



## **Family Handbook**

2021-2022

Beacon Academy  
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[beaconacademyil.org](http://beaconacademyil.org)

*The Beacon Academy or the "School" Family Handbook (the "Handbook") is published and distributed to members of the Beacon Academy community for the purpose of providing information on aspects of student and campus life to help students gain as much as possible from their experience at the School. Students, parents, faculty, administration, and staff should all read and be familiar with the contents of the Handbook so that each member of the community knows and understands our community expectations. While policies in this Handbook will generally apply, the School may take actions that it determines to be in the best interests of the School, its faculty, and its students. This Handbook does not limit the authority of the School to alter, interpret, and implement its rules, policies, and procedures before, during, and after the school year. This Handbook is for informational purposes only. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between Beacon Academy and any parent, guardian, or student affiliated with or attending the School. Beacon Academy may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year.*

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## Parent And Student Acknowledgement

This Form acknowledges that we understand that, as Beacon Academy students and parents, we are asked to support the School and its mission and to acquaint ourselves with and abide by the School's policies and procedures.

We understand that this Handbook is for informational purposes only, and is only meant to be used by those affiliated with the School community. It is not intended to create, nor does it create, a contract or part of a contract in any way, including, but not limited to, between the School and any parent, guardian, or student affiliated with or attending the School. We understand that the terms and conditions of the Enrollment Agreement signed by us determine our relationship with the School. We further understand that the School may, in its sole discretion, add, revise, and/or delete School policies before, during, and after the school year and that such updates need not be in writing or incorporated into this Handbook.

Our signatures below indicate that we have reviewed and familiarized ourselves with the contents of the 2021-2022 Student and Parent Handbook and agree to abide by the School's policies and procedures, as outlined in the Handbook.

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Parent/Guardian Signature

Date

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Parent/Guardian Signature

Date

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Student(s) Signature – **All students must sign**

Date

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Date

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Date

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Print Full Name of Student(s)

**Please sign and submit this Acknowledgement by September 10, 2021**

## **Welcome To Beacon Academy**

In anticipation of our year together, the following handbook provides you with important details and information about life and learning at Beacon Academy. We expect that both students and their families will familiarize themselves with the content of this handbook and will review it throughout the year as it pertains to the operations and life of the school. Particularly because Beacon Academy is a Montessori High School, it is especially important that our students take responsibility for understanding and owning their accountability in familiarizing themselves with our expectations and then abiding by them. We will, of course, be here to guide and support our students and families, every step of the way.

Beacon Academy is a community we treasure. The community includes our faculty, students, and families and as such we value the time and care it takes to nurture those partnerships. We share the same goals for our students, and will work with you to arrive there together joyfully.

We look forward to working with our students and their families this year, and are here to support you in any way we can. This is our commitment to you. Please do not hesitate to reach out with questions or concerns about this handbook or throughout the year at any point.

Take care,

Marja Brandon  
Head of School



## **Introduction**

### **Beacon Academy Mission Statement**

Beacon Academy offers an innovative and challenging education based on Montessori principles that places a priority on experiential learning, entrepreneurial thinking, and in-depth interdisciplinary studies. Beacon students will master the skills, knowledge, and habits of mind necessary to meaningfully contribute to a complex and diverse world with compassion and confidence.

### **Beacon Academy Values**

#### **INCLUSION**

We strive for a student body that is diverse and inclusive, respectful of all members of its immediate and global communities, empathetic, and eager to be socially responsible.

#### **INNOVATION**

The Beacon Academy academic program is designed to be challenging, rigorous, engaging, and creative. Students are expected to go beyond comprehension, to think out of the box, and to incorporate learning from multiple disciplines and from multiple sources of information and inspiration.

#### **INDEPENDENCE**

Students at Beacon Academy are encouraged to think and act independently, to be active architects of their own education, to push the boundaries of conventional wisdom, and to do so respectfully and responsibly.

#### **INTERDEPENDENCE**

At Beacon Academy students are expected to reach outside of the traditional classroom to connect with experts in the community and to collaborate with students, teachers, and researchers across the globe. It is a community school in the strongest sense, with partnerships across the educational spectrum.

### **Non-Discrimination Policy**

The School admits qualified students of any race, color, sex, gender identity or expression, national origin, ancestry, age, marital status, sexual orientation, or mental or physical disability and extend to them all the rights, privileges, programs and activities generally accorded or made available to students at the School. It is the policy of the School not to discriminate in violation of

the law on the basis of race, color, sex, national origin, ancestry or mental or physical disability and any other status protected by applicable law and that is unrelated to the ability to enjoy the benefits of the School's programs, facilities or services, including in the administration of its admissions, scholarships and loans, and its educational, athletic, and other programs.

## **Family-School Partnership**

### **Student-Led Conferences**

Student-Led conferences are typically held in fall and spring. Students are asked to lead the discussion, typically beginning with an evaluation of their progress in academic work, personal responsibility, and group responsibility. Students will then typically request their parents' and teachers' points of view in each area. Students, parents/guardians, or teachers may request additional conferences throughout the year.

### **Communications Between Family And School**

When a teacher has concerns regarding a student's behavior, the teacher may discuss the issues with the student and/or the student's advisor. If the advisor feels it necessary for the parent to have specific information, the advisor will ask the student to discuss the relevant issues with their parents/guardians. Advisors will then follow up with students and their families to continue the discussion and next steps if necessary. The purpose of this procedure is to encourage the student to communicate directly with their family.

### **Programs for Parents/Guardians**

Parenting adolescents at times can be very stressful and confusing. The School can provide resources such as literature, programs, and counseling services on parenting adolescents. If there is an interest, please call or email the Head of School for more information.

### **Student-Family Responsibilities**

Beacon students along with their families agree to the following academic and communication responsibilities.

<p>As a student of Beacon Academy, I agree to...</p> <ul style="list-style-type: none"> <li>- Be an active, self-directed learner;</li> <li>- Be a vital member of my class, school, city, and global community;</li> <li>- Be a co-creator of a positive climate for learning;</li> <li>- Communicate respectfully with my teacher(s); Proactively address missing work; including taking responsibility for work I miss when absent;</li> <li>- Take initiative when I am not feeling challenged or would like to learn more</li> <li>- Plan my work and communicate appropriately about my plans to my teacher(s);</li> <li>- Keep daily track of assignments using Google Classroom and other resources;</li> <li>- Ask questions;</li> <li>- Use appropriate resources before asking for help (e.g., assignment parameters, peers);</li> <li>- Request a meeting with my advisor, counselor or Dean of Students when I feel overwhelmed or don't know how to handle a situation and need to talk about it; and</li> <li>- Understand and support the philosophy of the School.</li> </ul>	<p>As a parent/guardian of a Beacon Academy student, I agree to...</p> <ul style="list-style-type: none"> <li>- Support my adolescent's learning environment outside of school;</li> <li>- Use my best judgment to allow my adolescent to make and learn from their own mistakes;</li> <li>- Trust that, under most circumstances, teachers have my and my student's well-being at the forefront;</li> <li>- Remain level headed during "roller coaster" moments;</li> <li>- Be flexible to accommodate my adolescent's study needs;</li> <li>- Discuss any issues or concerns first with my adolescent and then with the teacher and/or advisor if appropriate;</li> <li>- Schedule meetings to brainstorm with my adolescent and their advisor or the counselor when my adolescent is overwhelmed or issues need addressing;</li> <li>- Be an active member of the team as my student presents their conference materials; and</li> <li>- Understand and support the philosophy of the School.</li> </ul>	<p>The role of faculty members at Beacon Academy typically includes...</p> <ul style="list-style-type: none"> <li>- Being facilitators for learning;</li> <li>- Being co-creators of a positive climate for learning;</li> <li>- Being positive role models;</li> <li>- Ensuring that, under most circumstances, all assignments are current and readily accessible by students by Friday each week;</li> <li>- Identifying and supporting students who need certain additional support to complete work, comply with School policies, or who are in danger of failing any class;</li> <li>- Acting as a resource and guide for students taking initiative to pursue additional challenge work</li> <li>- Observing and encouraging students;</li> <li>- Giving helpful, clear feedback to students when their behavior is inappropriate; and</li> <li>- Understanding and supporting the philosophy of the School.</li> </ul>
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## **Multiple Households**

In order for the School to communicate effectively with families and support each student, it is important for teachers and administrators to be aware of students who spend time in multiple households. On the Parent Portal, parents are expected to identify whether co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from School, parent involvement in field trips, or other issues, please notify and provide proper documentation to the Admissions Office.

Believing that a child's educational experience is enhanced through active parent participation and partnership, the School seeks to facilitate communication with all parents. Absent a court order to the contrary, all parents for whom the School has contact information will receive normal school mailings (*i.e.*, grades, teacher comments, all-School email) and other School communications. As part of this commitment, it is parents' responsibility to ensure that any communication from the School is shared among their family. In addition, parents are expected to include any other parent(s)/guardian(s) of their child on electronic communications to the School, including emails to teachers. Given the unique legal situation of each family, the School may make exceptions to this policy on a case-by-case basis.

In order for the School to communicate most effectively with parents and support each student, teachers and administrators need to be aware of students who spend time in multiple households. Additionally, information regarding who the primary caregiver is should be communicated to the School, in the event of an emergency, and whether special co-parenting arrangements exist. If there are court-ordered guidelines regarding visitations, picking up a student from school, parent involvement in field trips, or other issues, the School should be informed.

The School expects separated or divorced parents to cooperate and partner with the School with respect to their child's education. For this reason, the School will not get involved in parental disputes or custody issues.

These situations can be stressful for parents and confusing for students, and assistance in minimizing the School's phone calls for clarification is very important. Unless otherwise specified, the School will generally communicate with any parent for whom the School has current contact information may provide the parent with copies of the student's report card, as well as other informational mailings and electronic communications during the year.

## **School Policies**

### **Building And Grounds Policy**

The Beacon Academy building is generally open between 7:30 a.m. and 5:30 p.m. Students and/or families should not enter School property before or after these hours. Students staying in the building after 4:30 p.m. must be in the common areas as classrooms will be locked.

### **Absence And Tardy Policy**

Absence Line: 224-999-1177

Absence Email: [absent@beaconacademyil.org](mailto:absent@beaconacademyil.org)

#### **Parents/Guardians must contact the School before 10:00 a.m. if their student is absent**

Beacon Academy places great value on the classroom experience, and it is our expectation that students are in attendance for class at every opportunity. An absence is time away from highly interactive classroom activities. Missing scheduled obligations for any reason – excused or unexcused – is likely to have a negative impact on the integrity and effectiveness of learning. As such, students are required to attend all academic classes as well as all scheduled mandatory meetings and activities (e.g., advisory, Community Meetings, fieldwork days, etc.).

### **Excused vs. Unexcused Absences**

Absences from class are categorized either as excused or unexcused. The following causes for an absence from class will typically be noted as excused:

- School-sanctioned events such as retreats, class field trip, early dismissals for athletics, college meetings, etc.
- Illness/medical (School may request documentation)
- Funeral
- Mandatory court visit (with documentation)
- Psychological, educational or medical testing (with an evaluator's or doctor's note)
- Pre-approved college visits
- A situation beyond the control of the student as determined appropriate by the Head of School or Dean of Students (e.g., family emergency)

Examples of causes that are NOT considered excused:

- Preparing for another class (e.g., studying for an exam, catching up on homework)
- Overslept/catching up on sleep
- Family trip/vacation during school days

Exceptions due to special or extenuating circumstances may be made only by the Head of School or Dean of Students.

Note: The School understands that, on occasion, certain events beyond a student's control may impact their ability to get to school on time. These include weather-related delays, public transportation issues, traffic accidents on major roadways, etc. For this reason, parents may excuse *tardies* (though typically only for the first period), subject to review and approval by the administration. Parents should, of course, use their best judgment to determine whether weather conditions allow for safe travel.

Students and families must make careful decisions about whether to be absent from class. Students missing more than 10% of any class meetings per semester with unexcused absences will generally receive notification through their advisor (after four class meetings in the first semester; five class meetings in the second semester). Students missing more than 20% of class meetings per semester in unexcused absences may be penalized through a one increment grade deduction (on the mastery scale) per additional absence (after eight absences in the first semester; ten absences in the second semester). Furthermore, the student may be subject to an excessive absence notation on the student's academic transcript.

### **Late Arrival**

Attendance for each obligation will be documented in RenWeb. A parent/guardian needs to contact the school before 10:00 a.m. if the student knows they will be tardy. After four unexcused tardies (no parent call or public transportation difficulty), an alert will typically be sent to the family regarding a pattern of lateness, and a student's freedom to leave campus during the academic day may be restricted. Continued tardiness may lead to a family conference, more extensive campus restriction, a transcript notation, and potential academic sanctions (see Excused v. Unexcused Absences policy).

### **Leaving Early**

Students who need to leave before the end of the school day should be aware that they will receive an absence from the classes missed. Families must call or email the School prior to the student's departure even if the student is driving or taking public transportation.

### **Rideshare Services**

Parents should be aware that many rideshare companies, such as Uber, have policies that prohibit transporting unaccompanied minors. The School prohibits the use of these services by students, and will not take responsibility for calling car services for students.

### **Attendance Requirement For Co-Curricular Programs**

Community Meetings, ME@Beacon, and advisory, while not graded, are essential school programs, just as academics are, and are an integral part of a Beacon Academy education; therefore, like academic classes, students are expected to attend and fully participate. Failure to

attend may result in loss of off-campus privileges, ability to play in a sporting event, and/or perform in a play.

## **Unexcused Absences And Extracurriculars**

Beacon Academy encourages extracurricular participation as a valued part of student life. We want students to avail themselves of the many wonderful opportunities for engagement outside the classroom. That said, the priority is attendance in academic classes. Students may be required to attend class in lieu of extracurricular participation (including athletics or trips) if they have been placed on probation or for any other reason, as determined by the School, in its sole discretion.

## **Dress Guidelines**

Beacon Academy students may dress as they please provided they follow the guidelines below. Students who do not follow the guidelines will usually be given a choice of wearing Beacon garments or having a family member bring them appropriate clothing.

Our dress code is designed to accomplish the following goals, and will be administered by the School accordingly and in its sole discretion:

- Maintain a safe learning environment in classes where protective or supportive clothing is needed
- Allow students to wear clothing that expresses their self-identified gender
- Allow students to wear religious attire without fear of discipline or discrimination
- Prevent students from wearing clothing or accessories with inappropriate images or language, including profanity, hate speech, and pornography
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs, or related paraphernalia or illegal conduct or activities
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size

### Dress Code Guidelines:

1. Certain body parts must be covered for all students at all times. Clothes must be worn in a way that the buttocks and breasts are fully covered with opaque fabric.
2. Students must wear:
  - a. A shirt (with fabric in the front, back, and on the sides under the arms)
  - b. Pants/jeans or the equivalent (skirts, leggings, dresses, etc.)
  - c. Shoes
  - d. Face masks that covers the nose and mouth with minimal to no gaps (when face masks are required)



3. Students may wear:
  - a. Hats
  - b. Religious headwear
  
4. Students may not wear:
  - a. Violent language or images
  - b. Images or language depicting drugs or alcohol or any illegal item or activity
  - c. Hate speech, profanity, pornography
  - d. Images or language that creates a hostile or intimidating environment
  - e. Any clothing that reveals visible undergarments
  - f. Swimsuits (exception for trips and appropriate Interim activities)

It is School policy that students will not be shamed or required to display their body in front of others in school. Shaming includes, but is not limited to:

- Asking students to account for their attire in the classroom or in hallways in front of others
- Calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others
- Accusing students of “distracting” others with their clothing

Certain special events may have other dress guidelines, such as no t-shirts, jeans, sweatpants, or other clothing that is not appropriate for the occasion. Teachers may have other requirements for presentations and field trips.

For athletics, students must have appropriate clothes, including athletic shoes, shorts/jogging pants, t-shirts, sweatshirts and/or protective gear. If not dressed properly, students will sit out from competition or practice. Proper athletic underwear is required for fitness and health.

### **Bring Your Own Device (“BYOD”)**

Beacon Academy students use computer applications for much of their work during the day, and while the School provides high-speed internet access for student use during school, the School does not provide computers for every student. The School network is compatible with both Apple and Windows laptops and other mobile devices. All mobile devices that students bring to school are expected to be used for academic purposes only. The School will not be held responsible for computer loss, theft, or damage that may occur. Mobile devices will be used to support learning needs, and must be stored securely when not in use.

### **The Use Of Technology At Beacon**

Our goal is to help students to learn to use technology responsibly. We use technology to facilitate creativity and innovation, to support positive communication and collaboration, and to extend research along with information fluency. The use of electronics requires good judgment,

ability to defer, understanding of long term consequences, empathy and compassion, analytical and self-aware thinking -- all skills we work to develop at Beacon.

At all times, students must adhere to the School's Technology Acceptable Use Policy.

### **Cell Phones**

Students may not use cell phones or other electronic devices while in class, in advisory, or when gathered for All-School or grade-specific meetings. Use of such mobile devices to retrieve or send information is only allowed in classrooms with faculty permission. Non-adherence to this policy can result in confiscation.

Cell phones must be turned off or silenced at the beginning of each class meeting. Failure to follow the rule may result in the phone being placed at the front desk by an adult until the end of the school day.

In addition, the School prohibits students, parents, and School community members from using cell phones or other electronic devices to record (video, audio, or otherwise) the School environment without express permission from the School. This policy generally does not apply to recordings at School performances and events.

### **Lesbian, Gay, Bisexual, And Transgender Students**

The School strives to provide a safe and supportive environment that will help students succeed academically and socially. To that end, the School promotes respect for all people, and will not tolerate harassment or bullying based on actual or perceived sexual orientation, gender identity, or gender expression. This is the case whether the bullying or harassment takes place on or off campus, including cyber-bullying through the use of electronic technology (on or off the School's campus, and on or off the School's network). Particularly with respect to transgender and gender non-conforming students, the School will work closely with students and their families to strive to honor their wishes with respect to use of School facilities, participation in athletics, accuracy of student records, use of preferred name and pronouns, and privacy, in accordance with applicable law, and to the extent that the School's campus facilities reasonably permit.

### **Confidentiality**

Members of the School community commit themselves to maintaining appropriate professional tact and discretion with regard to confidential information they receive. However, confidential information may be disclosed to the Head of School, appropriate administrators, outside professionals, law enforcement officers, parents/guardians, and others when there is a compelling reason for doing so, including, without limitation, in cases of health and safety emergencies (when students or others are in imminent danger of harm); when there is concern about a student's ability to function academically, emotionally, physically, and/or mentally within

the School environment; or when legal requirements demand that confidential information be revealed.

### **Students Age 18 And Older**

Some students enrolled in the School will reach the age of 18 before graduation. In the United States, age 18 is the age of majority, which means that legally, an 18-year-old student is able to enter into contractual obligations on the student's behalf (and is required to abide by those obligations). Therefore, the School requires all students, upon their 18th birthday, to review the Enrollment Agreement that their parents or legal guardians signed on the students' behalf and execute an Addendum to that Agreement, which provides as follows:

- Permission for the School to discuss and release information and records to the student's parent(s) and legal guardian(s) about any issues relating to the student's enrollment at the School, including, but not limited to, academic records, academic performance, health matters, disciplinary issues and financial matters; and
- Authorization for the School to interact with the student's parent(s) and legal guardian(s) as if the student were under the age of 18.

The student's parent(s) or guardian(s) will also continue to be responsible under the terms of the student's Enrollment Agreement, including being solely responsible for the payment of all tuition and fees related to the student's enrollment at the School.

### **Student Media Information**

In order to portray its program accurately and vibrantly, the School makes a concerted effort to highlight the accomplishments of our students and faculty, as well as to publicize the strength of the entire program offered by the School, in a variety of media formats. Student Media Information—including student names, photographic images (for example, portrait, picture, video, or other reproductions), audio recordings of students' voices, video recordings of students, and/or reproductions of students' work and likenesses—may be used for educational and/or promotional purposes in print and electronic media. Outlets for publication of Student Media Information may include, but not be limited to, the School magazine, marketing materials, the School website, press releases, social media outlets (including, but not limited to, Facebook and Twitter), newsletters, and local newspapers.

While the School strives to abide by parent/guardian wishes, we do not guarantee use of a student's name or image will never occur. Parents are asked to contact the School if they would like to opt out of the use of Student Media Information.

### **Lockers**

As the ideal Montessori environment is clean and tidy, students are expected to keep their lockers and common areas clean. Personal materials are to be stored in lockers. No food or

drink (with the exception of bottled water) may be kept in student lockers. Consistent with this responsibility, students must remove all food from refrigerators each day. Lockers are the property of Beacon Academy. However, should damage occur, the student responsible for the damage will be held responsible. If the need arises, school administration may, in its sole discretion, inspect lockers and personal property including, but not limited to, backpacks, book bags, purses and pockets at any time. Students are also expected to respect the privacy of others, including others' lockers. A student may not disturb another student's storage space unless they are given permission by the user.

### **Valuables**

Articles of unusual sentimental and/or monetary value and large sums of money should not be brought to school. Any money or other items of value found around the school should be turned over to the Security Officer. If not claimed, the items will be donated. Lost/missing items should be reported to the Dean of Students. The School will attempt to assist in their recovery but will not replace or compensate individuals for lost property. Students are expected to keep their belongings with them or in a secured locker at all times.

### **Behavioral Expectations For Trips**

Students are expected to follow all School rules and any additional rules made by the teachers and chaperones on trips. If a student breaks a rule, and the teacher feels that they are a threat to the well-being of the group, the teacher may send the student home at the expense of the student's family. If warranted, upon the return to school, the student may be required to make reparations and/or apologies, as appropriate, to any host school, agency or individual involved in the event. Students may be allowed to leave the group with permission from a teacher or chaperone, but they must go in groups of at least three, and it is their responsibility to return to a meeting point at the designated time. Students must respect the local residents at all times.

### **Visiting The School**

Visitors other than current families or alumni should make an appointment in advance by email or telephone to the appropriate office. Visitors will be required to complete a pre-visit health screening and wear appropriate PPE while in the building. Prospective families should communicate directly with the Admissions Office ([admissions@beaconacademyil.org](mailto:admissions@beaconacademyil.org)). At this time, we are not allowing non-Beacon students wishing to visit the school, for purposes other than admissions.

## **Health And Safety Policies**

Beacon Academy makes every effort to promote the general health and well-being of all students. If your student will be absent from school please call 224-999-1177 or email [absent@beaconacademyil.org](mailto:absent@beaconacademyil.org).

### **Illness**

Certain contagious illnesses require rest at home until the student is well. A student having one of the symptoms below should stay home:

- A fever of 100.4 or greater: the student must be fever-free for twenty-four hours without any fever-reducing medication before returning to school along with proper testing.
- Vomiting or diarrhea: student may return to school twenty-four hours after the last episode along with proper testing.
- Cough or Shortness of breath
- Fatigue
- Muscle and body aches
- New loss of taste or smell
- Headaches
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting

Students who are exhibiting any of the above symptoms are required to obtain a negative Covid PCR test prior to reentry to school. The negative test results can be emailed at [absent@beaconacademyil.org](mailto:absent@beaconacademyil.org) or submitted to the front desk at Beacon Academy upon entry.

If you are unsure whether or not to send your student to school due to an illness, please check with your physician *prior to* sending your student to school. If your student comes to school with any of the listed symptoms or develops them during the day, the School will contact the family to send the student home early, if necessary.

### **Illness At School**

When a student becomes ill while in class they must check in at the Wellness Suite on the first floor. The School will help determine the next steps vis-a-vis calling parents, etc.

### **Emergencies**

In case of a medical emergency involving the student, the School will typically attempt to notify the family immediately. If the School cannot contact the parents/guardians, the School will then typically attempt to reach the emergency contacts. It is the family's responsibility to immediately notify and update any changes in phone numbers, emergency contacts or their student's health. For urgent care of a student, Beacon Academy will walk students to Northwestern Medicine Immediate Care, 1704 Maple Ave, Suite 100, Evanston, Illinois. In an emergency situation, such as a student having breathing difficulty or a severe allergic reaction, etc., the School will typically call 911 and seek emergency medical treatment, including having the student transported by medical vehicle to the appropriate hospital. In case of such an emergency, the student will likely be transported to the nearest hospital from the School or School-sponsored activity if off-site. In

most situations, a teacher or administrator will accompany the student until a family member or emergency contact arrives at the hospital. Any costs related to medical care, treatment, and transport are the sole responsibility of the family.

Parents/Guardians are expected to keep Emergency Forms up-to-date. Please remember, it is most important that the School have current home, work, and cell phone numbers for parents/guardians, or others (relatives, friends, or neighbors) who routinely assume temporary care of the student if the student's parent(s) cannot be reached. Parents will be notified of an illness or injury that may require follow-up medical care.

### **Security, Emergencies, And Drills**

Beacon Academy takes the safety of its students and the community very seriously. There are systems in place in the event of an emergency on campus, and regular drills are conducted to make all those on campus aware of the procedures.

Additionally, as part of our school security, each student is required to have a student keycard on them every day. This allows our students to participate in open campus privileges such as lunch and work periods (See Open Campus Policy). Students who forget their keycard for one day, may sign in/out directly with the security officer. If the student keycard is lost for more than one school day, students will have to purchase a replacement for \$10 dollars. Students should email the Director of Operations to obtain a new keycard. Please note students receive their keycards one time for their duration at Beacon Academy. Any student found using another student's key card to leave campus will have the Open Campus privileges suspended for a minimum of two weeks.

### **School Evacuation**

In the event that students, faculty and staff are required to evacuate the school building, all students and School personnel are assigned to designated locations at the corner of Orrington Avenue and Davis Street. In extreme situations, students and School personnel may be required to evacuate the school beyond Orrington and Davis and instructed to gather at Nichols Concert Hall at 1490 Chicago Avenue.

### **Communication Plan**

Should an emergency arise that requires contacting the entire parent community (*i.e.*, School evacuation, School closure due to snow or inclement weather or holding students on campus), the School will typically use its mass communication through RenWeb, to notify students and families. All students with a cell phone are encouraged to have their cell phone numbers on file with the School. The School may also post information on its website ([beaconacademyil.org](http://beaconacademyil.org)) or use email communication to notify the School community.

Our best practice for a safe campus is communication, which includes an open dialog between families, students, faculty, staff and the School's administration. The School community throughout the year will take part in practicing a variety of drills to be prepared for any situation.

Questions or concerns regarding school security can be directed to the Head of School at 224-999-1177 or emailed to [info@beaconacademyil.org](mailto:info@beaconacademyil.org). This information will be received and reviewed by members of the Administrative Team and the Head of School.

### **Medication Administration At School**

The administration of medication to students or supervision of a student's self-medication during regular school hours is discouraged unless necessary to maintain the student in a school or in the event of an emergency. Any medication, prescription or non-prescription, to be administered to a student during school hours requires written authorization by the student's family and physician. This authorization form (Medication Permission Form) must be on file prior to the school year along with the necessary administration of medication. Students may self-administer the following on their own upon receiving written consent from the student's parents and healthcare provider:

- Asthma inhalers, which may be self-administered per proper consent
- Epinephrine pens/auto-injectors, which may be self-administered by a trained person in an emergency per proper consent

The School has a supply of the following non-prescription medication: Advil, Benadryl, Tylenol

If you want your student to receive any of the above non-prescription medication or any other prescription or non-prescription medication during the school day, the following criteria must be met:

- A hard copy of the Medication Permission Form signed by the physician and the family must be on file. This must identify any prescription or non-prescription medication that the School may give the student at the times and/or under the circumstances noted on the form.
- Any prescription medication must be brought to school in the original pharmacy bottle or package with the appropriate label by the pharmacist or licensed prescriber, displaying the student's name, medication name, dosage and frequency of administration, administration directions, date and refill, expiration date, the licensed prescriber's name and the pharmacist's name and contact information.

*If these conditions are not met, the School will not be able to administer the medication or to permit the student to self-administer.*

### **Medication On School Trips**

It may be necessary for the administration of medication to be performed by a faculty or staff member of Beacon Academy during School trips and off-site School activities. Families of students who require medication during a School trip must:

- Complete the appropriate authorization form.
- Provide the prescription medication in the original pharmacy bottle or package with the appropriate label by the pharmacist or licensed prescriber, displaying the student's name, medication name, dosage and frequency of administration, administration directions, date and refill, expiration date, the licensed prescriber's name and the pharmacist's name and contact information.

### **Medical Marijuana**

The School treats the use of medical marijuana by students similarly to the way the School handles the use of other prescription medications: parental consent is required and the student must have a Medication Action Plan on file with the School covering the use of medical marijuana. Because the use of medical marijuana is subject to additional regulations beyond the regulations in place for the use of other lawful, prescription medications, students with a valid authorization to use medical marijuana must abide by the following rules:

- Students may only use medical marijuana in their homes or in a medical treatment facility that permits such use; students may not use or possess medical marijuana, be under the influence of medical marijuana, or possess any related paraphernalia while on the School campus or while attending any School-affiliated or School-sponsored events, whether on or off campus.
- Students may not operate, navigate, or be in physical control of any motor vehicle or operate any other motorized equipment while under the influence of medical marijuana.

If, in the School's judgment, a student is impaired due to the influence of medical marijuana while at school or while participating in a School-sponsored or School-affiliated activity, the School may send the student home.

## **Health Records**

State regulations require proof of certain health screenings at specific points in students' school careers, and Beacon Academy follows the State of Illinois requirements for all student health records.

The School registrar monitors all health records, including physicals, immunization records, dental and ophthalmic records and any other health records required by the State of Illinois. If the required health records are not on file by the first day of school, the student may be prohibited from attending School until they provide the appropriate records. The only exceptions: approved medical or religious contraindications for immunizations.

A student with a qualified medical exemption to the immunization requirement must provide the Schools with the appropriate certification pursuant to state law. Medical exemption certification must be signed by a medical professional, attesting that the student is exempt from a specific vaccine(s) because of medical reasons. Students who do not provide proof of up-to-date immunizations or qualify for an exemption will not be permitted to attend the School or participate in any school activities.

Students who are exempt from the state's immunization requirements for medical reasons and who have provided the School with the appropriate certification may be prohibited from attending school and participating in school activities in the event of an outbreak of a vaccine-preventable disease. Students excluded from the School for this reason will not be permitted to return until (1) the danger of the outbreak has passed; (2) the student becomes ill with the disease and completely recovers; or (3) the student is immunized. In determining whether there is an outbreak of a vaccine-preventable disease, the Schools may consult with appropriate medical professionals and/or the Illinois Department of Public Health.

The School follows all Illinois High School Association (IHSA) requirements for sports. Students who participate in sports are required to have a yearly physical on file. If the required health



records are not on file by the first day of practice, the student will be prohibited from participating until they provide the records to the School.

## **Mental Health**

### **Counseling Services**

A School Counselor is available to speak with students to help facilitate educational, social, and emotional support, on an as-needed basis. In addition, the School may require a student to see a School Counselor.

The School Counselor is part of a team of faculty members and administrators who collaborate with respect to students' educational experience at the School. As part of this collaborative effort, the School Counselor may share information obtained from parents and students on a "need-to-know" basis with other employees of the School and a student's parents. The School Counselors are not engaged as any student's private therapist. Please refer to the Confidentiality policy in this Handbook for more information.

Should the School determine, in its sole discretion, that it is in the best interest of a student to obtain services of a psychologist or other mental health professional not employed by the School, a School Counselor may assist in a referral for such services.

The School Counselors are also available to talk with parents on issues regarding their children, and hold monthly parent discussion groups on various topics.

### **Other Counseling**

The School maintains a list of referrals for educational, intellectual, psychological, or speech and language evaluations, should parents/guardians wish to consult with the School regarding such an evaluation. Parents who need guidance in this area are encouraged to consult the Head of School or the School Counselor. It is recommended that the results of such evaluations be shared with School personnel so that appropriate recommendations can be implemented.

### **Medical Leave**

A medical leave from school may be appropriate in case of serious illness, bodily injury, or mental health condition, as determined in accordance with this policy. Decisions about granting or requiring a medical leave, or reinstating a student who has been on leave, rest with the senior administrators, and the School Counselor; they will be guided by the principal goal of a medical leave: to give the student the opportunity to regain health and thereby function consistently, productively, and safely at school. In the absence of a treatment plan that, in the School's opinion, meets these needs, the School may decline to grant a medical leave request, and instead require the student to withdraw.

A student's family may request medical leave. The School requires that any request for medical leave be accompanied by sufficient supporting documentation (as determined by the School) to allow the School to evaluate the leave request, including, but not limited to, at least the following

information: (a) a recommendation from the student's treating medical professionals that the student would benefit from taking a medical leave; (b) a description of how the student's medical condition limits the student's ability to participate in required academic or extracurricular activities; (c) the plan for treatment of the student's medical condition; and (d) an anticipated date for the student's return.

Additionally, in certain situations, the School may require that the student be evaluated and subsequently placed on medical leave. The School may initiate a discussion of a leave of absence in circumstances including, but not limited to:

- When mental health or physical symptoms are or may be impeding a student from functioning appropriately academically;
- When a physical or mental health condition interferes with a student's attendance at school;
- When a student behaves in ways that may be self-destructive or dangerous to others;
- When a student is not engaged in treatment that the School has made a condition of attendance, after the student has been evaluated by medical and/or mental health professionals, who have deemed such treatment appropriate; or
- When a student exhibits symptoms or behavior that is of concern to the School.

This initial discussion may include the student's advisor, senior administrators, the School Counselor, the parents, or the student, as deemed appropriate. The purpose of this initial discussion is to establish the steps that the family is taking to ensure that the student is well enough to participate fully in life at school; and the further steps that the School may require if the situation does not improve.

The School may require the family (parents and student) to enter into a medical leave agreement detailing the parameters of any leave. The agreement may include conditions and requirements for the student's return to school. While a student on leave is excused from attending class, the student must make arrangements to make up missed work either while on leave (if possible) or upon return. While the School will strive to minimize academic disruption, the School may amend a course or courses of study if a prolonged absence will make it difficult for the student to satisfactorily complete the requirements of the course. To return to school from a medical leave, a student must provide a thorough, written professional evaluation of the student's current mental health and/or medical condition from the physician, psychiatrist, or other professional who treated the student during the medical leave. The School may require additional evaluation by a physician or mental health consultant of its choosing. The guiding principle of re-admission from a medical leave is the School's confidence that the student can return safely; and that the student's return will not compromise the student's continued recovery, interfere with the School's ability to serve other students' needs, or place an undue burden on the School. The decision regarding any student's return to the School from a medical leave remains at the discretion of the School. As a corollary to this principle, a student whom the School determines can safely participate in the regular school day may nevertheless be restricted from participation in overnight field trips or other similar activities.

## **Food Allergy Policy**

### Allergy Awareness

Beacon Academy is committed to providing a safe and inclusive environment for students. Communication is vital to the safety of students with allergies, and we require that families share all information regarding their child's allergies with the School. Faculty and staff are trained in the use of epi-pens and other safety measures to support students with food allergies. Students with epi-pens are required to keep them on their person throughout the school day and to bring them on field trips and outings.

Under most circumstances, students may bring products containing peanuts, nuts or nut derivatives, or other common food allergens, to school for their lunch or personal snack but should be mindful of the fact that others around them may have allergies to these products. Students with these products should move away if requested by a classmate with an allergy or a faculty or staff member and should wipe off their eating area and wash their hands after eating.

Snacks brought to school by students or adults to share with others (advisory, birthdays, special events, etc.) should be edible by all those partaking.

If a student has a food allergy, it is the student's responsibility to check food wrappers or packages, or in the case of homemade snacks, to check with the person who made and/or provided the food.

For retreats, field trips, and other School-sponsored travel, the Beacon Academy sponsor(s) should communicate with students and their families regarding the plan for food, seeking input on the plan from those students with food allergies and their parents and developing an alternative plan, ideally one inclusive plan for all, but sometimes, out of necessity, a specific alternative plan for a student.

Students are responsible for communicating about any food allergies as needed throughout the day (to teachers, advisors, peers); monitoring their own consumption of food with their allergies in mind (and taking appropriate precautions, such as checking labels); assisting teachers and parents with the development of alternative food plans when needed; and, for those who do not have food allergies, demonstrating consistently, their awareness of and sensitivity to classmates who do have such allergies including by adhering to all guidelines listed here.

## **Communicable Or Chronic Infectious Disease Policy**

Beacon Academy strives to protect the health of all its students and employees from the risks posed by communicable or chronic infectious disease.

Communicable or infectious diseases include, but are not limited to, infections that are transmitted through the air and in respiratory secretions, such as chicken pox or influenza, and infections that are transmitted through blood and bodily fluids. The reporting of these communicable diseases to local health authorities, and outbreak control measures, such as isolation of the individual with suspected or confirmed communicable disease, will be implemented at the School's discretion and consistent with federal, state, and local laws and the Illinois Department of Public Health, as applicable.

The School routinely observes “Standard Precautions” in an effort to prevent exposure to recognized and unrecognized sources of infection. “Standard Precautions” is the name used to describe a plan that treats all blood and bodily fluids (*e.g.*, blood, any products that include human blood, urine, vomit, etc.) To lower the risk of infection protection (*e.g.*, gloves and other protective equipment) should be used to prevent contact with bodily fluids. The School stocks equipment and supplies to implement “Standard Precautions.”

## **Academic Program**

### **Required Courses And Electives**

The Beacon Academy course of study reflects an integration of the current standards of educational requirements, current research on the developmental needs of adolescents, the Montessori philosophy, the state of the art in current learning theory, and the predictions of the skills needed for a productive life in the twenty-first century.

The Beacon Academy curriculum and instruction are designed as a challenging four-year program. Students are expected to complete core classes with a demonstration of proficiency or mastery on assessments. Core classes are designed to meet the rigorous criteria of “honors” distinction. Students may choose to challenge themselves further in specific classes by completing additional projects and assignments, which may include preparation for all or part of the IB Diploma Programme.

Beacon’s definition of a “full load” is six courses per semester, and students must be enrolled in a minimum of five courses per semester. Students may elect to take five courses per semester if they wish to pursue an internship, independent study, special project, or other endeavor approved by the Academic Office and the student’s advisor or if, in the discretion of the Dean of Students, extenuating circumstances warrant a course reduction. Students must complete at least twenty-two course credits in order to graduate from Beacon Academy.

### **Graduation Requirements**

In order to receive a Beacon Academy diploma, students must successfully complete the following program of study:

- Four credits of English.
- Three credits of Mathematics through Mathematics 3 (Four credits of math are strongly encouraged).
- Three credits of Social Sciences including US History.
- Three credits of Science (including two credits earned in laboratory-based science courses).
- Two credits of Foreign Language. (Students must reach at least a third year of foreign language proficiency in order to satisfy the requirement.)
- Two credits of fine and/or performing arts.
- Five elective courses

By graduation, all students will have:

- Given multiple presentations and performances to the community.
- Written a work plan and attempted an entrepreneurial venture in either an individual or collaborative manner.
- Completed an independent study research paper on an approved topic of their choice.

- Engaged in annual interim terms, some of their own design.
- Addressed the following two questions in their coursework:
  - What does it mean to live a good and meaningful life?
  - How do we know what we know?

### **Grading Scale And Rubric**

Beacon Academy utilizes a mastery learning model. Mastery learning is a form of personalized learning that is designed to give students the time they need to become proficient in a particular skill before progressing to the next level of work. Each student takes on the individual responsibility of practicing a concept, monitoring their own growth, and appropriately applying the information. The teacher breaks the skills down into steps, offers suggestions and examples for internalizing and applying the knowledge, and gives the time necessary to learn the information. Mastery learning offers clear expectations, is not competitive, and encourages student responsibility and initiative.

Formative assessments are used to give feedback during the learning process. This form of assessment typically provides students the opportunity to “retake” the assignments in order to practice, learn the concepts or information, and, ideally, improve along the learning continuum from rudimentary and developing at one end, to proficiency and mastery at the other. Summative assessments are given at the closure of a body of work or unit. These types of assessments are typically “final” (*i.e.*, not open to be retaken) to provide students the opportunity to show what they’ve learned within a specific unit of study. Students will receive grades on the assessments but will also receive feedback on whether their work was in the rudimentary, developing, proficient, or mastery range, and how they continue to grow and improve going forward.

The following table represents the grading scale used by all Beacon teachers for class assessments and marking periods:

## Beacon Academy Proficiency Rubric

Grade	Proficiency Level	Proficiency Description
7	High Mastery	Demonstrates a consistent and thorough understanding of the required knowledge and skills and the ability to apply them almost faultlessly in a wide variety of situations. Consistently creates exceptional evidence of analysis, synthesis, and evaluation. Consistently demonstrates originality and insight.
6	Mastery	Demonstrates a consistent and thorough understanding of the required knowledge and skills and the ability to apply them to some degree in a wide variety of situations. Consistently offers evidence of analysis, synthesis, and evaluation. Generally demonstrates some originality and insight.
5	High Proficiency	Demonstrates a consistent understanding of the required knowledge and skills and the ability to apply them in some unfamiliar situations. Generally offers evidence of analysis, synthesis, and evaluation. Occasionally demonstrates originality and insight.
4	Proficiency	Demonstrates a general understanding of the required knowledge and skills and the ability to apply them effectively in familiar situations. Shows occasional evidence of analysis, synthesis, and evaluation.
3	Developing	Demonstrates limited understanding of some required knowledge and skills, with clear difficulties in some areas. Able to apply knowledge and skills in familiar situations only with support.
2	Rudimentary	Demonstrates significantly limited understanding of the required knowledge and skills, with fundamental difficulties in several areas. Unable to apply knowledge and skills in familiar situations, even with support.
1	No Credit	Demonstrates little or no understanding, even with support.

*Please Note: These are high-level descriptors. Individual departments or faculty may add subject-specific detail that expands on (but does not contradict) these descriptors. Also the IB scale correlations are approximate.*

## **Academic Policies**

### **Honor Code**

All students are required to adhere to the following Beacon Academy Honor Code:

“We, the students of Beacon Academy, believe in integrity and honor, and in order to affirm our trust as a community, each of us pledges to uphold our honor code at all times. We will maintain integrity inside and outside of school.”

Honor Code Violations include but are not limited to:

- 1. Plagiarism:** the presentation, with intent to deceive, or with disregard for proper scholarly procedures of a significant scope, of any information, ideas or phrasing of another as if they were one’s own without giving appropriate credit to the original source.
- 2. Unauthorized Assistance/Collaboration:** giving unauthorized aid to another student or receiving unauthorized aid from another person on tests, quizzes, assignments, or examinations.

Unauthorized assistance includes providing information to another about an assignment or examination prior to the conclusion of the administration of such exams/assignments to all related sections of the course unless permitted by the instructor.

- 3. Use of Unauthorized Materials:** using or consulting unauthorized materials (including electronic devices) or using unauthorized equipment or devices on tests, quizzes, assignments, or examinations.
- 4. Unauthorized Dual Submission of Previous Academic Work:** using any material portion of a paper or project to fulfill the requirements of more than one course unless the student has received prior permission to do so from the appropriate instructor(s).

### Procedures for Handling Violations

If a teacher suspects an honor code violation, their first step should be to notify the Academic Office of their suspicion. The teacher should then speak with the student as soon as practicable after they have observed or learned about the alleged violation. The teacher should request a truthful explanation of the suspected violation, reminding the student of their obligation to uphold Beacon’s Honor Code. If the student offers an explanation that satisfies the teacher that no violation has occurred, the teacher can report back to the Academic Office that the issue has been resolved. If, however, the teacher remains concerned that a violation has occurred, the Academic Office will pursue action.



Depending on the severity and nature of the violation, action may include any (or any combination) of the following:

- The student and the student's advisor will meet with the Academic Office to review the school's expectations on academic honesty.
- The student will face an academic penalty from the teacher.
- The teacher may require the student to redo the work, make up the work, or complete an additional assignment for no additional credit.
- The Academic Office will call home to inform parents of the incident.
- The student may be required to write a reflective statement or complete an educational component.
- Student will be placed on probation for a period of time.
- Student will be dismissed from Beacon Academy.

### **Designations, Grades, And Assessments**

Near the midpoint of each semester, students are typically issued progress reports with extensive personal comments that address them directly regarding the specifics of their performance and demonstrated proficiencies. Using this information, students are empowered to lead their own midterm conferences with their parents and teachers and to discuss their grades primarily as growth indicators and arrows.

At the end of each semester, report cards are issued. Students' grades are based on both formative and summative work and may include individual work, group work, classroom participation, and assessments.

Students must meet their academic obligations in accordance with the schedule specified by the teacher and the School. When students are unable to complete their academic work for reasons of health, serious emergency or circumstances, a grade of "Incomplete" may be granted. Incompletes are given only with approval by the Academic Office, and students must complete the work to have the incompletes replaced by letter grades, generally by the midpoint of the subsequent term.

### **Remote/Hybrid Learning Expectations**

These expectations are designed to help give students meaningful and productive on-line (e.g., Zoom) interactions with their teachers and classmates during any periods of remote/hybrid learning. These expectations were developed based on teacher/family/student experiences since 2020. We recognize that students may require considerable support from parents/guardians to navigate remote/hybrid learning, and we thank you for your partnership in creating appropriate space, time, and context for students to connect in real time with their School community.

The School strives to make its online learning model as effective and user-friendly as possible. At all times, however, the School's online and remote learning environment is subject to the

requirements and limitations of the School's online and remote learning technology. This Policy and the expectations below are intended to work in concert with the School's other rules and policies, including those set forth in this Handbook. Students and parents are, therefore, expected to continue to comply with all School policies and standards of academic and social behavior as stated in the Handbook and elsewhere. This policy sets forth additional, modified, and/or clarified expectations for the School's online and remote learning environment.

**Please note that our expectation is that students participate in all remote learning sessions using their Beacon Academy email account and their cameras turned on.** If a student/family feels they/their student needs permission to have their camera off, please reach out to the Dean of Students for pre-approval, ideally two school days in advance.

#### Getting Ready for the School Day

- Students should be dressed for School and must adhere to the dress code outlined in this Handbook.
- If necessary, students should use the bathroom before joining the session.
- Students should choose a location that allows them to hear, to contribute verbally and/or via chat, and to be seen on camera.
- Students should come prepared with all the materials they will need (e.g., notebook, pen or pencil, any required texts, etc.).

#### During Remote Learning Sessions

The Display Name must be the student's first and last name.

- If the student has received pre-approval from the Dean of Students to have their camera turned off, then their profile picture should be blank (so the student's name is displayed when the camera is off).
- If a student has a brief need to turn their camera off during a class, they should first send a private chat to their teacher. Even when brief, students must still ensure any profile picture follows the policy above. While the teacher may not be able to respond in the moment, the student will be allowed to step away once they communicate through the chat.
- Students and/or parents/guardians may not record remote sessions or take screenshots/photos without the teacher's written permission as it violates the students' expectation of privacy and may be considered a violation of state law. There may be exceptions given by the teacher to allow screenshots/photos for academic purposes.
- Online and remote learning sessions and communications should not be considered confidential and will not be recorded by the School.
- Students should not be on their cellphones during class unless using it to connect to the remote class or permitted by the teacher.
- When participating in the online and remote learning environment, and in any related interactions, it is of the utmost importance that students maintain and model the highest standards of conduct, respect, and integrity, including by refraining from any activity that might constitute or contribute to cyberbullying or other prohibited interpersonal conduct.
- Students may not use virtual backgrounds while participating in online and remote learning environments unless authorized or directed by the teacher. Backgrounds and physical spaces captured in online and remote learning should not have vulgar or profane words or images. Backgrounds should be appropriate. For example, students should not be sitting in a bed, but should be set up at a desk or table.
- School faculty, advisors, counselors, and administrators may provide virtual one-on-one meetings with students as appropriate. The School may seek to limit one-on-one

interactions to those necessary to support the academic and social well-being of students and families.

- All members of the School community are responsible for maintaining a safe online and remote learning environment. In that spirit, while the School will strive to support and ensure students' safety in the online and remote learning environment, students and their families are also expected to employ appropriate safeguards and manage risks appropriately.

### **Communication During Remote Learning**

- Teachers will communicate course-specific expectations and policies in their syllabus. At the beginning of the week when students meet with all of their classes, teachers will typically provide a preview of the week in order for students to organize and plan their time for asynchronous and synchronous learning.
- Students are expected to check their School email account every morning and to answer emails from faculty and staff within two school days. Students are encouraged to frequently check their email throughout the day especially when they have a FOCUS or work period.
- Students are expected to check Google Classroom for assignments and announcements every day.
- If a student needs academic help, the student should communicate with their teacher so that the teacher can support the student and collaborate on ways to understand the material and complete assignments/assessments
- Students are expected to use any chat functions in an appropriate and respectful manner.

### **Classroom Environment**

As the environment of the classroom is expected to be calm and peaceful, students are expected to use appropriate volume and tone. All members of the community are to respect each other's personal space. It is expected that the students prepare for class by having their homework done and bringing the necessary books and materials to class on time. Students are expected to participate in all classroom activities. Care and maintenance of the classroom is a community responsibility.

### **International Baccalaureate Programme Designation**

When a student enrolls in an International Baccalaureate ("IB") course, in order to earn an IB designation on a Beacon transcript, the student must:

Attend the IB class.

Complete all IB assessments, including IB mock exams and internal assessments.

Students enrolled in IB courses are strongly encouraged to complete all external IB examination papers. Given Beacon's Montessori philosophy and beliefs around standardized testing and curriculum, a student may be permitted to opt out of external IB examinations after consultation with the IB teacher and the student's advisor. Students modifying IB assessments must complete a commensurate alternative assessment (with approval of the Academic Office).

### **Course Enrollment And Withdrawal**

Students typically register for their current courses during the previous academic year. Student schedules are released at or around the beginning of the new academic year. Students may change their course of study without penalty and with the approval of their advisor and the Academic Office within two weeks of the opening of school (for fall semester and full year courses) or, in the case of second semester courses, three weeks from the start of the second semester. After the expiration of the Add/Drop period, course withdrawals will be reported on a student's academic transcript. The School may record the withdrawal as "Withdraw Passing" or "Withdraw Failing" at the discretion of the Academic Office.

If a student or teacher determines that a student is inappropriately placed in their course of study after the Add/Drop period, the student and/or teacher can elect alternative placement or designation without penalty at the discretion of the Academic Office.

Given Beacon's Montessori philosophy, small class sizes are a hallmark of our School's academic experience. Therefore, enrollment caps for certain courses may be imposed at the discretion of the Academic Office. Registration priority is usually based on seniority (e.g., seniors have highest priority). Courses that do not enroll at least seven students may be cancelled at the discretion of the Head of School.

### **Transferring Credits And Repeating Courses**

Beacon Academy will typically accept transfer credit from another high school with regional accreditation. Transfer credit from high schools without regional accreditation may be granted at the discretion of the Academic Office.

Educational and online coursework may also be granted transfer credit, though the provider must be regionally accredited. Beacon Academy may audit any coursework requested for transfer. Students that are enrolled in a course outside of Beacon Academy for dual credit may be financially responsible.

Homeschool coursework may be granted transfer credit. Beacon Academy requires the submission of all syllabi, assessments, texts, and service providers in order to grant homeschool transfer credit.

Beacon Academy will only include courses taken at Beacon in the calculation of a student's cumulative academic average. Coursework not taken through Beacon Academy will be noted on a student's transcript, including the curricular provider.

Beacon Academy students may choose to repeat a course that they did not successfully pass in a previous academic year. Any repeated courses will be indicated as such on a student's transcript. Furthermore, a repeated course will not replace, suppress, or otherwise supplant a previously earned grade. Students choosing to repeat a course through an alternate provider must verify in advance with the Academic Office that the course satisfies Beacon's transfer credit requirements. Beacon Academy will not recognize any credit earned through a credit recovery program.

## **Homework And Classwork**

Academic excellence is an important pillar of Beacon Academy. A student, parent, or teacher can call a conference at any time deemed necessary, and all parties will make a reasonable effort to schedule the conference as soon as practicable. Students should use their independent work time each week productively. All teachers are available to help students with work. At night, parents should monitor Internet usage, social networking, emailing, texting, games, etc. during homework time. Some students may need more time than others to complete their homework, particularly if they have difficulty reading complex material or have added advanced work. If homework time is excessive, then the student should keep a log and contact their advisor so the areas of difficulty can be addressed.

Please refer to each teacher's syllabus for procedures for handing in and making up late work. If a student misses classes, they should refer to the syllabus, Google Classroom, and/or other course-specific resources for assignments and make an agreement with the teacher to make up for missed work.

Planned Absence Procedure for one or more days. Students are required to do all of the following prior to leaving for planned absences:

1. Meet with the teacher of the class(es) that they will be missing before the absence. The purpose of the meeting is to notify the teachers of the anticipated absence and to make a plan for the work that will be missed.
2. Parent/Guardian emails [absent@beaconacademyil.org](mailto:absent@beaconacademyil.org) with the reason for absence.
3. Meet again with the teacher of the class(es) that missed within forty-eight hours after returning from the absence. The purpose of this meeting is to follow-up on the original plan made before leaving and to make a new plan if needed.

## **Assessments**

Assessments may include papers, written tests, project work, or group presentations. In order to receive full credit, all assessments must be taken, presented, or submitted on the day scheduled. It is the student's responsibility to make arrangements with the teacher for retaking a test. A student who needs to retake a test in order to master the material needs to do so outside of class time unless the student and teacher agree to an in-class time.

## **Extracurricular Activities**

As a general rule, students must be in attendance at least half the school day on the day of the activity (or the school day immediately preceding the activity if a weekend) to be able to participate in extracurricular sports or academic activities.

## **Student Publications**

Student publications such as the Beacon Trailblazer and Yearbook are student written and run, though the School retains final editorial authority. Students in any grade level may join these student-led clubs. Each of these clubs have a faculty sponsor with the final editorial authority.

## **ME@Beacon Time And Extra Academic Support**

ME@Beacon is a time, generally provided once a week, where all students and faculty are available to work together or independently. At the start of each ME@Beacon, students typically meet with their Advisory for attendance, and to set a plan of work for the time given. Students are expected to use this time to meet with their teachers, work on current and future assignments or projects, and/or set goals for upcoming projects and assessments.

The schedule at Beacon Academy allows for individual and/or small group tutorial time for students and teachers during work periods and ME@Beacon time. Students may use this time to gain a better understanding of work that has been covered in class. When students are having difficulty, every effort will be made to resolve the situation with regular extra help sessions with the teacher. At the end of the quarter, students who earn any grade below a “Developing” in a class are required in the following quarter to meet with the teacher of that course weekly. If this intervention is not sufficient, the student’s teacher or advisor may recommend outside support. Beacon faculty are not available for paid tutoring. Requests for outside tutoring should be directed to the Academic Office.

## **Work Periods**

Work periods serve as both an extension of the classroom and an opportunity for a mental break. Ninth graders are encouraged to find a comfortable space to work during this time within the building. Tenth, eleventh, and twelfth graders have off-campus privileges for all of their work periods. Students with off-campus privileges during work periods must be in groups of two. This group of students may also be dismissed early from school if a student has a work period during the last period of the school day.

All students are encouraged to use their work periods for the completion of work related to class or extra-curricular activities. The time also serves as an added opportunity to review one's schedule, plan ahead, and schedule a meeting time with teachers or study group times with peers.

## **Students Of Academic Concern**

Beacon Academy strives to provide an academic environment that supports a fundamental expectation that each student will work to the absolute best of their ability, academic and otherwise. An integral component of this is a proactive and supportive process of academic monitoring that has the following goals:

- To enhance and encourage communication at all levels, including among and between faculty, administration, students, and parents/guardians
- To establish clarity of procedure
- To set out structured guidelines to ensure consistency in approach

In short, the academic monitoring process follows a two-tiered structure. It is important to note that a student could be of academic concern at any time during the year. The following is the two-tiered approach used by the School in monitoring a student's progress:

### Academic Concern

Any student who finished the semester or year with an average of 3 on the 7-point grade scale is considered a student of academic concern. Beacon approaches these students and their families, typically using the following methods:

- The student's attendance record is monitored for absences, lateness, etc. The student's pattern of handing in homework and other assignments, as well as their work habits, is also monitored.
- The Academic Office hosts a meeting, which includes the student, the student's advisor, and the student's teachers to discuss the student's academic performance and progress as well as their future prospects for academic success at Beacon.
- This meeting is followed by a letter from the Academic Office to the student and the student's parents/guardians (also copied to the student's advisor) setting out the conditions of the review.
- At the end of the following semester, the Academic Office and the student's advisor decide on the next course of action. Options could include placing the student back in "good standing" or extending the period of academic concern.

### Academic Probation

Any student who finished the semester or the year with an average below 3 on the 7-point grade scale is considered on academic probation. Also, any student who is on the academic concern list and who has not demonstrated the required academic improvement (*i.e.*, has not moved above the minimum standard) may be placed on academic probation. Subsequently, Beacon takes an approach typically involving the steps below:

- The student's attendance record is monitored for absences, lateness, etc. The student's pattern of handing in homework and other assignments, as well as their work habits, is also monitored.
- The Academic Office hosts a meeting, which includes the student, the student's advisor, and the student's teachers to discuss the student's academic performance and progress as well as their future prospects for academic success at Beacon Academy.
- This meeting is followed by a letter from the Academic Office to the student and parents/guardians along with the Head of School and student's advisor setting out the conditions of the review.

- At the end of the academic year, the administration meets to discuss the students on academic probation. Individual grades and comments for these students will be completed and available for this meeting, as well as attendance records, etc.
- The probationary period lasts for a minimum of one year. Failure to meet the conditions of the probation can lead to the student being asked not to return the following school year or dismissed.



## **Social Guidelines**

Beacon Academy environments, which include time at school and School-sponsored interims and events, are designed to be learning-oriented, social, fun, and physically and psychologically safe. Students are expected to behave in a mature and responsible manner in accordance with the School's mission. It is essential to the well-being and happiness of all that each person in the community be treated with due respect for individuality, personal dignity, rights and property. If a teacher or staff member is aware of a violation of the social guidelines, they may intervene as they see fit. Toward the goal of maintaining a physically and psychologically safe School community for everyone at Beacon Academy, we have the following guidelines for school and school trips:

- Spreading harmful and/or untrue information about Beacon Academy students, staff, faculty, or associates through any forum in or out of school is unacceptable. If the information can reasonably be construed as negative, harmful, or abusive, the sender(s) of that information may be viewed as contributing to an unsafe school community.
- Students are expected to conduct themselves outside of school with respect toward every other member of the School community using the same guidelines that exist when in school
- Students are not allowed to take pictures or audio of faculty, staff, or fellow students without permission

Individuals contributing to an unsafe school community will be subject to consequences, up to and including dismissal. It is impossible to list every potential infraction; therefore, students should keep in mind the mission of the School and their own personal integrity and should behave morally and responsibly.

Nothing in this policy should be construed as prohibiting any member of the School community from making a good-faith report related to the unkind, inappropriate or otherwise harmful behavior of any other member of the School community to a parent, a teacher, staff member, or any other trusted individual.

## **Conduct Policy**

### *Integrity, Respect, and Responsibility*

We have confidence that all students will endeavor to interact with others respectfully, positively and with grace and courtesy. However, if adolescents do not follow these guidelines, they are supported by redirection toward making the necessary changes in their behavior.

There are several types of negative interactions that might affect oneself and the community. Generally, teachers will offer a reminder or a change in environment in an attempt to put a stop to the inappropriate behavior to stop. If the behavior persists, the advisor and responsible student will typically have a meeting with the Dean of Students. The family may also be contacted.

## **Decorum and General Guidelines for Community Behavior**

The School community expects its members to observe the basic principles of honesty and respect for the law, Beacon Academy's policies, guidelines, and the rights of others. Additional guidelines necessary to promote an environment conducive to learning include, but are not limited to, the following:

- Being respectful of others, listening to others and being willing to engage in dialogue to promote understanding
- Reporting promptly to classes and other scheduled obligations
- Using appropriate language in written and verbal communication
- Being respectful during all community meetings

## **Grace and Courtesy**

Students at Beacon are the architects of their education and the creators, keepers, and arbiters of Beacon's community and culture. To maintain a positive, healthy and organized environment, all students at Beacon are expected to uphold a measure of Grace and Courtesy, meaning helping to care for the School environment through daily and monthly tasks, and use their freedoms of choice, time and agency in the community both respectfully and productively.

## **Care of Environment - Student Responsibilities**

Care of the Environment is an essential component of our community that puts Grace and Courtesy into practice. Advisories are expected to contribute to monthly responsibilities that help keep our environment clean, organized, and comfortable. These responsibilities include caring for the kitchen, whiteboards, and community room for four weeks at a time. Once a month, all students, faculty and staff will be expected to contribute to a monthly all-school clean up.

Students are also responsible for any space in which they work throughout the day. In a spirit of collaboration and support, students are expected to remind their peers about maintaining an orderly environment as well.

Students are responsible for keeping the following areas clean:

### *The Kitchen*

Beacon Academy students are encouraged to have a well-balanced lunch and to make use of the kitchen appliances. Students must clean up any materials left from their lunches, snacks, or class projects, including anything in the refrigerator or microwave. Trash and recycling should be placed in the proper receptacles.

### *The Community Room*

Students are encouraged to make use of the community space for meetings, for focused work, and for socializing. As the community room is the center of our school, students are responsible for keeping it clean, being careful not to leave behind personal items, and picking up trash that is theirs or that belongs to their peers.

### *The Quiet Zone*

The Quiet Zone is a space provided to those who would like to focus on their work with minimum volume levels. Students are encouraged to respect this is a quiet area for work. They are also expected to keep the area organized, and to keep printer materials stocked. The shared computers in this room should be used appropriately and responsibly for schoolwork, including extracurricular work.

### *Classrooms*

Together with their teachers, students are expected to reset the classrooms at the end of each class, including by picking up all paper, books, binders, and food items.

## **Drugs and Alcohol Policy**

Beacon Academy takes a very strong position against alcohol and drug use by adolescents; distribution, possession, or use of these substances is illegal, in addition to being harmful. In particular, the School forbids the following: possession or use of alcohol and/or other illegal drugs or any drugs used in any that is inconsistent with its intended purpose; being intoxicated or under the influence of alcohol or drugs. "Under the influence" means manifesting signs of chemical misuse including, but not limited to, staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep/dozing in class, memory loss, abusive language, or any other behavior not normal for the student. Any student found misusing or unlawfully possessing prescription drugs, sports enhancement drugs, or over-the-counter medications is also in violation of this Policy. In addition, nitrous oxide cartridges of any kind are forbidden on the campus.

A student suspected of being under the influence may be required to submit to medically-supervised drug and alcohol testing that must be completed on the same day.

In addition to the procedures outlined below, violation of this Policy usually results in probation. Dismissal from the School is the traditional result for the second offense.

### Procedures for Handling Drug and Alcohol Violations

For first violations that exclusively involve the use (as opposed to the sale or distribution of drugs), the School's response will typically include educative and rehabilitative elements. The administration, in consultation with the School's counselor, will review the nature of the offense to determine appropriate consequences. The student's prior history of disciplinary infractions, not limited to those involving drugs and alcohol, will be considered in making this determination. Consequences for the first offenses may include, but are not limited to, the following and may, at the discretion of the school, be imposed as a condition of continued attendance:

- Drug testing at family expense and release of the results to the school before the student returns to class
- Rehabilitation or counseling
- Required cooperation with adult supervision of free time
- Searches of locker, backpack and/or the belongings carried on ones person

- Subsequent infractions involving the use of alcohol or other drugs may result in expulsion or denial of reenrollment. Students and their families should expect the most serious infractions (possession, transfer, providing a location for use or creation) to result in expulsion. Consequences for offenses such as possession, transfer, providing a location for use or creation or for subsequent infractions may include expulsion and notification of local authorities.

### **Tobacco Policy**

The use of tobacco products is harmful to the individual using tobacco and to those who are around the person engaging in it. Tobacco possession, smoking, vaping (whether or not the products contain tobacco or illegal drugs), chewing tobacco, or other use of tobacco is strictly prohibited for Beacon Academy students at any time, on or off campus, including, but not limited to, during any athletic activities, academic or community events held on campus, School-sponsored events, activities held off campus or class trips. Students who violate this policy by using, possessing or supplying tobacco to other students will be subject to restorative intervention.

### **Vaping Policy**

The use of possession of e-cigarettes, vape pens, vapes, and other similar devices is strictly prohibited for Beacon Academy students, at any time, on or off campus, including, but not limited to, during the school day as well as at athletic activities, academic or community events held on campus, School-sponsored events, activities held off campus or class trips. If a student is found in possession of any device prohibited by this policy, the student will typically be required to meet with the Dean of Students or a School administrator. Any student that tampers or destroys a vape detector will be put on behavioral probation and will be financially responsible for the repairs of the device.

Consequences for vaping or being in possession of any device prohibited by this Policy may include, but are not limited to:

- Searches of locker, backpack and/or the belongings carried on one's person;
- Parent/Guardian picking student up immediately from school; and/or
- Enrollment in counseling and rehabilitation services as recommended by the School

We attempt to address issues that impact the health and wellness of our students proactively. Vaping – particularly of nicotine or the active ingredients of marijuana – can be particularly dangerous for young people whose brains are not fully developed and can lead to reduced impulse control, deficits in attention and cognition, and mood disorders. The purpose of this Policy is not to catch students doing something illegal or improper so that they can be punished. Rather, we are concerned about our students' well-being and want to intervene before they do harm to themselves, or become addicted to harmful substances. If a Beacon student is found to be vaping on or off campus during the school day, there will be significant disciplinary consequences.

## **Parents' Role In Alcohol/Drug Prevention**

Parents are often concerned about the use of alcohol and drugs by students and the social acceptability of its use. The following goals have been developed for parents as a guide for discussion and as a foundation for community agreement.

*As parents, we will:*

1. Become informed about the facts of alcohol and drugs so that we can discuss these substances credibly with our children.
2. Develop and communicate to our children a clear position about alcohol and drug use.
3. Promote and encourage social activities without alcohol and drugs.
4. Not serve alcohol to other people's children who are under the legal drinking age or allow under-age people to bring alcohol or drugs into our homes.
5. Support School and law enforcement policies regarding the use of alcohol and drugs by young people.
6. Request and endorse the implementation of comprehensive and meaningful alcohol and drug abuse prevention programs.

*In addition, we will:*

1. Take responsibility for our own children and be concerned for the welfare of the children of others.
2. Set a responsible example for our children.
3. Attempt to resist peer pressure and encourage our children to do likewise.
4. Help our children develop healthy concepts of themselves and effective problem-solving, decision-making, and communication skills.
5. Not sponsor or condone activities our children or we are unable to control (such as parties with limited or no adult supervision).
6. Communicate openly with other parents to establish a sense of community and to provide support in giving consistent messages to our young people.

The School's Dean of Students and school counselor are available for consultation with parents and students on a variety of issues, including drugs and alcohol.

## **Safe Harbor**

In keeping with the beliefs of the School, the administration will respond with assistance and support for any student who proactively and voluntarily seeks help and treatment for a drug or alcohol problem. Safe Harbor may insulate the student from discipline for admitted acts of using illegal drugs prior to disclosure; however, it must be clearly understood that students and their families may not use Safe Harbor as a means of escaping impending disciplinary action. The School will offer Safe Harbor to any student who meets all the following criteria:

- Voluntary self-identification of illegal or improper use of alcohol or drug use prior to identification through other means
- Enrollment in counseling and rehabilitation services as recommended by the School
- Written verification by physicians and therapists of continued counseling and rehabilitation services related to the use of harmful substances
- Abstention from all use of harmful substances after self-identification

The School will handle any subsequent offenses after entrance into Safe Harbor as disciplinary matters.

### **School Gatherings Off Campus (Not Sponsored by the School)**

It is important to remember, through their quest for acceptance from peers and their desire for greater independence, that students still need clear boundaries and guidance, and the following section provides some ideas to consider. They are designed to be practical and, more importantly, are based on the values that we, as a school, stand for as part of our mission. In this sense, we hope that all our parents will support these in spirit, if not in letter.

1. Always be at an event or party in your own home.
  - The parents should be the greeters. During the party, parents should casually make their presence known.
  - Have the party in a part of the house where the guests will be comfortable and where you can maintain adequate supervision.
  - Be the ones to bring in the food and beverages. This will keep the party running smoothly, and it will allow you to meet your child's friends.
  - Occasionally walk around outside.
2. Clearly establish ground rules and expectations with your child before the party takes place (before your child goes to any social event).
  - Let students know your expectations: they want guidelines, though you may hear something quite different.
  - Give students options, but with clear guidelines. Discuss their responsibilities and discuss what the consequences are for inappropriate behavior and what the rewards are for appropriate behavior.
  - Stress the concept of shared responsibility.
  - Parents should take the responsibility of "playing the heavy," if there is inappropriate behavior.
3. Make sure there is plenty of food and non-alcoholic beverages and plan activities.
4. If your child is invited to a party, you should contact the parent giving the party and:

- Verify the location.
- Verify that parents will be present.
- Verify the starting and ending time.
- Offer assistance (e.g., chaperone, food, etc.).
- If there is to be a sleepover, find out what the ground rules will be.

If parents must be away for any length of time, make arrangements for quality supervision in the home to ensure that parents, students, and the home are protected. Too many parties occur in homes when parents are away. Let the School and neighbors know if parents are away.

### **Search and Seizure**

The School may conduct a search of a student and/or the student's belongings, including personal items, such as bags and backpacks, personal electronic devices, and other effects, if the School suspects a student may be violating the law or violating a School rule or code of conduct. Lockers are the property of the School. Students exercise control over their lockers from other students, but not from the School and its officials. As a result, the Head of School and the Head's designees, as well as law enforcement officials, may search lockers as the School determines may be appropriate, which may include random searches. The School and law enforcement officials may seize items that may jeopardize the safety of others or property, or constitute a health hazard.

Any person who operates a vehicle on School property or in connection with any School-related activity is agreeing that the School may inspect and search the vehicle and its contents without notice and without further consent.

### **Open Campus**

Beacon Academy has an open campus because it is part of our mission to create an environment in which students can practice independence. It is also our responsibility to ensure student safety to the furthest extent possible. Open campus is a privilege for all students, not a right.

### Checkout Policy

The success of having an open campus depends on the exercise of trust and judgment by both the student and the School. Checkouts are a privilege, not an entitlement. We expect students to be on the school campus for all required classes, assemblies and other appointments during the school day; however, subject to the guidelines below, students who are not specifically restricted from sign-outs may sign out to a specified location in the immediate neighborhood during work periods.

**9<sup>th</sup> Grade:** Checkouts for 9<sup>th</sup> graders during work periods are not permitted. During work periods, students may go to the cafeteria.

**10<sup>th</sup>, 11<sup>th</sup> and 12<sup>th</sup> Grades:** Students may checkout during their work periods. Students are only allowed to exit through the front entrance, in groups of two or more, and must have their key card to leave the building. Students should let our security officer know where they will be. Students must check back in at the end of their work period. Additionally, students may be dismissed from school if they have a work period during the last period of the day on Mondays, Tuesdays, Thursdays, and Fridays. A student who has work period on Wednesday morning, may arrive to school at 9:45 a.m.

As a reminder, these are work periods. If a teacher requires a check-in, the priority must be given to the teacher on campus before a student goes off campus. If a family does not want their student to have check out privileges during the day, families must email the Dean of Students.

All grades will be allowed off campus during their lunch period.

Students must sign out using the card reader for every departure from and back in immediately upon return to campus on the sign-out sheet located at the reception desk. They may not use CTA, Metra, Uber, Lyft, or their cars when they are checked out. When a student has a work period, the student must provide precise information to the reception desk as to where they are going (not just “out”), and the destination must be one acceptable to the School and within the boundaries set by Beacon.

A minimum of two students is required to check out, and the students must stay together during the checkout. At least one student must bring a cell phone, and students are **REQUIRED** to answer the cell phone if the School calls them. They are also **REQUIRED** to respond to text messages from the School while checked out. Consequences for not responding immediately to a communication from the School when checked out may include, but are not necessarily limited to, campus confinement.

Students who are running late when checked out **MUST** call the reception desk at (224) 999-1177 before the time at which they are expected back on campus. Students who improperly check out, return late without calling, fail to be at the location they have checked out to, or do not respond to a communication from the School will need to meet with the Dean of Students.

Consequences for leaving campus without properly signing out typically include:

- Automatic loss of sign out privileges for a minimum of two weeks
- Meeting with the Dean of Students and the student’s advisor to determine additional restrictions after the second offense.



## **Anti-Harassment**

Beacon Academy does not tolerate harassment or hazing of any kind and seeks to promote an environment that is free from action and comments that demean a person on the basis of race, color, gender, gender identity, sexual orientation, national origin, religion, age, disability, economic status, or any other personal qualities. Such conduct is contrary to the School's philosophy of providing a respectful environment for all. Every person in the community has the right to participate fully in the life of the School without fear of harassment. We are proud of our diversity. Students and adults studying and working at Beacon can expect an atmosphere of courtesy, mutual respect, tolerance, supportiveness, and sensitivity to individual differences. At all times, members of the School community are expected to respect the dignity of every individual. It is the obligation of every member of the community to be aware of their rights and responsibilities with respect to appropriate behavior. Prohibited harassment may take different forms and may be based on any of the factors listed above. Examples of inappropriate behavior include, but are not limited to, the following:

- Obscene, suggestive, intimidating, or demeaning remarks, jokes, or insults, either in person, in writing or via the internet;
- Display of offensive, explicit, or demeaning materials, including via email, social networking or other means;
- Threatening or intimidating behavior, either in person, in writing or via the internet; and
- Unwelcome touching or violation of a comfortable personal space.

Any student or faculty member who observes conduct that they feel is prohibited by this Policy or who believes that they have been the target of such harassment should report the matter to the Head of School, Dean of Students, the School counselor, or any other trusted adult. Using technology to threaten, intimidate, demean, or harass any member of the Beacon community is harmful to the dignity of the individual being targeted and to the fabric of the community as a whole. Where the School determines that such conduct has harmed the learning environment and/or adversely affected a member of the community, the offending student will be subject to discipline, up to and including dismissal.

## **Violence**

Threats, threatening behavior, intimidation, or acts of violence against students, visitors, guests, or other individuals by anyone within the Beacon Academy community will not be tolerated. This includes behavior that is reasonably perceived by others to be threatening, intimidating, or violent. Such behavior can include, but is not limited to, oral and written statements, gestures, expressions, or anything that communicates a direct or indirect threat of physical and/or mental harm. Any actual or implied threat of violence will be treated as a real and serious danger and will be thoroughly investigated by the School and potentially by law enforcement. Violations of this Policy may lead to disciplinary action, up to and including dismissal. Any student who

makes threats, exhibits threatening behavior, or engages in violent acts on campus may be removed from the premises and required to remain off campus pending the outcome of an investigation. All students are responsible for maintaining a safe environment, and all students are responsible for notifying either a faculty member or a member of the administration of any threats or threatening behavior or violent acts they have received or observed. Even without an actual threat, students must report any behavior they have witnessed that they regard as threatening, intimidating, or violent. Beacon Academy understands the sensitivity of the information requested, and all information will be treated confidentially to the extent possible.

## **Sexual Intimacy**

Beacon recognizes that adolescence is a time of developing sexuality. We are aware, however, of the potential for damaging physical, emotional, and social consequences that can result from intimate sexual contact. Students engaged in sexual acts on campus should expect disciplinary consequences, up to and including dismissal. Pornographic material is considered inappropriate for students to possess, distribute, or view. Print form, video, or online pornography does not have a place in our community. Students found in possession of pornography should expect a disciplinary response.

If students are found to have engaged in sexually intimate activity, or in a situation that suggests they have been sexually intimate, the School will generally first respond to the situation as a health issue. Such a response may include notification to parents/guardians and, as appropriate, referral to the Schools' healthcare providers. It is imperative that students understand and appreciate that certain sexual activity may violate the law and, therefore, is prohibited by the Schools.

Following Illinois law, the School prohibits students from engaging in non consensual sexual activity, considering it to be egregious misconduct and a major disciplinary violation. Consent must be the basis for every sexually intimate encounter. Consent means the voluntary, positive agreement to engage in specific sexual activity. However, as described below, certain circumstances may make it impossible for a person to legally give consent.

- By law in Illinois, there can be no consent to sexual intercourse, oral sex, any penetrative act, or touching (either directly or through clothing) of the sex organs, anus, or breast for the sexual gratification or arousal of the victim or the accused if the individual is under age 17.
- By law in Illinois, there can be no consent to intentionally touching any part of an individual under the age of 14 for the purpose of sexual gratification or arousal of the victim or the accused.
- Consent cannot be obtained from someone who is asleep or otherwise mentally or physically incapacitated (whether due to drugs, alcohol or some other condition).
- Consent cannot be obtained by threat, coercion or force. In other words, if threat, coercion or force is used, any "agreement" does not constitute consent.
- Consent may be withdrawn at any stage during an encounter.

- Consenting to one behavior does not obligate a person to consent to any other behavior.
- Consenting on one occasion does not obligate a person to consent on any other occasion.

Communicating consent means:

- The person is legally capable of giving consent.
- An ongoing verbal interaction, taken one step at a time, to an expressed and honest yes.
- Asking permission to engage in specific activity *and* to progress to new, different or more intimate activity – regardless of who initiated the contact.
- Being clear about desires and expectations.
- A clear “yes.” The absence of “no” should not be understood to mean that there is consent.
- Remaining open to and respecting another’s expression of disagreement to engage in a particular activity. “No” means “no” in any sexual encounter.

The School may consider students engaging in sexual intercourse to be in violation of school rules. Furthermore, when sexually intimate activity is accompanied by violations of other school rules (such as abuse of technology or consumption of alcohol), the School may respond with significant disciplinary action.

Beacon Academy prohibits and may be obligated to report sexual activity that violates the law, including rape, sexual assault and statutory rape. Sexual activity, of any and all kinds, is prohibited between any student or applicant and any School employee.

### **Sexting**

Please be aware that Beacon prohibits sexting through the use of a computer or any electronic communication device. Sexting can generally be defined as the distribution or dissemination of an indecent visual depiction of another minor, and this behavior is contrary to School policy.

It is also worth noting that Illinois law states that a child who violates this statute could be criminally charged under the state’s pornography laws.

### **Sexual Harassment**

Sexual harassment consists of unwanted sexual advances, requests for sexual favors, and other visual, verbal, or physical conduct, of a sexual nature. It may involve, but is not limited to:

- Suggestions that submission to or rejection of the conduct will influence academic decisions (grades, for example) or evaluations or permission to participate in any activity
- Conduct that has the purpose or effect of unreasonably interfering with an individual’s academic or other performance by creating a hostile or intimidating environment

- Conduct that has the purpose or effect of creating a hostile or intimidating environment

If a student feels they are being harassed by another person, in addition to any other action that the student may wish to take, the student is encouraged to tell the person to STOP. This may be done any way(s) that the student feels most comfortable communicating: in person or in writing, at the time of the incident or at a later time, in a group or one on one. If the student feels comfortable doing so, they should tell the person what was/is offensive and insist that it stop. If the person understands and the student trusts the behavior will cease, the matter could end there.

Either in addition to or instead of the approach outlined above, the student may prefer to tell a teacher, advisor, or another trusted adult. That person should make every effort to protect the student's privacy and work to resolve the problem.

If the student feels that any informal discussion is inadequate or unsuccessful, and/or if the offense is severe, the problem should be communicated to the Head of School, Dean of Students or any other trusted adult. Typically, should this happen, the Head of School or other appropriate individual will gather information and may complete. To the extent practicable, any investigation will be handled in a way that respects the privacy concerns of the individual(s) involved.

When a student has been found to be in violation of this harassment policy, formal disciplinary action may take place. The School prohibits retaliation as a result of any individual's good faith complaint concerning a violation of this Policy. However, intentionally making a false complaint may result in disciplinary action.

Nothing in this Policy is intended to discourage open but appropriate discussion of controversial subjects and the free expression of views.

### **Statement Regarding Disciplinary Policies**

All students are subject to school jurisdiction at all times while on campus or at an off-campus. Any conduct by a student that the School finds to have an adverse effect on the reputation of the School or its standing in the community, regardless of whether the conduct occurs at school or elsewhere, or whether the School is in session or on vacation, will be treated as grounds for disciplinary action, including dismissal.

### **Behavioral Probation**

Behavioral probation may be required when a student has committed a serious violation of the School's behavioral expectations, as determined by the School in its sole discretion. During the specified period of review and observation, the student must demonstrate the ability to fully comply with all School policies and expectations, including any specific terms or conditions that

may be imposed by the Dean of Students or the Head of School. Behavioral probation is a formally documented period that may be reported to colleges and universities in response to disciplinary questions asked on college applications. When requested, Beacon Academy will disclose instances of behavioral probation.

The specific terms of the probation are determined on a case-by-case basis, and the time period ranges from one semester to one year, depending on the seriousness of the offense(s) that caused the student to be placed on behavioral probation. Further inappropriate behavior during the probationary period or repeated probationary status will result in additional consequences, including, but not limited to:

- Exclusion from public activities such as athletic competitions, club participation, trips and major school events
- Denial of readmission to classes without a professional evaluation and/or enrollment in professional development
- Denial of reenrollment
- Immediate dismissal

## **Major Violations**

Behavior deemed to pose an extreme physical or emotional danger to oneself or others (for example, distributing drugs, use or possession of dangerous drugs, setting fires, inappropriate sexual behavior) may result in a student's immediate dismissal. The following are examples of behavior that may be considered major violations and that may result in the student being placed on behavioral probation and/or dismissed:

- Theft
- Physical or mental hazing, bullying, or harassing (including, but not limited to inappropriate use of social media).
- The use of racial, sexual, or other slurs
- Possession of weapons
- Use, possession, or distribution of drugs and alcohol
- Extreme disrespect to the Beacon community
- Using fire inside campus buildings (e.g., smoking, burning candles, incense, etc.)
- Vandalism
- Being off campus and not responding to calls from the School
- Leaving campus without checking out properly
- Physical aggression (e.g., fighting, harassing of a physical nature)
- Sexting or sending inappropriate pictures without consent

## Disciplinary Procedure for Major Violations

In responding to major violations, the School will typically follow the procedures outlined below:

Major violations should be reported immediately to the Dean of Students. The School may then notify parents of a major offense and schedule a meeting at the School to discuss the

incident(s) and subsequent disciplinary action. The event and the content of the parent meeting may be documented in a letter to the parents, a copy of which may also be placed in the student's file.

Responses to major disciplinary concerns or repeated violations of behavioral guidelines may include, but are not limited to, the following:

**Reprimand** – A formal letter of reprimand, in which the School's dissatisfaction is expressed, is placed in the student's file.

**Warning** – A written warning signals a serious misbehavior, and will also be placed in the student's file. When a student is given a warning, a second offense warranting warning usually results in dismissal.

**Behavioral Probation** – A student may be placed on probation only ONCE during their time at Beacon Academy. A second probationary offense usually results in dismissal. Students placed on probation will likely have to report this to colleges during the application process.

### **Disclosure to Community**

For purposes of providing an opportunity for the student body to learn and grow, information about disciplinary consequences or other corrective action will be shared with the School community as deemed appropriate by the Head of School. Such announcements may be made in person, by electronic communication, or otherwise.

## **Technology Acceptable Use Policy**

### **Purpose**

This Policy defines and describes Beacon Academy's commitment to ensure the legal, ethical, and appropriate use of technology resources at the School, including, but not limited to: computer equipment, software, networks, and voice systems.

The technology resources at the School are provided to support the School's educational and business operations. School technology resources are the property of the School; use of these resources is a privilege and not a right. Individuals who are provided access to School technology resources assume responsibility for their appropriate use; the School expects individuals to be careful, honest, responsible, and civil and to at all times be in compliance with all School policies and state and federal law.

### **Scope**

This Policy applies to all users of Beacon Academy's technology resources. It applies to all software and hardware owned, leased, or subscribed to by the School and to all personally owned equipment that connects to the School's network.

### **Authorized Use**

An authorized user is any person who has been granted authority by the School to access IT computing, network, and voice systems. Unauthorized use is strictly prohibited.

By accessing the School's network using School-owned or personally owned equipment, you have consented to the School's rules described in this Policy with respect to any such equipment, as well as with respect to any information or communicated stored or transmitted over such equipment.

When a user ceases being a member of the School community (via graduation, withdrawal, dismissal, or otherwise), the individual ceases to be an authorized user.

Incidental use of the School's network and/or technology for personal, non-School-related purposes may be acceptable insofar as it does not negatively impact system performance, classes, or School business.

## Responsible Use

All users of the School's technology resources are expected to abide by the following guidelines:

- Individuals who are assigned data network accounts are solely responsible for how they are used. Individuals may not share or borrow accounts and passwords with others.
- Users may not access the personal or confidential accounts and files of others without permission. Users are prohibited from acting in ways that are unethical, illegal, or that invade the privacy of others.
- Users must maintain the confidentiality of the School's sensitive information and comply with School information security and privacy policies and all applicable federal and state laws.
- Any communication, whether internal or external, must clearly identify the sender. Individuals may not send messages anonymously or under another name or identity. Altering electronic communications to hide your identity or to impersonate another person is prohibited.
- Users are responsible for both the content and the reasonably foreseeable effects of their activities on the network. Prohibited activities include, but are not limited to: creating or propagating viruses; materials in any form (text, sounds, images, video) that reflect negatively on the School; chain letters; inappropriate messages (including discriminatory or harassing material); and billable services.
- Users must abide by all copyright and other laws governing intellectual property use. Users are prohibited from using school networks or equipment for the acquisition, storage, or distribution of any digital content which they do not have the legal right to use, including but not limited to, copying and sharing software, images, music, and movies.
- Users must adhere to all software license provisions. No unauthorized software may be installed, copied, or used on School equipment.
- Users are required to maintain and use updated virus protection software on their computers when connecting to the School network. Users should use caution when opening email attachments or other internet files, which may contain malicious software. Any computer found to be infected with viruses or malware to the extent that it may negatively affect School resources will not be permitted to access the School network until the School has confirmed such viruses and/or malware have been removed and updated antivirus software has been installed. If a user knows or suspects that their machine has contracted a virus, the user shall notify the IT Director immediately.



## Prohibited Activities

Users of the School's technology equipment are prohibited from taking any of the following actions:

- Attempting to exploit, test, or probe for security holes or weaknesses on School computers or networks
- Attempting to monitor, analyze, or tamper with network data packets that are not explicitly addressed to your computer
- Using a network address other than the one assigned by the School
- Executing or compiling programs that have the potential to break or interfere with system security
- Connecting any secondary physical network including, but not limited to: modems, bridges, routers, wireless access points, or other network devices to the School network without prior authorization from the IT Director
- Using the technology equipment in any way that is inconsistent with the School's non-profit status, including, but not limited to, using School technology in any way that suggests School endorsement of any political candidate
- Taking part in physical theft, rearrangement, or damage to any and all School technology equipment, facilities, or property.
- Conducting any undisclosed and unauthorized recording or streaming or taking still photographs of other individuals within the Beacon community: Individuals are not permitted to make or attempt to make an audio or video recording or take photos of private, nonpublic conversations and/or meetings on the premises without the knowledge and consent of all participants subject to such recordings, and, in the case of students, without the consent of the Head of School. The use of undisclosed hidden recording devices is prohibited, as is the transmission and/or distribution of any such recordings or pictures
- Accessing the School's network or equipment to create, access, download, edit, view, store, send, or print materials that are illegal, harassing, intimidating, discriminatory, pornographic, or otherwise inconsistent with the School's rules and policies
- Using of the School's technology resources for any type of illegal activity

## Security

Each user is responsible for the security and integrity of information stored on their computer or voice mail system. Computer accounts, passwords, security codes, and other types of authorization are assigned to individual users and must not be shared with or used by others. The School may, in its discretion, bypass such passwords and to access, view, or monitor IT systems and all of their contents. By accessing the School's systems, you acknowledge and agree that the School may do so.

Users may not attempt to circumvent or subvert the security provisions of any system.

## **Privacy Expectations**

The School's network, voice, and computing resources are the property of the School and users shall have no expectation of privacy with regard to their use of the School's networks and equipment. Though the School does not routinely monitor network activity, the School may, in its discretion, access, view, or monitor any information or communication stored on or transmitted over the network, or on or over equipment that has been used to access the School's network, and it may be required by law to allow third parties to do so. Electronic data may become evidence in legal proceedings. IT will participate as required in any investigation as directed by the Head of School. The School places a high value on privacy and recognizes IT's crucial importance in an academic setting. There are nonetheless circumstances under which, following carefully prescribed processes, the School may determine that certain broad concerns outweigh the value of an individual's interest in privacy and warrant School access to relevant IT systems without the consent of the individual.

Among other things, the School may take action to protect systems, software, individuals, and contents of the network from potential or actual harm. This may, in turn, result in loss of user data or other damage to user data or equipment.

Users should exercise caution when storing, processing, and/or transmitting personal and sensitive data on the School's network.

## **Social Media Policy**

Beacon Academy does not routinely monitor the social media activity of students; however, students are expected to uphold the standards of the Beacon community in-person and online. The School may take disciplinary action against a student who engages in online behavior that violates our community norms, School policies, and/or that interferes with the daily operations of the School.

With regard to social media, students should observe the following guidelines:

- Be respectful. Anything you post as a Beacon community member reflects on the institution as well as yourself. Be respectful of the School and yourself at all times.
- Be transparent. Balance your interest in individual expression with the valid interests of the School in promoting and presenting its mission, culture, and values to the community at large.
- Remember, everything you do online can and will live forever. Think before you post, remembering that anything you share within social media, even within a closed network, is not private. It can and will be shared, stored and spread globally. Don't post anything online that you wouldn't feel comfortable seeing on the front page of the newspaper, or on a news website, or sharing with your parents or teachers.

While student use of social media sites may be permitted in certain instances during school hours, students may not engage in social media activity during classes.

### Online Relationships Between Students and Employees

Current students should not initiate or accept social media relationship requests from employees of the School. Exceptions may be made if the employee is a relative of the student. If a student receives a friend request from an employee, they should notify their advisor, the Dean of Students, or any School administrator immediately.

### Privacy

As a rule, individuals using Beacon Academy's computing and network resources will not generally have their activity monitored or reviewed. However, IT personnel or School administrators may conduct searches under certain circumstances, including but not limited to, when there is a reasonable suspicion that computing resources have been misused, a School policy has been violated, or when routine maintenance and monitoring of computers and the network reveal possible violations of policy. IT will communicate with the School administration regarding its findings, which may, in turn, result in disciplinary action being taken against any students who may be involved in online activity that violates School policy.

### Accounts

Members of the Beacon community are provided with various accounts to access various technology resources. Unless explicitly stated otherwise, these accounts are intended for the sole use of the individual to whom they were issued. Users are expected to protect their account information and should not disclose their passwords to anyone. Users should also change their password on a regular basis and choose secure passwords. Accounts should only be used for School-related purposes.

### Cyber-bullying

Cyber-bullying is also a form of prohibited bullying. Please see the Anti-Bullying Policy at the end of this handbook for more information. Cyberbullying is considered a Major Violation and disciplinary actions will occur.

### General

To report security violations or abuse of network or computing resources or to raise any concerns or questions, student may contact the IT Department at [helpdesk@beaconacademyil.org](mailto:helpdesk@beaconacademyil.org) or by calling 224-999-1177.

## **Enforcement And Sanctions**

All members of the community are expected to assist in the enforcement of the Technology Acceptable Use Policy. Violations of this Policy may result in a variety of disciplinary actions, which may include, but are not limited to, the loss of computer, telephone, and/or network access privileges or dismissal for employees and requirement to withdraw for students. Some violations may constitute criminal offenses as defined by local, state, and federal laws, and the School may initiate or assist in the prosecution of any such violations.

Any suspected violation of this Policy should be reported immediately to the Director of Information Technology and to the Head of School.

## **Student Online Personal Protection Act Privacy Statement**

Effective July 1, 2021, Beacon Academy will be required to comply with the requirements of the Student Online Personal Protection Act, to the extent applicable to private and nonpublic schools. Beacon Academy prioritizes the privacy and security of our students' personally identifiable information. Beacon Academy has not and will not sell, rent, lease or trade a student's covered information. Further, students' covered information shall be collected only for 9<sup>th</sup> through 12<sup>th</sup> grade school purposes and not further processed in a manner that is incompatible with those purposes. Additionally, students' covered information shall only be adequate, relevant, and limited to what is necessary in relation to the 9<sup>th</sup> through 12<sup>th</sup> grade school purposes for which it is processed.

## **Athletics**

### **Athletic Overview**

Beacon Academy encourages participation in interscholastic athletics under the guidance of the Illinois High School Association (IHSA). Our goal is to enrich the student within the frameworks of our unique educational experience while navigating the work-life balance of high school. We hope to encourage lifelong habits of physical fitness as well as ethical character traits that one needs to function in real-world settings.

We promote perseverance and work ethic through the challenges of athletics. The most effective trait is learning how to compete through adversity, whether winning or losing. In sports, failures often arise throughout competition, perseverance and work ethic can help to overcome these hardships. Athletics affords Beacon athletes to rebound after dramatic failures while retaining their motivation to win with honor and dignity.

Athletics plays an integral role in the Beacon Academy experience. It is an extension of our classrooms where dynamic growth often occurs. We encourage collaborative teamwork, thinking, and dedication towards a common goal. We recognize the value of supporting and sacrificing for a team; about competing with character to bring out the best in yourself, your teammates, and your opponents; and about winning and losing with humility. It's all about the challenge – one that we enthusiastically embrace.

Our emphasis is on chasing excellence in every sport we offer. Raising the bar!

Participation is prized at Beacon. We encourage our students to get involved in as many extracurricular activities as they desire. Athletes can try a sport for the first time or can train at a level that prepares you for collegiate competition. Developing grit, dedication, teamwork, and leadership, and learning to take risks all help ensure success for students throughout college and later in life. Our athletes are as exceptional and high-achieving in competition as they are in the classroom.

The School's commitment to a no-cut policy with respect to athletics ensures inclusivity, regardless of a student's skill level or experience.

### **Sports Clothing and Equipment**

- For practice, students are required to wear appropriate clothing such as shorts, t-shirt, sweat pants, and sweat tops.
- Cleats are required for soccer. Metal cleats are not allowed. Appropriate polycarbonate eyewear is necessary for all squash players.
- Athletes are required to have the appropriate sports equipment for their sport (e.g., tennis racquet).

- At the beginning of the season, all players will be issued a team uniform, which they will be responsible for maintaining. Uniforms will be worn only on game days and will be collected at the end of the season. Any athlete who has not returned the athlete's uniform, or has returned it in poor condition, will be billed through the Business Office.
- Jewelry may not be worn during practices and/or during competitive events.
- All athletes who wear glasses when playing any sport must have polycarbonate lenses in their frames. No substitute is acceptable. A note from the student's optometrist or a receipt stating that the lenses are polycarbonate must be mailed to the Athletic Director prior to a student's participation in athletic activities.

### **IHSA Mission Statement**

*Adopted on June 9, 2008*

The IHSA governs the equitable participation in interscholastic athletics and activities that enrich the educational experience

Opportunity for boys and girls to represent their school and community as they participate in interscholastic activities is a privilege unique to young people in American education. Why? Because educators across the USA believe that participation in interscholastic activities offers students significant lifetime learning experiences that cannot be duplicated in any other instructional setting.

The purpose of the IHSA is to provide leadership for the development, supervision and promotion of good sportsmanship in interscholastic competition and other activities in which its member schools choose to engage. Participation in such interscholastic activities offers eligible students experiences in an educational setting which provide enrichment to the educational experience.

#### **It is the responsibility of each member school:**

1. To stress the educational importance, the cultural values and the appreciations and skills involved in all its interscholastic activities and to promote cooperation and friendship;
2. To regulate its interscholastic program in both character and quantity according to the accepted objectives of secondary education so that interscholastics shall not unduly interfere with nor abridge the regular program of teachers and students in the performances of their regular day-to-day school duties;
3. To encourage economy in the time of the student and teacher personnel devoted to interscholastic activities;
4. To encourage economy in expenses of interscholastic activities; and
5. To promote only those activities which enhance the school's desired educational goals.

School personnel, students, parents and taxpayers have long recognized and endorsed the role of the IHSA — a non-profit, voluntary organization composed of Illinois high schools, each represented by its principal or designated representative — in providing supervision, control and promotion of the interscholastic activities (athletic and non-athletic) in which students engage.

Web Site: [www.IHSA.Org](http://www.IHSA.Org)

## **IHSA Beliefs**

- IHSA believes each individual is important.
- IHSA believes participation in interscholastic athletics and activities is a privilege that enhances secondary education.
- IHSA believes in respect, appreciation, and acceptance of diversity.
- IHSA believes each individual's involvement and acceptance of personal responsibility is critical.
- IHSA believes sportsmanship is a core value and its promotion and practice are essential.
- IHSA believes each member school is equal and equally important to the association's existence.
- IHSA believes equality and fairness must always be safeguarded. IHSA believes all persons involved in interscholastic athletics and activities are expected to be positive role models.
- IHSA believes the process of striving to reach one's full potential is more important than winning.
- IHSA believes effective communication promotes knowledge, understanding, and collaboration.
- IHSA believes in the pursuit of excellence.
- IHSA believes to remain effective it must be a self-governing organization where each member school must take responsibility for the knowledge and enforcement of all rules and regulations.
- IHSA believes integrity and honesty are non-negotiable.

## **No Cut Policy**

Beacon's No-Cut policy is aligned with our primary value of Inclusion. Everyone is welcomed to participate in any and all athletic offerings. First-year participants will be held to the same standard and accountability as our advanced athletes.

Our No-Cut policy does not guarantee varsity playing time, but it does ensure each player experiences developmental game time at the junior varsity level. All athletic teams are deemed a classroom where the same expectations are to be observed. Specifically, among other expectations, athletes are expected to participate in every practice and every game. Unexcused absences will not be tolerated and may lead to reduced playing time, including but not limited to, having to "sit out" an entire game.

## **Beacon Athlete Vision Statement**

Beacon Academy provides a place where athletes are inspired to perform at their personal bests, thriving as competitors, teammates, and ambassadors of Beacon Academy, and as part of an inclusive, committed, hard-working team.

## **Beacon Values**

Primary: Inclusion - Innovation - Independence - Interdependence

Athletic Core Values: (LEO) Love Each Other - Believe In Yourself - Warrior Spirit - Have Fun

## **Beacon Goals**

1. Mastery of Skills
2. Achieving Athletic Excellence
3. Promoting sustainable life-skills that develop the mind, body, and spirit
4. Creating habits that contribute to ourselves and our community
5. Good Sportsmanship

## **Varsity Designation**

The primary objective of our varsity team is to test its skills in competition and to compete at the highest level across the state. Therefore, coaches use what they consider to be their best players to achieve this objective under varsity designation. All coaches strive to reward varsity athletes with the opportunity to play, but this opportunity is not assumed or taken for granted. A varsity designation is earned. Due to numbers restrictions, some players may play JV/Varsity games according to the IHSA guidelines. Players can be held accountable for unexcused absences.

## **Development Designation**

The primary objective of our development or junior varsity teams concentrates on developing skills and improving overall athletic ability. Coaches allow all developmental athletes to participate in junior varsity contests unless there are disciplinary or physical impediments to participation. The schedule differs from the varsity schedule and is completely contingent on participants at Beacon and all opponents. No seniors will be on the developmental team (unless by request). Players under this designation are expected to be present and supportive of the varsity team.

## **Beacon Varsity Athletic Teams**

Fall: Girls' Volleyball, Boys' Soccer, Coed Cross Country, Sailing, Girls' Tennis

Winter: Girls' and Boys' Basketball, Coed Squash

Spring: Sailing, Girls' Soccer, Boys' Tennis, Coed Track & Field, Boys' Volleyball



## **Beacon Activities**

Spring: Ultimate Frisbee, Chess, Scholastic Bowl

## **Beacon Facilities**

Beacon remains creative when it comes to facilities and we are proud to partner with several outlets within the City of Evanston including (these rental facilities may be subject to change):

- Levy Center - Basketball
  - 300 Dodge Ave, Evanston, IL 60202
- Robert Crown Center - Basketball, Volleyball, Soccer game site
  - 1701 Main Street, Evanston, IL 60202
- Talmadge Park - Soccer practice fields
  - 931 Noyes Street, Evanston, IL 60201
- Lovelace Park - Soccer and Tennis Game Field
  - Gross Point Road & Thayer St, Evanston, IL 60201
- Channelside Park Soccer Game Field
  - North Shore Channel Trail, Evanston, IL 60201 (at Main Street Market Place)
- Leahy Park - Tennis Practice Courts, Soccer Alternative practice field
  - 1028 Central Street intersecting with Lincoln Street across from Chandler-Newberger Bldg
- The Quad - indoor soccer fields
  - 2454 Oakton St, Evanston, IL 60202
- Energy Volleyball Center
  - 6352 W Howard St, Niles, IL 60714

## **Lake Shore Athletic League**

- Acero Cruz
  - Address: 7416 N Ridge Boulevard
  - Soccer & Volleyball facilities located at the above address
- Beacon Academy
  - Address: 1574 N Sherman Ave
- British International School
  - Address: 161 West 9th Street
  - Soccer, Volleyball, Basketball facilities located at the above address
- Chicago Waldorf
  - Address: 5200 N Ashland Ave
  - Do not have fields on site
- Intrinsic School
  - Address: 79 W Monroe St
- Lycee Francais

- Address: 1929 W Wilson Ave
- Basketball, Volleyball, & Soccer on site
- Roycemore School
  - 1200 Davis St, Evanston, IL 60201
  - Basketball & Volleyball
- Wolcott School
  - Address: 524 N Wolcott
  - Basketball & Volleyball, Wolcott Arts & Athletics Center, 1950 W Hubbard Street

## Team Communication

Each team is expected to utilize Beacon email as the preferred method of communication especially one-on-one conversations. The Remind app is the preferred medium for official team only group texts. **One-on-one text messaging between a student and coach is strictly forbidden.**

## Communication Plan

Beacon is proud of our coaching staff. Each coach is trained to handle emergencies. However, when there are issues regarding other situations (with the exception of playing time, team strategy, or other student-athletes) involving the team, students and parents are expected to follow these steps:

1. Player communicates with coach including when a student may be absent or late to a game or prac
2. If concern(s) persist, parent(s) & player communicates with coach
3. If concern(s) persist, parent(s) and/or students communicates with athletic director

*Note - Parents are asked not to question a coach before, during, or after a game or practice. We want to exercise the 24-hour rule which allows all parties to appropriately reflect upon any situation in order to provide a positive experience.*

## Transportation

All athletes with a valid driver's license may drive to practice sites. Athletes are required to travel with the team **when** transportation is provided to athletic contests. However, parents/guardians are welcome to take their children from away contests with consent from the Athletic Director and acknowledgment from the coach on site. *In the case that a competition site is closer in distance to a family's residence vs the school, the athlete may be permitted to follow the team bus.*

In addition, our practice facilities are off-site and our students who do not drive have access to the train system that drops them off near Talmadge and Leahy Parks (see Beacon Facilities). Other practices off site will have transportation to and from Beacon Academy.

## **Athletics Registration**

Any student wishing to participate on an athletics team must register during the designated time frame by filling out the [Beacon Athletics Declaration form](#) and registering on FinalForms. The IHSA requires paperwork to be completed prior to participation. Those documents can be found under Medical Information.

## **Medical Information**

Any student wishing to participate on an athletics team must submit a valid physical annually, the [IHSA Pre-Participation](#) form, and the [IHSA medical acknowledgment and consent](#) form prior to the season. This is in addition to the required forms necessary to enroll at Beacon Academy.

## **Athletic Fees**

Athletic fees are charged to supplement individual team budgets in regard to facilities, transportation, and travel gear. Each year, an athlete will be responsible for the fee of \$100 for one season and an additional \$50 fee for additional seasons totaling no more than \$200 for three seasons. Please note that sailing has separate fees through the Sheridan Shore Sailing School. Athletes receiving financial aid will be eligible for fee waivers. **Fees are due prior to the first competition of the season.**

## **Equipment**

The entire Beacon Athletics department is outfitted by Adidas. **ALL team issued uniforms are the property of Beacon Athletics.** Each athlete is responsible for any and all gear issued to them. Failure to return this gear at the end of the season will result in a \$100 charge to the individual student account. Please note this charge must be paid before issuing diplomas. These items are expensive to replace and athletes are expected to be responsible for the care of their own uniform.

## **Beacon Accountability And Athletic Council**

All student-athletes will be held accountable by the Athletic Council, faculty sponsor(s) in conjunction with the Athletic Director. Our coaching staff agree to and support all terms set forth by the Council.

The Athletic Council is assembled by the sitting Athletic Director. It includes representatives from the Sophomore, Junior and Senior classes. It is intentionally a diverse group of athletes. The Council, along with the Athletic Director form a think-tank to plan, organize, and execute several necessary details of the athletic department. The intention is to act as ambassadors for the Athletic Department, the teams, and individuals that make up each team.

## **Head Injury/Concussion Policy**

A “concussion” is a complex disturbance in brain function, due to direct or indirect trauma to the head, related to neurometabolic dysfunction, rather than structural injury. Most individuals who experience a concussion can recover completely as long as they do not return to play or return to learn prematurely. The effects of repeated concussions can be cumulative, and after a concussion, there is a period in which the brain is particularly vulnerable to further injury. If the individual sustains a second concussion during this period, the risk of permanent brain injury increases significantly.

As such, the guidelines outlined below should be followed to ensure that student-athletes are identified, treated, and referred appropriately, receive appropriate follow-up care during the school day, and are recovered prior to returning to full activity.

### Concussion Awareness

Concussions and other brain injuries can be serious and potentially life threatening. If managed properly, most athletes can enjoy long careers in sports after a concussion. If not managed properly, research indicates that these injuries can also have serious consequences later in life.

A concussion occurs when there is a direct or indirect injury to the brain. As a result, transient impairment of mental functions such as memory, balance/equilibrium, and vision may occur. It is important to recognize that many sport-related concussions do not result in loss of consciousness and, therefore, all suspected head injuries should be taken seriously. Coaches, parents, and fellow teammates can be helpful in identifying those who may potentially have a concussion, because a concussed student-athlete may not be aware of the athlete’s condition or may be trying to hide the injury to stay in the game or practice.

Second-Impact Syndrome (SIS) results from an acute brain swelling that occurs when a second concussion is sustained before complete recovery from a previous concussion. Student-athletes who have mild symptoms or symptoms that have cleared are still at risk for developing brain swelling after a second impact to the head.

All parents are required to sign the School’s Concussion Information Sheet at the start of the school year, which will be distributed by email and/or made available online. Students are not permitted to partake in any sports-related activity unless the signed form has been submitted to the Athletic Director. The Information Sheet informs parents how to recognize the signs and symptoms of a concussion and what to do if you suspect your child has suffered a concussion

### Signs and Symptoms

When a student-athlete sustains a concussion, the student-athlete may report one or more of the following symptoms: headache or “pressure” in head; double or fuzzy vision; dizziness;

tinnitus (ringing in the ears); nausea; just doesn't "feel right;" sensitivity to light and/or noise; feeling sluggish, foggy, or groggy; concentration/memory problems; and/or confusion.

When a student-athlete sustains a concussion, one or more of the following symptoms may be observed in the athlete: loss of consciousness; appears dazed or stunned; moves clumsily; unsure of score, opponent, date, etc.; cannot recall events prior to incident; cannot recall events after incident; answers questions slowly; confused about what to do—assignments, position, etc.; forgets an instruction; and/or shows mood, behavior, or personality changes.

The School recommends that a student-athlete receive prompt medical attention for the following dangerous symptoms of a concussion:

- Loss of consciousness;
- Vomiting;
- Confusion;
- Convulsions or seizures;
- One pupil is larger than the other;
- Difficulty recognizing people or places;
- Extreme drowsiness or cannot be awakened;
- Any weakness or numbness; and
- Headache worsens or does not go away after 24 hours.

### Management Procedures

The School strongly recommends that student-athletes take a pre-season baseline assessment for concussion that will remain on hand in the event of a concussion. It is also strongly recommended that parents and student-athletes take an online course prior to the start of each school year.

When a student-athlete shows any signs, symptoms, or behaviors consistent with a concussion, the student-athlete is expected to be promptly removed from practice or competition and evaluated by the student-athlete's healthcare provider. At home and away events, when there is no qualified medical professional available, the coaching staff will typically abide by, "When in doubt, sit them out," as recommended by the Centers for Disease Control. If any danger signs are exhibited as described above, the School will strive to contact a parent/guardian and will accompany the student-athlete to an Emergency Room by Emergency Medical Service.

### Post-Concussion – Return To Play

The student-athlete must meet all of the following criteria in order to progress to activity:

- Symptom-free at rest and with exertion (including mental exertion in school).
- Have written clearance from the appropriate health care provider.
- Once the above criteria are met, the student-athlete will be progressed back to full activity following a stepwise process that includes:

- Light aerobic exercise (stationary bike, swimming, etc. at <70% PMHR (predicted maximum heart rate)).
- Sport-specific training (running, throwing, catching, body weight exercises).
- Non-contact training drills; weight lifting (full non-contact practice).
- Full-contact practice (controlled contact drills).
- Game play (no activity restrictions).

## **Enrollment and Financial Information**

### **Enrollment Agreements**

Enrollment agreements are typically sent to families each winter. Students may not attend classes unless a properly executed enrollment agreement is submitted to the School in a timely manner. Enrollment agreements will be sent to returning students only if all financial obligations are current and the School is generally satisfied with the student's academic performance and behavior. Please see the Re-Enrollment Policy for additional information.

Unless Tuition Refund Insurance is purchased and the Insurance covers the tuition, once an enrollment agreement has been signed and accepted by the School, parents are responsible for the full tuition for the academic year, if withdrawing after August 1st, regardless of the reason for withdrawal. Please see the Handbook's Tuition Refund Plan Policy for additional information.

### **Tuition and Financial Assistance**

Our School community is committed to helping families effectively meet the cost of the School education to the extent that the School's resources permit. Families who demonstrate that their financial resources are insufficient to pay the full cost of tuition are eligible to apply for tuition assistance. To apply for tuition assistance or receive additional information about financial aid, parents can access the Beacon Academy Tuition and F.A. Website. Hard copies of the financial assistance packet are also available from the Business Office. Additional information is available on the School's website.

### **Tuition Billing Schedule**

Tuition is due in full by 6/15, or may be paid in either two or ten installments as follows:

- The first payment of 50% of the annual tuition must be paid by 6/15 and the second payment of 50% of the annual tuition less the value of the Reservation Deposit must be paid by 3/15; or
- A ten-month payment plan for the annual tuition less the Reservation Deposit. Each monthly payment will be debited 6/15 through 3/15.

For families paying tuition in full on or before 6/15, a one percent (1%) discount is available, as described more fully on the Enrollment Agreement. Students may not attend classes, take examinations, or graduate, unless tuition is paid in a timely manner consistent with the Enrollment Agreement.

### **Billing**

No student will be permitted to begin School in September unless the tuition has been paid in full or a family is participating in one of the payment plans and is currently with payment. The

School does recognize that families may experience extenuating financial circumstances. While the School is willing to work with families in these instances, all accommodating payment plans must be approved in writing by the Head of School and payments must be received on a regular basis.

If an account is more than 60 days' overdue, it will be brought to the attention of the Head of School or Business Manager. The School will review the case, make appropriate arrangements regarding collection, and may decide the student will not be permitted to return to School the following semester or for the remainder of the school year. No student is permitted to re-enroll if there is an outstanding account balance from the previous school year.

Furthermore, to the extent permissible by applicable law, if there is any balance due on a student account (including, but not limited to any amounts owed under the Enrollment Agreement), the School will not release any of the student's records until the amount is paid in full and may litigate for monies due.

### **Student Accident Insurance**

The School provides parents with an opportunity to participate in an elective Student Accident Plan. Information about the plan is included with enrollment materials.

### **Tuition Refund Plan**

The Tuition Refund Plan offers enrolled families an insurance policy for recovering tuition in the event of certain absences, withdrawals, or dismissals. Insurance information and an application are included in the enrollment contract. The plan is optional, but families participating in the installment payment plans are encouraged to participate.

### **Sibling Enrollment and Early Decision Process**

Qualified children of faculty/staff and qualified sibling candidates may be given admission priority, but the School may give highest priority to motivated students demonstrating solid academic achievement or promise, and to those whose values and citizenship reflect their capacity to make a meaningful contribution to the School community. These applicants are expected to meet the same criteria as other students in terms of both readiness and behavior.

Current families who are interested in applying for a sibling are urged to contact the Admissions Office in September. Applications for admission, from both current and new families, must be submitted by 12/15. Enrollment decisions, regardless of a family's prior or current relationship with the School, are always made at the School's sole discretion.



## **Re-Enrollment**

The Head of School reviews the academic and behavioral records of students at the end of each school year. A decision to re-enroll a student and to subsequently forward a re-enrollment contract to the parents is based upon a student's academic record, effort, attitude, and behavior throughout the prior year, and upon the willingness of the parents to accept and exemplify their responsibility in the partnership of education. On occasion, re-enrollment contracts are held until later (usually April or May) when the School decides that an appropriate decision about placement can be made, or are not extended at all, if the School determines that such a recommendation is in the best interest of the student and/or the School community. The Head of School, in the Head's sole discretion, makes the final decision as to whether a student will be invited to return for another year.

This difficult conclusion is only reached after careful consideration. While parents are obviously involved in this process, the School will make the ultimate decision, and will assist, if possible, in the process of locating an appropriate alternative school.

## **Family Leave**

Families who take a leave of absence from the School of a year or more are generally expected to apply to the School for readmission. The student will be considered on a space-available basis, as well as within the context and competition of the applicant pool for the student's grade level. Strength of the applicant's file is important, including a strong finish to the student's last year at the School, as well as a strong record of academic performance and citizenship while the student is away. Ultimately, the School cannot predict the number of openings or competitiveness of applicant pools for specific grade levels, and given the School's enrollment, there is never a guarantee of readmission for the following year. Applications for admission, from both current and new families, must be submitted by 12/15. Enrollment decisions, regardless of a family's prior or current relationship with the School, are always made at the School's sole discretion.

## **Leave Of Absence**

Should a student's extended absence from school be necessary or desired, a leave of absence may be appropriate. A leave for medical reasons will be handled in accordance with the School's Medical Leave policy in this Handbook. The School may recommend or grant a request for a voluntary leave of absence for other compelling reasons. The initial request for a voluntary leave of absence should be made to the Head of School. The School requires sufficient supporting documentation prior to the approval of any leave. The sufficiency of any supporting documentation will be determined by the School in its sole discretion.

The School makes the final determination as to whether to grant a leave of absence, as well as the duration of the leave and the conditions necessary for a student's return (including, but not

limited to, whether the student must reapply for admission). Whether the period of leave is counted towards academic requirements for promotion and graduation will be determined by the School in its sole discretion.

Leaves of absence may be noted in the student's educational record, including on the student's transcript. A leave of absence will not be used in lieu of disciplinary action to address violations of the School's code of conduct, rules, or policies. Additionally, a student granted a leave of absence while on academic and/or disciplinary status may return on that same status.

Families remain financially responsible for tuition and other fees while the student is on a leave of absence.

## **Communications, Concerns, Grievances, And Solutions For Our School Community**

The faculty, staff, and Board of Trustees of Beacon Academy desire to support and promote healthy and timely communications focused toward developing solutions in all interactions. For answers to your questions and solutions for your concerns, please refer to the following chart for direction.

Beacon Academy desires to provide a healthy and safe school experience for all students. When areas of concern are addressed quickly, collaboratively, and with care, we will be able to support your student and your family in developing appropriate solutions.

<b>Subject Matter:</b>	<b>First Contact:</b>	<b>Second Contact:</b>
Your Child's Progress	Advisor	Classroom Teacher(s)
Classroom Activities	Classroom Teacher(s)	Academic Dean
Classroom Procedures	Classroom Teacher(s)	Academic Dean
Student-Led Conferences	Advisor	Academic Dean
Parent Education	Director of Advancement	School Counselor
Volunteering Activities	Director of Advancement	Dir. of Experiential Learning
Academic Policies	Classroom Teachers	Academic Dean
Enrollment Procedure	Director of Admissions	Website
School Calendar	Website	Office Assistant
School Directory	RenWeb	Director of Admissions
School Schedules	Registrar	Academic Dean
Other Student Concerns	Advisor	Dean of Students
Student Records	Registrar	College Counselor
Financial Policies	Business Office	Head of School
Student Financial Accounts	Business Office	Head of School
Volunteer Purchase Orders	Business Office	Head of School
Parent Organization Activities	Director of Advancement	Head of School
Fundraising	Director of Advancement	Head of School
Marketing	Director of Admissions	Head of School
Facilities	Chief Operating Officer	Head of School
Faculty and Staff	Director of Faculty	Head of School
Governance/Board	Head of School	Board Chair
Legal Matters	Head of School	Board Chair

## **Addendum: Anti-Bullying Policy**

### Bullying Prevention Policy

Bullying, intimidation and harassment diminish a student's ability to learn and the School's ability to educate. Bullying on the basis of actual or perceived race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental disability, military status, sexual orientation, gender-related identity or expression, unfavorable discharge from military service, association with a person or group with one or more of the aforementioned actual or perceived characteristics, or any other distinguishing characteristic is prohibited at Beacon Academy, and in each of the following situations:

1. During any School-sponsored education program or activity;
2. While in School, on School property, on School buses or other School vehicles, or at School-sponsored or School-sanctioned events or activities;
3. Through the transmission of information from a School computer, a School computer network, or other similar electronic School equipment; or
4. Through the transmission of information from a computer that is accessed at a non-School-related location, activity, function, or program or from the use of technology or an electronic device that is not owned, leased, or used by a School if the bullying causes a substantial disruption to the education process or orderly operation of a School. This item (4) applies only in cases in which a school administrator or teacher receives a report that bullying through this means has occurred and does not require a school to staff or monitor any non-School-related activity, function or program.

Bullying includes cyber-bullying (as defined below) and means any severe or pervasive physical or verbal act or conduct, including communications made in writing or electronically, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- A. Placing the student or students in reasonable fear of harm to the student's or students' person or property;
- B. Causing a substantially detrimental effect on the student's or students' physical or mental health;
- C. Substantially interfering with the student's or students' academic performance; or
- D. Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities, or privileges provided by the School.

Bullying may take various forms, including without limitation, one or more of the following: harassment, threats, intimidation, stalking, physical violence, sexual harassment, sexual violence, theft, public humiliation, destruction of property, or retaliation for asserting or alleging an act of bullying. This list is intended to be illustrative and non-exhaustive.

Cyber-bullying is defined as bullying through the use of technology or any electronic communication, including without limitation any transfer or signs, signals, writing, images, sounds, data, or intelligence or any nature transmitted in whole or in part by a wire, radio,

electromagnetic system, photo-electronic system, or photo-optical system, including without limitation electronic mail, Internet communications, instant messages, or facsimile communications. “Cyber-bullying” includes the creation of a webpage or weblog in which the creator assumes the identity of another person or the knowing impersonation of another person as the author of posted content or messages if the creation of impersonation creates any of the effects enumerated in the definition of bullying in this Policy. “Cyberbullying” also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons if the distribution or posting creates any of the effects enumerated in the definition of bullying per this Policy.

Bullying is strictly prohibited by Illinois law and contrary to the Beacon Academy’s policies (please also refer to Harassment Policy in the Family Handbook). Students are encouraged to immediately report bullying to the Head of School, the Dean of Students or to any other trusted adult. A report may be made orally or in writing to the Head of School or the Dean of Students whose contact information is provided below. Anyone, including staff members and parents/guardians, who has information about actual or threatened bullying should report it to the Head of School or the Dean of Students. Anonymous reports may also be made in writing to the Head of School or the Dean of Students at one of the addresses listed below.

Marja Brandon, Head of School  
1574 Sherman, Evanston, IL 60201  
224.999.1177  
mbrandon@beaconacademyil.org

Siobhan Allen, Dean of Students  
1574 Sherman, Evanston, IL 60201  
224.999.1177  
sallen@beaconacademyil.org

Consistent with any applicable federal and state laws and rules governing student privacy rights, and Beacon Academy’s policies, the Head of School, or his designee, will inform all parents/guardians of those students involved in the alleged incident of bullying and discuss, as appropriate, the need for interventions, such as individual counseling, social work services, group counseling, and restorative measures. The following are interventions that may be taken to address bullying: school social work services, restorative measures, social-emotional skill building, counseling, school psychological services, and/or community-based services.

Reports of bullying will be promptly investigated by appropriate school staff members and/or administrators. Reasonable efforts will be made to complete the investigation with ten (10) school days after the date the report of the incident of bullying was received and taking into consideration additional relevant information received during the course of the investigation about the reported incident of bullying. Any reports of bullying will be kept confidential to the extent possible give the need to investigate the reported claim. School support personnel and other staff members with relevant knowledge and experience, may be involved in the investigation process, as deemed appropriate. The Head of School, or her designee, shall be notified of all reports of bullying as soon as possible after the report is made. Consistent with the applicable federal and state law, and Beacon Academy’s policies regarding student privacy and confidentiality, parents/guardians of the students who are parties to the investigation may be

provided relevant information regarding the investigation, as deemed appropriate by the Head of School, or her designee, and an opportunity to meet with the Head of School, or her designee, to discuss the investigation, the findings of the investigation, and the actions taken to address the reported incident of bullying, as deemed appropriate.

Any student who is determined, after an investigation, to have engaged in bullying will be subject to disciplinary consequences as deemed appropriate and consistent with Beacon Academy's disciplinary policies. Students who make good faith complaints will not be disciplined. Any retaliation or reprisal against any person who reports an act of bullying per this Policy is a violation of this Policy and strictly prohibited. Further, consequences and appropriate disciplinary action will be taken as deemed necessary by Beacon Academy for the person engaging in the retaliation or reprisal. Appropriate consequences and remedial action may also be taken against a person found to have falsely accused another of bullying as a means of retaliation or as a means of bullying.

This Policy is based on the engagement of a range of school stakeholders, including students and parents/guardians. This Policy is consistent with Beacon Academy's policies. Beacon Academy may periodically engage in a policy evaluation process to assess the outcomes and effectiveness of this Policy. Accordingly, relevant data may be collected or utilized for this purpose.