



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

3909 S. MacDill Avenue ~ Tampa, FL 33611 www.bayshorechristianschool.org

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: 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 (1 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).

*All information in this document is accurate at the time of this printing.
The Administration reserves the right to revise guidelines throughout the year, as
necessary. Any guideline revisions will be reported to parents via e-mail and through the
school newsletter.*

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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	ext. 343
Christina Stenholm, Guidance Counselor	ext. 333
Matti Valdivia, Admissions Counselor & Transcripts	ext. 346
Sarah Lockhart, Secretary	ext. 367
Glyssel Cooper, Director of Development	
Nicole Kemp, Media Specialist	ext. 347
Business Office	ext. 320
To report an absence	ext. 300
General information	ext. 300
After-School Care & School Break Camp	cell: (813) 528.0588
Summer Camp Bayshore	ext. 344

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.

Everyone visiting on campus must sign-in at the office. Campus main gates are closed between 9:00 am-2:10 pm. Those arriving on campus between those times will need to enter the southeast gate and park in the front parking lot. **According to our policy, please bring driver's license to sign-in at the office before going anywhere on campus.**

Half Day

All students released at 12:00 p.m.

2. ACADEMIC COURSE OF STUDY

PRE-KINDERGARTEN THROUGH KINDERGARTEN:

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

Pre-Kindergarten grades for skill sets on report card will use the following scale:

ME	Meets Expectation
DS	Developing Skill
NI	Needs Improvement
NA	Not Applicable this grading period

5 Year Old Kindergarten –4th GRADES

The course of study for Grades K – 4th includes: Bible, Science, Language Arts, Reading, Geography/History, Mathematics, Spelling, Handwriting, Foreign Language, Creative Writing, Music, Art, Technology, Physical Education. Additional co-curricular classes may be announced.

GRADING SYSTEM /SCALE

Kindergarten report card grades will start the second quarter.

Elementary K – 4th 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
D - Poor:	60 - 69
F - Not Passing:	0 - 59

Enrichment classes, skill sets, and behavior will be graded using the following scale:

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

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 incompleted in the designated time.

CITIZENSHIP AWARD

Citizenship Award is a quarterly reward and recognition of students with all E and S on the report card skill set for K-4th grades.

HONOR ROLL

Honor Roll is a quarterly reward and recognition of academic achievement for grades 3 through 12th.

Principal's Honor Roll: All A's

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

STANDARDIZED TESTING

Nationalized Academic Tests are administered to Kindergarten through 8th grade each spring. This is a week-long test. It is very difficult for students who are absent to make up the test. Parents will receive an email with access codes for test results at the end of school.

3. ATTENDANCE REQUIREMENTS

TARDIES:

A preschool or elementary student arriving after 8:15 a.m. is considered tardy. Any preschool or elementary student late for class will need to be signed in by the parent at the school office. Tardiness will be monitored by the teacher and administration. Excessive tardiness (five or more) may result in detention and referral to administration with possible further action.

Excused Absence

A valid excused absence for part or all of a day for a student requires satisfactory evidence of the excuse is given to the lower school teacher in writing within 24 hours of student's return to campus. These include personal illness or injury; death, illness or injury within the immediate family; prior approval of special absences; validated doctor appointment; school related activities; instances where attendance by pupil would be hazardous. As a courtesy, parents are asked to notify the school office prior to 9 a.m.

Unexcused Absence

An absence that does not follow the above requirement is unexcused.

Excessive Absence

In order for children 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 entire school day in an academic semester is considered excessive. Consequences for excessive absences include, but are not limited to, parent conferences, detention, suspension, expulsion, 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. Any exception to this policy must be approved by Administration.

Pre-Approved Absences

Any reasons 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. An assignment slip with parent's and teachers' signature is completed and approved by administration prior to scheduled absence. A request for short term absence submitted less than one week in advance may be denied unless there are extenuating circumstances.

4. 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 The New International Version (NIV) translation of the Bible for Bible courses. Inspirational age-appropriate chapel services are held weekly, during which time students learn, sing, and hear testimonies and character building messages from God's Word. Parents are invited to worship at chapel services. Chapel days will be throughout the year on a designated day of the week (to be announced before the beginning the year).

5. BUS RULES

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

6. CAMPUS LIMITS

Students in grades PK2-4th are to enter their classrooms between 8:00 - 8:15 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. According to our policy, all visitors must report to the main office before going anywhere on campus after 8:15 a.m. and before 3:00 p.m. Please do not wait outside classroom doors at dismissal. It causes congestion and students and teachers are late to car rider line.

Students may not be dropped off or picked up in the area shopping plazas.

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

- | | |
|--|-------------------------------|
| Sanctuary or restrooms | Back stairs of gym |
| Elementary or preschool buildings | Back stairs by chemistry room |
| Office or preschool porches | Maintenance areas |
| Joy property and playgrounds | Parking lots/buses |
| Area behind the Media Center | Gym, gym lobby, locker room |
| Hallway between Media Center and sanctuary | |

7. CARE OF PROPERTY

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.

Responsibility for School Property and Materials

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. This is true of big (and often expensive) items such as computers, Chromebooks, etc., as well as small items. This is being a good steward of what God has given our school. 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.

Parents and students should check the student planner daily for assignments and comments. When required by a teacher, parents should sign the planner for teacher verification. The RenWeb system allows parents to view the student's grades, upcoming assignments, attendance and billing information. The school's website – www.bayshorechristianschool.org - also allows parents to view information about the life of the school, pictures, school newsletters and calendar information. Parents will be notified via e-mail for updates.

Progress reports will be distributed for all students in grades 3-12 at the midpoint of each grading period via e-mail.

Conference nights are scheduled twice yearly. Parents may schedule conferences at other times by contacting the teacher via e-mail for an appointment.

During the school day, lunches, homework, books and other items should be left with the office to be delivered to your child. If you need to send a message to your child during school, please call the office and a message will be delivered to your child. 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). ***Since students are not permitted to use cell phones on campus, parents are not to call or text students on their personal cell phones during the school day.***

8. CONDUCT AND DISCIPLINE

When students enroll at Bayshore Christian School, they agree to abide by the standards of the school on and off campus. The 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, 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, defaming others and intentionally damaging the property of others cannot 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, a person submitting the work of another as his/her own work (plagiarism) 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. There is zerotolerance for bullying at Bayshore. All bullying issues will be dealt with immediately.

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 the Honor Code being violated, they are obligated to inform the proper authority (teacher, coach, administrator, etc.).

Corrective Discipline

At Bayshore Christian School, we partner with parents to help direct the child toward making good decisions according to Biblical standards. We use positive reinforcement and redirection to encourage appropriate behavior. We encourage our students to make good choices and to use their words to express their feelings to one another.

All BCS teachers and staff use age-appropriate, constructive disciplinary practices for the students in their care. Each teacher establishes a classroom management system for his students. These disciplinary practices are provided to parents at the beginning of each school year.

The general disciplinary policy at BCS prohibits children from being subjected to discipline which is “severe, humiliating, frightening, or associated with food, rest, or toileting. Spanking or any other form of physical punishment is prohibited by all personnel.” (Hillsborough County Child Care Licensing Program Guidelines, section 1.06)

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 “Yes Sir” or “Yes Ma’am” 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, and 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.

Bayshore Christian School upholds that aggressive behavior, bullying, harassment, and similar acts, of any student or school employee is prohibited during any education program or activity conducted by BCS, during any school-related or school-sponsored program or activity, on a school bus, through the use of data or computer software that is accessed through a computer, computer system, or computer network of BCS, or during off-campus activities, if the behavior causes emotional distress to an individual that substantially disrupts or interferes with the operation of the school or an individual student’s ability to receive an education.

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. Below

is a brief summary of infractions. For more details parents please refer to the Middle and Upper Division Student Handbook online. www.bayshorechristianschool.org

5 year old Kindergarten through 4th grade Discipline Plan:

The BCS discipline plan is designed to provide multiple opportunities to teach students appropriate behavior through positive reinforcement and progressive corrective consequences. As Faith Warriors we expect students to do their best, be respectful, safe, prepared, and responsible.

The teachers will provide opportunities for students to learn disciplinary expectations, including warnings and redirection. The BCS discipline plan is applicable both on and off campus, including, but not limited to, any and all school related events.

Misconduct has been classified and divided into three categories, depending on the severity of the incident. Categorization of incidents and consequences are at the discretion of the teachers and/or 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:

Inappropriate language	Inappropriate behavior	irresponsible
use of materials	Chewing gum	
Dress code violation	Tardy to class	
Not following teacher instructions	Food or drink without permission	
Not following procedures	Inappropriate use of electronic device	

Consequences: Logged in Renweb/FACTS SIS as behavior violation, loss of privileges such as lunch detention, recess, and time out in another classroom.

Level One: The teacher will contact the parent and administration. It will be logged in Renweb under behavior notes.

Level Two: The teacher will contact parent and administration, and offense logged in Renweb under behavior notes. The student will immediately go to another lower division classroom to complete a Behavior Reflection Form. Teacher requests conference with parent.

Level Three: The student will be counseled by principal or an administrator and serve time out of class, detention, or suspension from field trips and extra-curricular activities.

Category II:

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

Cheating	Lying	In campus area without permission
Using profanity	Misconduct	Disrespect of authority
Missing class	Plagiarism	Major disruption of class
Excessive roughness	Honor Code violation	
Destroying school property	Destroying personal property	
Not attending scheduled detention	Inappropriate use of electronic device	

Consequences: Logged in Renweb/FACTS SIS as a behavior violation, loss of privileges, administrator/student conference, administrator/parent conference, out of class detention, non-school hour detention, out of school suspension

Leve One: The administration contacts parents, logged in Renweb as a behavior violation, student /administrator conference, and out of class detention.

Level Two: For recurrent Category II offences, logged in Renweb as a behavior violation, parent/administration conference required, and purchase of detention time. Other consequences may include suspension from field trips and extra-curricular activities, and out of school suspension.

Level Three: Logged in Renweb/FACTS SIS as a behavior violation. Parents will be called to sign-out student for the remainder of the day as out of school suspension.

Category III:

These 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.

Consequences: Logged in Renweb/FACTS SIS as behavior violation. The administration will contact parents for an immediate conference and student will serve out of school suspension for the remainder of the day. It may also result in suspension or dismissal/withdrawal, as determined by the Administration. The number of days for out of school suspension depends upon the nature and severity of the offense.

Summary of Consequences

Detention

Elementary detention during the school day is during lunch time or in a neighboring classroom. After school detention has a charge from 3:00 – 3:45 p.m. or Saturday morning. Middle and Upper Division detention is from 3:10 pm – 4:10 pm and Saturday morning. Appropriate work will be given and expected to be completed by the student during this time. Light cleaning tasks may be given; this may include classrooms, hallways, 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.

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 will be made up.

If there are more serious infractions then the specific details are followed in the Middle and Upper Division Handbook.

9. DRESS CODE AND UNIFORMS

Our desire with our dress code is for our school to be distinctly different from other schools. Administration has the right and responsibility to require all students to be appropriately dressed before attending any class. Uniforms are expected to be the neat, clean and appropriately sized.

Any special events or field trips that deviate from the normal dress code will be determined by the teacher and/or the administration. All decisions by the faculty and/or administration concerning dress code are final.

All uniform clothing for K5 -12th grades must be purchased from Lands' End. "Spirit wear" shirts and sweatshirts may be purchased in the School Store. "Spirit wear" may be worn on Fridays. Outerwear must be purchased from Lands' End and bear the BCS logo. Orders may be placed at www.landsend.com/school or by calling 1.800.469.2222. Our Preferred School Number is 900132077.

Grades K2, K3 and K4 - Everyday including chapel day

Shirts: Maroon t-shirt with the Bayshore printed logo (purchased at our school store) Bottoms: Pull-up navy knit or twill shorts or navy pants, or navy knit skorts and no jeans Outerwear for K2, K3, and K4: Any zippered or buttoned front sweater or jacket.

Grades K5 through 4th Basic Uniform – All purchased from Lands' End

Uniform Shirts: Maroon or white interlock or mesh polo shirt, long or short sleeved with BCS "B" logo
Uniform Bottoms: Navy plain front chino pants or shorts, or chino, stretch or knit skort.

Uniform Outerwear: With the exception PK2-PK4, **All outerwear must be purchased from Land's End** and bear the BCS "B" logo. The maroon outerwear includes a fleece jacket, drifter V neck sweater, and drifter button down girl's cardigan sweater. The pewter gray choices are the fine gauge pullover sweater and the fine gauge button down girl's sweater.

Chapel Uniform worn on designated chapel day - All purchased from Lands' End

Girls- Plaid skort with modest length

White Peter Pan shirt with long or short sleeves with BCS "B" logo (not white polo on chapel day)

Plaid jumper with modest length

Boys- Navy shorts or pants with white polo shirt with BCS "B" logo (long or short-sleeved) and maroon sweater vest (optional if warm weather).

Daily Accessories

Belt: If an article of clothing has belt loops a belt must be worn, however no belts for PK2-PK4.

Shoes: Athletic sneaker shoes must be closed toe and closed heel. Clean, attractive sneakers must be worn by preschool and elementary students with socks, tights, or leggings in solid white, navy, black, maroon, or tan. Boots are not allowed in the Preschool or elementary divisions.

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.

Casual Dress Days: A "casual dress day" pass allows the student to wear jeans with a Bayshore uniform shirt. Jeans should be modest in appearance without holes. Please, no "skinny jeans," tight, or those containing lycra. The pass must be signed and dated by homeroom teacher and carried by the student on the day it is being used. Lower school may use the passes for casual wear that follows modest length shorts, skorts and dresses with no bare midriff, backs and shoulders, and also no spaghetti straps.

T-shirt Fridays: On Fridays all students may wear BCS spirit t-shirt purchased in the school store with the daily uniform bottom. Shirts must be appropriate in size, and in good condition.

Hair: Students' hair is expected to be neat, combed, clean and out of their eyes. Fad or extreme hair styles, such as dyed or unnatural hair coloring are not permitted. Boys' hair is to be neatly trimmed; the back not longer than above the collar of their shirts.

Jewelry, Piercing and Tattoos: Jewelry may not be excessively large or distracting while age and activity appropriate. The following symbols do not exemplify Christian values and are not permitted: zodiac, yinyang, 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 small earrings following the jewelry guidelines. Male students may not wear earrings at any time on BCS campus or to any BCS function. No exposed temporary or permanent tattoos are permitted. If a student has a tattoo it must be covered at all times.

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, and any other head covers are not permitted at any time.

10. ELECTRONIC DEVICES AND TECHNOLOGY USES

Non-school electronics (Smart phones, tablets, iPads, or laptops and etc.) are to be turned off between 8 a.m. to 3 p.m. unless use is requested by the child's teacher for a class assignment. Parental communication during school hours is only permitted via the phone in the school office. If the student has any of the above electronic devices during school hours without teacher's permission, the device will be collected by a teacher or administration 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 policy, the parent or guardian must come into the office to retrieve the electronic item. ***Bayshore Christian School is not responsible for loss and/or damage of personal property.***

Chromebooks and classroom computers are used at school under the supervision of teachers for research, report writing purposes and eBook connections. Students will receive instructions prior to use. Parents and students must sign an agreement form prior to use.

Filtering software is enabled on all campus devices and wireless networks in order to minimize the risk of exposure to inappropriate material. Students using personal servers on campus must use the school server connection. Using a personal hot spot or WiFi 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.

Students (3rd-4th) should have a USB flash drive on which to save reports and/or information. No reports are to be stored on a school computer's hard drive. No information on a portable drive is to be loaded onto any school computer.

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 usage 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.

11. EXTENDED CARE AND ENRICHMENT

Before school/after school

Elementary and preschool students are not to be on school grounds before 8:00 a.m. or after 3:00 p.m., unless they are participating in a supervised activity. After 2:45 p.m., preschool students will be in afterschool care and charged after care fee at 3:00 pm. Elementary students not picked up by 3:00 p.m., will be in afterschool care and charged after 3:15 p.m. Families who use before and after school care have payment deducted from their FACTS account.

Before School Care is available from 7:00 to 8:00 a.m. The cost is \$65 per month for regular users (3 or more days per week). Occasional users' FACTS accounts will be charged \$10 per use.

After School Care is offered from 2:30 to 6:00 p.m. daily. The cost is \$185 per month for regular users (3 or more days per week). Occasional users' FACTS accounts are charged \$15 per use. There is a \$15 late fee for students picked up after 6:00 pm and then for each 15 minutes.

After School Enrichment Classes are offered throughout the school year. A fee is charged and is paid directly to each company providing the enrichment class.

MIDDLE & UPPER DIVISION

Middle and Upper Division 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. Middle Division students not picked up by 3:15 p.m. must go to after school care or the sport activity in which they are participating. Middle Division and Upper Division students will be charged afterschool care fees if not picked up by 3:30 pm. If any problems occur, parents will be called and required to remove their children every day by 3:15 p.m.

12. FIELD TRIPS AND SCHOOL TRIPS

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

13. GRADUATION ACTIVITIES

Accounts for the school year must be fully paid in order to participate in these activities.

PK4 graduation ceremonies take place near the end of May. Qualified students graduating from PK4 participate in a program, diploma ceremony and reception.

14. HOMEWORK

Homework is defined as all additional assignments for practice or drill, as a remedial activity, as an enrichment activity, as part of special projects or special long-term projects which 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.

15. LEAVING SCHOOL EARLY

According to our policy, all visitors must report to the main office before going anywhere on campus or staying in a classroom. A student will be allowed to leave school early when a parent or designee of parent comes into the office to sign-out the student. It is helpful and expedites an early release when parents send a note to teacher when student will need to check out early. All parents who need students to leave campus for part of a day must 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.

16. LEAVING SCHOOL GROUNDS

Emergency contact on RenWeb, 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 writing from the parent whose signature is on his/her child's registration application.

If your child has permission to go home after school with a friend, a parent needs to send email or note to this effect to the child's teacher that morning.

All students, regardless of age, should check in and out through the school office to retain accountability for absences from school. Parents who wish to check their child out early must do so through the school office. **According to our policy, please bring driver's license to sign-in at the office before going anywhere on campus.**

17. 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.

18. MEDIA CENTER

Students use the Media Center supervised by the teacher and the Media Specialist. Students are responsible for all books checked out in their name. Students should follow rules for using facilities.

19. MEDICATIONS AND SCHOOL CLINIC

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.

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 as necessary. 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 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 and vomit free.

Communicable Diseases- The term "communicable diseases" is used to describe ailments that are spread from student to student through touch or the sharing of personal items such as hairbrushes. Parents will be called to pick up students with conjunctivitis or "Pink Eye." Students may return to school after physician note and 24 hours of medication. Other ailments will be handled on a case- by-case basis.

Communicable Insects- Students with head lice will be isolated in the school clinic while waiting for parental pick up. Students will be kept out of school until fully treated at home. Parent must bring student to office for a head lice check before returning to class.

20. RESPONSIBILITY FOR CAMPUS CLEANLINESS

Keeping Bayshore Christian School's campus clean is everyone's job. We believe that Christ would want us to have a servant's heart that is responsible toward our facility, and take care of not only personal belongings and classrooms, but also to keep all other areas of the building clean. It is important that our facility maintain a clean and orderly appearance not only for ourselves but for those who come to visit. Their first impression of Christ and Christians could be based on how our school looks.

21. SCHOOL BREAK CAMP

School break camp will be available during school breaks and professional days. The camp does not meet on federal holidays. Parents are notified about camp days in advance. If not enough families sign-up for school break camp by deadline and day camp maybe canceled, families will be notified as soon as possible.

22. WORK MISSED

Parents of absent students should check RenWeb for work assignments. It is the student's responsibility to obtain class notes and make-up work. Parents may call school office to leave a message for absent student's textbooks to be sent to the office to be picked up by parents by 3:30 p.m.

Students can call a classmate after school to get assignments. Students should not call their teachers in the evening to get assignments. Students/parents should also check Renweb 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 parent conference for corrective alternatives.

Work missed due to an absence or tardy is expected to be completed. The time allowed to complete the work for tardiness is by next morning. The time allowed to complete the work for absences is equal to the number of days absent. The calendar begins on the first day the student returns to school. If a test/quiz was given on the day of the absence it must be made up within two days of the student's return to class. Assignments, tests, and quizzes assigned prior to the absence, must be taken as assigned.

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.

23. EXTRA VIOLATIONS

Other more serious violations and offenses are uncommon in the Lower Division and are not detailed in this Handbook. More serious offenses are addressed in the Middle and Upper Division Handbook. Administration will follow these policies if it becomes necessary for the misconduct of Lower Division Students. Parents may read the Middle and Upper Division Handbook online www.bayshorechristianschool.org