



FAMILY HANDBOOK

and Code of Conduct and Consequence
List

2026-2027

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COMMUNITY • RIGOR • CHARACTER

TABLE OF CONTENTS

Contents	Page
Beacon Academy Mission Statement	3
School Bio	4
Administration/Staff/Faculty	5
Academic Information	6 – 10
Policies, Procedures and FERPA	11 – 22
Responsive Classroom	23 - 24
Student Rights and Responsibilities	25
Disciplinary Actions Overview	25 - 26
Student Code of Conduct List (CCCL)	27 - 38
Student Transportation	39 - 40
Bus Discipline	40
Uniform Infraction Policy	41
Uniform Guidelines	42 - 44
Meals Program	45 - 46

The Family Handbook is given to all Beacon Academy Families at the beginning of each school year. Therefore, all families are expected to abide by all policies and procedures included herein. All families entering during the school year will receive a new copy as well.

All policies and procedures included herein will remain in effect unless otherwise noted or until a newer version approved by the appropriate parties is printed and distributed.

PARENT-SCHOOL PARTNERSHIP

There is a strong relationship between student success and involvement of their parents/guardians in school. The success of a charter school is also related to parent/guardian involvement. In order to achieve these successes, Beacon Academy has expectations for parents/guardians whose children attend. Please read these statements carefully and go over them with your child/children.

1. I will read school communications and notes home and return school forms as required in a timely manner.
2. I will attend student conferences.
3. I will provide a quiet space for homework and monitor its completion.
4. I will read to or listen to my child read every day. (At least 20-30 minutes/day is a guideline)
5. I will monitor the amount and content of screen time my children are allowed. (No more than 30-60 minutes/day is recommended)
6. I will offer my time and talents to the school in a way that fits my family and work schedules and benefits the school.

Beacon Academy's Mission Statement

Beacon Academy fosters a results-driven small learning community supported by family involvement. Our school is rooted in a culture of positive character development that provides students with a proven, rigorous, and content-rich curriculum.

SCHOOL CREED

I make Beacon Academy a better place.
I can do challenging things.
I am responsible for me.
I help others.
I do my best.
I make good choices.
I value myself and others.
I act with integrity.
I believe in myself.

VISION STATEMENT

Cultivating an inclusive community of learners who embody character, resilience, and scholarship.

VALUES

Community: Providing a safe, small classroom environment that encourages the love of learning.

Rigor: Empowering the community through accountability to exceed academic expectations.

Character: Developing individuals who are globally prepared, socially responsible, and personally grounded.

ACCREDITATION

Accreditation provides recognized accountability to the school's stakeholders. Outside validation ensures that the school has met certain standards, is seeking a quality education program, and is committed to ongoing improvement. It provides a framework for the school to plan for its future. The school is required to submit annual performance and growth reports to maintain its accreditation status. The administration, faculty/staff, School Board, parents and students play an important role in the self-study and accreditation process. Our charter sponsor, Innovative Quality Schools (IQS), provides external accountability instruments.

School Bio

Beacon Academy is a tuition-free K–8 public charter school committed to delivering a rigorous, content-rich education while developing students of strong character and global citizenship. Since opening its doors in 2004 with just 93 students in grades K–3, Beacon has grown into a thriving, diverse learning community of over 525 students, guided by a clear mission: to build a results-driven, small learning community supported by active family involvement, positive character development, and academic excellence.

At the heart of Beacon's approach is a comprehensive curriculum that emphasizes mastery in reading, writing, math, science, history, and geography paired with a deep commitment to second language proficiency through our Spanish program. Music, art, physical education, and outdoor learning experiences are seamlessly woven into the academic day to promote creativity, wellness, and a love for learning.

Beacon Academy isn't just a school, it's a community. We foster strong peer relationships and emotional intelligence through the Responsive Classroom model, starting each day with a morning meeting and ending with a reflective closing circle. Monthly assemblies highlight key character traits, led by students, reinforcing the values of respect, responsibility, perseverance, and empathy.

Our school is proudly governed by a board that includes a majority of teachers, along with parents and a community member, ensuring shared leadership and strong school-home partnerships. Beacon's long-term vision to grow to a three-section K–8 school serving over 700 students has been supported by strategic moves from Maple Grove in 2009 to our current state-of-the-art campus in Crystal in 2017 bringing us closer to Minneapolis and expanding access to our program.

Beacon Academy has consistently received the State of Minnesota's Finance Award, demonstrating sound stewardship and sustainability. Our graduates regularly transition into high school with the academic skills, character foundation, and confidence to thrive.

We recognize that excellence is a journey, not a sprint. Our approach to academic rigor and character development is designed for long-term success. We work closely with families to support each child's unique learning path, understanding that human growth and achievement are cultivated over time through dedication, support, and high expectations.

At Beacon Academy, we believe that true education is a balance of knowledge, character, and community. We invite you to join us in building a brighter future, one student at a time.

Beacon Academy

OFFICE STAFF PHONE & EMAIL LIST

763-546-9999

	NAME	PHONE EXT.	E-MAIL
ADMINISTRATION			
Executive Director	Dr. Grant Windham	1104	gwindham@beaconacademy.com
Dean of Students	Myla Johnson	1105	mjohnson@beaconacademy.com
Dean of Students	Eldred Bach	1107	ebach@beaconacademy.com
Special Ed Coordinator	Zach Secrist	1113	zasecrist@beaconacademy.com

	NAME	PHONE EXT.	E-MAIL
MAIN OFFICE			
Administrative Assistant	Christina Jones	1100	
CID Coordinator	Julie Wahl	1101	jwahl@beaconacademy.com
HR/Business Coordinator	Victoria Williams	1102	viwilliams@beaconacademy.com
Operations Coordinator	Alyssa Meldahl	1103	ameldahl@beaconacademy.com
Health Office Assistant	Vanessa Libansky	1122	healthoffice@beaconacademy.com
Food Services	Seth Parlow	1125	FoodService@beaconacademy.com

TEACHER EMAIL INFO

To access teacher email information go to www.beaconacademy.com.

- Go to the Parents and Students tab
- Click on ParentVUE/StudentVUE
- Log onto ParentVUE
- You will be able to access teacher emails from there.

BOARD OF DIRECTORS:

Chair: Matheu Weidenbach
 Vice Chair: Melanie Spall
 Treasurer: Stacey Ray
 Secretary: Patricia Blake

Member: Norah Antil
 Member: Rasheda Jenkins
 Member: Matthew Goodman

Member: Hope Reeves
 Member: TBD
 Member (ex-officio): Dr. Grant Windham
 Eldred Bach
 Myla Johnson

The Beacon Academy Board of Directors abides to approved policies of our school. Families have access to all school policies on our website: <https://beaconacademy.com/school-board/>

ACADEMIC INFORMATION

CHARACTER EDUCATION

An intentional, school-wide plan for character education is based on asset-building character development done by the Saebrs. Monthly character themes are introduced and reinforced at all-school assemblies. Teachers also present and reinforce positive character traits through literature, role playing, discussion, demonstration, and service projects. Throughout the building, staff look to “catch” and recognize students practicing these traits.

SPANISH

Spanish is a part of Beacon Academy’s curriculum and the students receive instruction in Spanish on a daily basis in middle school and as part of the specialist rotation in elementary. Although all the students learn Spanish at a different pace, they all walk away with more than just the ability to speak, read, and write in the language.

Every class is filled with students who have different levels of fluency in Spanish. In order to meet the needs of all the learners, we choose to instruct Spanish through Teaching Proficiency through Reading and Storytelling, and other comprehensible inputs students learn new vocabulary through the stories, by adding their own personal details, and by using study time to focus on some of the most commonly used words in the Spanish language. As the students master one set of commonly used words, they are able to move on to another set. These words allow them to be more creative in the details they add to stories in class, as well as add depth to their own personal stories.

The students learn listening, speaking, reading and writing skills within the context of the stories told in class. Teachers like to include humor in the stories as a way to make the class more enjoyable and because humor has a direct link to long term memory. In short, the kids have fun *and* they remember what they learn.

Students in Middle School are leveled for Spanish based on their proficiency of the language.

CURRICULUM

Beacon Academy offers quality instruction based on curricula such as Open Court and Wonders by McGraw Hill, Math Expressions, Big Ideas Math, FOSS and SEPUP for Science. This is designed to provide students with the substantial base of knowledge and skills they need to participate fully as citizens and will lay the foundation for advanced learning. Beacon Academy’s program provides an articulated, intensive sequence of daily Spanish language instruction beginning in kindergarten that flows continuously through Grade 8. The teaching of Spanish is designed to complement instruction at each grade level. Beacon’s curriculum includes:

Math	Music	Visual Arts
Science	Language Arts	Spanish
Social Studies (including History & Geography)	MS Honors Math	Phy. Ed & Health (MS only)

Language Arts

The Wonders Reading Program, published by McGraw Hill, is a comprehensive English Language Arts (ELA) curriculum designed for grades K-5. It emphasizes evidence-based practices grounded in the Science of Reading and aims to foster a love of reading and build strong literacy skills. The program includes components for phonemic awareness, phonics, fluency, vocabulary, comprehension, and writing.

Open Court Reading, the K–2 literacy curriculum published by McGraw Hill, has been grounded in research for over 60 years. Built upon findings from original learning theory and cognitive science, and balanced with teacher input and modern research on literacy development, *Open Court Reading* delivers undeniable results for learners at every level. Literacy research consistently shows that complex learning cannot take place without strong foundational skills. *Open Court Reading* provides students the building blocks needed to read and comprehend texts across genres, synthesize information to develop and discuss complex thoughts and ideas, and become fluent storytellers themselves.

We use literature throughout elementary grades to inspire and demonstrate the importance of ethical behavior and providing them great thoughts to ponder. Reading also provides an excellent model for writing and brings out curiosity and enthusiasm in children.

We strongly recommend parents to build upon this foundation by reading to their children and encouraging them to read on a regular basis by discussing ideas and current events, and modeling a love for reading, writing and speaking. Beacon's school-parent partnership agreement includes a promise by parents to read with their children every day.

Math

Our K-5 grade math curriculum uses the Math Expressions program to guide instruction. Math Expressions combines elements of standards-based instruction with traditional approaches. This program uses discussion, drawings, conceptual language, and real-world examples to help students make sense of mathematics. Hands-on and inquiry driven, Math Expressions teaches students how to represent solutions, explain their answers, and develop problem-solving and reasoning skills. Every lesson includes intervention, on-level, and challenge differentiation to support the individual needs of students.

Our 6-8 grade math curriculum uses the Big Ideas Math program to guide instruction. Big Ideas Math aims to balance conceptual understanding with procedural fluency. Each section in the unit is guided by an essential question to provide students with opportunities to explore, question, and explain, thus encouraging abstract thought. Throughout the text students will have opportunities for real-life applications and mathematical practices that allow them to rehearse and sharpen their skills as they work toward mathematical understanding.

Physical Education

The Physical Education curriculum stresses the importance of general good health and the development of the skills, attitudes, and levels of responsibility necessary to participate in group and individual sports which can be enjoyed throughout life. Physical Education is delivered on a three-day rotation in K-5 by the Physical Education teacher. Students in grades 6-8 will have physical education on a trimester rotation. Physical Education will occur in the gymnasium or outside when feasible.

Health Education 6-8

Health Education is offered to students in grades 6-8 within their Physical Education rotation.

FINE ARTS

Art

The art curriculum provides students with instruction in the various elements and techniques of art production, art history and appreciation of varying art cultures. The State Standards Curriculum has been expanded in the Art strand to weave visual arts as well as process arts as a complement to the areas students are studying in history, geography and science. Art is also seen as an extension of the other curriculum areas. An art teacher instructs each student in grades K – 5 on a three-day rotation. Students in 6-8 will have art on a trimester rotation.

Music

Instrumental and choral music as well as music appreciation are considered important parts of the curriculum for all students. A music teacher instructs each student in grades K – 5 on a three-day rotation. Students in 6-8 will have art on a quarter rotation. The music specialist follows the Quaver Marvelous General Music Curriculum appropriate for each grade level in music instruction.

HONORS MATH

Beacon offers honors math in grades 6-8 to further challenge and bolster the growth of our students. Students are either recommended or encouraged to apply for the Honors Math Program and those who are selected to enroll will be chosen on the basis of demonstrated skills and merit. All decisions by the Honors Committee and Beacon Academy Administration are final.

AFTER SCHOOL ACTIVITIES

As an extension of the total curriculum, Beacon Academy offers students the opportunity to participate in classes and activities which enrich the overall school program. Families must provide transportation after the activity is over. Examples of other areas in addition to the regular curriculum may include:

Volleyball	Yearbook	Piano Lessons
Band	KidzArt	Student Ambassadors
Ice Fishing	Basketball	Chess Club

*The health office is not available during after school activities. Any health-related concerns or medications should be communicated with the activity facilitator.

MENTAL HEALTH SERVICES

Beacon Academy utilizes school social workers and counselors to aid in student support.

Social Worker: Megan Carpentier: mcarpentier@beaconacademy.com

Counselor: CJ McGowan: cmcgowan@beaconacademy.com

SPECIAL EDUCATION

Beacon Academy believes that learning is a developmental and ongoing process where each child's unique characteristics are recognized and appreciated. During the school day, the classroom teacher has the primary responsibility and is the most appropriate person for meeting the learning needs of each child. Teachers utilize special education personnel, program resources, technology, and enrichment materials to support the needs of their students and their various learning styles.

When a student's learning needs require additional consideration, parents, administration and special education personnel will discuss appropriate strategies and teaching options. Whenever possible, the needs will be met through the child's classroom teacher.

Beacon Academy employs a special education coordinator and a due process facilitator to coordinate and evaluate diagnostic testing, screenings, and works with teaching personnel to ensure that students receive all services to which they are entitled by law.

The special education staff provides small group instruction and classroom assistance for students who have differing needs. Parent conferences are scheduled and coordinated by the special education staff. The special education staff also serves as an informational resource for faculty and parents in the areas of establishing individual education plans (IEP), tutoring diagnostic tools, outside counseling and assessment services and information on special education needs. Charter school students whose educational needs qualify them to receive special education services, must receive services equal to those provided by other public schools.

ENGLISH LEARNER (EL) SERVICES

Beacon Academy is committed to supporting students who are developing English language proficiency. English Learner (EL) services provide language instruction and academic support to help students succeed in school while building their English skills. Students who qualify for EL services are identified through a state-approved language screening process. Families are valued partners in this process and will be informed of their child's eligibility, progress, and available program options. If you have questions about EL services, please contact the school office.

INTERVENTION SERVICES

Beacon Academy strives to ensure every student has the support needed to be successful. Students who need additional support in reading, mathematics, or behavior may receive intervention services based on data from classroom performance, assessments, and teacher observations. Interventions are designed to address individual student needs through targeted instruction, skill development, and progress monitoring. Families will be informed when their child is participating in an intervention and are encouraged to partner with school staff to support their child's growth and success.

ASSESSMENTS

Standardized testing is one of several diagnostic tools used by the school in making curricular adjustments and in meeting individual student needs. Student academic achievement and cognitive ability are assessed using a standardized tool. The tool(s) used for assessment are evaluated and selected according to the school's curriculum development process. The school administers the state-required Minnesota Comprehensive Assessment at 3rd - 8th grade (MCA-II), and FastBridge Assessments for grades K-8. K-1 teachers create assessments through ESGI.

Parents/Guardians can opt students out of statewide assessments by submitting a Decision Not to Participate form that can be accessed by contacting the Beacon Academy office.

STATEWIDE ASSESSMENTS

Minnesota students participate in statewide assessments as required by state and federal law. Assessment results help measure student learning and inform instructional decisions. Families will receive information about testing schedules, assessment requirements, and applicable parent rights before each testing window.

Beacon Academy Literacy Assessment Overview		
Test	Grades	Time Frame
Screener Assessments (Long-Cycle Assessments)		
FastBridge	K-8th	Fall Winter Spring
MCA	3rd-8th	March 15-May 7
ACCESS – ELL Students Only	K-8th	February 8-March 5
Capti Read Basix Dyslexia Screener	4th-8th	Winter

GRADING/REPORT CARDS/MID TERM REPORTS

Report cards are issued three times a year at the end of each trimester. These reports are intended to give information concerning the student's academic progress as well as character development. Students in grades K-5 receive evaluations of Needs support, Satisfactory, Proficient, or Exceptional for each subject area. Students in grades 6-8 are evaluated on the A – F scale.

Midterm reports and report cards will be updated and can be viewed through ParentVue.

Communication between home and school is encouraged throughout the year and not limited to the midterm report/report card schedule. ParentVue is also updated on a regular basis and grades can be viewed there at any time.

HOMEWORK

Homework is assigned to reinforce basic skills and to help students develop a sense of responsibility and independence. Homework is also an important way to keep parents in touch with the curriculum and their child(ren)'s progress. The amount of homework shall be appropriate for each grade level. However, it is the philosophy of Beacon Academy that some nightly homework is essential to academic progress. Often, there is time in class to complete this with teacher guidance. The school recognizes the many outside activities in which students and families may be involved and respects the need for family time as well. Therefore, homework amounts are regulated by frequent communication amongst the teachers through student and parent input.

If parents have been contacted, students may be required to remain after school because of missing work or incomplete assignments. Late or incomplete assignments may result in a reduced grade. Teachers will keep parents informed if students are having difficulty completing work on time. Parents should feel free to contact their child's teacher or the administration if there are concerns about the amount or content of students' homework assignments.

HONOR ROLL

Middle school students have the opportunity to earn their way onto the honor roll. Honor roll guidelines are based on a grade point average (GPA) as follows:

- Principal's Scholar: GPA of 4.0 and above
- Scholar: GPA of 3.75 – 3.99
- Distinguished Student: GPA of 3.5 – 3.74

PARENT-TEACHER CONFERENCES

Frequent communication between the home and school provides opportunities for mutual, on-going dialogue. Parent-teacher conferences foster this vital communication link. Formal parent-teacher conferences are held twice a year, but a conference can be requested at any time during the year. Parents are encouraged to take advantage of this important opportunity to meet and visit with the child(ren)'s teachers during formal parent-teacher conferences. Parents are encouraged to stay within the 15-minute time frame for elementary school and 10 minutes for middle school as a courtesy to those waiting for their appointed time. Conferences requiring more than 15 minutes should be rescheduled for a later time. Specialist and Spanish teachers are also available on a walk-in basis.

PLAGIARISM (Cheating)

Plagiarism is defined as trying to pass off someone else's work/ideas as your own. Students are required to do their own work, unless the teacher indicated it is a partner, family, or group assignment. Students who need assistance or assignment clarification should ask teachers or parents for help. Students who give homework or test answers to a classmate, take answers from a classmate, or take info from any source without permission or citing will receive a zero (no credit) for that assignment or test. Parents will be contacted by the teacher concerning any plagiarism offense. Offenses may result in but are not limited to conference with parents, no credit for the assignment, in-school suspension or failure for the grading period. A student's work should completely be their own. Any use of Artificial Intelligence (AI) applications renders the work not completely that of the student's, thus use of AI as a student's own work will not be accepted.

PUBLIC DISPLAYS OF AFFECTION

Outward public displays of affection (embracing, kissing, etc.) are not suitable behaviors in the school setting. Students who disregard this will be requested to have a conference with a dean and parent/guardian & may be assigned other consequences.

TEXTBOOKS/MATERIALS

Beacon Academy provides textbooks for student use. All books are assigned and inventoried. Students are expected to maintain these materials in good condition. Students will be required to pay for books that are lost, damaged, excessively soiled or worn beyond normal use. General records will not be transferred to a different school until payment is received.

POLICIES AND PROCEDURES

School Wide Policies and Procedures

(These Policies and Procedures apply to **EVERY** Beacon Academy student unless otherwise indicated)

ACADEMIC PROFICIENCY PROCEDURES GRADES 4-8

The following Academic Probation Policy is in place at Beacon Academy to assist and guide students toward academic success:

Students will be placed on Academic Proficiency if:

- their GPA is below 2.0,
- or
- they received an “F” or “N” in one or more Core Classes in a trimester.

Here are some of the interventions that we enact to set your child up for success:

1. **WIN (What I Need) Class.** This is a guided study hall where students receive print outs of missing assignments and have a teacher in class to provide support.
2. **Opportunity for Mastery.** When feasible, teachers allow students to re-do assignments until they demonstrate mastery of the content.
3. **In-School Academic Detention.** One half and/or one full day of academic make up time in our resource room when students have ten missing assignments.

Our goal is to help support and guide your child toward educational achievement and we find the most success occurs when students have adult guidance outside of the school day. Here are ways you can support your student at home.

1. **Check ParentVue weekly.** Teachers update assignments/grades by Monday afternoon of each week. Questions about ParentVue can be directed to the main office.
2. **Expect to be contacted by teachers** when your student has three missing assignments in one class and refer to ParentVue to help your child see what is missing.
3. **Emphasize to your child the importance of completing work in WIN Class.** It is a time where teachers are present to provide support.
4. **Provide clutter-free space and uninterrupted time** at home where your child can concentrate on school work. An academic-friendly environment is important for successful completion of academic work.

A student's placement on Academic Probation will require the following actions:

1. **CONFERENCE** - A conference between the student, parent(s)/guardian, Beacon Academy faculty member and Beacon Academy administration.
2. **ACADEMIC IMPROVEMENT PLAN** - An Academic Improvement Plan for the student will be developed and put in place to assist the student toward specific academic goals.

Additional Academic Considerations

Students who raise their GPA to above a 2.0 or above and receive course grades better than an “F” on their next Quarter report card will be removed from academic probation.

Note: Core Classes include English, Math, History, Science, Social Studies, and Spanish

PROCEDURAL INFORMATION

ATTENDANCE

Beacon Academy believes that regular school attendance is directly related to success in academic work, benefits students socially, provides opportunities for important communications between teachers and students, and establishes regular habits of dependability important to the future of the student. The purpose of this policy is to encourage regular school attendance. It is intended to be positive and not punitive. This policy also recognizes that class attendance is a joint responsibility to be shared by the student, parent/guardian, teachers, and administrators. This policy will assist students in attending class.

1. Student's Responsibility

Although it is the student's right to be in school, it is also the student's responsibility to attend all assigned classes every day that school is in session as well as to be aware of and follow the correct procedures when absent from an assigned class. Finally, it is the student's responsibility to request and make-up any missed assignments due to an absence.

2. Parent/Guardian's Responsibility

It is the responsibility of the student's parent or guardian to ensure the student is attending school, to inform the school in the event of a student absence, and to work cooperatively with the school and the student to solve any attendance problems that may arise.

3. Teacher's Responsibility

It is the teacher's responsibility to take daily attendance and to report accurate attendance in each assigned class; to be familiar with all the procedures governing attendance and to apply these procedures uniformly; to provide any student who has been absent with any missed assignments upon request; and to work cooperatively with the student's parent or guardian and the student to solve any attendance problems that may arise.

4. Administrator's Responsibility

It is the administrator's responsibility to require students to attend all assigned classes, to be familiar with all procedures governing attendance and to apply these procedures uniformly to all students. It is also the administrators responsibility to maintain accurate records on student attendance, to inform the student's parent or guardian in a timely manner of the student's attendance problem and to work cooperatively to solve attendance problems.

Beacon Academy shall adhere to the regulations of the Minnesota Department of Children Families and Learning and the Minnesota Compulsory Instruction Law, M.S. 120.101. The students of the school district are required to attend all assigned classes every day school is in session.

Absences & Tardies

Excused		Unexcused	
Illness	Family emergency	Overslept	Need child to help at home
Vacation	Medical appointment	Missed the bus	Shots not up to date
Religious reasons	Some reasons are up to the Administration's discretion	Traffic	Not having right uniform
Funeral		Car trouble	Forgot something at home
School visits		Weather	Keeping child home when school is open

If the school does not receive a message regarding an absence, it will be counted unexcused until we hear from you.

Call 763-546-9999 ext. 400 or send an email to attendance@beaconacademy.com before or after office hours for ALL changes to your child's day, including but not limited to:

- Absence for any reason
- Late arrival
- Early departure
- Being picked up instead of riding the bus or the reverse

Changes to your child's end of day routine such as riding bus instead of pick up or vice versa, not going to an after school activity, etc. needs to be communicated to the office by phone or in

writing by 1:00pm that day. We cannot guarantee that changes communicated after that time will be delivered to the student or teacher.

1. Attendance is taken daily during the morning classroom meeting period. All student absences or late arrivals should be reported to the school office before the school day begins by calling or emailing the school office. Parents should indicate if the illness is contagious (strep throat, a flu, etc.) to allow the staff to make proper notifications to other families in the classroom. Please call the absence line mentioned above during non school hours.
2. An automated phone call goes out every school day around 10:00am to verify unreported absences.
 - You will be notified by letter after 3, 5 and 7 days of unexcused absences.
 - You will receive a letter after 10 days of absences whether they were excused or unexcused. A doctor's note will be required after 10+ days of illness.
 - If unexcused absences reach 6 or more a reference to Hennepin County Be@School program will be made.
 - A student who is absent for 15 or more consecutive days is considered to be withdrawn from the school unless previous arrangements have been made with administration.

K-5

Tardy	School start time up to 2 hours late
Half Day Attendance	2-4 hours late or early departure
Full Day Attendance	4.5 hours in attendance

6-8

Tardy	Tardies will be recorded for each class. Three (3) unexcused tardies to any class will result in an office referral.
Period Attendance	Will be recorded every class period
Full Day Attendance	Attending every class period each day

TARDY

1. Students who are not in their classroom by 9:00 A.M. are considered tardy, unless their bus arrived late. Late arriving students must check into the school office for a pass before going to their classroom.
2. Three unexcused tardies in one grading period will result in a letter from administration. Eight unexcused tardies equals two unexcused absences resulting in a letter from administration.
3. Be sure to contact the school whenever you know your child will be absent or late (763-546-9999 ext. 400). Beacon Academy's attendance policy is in accordance with state law. For your information, the following procedures are followed:
 - a. 4 unexcused tardies = 1 unexcused absence
 - b. On the 3rd (and following) unexcused tardy, the student will be required to serve a lunch detention.
4. Middle School Period Attendance: Attendance is taken at the beginning of each period. Parents can view their child's period attendance on ParentVue, the school's student information system.

ARRIVAL / DISMISSAL

1. Students may enter the building at 8:30 and be directed to a staffed holding room.
2. School hours are 9:00am - 3:45pm for all grades. Students are encouraged to arrive at 8:45am so materials can be organized prior to 9:00am.
3. Car riders MUST be picked up at the end of the school day by 4:00pm.
4. Changes in your child's schedule by the time of dismissal must be communicated to the school office by 1:00pm each day. **We can make no exceptions.**
5. In the event of an emergency, parents should call the school and make alternate arrangements for student pick up. Parents and students are encouraged to plan ahead. Written authorization of alternate plans for going home is the best way to avoid confusion.
6. In the most extreme cases, where a student remains well after the school day with no success in contacting a parent/guardian or emergency contact, the student may be remanded to the

local police. This action is done at administration's discretion.

MAKE-UP WORK FOR ABSENCES

Parents may contact the classroom teacher for make-up work. Work may be sent home with a sibling or neighbor, or can be picked up in the school office.

The school recognizes that family vacations arise while school is in session. However, please take into consideration the school breaks when planning your vacation. Any absence (i.e. doctor appointments, vacations, etc.) will require the student to make up the work. Please complete and submit a **Notification of Extended Absence** form from the school office before taking vacations during the school year.

We encourage all families to utilize our long weekends and breaks for family vacations, as daily attendance is a key component in skill mastery for all students. However, we also understand it is not always possible and would like to help support homework completion with the following gauge:

- 1) If you provide notice of your vacation 5 days or more in advance,
 - a. Homework will be provided 3 days prior to your vacation
 - b. Homework will be due the day you return from vacation
- 2) If you provide notice of your vacation 3 or 4 days in advance,
 - a. Homework will be provided the last day of school before you leave
 - b. Homework will be due on the third day after you return
- 3) If you provide notice of your vacation less than 3 days in advance,
 - a. Homework will be provided before your vacation
 - b. Homework will be due when you return – with 1 day given for every day of vacation taken with a maximum of five days

BIRTHDAY PARTY INVITATIONS

If your child is having a birthday party, please mail the invitations home to the students they are inviting. Invitations can be handed out in class only if the **entire class** is invited to the birthday party.

CANCELED/RETURNED CHECKS

Checks sent for payment of expenses are subject to a \$20 bounced/returned check fee.

CLOSE OF SCHOOL FOR WEATHER CONDITIONS AND EMERGENCY SITUATIONS

In the event of a school closing or we have a late start, you will be contacted via **School Messenger** using the emergency phone numbers you have given the office. Information can also be found on Channel 4 and 11 on television. **We are NOT Robbinsdale Area Schools. Look for Beacon Academy.** Though channel 4 and 11 are our official posting location, attempts will be made to post the school information on Channels 5 and 9 as well. Although we will attempt to make the call the evening prior, the decision to close school will be made by 6:00am on the day in question. Parents will not be contacted individually. The school cannot be responsible for students who arrive at school or at bus stops in spite of these announcements. School closing information can also be found on our website. In the event of an emergency during the school day we will send out a message using the emergency phone numbers you have given the office.

CONFISCATED ITEMS

Any item determined by faculty/staff to be a distraction or danger to the students or to the learning environment may be confiscated. A parent will be contacted and may pick up the item before or after school from the school office. Any item confiscated more than once during the school year, may be kept by the school office until the end of the school year and picked up by a parent at that time. Any illegal items brought to school will be kept by administration or turned over to the appropriate authorities.

BULLYING PROHIBITION POLICY

Every student deserves to learn in a safe and respectful environment. Bullying, cyberbullying, intimidation, harassment, and malicious or sadistic conduct are prohibited at Beacon Academy. Reports of prohibited conduct will be taken seriously, investigated promptly, and addressed in accordance with school policy, Bullying Prevention and Response #514.

HAZING POLICY

Hazing of any kind is prohibited at Beacon Academy per policy #526. Any activity that intentionally or recklessly endangers the physical or emotional well-being of a student as a condition of joining or participating in a group or activity is not permitted. Students who engage in hazing may be subject to disciplinary action and other consequences as provided by law.

VIOLENCE AND HARASSMENT POLICY

Respect and personal safety are essential to a positive learning environment. Acts of violence, threats, discrimination, harassment, or intimidation will not be tolerated and will be addressed promptly through established school procedures.

CONFLICT RESOLUTION

Beacon Academy's goal is to provide an environment that permits all members of the school community (employees, parents and students) to engage in open, two-way and constructive communication. In all cases, this communication and problem resolution will take place directly between the involved individual first. Appropriate effort and cooperation is encouraged to resolve issues to both parties' satisfaction. It is important to remain open-minded about the issue and check out your facts with the party directly involved. Often issues are a matter of miscommunication or are a misunderstanding of meaning or intent. Try to understand the other party's point of view.

If the parties directly involved cannot resolve the issue, it should be brought to one of the following contact people. Selecting the contact most closely related with the issue may facilitate a more timely resolution. For example:

- a. Issues with a classroom teacher: discuss with the classroom teacher
- b. Issues with a policy: discuss with the appropriate committee chair, administrator, or a school board member
- c. If your issue is not resolved after the above steps you should contact an administrator

While you are welcome to contact the school board for issues, you are highly encouraged to contact an administrator first. These people will document the issue and route it through the appropriate channels for resolution. Parties involved will be informed of the resolution and if at all possible, be involved in creating the final resolution to the issue. If an issue is not resolved in a reasonable period of time or if either party is not satisfied with the resolution, the issue may be brought to the school board.

SUICIDE PREVENTION

Student well-being is an important part of a successful school experience. Families who have concerns about a student's mental health or emotional well-being are encouraged to contact the school counselor, social worker, or administrator. Information about the school's suicide prevention policy, available supports, and community crisis resources is available through the school office and on the school's website.

ELECTRONIC DEVICES – CELL PHONES

Electronic devices are a distraction to the learning environment and must be off and out of sight. Electronic devices must be in backpacks or pockets during arrival and dismissal and kept in backpacks and lockers during school hours. Before entering the building in the morning, phones need to be turned off and put away. This includes headphones and earbuds. Furthermore, the school does not allow students to wear or have on their person a Smartwatch or any device that has the capability to connect to the internet. Any staff member may confiscate electronics that are not in backpacks or lockers. The following procedure will be used for noncompliance:

1. First offense, confiscate for the remainder of the day
2. Second offense, confiscation and only returned to a parent/guardian
3. Repeated infractions of failure to comply with administrators or staff members will result in further disciplinary action.

The school is not responsible if such items are lost, stolen or damaged. We recommend that students not bring them to school.

EMERGENCY CONTACTS

All Emergency information forms were filled out during the online registration period prior to school opening in the fall. The school will use this information if your child becomes ill, is injured at school or for early school closings. The person you designate may be asked to pick up and care for your child if you cannot be reached. It is the responsibility of the parent/guardian to notify the school of any changes to home or work phone numbers or contact information. It is **extremely** important that this contact information is kept up to date. You can authorize anyone, family member or friend to pick up your child or have the school contact in case of an emergency.

SCHOOL CALENDAR

The school family calendar is available on the Beacon Academy web site. This calendar lists all committee meetings and special events. Events are subject to change and will be communicated by the Communications Coordinator. The School Board MUST authorize any changes in the yearly calendar.

FIELD TRIP POLICY

While being transported to and from, and while at the field trip site, students are expected to:

- a. Respect the authority of chaperones
- b. Respect the property, facility and hosts at the field trip site
- c. Respect the bus driver and all bus/transportation policies/rules

Even though students are off campus during field trips, the Beacon Academy Code of Conduct (pg. 28) still applies. In addition, Beacon Academy reserves the right to call parents to remove a student who has not complied with this policy. Further disciplinary consequences may include exclusion from further field trips. Field trips are designed to augment the students' classroom learning and are therefore **mandatory**. If a parent chooses to allow their student not to attend a field trip it would be considered an unexcused absence and student would remain home for the day.

Chaperoning Field Trips (guidelines): Chaperoning field trips is one of the many volunteer opportunities available at Beacon Academy. Without parental involvement, many of these educational opportunities would not be possible for our students. When chaperoning field trips, parents can expect to be treated with respect. It is important to avoid physical contact with students for disciplinary purposes. If disciplinary situations exist, the supervising teacher(s) should be contacted to address the situation. Beacon Academy requires volunteers to have a background in order to chaperone field trips. Volunteers must pay for their own background check.

FUNDRAISING

Fundraising events/activities MUST be approved by the PTO (Parent Teacher Organization). Any activity/event intending to raise \$1500 or more must also be approved by the School Board. Federal law regulates how fund-raising dollars may be used. Funds raised belong to the PTO for the benefit of the school, and while they may be designated for a specific use, this in no way implies that specific students or classes are entitled to unused funds.

GUM

In order to assist in maintaining a clean facility, GUM CHEWING IS NOT ALLOWED.

HEALTH OFFICE PROCEDURES

1. The health office should be notified of any health problems, conditions, or contagious diseases immediately (i.e., strep throat, head lice, covid symptoms). There is a nurse or trained health office assistant on site every day.

2. The office will promptly inform parents in the event of significant injury or illness while a child is in school.
3. Parents are encouraged to arrange dental and medical appointments during non-school hours.
4. To be released for such appointments, a written notice from the parent/guardian to the office and their teacher is required.
5. All students must be signed-out when they leave and signed-in when they return.
6. It is suggested that students have periodic physical, eye, ear, and scoliosis examinations. The ideal times for these are before kindergarten, fourth, seventh, and eleventh grades. Immunization schedules are available from the health office. The school may also choose to provide screening exams once per year with prior notice going home to parents.
7. It is also suggested that parents/guardians periodically check their child for head lice.
8. It is required that injury/illness occurring at home be taken care of at home, or by their healthcare provider, and that students do not go directly to the health office upon arrival at school.
9. Facilities for keeping ill/injured students are limited; therefore if you receive a call from the health office, it is important that you pick up your student within 1 hour.
10. All medications must be dropped off and picked up by a parent/legal guardian.

Guidelines for deciding if a child is too sick to attend school:

- If your child has had a fever of 100 degrees or more, the child **MUST** stay home for 24 hours after the temperature returns to normal without any fever reducing medication.
- If your child has vomited or had diarrhea, the child **MUST** stay home until 24 hours after the last episode.
- If your child has any rash, check with your family physician before sending the child to school. If you send your child to school with a rash the school must have a written note from a physician stating the rash is not contagious.
- To be sent home due to illness or injury, students must first be evaluated by the health office. Students are not permitted to use a cell phone or to text message, during the school day, for pick-up due to illness or injury. Students will be allowed to call home from the health office or main office. If this procedure is not followed, it may result in an unexcused absence.

Please follow these guidelines to prevent longer or recurrent illness and to help stop the spread of illness to others.

IMMUNIZATIONS

The Minnesota School Immunization Law (Minnesota Statutes Section 121A.15) requires all students enrolled in school be protected from childhood disease by receiving immunizations. Thus, students must be fully immunized, or have a valid medical or non-medical exemption on file **by September 30th, 2026**. Your child's immunization dates, or a valid medical or non-medical exemption form, must be shared with the school health office.

MEDICATION

The goal of these procedures is to ensure the safe, accurate, and timely administration of medication to students. Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours. When it becomes necessary for medication to be taken by students during the school day, these procedures **MUST** be followed.

1. If your child requires medication to be given during the school day, make an appointment to discuss this with the School Nurse or Health Office Assistant.
2. All medications (prescription and non-prescription) must be brought to the health office by a parent/guardian or trusted adult. *Do not* send *any* medications to school with your child (including inhalers, cough drops etc.)
3. The school must have a ***written request from a parent/guardian*** in the health office for the administration of ***any*** medication that needs to be taken by a student in school. This includes over-the-counter medications, such as Tylenol, Ibuprofen, cough drops, eye drops, vitamins, etc.
4. The school must have a ***written order from a licensed prescribing practitioner for all medications, including over-the-counter medications***. Authorization forms are available from the school health office on our website.
5. All prescription medications must be sent to the school in the correct pharmacy-labeled container. *When filling a prescription, the pharmacy should dispense medication in 2 containers: one for home and one for school upon request.*

6. All non-prescription medication must be sent to the school in the unopened tamper proof packaging in which it was purchased labeled with the student's name.
7. While in school, students must not carry any medication on their person, in backpacks or in their locker. All medication will be stored in a locked cabinet in the health office. Any procedures other than those outlined above will be considered unauthorized use and will have consequences administered as per the Beacon Academy Discipline Policy. Permission to self-carry and self-administer asthma rescue inhalers or EpiPens will be assessed on an individual basis.
8. Medication must be taken in the presence of the appropriate school personnel.
9. Medications not picked up by the last day of school will be discarded as pharmaceutical waste.
10. Illness or injury exclusions from physical education or recess require a written note from a healthcare provider. The note should include diagnosis, length of time to be excused or necessary modifications. Parent/Guardian must provide a note of medical clearance signed by the healthcare provider prior to return of physical education or recess.

LATEX – FREE BUILDING

Beacon Academy is a latex free building. If you are bringing balloons or gloves to the building for a celebration, both items should be latex-free.

PESTICIDE NOTICE

To maintain healthy and safe school buildings and grounds, pesticides may occasionally be applied on school property. Parents and guardians may request advance notice of certain pesticide applications during the school year. Additional information is available through the school office.

LEAVING SCHOOL GROUNDS (CAMPUS)

1. Once students arrive at school, students may not leave the school grounds before dismissal for any purpose without authorization from a parent or guardian and notification to the school office.
2. Students arriving early or staying late for school-sponsored events or activities are to remain on campus. Students who leave the school grounds, without authorized permission, will be disciplined subject to the school's discipline policy.
3. All parents must sign their students out before leaving the building. Students must check back in at the office upon return and receive a pass to class.

LOCKERS (Middle School Only)

Each student will be assigned individual lockers with a built-in combination. Use of this locker is a privilege, not a right.

- a. Students are responsible for articles kept in the locker assigned to them, for its care and cleanliness.
- b. If a lock or locker is damaged, cost of any repair may be assessed to the student/parent/guardian.
- c. Rigging a locker in order to keep it from locking is prohibited. Students may be subject to disciplinary action.
- d. Beacon Academy reserves the right for school officials to search lockers at any time in accordance with the school's Search and Seizure Policy.
- e. Students are to use ONLY their assigned lock and/or locker.

PARENT INVOLVEMENT

The school believes parents are important partners in providing the best possible educational experience for students. Each family is required to read and sign the Parent Involvement Agreement and commit to volunteering. Many opportunities for parent involvement will be available both at school and home. School wide volunteer opportunities will be communicated via the Communications Coordinator. Classroom teachers will coordinate their own volunteer opportunities. There are parents who serve in a policy-making capacity on Beacon Academy's School Board, and there is also an active and involved Parent Teacher Organization (PTO).

PARENT-TEACHER COMMUNICATIONS

The best way to contact your child's teacher is through email. We do not interrupt teacher instruction time for parent/guardian phone calls.

PERMISSION TO USE PHOTOS OF STUDENTS

Photos of students will be used in Beacon publications, on our website, and in other marketing materials. Any family that wishes to opt out must notify the office in writing by September 30, 2026.

Family Educational Rights and Privacy Act (FERPA)

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Beacon Academy, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Beacon Academy may disclose appropriately designated "directory information" without written consent, unless you have advised Beacon Academy to the contrary in accordance with Beacon Academy procedures. The primary purpose of directory information is to allow the Beacon Academy to include information from your child's education records in certain school publications. Examples include:

- The annual yearbook;
- School website, social media, and marketing materials;
- Honor roll or other recognition lists;
- Graduation programs; and
- Activity sheets, such as basketball club, band, choir, etc.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965, as amended (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. **[Note: These laws are Section 9528 of the ESEA (20 U.S.C. § 7908) and 10 U.S.C. § 503(c).]**

If you do not want Beacon Academy to disclose any or all of the types of information designated below as directory information from your child's education records without your prior written consent, you must notify the Beacon Academy in writing by September 30, 2026. Beacon Academy has designated the following information as directory information:

- **Student's name**
- **Address**
- **Telephone listing**
- **Electronic mail address**
- **Photograph**
- **Date and place of birth**
- **Dates of attendance**
- **Grade level**
- **Participation in officially recognized activities and sports**
- **Degrees, honors, and awards received**
- **The most recent educational agency or institution attended**

More information on FERPA can be found in the main office in Beacon Academy's policy binder.

RECESS

Each day there are multiple adults monitoring recess to ensure the safety and supervision of our students.

COLD WEATHER

Since fresh air and exercise are two very important ingredients of a healthy life-style, students in grades K-5 are taken outside each day for up to one half-hour. The following temperature guide will be used:

- | | |
|--|--------------------|
| • Wind chill -10 and above or temperature 0 degrees and above | All Outside |
| • Wind chill below -10 degrees or temp. -1 degree & below | All Inside |

Administration makes the decision to go out with the students and all students are expected to participate. If the Administration determines that it is too cold, students may have indoor recess. In addition, all students K - 5 will have outside physical education activities at the Administration's discretion. Students must dress appropriately.

HOT WEATHER

While we strongly believe students benefit from going outside every day, there are occasionally hot days where activities need to be modified or suspended. The following heat index will be used to determine if students go outside for recess or for P.E.

- | | |
|--|----------------------|
| • Heat index of less than 100 degrees | All outside |
| • Heat index from 100 – 105 degrees | Judgment area |
| • Heat index greater than 105 degrees | All inside |

Administration, health office, and teachers determine the course of action depending on the activity and the heat index.

SCHOOL BOARD

The school board transacts matters pertaining to the maintenance and operation of the school. Members are appointed and/or elected. Authority and responsibility is granted by the Minnesota Legislature and the State Board of Education for the board to:

- Develop School Policy
- Employ lead Administrators
- Provide materials and facilities for effective education
- Represent the community regarding school issues
- Provide equal education opportunities for every child

The names of school board members are listed on the front page of this handbook and on the Beacon Academy website.

SNACK GUIDELINES

Beacon Academy students are allowed to bring a snack to school every day that fits within the general guidelines for a healthy snack.

General Guidelines

- Snacks should be **HEALTHY!**
 - Suggested snacks - cheese, vegetables (and dip), fruit (fresh fruit, fruit cups, applesauce, apple chips or other dried fruit), yogurt, breads and muffins, granola bars (without nuts or candy added), pretzels, raisins, dried cereals and crackers (any variety).
 - Snacks should be in snack sized bags. We do not allow large bags of snacks, nor do we allow the sharing of snacks.
 - Families are encouraged to follow USDA guidelines for Smart Snacks. For more information, please reference <https://foodplanner.healthiergeneration.org/calculator/>
- Peanuts/tree nuts are discouraged due to common student allergies.
- Water is the only beverage allowed in the classroom. **Pop, sugary drinks and energy drinks are not allowed in the classroom or at lunch.**
- Guidelines are intended to encourage physical health and academic success.
- A snack is not a meal or a substitute for lunch.

Specific guidelines will be determined by the classroom/grade level teachers. Parents will be requested to provide information regarding food allergies/intolerances. This information will be used to determine specific guidelines. Specific guidelines may change during the course of the school year depending on students that are enrolled. Teachers will be responsible to inform parents/guardians of snack guidelines for their classroom/grade level and any changes that may occur.

SOLICITATIONS/SALES

No sale of articles is allowed in school buildings or on the grounds except by the approval of the school board or the administration.

STUDENT DROP OFF

Student drop off is at the Performing Arts Center (PAC) doors (#5). Students may not be dropped off earlier than 8:30 a.m. Students arriving by car should wait in the car until the school opens at 8:30 a.m. At that time students will be 'walkers' and will be directed to the student waiting room that will be supervised by Beacon Academy staff.

COMMUNICATIONS/ PUBLICATIONS

The Otter News Communication is sent out every week. Other school publications may be sent out monthly. Important school information is provided in these communications, therefore It is important that we have your most up-to-date email address, so you don't miss important school information. Families that do not have email can request a hard copy of all school communications. This will be sent home with the youngest/only child at Beacon.

TREATS (birthdays, classroom parties, special events)

We are happy that our children, and their families, are excited about their special day. Our goal is not to take the fun out of your child's birthday, but rather set some guidelines to classroom celebrations for birthdays. If you do choose to send a treat to school on your child's birthday, we ask that a few expectations be followed (numbered below) when providing a classroom treat for your child at school. Please know that if birthday treats do not meet these expectations, we will not be passing them out. If a child brings an item(s) which is not allowed, it will be returned home with the child.

1. Coordinate with the teacher before bringing in treats. Communicate about allergies that might exist in the classroom before purchasing a treat.
2. Cakes will not be allowed
3. No juice or drink
4. Only 1 item per classmate
5. Items must be store bought

Healthy Food Options: fruit, string cheese, raisins, popcorn, fruit roll-ups, organic fruit snacks, Goldfish crackers, pretzels, frozen fruit bars, low-fat Rice Krispie Treats

Allergy Free Options (Gluten and/or Peanut free): fruit, string cheese, raisins, popcorn, fruit roll-ups, organic fruit snacks, nut-free granola and Cliff bars, cracker/cheese packets, kale chips

All food must be store-bought.

Non-food options: Donate a favorite book to the class and have a special person come in and read it. You can write your child's name inside with their birth date. Hand out special items like scented pencils, stickers, or erasers. Other ideas are welcome.

TORNADO DRILLS / FIRE DRILLS / LOCK DOWN DRILLS

Tornado drills are held in the spring. Fire drills are conducted regularly during the school year. Students must walk quietly and orderly to their designated area to await further instructions. Lock down drills are conducted as required by the Department of Education. Minnesota law states families can opt their students out of lock down drills. Beacon Academy will send a family communication prior to any lock down drill, to which families must respond if they want their student to opt out of that lock down drill.

VACATIONS

We encourage all families to utilize our long weekends and breaks for family vacations, as daily attendance is a key component in skill mastery for all students. However, we also understand it is not always possible and would like to help support homework completion with the following gauge:

1. If you provide notice of your vacation 5 days or more in advance,
 - c. Homework will be provided 3 days prior to your vacation
 - d. Homework will be due the day you return from vacation
2. If you provide notice of your vacation 3 or 4 days in advance,
 - a. Homework will be provided the last day of school before you leave
 - b. Homework will be due on the third day after you return
3. If you provide notice of your vacation less than 3 days in advance,
 - a. Homework will be provided before your vacation
 - b. Homework will be due when you return – with 1 day given for every day of vacation taken with a maximum of five days

VISITING THE SCHOOL

Parents/guardians are welcome to visit the school at any time and are encouraged to volunteer. Please contact the main office prior to your visit to see what the volunteer opportunities are for that day. Classroom visits should be arranged ahead of time through the office or the classroom teacher. Because visits should promote, not interrupt, the learning process, NO **student** visitors are allowed unless authorized by administration. ALL VISITORS MUST CHECK IN AT THE SCHOOL OFFICE WITH THEIR IDENTIFICATION AND WEAR A PROVIDED NAME TAG.

ADA ACCESSIBILITY

Beacon Academy provides equal access and opportunity for all students, families, employees, and visitors. In accordance with the Americans with Disabilities Act (ADA) and other applicable laws, the district provides reasonable accommodations to ensure access to school programs, services, activities, and facilities. Individuals who need accommodations or have questions about accessibility are encouraged to contact the school office or the district's ADA/Section 504 Coordinator for assistance.

WALKERS

For safety reasons, students who walk to school should not arrive at school before 8:30 a.m. because they are not supervised prior to this time, nor will they have access to the building.

WEBSITE INFORMATION

Beacon Academy's website is: www.beaconacademy.com. This site contains much of the important information for the yearly and daily operation of the school. This is also where parents need to go to access ParentVue. Parents are highly encouraged to utilize ParentVue on a regular basis. Any questions regarding ParentVue can be directed to the main office.

PLEDGE OF ALLEGIANCE

In accordance with Minnesota law, the Pledge of Allegiance may be recited at the beginning of each school day. Students may choose not to participate and may respectfully decline without penalty. Beacon Academy respects the rights and beliefs of all students and families.

RESPONSIVE CLASSROOM CLASSROOM MANAGEMENT SYSTEM

As part of a respectful community, Beacon Academy parents, teachers and staff will work together to create a comprehensive disciplinary system that will be consistent throughout the school, grounds and bussing. This system includes expectations, consequences, and progressive steps to modify student behavior. All teachers and staff will use common language to communicate appropriate and inappropriate behavior to students. This process will be implemented to ensure a safe, nurturing, orderly school climate where learning flourishes.

Beacon Academy frames student conduct as “above the line—below the line” in nature. When a student’s behavior choice results in “below the line” behavior, the student needs to fix it in order to re-establish themselves back “above the line”.

Many students will offer an apology for a “below the line” behavior, however an apology does not completely fix it. An apology only admits that a mistake was made, but it can be part of a fix-it plan. To get back “above the line”, the student must do something in addition to the apology. Your child’s teacher will provide you with a list of sample situations and fix-it options for “below the line” behavior. When a student has been sent to the Buddy Room, a fix-it plan will be issued to help the student regain self-control. We hope that this will give you some clarity about how we use fix-it plans with your students. Our goal in these situations is to make sure that all fix-it plans are **RELATED** (to the behavior), delivered **RESPECTFULLY** (to the other party), and **REASONABLE** (not over-punitive or inefficient to accomplish).

Above the Line Behaviors *behaviors that help you and others*

RESPECT	COMPASSION
To all people and property	Being helpful to others
Using good manners	Saying nice things to others
Being polite	Being a friend
Using inside voices	
	FAIRNESS
RESPONSIBILITY	Playing fair and by the rules
Keeping hands, feet and objects to yourself	Cooperating with others
Having good attendance	
Being on time and doing homework	CITIZENSHIP
	Following directions
HONESTY	Always doing your best
Telling the truth	Making good choices & decisions

Below the Line Behaviors (Take-a- Break or Buddy Room)

behaviors that interfere with your work or other’s work

Inappropriate language	Teasing/Name calling
Disrupting class	Not following directions
Inappropriate actions	Stealing or damaging property

Bottom Line Behaviors

(sent to the office)

any behavior that hurts you or someone else

Hitting	Fighting
Weapons	Drugs
Extreme inappropriate language	Destroying property
Harassment – continuing to hurt another (sexual, racial, verbal, etc.)	

#1 Expectation – NEVER HURT ANYONE ON THE OUTSIDE OR THE INSIDE

Beacon Academy's School-Wide Discipline Policy states our belief that students are expected to respect themselves, others and the environment. This premise guides the following specific expectations. The following list is not expected to be all-inclusive, but rather examples of what respect looks like. Students are encouraged to brainstorm additional ways they can demonstrate respect.

1. I am expected to respect those in authority. I am expected to show this respect by:
 - listening when those in authority are talking, and
 - following instructions promptly the first time they are given
2. I am expected to respect people, property, and structures at the school, on the bus, on the playground, on field trips and in the lunchroom. I can do this by:
 - a. Respecting others
 - walking quietly in the hallways, stairs, and common areas
 - acting with self-control by not throwing items at people or property
 - refraining from creating loud and disruptive behavior
 - refraining from choosing to be involved in physical horse play or wrestling
 - using school-appropriate language (swearing, etc.)
 - avoiding use of put-downs or name calling
 - respecting others' personal space and property
 - using productive problem-solving rather than fighting or physically harming others
 - b. Respecting the school building
 - using facilities properly
 - cleaning up after myself
3. I am expected to accept responsibility. I am expected to demonstrate this by:
 - owning my choices and actions by not blaming others
 - being prepared for school (lunch, books, pencils, etc.)
 - being on time to school and back in class on time after breaks
 - remaining in my assigned work area
 - following directions
 - turning in assigned work on time
 - following classroom rules

Schools have a responsibility to provide a quality and safe learning environment to ensure equal educational opportunity for all students. This environment is partially determined by the conduct of the students. The teacher is entrusted with the responsibility of classroom discipline. The teacher (in compliance with school-wide rules) should determine individual classroom rules and consequences with student input prior to implementation. Experience indicates that a positive approach to discipline is most effective. Early intervention in attempting to improve a student's behavior is strongly encouraged, especially the timely involvement of parents or guardians.

STUDENT RIGHTS AND RESPONSIBILITIES

- A. The rights of an individual are preserved only by the protection and preservation of the rights of others. All students attending Beacon Academy have the right to:
1. A free and appropriate education as defined by state and federal statute;
 2. Equal educational opportunity and freedom from discrimination;
 3. Be informed of school rules;
 4. Be treated with respect;
 5. Freedom of inquiry and expression;
 6. Due process including the right to appeal; and
 7. Data privacy.
- B. Rights bring responsibilities and a student is responsible for the manner in which his/her individual rights are exercised. The biggest responsibility of each student is to exercise respect.
1. Students are to respect themselves by:
 - a. Coming to school prepared, well rested, fed, dressed appropriately, with all necessary supplies and on time.
 - b. Caring about the quality of their work. Assignments will be done to the best of a student's ability (done neatly and with an appropriate use of materials). Making necessary arrangements for making up work when absent from school.
 - c. Following safety rules and directions carefully.
 2. Students are to respect school staff and others by:
 - a. Treating all others with dignity and concern.
 - b. Assisting school staff in maintaining a safe school for all students.
 - c. Being aware of all school rules and regulations and conducting themselves in accordance with them.
 - d. Assuming that until a rule is waived, altered, or repealed, it is in full effect.
 - e. Being willing to volunteer information (only with school staff) in disciplinary cases and cooperate if they have important knowledge relating to such cases. They must also respect the students' rights once information has been shared.
 - f. Valuing each other's differences, talents and work and expressing ideas in a manner that will not demean or slander others.
 - g. Helping each other learn.
 3. Students are to respect their environment by:
 - a. Using all equipment and materials appropriately.
 - b. Cleaning up after their work.
 - c. Protecting and taking care of the school's property and the property of others.

IMPLEMENTATION OF DISCIPLINARY ACTION

- A. Disciplinary action may be taken for any behavior which is disruptive or violates the rights of others. In accordance with the Pupil Fair Dismissal Act of 1997 (Revised in 2001) and the 1983 Removal from Class Statute, a student may be removed from class, suspended, excluded, or expelled from school for:
1. Willful conduct, which materially and substantially disrupts the rights of other students to an education.
 2. Willful conduct, which endangers the student or other students, or the property of the school.
 3. Willful violation of any reasonable school board policy and/or supplemental school building rules.
- B. In situations which do not require immediate removal of the student prior to assigning long term disciplinary consequences, the staff will have attempted to intervene using any of the following techniques:
- identify the problem
 - set up a plan of action or a "fix-it" plan
 - discuss the situation with the student (they help to "fix it")
 - use classroom management skills (e.g. change seating assignment, give special writing assignment, separate students, keep after class, give warning, responsibility planning)
 - contact/conference with parent/guardian contact
 - discuss situation with a team of teachers and the parents/guardians
 - invite the parent/guardian to attend school with the student

In the case of extenuating circumstances disciplinary action may immediately be assigned.

Disciplinary action or consequences for disruptive behaviors or those which violate the rights of others, may include (but are not limited) to the following:

1. Student conference
2. Removal from class
3. Lunch Detention
4. Parent conference with administration and/or teacher(s)
5. Time spent in P.A.W.S. (Positive Alternative Without Suspension)
6. Early dismissal for the day
7. After School Detention
8. Out-of-school Suspension
9. Restorative Circle
10. ADSIS Behavior Program Classes
11. Recommendation for expulsion from school

Most disciplinary action may be authorized by the teacher. Suspension from school, including early dismissal, requires approval by administration or designee. Expulsion requires a hearing before the School Board. For all students, including students with disabilities, Beacon Academy will act in accordance with applicable State and Federal laws and regulations regarding school discipline matters.

Parent contact is an integral part of student discipline. When disciplinary notices are completed parents will be contacted via phone or email.

Consequences often follow the above sequence. However, when determining an appropriate action, the teacher and/or administrator will consider the extent of the disruption, the safety of an individual or group, the disruption of the learning environment and the student's response to authority. **Willful disobedience will be treated differently than inability, frustration, forgetfulness, thoughtlessness or lack of understanding.**

C. Definition of Consequences

1. A Parent Conference is a formal conference between the parents, the teacher/s and/or the Administrator to discuss inappropriate behavior and document a plan of action.
2. Suspension (in or out-of-school) is the short-term exclusion, during which the student must complete all written schoolwork assigned, at home or in a designated location in the building. If within the building, we refer to it as PAWS (Positive Alternative Without Suspension). Assignments for out-of-school suspension may be obtained by making arrangements with the school office or accessing ParentVue. Work received on the first day of the student's return will receive full credit. Work will be marked down one grade for each day late thereafter.

Students and parents/guardians may appeal any disciplinary action by following this order:

- 1st - speaking to the teacher or staff initiating the action and articulating the reason for the appeal.
- 2nd - speaking to a different member of the administrative team.
- 3rd – participating in a Restorative Circle where the harm done by the offender is “restored” through systematic problem-solving led by our behavior interventionist.
- ADSIS Behavior Program Classes.

Beacon Academy

Code of Conduct Consequence List (CCCL)

It is the belief of Beacon Academy that:

- ✚ All children desire to be good;
- ✚ Children's behavior is purposeful and aimed at meeting their human needs of belonging, significance, enjoyment, and power;
- ✚ We need to teach students how to get those needs fulfilled in appropriate ways; and
- ✚ Successful teaching requires modeling, time and relationships.

The CCCL was developed by the Beacon Academy Governance Committee, which is composed of Board members, parents, teachers and administration.

General Statement of CCCL

Beacon Academy has a proud history of promoting character education and social growth. It is the goal of Beacon Academy to allow students to display self-control and social growth through a consistent system of adult behavior and a supportive behavior processing structure. We recognize that individual responsibility and mutual respect are essential components of the educational process. We further recognize that nurturing the maturity of each student is of primary importance to the school. This is closely linked with the balance that must be maintained between authority and self-discipline as the individual progresses from a child's dependence on adult influence to the more mature behavior of self-control.

All students are entitled to learn and develop in a setting which promotes respect of self, others and property. Proper positive discipline can only result from a safe environment which provides options and stresses student self-direction, decision-making and responsibility. Schools can function effectively only with internal discipline based on mutual understanding of rights and responsibilities.

Although Beacon Academy emphasizes the development of self-discipline, it is recognized that there are instances when it will be necessary to administer disciplinary measures. It is the position of the school that a fair and equitable student discipline policy will contribute to the quality of the student's educational experience. This discipline policy is adopted in accordance with and subject to the Minnesota Pupil Fair Dismissal Act, Minn. Stat. §§ 121A.40-121A.56.

In view of the foregoing and in accordance with Minn. Stat. § 121A.55, the school board, with the participation of school administrators, teachers, parents, and community members, have developed the CCCL which governs student conduct and applies to all students of the school.

VIOLATIONS

Chronic Multiple Violations

A student who accumulates multiple (10) violations for the current school year is considered to have chronic/multiple violations. In such instances, the student may be disciplined up to and including expulsion based on the student's overall record. Each event will be reviewed on an individual basis.

1. Abuse Verbal/Nonverbal (ABU)

Verbal assaults, or verbally abusive behavior, including, but not limited to, the use of language and/or gestures that are obscene, discriminatory or degrading are prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 -5	*	1 day suspension	1 -3 day suspension
Grades 6 – 8	*	1 -3 day suspension	3 - 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

2. Arson (ARS)

Intentional damage to school property by use of fire is prohibited.

Grade Level	First Offense	Second Offense
Grades K – 5	5 day suspension	Suspension and recommendation for expulsion
Grades 6 – 8	Suspension and recommendation for expulsion	

3. Assault (ASAS)

Intentionally inflicting or intending to inflict injury or bodily harm toward students is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	1 day suspension	1 -3 day suspension
Grades 3 -5	1-3 day suspension	3 – 5 day suspension	4 – 5 day suspension and/or recommendation for expulsion
Grades 6 – 8	3– 10 day suspension and/or recommendation for expulsion	5-10 day suspension and recommendation for expulsion	Recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

4. Assault of a Staff Member (ASASM)

Intentionally inflicting or intending to inflict injury or bodily harm toward any staff member is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	1-3 day suspension	2 -5 day suspension
Grades 3 -5	2-3 day suspension	3 – 5 day suspension	4 – 5 day suspension and/or recommendation for expulsion
Grades 6 – 8	4– 10 day suspension and/or recommendation for expulsion	5-10 day suspension and recommendation for expulsion	Recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

5. Bomb Threat (BOM)

Making, publishing or conveying in any manner a bomb threat pertaining to the school or anyone affiliated with the school is prohibited.

Grade Level	First Offense	Second Offense
Grades K – 5	5 day suspension	Suspension and recommendation for expulsion
Grades 6 – 8	Suspension and recommendation for expulsion	

6. Bullying (BUL)

Harassment including, but not limited to, bullying, teasing and/or offensive conduct is prohibited. Please refer to policy 514, Bullying Prohibition Policy.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 day suspension	1 – 3 day suspension
Grades 6 – 8	1 – 2 detentions	1 – 3 day suspension	5 – 10 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

7. Burglary (BUR)

Entering the school location without permission with the intent to commit a crime is prohibited.

Grade Level	First Offense	Second Offense
Grades K – 5	5 day suspension	Suspension and recommendation for expulsion
Grades 6 – 8	Suspension and recommendation for expulsion	

8. Chemicals or Alcohol, Possession, Use or Under the Influence (CHM)

Using, possessing or being under the influence of any alcohol, narcotic or controlled substance is prohibited except in accordance with a doctor's prescription. Students are considered in possession if they are in the area where the substance is present.

Grade Level	First Offense	Second Offense
Grades K – 5	1 – 3 day suspension	5 day suspension
Grades 6 – 8	5 day suspension	Suspension and recommendation for expulsion

9. Chronic/Multiple Violations

When ten (10) referrals to administration has occurred. Student may be disciplined up to and including expulsion.

10. Disruptive Behavior (DRB)

Any act that creates an unsafe environment, disrupts, or threatens to disrupt, the educational process or school function is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 day suspension	1 – 3 day suspension
Grades 6 – 8	*	1 – 3 day suspension	3 – 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

11. Distribution, Sale or Possession with Intent to Sell Controlled Substances (DCS)

Distribution, sale or possession with intent to sell or distribute/exchange chemicals or alcohol, tobacco, drugs, inhalants or any mood altering substances is prohibited.

Grade Level	First Offense	Second Offense
Grades K – 5	5 – 10 day suspension	Suspension and recommendation for expulsion
Grades 6 – 8	Suspension and recommendation for expulsion	

12. Dress Code (DRE)

Student attire or personal grooming which does not adhere to Beacon Academy's dress code, creates a danger to health or safety, or creates a disruption to the educational process is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	Uniform Infraction	Uniform Infraction	lunch detention
Grades 6 – 8	Uniform Infraction	Uniform Infraction	lunch detention

(*) indicates behavior interventions assigned by the Beacon administration.

13. Drug Paraphernalia (DRP)

Possession of drug paraphernalia is prohibited. Any 6 – 8 grade student who possesses paraphernalia and has a previous drug related offense in the past 12 months will be recommended for expulsion.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 4	*	1 – 3 day suspension	3 – 5 day suspension
Grades 5 – 8	1 – 3 day suspension	3 – 5 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

14. Eloping (ELP)

Leaving the classroom, school building, or designated area without permission creates safety concerns and disrupts learning and is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 day suspension	1-3 day suspension
Grades 6-8	*	1-3 day suspension	3-5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

15. Explosives (EXP)

Possession, use or distribution of explosives or any compound or mixture whose primary or common purpose is to explode is prohibited.

Grade Level	First Offense	Second Offense
Grades K – 5	5 day suspension	Suspension and recommendation for expulsion
Grades 6 – 8	Suspension and recommendation for expulsion	

16. Falsification of Records (FAL)

The falsification or tampering of any school related records, documents, notes or signatures by any means including computer access means is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 day suspension	1 - 3 day suspension
Grades 6 – 8	1 day suspension	1 – 3 day suspension	3 – 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

17. Fighting (FGT)

Engaging in any type of fighting, regardless of who initiated the fight, is prohibited. Fighting includes, but is not limited to, hitting, slapping, pulling hair, biting, kicking, scratching or attempts to inflict bodily harm.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 3	*	1 day suspension	1 – 3 day suspension
Grades 4 – 5	1 day suspension	1 – 3 day suspension	3 – 5 day suspension and recommendation for expulsion
Grades 6 – 8	3 – 5 day suspension	Suspension and recommendation for expulsion	

(*) indicates behavior interventions assigned by the Beacon administration.

18. Fire Alarm (FRA)

Intentionally giving a false alarm of a fire, or tampering with the fire alarm equipment is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	1 – 3 day suspension	3 - 5 day suspension
Grades 3 – 5	1 day suspension	3 - 5 day suspension	Suspension and recommendation for expulsion
Grades 6 – 8	3 – 5 day suspension	Suspension and recommendation for expulsion	

(*) indicates behavior interventions assigned by the Beacon administration.

19. Firearm (FA)

As required by Minn. Stat. Stat. 121A.44, the board must expel for a period of at least one year a student who is determined to have brought a firearm to school, except the board may modify this expulsion requirement on a case-by-case basis.

20. Fireworks or Ammunition (FRW)

Possessing, using, or offering for sale any type of firework, firecracker, bottle rocket, snappers, odor aerosols, stink bombs, ammunition or bullets is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 day suspension	3 day suspension
Grades 6 – 8	1 – 3 day suspension	3 – 5 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

21. Gambling (GAM)

Gambling, including playing a game of chance for stakes, or possessing gambling devices is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 – 3 day suspension
Grades 6 – 8	*	1 – 3 day suspension	3 – 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

22. Harassment (HAR)

Harassment including, but not limited to, racial, sexual, religious or sexual orientation is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 – 3 day suspension	3 – 5 day suspension
Grades 6 – 8	*	1 – 5 days suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

23. Hazing (HAZ)

Planning, directing, encouraging or engaging in hazing is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 8	*	1 – 2 detentions	1 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

24. Insubordination (INS)

Deliberate refusal to follow an appropriate direction given by a staff member is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 day suspension	2 – 3 day suspension
Grades 6 – 8	*	1 – 3 days suspension	3 – 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

25. Nuisance Objects (NUO)

Possession of devices or objects which cause distractions and may facilitate cheating including, but not limited to, Smart Watches, radios, cell phones, laser pointers, games or toys, is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	*	Object to office for a week	Object to office for a month
Grades 6 – 8	Object to office for a week	Object to office for a month	1 – 3 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

26. Offensive Materials (OFM)

Possession or distribution of slanderous, libelous or pornographic materials is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 day suspension	1 – 3 day suspension
Grades 6 – 8	*	1 – 3 day suspension	3 – 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

27. Over-the-Counter, Prescription Drugs (OTC)

The misuse of over-the-counter or prescription drugs used or taken by the person to whom the prescription is issued is prohibited. Offenses with prescription drugs move immediately to second offense.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 – 3 day suspension	3 – 5 day suspension
Grades 6 – 8	*	1 – 5 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

28. Physical Insubordination (PHI)

Opposition to authority using physical force or violence is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	1 – 3 day suspension	3 – 5 day suspension
Grades 3 – 5	1 day suspension	1 – 3 day suspension	3 – 5 day suspension
Grades 6 – 8	1 – 3 day suspension	3 – 5 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

29. Pushing, Shoving, Scuffling (PSS)

Physical contact such as, but not limited to, pushing, shoving, scuffling, horseplay or behavior that creates an unsafe environment that is not categorized as fighting and assault is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	*
Grades 3 – 5	*	*	1 day suspension
Grades 6 – 8	*	1 – 3 day suspension	3 – 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

30. Robbery or Theft (ROT)

Taking property from someone by force or threat of force, or possessing, using, transferring or hiding stolen property is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 day suspension	3 day suspension
Grades 6 – 8	1 – 3 day suspension	3 – 5 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

31. Sexual, Inappropriate Behavior (SIB)

Engaging in sexual behavior including, but not limited to, sexual intercourse, sexual conduct or indecent exposure is prohibited.

Grade Level	First Offense	Second Offense
Grades K – 5	*	1 day suspension
Grades 6 – 8	3 – 5 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

32. Sexual, Misconduct, Non-Consensual (SMN)

Engaging in non-consensual intercourse or sexual contact including, but not limited to, touching, touching over clothing covering intimate parts, attempted or removal of clothing covering a person's intimate parts or performing a sexually aggressive action is prohibited.

Grade Level	First Offense	Second Offense
Grades K – 5	1 – 10 day suspension	Suspension and recommendation for expulsion
Grades 6 – 8	Suspension and recommendation for expulsion	

33. Scholastic Dishonesty (SCH)

Scholastic Dishonesty, which includes, but is not limited to, cheating on a school assignment or test, plagiarism, or collusion, including the use of picture phones or other technology to accomplish this end is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	*	*	1 day suspension
Grades 6 – 8	*	1 – 3 day suspension	3 – 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

34. Technology and Telecommunication Misuse (TTM)

Misuse of equipment by means of passwords, files, programs, data manipulation or accessing, uploading, downloading, printing or distributing offensive materials or language is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 8	*	1 – 3 day suspension	3 – 5 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

35. Threats (THR)

Oral, written or physical threats including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 day suspension
Grades 3 – 5	*	1 – 3 day suspension	3 – 5 day suspension
Grades 6 – 8	1 – 5 day suspension	3 – 10 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

36. Threats Made with or Referring to a Weapon (THRW)

Oral, written or physical threats referring to a weapon including, but not limited to, the staging or reporting of dangerous or hazardous situations that do not exist is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	1 day suspension	2-3 day suspension
Grades 3 – 5	*	1 – 3 day suspension	3 – 5 day suspension
Grades 6 – 8	1 – 5 day suspension	3 – 10 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

37. Tobacco (TOB)

Using, possessing or distributing tobacco is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	*	1 – 3 day suspension
Grades 3 – 5	*	1 day suspension	3 day suspension
Grades 6 – 8	1 day suspension	3 day suspension	3 – 10 day suspension

(*) indicates behavior interventions assigned by the Beacon administration.

38. Trespassing (TRP)

Presence at any school location without permission of school personnel is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 day suspension	1 - 3 day suspension
Grades 6 – 8	1 – 3 day suspension	3 – 5 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

39. Truancy (TRU)

Truancy occurs when a student is absent from one or more classes without being excused by office administration. Students under the age of 18 with seven or more school truancies will conference with school administration and parents and/or be referred to Hennepin County Juvenile Court.

40. Unexcused Absences/Tardiness (UAT)

Unexcused absences, including skipping class, which add up to seven days, will result in a referral by school administration to Hennepin County. Three days of tardiness equals one unexcused absence. (Refer to policy 503, student attendance policy.)

41. Vandalism (VAN)

Littering, defacing or damaging property or technology equipment that belongs to the school, students, staff or other individuals is prohibited. Major acts of vandalism resulting in \$500 or more in damages move immediately to third offense.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 5	*	1 – 3 day suspension	3 – 5 day suspension
Grades 6 – 8	*	3 – 5 day suspension	Suspension and recommendation for expulsion

(*) indicates behavior interventions assigned by the Beacon administration.

42. Weapons (WEP)

Using, possessing or distribution of any weapon or look-a-like weapon on school grounds is prohibited.

Grade Level	First Offense	Second Offense	Third Offense
Grades K – 2	*	3 – 5 day suspension	Suspension and recommendation for expulsion
Grades 3 – 5	1 – 3 day suspension	Suspension and recommendation for expulsion	
Grades 6 – 8	5 day suspension and/or recommendation for expulsion	Suspension and recommendation for expulsion	

(*) indicates behavior interventions assigned by the Beacon administration.

Student Transportation Procedures and Guidelines

Transportation by Beacon Academy is a privilege, not a right.

Purpose:

The purpose of these procedures and guidelines are to provide safe transportation for students and to educate students and parents on bus safety and the responsibilities of school transportation. These guidelines follow Beacon Academy Policy 709 Student Transportation safety.

Guidelines for student transportation:

Students will:

- Arrive at the bus stop 10 minutes before the scheduled departure time. The bus driver will not wait for late students.
- Respect the property of others while waiting for the bus.
- Keep arms, legs, and belongings to themselves.
- Use school appropriate language.
- Stay seated for 100% of the bus ride including when stopped at bus stops.
- Stay away from the street, road, or highways when waiting for the bus.
- Approach the bus only once it has stopped.
- Move away from the bus after exiting the bus.
- Cross in front of the bus where the driver can see them if they must cross the street. Students will wait to cross until the driver signals them to cross.
- Act respectfully, responsibly, and with character, representative of Beacon Academy.
- Not use alcohol, tobacco, or tobacco paraphernalia, nicotine, nicotine inhalers, or nicotine paraphernalia or drugs.

Guidelines for Parent and Guardian Involvement:

Parents and Guardians will:

- Become familiar with school district rules, policies, procedures, and guidelines of school bus safety, and thoroughly review them with their students.
- Support safe riding and walking practices and recognize that students are responsible for their behavior and actions.
- Communicate safety concerns to the school Administration.
- Understand that no school busses will be rerouted to pick up students who have missed their bus. The bus will only stop at designated stops.
- Have children arrive to the bus stop 10 minutes prior to the scheduled departure time in the mornings.
- Arrive 10 minutes prior to the scheduled pick up time in the afternoons. If parents are late, the bus will continue to the next stop after three minutes, and parents will be called to meet their student at the last stop of the day.
- Have students properly dressed for the weather.
- Have a plan in the case that a bus is late.
- Monitor bus stops, if possible.
- Have up-to-date emergency contact information on file with the main office in case of emergency.
- At no time should parents/guardians enter the bus. Speak to the driver from outside the bus.

McKinney-Vento Transportation

Students who qualify for services under the McKinney-Vento Homeless Assistance Act may be eligible for transportation to and from their school of origin or their current school, as required by law. Families complete an application and then a questionnaire. Transportation eligibility is determined based on each student's individual circumstances and educational needs. Families experiencing housing instability are encouraged to contact the school's McKinney-Vento Liaison for more information and assistance.

SCHOOL BUS DISCIPLINE

“Bus rider-ship is a privilege, not a right.”

Students who have the opportunity to ride Beacon Academy buses may do so as long as they display behavior that is reasonable and safe. Choosing to follow unacceptable behavior will result in loss of bus service. The bus driver is responsible for the safety and discipline of students on the bus. The bus driver is empowered to determine consequences for misbehavior. The administration is available to give assistance to the driver and aid in the resolution of disputes. If a suspension occurs it applies to all busses unless otherwise designated by school officials.

The responsibility for student supervision by the District shall begin when the student boards the bus in the morning and is retained until the child leaves the bus at the end of the day, including field trips; or until released to the parent/guardian in a manner consistent with guidelines on release of students.

Transporting school related/non-related items- the Laws and Rules for the Operation of School Buses in the State of Minnesota states: “...no material, including: guns, loaded or unloaded; gasoline cans, empty or full; animals or any other object of dangerous or objectionable nature are to be transported in the school bus when children are being transported.” Band instruments that will be allowed on the bus are those that are small enough to be held in the student’s lap. Instruments may not be in the aisle or take the place of a student. Hockey sticks, baseball or softball bats, sleds or any other recreational equipment will not be allowed on regular buses unless properly stored. Ice skates that are boxed or have skate guards will be allowed. Damage to personal items is not covered by Beacon Academy’s insurance policy.

The following consequences are taken from our Student Transportation Safety Policy #709 Section III. D.

Consequences

a. Consequences for school bus/bus stop misconduct will apply to all regular and late routes. Decisions regarding a student’s ability to ride the bus in connection with co-curricular and extracurricular events (for example, field trips or competitions) will be in the sole discretion of the school district. Parents or guardians will be notified of any suspension of bus privileges.

(1) Elementary (K-5)

1st offense – warning and/or assigned seat
2nd offense – 3 school-day suspension from riding the bus or 1 month of assigned seating
3rd offense – 5-10 school-day suspension from riding the bus
Further offenses – individually considered. Students may be suspended for longer periods of time, including the remainder of the school year.

(2) Middle School (6-8)

1st offense – warning and/or assigned seat
2nd offense – 5 school-day suspension from riding the bus or 1 month of assigned seating
3rd offense – 10-20 school-day suspension from riding the bus
Further offense–suspended from riding the bus for the remainder of the school year.

BEACON ACADEMY UNIFORM INFRACTION POLICY

There are two main purposes for our uniform policy: first, to focus students' attention on their work at school rather than their attire and second, to build a sense of community within the school that is neat in appearance and reflects our Character Education.

Please review the following uniform guidelines with your child/children. It is expected that each student will comply with the uniform code every day. Non-compliance will result with the following actions:

First Offense	Student will be sent to the office. A Uniform Infraction Warning will be sent home.
Second Offense	Student will be sent to the office. A Uniform Infraction Warning will be sent home.
Third Offense	Student receives an Office Referral. Parent is contacted by administration.

Fourth and subsequent offenses in one quarter result in an Office Referral each time.

Office Referral Consequences:

First Office Referral	Student receives 2 lunch detentions
Second Office Referral	Student receives 4 lunch detentions
Third Office Referral or more	Student serves in-school suspension

Uniform Infractions Slips are printed on bright green paper and look like this. Students are instructed to bring them home to a parent/guardian.

Name:	Teacher:
Beacon Academy	
<u>UNIFORM INFRACTION WARNING</u>	
Date:	
This is your _____ warning.	
Student has the following infraction	

McKinney-Vento Transportation

Students who qualify for services under the McKinney-Vento Homeless Assistance Act may be eligible for transportation to and from their school of origin or their current school, as required by law. Families complete an application and then a questionnaire. Transportation eligibility is determined based on each student's individual circumstances and educational needs. Families experiencing housing instability are encouraged to contact the school's McKinney-Vento Liaison for more information and assistance.

K-5 UNIFORM GUIDELINES

THIS IS AN ADDENDUM TO POLICY 504 STUDENT DRESS AND APPEARANCE

All clothing items should be clean and in good condition, no holes or ragged hems

Polo Shirts, Sweaters, Sweatshirts – Solid Red.

Polo or button up – collar required – long or short sleeved. **Logo required.**

Sweaters – cardigan, crew neck or vest. Logo is optional. **A collared logo uniform shirt must be worn under it.**

Sweatshirts – crew neck, ¼ zip or full zip fleece. No hoods. Logo is optional. **A collared logo uniform shirt must be worn under it.**



Bottoms – Navy Blue

Pants – plain cotton twill with a button and zipper closure. No cargo, no denim, no leggings, no skinny, less than 2% spandex

Shorts – plain cotton twill with a button and a zipper. No cargo, less than 2% spandex

Skorts – plain, cotton twill, perm press, 3" above knee or longer, less than 2% spandex

Jumper* - plain, navy blue. *Plaid jumper can be worn until out of circulation.



Socks or Tights – solid red, white, navy, black. Tights must be footed. **Solid** navy leggings only are allowed under a skirt.

Belts (optional) – **solid** black only.

Accessories – no head coverings of any kind except for religious reasons. Examples are hats, scarves, bandanas, or bonnets**. No hats, tattoos or writing on body. No large flowers or bows. Henna is allowed in all colors.

Jewelry – stud earrings, one bracelet, one small necklace. No hoops or long earrings.

Make-up – None

Shoes – Black-themed dress or tennis shoes. No light up or wheeled shoes. No sandals, flip flops, clogs, Crocs, slippers, moccasins, open backs, sides or open toes, high heels, platforms, lug soles, or boots of any kind.

Gym Shoes – Tennis shoes are required to participate in gym class.

**There may be instances where head coverings may be requested. Please call the office for prior approval.

6-8 UNIFORM GUIDELINES

THIS IS AN ADDENDUM TO POLICY 504 STUDENT DRESS AND APPEARANCE

All clothing items should be clean and in good condition, no holes or ragged hems

Polo Shirts, Sweaters and Sweatshirts – Solid black

Polo or button up – collar required – long or short sleeved. **Logo required**

Sweaters – cardigan, crew neck or vest. Logo is optional. **A collared logo uniform shirt must be worn under it.**

Sweatshirts – crew neck, ¼ zip or full zip fleece. No hoods. **A collared uniform shirt must be worn under it.**



Bottoms – Khaki or Black

Pants – plain cotton twill, flat front or pleated with a button and zipper closure, perm press, no cargo, no denim, no leggings, no skinny, less than 2% spandex

Shorts – plain cotton twill, perm press with a button and zipper, no cargo, less than 2% spandex

Skirts – plain, cotton twill, perm press, 3" above knee or longer, less than 2% spandex



Socks or Tights – solid white, black or tan. Tights must be footed.

Belts (optional) – **solid** black only

Accessories – no head coverings of any kind except for religious reasons. Examples are hats, scarves, bandanas, or bonnets**. No hats, tattoos or writing on body. No large flowers or bows. Henna is allowed in all colors.

Jewelry – stud earrings, one bracelet, one small necklace. No hoops or long earrings.

Make-up – Natural

Shoes – black-themed dress or tennis shoes. No light up or wheeled shoes. No sandals, flip flops, clogs, Crocs, slippers, moccasins, open backs, sides or open toes, high heels, platforms, lug soles, or boots of any kind.

Gym Shoes – Tennis shoes are required to participate in gym class

** There may be instances where head coverings may be requested. Please call the office for prior approval.

K – 8 Uniform Shoes

Black Dress Shoes Appropriate for Daily Wear Black-themed



Black Tennis Shoes Appropriate for Daily Wear and Gym Black-themed



Beacon Academy's School Meals Program

Charter School Background

In Minnesota, charter schools are their own school district, and they operate their own meals program. Because of this, and the fact that we are not equipped to prepare meals on-site, we use a catering service for our meals. Done Right Food creates our monthly menu. They prepare and deliver hot lunches to us daily, which also include salad bar, fruit, and milk. Special dietary meal needs can be accommodated for a student after a doctor's order is sent and approved by our Health Office. We order our breakfast items from Done Right as well.

All students attending Beacon Academy will have one free breakfast and one free lunch available to them every academic school year.

Lunch Account PIN

All students have a confidential four-digit PIN. Each time your student gets a meal or a la carte item, they must enter their PIN on the keypad at the cashier stand in the cafeteria. **Please help your student memorize their PIN as it will help the lunch line move faster.**

Monthly Lunch Ordering - Every student must pre-order lunches each month

We must have an accurate count for our caterer. This is a different process than most public schools where the meals are prepared on-site. It is **crucial** that you follow our ordering process at Beacon Academy **by the deadline date each month**, so your student will be included in the lunch count. **Please, no exceptions!** To avoid this from happening, you have the option to put your student on our **"Everyday Eater List"**. The student will automatically be signed up for lunch every day for the whole school year. If your student only wants to eat hot lunch occasionally, you will have to pre-order online each month.

Families will receive an e-mail each month with the next month's menu attached and detailed instructions and a link for pre-ordering online so please be looking for it. Your order must be in by the deadline date each month, as the Survey will close and not accept any orders after this date.

Extra items for sale at lunch

We offer a variety of a la carte items for sale at lunch.

- A milk can be purchased for 50¢ (a milk comes with a hot lunch, however if your student brings a lunch from home and wants milk, it is considered an a la carte item)
- **4th - 8th grade students only:**
 - Can purchase two a-la-carte items/day for 65¢ each
 - Can purchase an extra slice of pizza on Pizza Day for \$2.00
 - Can purchase an extra entrée if we have this available for \$2.00
- Students must have money in their lunch account before making a purchase

Free & Reduced Meals

We want to encourage all families to apply for this benefit, even though breakfast and lunch is free for all students. Our school gets reimbursed for each child that qualifies for free or reduced lunches and this can be a substantial amount of Compensatory Revenue for our meals program. Go to our website:

www.beaconacademy.com to complete a free/reduced meals application. A paper application is also available to pick up at the school office.

VERY IMPORTANT INFORMATION:

- **Soda pop, energy drinks and large bags of chips are not allowed in the cafeteria.** They are also not allowed in any area of the school. They will be taken away from the student and brought to the office. The student can pick them up at the end of the school day in the office.
- Pre-ordering lunches and having students eat on pre-ordered days help us run our program more efficiently.
- Your students must have money in their account if they want to purchase a la carte items, including an extra slice of pizza on Pizza Day.
- We need 3 volunteers in the cafeteria each day. It's a great way to meet other parent volunteers and see your children. Volunteers can stay after and eat lunch with us. Please let me know if you are interested.

If you have any questions, please contact Seth Parlow at: FoodService@beaconacademy.com or 763-546-9999 ext. 1125.

Standard/Full Civil Rights Statement

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotope, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online

at: <https://www.usda.gov/sites/default/files/documents/ad-3027.pdf>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) **mail:** U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or

(2) **fax:** (833) 256-1665 or (202) 690-7442; or

(3) **email:** program.intake@usda.gov

This institution is an equal opportunity provider.

