
10/27-30/2025	Parent Teacher Conferences
11/13/2025	Thanksgiving Feast
11/24-28/2025	Thanksgiving Break
12/19/2025	1/2 Day Noon Dismissal
12/22/25-1/04/26	Winter Break
01/05/2026	School Resumes
01/07/2026	End of 2nd Quarter
01/19/2026	MLK Day NO SCHOOL
02/16/2026	President's Day NO SCHOOL
03/13/2026	End of 3rd Quarter
03/16-20/2026	Spring Break
04/03/2026	1/2 Day Noon Dismissal
04/04/2026	Sonrise
05/20/2026	8th & 12th Grade Graduation
05/22/2026	1/2 Day Noon Dismissal Pool Party End of 4th Quarter

