



**Bayshore**  
CHRISTIAN SCHOOL

## **Parent and Student Handbook**

### **Preschool-Twelfth Grade**

The philosophy of Bayshore Christian School underlies the development and maintenance of the school's entire program.

This philosophy encapsulates our motto, vision, mission, and core values.

#### ***Motto:***

***“We are Bayshore:  
Scholars, Leaders, Faith Warriors”***

#### **Vision:**

Shaping young people in Christ to make an impact in the world.

#### **Mission:**

Bayshore Christian School challenges, develops, and empowers students for leadership by following the example of Jesus to “grow in wisdom, stature, and in favor with God and man.” Luke 2:52

#### **Authority of Statement of Faith:**

The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe.

We do believe, however, that the foregoing Statement of Faith accurately represents the teachings of the Bible and, therefore, is binding upon all teachers.

- We believe in God, the creator of heaven and earth.
- We believe God created male and female in His image.
- We believe God consecrated marriage as the union of a man and a woman.
- We believe in the trinity: God the Father Almighty, Jesus Christ, his only Son, and the Holy Spirit.
- We believe that Jesus is Lord; that he is divine, that he is God.
- We believe that Jesus was conceived by the Holy Spirit.
- We believe that Jesus was born of a virgin.
- We believe that Jesus atoned for the sins of all mankind when he was crucified.
- We believe that Jesus died and was buried.
- We believe that Jesus was resurrected from death and is alive today.
- We believe that Jesus sits at the right hand of the God the Father Almighty.
- We believe that Jesus will return to this earth to judge all mankind.
- We believe in everlasting life.
- We believe in the Bible as the inspired word of God, inerrant and true.

### **Core Values:**

- **Faith** – Teaching and demonstrating faith in Jesus Christ, our Lord and Savior, and in the infallible Word of God (Hebrews 11:1-3).
- **Integrity** – Exhibiting moral and ethical strength of character (Titus 2:7-8).
- **Excellence** – Providing an educational program that demands academic excellence and prepares students for success in life (Philippians 1:9-11).

- **Community** – Serving with care and compassion for others in the local and global community (I Peter 3:8).
- **Partnership** – Cultivating a partnership between families and school to benefit the development and growth of each student (Proverbs 22:6).
- **Evangelism** – Proclaiming the Gospel of Jesus Christ to all the world as faithful disciples (Matthew 28:18-20).

### **Non-Discrimination Policy**

Bayshore Christian School admits students of any race, sex, color, nationality, or ethnic origin and guarantees all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, nationality, or ethnic origin in administration, educational policies, athletics, and other school-administered programs.

## **TABLE OF CONTENTS**

1. School Hours
2. Parent Information
3. Academic Information
4. Honor Societies
5. Attendance Requirements
6. Bayshore Cares – Before and After School Care
7. Athletics
8. Student Health Services
9. Communication
10. Computer Use/iPads
11. Conduct and Discipline
12. Search and Seizure Policy
13. Policy on Drugs and Alcohol
14. Sexual Harassment Policy
15. Student Bullying and Other Forms of Aggression
16. Care of Property
17. Campus Limits
18. Bus/Van Rules
19. Dress Code and Uniforms
20. Homecoming
21. Prom
22. Field Trips and School Trips
23. Eating and Drinking During the School Day
24. Leaving School Grounds
25. Locks and Lockers
26. Lost and Found
27. Media Center
28. Student Drivers
29. Service & Emotional Support Animals
30. School Closures

## SCHOOL CONTACT INFORMATION

On the web: [www.bayshorechristianschool.org](http://www.bayshorechristianschool.org)  
School Office: [info@bayshorechristianschool.org](mailto:info@bayshorechristianschool.org)  
Via e-mail: first initial then last name @bayshorechristianschool.org  
By telephone: (813) 839.4297

### List of office personnel:

Melanie Humenansky, Head of School  
Angie Bailey, Dean of Administration  
Antoinette Kolbe, Faculty Prefect  
Bianca Guzman, Director of Admissions  
Matti Valdivia, Billing and Scholarship Coordinator  
Holly Habimana, Development Advisor  
Emily Stoops, Director of Special Initiatives  
Christina Stenholm, School Counselor  
Nicole Kemp, Dir. of Tech. & Academic Program Dev.  
Sarah Lockhart, Administrative Assistant  
Marlo McNamara, Receptionist  
Allison Humenansky, Creative Director  
Yaday Gonzalez, Bookkeeper  
Blake Conley, Director of Operations

To report an absence	ext. 300
General information	ext. 300
Medication for student	ext. 300
After School Care	cell: (813) 528.0588
Summer Camp Bayshore	cell: (813) 528.0588
Miscellaneous/Field Trips/Athletics	cell: (813) 541.0581

### 1. SCHOOL HOURS

#### Regular Full Day

Early Childhood/Preschool	8:15 a.m. – 2:30 p.m.
Lower Division	8:15 a.m. – 2:45 p.m.
Middle and Upper Division	8:00 a.m. – 3:00 p.m.

#### Half Day

Half days are added to the school calendar located at  
[www.bayshorechristianschool.org](http://www.bayshorechristianschool.org).

12:00pm	Early Childhood
12:15pm	Lower Division
12:30pm	Middle and Upper Division

Campus gates are closed between 8:15 a.m. – 2:15 p.m. Parents are encouraged to drop off their students at least five minutes before the tardy bell. All visitors to campus will need to enter the southeast gate and park in the front parking lot.

**In accordance with school security policy, please bring your driver's license to sign-in at the office before going anywhere on campus.** Please minimize early sign-out due to the disruption of valuable classroom instruction.

## 2. PARENT INFORMATION

### Classroom Placement Requests

The school does not accept parental or guardian requests for classroom placement. Classroom rosters are designed to consider many different factors that affect student success and classroom dynamics, including student/teacher personalities, boy-to-girl ratio, academic levels, etc.

### Communication with Faculty and Staff

Parents are encouraged to contact their child's teacher with questions or concerns. The best way to initiate communication is via school email. All BCS faculty, staff, and administrators have a school email that is first initial, last name, @bayshorechristianschool.org. A complete list of faculty and staff, with corresponding contact information, may also be found on the website on the [Our Faculty & Staff page](#) ([www.bayshorechristianschool.org](http://www.bayshorechristianschool.org)). All requests to faculty and staff must be made in writing to ensure the school has a record of the requests. Parents are discouraged from creating text communication with faculty and staff.

### Campus and Classroom Visitation

All visits must be scheduled with the teacher and the school office. Any and all campus visitors must first sign-in at the school office. Please bring a driver's license to complete this sign-in process.

Items that need to be delivered to students during the school day need to be brought to the school office. If you need to send a message to your child during school hours, please call the office, and a message will be delivered. Except for emergencies, school personnel does not call students to the phone. A message may be given to a student to call a parent during a convenient break (e.g., lunch). Parents are not to call or text students on their personal cell phones during the school day.

### Parent / Teacher Conferences

Parents are encouraged to schedule conferences with their student's teachers on an as-needed basis. There are two formally scheduled conference events each academic year, one in the fall and one in the spring. Detailed information about these specific conference evenings is provided before each event by the school office and individual faculty members.

### Staying Updated

The [FACTS Family Portal](#) allows parents to view the student's grades, upcoming assignments, attendance, and billing information. The BCS website also allows parents to view information about the life of the school, pictures, school news, and [calendar information](#). The website includes important information, including an interactive calendar of events to which parents are encouraged to subscribe.

All parents are encouraged to use Parent Alert, the school's text alert system. If you choose to unsubscribe, you may miss important updates and information.

Parents are encouraged to subscribe to all school social media outlets, such as Facebook and Instagram.

### **Inquiries by Administration**

Occasionally, circumstances may arise when information has been shared that must be investigated by school administration. The goal of these investigations is to uphold the standards of the school as listed in the handbook, and to provide the safest and healthiest environment possible for students. By accepting enrollment at BCS, parents understand that the school reserves the right to fully investigate every complaint, including searches and questioning students. When speaking with students, school personnel will do so without a parent present in most cases. This is to ensure timely and accurate accounting of the events that may have occurred. School administration will always communicate with parents if their child has been involved in or may have knowledge of an incident being investigated.

### **Matthew 18 Principle**

The school asks each member of the BCS community to promote positive communication by following Biblical principles and by speaking the truth in love when expressing a disagreement or resolving a problem (resolving person-to-person conflict using the principles found in Matthew 18).

If a student has a concern or complaint about a specific teacher, coach, and/or administrator, it is essential that the initial communication be with the specific individual. The student should be encouraged to speak with the individual first. If the concern continues or is not resolved, then the parent should speak with the individual. The next step would be to speak with the appropriate Division Coordinator (Annette Sullivan – Lower Division K – 2<sup>nd</sup> grade, Joli Morejon – Lower Division 3<sup>rd</sup> – 5<sup>th</sup> grade, Pam Sander – Middle Division, and Antoinette Kolbe – Upper Division). The next step would be to speak with the Faculty Prefect, Ms. Kolbe. Parents should advise their child on the approach to begin resolution of a conflict.

If a parent has a concern or complaint about a specific teacher, coach, and/or administrator, parents should also adhere to the Matthew 18 principle of resolving conflict as described above. Initial communication should be with the specific individual, then division department heads, and finally the Faculty Prefect, Ms. Kolbe, if resolution is not possible or concerns continue.

## **3. ACADEMIC INFORMATION**

### **EARLY CHILDHOOD DIVISION:**

The course of study for Grades PK2 – PK4 includes Bible, Phonics/Language Arts, Reading, Mathematics, Handwriting, Music, Art, Science, Social Science, and Outside Playtime. Additional co-curricular classes may be announced.

### **GRADING SYSTEM/SCALE**

Preschool grades for skillsets on report cards will use the following scale:

ME	Meets Expectations
DS	Developing Skill
NI	Needs Improvement

NA Not Applicable During This Grading Period

### **LOWER DIVISION:**

The course of study for grades K5 – 5<sup>th</sup> includes Bible, Science, Language Arts-Writing, Reading, Geography/History, Mathematics, Spelling, Handwriting, Foreign Language, Music, Art, Technology, Physical Education, and STEAM. Additional co-curricular classes may be announced.

### **GRADING SYSTEM /SCALE**

Kindergarten report card grades will start in the second quarter.

Lower Division K - 2<sup>nd</sup> grades, Enrichment classes, skill sets, and behavior will be graded using the following scale:

- E - Excellent
- S - Satisfactory
- N - Needs Improvement
- U - Unsatisfactory

Lower Division 3<sup>rd</sup> - 5<sup>th</sup> grades for most subjects will be on a numerical basis using the following scale:

- A – Superior: 90 – 100
- B – Above Average: 80 – 89
- C – Average: 70 – 79
- N – Needs Improvement: 60 – 69
- U – Unsatisfactory: 0 – 59

Lower Division K5 – 5<sup>th</sup> grades Student Grade Level Performance in Reading, Mathematics, and Written Communication will receive ratings using the following scale:

- 3 – Student consistently performs Above Grade Level
- 2 – Student consistently performs On Grade Level
- 1 – Student consistently performs Below Grade Level

Incomplete work at the end of any grading period will receive an "I" only if the student has not had the opportunity to finish the work missed because of extenuating circumstances. If a student receives an "I" on the report card, the student must make up the work within a designated amount of time after report cards are distributed. The missed work will receive zeros if it is incomplete at the designated time.

### **CITIZENSHIP AWARD**

The Citizenship Award is a quarterly reward and recognition of students with all E's and S's on the report card skillset for K – 5<sup>th</sup> grades. Students with an administrative referral on record for that quarter may not qualify for the Citizenship Award.

### **HONOR ROLL**

Honor Roll is a quarterly reward and recognition of academic achievement for grades 3 through 5.

*Principal's Honor Roll: All A's, E's, and S's*



*Honor Roll: At least 4 A's and no grade lower than a B or Satisfactory*

### **Learning Management System**

Students in grades 2–5 must use Microsoft Teams/FACTS as a Learning Management System on their iPads as directed by their classroom teachers. Students in K-1 will practice Microsoft Teams activities in class and prepare in case the need arises for blended learning. All students will be trained in MS Teams/FACTS. Assignments, projects, assessments, classwork, homework, live chats, and live streaming will take place via Microsoft Teams.

### **Athletic Academic Eligibility (extra-curricular)**

To participate in extracurricular activities, students must be able to maintain passing grades and satisfactory behavior in all classes to remain eligible to participate.

Students who become eligible after a sport season has begun may be added to the roster, space permitting. These students will be added only if the following requirements are met: a positive faculty recommendation is received by the coach, a positive administration recommendation is received by the athletic director, and only if the ongoing sports team does not have a rule about joining its team in the middle of a season.

### **Academic Standards**

Academic dishonesty is defined as any activity that tends to undermine the academic integrity of BCS. Academic dishonesty includes, but is not limited to, the following: cheating, fabrication, plagiarism, interference with other students' work, or facilitating academic dishonesty. An administrative review will occur in all instances of academic dishonesty. Consequences may include: partial/full loss of credit for the assignment, exam, or project that is the subject of academic dishonesty; loss of credit for the class that is the subject of academic dishonesty; removal from student leadership positions (student government, valedictorian, salutatorian); and /or any consequences as described in detail in Section 9 of this handbook (Conduct and Discipline). In instances of academic dishonesty regarding a specific assignment, exam, or project, students may or may not be allowed to redo such assignment, exam, or project with a reduced grade awarded. Academic standards apply to all in-person and virtual classes offered at BCS.

### **Artificial Intelligence (AI)**

Bayshore Christian School supports responsible experimentation with generative AI tools, but there are important things to think about when you use them. These include keeping information safe and private, following rules, respecting copyrights, and being honest in your schoolwork. Generative AI is changing fast, so the rules might change sometimes. It's important for students to stay updated.

Teachers might let students use tools like ChatGPT, but students must first make sure it's allowed. Before using these tools, students need to understand any rules or limits. Here are some things to remember:

- **Protecting Private Information:** Don't put secret or private information into AI tools that are available to the public. This could accidentally share information that should be kept private.
- **Taking Responsibility for Your Work:** Sometimes AI-generated work might

not be correct or could include things that belong to someone else (like their words or ideas). Students are responsible for checking their work and making sure it's accurate and fair.

- **Citing Your Sources:** Just like when you use books or websites for information, you need to say where you got AI-generated work from. Not doing this is against the rules and is like cheating.
- **Getting Permission:** Before using new AI tools, students should talk to their teachers to make sure they're safe to use. Bayshore Christian wants to make sure any tools used are secure and protect students' privacy.
- **Following Guidelines:** Bayshore Christian has rules for using AI responsibly. Students should read and follow these rules to do their work the right way.

It's important to use AI in a way that's safe, fair, and follows the rules.

## Artificial Intelligence (AI) Framework (Traffic Light)

Green Light Statement	Yellow Light Statement	Red Light Statement
<p><b>Teacher Instructions:</b> Students are allowed to use advanced automated tools (such as ChatGPT or Dall-E 2) on this assignment if that use is properly documented and credited. Failure to acknowledge the AI-generated contributions will be treated as a violation of the Bayshore Christian School Handbook.</p> <p><b>Student:</b> I acknowledge and embrace the responsible use of AI as a tool for assistance in this assignment. I commit to utilizing AI in a manner that upholds academic integrity and originality, ensuring that my work reflects my own understanding and efforts. I understand that any undocumented use of AI in my assignment may lead to academic consequences in accordance with the Bayshore Christian School Handbook.</p>	<p><b>Teacher Instructions:</b> Students may use AI tools to help prepare for this assignment (e.g. Diagramming Moon Phases). Students must explain how AI tools informed their process and are responsible for the accuracy of the ideas that are used. Failure to acknowledge the AI-generated contributions will be treated as a violation of the Bayshore Christian School Handbook.</p> <p><b>Student:</b> I understand and commit to using AI tools responsibly for diagramming moon phases in this assignment. I will maintain academic integrity by ensuring that the content I produce reflects my own originality, while appropriately crediting and citing any AI-generated contributions. I recognize that any violation of these principles may result in academic consequences in accordance with the Bayshore Christian School Handbook.</p>	<p><b>Teacher Instructions:</b> Students are not allowed to use advanced automated tools (such as ChatGPT or Dall-E 2) on this assignment. Each student is expected to complete each assignment without assistance from others, including automated tools. Any violation will be addressed in accordance the Bayshore Christian School Handbook.</p> <p><b>Student:</b> I affirm that I will not utilize AI tools or applications for any aspect of this assignment. I understand that the use of AI in my assignment is strictly prohibited and that any violation of this policy may result in academic consequences as outlined by the Bayshore Christian School Handbook. I commit to completing my assignments through my own efforts, ensuring academic integrity and the authenticity of my work.</p> <p><b>This also includes the College Board AP Policy and the Florida Virtual School Policy</b></p>

**Faith Integration:** Proverbs 2:6 “the Lord gives wisdom; from his mouth come knowledge and understanding.” Students and teachers are encouraged to seek wisdom and discernment when engaging with AI. Understanding the limitations and biases it may possess and employing it responsibly in ways that promote human flourishing.



### Academic Probation

Students not maintaining current grade level standards may be placed on academic probation. Parents will be notified, and the administration will review each case on a continuing basis.

## **Course Work**

All course work shall follow the guidelines of each specific class. Students will receive an incomplete (“I”) on their report card if the course work was not completed within the nine-week grading period, or longer if extenuating circumstances apply. The student is responsible for classwork/homework in all classes.

## **Homework**

Homework is defined as all additional assignments, or as a remedial activity, an enrichment activity, part of special project, or long-term projects that may require extra time outside of class.

Students are expected to complete homework assignments on time. The time required to complete homework varies depending on the grade level of the student. If the assignment is posted on MS Teams/FACTS, it is expected to be turned in when the student returns to school unless communication is made with the subject area teacher. If it is not posted, the student has the number of days they were absent to turn in the assignment.

## **Assessments**

Students in grades 2-5 may be given comprehensive tests or assessments over material covered during the quarter, unless otherwise specified by the classroom teacher.

Any make-up tests may be given as designated by the teacher or administration.

## **Community Service**

BCS believes students should be encouraged to serve others. Preschool and elementary students will be given the opportunity to make cards for hospitals, military, and nursing facilities; participate in food and toy drives; and other service projects throughout the year.

## **Bible Teaching/Chapel**

The fundamental spiritual foundation of BCS is the belief that the Bible is inspired by the Holy Spirit and is the infallible Word of God. Students study the Bible, memorize scripture, and attend weekly chapel services to learn Bible content, Christian principles, and how to apply the Word of God and Christian principles to their lives.

Bible is the foundational subject at Bayshore Christian School. The New International Version (NIV) of the Bible is used in Bible courses.

Inspirational chapel services are held weekly, during which time the students learn, sing, and hear testimonies and character-building messages from the Word of God.

## **Enrichment Classes**

Elementary students participate in enrichment classes such as Music, Art, Physical Education, STEAM, and Spanish between one and three times per week.

## **Testing Program**

National achievement tests (the Iowa Basic Battery) are administered to grades K5 – 8th each year in the spring. This is a week-long test. Students absent during that week may not be able to make up the test. Testing results are emailed home at the beginning of the summer.

### **TBCAL (Tampa Bay Christian Athletic League)**

Students in 4<sup>th</sup> and 5<sup>th</sup> grade may participate in various co-ed athletics through TBCAL. These sports offerings may vary from year to year. Students must maintain all academic and behavioral expectations to participate in TBCAL. Failing grades and inappropriate behavior may result in a student not participating in the sports season or individual contests. **Participating in TBCAL is earned.** Not all students who try out are guaranteed to make the team.

### **Identifying Students with Learning Differences**

The school has a procedure for identifying students whom it can no longer effectively serve and for counseling the student and his/her parents in their search for a more suitable schooling option.

The admissions and enrollment protocol are the first step in identifying students Bayshore Christian School can effectively serve. Students in preschool through 5<sup>th</sup> grade go through an interview and assessment for preschool and primary readiness. Students in 6<sup>th</sup> through 12<sup>th</sup> grades enrolled at BCS have gone through a thorough records review, interview process, and ISEE (Independent School Entrance Exam) assessment, and therefore, academic preparedness is identified throughout this process.

Teachers are required to update and maintain gradebooks within 24 hours of assignments and assessments. If a teacher identifies a change in a student's typical academic or behavioral performance, teachers are required to communicate with both the child (when age appropriate) and their parents. Once parents are notified, the teacher works with the child and the parent to provide additional support and/or resources for the student.

Teachers review the student's full academic portfolio and meet with peers and division coordinators for additional suggestions and support.

The student will be considered as failing to meet grade level expectations if, after a nine-week period (or sooner):

1. K2 – K4: The preschool student is not performing age-appropriate developmental milestones according to Florida Early Learning and Developmental Standards which are the benchmark and standards used in Curriculum Trak.
2. K – 5: A student is not performing on grade level via the benchmarks identified on the Lower Division Grade Level Expectation Sheet.
3. A teacher recognizes a shift from typical behaviors to atypical behaviors and seeks immediate support.

The teacher will meet with the student (when age appropriate) and the parents to identify areas of concern. The teacher will attempt moderate accommodation for 4-6 weeks to track and collect data on the student's progress in the identified area(s) of concern.

When a preschool student continues to not meet developmental milestones, administration and teachers recommend consulting the pediatrician to rule out a medical issue. The administration will then suggest families contact a behavioral therapist or Hillsborough County Child Find who can evaluate, diagnose, and help families find services for children with delayed development or behavior concerns.

For students in K-12, the teacher will seek the help of administration/guidance counselor if there is not recognized improvement in the identified area(s) of concern to take the following steps as a response to intervention:

1. Additional assessment options/resources for more data collection
2. Provide parents with resources and materials to support their child at home
3. Identify additional moderate/reasonable accommodations (within a full classroom setting) not currently being used
4. Identify additional on campus personnel support (tutoring, 1:1, small group)
  - a. BCS does not offer support services.
  - b. Response To Intervention groups in LD (if offered/available)
5. Suggest outside tutoring options
6. Suggest outside counseling services/pastoral services
7. Educational evaluation from pediatrician and/or school psychologist
8. If a diagnosis and/or psychological/educational evaluation suggest accommodations, the school administration will meet with parents to determine if Bayshore Christian School is the best school to meet their child's needs.

A follow-up meeting with parents will be held to share the outcome of the suggested accommodations.

If a student continues to not meet grade level expectations or a minimum of a 2.0, outside assistance may be required. BCS encourages parents to seek support from their local public school through the support of a school psychologist, their pediatrician or behavioral therapist. BCS teachers and administrators will work with the public school to provide the RTI data and any other pertinent information.

If it is identified a student needs additional resources and/or accommodations not provided by BCS, the school administrator will speak with the parents about viable educational resources or alternative educational institutions better suited to meet the needs of their child.

If a parent will not seek the assistance of their local public school, pediatrician or behavioral therapist, the school administration will notify the parents of a timeline in which these expectations must be met or the relationship with the school will cease at a projected date, being cognizant of the student's age and needs.

## **MIDDLE AND UPPER DIVISION**

### **Course of Study - 6th through 8th Grades (Middle Division)**

Bible	Literature	Language Arts	Earth Science
Pre-Algebra	Algebra I (HS)	Life Science	Physical Science (HS)
U.S. History	World Studies	World Cultures	Physical Education
Performing Arts	Visual Arts	Spanish I (HS)*	Digital Info. Tech. (HS)

**Course of Study – Graduation Guidelines (High School)**

<b>Subject</b>	<b>Requirements</b>	<b>Courses</b>
<b>English</b>	4 credits (English I and English II are required with two additional years of higher-level English courses)	English I*, II*, III, IV, AP Language, AP Literature
<b>Mathematics</b>	4 credits (one must be Algebra I and one must be Geometry)	Algebra I*, Algebra II, Geometry*, Pre-Calculus, AP Calculus, Statistics and Probability, Math for College Readiness
<b>Science</b>	4 credits (2 years of a “lab” science and 2 other sciences)	Anatomy, AP Environmental Science, Biology*, Chemistry, Earth and Space Science, Forensic Science, Physics, Marine Biology
<b>Social Studies</b>	3 credits	World History or AP World History*, United States History or AP US History*, ½ Economics or AP Macro/Microeconomics*, ½ American Government or AP American Government*, AP Human Geography, Geography
<b>Physical Education</b>	½ credit (or ½ credit for 2 seasons of varsity sports)	Physical Education
<b>Health</b>	½ credit (HOPE class = both P.E. and Health credit)	Health
<b>Fine Arts</b>	1 credit	Performing Arts I, II, III, IV; Fine Arts I, II, III, IV; AP Art
<b>Foreign Language</b>	2 credits (credits must be earned in two or three consecutive school years)	Spanish I, II, III, IV
<b>Electives</b>	6 credits	Technology – Digital Multimedia I, Digital Multimedia 2, Web Design

**AP= Advanced Placement**

**\*Required Courses**

**Note:** All credits that are received for Bible will be applied toward the elective category.

**FLVS:** Students may request FLVS courses at the discretion of the college counselor. Students must consult with the college counselor prior to registering for a class. Students may not take courses on FLVS that are offered at BCS. All policies, academic and otherwise, apply to courses offered through FLVS. Study hall periods will not be created to facilitate FLVS classes. Students receiving SUFS funds are required to pay for the FLVS course- per semester.

**Study Hall** Student academic and behavior records are taken into consideration when approving non-academic courses such as Study Halls.

**Teacher Assistant** Students may request to serve as a teacher assistant during the student’s junior and/or senior year at the discretion of the college counselor. Freshmen and sophomores may request to serve as a teacher assistant if all schedule options have been exhausted. The students must have fulfilled all academic requirements and have no other academic options available to the student. Student academic and behavior records are taken into consideration when approving non-academic courses.

**NCAA Eligibility** The NCAA requires specific courses to be completed before a student’s 7<sup>th</sup> semester in high school, which is the end of the first semester of a student’s senior year, in order to be NCAA eligible. There are 10 core courses required, including seven in English, Math, or Natural Physical Science. The math courses required include Algebra I and above. Once a student begins his or her 7<sup>th</sup> semester, a student may not repeat or replace any of those ten courses to improve the student’s core course GPA, which is required to be 2.3 or higher. For more information, please visit <https://www.ncaa.org/student-athletes/play-division-i-sports>.

**Grading System/Scale**

Grades for most subjects will be on a numerical basis. For permanent record purposes, the grades of 9<sup>th</sup>-12<sup>th</sup> grade students will be tabulated each year on a 4.0 quality point scale as follows:

<u>Letter</u>	<u>Grade Value</u>	<u>Scale</u>
A	90 - 100	4.0
B	80 - 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	0 - 59	0.0

The school year is divided into four nine-week grading periods of approximately 45 days

each. A grade will be given in each subject taken each nine weeks. These grades are used to determine GPAs (Grade Point Average) for honor roll and probationary status.

### **Grade Calculations**

Semester and final grades are calculated and displayed on the student's transcripts as follows:

<u>1<sup>st</sup> Semester Grade</u>	<u>2<sup>nd</sup> Semester Grade</u>
1 <sup>st</sup> Quarter Grade x 40%	3 <sup>rd</sup> Quarter Grade x 40%
2 <sup>nd</sup> Quarter Grade x 40%	4 <sup>th</sup> Quarter Grade x 40%
1 <sup>st</sup> Semester Exam x 20%	2 <sup>nd</sup> Semester Exam x 20%

Credit is not given for any course if the final course grade is below 60.

**Progress reports** will be sent home via email for all students in grades K-12 at the midpoint of each grading period.

**High School Grading:** Semester grades are computed by averaging the two nine weeks' grades and the semester exam according to the calculations above. If the semester exam of a senior student is exempted, the average is computed by averaging the two nine weeks' grades equally.

Semester averages will be computed using the exact numerical grades recorded on the report cards. The semester GPA is used to determine the cumulative (overall) GPA and class rankings. Final grades are rounded as follows: .00-.49 is rounded down; .50-.99 is rounded up.

HCC (Hillsborough Community College) dual enrollment classes and AP (Advanced Placement) classes have an additional weight of 1.0 added to the semester GPA (not per nine weeks) for a grade of "C" or above. Students taking an AP class are required to take the AP final exam. Upper Division Honors classes have an additional weight of .05.

Two quarter grades per semester will calculate into a semester grade for high school classes.

Two semester grades for high school courses will *not* calculate into a final grade.

Final grades for lower and middle divisions will not calculate into a semester grade or final grade.

### **Advanced Placement Courses**

If a student does not take the AP exam, the student forfeits the AP class credit.

### **Graduation Guidelines**

Students must earn 24 credits, including 18 specific required courses in high school, and have a minimum 2.0 overall GPA. Academic electives are preferred.

To qualify as valedictorian or salutatorian, a student must have been at BCS for at least four consecutive semesters from the first day of the junior year. Determination is made at the end of the second semester of the senior year using the weighted average of all credit-



earning courses taken up to that date. FLVS courses must be completed, and transcript submitted to BCS by May 1<sup>st</sup>. Any instance of academic dishonesty that occurred during the course of high school studies shall disqualify a candidate from consideration of valedictorian or salutatorian. Students who are otherwise eligible to be valedictorian and/or salutatorian should be exemplary Faith Warriors, exhibiting traits of high character, academic integrity, and strong work ethic (Scholar, Leader, Faith Warrior). Decisions regarding the award of valedictorian and/or salutatorian are ultimately within the discretion of BCS administration.

Before seniors receive their diploma and participate in the graduation ceremony, all criteria must be met and all obligations to BCS fulfilled. If a student fails to pass the required courses or perform the required service hours, he/she will not be able to participate in the graduation ceremony. The student must make up all work before August 1<sup>st</sup> to receive a diploma. All seniors will be required to accumulate a minimum of 80 hours (5 hrs. per grading period x 4 yrs.) of community service through an approved non-profit group. Seniors should take either the SAT or ACT college entrance tests. All fees, charges, tuition, and monies raised for classes or projects must be reconciled prior to graduation and release of final transcripts.

### **Florida Bright Futures Scholarship Requirements**

The Florida Bright Futures programs (Florida Academic Scholar and Florida Medallion Scholar) have specific course, grade point average, service hours and SAT or ACT requirements. For the most current information visit <http://www.floridastudentfinancialaid.org/ssfad/bf/>. For further assistance please contact the school counselor.

### **Dual Enrollment**

Each year specific dual enrollment courses are taught on the BCS campus through Hillsborough Community College, allowing qualified students to complete college courses during their junior and senior years. These courses are given an additional weight of 1.0 and are subject to HCC admissions requirements. The student also receives college credit, as well as high school credit for these courses. Students who participate in Dual Enrollment are committed throughout **both** semesters of the school year. When two Dual Enrollment courses are offered per semester, the BCS student **must** take **both** HCC classes through BCS.

Dual Enrollment classes are not to be taken in place of BCS classes.

Dual Enrollment is a privilege at BCS.

Students are responsible for enrolling at HCC and requesting approval from the BCS Student Counselor, Christina Stenholm, before taking HCC courses. Visit [www.bayshorechristianschool.org](http://www.bayshorechristianschool.org), Academics, Guidance and Counseling for specific requirements.

\*Please note, HCC classes become an official document on the student's BCS and college transcript.

### **Online Classes**

Unless otherwise approved by the administration, in order to graduate from BCS, at least

75% of the core classes must be taken in a scheduled in-person BCS class. Online classes are only used to supplement student academics, not to take the place of a BCS course offered on campus.

### **Learning Management System**

Students are required to use Microsoft Teams/FACTS as a Learning Management System on their iPads as directed by their classroom teachers. All students will be trained in MS Teams/FACTS. Assignments, projects, assessments, classwork, homework, live chats, and live streaming will take place via Microsoft Teams.

### **Academic Standards**

Academic dishonesty is defined as any activity that tends to undermine the academic integrity of BCS. Academic dishonesty includes, but is not limited to, the following: cheating, fabrication, plagiarism, interference with other students' work, or facilitating academic dishonesty. An administrative review will occur in all instances of academic dishonesty. Consequences may include: partial/full loss of credit for the assignment, exam, or project that is the subject of academic dishonesty; loss of credit for the class that is the subject of academic dishonesty; removal from student leadership positions (student government, valedictorian, salutatorian); and /or any Category I, II, and III consequences as described in detail in Section 9 of this handbook (Conduct and Discipline). In instances of academic dishonesty regarding a specific assignment, exam, or project, students may or may not be allowed to redo such assignment, exam, or project with a reduced grade awarded. Academic standards apply to all in-person and virtual classes offered at BCS.

### **Artificial Intelligence (AI)**

Bayshore Christian School supports responsible experimentation with generative AI tools, but there are important things to think about when you use them. These include keeping information safe and private, following rules, respecting copyrights, and being honest in your schoolwork. Generative AI is changing fast, so the rules might change sometimes. It's important for students to stay updated.

Teachers might let students use tools like ChatGPT, but students have to make sure it's allowed. Before using these tools, students need to understand any rules or limits. Here are some things to remember:

- **Protecting Private Information:** Don't put secret or private information into AI tools that are available to the public. This could accidentally share information that should be kept private.
- **Taking Responsibility for Your Work:** Sometimes AI-generated work might not be correct or could include things that belong to someone else (like their words or ideas). Students are responsible for checking their work and making sure it's accurate and fair.
- **Citing Your Sources:** Just like when you use books or websites for information, you need to say where you got AI-generated work from. Not doing this is against the rules and is like cheating.
- **Getting Permission:** Before using new AI tools, students should talk to their teachers to make sure they're safe to use. Bayshore Christian wants to make sure any tools used are secure and protect students' privacy.

- Following Guidelines: Bayshore Christian has rules for using AI responsibly. Students should read and follow these rules to do their work the right way.

It's important to use AI in a way that's safe, fair, and follows the rules.

## Artificial Intelligence (AI) Framework (Traffic Light)

Green Light Statement	Yellow Light Statement	Red Light Statement
<p><b>Teacher Instructions:</b> Students are allowed to use advanced automated tools (such as ChatGPT or Dall-E 2) on this assignment if that use is properly documented and credited. Failure to acknowledge the AI-generated contributions will be treated as a violation of the Bayshore Christian School Handbook.</p> <p><b>Student:</b> I acknowledge and embrace the responsible use of AI as a tool for assistance in this assignment. I commit to utilizing AI in a manner that upholds academic integrity and originality, ensuring that my work reflects my own understanding and efforts. I understand that any undocumented use of AI in my assignment may lead to academic consequences in accordance with the Bayshore Christian School Handbook.</p>	<p><b>Teacher Instructions:</b> Students may use AI tools to help prepare for this assignment (e.g. Diagramming Moon Phases). Students must explain how AI tools informed their process and are responsible for the accuracy of the ideas that are used. Failure to acknowledge the AI-generated contributions will be treated as a violation of the Bayshore Christian School Handbook.</p> <p><b>Student:</b> I understand and commit to using AI tools responsibly for diagramming moon phases in this assignment. I will maintain academic integrity by ensuring that the content I produce reflects my own originality, while appropriately crediting and citing any AI-generated contributions. I recognize that any violation of these principles may result in academic consequences in accordance with the Bayshore Christian School Handbook.</p>	<p><b>Teacher Instructions:</b> Students are not allowed to use advanced automated tools (such as ChatGPT or Dall-E 2) on this assignment. Each student is expected to complete each assignment without assistance from others, including automated tools. Any violation will be addressed in accordance with the Bayshore Christian School Handbook.</p> <p><b>Student:</b> I affirm that I will not utilize AI tools or applications for any aspect of this assignment. I understand that the use of AI in my assignment is strictly prohibited and that any violation of this policy may result in academic consequences as outlined by the Bayshore Christian School Handbook. I commit to completing my assignments through my own efforts, ensuring academic integrity and the authenticity of my work.</p> <p><b>This also includes the College Board AP Policy and the Florida Virtual School Policy</b></p>

Faith Integration: Proverbs 2:6 “the Lord gives wisdom; from his mouth come knowledge and understanding.” Students and teachers are encouraged to seek wisdom and discernment when engaging with AI. Understanding the limitations and biases it may possess and employing it responsibly in ways that promote human flourishing.



### Academic Probation

Students not maintaining current grade level standards may be placed on academic probation. Parents will be notified, and the administration will review each case on a continuing basis. Students who do not maintain a 2.0 GPA in the “core” subjects (English, History, Math, and Science) will be considered for probation.

### Course Work

All course work shall follow the guidelines of the teacher syllabus for each specific class. Students will receive an incomplete (“I”) on their report card if the course work was not completed within the nine-week grading period, or longer if extenuating circumstances apply. The student is responsible for classwork/homework in all classes.

### Homework

Homework is defined as all additional assignments, or as a remedial activity, an enrichment

activity, part of special project, or long-term projects that may require extra time outside of class.

Students are expected to complete homework assignments on time. The time required to complete homework varies depending on the grade level of the student. If the assignment is posted on MS Teams/FACTS, it is expected to be turned in when the student returns to school unless communication is made with the subject area teacher. If it is not posted, the student has the number of days they were absent to turn in the assignment.

### **Exams**

Middle Division students will be given comprehensive exams over material covered during the quarter unless otherwise specified by the classroom teacher.

Eighth Grade students enrolled in high school courses and all high school students will be given exams in all major subjects including, but not limited to: Math, English, Science, Social Studies, Bible, Performing Arts, Visual Arts, PE, Foreign Language and Technology courses. These exams will be comprehensive exams over material covered during the semester.

Families should avoid making travel plans that conflict with the examination period. Only under extraordinary situations or due to illness will a student be given permission to take semester exams after the scheduled date. Students who do not adhere to this policy may forfeit the opportunity to take semester examinations, which will earn a grade of zero.

### **Exam Exemption:**

Students in 12<sup>th</sup> grade may exempt exams the second semester of their senior year. They must have an A average (90% or above), no unexcused absences, no more than 2 unexcused tardies, and no disciplinary issues for the entire school year to be eligible to exempt an exam. A student may not have an excessive number of excused absences, as determined by administration, in order to exempt an exam. Students having between 5-10 excused absences with appropriate documentation (i.e., doctor's note) per semester will be subject to administrative review under this policy. Students having more than 10 excused absences a semester do not qualify for exam exemptions under this policy.

Any student who has not met all financial and school obligations may not exempt an exam.

It is up to the individual teacher's discretion to decide whether certain classes are eligible for an exam exemption. Individual teachers also have discretion to set more stringent criteria for exam exemption.

Any make-up exams may be given as designated by the teacher or administration.

### **Honor Roll**

Honor Roll is a reward and recognition of academic achievement and exemplary behavior.

*Principal's Honor Roll:* All A's

*Honor Roll:* At least 4 A's and no grade lower than a B

### **Community Service**

BCS believes students should be involved in serving others. Middle Division students are

expected to accumulate 5 service hours per grading period (20 per year).

All Upper Division students will be required to accumulate a minimum of 80 hours of service during their four years of high school through an approved non-profit group. Details on approved service criteria for high school are available on the BCS website, under [Guidance and Counseling](#).

### **Drop/Add**

Dropping a class is handled on an individual basis as needed and must occur within the first two weeks of the semester in order to receive a W/D grade. Parents/students may request the administration in writing to drop/add a course. Requests to drop a high school class must be approved by administration, the school counselor, and the student's parent/s. Leaving a class after the first two weeks of the semester will result in an "F" grade. Separate, specific rules apply to dropping HCC dual-enrollment and Florida Virtual School classes.

Students qualifying to take an honors course have a two-week drop/add period to modify from honors to general education. Students who wish to take honors and who were enrolled in the general education course have a two week drop/add period to modify from general to honors. All adjustments to a student's schedule must be approved within the two-week period by the administration, the school counselor, and a parent.

### **Bible Teaching/Chapel**

The fundamental spiritual basis of BCS is the belief that the Bible is inspired by the Holy Spirit and is the infallible Word of God. Students study the Bible and attend weekly chapel to learn Bible content, Christian principles, and how to apply the Word of God and Christian principles to their lives.

Bible is the foundational subject at Bayshore Christian School. The New International Version (NIV) of the Bible is used in Bible courses.

Inspirational chapel services are held weekly, during which time the students learn, sing, and hear testimonies and character-building messages from the Word of God.

### **Physical Education Requirements**

To satisfy high school Physical Education requirements, students are required to take the HOPE class or participate in two varsity seasons plus a semester of Health.

Middle and Upper Division students who take physical education will "dress out" for P.E. classes (6<sup>th</sup> – 12<sup>th</sup> only). Approved excuses must be provided when a student does not dress out. Students wearing apparel other than the approved uniform will be considered not "dressed out." Each time a student is not dressed out and it is unexcused, a zero will be given for the day in P.E. class. Students must dress out at least 85% of the time in order to pass P.E. Only a doctor's excuse is permitted for allowing a student not to dress out for prolonged periods.

Only approved P.E. uniforms are permitted. P.E. uniforms must be ordered from Lands' End.

### **Testing Program**

National achievement tests (the Iowa Basic Battery) are administered to grades K5-8<sup>th</sup> each year in the Spring. This is a week-long test. Students who are absent during that week will not be able to make up the test. Testing results are e-mailed home at the beginning of the summer.

### **College Placement and Testing**

As a student begins to prepare for college, the BCS guidance office will provide assistance in planning for college selection, entrance, scholarships, and financial aid. Students are required to take the Preliminary Scholastic Aptitude Test (PSAT) in 8<sup>th</sup>-11<sup>th</sup> grades. Students are encouraged to take both the SAT and the ACT. The ASVAB is given to juniors and/or seniors to help them in the selection of college majors and careers. They are also counseled as to whether to pursue dual enrollment opportunities.

### **Identifying Students with Learning Differences**

The school has a procedure for identifying students whom it can no longer effectively serve and for counseling the student and his/her parents in their search for a more suitable schooling option.

The admissions and enrollment protocol are the first step in identifying students Bayshore Christian School can effectively serve. Students in preschool through 5<sup>th</sup> grade go through an interview and assessment for preschool and primary readiness. Students in 6<sup>th</sup> through 12<sup>th</sup> grades enrolled at BCS have gone through a thorough records review, interview process and ISEE (Independent School Entrance Exam) assessment, and therefore, academic preparedness is identified throughout this process.

Teachers are required to update and maintain gradebooks within 24 hours of assignments and assessments. If a teacher identifies a change in a student's typical academic or behavioral performance, teachers are required to communicate with both the child (when age appropriate) and their parents.

Bayshore has a formal communication resource via FACTS. Parents receive mid-term progress reports and quarter/semester report cards. Students and parents have complete access to the student's gradebook and behavior records in all courses and subject areas.

Once parents are notified, the teacher works with the child and the parent to provide additional support and/or resources for the student.

Teachers are encouraged to review the student's full academic portfolio and meet with peers and division coordinators for additional suggestions and support.

The student will be considered as failing to meet grade level expectations if, after a nine-week period (or sooner):

1. K2 – K4: The preschool student is not performing age-appropriate developmental milestones according to Florida Early Learning and Developmental Standards which are the benchmark and standards BCS uses in the preschool Curriculum Trak.
2. K – 5: A student is not performing on grade level via the benchmarks identified on Lower Division Grade Level Expectation Sheet.
3. 6 – 12: A student is not maintaining a GPA of 2.0 in their coursework.

4. A teacher recognizes a shift from typical behaviors to atypical behaviors and seeks immediate support.

The teacher will meet with the student (when age appropriate) and the parents to identify areas of concern. The teacher will attempt moderate accommodation for 4-6 weeks to track and collect data on the student's progress in the identified area(s) of concern.

For students in K-12, the teacher will seek the help of administration/guidance counselor if there is not recognized improvement in the identified area(s) of concern to take the following steps as a response to intervention:

1. Additional assessment options/resources for more data collection
2. Provide parents with resources and materials to support their child at home
3. Identify additional moderate/reasonable accommodations (within a full classroom setting) not currently being used
4. Identify additional on campus personnel support (tutoring, 1:1, small group)
  - a. BCS does not offer support services.
  - b. Response To Intervention groups in LD (if offered/available)
5. Suggest outside tutoring options
6. Suggest outside counseling services/pastoral services
7. Educational evaluation from pediatrician and/or school psychologist
8. If a diagnosis and/or psychological/educational evaluation suggest accommodations, the school administration will meet with parents to determine if Bayshore Christian School is the best school to meet their child's needs.

A follow-up meeting with parents will be held to share the outcome of the suggested accommodations.

If a student continues to not meet grade level expectations or a minimum of a 2.0, outside assistance may be required. BCS encourages parents to seek support from their local public school through the support of a school psychologist, and/or their pediatrician or behavioral therapist. BCS teachers and administrators will work with the public school to provide the RTI data and any other pertinent information.

If it is identified a student needs additional resources and/or accommodations not provided by BCS, the school administrator will speak with the parents about viable educational resources or alternative educational institutions better suited to meet the needs of their child.

If a parent will not seek the assistance of their local public school, pediatrician or behavioral therapist, the school administration will notify the parents of a timeline in which these expectations must be met or the relationship with the school will cease at a projected date being cognizant of the student's age and needs.

#### **4. HONOR SOCIETIES**

BCS has charters in seven honor societies. Membership into honor societies is by induction for students meeting the specified qualifications. Also, all honor society students should

demonstrate good behavior, character, leadership, and service. In communication with faculty, school administration may identify students who should not be in an honor society. There are fees associated with each honor society. Parents/Guardians are responsible for payment of such fees.

**National Honor Society** is for students in grades 10 – 12. Students must exemplify the BCS Honor Code. Students must have a 3.5+ cumulative, weighted GPA, plus outstanding leadership, character, and service. They may not have any grades below C on their quarter grades or semester exams. Students who make a D or an F in a class, after induction to the NHS, must immediately make up the grade within the following semester/summer. If the grade is not replaced, the student will no longer be eligible for membership in the NHS. Students must have regular attendance. They cannot have excessive tardies or any discipline issues. Students must actively participate in NHS activities in order to graduate with the NHS regalia. NHS dues are \$50 per year.

**National Junior Honor Society** has the same requirements as National Honor Society for students in 7<sup>th</sup> – 9<sup>th</sup> grade. NJHS dues are \$25 per year.

**National English Honor Society**: The student must have attended the school for the equivalent of one semester prior to being considered or have been a member of the ELA Honor Society in their final year of middle school. If special circumstances merit, the Faculty Advisory Council may waive the semester regulation. The student must have completed the equivalent of two semesters of English prior to induction as a member or have been a member of the ELA Honor Society in their final year of middle school. The student must have a minimum overall and English grade point average of a 3.5 (on a 4.0 scale) or equivalent standard of excellence prior to induction as a member. Inductees will be charged a \$30 induction fee and will pay a \$15 annual fee after the first year.

**Sociedad Hispanica Honoraria** is for students in grades 9 – 12 currently enrolled in Spanish II or higher, with a minimum GPA of 3.5 in Spanish course work. Students should have a minimum cumulative GPA of 3.0. The students should have no discipline or attendance issues. SHH dues are \$25 per year.

**National Technology Honor Society** was formed to recognize outstanding student achievement in technical education. Candidates must have taken three computer classes and have maintained a 3.5 GPA in those classes. Students should have a minimum cumulative GPA of 3.0. The students should have no discipline or attendance issues. NTHS dues are \$25 per year.

**Mu Alpha Theta (Math Honor Society)**: Members must be high school students in grades 9 through 12. Members must be registered with Mu Alpha Theta at the school at which their permanent records reside. Members must have completed the equivalent of two years of college preparatory mathematics, including algebra and/or geometry, and have completed or are enrolled in a third year of college preparatory mathematics which does not include Liberal Arts Mathematics or Mathematics for College Readiness. On the 4-point grading scale, members must have at least a 3.5 math grade point average. MUAT dues are \$25 per year.

**Quill and Scroll** is for Journalism students in grades 11 and 12 who are in the top one-third of their classes academically and have done superior journalism work or school publications work. Students should have a minimum cumulative GPA of 3.0. Quill and



Scroll dues are \$25 per year.

Prior to induction, all potential candidates must be reviewed by faculty and administration. Students are expected to maintain the standards of each honor society. Students removed from honor societies during their senior year will not be listed on the graduation program as members of the societies and will not wear honor society cords.

## **5. ATTENDANCE REQUIREMENTS**

[Rule 6A-1.09512, F.A.C.](#) - In order to meet the compulsory attendance requirements, a child must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level: The hourly equivalent for kindergarten through grade 3 is 720 instructional hours and 900 instructional hours for students in grades 4 through grade 12.

Florida law (Section 1003.436, Florida Statute) defines a full credit as a minimum of 135 hours of bona fide instruction in a designated course of study. This language, which is related to high school graduation, represents an instructional design and should not be interpreted to mean that a student who is in attendance for fewer than 135 actual hours of instruction should automatically be denied credit for a course. However, state law does not prohibit school district boards from imposing an academic penalty related to student attendance.

All attendance policies apply to both in-person and online classes.

### **To Be Counted Present**

For K-12<sup>th</sup> grade students for a school day, the student must be present for at least one half of his or her scheduled classes for that day, except if involved in a school-related activity. A student must be in attendance for at least one half of his or her scheduled classes to be eligible and participate in extra-curricular activities for that day unless approved by the administration. This includes meetings, practices, and/or games.

### **Tardies**

#### *To School:*

Students in grades K2 through 5th grade must be in their classroom by 8:15 am to be considered on time. Students who are not in their classroom by 8:15 am are considered tardy. Tardiness will be monitored by the administration. If a student arrives at school after 8:15 am, he/she must obtain an admission slip from the school office before being admitted to the classroom.

Students in the Middle and Upper Division are expected to be in their first class by 8:00 am in order to be considered on time. Students who are not in their class by 8:00 am are considered tardy. Parents are expected to ensure that students arrive on time. Tardies will be monitored by the administration. If a student arrives at school after classes have begun, including Chapel, he/she must obtain an admission slip from the school office before being

admitted to the classroom. Students participating in Dual Enrollment classes must be on time for their second period class or Chapel.

*To Class:*

A student arriving after the start of class is considered tardy. Any student who is late for any class must go to the office before being admitted to the classroom.

Excessive unexcused tardies may result in the following:

- |                                  |   |
|----------------------------------|---|
| 3 <sup>rd</sup> unexcused tardy: | Parents notified via email from Administration            |
| Five or more unexcused tardies:  | Parents notified by Administration and possible detention |

Excessive unexcused tardies may result in academic penalties or additional disciplinary action, and an administrative conference with the parent and student.

**Excused Absences**

The following shall constitute a valid excused absence for non-attendance of part or all of a day for a student at school, provided satisfactory evidence of the excuse is given to the school office in writing within 24 hours of the student’s return to campus: death, illness or injury within the immediate family; instances where attendance by the student would be hazardous; acts of God; school-related activities; student illness or injury with an accompanying doctor’s note; verified doctor appointment with an accompanying doctor’s note; college visit (3 per year for 11<sup>th</sup> & 12<sup>th</sup> grades). Parents must notify the school office prior to 9 a.m. on the day of the absence.

The school strongly encourages appointments to be made outside of normal class time. All schoolwork must be kept current. Family vacations are not considered excused absences and should be limited to school holidays: Thanksgiving, Christmas, and Spring Break. Prior approval is required for extended absences.

**Unexcused Absences**

The day the student returns to school, parents must communicate with the school office explaining why the student has been absent from school. Any reason other than the reasons listed in the “Excused Absences” section constitutes an unexcused absence.

**Excessive Absences**

In order for students to gain the most in school, they must be in regular attendance. Excessive absences (excused or unexcused) could place promotion and/or re-enrollment in jeopardy. In addition, the student could be withdrawn from their state scholarship program, if applicable.

A student who misses 15% or more of their class time in an academic semester is considered excessively absent. Consequences for excessive absences include, but are not limited to, parent conferences, detention, suspension, dismissal, and/or grade retention. A student with a history of excessive absences may become ineligible to re-enroll in BCS. In cases of extended illness or injury, a parent may be required to submit a written statement from a doctor indicating the dates and reasons for the student’s inability to attend classes.

Any student who is absent more than 20% of their academic year (excused or unexcused) may not be promoted to the next grade level or pass the course. Any exception to this policy must be approved by the Administration.

### **Notice of Planned Absence:**

*A notice of planned absence is not automatically an excused absence. Please review the Excused Absences section above for details.*

Any reason for absenteeism other than those listed above must be approved one week in advance, including a college visit. Students should turn in a completed "Notice of Planned Absence" form with the parent's signature, to Ms. Kolbe for administrative approval. This form can be obtained in the school office and is available in the "Resource Documents" section of the Family Portal. The purpose of the Notice of Planned Absence form is to ensure that assignments are acquired and necessary arrangements are made **prior** to the scheduled absence. In the event that student assignments can be obtained from the FACTS Family Portal system/Microsoft Teams, a Notice of Planned Absence form is still required.

Students will be encouraged to do their work in advance of the absence if possible. If major assignments will be missed, arrangements should be made prior to the absence. All projects, papers, or tests should be turned in prior to the absence unless special arrangements are made with the teacher. A request for absence submitted less than one week in advance will be denied unless there are extenuating circumstances.

### **Leaving School Early**

A student will be allowed to leave school early when a parent calls the school on the day he/she is to leave early, or when a parent comes into the office to sign the student out. All students who leave campus for part of a day must have a parent sign them out in the office. Upon return, the parent must sign them in. Absences from class will follow the "Attendance Requirement" guidelines to determine excused or unexcused status.

### **Working Students**

Students holding a part-time job are not allowed to miss/skip co-curricular school field trips, programs, or other required events for work purposes.

### **Work Missed**

Parents and students should check the FACTS Family Portal and MS Teams for work assignments and upcoming tests/quizzes. It is the student's responsibility to obtain class notes and make-up work.

An unexcused or incomplete homework assignment may be recorded as a zero. Any continued recurrence may result in a parental conference for suitable corrective alternatives.

Students are expected to complete homework assignments on time. The time required to complete homework varies depending on the grade level of the student. If the assignment is posted on the FACTS Family Portal or Microsoft Teams, it is expected to be turned in when the student returns to school unless communication is made with the subject area teacher. If it is not posted, the student has the number of days they were absent to turn in

the assignment.

Any student who checks out of class before half of the class is over for any reason other than medical emergencies or school-related activities will not be given credit for attending.

If a student's absence is excused, work may be made up and tests rescheduled. It is the student's responsibility to make arrangements with the teacher to make up the work or schedule make-up tests. If a student's absence is unexcused, work due and tests given the day of the absence may not be made up, and the student may receive zeros for this work.

## **6. BAYSHORE CARES - BEFORE AND AFTERSCHOOL CARE**

Bayshore Christian School is pleased to offer a variety of programs that offer safe supervision to students in various divisions. Some options are complimentary, and some options carry a charge. Please choose accordingly.

\*For the purposes of this document, "Parent" signifies Parent, Guardian, or Authorized Transportation Pickup (Information must be updated in FACTS Family/Parent Portal to reflect all Authorized Transportation Pickup Persons. Please access "Web Forms" through your FACTS Parents Portal account to update any necessary information.)

### **Before School: K2 – 5<sup>th</sup> grade**

**Please note: Use car drop-off lane and please stay in your car. All students MUST enter the breezeway/crosswalk area in the large parking lot.** Please do not use the shoulder of MacDill Avenue, the small parking lot in front of the Office, or the grass/Staff parking spaces near the entrance/exit of the parking lot for dropping off purposes. Please do not park your car in the main parking lot to walk your child/ren to the breezeway. Use the carline and stay in your vehicle. Please obey all posted directional signs for the **SAFETY OF ALL.**

### **Classrooms open at 8:00 am, and attendance is taken at 8:15 am.**

Students arriving between 7:00 and 7:45 am will enter the Before School Care Program (time will be noted and FACTS account will be charged accordingly). Students arriving from 7:45 – 8:00 am will be supervised until classrooms open at 8:00 am. Students arriving between 8:00 and 8:15 am will enter their classroom directly. Attendance is taken promptly at 8:15 am.

\*Before School Care Program begins at 7:00 am on each scheduled school day, unless otherwise noted or communicated. Special programming will be advertised (additional charges may apply).

Before School Care charges are published on the school's website.

### **After School: K2 - 8<sup>th</sup>**

**Please note: All students MUST exit at the breezeway/crosswalk area in the large parking lot.** Please do not use the shoulder of MacDill Avenue, the small parking lot in front of the Office, or the grass/Staff parking spaces near the entrance/exit of the parking lot for picking up purposes. Please obey all posted directional signs for the **SAFETY OF ALL.**

**Early Childhood dismissal at 2:30 pm**

**Lower Division dismissal at 2:45 pm**

**Middle Division dismissal at 3:00 pm**

- Students may be picked up at dismissal time. If Parent is picking student up early, student **MUST** be signed out in the Office.
- If a student is not picked up within 15 minutes of dismissal time, the student will go to After School Care. The FACTS account will be charged accordingly (beginning at 3:01 pm).
  - Early Childhood Division students will go to the After School Care Program if not picked up by 2:45 pm.
  - Lower Division students will go to the After School Care Program if not picked up at 3:00 pm.
  - Middle Division Students will go to the After School Care Program if not picked up by 3:15 pm.
- Parents **MUST** sign out student from After School Care Program at the car drop-off lane. Preschool parents must use the lane closest to the building. Please stay in your car, be ready with your I.D., and show your BCS Name Tag on the windshield. The After School Care Sign-Out Staff will call for your child and help your child to the car.

\*Bayshore Christian School provides space for outside vendors (Soccer Shots®, Techie Kids Club, Bricks4Kidz®, Music Lessons, Tutoring Sessions, etc.) that may have their own cost associated. Please note:

- If a vendor-sponsored activity *begins during* the “30-minute grace period,” After School Care charges will not be billed to FACTS account.
- If a vendor-sponsored activity *begins after* the “30-minute grace period,” After School Care charges will be billed to FACTS account.
- Parent **MUST** pick up student in the carline like the After School Care procedure at the scheduled ending time of the activity.
- If the parent does not pick up student at scheduled ending time, After School Care charges will be billed to FACTS account.

The After School Care Program ends at 6:00 pm sharp on each scheduled school day, unless otherwise noted or communicated. Special programming will be advertised, and additional charges may apply.

After School Care charges are published on the school’s website.

## **7. ATHLETICS**

### **TBCAL (Tampa Bay Christian Athletic League)**

Students in 4<sup>th</sup> – 8<sup>th</sup> grades may participate in various co-ed athletics through TBCAL. These athletic offerings may vary from year to year. Students must maintain all academic

and behavioral expectations in order to participate in TBCAL. Failing grades and inappropriate behavior may result in a student not participating in the sports season as a whole or individual contests. **Participating in TBCAL is earned.** Not all students who try out are guaranteed to make the team.

### **FHSAA (Florida High School Athletic Association)**

Students in 7<sup>th</sup> – 12<sup>th</sup> grades may participate in various athletics through FHSAA. These athletic offerings may vary from year to year. Failing grades and inappropriate behavior may result in a student not participating in the sports season as a whole or individual contests. **Participating in FHSAA is earned.** Not all students who tryout are guaranteed to make the team.

### **Athletic Academic Eligibility (extra-curricular)**

To participate in extracurricular activities, students must meet or surpass FHSAA academic standards. Student athletes must be able to maintain passing grades in all classes to remain eligible for athletics.

Each semester's grade report determines eligibility for the following semester. If a student has a passing grade in all classes and a GPA of 2.0 or higher, he/she is eligible to participate. If a student has a failing grade in one or more classes, he/she may be ineligible to participate for the duration of the following semester, even if the GPA is 2.0 or higher.

A student will be required to make up a failed semester to regain eligibility. A student may raise or lower his/her cumulative GPA by attending summer school or its graded equivalent if:

1. The summer school or its graded equivalent is regularly scheduled and regularly organized under the direction of a district school board or private school;
2. All coursework taken by the student is completed before the first day of classes in the subsequent semester; and
3. All courses taken by the student, in which he/she receives a grade, whether during the regular academic year or summer school, or its graded equivalent, must be used to calculate the student's cumulative GPA. The repeated semester work will be used for athletic eligibility purposes only. The grade will be posted on the student's transcript.

Any student ineligible to play is ineligible to practice or work out with the team.

### **NIL (Name, Image, Likeness)**

FHSAA policy prohibits any school involvement with NIL. Therefore, student eligibility related to NIL is the responsibility of the athlete and parent.

Student-athletes are prohibited from monetizing their name, image, and likeness with the use of Bayshore Christian's uniform, equipment, logo, or name, as well as proprietary

patents, products and/or copyrights associated with the FHSAA, either in public, print or social media platforms, unless granted authorization by prior written consent from the school or the FHSAA.

## **ATHLETIC FORMS**

Prior to participating on a team at Bayshore Christian School, athletes must provide the Athletic Department with the following:

- BCS Student Participation and Parental Approval Form
- BCS Medical Release Form
- FHSAA GA4 Form
- FHSAA Pre-participation Physical (EL2)
- FHSAA Pre-participation Consent Form (EL3)
- BCS Athletic Conduct Policy Form
- FHSAA Pre-participation Video Certificates (Heat Illness, Cardiac Arrest, Concussion) <https://nfhslearn.com/courses>

To streamline this process, Bayshore Christian School has moved to an online data entry system. This information needs to be updated each academic year. BCS recommends this process be completed before the new academic year starts for incoming and returning students. Please note, medical forms required by the FHSAA are good for one calendar year. To enter your information, visit [www.swol123.net](http://www.swol123.net). For directions regarding this process, please follow instructions on the Bayshore Christian School website, under Student Life/Athletics.

If you have any questions, please contact [akolbe@bayshorechristianschool.org](mailto:akolbe@bayshorechristianschool.org) for assistance.

## **8. STUDENT HEALTH SERVICES**

### **School Clinic**

The school clinic, known as the “sick room,” is equipped for many situations. Ill students are provided a room with a medical bed to keep them comfortable while waiting for pick-up. The bed uses paper linens for cleanliness. The bed is wiped clean with disinfectant wipes between student visits and at the end of the day. Isolated students are supervised by a school secretary certified in first aid and CPR. All clinic visits are recorded in FACTS SIS under the student’s medical event log.

### **Medications**

Students are not allowed to have medication, over the counter or prescriptions, with them in the classroom. BCS is required by the Florida Statutes 232.46 and 230.0316 to have written permission from a guardian or parent before medications are dispersed.

Medications must be in the original packaging. Prescription medications must be in the prescription container with date, dosage, and name of drug, student and physician's names clearly marked. Medications should be sent to school with a responsible adult.

Parents must come to the office to complete a medication form if students are required to take medications during the school day. The medication form is also available in the "Resources Documents" section of the Family Portal. A new form is needed for any changes in the disbursement or name of drugs. Medications are kept in a locked cabinet within the school office.

Emergency medications are stored where they can be easily accessed by faculty and staff should the need arise. Parents must communicate with the school office about any changes to their child's conditions requiring emergency medications. During field trips, emergency medications are transported by BCS staff members and returned to school at the end of the trip.

## **ILLNESS POLICY**

Students with signs and/or symptoms indicating the possible presence of a communicable or infectious disease will be isolated from other students. The parent or guardian will be contacted in order to take the student home. The student will be readmitted with a written statement from a physician, advanced registered nurse practitioner, or physician assistant, and/or the student is free of signs and symptoms for at least 24 hours before returning to school.

Symptoms of communicable or infectious diseases include, but are not limited to, the following:

- Fever of 100.4 or above
- Chills
- Cough or wheezing
- Shortness of Breath or difficulty breathing
- Fatigue/Malaise
- Muscle or body ache
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Rash
- Abdominal pain
- Irritation/Redness of eye

## **LICE**



Students with head lice will be isolated in the school clinic while waiting for parental pick up. Students are kept out of school until fully treated at home and nit-free. Students may return after passing additional inspection.

## **9. COMMUNICATION**

Parents and students are encouraged to subscribe to the school calendar at [www.bayshorechristianschool.org](http://www.bayshorechristianschool.org) to stay up to date with current events and activities.

Parents and students are encouraged to communicate by email to reach faculty and staff. Faculty and staff will return phone calls and emails during planning periods and after their instructional day within 24 hours during the school week. Parents are discouraged from creating text communication with faculty and staff. Preschool-8<sup>th</sup> grade will be using Class DOJO to share class pictures with parents. Preschool will use Class DOJO to communicate informal one-way communication. All other communication should occur via email, written or phone.

### **CIVILITY STATEMENT**

In order to provide a safe, caring, and orderly environment, BCS expects **CIVILITY** from **ALL** who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities that **ALL** need to demonstrate in promoting an educational environment free from disruptions, harassment, bullying and aggressive actions.

### **UNACCEPTABLE BEHAVIOR**

- ❖ Behaviors which interfere with or threaten to interfere with school activities
- ❖ Using offensive language or profanity
- ❖ Intimidating, harassing, bullying and inappropriate display of temper
- ❖ Threatening verbal or physical harm
- ❖ Threatening, abusive, or obscene telephone conversations, written communications, electronic mail, or voice mail

#### **Student Recourse:**

Any student subjected to unacceptable behavior may bring his or her concerns to the attention of a BCS teacher or administrator who will follow established procedures for review and resolution of the reported incident.

#### **Parents & Members of the Public Recourse:**

Any individual subjected to unacceptable behavior may bring his or her concerns to the attention of an immediate supervisor/administrator-in-charge who will follow established procedures for review and resolution of the incident.

#### **BCS Employee Recourse:**

Any employee subjected to unacceptable behavior may bring his or her concerns to the attention of the authorities/immediate supervisor who will follow established procedures for review and resolution of the reported incident.

## 10. COMPUTER USE/iPads

All K5 – 12<sup>th</sup> grade students will be issued an iPad for academic use. Internet connected computers are also available on campus for research, project-based learning, coursework, and eBook connections. Students will receive instructions prior to use. Filtering software is enabled on all campus computers and wireless networks in order to minimize the risk of exposure to inappropriate material. Students using iPads and/or electronic devices on campus must use the school Wi-Fi connection. Using a personal hot spot or Wi-Fi service connection will result in having the device confiscated. The student will then be disciplined according to policy. Virus protection software is used and updated regularly.

Downloading inappropriate information or changing any computer settings will be considered vandalizing school property. Students involved will be disciplined and use of a school computer could be suspended or terminated.

Students will use the internet for educational purposes only. Students will not copy information into assignments and fail to acknowledge the source (plagiarism and copyright infringement). Downloading materials or images not relevant to their studies is in direct breach of the school's acceptable use policy.

Misuse of the internet may result in disciplinary action, including written warnings, withdrawal of access privileges and in extreme cases, suspension, or expulsion. Parents and students must sign an agreement form prior to computer/iPad use.

**Electronic Devices:** iPads and/or electronic devices should be used in class as part of classroom curriculum or outside of class for academic work/study purposes. Parental communication during school hours is only permitted via the phone in the school office. If a student misuses any electronic device during school hours, the device will be collected by a teacher or administrator and turned into the school office. On the first violation, the student may pick up the electronic device in the office after school. For subsequent violations of the policy, the parent or guardian must come into the office to retrieve the electronic device.

**Network/Internet Access Policy:** Students may not violate the personal rights of others in any school situation where a reasonable expectation of privacy exists. These locations and circumstances include, but are not limited to, locker rooms, restrooms, and any other area where students or others may change or be in any stage of disrobing or changing clothes. This expectation of privacy includes no passive recording where a device might be left so that students may not be aware that their image and/or voice is being recorded.

Active or intended image capture/recording anywhere on campus during school hours, either indoors or outdoors, is prohibited without administrative approval. Active image refers to still or moving images obtained by a photographic device (camera, video, CCTV, camera-enhanced smart phone, iPad/tablet, or computer of any kind from current or future technologies). In addition, uploading of said images to any social networking site is strictly prohibited without administrative approval.

**Prohibited Devices:** Smart watches, cell phones, or other wearable or handheld electronic devices are not conducive to a serious learning environment, and they are prohibited during

the school day. Once on campus, all phones must be turned off and all earbuds, headphones, and any other listening devices must be removed and put away. Phones and wearable devices will be confiscated by the teacher if seen and remitted to administration. The first offense will be a warning. The second offense will be confiscation and afterschool/weekend detention. Further consequences include the need for parents to pick up the device and disciplinary referrals.

**iPad Usage:** Each BCS student in grades K5-12 is issued an iPad for academic use. These devices are issued pursuant to a yearly agreement between the parent, student, and the school. Each iPad is the property of BCS, and parent/student accepts full and complete responsibility for the care and custody of their issued device for the duration of the school year. The intended use of the iPad is for academic purposes; iPads shall be used solely for this intended purpose at all times (whether on campus or off campus).

Refer to User Agreement per iPad issued. iPads needing to be replaced may take up to 3 school days.

The iPad is to be brought to school each day for academic use. The iPad should be on campus, fully charged, at the start of each academic day. Should a student forget or neglect to bring the iPad to school, or should the student fail to bring the iPad to campus fully charged, student could receive an academic consequence.

While using the iPad on campus, students must keep their issued device in their immediate personal possession and control or secured in their assigned locker on campus.

#### **10a. Blended Learning: COVID-19/Emergency School Closure**

Should the need arise, blended learning pace is determined by the instructor based on students' needs and level of understanding.

Be prepared for a full day of instruction, which may include live streaming of synchronous instruction and/or e-learning with structure provided by the teacher. Time may be allotted for independent classwork, group work and/or assessments. Homework may or may not be assigned outside of the class period.

### **11. CONDUCT AND DISCIPLINE**

One of the chief components of discipline at BCS is the understanding that the school is not the primary discipline provider of any student. Parents are the primary discipline providers for their own children. However, by attending BCS and agreeing to uphold the philosophy, mission, and policies of the school, each student has placed himself/herself under the school's authority, rules, and policies. When students enroll at BCS, they agree to abide by the standards of the school *on and off campus*, including during domestic and international school-sponsored travel.

BCS will enforce discipline from a Biblical standpoint. The school strives to have a society that reflects Christ-like behavior. All students should understand and abide by the effort to enforce Biblical discipline.

#### **The Honor Code**

The Honor Code encompasses six main areas: lying, cheating, stealing, defaming others, intentionally damaging the property of another, or remaining silent while having knowledge of these actions. In the BCS community, lying, cheating, stealing, defaming others, intentionally damaging the property of others, or remaining silent while having knowledge of these actions will not be tolerated.

**Lying:** A person lying or purposely misrepresenting the truth violates the Honor Code.

**Cheating:** A person giving or receiving unauthorized help on a test or graded assignment or a person submitting the work of another as his/her own work (plagiarism) violates the Honor Code.

**Stealing:** A person taking belongings or materials which are the property of another violates the Honor Code.

**Defaming Others:** A person writing or speaking with malicious intent to unjustly injure a person's reputation violates the Honor Code. Malicious intent is the deliberate attempt and plan to do harm. This includes all communication sent via text message and social media outlets. (Online bullying and sexting are examples of defaming others.)

**Intentionally damaging the property of another:** A person deliberately and intentionally causing damage to property of the school, the property of the faculty and staff and administration, or the property of his/her fellow students violates the Honor Code.

**Remaining silent while having knowledge of these actions:** When someone has personal knowledge of Honor Code violations, they are obligated to inform the proper authority (teacher, coach, administrator, etc.)

### **Sexual Misconduct:**

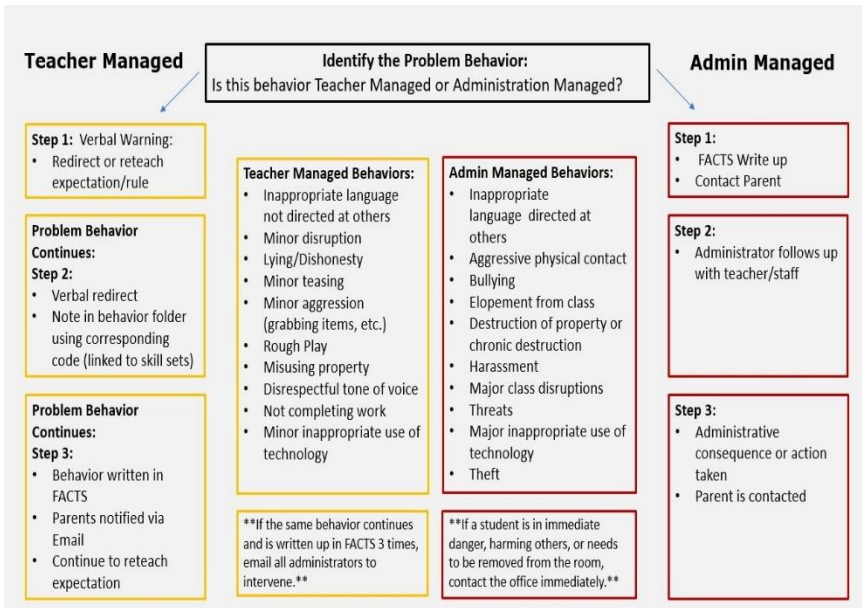
- Any non-consensual interaction of a sexual nature with another.
- Any consensual sexual relations and/or conduct by students, whether on or off campus.

**Public Displays of Affection:** Kissing, hand holding, clinging, hugging, and any and all other displays of romantic affection are not appropriate to the academic setting. The first offense will be a warning. A second reminder in this regard will result in a parental call, conference, or disciplinary action.

### **Problem Behaviors, Management of Problem Behaviors, and Consequences for Problem Behaviors**

It is imperative for parents and students to understand and identify the types of problem behaviors and know who manages these behaviors. Please review the chart below:

#### **Early Childhood and Lower Division**



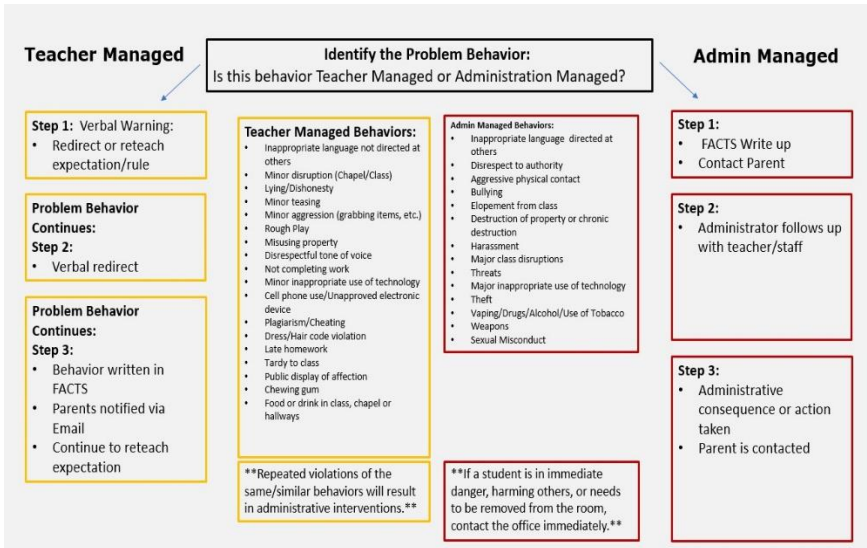
Students are expected to follow directions, be attentive in a large group, work without disturbing others, complete work in assigned time, complete homework, cooperate with others, take care of school property, respects others and be courteous, practice self-control, respect authority, follow basic safety rules, follow technology expectations, be prepared for class, and have appropriate lunch behavior and appropriate chapel behavior.

These expected behaviors are linked to skill sets as seen on student report cards. Failure to follow these expected behaviors and skill sets impact the classroom and educational experience for the student, the teacher, and the entire class.

Here is how teacher-managed behaviors are connected to student classroom behavior and skill set expectations as seen on student report cards:

Teacher Managed Behaviors	Corresponding Skill Set on Report Card
Inappropriate language not directed at others	<ul style="list-style-type: none"> <li>Practices Self Control</li> </ul>
Minor disruption	<ul style="list-style-type: none"> <li>Follows Directions, Is Attentive in a Large Group, Works Without Disturbing Others, Practices Self Control</li> </ul>
Lying/Dishonesty	<ul style="list-style-type: none"> <li>Respects Others and is Courteous, Practices Self Control, Respects Authority</li> </ul>
Minor teasing	<ul style="list-style-type: none"> <li>Respects Others and is Courteous, Practices Self Control</li> </ul>
Minor aggression (grabbing items, etc.)	<ul style="list-style-type: none"> <li>Respects Others and is Courteous, Practices Self Control, Follows Basic Safety Rules</li> </ul>
Rough Play	<ul style="list-style-type: none"> <li>Respects Others and is Courteous, Practices Self Control, Follows Basic Safety Rules</li> </ul>
Misusing property	<ul style="list-style-type: none"> <li>Takes Care of School Property</li> </ul>
Disrespectful tone of voice	<ul style="list-style-type: none"> <li>Respects Others and is Courteous, Practices Self Control , Respects Authority</li> </ul>
Not completing work	<ul style="list-style-type: none"> <li>Follows Directions, Completes Work in Assigned Time, Completes Homework</li> </ul>
Minor inappropriate use of technology	<ul style="list-style-type: none"> <li>Follows Technology Expectations</li> <li>Follows Directions</li> </ul>

## Middle and Upper Division



## **Corrective Discipline**

Order is necessary in any school to maintain control and to effectively teach. To teach self-discipline and respect for authority, certain standards of conduct are maintained at BCS.

Students are expected to comply with the standards and regulations of the school with a

positive attitude. They are encouraged to use respectful manners when conversing with a teacher or other adults. Correction by a teacher should be accepted without argument. If there is a question concerning the violation of a rule, the student should discuss it with the teacher privately. Courtesy and respect for fellow students is also expected. A student who does not respond to corrective discipline and who displays an attitude which is consistently out of harmony with the spirit of the school will be considered for dismissal.

BCS reserves the right to suspend and, when circumstances warrant, to dismiss students whose behavior is disrespectful, disruptive, immoral, or illegal. BCS also reserves the right to suspend or dismiss a student whose conduct is detrimental to the school community. This includes behavior at school activities and outside of the school campus or school related activities or events.

The disciplinary process of the school is designed to support the members of the school community and the school's mission and reputation. It is the intention of the school to use minor problems and misconduct as teaching opportunities. BCS will, however, separate the student from the school when actions or behaviors of the student or family damage the community or the ability of the school to pursue its goals, whether on campus or not.

**Administrative Managed Behaviors:** These incidents include violation of U.S., state, or local laws, activities that seriously threaten the safety of the student or classmates, activities that show gross lack of respect for authority or property, and activities that violate Biblical moral codes of conduct, and frequent and repeated violation of teacher-managed behaviors.

Any behavior that violates Florida law and statutes will be reported to the proper authorities by the school administration and could result in dismissal.

### ***Summary of Consequences***

When deemed age-appropriate and necessary after attempts to modify behavior, administration may give one of the following consequences as corrective discipline in conjunction with student/teacher and teacher/parent communication to modify student behavioral outcomes.

#### **Detention or Campus Beautification/Service Project – Lower Division**

Lower Division detention or campus beautification/service project will be held from 3:00 – 3:45 pm. Appropriate work will be given and is expected to be completed by the student during this time. Manual labor may be given, and this may include cleaning classrooms, facilities, etc. If multiple of these consequences are given, it may result in suspension. Repeated failure to attend the detention or campus beautification/service project at the appointed time will result in additional detentions or campus beautification/service projects being required or may result in suspension or greater consequences deemed appropriate by administration.

#### **Detention – Middle and Upper Division**

Middle and Upper Division detention is from 3:10 pm – 4:10 pm. Appropriate work will be given and is expected to be completed by the student during this time. Manual labor may be given; this may include cleaning classrooms, facilities, etc. Multiple detentions

may result in suspension. Repeated failure to attend the detention at the appointed time will result in additional detentions being required or may result in suspension or greater consequences deemed appropriate by administration.

### Dismissal from BCS

Dismissal will be recommended if it becomes apparent the school will not be able to meet the needs of a student, or if a student's behavior is preventing classroom instruction. In addition, the school reserves the right to dismiss any student who does not, or whose family does not, cooperate with BCS as determined by the administration.

Students who have been dismissed from BCS may not return to campus, whether during the school day or during on campus school events after school hours.

### Suspension – In School

In-School Suspension (ISS) removes the student from class to be assigned to campus beautification, silent study hall, or a combination of the two at the discretion of administration. When assigned to ISS, a student is counted as present in school and may make up all work missed. Students assigned to ISS may not participate in any school functions unless approved by administration.

### Suspension – Out of School

Out-of-School Suspension (OSS) may be assigned for a period of time to be determined by the administration. It may also be assigned if In-School Suspension has been used and not proven effective in producing an obedient response. No missed work, including assessments, will be made up and may result in the decline of a student's quarter/semester grade. A student receiving OSS is not eligible to participate in the next extracurricular activity in which he or she is enrolled.

## **12. SEARCH AND SEIZURE POLICY**

The school administration makes every attempt to maintain a school environment that is safe and conducive to learning. Whenever the school has reasonable suspicion, the administration reserves the right to search student lockers, book bags, backpacks, purses, automobiles, water bottles, pockets, or effects and to confiscate any contraband items. Also subject to search would be any computer, software program, external data storage device, phone, or CD.

Searches will always be facilitated by an administrator and could include another adult witness. Drug sniffing dogs may be employed in the search. The City of Tampa Police Department will be notified in the event that a crime has been committed.

## **13. POLICY ON DRUGS, ALCOHOL, VAPING**

### **Smoking/Vaping/Tobacco Products**

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent



properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

## **Drugs and Alcohol**

**General:** Students are prohibited from possessing, using, selling, or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances), or possessing drug paraphernalia on or near School property or at School-related activities. "Mind-altering" substances includes any type of substance ingested, snorted, smoked, or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription or physician certification), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale, or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

**Testing:** Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations under the following circumstances: (a) when a student is suspected of attending School or School-related activities with intoxicants or mind-altering substances in his or her system; (b) when a student suffers an injury or is involved in an accident while at School; (c) on a periodic or random basis, including but not limited to, in connection with the student's participation in extracurricular activities; or (d) when a student is placed under disciplinary contract and such screenings or examinations are terms of the contract. The presence of alcohol or the presence of any other intoxicants or mind-altering substances in the body is a violation of this policy. Refusal of a student (by the student or the student's parent) to undergo testing or to cooperate fully with any of these tests (including signing consent forms or providing testing results promptly to the school) is also a violation of school policy and will result in expulsion.

This policy does not prohibit the proper use of medication under the direction of a physician, although the use of medical marijuana is prohibited in all circumstances. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the School Office of this fact when they report to School.

**Consequences:** In addition to determining the appropriate disciplinary action pursuant to the School's Disciplinary Rules, the School reserves the right to impose the following additional or different requirements as appropriate for the circumstances: determination of possible legal action; required professional counseling approved by the administration; removal from all elected or appointed positions of leadership in the School; required random and/or regularly scheduled drug and/or alcohol testing at a School-approved local clinic or doctor's office for a time period and at intervals to be determined by the School's administration. Refusal of a student (directly or through a parent/guardian) to undergo testing or to cooperate fully with any of these tests is considered a positive result and will result in automatic expulsion.

This policy pertains to all students, regardless of state laws regarding the legal drinking age. While the school recognizes that it may at one time become legal for students ages 18 years or older to consume alcoholic beverages in the state of Florida, the policy at BCS is for enrolled students to refrain from doing so.

By acceptance of enrollment at BCS, students and their parents/guardians consent to and authorize all reasonable action on the part of BCS administrators to enforce this rule. Such action includes, but is not limited to, the utilization of searches, questioning, and screening or referral to drug screening at a lab specified by BCS.

#### **14. SEXUAL HARASSMENT POLICY**

BCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and that is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. BCS is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including expulsion.

##### **Definition of Sexual Harassment**

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and the verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting, under the following conditions: the conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

All forms of sexual harassment are strictly prohibited.

##### **Examples of Sexual Harassment**

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct which may violate school policy are the following:

- Unwanted sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
- Verbal conduct such as making or using derogatory comments, epithets, slurs,

- and jokes;
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes, invitations, or any language submitted via electronic device;
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

### **What to Do if You Experience or Observe Sexual Harassment**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to a faculty member, the Head of School, or any other administrator for BCS. All complaints will be investigated.

### **Confidentiality**

Every effort will be made to protect the privacy of the parties involved in any complaints. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

### **Protection Against Retaliation**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation, proceeding, or hearing concerning sexual harassment.

### **Procedure for Investigation of the Complaint and for Taking Corrective Action**

When one of the school officials designated in this policy receives a complaint, he or she shall immediately inform the Head of School. If the investigation confirms the allegations, corrective actions shall be taken. Any student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary actions up to and including expulsion.

## **15. STUDENT BULLYING AND OTHER FORMS OF AGGRESSION**

Aggressive Behavior is defined as inappropriate conduct, whether a single isolated incident or repeated incidents, that are serious enough to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment. It includes, but is not limited to, behaviors such as stalking, bullying/cyber-bullying, sexting, intimidation, menacing, coercion, name-calling, teasing, taunting, making threats, and hazing. In the event that aggressive behavior occurred off-campus, individuals committing such aggressive behavior may be disciplined as provided in this policy.

**Bullying** is defined as willfully and repeatedly exercising power or control over another by systematically and chronically inflicting physical hurt or psychological distress on one or more students or school employees. (i.e., repeated oppression, physical or psychological, of a less powerful individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (e.g., emotional abuse), through attacks on the property of another, or a combination of any of these. Some examples of bullying are:

Physical - hitting, kicking, choking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking, or impeding student movement, unwelcome physical contact.

Verbal (oral or written) - taunting, malicious teasing, insulting, name calling, sexual, religious, or racial harassment, making threats.

Electronically transmitted – as defined below.

Psychological - spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation, dehumanizing gestures, or public humiliation.

**“Relational Aggression”** is behavior that is intended to harm someone by damaging or manipulating his or her relationships with others. Relational Aggression is not always obvious and can include physical, verbal (malicious gossip, putdowns, insults, spreading rumors, lies, telling secrets, name calling, and threats to withdraw friendships), or covert (body language, eye rolling, social exclusion, ignoring) aggression.

**“Cyberstalking”** as defined in Section 784.048(1)(d) of the Florida Statutes, means to engage in a course of conduct to communicate, or to cause to be communicated, words, images, or language by or through the use of electronic mail or electronic communication, directed at a specific person, causing substantial emotional distress to the person and serving no legitimate purpose.

**“Cyberbullying”** is the use of information and communication technologies such as e-mail, cell phone, text messages, instant messaging, social media, personal web sites, whether on or off school campus, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to threaten or harm others or which causes emotional distress to an individual to substantially disrupt or interfere with the operation of a school or an individual student’s ability to receive an education.

**"Harassment"** for purposes of this policy, includes, but is not limited to, any threatening, insulting, or dehumanizing act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written, electronically generated or physical nature directed against a student or school employee that:

1. Demeans a person;
2. Places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
3. Has the effect of substantially interfering with a student’s educational performance, opportunities, or benefits; or
4. Has the effect of substantially disrupting the orderly operation of a school.

**“Hazing”** shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

**"Intimidation"** includes, but is not limited to, any threat or act intended to tamper, substantially damage, or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact, or inflict serious physical injury.

**"Menacing"** includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

**"Harassment, intimidation, or bullying"** means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or off school grounds, at any school-sponsored activity, or on school-provided transportation, and that has the effect of:

1. Physically harming a student or damaging a student's property;
2. Knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property;
3. Creating a hostile educational environment; or
4. Substantially disrupting or interfering with the operation of a school or an individual student's ability to receive an education.

**"Staff"** includes all BCS employees.

**“Third parties”** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in BCS business, and others not directly subject to school control at athletic competitions or other school events.

Procedures for reporting bullying, harassment, or similar acts covered by this policy including provisions that permit a person to report such an act are as follows:

1. Any student who believes he/she has been or is the victim of bullying, harassment, or aggressive behavior is encouraged to report the situation to a faculty member, Head of School, or any BCS administrator.
2. Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying, harassment or aggressive behavior directed toward a student.
3. Any written or oral reporting of an act of bullying, harassment, or similar act shall be considered an official means of reporting such act(s). **Formal disciplinary action will not be based solely on the basis of an anonymous report.**

The investigation of a report of bullying, harassment, or similar act begins with a report of such an act. Procedures for investigation include, but are not limited to the following:

1. An investigation to determine whether a particular action or incident constitutes a violation of policy requires a determination based on all the facts and surrounding circumstances.
2. Consequences and appropriate remedial action for students, school employees, visitors, volunteers, and contractors found to have wrongfully and intentionally accused another as a means of bullying or harassment will result in prompt and appropriate remedial and/or disciplinary action in accordance with Board policy. This may include up to dismissal for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors. Individuals may also be referred to appropriate law enforcement officials.
3. If a student's out of school speech or behavior results in a substantial disruption of an individual student's learning environment or substantially disrupts or interferes with the operation of the school, the student may be subject to discipline as provided above.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of policy and independent of whether a complaint is substantiated. Making intentionally false reports about bullying, harassment, and aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentional false reports may result in disciplinary action as indicated above.

BCS' referral procedure for victims and perpetrators of aggressive behavior, bullying, or harassment will consist of the following:

1. Referral to the school counselor for intervention and prevention support;
2. Informal consultation with parent/legal guardian with school staff (initiated by either the parent or the school staff) to determine the severity of concern and appropriate steps to address the concern.

### **Sexting Policy**

Sexting is defined as the act of sending, receiving, viewing, or reading any sexually explicit text messages, photo messages, video messages, or voice messages. Students of BCS are prohibited from sexting.

Anyone violating this policy or involved in this violation will have their phone confiscated for the remainder of the school day or event, with their parents notified of the incident as soon as possible. Appropriate disciplinary measures will be taken as determined by the administration.

## **16. CARE OF PROPERTY**

The willful damage or destruction of school property will not be tolerated. All willful damage must be paid for. All students are expected to report any damage to furniture or other school property immediately.

All students at BCS are expected to take good care of the equipment, materials and school property used during the school day/year. Should a student behave irresponsibly with any of the school's materials or equipment and as a result break, lose, or destroy the equipment or material, the student will be required to replace the item.

No food or drink is allowed in the hallways or classrooms unless there is a special event or party. All food and drink brought from home for lunch should be stored in the appropriate container and not taken out until the designated lunch or break time. Water is the only drink acceptable in all classrooms.

## **17. CAMPUS LIMITS**

Middle/Upper Division students are to be on the Red Top area until the first bell at 7:55 a.m.

The school does not have an open-campus policy. Once students have arrived, they may not leave before the end of the day unless they are signed out by their parents or a designee.

Areas directly outside of the school grounds are off limits before school and after school. Middle Division students may not leave campus after school unless they are walking home. Students may not be dropped off or picked up in the areas surrounding the school campus.

The following areas are off limits to students unless supervised by a teacher:

1. Church sanctuary or restrooms
2. Elementary or preschool buildings
3. School Office
4. Joy property and playgrounds
5. Area behind the Media Center, including use of the back gate
6. Hallways around Media Center
7. Weight rooms stairs
8. Back stairs by Science Lab
9. Gymnasium, gym lobby, locker rooms
10. Maintenance areas
11. Parking lots/buses
12. Any and all storage closets and areas

### **Before School/After School**

Students are not to be on school grounds before 7:30 a.m. or after 3:15 p.m., unless they are participating in a supervised activity. Middle Division students whose parents cannot arrive by 3:15 p.m. must go to the fee-based after school care. If any problems occur, the parents will be called and required to remove their children every day by 3:15 p.m.

## **18. BUS/VAN RULES**

Students are expected to follow all posted safety rules and BCS behavioral policies when riding on the school buses.

## **19. DRESS CODE AND UNIFORMS**

A student may never be out of uniform at any time during the school day unless he or she has written permission from administration or in the event of special non-uniform days as approved and announced by administration.

The administration reserves the right to send home any student if his/her dress is not within the uniform guidelines or is deemed inappropriate. Parents may also be notified to bring appropriate uniform items to school in order for the student to remain on campus for the school day.

Uniform violations will be recorded in the FACTS Family Portal and consequences are cumulative. The first offense merits a verbal warning. The second offense merits a phone call to parents to provide appropriate uniform attire and/or students sent home to retrieve appropriate uniform attire. The third offense merits a detention.

All uniform clothing for students in K5 – 12<sup>th</sup> grade (shirts, bottoms, outerwear, ties) must be purchased from Lands' End. Orders may be placed at [www.landsend.com/school](http://www.landsend.com/school) or by calling 1.800.469.2222. The BCS "Preferred School Number" is **900132077**.

The logo of BCS is trademarked and may not be used by unauthorized individuals. The logo may not be applied to items purchased by families and all tops and bottoms must be purchased from Lands' End. Any alterations to the school uniforms must be within school guidelines, including monogramming, hemming, etc.

### **PRESCHOOL (K2, K3, K4) UNIFORM**

*Please note: these are not Lands' End uniform items. Lands' End is required for Kindergarten through 12th grade only.*

**SHIRTS:** Maroon t-shirt with the Bayshore printed logo (purchased at the school store or in the school office). Same uniform for chapel and non-chapel days.

**BOTTOMS:** Navy shorts, navy pants, or navy skorts. Pull-on design is preferred to allow for independence. (No jeans)

**OUTERWEAR:** Any zippered or buttoned front sweater or jacket (Lands' End outerwear not required, but can be worn)

**SHOES:** Athletic sneaker shoes must be closed toe and closed heel. Clean, attractive sneakers must be worn by preschool students with socks. Boots are not permitted in the



preschool division.

## **LOWER DIVISION GIRLS (GRADES K5 – 5)**

### **LANDS' END BASIC UNIFORM**

*(worn all days except Chapel Day, usually Monday, Tuesday, Thursday, Friday)*

#### **SHIRT – LOGO REQUIRED**

- Burgundy or white Short Sleeve Interlock Polo Shirt - Item #529185BR2
- Burgundy or white Short Sleeve Feminine Fit Interlock Polo Shirt - Item #529347BR2
- Burgundy or white Short Sleeve Mesh Polo Shirt - Item #529187BR1
- Burgundy or white Short Sleeve Feminine Fit Mesh Polo Shirt - Item #529349BR1
- Burgundy, white, or soapstone Short Sleeve Rapid Dry Polo Shirt - Item #529201BR8
- Burgundy Long Sleeve Mesh Polo Shirt - Item #529194BR1
- Burgundy or white Long Sleeve Feminine Fit Interlock Polo Shirt - Item #529348BR7
- Burgundy or white Long Sleeve Interlock Polo Shirt - Item #529188BR6
- White Long Sleeve Feminine Fit Mesh Polo Shirt - Item #529346BR8

#### **NAVY BOTTOMS**

- Navy Blend Chino Skort Top of Knee - Item #528158BR3
- Navy Blend Chino Skort Above Knee - Item #528175BR7
- Navy Ponte Button Front Skort Above the Knee - Item #528016BR7
- Navy Plain Front Blend Chino Shorts - #528427BR6
- Navy Active Chino Shorts - Item #528425BR7
- Navy Active Performance Chino Shorts - Item #546721BR5
- Navy Plain Front Chino Pants - Item #528964BR0
- Navy Iron Knee Blend Plain Front Chino Pants - Item #528965BR5
- Navy Elastic Waist Pull-On Chino Pants - Item #528375BR2

### **LANDS' END CHAPEL UNIFORM**

*(worn on Chapel days or other days when "Chapel uniform" is designated)*

#### **Tops – LOGO REQUIRED:**

- White Long Sleeve Peter Pan Collar Polo Shirt with logo - Item #528943BR9
- White Short Sleeve Peter Pan Collar Polo Shirt with logo - Item #528945BR8

#### **Bottoms:**

- Burgundy/Gray Side Pleat Plaid Skort Above Knee - Item #528159BR8
- Burgundy/Gray Plaid Jumper Top of Knee - Item #527959BR8

### **LANDS' END OUTERWEAR – LOGO REQUIRED**

*(Lands' End Outerwear is required if outerwear is worn)*

- Burgundy Kids Full-Zip Mid-Weight Fleece Jacket with logo - Item #529219BR8
- Burgundy Kids Lightweight Fleece Quarter Zip Pullover with logo - #529221BR5

Pewter Heather Cotton Modal Cardigan Sweater with logo - Item #528922BR7  
Burgundy Kids Cotton Modal V-neck Sweater with logo - Item #529220BR0  
Burgundy Cotton Modal Button Front Cardigan Sweater with logo - #528921BR2  
Burgundy Cotton Modal Zip Front Cardigan Sweater with logo - Item #528926BR5

**SHOES AND ACCESSORIES:** All shoes must be closed toe, closed heel, clean, in good repair, and appropriate for activities in the gym and on the playground. Shoes must be worn by lower division students with socks, tights, or leggings. Tights or leggings must be solid white, navy, black, maroon, or tan. Boots are not permitted in lower division. Visible undershirts are not permitted at any time.

**SKIRTS, SKORTS, AND SHORTS:** Bottom wear should be at least mid-thigh in length and must not be excessively short or tight. Clothing should allow students to move comfortably while maintaining a respectful appearance.

### **LOWER DIVISION BOYS (GRADES K5 – 5)**

#### **LANDS' END BASIC UNIFORM**

*(worn all days except Chapel Day; usually Monday, Tuesday, Thursday, Friday)*

##### **SHIRTS – LOGO REQUIRED**

Burgundy or White Kids Short Sleeve Interlock Polo Shirt - #529185BR2  
Burgundy or White Kids Short Sleeve Mesh Polo Shirt - Item #529187BR1  
Burgundy, Soapstone or White Kids Short Sleeve Rapid Dry Polo - Item #529201BR8  
Burgundy or White Kids Long Sleeve Interlock Polo Shirt - Item #529188BR6  
Burgundy or White Long Sleeve Mesh Polo Shirt - Item #529194BR1

##### **NAVY BOTTOMS**

Navy Boys Active Performance Chino Shorts - Item #546722BRX  
Navy Boys Active Chino Shorts - Item #529047BR4  
Navy Boys Plain Front Blend Chino Shorts - Item #529048BR9  
Navy Boys Plain Front Wrinkle Resistant Chino Shorts - Item #529050BR6  
Navy Boys Iron Knee Blend Plain Front Chino Pants - Item #529034BR7  
Navy Boys Iron Knee Wrinkle Resistant Plain Front Chino Pants - Item #529033BR2  
Navy Boys Elastic Waist Pull-On Chino Pants - Item #529031BR3  
Navy Boys Iron Knee Active Performance Chino Pants - Item #546718BR3  
Navy Boys Iron Knee Active Chino Pants - Item #529029BR6

#### **LANDS' END CHAPEL UNIFORM**

*(worn on Chapel days or other days when "Chapel uniform" is designated)*

##### **Tops – LOGO REQUIRED:**

Any white shirt from the options listed above  
Burgundy Kids Cotton Modal Sweater Vest with logo - Item #529224BR9  
*(This item is optional.)*

**Bottoms:**

Same as "Basic Uniform" bottoms listed above

**LANDS' END OUTERWEAR – LOGO REQUIRED**

*(Lands' End Outerwear is required if outerwear is worn)*

Burgundy Kids Full-Zip Mid-Weight Fleece Jacket with logo - Item #529219BR8

Burgundy Kids Lightweight Fleece Quarter Zip Pullover with logo - #529221BR5

Burgundy Kids Cotton Modal V-neck Sweater with logo - Item #529220BR0

Pewter Heather Cotton Modal Fine Gauge V-neck Sweater with logo - #529204BR1

Pewter Heather Cotton Modal Button Front Cardigan Sweater with logo - #529174BR4

**SHOES AND ACCESSORIES:** All shoes must be closed toe, closed heel, clean, and in good repair. Boys are not permitted to wear tights or leggings. Neither boots nor visible undershirts are permitted in the lower division.

**MIDDLE AND UPPER DIVISION GIRLS (GRADES 6 – 12)****LANDS' END BASIC UNIFORM**

*(worn all days except Chapel Day; usually Monday, Tuesday, Thursday, Friday)*

**SHIRTS – LOGO REQUIRED**

Burgundy or White Short Sleeve Interlock Polo Shirt - Item #529185BR2

Burgundy or White Short Sleeve Feminine Fit Interlock Polo Shirt - #529347BR2

Burgundy or White Short Sleeve Mesh Polo Shirt - Item #529187BR1

Burgundy or White Short Sleeve Feminine Fit Mesh Polo Shirt - Item #529349BR1

Burgundy, Soapstone, or White Short Sleeve Rapid Dry Polo Shirt - #529201BR8

Burgundy or White Long Sleeve Interlock Polo Shirt - Item #529188BR6

Burgundy or White Long Sleeve Feminine Fit Interlock Polo Shirt - Item #529348BR7

Burgundy or White Long Sleeve Mesh Polo Shirt - Item #529194BR1

White Long Sleeve Feminine Fit Mesh Polo Shirt - Item #529346BR8

**KHAKI BOTTOMS**

Khaki Active Performance Chino Shorts - Item #546721BR5

Khaki Active Chino Shorts - Item #528425BR7

Khaki Plain Front Blend Chino Shorts - Item #528427BR6

Khaki Blend Chino Skort Top of Knee - Item #528158BR3

Khaki Solid Pleated Skort Top of Knee - Item #543736BR6

Khaki Pleated Skort Top of Knee - Item #528015BR2

Khaki Iron Knee Blend Plain Front Chino Pants - Item #528965BR5

Khaki Plain Front Chino Pants - Item #528964BR0

Khaki Ponte Pleat Skirt at the Knee - Item #527955BRX

**LANDS' END CHAPEL UNIFORM**

*(worn on Chapel Days or other days when “Chapel uniform” is designated)*

**Tops – LOGO REQUIRED:**

White Short Sleeve Oxford Dress Shirt - Item #528919BR5

White Long Sleeve Oxford Dress Shirt - Item #528924BR6

White Short Sleeve Peter Pan Collar Polo Shirt - Item #528945BR8

White Long Sleeve Peter Pan Collar Polo Shirt - Item #528943BR9

**Bottoms:**

Burgundy/Gray Plaid A-line Skirt Below the Knee - Item #528013BR3

*(may be hemmed to hit at top of kneecap)*

**LANDS’ END HEALTH/P.E. UNIFORM**

*(required for all students in grades 6 – 8, and 9 – 12 graders who are enrolled in Health, HOPE, or PE classes)*

Gray Heather Short Sleeve Essential t-shirt with logo - Item #529042BR1

Burgundy Mesh Gym Shorts (optional) - Item #529020BR5

**LANDS’ END OUTERWEAR - LOGO REQUIRED**

*(Lands’ End Outerwear is required if outerwear is worn.)*

Burgundy Full-Zip Mid-Weight Fleece Jacket - Item #529219BR8

Burgundy Lightweight Fleece Quarter Zip Pullover - Item #529221BR5

Burgundy Cotton Modal Button Front Cardigan Sweater - Item #528921BR2

Burgundy Cotton Modal V-Neck Sweater - Item #529220BR0

Burgundy Cotton Modal Zip Front Cardigan Sweater - Item #528926BR5

Pewter Heather Cotton Modal Cardigan Sweater - Item #528922BR7

**MIDDLE AND UPPER DIVISION BOYS (GRADES 6 – 12)**

**LANDS’ END BASIC UNIFORM**

*(worn all days except Chapel Day; usually Monday, Tuesday, Thursday, Friday)*

**SHIRTS – LOGO REQUIRED**

Burgundy or White Short Sleeve Interlock Polo Shirt - Item #529185BR2

Burgundy or White Short Sleeve Mesh Polo Shirt - Item #529187BR1

Burgundy or White Long Sleeve Interlock Polo Shirt - Item #529188BR6

Burgundy or White Long Sleeve Mesh Polo Shirt - Item #529194BR1

Burgundy, Soapstone, or White Short Sleeve Rapid Dry Polo Shirt - #529201BR8

**KHAKI BOTTOMS**

Khaki Active Performance Chino Shorts - Item #546722BRX

Khaki Active Chino Shorts - Item #529047BR4

Khaki Plain Front Blend Chino Shorts - Item #529048BR9

Khaki Slim Plain Front Wrinkle Resistant Chino Shorts - Item #529046BRX  
Khaki Iron Knee Active Performance Chino Pants - Item #546718BR3  
Khaki Iron Knee Blend Plain Front Chino Pants - Item #529034BR7  
Khaki Iron Knee Active Chino Pants - Item #529029BR6  
Khaki Slim Iron Knee Wrinkle Resistant Plain Front Chino Pants - Item #529027BR7

**REQUIRED ACCESSORY:**

Belt – *Not required to be Lands' End*

**LANDS' END CHAPEL UNIFORM**

*(worn on Chapel Days or other days when "Chapel uniform" is designated)*

**Tops – LOGO REQUIRED:**

White Long Sleeve Solid Oxford Dress Shirt - Item #529205BR6  
White Short Sleeve Oxford Dress Shirt - Item #529202BR2  
Burgundy Cotton Modal Sweater Vest (optional) - Item #529224BR9  
Burgundy/Gray Plaid Tie (Regular or Pre-tied) - Item #426743BR0

**Bottoms:**

Same as "Basic Uniform" bottoms listed above

**Required Accessories:**

Belt – *Not required to be Lands' End*

**LANDS' END HEALTH/P.E. UNIFORM**

*(required for all students in grades 6 – 8, and 9 – 12 graders who are enrolled in Health, HOPE, or PE classes)*

Gray Heather Short Sleeve Essential T-Shirt with logo - Item #529181BR4  
Burgundy Mesh Gym Shorts (optional) - Item #529203BR7

**LANDS' END OUTERWEAR – LOGO REQUIRED**

*(Lands' End Outerwear is required if outerwear is worn)*

Burgundy Full-Zip Mid-Weight Fleece Jacket - Item #529219BR8  
Burgundy Lightweight Fleece Quarter Zip Pullover - Item #529221BR5  
Burgundy Cotton Modal V-Neck Sweater - Item #529220BR0  
Pewter Heather Cotton Modal Fine Gauge V-Neck Sweater - Item #529204BR1  
Pewter Heather Cotton Modal Button Front Cardigan Sweater - Item #529174BR4

**SHOES AND ACCESSORIES:** Young men are to have their shirts tucked in and are required to wear a belt at all times. Shoes worn by all students must be closed toe, closed heel only. Shoes must be clean and in good repair, and may be worn with socks, tights, or leggings. (Boys are not permitted to wear leggings or tights at any time.) The tights and leggings must be solid white, navy, black, maroon, or tan. No slides, Crocs, boots,

sandals, slippers, etc. are allowed. Sunglasses or hats of any type are not to be worn on campus prior to 3:00 p.m. Cool weather hats may be worn before or after school during winter months. Hats must not have any inappropriate wording or symbols. Rags, cloths, knit caps and any other head covers are not permitted at any time. Visible undershirts are not permitted at any time.

**SKIRTS, SKORTS, AND SHORTS:** Bottom wear should be at least mid-thigh in length and must not be excessively short or tight. Clothing should allow students to move comfortably while maintaining a respectful appearance.

## **ADDITIONAL DRESS CODE POLICIES FOR ALL GRADES**

**SPECIAL OCCASSIONS:** On special occasions such as picture day, athletic team game days, field trips, holidays, school spirit days, and any other designated days, administration may allow students to depart from their daily uniform. Administration/faculty will inform students and parents of the dress that is appropriate for special occasions. All decisions by the administration and faculty regarding special occasion dress code days are final. Students are expected to make choices that are modest and appropriate for young Christian men and women.

**SPIRIT DAYS:** “Spirit wear” shirts and sweatshirts may be purchased in the School Store. “Spirit wear” may be worn on Fridays or the last day of the school week.

**DRESS DOWN DAYS (Jeans Days/Casual Days):** On “jeans day,” students are allowed to wear jeans with a BCS uniform shirt. Jeans should be modest in appearance and should not contain rips, tears, or holes. No skintight jeans or “jeggings” are allowed. On casual days, students may wear modest non-uniform shorts (no spandex) that provide full coverage. “Full coverage” and “modest” are at the discretion of the Administration. On full dress down days where students may wear non-uniform tops and bottoms, students may not wear shirts with spaghetti straps, tank tops, open midriffs, crop tops, off the shoulder shirts, halter tops, or see-through clothing.

**HAIR CODE:** Student’s hair is expected to be neat, combed, clean, and out of their eyes. Extreme and/or fad hair styles are not permitted (mohawk, unkempt dreads, dye of an unnatural hair color, etc.). Boy’s hair is to be neatly trimmed with the back above the collar of their shirt; male students should not wear their hair in ponytails, a ponytail, or bun(s). Male students are expected to be clean shaven.

**JEWELRY, PIERCINGS, AND TATTOOS:** Jewelry may not be excessively large or distracting. The following symbols exemplify those not permitted: zodiac, yin-yang, peace symbol, skull/crossbones, spikes, or cult symbols. All decisions by the administration and faculty regarding appropriate jewelry are final. Tongue rings and “body piercings” are not permitted. Girls may wear earrings following the jewelry guidelines. Male students may not wear earrings at any time on BCS campus or to any BCS function. Absolutely no exposed temporary or permanent tattoos are permitted. If a student has a tattoo, it must be covered at all times.

**ELECTIVE CLASS ATTIRE:** Elective classes that require dress other than the school uniform must meet with the approval of the faculty member in charge and administration.

**AFTER SCHOOL CLOTHING:** Students changing into casual clothes after school must follow these guidelines:

Athletic team practices – coach and administration-approved practice uniform or clothing.

Other “non-team” casual clothing – BCS PE shorts or shorts of the same length and same loose fitting style. Shirts must have sleeves.

## **20. HOMECOMING**

All high school students may nominate classmates for Homecoming Court positions. In order to be placed on the ballot for Senior King or Queen, students must be in at least their second consecutive year at BCS.

All court nominees must:

Have good conduct (no behavior notifications in the FACTS Family Portal for the entire school year)

Have a cumulative GPA of 2.50 or higher

Approved by faculty and administration

Any exceptions to these requirements will be determined by the administration.

## **21. PROM**

Prom is for Juniors and Seniors only. The Junior class is responsible for the planning and organization of Prom. Nominees for King and Queen cannot hold a Homecoming Court position. Only Seniors may nominate classmates for court positions. All court nominees must:

Have good conduct (no behavior notifications for the school year)

Have a cumulative GPA of 2.50 or higher

Approved by faculty and administration

Any exceptions to these requirements will be determined by the administration.

## **22. FIELD TRIPS AND SCHOOL TRIPS**

All parents complete a blanket permission form when submitting online enrollment forms for the school year. Each teacher will communicate the details of a field trip prior to the event. This ensures that parents are adequately informed in advance of any anticipated field trip or excursion. All field trips are billed through FACTS.

### **23. EATING/DRINKING DURING THE SCHOOL DAY**

Food and drinks other than water are prohibited from all classrooms at all times. Students are permitted to have a snack outside of academic buildings during passing between classrooms, morning break, and lunch.

Lunch: Students may either bring his or her lunch every day or students may purchase a hot, catered lunch on the days selected. Instructions for ordering the lunches can be found at [Lunch Service](#).

BCS partners with Barksdale Catering, LLC, to provide students nutritious lunch options on campus. Lunches are delivered to the school daily, with two different sizes available: small (\$5.00) and large (\$7.25). Salads can be purchased for \$7.50. Bottled water and sports drinks are available for \$1.00. Students are encouraged to purchase lunch through Barksdale Catering.

**If a student does not have lunch for the day, the school will provide one, and the charge will be added to the student's FACTS account.**

**Lunch deliveries will not be accepted.**

### **24. LEAVING SCHOOL GROUNDS**

The online enrollment forms, which must be completed prior to a student's attendance, are to contain the names of persons, including parents, who are permitted to pick up students after school or during the day. Under no circumstances will students be released to anyone whose name is not listed as an authorized pick-up in the FACTS Family Portal. Changes or additions must be made by parents/guardians and the list needs to be kept updated at all times. Additions to the students' authorized pick-up list must be made 24-48 hours in advance of the time it will be needed.

All students, regardless of age, must sign in and sign out in the school office to retain accountability for absences from school. Parents who wish to sign their child out early must do so through the school office. Please refrain from early pick-ups from 2:00 – 3:00 pm, as the school office is preparing for dismissal at that time.

### **25. LOCKS AND LOCKERS**

Lockers and locks will be assigned to each 6<sup>th</sup> – 12<sup>th</sup> grade student. Students should not deface the lockers or tamper with the locks. Lockers are subject to being searched by the administration. Students are responsible for the school locks given to them. Students will be charged \$5.00 for lost locks.

### **26. LOST AND FOUND**



Students should report any lost items to the school office. If any item is not retrieved within 60 days, school materials will be placed in storage and clothing and other items will be donated to charity.

## **27. MEDIA CENTER**

Student use of the Media Center must be supervised by a faculty member or the Media Specialist. Students are responsible for all books checked out in their name. Students should follow rules for using facilities which can be obtained from the Media Specialist.

## **28. STUDENT DRIVERS**

Students who wish to park on campus must register any vehicle they intend to drive to school, by completing the Student Parking form. Registration requires submitting a photo of the student's driver's license, proof of insurance, and a registration.

Seniors will have priority for registration. Juniors will be able to register after senior registration closes. Any remaining spots will be made available on a first-come basis. Only students who complete the vehicle registration process will be permitted to park on campus. Once all spots are accounted for, vehicle registration will close.

To ensure safety, the speed limit in the parking lot is 5 mph. All drivers should be mindful of children in the parking lot. Students should not be loitering in their cars before or after school. Students should maintain an acceptable volume level on their vehicle speakers.

Passenger guidelines for student drivers are as follows:

Siblings - Student drivers may transport siblings to and from school if permission is obtained and approved by the parents and administration.

Other BCS students - Student drivers may transport other BCS students to and from school, as long as permission has been obtained from both sets of parents and approved by the administration.

## **29. SERVICE AND EMOTIONAL SUPPORT ANIMALS**

Service animals are permitted on campus in compliance with the Americans with Disabilities Act. A service animal means any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Tasks performed can include, among other things, pulling a wheelchair, retrieving dropped items, alerting a person to a sound, reminding a person to take medication, or pressing an elevator button.

Emotional support animals, comfort animals, and therapy dogs are not service animals under Title II and Title III of the ADA and are, therefore, not permitted on campus at any time.

### **30. SCHOOL CLOSURES**

There may be times the school needs to close in the event of severe weather, local emergencies, problems with electricity, HVAC systems, or other mechanical issues. This decision will be made by the Head of School and will be based on certain factors such as access to the school, road conditions, a breakdown of essential services such as HVAC or electricity, or the number of faculty and staff who can safely reach the school campus.

The decision to close the school will be communicated by Parent Text Alert or email. Parents/guardians should ensure up-to-date contact information so they will receive these important messages.

During school closures that take place on a regularly scheduled school day, students in Grades K – 12 should anticipate academic activity to be taking place in some way, depending on the grade level, unless otherwise communicated by school administration.

Student absences during school closures, especially those where area evacuations are suggested or required, are considered excused **IF** the parent/guardian shares their evacuation plans with the school office.

In the event of a school closure, parents will be credited for that day's pre-purchased lunch through the catering program. If a family has evacuated for a natural disaster and will be out of the area before the school closes or when the school reopens, the family will be credited for a pre-purchased lunch if the family has notified the school prior to evacuating.