



**Family Handbook**

2019-2020

Beacon Academy  
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## **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 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.

## **Family-School Partnership**

### **Student-Led Conferences**

Student-Led conferences are held in fall and spring. Students are asked to lead the discussion, beginning with an evaluation of their progress in academic work, personal responsibility, and group responsibility. Students then 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 or activities, the teacher will discuss the issues with the student and their advisor. If the advisor feels it necessary for the parent to have specific information, the advisor will ask the student to discuss it with their parents/guardians. At that time, a meeting can be set if necessary. The purpose of this procedure is to encourage the student to communicate with their family.

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

Parenting adolescents in today's times can be very stressful and confusing. The school offers resources on parenting adolescents. If there is an interest, please call the school for more information.

### **Student-Family-Teacher Responsibilities**

Beacon students along with their families and teachers 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) at all times;</li> <li>- Proactively address missing work;</li> <li>- Take responsibility for what I miss when I am 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>- Follow my work plan;</li> <li>- Keep daily track of assignments using Google Classroom and other resources;</li> <li>- Ask questions;</li> <li>- Use all my resources before asking for help (assignment parameters, peers);</li> <li>- Request a meeting with my advisor, counselor or Ms. Allen 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>The faculty of Beacon Academy agree to...</p> <ul style="list-style-type: none"> <li>- Be facilitators for learning;</li> <li>- Be co-creators of a positive climate for learning;</li> <li>- Be role models;</li> <li>- Ensure that all assignments are current and readily accessible by students by Friday each week;</li> <li>- Identify and support students who need additional support to complete work, comply with school policies, or who are in danger of failing any class;</li> <li>- Act as a resource and guide for students taking initiative to pursue additional challenge work</li> <li>- Observe and encourage;</li> <li>- Give helpful, clear feedback to students when their behavior is rude or inappropriate; 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>- Allow my adolescent to make and learn from their own mistakes;</li> <li>- Trust that 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 if appropriate;</li> <li>- Schedule meetings to brainstorm with my adolescent and their advisor or the counselor when a child 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>
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## **School Policies**

### **Absence and Tardy Policy**

Absence Line: 224-999-1177

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

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- has 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 meetings deemed mandatory (e.g., advisory, Community Meetings, fieldwork days, interim courses, etc.).

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

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

- School-sanctioned events such as retreats, class field trip, early dismissals for athletics, college meetings, etc.
- Illness/medical
- 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 excusable:

- 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 accident on major roadways, etc. For this reason, parents may excuse *first period tardies only*, subject to review and approval by the administration.

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 receive notification through their advisor (after 4 class meetings in the first semester; 5 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 8 absences in the first semester; 10 absences in the second semester). Furthermore, the student may be subject to an excessive absence notation on the academic transcript.

### **Late Arrival**

Attendance for each obligation will be documented in RenWeb. Students arriving after 8:45am any day except for Tuesday when class starts at 9:30am will be asked to sign in at the front desk then proceed to community meeting, advisory, or scheduled class. A parent/guardian needs to call the school before 10:00am if the student knows they will be absent or tardy. After four unexcused tardies (no parent call or public transportation difficulty), an alert will 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 attendance 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 sign their students out on the sign-out sheet located at the front desk if they come to pick up their student. If the student is driving or taking public transportation, a parent will need to call the school prior to the student's early departure.

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

Community Meetings, FOCUS, and advisory, while not graded, are essential school programs, just as academics are, and defining 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.

## Dress Guidelines

Beacon Academy students may dress as they please provided they follow the guidelines below. Students who do not follow the guidelines will 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:

- 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 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
3. Students may wear:
  - a. Hats
  - b. Religious headwear
4. Students cannot 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)

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 inappropriate clothing. 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, or sweatshirts. If not dressed properly, students will sit out from competition or practice. Proper athletic underwear is required for fitness and health.

### **General Electronic Policy Contract**

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.

The policies apply to students’ laptops and other technology connected to the Beacon Academy computer network:

- The students are to treat all computers and software with respect and care.
- All computer screens should be visible to teachers at all times.
- All computer use during school hours is restricted to school related activities.
- The use of inappropriate or illegal software is prohibited. Students are not to visit illegal or inappropriate sites on the Internet or to send abusive and/or insulting emails.
- Any peer-to-peer file-sharing programs are prohibited at all times, including lunch. Downloading music is therefore prohibited.
- Failure to follow these rules will result in the computer being placed at the front desk by an adult until the end of the school day and a parent notified and/or conference.

### **Cell Phones**

Students may not use cell phones while in class, in advisory or when gathered for all school or grade-specific meetings. Non-adherence to this policy can result in confiscation.

Cell phones must be deposited in the cell phone basket, with the ringers turned off, at the beginning of each class meeting. The cell phones remain in the basket until the end of class. Failure to follow the rule will result in the phone being placed at the front desk by an adult until the end of the school day.

## **Lockers**

As the ideal Montessori environment is clean and tidy, students are expected to keep their lockers and common areas clean. Included in this responsibility is the removal of food after each day from refrigerators. Lockers are the property of Beacon Academy. However, should damage occur, the student responsible for the damage will be liable. If the need arises, school administration has the right to inspect lockers and personal property including backpacks, book bags, purses and pockets at any time for health and safety reasons. 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.

## **Trips**

The 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 has the right to 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 apologies, as appropriate, to any host school or agency involved in the event. The students are 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. The students must respect the local residents at all times.

## **Building and Grounds Policy**

The Beacon Academy building is open between 7:30am and 5:30pm. Students and/or families should not enter school property before or after school hours. The school is not responsible for students on school grounds except during school hours.

## **Valuables**

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

## **Visiting the School**

All visitors, including families, are required to sign in at the school at the front desk. Visitors other than current families should make an appointment in advance by email or telephone to the appropriate office. Prospective families should communicate directly with the Admission Office.

Non-Beacon students wishing to visit the school, for purposes other than admission, should make arrangements well in advance with the Dean of Students. Non-Beacon students who arrive without prior permission, particularly after school hours, will not be permitted to remain in the school building.

## **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 any one of the symptoms below should stay home:

- A fever of 100 or greater: the student must be fever-free for 24 hours without any fever-reducing medication before returning to school. If the fever is less than 100, but the student has other symptoms, please use good judgment about sending your student to school.
- Vomiting or diarrhea: student may return to school 24 hours after the last episode.
- Strep throat infection: the student may return to school after 24 hours on antibiotics, providing the student is fever-free for 24 hours without fever-reducing medication and is feeling well enough to return.

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 with the Assistant to the Head of School on the second floor near the Community Room. The Assistant 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 notify the family immediately. If the school cannot contact the parents/guardians, the school will make every 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. In an emergency situation, such as a student having breathing difficulty or a severe allergic reaction, etc., the school will call 911 and seek emergency medical treatment, including having the student transported by medical vehicle to the hospital where the student can best be cared for. 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. 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.

## **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. Student may self-administer the following on their own upon receiving written consent:

- 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.*

## **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.

## **Health Records**

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: medical or religious contraindications for immunizations.

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.

## **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 ask families to share all types of allergies with the school. Faculty and staff are trained in the use of epi-pens and other safety measures to support students with allergies to food. Students with epi-pens keep them on their person throughout the school day. Students are encouraged to bring them on field trips and outings.

Students may bring products containing peanuts, nuts or nut derivatives 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 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 the 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) will 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 their 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 by adhering to all guidelines listed here.

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

Beacon Academy recognizes its responsibility to protect the health of all its students and employees from the risks posed by communicable or chronic infectious disease. The school has the additional responsibility to uphold the rights of affected individuals to privacy and confidentiality, to attend school or work and to be treated in a nondiscriminatory manner.

## **Communicable or Chronic Infectious Disease: Reporting and Management**

Communicable or infectious disease 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 in accordance with federal, state, and local laws and the Illinois Department of Public Health, as applicable.

### **Standard Precautions**

The school requires all employees to routinely observe “Standard Precautions” 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 (example: blood, any products that include human blood, urine, vomit, etc.) To lower the risk of infection, employees must use protection (gloves and other protective equipment) to prevent contact.

The school will provide the necessary equipment and supplies to implement “Standard Precautions.” In addition, the school will provide training for all new employees and annual reviews for all employees. The school will make appropriate referrals to families, students, and/or employees following accidental exposure to bodily fluids.

### **Confidentiality**

It is important to respect the confidentiality of medical records of students and employees. Since “Standard Precautions” for all body fluids require the same protocol with every person, regardless of medical history, there is no need to violate the confidentiality of any individual’s medical records. If it is deemed necessary, to protect the health or safety of the student or other persons in connection with an emergency, a few select school individuals will be informed about a chronic infectious medical condition on a need-to-know basis. The number of school personnel who are aware of the infected employee’s or student’s condition will be kept to a minimum. However, the information may be shared with school personnel who have a legitimate purpose for the information, for example, the Head of School or classroom teacher.

If the Illinois Department of Public Health notifies the Head of School that a student has been diagnosed as having acquired AIDS or AIDS-related complex (ARC), or as having been shown to have been exposed to HIV or any other identified causative agent of AIDS, the Head of School may disclose the identity of the infected student to the Dean of Students, school counselor, the classroom teachers in whose classes the student is enrolled, and those persons who, pursuant to federal or state law, as applicable, are required to decide the placement or educational program of the student.

It is important to understand, however, Beacon Academy, in the course of the annual review of physicals and immunizations, may become aware of a particular medical issue. The school will adhere to school policy and state and federal laws, as applicable, regarding the management of communicable and chronic infectious diseases and protection of health information. Reporting of certain communicable diseases to the local health authority is required by law and is not considered to be a breach of confidentiality.

## **Academic Program**

### **Required Courses and Electives**

The Beacon Academy course of study reflects an integration of the current standards of educational requirements, the newest 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. 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 extenuating circumstances warrant a course reduction. Students must complete at least 22 course credits in order to graduate from Beacon Academy. Students must be enrolled in a minimum of five courses per semester.

### **Graduation Requirements**

4 Credits of English.

3 Credits of Mathematics through Mathematics 3 (4 Credits of math are strongly encouraged).

3 Credits of Social Sciences including US History.

3 Credits of Science. 2 credits must be earned in laboratory-based science courses.

2 Credits of Foreign Language. Students must reach a third year of foreign language proficiency in order to satisfy the requirement.

2 Credits of fine and/or performing arts.

5 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 a topic of their choice.
- Engaged in 8 interim terms, some of their own design.
- Addressed the following two questions in their coursework:
  - o What does it mean to live a good and meaningful life?
  - o How do we know what we know?

## **Grading Scale and Rubric**

Beacon Academy is working toward integrating a mastery learning model. Mastery learning is a form of personalized learning that gives students the time they need to become proficient in a particular skills 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	Mastery Level	Skills Demonstrated	IB
90-100	Mastery	Excellent understanding and application of skills and knowledge in a wide variety of settings, providing consistent evidence of analysis, synthesis and evaluation and a thorough demonstration of originality and insight. High Mastery should offer superior understanding, masterful evidence, and compelling demonstration.	6-7
80-89	Proficiency	Consistent understanding and application of skills and knowledge in some varied settings, showing some evidence of analysis, synthesis, and evaluation and some demonstration of originality and insight. High Proficiency should offer thorough understanding, effective evidence, and frequent demonstration.	4-5
70-79	Developing	Understands most of the required knowledge and skills, but with clear difficulties in some areas; applies knowledge and skills in familiar situations, but requires support.	3
60-69	Rudimentary	Some understanding of required knowledge and skills with fundamental difficulties in many areas; struggles to apply knowledge and skills in familiar situations, even with support.	2

*Please note that the IB scale correlations are approximate.*

## **Academic Policies**

### **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.

I 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 Director of Studies of their suspicion. The teacher should then speak with the student as soon as practical 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 Director of Studies that the issue has been resolved. If, however, the teacher remains concerned that a violation has occurred, the Director of Studies will pursue action.

Depending on the severity and nature of the violation, action may include any of the following:

- The student and the student's advisor will meet with the Director of Studies to review the school's expectations on academic honesty.

- The student will face an academic penalty in consultation with the teacher.
- The teacher may require the student to redo or make up the work for no additional credit.
- The Director of Studies 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
- Dismissal

### **Designations, Grades, and Assessments**

At the midpoint of each semester, students are 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, grade of Incomplete may be granted. Incompletes are given only with approval by the Director of Studies, and students must complete the work to have the incompletes replaced by letter grades by the midpoint of the subsequent term.

### **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 course, in order to earn an IB designation on a Beacon transcript, the student must:

- Attend the IB class.
- Complete all IB 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 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 Director of Studies and/or IB Coordinator).

### **Course Enrollment and Withdrawal**

Students register for their courses during the previous academic year. Student schedules are released at the beginning of the new academic year. Students may change their course of study without penalty and with the approval of the Advisor and Director of Studies 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, all 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 Director of Studies.

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 Director of Studies, Director of Counseling's discretion or College Counseling.

Given Beacon's Montessori philosophy, small class sizes are a hallmark of our school's academic experience. Therefore, enrollment caps for certain courses can be imposed at the discretion of the Director of Studies. Registration priority is usually based on seniority. Offered 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 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 Director of Studies and the Director of College Counseling.

Online coursework may also be granted transfer credit, though the online provider must be regionally accredited. Beacon Academy reserves the right to audit any online coursework requested for transfer.

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 ensure 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. 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, IM, games, etc. during homework time. Some students may need more time 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 procedure for late work. If a student misses classes, they should refer to the syllabus, Google Classroom, or other course-specific resources for assignments and make an agreement with the teacher to make up missed work.

Planned Absence Procedure for one or more days. Please do the following prior to leaving:

1. Meet with the teacher of the class(es) that you will be missing before your absence. The purpose of the meeting is to notify them of your absence and to make a plan for the work that will be missed.
2. Submit a Foreseen Absence Form to the School Registrar.
3. Meet again with the teacher of the class(es) that you missed within 48 hours of your return. The purpose of this meeting is to follow-up on the original plan that you made before leaving and to make a new plan if needed.

### **Assessments**

Assessments may include papers, written tests, project work, or group presentations. All assessments will 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**

Students must be in attendance at least half the day to be able to participate in extracurricular sports or academic activities. Students are also required to wear appropriate clothes and shoes for all activities. If students have any specific questions, they should be referred to the faculty sponsor of the activity.

## **FOCUS Time and Extra Academic Support**

Focus is a weekly time provided where all students and faculty are available to work together or independently. At the start of each FOCUS, students meet with their advisory for attendance, and to set a plan of work for the morning. Students are expected to use this time to meet with their teachers, work on current and future assignments or projects and 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 FOCUS 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 60 in a class are required in the following quarter to meet with the teacher of that course weekly. If this intervention is not sufficient teacher or advisor may recommend a tutor. Beacon faculty are not available for paid tutoring. Requests for outside tutoring should be directed to the administration.

## **Work Periods**

Work periods serve as both an extension of the classroom and an opportunity for a mental break. Freshman, Sophomores are encouraged to find a comfortable space to work where they choose during this time. Juniors and Seniors have off-campus privileges for the first three periods of the school day only if their form is on file.

All students are encouraged to use this time for the completion of work related to class or extra-curriculars. 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 their peers.

## **Students of Academic Concern**

Beacon Academy provides 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 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 finishes the semester or year with an average between 70 and 73 percent is considered a student of academic concern. Beacon approaches these students and their families in the following way:

- 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 Director of Studies hosts a meeting, which includes the student and the student's advisor and 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 Director of Studies to the student and parents/guardians (also copied to the student's advisor) setting out the conditions of the review.
- At the end of the next semester, the Director of Studies 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 finishes the semester or the year with an average below 70 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 the following approach:

- 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 Director of Studies hosts a meeting, which includes the student and the student's advisor and 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 Director of Studies 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.

## **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. The teachers and staff of Beacon Academy have a responsibility for the health and well-being of the school community. If a teacher or staff member is aware of a violation of the social guidelines, they have the right and responsibility to 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 negative information about Beacon Academy students, staff, faculty, or associates through any forum in or out of school is unacceptable. If there is any way that the information can be construed as negative, harmful, or abusive the sender(s) of that information will be viewed as contributing to an unsafe school community
- Students are expected to conduct themselves outside of school with respect toward any student, staff, or associate of the school within 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. 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.

## **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 affect oneself and the community. Generally, teachers will offer a reminder or a change in environment for the inappropriate behavior to stop. If the behavior persists, the advisor and student will have a meeting with the Dean of Students. The family will also be contacted.

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

Clearly the school community expects its members to observe the basic principles of honesty and respect of the law, Beacon Academy's policies, guidelines, and rights and responsibility of others. Additional guidelines necessary to promote an environment conducive to learning include:

- Being respectful of others, listening to others and being willing to engage in dialogue to promote understanding
- Being prompt to classes and other scheduled obligations
- Using appropriate language in written and verbal communication
- 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, 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 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. One a month, all students, faculty and staff will be expected to contribute to a monthly all-school clean.

Students are also responsible for any space they work in throughout the day. In a spirit of collaboration and support, students are expected to remind their peers in 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 socializing. As this 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 their peers.

### *The Quiet Zone*

The Quiet Zone is a space provided to those you 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, printer materials stocked. The shared computers should be used appropriately and responsibly for school and extracurricular work.

### *Classrooms*

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

## **Behavioral Probation**

Behavioral probation is a specified period of review and observation during which the student must demonstrate the ability to fully comply with written school policies and any other terms or conditions that have been 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 behavior 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. 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 expulsion

## **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 the student(s)' immediate dismissal. The following are considered to be major violations and may result in the student being placed on probation and/or dismissed:

- Theft
- Deliberate physical or mental hazing, bullying, or harassing (including using social media, racial, and/or demeaning 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 or leaving without checking out properly
- Physical aggression (e.g. fighting, harassing of a physical nature)
- Sexting or sending inappropriate pictures without consent

Students and their families should be mindful that serious misconduct that takes place away from school during off hours or vacation periods when students are the responsibility of their parents/guardians has the potential to both disrupt the effective functioning of the school and discredit the Beacon community. Such behavior can be a major offense.

### **Disciplinary Procedure for Major Offenses**

Major violations should be reported immediately to the Dean of Students. The school will notify parents of a major offense and schedule a meeting at the school to discuss the incident 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 warning signals a serious misbehavior. When a student is given a warning, a second offense warranting warning usually results in dismissal.

**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.

### **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, while a student is under the school's jurisdiction the school forbids the following: possession or use of alcohol and/or drugs; being intoxicated or under the influence of alcohol or drugs. "Under the influence" means manifesting signs of chemical misuse such as 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 having unauthorized possession of prescription or sports enhancement drugs or over-the-counter medications is also in violation of our alcohol and drug policy. In addition, nitrous oxide cartridges of any kind are forbidden on the campus. Any student suspected of being under the influence may request medically-supervised drug and alcohol testing that must be completed on the same day. Violation of this policy usually results in probation. Dismissal from the school is the traditional result for the second offense. Students will be held accountable

for these violations whenever school is in session, during pre-season athletic programs, and during school-sponsored events.

### **Procedures for Handling Drug and Alcohol Violations**

For first violations that exclusively involve use, the school's response will be educative and rehabilitative. 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 one's person
- Subsequent infractions for use may result in expulsion or denial of reenrollment (including the rescinding of a contract). 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**

Smoking is harmful to the individual and to those who are around the person engaging in it. Tobacco possession, smoking, vaping or chewing is not allowed, including during any athletics, 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 are strictly prohibited during the school day as well as at athletics, academic or community events held on campus, school-sponsored events, activities held off campus or class trips. Each time a student is found in possession of an e-cigarette device, the student will 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 as well as be responsible for the repairs of the device. Consequences for vaping may include, but are not limited to, at the discretion of the school, be imposed as a condition of continued attendance:

- Searches of locker, backpack and/or the belongings carried on one's person

- Parent/Guardian picking student up immediately from school
- Enrollment in counseling and rehabilitation services as recommended by the school

We attempt to proactively address issues that impact the health and wellness of our students. Considering what is being vaped (e.g., nicotine or the active ingredients of marijuana), for young people whose brains are not fully developed it can be particularly dangerous, leading to reduced impulse control, deficits in attention and cognition, and mood disorders. Our inclusion of this policy is not designed to catch students doing something illegal so that they can be punished. Rather, we are concerned about our students' well-being and desire to intervene before they do harm to themselves, or become addicted to drugs. If a Beacon student is found to be vaping on or off campus during the school day, there will be significant disciplinary consequences.

### **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 their drug or alcohol problem. Safe Harbor insulates 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 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 illegal drug use
- Abstention from all illegal drug use after self-identification

The school will handle any further drug-related offenses after entrance into Safe Harbor as disciplinary matters.

### **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 during the school day; however, they may sign out to a specified location in the immediate neighborhood during free periods. Students who are not specifically

restricted from sign outs may leave the building during school hours under the following guidelines:

**9<sup>th</sup> and 10<sup>th</sup> Grades:** Checkouts for freshmen and sophomores during work periods are not permitted. During work periods, students may go to the cafeteria.

**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 and must have their key card to leave the building. Students will also need to let our security officer know where they will be from the list of approved locations for their work period.

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 students have 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. 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 can include campus confinement.

Students who are running late when checked out MUST call the reception desk at (224) 999-1177. 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 and not signing out:

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

## **Harassment and Other Forms of Harassment Policy**

### School Jurisdiction

All students are subject to school jurisdiction at all times while on campus or at an off-campus school-sponsored function. 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.

Examples of conduct prejudicial to the school, or which will have an adverse effect on its standing in the community or its reputation may include, but are not limited to, the following:

- Use, possession, or distribution of alcohol, illegal drugs, performance-enhancing drugs, or other controlled substances, which are also subject of the school's policy on the storing of prescribed medication contained herein
- Acts of violence or threatened violence
- Possession of dangerous or unauthorized materials, such as a weapon of any kind
- Acts of vandalism
- Any other conduct in violation of criminal law
- Dishonesty, including lying, stealing, cheating, and plagiarism
- Intimidating, threatening, aggressive, reckless, or violent behavior directed at a member of the school community, or any action that threatens the health, safety, or well-being of a member of the school community or the community as a whole, including practical jokes or pranks
- Harassment of others including, but not limited to physical, verbal, or online
- Possession or unauthorized use of a school master key or any unauthorized use of another community member's Beacon ID
- Failure to follow our sign-out procedure

The above list does not include all types of conduct for which discipline may be expected. However, this list and the exercise of common sense and good judgment should be used as a guide in determining appropriate conduct.

### **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 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 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. We are at all times 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 about. 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;
- 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 feel 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 appropriate adult. Using technology to threaten, intimidate, demean, or harass any member of the Beacon community is destruction 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 on Beacon Academy property will not be tolerated. This includes behavior that is reasonably perceived by others to be threatening, intimidating, or violent. Such behavior can include 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, 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. Beacon will initiate an appropriate response. 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 understands the sensitivity of the information requested, and all information will be treated as confidentially as 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.

## **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 after-school program performance by creating a hostile or intimidating environment
- Conduct that has the purpose or effect of creating a hostile or intimidating environment

## **Informal Action**

If a student feels the he/she/they is being harassed by another person, the student should tell the person to STOP. This may be done in person or in writing. The student may do it at the time of the action or may do it later when the person is not with another group of people. The student 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. The student may prefer to tell a teacher, advisor, or another trusted adult. That person will make every effort to protect the student's privacy and will work to resolve the problem.

## **Formal Action**

If the student feels that any informal discussion is inadequate or unsuccessful, or if the offense is severe, the problem should be communicated to the Head of School, Dean of Students or any other trusted adult. Information will be gathered and a written report will be completed. Once again, 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. A written report of the investigation and resolution will be kept on file. No reprisals will be taken against any individual who in good faith makes a complaint about a behavior that is in violation of this policy. However, intentionally false complaints are grounds for disciplinary action.

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

## **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. It also applies 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 exercise of IT authority and rights as set out 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, this authorization terminates immediately. Incidental use of technology for personal, non-school purposes is acceptable but must not negatively impact system performance, classes, or school business.

### **Responsible Use**

- 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 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 federal and state laws.
- Any communication, internal and 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 impersonate another person is prohibited.
- Users are responsible for both the content and possible effects of their messages 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 software will be installed, copied, or used on school equipment except as permitted by law.
- Users are required to have 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 have access to network services revoked until 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**

- Attempts to exploit, test, or probe for security holes or weaknesses on school computers or networks
- Attempts 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
- Execution or compilation of 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

- Use that is inconsistent with the school's non-profit status: The school is a non-profit, tax-exempt organization and is subject to specific federal, state, and local laws regarding sources of income, political activities, use of property, and similar matters.
- Using school technology in any way that suggests school endorsement of any political candidate or ballot initiative
- Physical theft, rearrangement, or damage to any and all school technology equipment, facilities, or property.
- 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 stated rules and policies
- Use 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 reserves the right to bypass such passwords and to access, view, or monitor IT systems and all of their contents. By accessing the school's systems, you have consented to the school's right to 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. The school will, to the extent possible, respect the privacy of all account holders on the network. However, the school reserves the right to 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 expectation of privacy and warrant school access to relevant IT systems without the consent of the individual. The school reserves the right to protect systems, software, individuals, and contents of the network from potential or actual harm.

Users should exercise caution when storing, processing, and/or transmitting personal and sensitive data.

### **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 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 to the full extent of the law. Any suspected violation of this policy should be reported immediately to the Director of Information Technology, as well as to the Head of School.

## 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)	Dean of Faculty
Classroom Procedures	Classroom Teacher(s)	Dean of Faculty
Student-Led Conferences	Advisor	Director of Studies
Parent Education	Director of Advancement	School Counselor
Volunteering Activities	Director of Advancement	Service Learning Coordinator
Academic Policies	Classroom Teacher(s)	Director of Studies
Enrollment Procedure	Director of Admissions	Website
School Calendar	Website	Office Assistant
School Directory	RenWeb	Director of IT
School Schedules	Registrar	Director of Studies
Student Concerns	Advisor	Dean of Students
Student Records	Registrar	College Counselor
Financial Policies	Business Office	Head of School
Student Financial Accounts	Business Office	
Volunteer Purchase Orders	Business Office	
Parent Organization Activities	Director of Advancement	Head of School
Fundraising	Director of Advancement	Head of School
Marketing	Director of Admissions	Head of School
Facilities	Director of Operations	Head of School
Faculty and Staff	Director of Faculty	
Governance/Board	Head of School	
Legal Matters	Head of School	

## **Addendum: Anti-Bully 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 Dean of Students. A report may be made orally or in writing to the above-named individuals, 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 Dean of Students. Anonymous reports may also be made in writing and provided to the Dean of Students or the Head of School at the address below.

Jeff Bell, Head of School  
1574 Sherman, Evanston, IL 60201  
(224) 999-1177  
jbell@beaconacademyil.org

Siobhan Allen, Dean of Students  
1574 Sherman, Evanston, IL 60201  
(224) 999-1177  
sallen@beaconacademyil.org

Consistent with 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 can be taken to address bullying including 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, maybe be involved in the investigation process, as deemed appropriate. The Head of School, or his 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 his designee, and an opportunity to meet with the Head of School, or his 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.