



Bayshore
CHRISTIAN SCHOOL

Early Childhood and Lower 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:

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.

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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 office personnel:

Melanie Humenansky, Head of School
Angie Bailey, Dean of Administration
Antoinette Kolbe, Faculty Prefect
Matti Valdivia, Director of Admissions
Holly Habimana, Development Advisor
Christina Stenholm, School Counselor
Nicole Kemp, Dir. of Tech. & Academic Program Dev.
Sarah Lockhart, Administrative Assistant
Marlo McNamara, Receptionist
Allison Humenansky, Digital Engagement
Blake Conley, Facilities Manager
Business Office ext. 320
Report an absence ext. 300
General information ext. 300
Medication for students ext. 300
After School Care cell: (813) 528.0588
Summer Camp Bayshore cell: (813) 528.0588

1. SCHOOL HOURS

Regular Full Day

Preschool	8:15 a.m. – 2:30 p.m.
Kindergarten – 5 th Grade	8:15 a.m. – 2:45 p.m.
6 th – 12 th Grade	8:00 a.m. – 3:00 p.m.

Half Day

Half days are added to the school calendar located at www.bayshorechristianschool.org.

Campus gates are closed between 8:15 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 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). All requests to faculty and staff must be made in writing to ensure the school has a record of the request.

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.

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 valuable information, including an interactive calendar of events that we encourage all parents to subscribe.

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

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, 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.**

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 our school as listed in the handbook, and to provide the safest and healthiest environment possible for our students. By accepting enrollment at BCS, parents understand we reserve the right to fully investigate every complaint, including searches and questioning students. When speaking with students, we 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. The Administration will always communicate with you if your child has been involved in or may have knowledge of an incident being investigated.

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 (Annette Sullivan – Lower Division K – 2nd grade, Joli Morejon – Lower Division 3rd through 5th grade, Mrs. Sander – Middle Division, and Mrs. Kolbe - Upper Division). The next step would be to then 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 skill sets 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 – 5th 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 - 2nd 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 3rd - 5th 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 – 5th 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 work
- 2 – Student consistently performs On Grade Level work
- 1 – Student consistently performs Below Grade Level work

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 and S on the report card skill set for K – 5th 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 are required to 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.

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

We believe our students should be encouraged to be involved in serving 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 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, memorize scripture, 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. 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.

Virtual Learning/Blended Learning Protocol

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.

When will virtual learning occur?

- Due to State of Emergency declared by Local/State Government
- Delayed reopening due to inclement weather

Technology/Student Expectations:

- School issued iPad must be fully charged for school day usage (on campus/blended learning)
- School issued iPad required for Blended Learning and on campus
- Software/Applications pre-loaded to BCS issued iPad
- Check school issued email frequently during the school day
- Camera must be on and student visible within full screen display
- Teacher will guide camera use from initial class check-in.

- Student must be fully dressed in BCS appropriate attire

TBCAL (Tampa Bay Christian Athletic League)

Students in 4th and 5th 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 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.

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.

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 a period of 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/guardians with resources and materials to support the child at home
3. Identify additional moderate accommodations not currently being used
4. Suggest outside tutoring options
5. Suggest outside counseling services/pastoral services
6. Implementation of BCS-created Student Assistance Plan - An alert is entered in FACTS SIS to communicate all necessary accommodations with the student's teachers. The Student Accommodation Plan is reviewed annually.

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.

4. 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.

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

To Be Counted Present

For K-5th 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.

Tardiness

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.

Excessive unexcused tardiness may result in the following:

3 rd unexcused tardy:	Parents notified via email from Administration
Five or more unexcused tardiness:	Parents notified by Administration and possible after school detention

Excessive unexcused tardiness 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; school-related activities; student illness or injury with an accompanying doctor's note; or verified doctor appointment with an accompanying doctor's note. Parents must notify the school office prior to 9 am 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 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.

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.

Pre-Approved Absences:

A pre-approved absence is not automatically excused. 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. Students should turn in a completed "Request for Pre-Approved Absence" form with the parent's signature and the teachers' signatures to the school office for administrative approval. This form can be obtained in the school office. The purpose of the Request for Pre-Approved Absence form 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 FACTS Family Portal system/Microsoft Teams, a Request for Pre-Approved Absence form is still required.

Students will be encouraged to do their work in advance of the pre-approved absence if possible. If major assignments are 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.

Leaving School Early

All students who leave campus for part of a day must have a parent or designated adult sign them out in the office. Upon return, the parent or designated adult must sign them in. Absences from class will follow the "Attendance Requirement" guidelines to determine excused or unexcused status.

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.

If a student's absence is excused, work may be made up and tests rescheduled. It is the student's and/or parents' 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.

5. BAYSHORE CARES - BEFORE AND AFTERSCHOOL CARE

Bayshore Christian School is pleased to offer a variety of programs that offer safe supervision to students of all ages. 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

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 (Daily): \$15.00/student

Before School Care (Monthly): \$75.00/student

After School

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

- Early Childhood and Lower Division students may be picked up at dismissal time. If Parent is picking student up early, student **MUST** be signed out in the Office.
- Early Childhood Division students will go to our After School Care Program if not picked up by 2:45 pm. Lower Division students will go to our After School Care Program if not picked up at 3:00 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.

- 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).

*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 car line 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 (Daily): \$20.00/student

After School Care (Monthly): \$240.00/student

LATE Fee: \$15.00/quarter hour

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 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. 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 shall be contacted in order to take the student home. The student shall 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. Student may return after passing additional inspection.

7. 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 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.

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.

8. COMPUTER USE/iPads

All K5 –12th 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 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, 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. This includes phone in "silent" mode. Phones and wearable devices will be confiscated by the teacher and remitted to administration. Phones and wearable devices will be confiscated if they are "seen" during the school day. 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.

In grades 3 – 12, 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, there will be a \$10 iPad/Chromebook daily rental fee assessed and

the student will be provided an iPad/Chromebook for use from 8am-3pm on the respective academic day. This daily rental iPad/Chromebook may not be removed from campus and must be returned to the location of the loan no later than 3pm. Any and all daily iPad/Chromebook rental fees will be payable to BCS and assessed immediately via the family FACTS account.

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.

8a. 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. Students in grades K-2 will be issued an iPad from their classroom for blended learning use.

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.

Please refer to the section on Virtual Learning/Blended Learning Protocol for more information.

9. 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*.

BCS 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 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.)

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.

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.

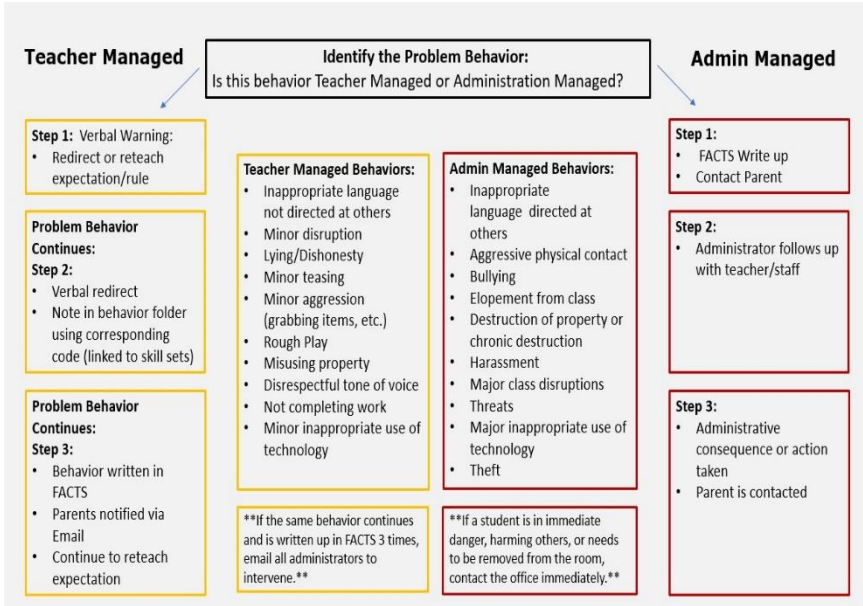
Students are expected to comply with the standards and regulations of the school with a positive attitude. They are encouraged to use respectful manners when conversing with a teacher or other adults. Correction by a teacher should be accepted without argument. If there is a question concerning the violation 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.

Problem Behaviors, Management of Problem Behaviors, and Connection of Problem Behaviors to Skill Sets on Report Cards

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



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

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

Elementary 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.

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 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. A student receiving OSS is not eligible to participate in the next extracurricular activity in which he or she is enrolled.

10. 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.

11. POLICY ON DRUGS, ALCOHOL, VAPING

If it becomes necessary, the procedures of this policy will be followed. The details are found in the Middle and Upper Division Handbook.

12. SEXUAL HARASSMENT and MISCONDUCT POLICY

If it becomes necessary, the procedures of this policy will be followed. The details are found in the Middle and Upper Division Handbook.

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.

13. 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 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.

14. 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.

15. CAMPUS LIMITS

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.

Areas directly outside of the school grounds are off limits before school and after school. Preschool and elementary students may not leave campus. 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 room and 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

16. BUS/VAN RULES

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

17. 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.

“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.

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.

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 for students in K5 – 12th grade. Any alterations to the school uniforms must be within school guidelines, including monogramming, hemming, etc.

PRESCHOOL 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 our school store). 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: Closed toe and closed heel athletic shoes with socks.

ELEMENTARY GIRLS- K5 – 5th LANDS' END BASIC UNIFORM

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

NAVY BOTTOMS

Navy Blend Chino Skort Top of Knee

Navy Blend Chino Skort Above Knee

Navy Ponte Button Front Skort

Navy Plain Front Blend Chino Shorts

Navy Active Chino Shorts

Navy Plain Front Stretch Chino Pant

Navy Perfect Fit Iron Knee Blend Plain Front Chino Pant

Navy Elastic Waist Pull-On Chino Pants

Navy Perfect Fit Iron Knee Blend Elastic Waist Chino Pants

SHIRT

Maroon or white Short Sleeve Interlock Polo Shirt with logo

Maroon or white Short Sleeve Interlock Polo Shirt with logo (Feminine Fit)

Maroon or white Short Sleeve Mesh Polo Shirt with logo

Maroon or white Short Sleeve Mesh Polo Shirt with logo (Feminine Fit)

Maroon or white Long Sleeve Interlock Polo Shirt with logo (Feminine Fit)

Maroon or white Long Sleeve Interlock Polo Shirt with logo

Maroon or white Long Sleeve Mesh Polo Shirt with logo (Feminine Fit)

White or Soapstone Short Sleeve Rapid Dry Polo Shirt with logo

LANDS' END CHAPEL UNIFORM

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

Side Pleat Plain Skort Above Knee
Plaid jumper (Not the side buckle jumper)

White Long Sleeve Peter Pan Collar Polo Shirt with logo
Short Sleeve Peter Pan Collar Polo Shirt with logo

LANDS' END OUTERWEAR

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

Kids Mid-weight Fleece Jacket with logo
Kids Lightweight Fleece Quarter Zip Pullover with logo
Cotton Modal Cardigan Sweater with logo
Kids Cotton Modal V-neck Sweater with logo
Cotton Modal Button Front Cardigan Sweater with logo
Cotton Modal Zip-front Cardigan Sweater with logo

SHOES: Closed toe and closed heel athletic shoes with socks.

ELEMENTARY BOYS K5-5th LANDS' END BASIC UNIFORM

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

NAVY BOTTOMS

Navy Boys Active Chino Shorts
Navy Boys Plain Front Blend Chino Shorts
Navy Boys Cotton Plain Front Chino Shorts
Navy Boys Iron Knee Blend Plain Front Chino Pants
Navy Boys Iron Knee Stain Resistant Wrinkle Resistant Plain Front Chino Pants
Navy Boys Elastic Waist Pull-On Chino Pants
Navy Boys Iron Knee Active Chino Pants
Navy Boys Iron Knee Elastic Waist Blend Chino Pants

SHIRT

Maroon or White Kids Short Sleeve Interlock Polo Shirt with logo
Maroon or White Kids Short Sleeve Mesh Polo Shirt with logo
Maroon or White Kids Long Sleeve Interlock Polo Shirt with logo
Maroon or White Long Sleeve Mesh Polo Shirt with logo
Soapstone or White Kids Short Sleeve Rapid Dry Polo Shirt with logo

LANDS' END CHAPEL UNIFORM

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

Bottoms: Same as "Basic Uniform" bottoms listed above.

Tops: Any white shirt from the options listed above.
Kids Cotton Modal Sweater Vest (optional if warm weather)

LANDS' END OUTERWEAR

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

Maroon Kids Mid-weight Fleece Jacket with logo
Maroon Kids Lightweight Fleece Quarter Zip Pullover with logo
Maroon Kids Cotton Modal V-neck Sweater with logo
Pewter Heather Boys Cotton Modal Fine Gauge V-neck Sweater with logo
Pewter Heather Boys Cotton Modal Button Front Cardigan Sweater with logo

SHOES: Closed toe and closed heel athletic shoes with socks.

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 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.

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.

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, 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 3:00 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.

18. 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.

19. 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 snack/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 here: [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.**

20. LEAVING SCHOOL GROUNDS

The online enrollment forms, which must be completed prior to a student’s attendance, are to contain the names of people, 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 student’s 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 our school office is preparing for dismissal at that time.

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. 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 and 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.

24. 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.