# BEACON HILL

## CLASSICAL ACADEMY

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# Parent & Student Handbook

# 2026-2027

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# PHILOSOPHY & IDENTITY

## 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.**

## BHCA PROFILE OF A GRADUATE

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:

**Devoted Disciple**
Loves God with all of their heart, mind, soul and strength
**Classically Trained**
Listens well, thinks critically, reasons wisely, and articulates persuasively
**Life-Long Learner**
Enjoys the arts, reads the Great Books, and appreciates wonder in the world
**Culturally Discerning**
Engages ideas and people through a biblical worldview
**Kingdom Minded**
Lives liturgically and influences their community

## MOTTO

**"*In lumine Tuo videbimus lumen.*"**

Latin translation of Psalm 36:9
Translated, it reads, "In Your light do we see light."

## 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.
11. We believe in a biblical view of marriage, designed by God to be a faithful, lifelong covenant between one male and one female (as determined genetically), revealing the relationship between Christ and the Church. As a gift from God, we believe the institution of marriage is the only sanctioned framework for sexual intimacy between husband and wife, while providing the scriptural foundation for the institution of the family, in the bearing and raising of children (Gen. 2:22-24; *Mt.19:4-6; 2 Cor. 11:2; Heb. 13:4-7).*
12. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary sexes together reflect the image and nature of God. (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.
13. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or

> mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life. (Ps. 139.)

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.

# FOUR PILLARS OF BEACON HILL CLASSICAL ACADEMY

**1. Christian Education**

> 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. Classical Christian education is a time-tested educational system which establishes a biblical worldview (called Paideia), incorporates methods based on natural phases of child development, cultivates the seven Christian virtues, trains students in reasoning through the Seven Liberal Arts

(Grammar, Logic, Rhetoric, Arithmetic, Geometry, Music, and Astronomy), and engages children in 'the great conversation' through the historical Great Books.

**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. In light of this, we do our best to keep Beacon Hill affordable to all levels of income. We offer a generous scholarship program. We will make every effort to accommodate families in need. A low household income should never mean compromise when it comes to your child's education and discipleship.

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

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, to 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 here at Beacon Hill Classical Academy, we desire to train up our students to worship their Triune God in Spirit and Truth.

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.

## 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.

In the fifth and final year of grammar, students learn general reasoning skills while developing the art of critical thinking.

### 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 three years in the following progression:

6th Grade: Informal Logic 1 (Fallacies)

7th Grade: Formal Logic (Deduction)

8th Grade: Informal Logic 2 (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-Poll-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:
      - Guided discovering
      - Explore, find things
      - Use lots of tactile items to facilitate learning
      - 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 personal experiences related to topic or just tell a story

- Likes collections, organizing items
- Likes chants, clever, repetitious word sounds (e.g.: Dr. Seuss)
- Easily memorizes
- 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 of elders.
  - Enjoys academic puzzles.
  - When not disciplined will have 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 one's 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 the 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 work to rightly inherit and understand the great contributions of Western culture, including its unique qualities and its global influence especially in the modern world. To this end, students at Beacon Hill Classical Academy read many of the great books of this tradition and evaluate their meaning and impact in the light of God's Word. These works are not considered great simply because they are Western, but because they fundamentally answer or explore the deepest questions of human existence. This sustained search for truth has perennially characterized the Western tradition and the classical tradition of education since its inception.

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. In each year of Rhetoric school, students concentrate their humanities study on distinct phases of civilization: the ancient and classical era, medieval era, the American story, and the modern age. Courses are intentionally designed to tie literature readings and art criticism to the historical and philosophical context they express and influence. In many cases, these conventionally separate disciplines are taught by one teacher in a daily block schedule.

4. Latin

Latin is the original language of the Liberal Arts Tradition. We teach Latin at Beacon Hill not only for pragmatic reasons, but for the sake of the language itself. The telos of the Latin program at Beacon Hill is to be able to access great works of our past in their original language. We are seeking to teach our students the value of reading ancient writings in their ancient words, in their original form. This, of course, begins at the Grammar stage. Grammar age students are taught mastery of the Latin chants, and Latin vocabulary in an engaging, fun and primarily oral manner. Logic Stage students build upon this foundation by beginning to dive deeper into the beautifully organized grammar of the language. Logic School students are taught mastery of a Latin sentence, building towards fluency in easily accessible Latin stories. Rhetoric stage students begin by building their mastery of the Latin sentence, and pushing into

mastery of paragraph level reading. By the end of their Sophomore year, the students are equipped with the knowledge, understanding and skills to access any Latin text. Juniors and Seniors have the opportunity to then take Honors Level courses aimed at teaching the students how to read, analyze and write about the ancient Latin texts. In addition to our primary goal, the study of Latin has many practical applications that our students benefit from, including:

• 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.

## GOVERNANCE

*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 an accreditation candidate with the Association of Classical Christian Schools. We are independent in that we do not accept government funding of any type. Beacon Hill Classical Academy is an NCAA-Approved School.

# ADMISSION, ENROLLMENT, FAMILY COMMITMENTS

## ADMISSION

**Requirements**

A child must have reached the age of five by November 1st of the year in which he would be entering kindergarten; 6 by December 1st for entrance into the first grade; and so on. 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 discipled 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 15 hours total for their family, 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, students are placed in their grade according to age. Their ability, however, will determine their placement in language and math classes. In the Logic and Rhetoric schools, subject assessments will be administered to determine level and course placement.

## VISITING CAMPUS

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

## 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, if there is room in the class that the student is applying for, the family may 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. In the event that the class that the family is applying for has a full roster, that student will be placed in a wait pool. Should a spot open up in the desired class, we will first look to the wait pool to fill that spot.

**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.

**Admission and Enrollment Deadlines**

**January 8-31: Priority Application & Enrollment Period**

All applications for our current families, whether they are new (sibling) or returning students, must be completed during the priority enrollment period. Applications received by January 31 will be considered ahead of new families.

**January 31— Priority Enrollment Deadline for Current Families**

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 January 31st priority re-enrollment deadline, the Admissions Committee begins accepting new students for the following school year.

**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.

# 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 Senior Administration Team or the Board of Directors.

3. Submit a letter to the Board of Directors outlining their reason for withdrawal request, 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.

5. Please note that by signing the enrollment agreement you are acknowledging that you are financially responsible for one year's tuition. Also note that the Board's release of a family covenant obligation is often contingent upon filling the student's vacated chair.

# 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 completed directly through 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 July 1st.

**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.

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.

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.

3. If there is no resolution, then the parents may request a hearing from the Board through the Head of School.

**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 is 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.

**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.

## PARENT VOLUNTEER HOURS

Every family is required to serve a minimum of 15 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 $20 per hour or ($300) 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/CUMULATIVE 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.

## STUDENT SUPPORT

While BHCA does not have a special education department and does not write IEPs or 504s, we do our best to honor the students we have within the constraints we have.

K-5 with documentation of learning needs: Contact the Grammar School Principal with existing IEPs, 504s, and doctor's notes regarding student learning challenges. Resource teachers may support students with reading and mathematics.

6-12 with documentation of learning needs: Contact Upper School Academic Dean with existing IEPs, 504s, and doctor's notes regarding learning challenges. BHCA will consider accommodations (adjustments to the learning conditions, but delivered at the same level) for both Rhetoric and Logic School students with identified needs, and modifications (changes to difficulty level of coursework) for select Logic School students only.

# ACADEMIC INFORMATION & POLICIES

## PROGRAMS

### Full Time Program

Our full-time program follows a traditional class schedule with daily classroom instruction. K-5 students attend classes at the Lower School, Monday through Friday from 8:30am-3:00pm. Students in grades 6-12 full time attend classes at the Upper School, Monday through Friday, 8:45am-2:55pm.

### Collaborative Program

The Collaborative Program is a Monday through Friday program where the student studies at home for part of the week and in the classroom for the other part of the week. While at home, students follow the lesson plans prepared and assigned by the teacher for each week. The same curriculum and scope and sequence is given and is to be completed from home as that of the full-time students. This is done under the guidance and direction of their parents; those subjects most suited for large-group participation will be taught in the classroom.

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 training as scheduled (typically in August during fall orientation).

*The schedule is as follows:*

<u>Grammar School Collaborative</u>
Home Monday & Tuesday; Classroom Instruction Wednesday-Friday

Logic and Rhetoric School Collaborative:
Home Monday; Classroom Instruction Tuesday- Friday

## 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.

## SCHOOL WORK AT HOME

- 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.

- Collaborative: 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 5-7 hours

of work on a hybrid day, depending on the number of enrolled courses and difficulty level.

Grammar Homework Protocols:

- Kindergarteners are encouraged to read or have parent/tutor read to the student aloud for 20 minutes per night.
- Grammar students in grades 1-5 are expected to read a minimum of 30 minutes per night.

**Rhetoric and Logic Homework Philosophy:**

BHCA sees the merit in limiting the number of hours required for homework as family life is an integral part of a balanced life. Students should make good use of class time and academic labs to complete a significant amount of work during school hours. This does require the student to manage time for long-term assignments and test preparation. Students are considerably varied in their development, focus, work pace, and priorities. Please consider extracurricular activities, distractions with technology, and time management factors when evaluating time spent on homework. We always welcome parent input throughout the year to maintain this balance.

## GRADING POLICY

Kindergarten and Grammar School Grade Scale:

M: Mastery (97% and above)
GL: Grade Level (72%-96%)
NP: Needs Progress (less than 72%)

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 | - |
| D | 63-66% | 1.0 | - |
| D- | 60-62% | 0.7 | - |
| F | 59% and below | 0.0 | - |

**Pass/Fail Courses**

*For the 2026-2027 school year and forward, courses graded on a Pass/Fail grading scale will be calculated accordingly: a grade of "P" is not included in the student's GPA, but a grade of "F" is calculated into the student's GPA. Please note that a score of 70% or higher will be required for passing.*

## REPORT CARDS & PROGRESS REPORTS

Grammar school (K-5) report cards are available for viewing on "Scholae" one week after the end of the semester. Lower Grammar (K-5) progress reports are ready for viewing one week after mid-semester. For Logic and Rhetoric students, report cards are available on Quickschools at the conclusion of each semester according to the school calendar. 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 available mid-semester.

## STANDARDIZED TESTING

The Classic Learning Test (CLT) is a nationally recognized college entrance and academic assessment designed for students from classical, Christian, and traditional schools. Unlike conventional standardized tests, the CLT evaluates reading, writing, and reasoning through passages drawn from classic literature, philosophy, history, theology, and the great intellectual tradition of the Western world. Its mission is to reconnect assessment with a rich liberal arts education by measuring students' ability to think critically, reason logically, and engage deeply with enduring texts. Accepted by hundreds of colleges and universities across the United States, the CLT provides an alternative pathway to college admissions while promoting academic excellence rooted in truth, goodness, and beauty

In the Logic School, 8th grade students will take the CLT8 in the spring semester each year.

In the Rhetoric School, 10th Graders will take the CLT10 Exam; 11th Graders will take the CLT Exam. Seniors have the option to take the SAT and CLT on campus in the fall of their Senior Year.

## 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.

## Honor Roll & Dean's List

Logic and Rhetoric students who maintain a high GPA are named to the BHCA Honor Roll each semester according to the following criteria: Dean's List 3.9 GPA and above, High Honor Roll 3.75-3.89 GPA, Honor Roll 3.5-3.74 GPA. Additionally, one Rhetoric student with an overall GPA 3.75 or above (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 with high academic standing who best represent and articulate the goals and vision of Beacon Hill. 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 3.75 or higher. After ranking by the teachers, the highest scoring student will 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 based on the Profile of a Graduate. These honorees receive the Gryphon Award, the school's highest honor.

# RHETORIC POLICIES

## GRADUATION REQUIREMENTS

BEACON HILL CLASSICAL ACADEMY

### BHCA Graduation Requirements Grid 2027-2030

| Discipline | Class | Graduation Credits | Courses offered in sequence to fulfill graduation requirements | | | |
|---|---|---|---|---|---|---|
| | | | 9th Grade *(6 academic course minimum)* | 10th Grade *(6 academic course minimum)* | 11th Grade *(6 academic course minimum)* | 12th Grade *(5 academic course minimum)* |
| Theology/ Formal Rhetoric | 2027 | 50 | Old & New Testament Survey | Oral Rhetoric I and II | Dialectic & Formal Argumentation | Christian Dogmatics + Senior Thesis |
| | 2028-2030 | 50 | Biblical Theology | Dialectic & Formal Argumentation | Oral Rhetoric I and II | |
| Literature | 2027-2030 | 40 | Ancient Literature | Medieval Literature | American Literature | Modern World Literature |
| History (Civics) | 2027-2030 | 50 | Ancient HIstory | Medieval History | US History<br>US Government + Economics *(Optional)* | Modern World History +<br>US Government + Economics |
| Modern & Classical World Languages (2 years) | 2027-2030 | 20 | Latin 1<br>Spanish 1 | Latin 2<br>Spanish 2 | Latin 3 (H)<br>Spanish 3 | Spanish 4 (H) |
| Mathematics (3 years) | 2027-2030 | 30 | Algebra 1<br>Geometry | Geometry<br>Algebra 2 | Algebra 2<br>PreCalculus | PreCalculus<br>Calculus (H)<br>AP Calculus AB |
| Science (2 years) | 2027-2030 | 20 | Biology | Conceptual Physics<br>Chemistry | AP Biology<br>AP Chemistry | |
| Visual & Performing Arts (1 year) | 2027-2029 | 10 | Classical Theater, Yearbook, Music Performance, Drawing 1 and 2, Graphic Design 1 and 2 | | | |
| | 2030 | 10 | Classical Theater, Yearbook, Music Performance, Fine Art 1 | | | |
| General Electives (2 years) | 2027-2028 | 20 | *(VPA Electives Prioritized)* | Woodworking<br>Home Economics<br>Sports Medicine | *(Available Electives - schedule permitting)* | |
| | 2029-2030 | 10 | | | | |
| Physical Education/ Health | 2027-2030 | 20 | Individual Exercise *(Approval Required)*<br>BHCA Athletics Program | | | |
| Total | 2027-2028 | 260 | **Notes & Updates:**<br>(Updates 3/2026): General Elective credit weight updated from 5 credits to 2.5 credits - applied to class 2029 and beyond. | | | |
| | 2029-2030 | 250 | (Updates 3/2026): Economics moved from general electives to History (Civics) credit. | | | |

## MINIMUM COURSE REQUIREMENT

Freshman, Sophomores, and Juniors must be enrolled in a minimum of 6 courses each semester; Seniors must be enrolled in a minimum of 5 courses each semester.

## EXTERNAL COURSE POLICY

Students must remain enrolled in BHCA's "Classical Core" courses of Integrated Humanities (Literature and History), Theology, and Formal Rhetoric while enrolled as a student to qualify for a BHCA diploma. *External courses may not be substituted for our Classical Core or courses that BHCA offers without written approval from BHCA administration.*

# TRANSFERRING CREDITS

**Entering Students:** Students who are transferring to Beacon Hill from another school or home school may receive credit for work completed previously in a recognized school when Beacon Hill receives sufficient documentation of their previous work. Transfer transcripts will be evaluated and approved for credit by the Administrative Team. Courses transferred in at the time of enrollment are recorded on the transcript and assigned course credit but are not calculated in the Beacon Hill cumulative GPA. Generally, only classes taken at Beacon Hill, including approved dual-enrollment courses, (see below) are used in calculating the overall GPA. An exception to this can be transfer students who come into BHCA having completed 1 semester or more from a recognized school with the submission of Syllabi and Concise Curriculum Guides for each subject which meet the approval of the Administrative Team. 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 spring semester of the senior year

**Enrolled Students:** 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 Administrative Team based on course content and alignment with BHCA's academic and spiritual guidelines. 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 while enrolled at Beacon Hill are recorded on the high school transcript 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 if UC or CSU transferable.* UC or CSU transferable courses will be considered honors-level courses. Ten credits will be given for a 3 or more credit course. All courses outside of BHCA must have prior written approval in order to be put on the transcript to receive BHCA credit whether it is calculated in the GPA or not.

# 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 grade report. 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.

Athletics credits are awarded for Beacon Hill sports and other approved programs with sufficient documentation--5 credits per approved sport or course per semester; 4 semesters required (20 credits).

For the 2026-2027 school year and forward, courses graded on a Pass/Fail grading scale will be calculated accordingly: a grade of "P" is not included in the student's GPA, but a grade of "F" is calculated into the student's GPA. Please note that a score of 70% or higher will be required for passing.

## HONORS/AP COURSES

Where AP courses are compatible with our curriculum, we are pleased to offer them, contingent on enrollment demand. Students must register separately for the exam; please see the College Counselor for registration details and deadlines.

All honors or AP courses receive a 1.0 grade point enhancement on the Beacon Hill transcript. If a student prepares and takes the AP exam administered by the College Board, his BHCA transcript will indicate an AP course; if a student does all the required supplemental work but does not take the exam, an honors designation will appear on their transcript. A minimum grade of C- is required in the course to receive a 1.0 grade point enhancement on the GPA. Any grade below a C- at the end of a semester will be treated as an indication to be moved into the regular section of the course for transcription purposes.

## COLLEGE PLANNING

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 the student through the college application process.

## 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 will be sent out by Upper School Administration prior to the beginning of the school year.

## WITHDRAWING FROM A COURSE

After the initial 20 school day window, withdrawing from a course (after the add/drop period) will result in a Withdraw Passing (WP) or Withdraw Failing (WF) indication for that semester. These designations will stay on a student’s transcript but the calculation into their GPA is not affected. Students should meet with administration to discuss options if the dropped class is a graduation requirement.

# LATE OR MISSED WORK POLICY

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

“Late work” is defined as work that was not turned in on time even though the student was present or because the student was absent or tardy without an excuse validated through the main office.

"Missed work" may count for 100% of the grade. For an excused absence, the student will have **one school day for each school day missed** to turn in their work. Each school day beyond the allowed make-up period results in a 10% reduction per day to the grade for the missed work (up to a 50% reduction). \ If a student knows he or she is going to be absent (for a family trip, for example) and has a larger assignment like a project or paper due during that period of planned absence, the student needs to turn it in before leaving on the trip. Families should contact the administration for an independent work plan for planned absences over 1 full school week.

"Late work" may be made up/ turned in but can only count as 80% of the grade if turned in on the first school day after the due date and then a 10% reduction each school day thereafter, up to a 50 percent reduction overall.

Both missed work and late work should be submitted to the teacher 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). When turning in the missed/ late work, the student should clearly communicate and confirm with the teacher that the work has been received.

**For Logic School**, the last day on which late work for the semester may be turned in is the last day of Review Week at the end of each semester. Exact dates for these deadlines will be issued on the academic calendar each semester.

**For Rhetoric School**, no late or missed work may be turned in for each unit in a course after the day that unit's examination. Students who have excused absences on the day of a unit exam may turn in late/missed work on the day they make up the exam, but no later. In other words, Rhetoric level courses "close the gradebook" at the termination of each unit. Exceptions for rare circumstances such as concussion protocol can be made on a case by case basis via the administration only.

**Student Athlete Assignment Policy**

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 will be clearly communicated to students and parents via a Canvas announcement.

## FINAL EXAMS & SENIOR FINALS

The last week of the fall and spring semesters in Rhetoric school is set aside for final exams. Under no circumstances may final exams be taken early. ***Please do not schedule family vacations or other planned absences during finals week.*** Students unable to attend a final exam at the scheduled testing time must contact the Upper School office to either take the exam during a "make-up" session at the end of final exam week or arrange for another testing date. Special scheduling for make-up final exam testing sessions due to a planned absence will incur ,a proctoring fee. During the spring semester, senior finals are scheduled a week ahead of other Rhetoric finals to allow for graduation preparation. Students are not permitted to sit their final if they are out of dress code. The student will be required to change into dress code and schedule to take the final later the same day.

# MATRICULATION PROTOCOLS

## FAILING GRADES

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

1) The student must make up the course with written approval from the Head of Upper School through an approved credit recovery program with a passing grade before by April 1st of the last semester of their senior year.
2) Preferably, the failed course will be made up the summer immediately following after the failed course. Core courses are BHCA specific therefore externally approved substitute courses are very limited. If an externally approved course is chosen to remediate a core BHCA course, concurrent enrollment during the school year may be necessary.
3) Students that plan to enroll in a 4-year university after graduating from BHCA are strongly recommended to remediate all D grades in the following courses: Literature, History, Math, Science, Modern & Classical Languages, and Visual/Performing Arts.

A grade earned in a repeated course will be posted on the student's transcript if it is taken at BHCA. Only repeated courses taken at BHCA will be calculated in revising the GPA unless specifically approved by the administration in writing. Remediated grades are designated on the transcript and replaced with the failing grade in the 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).

If a student fails to earn a minimum grade of 70% in a course that serves as a **prerequisite** for a higher-level course:

1. Students 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 a 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. Only repeated courses taken at BHCA will be calculated in revising the GPA.

## GRADE LEVEL STATUS

As a general rule 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.

## PROGRESS REPORTS

Progress reports are available in the middle of each semester to the parents of students. As noted in this handbook, in Rhetoric school, a grade below 60% is considered failing. Students receiving an At-Risk grade report may be ineligible for extra-curricular activities and are at risk

of being placed on academic probation. (For additional athletics eligibility, see "Athletic Academic Eligibility" section below.)

## ACADEMIC PROBATION

Rhetoric School students are required to maintain a minimum 2.0 semester grade point average (GPA) each semester. If a student's semester GPA is less than a 2.0, the student will be placed on academic probation during the following semester.

An Academic Probation Conference is held each semester with the parent(s) and student whose grades are either failing or are at risk of failing. Receiving a conference notice can indicate one of two things:

1. Student has a grade of 59 or below in one or more courses, or
2. Student has a D grade in two or more courses and thus may be at risk of failing.

A student on academic probation has one semester to improve. In order to facilitate that, weekly grade reports will be conducted. If a student is on academic probation for two consecutive semesters, an administrative team meeting will be held, which may result in the student's dismissal from BHCA.

## ACADEMIC ATHLETIC ELIGIBILITY

In order to be eligible to participate on a Beacon Hill Team a student must maintain a minimum GPA of 2.0 each progress report and semester end grading period (not cumulative GPA). According to CIF eligibility criteria, GPA is defined as "an unweighted semester GPA on a 4.0 scale." Also per CIF eligibility criteria, students must be enrolled in at least 4 classes per semester to compete as a BHCA athlete.

A student may be eligible for a maximum of 8 semesters during their high school career.

Reference: CIF Southern Section "Blue Book" page 59: https://cifss.org/resources/blue-book/

## ACADEMIC ATHLETIC PROBATION

If a student receives a GPA below 2.0 at progress reports or semester report cards, the student will be put on Academic Athletic Probation for the next grading period. (See below for limitations)

Academic Athletic Probation means a student is academically eligible to participate during the grading period, but weekly participation is contingent upon the student maintaining a 2.0 or above during the probationary grading period. Weekly grade reports will determine the student's ability to maintain the eligibility to participate the following week. Participation includes all aspects of the team.

## ACADEMIC ATHLETIC INELIGIBILITY

If a student is currently on Academic Athletic Probation and concludes the subsequent grading period (progress reports or semester report cards) with a GPA below 2.0, they become academically ineligible and cannot participate in any aspect of CIF athletics for that grading period. Eligibility will be reinstated only if a student receives a GPA of 2.0 or higher at the next grading period.

## DISCIPLINARY ELIGIBILITY

1. Participation is a privilege, not a right, and is always at the discretion of the Head of Upper School, Athletic Director, and Coach.
2. The Head of Upper School, Athletic Director, or Coach have the option of requiring a student to sit out if their behavior--whether inside or outside the classroom--is not to the expected standard of BHCA.

## LOGIC TO RHETORIC MATRICULATION POLICY

Students moving from 8th to 9th grade must demonstrate passing all classes and suitable behavior by Spring of 8th grade in order to be allowed to matriculate into BHCA Rhetoric School. Students in danger of not doing so will be contacted for a parent conference with Upper School administration during Spring Semester.

# CONDUCT & DISCIPLINE

## 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 SCHOOL 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.

## Infraction Report

In the event of serious misconduct, or after repeated misbehavior 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 SCHOOL DISCIPLINE POLICY

Because BHCA is a discipleship school, any disciplinary actions should be based on biblical principles: repentance and forgiveness, and restoration of relationships. The vast majority of discipline will happen at the classroom level between the teacher and the student. 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. To the best of our ability, we shall always seek after *repentance, reconciliation, and restoration* when discipline occurs. Students shall not be restored to the classroom without repentance. 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 School Disciplinary Office Visits

The following behaviors qualify for automatic visits to the office:

1. Disrespect shown to the teacher or any adult.
2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
3. Rebellion or willful disobedience or defiance in response to instructions.
4. Fighting: striking or pushing in anger with the intention to harm another student or faculty member.
5. Obscene, vulgar or profane language, as well as taking the name of the Lord in vain.
6. Bringing weapons or illegal substances onto campus.
7. Skipping class without a good reason or leaving campus without permission.

## Upper School General Discipline Procedure

When it is necessary to remove the student from the classroom and refer them to the office, the following general policy will be used:

- 1st offense: Student conference with Administration, student and parent provided official warning by phone call or email from Administration.
- 2nd offense: Student conference with Administration, student and parent provided official warning by phone call or email from Administration. Lunchtime detention or alternative discipline assigned.
- 3rd offense: Student conference with Administration. Lunchtime detention or alternative discipline assigned. Parent meeting with Senior Administration.
- 4th offense: Student conference with Administration. 1-3 Day Suspension Assigned. Parent meeting with Senior Administration.
- 5th offense: Meeting with Head of School & Senior Administration regarding an escalated disciplinary plan, pending Expulsion.

If a student commits an act with such serious consequences that the Head of School or Principal deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately.

### DETENTION

Detentions are assigned for dress code, attendance and tardy infractions, and may also include serious violations. 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. Detentions will be served within one week of assignment. Detentions on Upper School will be served during a lunch period or after school janitorial duty. The Administration shall be the ones to assign detention. If teachers wish to assign a detention for a student's actions, they shall contact the Dean of Upper School.

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

### EXPULSION

Beacon Hill Classical Academy realizes that expelling a student from school is a very serious matter and should be handled carefully on a case to case basis. Forgiveness and restitution are fundamental to our total discipline policy. However, should a student demonstrate a repeated disregard for our community and standards, the student will be expelled. Student expulsion generally results when a student's behavior or attitude is demonstrably harmful to our school culture.

Note:

If a student commits an act with such serious consequences that the Head of School or Associate Head of School deems it necessary, the office-visit process may be bypassed and suspension or expulsion imposed immediately.

## 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; this includes the use of Generative AI to write, edit, and complete assignments.
- 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)

## 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.

Cheating is defined as:

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

Disciplinary Procedure for Cheating:

- Student will automatically receive a “0” on the assignment / assessment
- No recourse for grade redemption on the assignment / assessment is available

# ARTIFICIAL INTELLIGENCE POLICY

### Section A: Statement of Purpose

Liberal education aims at the cultivation of natural embodied intelligence through internalization of knowledge and the acquisition of skill in thought, imagination, and expression. The use of AI to shortcut around skill acquisition or to enhance the product used to evaluate a skill is detrimental to the user and to the classroom culture at large, and essentially constitutes a violation of academic integrity. AI tools are prolific and easy to access, and the temptation for students to cognitively surrender their minds rather than commit to the development of intellectual virtue is great. In addition, the need to continually police student work for potential AI usage is time-consuming for teaching staff and damaging to the teacher-student relationship. For these reasons, Beacon Hill Classical Academy’s Rhetoric School is adopting an AI policy that aims to minimize opportunities for illicit AI usage both in and out of the classroom.

### Section B: Scope and Definitions

All devices with potential access to AI are banned from all classrooms on campus. This includes laptops, tablets, smart-phones, smart-watches, smart-glasses, earbuds and other wireless connective devices, and any other device with similar functionality.

Students may not use AI to complete any assignments intended to evaluate student skill and/or knowledge. AI usage includes but is not limited to the following:

- Using AI to generate ideas / arguments
- Using AI to source quotations or analyze text
- Using AI to generate summaries or outlines of a text
- Using AI to answer reading comprehension, analysis, or other assigned questions
- Using AI to generate a composition of any length
- Using AI to improve the style, grammar, or formatting of student work

Common AI tools that fall under these categories include ChatGPT, Google Gemini, Microsoft Copilot, Claude, Perplexity AI, Grammarly, Quillbot, Khanmigo, Photomath and others that provide similar functionality. These tools are offered as stand-alone products but in many cases are also seamlessly integrated into commonly used productivity software. For example, Copilot is now integrated into Microsoft Word, and Gemini is now integrated into Google’s product suite, including Search, Docs, and Slides. In short, AI tools are ubiquitous and impossible to avoid outside of a broad technology ban.

Any discovered use of AI will result in:

**First Offense-** a non-recoverable grade of "zero" on any assignments involved.

**Second Offense-** a non-recoverable grade of "zero" on any assignments involved and automatic academic probation.

**Third Offense-** a non-recoverable grade of "zero" on any assignments involved, automatic academic probation and a disciplinary meeting with Senior Administration.

Many classroom assignments that are not finished within the class period must be finished within an on-campus study hall during lunch or Monday hybrid. Such study halls will be available every lunch and Monday when school is in session; late penalties will apply according to the regular policy. It is the student's responsibility to finish assignments within the regular class period or to seek out the study hall prior to the next class meeting to complete his/her work. The same policy applies to make-up work following an excused absence, including a sports-related absence. Some assignments not considered vulnerable to AI interference may be completed at home, at the teacher's sole discretion.

# INSTITUTIONAL POLICIES

## DAILY SCHEDULE

Lower School Class Times

AM Kindergarten: 8:30 am – 11:30 am
PM Kindergarten: 12:15 pm – 3:00 pm
Grades 1st-5th: 8:30 am – 3:00 pm

- AM Break: 10:00 am - 10:15 am
- Lunch: 11:30 am - 12:15 pm
- PM Break: 2:00 pm - 2:15 pm

Upper School Class Times

Grades 6-12: 8:45 am – 2:55 pm

- Zero Period: 8:00 am – 8:40 am

Half Day Times

Grades K-5: 8:30 am – 11:30am
Grades 6-12: 8:45 am – 11:45 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:

| | Lower School (K-5) | Upper School (6-12) |
|---|---|---|
| Drop-Off | Supervision begins at 8:15 am. Students who arrive earlier will wait outside under the supervision of a parent or carpool. Class begins promptly at 8:30 am. | Drop off for Upper School should not occur earlier than 8:15am. Supervision begins at 8:15am. The school day begins promptly at 8:45 am. |
| Pick-Up (promptly) | AM Kindergarten: 11:30 am<br>PM Kindergarten: 3:00 pm<br>1st - 5th: 3:00 pm<br><br>*Supervision ends at 3:15 pm. Students must be under parent/carpool supervision at that time. | 6th-12th: 2:55pm<br>*Supervision on Upper School ends at 3:30pm. Students are expected to be off campus no later than 3:30pm each day. Exceptions involve participating in extra-curricular activities, or other authorized events. |

## SCHOOL CALENDAR

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

## ATTENDANCE

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 excused absence or tardy (as it relates to academic reporting) rests with Senior Administration.

## Lower School

### 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 Senior Administration's permission.

### 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.

- Students who arrive to class 15 minutes or more after the start time are considered absent unless excused by the front office.

### 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.

### Excused Tardy

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

### Unexcused Tardy

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

### Excessive Tardies Policy

A student is allowed 4 unexcused tardies per semester without penalty. Every 5th tardy, 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 no later than one week after the absence or tardy.

**Additional Guidelines and Comments for all Students**

- All students are expected to be in their seats in class and on time, by 8:30am.
- A parent/guardian should call or email 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 and teacher 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.

## Upper School

**Excused Absences**

- 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.*
- Traffic accident that directly involves the student
- Law enforcement order or court subpoena
- Death or funeral of a friend or family member
- Natural disaster
- Extraordinary circumstances or prearranged situations, with permission of Senior Administration.

**Unexcused Absences**

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.

**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 Senior Administration 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.

Students who miss 16 or more class periods for a single subject (i.e., absent for 16 periods of history) may be dropped from the class. If half or more of the absences are the result of one catastrophic event (illness, accident, etc.), students may appeal to the Senior Administration for a waiver to this rule.

**Excused Tardies**

- Any late arrival 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

**Unexcused Tardies**

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

**Excessive Tardies Policy**

A student is allowed 4 unexcused tardies per semester. 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 4 unexcused tardies per semester.

After the 4th tardy per semester, the following escalating discipline procedure will be applied:

5th tardy: Lunchtime detention – parent notification
6th tardy: Lunchtime detention – parent notification
7th and subsequent tardies: After-school janitorial detention – parent notification. Possible disciplinary probation and parent conference with administration, per the discretion of Senior Administration. In addition, School Administration reserves the right to revoke off-campus privileges for Rhetoric students as a disciplinary action.

**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.
- 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 after lunch.
    - 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.

# Lower School Dress Code

### 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.

### Vendors and Purchasing

Land's End (www.landsend.com) supplies the uniforms for Beacon Hill Classical Academy. Our preferred number is 900134438.

Target, Walmart, Old Navy etc. are acceptable vendors for pants, shorts or skirts in line with our approved uniform dress code in navy, or khaki or gray.

*Please label your student's outerwear, backpacks, water bottles, and lunches with their first and last name.

## Girls Uniforms

All shirts must be purchased through Lands' End. The shirts should be collared, solid, button down and with the Beacon crest. All acceptable shirts are found on the store's websites under our school's approved page. Polos are an acceptable choice; also found on our approved school page on our vendor's website.

Uniform skirts, jumpers, and shorts are to be solid navy, gray, or khaki, or school code plaid, made of cotton twill fabric, and no more than 2 inches above the knee. The approved pattern and styles are available through Lands' End using our school code. Pants must be solid navy, gray, 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. Please choose navy, black or gray as color choices for undershorts.

All outerwear must be solid navy, black, or gray. To be worn indoors it must be purchased from Lands' End and be Beacon crested. Indoor sweater and vest colors are navy, white or gray. All other outerwear including jackets and bulkier items will be kept outside.

Shoes may be purchased from anywhere as long as they are closed toed. Sandals, Ugg boots, Crocs, knee-high boots, character shoes, light up shoes or cowboy style shoes are <u>not acceptable</u> footwear at BHCA. 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. Land's 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 bracelets are acceptable.

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

All clothes and shoes should be well fitted and clean. Uniforms should not have heavy or excessive stains and no holes or tears.

## Boys Uniforms

Uniform shirts must be purchased from Lands' End. Shirts should be collared, button-down or polo, in colors and patterns found on our approved school page on our vendor's websites. 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, black, or gray. To be worn indoors it must be purchased from Lands' End and be Beacon crested. Indoor sweaters and vests should be navy or gray. All other outerwear including jackets and bulkier items will be kept outside.

Shoes may be purchased from anywhere as long as they are closed toed. Sandals, Ugg boots, Crocs, knee-high boots, character shoes, light up shoes or cowboy style shoes are not acceptable footwear at BHCA. Socks or tights are required and must be non-distracting white, gray, black, or navy.

For Grade 3-5, boys' may wear a belt. If worn, they must be black, navy, or brown.

All clothes and shoes should be well fitted and clean. Uniforms should not have heavy or excessive stains and no holes or tears.

## Spirit Wear and Free Dress Days

Lower School Spirit Wear days are every Monday for full-time students and the last Friday of every month for all students. 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 pants/shorts/jeans may be worn (no rips or tears) and modest length. 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.

## 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 hair of one color. Hair should be neatly combed out of the face. Styles of hair should not be distracting. Girls should wear socks and proper underclothing.

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

### 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 auxilium 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.

# Upper School Dress Code

Beacon Hill Classical Academy believes that uniforms play an important role in promoting a culture conducive to cultivating virtuous scholars and followers of Christ. Uniforms prevent the application of subjective standards of dress in the classroom. Furthermore, uniforms encourage our students to see themselves as part of a larger learning community. By removing distractions, students can focus on the vocation that God has given them in their current season of life — namely, learning. Our Upper School Dress Code also gives the students a sense of ownership, by allowing them to dress UP to demonstrate a sense of integrity, beauty and academic excellence.

Finally, as we seek to cultivate an environment where we teach young men and young women to joyfully obey their parents and God-ordained authorities, we believe that enforcing a dress code becomes a matter of discipleship.

In many respects the uniform is the face of BHCA. All clothes and shoes should be well fitted, clean, and correctly sized. Uniforms should not have holes, tears, or frayed hems. *The most basic version of the Upper School uniform is a polo shirt or button down shirt* ***with an embroidered BHCA crest****, and a "dressy" pant or skirt.*

Our encouragement to our students is to pursue academic excellence in all they do in their vocation as a student. This includes how they dress. We ask that our students consider a dressier/ more sartorial

approach to their uniform this coming school year. Students who take this approach will receive daily points towards their house each day they come to school dressed "above and beyond". For reference, please read our amended dress code below and see the reference catalog provided.

## Vendors and Purchasing

All uniform items can be ordered from Land's End:

- Go to www.landsend.com - SCHOOL - Shop by School - BHCA school number is: **900134438**
- Enter your gender and grade to see the approved uniform items

## Upper School Dress Code

*Boys and Girls Shirts*

- Polo or button-down shirts (preferred) bearing the BHCA Crest are standard uniform dress on all days except Spirit Wear days.
    - Shirts are to be Navy Blue, Light Blue, Gray or White.
    - Long and short sleeves are acceptable.
    - **Shirts must fit properly.** They should be neither too long nor too short, not too tight or too baggy. Shirts that ride up and expose the midriff during normal movement are not allowed.
    - Button-down shirts are to remain tucked in at all times.
    - Visible undershirts are to be Navy Blue, Light Blue, Gray or White.
        - Hoodies or crewneck sweatshirts may not be worn under a school polo or button down shirt.
    - *All shirts must be purchased through Land's End and display the BHCA crest.*
    - (Older style "BHCA" logo polos are acceptable)

*Boys and Girls Pants*

- Well fit "dressy" pants are required.
    - Slacks, chinos, and trousers are acceptable
    - Baggy, skinny, or tight-fitting pants are not allowed.
- Solid Black, Navy Blue, Khaki or Gray are acceptable colors.
- Pants must fit properly. Visible, rolled waistbands are **not** allowed. Nor are pants that are overly baggy, pool around the ankles or are several sizes too large.
- The following are **not** permitted:
    - Jeans, sweatpants, pajama pants, leggings, jeggings
    - Workpants, pants with cargo pockets, corduroy, or carpenter/utility styles
- In addition to Land's End, good options for Dress Code approved dress pants and shorts can be found at Old Navy, Target, Gap, Walmart, Abercrombie and Fitch (for trousers) and Banana Republic.

*Boys and Girls Shorts or Capris*

- Chino-style shorts or capris must be knee-length and tailored or regular fit.
    - Acceptable colors: Solid Black, Navy Blue, Khaki, or Gray.

- The following are not permitted:
    - Athletic shorts, jean shorts, baggy shorts, or shorts with cargo pockets

*Girls Uniform Skirts*

- Skirts are highly recommended for our girls
- School-approved skirt styles from Land's End are allowed.
    - Acceptable colors: Navy Blue, Khaki, Gray, or Plaid.
- Skirts must be no shorter than two inches above the knee (front and back).
- Shorts (bike shorts) or leggings (ankle- or knee-length) must be worn under skirts.
    - These must be solid in color: Black, Navy Blue, or White.

*Socks, Shoes, and Belts*

- Shoes must be closed-toe and worn at all times on campus.
- The following footwear is **not** permitted: slides, mules, clogs, Uggs, Crocs, slippers, or any similar styles.
- Socks must be worn at all times and should be non-distracting in color and style.
    - High socks and low socks are permitted
- Boys must wear a belt (black, navy blue, or brown) when wearing a tucked-in button-down shirt.

## Upper School Outerwear

*Jackets, Sweaters, and Sweatshirts*

- Outerwear from BHCA or Land's End is allowed, as is any plain outwear.
    - Cardigans
    - Blazers
    - Quarter zips
    - Full-Zips
    - Sweater vests
    - Sweaters- crewneck and v-neck
    - Jackets
- These are permitted in plain black, navy blue, white/cream, and gray
- A BHCA crested polo or button-down shirt must be worn underneath outerwear, except on Spirit Wear days.
- BHCA crew neck sweatshirts are considered outerwear and may be worn daily.
- Hoods may not be worn indoors.

*Rainy Weather Exception*

- Students may wear rain jackets without a BHCA crest or logo outside school buildings on **rainy** days.
    - Logos/Designs should be minimal.
    - Plain navy blue, black or gray jackets may be worn indoors

## Grooming and Appearance

- Overall appearance and hygiene should be clean, moderate, and appropriate.
- Hair must be a natural color and well-groomed.
- Hairstyles should not be extreme or distracting.
- Boys: Mohawks, ponytails, and buns are **not** permitted. Facial hair must be neatly groomed and follow administrative guidelines.
- Girls: Partially shaved styles or extreme hair designs are not allowed.
- Makeup and nail polish should be minimal and non-distracting.
- Tattoos must not be visible.

## Hats, Jewelry, and other accessories

- Hats, including BHCA hats, are not allowed on during academic school hours.
    - Students may wear BHCA/ sun hats outdoors during break and lunch
- Jewelry must be minimal and non-distracting.
- Piercings:
    - Girls may wear small, non-distracting earrings.
    - Boys may not wear earrings.
    - Visible body piercings (including nose, septum, eyebrow, and tongue) are not allowed.
- Headbands and hair accessories must be solid gray, navy, light blue, or white.
- Accessories should be simple and non-distracting (no sparkles, sequins, feathers, animal ears, etc.).
- Any accessory or jewelry with offensive content or slogans is not permitted.

## Spirit Wear

- On designated days, students may wear Spirit Wear tops instead of standard uniform shirts.
- Spirit Wear includes:
    - Tops with BHCA graphics purchased or received from the school (including House shirts)
    - Approved athletic wear tops from our official vendor
- Spirit Wear Days are typically held on the last Friday of each month.
    - If students are not on campus the last Friday (e.g., December), Spirit Wear Day may be moved to an earlier Friday.
- Approved bottoms for Spirit Wear Days include:
    - Regular uniform pants, shorts, or skirts
    - Jeans (must be free of rips, tears, or frayed hems)
- Athletic shorts and leggings without a skirt are **not** allowed.

### Athletic Team Jerseys

- Student athletes may wear their BHCA team jerseys on the day of a **home game** (please note that on a non home game day, students will be dress coded for wearing a jersey and required to change) or playoff game.

### Free Dress

- On specially designated days or when using a Free Dress Pass, students may wear non-BHCA attire. Clothing must reflect the values and virtues of Beacon Hill and adhere to standards of modesty and appropriateness.
- Permitted:
    - Jeans with no rips, tears, or frayed hems
    - Knee-length shorts
    - Hats (must be removed indoors)
- Not Permitted:
    - Pajamas, including pajama pants or onesies
    - Leggings, tights, or jeggings without a skirt
    - Skirts shorter than two inches above the knee (front and back)
    - Open-toed shoes, flip-flops, Uggs, or slippers
    - Clothing with offensive or inappropriate language, images, or references.
    - Tank tops.
    - Shirts that are low-cut, expose the midriff during normal movement, or are cut to reveal the shoulders.
- **Note**: Dress for special Costume Days must also comply with these guidelines unless expressly stated otherwise by the administration.

### Field Day Wear

- On designated field days, students may wear free dress following the guidelines outlined above for Free Dress Day.
- Girls **may** wear loose, athletic shorts that are at least fingertip length when arms are fully extended by their sides.
    - Biker shorts, skin-tight spandex shorts, and leggings are **not** allowed on field days.

### Rhetoric School House Wear

- On days when the Rhetoric Houses meet, Rhetoric students may wear tops and outerwear displaying their House name.
- House Wear is also accepted as Spirit Wear. However, Spirit Wear without a Rhetoric House name is **not** considered House Wear.

***Aside from the schedule stated above, Administration may specify days on which Spirit Wear, House wear, and BHCA team sports clothing items may be worn.***

### Rules and Violation Procedures

Houses and individual students who uphold the dress code and dress above the basic form of the dress code will be awarded with daily House Points.

Dress code guidelines are to be followed at all times, including school-sanctioned field trips and events, unless administration gives permission otherwise. Students are expected to represent themselves, the school, and Christ well at all times.

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 the intent of the uniform policy and code. Students who are out of dress code will be dress coded at the beginning of the day, and sent to the office for the following procedure-

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

- **First Violation** - a paper notification will be given and recorded in the discipline log. The student will bring the notification home for a parent signature which must be returned on the following school day. Failure to return the signed dress code notification will result in a lunch detention. Loss of 20 House points.
- **Second Violation** - a paper notification will be given and recorded in the student's discipline log. The student will bring this home for a parent signature which must be returned on the following school day. Parents will be called and asked to bring a change of clothing if the violation may not be easily rectified. The student will be assigned to serve a lunch detention. Loss of 30 House points.
- **Third Violation -.** The student will be suspended for the following day. Loss of 40 House Points.
- **Excessive or ongoing violations -** Student will be suspended for the remainder of the Academic week, and will be required to make-up his/her school work, pending a disciplinary meeting with Senior administration.
    - Parents will be asked to participate in a disciplinary conference with Senior Administration.
    - Participation in extracurricular activities (including athletics and school-sponsored events) will be suspended for continued failure compliance with the dress code.

## HOUSE SYSTEM (Rhetoric School Only)

Modeled after the historical British model of school houses, the BHCA House System is a Rhetoric school-wide program allowing students to flourish spiritually and socially through fellowship, leadership, service, healthy competition, and mentoring by faculty members and older students.

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 Rhetoric school experience.

The names of each house represent key virtues of a Christian citizen:

| FIDES | ADORANS | INTEGRITAS | BENEFICIUM |
|---|---|---|---|
| *Faith & Reason* | *Worship & Beauty* | *Integrity & Character* | *Service & Influence* |

Students will learn of their assigned house at the start of the fall semester at the Rhetoric Spiritual Emphasis Retreat. Throughout the school year, houses will have regular opportunities to grow in fellowship and team spirit. The House Virtues, fellowship opportunities, and team building activities will guide the unity of each house. In addition, throughout the year, houses will participate in local service projects and enjoy regular competitions. Points will be earned through various means with monthly rewards. Finally, the houses compete for the House Cup which is awarded to the House with the most points overall.

House Leadership for each house consists of a faculty advisor and two student House Heads who are enrolled in the Leadership elective class. Students in grades 11-12 are eligible for House Leadership roles. Interested students may request the Leadership course in the spring and, after participating in an application and interview process with select members of Rhetoric Administration and Faculty, will be given notification if they receive a leadership appointment.

House Wear is acceptable for Fridays throughout the school year. House sweatshirts may be worn as outerwear every school day.

## STUDENT DRIVING (Rhetoric)

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 areas directly adjacent to the front lawn. Drivers are not to exceed 5 miles per hour while driving on the campus grounds, exercising extreme caution in order to prevent accidents or injury. Driving privileges on campus may be revoked at any time. Students are required to have their BHCA issued parking pass with them at all times when parking at Upper School, as well as when utilizing Off Campus Privileges.

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 (Lower School Only)

Beacon Hill maintains a closed campus policy. Supervision on Lower School begins at 8:15 am and ends at 3:15 pm each day. Students are expected to be in the care of parents no later than 3:15 each day.

Beacon Hill maintains a closed campus policy. Supervision on Upper School begins at 8:15 am and ends at 3:15pm each day. Students are expected to be off campus no later than 3:30pm 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. In the case of this situation, a child care fee of $10 for every 5 minutes after 3:15pm will be charged per student through Facts.

## 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 Senior Administration in advance. Visitors must sign in to the front office and wear a visitors lanyard. Upon leaving, the visitor will sign out through the office. All visitors on Lower will be required to undergo a background check via the Raptor system

## OFF CAMPUS PRIVILEGES (Rhetoric)

Juniors and Seniors are allowed to sign out AFTER lunch if they have no other classes for the remainder of the academic day. Juniors have sign out privileges for lunch on Tuesdays and Fridays; Seniors on Tuesday, Wednesday, Thursday, and Fridays.

Students with off campus privileges will be issued an official parking pass which they will need to sign in and out of the Front Office when they leave and arrive back on Campus. (Students will be able to sign out and sign back in their cell-phone during check in and check out) If students return to Upper School tardy from off campus, their parking pass will be revoked for a subsequent week.

A current and signed parent permission note must be filed in the main office and this privilege may be revoked at any time at the discretion of the Upper School Administration. 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 other students in accordance with current DMV regulations and submission of appropriate forms to the office.

Aside from off-campus lunch privileges, 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 Senior Administration.

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

## SPORTS DISMISSAL

Away Games: Students may be dismissed from class 15 minutes prior to their departure time to change.
Home Game: Students may be dismissed one hour prior to game time.

## ELECTRONICS ON CAMPUS

### Cell Phones and Smart Watches - Lower School

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) until the end of the school day. Similarly, smart watches used during the school day will be collected by a teacher or administrator and held until the end of the school day. Students should set smart watches to “School Mode” or “Airplane Mode” to safeguard their use during school hours.

### Cell Phones and Smart Watches - Upper  School

As Beacon Hill Classical Academy endeavors to provide a classical Christian education for children through embodied intelligence and embodied virtue formation, we have adopted the following policy as it relates to the use of phones and screens in the Upper School. Due to current research concerning the effects of smartphone use on adolescent attention, learning, social development, and emotional well-being, educational institutions across the country have begun to adopt new and similar policies significantly restricting phone and screen usage on school campuses. Even the government school systems have finally woken up to the realities involved and the detrimental effects phone and technology use are having on student learning, as exemplified in California’s new “Phone-Free School Act” which went into effect this year.

Beyond the effect on student learning, cell phones can also distract students from building face-to-face community and fellowship which we believe is an essential, formative aspect of discipling the whole person.

These changes at BHCA have been carefully considered, weighed, and determined to best fulfill our mission, support our staff, and most importantly enable our students to pursue a truly classical Christian education.

In keeping with a growing number of private and public, secular and Christian schools across the nation, the Upper School at BHCA will now require students who bring cell phones to campus to turn them in for secure storage in the front office for the duration of the school day.

- Cell-phones will be collected and stored safely in a locked container in the office at the beginning of each day. During the morning invocation, 1st period teachers will collect all phones and put them in secure containers which will then be placed in a secure, locked location in the school office to be overseen by the Office Manager. Cell phones may not be left in lockers or backpacks. As with previous years, cell phones may also not be kept in pockets or on the student's person. Students also have the option to leave their cell phone in their car or at home instead of turning it in for collection.
- Students may use their cell phones until collection at the start of the school day (8:45am) and immediately after the end of the school day (2:55pm).
- Phone pickup at the end of the school day will be overseen by an administrator or faculty member. The administrator will have lists of which students turned in their phones, and students may only sign out their own personal cell phone.
- For students with off-campus privileges, students may sign out their phone from the office whenever they leave campus. The phone must be turned back in when the student returns to campus and checks back in at the office.
- To protect student privacy, school faculty and administration will not access or unlock students' phones. All devices will remain secured in a locked container throughout the school day.
- With school administration approval, students may go to the office to use their cell phone should a parent or guardian need to be contacted for an important, urgent matter.
- Should a parent or guardian wish to contact their student, the Upper School Office (805-586-4880) remains available throughout the school day, and the school maintains established emergency communication and response systems. In emergency situations, the Upper School utilizes the Raptor Emergency Management system to communicate with classroom teachers and staff within seconds, enabling a rapid response to help ensure student safety and security.
- School administration reserves the right to make exceptions for this policy for students with particular health tracking needs and occasional family circumstances that would require a phone to be quickly accessible (e.g., a parent or grandparent with a particular health incident, etc.).
- Smartwatches with cellular or Wi-Fi communication capabilities are subject to the same restrictions as cell phones and must be stored with the student's phone during the school day.

**The following disciplinary policy will be adhered to if a phone is found on a student during school hours. These violations will reset each semester.**

**1st Offense: Phone confiscated for the remainder of the school day; after-school detention.**
**2nd Offense: Phone confiscated for the remainder of the school day; parent/guardian must pick up the phone; one-day suspension.**
**3rd Offense: Phone confiscated for the remainder of the school day; parent/guardian meeting with Upper School Administration; one to three-day suspension.**

**4th Offense: Phone confiscated for the remainder of the school day; disciplinary meeting with Upper School Administration; further disciplinary action, up to and including expulsion, may be imposed.**

## EARPHONE POLICY

Earphones may only be worn after school unless permission has been granted. 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 and smart watches.

## 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

6th-11th grade Students are not permitted to use a laptop or tablet for any reason, at any time while on Upper School Campus. Exception: Teacher may sign out a class set of Chromebooks for the typing of the Final Draft of a writing project.

12th Graders: Seniors are permitted to bring their laptops for Senior Thesis. Personal laptops must be turned in to the 1st Period senior teacher, who will distribute the laptops during Senior Thesis class.

Other exceptions may be made by Senior Administration on a case by case basis.
For the reasoning and purpose of this policy, please refer to the Upper School AI/Technology policy.

## E-READERS

If a student in Upper 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 school's **Acceptable Use Policy** governs student use of computers and internet-capable devices on campus and outlines the expectations for appropriate, responsible use of school technology.

Failure to comply with the Acceptable Use Policy will result in the loss of computer privileges on the BHCA campus.

## PRINTING AND COPIES

Students need to plan their printing requirements so that all documents are printed at home. Students are not allowed to use the office printers. Upper School students have a dedicated printer on campus.

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-5 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 6-10 are assigned lockers or cubbies; students in grades 11-12 may request a locker if needed. Items placed in a student's locker are considered personal property. Students are individually responsible for their personal property. Students must supply their own combination lock and keep their locker closed, orderly, and locked at all times. Students who fail to provide a combination lock for their assigned locker will be issued a school-provided lock, with the cost of the lock and an associated restocking fee charged to the family's FACTS account.

## 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. Musical instruments should be stored in the designated classroom. All items should be labeled with your student's first and last name.

## SCHOOL CLOSURES

Beacon Hill is not subject to Oxnard UHSD or Pleasant Valley SD school closures. BHCA school closures will be decided on by School Administration and approved by the Board. In the event of a closure 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 as 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.

## SCHOOL COMMUNICATIONS

- For academic related communication: Scholae (Grammar), QuickSchools (Logic/Rhetoric), Canvas (Rhetoric), and Direct emails from Teachers
- Weekly Connection: our weekly school newsletter is emailed every Friday. In the Weekly Connection, families will receive updates regarding upcoming events, teacher needs, volunteer opportunities, athletic information, calendar access, and more. We ask that parents make a habit of reading the update each week. To see a Weekly Connection log, click HERE (Password: bhca2009!)
- Summer Connection: our as-needed summer newsletter is emailed on an as-needed basis with a more frequent newsletter at the conclusion of the school year and then again as August begins.. In

the Summer Connection, families will receive updates regarding end-of-year information, uniform ordering, class supply lists, retreat information, fall athletic information, calendar access, and more. We ask that parents make a habit of reading it to feel prepared for the school year.. To see a Summer Connection log, click HERE (Password: bhca2009!)

- Website: www.beaconhillclassical.org The school website is the regular hub of academic information. On the website are various miscellaneous downloads, the live school calendar, teacher pages, and news updates. Many important documents are available for download under the Resources tab.
- Social Media: Beacon has three social media accounts. Our Facebook page is Beacon Hill Classical Academy, where school information, upcoming events, and photos are posted. We also have a Beacon Hill Facebook Group Parent Page which you have to join. To join, click HERE. When prompted, please answer the question of how you are connected with Beacon Hill. Upon acceptance from admin, you will receive access where you can receive up-to-date information on the happenings of the school. This is also a place for you to meet other families, ask questions, and use it as a social platform. Please use this respectfully, at any time the admin can remove a post we don't feel follows our guidelines. Lastly, we have an Instagram account @beaconhillclassical. We strongly encourage you to add us to stay up-to-date on school information and posts about K-12 events at Beacon Hill.
- Lower School (Grades K-5) School Phone Number: (805) 389-6581
  Upper School (Grades 6-12) School Phone Number: (805) 586-4880

## CONTACTING THE SCHOOL

During the school year the offices are open from 8:00am-3:15pm (Lower School) and 8:15am to 3:30pm (Upper School) Monday through Friday. At other times, people calling the school may be connected to a voicemail 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 an 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.

## 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 names. Lost and Found is emptied periodically and unclaimed items are either donated to charity or the BHCA used-uniform store.

# LUNCH

### Lower School (K-5):

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 fifteen minutes of the lunch period, and will be allowed to play once lunch is eaten and all student trash in the trash receptacle. The microwave is reserved for faculty and staff only. Please pack lunch items that do not need to be warmed. When a food item requires a utensil, please be sure to include that in your child's lunch. The students have 3 breaks to eat. Please pack enough healthy food for lunch and 2 snacks. A personal water bottle is required and can be filled at school when necessary. Please label all of your child's items with their first and last name.

### Upper School (6-12):

Upper school students may eat their lunches at the tables outside the chapel, on the school grounds and playfields, and other outdoor locations. During lunch, students must remain on locations of the campus that are within sightline of the lunch monitors. Students are not allowed in Schaeffer or Lewis Hall during lunch, nor by the lockers, nor in the chapel atrium. Students may only eat in classrooms when a teacher is present to supervise, in the event of inclement weather (rain, cold, high winds, etc.) A microwave, along with basic utensils, is designated for student use. Students are not to use the refrigerator, microwave, or other food supplies in the teacher workroom.

# 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 Senior Administration, 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. An updated driver's release form must be filled out upon each incidence of driving a student to a field trip. This includes a parent driving their own student with the protection that upon need, they would be able to drive another child if needed at the last minute.

## 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:

- 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.
- BHCA parents (serving as chaperones) are responsible for the students in their vehicles and in their assigned cabins or hotel rooms as applicable. Chaperones are required to adhere to the code of conduct for faculty / staff and will be vetted by BHCA administration.
- 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.

- School-sponsored activities must comport with the school's stated educational goals.
- School-sponsored activities require the attendance of at least one member of the Board, administration, or faculty.
- Students who do not attend Beacon Hill Classical Academy may not participate in school-sponsored activities, except with the explicit permission of an administrator.
- 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.
- The school will advertise only school-sponsored activities in its official communications.
- The administration must approve all proposed activities and their dates and determine the number of chaperones necessary.
- 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 >99.5
- Vomiting
- Diarrhea
- Excessive coughing /sneezing
- Excessive nasal drainage
- Loss of taste and/or smell

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 99.5 F or higher, who experiences vomiting or diarrhea at school or whom the teacher feels has excessive coughing, sneezing 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 submit  a signed Emergency Medical Release Form before the start of each school year. This is completed in your online enrollment agreement. 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.

## 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.

## 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), Covid, 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.

## 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, earthquake drills, and lock-down drills on a regular basis during the school year. Those in school buildings, and on campus, when the emergency alarm is sounded, including visitors and parents, must exit the buildings and follow the evacuation routes indicated in each classroom.