



BEACON

CHRISTIAN ACADEMY

— ACCELERATED • SAFE • CHRISTIAN ENVIRONMENT —

Parent Handbook

K-12th Grade

Revision 08/30/2026

Beacon Christian Academy

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SECTION ONE — WELCOME & SCHOOL IDENTITY

1. Welcome to Beacon Christian Academy

Welcome to Beacon Christian Academy. We are honored to partner with families in providing a Christ-centered education that supports the spiritual, academic, social, and physical development of each student.

Beacon Christian Academy serves students in grades K–12 through our Elementary, Middle School, and High School divisions. Although programs and expectations may vary by grade level, we are one school community committed to academic excellence, Christian character, and preparing students to fulfill the purpose God has for their lives.

This handbook provides the policies, expectations, and procedures that govern student life at Beacon Christian Academy. Parents/guardians and students are responsible for becoming familiar with its contents and cooperating with the standards established by the school.

2. Mission Statement

Beacon Christian Academy exists to provide a Christ-centered education in a safe, loving, and supportive environment where students are encouraged to grow spiritually, academically, and physically.

We seek to provide a quality Christian education that is accessible and affordable to families while partnering with parents/guardians in the development of students who demonstrate strong character, academic responsibility, and a growing relationship with Jesus Christ.

3. Statement of Faith & Christian Identity

Beacon Christian Academy is a Christian school whose beliefs and educational philosophy are grounded in the Bible. Our Statement of Faith is consistent with the Assemblies of God Statement of Fundamental Truths.

We believe:

- The Bible is the inspired Word of God and the authoritative standard for faith and conduct.
- There is one true God, eternally existing as Father, Son, and Holy Spirit.
- Jesus Christ is the Son of God, fully God and fully man, who died for our sins, rose from the dead, and offers salvation to all who believe in Him.
- Salvation is received through repentance and faith in Jesus Christ.
- The Holy Spirit works in the lives of believers, empowering them to live according to God's Word and to serve Him.
- Prayer, worship, Christian fellowship, and the study of Scripture are essential to Christian growth.
- Jesus Christ will return, and believers have the hope of eternal life with Him.

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Biblical truth is integrated throughout the educational program. Students are expected to participate respectfully in Bible instruction, prayer, chapel, worship, and other spiritual activities regardless of their family's individual church affiliation.

4. Philosophy of Christian Education

Beacon Christian Academy believes that education involves the development of the whole student and that biblical truth should be integrated throughout the learning experience.

The school seeks to provide strong academic instruction while helping students develop Christian character, personal responsibility, critical-thinking skills, respect for others, and a biblical worldview.

We recognize parents/guardians as having the primary responsibility for the upbringing of their children. Beacon Christian Academy serves in partnership with families and the local church by providing an educational environment consistent with the school's Christian mission and values.

5. Equal Opportunity & Non-Discrimination

Beacon Christian Academy seeks to treat students and families with dignity, fairness, and respect and does not unlawfully discriminate in the administration of its educational programs or activities.

As a Christian educational institution, Beacon Christian Academy maintains the right to operate in accordance with its sincerely held religious beliefs, biblical standards, mission, and Christian identity to the extent permitted by applicable law.

Admission and continued enrollment require a willingness by students and parents/guardians to respect the Christian mission, policies, and standards of the school.

6. School Administration & Staff

Beacon Christian Academy is governed and administered in accordance with the organizational structure established by its governing ministry.

The school's administration is responsible for the daily operation of the school, implementation of school policies, supervision of faculty and staff, student discipline, academic programming, and matters affecting student safety and welfare.

Parents/guardians are expected to follow the appropriate communication and administrative procedures outlined in this handbook when questions or concerns arise.

7. Purpose, Use & Amendment of the Handbook

This Student & Parent Handbook establishes the primary policies, expectations, and procedures governing students and families at Beacon Christian Academy.

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Enrollment constitutes an agreement by the student and parent/guardian to cooperate with the policies and standards of the school. Because no handbook can address every situation, administration retains reasonable discretion to address circumstances not specifically covered in this handbook in a manner consistent with the school's mission, policies, and applicable law.

Beacon Christian Academy reserves the right to revise, add, remove, or modify policies when necessary. Families will be notified of material changes when appropriate. The most current policies issued by the school supersede previous versions.

Questions regarding the interpretation or application of this handbook should be directed to school administration.

SECTION TWO — ADMISSIONS & ENROLLMENT

1. Admissions & Enrollment

Beacon Christian Academy welcomes families seeking a Christ-centered educational environment for their children. Admission is based on the school's ability to appropriately serve the student and the willingness of the student and family to cooperate with the mission, values, policies, and expectations of the school.

The enrollment process may include an application, review of previous school records, required health and student documentation, a placement assessment when applicable, and completion of all required enrollment forms and fees.

Submission of an application does not guarantee admission. Enrollment is considered complete only after the student has been accepted by the school and all required enrollment obligations have been satisfied.

2. Required Student Records

Parents/guardians are responsible for providing complete and accurate student information and maintaining current records throughout enrollment.

Required documentation may include:

- Birth certificate.
- Immunization and required health records.
- Proof of required dental examination.
- Previous report cards or academic records.
- Official transcripts for high school students.
- Standardized testing or transfer records when applicable.
- IEP, 504 Plan, educational evaluations, or other relevant educational documentation when applicable.
- Custody or court documents affecting the student when applicable.
- Current emergency contact and authorized pick-up information.

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- Other documentation reasonably required for enrollment or continued attendance.

Failure to provide required records may delay enrollment, affect a student's ability to attend school, or affect continued enrollment.

Parents/guardians must promptly notify the school of changes to contact information, custody arrangements, medical information, or other information necessary for the safety and education of the student.

3. Kindergarten Registration

Students participating in Beacon's K4 program are given the first opportunity to register for kindergarten when kindergarten registration opens.

Participation in K4 does not automatically complete kindergarten enrollment. Families must complete the kindergarten registration process, provide all required documentation, and satisfy applicable registration and financial requirements.

Kindergarten admission and placement remain subject to the school's enrollment requirements and determination that the program is appropriate for the student.

4. Transfer Students & Placement Assessments

Students transferring to Beacon Christian Academy may be required to complete a placement assessment before final grade or course placement is determined.

Before an assessment is scheduled, the school may require the student's most recent report card, transcript, standardized testing results, or other academic records necessary to evaluate placement.

When an assessment fee is required, the fee is **nonrefundable and nontransferable**, regardless of the assessment results or whether the student ultimately enrolls.

Placement decisions are made by administration based on the student's academic records, assessment results, age, previous educational experience, and other relevant educational factors.

5. High School Transfer Credits & Transcript Evaluation

Students transferring into Beacon Christian High School must provide an official transcript from their previous school before transferred credits and graduation progress can be finalized.

Administration will evaluate previous coursework to determine which credits will be accepted and how those credits apply toward Beacon Christian High School graduation requirements.

Acceptance of a student into a particular grade does not guarantee that the student has sufficient credits to graduate with that class. Transfer students remain responsible for completing Beacon

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Christian High School graduation requirements, including any requirements that remain outstanding following the transcript evaluation.

When necessary, administration may establish an academic plan identifying courses, credit recovery, or other approved requirements needed for the student to remain on track for graduation.

6. Re-Enrollment

Enrollment at Beacon Christian Academy is for one school year at a time. Current enrollment does not guarantee placement for the following school year.

Families wishing to return must complete the school's re-enrollment process within the established timeframe and satisfy applicable registration and financial requirements.

Re-enrollment may be affected by factors including academic progress, attendance, student behavior, outstanding financial obligations, availability of appropriate educational services, and the cooperation of the student and family with school policies.

The school reserves the right to decline re-enrollment when administration determines that continued enrollment is not in the best interest of the student or school community.

7. Continued Enrollment

Continued enrollment at Beacon Christian Academy depends upon an ongoing cooperative relationship between the school, student, and parent/guardian.

Students and families are expected to support and cooperate with the school's policies, Christian mission and values, academic expectations, behavioral standards, attendance requirements, and financial obligations.

Admission or re-enrollment does not create an entitlement to continued enrollment for the entire school year. Beacon Christian Academy reserves the right to address circumstances that may affect a student's continued enrollment in accordance with this handbook.

Detailed provisions regarding withdrawal, denial of re-enrollment, and termination of enrollment are contained in **Section Twelve — Continued Enrollment, Withdrawal & Termination**.

SECTION THREE — ACADEMIC PROGRAM

1. Curriculum & Instruction

Beacon Christian Academy provides a Christ-centered academic program designed to develop students spiritually, academically, and personally. Biblical principles are integrated throughout instruction, and students are expected to participate fully in all required courses and educational activities.

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The school uses approved curriculum, textbooks, technology, and supplemental resources appropriate to each grade level. Administration may modify curriculum, instructional materials, or course offerings as necessary to meet the educational needs of students and the school.

2. Bible, Chapel & Spiritual Formation

Bible instruction and spiritual formation are an integral part of the Beacon Christian Academy experience. Students participate in Bible classes, prayer, worship, chapel, and other spiritual activities as part of the regular school program.

Students are expected to participate respectfully in these activities regardless of their individual or family church affiliation.

3. Parent Communication & Academic Access

Beacon Christian Academy uses its designated school communication and student information platforms to provide families with access to academic information and important school communications.

Parents/guardians are responsible for regularly reviewing school communications, student grades, assignments, and other information made available through these systems.

Questions regarding a student's academic performance should first be directed to the appropriate teacher. Additional concerns may be addressed according to the communication procedures established in this handbook.

4. Homework & Assignment Expectations

Homework and independent assignments may be given to reinforce classroom instruction, develop responsibility, and provide additional practice. Students are expected to complete assignments carefully and submit them by the established deadline.

For grades K–8, regular homework will generally not be assigned on Wednesdays in recognition of midweek church and family activities. Long-term assignments, projects, studying, or previously assigned work may still require student attention.

High school students should expect assignments and coursework as necessary to meet course requirements and are responsible for managing their academic workload.

5. Late & Missing Assignments

Students are responsible for completing and submitting assignments on time. Unless otherwise approved by the teacher or administration because of illness or other extenuating circumstances, the following general late-work procedure applies:

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- **One day late:** Student receives a reminder and the assignment may be reduced by 5 points.
- **Two days late:** The assignment may be reduced by 10 points, and the parent/guardian may be notified.
- **Three days late:** The assignment will receive a zero if it has not been submitted.

Teachers and administration may provide reasonable extensions for prolonged illness, approved absences, or other circumstances when appropriate.

6. Academic Integrity, Cheating & Plagiarism

Students are expected to demonstrate honesty in all academic work. Cheating, plagiarism, unauthorized collaboration, copying another student's work, allowing another student to copy, submitting work completed by another person, or misrepresenting another person's work as one's own is prohibited.

Academic dishonesty may result in loss of credit for the assignment, requirement to redo the work, parent notification, disciplinary action, or other consequences appropriate to the circumstances.

Repeated or serious academic dishonesty may result in additional disciplinary action.

7. Artificial Intelligence (AI) in Academic Work

Artificial intelligence tools may be used for academic work only when authorized by the teacher and in the manner permitted for the assignment.

Unless specifically authorized, students may not use AI to generate or substantially complete essays, responses, projects, homework, research, or other work that is expected to demonstrate the student's own knowledge or ability.

When AI use is permitted, students may be required to identify or cite its use. Submitting AI-generated material as the student's own work without authorization may be treated as academic dishonesty.

Additional requirements governing technology and AI are contained in **Section Nine — Technology, Communication & Media**.

8. Grading & Report Cards

Student grades are based on demonstrated academic performance. The following grade weights are used:

Grade Level Tests Quizzes Homework Participation/Classwork

K–2	25%	25%	20%	30%
3–5	35%	30%	20%	15%

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Grade Level Tests Quizzes Homework Participation/Classwork

6–12 45% 30% 15% 10%

Kindergarten Grading Scale

Grade Percentage		Description
A	90–100	Excellent
B	80–89	Above Average
C	70–79	Satisfactory
D	65–69	Minimum Passing
F	0–64	Failing

Grades 1–12 Grading Scale

Grade Percentage		Status
A+	97–100	Passing
A	93–96	Passing
A–	90–92	Passing
B+	87–89	Passing
B	83–86	Passing
B–	80–82	Passing
C+	77–79	Passing
C	73–76	Passing
C–	70–72	Passing
D+	67–69	Passing
D	65–66	Passing
F	0–64	Failing

A grade of **65** is the minimum passing grade.

Report cards are issued according to the school's academic calendar. Parents/guardians are encouraged to monitor student progress throughout the marking period rather than waiting until report cards are issued.

9. Honor Roll & Academic Recognition

Beacon Christian Academy may recognize students for outstanding academic achievement.

For Beacon Christian High School, the following academic recognition standards apply:

- **Director's List:** Overall average of 95 or higher with no individual grade below 90.

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- **First Honors:** Overall average of 90 or higher with no individual grade below 85.
- **Second Honors:** Overall average of 85 or higher with no individual grade below 80.

Students must also maintain satisfactory conduct to qualify for academic recognition.

Additional academic recognition may be established for other grade levels by administration.

10. Promotion & Retention

Promotion is based on a student's overall academic performance, attendance, completion of required coursework, and readiness for the next grade level.

A grade of **65 is the minimum passing grade**. However, promotion and retention decisions are not based solely upon a single numerical grade. Administration may consider the student's overall academic record, attendance, developmental readiness, progress, and other relevant educational factors.

High school students advance toward graduation through the successful completion of required courses and credits as described in **Section Four — Beacon Christian High School Academic Requirements**.

Final promotion and retention decisions are made by administration.

11. Academic Support & Educational Accommodations

Beacon Christian Academy seeks to support students with differing academic needs within the resources and educational services reasonably available to the school.

Parents/guardians should provide the school with relevant educational evaluations, accommodation plans, or other documentation that may assist the school in understanding a student's needs.

The school will review requests for academic accommodations individually and will determine what reasonable supports can be provided within Beacon Christian Academy's program, staffing, resources, and educational environment.

Enrollment does not guarantee that the school can provide every service, accommodation, intervention, or specialized program recommended by an outside provider or available in a public-school setting.

12. IEP, 504 & Chapter 192/193 Services

Parents/guardians should provide Beacon Christian Academy with current copies of any Individualized Education Program (IEP), Section 504 Plan, educational evaluation, or other documentation relevant to their child's educational needs.

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Eligible students may receive services available to nonpublic-school students through applicable programs, including services provided under New Jersey Chapter 192/193 when available and appropriate.

Beacon Christian Academy will cooperate with families and service providers as appropriate while maintaining the school's responsibility to determine what accommodations and supports can reasonably be implemented within its educational program.

Parents/guardians are responsible for keeping the school informed of changes to a student's educational plan, evaluations, services, or identified needs.

SECTION FOUR — BEACON CHRISTIAN HIGH SCHOOL ACADEMIC REQUIREMENTS

The following requirements apply specifically to students enrolled in grades 9–12 at Beacon Christian High School.

1. Profile of a Beacon Christian High School Graduate

Beacon Christian High School seeks to graduate students who are prepared spiritually, academically, and personally for college, career, ministry, and responsible citizenship.

A Beacon Christian High School graduate should strive to:

Faith

- Embrace the teachings of Jesus Christ as a foundation for life and moral decision-making.
- Develop a personal relationship with God through prayer, worship, Scripture, and Christian service.
- Respond to God's calling and seek to become the person He has created them to be.

Academics

- Demonstrate a commitment to lifelong learning.
- Communicate effectively in academic, professional, and social settings.
- Think critically, analyze information, and solve problems.
- Use technology responsibly and effectively.

Community

- Demonstrate Christian character, integrity, compassion, and respect for others.
- Respect and value people from different backgrounds and experiences.
- Serve as a responsible and productive member of the community.
- Demonstrate stewardship of God's creation and respect for the sacredness of human life.
- Encourage and positively influence others for the common good.

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2. Graduation Requirements

Students must successfully complete all academic and non-academic graduation requirements established by Beacon Christian High School before a diploma will be awarded.

A minimum of **135 academic credits** is required for graduation. Students must also satisfy the school's Faith in Action Christian service requirement and other senior requirements described in this section.

Transfer students are responsible for completing the graduation requirements applicable to them following the school's evaluation of their previous coursework and accepted transfer credits.

Meeting the minimum number of credits alone does not guarantee graduation if required courses or other graduation requirements remain incomplete.

3. Required Courses & Credits

The Beacon Christian High School graduation program includes the following requirements:

Subject Area	Required Credits
English Language Arts	20
Mathematics	15
Laboratory Science	15
Social Studies	15
World Language	10
Bible	20
Physical Education & Health	20
Art	5
Music	5
Career Education	5
Financial Literacy	5
Total	135

English Language Arts, Bible, and Physical Education/Health are required throughout the student's high school program as applicable.

Students are required to complete three mathematics courses, three laboratory science courses, three social studies courses, and two world language courses as part of the graduation program.

Technology is incorporated throughout the high school curriculum rather than treated solely as a separate graduation requirement.

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Administration determines the courses that satisfy each graduation category and may approve appropriate substitutions, transfer credits, credit recovery, Early College courses, or other coursework that fulfills a graduation requirement.

4. GPA Determination

A student's cumulative academic average is determined using grades earned in credit-bearing high school courses and the credit value assigned to each course. Courses carrying more credits have a proportionately greater effect on the student's cumulative academic average.

Beacon Christian High School follows the grading scale established for grades 1–12 in **Section Three — Academic Program**. A grade of **65 is the minimum passing grade**.

5. Academic Standing & Probation

Students are expected to maintain satisfactory academic progress toward graduation.

A student may be placed on academic probation when academic performance, failed courses, missing credits, attendance, or other academic concerns place the student at risk of not progressing toward graduation.

When necessary, administration may establish an academic improvement plan and require parent conferences, tutoring, additional academic support, credit recovery, or other interventions.

Academic probation may also affect participation in extracurricular activities, leadership opportunities, or other privileges when determined appropriate by administration.

6. Course Failure & Credit Recovery

Students must earn a minimum grade of **65** to successfully complete a high school course.

When a required course is failed, the student must recover the necessary credit through a method approved by Beacon Christian High School. This may include repeating the course, completing an approved credit-recovery program, summer coursework, or another option approved by administration.

Students and parents/guardians are responsible for cooperating with the school to ensure that failed or missing credits are completed. Failure to recover required credits may delay promotion or graduation.

7. Faith in Action — Christian Service Requirement

Christian service is an important part of the Beacon Christian High School experience. Students are required to complete **100 hours of voluntary Christian and community service** during their four years of high school, with a minimum expectation of **25 hours per school year**.

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Service should include opportunities within the broader community as well as service through school, church, ministry, or approved school projects.

Students entering Beacon Christian High School after ninth grade are responsible for the following minimum cumulative requirement:

- Entering Grade 9 — 100 hours
- Entering Grade 10 — 75 hours
- Entering Grade 11 — 50 hours
- Entering Grade 12 — 25 hours

Transfer students may receive credit for documented service completed through a previous school when appropriate documentation is provided and verified by that school's administration.

Students must submit required documentation for service completed during the school year by the last day of school. Documentation for service completed during the summer must be submitted by the last school day of September.

Seniors must complete and document all required Faith in Action hours by **Easter Break** in order to satisfy the Christian service requirement for graduation.

8. High School Transcripts & Permanent Records

Beacon Christian High School maintains an academic record for each high school student reflecting applicable courses, grades, credits, and other academic information.

Official transcripts may be provided to colleges, schools, scholarship organizations, or other authorized recipients upon appropriate request.

Transfer credits accepted by Beacon Christian High School will be reflected or applied to the student's academic record as determined by administration.

Students and families are responsible for reviewing graduation progress and promptly addressing questions concerning credits or transcript information.

9. Early College/Dual Enrollment

As part of the senior academic program, Beacon Christian High School participates in the **Early College Program through Hudson County Community College (HCCC)**. The program allows students to satisfy designated high school graduation requirements while simultaneously earning college credits.

For the **2026–2027 school year**, the senior Early College program is scheduled to include:

Fall Semester

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- ENG 101 — Composition I
- MAT 100 — College Algebra
- One approved elective course, when available

Spring Semester

- ENG 112 — Composition II
- PSY 101 — Introduction to Psychology
- One approved elective course, when available

Successful completion of the four required courses provides students the opportunity to earn **12 college credits**. Students who also successfully complete an approved elective course during each semester may earn **up to 18 college credits during their senior year**.

ENG 101 and ENG 112 satisfy the applicable senior English requirement, MAT 100 satisfies the applicable senior mathematics requirement, and PSY 101 satisfies an applicable high school graduation requirement. Approved elective courses may provide additional college credit and may also satisfy an applicable high school elective requirement when approved by administration.

The designated Early College courses are incorporated into the regular school day. Tuition, required course fees, and required materials for the designated Early College courses are included as part of the student's Beacon Christian Academy enrollment and are provided at no additional cost to the family.

Students participating in Early College are also enrolled as HCCC students and must follow applicable college academic standards, attendance requirements, deadlines, and policies. The grade earned through HCCC will also serve as the student's Beacon Christian High School grade for the corresponding course or graduation requirement.

Failure of a required Early College course means the student has also failed the corresponding Beacon Christian High School requirement and may place graduation at risk. Any required credit recovery, repeated coursework, or alternative method of satisfying the graduation requirement must be approved by administration.

Early College courses become part of the student's college academic record. While credits may be transferable to other colleges or universities, **Beacon Christian Academy cannot guarantee that another institution will accept or apply the credits toward a particular degree program**. The receiving institution makes the final determination.

Students and parents/guardians must complete all applications, registrations, acknowledgments, placement requirements, and other documentation within established deadlines. Failure to complete required Early College procedures may affect participation and may require the student to complete an alternative graduation requirement approved by administration.

10. Senior & Graduation Requirements

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To receive a Beacon Christian High School diploma, a senior must:

- Earn the minimum **135 academic credits** and successfully complete all required courses.
- Successfully complete the required Early College courses or alternative graduation coursework specifically approved by administration.
- Complete and document all required **Faith in Action** service hours.
- Satisfy all other academic requirements established for graduation.
- Complete required senior and graduation responsibilities within established deadlines.
- Remain in satisfactory standing with the school through the completion of the academic year.

Participation in graduation ceremonies and receipt of a diploma are separate matters. Participation in commencement does not, by itself, establish that all graduation requirements have been completed.

Students who have not completed the academic, Early College, Faith in Action, or other requirements necessary for graduation will not receive a Beacon Christian High School diploma until those requirements have been satisfied.

SECTION FIVE — STUDENT CONDUCT & DISCIPLINE

1. Biblical Standards of Student Conduct

Beacon Christian Academy seeks to maintain a Christ-centered environment in which students demonstrate respect, honesty, self-control, kindness, responsibility, and consideration for others.

Students are expected to conduct themselves in a manner consistent with the school's Christian mission and standards while at school, participating in school activities, traveling on school-sponsored trips, or otherwise representing Beacon Christian Academy.

2. Student Code of Conduct

Students are expected to:

- Respect teachers, staff, classmates, visitors, and school property.
- Follow reasonable instructions given by teachers and staff.
- Use appropriate and respectful language.
- Demonstrate honesty and integrity.
- Keep their hands, feet, and belongings to themselves.
- Follow classroom and school rules.
- Respect the rights, safety, and property of others.
- Refrain from conduct that disrupts the educational environment.
- Accept appropriate correction and consequences for their behavior.

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Discipline will be administered according to the nature, seriousness, frequency, and circumstances of the behavior. Administration may consider a student's age, disciplinary history, and impact on the school community when determining appropriate consequences.

3. Respect for Students, Staff & the School Community

Students must treat others with dignity and respect. Disrespectful, defiant, threatening, intimidating, vulgar, or abusive conduct toward students, faculty, staff, volunteers, or visitors is prohibited.

Students are also expected to respect school facilities, equipment, textbooks, technology, and the personal property of others. Students or families may be financially responsible for property intentionally or negligently damaged by a student.

4. Classroom Conduct & Behavior

Students are expected to contribute to an orderly learning environment by arriving prepared, participating appropriately, completing assigned work, following classroom procedures, and allowing others to learn without unnecessary disruption.

Teachers will generally address routine classroom concerns through redirection, correction, parent communication, or other appropriate classroom interventions. Repeated or serious behavior may be referred to administration for additional disciplinary action.

5. Bullying, Harassment & Intimidation

Bullying, harassment, intimidation, hazing, or other conduct intended to threaten, humiliate, harm, or repeatedly target another person is prohibited.

Prohibited conduct may be verbal, written, physical, electronic, or social and may occur in person or through technology or social media when the conduct affects student safety, substantially disrupts the school environment, or interferes with another student's ability to participate in school.

Students should report bullying, harassment, or intimidation to a teacher or administrator. The school will review reported concerns and take appropriate action based upon the circumstances.

Retaliation against a person who reports a concern or participates in a school investigation is prohibited.

6. Fighting & Physical Aggression

Fighting, hitting, kicking, pushing, biting, intentionally injuring another person, or other physical aggression is prohibited.

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Students are expected to seek assistance from a teacher or staff member rather than respond to conflict through physical aggression.

Consequences may include parent notification, detention, suspension, behavioral intervention, or expulsion depending upon the seriousness and circumstances of the incident.

Physical aggression directed toward a teacher, staff member, or other school representative is considered a serious disciplinary matter and may result in immediate suspension, expulsion, or termination of enrollment.

7. Threats & Dangerous Conduct

Threats of violence, statements or actions suggesting an intent to harm another person, threats against the school, bomb threats, terroristic threats, or other conduct that creates a reasonable safety concern will be taken seriously.

The school may immediately remove a student from the school environment while the situation is evaluated. Administration may contact parents/guardians, law enforcement, emergency services, mental-health professionals, or other appropriate authorities when necessary.

A student may be required to complete an appropriate safety or behavioral evaluation before returning to school.

Serious or credible threats may result in suspension, expulsion, or termination of enrollment.

8. Drugs, Alcohol, Tobacco & Prohibited Substances

Students may not possess, use, distribute, sell, or be under the influence of alcohol, illegal drugs, tobacco, vaping products, nicotine products, marijuana, controlled substances, or other prohibited intoxicating substances while on school property or participating in a school activity.

Students may not possess drug paraphernalia or misuse prescription or over-the-counter medication.

Medication required for legitimate medical purposes must be handled according to the procedures in **Section Eight — Health, Safety & Security**.

Violations may result in suspension, expulsion, termination of enrollment, and notification of law enforcement or other authorities when appropriate.

9. Weapons & Prohibited Items

Students may not possess, bring, use, display, or distribute weapons or items reasonably considered dangerous on school property or at school-sponsored activities.

Beacon Christian Academy

This includes firearms, knives, explosive devices, ammunition, realistic weapon replicas, or any object used or intended to be used as a weapon.

Items that create a safety concern or significant disruption may be confiscated by the school.

Weapons violations are considered serious disciplinary matters and may result in immediate removal from school, suspension, expulsion, termination of enrollment, and notification of law enforcement.

10. Search of Students & Personal Belongings

To maintain a safe and orderly school environment, Beacon Christian Academy reserves the right to inspect school property and student belongings when administration has a reasonable safety, disciplinary, or policy-related concern.

This may include backpacks, bags, desks, lockers, electronic devices when relevant to a school investigation, and other personal belongings brought onto school property.

Prohibited or dangerous items discovered during a search may be confiscated and may result in disciplinary action or notification of appropriate authorities.

Students have a reduced expectation of privacy in school-owned property such as desks, lockers, computers, and other equipment.

11. Academic Dishonesty

Cheating, plagiarism, unauthorized use of artificial intelligence, copying, or other forms of academic dishonesty are prohibited.

The academic standards and consequences for these violations are addressed in **Section Three — Academic Program**.

12. Warning Notices

Teachers or administration may issue a warning notice when a student's academic performance, behavior, attendance, or conduct requires parent/guardian attention.

Warning notices are intended to inform families of concerns and provide an opportunity for improvement. Depending upon the circumstances, a parent conference or additional intervention may be required.

A warning is not required before disciplinary action when the behavior is serious enough to warrant an immediate consequence.

13. Detention

Beacon Christian Academy

Detention may be assigned for repeated or significant violations of school expectations.

Parents/guardians will be notified when detention is assigned. Students are expected to report at the designated time and comply with all detention requirements.

Failure to attend an assigned detention without approval may result in additional disciplinary action.

14. Elementary Behavior Management

For younger students, discipline will generally emphasize correction, redirection, age-appropriate consequences, and teaching appropriate behavior.

Behavioral concerns may be addressed through verbal correction, temporary removal from an activity, loss of privileges, parent communication, behavior plans, conferences, or other age-appropriate interventions.

Repeated hitting, biting, kicking, cursing, aggressive behavior, or significant classroom disruption may result in administrative intervention and additional consequences.

Serious behavior may require immediate administrative action regardless of the student's age.

15. In-School Suspension

An in-school suspension may be assigned when administration determines that a student should be temporarily removed from the regular classroom environment while remaining at school.

Students assigned to in-school suspension are expected to complete academic work and follow all directions provided by administration.

Additional conditions may be established before the student returns to the regular classroom.

16. Out-of-School Suspension

Administration may suspend a student from school for serious misconduct, repeated violations, safety concerns, or when previous interventions have not resulted in appropriate improvement.

Parents/guardians will be notified of the suspension and any conditions for the student's return.

Students remain responsible for academic work missed during a suspension and must complete assignments according to instructions provided by the school.

A parent/guardian conference, behavioral agreement, evaluation, or other intervention may be required before the student returns.

17. Expulsion

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Expulsion is the removal of a student from Beacon Christian Academy because of serious misconduct, repeated disciplinary problems, threats to safety, failure to cooperate with school standards, or other circumstances that administration determines are incompatible with continued enrollment.

Because disciplinary situations vary, Beacon Christian Academy is not required to use every disciplinary step before expulsion. Serious conduct may warrant immediate suspension or expulsion even when the student has no previous disciplinary history.

Decisions regarding expulsion will be made by administration in accordance with the school's governing procedures.

Additional provisions regarding termination of enrollment are contained in **Section Twelve — Continued Enrollment, Withdrawal & Termination**.

18. Student Observation & Behavioral Intervention

When a student demonstrates ongoing academic, behavioral, emotional, social, or developmental concerns that significantly affect the student's school experience, administration may initiate a period of observation and intervention.

The school may meet with the parent/guardian, establish a behavior or improvement plan, recommend an outside evaluation, request appropriate documentation, or identify reasonable interventions that can be provided within the school's resources.

Parents/guardians are expected to cooperate with reasonable meetings, evaluations, recommendations, and interventions necessary to address significant concerns.

When a student's needs or behavior cannot be appropriately managed within Beacon Christian Academy's available program and resources, continued enrollment may be reviewed in accordance with **Section Twelve — Continued Enrollment, Withdrawal & Termination**.

SECTION SIX — ATTENDANCE & DAILY SCHOOL ROUTINES

1. School Hours

Regular school hours for all students in grades K–12 are **8:30 a.m. to 3:00 p.m.** Students must be in their classroom or assigned homeroom and prepared to begin the school day by 8:30 a.m.

Students may not be dropped off before appropriate school supervision is available unless participating in an approved before-school program. School hours may be adjusted for early dismissals, special programs, emergencies, or other circumstances, and families will be notified of changes.

2. Attendance Requirements

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Regular attendance is required. Parents/guardians must notify the school when a student is absent and provide the reason for the absence.

Absences are considered unexcused until appropriate notification or documentation is received and approved by administration. Students are responsible for completing work missed during excused absences within the timeframe established by the teacher.

3. Excused & Unexcused Absences

Administration determines whether an absence is excused or unexcused. Illness, medical or family emergencies, bereavement, school-approved activities, approved college visits, and other circumstances approved by administration may qualify as excused.

Vacations, recreational activities, employment, traveling sports programs, cosmetic appointments, lack of transportation, and other non-emergency personal activities are generally unexcused unless approved by administration. A parent/guardian note does not automatically make an absence excused.

Unexcused absences may affect a student's ability to receive credit for work missed.

4. Excessive Absence & Truancy

A student accumulating **20 or more unexcused absences during the school year** may be subject to retention, loss of course credit, denial of promotion, or, for high school students, failure to meet graduation requirements.

When attendance becomes a concern, administration may require a parent/guardian conference or attendance improvement plan.

Truancy, cutting class, intentionally missing an assigned class, or leaving school without permission is prohibited and may result in disciplinary action. Chronic attendance concerns may be reported to appropriate authorities when required.

5. Tardiness

Students are expected to arrive at school and report to all scheduled classes on time.

Late Arrival to School

Students arriving at school after **8:30 a.m.** are considered tardy.

For **all students in grades K–12**, after **10 late arrivals to school**, a **\$50 tardiness charge** will be assessed to the parent/guardian. Each additional late arrival thereafter will result in a **\$10 charge**.

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Late arrival to school is handled separately from class-transition tardiness. **A student will not receive detention under the class-transition tardiness policy simply because the student arrived late to school.**

Upper Grade Class-Transition Tardiness

Students in the upper grades are expected to report promptly to their next scheduled class when switching classes during the school day.

A student who arrives late to a scheduled class **after already being present at school**, without an approved excuse, will receive a class-transition tardy.

After accumulating **more than three unexcused class-transition tardies**, the student will receive a **detention**. Continued class-transition tardiness may result in additional detentions or further disciplinary action.

Tardiness caused by a teacher, administrator, school activity, or another circumstance approved by school personnel will not count toward the student's class-transition tardiness total.

For clarity, the class-transition detention policy applies only to lateness when moving from one class to another during the school day. It does not apply to a student arriving late to school in the morning.

6. Vacation & Leave of Absence

Families are strongly encouraged to schedule vacations during school breaks. Vacations taken during regular school days are generally considered unexcused.

Parents/guardians should notify administration in advance of an extended absence. Students remain responsible for missed academic work, and teachers are not required to provide assignments in advance unless arrangements are approved.

Tuition and other financial obligations remain due during vacations, absences, or leaves of absence.

7. Absence Due to Illness

Students who are ill should remain home when attendance may jeopardize their health or the health of others. Parents/guardians must notify the school of the absence.

A doctor's note may be required after **three or more consecutive school days** of absence, following a contagious illness, or when otherwise determined necessary by administration.

Additional health requirements are addressed in **Section Eight — Health, Safety & Security**.

8. Arrival & Dismissal

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Students and families must follow established arrival and dismissal procedures. Students may not be dropped off before appropriate supervision is available.

Students requiring adult pick-up must be picked up promptly by an authorized person. Parents/guardians should not use arrival or dismissal time for extended conferences with teachers; meetings should be scheduled separately.

Students may not leave school property during the school day without authorization, except for high school students exercising the approved off-campus lunch privilege.

9. Authorized Student Pick-Up

Students requiring adult release will be released only to a parent/guardian or properly authorized individual. Parents/guardians are responsible for maintaining an accurate authorized pick-up list, and photo identification may be required.

Emergency verbal authorization may be accepted when the school can verify the authorization and the individual provides appropriate identification.

Students will not be released to an unauthorized person simply because the student or school staff knows that individual. School employees may transport or pick up a student only when properly authorized by the parent/guardian.

Parents/guardians must provide the school with current court orders affecting custody or student release.

If an individual arriving for a student appears impaired or otherwise presents a reasonable safety concern, the school may delay release and contact another authorized person or appropriate authorities.

10. Early Dismissal

Parents/guardians should make every effort to schedule appointments outside of school hours. When early dismissal is necessary, the school office must be notified and established dismissal procedures followed.

Students requiring adult pick-up will be released only to an authorized individual. Administration determines whether an early dismissal is excused or unexcused, and students remain responsible for missed academic work.

11. High School Independent Dismissal

High school students are expected to remain on campus throughout the scheduled school day except during the authorized off-campus lunch period or when otherwise approved by administration.

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Students may not leave campus during instructional periods, between classes, or at any other unauthorized time. Unauthorized departure may result in an unexcused absence and disciplinary action.

At the conclusion of the school day, high school students will follow established dismissal procedures. Students remaining after dismissal must remain in an approved supervised area while awaiting transportation or participating in a school activity.

12. Classroom Transitions & Switching Classes

Students who change classrooms are expected to move directly and safely to their next assigned location without unnecessary disruption.

High school students follow their individual schedules and are responsible for arriving at each class on time and prepared for instruction.

Students must follow staff directions and demonstrate appropriate behavior during all classroom transitions.

13. Lunch & Snacks

Students should bring lunch and snacks as appropriate unless participating in an available school lunch program. Students are expected to follow lunchroom rules, respect supervising staff, and clean up after themselves.

Microwaves are not available for student use in grades K–8. If an emergency lunch must be provided to a K–8 student, a **\$12 emergency lunch charge** may be assessed.

Because prepaid lunches are purchased in advance, refunds or credits are generally not provided for student absences. The school may provide a credit when school closes unexpectedly.

High School Off-Campus Lunch Privilege

Students in grades 9–12 may leave school property during their designated lunch period to purchase or eat lunch off campus. Off-campus lunch is a **privilege, not a right**.

Students must return to the school building **within their allotted lunch period** and be prepared to report to their next class on time. Students are expected to behave appropriately while off campus and remember that they represent Beacon Christian High School in the community.

Returning late, missing or arriving late to class, inappropriate conduct, leaving at an unauthorized time, or otherwise abusing the privilege may result in the **temporary or permanent revocation of off-campus lunch privileges**.

Administration may also temporarily suspend off-campus lunch because of weather, safety concerns, special schedules, school activities, disciplinary concerns, or other circumstances.

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14. Food Allergies

Students may not share food. Parents/guardians must notify the school of known food allergies or special dietary needs and keep this information current.

The school may establish reasonable procedures necessary to protect students with known allergies. Additional allergy and medical requirements are addressed in **Section Eight — Health, Safety & Security**.

15. Personal Items

Students should bring only necessary or school-approved personal items. Beacon Christian Academy is not responsible for property that is lost, stolen, misplaced, or damaged.

Items that create a distraction, safety concern, or policy violation may be confiscated. Cell phones and electronic devices are addressed in **Section Nine — Technology, Communication & Media**.

16. Holidays & School Celebrations

As a Christian school, Beacon Christian Academy's programs and celebrations reflect the Christian identity and mission of the school. Christian holidays may be incorporated into classroom instruction, chapel, worship, programs, and other activities.

Families should follow the official school calendar for holidays, closings, early dismissals, and special events.

17. Inclement Weather & School Closings

Beacon Christian Academy may close, delay opening, dismiss early, or modify its schedule because of inclement weather, emergencies, governmental directives, building conditions, or other safety concerns.

Families will be notified through the school's designated communication systems and are responsible for monitoring school communications and maintaining current contact information.

18. Field Trips

Field trips are an extension of the educational program. Families will receive applicable information regarding dates, costs, transportation, attire, and other requirements.

Students must have required permission and payment submitted by the established deadline and must follow all school conduct and safety requirements while participating.

Unless otherwise instructed, K–8 students will wear the official Beacon Christian Academy gym uniform on field trips.

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Participation may be denied because of significant behavioral or safety concerns. A K–8 student who attends school but does not participate in a field trip may be assigned to another classroom with appropriate schoolwork. If a parent keeps the student home solely because the student is not participating in the trip, the absence will generally be considered unexcused.

19. School Programs & Special Events

School programs and special events are part of the educational and spiritual life of Beacon Christian Academy. The **Christmas Program and Spring Program are required school programs**, and attendance will be taken.

For the Christmas and Spring programs, each family will receive **three tickets at \$10 each** to sell in support of the productions. Enrolled Beacon Christian Academy students do not require a ticket.

Other programs, ceremonies, performances, graduation activities, spiritual events, or special activities may also be designated as required. Families are expected to follow communicated schedules, practices, attire requirements, and participation expectations.

SECTION SEVEN — UNIFORM & DRESS CODE

Beacon Christian Academy requires students to maintain a neat, modest, and appropriate appearance that reflects the Christian character of the school. Students are expected to arrive in the proper uniform each school day unless administration has designated otherwise.

1. General Dress & Appearance Expectations

Uniform clothing must be clean, properly fitted, in good condition, and worn appropriately throughout the school day.

Clothing or accessories that are excessively tight, revealing, distracting, unsafe, or inconsistent with the school's Christian standards are not permitted. Administration has final authority in determining whether a student's clothing, footwear, accessories, or overall appearance complies with school standards.

2. Beacon Christian Academy Uniform — Grades K–8

Students in grades K–8 must wear the following approved uniform:

Shirts

- Yellow collared shirt or polo shirt.
- Navy blue polo shirt.

Pants, Jeans, Skirts & Jumpers

Beacon Christian Academy

- Navy dress pants.
- Khaki pants.
- Black or navy Dockers-style pants.
- Plain blue or black jeans.
- Girls may wear navy skirts or jumpers that reach approximately the knee.

Jeans must be plain and may not be ripped, torn, distressed, or contain holes.

Sweaters, Sweatshirts & Hoodies

- Beacon Christian Academy branded sweaters, sweatshirts, or hoodies.
- Plain navy sweaters, sweatshirts, or hoodies may also be worn.

Shoes

- Navy or black dress shoes.
- All-black or all-white sneakers.
- Neutral-colored boots.
- Shoes must have a closed toe and back and be properly fastened.

Students in grades K5–8 may not wear shoes with heels exceeding **1½ inches**.

Socks

- White or navy socks.

Additional Requirements

- Ties are optional.
- Fake or extended nails are not permitted for students in grades K–4.
- Dangling earrings are not permitted.

3. Beacon Christian High School Uniform — Grades 9–12

Students in grades 9–12 must wear the following approved uniform:

Shirts

- White or navy button-down shirt.
- White or navy polo shirt.

Pants, Jeans, Skirts & Jumpers

- Navy or black dress pants.
- Khaki pants.
- Black or navy Dockers-style pants.

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- Plain blue or black jeans.
- Girls may wear navy or black skirts or jumpers that reach approximately the knee.

Jeans must be plain and may not be ripped, torn, distressed, or contain holes.

Sweaters, Sweatshirts & Hoodies

- Beacon Christian High School branded sweaters, sweatshirts, or hoodies.
- Plain navy sweaters, sweatshirts, or hoodies may also be worn.

Shoes

- Navy or black dress shoes.
- All-black or all-white sneakers.
- Neutral-colored boots.
- Shoes must have a closed toe and back and be properly fastened.

Additional Requirements

- Ties are optional.
- Dangling earrings are not permitted.
- Leggings, sagging pants, and shorts are not permitted as part of the regular school uniform.
- Brightly colored shoes and open-toed or open-backed footwear are not permitted.

4. Gym Uniforms

Students participating in physical education must wear the official school gym uniform required for their division.

Gym uniforms must display the appropriate Beacon Christian Academy or Beacon Christian High School logo and must be purchased through the school office or another source specifically approved by the school.

Students may not substitute personal athletic clothing for the required gym uniform unless authorized by administration.

5. Dress Down Days

Administration may designate certain days as dress down or special attire days.

Even when the regular uniform is not required, students must maintain modest and appropriate dress consistent with the Christian standards of Beacon Christian Academy.

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Clothing may not contain inappropriate words, images, symbols, advertisements, or messages. Clothing that promotes alcohol, drugs, tobacco, violence, profanity, sexual content, or messages inconsistent with the school's Christian values is prohibited.

Administration may establish additional requirements for individual dress down or theme days.

6. Field Trip Attire

Students must follow the attire requirements announced for each field trip.

Unless otherwise instructed, students in grades K–8 will wear the official Beacon Christian Academy gym uniform for field trips.

High school students will wear the attire designated by Beacon Christian High School for the particular trip or activity.

Students who arrive improperly dressed may be required to change before participating.

7. Dress Code Compliance & Violations

Students and parents/guardians share responsibility for ensuring that students arrive at school in compliance with the uniform and dress code.

When a student is out of compliance, the school may require the student to correct the violation. Depending upon the circumstances, a parent/guardian may be contacted and asked to bring appropriate clothing or footwear.

Repeated or intentional violations may result in loss of privileges, parent conferences, disciplinary action, or other appropriate consequences.

Beacon Christian Academy administration reserves the right to determine whether clothing, footwear, hairstyles, accessories, jewelry, or other aspects of a student's appearance are appropriate for the school environment and consistent with the intent of this policy.

SECTION EIGHT — HEALTH, SAFETY & SECURITY

1. Student Health Requirements

Parents/guardians are responsible for providing all health records, immunization documentation, physical examinations, and other medical information required for school attendance.

Health information must be kept current. Parents/guardians must notify the school of significant changes in a student's health, allergies, medications, or other conditions that may affect the student while at school.

2. Illness

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Students who are ill should not attend school when their condition may interfere with participation or present a health risk to others.

If a student becomes ill during the school day, the school will contact the parent/guardian or authorized emergency contact when necessary. Students who are sent home must be picked up promptly.

A doctor's note may be required following **three or more consecutive school days of absence**, a contagious illness, or when administration determines medical clearance is necessary for the student to return.

School employees will not diagnose a student's medical condition. When appropriate, families may be advised to seek evaluation from a healthcare provider.

3. Allergies & Special Dietary Needs

Parents/guardians must inform the school of known allergies, dietary restrictions, or other medical concerns and provide appropriate documentation when requested.

Students may not share food. The school may establish reasonable precautions for students with known allergies, including procedures related to food, seating, handwashing, classroom activities, or emergency response.

Parents/guardians are responsible for providing required emergency medication and maintaining current medical instructions when applicable.

4. Medication

Students may not independently carry, distribute, or take medication at school except when specifically permitted under school policy and applicable requirements.

Prescription and over-the-counter medication that must be administered during the school day must be provided to the school in the original properly labeled container together with any required parent/guardian and medical authorization.

Medication will be stored and administered according to school procedures. Parents/guardians are responsible for keeping medication and authorization information current.

5. Medical Marijuana

When a student is legally authorized to use medical cannabis, the parent/guardian must notify administration and provide required documentation.

Medical cannabis may not be smoked or otherwise used in a manner prohibited on school property. When administration is required during the school day, it must be handled in accordance with applicable requirements and school procedures.

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Students may not possess, distribute, or independently administer medical cannabis unless specifically permitted by applicable law and approved school procedures.

6. Accidents & Medical Emergencies

School personnel will provide appropriate basic first aid when a student is injured or becomes ill at school.

Parents/guardians will be contacted when an injury or illness requires additional attention. In an emergency, the school may contact emergency medical services and arrange for the student to receive emergency care when a parent/guardian cannot be reached immediately.

Parents/guardians are responsible for maintaining current emergency contact information with the school.

7. Sunscreen & Outdoor Activity

Parents/guardians are encouraged to apply sunscreen before school when students will participate in outdoor activities.

When sunscreen is sent to school, **spray sunscreen is preferred for school use**. Students should apply their own sunscreen whenever developmentally appropriate. Staff may provide reasonable assistance to younger students with spray sunscreen when necessary.

The school may limit or modify outdoor activities because of weather, excessive heat or cold, air quality, or other safety concerns.

8. Fire & Emergency Drills

Beacon Christian Academy conducts fire, security, evacuation, and other emergency drills as required or determined appropriate for school safety.

Students must treat every drill seriously, remain orderly, follow staff instructions immediately, and refrain from behavior that interferes with emergency procedures.

9. Lockdowns

Lockdown and other security procedures may be implemented during drills or when an actual or potential safety concern exists.

Students must immediately follow staff instructions, remain in designated locations, remain quiet when directed, and refrain from using phones or electronic devices unless specifically authorized.

Students and families should understand that communication may be limited during an active emergency so staff can focus on student safety and follow emergency procedures.

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10. School Security

Beacon Christian Academy maintains security procedures designed to protect students, staff, and visitors.

Visitors must follow established entry, identification, and sign-in procedures. Unauthorized individuals may not enter or remain in restricted areas of the school.

Students may not open secured doors or allow unauthorized individuals into the building.

Administration may restrict access to school property or require an individual to leave when necessary to maintain the safety and orderly operation of the school.

11. Threats & Emergency Response

Any threat involving a student, staff member, school facility, weapon, violence, or other serious safety concern will be taken seriously.

Administration may contact law enforcement, emergency services, parents/guardians, mental-health professionals, or other appropriate authorities and may require an evaluation or other documentation before permitting a student to return.

Students and families are expected to cooperate fully with school safety procedures and investigations.

Disciplinary consequences relating to threats and dangerous conduct are addressed in **Section Five — Student Conduct & Discipline**.

12. Child Protection & Mandated Reporting

Beacon Christian Academy is committed to protecting the safety and welfare of children.

School personnel who have reasonable cause to suspect that a child has been abused or neglected must follow applicable mandated-reporting requirements. When required, a report will be made to the appropriate state or law-enforcement agency.

School personnel are not responsible for independently investigating or proving suspected abuse or neglect before making a required report.

13. Community Agency Involvement

Beacon Christian Academy will cooperate with authorized child-protection agencies, law enforcement, emergency personnel, and other governmental authorities when required or appropriate.

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When an agency or authority becomes involved with a student, the school will follow applicable requirements while seeking to protect student safety and confidentiality.

14. Emergency School Closures & Mandatory Quarantine

Beacon Christian Academy may close the school, temporarily transition instruction, exclude individual students, or modify school operations because of a public-health emergency, mandatory quarantine, governmental directive, building emergency, or other circumstance affecting safe school operations.

Families are expected to follow school instructions regarding closures, return-to-school requirements, health documentation, and temporary changes to instruction.

When educational services can reasonably continue during an extended closure, the school may provide instruction through remote learning, assignments, online resources, or other methods determined by administration.

Temporary closure, quarantine, absence, or a change in the method of instruction does not automatically cancel a family's enrollment or financial obligations. Applicable tuition and financial policies are addressed in **Section Eleven — Tuition & Financial Policies**.

SECTION NINE — TECHNOLOGY, COMMUNICATION & MEDIA

1. MySchoolWorx & School Communication

Beacon Christian Academy uses **MySchoolWorx as its primary school communication and academic information platform**. Parents/guardians are expected to maintain an active MySchoolWorx account and regularly monitor the platform throughout the school year.

MySchoolWorx may be used to communicate and provide information regarding:

- Homework and assignments.
- Tests, quizzes, and upcoming academic deadlines.
- Student grades and academic progress.
- Attendance information.
- Classroom and school announcements.
- Messages from teachers and administration.
- School events, reminders, and other important information.

Parents/guardians are responsible for reviewing MySchoolWorx regularly and monitoring their child's academic progress. Information that has been properly posted or communicated through MySchoolWorx will be considered communication from the school, even if a parent/guardian has not logged into the platform or reviewed the information.

Parents/guardians should contact the appropriate teacher when they have questions regarding an assignment, grade, test, classroom matter, or other information posted in MySchoolWorx.

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Parents/guardians are responsible for maintaining access to their account and notifying the school if they experience difficulty accessing MySchoolWorx. Parents/guardians must also keep their email address, telephone number, and other contact information current with the school.

While MySchoolWorx is the school's primary communication platform, Beacon Christian Academy may also communicate through email, telephone, text message, printed notices, or other approved methods when appropriate.

2. Parent–Teacher Communication

MySchoolWorx should be the primary method for routine parent–teacher communication regarding academics, assignments, grades, classroom expectations, and student progress unless otherwise directed by the school.

Parents/guardians are encouraged to communicate directly with the teacher when questions or concerns arise. Teachers may not always be available to respond during instructional time; however, **teachers are expected to respond to parent/guardian communications within 24 hours on regular school days.**

Messages received on weekends, holidays, school breaks, or days when school is closed should receive a response within 24 hours of the next regular school day.

The 24-hour expectation means that the teacher should acknowledge or respond to the communication within that timeframe. Some concerns may require additional time to investigate or resolve. When additional time is necessary, the teacher should communicate that to the parent/guardian and provide follow-up as soon as reasonably possible.

Matters requiring extended discussion should be addressed through a scheduled conference rather than through lengthy electronic messages.

Concerns that cannot be resolved through communication with the teacher or that require administrative involvement should follow the procedures outlined in **Section Ten — Parent & Family Partnership.**

3. Student Technology Use

School technology is provided primarily for educational purposes. Students must use school computers, tablets, networks, accounts, software, and other technology responsibly and only as authorized.

Students may not:

- Access inappropriate or unauthorized content.
- Bypass or attempt to bypass security or filtering systems.
- Access another person's account or password.
- Alter, damage, or misuse school technology.

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- Use school technology to bully, threaten, harass, or communicate inappropriate material.
- Install unauthorized programs, applications, or software.
- Use technology in a manner that disrupts instruction or violates school policy.

Students may be financially responsible for intentional or negligent damage to school-owned technology.

4. Cell Phones & Personal Electronic Devices

Cell phones, smartwatches, earbuds, headphones, gaming devices, and other personal electronic devices may be brought to school only in accordance with school procedures and may not interfere with instruction.

Students must keep devices stored or turned off when directed by a teacher or administrator. Students may not use personal devices during instructional time without permission.

Unauthorized use may result in confiscation of the device, parent notification, loss of device privileges, or disciplinary action.

In an emergency, parents/guardians should contact the school office rather than relying upon direct communication with a student during instructional time.

5. Internet & Acceptable Use

Internet access is provided for educational purposes. Students must use the internet safely, responsibly, and in a manner consistent with the Christian standards of Beacon Christian Academy.

Students may not intentionally access, create, transmit, download, or distribute material that is obscene, sexually explicit, violent, threatening, discriminatory, illegal, or otherwise inappropriate for the school environment.

Students should have no expectation that activity conducted using school-owned devices, accounts, networks, or other school technology is private. Beacon Christian Academy may monitor or review the use of school technology when appropriate.

Attempts to bypass internet filters, security settings, access restrictions, or other technology safeguards are prohibited.

6. Social Media

Students are expected to use social media responsibly and in a manner that does not threaten the safety, rights, or well-being of others.

Beacon Christian Academy

Online conduct occurring away from school may become a school disciplinary matter when it involves students, employees, or the school and substantially affects student safety, the rights of others, or the orderly operation of the school.

Cyberbullying, harassment, threats, impersonation, sharing inappropriate images or recordings, or using social media to significantly disrupt the school community may result in disciplinary action.

Students may not create social media accounts, pages, profiles, websites, or other online content that falsely represents Beacon Christian Academy or gives the impression that the student is officially authorized to communicate on behalf of the school.

7. Artificial Intelligence (AI)

Artificial intelligence may be used as an educational tool when authorized by a teacher. Students must follow teacher instructions concerning when and how AI may be used for a particular assignment.

Students may not use artificial intelligence to generate or substantially complete academic work that is expected to demonstrate the student's own knowledge, understanding, writing, reasoning, or ability unless specifically permitted by the teacher.

When AI use is permitted, students may be required to identify or cite how it was used.

Students should not enter confidential, personally identifiable, or sensitive information about themselves, other students, employees, families, or Beacon Christian Academy into public artificial intelligence systems.

Unauthorized or dishonest use of artificial intelligence may be treated as academic dishonesty under **Section Three — Academic Program**.

8. Photography, Video & Student Images

Beacon Christian Academy may photograph or record students during school activities, programs, field trips, classroom activities, worship services, ceremonies, or special events for educational, informational, promotional, or other school-related purposes consistent with permissions provided during enrollment.

Parents/guardians are responsible for completing any required media authorization or restriction forms and notifying the school of changes.

Students may not photograph, video, livestream, or audio-record another student, teacher, staff member, classroom, conversation, or school activity without permission.

Students and families should exercise discretion when posting photographs or recordings from school activities and respect the privacy and dignity of other students, employees, and families.

Beacon Christian Academy

9. Technology Violations

Violation of the school's technology policies may result in restriction or loss of technology privileges, confiscation of personal devices, parent notification, financial responsibility for damages, or disciplinary action.

The severity of the consequence will depend upon the nature and seriousness of the violation, the student's age, previous violations, and any safety or privacy concerns involved.

Serious violations involving threats, harassment, inappropriate sexual material, unauthorized access, illegal activity, or significant safety concerns may result in suspension, expulsion, termination of enrollment, or notification of appropriate authorities.

Beacon Christian Academy reserves the right to restrict a student's access to technology, personal electronic devices, school networks, or electronic resources when necessary to maintain student safety, academic integrity, or the orderly operation of the school.

SECTION TEN — PARENT & FAMILY PARTNERSHIP

1. Parental Involvement

Beacon Christian Academy believes that a strong partnership between the home and school is essential to a student's success. Parents/guardians are encouraged to take an active interest in their child's spiritual growth, academic progress, behavior, attendance, and school activities.

Parents/guardians are expected to support the school's Christian mission, communicate respectfully with school personnel, monitor MySchoolWorx, attend required meetings or conferences, and work cooperatively with teachers and administration when concerns arise.

2. Parent–Teacher Conferences

Parent–teacher conferences provide an opportunity to discuss a student's academic progress, behavior, strengths, and areas needing improvement.

The school may schedule conferences during the year, and parents/guardians or teachers may request additional conferences when needed.

Parents/guardians should schedule conferences in advance rather than attempting to hold extended discussions with teachers during arrival, dismissal, instructional time, or school programs.

When the school requests a conference concerning a significant academic, behavioral, attendance, or safety matter, parents/guardians are expected to participate.

3. Communication With Teachers & Administration

Beacon Christian Academy

Questions or concerns regarding a classroom matter should generally be addressed first with the student's teacher. Parents/guardians should provide the teacher with a reasonable opportunity to understand and address the concern before requesting administrative involvement.

MySchoolWorx is the primary method for routine parent–teacher communication. Teacher response expectations are addressed in **Section Nine — Technology, Communication & Media**.

When a concern cannot be resolved with the teacher, or when the matter directly involves school administration, the parent/guardian may contact the appropriate administrator.

All communication with teachers, staff, and administration must remain respectful and appropriate, even when there is disagreement.

4. Confidentiality

Beacon Christian Academy respects the privacy of students, families, and employees and seeks to handle confidential information appropriately.

Parents/guardians should recognize that the school cannot discuss confidential information concerning another student, family, or employee. When a disciplinary matter involves multiple students, the school may communicate information concerning a parent's own child but may not disclose disciplinary or confidential information regarding another student.

Parents/guardians are also expected to respect the privacy of other students and families when participating in school activities, conferences, volunteer opportunities, or other school functions.

5. Student Records & Parent Access

Beacon Christian Academy maintains educational and administrative records necessary for the operation of the school.

Parents/guardians may request access to their child's school records in accordance with school procedures and applicable requirements. The school may require requests to be made in writing and may schedule a reasonable time for records to be reviewed.

Parents/guardians are responsible for ensuring that the school has current contact, custody, emergency, medical, and other required information.

High school transcript and permanent-record requirements are addressed in **Section Four — Beacon Christian High School Academic Requirements**.

6. Resolving Concerns & Conflict

Beacon Christian Academy encourages concerns to be addressed promptly, respectfully, and directly with the appropriate person.

Beacon Christian Academy

When a parent/guardian has a concern involving a teacher or classroom matter, the following process should generally be followed:

1. The parent/guardian should submit the concern or request for a meeting to the teacher in writing.
2. The teacher and parent/guardian should attempt to meet or address the concern within a reasonable period, generally within one week.
3. If the matter is not resolved, the parent/guardian may request administrative involvement.
4. Administration may meet with the parent/guardian, teacher, student, or other individuals as appropriate and determine what additional action, if any, is necessary.

The school may document meetings and significant communications concerning student or parent matters.

Serious safety, legal, ethical, or administrative concerns may be brought directly to administration without first completing the classroom-level process.

7. Parent & Family Conduct

Parents/guardians and family members are expected to conduct themselves respectfully when interacting with students, employees, volunteers, other families, and members of the school community.

Threatening, intimidating, abusive, profane, harassing, disruptive, or aggressive conduct is not acceptable. This expectation applies to in-person interactions, telephone calls, emails, MySchoolWorx messages, text messages, social media, school events, and other communications involving the school community.

Disagreement with a school decision does not excuse inappropriate conduct.

Administration may establish reasonable boundaries for communication, meetings, or access to school property when necessary to protect employees, students, families, or the orderly operation of the school.

8. Cooperation With School Policies

Enrollment at Beacon Christian Academy represents a partnership between the school and the family. Parents/guardians are expected to cooperate with school policies, procedures, academic expectations, disciplinary decisions, safety requirements, and reasonable administrative directives.

Parents/guardians may respectfully question or request clarification regarding a decision; however, continued enrollment requires a workable and cooperative relationship between the family and the school.

Beacon Christian Academy

When ongoing conflict, refusal to follow school policies, repeated inappropriate conduct, or a breakdown in the school-family relationship significantly interferes with the school's ability to educate the student or operate effectively, administration may review whether continued enrollment is appropriate.

Additional provisions concerning continued enrollment and termination are addressed in **Section Twelve — Continued Enrollment, Withdrawal & Termination**.

SECTION ELEVEN — TUITION & FINANCIAL POLICIES

1. Tuition & Payment Plans

Tuition is established annually by Beacon Christian Academy and is based upon the student's enrollment for the school year.

Parents/guardians are responsible for paying tuition according to the payment plan and due dates established during enrollment. Enrollment constitutes a financial commitment to the school, and families are expected to keep their accounts current.

Questions or concerns regarding an account should be directed to the school office as soon as possible.

2. Registration & School Fees

Registration fees, curriculum fees, technology fees, activity fees, graduation fees, testing fees, and other applicable charges may be assessed in addition to tuition.

Fees and payment deadlines will be communicated to families as applicable. Registration and other fees identified as non-refundable will not ordinarily be refunded.

Enrollment or re-enrollment may not be considered complete until required fees and financial arrangements have been satisfied.

3. Returned Payments & Late Fees

Payments returned or declined because of insufficient funds, closed accounts, invalid payment information, or other reasons may be subject to applicable returned-payment or late fees.

Repeated returned or unsuccessful payments may require the family to use another form of payment.

Families experiencing difficulty making a scheduled payment should contact the school office before the payment becomes delinquent whenever possible.

4. Overpayments & Account Credits

Beacon Christian Academy

Payments received in excess of the amount currently due may be applied as a credit toward the family's school account or other outstanding school charges.

Account credits will be handled according to school financial procedures. A credit appearing on an account does not automatically entitle a family to a cash refund.

5. School Fundraisers

To help Beacon Christian Academy maintain affordable tuition and support the operation and programs of the school, families are required to participate in **two school fundraisers each year: one Fall fundraiser and one Spring fundraiser.**

Each family is expected to meet the following minimum fundraising requirements:

- **Fall Fundraiser — \$200 minimum**
- **Spring Fundraiser — \$200 minimum**

The fundraising requirement is **per family, not per student.**

Families who choose not to participate in a fundraiser will be assessed a **\$250 non-participation fee for that fundraiser.** A family choosing not to participate in either fundraiser will therefore be assessed a total of **\$500 for the school year.**

The applicable non-participation fee will be charged during the corresponding fundraiser period. Late fees may apply when amounts are not paid by the established due date.

Families will be asked to acknowledge their fundraiser participation choice as part of the school's enrollment documentation.

6. School Program Requirements

Beacon Christian Academy conducts a **Christmas Program and Spring Program** each school year. These programs are part of the educational and spiritual life of the school, and **student participation is required.**

Each family is required to sell **three tickets for the Christmas Program and three tickets for the Spring Program at \$10 per ticket.** This represents a total of **\$30 per family for each program.**

Enrolled Beacon Christian Academy students do not require a ticket.

Additional requirements regarding practices, arrival times, attire, performances, or other program responsibilities will be communicated to families as necessary.

Other field trips, graduation activities, performances, or special events may have separate costs or participation requirements that will be communicated in advance whenever practical.

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7. Hardship Assistance

Beacon Christian Academy recognizes that families may experience financial circumstances that make it difficult to meet the full cost of tuition. When resources permit, the school may provide **Hardship Assistance** to families demonstrating financial need.

Families requesting hardship assistance must complete the school's **Hardship Assistance Application**. The application requires the family to describe its current financial circumstances, explain the reason assistance is being requested, and identify the monthly tuition amount the family believes it can reasonably commit to paying for the upcoming school year.

Hardship requests are reviewed individually, confidentially, and prayerfully. In evaluating a request, Beacon Christian Academy may consider the family's circumstances, demonstrated financial need, ability to contribute toward tuition, and the school's financial ability to provide assistance.

Submission of a Hardship Assistance Application does not guarantee approval. When assistance is approved, Beacon Christian Academy will determine the reduced tuition amount or other tuition arrangement being offered. The amount approved by the school may differ from the amount requested by the family.

Hardship Assistance is approved for **one school year at a time** and does not establish a permanent tuition rate or guarantee assistance in future school years. Families requiring assistance in a subsequent school year must submit a new Hardship Assistance Application for consideration.

Unless specifically stated otherwise in the written hardship approval, Hardship Assistance applies **only to regular tuition**. Families remain responsible for registration fees, curriculum fees, before and after care, fundraising obligations, program tickets, field trips, graduation expenses, and all other applicable school fees and charges.

Families receiving Hardship Assistance are expected to remain current with the reduced tuition amount established by the school and continue to meet all other enrollment and financial obligations.

Beacon Christian Academy reserves the right to review or modify a hardship arrangement if information provided in the application is materially inaccurate or if the family's financial circumstances significantly change during the school year.

8. Non-Payment of Tuition

Families are expected to maintain their tuition and other financial obligations according to the agreed payment schedule.

When an account becomes delinquent, the school may contact the parent/guardian and require the account to be brought current or an approved payment arrangement to be established.

Beacon Christian Academy

Continued non-payment or failure to honor an approved payment arrangement may result in restriction of certain school privileges, withholding of records as permitted by school policy and applicable law, interruption of continued enrollment, denial of re-enrollment, or other appropriate action.

Families experiencing financial hardship are encouraged to communicate with the school before the account becomes significantly delinquent and may request consideration under the school's Hardship Assistance policy.

9. Before & After Care — Grades K–8

Before and after care may be available for students in grades K–8 according to the school's established schedule and available supervision.

Participation in before and/or after care requires registration and payment of applicable fees. Before and after care charges are separate from regular tuition unless specifically stated otherwise.

Students participating in the program must remain in their assigned supervised area and follow all Beacon Christian Academy behavioral and safety expectations.

Parents/guardians must follow all sign-in, sign-out, and authorized pick-up procedures. Students will only be released to individuals who have been properly authorized by the parent/guardian.

Any person picking up a student must be at least **18 years old** and may be required to present a valid driver's license or state-issued photo identification. A student will not be released to an individual who is not properly authorized.

Program hours, rates, availability, registration requirements, and other procedures may be established or modified by administration and communicated to participating families.

10. Late Pick-Up Fee

Parents/guardians are responsible for picking up students by the end of the regular school day or applicable after-care period.

A **\$50 late pick-up fee** will be charged when a student is picked up after the established closing time.

Parents/guardians are responsible for making arrangements to ensure that their child is picked up on time. If the parent/guardian cannot arrive by the required time, an authorized individual should be arranged to pick up the student.

Repeated late pick-ups may result in a required parent/guardian conference or loss of before/after care privileges.

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11. Tax Letters

Upon request, Beacon Christian Academy may provide families with an account statement or payment summary reflecting payments made to the school.

The school does not provide individual tax advice or determine whether tuition, childcare, donations, or other payments qualify for a deduction, credit, reimbursement, or other tax benefit. Families should consult their tax professional regarding their individual circumstances.

12. Refunds & Non-Refundable Payments

Registration fees and other payments specifically identified as non-refundable will not ordinarily be refunded.

Tuition refunds, account adjustments, or credits following withdrawal or termination of enrollment will be determined according to the family's enrollment agreement, applicable school policy, and the circumstances of the withdrawal or termination.

Absence from school because of illness, vacation, suspension, quarantine, emergency closure, or another temporary interruption does not automatically entitle a family to a tuition refund or reduction.

Any exception, refund, credit, or financial adjustment approved by Beacon Christian Academy is made at the school's discretion and does not establish a continuing policy or precedent for other families or circumstances.

13. Outstanding Balances, Records & School Property

Before withdrawal, transfer, graduation, or completion of the school year, families are expected to satisfy all outstanding financial obligations and return school-owned property, including textbooks, technology, equipment, uniforms, or other items issued by the school.

Families may be charged for school property that is lost, damaged, or not returned.

Beacon Christian Academy reserves the right to **withhold official transcripts, report cards, diplomas, and other academic records when a family has an outstanding financial balance**, to the extent permitted by applicable law.

Records that are being withheld because of an outstanding balance will be released after the financial obligation has been satisfied or after other financial arrangements acceptable to Beacon Christian Academy have been made.

The school will provide records when disclosure is specifically required by applicable law, court order, subpoena, or other binding legal requirement.

Beacon Christian Academy

Additional requirements regarding withdrawal and release of records are addressed in **Section Twelve — Continued Enrollment, Withdrawal & Termination.**

SECTION TWELVE — CONTINUED ENROLLMENT, WITHDRAWAL & TERMINATION

1. Continued Enrollment Is Conditional

Enrollment at Beacon Christian Academy is for **one school year at a time** and is conditioned upon the continued cooperation of the student and parent/guardian with the school's mission, policies, expectations, and administration.

Acceptance of a student does not create an unconditional right to remain enrolled for the entire school year or to be re-enrolled for a future school year.

Beacon Christian Academy reserves the right to review a student's continued enrollment whenever circumstances arise that, in the judgment of administration, materially affect the student's education, safety, the school environment, or the school-family relationship.

2. Parent & Student Cooperation

Beacon Christian Academy believes that Christian education requires a cooperative partnership between the school and the home.

Students are expected to cooperate with instruction, correction, discipline, academic requirements, and school policies. Parents/guardians are expected to communicate respectfully, support reasonable school procedures and decisions, attend requested conferences, provide required information, and work cooperatively with teachers and administration.

Parents/guardians may respectfully ask questions, express concerns, disagree with decisions, and seek clarification. A good-faith complaint, disagreement, or request for clarification will not, by itself, be grounds for termination of enrollment.

However, continued enrollment requires a relationship in which the school and family can communicate and work together effectively.

3. Behavioral & Safety Concerns

Serious or repeated student behavioral concerns may result in review or termination of enrollment.

Such concerns may include violence, threats, bullying, harassment, significant disruption, repeated disciplinary violations, dangerous conduct, refusal to follow reasonable directions, or conduct that threatens the safety or well-being of students, employees, or others.

Beacon Christian Academy

Beacon Christian Academy is not required to complete every progressive disciplinary step before suspending or terminating enrollment when administration determines that the seriousness of the circumstances warrants immediate action.

4. Ability of the School to Meet a Student's Needs

Beacon Christian Academy seeks to provide reasonable academic, behavioral, and educational support within the programs, personnel, facilities, and resources available to the school.

When concerns arise, administration may meet with the family, establish an improvement or behavioral plan, request appropriate documentation or evaluations, recommend outside services, or implement other reasonable interventions.

If administration determines that the school cannot reasonably or safely meet a student's educational, behavioral, developmental, physical, or other needs within its available program and resources, the school may determine that continued enrollment is not appropriate.

5. Financial Obligations

Families are responsible for maintaining tuition, fees, before and after care charges, fundraising obligations, program costs, and other financial commitments according to their enrollment agreement and school policies.

Failure to satisfy financial obligations or comply with an approved payment arrangement may result in interruption or termination of enrollment, denial of re-enrollment, and withholding of records to the extent permitted by applicable law.

Families experiencing significant financial hardship may request consideration under the **Hardship Assistance** provisions of Section Eleven.

6. Compliance With School Policies

Enrollment constitutes an agreement by the student and parent/guardian to comply with the policies, procedures, expectations, and reasonable administrative directives of Beacon Christian Academy.

Repeated or serious failure to comply may result in disciplinary action, denial of re-enrollment, or termination of enrollment.

The school may consider the nature and seriousness of the conduct, previous concerns, attempts to resolve the matter, the willingness of the student and family to cooperate, and the effect of the conduct upon students, employees, and school operations.

7. Parent/Guardian & Family Conduct

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Because Beacon Christian Academy is a private Christian school and enrollment depends upon a cooperative partnership between the school and family, the conduct of a parent/guardian or other family member may affect a student's continued enrollment.

Parents/guardians and family members are expected to communicate and interact with school employees, students, volunteers, leadership, and other families in a respectful and appropriate manner.

Conduct that may result in administrative intervention or review of continued enrollment includes threatening, abusive, intimidating, harassing, defamatory, profane, aggressive, or persistently hostile conduct; repeated inflammatory or accusatory communications; refusal to follow established communication or conflict-resolution procedures; interference with school operations; repeated disruption of the school community; or conduct that substantially damages the trust and cooperation necessary for a productive school-family relationship.

This policy applies to conduct occurring in person, by telephone, through email, MySchoolWorx, text messages, social media, written correspondence, school meetings, school events, or other communications connected to the school community.

Administration may establish reasonable communication boundaries, designate a specific point of contact, require communications to be in writing, restrict access to school property or activities, or take other reasonable measures when necessary to protect students, employees, families, or school operations.

8. Breakdown of the School-Family Relationship

Beacon Christian Academy recognizes that disagreements may occur between families and the school. The school will make reasonable efforts to address concerns respectfully and through the procedures established in this handbook.

However, continued enrollment requires sufficient trust, cooperation, and communication for the educational relationship to function effectively.

If administration determines that the relationship between the school and a parent/guardian has deteriorated to the point that a constructive and cooperative partnership can no longer reasonably be maintained, Beacon Christian Academy may terminate the student's enrollment or decline re-enrollment.

Such a determination may be based upon a pattern of conduct or, in sufficiently serious circumstances, a single incident.

The school is not required to continue an enrollment relationship when doing so would materially interfere with the school's mission, operations, safety, educational environment, or ability to effectively serve the student or school community.

9. Termination of Enrollment

Beacon Christian Academy

Beacon Christian Academy reserves the right to terminate a student's enrollment during the school year when administration determines, in its reasonable judgment, that continued enrollment is no longer appropriate.

Grounds may include, but are not limited to:

- Serious or repeated student misconduct.
- Threats, violence, or significant safety concerns.
- Serious or repeated violations of school policies.
- Failure to satisfy financial obligations.
- Failure of the student or parent/guardian to cooperate with reasonable school requirements.
- Parent/guardian or family conduct that significantly disrupts school operations or the educational environment.
- A substantial breakdown in trust, communication, or cooperation between the family and school.
- Failure to participate in reasonable conferences, interventions, evaluations, or corrective measures requested by the school.
- The school's inability to reasonably or safely meet the student's needs.
- Conduct by a student or family member that materially undermines the mission, safety, order, Christian character, or effective operation of Beacon Christian Academy.
- Other circumstances that administration reasonably determines make continued enrollment contrary to the best interests of the student or school community.

The examples above are illustrative and are not intended to be an exhaustive list of circumstances that may result in termination of enrollment.

Termination of enrollment is separate from progressive student discipline. Beacon Christian Academy is not required to issue warnings, detention, suspension, probation, or other lesser consequences before terminating enrollment when the circumstances reasonably warrant termination.

When practical and appropriate, the school may attempt to resolve concerns before terminating enrollment. Nothing in this policy, however, requires the school to continue enrollment while such efforts are undertaken when administration determines immediate action is necessary.

10. Administrative Authority & Final Decision

Decisions regarding continued enrollment, termination, and re-enrollment will be made by the appropriate school administration in accordance with the governance structure of Beacon Christian Academy.

Administration may review relevant communications, documentation, student records, disciplinary history, financial information, meetings, and other information reasonably related to the decision.

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The school may document the basis for its decision in its internal records.

Unless otherwise required by applicable law or expressly provided by school policy, a decision to terminate enrollment or deny re-enrollment is a final administrative enrollment decision of Beacon Christian Academy.

11. Denial of Re-Enrollment

Re-enrollment at Beacon Christian Academy is not automatic.

Beacon Christian Academy may decline to offer re-enrollment for a subsequent school year when administration determines that continued enrollment would not be appropriate for the student or school.

The school may consider academic performance, attendance, behavior, financial obligations, the school's ability to meet the student's needs, compliance with school policies, parent/family cooperation, the school-family relationship, and other relevant circumstances.

The school is not required to wait until the end of a school year to notify a family that re-enrollment will not be offered.

12. Voluntary Withdrawal

Parents/guardians choosing to withdraw a student must notify Beacon Christian Academy in writing and complete applicable withdrawal procedures.

The written notice should include the student's name, intended final date of attendance, and information concerning the school to which records should be sent, when applicable.

Withdrawal does not automatically cancel tuition, fees, fundraising obligations, or other financial commitments. Financial responsibility following withdrawal will be determined according to the enrollment agreement and **Section Eleven — Tuition & Financial Policies**.

All school-owned property must be returned.

13. Financial Obligations Following Withdrawal or Termination

Voluntary withdrawal, termination of enrollment, expulsion, suspension, or denial of continued attendance does not automatically eliminate financial obligations previously incurred under the enrollment agreement or school policies.

Any refund, credit, adjustment, or remaining tuition obligation will be determined according to the applicable enrollment agreement and **Section Eleven — Tuition & Financial Policies**.

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A refund or financial accommodation voluntarily provided by Beacon Christian Academy in a particular circumstance does not establish a precedent or entitlement for another family or future situation.

14. Release of Records Following Withdrawal or Termination

Following withdrawal, transfer, termination of enrollment, or graduation, student records will be handled according to Beacon Christian Academy's records procedures.

Families are responsible for satisfying outstanding financial obligations and returning school-owned property.

Beacon Christian Academy reserves the right to **withhold official transcripts, report cards, diplomas, and other academic records because of an outstanding financial balance**, to the extent permitted by applicable law.

Records being withheld because of an outstanding balance will be released after the financial obligation has been satisfied or other financial arrangements acceptable to Beacon Christian Academy have been made.

The school will provide records when disclosure is specifically required by applicable law, court order, subpoena, or other binding legal requirement.

Financial and records requirements are further addressed in **Section Eleven — Tuition & Financial Policies**.

SECTION THIRTEEN — PARENT/GUARDIAN AGREEMENT & ACKNOWLEDGMENT

1. Parent/Guardian Agreement

As the parent/guardian of a student enrolled at Beacon Christian Academy, I acknowledge that Christian education requires cooperation between the home and school.

I agree to support my child's education by maintaining respectful communication with teachers and administration, monitoring my child's academic progress and school communications, ensuring regular and timely attendance, meeting applicable financial obligations, attending requested conferences, and cooperating with reasonable school policies, procedures, and administrative decisions.

I understand that I may respectfully ask questions, raise concerns, disagree with a decision, or request clarification. A good-faith disagreement or concern will not, by itself, be grounds for termination of my child's enrollment.

I also understand that continued enrollment requires a workable and cooperative relationship between the family and school. Serious or repeated failure to cooperate with school policies,

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inappropriate conduct toward members of the school community, substantial interference with school operations, or a significant breakdown in the school-family relationship may result in review or termination of enrollment as provided in Section Twelve.

2. Student Conduct Responsibility

I acknowledge that my child is expected to comply with the academic, behavioral, attendance, uniform, technology, safety, and Christian conduct standards established by Beacon Christian Academy.

I understand that these expectations apply while my child is on school property, participating in school-sponsored activities or field trips, using school technology, or otherwise representing Beacon Christian Academy.

I understand that violations of school policies may result in disciplinary action, including detention, suspension, expulsion, or termination of enrollment when appropriate.

As the parent/guardian, I agree to support the school in addressing behavioral, academic, attendance, or disciplinary concerns involving my child and to participate in conferences or interventions reasonably requested by the school.

3. Christian Values & Biblical Standards Acknowledgment

I acknowledge that Beacon Christian Academy is a private Christian school and that its mission, educational philosophy, policies, programs, and standards are grounded in its sincerely held Christian beliefs and biblical principles.

I understand that students are expected to participate respectfully in the Christian educational program of the school, including Bible instruction, prayer, chapel, worship, and other activities designed to support spiritual development.

By enrolling my child, I acknowledge the Christian identity of Beacon Christian Academy and agree to respect the school's right to teach and operate according to its stated Christian mission and beliefs.

I understand that enrollment does not require every family to personally agree with every religious belief of the school; however, students and families are expected to respect the school's Christian identity and not intentionally interfere with its ability to carry out its mission.

4. Technology & Acceptable Use Acknowledgment

I acknowledge that my child may have access to school technology, internet services, online educational resources, and other electronic systems as part of the educational program.

I understand that students are expected to use technology responsibly and only for appropriate educational purposes. Unauthorized access, inappropriate content, cyberbullying, misuse of

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school systems, unauthorized recording, attempts to bypass security controls, and other prohibited technology use may result in loss of privileges and disciplinary action.

I understand that student use of artificial intelligence must comply with the school's academic and technology policies. Artificial intelligence may only be used when authorized by the teacher and may not be used to replace work that a student is expected to complete independently.

I understand that Beacon Christian Academy may reasonably supervise and monitor the use of school-owned devices, accounts, networks, and technology systems.

5. MySchoolWorx & School Communication Acknowledgment

I understand that **MySchoolWorx is Beacon Christian Academy's primary school communication and academic information platform.**

As a parent/guardian, I am responsible for maintaining access to my account and regularly reviewing information concerning my child, including assignments, grades, academic progress, attendance, announcements, deadlines, and communications from teachers or administration.

I understand that information properly posted or communicated through MySchoolWorx is considered official school communication even if I do not regularly log in or read the information.

I agree to maintain current telephone numbers, email addresses, emergency contacts, and other required information with the school and to notify the school if I experience difficulty accessing MySchoolWorx.

6. Financial & Fundraising Acknowledgment

I acknowledge that enrollment at Beacon Christian Academy creates financial obligations as described in the enrollment agreement and Section Eleven of this handbook.

I understand that I am responsible for applicable tuition, fees, before and after care charges, fundraising requirements, school program requirements, and other charges associated with my child's enrollment.

I acknowledge the Fall and Spring fundraising requirements and understand that a **\$250 non-participation fee per fundraiser** will apply when my family chooses not to participate in the applicable fundraiser.

I understand that financial hardship does not automatically change my financial obligations and that families requesting consideration must apply through Beacon Christian Academy's **Hardship Assistance** process.

I further understand that unpaid financial obligations may affect continued enrollment, re-enrollment, and the release of academic records as described in Sections Eleven and Twelve.

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7. Continued Enrollment & School-Family Relationship Acknowledgment

I understand that enrollment at Beacon Christian Academy is for one school year at a time and that continued enrollment is conditional upon compliance with school policies and the maintenance of a workable relationship between the school, student, and family.

I acknowledge that Beacon Christian Academy reserves the right to terminate enrollment or decline re-enrollment when administration determines, in its reasonable judgment, that continued enrollment is no longer appropriate under the circumstances described in Section Twelve.

I understand that this may include circumstances involving student conduct, safety, academic or attendance concerns, financial obligations, failure to follow school policies, parent/guardian or family conduct, failure to cooperate with reasonable school requirements, or a substantial breakdown in the trust, communication, and cooperation necessary for the school-family relationship.

I understand that termination of enrollment may occur without completion of every progressive disciplinary step when the seriousness of the circumstances reasonably warrants such action.

8. Handbook Receipt & Parent/Guardian Agreement

By signing below, I acknowledge that I have received or have been provided access to the **Beacon Christian Academy K–12 Student & Parent Handbook for the 2026–2027 School Year**.

I understand that it is my responsibility to read and become familiar with the policies, expectations, procedures, and standards contained in this handbook and to ensure that my child understands and follows the policies and expectations applicable to students.

I understand that this handbook cannot address every circumstance that may arise during the school year and that Beacon Christian Academy administration may exercise reasonable judgment in situations not specifically addressed, consistent with the school's mission, policies, and applicable law.

I understand that Beacon Christian Academy may revise, supplement, interpret, or modify handbook policies when necessary. When appropriate, families will be notified of material changes, and the most current policy issued by the school will supersede prior versions.

By signing below, I acknowledge and agree to cooperate with the policies, procedures, expectations, financial obligations, Christian standards, and school-family partnership requirements contained in this handbook as a condition of my child's enrollment and continued enrollment at Beacon Christian Academy.

I further acknowledge that I have had the opportunity to ask questions regarding the contents of this handbook and understand that questions regarding school policies should be directed to Beacon Christian Academy administration.

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PARENT/GUARDIAN ACKNOWLEDGMENT

Student Name: _____

Grade: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

For School Use

Date Received: _____

Received By: _____