



Middle and Upper Division Parent and Student Handbook

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: Bayshore, the premier, private Christian school in the greater Tampa Bay area, offers a comprehensive college preparatory program and provides exceptional leadership development, academics, athletics, and the arts.

Mission: Bayshore Christian School is committed to challenging, developing, and empowering students for future leadership with a Biblical worldview within a diverse and nurturing environment, so that each student will follow the example of Jesus to "grow in wisdom and stature and in favor with God and Man." Luke 2:52

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).

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SCHOOL CONTACT INFORMATION

On the web: www.bayshorechristianschool.org
School Office: info@bayshorechristianschool.org
Via e-mail: first initial then last name @bayshorechristianschool.org
By facsimile: (813) 835.1404
By telephone: (813) 839.4297

List of telephone extensions:

Melanie Humenansky, Head of School	ext. 352
Angie Bailey, Dean of Administration	ext. 340
Broderick Day, Athletic Director, Dean of Students	ext. 343
Matti Valdivia, Director of Admissions	ext. 346
Glyssel Cooper, Director of Development	
Nicole Kemp, Media Specialist	ext. 347
Sarah Lockhart, Secretary	ext. 367
Business Office	ext. 320
To report an absence	ext. 300
General information	ext. 300
Medication for student	ext. 300
After-School Care & School break camp	cell: (813) 528.0588
Summer Camp Bayshore	ext. 300

1. SCHOOL HOURS

Regular Full Day

PreK2-PreK4	8:15 a.m. – 2:30 p.m.
K– 4 th Grade	8:15 a.m. – 2:45 p.m.
5 th – 12 th Grade	8:00 a.m. – 3:00 p.m.

Half Day

MS/HS students 8:00 a.m. - 12:00 p.m. - Aftercare is not available on half days.

Campus gates are closed between 9:00 a.m. – 2:15 p.m. All visitors to campus will need to enter the southeast gate and park in the front parking lot. **According to our security policy, please bring 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

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 Staff page (www.bayshorechristianschool.org).

Campus and Classroom Visitation

Parents are welcome to visit campus and our classrooms. Please contact the individual teachers in advance of any classroom visit, so a mutually agreeable time to visit may be planned. 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.

Parent / Teacher Conferences

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

Staying Updated

The RenWeb/FACTS SIS system 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 an interactive calendar of events to which we encourage all parents to subscribe, as well as, other important information.

Progress reports will be sent home via email for all students in grades 2-12 at the midpoint of each grading period.

Lunches, homework, and other items should be left with the school office to be delivered to your child. 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, we do 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.***

Matthew 18 Principle

We ask 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 head (Mrs. Sander for middle division and Mrs. Kolbe for upper division). The next step would then be to speak with a school administrator (Mrs. Humenansky, Mrs. Bailey, and/or Mr. Day). 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 administration should resolution not be possible or concerns continue.

3. ACADEMIC INFORMATION

Course of Study - 5th 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)	Computer Applications (HS)

Course of Study – Graduation Guideline (High School)

Current requirements include:

English -	(4 credits)	English I, II, III, IV, Advanced Placement Language, Advanced Placement Literature
Math -	(4 credits)+	(One of which must be Algebra I and one of which must be Geometry.) Algebra I, Algebra II, Geometry, Pre-Calculus, Advanced Placement Calculus, Statistics and Probability, Math for College Readiness
Science -	(4 credits)	(2 years of a “lab” science and 2 other sciences) Biology, Chemistry, Anatomy, Forensic

Social Studies	(3 credits)	Science, Advanced Placement Environmental Science, Earth and Space Science World History, United States History, ½ Economics, ½ American Government, Advanced Placement Human Geography, Advanced Placement United States History, Advanced Placement World History Geography
Physical Ed	(½ credit)	(or ½ credit for 2 seasons of varsity sports)
Health	(½ credit)	(HOPE class =both P.E. and Health credit)
Fine Arts	(1 credit)+	Performing Arts I, II, III, IV Visual Arts I, II, III, IV Advanced Placement Art
Foreign Language	(2 credits)	Spanish I, II, III, IV
Electives	(6 credits)	Technology (Bible is required for each semester a student attends BCS. 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 may not take courses on FLVS that are offered at BCS.
Study Hall		Students may request a study hall if they are enrolled in a FLVS course and there is no academic option of BCS classes available. Student academic and behavior records are taken into consideration when approving non-academic courses.
Teacher Assistant		Students may request to serve as a teacher assistant during a student's junior and/or senior year, at the discretion of the college counselor. 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.

Grading System/Scale

Grades for most subjects will be on a numerical basis. For permanent record purposes, the grades of 9th-12th 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 GPA's (Grade Point Average) for honor roll and probationary status.

Grade Calculations

Semester and final grades are calculated as follows:

1st Semester Grade

1st Quarter Grade x 40%

2nd Quarter Grade x 40%

1st Semester Exam x 20%

2nd Semester Grade

3rd Quarter Grade x 40%

4th Quarter Grade x 40%

2nd Semester Exam x 20%

Final Grade

1st Semester Grade x 50%

2nd Semester Grade x 50%

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

High School Grading: Semester grades are computed by averaging the two nine weeks' grades and the semester exam. 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's and class rankings. Final grades are rounded as follows: .00-.49 is rounded down; .50-.99 is rounded up.

HCC dual enrollment classes and AP classes have an additional weight of .08 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. High school Honors classes have an additional weight of .04.

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. 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 for valedictorian and/or salutatorian should be exemplary Faith Warriors, exhibiting traits of high character, academic integrity, and strong work ethic. Decisions regarding the award of valedictorian and/or salutatorian are ultimately within the discretion of BCS administration.

Many universities have specific admission requirements that include either a consecutive year two or three years of the same foreign language.

Before graduating, 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 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 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. See the guidance counselor for more details because the guidelines for these programs change.

Further information and requirements may be obtained through Florida Student Financial Aid, <http://www.floridastudentfinancialaid.org/ssfad/bf/>.

Dual Enrollment

Each year specific dual-enrollment courses are taught on Bayshore's 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 .08 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 College Counselor, Christina Stenholm, before taking HCC courses. Visit www.bayshorechristianschool.org, Academics, Guidance and Counseling for specific requirements.

*Please note, HCC classes become an official document on the students BCS and college transcript.

On Line Classes

Unless otherwise approved by the administration, in order to graduate from Bayshore, at least 75% of the core classes must be taken in a scheduled Bayshore class. On line classes are only used to supplement student academics, not to take the place of a BCS course offered on campus.

Athletic Academic Eligibility (extra-curricular)

In order to participate in extracurricular activities, students must meet or surpass 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 is ineligible to participate for the duration of the following semester, even if the GPA is 2.0 or higher.

A student that passes a class for the year, but fails the same class for the second semester will be considered ineligible for athletic participation for the first semester of the following year. The student will be required to make up the failed semester to regain eligibility. The repeated semester work will be used for athletic eligibility purposes only. The grade will be posted on the student's transcript.

A student that passes the second semester but fails the class for the year will be ineligible the first semester of the following year. The "failed class" must be retaken during the summer and passed in order to regain eligibility.

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

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.

Unless special arrangements have been made with the Athletic Director, no athlete will be allowed to participate in an athletic contest at BCS until all required forms have been signed and returned, and all fees have been paid.

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 on pages 18-20 of this handbook. 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, students may or may not be allowed to redo such assignment, exam, or project, with a reduced grade awarded.

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. If excused due to any extra-curricular activity, the student is responsible for 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 RenWeb/FACTS SIS, 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 school 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, and Technology courses. These exams will be comprehensive exams over material covered during the semester.

Exam Exemption:

Students in 12th grade may exempt exams the second semester of their senior year. They must have an A average (90% or above), no unexcused absences (appropriate documentation must be received within two weeks after the date of absence), 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

Because we are a ministry, we believe our students should be involved in serving others. Middle Division students are expected to accumulate 5 service hours per grading period (20 per year). Due dates are posted on the school calendar found on the school website.

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 will be distributed by the Guidance Counselor and/or Bible teacher at the beginning of the school year.

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 petition the administration in writing to drop/add a course. Requests to drop a high school class must be approved by administration, college counselor, and parent. 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 Honor's 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 college counselor and a parent.

Bible Teaching/Chapel

The fundamental spiritual basis of Bayshore Christian School 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 in our school. All students in grades 3 through 12 are required to have a traditional translation of the Bible for classes. 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. Parents are invited to worship at chapel services. Chapel days will be on a designated day of the week (to be announced before the beginning of the year) throughout the year.

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 (5th – 12th 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 are may be ordered from Lands' End.

Testing Program

National achievement tests are administered to grades K5-9 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, Bayshore Christian School's guidance office will provide assistance in planning for college selection, entrance, scholarships, and financial aid. Students are also given opportunities to take the Preliminary Scholastic Aptitude Test (PSAT) in 8th-11th grades. Students are encouraged to take both the SAT and the ACT. The ASVAB is given to seniors to help them in the selection of college majors and careers. They are also counseled as to whether to pursue dual enrollment opportunities.

4. HONOR SOCIETIES

Bayshore has charters in six 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. There are fees associated with each honor society. Students 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. They must have regular attendance. They cannot have excessive tardies or any discipline issues. They must have at least 5 hours per semester of community service activities. They should have a leadership role in a sport or club.

National Junior Honor Society has the same requirements as National Honor Society for students in grades 7 – 9.

Sociedad Hispanica Honoraria is for students in grades 9– 12, currently enrolled in Spanish II or higher, with a GPA of 3.5+ in Spanish course work, GPA of 3.0+ overall, and good character.

National Technology Honor Society was formed to recognize the 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 3.0 cumulative GPA. The students should have no discipline or attendance issues.

Mu Alpha Theta (Math Honor Society) is for students in grades 10 – 12 who have completed four semesters of college preparatory mathematics and have enrolled in a fifth semester of mathematics. Classes from Algebra I and higher are considered college prep classes. Algebra I taken in 8th grade is allowed as valid credit. Students must have a 3.5, or higher, GPA in math and a 3.0 GPA overall.

Rho Kappa, National Social Studies Honor Society Open to grades 10-12 to students who have completed two core social studies courses and are prepared to complete at least three courses and have an overall cumulative GPA of 3.00 or the numerical equivalent and have a 3.5 GPA in social studies courses.

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 must have a 3.0 GPA overall.

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

To Be Counted Present

For 8th grade students taking high school classes and upper school students to be considered in attendance for a school day, the student must be present for at least one half of his or her scheduled academic 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 academic classes to be eligible and participate in extra-curricular activities for that day unless approved by administration. This includes meetings, practices, and/or games.

Tardies

To School:

Students are expected to arrive at school on time every day. Parents are expected to insure that students arrive on time. Tardies will be monitored by the administration.

If a student arrives at school after classes have begun, including homeroom and/or Chapel, he/she must obtain an admission slip from the school office before being admitted to the classroom.

To Class:

A student arriving after the start of class is considered tardy. Any student more than 3 minutes late for any class must go to the office before being admitted to the classroom. In these circumstances, teachers will notify the school office.

Excessive tardies may result in the following:

3 rd tardy:	one unexcused absence
Five or more tardies:	referral to administration and possible in/out of school suspension

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

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: personal illness or injury; death, illness or injury within the immediate family; instances where attendance by the pupil would be hazardous; prior approval of special absences; school-related activities; validated doctor appointment; validated appointment for driver's license test date; college visit (3 per year for 11th & 12th grades). As a courtesy, parents are asked to notify the school office prior to 9 a.m. on the day of the absence.

We strongly encourage 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 send a note to the school office explaining why the student has been absent from school. If a note that satisfies the excused absence criteria is not received, then the absence is considered unexcused.

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.

A student who misses 15% or more of their class time or the entire school day 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.

Pre-Approved Absences: TIMELINE

Any reason for absenteeism other than those listed above must be approved one week in advance. These may include attendance at a Christian retreat, educational travel, court proceedings, and immediate demands of the home. Students should turn in a completed assignment slip with the parent's signature and the teachers' signatures to the school office for administrative approval. The purpose of the assignment slip is to

ensure that assignments are obtained and necessary arrangements are made prior to the scheduled absence. In the event that student assignments can be obtained from the RenWeb/FACTS SIS system, an assignment slip is still required.

When a short-term absence is required, an assignment slip must be completed. Students will be encouraged to do their work in advance of the excused 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 trip 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. If an assignment slip is not obtained and processed as stated, the absence will be considered unexcused.

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 of absent students should check RenWeb/FACTS SIS for work assignments. If this information is not available, call the school office prior to 9:00 a.m. to request work assignments in order to allow teachers time to make appropriate arrangements. It is the student's responsibility to obtain class notes and make-up work. Students/parents should also check RenWeb/FACTS SIS for any assignments missed or upcoming tests/quizzes.

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 RenWeb/FACTS SIS, 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 2/3 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.

Perfect Attendance

Perfect attendance is the absence of any tardies, partial days, or days lost from school with the exception of approved school activities and functions such as school competitions or field trips and approved doctor appointments (check-ups, dental cleanings, etc.). Perfect attendance will be recognized by the Administration at the end of each semester.

6. 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 Lysol wipes at the end of the day. Blankets are provided as needed and washed between uses.

The room is equipped with desks, exam lamps and seating area for head checks in case of head lice. A wheel chair is kept in the room should it become necessary. Isolated students are supervised by a school secretary certified in first aid and CPR. All clinic visits are recorded in RenWeb/FACTS SIS under the student's medical event log. Students with a 100.4 degree or higher fever or vomiting, are sent home. Students may return after 24 hours fever or vomiting free.

Medications

Students are not allowed to have medication, over-the-counter or prescriptions, with them in the classroom. Bayshore 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. 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.

COMMUNICABLE DISEASE(S)

The term “communicable diseases” is defined as an infectious disease transmissible (as from person to person) by direct contact with an affected individual or the individual’s discharges or by direct means. Students suspected of having a communicable disease as identified by a fever, or as confirmed by a medical doctor, must be sent home and may not return until after 24 hours of being fever free. Students showing symptoms of a communicable disease (such as, but not limited, to influenza) should not be at school or school related events.

Students with conjunctivitis or “Pink Eye” are sent home to be seen by a doctor. Students may return to school after 24 hours of medication. Other ailments will be handled on a case by case basis.

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. Student may return after passing additional inspection.

7. BUS RULES

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

8. 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 designee.

The convenience store next door to the school is off limits before school and until 3:30 p.m. 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 area’s shopping plazas.

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

1. Church sanctuary or restrooms
2. Elementary or preschool buildings
3. Office or preschool porches
4. Joy property and playgrounds
5. Area behind the Media Center, including use of the back gate
6. Hallway between Media Center and church
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 3:30 p.m., unless they are participating in a supervised activity. Fifth grade students will go to after school care if parent cannot arrive by 3:10 p.m. Middle and Upper Division students whose parents cannot arrive by 3:30 p.m. must go to after school care study hall. If any problems occur, the parents will be called and required to remove their children every day by 3:30 p.m.

9. 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 Bayshore Christian School 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. Clear water bottles are acceptable at all times in all classrooms.

10. COMMUNICATION

Parents and students are encouraged to subscribe to the school calendar at www.bayshorechristianschool.org to stay up to date with current events and activities.

Parents and students are encouraged to use RenWeb/FACTS SIS to communicate with faculty and staff.

Faculty and staff will return phone calls during planning periods and after their instructional day within 24 hours.

Email communication

In order to provide a safe, caring and orderly environment, Bayshore Christian School expects **CIVILITY** from **ALL**, who engage in school activities. Mutual respect, professionalism, and common courtesy are essential qualities the **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 loud 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 Resource:

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.

Bayshore Employee Resource:

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.

11. COMPUTER USE

All 5th – 12th grade students will be issued a Chromebook/iPad for academic use. Internet connected computers are also available on campus for research, report writing purposes 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 Chromebook/iPads and/or electronic devices on campus must use the school server 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 use.

Electronic Devices: Chromebook, 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 without teacher permission, the device will be collected by a teacher or administrator and turned in to the main 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 item.

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, CCTB, camera-enhanced smart phone, Chromebook, 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 handheld electronic devices are not conducive to a serious learning environment and their use is prohibited during the school day. This includes phone in “silent” mode. Phones and devices will be confiscated by the teacher and remitted to administration. Phones will be confiscated if they are “seen” during the school day. The first offense will be a warning. The second offense will be a detention. Further consequences include the need for parents to pick up the device and disciplinary referrals.

Chromebook/iPad Usage: Each BCS student in grades 5-12 is issued a Chromebook/iPad for academic use. These devices are issued pursuant to a yearly rental agreement between the parent, student, and the school. Each Chromebook is the property of Bayshore Christian School 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 Chromebook/iPad is for academic purposes; Chromebooks/iPads shall be used solely for this intended purpose at all times (whether on campus or off campus).

Refer to User Agreement per Chromebook and/or iPad issued.

The Chromebook/iPad is to be brought to school each day for academic use. The Chromebook/iPad should be on campus, fully charged, at the start of each academic day. Should a student forget or neglect to bring the Chromebook/iPad to school, or should the student fail to bring the Chromebook/iPad to campus fully charged, there will be a \$10 Chromebook/iPad daily rental fee assessed and the student will be provided a Chromebook/iPad for use from 8am-3pm on the respective academic day. This daily rental Chromebook/iPad may not be removed from campus and must be returned to the location of the loan no later than 3pm. Any and all daily Chromebook/iPad rental fees will be payable to Bayshore Christian School, and assessed immediately via the family FACTS account.

While using the Chromebook/iPad on campus, students must keep their issued device in their immediate personal possession and control, or secured in their assigned locker on campus. (Students in fifth grade should secure their Chromebooks/iPad in secure storage areas in their classrooms).

12. CONDUCT AND DISCIPLINE

One of the chief components of discipline at Bayshore Christian School 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 Bayshore Christian School 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 Bayshore Christian School, they agree to abide by the standards of the school *on and off campus*.

Bayshore Christian School will enforce discipline from a Biblical standpoint. We strive to have a society that reflects Christ-like behavior. All students should understand and abide by our effort to enforce Biblical discipline.

The Honor Code

The Honor Code encompasses six main areas: lying, and/or 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 and intentionally damaging the property of others and 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 injure unjustly 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.)

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.

Bayshore Christian School 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, whether involved with school events, activities, or during the school day or not, determine that continuation damages the community or the ability of the school to pursue its goals.

Discipline Categories and Consequences

Misconduct has been classified and divided into three categories, depending on the severity of the violation. The category and the consequences are at the discretion of the teachers, and/or the administration.

Category I

These incidents are activities that violate Category I rules or any other minor disturbances that prevent classroom order and instruction, such as, but not limited to the following offenses:

- Dress/Hair code violation
- Late homework
- Talking or disrupting class
- Tardy to class
- Public display of affection
- Chewing gum
- Food or drink in class or hallways
- Inappropriate use of electronic devices

Consequences: Additional work, lunch detention, after-school detention, parent notification via RenWeb/FACTS SIS, student-administration conference, suspension of extra-curricular activities or Category II consequences for recurrent offenses, as determined by the Administration.

Category II

These incidents are activities and attitudes that show a lack of respect for authority, frequent and repeated violations of Category I offenses, or any of the following offenses:

- Cheating
- Plagiarism
- Leaving school grounds without permission
- Using profanity
- Misconduct
- Disrespect of authority
- Destroying school property or personal property
- Truancy
- Lying
- Not attending scheduled detention
- Inappropriate use of an electronic device

Consequences: Student-administration conference, parent-administration conference, RenWeb/FACTS SIS notification, multiple-day detention or suspension, suspension of extra-curricular activities or Category III consequences for recurrent offenses, as determined by the Administration.

Category III

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, frequent and repeated violation of Category II rules, or any of the following offenses:

Fighting

Threats of any kind: verbal, written, or implied

Stealing

Using or possessing a weapon* at school or at a school activity

Cheating and Plagiarism

Blatant disrespect of authority

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.

Destroying school property or personal property

Using or possessing controlled substances, alcohol, or tobacco

(Regardless of age.)

Vaping

Inappropriate use of an electronic device

****No weapons of any type or objects that may serve as a weapon, (including pen knives or pocket knives), or items that look like or resemble weapons are allowed on school grounds.***

Consequences: Offenses may result in suspension or dismissal/withdrawal, as determined by the Administration.

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 may result in a parental call, conference, or disciplinary action.

Summary of Consequences

Detention

Elementary detention is held from 3:00 – 3:45 p.m. Middle and Upper Division detention is from 3:10 pm – 4:10 pm. Appropriate work will be given and 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. Failure to attend the detention at the appointed time will result in an additional detention being required. The second and subsequent failure to attend the detention will result in a suspension for each detention missed.

Dismissal from Bayshore

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

Students who have been dismissed from Bayshore Christian School 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 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 proved effective in producing an obedient response. No missed work, including assessments, will be made up and may result in a decline in a student's quarter/semester grade.

13. 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.

14. POLICY ON DRUGS, ALCOHOL, VAPING

General rule: Students are prohibited from possessing, using, selling, or purchasing alcoholic beverages, illegal drugs, controlled substances, vaping mechanisms or other mind-altering substances on school property or at school-related activities. Off-premises possession, use, sale, or purchase of such substances/devices is also prohibited. This policy pertains to all students, regardless of state laws regarding legal drinking age. While we recognize 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 our students to refrain from doing so.

Bayshore Christian School reserves the right to conduct and/or request a screening for alcohol and drugs if there is reasonable suspicion that a student is under the influence of a controlled substance. This screening includes, but is not limited to, the standard test materials used for random drug testing, or any other test or method deemed necessary by BCS administration.

Students may be required to submit to drug and alcohol screening under the following

circumstances: a) when a student is suspected of having intoxicants or mind-altering substances in his or her system; b) when a student is placed under a disciplinary contract and such screenings are terms of the contract; or c) on a periodic or random basis, including, but not limited to, in connection with the student's participation in extracurricular activities (i.e. athletic teams, school dances, off campus trips, etc.).

Consequences: Students who violate the Policy on Drugs and Alcohol may be subject to immediate disciplinary action, including dismissal from Bayshore Christian School. In addition to determining the appropriate disciplinary action, the school reserves the right to impose the following additional or alternative requirements as appropriate for the circumstances: required professional counseling approved by the administration; removal from any/all elected or appointed positions of leadership/honor in the school; required random and/or regularly scheduled drug and/or alcohol testing at a school-approved testing site for a time period and at intervals to be determined by the school's administration.

By acceptance of enrollment at Bayshore Christina School., students and their parents or 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.

15. 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 RenWeb/FACTS SIS 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.

"Spirit wear" shirts and sweatshirts may be purchased in the School Store. "Spirit wear" may be worn on Fridays.

All uniform clothing must be purchased from Lands' End. Orders may be placed at www.landsend.com/school or by calling 1.800.469.2222. Our Preferred School Number is 900132077.

BASIC UNIFORM (worn all days except Chapel day)

Middle and Upper Division (grades 5-12)

☐ **Girls**

- Khaki skort (blend chino top of the knee; solid pleated top of knee) or
- Khaki pants (plain front chino pants; stain resist plain front chino pants) or
- Khaki shorts (plain front chino shorts)
- Maroon or white polo shirt (short / long sleeve; interlock / mesh) with logo

☐ **Boys**

- Khaki pants (plain front chino pants) or
- Khaki shorts (plain front chino shorts)
- Maroon or white polo (short / long sleeve; interlock / mesh) with logo

CHAPEL UNIFORM (worn only on Chapel day of week):

Middle and Upper Division (grades 5-12)

☐ **Girls**

- Plaid A-line skirt, below the knee (may be hemmed to hit at top of knee cap)
- White oxford shirt with logo (short sleeve / three quarter sleeve / long sleeve) or
- White Peter Pan shirt (short / long sleeve) with logo

☐ **Boys**

- Khaki pants (plain front chinos) or
- Khaki shorts (plain front chino shorts)
- White oxford shirt (short / long sleeve; with logo if not worn under sweater vest)
- Maroon sweater vest with logo (optional if warm weather)
- Plaid tie

OUTERWEAR (K5-12)

- ☐ Maroon fleece jacket (full / half-zip; all students)
- ☐ Maroon drifter V neck sweater (all students)
- ☐ Maroon drifter button down cardigan sweater (all girls)
- ☐ Pewter heather fine gauge button down sweater (all girls)
- ☐ Pewter heather fine gauge pullover sweater (all students)

ACCESSORIES

Belt: If an article of clothing has belt loops, a belt must be worn.

Shoes: All shoes must be closed toe and closed heel. No “slipper” style shoes.

Special Occasions: 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 for 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.

Jeans Days/Casual Days: A “jeans day” pass allows the student to wear jeans with a Bayshore uniform shirt. Jeans should be modest in appearance- no rips, tears or holes. No “skinny jeans” or those containing lycra. The pass must be signed and dated by the homeroom teacher then carried by student on the day it is being used. On casual days, students may wear non-uniform shorts (no spandex). Nike (like) running shorts are acceptable. Other non-uniform shorts should reach fingertips when standing up straight.

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 color, etc.). Boy's hair is to be neatly trimmed with the back above the collar of their shirt; male students should not wear hair in their hair in pony tails or buns. Male students are expected to be clean shaven.

Jewelry, Piercing 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 piercing" 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 daily 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.

Other: Sunglasses or hats of any type are not to be worn on campus prior to 3:30 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.

16. FIELD TRIPS AND SCHOOL TRIPS

A permission form must be signed by a parent or guardian for all trips away from school. This ensures that parents are adequately informed in advance of any anticipated field trip or excursion. Students risk being excluded if trip payment is not turned in on time.

17. 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 Ren Web 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.

18. 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.

Students may drink water only using clear water bottles. Water bottles should be kept in the student's backpack throughout the school day.

19. LEAVING SCHOOL GROUNDS

Emergency forms, which must be filed before the first day of school, 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 does not appear on this form. Changes or additions can be made in person or by a written note signed by one parent whose signature is on his/her child's registration application.

If your child has permission to go home after school with an individual other than that noted on RenWeb/FACTS SIS, a call must be made to the office before 2:30 p.m.

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.

Students may not visit the convenience store located directly south of the school. If a student leaves campus to visit such store, he or she may not return to campus.

20. LOCKS AND LOCKERS

Lockers and locks will be assigned to each 5th – 12th grade student. Students should not deface the lockers or tamper with the locks. Lockers are subject to being searched by administration. Students are responsible for the school locks given to them. Students will be charged \$5.00 for lost locks.

21. 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.

22. 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.

23. PROM

Prom is for the 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.

24. SEXUAL HARASSMENT POLICY

Bayshore Christian School is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and free from all forms of intimidation, exploitation, and harassment, including sexual harassment. Bayshore Christian School 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 our 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 Bayshore Christian School. 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.

25. 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, 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 Bayshore Christian School employees.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, or others engaged in Bayshore 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.

Bayshore Christian School's 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 administration.

26. STUDENT DRIVERS

All student drivers must have a driving permit signed by their parents on file in the school office. Students may park in designated parking areas only.

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 as long as permission has been obtained, approved by the administration.

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