



"A SCHOOL OF CHOICE WHERE YOU HAVE A CHOICE"

Student/Parent Handbook 2016-2017

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TABLE OF CONTENTS

| | | |
|---|----|----|
| MISSION STATEMENT | 4 | |
| SCHOOL OBJECTIVES | 4 | |
| GENERAL SCHOOL INFORMATION | | |
| SCHOOL HOURS OF OPERATION | 4 | |
| SCHOOL POLICY AND PROCEDURES | 5 | |
| ENROLLMENT PROCEDURES | 7 | |
| SPECIAL EDUCATION STUDENTS AND STUDENTS WITH DISABILITIES | 6 | |
| PUBLIC SCHOOL ATTENDANCE ALTERNATIVE | 7 | |
| WORK PERMIT | 7 | |
| STATE REQUIRED TESTING | 7 | |
| ASSESSMENTS | 7 | |
| LUNCH/BREAKTIME (K-8) | 7 | |
| FIELD TRIPS | 8 | |
| WITHDRAWAL PROCEDURES | 8 | |
| SCHOOL ADVISORY COMMITTEE | 8 | |
| GOVERNING BOARD MEETINGS | 8 | |
| DRESS CODE | 10 | |
| CELL PHONE POLICY | 10 | |
| BEHAVIORAL CODE | 12 | |
| ACADEMICS | | |
| ACADEMIC STANDARDS AND PROCEDURES | 23 | |
| TEXTBOOKS AND SUPPLEMENTAL MATERIALS | 23 | |
| RELEASE OF STUDENT INFORMATION | 23 | |
| MATHEMATICS PLACEMENT POLICY | 23 | |
| <u>HIGH SCHOOL</u> | | |
| COURSE OFFERINGS | 23 | |
| GRADUATION REQUIREMENTS | 24 | |
| TRANSCRIPTS | 25 | |
| GRADUATION CEREMONY | 25 | |
| GRADING | 25 | |
| CONCURRENT COLLEGE ENROLLMENT | 25 | |
| <u>MIDDLE SCHOOL</u> | | 26 |

| | |
|---|----|
| GRADING | 26 |
| HOMEWORK POLICY | 26 |
| BEHAVIOR EXPECTATIONS | 26 |
| <u>ELEMENTARY SCHOOL</u> | 27 |
| GRADING | 27 |
| | |
| STUDENT EXPECTATIONS | |
| ATTENDANCE POLICY (9-12) | 27 |
| ATTENDANCE/TARDY POLICY (6-8) | 27 |
| ATTENDANCE/TARDY POLICY (K-4) | 28 |
| TRUANCY POLICY | 29 |
| VIOLATIONS | 30 |
| INTERNET CODE OF CONDUCT POLICY | 31 |
| INTERNET ACCEPTABLE USE POLICY (AUP) | 32 |
| CHROMEBOOK 6th-12th GRADE 1:1 (One to One) PROGRAM OVERVIEW | 36 |
| CHROMEBOOK PROTECTION PLAN | 42 |
| | |
| SCHOOL CALENDAR 2016-2017 | 45 |
| APPENDIX | 46 |

MISSION STATEMENT

Our mission at Bayshore Preparatory Charter School (BPCS) is to educate K-12 students through a rigorous college prep curriculum in a flexible, student-centered learning environment. Our goal is to actively partner with students, parents, and the community to support students' academic success and personal goals.

SCHOOL OBJECTIVES

BPCS's personalized Blended Learning program is an alternative to the traditional classroom program. Assigned work follows the California State Standards for each grade level. The education program offered in grades K through 12 includes a course of study that provides an opportunity to meet the requirements necessary for post-secondary admission into advanced learning programs. BPCS offers a rigorous college prep curriculum and is fully WASC accredited. BPCS complies with all applicable state and federal laws regarding independent study instruction.[1]

On a regular basis, consistent with the written Personalized Learning Master Agreement, the assigned teacher, student, and parent evaluate the educational program of the student. The assigned, credentialed teacher has the final authority regarding the educational program of the student, with the exception of students who qualify for special education services whose services and outcomes will be determined by an Individual Education Plan (IEP) team, pursuant to state and federal laws.

SCHOOL HOURS OF OPERATION

BPCS adheres to a traditional school calendar, with open enrollment available at any time during the school year. This calendar may be accessed on the school website.

School hours of operation are 8:30am to 4:30pm, Monday through Friday, excluding holidays.

SCHOOL POLICY AND PROCEDURES

BPCS has the right and responsibility to control access and activities to ensure the safety, physical, and mental well-being of those on campus. Please remember that you, as a student, have enrolled subject to the following conditions. See **BPCS's Behavior Code** for more policies.

School Supplies

- It is the responsibility of the student to provide his/her own pencils, pens, and other supplies for his/her own personal use.

School Environment

- The school is an alcohol, tobacco, drug, and weapon-free environment. The student understands that his/her teachers cannot administer nor provide non-prescription or prescription medications.
- As deemed appropriate, food may be permitted in the educational areas.
- Only beverages with a cap or lid are permitted in the educational areas.
- Loitering is not permitted in or near the school area.
- Cell phones are to be turned off or in airplane mode when the students are in the educational areas.
- The school telephone, provided in the reception area, is not for personal use. However, students needing to make transportation arrangements or with emergencies may use the telephone.

Student Behavior

- The student's behavior must be appropriate or the student will be asked to leave or possibly be dropped from enrollment, depending on the nature of the problem. In the event of any direct threat, violent act, possession of any weapon, narcotics, illegal substance, or any other act considered illegal by the State of California, the student will be suspended and/or expelled from BPCS, and legal charges may be filed against the student. In the case of a student with exceptional needs who has an individualized educational program an IEP team meeting would take place to determine if a change of placement is necessary for the student.

Dress Code

- Students should come appropriately dressed to school.
- Attire that is considered immodest, revealing, gang related, vulgar, or that mocks others on the basis of race, gender, religion, color, or national origin is prohibited.
- Students may be required to wear a uniform as determined by the Governing Board.

Suspension/Expulsion

- A student may be suspended or expelled for the use of language, gestures or actions that are crude, indecent, and obscene or that directly or indirectly contributes to sexual harassment.
- In the case of a student with exceptional needs who has an individualized education program and finds himself or herself suspended and facing expulsion for violations of Education Code 48900, he or she can expect the following steps as part of the due process: suspension conference, parent notification of suspension, parent notification of recommendation for expulsion, IEP meeting, determination of manifestation of identified disability, meeting with a hearing officer, an expulsion hearing by an administrative panel, a decision recommendation and a final decision.
- A student may be suspended or expelled for vandalism. [2] Also the student understands that s/he may be suspended or expelled for demonstrating excessive physical affection on campus. This includes kissing,

embracing, or inappropriate touching. This also applies to a student with exceptional needs who has an individualized education program.

Safety drills

- Students will participate in all safety drills and will familiarize themselves with the emergency escape plan posted at the school.

Cheating

- All assignments should be completely free of plagiarism. Plagiarism is defined as “copying another person’s work and representing it as your own, without providing direct reference to the author, original print source, or website.” Be sure to ask your teacher if you have questions regarding citing sources. BPCS teachers have web tools available to check for student plagiarism.
- Any discovered incidents of plagiarized work will result in a zero for the assignment(s) and may result in immediate removal from BPCS.

ENROLLMENT PROCEDURES

Enrollment packages must be completed in full prior to the student's enrollment appointment.

In addition to the completed enrollment packet, all students must bring a copy of the student's birth certificate, one document that verifies proof of residency, and proof that all state required immunizations are up to date prior to admittance. Per California Health and Safety Code 120335, the following are diseases for which immunizations shall be documented:

| | | | |
|-------------|------------------------|---------|------------------|
| Diphtheria | Varicella (chickenpox) | Rubella | Tetanus |
| Hepatitis B | Poliomyelitis | Measles | Pertussis (Tdap) |

It is the responsibility of parents and students to inform the school office of any changes that occur during the school year regarding addresses, telephone numbers, email addresses, or alternate emergency contact persons.

SPECIAL EDUCATION STUDENTS AND STUDENTS WITH DISABILITIES

BPCS shall comply with all applicable State and Federal laws in serving students with disabilities.[3]

No individual with exceptional needs, as defined in Education Code Section 56026, may participate in independent study, unless his or her individualized education plan (IEP) specifically provides for that participation.[4] Students entering BPCS with an active IEP may only be enrolled with an interim placement until an IEP meeting is held to determine whether personalized learning/independent study is an appropriate placement.

PUBLIC SCHOOL ATTENDANCE ALTERNATIVE

No student may be required to attend BPCS. Students who reside within SMUSD who choose not to attend BPCS may attend a school within SMUSD according to SMUSD policy or at another school district or school within SMUSD through SMUSD's intra- and inter-district policies. Parents and guardians of each student enrolled in BPCS will be informed on admission forms that the students have no right to admission in a particular school of any local education agency as a consequence of enrollment in BPCS, except to the extent that such a right is extended by the local education agency.

BPCS's Personalized Learning Program is an optional educational alternative that no pupil is required to participate in. Instruction may be provided to a student who is referred or assigned to independent study.[5]

Charter schools are one option within the public school system and may not be appropriate for all children.

WORK PERMITS

High School students who are 16 years or older and in good academic standing are eligible to apply for a work permit. Work permit information and forms can be obtained at the front desk. These forms and instructions require the attention of both the parent and student. Please note: To be eligible for a work permit, a student must be in good academic standing with the school. The permit is only good for a specific period of time and will be revoked if the student does not remain in good standing with the school.

BPCS offers Work Experience Education (WEE) that allows students to earn elective credits while employed. Please see your supervising teacher for details.

STATE REQUIRED TESTING

BPCS follows the rules and procedures for all State-required testing.

Each student in appropriate grade levels [6] has an opportunity to demonstrate their learning through the California Standardized Testing and Reporting (**STAR**) and the California Assessment of Student Performance and Progress (**CAASPP**) tests that takes place in the spring of each year.

The California English Language Development Test (**CELDT**) is required of all English Language Learners and is administered in September and October.

The Physical Fitness Test (**PFT**) is administered to 5th, 7th, and 9th graders between February and May.

The school will follow state and federal guidelines for accommodations and modifications of all tests deemed necessary for students with exceptional needs as determined by the IEP team.

All students, as determined and required by the state, will take applicable tests such as STAR, CAASPP, CAHSEE, PFT, and CELDT.

ASSESSMENTS

Our instructors are required to assess their students often. Every time a student finishes a credit, the student will be assessed to demonstrate his/her ability to move forward academically. At enrollment, all students are assessed in Language Arts, Reading, and Math. The students will reassess upon completion of a semester course in each of these subjects to assess what the student has learned during the course.

LUNCH

No lunch or meal program is provided by the school. Parents/ guardians will need to provide lunches for their children. No lunch time is scheduled on Fridays due to early dismissal.

FIELD TRIPS

- Field trips are provided as an opportunity to engage in learning and interact with peers outside of the classroom environment.
- All field trips will require a signed parent permission slip submitted to the designated teacher by the established deadline.
- All students participating in field trips are expected to be on track with all of their current courses. Supervising teachers will determine whether students have met all academic and behavioral policies in order to attend a field trip. [6th – 12th POLICY]
- Students are expected to arrive at least 15 minutes prior to set departure time. If late, their spot will be given to another student on the waiting list. [6th – 12th POLICY]
- If a student signs up for a field trip, but is absent without a valid excuse the day of the trip, this will be counted as an Unexcused Absence for the semester. To be considered a valid “excused” absence, the student needs to notify the teacher-in-charge of the field trip the day before the scheduled trip.

WITHDRAWAL PROCEDURES

Any student desiring to transfer to another school is required to return all textbooks and materials, complete a withdrawal form and complete a transcript request form if applicable. Students under 18 years of age will need a parent to accompany them during the withdrawal process. Exit grades and transcripts may be available 24 hours after receipt of a signed withdrawal form. A BPCS student **may not legally enroll** at another public school unless they have formally withdrawn from BPCS.

In the case of an individual with exceptional needs who has an individualized education program, an IEP meeting will be held to determine the change of placement.

SCHOOL ADVISORY COMMITTEE

BPCS has a school advisory committee that represents all of the stakeholders in the school. This committee can consist of up to seven (7) members: three (3) parents of enrolled students, one (1) certificated teacher, one (1) classified staff member, one (1) student, and the Director. The Committee is responsible for making recommendations to the Board of Directors in relationship to school programs and policies. The Committee welcomes ideas and recommendations from parents and students.

GOVERNING BOARD MEETINGS

BPCS's Governing Board is the governing body of the charter school in accordance with the charter document. Teachers and parents are welcome to attend Governing Board meetings.

Meetings are held once a month on the second Tuesday of the month, as posted. The agenda is posted at the main school entrance and on the school website. If a parent would like to address a topic before the board, he/she must complete and submit a comment card prior to the commencement of the Board meeting. Comment cards are available upon request or prior to the board meeting.

DRESS CODE

Bayshore Preparatory Charter School is a professional learning environment. Students are expected to dress accordingly and use good judgment in dressing for success. Weekend and casual clothing may not be appropriate for school.

- **All headgear is prohibited on campus.** No hats. If you wear a hat to school, you must remove it when entering the building. Hoods on jackets must not be up/on your head inside the building.
- **No visible undergarments.** This means your pants are pulled up, and your shirts adequately cover your middle and top. Bra straps may not be visible; make sure your top covers them. No see-through shirts.
- No bare midriffs or exposed cleavage.
- No strapless tops/dresses. No tube tops or backless tops.
- **No gang-related attire.** Signs, symbols, belts, insignias, or distinctive mode of dress. This includes, but is not limited to professional and college sports teams' hats, shirts, or jackets; bandanas; spike jewelry; chains including wallet chains; or any other attire that may be perceived as gang-related or intimidating (see Ed Code 48900.4).
- No clothing that depicts or promotes alcohol, tobacco, illegal substances, profanity, ethnic slurs, or sexually based pictures, numbers, or language will be allowed.
- **Shoes must be worn at all times.**
- Shorts and/or skirts may be no shorter than 5 inches above the top of the kneecap. Leggings do not make your skirt longer. No slits in a dress or skirt may be shorter than 5 inches above the kneecap.
- No offensive or vulgar tattoos; cover them up if you are unsure.

This Dress Code is not limited to these examples. If you are identified as wearing inappropriate clothing, you will be given the opportunity to change or cover up.

Consequences will progress from (1) warning, (2) letter sent home, (3) suspension, (4) expulsion. Gang related items may result in suspension on the first occurrence.

CELL PHONE USE POLICY

Students' cell phones must be turned off or placed in airplane mode and placed face down on their student work desk while in the high school or blended learning areas. Cell phones may not access the school's wireless network to connect their phones to the Internet; they must only access cellular networks. This is in conjunction with the Internet Code of Conduct Policy, which states "While at BPCS, student use of the Internet is for educational purposes only."

Students may take "tech breaks" to check messages or make phone calls, provided they sign out and step outside the school building. In case of emergency, parents may call the school office/front desk to reach their child(ren) or relay a message.

Bayshore Preparatory Charter School Behavior Code

A behavior code is provided to each student because the students, the parents, and the staff expect and demand a safe, secure, and orderly campus. These procedures comply with Bayshore Preparatory Charter School policy, San Marcos Unified School District policy, as well as State and Federal law, and are based on timely and consistent consequences for conduct that is disruptive to our campus.

BEHAVIORAL EXPECTATIONS

Behavior 1: DRESS CODE

Bayshore Preparatory Charter School is a professional learning environment. Students are expected to dress accordingly and use good judgment in dressing for success. Weekend and casual clothing may not be appropriate for school.

- **All headgear is prohibited on campus.** No hats. If you wear a hat to school, you must remove it when entering the building. Hoods on jackets must not be up/on your head inside the building.
- **No visible undergarments.** This means your pants are pulled up, and your shirts adequately cover your middle and top. Bra straps may not be visible; make sure your top covers them. No see-through shirts.
- No bare midriffs or exposed cleavage.
- No strapless tops/dresses. No tube tops or backless tops.
- **No gang-related attire.** Signs, symbols, belts, insignias, or distinctive mode of dress. This includes, but is not limited to professional and college sports teams' hats, shirts, or jackets; bandanas; spike jewelry; chains including wallet chains; or any other attire that may be perceived as gang-related or intimidating (see Ed Code 48900.4).
- No clothing that depicts or promotes alcohol, tobacco, illegal substances, profanity, ethnic slurs, or sexually based pictures, numbers, or language will be allowed.
- **Shoes must be worn at all times.**
- Shorts and/or skirts may be no shorter than 5 inches above the top of the kneecap. Leggings do not make your skirt longer. No slits in a dress or skirt may be shorter than 5 inches above the kneecap.
- No offensive or vulgar tattoos; cover them up if you are unsure.

This Dress Code is not limited to these examples. If you are identified as wearing inappropriate clothing, you will be given the opportunity to change or cover up.

Consequences will progress from (1) warning*, (2) phone call home, (3) parent/teacher meeting, (4) expulsion. Gang related items may result in parent/teacher meeting on first occurrence.

*Warning includes asking student to leave campus and come back with more appropriate dress or the school providing more appropriate dress.

Behavior 2: ATTENDANCE

- ***To report an absence call 760-471-0847.***

Regular attendance and promptness is one of the most important requirements for success in high school. Students preparing themselves for their life work need to regard punctuality and attendance as fundamental for later success. Irregular attendance is a handicap in school and on the job.

Independent Study Consequences: If the student is absent for a total of three (3) unexcused appointments, consecutive or otherwise, or fails to complete the minimum amount of weekly progress for three (3) weeks in a

semester, as per board policy, an evaluation will be made to determine whether personalized learning is an appropriate academic placement for the student.

For a student with exceptional needs who has an individualized education program, an IEP meeting will be held to make any necessary change of placement. If a student is dropped for absenteeism and later readmitted, s/he may be permanently dropped from BPCS if s/he misses one (1) or more appointments.

Behavior 3: CHEATING

Acts of academic dishonesty that will not be tolerated within the San Marcos Unified School District are: cheating on tests; theft or alteration of materials; fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise); unauthorized collaboration; plagiarism (stealing and passing off as one's own the words or ideas of another).

Consequences: Any student involved in academic dishonesty will receive a failing grade on the work with no makeup work/quizzes/tests permitted. Further penalty may be assessed depending on the nature of the cheating. A second event in the same class may result in removal (expulsion) from Bayshore Prep.

Behavior 4: INTERNET CODE OF CONDUCT

See Page 9 of the Student/ Parent Handbook for the policy.

Behavior 5: CELL PHONE USE POLICY

Students' cell phones must be **turned off or placed in airplane mode and placed face down on their student work desk** while in the high school or blended learning areas. Cell phones may not access the school's wireless network to connect their phones to the Internet; they must only access cellular networks. This is in conjunction with the Internet Code of Conduct Policy, which states "*While at BPCS, student use of the Internet is for educational purposes only.*"

Students may take "tech breaks" to check messages or make phone calls, provided they sign out and step outside the school building. In case of emergency, parents may call the school office/front desk to reach their child(ren) or relay a message.

If a student is in violation of this policy, the following steps will occur:

1st violation/occurrence- The student's phone will be taken away until they are done with work and leave campus; the student's parent(s) will be contacted.

2nd violation/occurrence- The student's phone will be taken away until they are done with work and leave campus; the student's parent(s) will be contacted and requested to come to school to retrieve the student's phone.

3rd violation/occurrence- Student and parent must meet with the Executive Director and possible removal from the school will be discussed.

Behavior 6: PHYSICAL FORCE, INTIMIDATION AND/OR HAZING

Physical force and/or intimidation will not be tolerated whenever it is used to coerce or threaten any student or staff member. Intimidation involves threats of mental or physical harm or pressure. Examples of this behavior include bullying, domineering, vulgar and profane language; obscene gestures, putdowns and racial slurs; extorting or otherwise attempting to influence someone with the use of frightening actions and/or words. Severe cases of intimidation are classified as assault. In an assault no blows or actual intent needs to occur. Just the fact that they could occur constitutes a criminal act.

Consequences: Penalties for above stated behavior will range from suspension through referral to the Governing Board for expulsion. Law enforcement may also be contacted.

Behavior 7: GANG RELATED ACTIONS

No gang related signs, belts, belt buckles, insignia, colors, or distinctive modes of dress are acceptable on the MHHS campus or at school sponsored activities. Pants are to be worn at waist level. No graffiti is allowed on any personal or school property.

Consequences: The consequences will range from warning through referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

Behavior 8: BICYCLES, SKATEBOARDS, ROLLER SKATES, SCOOTERS

Bicycles, skateboards, and skates are used by some students for transport to and from school. Once the school grounds are reached, bicycles, skateboards, and skates will not be used for transportation on campus at any time.

Consequences: Penalties will range from warning to suspension. These items may be confiscated and the parent will be notified to come to school and pick them up.

Behavior 9: CLEAN CAMPUS

This is our home and all of us have a responsibility to care for it. All of us must do our part to ensure a safe, clean learning environment. Trash and garbage should be placed in trashcans. Gum is not allowed on campus. Students will not throw objects or spit anywhere on campus.

Consequences: Penalties will range from warning to suspension.

Behavior 10: UNSUPERVISED ACTIVITIES

Bayshore Prep closes at 4:30 in the afternoon. All students must leave campus by that time unless they are under the direct supervision of a staff member. Unsupervised activities/games are not permitted because of potential injury or disruption of the campus. Students who wish to participate in any activity or game on campus must find a faculty or staff member to supervise the activity.

Consequences: Penalties will range from warning to suspension.

Behavior 11: DISTRIBUTION OF PUBLICATIONS

Must have administrator approval. No publication may be distributed on the Bayshore Prep campus without the prior approval of school administration.

Consequences: Penalties will range from warning to suspension.

Behavior 12: FINES

Fines should be cleared within 30 days. Books and school property are to be treated with care. Loss, damage, defacing, and vandalism will result in a fine equal to the value of the damage or loss. This fine is to be paid by the student or parent.

Consequences: Failure to pay fines will result in withholding of all transcripts, grades, diplomas, yearbooks, graduation tickets, and extracurricular events including dances and sports participation until such obligations and charges are paid.

Behavior 13: GAMBLING

Gambling in any form is not permitted.

Consequences: Penalties will range from warning to suspension.

Behavior 14: PUBLIC DISPLAYS OF AFFECTION

Inappropriate and overly intimate displays of affection are not acceptable in the school setting. Students will be expected to exercise good judgment and restraint on school grounds and at school-sponsored activities. PDA refers to kissing, inappropriate touching, and other physical demonstrations considered to be inappropriate in public. This includes “freaking” or other inappropriate or sexually suggestive dancing.

Consequences: Penalties will range from warning/parent notification through suspension.

Behavior 15: ANIMALS ON CAMPUS

No animals are allowed on campus. If the owner is unknown or cannot be contacted, the Department of Animal Control will be called.

SEARCHES AND SEIZURES

The law provides school officials with wide latitude to search students, their possessions, and automobiles in the ongoing effort to maintain a safe and secure campus. Some of this effort may involve the use of surveillance cameras in public areas of the campus that are considered to be high risk for improper activity. Professionally trained detection dogs may also be used for random searches in classrooms, parking lots/vehicles. **In addition, items left unsecured or unattended on school grounds may be confiscated and inspected by school officials.** School officials are not required to notify parents prior to conducting a search or questioning a student, however, parents will be notified that a search has taken place.

When a school official has reasonable suspicion that a student may be in possession of contraband or dangerous objects, the student will be asked to empty all pockets, remove shoes, and provide the official access to other personal items (backpacks, lockers, cars) that may contain contraband or dangerous objects. Reasonable suspicion may also warrant school officials' use of a metal detector to identify concealed weapons or a breathalyzer to determine if a student is under the influence of alcohol. It is hoped that all students will be cooperative, as school officials will make every attempt to be unobtrusive and respectful of privacy. Students should be aware that grounds for suspicion commonly include being out of bounds without permission or a report by another student, parent or staff member of possession of contraband or dangerous objects or unusual behavior. Students should also be aware that any contraband or dangerous objects found in their possession would be assumed to belong to them. **If a student should discover contraband or dangerous objects on campus, he/she should go directly to the principal or other staff member and turn it over without delay** (Ed. Code 48900).

Students who are removed from the campus because of discipline problems and former students with discipline problems who are now out of the school system will not be allowed at Bayshore Prep events or around school grounds.

Possession/Use of Cellular Phones and Other Mobile Communications or Electronic Devices

It is the intent of the Bayshore Preparatory Charter School's Governing Board, in exercising its authority to regulate the use of personal electronic devices, to establish guidelines and regulations that will ensure the continuation of a positive climate for learning, free from unnecessary disruptions. The Board recognizes that, as the technology of wireless communication in our society has evolved, there is now widespread use of

electronic signaling devices, including cellular and digital telephones and paging devices, as well as other mobile electronic devices, among our student population that previously has been prohibited.

The Board believes that, although recent changes in state law no longer prohibit students from possessing or using signaling devices, restrictions on their use on a school campus must exist to ensure that such use does not interfere with classroom instruction or other school activities.

The Board does not encourage student possession or use of electronic signaling devices on a school campus nor does it assume liability if such devices are damaged, lost or stolen. Students are prohibited from using such devices in the classroom or in a school environment where such use would infringe on the rights of another student or would interfere with the school program. Telephones and pagers are to be turned off in the classroom and during school activities in which their use would cause a disruption. Students who use these devices on campus shall do so only before school, at break, lunch and after school, or during passing periods. The Board encourages students to use cellular telephones for family business and emergency purposes only.

No student shall be prohibited from possessing or using an electronic signaling device that is determined by a licensed physician or surgeon to be essential for the student's health and the use of which is limited to health-related purposes.

Students may possess or use on school campus personal electronic signaling devices including, but not limited to, pagers and cellular/digital telephones, as well as other mobile communications devices including, but not limited to, digital media players, personal digital assistants (PDAs), compact disc players, portable game consoles, cameras, digital scanners, and laptop computers, provided that such devices do not disrupt the educational program or school activity and are not used for illegal or unethical activities such as cheating on assignments or tests. If a disruption occurs or a student uses any mobile device for improper activities, a school employee shall direct the student to turn off the device and/or shall confiscate it. If the school employee finds it necessary to confiscate the device, he/she shall deliver it to an administrator or law enforcement.

A student who violates this policy may be prohibited from possessing a mobile communications device at school or school-related events and/or may be subject to further discipline in accordance with Board policy and administrative regulation.

DEFINITION OF BEHAVIOR TERMS

Suspension/ Expulsion - Suspension or expulsion will be imposed only when other means of correction fail to bring about proper conduct; however, any pupil, including pupils with exceptional needs, may be suspended, and possibly expelled, for any of the reasons enumerated in California Education Code Sections 48900 and 48915(a), or if the school determines that the pupil's presence causes a danger to persons or property or threatens to disrupt the instructional process. Suspensions remove a student from campus from one to five days, after which time the student may return. Expulsion, by contrast, is a formal process that entails suspension and a hearing at a Governing Board meeting to determine if a student will be dismissed from his or her current educational setting. Students who have been expelled by the Governing Board may not attend any school or program operated by Bayshore Prep until the Governing Board acts to lift the expulsion.

Behavior Contract - Any student who fails to comply with school and classroom expectations, after teacher and administrative interventions, will be placed on a "One Strike" Behavior/Performance Contract. Criteria for placing a student on a behavior contract will be based upon (1) the significance of the violation(s) and/or (2) the number of violations. Violation of the contract will result in an involuntary removal from Bayshore Prep. The contract will remain in effect for the student's tenure at Bayshore Prep unless notified otherwise. Contracts may be reviewed or revised as needed by Administration.

VIOLATION OF ED. CODE 48900 SECTIONS (A)-(R) AND 48900.2-48900.4

All cases recommended for expulsion will be investigated and determined on specific facts.

Behavior Code 48900 Section A: FIGHTING

- (1) Caused, attempted to cause, or threatened to cause physical injury to another person or aiding and abetting in commission of physical injury. Mutual combat fighting means two or more students are both actively involved or engaged in a fight. For example, if an aggressor hits another student and the 'victim' strikes back and becomes engaged in a fight with the aggressor, this is mutual combat.
- (2) Willfully used force or violence upon the person of another (battery). If an aggressor strikes another student and the 'victim' does not fight back, this is battery. If two students are actively engaged in a fight, but one stops fighting or is unable to fight back and the second student continues to beat him/her, this incident has turned into a battery.

Students are expected to seek nonviolent and constructive solutions to conflict.

Consequences: Students involved in fighting while enrolled at Bayshore Prep may be suspended for up to five days. ***Additionally, students will be subject to arrest.*** Mediation and anger management counseling may be required as a condition of return to school. The consequence for a second fighting offense while enrolled in Bayshore Prep: student will be removed from Bayshore Prep. Students who commit an assault, battery, or cause severe injury are subject to arrest and/or referral to the Governing Board for expulsion.

Behavior Code 48900 Section B: DANGEROUS OBJECTS

Possessed, sold or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the pupil had obtained written permission to possess the item from a certificated school employee, with concurrence by the principal or the designee of the principal.

Definition: Students may not possess any dangerous object that constitutes a potential threat to the safety and security of the school. Students are hereby informed not to bring any of the following items to campus or any school-related activity (to include but not limited to): gun, BB gun, cap gun, dart gun, pellet gun, spot marker gun, stun gun, model gun, toy gun, squirt gun, replica gun, "zip gun", rifle, model rifle, pistol, Air Soft gun, revolver, Taser, semi-automatic weapon, model semiautomatic weapon, toy semiautomatic weapon, knife, locking blade, switchblade knife, butterfly knife, pocket knife, Swiss Army knife, pen knife, key chain knife, kitchen knife, box knife, Exacto knife, dirk, dagger, ice pick, razor, blades, bombs, pipe bomb, ammunition, time bomb, containers of inflammable fluids, stink bombs that may cause allergic reactions, firecrackers, clubs, billy club, black jack, slingshot, nunchaku, sand club, sandbag, metal knuckles, any metal plate with radiating points with one or more sharp edges, spike jewelry & apparel, safety pins as decoration or apparel, chains (including wallet chains), pepper spray or mace, anything that expels a projectile by force of air or explosion, fireworks or any incendiary devices, lighters, pressurized cartridges, laser pointers, using or flashing of laser pointers, and replica weapons.

Consequences: Suspension from Bayshore Prep or referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

Behavior Code 48900 Sections C and D: CONTROLLED SUBSTANCES

Students may not possess, use, *sell, be under the influence of, or furnish any amount of alcohol, controlled substance, steroids, or intoxicants of any kind. These include, but are not limited to alcoholic beverages, narcotics, marijuana, methamphetamines, inhalants, hallucinogens, abused use of prescription drugs or over-the-counter medication. **All prescription and over-the-counter medication must remain in the possession of the school nurse.** In addition, students may not offer, arrange or negotiate to sell any of the

above and then furnish a substitute item intended to represent the controlled substance, alcoholic beverage, or intoxicant. *Students who unlawfully sell a controlled substance/alcohol/intoxicant will be recommended for expulsion (Mandatory Ed. Code 48915c).

Consequences: Students found in possession of or use alcohol, marijuana, intoxicants, or any controlled substance while under the school's jurisdiction may be suspended for up to five days. If students have committed a previous alcohol, marijuana, intoxicant, or controlled substance infraction, they will be referred to the Governing Board for expulsion.

Possession: Students who are in possession of more than one ounce of marijuana may be suspended for up to five days and may be referred to the Governing Board for expulsion on the first offense. In addition, law enforcement will be contacted.

False Representation: Students who provide other persons with an item intended to represent any alcohol, intoxicant, marijuana, or controlled substance product will receive the same consequences as someone who furnishes a controlled substance/intoxicant.

All students are subject to Breathalyzer test if they are suspected of being under the influence of a controlled substance.

Behavior Code 48900 Section E: ROBBERY

Students are expected to respect the property of others. Students may not commit or attempt to commit robbery or extortion. This includes the theft of any property not belonging to the student or any attempt made to force or create fear in others while attempting to or stealing property belonging to someone else.

Consequences: The consequences for robbery or extortion will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment. In addition, law enforcement will be contacted. Appropriate intervention counseling or campus projects may be part of this process.

Video surveillance may be used to protect vulnerable or high-risk areas.

Behavior Code 48900 Section F: DAMAGE TO PROPERTY

Students are expected to respect the property of others.

Consequences: The consequences for attempting to cause or causing damage to another's property will range from warning/parental notification to referral to the Governing Board for expulsion. The student and/or parent will be responsible for restitution for the damage. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

Video surveillance may be used to protect vulnerable or high-risk areas.

Behavior Code 48900 Section G: THEFT

Students are expected to respect the property of others. Students are strongly discouraged from bringing valuable items and large sums of money to school. Bayshore Prep is not responsible for lost or stolen items/money. Bayshore Prep staff is not responsible to investigate the theft of valuables, including (but not limited to) iPods, cameras, cell phones, and cash.

Consequences: The consequences for theft will range from suspension to referral to the Governing Board for expulsion. The student and/or parent will be responsible for returning the stolen property or for full payment of the property. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

Video surveillance may be used to protect vulnerable or high-risk areas.

Behavior Code 48900 Section H: TOBACCO

Students are expected to live healthy lifestyles. Students may not possess or use tobacco or any product containing tobacco or nicotine, including, but not limited to, cigarettes, cigars, miniature cigars, smokeless tobacco, snuff, chew, clove cigarettes, betel, and nicotine delivery devices such as electronic cigarettes. Exceptions may be made for the use or possession of prescription nicotine products.

Note: State law does not define "tobacco products" for purposes of the district's tobacco-free schools policy. The CDE's Web site recommends that a district's policy define "tobacco products" to prohibit the use of products containing tobacco or nicotine, including nicotine delivery devices such as electronic cigarettes which provide an inhalable dose of nicotine by delivering a vaporized solution. *Health and Safety Code* 119405, added by SB 882 (Ch. 312, Statutes of 2010), makes it unlawful for a person to sell or otherwise furnish an electronic cigarette to a minor under age 18.

Consequences: Students found in possession of, or who use tobacco or products containing tobacco or nicotine will face consequences ranging from suspension to referral to the Governing Board for expulsion. Legal charges may also apply.

Behavior Code 48900 Section I: OBSCENITY, PROFANITY, AND VULGARITY

Students are expected to treat all members of the school community with respect and to practice responsible and honest behavior. Students may not engage in obscene acts or engage in habitual profanity or vulgarity, which includes: writing, speaking, gesturing, or acting in contempt of sacred or holy things, or using irreverent or coarse language.

Consequences: The consequences for engaging in obscene acts or habitual profanity or vulgarity will range from warning/parental notification to referral to the Governing Board for expulsion. Appropriate counseling or campus projects may be part of this process. **Students will be dropped from class with loss of credit on the first offense when directing profanity or obscenity at school staff, in addition to other consequences.**

Behavior Code 48900 Section J: PARAPHERNALIA

Students may not possess, offer, arrange, or negotiate to sell any drug paraphernalia as defined in Section 11014.5 of the Health and Safety Code. Examples of paraphernalia include, but are not limited to, pipes, bongs, roach clips, rolling papers, and any other devices used in conjunction with illicit substances.

Consequences: Students, who possess, offer, arrange, or negotiate to sell drug paraphernalia may receive up to five days suspension. A second offense will result in a referral to the Governing Board for expulsion. In addition, law enforcement will be contacted. Appropriate counseling or campus projects may be part of this process.

Behavior Code 48900 Section K: DEFIANCE AND DISRUPTION

Students are expected to follow all school rules and respect the authority and direction of school staff, to behave in a safe and orderly manner, to maintain a safe environment in the school, and to treat all members of the school community with respect. Students may not be defiant, disruptive, disrespectful, or deceptive (refuse to provide name or ID card). These behaviors negatively impact the orderly operations of classroom or general educational environment of the school.

Consequences: Students who defy the directions of a school employee or disrupt the orderly operation of any school-related activity will receive consequences ranging from a warning/parental notification to referral to the

Governing Board for expulsion. **Students who run from or attempt to evade a school official will be**

removed from Bayshore Prep on the first offense. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

Behavior Code 48900 Section L: RECEIVING STOLEN PROPERTY

Students are expected to respect the property of others.

Consequences: Students who knowingly receive stolen property will be suspended and may be referred to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling or campus projects will be part of this process.

Behavior Code 48900 Section M: POSSESSION OF AN IMITATION FIREARM

As used in this section, “imitation firearm” means a replica of a firearm that is so substantially similar in physical properties to an existing firearm as to lead a reasonable person to conclude that the replica is a firearm. This includes pellet guns, BB guns, and other “toy” guns, Air Soft weapons which may be mistaken for a real firearm. This also includes replica ammunition that could be mistaken for actual ammunition.

Consequences: Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

Behavior Code 48900 Section N: COMMIT/ATTEMPT TO COMMIT SEXUAL ASSAULT/ SEXUAL BATTERY

Students are expected to treat all members of the school community with respect. As used in this section, sexual assault includes any sexual acts performed against the victim’s will by means of force, violence, threats, duress, or fear of immediate and unlawful bodily injury on the victim.

As used in this section, sexual battery means intentionally touching the breasts, buttocks, or groin area of another person without his/her consent.

Consequences: Suspension and referral to the Governing Board for expulsion on the first offense. In addition, law enforcement will be contacted. This is mandatory expulsion (Ed. Code 48915c).

Behavior Code 48900 Section O: HARASSED, THREATENED, OR INTIMIDATED A PUPIL WHO IS A WITNESS

Harassed, threatened, or intimidated a pupil who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that pupil from being a witness or retaliating against that pupil for being a witness, or both.

Consequences: Suspension and possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

Behavior Code 48900 Section Q: HAZING

No student shall participate in hazing or commit any act that causes or is likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to any fellow student or person.

Behavior Code 48900 Section R: Bullying

Students are not to ridicule, harass, humiliate, or intimidate another student or district personnel while on school grounds, at a school sponsored activity, while traveling to and from school, on a school bus, or during any activity related to school attendance. Behaviors that are unwanted or unwelcome, are repeated over time, and constitute sexual harassment, hate violence, or creates an intimidating or hostile educational environment fall under the category of bullying.

Consequences: Warning, suspension, and/or possible referral to the Governing Board for expulsion on the first offense. In addition, law enforcement may be contacted.

Behavior Code 48900.2: SEXUAL HARASSMENT

Students are expected to treat all members of the school community with respect. Students may not engage in conduct constituting sexual harassment such as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, including harassment for sexual orientation severe enough to have a negative impact upon another student's academic performance or to create an intimidating, hostile, or offensive educational environment. Any student wishing to make a complaint of sexual harassment should immediately report it to a Bayshore Prep staff member. Complaints must be initiated no later than six (6) months from the date of the initial problem.

SEXUAL ASSAULT

Sexual Assault is any involuntary sexual act in which a person is threatened, coerced, or forced to comply against his or her will regardless of whether the person knows the assailant(s) casually, intimately, or not at all.

Consequences: The consequences for sexual harassment will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process. A student's class schedule may be changed to limit contact with the student being harassed.

Behavior Code 48900.3: HATE VIOLENCE

Students are expected to treat all members of the school community with respect. Students may not cause, attempt to cause, threaten to cause, or participate in an act of hate violence as defined in Ed. Code 33032.5. This includes, but is not limited to, any verbal, visual, or physical injuring or intimidating behavior associated with anger toward other persons based upon race, color, ancestry, national origin, disability, gender, sexual orientation, or religious preference. This includes racial, ethnic, sexual orientation, and religious slurs.

Consequences: The consequences for hate violence will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

Behavior Code 48900.4: HARASSMENT, THREATS, INTIMIDATION and 489900 (R) BULLYING

Students may not intentionally engage in bullying behavior such as harassment, threats, or intimidation directed against any other student(s) or staff severe enough to disrupt class work, create disorder, and invade the rights of the other student(s) by creating an intimidating or hostile educational environment. This includes, but not limited to verbal, nonverbal, physical acts, and electronic communications such as text messages, emails, and online posts. Some of these activities would include symbols that are considered to be gang, hate, or racially motivated, or sexual orientation slurs.

Consequences: The consequences for harassing, threatening or intimidating behavior will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted.

Appropriate counseling or campus projects may be part of this process.

Behavior Code 48900.7: TERRORIST THREATS

Students may not make terrorist threats against school officials and/or property as defined in AB 307, Chapter 405. These acts include any written or oral statement by a person who willfully threatens to commit a crime that will result in great bodily injury, death, or property damage in excess of \$1000 with the specific intent that the statement is taken as a threat, even if there is no intent of actually carrying it out.

Consequences: The consequences for terrorist threats will range from suspension to referral to the Governing Board for expulsion. In addition, law enforcement may be contacted. Appropriate counseling or campus projects may be part of this process.

**LIST OF SUSPENDABLE AND EXPELLABLE
OFFENSES**

The following list of offenses may result in suspension, referral to alternative education, arrest, and/or expulsion from Bayshore Preparatory Charter School. All cases recommended for expulsion will be investigated and determined on specific facts.

Mandatory Recommendation of Expulsion (Ed. Code 48915c):

- Possessing, selling, or otherwise furnishing a firearm
- Brandishing a knife at another person
- Selling a controlled substance/alcohol
- Committing or attempting to commit sexual assault
- Possession of an explosive

Quasi-Mandatory/Permissive Recommendation of Expulsion (Ed. Code 48900-48915a):

The Governing Board is required to make an additional finding that either of the following conditions exists:

(1) Other means of correction are not feasible or have repeatedly failed to bring about proper conduct; (2) Due to the nature of the violation, the presence of the pupil causes a continuing danger to the physical safety of the pupil or others.

- Fighting or causing physical injury or assault or battery on a school employee
- Possession of weapons, knives, explosives, dangerous object(s) of no reasonable use to a student, or dangerous activities
- Possession or use of a controlled substance, alcohol, intoxicant, or paraphernalia
- Offered, arranged, or negotiated to sell a substance represented to be a controlled substance
- Committed robbery, extortion, or theft
- Vandalism to school property or private property
- Display of graffiti or creating graffiti
- Possession or use of tobacco
- Excessive use of profanity or repeated vulgarity
- Possession of an imitation firearm
- Defiance or disruption of school activities
- Possession of stolen property

- Sexual harassment or obscene acts
- Racial slurs or hate violence
- Intimidation or harassment of students, witnesses, or staff members
- Intentional terrorist harassment, threats, or intimidation against school staff or property
- Aiding or abetting a person who injures/attempts to injure others
- Willful use of force or violence upon the person of another, except in self defense
- (Other offenses may result in recommendation for expulsion at the discretion of school administration)

The jurisdiction for all school rules will be enforced while on school grounds, while coming to or going from school, during school hours whether on or off campus, while truant from school, and during or while coming to

or going from a school-sponsored activity (Ed. Codes 48900 and 48915).

LIST OF INTERVENTIONS

The programs, activities, interventions and/or strategies listed are some, but not necessarily all, provided by Bayshore Preparatory Charter School.

Programs to Help with Behavior and Attendance Problems

- Adult School for 18-year-old students (Executive Director referral)
- School Attendance Review Team (SART) (Executive Director referral)

Activities and Interventions to Modify Student Behavior or Academic Success

- Community-based family counseling (211)
- School-based discipline (warning and home suspension) (Executive Director referral)
- Open-door assistance for all students (Executive Director's Office, Teacher Meetings)
- Brief Intervention Protocol (Executive Director referral)

Medication Policy

Students are not allowed to bring or carry any type of medication, (prescription or over the counter) to school or self-medicate without written authorization from a physician. All authorizations must be processed through the school office.

Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, including over-the-counter medication, may be assisted by designated school district personnel if the district receives:

1. A written statement from a physician licensed in the **State of California** detailing method, amount and time schedules by which such medication is to be taken.
2. Written authorization from the parent/guardian of the pupil indicating the desire that school district personnel assist the pupil in the matters set forth in the Physician's Statement.

Only medication prescribed by the pupil's physician, as being necessary to be taken by the pupil in the manner listed on the Physician's Statement should be brought to the school. Medication should be in containers that are clearly marked with the name of the pupil, the name of the prescribing physician, name of the medication and the amount of medication. Over the counter medication must be in the original container and labeled with the students name.

ACADEMIC STANDARDS AND PROCEDURES

BPCS offers curriculum that prepares students for entrance into college. We offer a diploma that meets all of the requirements of the State of California and enables the student to be enrolled in a wide array of colleges, universities, and other institutions that require a high school diploma.

TEXTBOOKS AND SUPPLEMENTAL MATERIALS

BPCS will provide textbooks and supplemental materials for the students' use. If these materials are lost or abused, the student will be charged a replacement cost. The transfer of transcripts and Cume files from other schools may be delayed due to lack of book recovery and fees.[7]

RELEASE OF STUDENT INFORMATION

The school does not release information or records concerning a student to non-educational organizations or individuals without parent consent except by court order, receipt of a lawfully issued subpoena, or when otherwise allowed by law. The following categories of directory information may be made available to various persons, agencies, or institutions unless the parent or guardian notifies the school, in writing, not to release such information:

Name, address, telephone, date and place of birth, major field of study, class schedule, class roster, photographs, participation in officially recognized activities and sports, weight, and height of members of athletic teams, dates of attendance, diplomas and awards received, and most recent previous educational institutions attended.[8]

CHEATING

Acts of academic dishonesty that will not be tolerated are: cheating on tests; theft or alteration of materials; fabrication (any intentional falsification or invention of date, citation, or other authority in an academic exercise); unauthorized collaboration; plagiarism (stealing and passing off as one's own the words or ideas of another).

Consequences: Any student involved in academic dishonesty will receive a failing grade on the work with no makeup work/quizzes/tests permitted. Further penalty may be assessed depending on the nature of the cheating. A second event in the same class may result in removal (expulsion) from Bayshore Prep.

MATHEMATICS PLACEMENT POLICY

Bayshore Preparatory utilizes a fair, objective and transparent mathematics placement policy that takes multiple objective academic measures of pupil performance into consideration, annually examines aggregate pupil placement data to ensure pupil qualification for progressing through mathematics courses and offers clear and timely recourse for any pupil or parent or guardian who questions the placement. [9]

HIGH SCHOOL

COURSE OFFERINGS

Our classes consist of core curriculum and electives. Students have their records/transcripts evaluated and take assessment tests to determine the appropriate level of instruction. The order in which the instruction is offered is purposely done to maximize learning.

BPCS offers the required core classes necessary to meet all State Standards and graduation requirements according to California State law.

BPCS has submitted and received course approval for the following University of California A-G courses:

| | |
|--------------------------|--------------------------------|
| • Geography | • Common Core Algebra 1 |
| • U.S. Government | • Common Core Algebra 2 |
| • U.S. History | • Common Core Geometry |
| • World History | • Common Core Pre-Calculus |
| • Common Core English 9 | • Earth Science with lab |
| • Common Core English 10 | • Biology with lab |
| • Common Core English 11 | • Chemistry with lab |
| • Common Core English 12 | • Spanish 1* |
| • Art 1 | • Spanish 2* |
| • Economics | • French 1* |
| • Psychology | • French 2* |
| • Sociology | • Reflections of the Holocaust |

Additional classes may be added after printing. See website for a complete and up-to-date list. *approval pending

GRADUATION REQUIREMENTS

Students are required to successfully complete 230 credits for graduation.

The following subjects and credits are requirements for graduation.

| Subject | Credits Class of '17 | Credits Class of '18 and future classes | UC/CSU: A-G requirements |
|--|----------------------|---|--------------------------------|
| ENGLISH | 40 | 40 | 40 |
| WORLD HISTORY/GEOGRAPHY | 10 | 10 | 10 |
| U.S. HISTORY | 10 | 10 | 10 |
| U.S. GOVERNMENT | 5 | 5 | 5 |
| ECONOMICS | 5 | 5 | 5 |
| MATH [10] | 30 | 30 | 30 |
| PHYSICAL EDUCATION | 15 | 15 | n/a- state req. 15 |
| HEALTH | 5 | 5 | n/a- state req. 5 |
| PHYSICAL SCIENCE | 10 | 10 | 10 |
| LIFE SCIENCE (Biological) | 10 | 10 | 10 |
| VISUAL/PERFORMING ARTS OR FOREIGN LANGUAGE | 10 | 10 VAPA 20 Foreign Language | 10 VAPA 20 Foreign Language |
| ELECTIVES | 80 | 60 | 10 + 50 |
| TOTAL | 230 | 230 | 230 |

TRANSCRIPTS

A high school transcript must be requested at least two weeks prior to the date that it is needed. A parent or student may request a transcript by submitting a Transcript Request Form. If the transcript is to be sent officially to another school or university, the address of the institution must be included.

GRADUATION CEREMONY

BPCS facilitates a graduation ceremony in June for all graduating seniors. Each Graduation Ceremony celebrates the graduating students and their families. BPCS invites graduating seniors to be candidates for delivering a speech during the graduation ceremony.

GRADING

Students are assigned a teacher who evaluates the course assignments and provides appropriate assessments. These assessments will be evaluated for a percentage grade (i.e.: A=90%-100%, B=80%-89%, C=70%-79%, D=60%-69% and F=59% or below.)

CONCURRENT COLLEGE ENROLLMENT

High school students in good standing and who are interested in concurrent enrollment in college classes must receive administrative approval to enroll in these classes. Approved courses taken at the college level are given full college credit and can be transferable for appropriate high school credit. A typical two-three (2-3) unit college course will count as five (5) credits of high school study, and a four-five (4-5) unit college course will count as ten (10) credits of high school study.

Each community college has a concurrent enrollment form for high school students. All forms must be submitted to the Executive Director for approval, **prior** to enrolling in a college course.

MIDDLE SCHOOL

GRADING

Students are assigned a teacher who evaluates the course assignments and provides appropriate assessments. These assessments will be evaluated for a percentage grade (i.e.: A=90%-100%, B=80%-89%, C=70%-79%, D=60%-69% and F=59% or below.)

HOMEWORK

Students are expected to work at home daily in order to keep up with their Edgenuity courses and to complete their Physical Education requirements. Any assignments on the Edgenuity daily Assignment Calendar that are not completed during school hours must be completed at home. It is the responsibility of both students and parents to make sure that daily assignments are completed thoroughly and on time. Parent supervision and encouragement are essential to ensure daily homework completion and success in school. Students who are struggling with assignments and homework completion will have academic support and tutoring available after student school hours. **Students who do not keep up with their weekly assignments may be required to stay after school to complete homework on site.**

BEHAVIOR EXPECTATIONS

School-Wide

1. Be responsible
2. Be kind and respectful
3. Be empowered

Bathrooms

1. No bathroom passes will be issued for first 15 minutes following a break or for 15 minutes preceding a scheduled break.
2. Only one bathroom pass for girls and one for boys will be issued at one time during learning/ class time. During lunch/ break times limit bathroom occupancy to four students at one time.
3. Do your best to keep the bathrooms clean.
4. Use an inside voice.

Lunch Rooms

1. Dispose of trash in the proper areas.
2. If you make a mess or spill, clean it up.
3. Stay in the designated and supervised areas during lunch and breaks.
4. Do not sit on tables.
5. All food must be consumed in the lunch rooms.
6. Use an inside voice.

Learning Center / Classrooms

1. Follow directions the first time they are given.
2. Participate in the activities
3. Practice good audience skills by listening and speaking in turn.
4. Take notes on lessons.
5. Food or drinks are not allowed at student stations. Students may keep a water bottle under the desk at their station.
6. Backpacks, large purses, or tote bags are not allowed at student stations. Messenger bags are recommended.

ELEMENTARY SCHOOL

GRADING

Students are assigned a teacher who evaluates the course assignments and provides appropriate assessments. The grading system is as followed:

- Achievement: 4=Exceeds Standards; 3=Meets Standards; 2=Progress Towards Standards; 1=Insufficient Standards
- Effort: O=Outstanding; S=Satisfactory; N=Needs Improvement; U=Unsatisfactory

ATTENDANCE POLICY (9-12)

Students must attend school on their scheduled day and time. Independent Study Students who wish to reschedule their appointments, but do not have valid documentation, may not be allowed to reschedule. The student's attendance is based on turning in completed homework assignments at the scheduled meeting; failure to do so will be considered an absence, thus, subject to local truancy laws. In the Independent Study program, students are expected to meet weekly with a credentialed teacher for a minimum of one hour. Additional attendance may be required to support student learning, as directed by the credentialed teacher. In the Blended Learning program, students are expected to be on site four (4) days a week for predetermined, established times.

Students may attend school more often than their scheduled day and time for additional assistance, studying, or tutoring. Please remember the student's assigned teacher may not always be available at these additional attendance sessions to offer the one-on-one assistance that the student's weekly appointment provides. Each core teacher has a day reserved for additional instruction for both groups of students and individuals.

When the student leaves the school during the day, BPCS is no longer liable for the conduct or safety of that student.

A student will be considered truant if s/he is not regularly attending school.

ATTENDANCE POLICY (6-8)

Blended Learning program students must attend school (5) days per week during the established school schedule. Student attendance is not tracked simply through physical attendance. Student attendance is also tracked by the student's progress and assignment completion. Therefore, in order to get full attendance, a student MUST:

- Attend school daily for the established time.
- Complete all assigned course work by the end of each week.
- Complete the Daily Learning Log (DLL) for each learning period. (Given to student at the end of each Learning Period by Supervising Teacher.)

The grade earned is based upon the successful achievement of course objectives by the student in both the Edgenuity program grade and the course grade determined by the instructor.

- **Absence due to illness must be reported to the school within 30 minutes prior to the start of the school day.**
- All student illnesses are counted as Unexcused Absences **unless** the school receives a phone call/ email message or signed note from the student's parent/ guardian verifying the illness.
- For chronic illnesses, appropriate documentation must be in the student file (Emergency Card)
- Absence due to illness beyond three days will be unexcused **unless** a student is seen by a medical professional and proper, signed documentation with the corresponding dates is provided verifying the illness.
- Please plan medical/dental visits, vacations, and outings around the school calendar.
- Excused absences may be granted, but written documentation of the absences must be received the day the student returns to school. Students who leave campus during regular school hours must be signed out by a parent or guardian, and must also provide documentation to be considered an Excused Absence.
 - Medical / Dental (Requires a doctor's note, an appointment card or an office visit receipt)
 - Required Court appointment (Documentation must be provided)
 - A death in the family (Parent contact)
- **Students who have 3 unexcused absences for the semester will be assigned mandatory after school attendance.**
- **Students who have 5 or more unexcused absences in a semester, consecutive or otherwise, may not be granted academic credit for that semester. In addition, as per board policy, an evaluation will be**

made to determine whether personalized learning is an appropriate academic placement for the student.

Additional attendance after the scheduled school day may be required to support student learning, as directed by the credentialed teacher for additional assistance, studying, or tutoring.

When the student leaves the school after the day, BPCS is no longer liable for the conduct or safety of that student.

A student will be considered truant if s/he is not regularly attending school.

TARDY POLICY (6-8)

Students should arrive at least 10 minutes prior to the start of each school day. Tardiness is disruptive to student learning and places a burden on the student who arrives after classroom activities have begun.

- Tardy = student is not in assigned seat by start of morning announcements.
- One Tardy = student morning break revoked (each occurrence). Student must attend morning announcements during break time in assigned room.
- Three Tardies in Semester = One Unexcused Absence (Parent notification sent)
- Three Unexcused Absences in Semester = Mandatory after school attendance
- Five Unexcused Absences in Semester = Semester course credits may not be issued (subject to Administrator review)

- Students may not listen to music during a lecture, direct instruction, or any other Edgenuity lesson content that requires active listening from the student.
- All unauthorized electronic devices, including cell phones, must be surrendered prior to commencing standardized testing.

ATTENDANCE POLICY (K-4)

As a student in the K-4 program, students must attend school four (4) days per week during the established school schedule. Attendance on Friday is **optional**. Student attendance is not tracked simply through physical attendance, but also tracked by the student's progress and assignment completion. Therefore, in order to get full attendance, a student **MUST**:

- Attend school daily for the established time.
- Complete all assigned course work by the end of each week.
- Complete the Daily Learning Log (DLL) for each learning period (given to student at the end of each Learning Period by Supervising Teacher).

Absence due to illness must be reported to the school within thirty (30) minutes of the start of each school day.

All student illnesses are counted as Unexcused Absences **unless** the school receives a phone call/email or signed note from the student's parent/guardian verifying the illness.

For chronic illnesses, appropriate documentation must be in the student file (Emergency Card). Absence due to illness beyond three (3) days will be unexcused **unless** a student is seen by a medical professional and proper, signed documentation with the corresponding dates is provided verifying the illness.

- Please plan medical/dental visits, vacations, and outings around the school calendar.

- Excused absences may be granted, but written documentation of the absences must be received the day the student returns to school. Students who leave campus during regular school hours must be signed out by a parent or guardian, and must also provide documentation to be an Excused Absence.
 - Medical /Dental (Requires a doctor’s note, an appointment card or an office visit receipt)
 - Required Court appointment (Documentation must be provided)
 - A death in the family (Parent contact)
- Students who leave campus for **any** reason during regular school hours must be picked up by a parent/guardian listed on the Emergency Card. If someone else is picking up the student and they are **not** listed on the Emergency Card, the parent/guardian needs to contact the school by phone or in writing of who will be picking their student up.

Students who have five (5) or more unexcused absences in a semester, consecutive or otherwise, may not be granted academic credit for that semester. In addition, as per board policy, an evaluation will be made to determine whether the K-3 program is an appropriate academic placement for the student.

A student will be considered truant if s/he is not regularly attending school.

TARDY POLICY (K-4)

Students should arrive at least five (5) minutes prior to the start of each school day. Tardiness is disruptive to student learning and places a burden on the student who arrives after classroom activities have begun.

- Tardy – student is not present within ten (10) minutes of the school start time
- Three (3) Tardies in Semester = One (1) unexcused absence and parent notification
- Three (3) Unexcused Absences in Semester = One (1) strike according to the school’s three (3) strike procedure and meeting with parent
- Five (5) Unexcused Absences in Semester = An evaluation will be made to determine whether the K-3 program is an appropriate academic placement for the student and will be subject to Administrator review

TRUANCY

It is unlawful for any minor under the age of eighteen (18) years, who is subject to compulsory education or compulsory continuation education to loiter, idle, wander, or be in or upon the public streets, highways, roads, alleys, parks, playgrounds, public places, public buildings, places of amusement and eating places, vacant lots or any unsupervised place during the hours of 8:00 a.m. and 2:00 p.m. on days when school is in session.[11]

If the student is absent for a total of five (5) unexcused absences, consecutive or otherwise, in a semester, he or she may not be granted academic credit for that semester. In addition, as per board policy, an evaluation will be made to determine whether personalized learning is an appropriate academic placement for the student.

For a student with exceptional needs who has an individualized education program, an IEP meeting will be held to make any necessary change of placement. If a student is dropped for absenteeism and later readmitted, s/he may be permanently dropped from BPCS if s/he misses one (1) or more appointments.

Students under 18 years of age will be referred back to their former school.

VIOLATIONS

Violations of any guidelines listed above may result in disciplinary action up to and including permanent disengagement from BPCS. If necessary, BPCS will advise appropriate legal officials of any illegal violations.

INTERNET CODE OF CONDUCT POLICY

Access to the Internet has been provided to students for their educational benefit. The Internet allows students to connect to information resources around the world. Every student has a responsibility to use the Internet in an appropriate and productive manner. To ensure that all students are responsible and productive Internet users, the following guidelines have been established for using the Internet.

Students are prohibited from using BPCS's computers and Internet services for any non-academic purposes.

Acceptable Uses of the Internet

While at BPCS, student use of the Internet is for educational purposes only. Students should use the Internet in a responsible, ethical, and lawful manner. Appropriate databases may be accessed for educational information as needed.

Unacceptable Use of the Internet

The Internet should not be used for personal gain or advancement of individual views. Use of the Internet for personal and inappropriate purposes including, but not limited to, downloading music, visiting pornographic websites, Facebook, chat sites, social networking, etc. is strictly prohibited and will result in school disciplinary action and/or legal action.

Software

To prevent computer viruses from being transmitted through the system there will be no unauthorized downloading of any software.

Copyright Issues

Copyrighted materials belonging to entities other than BPCS may not be downloaded, and students are not permitted to copy, transfer, rename, add, or delete information or programs belonging to others unless given written permission to do so by the owner of the materials or programs.

Failure to observe copyright or license agreements may result in disciplinary action from BPCS or legal action by the copyright owner.

Security

BPCS reserves the right to access and monitor all messages and files on the computer system. Internet messages are public communication and are not private. All files and communications including text and images can be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.



BPCS INTERNET ACCEPTABLE USE POLICY

As part of our School Technology Plan, Bayshore Preparatory Charter School (“BPCS”) provides computer network and internet access for its students and employees. BPCS teachers and students use the internet as an instructional tool, to communicate, collaborate, and to complete many of their assigned academic and professional responsibilities. Access to the internet is an integral part of the instructional program designed to help students meet the BPCS Expected Schoolwide Learning Results.

Each year, students and employees must acknowledge receipt of an agreement with this Acceptable Use Policy (“AUP” or the “Policy”). Students who are under 18 must also have a parent or guardian sign this policy. By signing the Parent-Student Handbook agreement, the student, employee, and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the internet to a teacher or administrative director. Parties agreeing to this Policy also understand that BPCS may revise the AUP, as it deems necessary. Any such changes will be posted on the BPCS website. <http://www.baypoint.academy>

Acceptable Use Policy for the Internet

Access to the BPCS computer network (including, but not limited to: host computers, file servers, application servers, laptops, network hardware, printers, hand-held internet accessible devices, software, applications, data files, email systems, and all internal and external computer and communications networks and peripherals) and the internet is an integral part of the instructional program. Failure to use the BPCS computer network, internet access, and student and employee accounts for exclusively educational or professional purposes may result in disciplinary action.

Students and employees may have several user accounts authorized by BPCS, including, but not limited to: network access, email, calendars, file storage, applications (apps), instructional and professional resources. User accounts refer to any account created for educational or professional use while using the BPCS network. All accounts created for use while at BPCS should use the user’s BPCS email account for registration. BPCS accounts should not be used for personal purposes.

User accounts may only be used during the time the User is a student or employee of BPCS. Each account owner is responsible for using it properly. The student or employee may be required to change the password the first time he or she uses the user account and routinely thereafter. Use of passwords to gain access to the BPCS network does not imply that the User has an expectation of security or privacy.

If a User is uncertain about whether a particular use of the computer network, website, application, or email is appropriate, he or she should consult a teacher or administrative director.

Unacceptable Uses of the Computer Network, Email or Internet

1. Uses that violate any state or federal law, municipal ordinance, or BPCS Policy are unacceptable. Unacceptable uses include, but are not limited to:
 - a. Selling or purchasing any illegal substance;
 - b. Accessing, transmitting, or downloading child pornography, obscene depictions, harmful materials, or materials that encourage others to violate the law; or
 - c. Transmitting or downloading confidential information or copyrighted materials.
2. Uses that involve accessing, transmitting or downloading inappropriate materials on the internet, as determined by the BPCS Governing Board or any related authority.

3. Uses that involve obtaining and/or using anonymous email sites.
4. Uses that involve circumventing the BPCS network, filtering and/or firewall
5. Uses that cause harm to others or damage to their property are unacceptable.

Unacceptable uses include, but are not limited to the following when done while using a BPCS device or the BPCS network:

1. Engaging in an act of bullying, including, but not limited to, bullying committed by means of an electronic act.
 2. Deleting, copying, modifying, or forging other User's emails, files, or data.
 3. Installing or using encryption software on any BPCS device or the BPCS network.
 4. Accessing another User's account for any purpose, even with consent.
 5. Damaging computer equipment, files, data or the network.
 6. Using profane, abusive, or impolite language.
 7. Disguising one's identity, impersonating other Users, or sending anonymous messages.
 8. Threatening, harassing, or making defamatory or false statements about others.
 9. Accessing, transmitting, or downloading offensive, harassing, or disparaging materials.
 10. Accessing, transmitting, or downloading computer viruses or other harmful files or programs, or in any way degrading or disrupting any computer system performance including, but not limited to "email bombs."
 11. Accessing, transmitting, or downloading large files, including "chain letters" or any type of "pyramid schemes."
 12. Using any BPCS computer to undertake "hacking," "phishing" or "spamming" internal or external to BPCS , or attempting to access information that is protected by privacy laws.
 13. Access and Interference: Using any robot, spider, other automatic device, or manual process to monitor or copy BPCS web pages or the content contained thereon or for any other unauthorized purpose; or, using any device, software or routine to interfere or attempt to interfere with the proper working of the BPCS website and/or network.
 14. Abusing BPCS network resources such as emailing mass mailings and chain letters, engaging in spam, subscribing to a non-work or non-school related listserv or group, spending excessive time on the internet for personal reasons, playing games, streaming music or videos, engaging in non-BPCS related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic (intentionally or unintentionally).
- Uses that jeopardize access or lead to unauthorized access into Accounts or other networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Using others' User Account passwords or identifiers.
 2. Disclosing one's Account password to other Users or allowing other Users to use one's Account.
 3. Gaining unauthorized access into others' User Accounts or other computer networks.
 4. Interfering with other Users' ability to access their Accounts.
 - Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Selling or buying anything over the internet for non-BPCS related personal or financial gain.
 2. Using the internet for non-BPCS related advertising, promotion, or financial gain.
 3. Conducting for-profit business activities and engaging in non-governmental related fundraising or public relations activities such as solicitation for religious purposes, lobbying for political purposes, or soliciting votes.
 4. Sending any email that is deceptive, misleading, or violates any state or federal statute or regulation including, but not limited to, the CAN-SPAM Act of 2003, or any state email or deceptive practice statute.

Researching information on the internet and incorporating that information into a student's work is an acceptable educational use, but students have an obligation to credit and acknowledge the source of information. Accordingly, the student acknowledges that plagiarism is inappropriate and unacceptable. Any student that is determined to have plagiarized will be referred to the Director of Education.

Copyright Policy

Bayshore Preparatory Charter School prohibits the lawful and unlawful use of BPCS equipment or network resources to download or share music, video, pictures, text or any content or media for the purpose of selling or giving access to the files to others, unless specifically authorized by the BPCS .

Internet Safety

- In compliance with the Children's Internet Protection Act ("CIPA"), BPCS implements firewall filtering/blocking software and hardware to restrict access to internet sites containing child pornography, obscene depictions or other materials harmful to minors under 18 years of age. Although BPCS takes every precaution to ensure that such materials are not accessed through the computer network, there is still a risk an internet User may be exposed to a site containing such materials. A User who connects to such a site must immediately disconnect from the site and notify a teacher or administrative director. If a User sees another User accessing inappropriate sites, he or she should notify a teacher or administrative director immediately.
- In compliance with CIPA, BPCS and its representatives monitor all minors' online activities while on the BPCS network or BPCS devices, including website browsing, email use, video and text chat, instant messaging, social media, blog participation and other forms of electronic communication. Such monitoring may lead to a discovery that a User has violated or may be violating this Policy, the appropriate disciplinary policy or the law. Monitoring is aimed to protect minors from accessing inappropriate material, as well as to help enforce this Policy as determined necessary by the BPCS Governing Board or other related authority. BPCS also monitors other Users' (e.g. employees, students 18 years or older) online activities while on the BPCS network or BPCS devices and may access, review, copy, store or delete any electronic communication or files and disclose them to others as it deems necessary.
- If a student under the age of 18 accesses his/her BPCS Account or the internet outside of school, a parent or legal guardian must supervise the student's use of the Account or internet at all times and is completely responsible for monitoring the student's use thereof. Filtering and/or blocking software will be employed to monitor home access to the internet. Parents and legal guardians should inquire at BPCS if they desire more detailed information about the software.
- Student information shall not be posted online unless it is necessary to receive information for instructional purposes and only if the student's teacher and parent or guardian has granted permission in advance.
- Safety and Identify Theft: Users shall not reveal on the internet personal information about themselves or about other persons. For example, Users should not reveal their full name, home address, telephone number, school address, social security number, credit card number, photograph, parents/guardians' name or any other information that could identify them to anyone except BPCS staff. It is illegal to post other employees' personal information online without their prior consent.
- BPCS has the authority to suspend or expel students for bullying fellow students over the internet, in text-messaging or image by means of an electronic device including but not limited to a telephone, mobile phone or any other wireless communication device, computer, offline or online communication device.
- Users shall not meet in person anyone they have met on the internet in a secluded place or a private setting. Users who are under the age of 18 shall not meet in person anyone they have met on the internet without his/her parents/guardians' permission.
- Users will abide by all BPCS security policies and by CIPA.

Privacy Policy

No Expectation of Privacy: BPCS has the authority to monitor all Accounts, including email, files, documents, internet activity, and other materials transmitted, received, or created by the User. Users cannot expect that anything created, stored, sent or received using the BPCS network will be private. Files and email are continuously archived by BPCS; therefore, their contents will still be available even though the User has deleted them. Files, email and/or

the history of websites a User has visited may be read by BPCS at any time, including if it is believed that the User violated the AUP, the school discipline policy, the school ethics policy, the school academic integrity policy, or the law. All such materials are the property of BPCS. Users do not have any right or expectation of privacy regarding such materials.

Restriction of Free Speech: The BPCS network is not a public access service or a public forum. BPCS has the right and responsibility to restrict material including text, graphics and all other forms of expression accessed, posted or stored on the system.

Waiver of Privacy Rights

Students expressly waive any right of privacy, as to BPCS, in anything they create, store, send, or receive using the BPCS network. They understand and consent to BPCS' use of human and/or automated means to monitor the use of the BPCS network and devices, including email and internet access.

Penalties for Improper Use of the Internet

Access to the internet and the use of a computer (or other BPCS provided devices) is an integral part of the instructional program. Inappropriate use may lead to disciplinary and/or legal action including but not limited to suspension or expulsion for students, or dismissal from employment from BPCS, or criminal prosecution by government authorities. BPCS will tailor any disciplinary action to meet the specific concerns related to each violation.

Student and Employee Owned Devices

Neither students nor employees are permitted to connect personal devices to the BPCS network without the specific permission of BPCS administration or IT department.

Disclaimer

- BPCS makes no guarantees about the quality of the services provided and is not responsible for any claims, losses, damages, costs or other obligations arising from the unauthorized use of the Accounts. BPCS also denies any responsibility for the accuracy or quality of the information obtained through the Account. An internet search may automatically produce search results that reference or link to third party sites throughout the internet. BPCS has no control over these sites or the content within them. BPCS cannot guarantee, represent or warrant the content of any third party site is accurate, legal and/or inoffensive. BPCS does not endorse the content of any third party site, nor do we warrant that the site will not contain viruses or otherwise impact an internal or external computer.
- Any statement accessible on the BPCS computer network or the internet is understood to be the author's individual point of view and not that of BPCS, its affiliates, or employees.
- Users are responsible for any losses sustained by BPCS or its affiliates resulting from the User's intentional misuse of any Account.

By agreeing to this AUP, students, parents and employees help to ensure a safe learning environment for everyone. For additional information about this Policy, contact the Director of Operations, Director of Education or the Information Technology Manager.

Additional Use of Technology by Students

Additional devices such as audio-visual equipment and other devices are utilized in selected classes and may be checked out to selected students. The school Acceptable Use Policy and Restitution of Monies policy are applicable to the issuance of any school equipment to students.



Bayshore Preparatory Charter School
Google Chromebook

6th grade-12th grade 1:1 (One to One) Program Overview 2016-2017

Overview

At the beginning of the school year, Bayshore Preparatory Charter School (“BPCS”) will assign a Chromebook to each 6th-12th grade student. Students will be able and encouraged take this Chromebook home and will keep the Chromebook while enrolled at BPCS. This initiative is aligned to our Schoolwide Learner Outcomes:

Every student who graduates from Bayshore Preparatory Charter School will be:

- **Academic Achievers** who:
 - Take personal responsibility in the life-long learning process
 - Demonstrate organizational and time management skills
 - Endeavor to develop their full academic potential according to their individual ability
- **Effective Communicators** who:
 - Exhibit proficiency in communication through listening, speaking, reading, writing and the arts
 - Comprehend and interpret messages respectfully
 - Research, document and convey information reflectively, critically and clearly
- **Critical Thinkers** who:
 - Demonstrate logical and effective decision making skills
 - Analyze, evaluate and synthesize information
 - Apply problem-solving strategies to real life situations
 - Formulate personal values
- **Technology Users** who:
 - Develop necessary skills to function in a constantly changing technological society
 - Utilize technology as a tool for learning
- **Career-focused students** who:
 - Achieve their post-secondary goals.

All students will have equal access to the instructional technology offered through and by BPCS. The purpose of the 1:1 (One to One) Chromebook Program at BPCS is to enhance instruction and student learning by

- Providing greater access to information
- Facilitating collaboration among students and faculty
- Creating an environment that encourages the responsible and effective use of technology

Chromebook

The Chromebook is a personal computer designed to work with Google Apps for Education (“GAFE”) web-based applications. BPCS chose the Chromebook as the best fit for the needs of its students through a diligent assessment of ease of operation, productivity, safety, security, and cost-effectiveness. BPCS will purchase and retain full ownership of the Chromebooks and will have in place measures to prevent the inappropriate use of the device and/or the internet on the device, in keeping with the BPCS Acceptable Use Policy (“AUP”). Students will retain their issued Chromebook for the duration of their enrollment at BPCS, subject to new device adoption. Chromebooks are subject to periodic checks to determine device condition.

Google Accounts and Google Apps for Education

All students will receive a BPCS-managed Google account; this account is necessary to login to any

BPCS-owned Chromebook. Only currently enrolled BPCS students will have access to a BPCS Google account, and BPCS Chromebooks are only accessible with a BPCS Google account.

Students are provided unlimited file storage through Google Drive. All files stored on Google Drive are managed by BPCS and are subject to review, confiscation, and destruction by BPCS administration. Students should refrain from storing inappropriate or personal material (such as photos) on their Google Drive. When students leave BPCS (through graduation or transfer), all files can be transferred to a student's personal Google account. Students are also provided with a Google email account (Gmail). This account is fully managed by BPCS and emails are archived using Google Vault. Students also have access to a variety of Google Apps made available through GAFE. Students do not have the ability to install on their BPCS Chromebooks Google Apps that are not approved by BPCS. Google Apps should only be used for academic purposes; failure to use Apps or other resources responsibly or for their intended purpose may result in disciplinary action. See the BPCS discipline policy for more information.

Distribution of Chromebooks

Distribution of the Chromebooks will take place during registration. A student will be issued a Chromebook only if the student and a parent or guardian has signed the Acknowledgement of the BPCS 1:1 Program Overview and Acceptable Use Policy. All students will receive the device, a power cable and headphones. It is highly recommended that families purchase a protective case. If a protective case is purchased, only solid colors with no designs are permitted on campus. Although headphones will be provided, students are encouraged to purchase earbuds or headphones. Personal headphones or earbuds can be used at school, however, only solid colors with no designs are permitted on campus.

BPCS Responsibilities for the use of the Chromebook

BPCS will comply with the Children's Internet Protection Act ("CIPA") to prevent the inappropriate use of the Chromebook and/or the internet whether the device is being used at school or at home. Any malfunction of the Chromebook that is not the result of negligence or inappropriate use will be repaired at BPCS's expense. BPCS will have devices available that can be checked out to students whose devices are being repaired or replaced, on a temporary basis.

Parent and Student Responsibilities

All parents and students are required fully read, understand and sign the BPCS 1:1 program overview and the BPCS Acceptable Use Policy.

As with any BPCS-owned property (for example, textbooks), parents and students will be responsible for returning the Chromebook to BPCS in good working condition. The student and his or her parent or guardian will be responsible for replacing a lost Chromebook or making repairs that were the result of inappropriate use or neglect of the device. Insurance for the device will be offered at a reasonable price.

Internet Access

As the Chromebook is an internet-based device, students will need internet access in order to use the web-based applications. BPCS provides internet access at the school site. Students will have the ability to use the Chromebook to connect to the internet while off campus. Students should not connect to unknown wireless networks or Hotspots.

At school or elsewhere, students are expected to observe all BPCS technology policies as well as federal, state and local laws. Student accounts are configured to provide internet filtering and website monitoring for inappropriate content using CIPA compliant software and hardware on campus and off campus. Students are responsible for following the policies expressed in this 1:1 program and the BPCS Acceptable Use Policy at all times when using their BPCS account.

Students will be able to access all work and files when offline (up to a maximum of 16GB of files). Students are responsible for ensuring that files have synced once reconnected to the internet.

Monitoring and Scanning

As part of our AUP and within the provisions of CIPA, BPCS has the right and duty to monitor and control access to the BPCS network and connected devices. It is our intent to provide a safe and useful instructional resource for students. All files, messages, internet browsing history, and any other activity on a BPCS owned Chromebook and BPCS managed account may be monitored for appropriate content, student safety, and adherence to the BPCS academic integrity policy.

Guidelines for Appropriate Use

With the opportunity afforded by using technology, comes the expectation to use that technology responsibly. Failure to use the Chromebook responsibly may result in disciplinary action.

Students will

- Use the Chromebook and other technology resources only for academic purposes and in accordance with the BPCS academic integrity policy.
- Use appropriate language and graphics, whether posting and publishing from home or from school, when using blogs, podcasts, email or ANY other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.

- Remember that making and sharing illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Fully charge the Chromebook before arriving on campus each day.
- Make sure that their account has synced before leaving campus each day.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following “General Care” guidelines provided in this guidebook.
- Report the loss or damage of the device immediately to BPCS’s administrative staff.
- Keep the sound muted or use headphones or earbuds when the noise might disturb others.
- Digitally publish work. Students may submit published work to teacher to print at teacher's discretion. Printers are not available to students on campus.

Students will NOT

- Remove, damage, or deface any identifying stickers or labels placed in or on the device by BPCS.
- Allow other people to use their assigned device.
- View, use or copy passwords, data, or networks to which they are not authorized.

- Reveal personal information (telephone numbers, addresses, passwords, etc.) about themselves or others.
- Leave computers unsupervised or while logged in to any BPCS managed system.
- Harass, bully or threaten anyone.
- Use offensive or inflammatory language of any kind.
- Misrepresent themselves or others.
- Destroy or damage data, programs, networks or any other system or component of a system owned or managed by BPCS.
- Attempt to override, bypass or otherwise change the internet filtering software, Google Management, or other network configurations.
- Reset or “wipe” their device without explicit, advance permission from BPCS administration.

Damaged Chromebooks

Students with damaged or malfunctioning Chromebooks may take them to the BPCS Help Desk and borrow a device while theirs is being repaired or replaced. Each student will be issued a receipt for the borrowed device that he or she is to keep at all times until the loaner is returned.

General Care of the Chromebook

- Do not place food or drink near the device.
- Insert and remove cords, cables and removable storage devices carefully.
- Do not deface the device with writing, drawings, stickers, labels, substances, etc.
- Do not place heavy objects on the device.
- Always carry the device with care; the screen should not be open when being carried.
- Do not lift the device by the screen.
- Do not store the device where other items can place pressure on the screen (for example, a backpack that does not have a laptop protective compartment).
- Do not store the device in student lockers overnight.
- Clean the screen only with a soft, dry microfiber cloth or anti-static cloth. Do not use cleaning solvents or other liquids on the screen.
- Always keep the Chromebook in a protective case. Although the case is reinforced to help protect the Chromebook, it is not guaranteed to prevent damage. It remains the student’s responsibility to care for and protect the device.

Chromebook Discipline Policy

The purpose of this Chromebook Discipline Policy is to create a learning environment that encourages the safe and effective use of technology. The specific items included in this table are in addition to our broad, discretionary authority to maintain safety, order and discipline inside the school zone. The following table is designed to support, not limit, our authority. The table includes possible outcomes for the first infraction of the specific item; subsequent infractions may lead to escalation of discipline.

| Category | Infraction | Solution | Possible Outcomes |
|---------------------------|---|--|-----------------------------------|
| Preparation | Lack of preparation such as not bringing Chromebook to class, not charging battery, etc | Check out daily loaner | Detention |
| Care | Intentional damage or loss | Check out daily loaner + student responsible for repair or replacement cost | Referral to Director of Education |
| | Preventable damage - not covering Chromebook, food or drink spilled, etc | Check out daily loaner + student responsible for repair or replacement cost if insurance not purchased | Referral to Director of Education |
| | Accidental damage | Check out daily loaner + student responsible for repair or replacement cost if insurance not purchased | |
| Network | Network Infractions including, but not limited to: accessing or attempting to access inappropriate material, bypassing BPCS network, cyber bullying, inappropriate behavior, or other violations of the Acceptable Use Policy | Account restrictions, such as limiting online access to on campus and/or during certain hours | Referral to Director of Education |
| Account | Accessing or attempting to access another student's account | Account restrictions | Detention |
| | Sharing passwords/accounts | Account restrictions | Detention |
| | Forgotten password | Password Reset | Warning |
| Academic Integrity | Cheating, sharing documents without teacher permission, plagiarism, or any other violation of the BPCS Academic Integrity Policy | See BPCS Academic Integrity Policy | |

Acknowledgement of BPCS 1:1 Program Overview and Acceptable Use Policy

I acknowledge that I have reviewed the BPCS 1:1 Program Overview and the Acceptable Use Policy which details the 1:1 initiative's goals, implementation policies and the use of the Chromebook device and BPCS network. I further understand that Bayshore Preparatory Charter School will NOT issue a device to a student until his or her parent or guardian has signed this agreement.

I understand that my student is expected to

- Bring the Chromebook charged every day.
- Take reasonable steps to ensure that the Chromebook is not damaged or stolen.
- Use the Chromebook and internet in a responsible manner - on campus and off campus.
- Access his/her account only and in a responsible manner.
- Use the Chromebook, internet, and accounts in a manner consistent with the BPCS Academic Integrity Policy.
- Understand and act within the BPCS AUP

I understand that I am expected to

- Ensure my child meets the expectations of the BPCS 1:1 Initiative as outlined in the 1:1 Program Overview.
- Supervise and monitor my child's use of the Chromebook away from school.
- Be responsible for the cost of repairing or replacing the Chromebook should the device be damaged, lost or stolen or if the student leaves BPCS without returning the Chromebook.
- Understand and act within the BPCS AUP

Student Name (print): _____ DOB/ID _____

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____



BAYSHORE PREPARATORY CHARTER SCHOOL

Chromebook Protection Plan

With the rollout of our new 1:1 Chromebook Program, Bayshore Preparatory Charter School (“BPCS” or “School”) is pleased to offer parents/guardians an optional, low cost plan (the “Optional Protection Plan”) to cover accidental loss and damage to your student’s Chromebook. Under the Optional Protection Plan, your student’s Chromebook (“Device”) is protected against accidental damage, theft or loss. If the Optional Protection Plan is waived, you will be responsible to pay for the repair or replacement of your student's Device if it is stolen, lost or damaged, regardless of the circumstances leading to its loss or damage. It is important to understand that failure to pay for the repair or replacement of a Device will be treated like any other School debt and may preclude your student from participating in extracurricular, sports and graduation activities. **The full replacement cost of the Device being issued to your student is currently \$210.00.** Depending on the type of damage to the Device, repairs may range from \$35 to \$150, or more, per instance.

The cost of the Optional Protection Plan is \$20 per Device (non-refundable) and runs from the date of payment through the earlier of: (1) the first instructional day of the next academic year; (2) the last day of the current school year for graduating seniors; or (3) the last day of enrollment for exiting students.

There is no cost for the use of the Device and the Optional Protection Plan is provided by the School purely as a convenience and is not required. As with all School-issued materials and equipment, it is imperative that the Device your student is issued be maintained and handled in a responsible manner and that it remains in operational condition throughout the school year.

Protection Plan Coverage:

| Type of Damage | Examples |
|----------------|---|
| Liquid | Accidentally spilled drink |
| Breakage | Broken AC or USB connector or missing keyboard key(s) |
| Drop or Fall | Cracked screen or broken case |
| Loss | Stolen from a locker, car or home |

The Optional Protection Plan **does not** cover misuse, cosmetic damage, neglect, or intentional damage. Parents/guardians will be responsible for the entire cost of repairs or replacement to Devices damaged through misuse, neglect or intentional damage. BPCS has the sole authority to assess damage and determine whether the damage was accidental and thereby eligible for repair/replacement or the result of misuse, neglect, or intentional damage. Multiple events may not be covered by this policy (i.e. more than two damage claims in one year may be deemed neglect and not covered by this policy). Damages caused by a student’s failure to exercise responsibility and due care of the device will be deemed negligent. In case of theft, vandalism, or other criminal acts, an **official police report**, or in the case of fire, an **official fire report** must be immediately sought by the parent/guardian in order to qualify for coverage. This Optional Protection Plan will also replace one (1) lost Device and/or one (1) lost charger cable at no additional cost to the student. However, if the Device and/or charger cable is lost a second

time, the student is responsible for the full cost of replacement for the lost item(s). BPCS is not liable for the loss, damage, or costs arising from unauthorized use of the school-issued Device.

Bayshore Preparatory Charter School

Chromebook Optional Protection Plan Declarations Page

| | |
|--|--|
| <p>Program Cost/ Coverage</p> <ul style="list-style-type: none"> ❖ \$20 non-refundable per Device ❖ Limit of Liability: \$210.00 ❖ Coverage: Repair/Replacement of school issued Device | <p>Effective Coverage/Expiration Dates</p> <ul style="list-style-type: none"> ❖ Effective Date: Based on the receipt of signed agreement and payment. ❖ Expiration Date: The earlier of: (1) the first instructional day of the next academic year; (2) the last day of the current school year for graduating seniors; or (3) the last day of enrollment for exiting students. |
| <p>Coverage</p> <ul style="list-style-type: none"> ❖ Accidental Damage: Pays for accidental damage caused by liquid spills, drops or any other unintentional event. ❖ Theft: Pays for loss or damage due to theft; the claim requires a police report to be filed immediately in order to receive coverage. ❖ Fire: Pays for loss or damage due to fire; the claim must be accompanied by an official fire report from the investigating authority. ❖ Electrical Surge: Pays for damage to the Device due to an electrical surge. ❖ Natural Disasters: Pays for loss or damage caused by natural disasters. | <p>Exclusions</p> <ul style="list-style-type: none"> ❖ Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The parent/guardian/student will be responsible for the full amount of the repair/replacement. ❖ Consumables: Including but not limited to the charger (if lost more than once) and software. ❖ Cosmetic Damage: That does not affect the functionality of the Device. This includes but is not limited to scratches, dents, and broken plastic ports or port covers. ❖ “Jailbreaking”: or otherwise voiding the manufacturer’s warranty by altering the software. ❖ BPCS is not liable for the loss, damage (including incidental, consequential, or punitive damages) or expense caused directly or indirectly by the equipment. |

If a student's enrollment is terminated from Bayshore Preparatory Charter School for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the Chromebook is issued and payment is made.

**Bayshore Preparatory Charter School
Chromebook Protection Plan**

**Must be completed and returned during
Registration**

We highly recommend parents take advantage of this opportunity. The Optional Protection Plan costs \$25 and is payable by credit card, check or cash. Checks should be made payable to "Bayshore Preparatory Charter School." This form and payment **MUST** be returned during registration. **Only a parent/guardian may make the decision to Accept or Decline this protection plan.**

- Yes**, I would like to purchase the Optional Protection Plan for the Device assigned to my child.
- Yes**, I would like to purchase an additional Optional Protection Plan for a Device assigned to sponsoring another child who cannot afford this protection plan. (This additional purchase is a tax deductible donation to the school designated for this specific use.)
- No**, I choose not to purchase the Optional Protection Plan and accept all financial responsibility for the Device assigned to my child.

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please Print): _____

Student ID #: _____ (Leave blank for new students)

Student Signature: _____ Date: _____

OFFICE USE ONLY:

Amount Paid: ____ \$20 My child ____ \$20 Sponsor a child (Tax Deductible Donation)

Paid By: Credit Card/Debit Card ____ Cash ____ Check ____

BPCS Staff Accepted By: _____ **Date:** _____

Bayshore Preparatory Calendar 2016-17

| July | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| August | | | | | | |
|--------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| September | | | | | | |
|-----------|----|----|----|----|----|----|
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| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

| October | | | | | | |
|---------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | 31 | | | | | |

| November | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| December | | | | | | |
|----------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| January | | | | | | |
|---------|----|----|----|----|----|----|
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| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| February | | | | | | |
|----------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | | | | |

| March | | | | | | |
|-------|----|----|----|----|----|----|
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| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | 31 | |

| April | | | | | | |
|-------|----|----|----|----|----|----|
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| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

| May | | | | | | |
|-----|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 31 | | | |

| June | | | | | | |
|------|----|----|----|----|----|----|
| S | M | T | W | Th | F | S |
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| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | |

First and last day of school for students

August 22, 2016 and June 13, 2017

School Closed

- June 14-August 19, 2016: Summer Break
- Sep 5, 2016: Labor Day
- Nov 11, 2016: Veteran's Day
- Nov 21-25, 2016: Thanksgiving Break
- Dec 19, 2016-Jan 6, 2017: Winter Break
- Jan 16, 2017: Martin Luther King, Jr. Day
- Feb 17-Feb. 20, 2017: President's Weekend
- April 17-21, 2017: Spring Break
- May 29, 2017: Memorial Day

Admin/Office Staff Work Schedule

- July 20, 2016 Office Staff Return Date
- June 30, 2017 Last Calendar Work Date

Staff development: non student days

- Aug 10-19, 2016, June 14-16, 2017
- Jan 23, 2017: Teacher Prep Day

LP end dates for Attendance

Governance Board Meetings

Graduation

- June 12, 2017

APPENDIX

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- [1] Education Code Sections 5174.5-5174.9.
 - [2] Education Code 48900
 - [3] Section 504 of the Rehabilitation Act, the Americans with Disabilities Act and the Individuals with Disabilities in Education Act 2004, California Education Code, Part 3b.
 - [4] Education Code Section 51845
 - [5] Education Code Sections 48915 or 4891.7
 - [6] As determined by the California Department of Education.
 - [7] Per EC 48904(b)
 - [8] Ed Code ~49060 et seq., 20 U.S.C., 1232g, 34 C.F.R. ~99.7
 - [9] Ed Code 51224.7
 - [10] California legislation has mandated Algebra I as a graduation requirement.
 - [11] Ordinance 1080 1 (part), 1995