



# BEACON HILL CLASSICAL ACADEMY

STUDENT HANDBOOK

2019-2020

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## PHILOSOPHY & IDENTITY

### STATEMENT OF FAITH

The statement of faith adopted by Beacon Hill Classical Academy is limited to primary Christian doctrine, which is considered to be central to all Christian denominations, and which sets Protestant Christianity apart from other faiths. We hold that a Christian is one who has heard the word of truth, the Gospel (Col. 1:5) and has responded to that message in genuine repentance and faith. A true believer is one who confesses with his mouth and believes in their heart that Jesus is Lord, that He died for his sins, and that God raised Him from the dead (Rom.10:9,10). This Christian takes their place among the body of Christ through baptism, commitment to serve a local church, and continual participation at the Lord's Table.

1. We believe the Bible alone to be the word of God, the ultimate and infallible authority for faith and practice.
2. We believe that there is one God, a Spirit eternally existent in three persons: Father, Son, and Holy Spirit. He is infinite, eternal, and unchangeable in his being, wisdom, power, holiness, justice, goodness and truth.
3. We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious and atoning death through His shed blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal return in power and glory.
4. We believe that, for the salvation of lost and sinful men, the enlivening work of the Holy Spirit upon the soul is absolutely necessary.
5. We believe that salvation is a gift of God received through faith apart from the merit of our actions.
6. We believe a faith that does not manifest itself in good deeds is no true faith.
7. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a life more and more pleasing to God.
8. We believe in the resurrection of both the saved and the lost; those who are saved to the resurrection of life and those who are lost to the resurrection of damnation.
9. We believe in the spiritual unity of all believers in our Lord Jesus Christ.
10. We believe that the church is the fullness of God's kingdom in heaven and on earth.

Summarily, we embrace and adopt both the essential truths of orthodox Christianity, as articulated in the ecumenical councils of Nicea, Constantinople and Chalcedon, and the system of doctrine expressed in the creeds of the Protestant Reformation, including the Belgic Confession, the Heidelberg Catechism, the Second London Confession of 1689, the Thirty-nine Articles of the Church of England and the Westminster Confession of Faith.

## Secondary Doctrine Policy

Doctrinal issues not addressed in the Statement of Faith are dealt with in the following manner:

- Teachers must strive to present all classroom discussions of non-essential issues and doctrines in an informative, non-partisan fashion. Teachers must strive not to speak to the students in a manner causing offense to their Christian brothers and sisters.
- Teachers must strive to portray fairly various perspectives on a given controversial issue. Teachers may communicate personal beliefs but should take care in playing the role of their advocate.
- Teachers should encourage students to seek counsel on such issues with their parents and pastors.

## MISSION

**Beacon Hill Classical Academy cultivates an appreciation for beauty, a love of goodness, and a devotion to truth by discipling the whole person through a classical Christian education. We labor alongside families of the Church to equip and inspire students to influence the world for the glory of God.**

## MOTTO

*“In lumine Tuo videbimus lumen”.*

Latin translation of Psalm 36:9

Translated from Latin, it reads, “In your light do we see light”.

## FOUR PILLARS OF EDUCATIONAL PHILOSOPHY

### 1. Discipleship Integration

A Christian school should train children unto Christian maturity. Children should learn “the whole counsel of God” and a habit of life that honors God as modeled by their parents and teachers. We desire that the entire Bible be repeatedly, systematically, and comprehensively taught from kindergarten through 12th grade. They should be trained liturgically because we would expect our children to faithfully continue life in the church after they have been raised. Through discipleship and Chapel Doxology we emphasize a liturgical method for the foundation of life and to train children to intentionally love God and love people.

### 2. Classical Education

In our day “classical” means many things to many people. What we mean by classical education are those methods and habits that have been effectively employed by teachers for well over two

thousand years. The goal was always to develop a love of learning and thoughtfulness. The tools have always been the liberal arts—those disciplines of mind that open up all other fields of knowledge.

### 3. Parental Involvement

We know from the Scripture that parents bear the primary responsibility for their children's education. We also know that effective education grows out of the closest personal bonds. For these reasons, we have developed programs and policies that encourage parents to remain involved at every point of the educational process. We also respect and prioritize family time. As an institution, we seek to assist the family and the church in this worthy pursuit to disciple the student's mind's attention, heart's affections, and body's direction. We never seek or desire to be the sole means of a child's discipleship.

### 4. Accessibility

We seek to build an institution that, as much as possible, serves a broad representation of the church. Providing effective classical and Christian education requires highly trained professional teachers. It is, however, achievable if parents and students are willing to sacrifice other less important elements.

## CHRISTIAN EDUCATION

Beacon Hill Classical Academy is not affiliated with any *one* church, but instead is an extension of *the* Church.

### Philosophy of Christian Discipleship

Christian schools generally use one of two approaches to student spirituality: discipleship or evangelism. That is, some schools approach the students as if they were Christians, while some schools approach the students as if they were non-Christian. We definitely fall into the discipleship camp, however, it would probably be more accurate to say that we are an evangelistic-discipleship school. In other words, the gospel must always be front and center *in* the discipleship process itself. The problem with the evangelistic approach, however, is that the goals of student discipleship are often limited to matters of conversion, to the neglect of so many important matters. The end of Christian discipleship, however, is not to be converted, but to live comprehensively for the glory of God. Put another way, we should aim for our students to love God with all their heart, soul, mind, and strength.

Another important matter often neglected in student discipleship is liturgical formation. Whatever one's tradition, baptism should be assumed to be part of the discipleship process. Students should also be trained to appreciate the Lord's Table. They should be taught to pray, to participate in corporate worship, carefully hear the reading of the Word of God as their very life. They should know how to honor the

Lord's Day. Giving to the poor and the ministry of the gospel should be constantly emphasized. Learning to sing psalms, hymns, and spiritual songs unto the Lord is especially to be emphasized. In summary, children are worshippers, and

Finally, we believe that a fundamental component of discipleship too often ignored by Christian schools is the systematic teaching of Bible stories, Biblical symbolism, and Biblical typology. Stories from both testaments are commonly told, for certain, but not every story. And those that are told are often reduced to moralistic tales. We believe that children should grow up knowing all the stories of their Bible, recognizing clear symbolic language and typology, and should be able to see how each story contributes to the story of redemption as a whole. The Bible should be the fundamental shaping influence in their worldview.

## **CLASSICAL EDUCATION**

**Classical education depends on a three-part process of training the mind. The early years of school are spent in absorbing facts, systematically laying the foundations for advanced study. In the middle grades, students learn to think through arguments. In the high school years, they learn to express themselves. This classical pattern is called the *trivium*.**

--Susan Wise Bauer, *The Well-Trained Mind*

## The Trivium

### Grammar

Grammar is the art of speaking correctly, intelligently, and beautifully. Considered as a liberal art, it includes phonics, formal grammar, etymology (word studies), spelling, basic composition, public speaking, and literature.

Our language program is the foundation of our school. At Beacon Hill, we use a method of teaching grammar with a winsome and thorough protocol that draws every student into the learning. It is auditory, visual, and tactile. With this method, we've achieved a very high success rate across the student body in general language abilities.

Memorization is essential to our program. Our students memorize at least six lengthy poems every year which serve as models of beautiful speech.

### Logic

Logic is the art of correct reasoning. Through logic, children learn to correctly solve problems, understand and construct arguments, and identify fallacies. The formal discipline of logic begins in 5th grade and continues for four years in the following progression:

- 5) General reasoning skills/critical thinking
- 6) Informal logic (fallacies)
- 7) Formal Logic 1
- 8) Informal logic (argumentation)

Today, many are mistaken in the idea that logic is mathematical by nature, as traditionally this hasn't been the case. While logical principles can be applied to abstract symbols, it is most essential that students apply logical thinking to the ideas presented in English before them. Thus, we are for the humanizing of Logic as a vital liberal art.

### Rhetoric

A thorough liberal arts education does not end with grammar and logic. In the classical Roman system of education, students would spend their first years with a grammarian, and then, if funds and abilities were sufficient, they would spend a season working with a rhetoric teacher. They would analyze beautiful and effective speeches, and regularly give speeches themselves, the goal being statesmanship and legal competence. It was a place of listening, watching, imitating, but above all, doing.

The ability to express oneself wisely and eloquently is essential, whether one becomes a statesman, teacher, a lawyer, or a businessman. And since all Christians are called to bear witness to the truth, rhetoric is eminently useful as a disciple of Jesus.

At Beacon Hill, formal rhetoric classes are taught to every student in grades 9-12. This is not a place for the mere study of rhetoric but a training ground with continual practice.



## CURRICULUM STANDARDS & METHODS

As a classical school, Beacon Hill constructs its curriculum and pedagogy around four classical cornerstones: the Trivium, the great works of the Western canon of literature, an integrated approach to knowledge, and the study of Latin. The following section briefly explains and outlines each of these ideas:

1. The Trivium: The following is a breakdown of educational characteristics and methods using the categories of the Trivium. This method was proposed by Dorothy Sayers in her landmark essay “The Lost Tools of Learning,” and has been foundational in the resurgence of classical schools in the last 30 years.

- Grades K-2 Pre-Grammar (Pre-Polly-Parrot)  
Typical Ages: 4-8

### Student Characteristics:

- Excited about learning.
- Enjoys games, stories, songs, projects
- Short attention span
- Wants to touch, taste, feel, smell, see.
- Imaginative, creative

### Teaching Methods:

- Guide discovering
- Explore, find things
- Use lots of tactile items to illustrate point.
- Sing, play games, chant, recite, color, draw, paint, build
- Use body movements.
- Short, creative projects
- Show and Tell, drama, hear/read/tell stories
- Field Trips

- Grades 3-5 Grammar (Poll-Parrot)  
Typical Ages: 8-11

### Student Characteristics:

- Excited about new, interesting facts.
- Likes to explain, figure out, talk.
- Wants to relate own experiences to topic or just tell a story.
- Likes collections, organizing items.
- Likes chants, clever, repetitious word sounds (e.g.: Dr. Seuss)
- Easily memorized

- Can assimilate another language well.

Teaching Methods:

- Recitation, memorization, chants, songs, sound-offs, catechism
- Lots of hands-on work, projects
- Field trips, drama
- Make collections, displays, models
- Teach and assign research projects
- Drills, games

- Grades 6-8 Logic (Pert)  
Typical Ages 12-14

Student Characteristics:

- Contradicting and answering back
- Catches and points out the mistakes of others, especially those elders.
- Enjoys academic puzzles.
- When not disciplined, has a high nuisance value.

Teaching Methods:

- Formal logic
- Debates, persuasive reports
- Drama, re-enactment, role-playing
- Evaluate, critique (with guidelines)
- Time lines, charts, maps (visual material)
- World-view discussion
- Oral/written presentations

- Grades 9-12 Rhetoric (Poetic)  
Typical Ages: 15-18

Student Characteristics:

- Concerned with present events, especially in own life.
- Interested in justice, fairness.
- Moving toward special interest topics.
- Can take on own responsibility, independent work.
- Can do synthesis.
- Desires to express feelings, own ideas.
- Generally idealistic.

Teaching Methods:

- Formal Rhetoric
- Reading primary sources

- Drama, oral presentations
- Guided research in major areas with goal of synthesis of ideas.
- Many papers, speeches, debates.
- Give responsibilities, for example, working with younger students, organizing activities.
- In-depth field trips, even overnights.
- Thesis presentation.

## 2. Great Works of the Western Canon

Students living in the stream of Western civilization should learn the great contributions of Western culture, including its triumphs and failures. To this end, students at Beacon Hill Classical Academy read many of the great books of this tradition and evaluate their contribution in the light of God's Word.

## 3. Cross-Curricular Integration

As holistic creatures, students should be taught how all subjects are related to one another. History is necessarily tied to philosophy and religion. The humanities, arts and sciences bring a full perspective to the beauty of history and math. The Biblical worldview is the essential point of integration for all subjects.

## 4. Latin

Latin vocabulary is introduced grades three through four. In fifth grade, students begin intensive Latin grammar. Latin is required in Logic School. Latin is considered essential to the curriculum for the following reasons:

- Verbal Precision – the power to persuade is one of the strongest powers a human can exert. The precision of Latin provides students with an English linguistic tool that cannot be achieved in any other way. Using the right word, at the right time, in the right context is empowered by the study of Latin.
- Vocabulary – Over 50% of English words come from Latin. A single Latin word may represent the roots of five or ten English words. By learning Latin prefixes and ending, as well as Latin roots, students are capable of comprehending many English words that they've never heard. As many professional fields such as law or medicine use Latin as their base for technical terms and names, students who end up pursuing a professional career will already have a base from which to work. Students who have taken 2 years of Latin have scored an average of 52 points higher than non-Latin students on the verbal section of the SAT.
- Syntax and Grammar – Since English is an amalgamation of several different languages and therefore has many grammatical and syntactical exceptions, its structure is hard to learn and

follow. Latin's syntax and grammar are an excellent "ideal" language from which to learn. A student of Latin is better equipped to write well in English.

- Third Language Acquisition - Some of the most commonly acquired "second" languages: French, Spanish, Portuguese and Italian derive 80% of their vocabulary and grammatical structure from Latin.

## **BHCA GRADUATE PROFILE**

At Beacon Hill Classical Academy, we aim to graduate mature disciples of Christ that love what is good, true, and beautiful, and are equipped to pursue these things throughout their lifetimes in ways that bring glory to God and enrich their lives and their communities.

Ideal BHCA graduates will demonstrate the following characteristics:

### **Sound Faith and Reason**

- Love God and His Word with all of their hearts, souls, minds, and strength
- Understand that God is the source of all that is true, good, and beautiful
- Evaluate worldly wisdom according to a Christian worldview based on Biblical wisdom
- Employ logic to draw valid conclusions and identify invalid reasoning
- Think critically, precisely, and creatively
- Listen carefully and understand before passing judgment or making decisions

### **Virtue and Strong Character**

- Submit joyfully to God in all things
- Act with integrity and honesty
- Conduct relationships honorably and with respect, grace, and humility
- Demonstrate self-control and discipline
- Take responsibility for actions and their consequences
- Lead willingly and capably while also respecting authority

### **Command of Language**

- Demonstrate proficiency in communication for varied purposes and audiences
- Exhibit clarity, logic, and style in both speech and composition
- Articulate and defend positions respectfully, persuasively, and intelligently
- Engage and redeem culture by communicating with eloquence and grace

### **Well Rounded and Well Read**

- View every subject as integrated in and through Christ
- Understand the progression of Western thought through the integrated study of theology, philosophy, history, and literature
- Show academic excellence in a wide variety of areas
- Read carefully, critically, and for personal enjoyment
- Able to engage in the “Great Conversation,” to discuss and relate to the canonical works of literature, history, science, art, mathematics, and music

### **Problem-Solvers and Inquirers**

- Demonstrate persistence when solving challenging problems
- Approach problems systematically with understanding, accuracy, and optimism
- Are active in trying different approaches and investigating different perspectives
- Nurture their curiosity by asking meaningful questions and conducting thoughtful research
- Have the courage to take risks and accept failure as an important part of the learning process
- Enthusiastically explore new ideas and innovating strategies

### **Self-Directed Learners**

- Own the learning process by setting goals, asking for help, using resources effectively, and developing an array of study skills
- Demonstrate the ability to balance their intellectual, physical, and emotional needs
- Embrace and persevere with challenging subjects and topics
- Work to understand their individual strengths and weaknesses, and use this knowledge to support their studies and personal development
- Are efficient time managers and prioritize tasks intelligently

### **Love What is Beautiful**

- Discern and love beauty as manifested in creation and the arts
- Spend leisure time actively engaging in the Liberal Arts
- Recognize, appreciate and seek beauty and truth through both rational and poetic thought and observation.
- Possess a spirit of worship and delight in the beauty of God’s creation

### **Influence Culture and Community**

- Lovingly critique, engage and influence culture for the sake of expanding Christ’s kingdom
- Humbly use their God-given resources to serve God and their community
- Seek and evaluate various perspectives with a willingness to grow from the experience
- Protect those who are weak and oppressed

- Treat people from all walks of life with empathy, compassion, and respect

## GOVERNANCE

- Beacon Hill Classical Academy is a private non profit 501(c)(3) organization registered with the federal government and the State of California.
- Beacon Hill Classical Academy is a board-directed school. Board members are appointed by the existing board by unanimous vote. Detailed operational guidelines and responsibilities of the Board may be found in the school's bylaws. Board minutes are available by request.
- The Board hires and appoints the Head of School to oversee the administration, faculty, and staff; to promote Beacon Hill Classical Academy in the community; and to provide timely information to the Board.

*Beacon Hill Classical Academy, founded in 2009, is a private non profit 501(c)(3) organization managed by the Board of Directors and its appointed Head of School. Board members are appointed by the existing board by unanimous vote. Detailed operational guidelines and responsibilities of the Board may be found in the school's bylaws. Board minutes are available by request. The Board hires and appoints the Head of School to oversee the administration, faculty, and staff; to promote Beacon Hill Classical Academy in the community; and to provide timely information to the Board.*

## ACCREDITATION

Beacon Hill is a ten-year member and pre-accreditation candidate with the Association of Classical Christian Schools. We are independent in that we do not accept government funding of any type

<b>ADMISSION, ENROLLMENT, FAMILY COMMITMENTS</b>
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## VISITING CAMPUS

Tours, information sessions, chapel visits & classroom visits can be scheduled through the main office at each campus. Campus visitation policies apply.

## ADMISSION

### Requirements

A child must have reached the age of 5 by December 1st of the year in which he would be entering kindergarten; 6 by December 1st for entrance into the first grade; and so on. There is some flexibility on these age requirements. The Head of School will make a final determination.

The student should understand that his parents have delegated their authority to the school during the school day. Therefore, the child is subject to the instruction and discipline of the teacher and the Head of School in their prescribed roles at Beacon Hill Classical Academy. The child should also understand

clearly that all authority is derived from God. Beacon Hill teachers will appeal to God's authority over the student continually.

Parents of Beacon Hill students should have a clear understanding of the biblical philosophy and purpose of Beacon Hill Classical Academy. This understanding includes a willingness to have their child disciplined according to the school's Statement of Faith.

Parents are required to cooperate with all the written policies of Beacon Hill Classical Academy. This is especially important in the area of discipline and schoolwork standards.

Parents are required to serve 25 hours each year for Beacon Hill. These hours can be completed by volunteering in class, fundraising, organizing field trips, teaching enrichment classes, among many other things. Education is a partnership between teacher and parent, and we especially enjoy having parents volunteer in the classroom.

### Placement

In grammar school and logic school, students are placed in their grade according to age. Their ability, however, will determine their placement in language and math classes. In the rhetoric school, subject assessments will be administered to determine the level and course placement.

## ADMISSION & ENROLLMENT PROCESS

All parents wishing to enroll their children at Beacon Hill Classical Academy are required to submit a complete application with a \$50 non-refundable application fee.

Once the application is received and processed, the family will be contacted to schedule an interview. Any other necessary paperwork will be completed and collected at that time, and assessment tests will be scheduled to determine level and placement.

If a child is accepted, enrollment will consist of signing the Student Enrollment Agreement and paying a non-refundable tuition deposit. If the child is accepted, but there is no space in the class, the student will be placed in a wait pool. Once a student in the wait pool is accepted, their spot will be secured by signing the enrollment agreement and paying the tuition deposit.

Important admission and enrollment deadlines:

### **January 10-31--Priority Application & Enrollment Period** (siblings of current students)

New students from current families will need to complete an admission application during the priority enrollment period. Applications received by January 31 are considered ahead of new families.

### **January 31—Priority Enrollment Deadline**

**February 1 - August 30-- Admission Applications Accepted For Fall Semester**

Applications are considered on a rolling basis throughout the year. Families applying for financial assistance are encouraged to apply early.

Non-Discrimination Policy—Beacon Hill Classical Academy does not discriminate on the basis of race, color, national or ethnic origin, or sex in the administration of its policies, admissions, financial aid, and other school-directed programs.

**RE-ENROLLMENT**

Beacon Hill invites students in good standing to re-enroll. Early in the second semester, re-enrollment contracts are issued. A signed re-enrollment contract must be received and the non-refundable enrollment deposit must be paid to hold your student’s place for the upcoming year. Shortly after the re-enrollment deadline, the Admissions Committee begins accepting new students for the following school year.

**WITHDRAWAL POLICY**

A withdrawal of a student is one that takes place after an Enrollment Agreement has been signed for the *current or upcoming* school year. If a family chooses to withdraw their student(s), the parents should:

1. Notify the Head of School of their intent.
2. Set up an exit interview with the Head of School, or, if the Head of School is unavailable for some reason, another member of the Board of Directors.
3. Sign a Request for Withdrawal form, acknowledging their understanding of their financial obligation to the full year’s tuition.
4. Turn in all textbooks and any other items belonging to the school.

**FINANCIAL ASSISTANCE**

Beacon Hill offers financial assistance to families with students in good standing and with a demonstrated financial need. Financial assistance is granted on a year by year basis. Families seeking financial assistance must apply each year for consideration. Applications for financial assistance can be obtained from the Business Manager or directly from the website and are due with the application. All information required for demonstration of financial need is held by the school in strict confidence and is only viewed by the Business Manager and the Financial Aid Committee.



## FINANCES

Any questions about finances may be directed to Beacon Hill's business manager. Tuition payments at Beacon Hill are managed by FACTS, a tuition management institution. The School fully expects all parents to stay current with their tuition and fee responsibilities, and to honor financial commitments made with the School. The following policy governs all issues regarding tuition, fees, collection and refund.

### TUITION COLLECTION POLICY

1. Tuition does not include costs of lunch, school supplies, portraits, uniforms, yearbook, certain field/class trips, and other activities that are related to choices and options during the school year.
2. All families paying in monthly installments are required to pay tuition electronically via FACTS tuition management service. Upon enrollment, an administrator will contact the family to help them set up the service.
3. There is a 2.5% tuition discount for annual tuition paid in full by June 30th.

### Overdue Tuition Policy

- Any family who becomes concerned about their ability to meet their financial obligation to the school should immediately contact the Head of School before their account becomes past due.
- An account is considered overdue if not paid within 10 days of the due date.
- In the event tuition is not paid (due to insufficient funds) within 10 days of the scheduled withdrawal, FACTS will send a notification of delinquency no later than 15 days after the original due date.
- If at any time a family's account with the school becomes more than 30 days past due, they will immediately be placed on "Financial Probation." The Head of School will be responsible to see that the family is advised of their status and the consequences of financial probation. None of the students of this family may participate in any field trips costing \$50 or more and may not participate in optional extracurricular activities.
- If at any time during the school year a family's account with the school becomes more than 60 days past due, the Head of School will be responsible to see that the family is advised in writing and by phone call that their child's education at the school is subject to immediate discontinuance. Continued failure to pay past due accounts will result in the withholding of a child's progress reports, transcripts and ultimately the suspension and/or permanent dismissal of a child. Board members will be advised of all accounts more than 60 days past due and of the Head of School's proposed course of action.

## WITHDRAWAL TUITION RESPONSIBILITY POLICY

When a child is enrolled at BHCA, the school makes substantial financial commitments (facilities, texts, faculty, etc.) which normally cannot be terminated in the event a child is withdrawn. This policy applies to a family who initiates the withdrawal of a child from the school anytime after an Enrollment Agreement has been signed. Parents must understand that by signing the Enrollment Agreement they are entering into a contractual agreement with the school and are contractually responsible for the full year's tuition even if their student withdraws with the following exceptions:

1. The student's family is required by a third-party employer to move beyond a 35-mile radius from the school.
  - a.
2. The student's primary financially responsible parent becomes unemployed by a third-party employer.
3. The student is withdrawn before the start of the school year but the classes in the withdrawn student's grade are full on the first day of school, and the school experiences no loss in total tuition income. For a student withdrawn during the academic year, the family is liable for all tuition except that amount paid by a student replacing the withdrawn student.

A student is considered enrolled once the relevant forms have been submitted and the tuition deposit paid. The tuition deposit is non-refundable.

## CONFLICT RESOLUTION

The purpose of this policy is to establish guidelines for the resolution of disputes and grievances in the operation of Beacon Hill Classical Academy that are in accordance with biblical principles. These guidelines should be followed whenever a dispute or grievance concerning any aspect of the school's operation arises between or among any parties connected in a direct way to the school, including students, parents, volunteers, staff, administration and Board.

**Dispute:** Any disagreement that results in broken fellowship or trust between or among parties, which disrupts the lines of authority in the school, or that (in the judgment of either disputant) threatens the successful implementation of the school's objectives and goals.

**Grievance:** A concern about any decision made by one in authority, where the concern is substantial enough to warrant an appeal of the decision to the next higher authority

**Concern:** The substance of a dispute and/or grievance.

### Parents to Faculty Disputes

1. Parents should present their concerns about in-class situations first to the appropriate teacher.
  - 1.
2. If there is no resolution, then parents or students may bring the concern to the Head of School in conference. The Head of School will decide if the respective teacher should attend the conference as well. If a student brings the concern, a parent may also attend. In the case the teacher is also the Head of School, the parent may request a hearing of the Board of Directors.
  - 1.
3. If there is no resolution, then the parents may request of the Head of School a hearing from the Board.

### Parents (including volunteers) to Administration Disputes

1. Parents should bring their grievances or disputes about the general operation of the school (apart from particular in-class situations) to the Head of School.
2. If there be no resolution, the parent may request a hearing from the Board of Director School Boards.
3. This procedure applies also to Board members who are acting in the capacity of parent or patron, not as representatives of the Board.

Should any dispute arise that this policy does not address, the administration will determine a procedure to follow based on parity of reasoning from the procedures established by this policy.

### ARBITRATION & MEDIATION POLICY

The Bible commands Christians to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, any claim or dispute arising from or related to this policy shall be settled by biblically based mediation and, if necessary, legally-binding arbitration in accordance with the *Rules of Procedure for Christian Conciliation* of the Institute for Christian Conciliation, a division of Peacemaker® Ministries (complete text of the Rules is available at [www.Peacemaker.net](http://www.Peacemaker.net)). Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. These methods shall be the sole remedy for any controversy or claim arising out of this policy. By signing Beacon Hill Classical Academy Enrollment Agreement, the parties expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

## PARENT VOLUNTEER HOURS

Every family is required to serve a minimum of 25 hours each year in volunteer work in and around the school. The board of Beacon Hill created this requirement to create a visible parental presence in the school. Everyone benefits when parents take an active volunteer role in their child's school. Parents may log their hours into the online volunteer log.

If you are unable to serve the required volunteer hours, a \$250 per family fee may be added to the family's tuition bill or paid to the school up front. If the volunteer hours required present a family and/or financial hardship, at the discretion of the Head of School, a waiver may be granted. Please present, in writing, your volunteer hour hardship request before October 15.

## SCHOOL RECORDS/CUM FILE

To ensure that the school complies with all necessary CA state regulations and to maintain pertinent information about all students entrusted to its care, the following forms are required to be on file for all students:

- ❖ Application for Admission (or re-admission)
- ❖ Enrollment Agreement (one for each year)
- ❖ Immunization Record or Waiver
- ❖ Student records
- ❖ 504/IEP Plan or any learning or processing disabilities paperwork
- ❖ Emergency Medical Release (updated each year)
- ❖ Signed family/school covenant
- ❖ Authorization for Pick-Up
- ❖ Mediation Agreement
- ❖ Photo/Video Release

The school will coordinate the transfer of student records from schools attended previously by newly enrolled students. Should parental permission be required, the parents will be contacted to sign a release. If parents have maintained records of the student, they must deliver those records to the school prior to the first day of attendance.

All records will be kept confidential.

<b>ACADEMIC INFORMATION &amp; POLICIES</b>
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## PROGRAMS

### **Full Time Campus Program**

Our full-time program follows a traditional class schedule with daily classroom instruction. K-6 students attend classes on the lower campus, Monday through Friday from 8:30am-3:00pm. Students in grades 7-12 full time attend classes on the upper campus, Monday through Friday, 8:15am-2:50 pm.

### **Hybrid Program**

The Hybrid campus program combines active classroom instruction with directed independent student research, writing and study. Students spend three or four days in class and the remaining time studying at home. While at home, students follow the lesson plans prepared and assigned by the teacher for each week. Hybrid students complete the same curriculum and scope and sequence as the full-time students; those subjects most suited for large-group participation will be taught in class.

Transcripts and records will be kept by BHCA. Parents are expected to teach all the homeschool lessons outlined by the teacher and attend a parent/teacher trainings as scheduled (typically in August during fall orientation). The schedule is as follows:

#### K-8 Hybrid

Home Monday & Tuesday; Classroom Instruction Wednesday-Friday

#### High School Hybrid

Home Monday; Classroom Instruction Tuesday- Friday

### **Affiliate Program**

The Beacon Hill Affiliate program is an opportunity for homeschool parents to take advantage of 1 or more courses at Beacon Hill without taking the entire program. The affiliate option is only available in the grades or courses that have enrollment openings. Full-Time and Hybrid students will have priority enrollment over affiliate students up to the first day of class, so no guarantees for space can be made until that date. Families that choose this option pay an amount proportional to the course load plus an administrative fee (contact the administration for a specific quote based on the course(s) desired).

For the purpose of records, affiliate students are not considered Beacon Hill students because they do not meet the attendance requirements. They are homeschool students who are taking a course at Beacon Hill. As such, parents are responsible for carrying their individual private school affidavit for these students

and all transcript responsibilities for the courses. Beacon Hill will provide a report card and transcript listing the courses completed at Beacon for your records.

Affiliate students are still required to follow all Beacon Hill student requirements as appropriate (e.g. uniform while on campus, honor code at all times, etc.). Affiliate students may participate in field trips and events based on availability and for an extra fee.

## CLASSROOM EXPECTATIONS

Students are expected to show up to class with a desire to learn and participate. This extends beyond baseline expectations to attend the course, submit your work on time or show respect for the instructor. Teachers prepare diligently for each class and expect you to arrive in class with a teachable, curious demeanor and to remain engaged while in the classroom. If you are needing academic or personal support please be confident that we are here to assist you. However, students who demonstrate an attitude that undermines the educational process, whether in attitude or actions, will be disciplined. Classroom attitude and behavior can be reflected in your daily class participation grades.

In addition to specific teacher guidelines for class behavior, here are some general expectations for all BHCA students:

1. Attend class with the proper materials (texts, notebooks, pen, etc.).
2. Be prepared by having read or completed any assignments.
3. Demonstrate attention to the subject matter being presented.
4. Participate in class discussion, including both speaking and listening attentively.
5. Show respect for the teacher and fellow classmates by not talking out of turn or being disruptive.

## TEXTBOOKS

Textbooks and resource books are issued at the beginning of the school year and at other times during the year as required by the teacher. Students are required to cover replacement costs for any school-owned textbooks, books and supplies given to them if they become damaged or lost.

## HOMEWORK

Full-Time Students: The amount of time a student needs to complete homework varies from day to day, from grade to grade, and from student to student. Each student, with the help of parents, should plan his/her out-of-school and extracurricular activities wisely so that adequate time is provided for homework. Wise planning allows for timely completion of homework as well as the development of personal responsibility.

Hybrid: In addition to the homework requirements stated above for full-time students, the home-to-school hybrid students will be required to complete weekly lesson plans in a timely manner as to keep up with the pace of the full-time students. The time required on home-study days is estimated to be about 2 hours for kindergarten, 3-6 hours for Grammar School and Logic students. This may be more some days and less on other days depending on the lesson and the student. Rhetoric students should expect 5-9 hours of work on a hybrid day, depending on the number of enrolled courses and difficulty level.

## GRADING POLICY

Kindergarten and Grammar School Grade Scale:

M: Mastery  
 GL: Grade Level  
 NP: Needs Progress

Logic & Rhetoric School Grade Scale:

Grade	Percentage	GPA Value	Honors/AP Value
A	93-100%	4.0	5.0
A-	90-92%	3.7	4.7
B+	87-89%	3.3	4.3
B	83-86%	3.0	4.0
B-	80-82%	2.7	3.7
C+	77-79%	2.3	3.3
C	73-76%	2.0	3.0
C-	70-72%	1.7	2.7
D+	67-69%	1.3	2.3
D	63-66%	1.0	2.0
D-	60-62%	0.7	1.7
F	59% and below	0.0	0.0

## REPORT CARDS & PROGRESS REPORTS

Report cards are sent via email at the conclusion of each semester according to the school calendar. No printed report cards are issued to the students. During the grading period, a parent will be notified if a student's grade begins a significant decline or if a pattern begins to develop in the student's homework or conduct that indicates a cause for concern. Progress Reports are sent home mid-semester.

## STANDARDIZED TESTING

Standardized testing will be given to all students in 2nd, 4th, 6th and 8th grades each school year. Students and parents will be given a copy of the results when they are received. School-wide results are also shared with the Board of Directors. If a parent wishes to receive a copy of the overall test results, he/she should contact the Head of School.

Rhetoric students in the 10th-11th grades will take the PSAT in the fall; National Merit Award Status is determined using the 11th grade PSAT. College-bound students are encouraged to sit for both the SAT and the ACT beginning in the Spring of their junior year. Tests are not administered at BHCA and must be registered for independently; college counseling has additional details.

## AWARDS

### *Faculty Commendations*

At the conclusion of each year, the faculty of the Grammar, Logic and Rhetoric schools are asked to nominate students for faculty commendation. These honors are awarded with consideration of the following criteria • Academic achievement • Exemplary behavior • A positive attitude towards school and the academic endeavor.

### *Dean's List*

Logic and Rhetoric students who maintain a high GPA are named to the BHCA Dean's List each semester. Summa Cum Laude Dean's List 3.9 GPA and above Magna Cum Laude Dean's List 3.75-3.89 GPA. Additionally, the Rhetoric student with the highest overall GPA (parameters clarified below) will be awarded the honor of being named the class valedictorian upon graduation.

### *Valedictorian and Salutatorian*

The awards of valedictorian and salutatorian are awarded to the students who can best represent and articulate the goals and vision of Beacon Hill. The committee evaluates the seniors based on the following criteria (in order of priority): spiritual testimony, academic performance, extracurricular activities, and Beacon Hill honors received. To be eligible to receive either award, students must be on track to complete 120 credits of classes taken at Beacon Hill at the conclusion of the senior year and have a cumulative grade point average of 3.5 or higher. After ranking by the teachers, the highest scoring student will usually be valedictorian and the next highest will be salutatorian.

### *Gryphon Award*

At the conclusion of each year, the faculty of the Grammar, Logic and Rhetoric schools are asked to vote for the student in each school that they believe best exemplifies what it means to be an outstanding Beacon Hill student. These honorees receive the Gryphon Award, the school's highest honor.



## **RHETORIC POLICIES**

### **GRADUATION REQUIREMENTS**

In order to receive a BHCA diploma, students entering the Rhetoric School as Freshmen must meet the following minimum credit requirements totaling 240 credits:

1. English: 40 Credits
2. History: 45 credits
3. Theology: 20 credits
4. Formal Rhetoric: 10 credits
5. Visual and Performing Arts: 10 credits
6. Math: 30 credits
7. Science: 20 credits
8. Modern & Classical Language: 20 credits (must be earned in the same language)
9. Electives: 25 credits (includes X-Project)
10. Physical Education: 20 credits

For students transferring in during their Sophomore year or later from another institution, minimum credits will be determined at time of transfer. Students must remain enrolled in BHCA's "Classical Core" courses of Bible, English, History, and Theology while enrolled as a student to qualify for a BHCA diploma.

To graduate a student must earn the requisite number of credits for a BHCA diploma. Five credits are earned for passing a course that meets three or five days per week in one semester. 2.5 credits are earned for passing a course that meets two days per week in one semester.

Freshman and Sophomores must be enrolled in a minimum of 7 courses each semester, Juniors and Seniors must be enrolled in a minimum of 6 courses each semester.

### **COLLEGE PREP**

Guidance counseling for college admissions is provided by the College Counselor/Academic Advisor. Beginning in 9th grade, students are given guidelines for course planning, testing and college visits. During the 11th and 12th grades, counseling is focused on guiding and supporting you through the college application process.

### **TRANSFERRING CREDITS**

Students who are transferring to Beacon Hill from another school or home school may receive credit for work completed previously when Beacon Hill receives sufficient documentation of their previous work. Transfer transcripts will be evaluated and approved for credit by the Academic Team. Transfer credits completed prior to enrollment at Beacon Hill are recorded on the high school transcript and designated with the letter "T" but are not used in calculating the cumulative Beacon Hill GPA. Only classes taken at

Beacon Hill (including approved dual-enrollment courses, see below) are used in calculating the overall GPA. In addition, students must be on track to complete 120 credits of classes taken at Beacon Hill to be considered for valedictorian or salutatorian at the conclusion of the fall semester of the senior year

Once enrolled, Beacon Hill will only award graduation credit and transcript notation for approved outside courses. Courses will be approved at the discretion of BHCA's Academic Team based on course content and alignment with BHCA's academic and spiritual philosophies. Courses that serve as prerequisites for BHCA courses must adhere to strict content requirements to ensure that students will be prepared for success in higher-level courses. Approved transfer courses completed after enrollment at Beacon Hill are recorded on the high school transcript and designated with the letter "T" but are not used in calculating the cumulative GPA with the following exception: *approved dual-enrollment courses through VCCCD or other approved post-secondary degree-granting institutions will be counted in the student's GPA.*

Dual Enrollment courses taken at a VCCCD college must be UC or CSU transferable to be considered honors-level courses. Ten credits will be given for a 3 or more credit course.

#### ADDING OR DROPPING COURSES

Any Rhetoric student may drop/add a class during the first 5 school days of any new subject. Students may drop/add for an additional 15 school days with faculty/administrative approval. The drop/add forms can be found in the Upper Campus school office.

#### WITHDRAWING FROM A COURSE

After the initial 20 school day window, students may not drop classes except at the end of the semester grading period. Withdrawing from a course during the semester (after the add/drop period) will result in a Withdraw Passing (WP) or Withdraw Failing (WF) grade for that grading period. These designations will stay on a student's transcript but the student's grade will not be calculated into their GPA. Students should meet with administration to discuss options if the dropped class is a graduation requirement.

#### HONORS/AP COURSES

Beacon Hill offers honors options for courses, depending on enrollment demand. All Honors or AP courses receive a 1.0 enhancement on the Beacon Hill transcript.

The humanities curriculum may sufficiently prepare some students for certain AP exams. Where AP courses are compatible with our curriculum, we are pleased to offer them by offering the option to sign up for an external course or to sign up for our supplementary preparation to sit for the test. While normal class instruction will not alter to teach towards the exams, students enrolling in the honors section will have the option of paying a fee to cover supplemental instruction test preparation. Taking an honors or AP prep course at Beacon Hill does not require you to sit for the AP exam. Sitting for the

exam is optional and students must register, please see college counselor for registration details and deadlines.

## GPA CALCULATION & TRANSCRIPTS

Grade Point Average (GPA) is calculated at the end of each semester for students in Rhetoric School. The semester GPA is used for determining eligibility for the Dean's List and is recorded on the report card. A cumulative GPA is calculated at the end of each semester and recorded on the transcript.

The cumulative GPA is also required for consideration for admission to most colleges and universities. Beacon Hill does not rank its students according to GPA. All courses except athletics and designated electives are included in GPA calculation on the report card as well as the high school transcript. Athletics credits are awarded for Beacon Hill sports and other approved programs with sufficient documentation (5 credits per approved sport/course; 4 non-consecutive semesters required (20 credits). The grade is recorded as "Pass" on the report card and transcript but is not included in the calculation of the GPA or overall GPA. Algebra I (8th grade), Latin IA (7th grade) and Latin IB (8th grade) are also recorded on the transcript. Algebra I is included as it is recognized as a high school level classes by most colleges and universities. Algebra I counts a required courses for graduation and so is credited on the transcript. Latin IA and IB are also included as, together, they equal a year of high school level Latin and fulfill Beacon Hill's graduation requirement for one year of high school level Latin. As they apply toward the school's graduation requirements, they are credited on the high school transcript. However, as these courses (Algebra I, Latin IA, Latin IB) are not taken at the high school level, they are not included in the overall GPA calculation on the transcript.

GPA is calculated by multiplying the GPA values of the grades earned in the class by the appropriate weighted credits for the course, adding the calculated values and dividing by the sum of the weighted credits. Overall GPA is calculated from semester grades. The overall GPA is calculated by adding all of the calculated values at the end of each semester for courses taken at Beacon and approved dual-enrollment courses (except athletics and designated electives) and dividing by the total of the weighted credits for the courses. Transfer credits are recorded on the transcript and designated with the letter "T" but are not used in calculating the overall GPA. Only classes taken at Beacon Hill and approved dual-enrollment courses are used in calculating the overall GPA.

## LATE OR MISSED WORK

Late / Missed Work Policy (Required for Logic / Rhetoric)

"Missed work" is defined as work that was not turned in due to an absence or tardy.

"Late work" is defined as work that was not turned in on time even though the student was present and there

was no excusable reason for it to not be turned in. Note that “excusable” in this context is the same as valid excuses for excusable absences.

Both late work and missed work for unexcused absences or during an unexcused tardy (e.g. an in class assignment) may be made up but can only count as 80% of the grade if turned in on the first school day after the due date / absence / tardy and then a 10% reduction each school day thereafter.

Teachers may opt to give up to three homework passes or drop a maximum of three homework grades per semester.

Missed work for excused absences or during an excused tardy may be made up and may count for 100% of the grade per the following. In the case of an excused absence, the student will have 1 school day for each school day missed to turn in their work with a minimum of 3 days. Each school day beyond the allowed results in a 10% reduction per day to the grade of for the missed work.

Example: if a student misses Thursday and Friday due to an excused absence, they will have 3 school days to turn in their work, so it will be due in class on Thursday of the following week (the 3 school days being Monday, Tuesday, and Wednesday).

Student athletes leaving campus early to attend a sporting event are responsible for turning in all work due that day before departing and proactively communicating with their teachers about how any missed work should be made up. Teachers may schedule make-up sessions for athletes to complete missed work that cannot be made up at home (tests, art projects, science labs, etc.) at their convenience. Any make-up sessions should be clearly communicated to students and parents via a Canvas announcement, giving as much advance notice as possible.

Grade check slips are available in the school office; coaches and/or administration should periodically utilize these slips to check the grades and missing assignments of student athletes, and may require an athlete to sit out if their sports participation is determined to be negatively affecting their academics.

Teachers are to record that work was missed immediately so that parents are aware through Canvas by recording a zero for each missed assignment. This applies to unexcused missed work as well as excused missed work that was not turned in by the agreed upon due date. Note: the “clock” on students to turn in their work starts when the teacher posts in Canvas, so if there is a delay in posting the missed assignments the students get an equivalent delay in time to turn it in. If the description in Canvas is not sufficient to communicate what was missed, an email to the parents and student should be sent describing the missed work as soon as possible.

Teachers should record the updated grade for missed work when it is turned in as soon as possible so parents are aware.

Parents and/or students are encouraged to keep an electronic copy of all missed work submitted. When turning in the missed work, the teacher must be made aware that it is missed work.

For the purpose of this policy, “school days” are Monday through Friday with the exception of holidays. Missed work should be submitted in the same way as on-time work (i.e. if on-time work was specified to be submitted through Canvas, missed work should be submitted through Canvas as well). For work that is to be submitted in person, hybrid students must email a copy of their assignment on Monday or Tuesday for it to count as turned in that day and then bring it in on their first day back on campus to turn in physically.

- Students should receive their graded tests/quizzes/projects/papers within one week of the due date, with exceptions for major essays and projects that understandably may take longer to assess.

- Grades in grammar school should not be thought of in the same way grades in high school are.

Students in early grades are more likely to be in very different places in the process of development. Excessively harsh grading should be avoided to account for such variations.<sup>15</sup>

- Especially in grammar school, students should be given numerous opportunities throughout a grading period to demonstrate mastery of an objective.

- Teachers will update Canvas in a timely manner, with grades being updated at least once per week. Teachers should strive to post assignments in Canvas in advance whenever possible.

## FINAL EXAMS & SENIOR FINALS

A final exam week is scheduled for the end of each semester for all rhetoric students. All course work is completed before finals week, with a final day for make up work specified in course syllabi. Senior finals are scheduled a week ahead of other rhetoric finals to allow for graduation preparation.

## AP EXAMS

Students taking AP courses sit for their AP exams in May. These exams are not administered on campus. For online AP course options, the AP exam completes the course work. Students taking the honors courses with the AP supplement will need to complete the honors course and sit for the course final.

## AT-RISK GRADE REPORTS

An At-Risk Grade Report is emailed in the middle of each semester to the parents of students whose grades are either failing or are at risk of failing for that semester. As noted in this handbook, in Rhetoric school, a grade below 60% is considered failing.

Receiving one of these reports can indicate one of two things:

1. You have a grade of 59 or below in one or more courses, or
2. You currently have a grade of a low D in one or more courses and thus may be at risk of failing.

These reports are issued each quarter after progress reports are sent out so you may know that you need to work harder to increase your grade(s) before the semester grades are posted. Students receiving an at-risk grade report may be ineligible for extra-curricular activities and are at risk of being placed on academic probation.

## ACADEMIC PROBATION

Rhetoric School students are required to maintain at least a 2.0 semester grade point average (GPA) each semester. If a student's semester GPA is less than a 2.0, he will be placed on academic probation during the following semester. If at the end of the next semester the student's semester GPA is not at least at 2.0, an academic team meeting will be held, which may result in the student's dismissal from BHCA.

## MATRICULATION PROTOCOLS

### FAILURE TO PASS REQUIRED COURSE

If a student fails a required course that is not a prerequisite for a higher-level course:

- 1) Student must make up the course through an approved credit recovery program with a passing grade before graduation.
- 2) Preferably, the class will be made up the summer after the failed class.
- 3) Students that plan to enroll in a 4-year university after graduating from BHCA will need to make up all D grades in the following courses: English, Social Studies, Math, Science, Foreign Language, and Visual/Performing Arts.

A grade earned in a repeated course will be posted on the student's transcript, but will not be included in the calculation of the student's cumulative GPA.

Failure to earn the minimum number of credits at a particular grade level will affect the student's grade level status and may result in an inability to graduate in four years (see Grade Level Status section for more information).

### FAILURE TO MEET PREREQUISITE

If a student fails to earn a minimum grade of C in a course that serves as a prerequisite for a higher-level course:

- 1) Student should make every effort to make up the course through an approved credit recovery program over the summer with a grade of C or higher.
- 2) If student fails to make up the course before the start of the next school year, student WILL NOT be able to enroll in higher-level course(s). In this case:
  - a) Student may retake the class at BHCA if schedule permits
  - b) If the schedule does not permit a retake, student must enroll in independent study and make up the class through an approved credit recovery program prior to the start of the next school year.
  - c) Please note that when prerequisite courses are not made up in a timely manner, scheduling issues will arise that may persist for the remainder of the student's time at BHCA.

A grade earned in a repeated course is posted on the transcript and is used for prerequisite consideration. The new grade is not included in calculation of the cumulative GPA.

GRADE LEVEL STATUS (Beacon Faculty Handbook - Confirm with Ruth/Jan?)

For purposes of grade level status, the following minimum credits must be earned:

- 1) Freshmen must earn a minimum of 60 credits to move to Sophomore status.
- 2) Sophomores must earn a minimum of 120 credits to move to Junior status.
- 3) Juniors must earn a minimum of 180 credits to move to Senior status.

## **ELIGIBILITY FOR EXTRACURRICULAR ACTIVITIES**

In order to participate in extracurricular activities, Rhetoric School students must maintain at GPA of 2.5 or above. For the good of the rest of the participants in any activity, students who are ineligible at the beginning of a season remain ineligible for participation during the entirety of that season. If students are eligible to begin a season, they remain eligible until the end of that season; however, coaches have the option of requiring students to sit out if a grade check reveals that their participation is negatively impacting their academics.

<b>CONDUCT &amp; DISCIPLINE</b>
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### **Student Conduct Policy:**

This policy is intended to establish standards of etiquette and conduct. It is to ensure that students treat others with courtesy and respect as well as respect property (both common and private). This policy applies to all students while in school and while attending school-sponsored activities.

All students are required to practice kindness, attentiveness, diligence, obedience, and respect towards their teachers, administrators and fellow students. Students are expected to conduct themselves with dignity, honor, and consideration for others.

## **Lower Campus Discipline Policy**

Teachers are expected to deal with the majority of disciplinary matters at the classroom level. Teachers, and if necessary, the administration, will determine the method and severity of punishment for misbehavior. Respect for the individual and for the larger student body, equity, and love must motivate all discipline at Beacon Hill Classical Academy.

Biblical principles regarding sin and punishment should guide all disciplinary actions, which may include private and public apologies, damage restitution, and the restoration of broken fellowship. Repentance and reconciliation are integral to the discipline of students.

If a student commits an act of such seriousness that the Head of School considers swift and decisive action necessary, he may circumvent the procedures outlined below and suspend a student immediately. Examples of actions or behavior that may lead to an immediate suspension include: leaving campus without permission from a school official, fighting, possessing a weapon, and cheating.

## **Lower Campus Discipline Procedures**

### **Infraction Report**

In the event of serious misconduct, or after repeated misbehaviors during a week, the student's teacher will document the nature of the offense(s) by filling out a "Grammar School Infraction Report". Consequences for the offense(s) will range from the loss of a morning break to scheduling a conference between the parents and the Head of School, or even suspension. A copy of the Infraction Report will be sent home to parents and must be signed and returned to the student's teacher the following day.

### **Disciplinary Probation**

Upon a student's third Grammar School Infraction Report in one semester, he or she will be placed on disciplinary probation. The duration of the probation will be set on a case-by-case basis by the Head of School. Upon the receipt of a fourth report, the student may be asked to leave Beacon Hill Classical Academy.

### **Records**

In order to maintain a highly structured environment, discipline standards and expectations inside and outside of every classroom will be uniform in principle and enforcement. Student behavior and discipline will be quantitatively tracked and disciplined whether they are in class or on the playground

## **Upper Campus Discipline Policy**

Because BHCA is a discipleship school, any disciplinary actions should be based on biblical principles, repentance and forgiveness, and restoration of relationship. The vast majority of discipline will



happen at the classroom level between the teacher and the student. For more serious violations of school rules, as well as for a pattern of repeated minor violations, the following procedure will be the guide.

### **Upper Campus General Discipline Procedure**

All discipline begins with faculty as teachers establish and maintain consistent classroom expectations, both socially and academically. General behavior concerns are ideally handled within the context of class time and teacher/student relationship. The purpose of discipline is to provide accountability and a clear pathway for reconciliation when appropriate.

Process:

1st offense - verbal reminder given to student

2nd offense - student provided official warning, including note to parents (note must be signed and returned by the next day; failure to do so results in automatic 15-minute detention)

3rd offense - 30-minute detention, including parent phone call. Detention occurs on Friday mornings from 7:30-8:00am

4th meeting - parent meeting - possible suspension (campus clean up option)

### **Detention**

Serious violations include but are not limited to: displays of disrespect or rebellion towards a teacher or staff member, dishonesty (including violations of BHCA's academic integrity policy), misuse of technology on campus, fighting, and the use of obscene, vulgar, or profane language. In these instances, teachers will fill out a detention slip and bring it to the front office. The front office will then contact the student and parents to schedule a detention. Detentions should be served within one week of assignment.

Detentions on upper campus will be served on Friday mornings from 7:30-8:00. During detention, students will be given an assignment to complete by administration or the teacher that assigned detention.

Detentions given for rule violations should always be followed up with a discussion with the faculty member that assigned the detention. The purpose of the discussion should be reconciliation and restoration of relationship, in keeping with the spirit of BHCA's discipleship focus.

In addition to violations of school rules, detention will also be given to students that have accumulated three unexcused transition tardies across all classes. Students will be required to serve one detention for every three unexcused transition tardies.

A student's third detention within a single semester will be followed up by a meeting with the student's parents and a Senior Administration representative. After this meeting, further violations will result in a two-day suspension.

### **Suspension**

For serious misconduct, detentions may be bypassed and suspension may be imposed immediately. Examples of serious misconduct include but are not limited to: acts endangering the lives of others, gross violence, theft, vandalism, and illegal activity (whether it happens on or off campus, during school hours

or outside school hours). Students must remember that while enrolled at Beacon Hill they are always representatives of Christ and our school.

Logistics:

All appropriate documentation will be maintained by the Dean of Students

Detention and parent meetings may be initiated by Senior Administration

Suspensions and expulsions require meeting with and/or approval by the Head of School

## ACADEMIC INTEGRITY

Academic integrity is honesty in a scholastic environment. It is a very important part of the educational process at Beacon Hill Classical Academy. Academic integrity is a key component of a student's moral character and is essential for the development of the whole person within a Christian learning environment. Academic integrity is also a key component of the entire school's moral character, and is essential for the development of an academic climate of mutual trust and of a spiritual community where honesty and respect prevail. Academic integrity needs to be upheld by students and staff alike, and how well this is done will determine the quality of students who attend BHCA, now and in the future. The Academic Integrity Code (AIC) clearly defines plagiarism, cheating, and violation of U.S. copyright laws. These definitions provide a framework for the training of the students and faculty so that all may glorify God through their academic work. The Academic Integrity Code also describes the clear-cut procedures and consequences that should result if intentional acts of dishonesty occur.

## PLAGIARISM

“Plagiarism” is a form of academic dishonesty and intellectual theft that violates long-held and widely recognized principles of academic integrity. Plagiarism includes, but is not limited to:

- Failing to credit sources in a work in order to pass it off as one's own work;
- Having someone else complete assigned work and then passing it off as your own;
- Plagiarism may occur with respect to unpublished as well as published material: this includes the act of copying another student's work or other unpublished document and submitting it as one's own individual work without proper attribution;
  - Intentional Plagiarism is the deliberate act of representing the words, ideas, or data of another as one's own without providing proper attribution to the author;
  - Inadvertent Plagiarism involves the inappropriate, but not deliberate use of another's words, ideas, or data without appropriate attribution, failure to follow established rules for documenting sources or from being insufficiently careful in research and writing;
  - Paraphrased Plagiarism involves paraphrasing without acknowledgment of ideas taken from another that the reader might mistake for your own;
  - Plagiarism Mosaic involves the borrowing of words, ideas, or data from an original source and blending this original material with one's own without acknowledging the source;
  - Insufficient Acknowledgment involves the partial or incomplete attribution of words, ideas or data from an original source. (From the UTSA Writing Program Student Handbook)

With the internet at your fingertips, the temptation to plagiarize increases. When tempted, remember that your teachers also have internet tools to detect plagiarism. Though the fear of getting caught is not the highest moral motivation, it is effective.

## CHEATING

Cheating is the use of unauthorized materials, information, or study aids in an academic exercise. Cheating can also be a secret agreement made among students in visual or oral form for fraudulent purposes.

- a. Copying or receiving an answer on an assessment (test, quiz, or any other coursework that is evaluated by your teacher).
- b. Using any unauthorized source of information during an assessment.
- c. Acquiring specific knowledge of the content of an assessment before it is given.
- d. Illegally obtaining a copy of an assessment before it is given.
- e. Changing an answer on a graded assessment and then claiming the teacher made a grading error.
- f. Copying homework or other class work.
- g. Using a paper, in whole or part, written by another person.
- h. Submitting the same work or major portions of the same work for two classes without permission.
- i. Using an on-line translator for foreign language classes.

**VIOLATION OF U.S. COPYRIGHT LAW** occurs when a person copies, creates, or uses unauthorized copies of software, videos, songs, or printed materials that are copyrighted or trademarked. Limited use of these materials in an educational setting is allowed provided it includes full copyright information and follows all other guidelines set forth by U.S. Copyright Law. More information can be found at [www.copyright.gov](http://www.copyright.gov) for copyright law and at [www.uspto.gov](http://www.uspto.gov) for trademark law. a. Using an image from a print or electronic source as part of your work without providing full copyright information. b. Using music or other recording without providing full copyright information. c. Using an icon, character, name, phrase, or slogan, or any other trademarked material without including the ® symbol.

## Procedure

Any violation of the Academic Integrity Code should be reported to the Deans. However, the faculty member accusing the student of the alleged offense should first attempt to meet with the student and discuss the suspicions and evaluate the evidence to see if there is some acceptable explanation for the apparent violation. If there is evidence of a violation, the faculty member needs to state to the student that he or she feels that a violation has been made and that a referral will be made to the Deans. The faculty member will then submit a completed AIC report form to the Deans.

The AIC includes the varying forms of academic dishonesty and specifies the five levels of consequences. Ranging from teacher intervention to dismissal from school, these consequences may also include the student not earning credit for the assignment, parental contact, school detention, notation on the student's official school transcript, and/or suspension.

## INSTITUTIONAL POLICIES

### DAILY SCHEDULE

#### Lower Campus Class Times

AM Kindergarten: 8:30 am – 11:45 am

PM Kindergarten: 12:15 pm – 3:00 pm

Grades 1st-6th: 8:30 am – 3:00 pm

- Upper Campus Class Times  
Logic 7th-8th: 8:15 am - 2:50 pm  
Rhetoric 9th-12th: 8:15 am - 2:50 pm

\*Please note that classes begin promptly at these times. An early arrival allows your child time to prepare for the day.

- Half Day Times  
Grades K-12th 8: 8:30 am – 12:00 pm  
\*Please note that on Early Dismissal Days, there will be no lunch break.

#### Class Drop-Off and Pick-Up Schedule

In order to ensure the safe and efficient arrival and departure of students both to and from the school, this schedule is to be followed by all parents or guardians:

- Drop-Off  
Kindergarten and elementary students should not arrive earlier than 8:15 am. Those who arrive before 8:15 am will wait outside under the supervision of the parents or carpool, at which time they may enter the building.
- Pick-Up  
PM Kindergarten: 11:45 am - 12:00 pm  
PM Kindergarten: 3:00p - 3:15 pm  
1st - 6th : 3:00 - 3:15 pm  
7th - 12th : 2:50 - 3:15 pm

Supervision on upper campus begins at 7:45am and ends at 3:00pm. Students are expected to be off campus no later than 3:15pm each day. Exceptions involve participating in discipleship groups, extra-curricular activities, or other authorized events.

## SCHOOL CALENDAR

The school calendar for 2019 - 2020 will be posted on the school website. It will include official Beacon Hill activities and will be updated as necessary

## ATTENDANCE

The following guidelines and procedures have been established regarding attendance, tardies, and early departures. Final judgment regarding the legitimacy of an absence or tardy (as it relates to academic reporting) rests with the Head of School.

### **Lower Campus**

#### 1. Excused Absence:

Illness or extended medical appointment – A note from a parent is sufficient for an illness or medical appointment resulting in an absence of no more than five school days. For illnesses longer than five school days, a note from a licensed physician is required. Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children after school hours, or during school holidays.

- Death or funeral of a friend or family member
- Natural disaster
- Traffic accident that directly involves the student
- Law enforcement order or court subpoena
- Extraordinary circumstances or situations, pre-arranged and with the Head of School's permission.

#### 2. Unexcused Absence:

Absence from school for any reason not listed as an excused absence.

#### 3. Excused Tardy:

Any late arrival to school resulting from a doctor's appointment, temporary sickness, or from any situation pre-approved by the Head of School. Delays caused by traffic are not excused. However, delays caused by a major traffic accident will constitute a legitimate excuse.

#### 4. Unexcused Tardy:

Any late arrival to school for a reason not listed under an excused tardy.

## 5. Penalties for Excessive Tardies:

A student is allowed without penalty 7 unexcused tardies per semester. After 7 unexcused tardies, the parents may be fined \$5 per tardy. This amount will be added to their bill. Every 5 tardies, excused or unexcused, will count as an absence.

All absences and tardies will be marked as unexcused unless a note with a legitimate excuse is received by the school the school receives a note with a legitimate excuse.

## 6. Logic and Rhetoric School Transition Tardy Policy:

A strict tardy policy will be in place for our Logic and Rhetoric School transitions and breaks. Due to the time constraints and movement between classes, it is imperative that each student arrives on time and is in their seat ready to work when the teacher starts class. Each student will be allowed 3 unexcused tardies per semester. After the 3rd tardy per semester, the following escalating discipline will be applied:

4th: 15-minute detention – parent conference with Academic Dean

5th: 30-minute detention – parent conference with Head of School

6th: 3-hour Saturday School – Conference with Head of School and Academic Dean regarding a possible disciplinary probation.

## 7. Additional Guidelines and Comments for all Students

--All students are expected to be in their seats in class and on time.

--A parent/guardian should call the school if a student will be absent or tardy on any given day. It is the responsibility of the parent to inform the office of an absence.

--Excused absences do not exempt the student from completing assignments. It is the responsibility of the parent or student to determine class and homework assignments they have missed. In situations of extended absences, the parent and/or the student should contact the teachers directly to discuss strategies for making up missed work. See late work policy for more information.

--Students/parents who wish to communicate a pre-arranged absence (i.e. family vacation, scheduled surgery, etc.) should contact their teacher as early as possible.

--The school will maintain records of attendance for each student and will include on each student's semester report card the total number of absences and tardies for the given marking period.

## 8. Excessive Absence Policy

Students who miss 16 or more days in a semester (excused or unexcused) may be dismissed from Beacon Hill Classical Academy. Sixteen absences represent approximately 20% of the semester. If half or more of the absences are school- related or are the result of one catastrophic event (illness, accident, etc.), the students may appeal to the Head of School for a waiver to this rule. Families should understand that if a number of absences are the result of choice (i.e. family travel), no appeal is likely to be granted.

#### ATTENDANCE AND TARDY POLICY - Upper Campus

Regular school attendance is required by law and a prompt arrival to classes is important for a successful education at Beacon Hill Classical Academy. This policy is written with both the individual and the school community in mind. BHCA's attendance and tardy policy is motivated by the need for order and accountability. The following guidelines and procedures have been established regarding attendance, tardies, and early departures. Final judgment regarding the legitimacy of an absence or tardy (as it relates to academic reporting) rests with Senior Administration.

1. Excused Absence:

- Illness or extended medical appointment – A note from a parent is sufficient for an illness or medical appointment resulting in an absence of no more than five school days. For illnesses longer than five school days, a note from a licensed physician is required. Parents are strongly encouraged to make every effort possible to schedule medical appointments for their children after school hours, or during school holidays.
- Death or funeral of a friend or family member
- Natural disaster
- Traffic accident that directly involves the student
- Law enforcement order or court subpoena
- Extraordinary circumstances or prearranged situations, with permission of Senior Administration.

2. Unexcused Absence:

Absence from school for any reason not listed as an excused absence will be considered unexcused. All absences will be marked as unexcused unless a parent note stating an approved excuse is received within 24 hours.

3. Excessive Absence Policy:

Students who miss 16 or more days in a semester (excused or unexcused), which represents approximately 20% of the semester, may be dismissed from Beacon Hill Classical Academy. If half or more of the absences are school- related or are the result of one catastrophic event (illness, accident, etc.), students may appeal to the Head of School for a waiver to this rule. Families should understand that if a number of absences are the result of choice (i.e. family travel), no appeal is likely to be granted.

4. Penalties for Excessive Absences:

Excessive absences could be detrimental to a student's academic achievement and progress.

5. Excused Tardy:

- Any late arrival to school resulting from a doctor's appointment (parents are strongly encouraged to make every effort possible to schedule medical appointments for their children after school hours, or during school holidays)
- Natural disaster
- Traffic accident that directly involves the student
- Extraordinary circumstances or prearranged situations, with approval of Senior Administration

6. Unexcused Tardy:

Any late arrival to school for a reason not listed under an excused tardy. All tardies will be marked as unexcused unless a parent note stating an approved excuse is received within 24 hours.

7. Excessive Tardies:

A student is allowed 3 unexcused tardies per semester for morning drop off times. In addition, a strict tardy policy will be in place for our Logic and Rhetoric School transitions and breaks. Due to the time constraints and movement between classes, it is imperative that each student arrives on time and is in their seat ready to work when the teacher starts class. Each student will be allowed 3 unexcused transition tardies per semester.

After the 3rd morning drop off tardy or transition tardy per semester, the following escalating discipline procedure will be applied:

4th: 15-minute detention – parent conference with Dean of Students

5th: 30-minute detention – parent conference with Dean of Students

6th: Campus clean up (early morning detention) – Conference with Dean of Students and Academic Dean regarding a possible disciplinary probation.

In addition, excessive tardies will cost house points at the end of each semester.

8. Additional Guidelines and Comments for all Students

- All students are expected to be in their seats in class and on time.
- A parent/guardian should call the school if a student will be absent or tardy on any given day. It is the responsibility of the parent to inform the office of an absence.
- Excused absences do not exempt the student from completing assignments. It is the responsibility of the parent or student to determine class and homework assignments they have missed. In situations of extended absences, the parent and/or the student should contact the teachers directly to discuss strategies for making up missed work. See late work policy for more information.



- Students/parents who wish to communicate a pre-arranged absence (i.e., scheduled surgery, etc.) should contact their teacher(s) as early as possible.
- The school will maintain records of attendance for each student and will include on each student's semester report card the total number of absences and tardies for the given marking period.
- Parents wishing to pick up their child(ren) early from school must sign them out with the front office. Advance notice of such early departures is requested whenever possible.
- Students are not allowed to leave campus during school hours unless signed out by a parent, a person authorized by the parents on the "Authorization for Pick-Up Form" or accompanied by a faculty or staff member. This rule is in effect starting from the time students arrive on campus. Juniors and seniors may sign themselves out at the front office upon completion of their academic requirements for the day.
  - Any requests for exceptions to this rule must be submitted in writing by a parent (note or email) at least 24 hours in advance and approved by Senior Administration. Unless there are extenuating circumstances, a phone call from a parent is not sufficient for the school to allow a student to leave the campus.

## DRESS CODE

### **Lower Campus:**

#### 1. Code and Culture Mission

Beacon Hill Classical Academy believes that uniforms play an important role in maintaining a culture conducive to cultivating virtuous scholars. In many respects the uniform is the face of BHCA. Uniforms encourage a sense of school identity and cohesion among students and also help to raise the bar of the school's academic and cultural pursuits. Rather than expressing themselves through current youth fashion, students at BHCA are asked to express themselves through their attitudes, behavior, minds, and hearts. Like doctors, nurses, athletes, firefighters, and chefs, students at Beacon Hill Classical Academy wear uniforms.

#### 2. Vendors and Purchasing

Land's End ([www.landsend.com](http://www.landsend.com)) supplies the uniforms for Beacon Hill Classical Academy. Our preferred number is 900134438. Enter this to have the crest put on uniforms when appropriate.

French Toast ([www.frenchtoast.com](http://www.frenchtoast.com)) is another supplier of our uniforms. The school code for BHCA is QS5GVQB.

Target, Walmart, Old Navy etc. are acceptable vendors for any uniform item that does not require the school crest but still should comply with the school dress code.

#### 3. Girls Uniforms

All shirts must be purchased through French Toast or Lands End. The shirts should be collared, solid, button down and with school emblem. All acceptable shirts are found on the store's websites.

Uniform skirts, jumpers, and shorts are to be solid navy, gray, or khaki, cotton twill fabric, and no more than 2 inches above the knee. Other approved patterns are available through French Toast and Lands End using our school code. Pants must be solid navy or khaki in cotton twill and chino style. No jean style or fabric pants.

Undershorts are required for modesty. Girls must wear shorts under their skirts and jumpers. Bike shorts and the like are appropriate choices.

All outerwear must be solid navy or gray. It may not have logos unless it is a school crest. Jackets and bulkier outerwear will be kept outside.

Mary Jane style tennis shoes and boots in black, gray, brown, or navy (any muted color) are acceptable shoes for uniform. Laces and shoes may not be distracting colors (neon, checkers, etc.). Sandals, Ugg boots, knee-high boots, and cowboy style boots are not acceptable footwear at BHCA. Logic school girls may also wear flats in the same colors. Socks or tights are required and must be non-distracting white, gray, black, or navy.

Headbands and hair accessories are to be solid gray, navy, light blue, or white. These should be non-distracting: no sparkles, sequins, feathers, cat ears etc. Lands end has plaid items that are acceptable.

Belts are acceptable with pants or shorts and should be solid brown, navy, or black. Land's End sells a plaid belt that matches other uniform items, and is acceptable.

Jewelry should be kept at a minimum—one small loop or stud per ear, non-distracting necklaces, and no bracelets.

Undershirts must be plain white and completely hidden under uniform shirt.

All clothes and shoes should be well fitted and clean. Uniforms should not have holes or tears.

#### 4.Boys Uniforms

Uniform shirts must be purchased from Land's End or French Toast. Shirts should be collared, button down, in colors and patterns approved for these vendors. Undershirts are not required but should be solid white and not visible. Shirts must be tucked in for 3rd grade and up.

Pants and shorts are acceptable bottoms provided that they are flat front chinos in solid navy, khaki or gray. Pants and shorts may not be made of denim material. No jean style or cargo pockets are allowed.

All outerwear must be solid navy or gray. There are various options available from our approved vendors lists which are acceptable. It may not have logos unless it is a school crest. Jackets and bulkier outerwear will be kept outside.

Shoes may be purchased from anywhere as long as they are black, tan, brown, or navy (other muted colors ok) They must be plain topped with non-marking rubber soles. Athletic shoes are okay provided they follow the above guidelines. No character shoes, cowboy boots or sandals are permitted. No designs on the sides. Laces should not be distracting colors.

Belts are optional for K-2, but must be worn from 3rd grade. Belts must be either all black or brown. Please, no oversized buckles.

All clothes and shoes should be well fitted and clean. Uniforms should not have holes or tears.

#### 5. Spirit Wear and Free Dress Days

Lower Campus spirit wear days are always the last Friday of every month. In some cases the day may fall early if students will not be present on the last calendar Friday (e.g. December). Only spirit wear tops purchased from the school may be worn on these days. Regular uniform bottoms, jeans or patterned shorts/pants may be worn (no rips or tears). Absolutely no athletic shorts or leggings may be worn. If the spirit wear dress guidelines are violated, parents will be called and will be required to bring appropriate clothes.

#### 6. Personal Appearance and Hygiene

This policy applies to all students both while in school and while attending school-sponsored activities.

Girl students should have natural color hair of one color. Hair should be neatly combed out of face. Styles of hair should not be distracting. Girls should wear socks and proper underclothing.

All boy students must have a natural color hair of one color; wear their hair neatly combed and cut above the collar, eyebrows, and ears. Their hair should be styled a way that is consistent with the spirit of this policy. Boys should wear belts, socks, and proper underclothing.

Any other items or practices considered generally inconsistent with the intent of this policy will also be considered violations. Further, the Head of School may bar attendance of students in violation of this policy.

#### 7. Rules and Violation Procedures

Uniforms must be worn at all times unless an administrator gives permission otherwise. Uniforms must also be worn on all school-sanctioned field trips unless given notice.

Administrators, teachers and auxiliaries are arbitrators in keeping the students dress up to code. The Head of School is the final arbitrator of whether a student is in compliance with this uniform policy and code.

When a student violates the uniform code the following actions will be taken: If a student comes to school with an incomplete uniform, a notice will be sent home informing parents. On the third occasion that such a notice is necessary, a parent will be called and asked to bring in the correct uniform before the student is allowed to continue school for that day.

## **DRESS CODE (LOGIC & RHETORIC) -**

### 1. Code and Culture Mission

Beacon Hill Classical Academy believes that uniforms play an important role in maintaining a culture conducive to cultivating virtuous scholars. In many respects the uniform is the face of BHCA. The dress code encourages a sense of school identity and cohesion among students.

### 2. Vendors and Purchasing

*Rhetoric and Logic Students* - Polos and other uniform items can be ordered from LANDS' END by following the directions below:

Go to [www.landsend.com](http://www.landsend.com) -> SCHOOL -> Shop by School -> Our school number is: 900134438 or you can enter our school name and details. Once you've entered gender and grade, the site will show the polo shirt options. You can order from the child or adult sizing selections. All polos and sweaters must have the new Rhetoric BHCA logo.

*Logic Students Only* - French Toast ([www.frenchtoast.com](http://www.frenchtoast.com)) is another supplier of our uniforms. The school code for BHCA is QS5GVQB.

For pants, we recommend shopping in a local store to be able to try on for size and style.

### 3. Upper Campus Dress Code

#### **Logic Uniform**

All shirts and sweaters must be purchased through Land's End or French Toast, and display the school logo. All acceptable uniform items are found on the store's websites. Shirts are to remain tucked in at all times.

#### *Girls Clothing*

Chino/Khaki style regular or slim fit pants (may not be skinny or tight-fitted)

- Navy Blue or Khaki

Uniform skirts are acceptable

- Navy blue, grey, khaki, or plaid (plaid only available through Land's End)
- Skirt length not to exceed 2" above the knees and appropriate undershorts must be worn

In addition, Land's End has plaid hair accessories and belts that are acceptable.

### *Boys Clothing*

Chino/Dockers style regular or slim fit pants (may not be skinny, or tight-fitted)

- Navy Blue or Khaki

Tailored or regular fit uniform shorts

- Navy Blue or Khaki

Boys are to wear belts at all times and they must be black, navy blue, or brown.

## **Rhetoric Uniform**

### *Girls Clothing*

All polo shirts must be purchased through Land's End.

Chino/Khaki style regular or slim fit pants or capris (may not be skinny or tight-fitted)

- Black, Grey, Navy Blue, or Khaki

Jeans must be regular, slim, or boot cut (no skinny, tight, ripped, stone-washed)

- Black, Medium Blue, or Dark Blue (Jean shorts may NOT be worn)

### *Boys Clothing*

All polo shirts must be purchased through Land's End.

Chino/Dockers style regular or slim fit pants (may not be skinny, or tight-fitted)

- Black, Grey, Navy Blue, or Khaki

Tailored or regular fit uniform shorts

- Black, Grey, Navy Blue, or Khaki

Jeans must be regular, slim, or boot cut (no skinny, tight, ripped, stone-washed)

- Black, Medium Blue, or Dark Blue (Jean shorts may NOT be worn)

Belts, if worn, must be solid black, navy blue, or brown.

## **Upper Campus Dress Code**

### *Outer coats and jackets*

All outerwear must be solid in color. Black, navy blue or gray are acceptable colors. It may not have logos, except for small manufacturer label (2"x2"), unless it is a school logo. Approved sweaters, sweatshirts and fleece-wear are permitted in the classroom. Sweatshirt hoods are not to be worn inside. Jackets and rainwear will be kept outside of the classroom.

### *Shoes/Socks*

Shoes must be closed toed and worn at all times on campus.

All clothes and shoes should be well fitted and clean. Clothing should not have holes or tears. Any designs or logos that administration deems to be rude, offensive, or discriminatory are not permitted.

### *Grooming and appearance*

- Make-up and nail polish should be modest and not distracting
- Hair may only be natural colors. Hair should be well groomed. Styles of hair should not be extreme or distracting.
  - For boys, mohawks, ponytails, or buns are not permitted
  - For girls, partially shaved heads or other extreme designs are not permitted
- Tattoos are not to be displayed
- Overall personal appearance and hygiene should be moderate and appropriate. At no time shall Students wear any article of clothing, jewelry, or accessories, nor shall they carry any item that displays an offensive quality or slogan, or that does not support the values or philosophy of Beacon Hill Classical Academy.

### *Jewelry and other accessories*

Jewelry should be kept at a minimum. Visible body piercing is not allowed (including tongue piercing), except for earrings for girls. Only small, modest earrings are permitted. Boys may not have earrings. Non-distracting necklaces and bracelets are permitted.

Headbands and hair accessories are to be solid gray, navy, light blue, or white. These should be non distracting: no sparkles, sequins, feathers, cat ears etc.

## 4. Spirit Wear and House Wear

Spirit Wear occurs on upper campus every Wednesday. Spirit Wear is available to order through the school office. Each House has its own set of House Wear in the form of shirts and sweatshirts. House wear is acceptable for spirit wear days.

## 5. Rules and Violation Procedures

Dress code guidelines are to be followed at all times, including school-sanctioned field trips, unless an administrator gives permission otherwise.

Administrators, teachers and auxilium are arbitrators in keeping the students dress up to code. Senior Administration is the final arbitrator of whether a student is in compliance with this uniform policy and code.

When a student violates the uniform code the following actions will be taken:

- First Violation - a notice will be sent home informing parents
- Second Violation - a notice will be sent home informing parents and detention is assigned
- Third occasion - a parent will be called and asked to bring in the correct uniform before the student is allowed to continue school for that day. Any tardies or absences due to uniform

violations will not be excused and students will be expected to communicate with their teacher(s) to receive class work.

- Excessive or ongoing violations will result in a parent conference with Senior Administration to determine appropriate course of action.

### **HOUSE SYSTEM (Rhetoric School Only)**

Houses are a campus-wide community system allowing students to flourish spiritually and socially through leadership opportunities, competitive activities, and service projects.

The four houses are made up of a mix of students in grades 9-12 and house designations are school-appointed. Students will remain in their appointed house for the duration of their high school experience.

**The names of each house represent key characteristics of BHCA:**

<b>FIDES</b>	<b>ADORANS</b>	<b>INTEGRITAS</b>	<b>BENEFICIUM</b>
<i>Faith &amp; Reason</i>	<i>Worship &amp; Beauty</i>	<i>Integrity &amp; Character</i>	<i>Service &amp; Influence</i>

Students will learn of their assigned house at Hume Lake Spiritual Emphasis week. While at camp, houses will have multiple opportunities to build cohesion and team spirit. Key characteristics, team building activities, and even house-themed “call out” cheers will guide the unity of each house. Each house will also have the opportunity to create chapel presentations throughout the school year that creatively express their respective characteristics.

House leadership consists of a faculty advisor and a Senior captain, along with three additional officers. 2019-20 leadership was established through an interest survey and a meeting at the end of the last school year. Students in grades 10-12 are eligible for leadership roles. Interested students for following years may apply in the spring and, after participating in a panel presentation made up of Rhetoric Administration and Faculty, will be told if they receive a leadership appointment.

In addition, throughout the year, houses will participate in local service projects and enjoy regular competitions. Points will be earned through various means and at the end of the school year, a house champion will be crowned! Individual prizes and a team trophy for the winning house will be awarded at this time.

Rhetoric students can currently purchase their House Wear in the form of a t-shirt, long sleeved t-shirt, and/or a hoodie sweatshirt.

The name of each house (nickname in some instances) is clearly displayed in “university style” font and each house is identified additionally by color. The sweatshirts are appropriate as outerwear for school dress code purpose.

## STUDENT DRIVING

Students who drive to school must register their vehicles with the office. The registration includes a parent authorization permitting students to drive to school and basic information about the automobile(s). Students are to park in designated student parking area. Drivers are not to exceed 5 miles per hour while driving on the campus grounds, exercising extreme caution in order to prevent accident or injury. Driving privileges on campus may be revoked at any time.

All policies and expectations in accordance with DMV regulations are to be followed at all times. BHCA is not responsible for the safety of passengers being transported in the vehicles of student drivers. It is the responsibility of parents to know who is riding with whom in regards to student drivers.

Under no circumstances are students allowed to drive to or from off-campus school-sponsored field trips. Adult transportation will be provided as necessary.

## CLOSED CAMPUS POLICY

Beacon Hill maintains a closed campus policy. Supervision on upper campus begins at 7:45am and ends at 3:00pm. Students are expected to be off campus no later than 3:15pm each day. Exceptions involve participating in discipleship groups, extra-curricular activities, or other authorized events.

Beacon Hill does not supervise students before or after the above posted times and is not liable for any injuries or accidents that occur before or after these times. It is our expectation that parents will not leave any elementary or secondary child on school grounds unsupervised.

## OPEN CAMPUS EXCEPTIONS

Seniors and juniors are allowed off campus for lunch on Tuesdays and Thursdays. A current and signed parent permission note must be filed in the main office and this privilege may be revoked at any time. Academic and/or athletic probation results in an immediate revoking of open campus privileges for the duration of the probation. Students may provide rides for friends in accordance with current DMV regulations.

## CELL PHONES

Students may use a school phone only to make necessary local phone calls (i.e. to inform a parent that after-school practice is cancelled or that they left their lunch at home). Beacon Hill Classical Academy students may not use cell phones during the school day for any reason, unless permission has been granted. If a student violates this policy, the cell phone will be collected by a teacher or administrator and



held by the teacher (lower school) or in the school office (upper school) until the end of the school day. Multiple violations will result in disciplinary action.

#### EARPHONE POLICY

Earphones may be worn only after school -- 2:50pm (upper school) and 3:00 pm (lower school). Appropriate listening material is the purview of the parent. The confiscation of headphones and earphones from students who are in violation of the above policy follows the same guidelines as outlined regarding the confiscation of cell phones.

#### CAMERA POLICY

An administrator must give permission for a student to have a camera on campus. If the camera is for photography or yearbook class, instructions for campus and event use will be in the course syllabus.

#### LAPTOP COMPUTER AND TABLET POLICY

The use of laptop computers or tablets on campus for taking notes or working on projects is a privilege reserved for Rhetoric School students under certain conditions as approved by the BHCA administration. These conditions include approved group projects, during study hall periods, or for dual enrollment or affiliate course study. Their use in the classroom, however, is at the discretion of the individual class instructor. Additionally, laptop computers and tablets on campus should only be used for educational purposes. Playing games, viewing saved media (movies, etc.), listening to saved media, accessing the internet for purposes other than research, checking emails, and the like are not acceptable usages. On-campus laptop and tablet usage must abide by the Acceptable Use Policy posted in the office. The student who possesses a laptop computer or tablet is responsible for its care. Beacon Hill is not responsible for preventing theft, loss, damage, or vandalism to laptop computers or tablets brought onto its property. The confiscation of laptop computers or tablets from students who are in violation of the above policies follows the same guidelines as outlined regarding the confiscation of cell phones.

#### E-READERS

E-READERS If a student in rhetoric school is using his or her E-Reader to read a book, such a device is allowed on campus. E-Readers may not substitute for the course texts provided by the school. Note that the Laptop and Tablet Policy guidelines and restrictions apply.

#### ACCEPTABLE USE POLICY

The Acceptable Use Policy for computers and internet-capable devices is posted in the office. Failure to comply with the Acceptable Use Policy will result in the loss of computer privileges on the BHCA campus.

#### E-MAIL AND PRINTING

Students are encouraged to keep a portable memory device like a flash drive in order to allow work on projects and essays between home and school since students are not allowed to email to or from the school computers. Additionally, students need to plan their printing requirements so that all documents are printed at home. Under most circumstances, students are not allowed to use the school's printers.

## COPIES

The office staff is not permitted to make copies for students (classroom assignments, missed notes, a lost worksheet, handouts, etc.). Students should hand-copy missed notes or make off-campus copier arrangements.

## LOCKERS AND PERSONAL PROPERTY

Students in grades K-8 do not have lockers but will have an assigned place in each classroom for backpacks, personal belongings, and books, as designated by their classroom teacher.

Students in grades 9, 10, 11 and 12 are assigned lockers. What students place in their lockers is considered personal property. Students are individually responsible for their personal property. Combination locks are available at the beginning of the year in the upper school office.

## BACKPACKS, SPORTS GEAR, ETC.

Backpacks may be used to carry school materials to and from the campus and between classes. Sports gear and bags should not be left strewn about the campus or in the passing area between classes. Coaches will let students know where to store their athletic gear. Musical instruments should be stored in the office or designated classroom.

## SCHOOL CLOSINGS

If Camarillo Unified School District is closed due to inclement weather or natural disasters, Beacon Hill is also closed. Radio and T.V. stations usually broadcast these closings by 7:00 a.m. In the event of any other closing or delayed start at Beacon Hill, the school will notify parents via email.

## STUDENT SEARCH POLICY

To maintain order and discipline at BHCA and to protect the safety and welfare of students and school personnel, school authorities may search a student, student belongings, student use areas, student lockers or student automobiles under the circumstances outlined below and may seize any illegal, unauthorized, or contraband materials discovered in the search. Administrators, teachers, and other professional personnel are permitted to question a student regarding the student's own conduct or the conduct of other students. In the context of school discipline, students have no claim to the right not to incriminate themselves. BHCA has the right to monitor or examine any electronic device at the school or at any school-sanctioned activity. The school may monitor or examine any postings on the Internet or other electronic medium which includes but is not limited to text messages and postings on personal web sites, social networking sites (for example, Facebook or Instagram), or other private or public domains. Such

monitoring includes but is not limited to all verbiage, pictures, depictions, graphics and videos. Students are responsible for and may be subject to disciplinary action for inappropriate material sent, posted, made available, shown to others or possessed by the student. BHCA maintains the right to search any student at any time, or to search a student's technology/electronic devices, book bag, backpack, purse, desk, locker, car, etc. or any personal belonging brought on school premises. There is no expectation of privacy for any school owned property, including but not limited to desks and lockers. Students may put locks on their lockers, but a record of the combination must be submitted to the office. Instructional rooms and areas of student use are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security and condition of their own work areas. Periodic general inspections of rooms and other areas of the school may be conducted by school authorities for any reason at any time without notice, without student consent, and without a search warrant. Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobiles on school property. Vehicles belonging to students parked on school property may be searched if there is reasonable suspicion to believe that they contain illegal or unauthorized articles or materials. Students shall be responsible for any prohibited items found in their lockers or in vehicles parked on school property. If a vehicle subject to search is locked, the student shall be asked to unlock the vehicle. If the student refuses, the School shall contact one of the student's parents or local law enforcement officials. If the parent also refuses to permit a search of the vehicle, the School may turn the matter over to local law enforcement officials. A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. If a properly conducted search yields illegal or contraband materials, such findings may be turned over to proper legal authorities for ultimate disposition.

#### LEAVING CAMPUS DURING SCHOOL HOURS

Students are not allowed to leave campus during school hours unless signed out by a parent, a person authorized by the parents on the "Authorization for Pick-Up Form" or accompanied by a faculty or staff member. This rule is in effect starting from the time students arrive on campus. Any requests for exceptions to this rule must be submitted in writing by a parent (note or email) and approved by the Head of School. Unless there are extenuating circumstances a phone call from a parent is not sufficient for the school to allow a student to leave the campus.

Parents wishing to pick up their child(ren) early from school must sign them out with the attendance monitor. Advance notice of such early departures is requested whenever possible.

#### DISMISSAL

Students are expected to be off campus no later than 3:15pm each day. Exceptions involve participating in discipleship groups, extra-curricular activities, or other authorized events.

Beacon Hill does not supervise students before or after the above posted times and is not liable for any injuries or accidents that occur before or after these times. It is our expectation that parents will not leave any elementary or secondary child on school grounds unsupervised.

## SCHOOL COMMUNICATIONS

- Canvas, RenWeb
- Weekly Email School Newsletter—Every Friday families will receive updates regarding upcoming events, teacher needs, volunteer opportunities, and more in a weekly newsletter email update. We ask that parents make a habit of reading the update each week.
- Website—[www.beaconhillclassical.org](http://www.beaconhillclassical.org)  
The school website is the regular hub of academic information. On the website are various miscellaneous downloads, hybrid program downloads, the live school calendar, teacher pages, and news updates. We ask that parents check the website once per week on Fridays for important updates.
- Lower Campus School Phone Number: (805) 398-6581  
Upper Campus School Phone Number: (805) 586-4880

## CONTACTING THE SCHOOL

During the school year the office is open from 8:30-3:00 (lower school) and 7:50am to 2:50pm (upper school) Monday through Friday. At other times, people calling the school may be connected to a voice mail system through which a message can be left. Parents wishing to speak with individual teachers may leave a message with an office attendant or email the teacher. Teachers will return phone calls as soon as their schedules permit (usually within 24 hours). Parents are asked to refrain from phoning teachers at home.

## MESSAGES AND DELIVERIES

Only in the case of emergency are classes interrupted to deliver messages from home. In such cases, parents may call the office to have the message delivered to their student. In the event that a parent needs to deliver an item to a student, the parent must leave the item in the school office.

## VISITORS ON CAMPUS

Visitors to Beacon Hill must check in with the front office. Any visitor other than a parent must be pre-approved by the parents of a child being visited, and confirmed through the administration. Only people approved by the parents or guardians will be allowed on the campus unaccompanied. If the school is unable to get approval from a parent then a staff member will accompany the visitor. Visits from parents who wish to sit in and observe a class are always welcome. However, all visits must be arranged with the teacher and/or Head of School in advance.

## LOST AND FOUND

Items in Lost and Found are collected in a bin in the school office. Labeled items will be returned to students when marked with complete and legible name. Lost and Found is emptied at periodically and unclaimed items are either donated to charity or the BHCA used-uniform store.

## LUNCH

### Lower Campus (K-6):

Students must sit in an orderly fashion at their tables and must follow any instructions given by any of the school faculty, administration, staff, or designated parents. Students must eat lunch for the first ten minutes of the lunch period, and will be allowed to play once lunch is eaten and all student trash in the trash receptacle.

### Upper Campus (7-12):

Upper school students may eat their lunches at the tables outside the chapel, on the school grounds and playfields, and in the area outside the classrooms. During lunch, students must remain on locations of the campus that are within sightline of the lunch monitors. Students may also eat in classrooms if the teacher gives his or her permission, and in the event of inclement weather (rain, cold, high winds, etc.) the microwave in the teacher office/lounge is off limits.

## FIELD TRIPS

In order to participate in a field trip a student must have a signed consent form from a parent or guardian. Any faculty member, with the consent of his Head of School, may choose not to take any student who has demonstrated a lack of self-discipline and may be a potentially disruptive influence on a trip. Parents will be provided with all the information concerning a field trip, and adequate chaperones will be acquired.

It is the responsibility of the parents to provide either transportation themselves to the field trip or through a driving carpool. After parents have dropped off their children with the teacher on the field trip, teachers assume responsibility for the student. Parents are welcome to attend the field trip as a chaperone with invitation of the event sponsor and when driving and payment details prearranged. Parent chaperones are required to conform to all BHCA policies and protocol while they are acting *in loco parentis* as a chaperone.

Faculty, staff, and parents may drive students to and from field trips provided they carry a valid California driver's license and liability insurance with legal/prudent limits. (handbook)

## OVERNIGHT TRIPS

Students may have the opportunity to take extended, overnight school trips. General guidelines for these overnight trips (in addition to the guidelines above) are as follows:

1. BHCA staff members are the official leaders of all overnight trips, and thus, all volunteer chaperones are expected to respect the authority of the staff.
2. BHCA parents (serving as chaperones) are responsible for the students in their vehicles and in their assigned cabins or hotel rooms as applicable.
3. Specific chaperone duties for each overnight event are to be conveyed by the BHCA staff person in charge.

## SCHOOL-SANCTIONED EVENTS

School-sponsored events are those events that (1) are organized by a member of the Board, administration or faculty in his or her official capacity; or (2) are approved by the administration but organized by an agency of the school; or (3) are published on the school's yearly calendar; or (4) receive the school's financial support.

1. School-sponsored activities must comport with the school's stated educational goals.
2. School-sponsored activities require the attendance of at least one member of the Board, administration, or faculty.
3. Students who do not attend Beacon Hill Classical Academy may not participate in school-sponsored activities, except with the explicit permission of an administrator.
4. The school will provide parents with timely information about all school-sponsored activities. The Head of School must approve all written communication to parents concerning such activities.
5. Parents must sign a written waiver both releasing the school from any liability for each particular off-campus school-sponsored activity and authorizing the school's procurement of any necessary treatment in the event of a medical emergency.
6. The school will advertise only school-sponsored activities in its official communications.
7. The administration must approve all proposed activities and their dates and determine the number of chaperones necessary.

8. Only school-sponsored activities will receive financial support from the school (e.g., free promotional copies and telephone usage, advertising assistance and use of supplies).

## HEALTH POLICIES

### ILLNESS OR ACCIDENT DURING THE DAY

A designated health station is outfitted with a basic first aid kit, and a private place to rest from sudden illness. It is also where prescribed medications are to be kept for administration by the school (see medication policy below).

It is the expectation that families keep ill children at home so that infectious conditions are not spread to classmates, faculty, and staff.

Do not send children to school if they have had any of the following within the previous 24 hours:

- Fever >100.0
- Vomiting
- Diarrhea
- Excessive coughing
- Excessive nasal drainage

Should a child become ill or injured during the school day, the staff will make every effort to care for them so that they may return to class. If necessary, students will be allowed to rest 15-20 minutes before deciding if they will return to class or if a parent will be contacted in order for the child to be taken home.

A student whose temperature is 100.0 F or higher, who experiences vomiting or diarrhea at school or whom the teacher feels has excessive coughing or nasal drainage will be asked to go home and should not return to school until he/she has not experienced these symptoms for 24 hours.

When parents are notified of the need to pick up their child, the child should be picked up within 30 minutes of being called. If this is not possible, we ask that arrangements be made to have the child picked up by someone other than the parent, as health care space is limited.

It is required that each student return a signed Emergency Medical Release Form before the start of each school year. No student is allowed to begin classes until his/her completed form is on file. Please keep the school updated of any changes in relevant health history, or any changes regarding medication. When you choose your local emergency contact, make sure that person is aware of your choice, and consider providing him/her with copies of your medical insurance information/card and a Power of Attorney that legally authorizes him/her to seek medical care for your child in the event that you are unavailable.

Beacon Hill follows a 'no-nit' policy. If we find lice or nits on your child you will be called and will need to pick your child up from school. Until your child is completely free from all signs of lice, they must stay home from school.

## SERIOUS DISEASE POLICY

This policy applies to all students, employees and volunteers of the school:

Serious diseases are communicable diseases that are potentially life-threatening or that can cause permanent bodily damage. Meningitis, AIDS (Acquired Immune-Deficiency Syndrome) and pneumonia are examples. Common colds, acute influenza, chicken pox, strep throat and the like, though unpleasant and contagious, are not considered serious diseases.

The administration will take all appropriate precautions (including isolating the student(s) who may have contracted or been exposed to the disease) to reduce the risk of infection of any student, employee or volunteer by any known serious diseases.

The school will not be held responsible for the communication of any serious disease that was introduced to the school without the knowledge of the administration.

Upon receiving reliable information that a student, employee or volunteer has contracted or been exposed to a serious disease, the administration will immediately contact the parents of any involved student, the Board and (at the discretion of the administration) local health officials and the Center for Disease Control in Atlanta, Georgia, to obtain pertinent information.

Based upon all available information, the administration will determine what actions are necessary. The administration will then contact the parents of the affected student(s) and relay to them the information it has received as well as the decisions it has made.

The administration may require a student to remain home for either a specific or indefinite period of time.

The Board and administration may close the school in extreme cases.

## MEDICATION

All medication must be delivered to the front office staff in the original container with the student's name clearly labeled. All medication, including over-the-counter medicine in the original container, is kept in the office or with the teacher. NO medication of any kind may be carried on a student's person, with the exception of cough drops, chapstick, inhalers for asthma or emergency medications for allergies and diabetes. A Medication Dispersion Log is kept in the office to document medicines given to students. Only medication provided by the parent is dispensed to his or her student.



## CHRONIC HEALTH CONDITIONS

All students with a chronic health condition (such as allergies, asthma, diabetes, seizures or any other medical disorder) must have a “Plan of Action” annually updated and on file with the front office.

If a child is known to experience severe allergic reactions, parents must complete a Severe Allergic Reaction Treatment Form. This form must be signed by both the physician and the parent. Regarding emergency medication, (eg. Epipen), two sets of emergency medications are to be supplied by the parent – one to remain in the classroom with the teacher and one in the office.

If your child has asthma and carries an inhaler to be self-administered, state law requires that an Authorization for Asthma Medication Administration at School Form be completed and signed by the parent AND the physician. Routine medications are to be administered through the Front Office or by a teacher if specific arrangements have been made.

## FOOD ALLERGY PRECAUTIONS

The school recognizes that food allergies can be a serious issue. In order for the school to take the necessary precautions with students subject to food allergies, regular communication must take place between the school and the home. Parents are asked to alert the school office regarding any food allergies as well as provide medical written documentation. Precautions are taken to the best of the school’s ability.

## FIRE, EARTHQUAKE & LOCK-DOWN DRILLS

In accordance with state regulations and safety precautions, the school conducts fire drills, drills, and lock-down drills on a regular basis during the school year. Those in school buildings when the emergency alarm is sounded (currently the portable bullhorn alarms), including visitors and parents, must exit the buildings and follow the evacuation routes indicated in each classroom.