



Bayshore
CHRISTIAN SCHOOL

Middle and Upper Division Parent and Student Handbook

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

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

***Motto: "We are Bayshore:
Scholars, Leaders, Faith Warriors"***

Vision:

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 telephone extensions:

Melanie Humenansky, Head of School	ext. 352
Angie Bailey, Dean of Administration	ext. 340
Shayne Ross, Athletic Director, Dean of Students	ext. 343
Matti Valdivia, Director of Admissions	ext. 346
William Price, Director of Development	ext. 350
Christina Stenholm, School Counselor	ext. 333
Nicole Kemp, Media Specialist	ext. 347
Sarah Lockhart, Administrative Assistant	ext. 367
Marlo McNamara, Receptionist	ext. 300
Allison Humenansky, Digital Engagement Business Office	ext. 300 ext. 320
To report an absence	ext. 300
General information	ext. 300
Medication for student	ext. 300
After School Care & School break camp	cell: (813) 528.0588
Summer Camp Bayshore	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

Communication with Faculty and Staff

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

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 regarding these specific conference evenings is provided in advance of each event by both 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 an interactive calendar of events to which we encourage all parents to subscribe, as well as other important information.

Progress reports will be sent home via email for all students in grades 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.**

Matthew 18 Principle

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

If a student has a concern or complaint about a specific teacher, coach, and/or administrator, it is essential that the initial communication be with the specific individual. The student should be encouraged to speak with the individual first. If the concern continues or is not resolved, then the parent should speak with the individual. The next step would be to speak with the appropriate division head (Mrs. Sander for middle division and Mrs. Kolbe for upper division). The next step would then be to speak with a school administrator (Mrs. Humenansky, Mrs. Bailey, and/or Mr. Ross). Parents should advise their child on the approach to begin resolution of a conflict.

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

3. ACADEMIC INFORMATION

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

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

Course of Study – Graduation Guidelines (High School)

Current requirements include:

English: (4 credits) English I, II, III, IV, Advanced Placement
Language, Advanced Placement Literature

Math: (4 credits), one of which must be Algebra I and one of which must be Geometry.)
Algebra I, Algebra II, Geometry, Pre-Calculus,
Advanced Placement Calculus, Statistics and
Probability, Math for College Readiness

Science: (4 credits) (2 years of a “lab” science and 2 other sciences)
Anatomy, Advanced Placement Environmental Science,
Biology, Chemistry, Earth and Space Science, Forensic
Science, Physics and Marine Biology

Social Studies: (3 credits) World History, United States History,
½ Economics, ½ American Government,
Advanced Placement Human Geography,
Advanced Placement United States History,
Advanced Placement World History, Geography

Physical Ed: (½ credit) (or ½ credit for 2 seasons of varsity sports)

Health: (½ credits) (HOPE class =both P.E. and Health credit)

Fine Arts: (1 credit) Performing Arts I, II, III, IV
Visual Arts I, II, III, IV
Advanced Placement Art

***Foreign Language (2 credits)** Spanish I, II, III, IV

**Foreign Language credits must be earned in two or three consecutive school years.*

Electives: (6 credits) Technology
(Bible is required for each semester a student attends BCS. All credits that are received for Bible will be applied toward the elective category.)

FLVS: Students may request FLVS courses at the discretion of the college counselor. Students must consult with the college counselor prior to registering for a class. Students may not take courses on FLVS that are offered at BCS. All policies, academic and otherwise, apply to courses offered through FLVS.

Study Hall Students may request a study hall if they are enrolled in a FLVS course and there is no academic option of BCS classes available. Student academic and behavior records are taken into consideration when approving non-academic courses.

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

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

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

follows:

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

The school year is divided into four nine-week grading periods of approximately 45 days each. A grade will be given in each subject taken each nine weeks. These grades are used to determine GPA's (Grade Point Average) for honor roll and probationary status.

Grade Calculations

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

<u>1st Semester Grade</u>	<u>2nd Semester Grade</u>
1 st Quarter Grade x 40%	3 rd Quarter Grade x 40%
2 nd Quarter Grade x 40%	4 th Quarter Grade x 40%
1 st Semester Exam x 20%	2 nd Semester Exam x 20%
	<u>Final Grade</u>
	1 st Semester Grade x 50%
	2 nd Semester Grade x 50%

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

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

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

HCC dual enrollment classes and AP classes have an additional weight of .08 added to the semester GPA (not per nine weeks) for a grade of "C" or above. Students taking an AP class are required to take the AP final exam. High school Honors classes have an additional weight of .04.

Advanced Placement Courses

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

Graduation Guidelines

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

To qualify as valedictorian or salutatorian, a student must have been at BCS for at least four consecutive semesters from the first day of the junior year. Determination is made at the end of the second semester of the senior year using the weighted average of all credit-earning courses taken up to that date. GPA calculations are evaluated up to .00 for valedictorian and salutatorian. Any instance of academic dishonesty that occurred during the course of high school studies shall disqualify a candidate from consideration of valedictorian or salutatorian. Students who are otherwise eligible for valedictorian and/or salutatorian should be exemplary Faith Warriors, exhibiting traits of high character, academic integrity, and strong work ethic. Decisions regarding the award of valedictorian and/or salutatorian are ultimately within the discretion of BCS administration.

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

Florida Bright Futures Scholarship Requirements

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

Dual Enrollment

Each year specific dual-enrollment courses are taught on the BCS campus through Hillsborough Community College, allowing qualified students to complete college courses during their junior and senior years. These courses are given an additional weight of .08 and are subject to HCC admissions requirements. The student also receives college credit, as well as high school credit for these courses. Students who participate in Dual Enrollment are committed throughout **both** semesters of the school year. When two Dual Enrollment courses are offered per semester, the BCS student **must** take **both** HCC classes through BCS.

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

Dual Enrollment is a privilege at BCS.

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

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

Online Classes

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

Learning Management System

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

Athletic Academic Eligibility (extra-curricular)

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

Each semester's grade report determines eligibility for the following semester. If a student has a passing grade in all classes and a GPA of 2.3 or higher, he/she is eligible to participate. If a student has a failing grade in one or more classes, he/she is ineligible to participate for the duration of the following semester, even if the GPA is 2.3 or higher.

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

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

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

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

Academic Standards

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

of academic dishonesty regarding a specific assignment, exam, or project, students may or may not be allowed to redo such assignment, exam, or project with a reduced grade awarded. Academic standards apply to all in-person and virtual classes offered at BCS.

Academic Probation

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

Course Work

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

Homework

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

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

Exams

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

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

Exam Exemption:

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

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

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

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

Honor Roll

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

Principal's Honor Roll: All A's

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

Community Service

We believe our students should be involved in serving others. Middle Division students are expected to accumulate 5 service hours per grading period (20 per year).

All Upper Division students will be required to accumulate a minimum of 80 hours of service during their four years of high school through an approved non-profit group.

Details on approved service criteria for high school is available on the BCS website, under [Guidance and Counseling](#).

Drop/Add

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

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

Bible Teaching/Chapel

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

Bible is the foundational subject 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.

Physical Education Requirements

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

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

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

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 who are absent during that week will not be able to make up the test. Testing results are e-mailed home at the beginning of the summer.

College Placement and Testing

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

Virtual Learning/Blended Learning Protocol

Blended learning is an option if one of the situations below has occurred.

- If the classroom/school needs to close 48-72 hours for sanitation
- Student tests positive for Covid-19 and must quarantine
- Student travel requires quarantine
- Student has been exposed to Covid-19 and required to quarantine
- Student is immuno-compromised or has underlying health conditions
- Other situations as determined by Administration

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 with BCS appropriate attire

4. HONOR SOCIETIES

BCS has charters in six honor societies. Membership into honor societies is by induction for students meeting the specified qualifications. Also, all honor society students should demonstrate good behavior, character, leadership, and service. There are fees associated with each honor society. Students are responsible for payment of such fees.

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

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

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

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

Mu Alpha Theta (Math Honor Society) is for students in grades 10th – 12th who have completed four semesters of advanced college preparatory mathematics above Geometry.. Classes from Algebra I and Geometry are considered college prep classes, Algebra II, Pre-Calculus, Calculus, AP Calculus and Probability and Statistics are considered advanced preparatory mathematics. Students must have a 3.5, or higher, GPA in math and have a minimum cumulative GPA of 3.0. The students should have no discipline or attendance issues. MAT dues are \$25 per year.

Quill and Scroll is for Journalism students in grades 11th and 12th who are in the top one-third of their classes academically and have done superior journalism work or school

publications work. Students should have a minimum cumulative GPA of 3.0. Quill and Scroll dues are \$25 per year.

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

5. ATTENDANCE REQUIREMENTS

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

[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 8th grade students taking high school classes and upper school students to be considered in attendance for a school day, the student must be present for at least one half of his or her scheduled 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 administration. This includes meetings, practices, and/or games.

Tardies

To School:

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

To Class:

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

Excessive unexcused tardies may result in the following:

- 3rd unexcused tardy: Parents notified via email from Administration
- Five or more unexcused tardies: Parents notified by Administration and possible work detention

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

Excused Absences

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

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

Unexcused Absences

The day the student returns to school, parents must 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 will be missed, arrangements should be made prior to the absence. All projects, papers, or tests should be turned in prior to the trip unless special arrangements are made with the teacher. A request for absence submitted less than one week in advance will be denied unless there are extenuating circumstances.

Leaving School Early

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

Working Students

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

Work Missed

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

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

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

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

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

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

6. 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 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 with 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 6th – 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 6-12 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.

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.

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*, including during domestic and international school-sponsored travel.

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

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

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

Corrective Discipline

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

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

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.

Discipline Categories and Consequences

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

Category I

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

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

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

Category II

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

- Cheating

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

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

Category III

These incidents include violation of U.S., state, or local laws, activities that seriously threaten the safety of the student or classmates, activities that show gross lack of respect for authority or property, and activities that violate Biblical moral codes of conduct, frequent and repeated violation of Category II rules, or any of the following offenses:

Fighting
Threats of any kind: verbal, written, or implied
Stealing
Using or possessing a weapon* at school or at a school activity
Cheating and Plagiarism
Blatant disrespect of authority
Sexual misconduct:

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

Destroying school property or personal property
Using or possessing controlled substances, alcohol, or tobacco, regardless of age
Vaping
Inappropriate use of electronic device

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

Consequences: Offenses will result in suspension or dismissal/withdrawal, as determined by the Administration. Police will be notified at the discretion of Administration.

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

Summary of Consequences

Detention

Elementary detention is held from 3:00 – 3:45 p.m. Middle and Upper Division detention is from 3:10 pm – 4:10 pm. Appropriate work will be given and is expected to be completed by the student during this time. Manual labor may be given; this may include cleaning classrooms, facilities, etc. Multiple detentions may result in suspension. Failure to attend the detention at the appointed time will result in additional detentions being required. The second and subsequent failure to attend the detention will result in a suspension for each detention missed.

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 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

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, juuling, or using tobacco products, as well as possessing such products (as well as oils or liquids associated with same), at any time in or on School property, buses or other School vehicles, adjacent properties, or School-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion. Depending on the circumstances existing at the time, a violation of this policy may also be a violation of the School's Drugs and Alcohol Policy and reportable to law enforcement.

Drugs and Alcohol

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

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

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

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

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

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

12. SEXUAL HARASSMENT POLICY

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

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and the verbal, visual, or physical conduct of a sexual nature, made by someone in the educational setting, under the following conditions:

- The conduct has the purpose or effect of having a negative impact upon the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

All forms of sexual harassment are strictly prohibited.

Examples of Sexual Harassment

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

- Unwanted sexual advances or propositions;
- Offering academic benefits in exchange for sexual favors;
- Making or threatening reprisals after a negative response to sexual advances;
- Visual conduct such as leering, making sexual gestures, displaying sexually

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

What to Do if You Experience or Observe Sexual Harassment

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

Confidentiality

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

Protection Against Retaliation

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

Procedure for Investigation of the Complaint and for Taking Corrective Action

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

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.

Sexting Policy

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

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

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

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

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

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

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

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

Before School/After School

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

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. Any alterations to the school uniforms must be within school guidelines, including monogramming, hemming, etc.

GIRLS LANDS’ END BASIC UNIFORM (worn all days except Chapel day)

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

LANDS’ END CHAPEL UNIFORM (worn on Chapel days or other days when “chapel uniform” is designated)

- Plaid A-line skirt, below the knee (may be hemmed to hit at top of knee cap)

- White oxford shirt with logo (short sleeve / three quarter sleeve / long sleeve)
OR White Peter Pan polo (short / long sleeve) with logo

LANDS' END HEALTH/P.E. UNIFORM (required for all students grades 6 – 8, and 9 – 12 graders enrolled in Health, HOPE, or PE classes)

- Short Sleeve Essential t-shirt with logo
- Mesh gym shorts PE uniforms are not required at this time. (07/2020)

LANDS' END OUTERWEAR (Lands' End Outerwear is required if outerwear is worn)

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

BOYS LANDS' END BASIC UNIFORM (worn all days except Chapel day)

- Khaki pants (plain front chino pants) OR Khaki shorts (plain front chino shorts, active chino shorts)
- Maroon or white polo (short / long sleeve; interlock / mesh) with logo
- White, Soapstone, or Maroon short sleeve rapid dry polo shirt with logo

LANDS' END CHAPEL UNIFORM (worn on Chapel days or other days when “chapel uniform” is designated)

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

LANDS' END HEALTH/P.E. UNIFORM (required for all students grades 6 – 8, and 9 – 12 graders enrolled in Health, HOPE, or PE classes)

- Short Sleeve Essential t-shirt with logo
- Mesh gym shorts PE uniforms are not required at this time.

LANDS' END OUTERWEAR (Lands' End Outerwear is required if outerwear is worn)

- Maroon fleece jacket (full / half-zip)
- Maroon drifter V neck sweater
- Pewter heather fine gauge pullover sweater

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

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 skin tight 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 pony tails, a pony tail 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. HOMECOMING

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

All court nominees must:

Have good conduct (No Behavior notifications in the FACTS Family Portal for the entire school year.)

Have a cumulative GPA of 2.50 or higher

Approved by faculty and administration

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

19. PROM

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

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

Have a cumulative GPA of 2.50 or higher

Approved by faculty and administration

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

20. 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.

21. EATING/DRINKING DURING THE SCHOOL DAY

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

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

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

through Barksdale Catering.

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

22. LEAVING SCHOOL GROUNDS

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

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

23. LOCKS AND LOCKERS

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

24. 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.

25. 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.

26. STUDENT DRIVERS

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

To ensure safety, the speed limit in the parking lot is 5 mph. All drivers should be mindful

of children in the parking lot. Students should not be loitering in their cars before or after school. Students should maintain an acceptable volume level on their vehicle speakers.

Passenger guidelines for student drivers are as follows:

Siblings - Student drivers may transport siblings to and from school as long as permission has been obtained 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.

27. 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.