



Beacon Academy Handbook 2026-2027

Jenny Hester
Director

Charlie Graves
Assistant Director

Krista Hunt
Guidance Counselor

877 Jackson Street
Bowling Green, KY
270-782-5410

The contents of this handbook are intended to provide an overview of the guidelines, procedures, and expectations for Beacon Academy students and parents/guardians.

Enrollment Process

Beacon Academy is Warren County Public Schools' online middle and high school program, serving students from grades seven (7) through twelve (12) who reside in the Warren County Public Schools' attendance zone. The enrollment process includes:

1. School Counselor recommendation if the student is enrolled in a public high school.
2. A student and parent/guardian meeting with Beacon Academy staff.
3. If approved for enrollment, the completion of the application. *The Director/Asst. Director of Alternative Programs has final authority on enrollments into Beacon Academy.

Required Documents to Complete

1. Application
2. Beacon Academy Contact Information Sheet
3. Home Language Survey
4. Cheating/Plagiarism Form
5. AI Form/Math Apps
6. Online Registration

Statement on Commitments and Expectations

Beacon Academy students must meet program requirements and expectations to remain enrolled in Beacon Academy. Students failing to meet these requirements will be removed from the program. Parents/Guardians are expected to ensure students are meeting their commitments at all times. Active involvement on the part of the parent/guardian is an essential component for promoting student success.

Student Commitments and Expectations

- Complete all assignments and tasks without copying the work of other students or copying from other sources. All submitted work must be of the student's own creation. Cheating may be grounds for dismissal.
- Complete all assignments and tasks no later than the scheduled due date. A daily (M-F) school work/study routine is essential to promoting student success. Completing assignments during traditional school hours is preferable.
- Maintain passing grades (60%) in all courses at all times.
- Communicating with teachers as requested in a timely manner (within 24 hours).
- Maintaining flexibility when it is necessary to meet in person or via Google Meet with Beacon Academy staff for tutoring, testing, or any other purposes.
- Any inappropriate conduct may be grounds for dismissal from Beacon Academy, and/or may result in disciplinary action in accordance with the WCPS discipline matrix.

- Students are required to participate in all mandatory district and state assessments. Staff will notify parents/guardians and their student well in advance of these testing dates. Students are required to complete final exams, district and state assessments in person.
- All students are on a 30 day probationary period upon initial enrollment.
- Please be aware that teachers can track the time spent on task.
- Additionally, **for core classes** (math, science, social studies, English)
 - For each tutorial, students are required to complete guided notes OR 2 pages of handwritten notes before a Post Test will be unlocked.
 - *Note: Handwritten notes are to be written on standard lined paper, written on every line of the page from red line to blue line. Do not write across lines of paper.
- For elective classes** (all others than listed above)
 - For each tutorial, students are required to complete 5 notes (5 bullet points) before a Post Test will be unlocked.
 - All other activities as assigned
- Assessments/Grades
 - Mastery Tests
 - Must be passed with a 60% or higher
 - Students will have 3 attempts to reach 60% on mastery tests.
 - Post Tests
 - If a student scores below 60% on the first attempt, they must retake it. Tutoring is available, but it is not required.
 - If the 2nd attempt is below 60%, the higher of the two scores will be recorded.
 - A 3rd attempt will not be allowed.
 - Final Exams
 - Minimum score expectation is 50%
 - You will have up to 3 attempts to earn this.
 - Weights (percentage the category will count toward your final grade)
 - Mastery Test: 30%
 - Activities/written assignments: 20%
 - Post Tests: 30%
 - Final Exams: 20%

Parent/Guardian Commitments and Expectations

- Monitor student progress daily to ensure students are completing assignments on schedule and maintaining passing grades (60%) at all times.
- Communicate with Beacon Academy staff as requested and in a timely manner.
- Ensure student has a school schedule (routine) that ensures student success.

- Ensure student has access to appropriate technology (computer with keyboard, internet). **Phones are not a sufficient work device.**
- Ensure student is properly supervised and in a safe environment.
- Communicate with teacher immediately if there is a change in:
 - Address
 - Contact information
 - Custody
- Ensure safe and reliable transportation is available at times the student may be required to come into school.
- Weekly progress reports will be sent to parents/guardians via email. In order to receive this, please make sure you accept the invitation and set up a username and password. It will be titled Edmentum Family Sensei.

Teacher Support

- The teacher will be available to provide instructional guidance to support the student's continued academic progress.
- The teacher will hand grade student submitted work for those assignments not automatically graded by the online program.
- The teacher will follow the Warren County Public Schools calendar and will only be available to assist students on scheduled work days, during traditional school hours (7:30-2:30). **If additional support is needed outside of the traditional work day, ESS sessions can be requested and set-up with the teacher.**

Student Removal

Beacon Academy students must complete all assignments/tasks on schedule and must be passing (60%) ALL courses at ALL times to remain in Beacon Academy. If at any time the student fails to meet the required criteria, the Director of Alternative programs, or designee, will consider the student's removal from Beacon Academy. The student will not be eligible to return to Beacon Academy during the calendar year.

If a student is returned to their school of residence at the end of the school year, the student will not be eligible to return to Beacon Academy for the next school year. Re-enrollment will only occur once and eligibility will be determined by good attendance, grades (60% or higher) and satisfactory discipline.

Re-Enrollment to Beacon Academy from School of Residence

If a student who leaves Beacon Academy in good standing elects to return to their school of residence may re-enroll *once* per Director discretion. Eligibility will be determined by good attendance, grades (60% or higher) and satisfactory discipline.

Course Progression Guidelines

Students shall complete courses at the pace necessary to be promoted to the next grade classification level for the following school year.

Students classified as juniors or seniors may qualify for accelerated progress. If interested, contact Beacon Academy staff. Students who have advanced in terms of grade classification ahead of their peers in their school of residence forfeit their ability to return to their school of residence.

Class Promotion/Progression

Students are promoted during the school year at the time they have met the credit requirements to be promoted to the next grade level. Promotion may affect KEES money.

Beacon Academy High School Grade Classification

Credits Earned	Classification
0-5	Freshman
6-11	Sophomore
12-17	Junior
18+	Senior
*22 credits required to graduate	Diploma earned meets all requirements of the state of Kentucky and is accepted at all institutions.

Participation in School of Residence Extracurricular Activities: NAIA/NCAA

Beacon Academy Middle and High School is a stand alone school, separate and apart from the WCPS attendance-area brick and mortar school(s) Beacon Academy students would otherwise attend. Therefore, Beacon Academy students are *not* eligible to participate in extra-curricular activities (athletics, clubs, field trips, JROTC, etc.). Likewise, events such as prom, dances, etc. are not open to Beacon Academy students except as they would be to any other person, such as an eligible, invited guest.

Beacon Academy is *not* recognized as a participating NAIA/NCAA eligible school. Students who may seek to participate in post secondary athletic activities at a college or university are encouraged to remain enrolled in an NAIA/NCAA recognized institution.

KEES Scholarship Eligibility (High School Students)

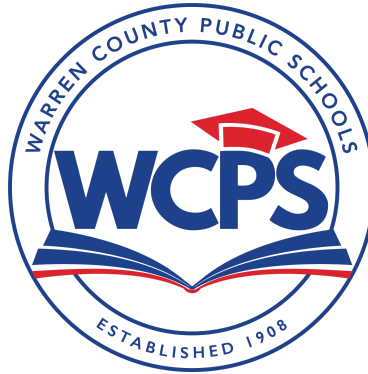
Beacon Academy High School students automatically participate in the KEES Scholarship program (financial calculations based on GPA/ACT scores). If a student completes the junior and senior year in one year, only the senior year will be awarded. The student will lose one year of KEES money.

In order to be eligible for a KEES award in any academic year, a student must meet the KEES curriculum requirements in that academic year. Kentucky statute defines KEES curriculum as five courses of study in an academic year. The only exception is for students who are enrolled for the fall term of their senior year and graduate at the end of the fall term-these students are eligible for a KEES¹ award if they take less than five classes.

Commencement

Beacon Academy graduates are eligible to participate in our commencement ceremony. Cap and gown order placement information will be shared with students and parents/guardians.

¹ LAST UPDATED 8/27/26



[Note: Title IX requires districts to provide three forms of notice of their Title IX obligations. The notice must be provided as follows: (1) to applicants for admission and employment, employees, students, parents or legal guardians, and unions or professional organizations; (2) in all handbooks and catalogs; and (3) prominently displayed on the district's website. The below notice is designed for use in all three required instances. Review carefully and add information where indicated. Remove this note before use.]

Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination (Handbooks)

Warren County Public Schools (the "District") is committed to providing a working and learning environment that is free from discrimination based on sex, including sexual harassment and sexual violence. The District does not discriminate on the basis of sex in any of its education or employment programs or activities. Title IX of the Education Amendments of 1972 ("Title IX"), its regulations, and certain other federal and state laws prohibit discrimination in such a manner. Under Title IX, discrimination on the basis of sex includes sexual harassment.

Title IX's requirement not to discriminate in any of the District's education programs or activities applies to both students and employees and extends to both admission and employment. Inquiries about the application of Title IX and its regulations to the District may be referred to the District's Title IX Coordinator, the Assistant Secretary for Civil Rights of the United States Department of Education, or both:

Title IX Coordinator

Kyle Cassady
303 Lovers Lane
Bowling Green, KY 42103
kyle.cassady@warren.kyschools.us
270-781-5150

Assistant Secretary for Civil Rights U.S. Dept. of Education Office for Civil Rights
400 Maryland Ave., SW
Washington, D.C. 20202-1100

1-800-421-3481; 1-800-877-8339 (TDD)
202-453-6012 (Fax)
202-453-6012 (Fax)

The District is committed to fostering an environment free from discrimination on the basis of sex. To the extent that any District policy or procedure regarding discrimination or harassment on the basis of sex (as defined by Title IX) conflicts with the Title IX regulations effective August 14, 2020, Title IX and its regulations will control.

Title IX of the Education Amendments of 1972

- Title IX is a federal law that states: "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance." The U.S. Department of Education's Office for Civil Rights (OCR) enforces Title IX.
- Although Title IX is best known for breaking down barriers in sports for women and girls, Title IX and its regulations also require that schools adopt specific grievance procedures to address formal complaints of sexual harassment (as that term is defined by Title IX.)
- The District's policies and procedures for addressing reports and complaints of sex-based discrimination (including sexual harassment) are intended to comply with Title IX and its regulations. To the extent that they conflict with Title IX or its regulations, Title IX and its regulations will control.

Title IX Coordinator

- Who is the Title IX Coordinator? The District has appointed a Title IX Coordinator to coordinate the District's efforts to comply with its responsibilities under Title IX and its regulations. The Title IX Coordinator's name and contact information are as follows:

Title IX Coordinator

Kyle Cassady
303 Lovers Lane
Bowling Green, KY 42103
kyle.cassady@warren.kyschools.us
270-781-5150

Who can contact the Title IX Coordinator?

- Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator, regardless of whether the person reporting is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

How can I contact the Title IX Coordinator?

- Any person can contact the Title IX Coordinator in person, by mail, telephone, or by electronic mail, by using the contact information listed above, or by any other means that results in the Title IX Coordinator receiving the person's verbal or written report. A report may be made at any time (including during non-business hours) by using the telephone number or electronic mail address, or by mail to the office address listed for the Title IX Coordinator.

Sexual Harassment Under Title IX

What is sexual harassment?

- Title IX defines sexual harassment as conduct on the basis of sex that satisfies one or more of the following:
 - • A District employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct;
 - • Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
 - • Sexual assault, dating violence, domestic violence, or stalking.

How does the District respond to reports of sexual harassment?

- All students and employees are encouraged to report sexual harassment to the Title IX Coordinator. Upon receiving a report of sexual harassment in an education program or activity, the Title IX Coordinator will contact the complainant (the individual alleged to be the victim of conduct that could constitute sexual harassment) to discuss the availability of supportive measures and explain the process for filing a formal complaint of sexual harassment.
- The District also reserves the right to remove a respondent (the alleged perpetrator of conduct that could constitute sexual harassment) from its education program or activity on an emergency basis, subject to the requirements of Title IX and its regulations.

What is a formal complaint of sexual harassment?

- Either a complainant or the Title IX Coordinator can file a formal complaint alleging sexual harassment against a respondent.
- To qualify as a formal complaint, the document must be filed by a complainant (a document or electronic submission that contains the complainant's physical or digital signature, or otherwise indicates that the complainant is the person filing the formal complaint) or signed by the Title IX Coordinator. The document must allege sexual harassment against a respondent and request that the District investigate the allegation of sexual harassment.
- At the time of filing a formal complaint, a complainant must be participating in or attempting to participate in the District's education program or activity.

How does the District respond to formal complaints of sexual harassment?

- Formal complaints of sexual harassment trigger the grievance procedures prescribed by Title IX and its regulations. The District's grievance procedures for formal complaints of sexual harassment and complaints including allegations of sexual harassment are set forth in District Procedure 09.428111 AP.11 referenced below.

[Title IX Policies and Procedures \(Website Information\)](#)

[Note: For posting on website, convert these references to links to District policies and procedures on website. Remove this note before use.]

- District Policy 03.113 (Equal Employment Opportunity – Certified Personnel)
- District Policy 03.212 (Equal Employment Opportunity – Classified Personnel)
- District Policy 09.13 (Equal Educational Opportunities – Students)
- District Policy 03.1621 (Title IX Sexual Harassment – Classified Personnel)
- District Policy 03.2621 (Title IX Sexual Harassment – Certified Personnel)

- District Policy 09.428111 (Title IX Sexual Harassment – Students)
- District Procedure 09.428111 AP.1 (Notice to Individuals Regarding Title IX Sexual Harassment/Discrimination)
- District Procedure 09.428111 AP.11 (Title IX Sexual Harassment Grievance Procedures)
- District Procedure 09.428111 AP.21 (Title IX Sexual Harassment Reporting Form)

Copies of these policies and procedures can be accessed online at <https://www.warrencountyschools.org/safety-resources/title-ix> or be requested from the Title IX Coordinator.

Title IX Training **[For inclusion on website only; remove this note before use.]**

Title IX training materials utilized by the District may be reviewed here: **[insert link to materials]**.

3194192 3