



BEACON
HIGH
SCHOOL

Student Handbook

Fall 2011

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Goals and Principles

Created in 1971, Beacon High School is a private, non-profit, therapeutic school serving special needs students from the Greater Boston area. The goal of the program is to provide educational and supportive services to students who have been unable to be successful in other school settings, with the ultimate goal of earning a high school diploma.

We, the staff and students of Beacon High School, agree to strive for the following principles:

1. We respect the physical, mental, and emotional well being of everyone, including ourselves.
2. We respect diversity and support the individual difficulties and strengths of others.
3. We value each other's opinions.
4. We encourage developing positive relationships, and we value respectful interactions.
5. We value having fun and having a sense of humor.
6. We respect each other's right to privacy.
7. We promote helping each other achieve academic success.
8. We encourage taking responsibility for ourselves and for our actions and keeping commitments.
9. We seek and support an alcohol and drug-free community.
10. We respect property that is not our own.
11. We promote wellness and a healthy life style.

Beacon High School does not discriminate on the basis of race, color, sex, gender, religion, national origin, sexual orientation, disability, or homelessness.

Educational Services

Beacon High School operates as a 198-day, 11-month program for all students. The academic year is divided into 5 terms. Students receive a written evaluation and are eligible to earn credits at the end of each term. The five-term system allows students to recover credit they may have lost prior to enrolling in Beacon High School. The five terms are the equivalent of 1.25 years of school.

Beacon High School offers a variety of courses designed to help students expand their knowledge, skills, learning habits, and understanding of their learning style. Students earn credit based on class preparation, participation, attendance, and the fulfillment of essential course expectations. The school has a required attendance standard in order for students to earn credit. Excessive absences may cause the student to be ineligible to earn credit.

Graduation Requirements

Class of 2012 June Graduation Requirements	
English	4.0 credits
Mathematics	2.0 credits
Science	1.0 credits
US History	1.0 credits
Fine & Performing Arts/Technology	.5 credits
Career/College Planning	.5 credits
Physical Education	.5 credits
Health	.5 credits
<hr/>	
19 total credits	
and 10 hours of Community Service	
<p>Students must also earn a passing score in all MCAS Graduation/Competency Determination Requirements (see MCAS section below for details).</p>	

Class of 2013 June Graduation requirements	
English	4.0 credits
Mathematics	2.0 credits
Science	2.0 credits
US History	1.0 credits
Fine & Performing Arts/Technology	.5 credits
Career/College Planning	1.0 credits
Physical Education	.5 credits
Health	.5 credits
<hr/>	
19 total credits	
and 20 hours of Community Service (a maximum of 10 hours of the service requirement can be completed at Beacon High School)	
<p>Students must also earn a passing score in all MCAS Graduation/Competency Determination Requirements (see MCAS section below for details).</p>	

Adjustments to the Community Service Requirement may be considered for students enrolling at Beacon High School during his or her senior year.

MCAS

In addition to Beacon High School's graduation requirements, all publicly funded students, according to current Massachusetts Department of Elementary and Secondary Education (DESE) guidelines, must pass the English/Language Arts, Mathematics and Science MCAS. Beacon High School follows the DESE

regulations regarding any request for a waiver from test participation. Requirements vary slightly for future graduating classes of students:

Class of 2012

- Pass ELA and Math with a score of 240 *
- Pass Science

Class of 2013

- Pass ELA and Math with a score of 240 *
- Pass Science with a score of 220 or higher

Class of 2014

- Pass ELA and Math with a score of 240 *
- Pass Science and History/Social Science with a score of 220 or higher

Class of 2015

- Pass ELA and Math with a score of 240 *
- Pass Science and History/Social Science with a score of 220 or higher

** To comply with the Department of Elementary and Secondary Education's regulations, all students earning passing scores between 220-238 on ELA and/or Math MCAS are to be supported by the development of an **Educational Proficiency Plan** and must earn a passing score on an end-of-course final assessment provided by the school as outlined in the student's EPP. Students are required to continue taking coursework in the corresponding subject and will receive an assessment of progress.*

The Credit System and Absence Policy

Good attendance and classroom participation are vital to success at school. Students should miss class only under the most urgent circumstances. Parents and guardians should try to make appointments at times that do not conflict with classroom responsibilities. Vacations should be planned so that students do not miss valuable classroom time. Attendance will be taken every period and the names of missing students reported to the Front Desk.

In order to earn credit each term, students:

[1.] cannot miss more than 8 hours of course work, AND [2.] must complete the essential work of the course.

When students do not complete required course responsibilities [as listed below], they will receive deductions to their 8-hour limit, in increments of one third of an hour. Deductions will result from:

- Failure to hand in homework
- Coming late to class
- Failure to bring required materials
- Not working in class
- Disruptive behavior

Students may contract with a teacher to earn back 2 hours of missed work each term. Extensions to complete essential course work will be decided by the school administration on a case-by-case basis.

When a student has missed far too much of a course to make up, the student may not be able to earn course credit. Resolution of these situations will be decided by the school administration.

When a student is in treatment, home with a doctor's note, or unable to attend class due to an excused absence (funeral, religious holiday, severe weather, up to 3 visits to post-graduate programs) these absences can be erased when the student has completed appropriate coursework. Coursework completed with tutors when in treatment counts as work done in class. Beacon High School administration will consider absences due to special circumstances on a case-by-case basis.

Late Arrival to Class

The first class commences at 9:00 A.M., and a student is marked late if he or she arrives after the beginning of any class. Chronic or repeated late arrival can result in the loss of credit in a course (*see Credit System and Absence Policy*).

For a late arrival to be excused it must be authorized by the school administration. Oversleeping, missing the bus, working to complete homework, picking up friends, and similar situations are not valid reasons for late arrival to class.

Missing Part of Class to See School Therapist or Nurse

When it's necessary for a student to see a therapist or the nurse during class time, or to take time to regroup and refocus, the student may do so for up to 20 minutes without losing an hour from the class. Students will plan with their teacher to make-up any required work they missed. At the teacher's discretion, subsequent time out of a class meeting may require additional work with the teacher to prevent being marked absent.

Dismissal

Students will be dismissed from school during the normal school day only when they present to the Front Desk staff a signed, dated, written dismissal note from a parent or guardian stating the reason for dismissal, or when the Front Desk staff receives a phone call or e-mail directly from the parent or guardian. The school administration urges that, whenever possible, student appointments be made for after school hours.

Parents and guardians must check in at the Front Desk to pick up students who are dismissed; without a parent or guardian check-in, students do not have the school's permission to leave the school grounds.

Resolution of Incomplete Course Credits

All incomplete course credits must be resolved within the deadlines established with the teacher.

Homework

Homework completion is an essential component of earning course credit (*see Credit System and Absence Policy*). Students are encouraged to meet with teachers early in the morning, at lunch, and during study periods to get homework support. Students may make arrangement with teachers to e-mail assignments from home to the teacher's Beacon e-mail address.

General Studies

Although students may become ineligible to earn course credit because of attendance, they are still eligible to earn General Studies hours. General Studies hours are cumulative, across classes, and may be carried over from semester to semester.

General Studies hours are based on the hours a student has spent attending class and completing required assignments; 30 hours earn .25 credit. Students may use up to 2 credits through General Studies toward graduation requirements. These credits are considered elective credits. "Electives" are courses taken to reach the 19 required credits, but such courses are not required for the diploma, (e.g. 'Philosophy and Religion' or 'Creative Writing.')

Student Responsibilities

Students are expected to be responsible for getting extra-help, for making individual arrangements with teachers, and for making up work that may be missed because of an absence. Students who do not make use of available staff support will be at risk of losing course credit.

If a student is absent, it is his or her responsibility to seek out the teacher to make-up the homework. Failure to complete essential tasks will result in loss of credit.

When students are caught up with all current work in a course, they may request extra work to recover up to two hours of missed course work towards retaining credit.

Evaluations

Students receive written evaluations rather than grades for each course at Beacon. Evaluations are filed in each student's folder and copies are distributed to parents and guardians. Final evaluations may be sent to colleges or employers by request, with student consent. Students are eligible to receive .25 credit for each term in a five-term school year.

Independent Study

Independent Study is an option for students who are invested in an area of study not available in the Beacon course catalogue, who are missing an important credit toward their graduation requirements, or who want to challenge themselves. Students design the course of study with a teacher, and are held to a high standard of responsibility for working within an agreed upon schedule and handing in work at prescribed deadlines. Students who do not maintain good standing in their regular courses may lose their eligibility for Independent Study.

Conferences

Conferences may be scheduled at any mutually agreed upon time by individual teachers, students, parents, guardians, or members of the school administration team with the expressed purpose of taking a cooperative approach to solving a behavior or academic problem.

Academic Integrity and Plagiarism

Students should be aware that copying the words, ideas, opinions, images, or sounds, of someone else requires that acknowledgment be given to the original author or artist, or even fellow student. Beacon High School provides students with the formats necessary to give credit to others. Teachers will help students know what they can borrow and paraphrase, and when they must use citations. Whenever students are not sure what they can use in their work, they should ask their teacher before they hand in the work. When in doubt, students should choose to acknowledge the work they are using.

The consequence for students who knowingly hand in work that is not their own will be individualized to the situation, and can include having to re-do the task or losing credit in the course. The Educational Director, in collaboration with other staff, will determine the consequence.

Eligibility for Extracurricular Activities

Publicly funded Beacon students are eligible to participate in extracurricular activities in their home community. To be eligible to participate in athletics, clubs, and drama/musicals on a given day, a student must attend school that day. Students will be held to the academic expectations of their local high school in order to remain eligible for participation.

School-Sponsored Events

Students must attend school to have the opportunity to participate in school sponsored events that occur after school, including the prom, community service events, and other activities.

Guidance Services

The Beacon High School guidance counselors work with students and their families to assist with academic planning and course selection to meet the requirements of graduation and to prepare for post secondary endeavors. Services also include PSAT, SAT, and ACT testing and accommodation request processes.

The Guidance Office offers resources and support to help students and families develop post secondary plans. Guidance counselors meet with students in groups and individually to assist with applications for college, employment and vocational training, career exploration, and all other post-Beacon transition planning.

Course Change Process

Students can request a course change during the first two weeks of each semester. Students are expected to attend at least one section of each course before requesting a change. Students must take the following steps in order to change classes:

- Fill out a course change request form (available in the Career and College Center and online)
- Speak to the teacher of the course to be dropped and obtain the teacher's signature
- Speak to the teacher of the course to be added and obtain the teacher's signature
- Consult with parents about how this change will support and affect long term goals; obtain parent signature
- Return change request form to guidance counselor

Transcript Requests

Students must fill out a transcript request form and submit it to the front office. Students may request a transcript from the front office staff; forms are also available in the Career and College center and online.

Students must pay all outstanding obligations before a transcript can be provided. Student transcripts will not be forwarded until charges for phones, overdue or lost books, assessment to the building, or any other debts are paid.

Request for Letters of Recommendation

Students who need a Letter of Recommendation must fill out a recommendation request form (available in the Career and College Center and online). Students should give the completed form to their teacher and must allow a minimum of two weeks for the letter to be completed. It is recommended that students plan ahead and request letters well before the two week minimum.

Withdrawal from Beacon High School

A student planning to withdraw from Beacon High School must contact the Director to discuss the appropriate procedure for withdrawal.

College and Career Planning

Work Study

Students can earn .5 credit for working 10 hours per week for four consecutive months; students can earn a maximum of 2.0 work study credits. Work study must be approved and a student must complete a work study application form and accompanying documents which can be found on the Beacon High School website.

Driver's Education

Students may earn .5 College and Career Planning credit by completing a Driver's Education Course. Students must successfully complete a Driver's Education course and bring in a certificate of completion in order to be awarded the .5 credit.

Community Service

Community service is any time spent in service to community members or institutions for which no compensation is received. Students may earn College and Career Planning credit by completing community service. For every 30 hours of community service a student completes .25 credit, and may be awarded up to a maximum of 2.0 credits. Students must complete the Community Service Verification form located on the Beacon High School website in order for credit to be awarded. Community service opportunities at Beacon High School include, but are not limited to:

- Community Service Committee
- Go To student
- New Student Orientation group
- Hale Community Service Day
- Volunteer work with younger students at Walker Needham Campus
- Facilitation of Friday Morning Meetings

Students should refer to the *Beacon High School Community Service Guide*, available on the Beacon High School website, for a detailed listing of volunteer opportunities.

College coursework outside of Beacon High School

We strongly recommend that students planning to pursue a college education following Beacon High School take a college course while still enrolled in high school. This allows students the opportunity to earn both high school and college credit simultaneously.

Electives

Some Beacon High School electives can be counted toward the 1.0 College and Career Planning requirement. Such courses may include:

- Financial Literacy
- Career Exploration
- Speak
- Perspectives in Race, Class, and Gender
- Research

Therapeutic Services

Beacon provides a range of therapeutic services to students and their families. All students are assigned a therapist with whom they meet individually on a weekly basis. Throughout the school day, students have access to a Beacon therapist. Students are also required to participate in weekly group therapy during the school year.

Parents and guardians are considered part of a student's Beacon treatment team. Parents and guardians are encouraged to attend monthly Parent Support Advisory Group meetings, held one evening each month at Beacon. If family therapy is recommended, clinical staff will assist in a referral to an outside family therapist.

All students are required to have additional clinical services outside of school. These services may include psychiatric treatment, individual and family therapy, and substance abuse evaluation or treatment.

Additional treatment recommendations are made in consultation with parents and outside therapeutic professionals and clinical service providers.

Sharing Therapeutic Information

On-going communication between the school, outpatient professionals, and parents is required. No verbal or written therapeutic information will be released to anyone outside Beacon without the student's and/or parent's signature on the required Release of Information forms. Care and discretion are practiced by staff during any discussions with outside agencies. Information is shared among Beacon staff for the purpose of best serving students.

Re-Entry Following Assessment and/or Treatment

When a student has missed school for psychiatric assessment or treatment, the following steps are required before a student can return to school and attend classes:

1. Communication from treatment providers with the Beacon therapist.
2. Re-entry meeting with student and Beacon therapist. This meeting may include, as needed, other involved individuals such as parents and Beacon staff. Students may be asked to bring a copy of the discharge note or summary or a doctor's note with any medication changes and recommendations.

Health and Wellness Services

Beacon has a full-time nurse who provides nursing care to our students and coordinates the Beacon High School Health and Wellness program.

In-School Health Services

The nurse is available to students throughout the school day for the following health services:

- Assessment of health complaints, medication administration and care for students with special health care needs;
- Coordination with administration for the management of medical emergencies; training for school staff on Epi-Pen administration in the event of anaphylaxis;
- Yearly vision and hearing screening, verification of immunizations and infectious disease reporting, in accordance with the guidelines and policy of the Department of Public Health;
- Identification and management of a student's chronic or ongoing health care needs;
- Health education to students regarding nutrition, exercise, smoking cessation, sexual health and pregnancy prevention, substance use and abuse, medication use, and stress reduction;
- Coordination with clinical staff for the monitoring of medication for effectiveness and side effects;
- Communication with families and outside providers regarding medications and health concerns

Medical Forms

All students must have all medical forms on file upon starting at Beacon and at the start of each school year in order to remain in school. Along with the required medical forms, a yearly physical, updated immunizations, and a dental record are also required.

Medications

A Medication Policy Form and Administration of Medication Form must be signed by both the parent or guardian and the prescribing doctor or nurse practitioner for any medication given at school. Prescription medications must be in a current prescription bottle and delivered to the school by a parent or guardian, or a designated responsible adult. Any change in medication or dosage for a medication given in school requires a new set of signed forms.

Students, parents, or guardians should inform the nurse of any changes in medications given at home as well, so they may be monitored for effectiveness or side effects during the school day.

For safety and legal compliance, students may not carry medications in school. Medications are kept in a locked closet in the nurse's office, except for Epi-Pens and rescue asthma inhalers, which are kept in the unlocked first aid cabinet in the nurse's office for emergency access.

Beacon provides acetaminophen or ibuprofen as needed with signed permission forms. All other over-the-counter medications must be provided from home.

Any unused medications must be picked up within two weeks of being discontinued and at the end of the school year, or will be disposed of by the nurse.

The Wellness Room

The Wellness Room is a quiet, private 'oasis' across from the nurse's office which can be accessed with the permission of the nurse or a clinician. It is a place for students who occasionally feel a need to be alone for a brief period of time to relax, breathe, and use self regulation techniques to regroup; it is not a place to catch up on sleep. The Wellness room is a place to focus on being well, but is also used when a student is sick. Its use is limited to twenty minutes unless other arrangements have been made with the nurse or a therapist.

The Wellness room is equipped with low light, aromatherapy, tactile objects, and resource books containing short relaxation techniques. There is also a CD player for playing ambient music for relaxation and meditation. The nurse or the student's clinician may offer suggestions for what may work best for individual students.

Taking Five

Taking Five is a program that helps students to use self-coping skills for self-regulation and stress reduction. Taking Five is an option for students feeling unable to stay focused during class. Sometimes, just taking five minutes away from the discussion or lesson going on in the class can be helpful when feeling restless, anxious or frustrated.

Students can ask to Take Five in a designated area in the classroom or can Take Five outside the class with the help of a staff person. A binder is kept at the Front Desk with suggestions for self regulation for each individual student. At Beacon, students are encouraged to learn ways to self regulate and reduce stress, so they can be available to learn, stay in school and become a successful student. Guidelines for Taking Five are available in each classroom and at the Front Desk.

Food and Beverages

Beacon promotes healthy food choices and good nutrition. Students are offered a free breakfast with an assortment of cereals, toast, milk and juice. Beacon High School does not have a cafeteria; students are required to bring money for lunch and snacks, or they may bring a lunch from home. Several microwave ovens are available to heat up lunches and to encourage healthy cooking activities. Sandwiches, salads, yogurt and fruit are delivered by an outside vendor and are available for a reasonable cost. There is also a "healthy" vending machine with low-fat, low-sugar snacks, juice, flavored seltzers and vitamin waters.

Snacks can be purchased during breaks and lunch time only, and are allowed in class as long as it is not disruptive. Students are also permitted to order take-out lunch during break time, providing they give the receptionist the full amount due, plus tip, and return to class on time. In the event that a student forgets their lunch or lunch money, peanut butter and jelly is available or students can have an IOU.

No food is allowed in the lobby, corridors, the computer or science labs or the dark room. No 'power' or 'energy' drinks are allowed at any time at school and will be confiscated.

Daily Physical Activity

As part of our effort to promote health and wellness at Beacon, students are required to participate in a physical activity period for 20 minutes, Monday through Thursday. Activities offered during the period include yoga, walking, four square, strength and fitness training, volleyball, and basketball. Students are required to sign up for an activity of their choice with the milieu counselor or physical education teacher, and students may change their chosen activity each month. Participation is mandatory for all students unless they have been excused by the nurse or have obtained a note from their doctor.

Code of Conduct

In order to create a safe and positive school environment, the school adheres to the following policies:

Physical Violence Policy

The staff and students of Beacon High School are committed to having a safe and respectful community. The entire community is responsible for monitoring and maintaining a supportive environment that encourages open communication and allows for a wide range of personal beliefs and respectful expressions of personal opinions. Under no circumstances does the community accept violent language, threats of violence, or violent behavior as a response to any situation. Examples of physical violence include, but are not limited to:

- Hitting or kicking another person
- Using an object with the intent to injure or abuse another person

Any cruel or aggressive behavior, any threat of such behavior, or any acts of harassment will not be tolerated.

'Harassment' refers to verbal comments or behavior that is personally offensive, degrading, or threatening to others. Examples of harassment include, but are not limited to:

- Teasing or verbal put downs
- Verbal or written threats and intimidating comments or behavior
- Unwelcome touching or physical contact
- Pressure for dates or for sexual activity
- Sexual gestures, jokes, obscenities, pictures, objects, leers, or other offensive facial expressions
- Blocking movement or stalking
- Overly personal conversations
- Public comments about someone's appearance or body parts

Students are expected to respect others' personal space and to monitor the effect that their behavior has on the community. Examples of behavior that do not show this respect include, but are not limited to:

- Public displays of affection, such as lap sitting, lap lying, stroking, fondling, massaging, prolonged embraces and kissing
- Horseplay (also known as rough-housing), including punching, slapping, kicking, chasing, or shoving
- Failing to get special permission to be in unsupervised areas
- Trespassing on private property within the vicinity of Belmont Street and the adjacent cemetery
- Destruction of property at the school, or in its vicinity
- Touching other people's property without their permission, including bags, unlockers, etc.

- Graffiti
- Use of profanities and obscenities
- Insubordination

Bullying Policy

Bullying is the repeated use by one or more students of a written, verbal, or electronic expression or a physical act or gesture or any combination thereof, directed at a target that:

- causes physical or emotional harm to the target or damage to the target's property;
- places the target in reasonable fear of harm to himself or herself or of damage to his or her property;
- creates a hostile environment at school for the target;
- infringes on the rights of the target at school; or
- materially and substantially disrupts the education process or the orderly operation of the school

Cyberbullying is bullying through the use of technology or electronic devices such as telephones, cell phones, computers, and the Internet. It includes, but is not limited to, e-mail, instant messages, text messages, and Internet postings.

A 'hostile environment' is a situation in which bullying causes the school environment to be permeated with intimidation, ridicule, or insult that is sufficiently severe or pervasive to alter the conditions of a student's education.

The Walker/Beacon Bullying Prevention and Intervention Plan provides further details regarding school responses to bullying.

Hazing Policy

Hazing is not tolerated at Beacon High School, and incidents of hazing will be defined by and governed by chapter 269 of the general laws of the Commonwealth of Massachusetts, sections 17, 18, and 19:

"Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an

appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Section 19. Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.

Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.

Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report."

Possible Consequences for Code of Conduct Infractions

Consequences will be determined by school staff, based on factors such as a student's past behavior at the school, potential for harm, circumstances of the incident, and the intent of the student's actions. Consequences may include, but are not limited to:

- Loss of off-campus privileges.
- Restriction to certain areas during unscheduled time (break time, lunch, etc.)
- Behavior contract

- Suspension
- Notification of and/or a conference with parents
- Redetermination if Beacon is the appropriate placement (*for publicly funded students*)
- Special academic or service assignment, (community service, written work, etc.)
- Permanent expulsion (for extreme or repeated cases)

The most likely consequence of physical violence is expulsion. Any student who brings a weapon or other dangerous item to school will be suspended or expelled depending upon the circumstances of the incident. All weapons will be confiscated. A recurrence may be cause for permanent expulsion.

Destruction of Property

Any destruction of property at the school or in the community will result in a suspension. Students are required to pay in full for any property damage. Continued destruction of property could result in permanent expulsion.

Illegal Activity

Suspicion or knowledge of student participation in illegal activities will be dealt with by the school administration on an individual basis.

Drug & Alcohol Policy

No alcohol or other drugs are to be carried, used, distributed, or sold at Beacon High School or at school sponsored activities.

If a student is found to be under the influence of alcohol and/or other drugs, or suspected of being under the influence and there is reasonable suspicion by more than one staff member, it may result in any or all of the following interventions:

- student and student's belongings searched by school staff
- school administration, student's clinician and parent or guardian notified
- physical assessment by the school nurse using screening checklist for suspected substance use
- determination by school nurse if immediate medical evaluation and treatment are needed, according to the emergency protocol.
- if necessary, arrangement of the student's safe transportation home for the remainder of the day
- notification of LEA
- requirement of a student's screening for drug use, to be arranged by a parent or guardian

Upon re-entry to Beacon, a student, and parent or guardian, must meet with school administration prior to student returning to classes. A student will be required to agree to the recommendations resulting from the re-entry meeting. Parents and guardians, as well as the student body, may be notified of any infraction of the policy.

If a student is found to be in possession of and/or involved in the distribution of alcohol and/or other drugs (including prescription medications), or suspected of being in possession, it may result in any or all of the following interventions:

- student and student's belongings searched by school staff
- school administration, student's clinician and parent or guardian notified
- re-entry meeting prior to student being allowed to return to classes
- notification of LEA
- notification of police
- 3-day suspension
- contract to be signed by student, agreeing to recommendations from re-entry meeting
- expulsion

Any student who is suspected of being under the influence of, found to be in possession of, or known to be abusing alcohol or other drugs may be required to have a substance abuse evaluation. The student may also be required to participate in an extended substance abuse program or in individual-group focused outpatient substance abuse therapy.

Any clothing, jewelry, or other accessories which depict themes of drugs, alcohol, or violence are unacceptable at Beacon (*see Dress Code*). Casual talk glorifying drugs, alcohol, or violence will be interrupted by staff and may result in further administrative action.

Searches

Beacon staff reserves the right to search students, their “unlockers,” their possessions, and cars, if there is reasonable suspicion that the rules of the school have been violated concerning use and distribution of alcohol, drugs, or weapons. Parents will be notified, when a search has been conducted.

If a student refuses to be searched, any of the previously mentioned consequences in the Drug and Alcohol Policy, regarding possession may be applied. Items found during a search that might be considered drug paraphernalia, including rolling papers, will be confiscated and given to either police or parents. Police will be notified if drugs are found during a search.

Off-Campus Privileges

Upon arriving on campus in the morning, all students need to stay on campus, both before classes begin and after school, while waiting for transportation. Students who have the privilege of leaving campus during lunchtime (only) need to sign out and in at the front door and must exit the school property via the driveway.

In order to earn the open campus privilege students must:

1. attend all classes when in school
2. be caught up in all homework by Friday
3. attend therapy, guidance, and mentoring appointments
4. attend the Friday morning meeting
5. participate in activity period and committees
6. follow school rules and guidelines

Any concerns regarding a student’s safety or behavior may result in a “hold” on a student’s open campus status.

Closed Campus status means that a student is not permitted to leave campus during the school day. Students with Closed Campus status must come directly to campus each morning and stay on campus until leaving to go home at the end of the day. The consequence for breaking Closed Campus status is placement on Tier In-School restriction. (*see Tiered In-School Restrictions*).

Closed Campus status will automatically be a part of the Beacon therapeutic program for all new students for a minimum of three weeks. Particular clinical concerns could necessitate a longer period of Closed Campus status.

A minimum two week Closed Campus status is required for students who have been discharged from treatment at a residential program, hospital, transitional program, or substance abuse treatment program. Some students with Closed Campus status will be required to sign a contract stating the expectations that need to be met in order to be permitted open campus status, along with other specific individual expectations and a review date.

Closed Campus status applies to all students during the first week of each semester.

Tiered In-School Restrictions [REVISED]

When students go off campus without permission, they will be restricted to a particular space or room, thereby losing progressively more in-school free time. Consequences are tailored to the severity or repetitive nature of the infraction.

Tier 1: first offense

- Restriction from all unstructured time (before school, breaks & lunch)
- Student continues to attend all classes
- School administration notifies parents

Tier 2: second offense

- Full day restriction
- Students will be expected to do class/school work but will not attend classes
- School administration notifies parents

Tier 3: third offense

- Suspension from school
- School administration notifies parents and local education authority (LEA)

Following a Tier-3 Suspension

- Additional suspension
- Director will meet with student and parent or guardian to determine an individualized plan including a behavior contract
- School administration notifies local education authority (LEA)

Dress Code

Beacon High School strives to maintain a productive school environment that is also a supportive community for students struggling with various issues. To achieve this balance, students are required to observe the following dress guidelines:

1. Students should wear standard school attire. Clothing which draws undue attention is considered inappropriate. This could include low-cut blouses, exposed midriffs, micro-mini skirts, high shorts, and exposed underwear.
2. Students may not wear clothing or accessories with drug, alcohol, sexual, or violent references.

Students not meeting these guidelines will be spoken to respectfully and given appropriate attire to wear for the remainder of the day. Students will be required not to wear the offending clothing again at school.

Smoking

Smoking on school property or during school activities is prohibited. Massachusetts's law prohibits tobacco use in all school buildings and facilities, on school grounds and in school buses by all individuals. Consequences detailed in the code of conduct may apply.

Living Arrangements

All students are expected to live at home or in a supervised setting, approved by custodial guardians and Beacon. While attending Beacon, students cannot reside in their own apartments.

Use of Technology in School

During the school day, from the time students arrive until the time they leave, they are expected to be focused on their school responsibilities. Making and receiving phone calls, texts, and IMs (instant messages) is only allowed on the front porch during the first 20 minutes of the lunch block, from 11:50 A.M. to 12:10 P.M. If a student has a pressing concern, he or she can ask permission from staff to use the landline telephone and, if necessary, look up numbers on their own cell phones to do so.

AT NO OTHER TIME OF THE DAY SHOULD ANY ELECTRONIC DEVICE BE USED WITHOUT PERMISSION FROM A SCHOOL STAFF MEMBER.

Assignment Keeping and Electronic Scheduling Applications

Students may ask permission during class or studies to enter information into their electronic devices for maintaining their calendar, schedule, and assignments.

Music

During classes, studies, and while "Taking Five", students may ask to listen to music with headphones. During breaks and in public spaces, students may listen to music socially, with external speakers, at a reasonable volume.

Computers and Internet Use

Beacon High School has a "Computer Use Policy," which outlines how and when students may use computers at school. The printed agreement between a student and the school must be signed prior to using the computers.

Beacon provides computers for students to use in Study for agreed upon academic work only. Computers may not be used in Study for gaming or random surfing, even for a student who is completely caught up in his or her work.

Students are not allowed to access the Internet through any means other than the school's laptops, and lab computers. During classes and studies, Internet use should be restricted to work-related websites. Students can surf unrestricted websites in computer labs during breaks.

Games

Games can be played with permission only during breaks.

Videos

Using electronic devices to watch videos is essentially no different than watching TV and is not allowed at school.

"Checking the Time"

Students may not use an electronic device simply to check the time. "Checking the time" is the most frequent excuse for having an electronic device out without permission. There are clocks in every room of the school.

Student Photographs

Beacon High School is required by the Massachusetts Department of Elementary and Secondary Education to have photographs of all students in school records. Arrangements will be made to take a photograph of each student at Beacon for compliance with this requirement.

Beacon High School Recycles

Paper, newspapers, magazines, cardboard, all cans, bottles, and plastics can be recycled at Beacon High School. Recycle receptacles are in almost every room.

Visitors

Students are permitted to bring one guest per term if each teacher approves this visit at least one day before bringing the guest. Students must complete a Guest Pass Arrangement form, available at the front desk. Visitors must register at the front desk when arriving at school.

If, for any reason, a student's guest is not attending a particular class, the guest is expected to remain in the front lobby or off campus. Beacon students are expected to stay with their guest during unscheduled time. Requests for visitor passes will not be issued during the months of September and June, on the day before a long vacation, and during evaluation week.

Transportation Policy

When students wish to make a change in their transportation on any given day or decide not to go on their scheduled transportation, they must request a parent or guardian to contact the Local Educational Authority (LEA) or public school to make these changes. Parents and guardians must contact their Public School Liaison to make any and all transportation changes. Once arranged, the parent or guardian must notify the Beacon High School Administrative Assistant of this change. Students may not cancel their transportation directly through their driver.

Students who don't follow the above steps and do not take their scheduled transportation will lose off-campus privileges. Parents will be informed by the school, if their student does not take scheduled transportation.

Cars & Driving [REVISED]

Students are allowed to drive to school, but must turn in their keys to the front desk upon arrival. Students are not permitted access to their cars during the school day without permission, including at lunchtime. Going to one's car without staff permission or using the car during the school day—including the transporting of another student without permission—may result in the loss of the privilege of driving to school. Student drivers may transport other students with the written permission of all passengers' parents or guardians.

Students who are chronically late, drive recklessly or too fast on campus, or demonstrate any other concerning behaviors related to their vehicle or driving habits, may also have their driving privilege revoked and will be subject to consequences at the discretion of school administration.

Snow and Inclement Weather

For emergency cancellations or delays, Beacon High School uses a reverse-911 telephone system to inform students, parents, guardians, and transportation services. Beacon High School will also notify television channels 5, 7, and 56, as well as BostonChannel.com and WHDH.com if school is closed, delayed, or to be dismissed early. Information about school cancellation and delays will also be posted on Beaconhighschool.org as soon as it is available.

Notes

Notes

Student Handbook Last Updated: July 20, 2011

