

# **BAYPOINT PREPARATORY ACADEMY**



**Student/Parent-Guardian  
Handbook  
2023-2024**

## INTRODUCTION

Dear Students and Families,

Welcome to Baypoint Preparatory Academy. We are excited that you have chosen Baypoint Preparatory Academy and hope that your experience here will be both rewarding and academically challenging. At Baypoint, we follow a blended learning format where technology is embedded in all grade levels and across all subject areas.

This handbook will provide you with important information about Baypoint. As part of our philosophy, students are required to dress appropriately following the school dress code, adhere to high behavioral and academic expectations, and strive for success in all that they do. Please read the handbook carefully and then sign the acknowledgment page sent to you by email. You may print and sign the acknowledgment page or request a paper copy. Please return it to school within one week of receipt.

Thank you for partnering with us and standing by the mission and vision of Baypoint. Your support is crucial to our students' success. We hope that your child's experience at Baypoint Preparatory Academy, no matter how long, is truly a rewarding learning opportunity.

Sincerely,  
Board of Directors  
Baypoint Preparatory Academy

## TABLE OF CONTENTS

INTRODUCTION	2
MISSION STATEMENT	6
<b>SCHOOL OBJECTIVES</b>	6
SCHOOLWIDE LEARNER OUTCOMES	7
GENERAL SCHOOL INFORMATION	8
School Hours	8
Drop Off/Pick Up	8
Birthdays/Celebrations	8
Closed Campus	8
Health Information and Medication	9
Textbooks	9
Chromebooks	9
Lunch/Break Time	9
Lunch Drop Off	10
Parking	10
School Events and Activities	10
School/Facility Property	10
State Required Testing	11
Student Class work	12
Visitations	12
Volunteers/ Guests	12
Withdrawal Procedures	12
DRESS CODE POLICY	12
Everyday Dress Code	13
Pants	13
Shirts	13
Backpacks/ Book bags	14
Lunch bags/boxes	14
Outerwear	14
Formal Dress Code Days	15
<b>STUDENT EXPECTATIONS</b>	16
Attendance	16
Unexcused Absences/Tardies	17

Legally Excused Absences/Tardies	17
Tardies/Truancy	17
Tardies (Kindergarten through Fifth)	17
Tardies (Sixth through Eighth)	18
Student Attendance Review Team (SART)	18
Perfect Attendance Policy	18
Truancy	18
Attendance Policy and Procedures Policy	19
Academic Integrity	23
Examples of Academic Dishonesty	23
Plagiarism Policy	24
Potential Consequences for Academic Dishonesty	24
Harassment/Bullying	25
Physical Contact/Public Display of Affection	25
Sexual Harassment Policy	25
Prohibited Items on Campus	26
Drug Free Campus	27
Cell Phones & Mobile Devices	27
COMPUTER USE	29
Compliance with Acceptable Use Policy	29
Acceptable Uses of the Internet	29
Unacceptable Use of the Internet	29
Security	30
ACADEMICS	30
Academic Program	30
Physical Education	30
DISCIPLINE	32
Minor Infractions	32
Major Infractions	33
Additional Major Infractions	34
<b>Technology, Devices &amp; Internet Acceptable Use Policy</b>	35
ACCEPTABLE USE POLICY	35
Copyright Policy	38
Internet Safety	38
GOOGLE CHROMEBOOK 6TH GRADE-8TH GRADE 1:1	41
Parent and Student Responsibilities	44

Damaged Chromebooks	46
General Care of the Chromebook	46
Chromebook Discipline Policy	47
Acknowledgement of BPA 1:1 Program Overview and Acceptable Use Policy	49
<b>AGREEMENT AND ACKNOWLEDGEMENT</b>	<b>50</b>

## MISSION STATEMENT

Our mission at Baypoint Preparatory Academy is to educate TK-8 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 MOTTO

Today's Choice for Tomorrow's Future.

## SCHOOL OBJECTIVES

Baypoint's personalized blended learning model 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 TK through 8 includes a course of study that provides an opportunity to meet the requirements necessary for post-secondary admission into advanced learning programs. Baypoint offers a rigorous college prep curriculum and is WASC accredited.

## SCHOOLWIDE LEARNER OUTCOMES

### **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 postsecondary goals

## GENERAL SCHOOL INFORMATION

### **Baypoint Preparatory Academy - San Diego**

**School Website:** [www.baypointacademy.org](http://www.baypointacademy.org)

**Office Hours:** 8:00 AM - 4:00 PM

**School Location:** 520 E. Carmel, San Marcos, CA 92078

**Phone Number:** 760-203-4383

### School Hours

Monday, Tuesday, Thursday, and Friday: 8:30 AM to 3:15 PM.

Early Release: Wednesdays, 8:30 AM to 2:15 PM.

**School begins promptly at 8:30 AM.**

### Drop Off/Pick Up

Parents may drop off students **no earlier than** 8:00 AM. Students must be picked up **no later** than 15 minutes after dismissal. The front office will be closed from 2:30 pm to 3:30 pm for pick-up. During that time, the office personnel will be available by phone only.

**Please see our website for the school calendar.**

### Birthdays/Celebrations

In an effort to maximize student instructional time, students/parents/guardians are not allowed to bring food items and/or decorations (balloons, party hats, etc.) for birthday celebrations for students or staff. Individually, teachers will choose to recognize student birthdays within their classrooms. We encourage you to celebrate your child's birthday after school or on weekends. Thank you for your assistance.

### Closed Campus

Baypoint Preparatory Academy is a closed campus. Students must remain on campus for their entire school day. Students are not allowed off campus unless they have been checked out of the office by a parent/guardian. Students will be considered truant if they leave campus without checking out at the office. Students may not walk to other businesses without written parent/guardian consent on file in the office.

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



## Health Information and Medication

Emergency Cards and Immunization Records must be kept up to date. Please contact the office if you have any changes. All prescription and nonprescription medication (including cough drops, pain relievers, vitamins, etc.) given in the school setting require written authorization. If medication must be distributed to a student, a special form must be filled out and signed by the parent/guardian and doctor and kept in the office. Any health problems must be noted so that school may properly work with students to ensure each student's safety.

## Textbooks

All textbooks are the property of Baypoint Preparatory Academy. Books should be handled with respect and care. Textbooks assigned to students must be returned at the end of the semester or the end of the school year, depending on the course. Students will be responsible for returning all textbooks. Families are responsible for replacing damaged or lost textbooks in compliance with applicable law.

## Chromebooks

All Chromebooks are the property of Baypoint Preparatory Academy. Chromebooks should be handled with respect and care. Students are responsible for returning Chromebooks. Families are responsible for replacing damaged or lost Chromebooks and charging cords/accessories in compliance with applicable law.

## Lunch/Break Time

Students may bring a snack and/or lunch to school on the days in which they attend classes. Lunch will last approximately 40 minutes and snack time 15 minutes. Please provide healthy and nutritious food choices from the following categories: whole grains, protein, dairy, fresh fruits, and fresh vegetables. No soda, candy, gum, spicy chips, slushies/milkshakes/ice cream, etc. Also, please refrain from sending glass containers, or glass bottles. No food or drinks are allowed during regular class time, excluding water in an enclosed container. For safety reasons students are not allowed to share food with others.

In compliance with the California State Meal Mandate, Baypoint provides two meals free of charge (breakfast and lunch) during each school day to students requesting a meal, regardless of their free or reduced-price eligibility.

## Lunch Drop Off

Lunch drop-off will not be accepted after 10 am. Lunch must be brought in labeled with the student's name and grade/class visible and placed on the designated cart by the front door.

Students are responsible for picking up their lunches from the designated cart in the Bay Cafe at their scheduled lunchtime. Baypoint Preparatory Academy is not liable for any stolen items.

## Parking

Please follow all traffic rules in the parking lot and on school property. There will be no loitering in the parking lot. Parents/guardians who visit the school may use the visitors parking area closest to the office.

## Traffic Flow for Pick Up/Drop Off

Please follow current school procedures, available at the office. If, at any time you are uncertain of the procedures, please check with the office. Students must be dropped off **NO EARLIER** than **30 minutes** before school starts and picked up **NO LATER** than **15 minutes** after school ends.

## School Events and Activities

The school has activities and events for students that may include events such as assemblies, field trips, guest speakers, etc. Academies (Clubs) will be available for students to attend. All events and academies will follow all school rules. Administrators and faculty have the full authority to admit, refuse admission to, or dismiss any student/guest from any event. All guests at the school sponsored events must have a guest pass and must follow all rules. Students are responsible for their guest's behavior. Any student who does not display appropriate behavior at a school event will be required to leave.

If a student has been suspended, he or she will not be able to attend the subsequent school event or activity. Furthermore, if a student has already paid for a BPA event or activity, including field trips, and then subsequently earns a suspension, BPA will not refund student monies.

## School/Facility Property

Students are to respect all school property including classrooms, restrooms, technology, textbooks, materials, equipment, and furniture. Please make sure students use crosswalks, sidewalks, and designated pedestrian areas when coming and going to school. Littering is prohibited.

## State Required Testing

Baypoint follows the rules and procedures for all State required testing.

Each student in grades 3-8 has an opportunity to demonstrate their learning through the California Assessment of Student Performance and Progress (CAASPP).

Baypoint will administer the home language survey upon a student's initial enrollment. All students who indicate that their home language is other than English will be tested utilizing the English Language Proficiency Assessments for California (ELPAC). The initial ELPAC will be administered within 30 days of initial enrollment based on the home language survey. The summative ELPAC will be administered to each student classified as an English Learner annually in the spring until re-designated as fluent English proficient consistent with the charter petition.

The Physical Fitness Test (PFT) is administered to 5th and 7th 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 Individualized Education Program (IEP/504) team.

All TK- 8th grade students will take applicable tests such as CAASPP, PFT, and ELPAC.

All Baypoint students in Grades 3rd through 8th must participate or Baypoint will face severe penalties on the California Dashboard; the state's measurement of school accountability. If not met, this alternatively will impact Baypoint's ability to renew its charter and continue operations.

Parent/Guardian may submit (with valid cause/on valid grounds) a written request to the site administrator requesting for exclusion/opt-out of his or her student/child from any or all parts of state-mandated assessments.

In order for a family to complete the exclusion/opt-out process, Baypoint and the parent/guardian will complete the following steps:

1. Parent/guardian communicates the intent to opt-out of the assessment to the site administrator/Baypoint Testing Team (Team)
2. The Team will document the reason for the opt-out request.
3. The Team reviews the reason for the opt-out request and subsequently schedules a meeting with the parent/guardian to discuss the reason for the exclusion/opt-out request prior to the partial or full exclusion/opt-out being processed.

4. If the parent/guardian decides to opt-out the student, the testing team will complete documenting the conversation and the resolution.

## Student Class Work

As a college prep school, we expect all students to come prepared for class. We recognize that occasionally emergencies occur. We will make every effort to get class work to students who do not arrive on time. Situations such as these cause classroom interruption and disruption.

## Visitations

Friends and family are not allowed to visit during school hours unless they have a visitor's pass and have received approval from the administration. We guard our academic time intensely and do not allow for classroom interruptions except for emergencies. If you would like to speak with your child's teacher, please arrange a mutually convenient conference time.

## Volunteers/ Guests

Individuals must check in with the office before entering any facilities or interacting with students or staff. Upon checking in, the guest will obtain a visitor's pass that must be worn and visible at all times. All volunteers must be approved first. See the front desk receptionist for a volunteer packet.

All volunteers must complete the volunteer packet and must complete the Live Scan Process.

## Withdrawal Procedures

Any student desiring to transfer to another school will need to return all textbooks, chromebooks and materials, and complete a withdrawal form. Exit grades for 6th through 8th may be available 24 hours after receipt of a signed withdrawal form. A Baypoint student may not legally enroll at another public school unless they have formally withdrawn from Baypoint.

## DRESS CODE POLICY

Our mission at Baypoint Preparatory Academy is to educate students through a rigorous college prep curriculum that best supports students' academic success and personal goals while maintaining a safe learning environment and building a positive school culture. In order to accomplish this, all students are required to follow the dress code listed below while on campus and while participating in off campus activities. This dress code applies to both everyday attire and to formal dress code days, as explained below. At Baypoint we are focused on education as a priority.

Having a strict dress code helps foster a professional and healthy learning environment, promote school unity and community pride, eliminate social stigmas that may be attributed to attire, mitigate bullying, and minimize distractions associated with fashion trends to allow students to focus on learning. Please reference the school's website for visual examples of acceptable apparel.

Baypoint is a school of choice, and we expect that all students will comply with the Dress Code Policy as its intent is to instill a safe, healthy, and productive learning environment.

## Everyday Dress Code

Attire that conforms to this dress code policy may be purchased at any retail location and students may wear any conforming clothing they already have.

### **ALL DRESS ATTIRE MUST BE CLEAN, IRONED/WRINKLE FREE & NOT FADED.**

#### Pants

**Navy or Khaki (no black) color dress slacks/bermuda shorts, skirts, skort and jumpers may be worn, however, all plaid items must be purchased from a BPA's approved vendor.** Pants must be worn appropriately at the waist and be of the correct size for the student. No sagging, baggy or tight fitting clothing is permitted. Pants may not have any holes or tears in them. Clothing may not be rolled, tied or folded at the waist. Belts must be worn with all pants. For safety reasons, pants with extra side or back pockets are not allowed and pants must be the correct size for the student. Shorts may not be shorter than three inches above the knee. No shorts, skorts, skirts or jumpers may be altered to a shorter length. Leggings in navy blue or black may be worn under dresses or skirts, but not worn alone. Navy bike shorts may be worn under skirts and jumpers.

#### Shirts

**White button up, collared shirt/blouse** with white buttons only, short or long sleeved, and optional navy tie. **White, navy blue or Carolina blue polo shirts.** Shirts must fit appropriately and be **tucked in** at **all** times. No excessively tight fitting clothing is allowed. No layering of clothing is allowed and all undergarments must be white, short sleeved or sleeveless and visible only at the neck. Shirts must be long enough to remain tucked in when arms are raised above the head.

#### Hair

Must be clean, and out of the eyes. All Students may have tastefully colored hair in natural shades; no extreme differentiation in colors. Hair adornments are limited to black, blue, or white in color. Students may also wear approved plaid hair bands. Hair adornments must be simple (for example, no large flowers) and appropriate for school.

### Skin and nails

Clean with **no** visible body piercing or tattoos. Lip, nose and eyebrow piercings will not be allowed on campus. Students are allowed to wear simple earrings; only in the ears and only up to two earrings per ear. **No** large hoops or dangling earrings for safety reasons. Students in grades **TK/K-5** may not wear any makeup. Students in **grades 6 and up** may wear makeup in soft, modestly applied colors. Light, natural colored polish in natural nail lengths is acceptable for students in all grades.

### Belts

**(Belts are optional for TK/K through second grades.)** Simple and plain black, brown, navy, or tan are allowed as they match the school colors. Small, simple buckles are allowed; no decorations such as skulls, skin or other offensive adornments. Belts may not be worn with garments that do not have belt loops. If your pants or shorts have belt loops, a belt must be worn every day. Belt loops may not be removed.

### Shoes and Socks

Only black shoes are allowed. Dress shoes, tennis shoes, loafers, boots (boots are allowed in **black only**: calf height or lower only), Mary Janes, are all acceptable. White walls on the shoes, as found on many Vans or Converse styles, are acceptable. No excessive logos or decorations are allowed. This includes gems, sequins, or reflective objects. No heels higher than 1 inch, no flip flops or sandals may be worn on campus. No Ugg or Ugg-like boots are allowed. No skater or wheeled shoes allowed. Shoes may not have any offensive adornments such as skulls, spikes, etc. **Socks** must be white, tan, blue or black and must be free of pattern. Socks that match the school colors are acceptable. Tights (with a closed toe) may be worn in black, blue, or white (**No** designs, patterns or fish- net type tights).

### Backpacks/ Book bags

Students may use backpacks or book bags. **Single Solid BLUE or BLACK colors ONLY** (modest/discrete brand names are allowed). No decorations or designs of any kind. No exterior accessories (key chains, hand sanitizer, sunscreen, etc) of any kind are allowed. Accessories that are in compliance with the student handbook and that are permitted on campus may be carried inside the backpack/book bag. Please make sure to identify Backpacks/Book bags with the student's name.

### Lunch bags/boxes

Lunch bags/boxes must be in good taste and appropriate for school.

### Outerwear

**Solid navy or black** pullover sweatshirts (**no hoods**), sweaters, vests and jackets are allowed. During inclement weather, hooded sweaters, hooded sweatshirts and hooded outerwear are permitted on campus only outside. However, Non-hooded and hooded Jackets, hooded sweaters, hooded sweatshirts or any hooded outerwear may NOT be worn indoors. Outerwear may **NOT** be worn inside out. No name brands, words, other logos or decorations allowed. No exterior accessories (key chains, etc) of any kind are permitted on outerwear. Please make sure to identify your child's outerwear with the student's name on the inside of the collar or tag.

## Other

Hats, beanies, and sunglasses may be worn outdoors at break or lunch. They must be plain, simple and navy blue, light blue, black, or white to match the school colors. No logos, writing or adornments are allowed.

Excessive jewelry and other adornments are not part of the dress code and are not allowed on campus during the school day.

## Formal Dress Code Days

Students are required to wear **formal dress** attire for special occasions such as assemblies. Students must remain in formal dress attire for the entire day; **this includes** boys wearing a tie.

**Girls Formal Dress Attire:** Baypoint Approved Plaid or Navy Blue skirts or skorts, jumpers or navy dress slacks with white button up blouses (short or long sleeve), buttons on blouses must be plain white (no off colors), and solid black shoes.

**Boys Formal Dress Attire:** Navy dress slacks, white button-up, collared shirt (short or long sleeve), buttons on shirt must be plain white (no off colors), navy or Baypoint Approved plaid tie, and solid black shoes.

**Spirit Wear Days:** School Approved Spirit Wear days will be communicated in advance.

## WE NEED YOUR HELP

If and when you can. When your child(ren) grow(s) out of their attire that conforms with the dress code, we would like to ask that you please donate these items to the school to support other families that may otherwise have children that fit the attire.

## ENFORCEMENT

No student shall be sent home from school or denied attendance to school, or penalized academically or otherwise discriminated against solely for an instance of wearing clothing which does not comply with this policy. However, for any student who arrives at school in nonconforming clothes, the parent/guardian will be contacted to provide the student with conforming clothing for the day. Repeated violations of the dress code policy may result in disciplinary action including detention or other more serious actions, up to and including suspension and/or expulsion, depending on the nature and severity of the violation.

The following are potential disciplinary actions Baypoint may be taken against pupils for violating the Dress Code Policy:

**1st offense:** Warning (verbal and/or written), parent/guardian notified. Nonconforming items may be taken away and kept in the administration office until the end of the school day.

**2nd offense:** Parent/guardian notified, **loss of classroom activities**. If nonconforming items are confiscated, items **MUST** be picked up in the office by parent/guardian only.

**3rd offense:** parent/student/teacher conference, loss of privileges, **school volunteering**.

If nonconforming items are confiscated, items **MUST** be picked up in the office by parent/guardian only.

**4th offense: Parent/student/teacher meeting with Site Administrator. Further consequences may be instituted in compliance with Baypoint policies and applicable law.**

**PLEASE NOTE: In any and all cases concerning the interpretation of the school's Dress Code, the school administration reserves the absolute right to determine what constitutes proper compliance.**

This Dress Code Policy has been adopted by the Governing Board in compliance with the provisions of Article IX, section 5 of the California Constitution, and Assembly Bill 1575, which prohibits the charging of any student fees for participation in an educational activity at a public school. Any student or parent/guardian who needs assistance with identifying or purchasing conforming clothing should contact the school directly. Students or parents/guardians requesting an exemption from any provision of this dress code for religious or other reasons should contact the school directly.

## STUDENT EXPECTATIONS

The primary goal of Baypoint Preparatory Academy is education. Appropriate student conduct is of utmost importance in order for the school to achieve that goal. Students will be expected to follow all school expectations. We expect students to:

**Be respectful:** Address adults appropriately. Use courteous and polite language and behavior. Safeguard school property and the property of others.

**Be responsible:** Be on time and prepared to learn. Be accountable for completion of work.

**Demonstrate excellence at all times.** Demonstrate integrity in all things. Acknowledge and take responsibility for your actions. Follow all school expectations. Comply with the dress code.

## Attendance

Regular daily attendance is important for academic success. It is crucial that your child(ren) arrives at school on time. Attendance in every class is vital to his/her academic success. It is important that all assignments be completed. Please see the classroom teacher if you have any questions about assignments. Each time a student is on campus he/she must be in full and proper uniform.

If your student is absent from school, please contact the school office **each day** via email at [attendance@baypointprep.org](mailto:attendance@baypointprep.org), Please include the following information:

Your name

Student's name

Grade/Class

Date of Absence

Reason for Absence



Reporting the absence will not automatically excuse it. The attendance clerk will determine if the absence is legally excused. Please report all absences to the attendance clerk and the classroom teacher.

### Unexcused Absences/Tardies

Transportation related issues including living out of the area, traffic, etc.

Overslept

Not aware it was a school day

Family Trip/Vacation It is strongly advised that family vacations are planned with respect to the school calendar; otherwise your child's education will be negatively impacted.

According to the California Compulsory Attendance Laws (Education Code 48200), parents/guardians and students are responsible for regular school attendance.

### Legally Excused Absences/Tardies

Personal illness or injury

Pandemic related quarantine

Medical/Dental Appointments **accompanied by a release note**

Attendance at funeral of immediate family only

Religious Holiday

Court

Please be aware: Three (3) or more consecutive days of absence for illness will require a doctor's note. When possible, please make every effort to schedule medical appointments during after-school hours.

### Tardies/Truancy

Regular attendance is essential to any school. A doctor's release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. Tardies are reset per semester. (Please Note: It is BPA Policy that three unexcused tardies over 30 minutes are equivalent to one full unexcused absence from school.)

### Tardies (Kindergarten through Fifth)

Excessive tardies (3 or more) will result in a parent/guardian meeting with the classroom teacher.

## Tardies (Sixth through Eighth)

**1st Tardy:** Warning

**2nd Tardy:** Parent/guardian contact

**3rd Tardy:** In order to participate in classroom activities, students must demonstrate full compliance with the attendance policy.

**4th Tardy:** Referral to administration for further consequences

## Student Attendance Review Team (SART)

When a student exceeds the state of California's definition of excessive absences/tardies, parents/guardians of the student will be notified in writing. If attendance does not improve, a meeting with the site administrator/Executive Director and designees that make up the school attendance review team and parent/guardian will be scheduled. During the SART meeting, an attendance plan/contract will be discussed and implemented. Chronic attendance problems/tardy problems may result in disenrollment from Baypoint and/or a Student Attendance Review Board (SARB) hearing.

## Perfect Attendance Policy

To receive recognition for perfect attendance at the end of the school year, a student must not only be present every day, but must be present for at least two thirds of his/her school day. Students with excessive (no more than one per semester) late arrivals or early dismissal will not receive perfect attendance. A doctor's release note must accompany the student when arriving late from any doctor/dental/orthodontic appointment. Students are awarded perfect attendance for being on time and present every day.

Students are rewarded for their level of academic achievement, one of which is Perfect Attendance. When a child achieves Perfect Attendance they may receive a certificate of Perfect Attendance. A child may receive a certificate of perfect attendance if the child has had No Absences (Excused or Unexcused) for the duration of one full semester of school.

(Please Note: It is BPA Policy that three unexcused tardies over 30 minutes are equivalent to one full unexcused absence from school.)

## Truancy

A student who fails to attend school without a valid excuse is considered truant. Students are allowed three days to clear any absences, by providing a note or through a parent/guardian call.

If a student misses **more than 20 days of school** during the year, regardless of the semester in which the absences occur, his/her promotion for the next year may be questionable and he/she may be disenrolled from the school in compliance with applicable law.

## Attendance Policy and Procedures Policy

Regular attendance is vital to a student's success in school. The student who is frequently absent misses social interaction and direct instruction from his/her teachers even though written work can be made up. Any day or hour absent is a missed learning opportunity. In addition, the school loses funding for each absence, regardless of the reason; including illness or excused absences.

Because of our commitment to quality education, we are concerned when a student misses school for any reason. Students who are excessively absent from school are not able to accomplish their educational goals. According to the California Compulsory Attendance Laws (Education Code 48200), parents/guardians and students are responsible for regular school attendance.

BPA is a full-time seat program. Our School hours are from 8:30 a.m. to 3:15 p.m., and 8:30 a.m. to 2:15 p.m. on Wednesday early release days. We expect every student to be on time and present each and every day that school is in session.

### ARRIVALS AND DISMISSALS

**Please be aware that there is no supervision of students before 8:00 a.m.**

#### **8:30 a.m.**

Class begins (If your child is not in their class by 8:30 a.m. they are considered tardy).

***Please be aware that according to state law the only tardies which can be "excused" are for doctor appointments.***

#### **3:15 p.m.**

Dismissal

#### **2:15 p.m.**

Early release day dismissal time.

**Please be aware that there is no supervision of students after 2:30 p.m. (on early release days) or**

#### **3:30 p.m.**

Truancies are not acceptable at BPA. Truancy is defined as an unexcused absence without a written excuse from parent/guardian or BPA staff member. Truancy is also defined as excessive tardiness, even a few minutes is tardy.

Repeated violation of the truancy policy will result in further disciplinary action up to and including suspension and expulsion. When families choose to attend BPA, it is assumed that they are serious

about their educational experiences and will avoid missing classes or activities.

## **Absences**

*Excused absences* are those that are recognized by the state as legally excused absences:

- Student is personally ill, and his/her attendance in school would endanger his/her health or the health of others (Three (3) or more days of absence for illness will require a doctor's note);  
Illness: Child has a contagious disease, temperature over 100 degrees, symptoms of vomiting, diarrhea, chronic illness or other conditions with written orders from a medical physician to stay home.  
If a student becomes ill during the day, the school will notify the parent(s) immediately. The parent or authorized pick up person must pick up the student as soon as possible, but will not exceed 30 minutes from the time they are notified.  
If a student is sent home from school they may return to school after they have been symptom-free for 24 hours without the use of fever-reducing medication or they have begun treatment under the direction of a medical professional and are deemed to be safe to return to school.
- Serious illness in the student's immediate family necessitates absence; Death of family member necessitates absence;
- Special/recognized religious holiday observed by student's faith;
- Appearance in court
- Verifications are to be provided within 3 days of the absence. Verifications may include: note from doctor, dentist or other medical professional on letterhead, funeral notice, or other supportive documentation.

*Unexcused absences* are those not defined above, including, but not limited to:

- Unverified absence
- Truancy
- Absence due to leaving campus without permission
- A tardy of five minutes or more
- Absence due to taking an early vacation or extending a vacation.
- Absence due to oversleeping
- Absence due to transportation problems, including missing the bus
- Absence due to not knowing it was a school day;
- Family emergency without valid reason

*School Excused Absences*

- Field Trips
- Academic Events

- School Office Appointments
- Suspension

### **Tardy is Truancy**

A tardy occurs when the student is not in his/her assigned seat when classes begin at 8:30 a.m.

*Unexcused* tardies are defined as arriving **any** time after a class/activity has begun or before class/activity has concluded without an excuse from a parent/guardian or BPA staff member.

### **Repeated violation of the tardy policy will result in disciplinary action up to and including suspension and/or expulsion**

Excused tardies include only the following:

- Medical, dental, optical or other health-related appointment (with a note from the office where appointment was scheduled)
- Circumstances discussed with the school ahead of time, and pre-approved by the Site Administrator
- All late arrivals other than those described above will be considered unexcused

Excessive Excused and Unexcused Absences and Tardies

- Ten (10) or more days of *excused* absences within a school year are considered excessive and shall require a doctor's note to excuse subsequent absences.
- Three (3) or more tardies, not seated in class at the time class begins or early sign out, is considered excessive.
- Three (3) or more consecutive days of illness shall require a doctor's note upon return to school.
- After three (3) or more total days of *unexcused* absences, five (5) tardies, without a valid excuse on three occasions, or any combination thereof within a school year, will result in the school mailing the parent/guardian the 1st Attendance warning letter asking for the parent's/guardian's help with their student's attendance and warning of consequences for further truancy.
- After eight (8) total days of *unexcused* absences, *unexcused tardies* without a valid excuse, or any combination thereof within a school year, will result in the school mailing the parent/guardian the 2nd Attendance warning letter and invite the family to a meeting with the Principal or Designee. The intent is to create and implement a written plan for improving attendance.
- After fifteen (15) total days of *unexcused* absences, *unexcused tardies*, the school will mail the 3rd Attendance warning letter notifying that your student may be subject to discipline up to and including suspension or expulsion.
- If your student(s) has missed 10% or more of the days enrolled for the semester, student(s) is/are deemed "chronically absent".

- Students who miss 5% or more of school for any reason, will be considered for retention.
- A doctor's release note must accompany the student when returning back to school from any doctor/dental/orthodontic appointment. A student who fails to attend school without a valid excuse is considered truant.

Per the Student/Parent Handbook and this Attendance Policy, parents/guardians will make every effort to schedule medical and dental appointments before or after school or during the time that school is not in session. Parents/Guardians will notify the school office before 8:30 a.m. if your child will be absent. The school will email to verify and code any absences not reported by you. Any student who arrives after 8:30 a.m. must report to the SCHOOL office to receive a tardy slip. Students are not considered "in attendance" or "present" until they are seated in their class.

### **Attendance/Extra-curricular Activities**

In order to participate in extracurricular activities, students must demonstrate regular daily attendance. Students may not participate if "same-day" absence is:

1. Unexcused
2. Due to illness
3. Early release for any other purpose other than to attend routine doctor or dental appointment
4. Due to discipline; OR
5. Is for any reason that violates the Student/Parent Handbook.

### **DEFINITION OF A TRUANT**

The California Legislature defines a truant in very precise language. In Summary, it states that a student missing more than 30 minutes of instruction without an excuse **three (3) times** during the school year must be classified as **a truant** and reported to the proper school authority. This classification and referral helps emphasize the importance of school attendance and is intended to help minimize interference with instruction.

EC Section 48260 (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or the superintendent of the school district.

### **DEFINITION OF A CHRONIC TRUANT**

Effective January 1, 2011, EC Section 48263.6: Any pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse for ten percent (9 days per semester, 18 days per year) or more of the school days in one school year (180 days), from the date of enrollment to the current date, is deemed a chronic truant, provided that the

appropriate school district officer or employee has complied with ED sections 48260, 48260.5, 486261, 48262, 48263 and 48291.

### Student Attendance Review Board (SARB) hearing.

If the SART plan/contract is violated, SARB can exercise its option to instruct the parents/guardians to enroll the student in their district of residence. Following the local County Office of Education directive, students with chronic attendance/tardy problems can be required to enroll in a district school and will no longer be permitted to enroll in Charters or home school programs.

*\*If a student is on an IEP and IEP meeting must be held before placement in alternative education.*

### Academic Integrity

Academic honesty and personal integrity are fundamental components of a student's education and character development. The staff at Baypoint Preparatory Academy expects that students will not cheat, lie, plagiarize, or commit other acts of academic dishonesty.

Students, parents/guardians, staff, and administrators shall be responsible for creating and maintaining a positive school climate that encourages honesty. Students found to have committed an act of academic dishonesty shall be subject to disciplinary action.

Any student who gives or receives information during a test shall receive no credit. Depending on the seriousness of the violation, the student may be counseled with the parent or guardian present or may be given no credit for the assignment, grade period or for the semester. Where research papers are concerned, teachers will ask students for an outline and rough draft to help avoid plagiarism.

### Examples of Academic Dishonesty

Specific types of academic dishonesty that will not be tolerated, but are not limited to those defined below:

**Cheating on Tests:** Any intentional giving of or use of external assistance relating to an examination, test, or quiz without express permission of the teacher. This includes looking at another student's paper, sharing answers, or copying another student's paper.

**Fabrication:** Any intentional falsification or invention of data citation, or other authority in an academic exercise.

**Unauthorized Collaboration:** While collaboration is often encouraged, unauthorized collaboration is not permitted.

**Plagiarism:** Any intentional representation of another's ideas, words, or works as one's own. Plagiarism includes the misuse of published materials, electronic material, and/or the work of other students. The original writer who intentionally shares his/her paper to copy, without permission of the teacher is also engaged in plagiarism.

**Alteration of Materials:** Any intentional and unauthorized alteration of student, teacher, or library materials.

**Forgery:** Any unauthorized signing of another person's name to a school related document.

**Theft:** Any theft of materials

**Transfer of Unauthorized Materials:** Any giving or selling of unauthorized materials.

## Plagiarism Policy

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 Site Administrator or designee.

## Potential Consequences for Academic Dishonesty

**First offense:** Student, parent/guardian and teacher meeting. No credit for the affected test or assignment. The plagiarized assignment is to be reassigned. An Incident Report Form documenting the incident is completed. The original, signed by student and parent/guardian, is reviewed by administration and filed with the main office.

**Second offense:** Student, parent/guardian and school administrator or designee meeting. No credit given for the affected test or assignment. Students are also removed from any extracurricular activities, including field trips, sports, camps, etc. An Incident Report Form is filled out documenting the incident, signed by all parties, and filed in the main office.

Continued demonstration of academic dishonesty will result in further disciplinary action, including suspension and/or disengagement from the school. Academic dishonesty offenses do not accrue from year to year, but, if a student continues to break these rules, the administration reserves the right to levy further disciplinary actions including suspensions and/or possible disengagement from the school.



## Harassment/Bullying

Harassment/bullying of any kind is prohibited. No communications with derogatory or inflammatory remarks about an individual or group's race, religion, national origin, physical attributes, or sexual preference will be tolerated. Discovery of harassment or bullying of any kind may lead to removal from Baypoint.

## Physical Contact/Public Display of Affection

Keep all hands, feet and other objects to yourself at **all** times. **No** inappropriate hugging, kissing, or signs of affection are to take place at school or at school sanctioned events.

## Sexual Harassment Policy

Baypoint is committed to maintaining a learning environment that is free from sexual harassment. Sexual harassment is a form of gender discrimination in that it constitutes differential treatment on the basis of gender, gender identity or expression, or sexual orientation, and, for that reason, is a violation of state and federal laws and a violation of this policy.

Baypoint considers sexual harassment to be a major offense which can result in the suspension or expulsion of the offending student grades four and above. Suspension or expulsion as a disciplinary consequence for sexual harassment shall not apply to students enrolled in Kindergarten and grades one through three.

Any student who believes that she or he has been a victim of sexual harassment shall bring the problem to the attention of the Director of Education or so that appropriate action may be taken to resolve the problem. Baypoint prohibits retaliatory behavior against anyone who files a sexual harassment complaint or any participant in the complaint investigation process. Any such complainant is further advised that civil law remedies may also be available to them. Complaints will be promptly investigated in a way that respects the privacy of the parties concerned.

The California Education Code Section 212.5 defines sexual harassment as any unwelcome sexual advances, requests for sexual advances, requests for sexual favors, or other verbal, visual, or physical conduct of a sexual nature made by someone from or in the work or educational setting, under the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or a condition of an individual's employment, academic status, or progress.
- Submission to, or rejection of the conduct by the individual is used as the basis of employment or academic decisions affecting the individual.

- The conduct has the purpose or effect of having a negative impact upon the individual's work or academic performance, or of creating an intimidating, hostile, or offensive work or educational environment.
- Submission to, or rejection of, the conduct by the individual is used as the basis for any decisions affecting the individual regarding benefits and services, honors, programs, or activities available at or through the educational institution.

Sexual harassment may include, but is not limited to:

- Unwelcome verbal conduct such as suggestive, derogatory comments, sexual innuendos, slurs, or unwanted sexual advances, invitations, or comments; pestering for dates; making threats; or spreading rumors about or rating others as to sexual activity or performance.
- Unwelcome visual conduct such as displays of sexually suggestive objects, pictures, posters, written material, cartoons, or drawings; graffiti of a sexual nature; or use of obscene gestures.
- Unwelcome physical conduct such as unwanted touching, pinching, kissing, patting, hugging, blocking of normal movement, assault, or interference with work or study directed at an individual because of the individual's sex, sexual orientation, or gender.
- Threats and demands or pressure to submit to sexual requests in order to keep a job or academic standing or to avoid other loss, and offers of benefits in return for sexual favors.

### Prohibited Items on Campus

- Blade or knife of any kind or size. (Note: This is a recommendation for expulsion offense)
- iPods, MP3 players, Compact Disc (CD) players, radios, tape players, beepers, lasers, Apple/smart watches or other electronic devices that can be used to message/communicate.
- NO GUM, NO GUM, NO GUM.
- Skateboards, roller blades, bicycles are not to be ridden on campus at any time.
- Alcohol, drugs, weapons, cigarettes/E-cigarettes/cigars, lighters, matches, any type of gambling or smoking are not permitted on campus and will result in suspension and/or expulsion.
- Indelible/permanent markers, including brands such as "Sharpie".
- Headphones and earbuds are permitted for CLASS ASSIGNMENT USE ONLY.

## Drug Free Campus

Baypoint Preparatory Academy prohibits the use of all forms of tobacco, smoke, and electronic and mechanical nicotine delivery devices on campus. Baypoint prohibits any advertising, sale, or free sampling of such products. Littering the Baypoint campus or property with the remains of tobacco, smoke, or mechanical nicotine delivery devices or any other related waste product is prohibited.

Baypoint Preparatory Academy is a tobacco free zone.

## Cell Phones & Mobile Devices Policy

In an effort to provide a learning environment free of distractions, and maximize valuable time toward instruction and student learning, the school is authorized to regulate the possession or use of cell phones and mobile devices, including smart watches. State law allows students to have cell phones on campus. In addition, State law allows schools to regulate their use.

At the beginning of each school day, all students in possession of a cell phone and/or other “smart” mobile device **are required to place the device in a pre-assigned designated device compartment at the school that is accessible to pupils in the case of an emergency or danger.** Likewise, students will not be permitted to keep their devices in their backpacks. Consequently, no student will be allowed to have a phone in their possession on campus or at school sponsored events except in the case of an emergency or other exception permitted by law. All students have been informed of this policy and the assigned device compartments. **Please, recognize that the best security for the cell phone is to leave it at home.**

Parents/Guardians are urged to utilize the school phone number to relay any urgent messages. The office phone is available for student use in case of emergencies. The use of cell phones and mobile devices is prohibited on campus during the school day.

**Students who engage in inappropriate use and/or “sexting” during school activities and/or on school grounds either in picture or word form, will face significant discipline (including and up to suspension or expulsion) and violations may be reported to legal authorities. Please refer to the “Sexual Harassment” section in this handbook for further information related to this topic.**

Should a student refuse to give their cell phone and/or mobile device to the teacher or staff member upon request, the parents will be called and the student may be disciplined in accordance with the school's discipline procedures. Mobile devices may be confiscated and returned at the discretion of the school administration. The school will not be responsible for theft or damage to cell phones or any other electronic devices.

If a student is found in possession of a mobile device after being asked to place it into a designated compartment in the school, the following consequences may be administered:

#### DISCIPLINARY ACTION

If a student is found in possession of a cell phone after being asked to place it into a designated compartment, the following consequences will be administered.

##### **1st offense:**

Cell phone taken away, parent/guardian notified, cell phone **MUST** be picked up in the office by parent/guardian only.

##### **2nd offense:**

Cell phone taken away, Parent/Guardian/Teacher conference with Site Administrator, cell phone **MUST** be picked up in the office by parent/guardian only.

##### **3rd offense:**

Cell phone taken away, parent/guardian notified, cell phone **MUST** be picked up in the office by parent/guardian only, **student(s) is no longer allowed to bring the phone to school for the remainder of the academic year.**

##### **4th offense:**

Consistent with Baypoint policies and applicable law, the student may be suspended or expelled for further offenses.

**My signature on the student/parent handbook acknowledges that I agree to this policy and disciplinary action related to any infraction of this policy.**

Parents/guardians and students have agreed upon the contents of the Student/Parent Handbook by signing electronically during the school registration process.

## COMPUTER USE

Prior to using a computer at Baypoint, each student must first sign an Acceptable Use Policy. While using computers, all students are required to follow the guidelines and expectations laid out by Baypoint staff. Misuse of computers or inappropriate use will result in immediate loss of computer use privileges and additional disciplinary action will be taken.

### Compliance with Acceptable Use Policy

Baypoint students must comply with the Acceptable Use Policy included with this handbook. The following is a brief summary of the policy's requirements. 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.

### Acceptable Uses of the Internet

While at Baypoint, 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, playing video games, etc. is strictly prohibited and will result in school disciplinary action and/or legal action.

**Students are prohibited from using Baypoint computers and Internet services for any non-academic purposes.**

### 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 Baypoint 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 Baypoint or legal action by the copyright owner.

## Security

Baypoint 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.

## ACADEMICS

### Academic Program

Baypoint utilizes a blended learning station-rotation model to educate its students. To facilitate this, students participate in a rigorous, relevant, college-prep curriculum with cutting-edge educational technology that is based on Common Core/State Standards and supports Baypoint's mission statement and Schoolwide Learner Outcomes.

### Homework Policy

Students are required to complete all homework assignments in a timely manner. **Grades 6-8** students who do not do so will be required to complete the assignments in place of classroom activities weekly as needed. Students who continually fail to complete assignments on time will be required to meet with their parents/guardians and teacher. The assignment may receive partial credit upon completion at teacher's discretion.

### Physical Education

Students in grades TK/K-5 participate in 100 minutes of physical activity per week. Students in grades 6-8 complete 200 minutes per week.

## Progress Reports/Report Cards Grading

In TK/**Kindergarten through Fifth Grade**, Baypoint utilizes the following grading system:

### Achievement

4 (Exceeds Standards)

3 (Meets Standards)

2 (Progress Towards Standards)

1 (Insufficient Progress)

### Effort

O (Outstanding)

S (Satisfactory)

N (Needs Improvement)

U (Unsatisfactory)

In **Sixth through Eighth Grade**, Baypoint utilizes the following grading system:

A (Exemplary work, 90%-100%)

B (Above average work, 80%-89%)

C (Average work, 70%-79%)

D (Below average work, 60%-69%)

F (Failing work/scoring less than 60%)

### **TK/Kindergarten through Eighth Grade**

Conference/Reporting Period Parent conferences for all students at the end of the first quarter.

Parent conferences as requested by the teacher or parent/guardian on an as needed basis. Progress reports will be given at the end of Quarter 1 and Quarter 3. Report cards will be distributed at the end of each semester.

## DISCIPLINE

Baypoint Preparatory Academy's primary focus is education. Our goal is to create a school culture that reinforces positive behavior and eliminates the distractions caused by student misbehavior. Students are expected to demonstrate behavior that maximizes the potential for learning for all students. Students who do not adhere to stated expectations for behavior may expect consequences for their behavior. This list should not be considered progressive discipline in all cases. Baypoint reserves the right to determine the proper level of discipline that best suits the circumstances requiring discipline. Consequences may include, but are not limited to:

- Warning, verbal and/or written
- Lunch period-Self-Reflection Time
- Loss of privileges
- Individual conferences with the teacher/staff
- Referral to the School Administrator
- Loss of classroom activities
- Teacher intervention/phone call to parent/guardian
- Teacher/Parent/Guardian/Student conference
- Teacher/Parent/Guardian/Student conference with the Site Administrator
- Suspension and/or Expulsion

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, use of alternative educational environments, suspension and expulsion.

Corporal punishment shall not be used as a disciplinary measure against any student. Corporal punishment includes the willful infliction of or willfully causing the infliction of physical pain on a student. For purposes of this policy, corporal punishment does not include an employee's use of force that is reasonable and necessary to protect the employee, students, staff or other persons or to prevent damage to school property. Suspended or expelled students shall be excluded from all school and school-related activities unless otherwise agreed during the period of suspension or expulsion.

Any student who engages in repeated violations of the school's behavioral expectations will be required to attend a meeting with the school's staff and the student's parents/guardians. The school will prepare a specific, written agreement outlining future student conduct expectations, timelines, and consequences for failure to meet the expectations which may include, but are not limited to, suspension or expulsion.



A student may be suspended or expelled for any of the acts enumerated in Baypoint's Suspension and Expulsion Procedures and Policy related to school activity or school attendance that occur at any time including, but not limited to:

- While on school grounds
- While going to or leaving from school
- During, or traveling to or from, a school-sponsored activity

**The following actions may result in a student being referred to the Site Administrator.**

### Minor Infractions

may include but **are not limited to:**

- Disrespect
- Defiance
- Disruptions
- Harassment/Bullying
- Tardies
- Littering
- Inappropriate Language
- Coming Unprepared for Class
- Non-completion of Assignments

**The following actions may result in suspension or expulsion. Parents/Guardians will be notified in all cases.**

### Major Infractions

may include but **are not limited to:**

- Blatant Disrespect
- Blatant Defiance
- Habitual Defiance
- Blatant Disruption
- Harassment/Bullying of any kind (including cyberbullying)
- Infliction or Attempting to Cause/Causing Physical Injury
- Property Damage
- Blatant Obscenity/Profanity
- Receipt of Stolen Property

**Students may be referred for expulsion for any of the following infractions, depending upon their severity. Parents/Guardians will be notified.**

### Additional Major Infractions

may include but **are not limited to:**

- Assault
- Fighting
- Controlled Substance
- Weapons
- Smoking
- Alcohol
- Tobacco
- Theft
- Improper Use of Technology
- Harassment/Bullying of any kind
- Hazing
- Threats/Extortion

See the Baypoint Preparatory Academy Suspension and Expulsion Procedures and Policy for more detail.

## TECHNOLOGY, DEVICES & INTERNET ACCEPTABLE USE POLICY

### ACCEPTABLE USE POLICY

As part of our School Technology Plan, Baypoint Preparatory Academy (“BPA”) provides computer networks and internet access for its students and employees. BPA 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 BPA 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 BPA may revise the AUP, as it deems necessary. Any such changes will be posted on the BPA website. <http://www.baypointacademy.org>***

#### **Acceptable Use Policy for the Internet**

Access to the BPA computer network (including, but not limited to: host computers, file servers, application servers, laptops, network hardware, printers, handheld 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 BPA 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 BPA (“Accounts”), 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 BPA network. All accounts created for use while at BPA should use the user’s BPA email account for registration. User Accounts provided by BPA should not be used for personal purposes.

User Accounts may only be used during the time the User is a student or employee of BPA. 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 BPA 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 BPA 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 BPA Governing Board or any related authority (e.g., Chief Executive Officer or designee).
3. Uses that involve obtaining and/or using anonymous email sites.
4. Uses that involve circumventing the BPA 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 BPA device or the BPA 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 BPA device or the BPA 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 BPA computer to undertake "hacking," "phishing" or "spamming" internal or external to BPA, 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 BPA 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 BPA website and/or network.
14. Abusing BPA 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-BPA related online chat groups, printing multiple copies of documents or otherwise creating unnecessary network traffic (intentionally or unintentionally).
15. 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.
16. Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
  1. Selling or buying anything over the internet for non-BPA related personal or financial gain.
  2. Using the internet for non-BPA 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.

## Copyright Policy

Copyrighted materials belonging to entities other than Baypoint 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 Baypoint or legal action by the copyright owner.

## Internet Safety

- In compliance with the Children’s Internet Protection Act (“CIPA”), BPA 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 BPA 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, BPA and its representatives monitor minors’ online activities while on the BPA network or BPA 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 BPA Governing Board or other related authority. BPA also monitors other Users’ (e.g. employees, students 18 years or older) online activities while on the BPA network or BPA 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 BPA 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 responsible for monitoring the student’s use thereof. Filtering and/or blocking software will be employed to monitor home access to BPA Account and Network. Parents and legal guardians should inquire at BPA if they desire more detailed information about the software.
- BPA shall only disclose student information over the internet if there is a legitimate educational interest and in accordance with applicable law.

- **Safety and Identity 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 BPA staff. It is illegal to post other employees' personal information online without their prior consent.
- BPA 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 BPA security policies and by CIPA.

### **Privacy Policy**

**No Expectation of Privacy:** BPA 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 BPA network will be private. Files and email are continuously archived by BPA; 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 BPA 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 BPA. Users do not have any right or expectation of privacy regarding such materials.

**Right to Restrict Material on BPA Network:** The BPA network is not a public access service or a public forum. BPA 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 BPA, in anything they create, store, send, or receive using the BPA network. They understand and consent to BPA' use of human and/or automated means to monitor the use of the BPA 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 BPA 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 BPA, or criminal prosecution by government authorities. BPA 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 BPA network without the specific permission of BPA administration or IT department.

### **Disclaimer**

- BPA 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. BPA 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. BPA has no control over these sites or the content within them. BPA cannot guarantee, represent or warrant the content of any third party site is accurate, legal and/or inoffensive. BPA 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 BPA computer network or the internet is understood to be the author's individual point of view and not that of BPA, its affiliates, or employees.
- Users are responsible for any losses sustained by BPA or its affiliates resulting from the User's intentional misuse of any Account.

By agreeing to this AUP, students, parents/guardians and employees help to ensure a safe learning environment for everyone.

### **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.



## BPA 1:1 Program Overview and Acceptable Use Policy

### GOOGLE CHROMEBOOK 3RD-8TH GRADE 1:1

(Google Chromebook TK-2; shared).

The teacher may assign Chromebooks to a TK-2 student for short-term use/assignment, therefore, the BPA 1:1 Acceptable Use Policy will apply.

### Overview

At the beginning of the school year, Baypoint Preparatory Academy (“BPA”) will assign a Chromebook to each 3rd-8th grade student. Students will be able to take this Chromebook home and will keep the Chromebook while enrolled at BPA. This initiative is aligned to our Schoolwide Learner Outcomes:

*Every student who promotes from Baypoint Preparatory Academy 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 BPA. The purpose of the 1:1 (One to One) Chromebook Program at BPA 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. BPA 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. BPA 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 BPA Acceptable Use Policy (“AUP”). Students will retain their issued Chromebook for the duration of their enrollment at BPA, 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 BPA-managed Google account; this account is necessary to login to any BPA-owned Chromebook. Only currently enrolled BPA students will have access to a BPA Google account, and BPA Chromebooks are only accessible with a BPA Google account.

Students are provided unlimited file storage through Google Drive. All files stored on Google Drive are managed by BPA and are subject to review, confiscation, and destruction by BPA administration. Students should refrain from storing inappropriate or personal material (such as photos) on their Google Drive. When students leave BPA (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 BPA 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 BPA Chromebooks Google Apps that are not approved by BPA. 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 BPA discipline policy for more information.

## Distribution of Chromebooks

A student will be issued a Chromebook only if the student and a parent or guardian has signed to acknowledge the BPA 1:1 Program Overview and Acceptable Use Policy. All students will receive the device, a power cable and headphones. Personal headphones or earbuds can be used at school, however, only solid colors with no designs are permitted on campus.

## BPA Responsibilities for the use of the Chromebook

BPA 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 BPA’s expense. BPA 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/guardians and students are required to fully read, understand and sign the BPA 1:1 program overview and the BPA Acceptable Use Policy.

As with any BPA-owned property (for example, textbooks), parents/guardians and students will be responsible for returning the Chromebook to BPA in good working condition. The student and his or her parent or guardian will be responsible for replacing a lost Chromebook or making repairs for damage regardless of the circumstances. Please note that families will not be responsible for reasonable wear and tear from appropriate use of the Chromebook (as determined by BPA in its sole discretion).

## Internet Access

As the Chromebook is an internet-based device, students will need internet access in order to use the web-based applications. BPA 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 BPA 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 BPA Acceptable Use Policy at all times when using their BPA 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 re-connected to the internet.

## Monitoring and Scanning

As part of our AUP and within the provisions of CIPA, BPA has the right and duty to monitor and control access to the BPA 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 BPA owned Chromebook and BPA managed account may be monitored for appropriate content, student safety, and adherence to the BPA 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 BPA policies.
- 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 BPA’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 the 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 BPA.
- 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 BPA 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 BPA.
- 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 BPA administration.

## Damaged Chromebooks

Students with damaged or malfunctioning Chromebooks may take them to the BPA 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 at school. 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.

<b>Category</b>	<b>Infraction</b>	<b>Possible Solution</b>	<b>Possible Outcomes</b>
<b>Preparation</b>	Lack of preparation such as not bringing Chromebook to class, not charging battery, etc	Check out daily loaner	Loss of classroom activities.
<b>Care</b>	Intentional damage or loss	Check out daily loaner + student is responsible for repair or replacement cost	Parent/Student/Teacher Conference
	Preventable damage - not covering Chromebook, food or drink spilled, etc	Check out daily loaner + student is responsible for repair or replacement cost.	Parent/Student/Teacher Conference
	Accidental damage	Check out daily loaner + student is responsible for repair or replacement cost.	

<b>Network</b>	Infractions including, but not limited to: accessing or attempting to access inappropriate material, bypassing BPA network, cyberbullying, 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 Site Administrator
<b>Account</b>	Accessing or attempting to access another student's account	Account restrictions	Parent/Student/Teacher Conference
	Sharing passwords/accounts	Account restrictions	Parent/Student/Teacher Conference
	Forgotten password	Password Reset	Warning
<b>Academic Integrity</b>	Cheating, sharing documents without teacher permission, plagiarism, or any other violation of the BPA Academic Integrity Policy	See BPA Academic Integrity Policy	



## **Acknowledgement of BPA 1:1 Program Overview and Acceptable Use Policy**

I acknowledge that I have reviewed the BPA 1:1 Program Overview and the Acceptable Use Policy (AUP) which details the 1:1 initiative's goals, implementation policies and the use of the Chromebook device and BPA network. I further understand that Baypoint Preparatory Academy 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 BPA Academic Integrity Policy.
- Understand and act within the BPA AUP

### **I understand that I am expected to**

- Ensure my child meets the expectations of the BPA 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 BPA without returning the Chromebook. -Understand and act within the BPA AUP.

# STUDENT/PARENT HANDBOOK

## AGREEMENT AND ACKNOWLEDGEMENT

The undersigned parent/guardian, for student(s) under the age of 18 listed below, hereby acknowledge that they have received a copy of the Student/ Parent Handbook from Baypoint Preparatory Academy.

- This handbook is intended to be a general guide to the rules, policies and procedures of Baypoint Preparatory Academy.
- **Baypoint** reserves the right to make changes to the student handbook without prior notice.
- Parents/guardians and students acknowledge that all required State examinations are imperative for the success of students and the Baypoint program.

Parents/guardians and students have agreed upon the contents of the Student/Parent Handbook by signing electronically during the school registration process.