

## HISTORY OF BAYMONTE

Under the Lord's direction and the vision of Glennon Culwell, pastor of First Baptist Church of Scotts Valley, a group of men organized Baymonte Christian School as an independent interdenominational school which is committed to providing quality education in a Christ-centered environment.

In 1968, Baymonte started with eighty-four students in kindergarten through eighth grade. Mr. and Mrs. David Wallace, along with seven other teachers, started the school in the First Baptist Church of Scotts Valley. The second year, the 'Barn' was converted and Baymonte Christian High School came into existence. After two years at the "Barn", the high school moved to a different facility in Scotts Valley and new rooms were built to accommodate the junior high. In 1981, the high school moved into the new Wallace Educational Building, built in a cooperative agreement between Baymonte and the First Baptist Church of Scotts Valley.

In 1985, the high school was forced to close due to the lack of sufficient enrollment needed to maintain the existing school program. The closing of the high school allowed the creation of a middle school, grades six through eight, using the excellent facilities of the Wallace Educational Building.

Baymonte has continually improved its academics at all levels of instruction. Baymonte Christian School is accredited by the Western Association of Schools and Colleges (WASC) and the Association of Christian Schools International (ACSI).

Pray with us that God's will might be worked in and through Baymonte in the future as it has in the past.

## **MISSION • VISION • CORE VALUES**

### **Mission Statement**

Baymonte Christian School offers a distinctively Christian and highly academic education in a loving and supportive environment.

### **Vision Statement**

Baymonte Christian School, believing a strong “today” builds a strong “tomorrow,” endeavors to educate students in a distinctively Christian environment, equipping them spiritually, intellectually, and physically to apply a Christian worldview as they meet life’s challenges and opportunities.

### **Core Values**

We value:

- challenging students to grow in their relationship with Christ.
- guidance of positive social interaction and relationship building.
- appropriate biblical integration in all subject areas.
- a structured environment where discipline is motivated by love for the students.
- a qualified, Christian staff committed to meeting the needs of our students.
- a commitment to meeting the academic needs of students with a variety of abilities, challenging them to meet their full potential.
- parent participation and open communication between the school and the home.
- an authentic, interdenominational community serving our greater community.
- opportunities for students to develop extracurricular interests such as music, athletics and art.

## GENERAL INFORMATION

### I. CURRICULUM

#### A. SIXTH GRADE

1. Bible: The sixth grade Bible curriculum is called Route 66. Route 66 integrates a fast-moving Bible survey with personal application and an emphasis on God's power and activity.
2. English: This curriculum uses an anthology and several novels to give the students a broad exposure to literature. The students will be studying spelling/vocabulary, grammar, reading and writing throughout the school year. Students will participate in the annual Spelling Bee and Speech Meet.
3. Social Studies: The sixth graders will study ancient civilizations including the history and culture of Mesopotamia, Egypt, India, China, Israel, Greece and Rome.
4. Math: The math program will cover general math subjects including operations on whole numbers, fractions, decimals, ratios and proportion.
5. Science: The sixth graders will study Earth Science. This class will include a study of rocks and minerals, fossils, weather, earthquakes, volcanoes, and glaciers. The sixth graders spend a week at Science Camp.
6. Physical Education: Students will work on becoming physically fit by participating in a variety of sports and other activities. They will gain the knowledge of how staying fit will influence other areas of their daily lives.
7. Spanish: Beginning Spanish instruction will alternate with P.E.

#### B. SEVENTH GRADE

1. Bible: Seventh grade Bible curriculum is called Wise Up. The students will get biblical wisdom for relationships, character, family, friends, leadership and decision-making.
2. English: This curriculum uses an anthology and several novels to give

the students a broad exposure to literature. They will be studying spelling/vocabulary, language, reading and writing throughout the school year. Students will participate in the annual Spelling Bee.

3. Math: This class will cover general math topics in increasing depth, including operations on whole numbers, fractions, decimals, ratio and proportion, percent, probability, and integers.
4. Science: The seventh graders will study Life Science. This class will include a study of cells and microscopes, protists, bacteria, plants, animals, and the human body. Students will also complete a project for the school Science Fair.
5. Social Studies: The seventh grade social studies class will study Middle History. This will cover a period of time from the Roman Empire to the Renaissance and Reformation. They will also study geography and current events.
6. Physical Education: Students will work on becoming physically fit by participating in a variety of sports and other activities. They will gain the knowledge of how staying fit will influence other areas of their daily lives.
7. Spanish: Beginning Spanish instruction will alternate with P.E.

### **C. EIGHTH GRADE**

1. Bible: Eighth grade Bible curriculum will help our teens develop character and maturity. The eighth grade curriculum Connecting With God, is a New Testament survey. Eighth graders will continue to make the Word applicable to their lives.
2. English: This class will continue working on the areas listed for the seventh grade but will include advanced grammar and writing skills, short story writing, novels, and a regular vocabulary program. Students will participate in the annual Spelling Bee.
3. Math: Eighth grade math students will continue to work on subjects covered before but in greater depth with a Pre-algebra emphasis. Some eighth grade students will be eligible to take a high school level class upon instructor approval.
4. Science: The eighth graders will study Physical Science. The course will include the study of motion, energy, and beginning chemistry.

5. Social Studies: Eighth graders study United States History from the time of European exploration to the Civil War. The class will include a study of the United States Constitution followed by a test that must be passed for eighth grade graduation.
6. Physical Education: Students will work on becoming physically fit by participating in a variety of sports and other activities. They will gain the knowledge of how staying fit will influence other areas of their daily lives.
7. Spanish: Beginning Spanish instruction will be alternate with P.E.

#### **D. ELECTIVES**

1. Students may sign up for two electives per quarter.
2. The following is a list of some electives we have offered:
 

Art	Speech	Study Skills
Computer Application	Worship Team	Beginning Band
Teacher's Aide	Mind Games	Robotics
Culinary Delights	STEM	Yearbook
Arts & Crafts	Video Production	Architecture
3. Before graduation from middle school, students must take one semester of Fine Arts elective. Electives that meet the Fine Arts requirement: Band, Art, Architecture, and Worship Team.
4. Sixth graders must take one quarter of Study Skills.

#### **E. COMMUNITY SERVICE**

We believe that community service should be an integral aspect of a Christian school education. Middle school students will have the opportunity to provide community service in a variety of settings. We will notify students of local community service opportunities when we are informed of individual needs. Seventh grade students will travel to Rancho de Sus Ninos Orphanage in Tecate, Mexico for a week of volunteer work each spring. Students participating in student council coordinate school-wide service projects.

#### **F. HEALTH AND SEX EDUCATION**

Baymonte follows California State Standards in teaching Health and Sex Education:

Health: Students will learn the importance of good nutrition. They will be given an understanding of the risks and effects of drug, alcohol and tobacco use as well as develop methods to counteract peer pressure.

Sex Education: Students will be taught techniques to deal with the emotional changes of adolescence and the basics of human sexuality. The benefits of abstinence will be stressed. Information on AIDS and other sexually transmitted diseases will be covered. Baymonte believes firmly that sex education is the responsibility of the home. The school will actively pursue methods of assisting and educating parents to deal with their children on the topic of sexual awareness. All parents will be informed by letter of the teaching of any topics alluding to human sexuality (biological, sociological, psychological, and theological).

## II. CLASS SCHEDULE

A. The school day is from 8:01 a.m. to 2:50 p.m. Students are not to arrive before 7:45 a.m. or stay later than 3:00 p.m. unless they are involved in a school sponsored extracurricular activity. If students are on campus after 3:15 pm they will be checked in to After School Study Hall at an hourly rate. After School Study Hall ends at 5 pm.

B. The following times have been allotted to the various periods of the school day:

Period 1	8:05 - 8:55
Period 2	8:58 - 9:45
Break	9:45 - 10:00
Period 3	10:03 - 10:50
Period 4	10:53 - 11:40
Lunch	11:43 - 12:13
Period 5	12:17 - 1:07
Period 6	1:10 - 2:00
Period 7	2:03 - 2:50

## III. ACTIVITIES

A. Throughout the school year the students are involved in many activities, which are beneficial to the students as an extension of the formal education in the classroom.

1. Field Trips: Field trips provide first-hand experience and observation that enhance the classroom curriculum.

2. Prayer and Praise Day: One day in the fall is set aside to concentrate on promoting the spiritual growth of each student. They listen to speakers, have special music, and enjoy an afternoon of fellowship and recreation. This is an offsite event usually held at one of the Christian conference grounds.
  3. Sports: Students have the opportunity to participate in a bay area interscholastic sports program. Baymonte is a member of the Christian Schools Athletic League. Both boys and girls may try out for softball, basketball, volleyball, cross country, golf and soccer.
  4. Science Fair: Each year the seventh and eighth grade science students prepare a science project as part of the regular science program. Finalists in Baymonte's Science Fair are given the opportunity to compete with the winners from other schools in the Santa Cruz County Science Fair.
  5. Spirit Week: One week during the school year students compete in class spirit competition. On Friday of that week, students have a special event off campus.
  6. Spelling Bee: Each year sixth, seventh, and eighth graders participate in a class Spelling Bee. The top speller from each class is given the opportunity to participate in the Association of Christian Schools District Spelling Bee.
  7. Speech Meet: Each year sixth, seventh, and eighth graders participate in a class Speech Meet. The winner from each class is given the opportunity to participate in the Association of Christian Schools District Speech Meet.
  8. Socials: Three or more socials are planned throughout the school year. They may include a Christmas activity, a professional baseball game, roller-skating, etc. Each grade also has one or two grade level night activities.
- B. Other school activities include the Christmas Program, band and choir performances, talent show, etc.

#### **IV. PARENT TEACHER FELLOWSHIP (PTF)**

- A. The Parent Teacher Fellowship works closely with the school staff and administration in many aspects of the school program.
  
- B. Basic objectives:
  - 1. to promote Christian education
  - 2. to develop a better understanding of the child
  
- C. The officers of the PTF are dedicated Christian parents desiring to serve and aid in the sound education of all Baymonte students.
  
- D. Regular meetings are scheduled throughout the school year.
  
- E. All parents of Baymonte students are members of PTF and are strongly encouraged to attend the monthly meetings. This is your opportunity to be actively involved in decisions that affect your student's quality of education and extracurricular activities.

#### **V. ACADEMIC INFORMATION**

##### **A. HOMEWORK**

- 1. Homework serves as a means to teach students self-discipline and time management. Motivating oneself to do responsible work as an obligation to others is a basic principle of successful living in the adult world.
  
- 2. Homework gives both the student and the teacher time to cover more curriculum for the student's educational growth.
  
- 3. Students are expected to do all assigned homework. Permitting daily assignments to go uncompleted would show a lack of love, concern and integrity on the part of the teachers.
  
- 4. The academic program is set up to accommodate the achievement level of each pupil insofar as the facilities and staff permit. Therefore, daily work assignments are expected to be at the students' ability level.
  
- 5. Teachers are willing to help a student begin an assignment and students are requested to indicate any difficulty before leaving school each day.
  
- 6. Parents will be notified by the teacher if a student repeatedly fails to turn

in daily assignments and is without excuse. It will then be requested that parents give closer supervision to their child's studies and needs.

## **B. MAKE-UP WORK**

1. When a student has been absent, the student should work carefully with the teacher to get any missed work made up as soon as possible.
2. The maximum amount of time to make up work missed is two days for each day absent.
3. If a student is ill longer than a week, a conference with the teachers would be appropriate to discuss a schedule to make up assignments. However, this is the responsibility of the parent and student, not the teacher.
4. When an absence is excused, the student shall receive full credit for make-up work unless it is turned in past the deadline stated above.
5. Assignments or tests scheduled prior to the absence which falls due the date of the absence or the following day, should be turned in or taken the day the student returns to school. An exception would be if the parent wrote a note stating that the student was unable to do any studying during his/her illness. The assignment or test could then be delayed at the discretion of the teacher.
6. If assignments are not made up by the end of a quarter or semester, and if at the discretion of the teacher there is just cause to allow further time for the student to make up back assignments, then the teacher may issue an incomplete grade for that grading period.
  - a. Failure to complete the missing assignments during the first three weeks of the next grading period will result in the grade of 'F' being averaged in for those assignments. The subsequent grade will then be assigned for the preceding grading period.
  - b. The three-week period is the maximum allowed and the teacher may set a shorter time period for the work to be handed in.
  - c. Incomplete grades at the end of the fourth quarter may only be assigned with the permission of the principal.

## 7. Special Circumstances

- a. Extracurricular activities: Any student who misses class due to involvement in any school sponsored activity shall be responsible for handing in any school work due on the day prior to that absence. Any test or quiz missed due to a school-sponsored activity must be made up on the next school day or at a time assigned by the teacher.
  
- b. Cutting class: Any student who intentionally cuts a class may not be able to make up the work missed for credit. At the teacher's option the work may be made up and will receive a grade no higher than a 'D'.
  
- c. Extended illness: If it appears that a student will be absent for an extended period of time, the parents should contact the principal immediately to set up an alternative plan of action so that an entire semester or school year is not lost.

## **C. REPORT CARDS**

1. Report cards are issued four times during the school year to all students.
  
2. It is recommended that parents discuss the progress and needs of their child with the child's teacher(s) if a grade of 'D' or 'F' is received or if their child receives a '4' in effort or conduct.
  
3. Progress Reports will be sent home to the parents of those students doing unsatisfactory work during the fifth week of each quarter.

## **D. PARENT-TEACHER CONFERENCES**

1. Annual Parent-Teacher conferences are held after the first quarter at the request of the teacher. The school secretary will call to schedule the conference.
  
2. A parent wishing to have a conference with a teacher may do so by phoning the school office to schedule a time.
  
3. Should a conference with the administrator and a teacher be desired, the same procedure should be followed.

## **E. ACADEMIC QUALIFICATIONS FOR EXTRACURRICULAR ACTIVITIES**

1. Students at Baymonte are encouraged to enrich their lives beyond the academic program by participating in various groups and organizations, which exist on campus such as Student Council and athletic teams.
2. An average of 2.0 or higher is required in order to obtain unrestricted qualifications.
3. A grade of 'F' or an effort or conduct rating of unsatisfactory will constitute grounds for disqualification.
4. All disqualifications are final unless the teacher feels a grade change is merited. No petitioning of the administration will be considered.
5. Every week academic eligibility forms will be circulated to verify that students are in compliance with the standard. Students who are not in compliance with the academic requirement will be restricted from participation in extracurricular activities until the next eligibility check (one week). If a student is ineligible for 3 consecutive weeks they may be dropped from the team.

## **F. ACADEMIC STANDARDS**

1. Academic Probation
  - a. Any student that fails one or more classes, or has a grade point average of 1.8 or below at the end of a semester, will be placed on academic probation.
  - b. Under academic probation the student must show sufficient progress in his/her classes and receive no 'F's' or conduct rating of unsatisfactory in effort or conduct when averaged in the next two quarter grading periods.
  - c. Students who do not meet the probation standard once invoked will not be allowed to continue at Baymonte unless the failed subjects are satisfactorily passed.
  - d. Eighth grade students not meeting the standard of their probation will not receive a certificate of graduation.
2. Transfer Student Probation
  - a. All transfer students are automatically placed on probation for the first

semester

- b. The probation status will terminate at the end of the student's first semester provided he/she did not earn any 'F's' as semester grades or any unsatisfactory conduct rating in effort or conduct.

### 3. Social Probation

- a. Social probation is invoked when serious problems with attitude or behavior develop.
- b. In most instances, students are on such probation only after other means of help and discipline have proven unsuccessful in producing positive results.
- c. Probation will underscore to the student, parents, faculty and administration that the student must satisfactorily resolve the areas of concern if he/she is to remain at Baymonte Middle School.
- d. Probation will extend for a reasonable time, usually one semester.
- e. During the probation period regular conferences will be required with the principal or the principal's designate.
- f. A student will be removed from probation at the end of the probationary period if satisfactory improvement has been made.
- g. If a student fails to improve satisfactorily, or if a violation occurs during the probation period, the administration will recommend to the School Board that the student be dismissed.
- h. There may be instances involving serious violations or other extenuating circumstances in which the principal recommends to the School Board that a student be dismissed without first being placed on probation.

## **G. PHYSICAL EDUCATION**

1. We feel that physical fitness is of the utmost importance. Calisthenics and other physical activities will be an integral part of our physical education program.
2. All students must participate in physical education and meet the indicated dress requirements.
3. Exceptions will only be as follows:

- a. A note from a physician indicating why the student cannot participate and the length of time they are to refrain from physical activity.
  - b. A note from the parent indicating a minor illness or situation that would prevent the student from participation for no more than three days.
  - c. A one day excuse at the discretion of the P.E. teacher.
4. Clothing requirements will be given by the respective P.E. teachers.
5. Limited Physical Education:
  - a. Students who have medical problems must have a physician's report on file. These students are placed in activities according to their limitations.
  - b. All limited P.E. students receive a pass or fail grade for the period of nonparticipation.

## **H. ACADEMIC AWARDS**

1. Each semester the teacher awards certificates in an appropriate assembly to all students who achieve the requirements for Special Recognition, Honor Roll or Honorable Mention.
  - a. The requirement for Special Recognition is that the student has a grade point average of 4.0 on his/her report card.
  - b. The requirement for Honor Roll is that the student has a grade point average of 3.5 or higher.
  - c. The requirement for Honorable Mention is that the student has a grade point average between 3.0 and 3.5.
2. No student who receives a unsatisfactory rating in effort or conduct will be considered for any academic award.
3. The following are special awards presented at the end of the year:
  - a. Outstanding Student Award: The Outstanding Student Award is given to the eighth grade student who exhibits a high level of academic achievement and exhibits a passion for learning. The middle school faculty selects the recipient.

- b. Principal's Award: Each year the principal selects a graduating eighth grade student to honor with this award. The student receiving this award has shown outstanding leadership, spiritual maturity, high academic standards, integrity and a high degree of motivation during his/her time at Baymonte.
- c. Athletic Awards: the physical education department under the direction of the Athletic Director determines all athletic awards. They are presented at a special athletic awards assembly.
- d. Academic Gold Medals: Each year an academic gold medal is awarded at each grade for English, Social Studies, Bible, Science, Math, Spanish, and Music.

## **GENERAL SCHOOL RULES AND REGULATIONS**

### **I. ATTENDANCE POLICIES**

#### **A. RATIONALE FOR HAVING AN ATTENDANCE POLICY**

- 1. To make students aware that information and instruction given in class should be of such importance that the student should feel a loss if he or she is not present in class.
- 2. To instill in students awareness that participation in class is important for both the student's own educational experience and the educational experience of his/her classmates; each contributes to the other and they both lose unnecessarily when a student is absent.
- 3. To give the awareness of socially approved behaviors of consideration and courtesy.
- 4. To enable classroom teachers to have a full period to teach, relatively free from interruption and distraction caused by student tardies.
- 5. To teach students attitudes and habits of promptness and self-discipline which will enable them to succeed in the workplace.

#### **B. ABSENCE POLICY**

- 1. An absence will be excused for one of the following reasons:

- a. Illness
  - b. Doctor's appointments
  - c. Bereavement
  - d. Pre-arranged absence
2. A pre-arranged absence is an absence in which it becomes a matter of convenience for the parents to keep the student out of school. It is essential that the school be notified at least one day in advance. If the student will be out for more than one day, please notify the school well in advance to give the teachers the opportunity to prepare the work they will miss. If a student is going to be out a week or more at least a week's notice is needed. The student needs to have a pre-arranged absence slip signed by each of his/her teachers.
  3. All absence excuses must be verified by parents or they will be considered unexcused.
  4. Any student who intentionally 'cuts' a class, or series of classes, will receive an unexcused absence for each class affected and will be required to report to the office and serve an in-school suspension the following day. Parents will be notified of the situation.
  5. An absence for which the note is forgotten must be cleared within five school days or it automatically becomes an unexcused absence.
  6. Unexcused absences during the grading period will result in the following action:
    - a. One unexcused absence -- warning to the student by teacher
    - b. Two unexcused absences -- teacher sends a notice home notifying the parents of the second unexcused absence
    - c. Three unexcused absences -- referral to the principal

### **C. TARDY POLICY**

1. Excused tardiness is defined as arriving in class with an excused tardy slip after the tardy bell has rung. Excused tardy slips from administrative personnel and teachers will be honored at any time during the period. There will be no penalty for excused tardies.
2. Unexcused tardies will result in the following:

- a. One unexcused tardy -- warning from teacher
  - b. Two unexcused tardies -- parents are notified by mail
  - c. Three unexcused tardies -- student's effort grade is lowered one grade
  - d. Four unexcused tardies -- referral to the office, parents will be contacted
  - e. Five unexcused tardies -- parent-teacher conference with the student or a day of in-school suspension
3. First period tardiness:
- a. If a student arrives late in the morning, he or she should report to the office before going to first period so that the attendance record may be changed and a tardy slip issued.
  - b. Excuses based upon poor organization, over sleeping, etc. will not be accepted and the student will receive an unexcused tardy.
  - c. Excuses which are obviously a one time emergency situation will be excused at the discretion of the principal or his designate.
  - d. Frequent tardies due to car pool problems are not an excused tardy.

## **II. DRESS CODE**

### **A. RATIONALE FOR DRESS CODE**

1. It is our expectation that students dress in a neat, clean, and modest manner.
2. Clothing and grooming should not attract undue attention or be disruptive to school procedures. In addition, styles of dress or of grooming that present a health or a safety hazard to the student or which cause embarrassment to other students or faculty are not allowed.
3. The cooperation of students and parents in adhering to Baymonte's dress and grooming standards is both expected and appreciated. We expect our students to maintain appropriate dress and grooming standards and appreciate parent assistance in seeing that these standards are maintained.

## **B. GIRLS**

1. The styling, cut and fit of clothing is to be modest. Dress and skirt length, or slits in the same, may be no shorter than five inches above the knee, measured when student is kneeling.
2. Pants must be neat and modest. They must be the proper size for the wearer. Legging or Jegging type pants may be worn with a top that covers the thigh area.
3. Tops must be long enough to extend well over the waist of the skirt or pants from both front and back. (Rule of thumb: You must be able to lift your arms above your head with no midriff showing.) Spaghetti straps or strapless tops are not allowed. All tops must cover under garment straps.
4. Shorts are permitted all year. They must be no shorter than five inches measured while kneeling and must be hemmed.
5. Footwear is required and is to be practical and safe for school use. All shoes must have a heel strap and be no higher than two inches.
6. Excessive use of jewelry, cosmetics, etc. is discouraged and will be handled by the administration.
7. Hats may not be worn inside.
8. Logos and messages other than clothing brands, sports teams, vacation spots, and school names are not permitted on any items of clothing, back packs, etc.
9. Only natural hair colors are permitted and hair must have a natural appearance. The administration reserves the right to interpret what appears natural.

## **C. BOYS**

1. Pants shall be appropriately sized and worn at the waist.
2. Undershirts worn by themselves and tank tops are not permitted.
3. Shorts are permitted all year. They must be no shorter than five inches above the knee and must be hemmed.

4. Footwear is required and is to be practical and safe for school use. All shoes must have a heel strap.
5. Hair must be neatly groomed so as to remain off the collar, not longer than bottom of the ear lobe and out of the eyes. Extreme haircuts such as Mohawks are not allowed.
6. Hats may not be worn inside.
7. Earrings and tattoos are not permitted.
8. Logos and messages other than clothing brands, sports teams, vacation spots, and school names are not permitted on any items of clothing, backpacks, etc.
9. Only natural hair colors are permitted and hair must have a natural appearance. The administration reserves the right to interpret what appears natural.

#### **D. CONSEQUENCES FOR DRESS CODE VIOLATIONS**

1. FIRST OFFENSE: Put on gym clothes or loaner gym clothes.
2. SECOND OFFENSE: Put on gym clothes and detention during break and lunch.
3. THIRD OFFENSE: In-school suspension.
4. OTHER OFFENSES: Suspension at home.

### **III. CAMPUS GUIDELINES**

#### **A. ITEMS NOT ALLOWED AT SCHOOL**

1. Any type of electronic music player
2. Water pistols or water balloons
3. BB guns, firecrackers, knives, or other dangerous items
4. Roller blades, skateboards

5. Gum, seeds with shells (sunflower seeds, pumpkin seeds, etc.)
6. Cell phones must be kept in lockers during the school day.

## **B. BICYCLE**

1. Students must be well versed in and follow basic safety rules.
2. Bicycles must be kept in good working order.
3. Bicycles should be locked and parked in the bicycle rack only.
4. Bicycles should be walked on and off the school grounds.

## **C. CHAPEL**

1. Weekly chapels are an important part of our school program. We invite pastors, musicians, teachers and others to share with us during our chapel time. It is a time of inspiration, worship and learning more about our Lord and what He expects of us.
2. Students are expected to show respect for the speaker, concern for the care of the facility and a reverence for the Lord during our chapels. Any students not following these guidelines will be removed from the service and sent to the principal's office for subsequent action.

## **D. SCHOOL PROPERTY**

1. The facilities at Baymonte have been provided for the student's education at considerable cost and the sacrifice of many people. We want to keep our school in the best condition possible.
2. Willful damage to or destruction of school property will not be tolerated. Any damage done to school property will be charged to the parent's account. Writing on walls, desks, lockers or books will be considered destruction of school property.
3. Students should take pride in the appearance of their school. It is the responsibility of every student to see that the school grounds are kept free from litter.

## **E. CLOSED CAMPUS**

1. Students may not leave the campus during school hours except in the company of a parent or an authorized adult. When a student leaves the campus after school is dismissed he/she may not return to the campus except in the company of a parent or an authorized adult.
2. Rationale for having a closed campus:
  - a. The school acts in the place of the parents by law.
  - b. The school is legally responsible for the whereabouts of the students during school hours.
  - c. In order to physically supervise the activities of our students it is necessary to enforce a closed campus policy.

## **F. TEXTBOOKS**

1. Textbooks are issued to students at the beginning of the school year. Students are responsible to return textbooks in good condition.
2. All books must have an approved cover on them at all times.
3. If a student loses a textbook, a new one will not be issued until he/she pays for the lost book. Each student is responsible for the textbooks he/she was assigned.
4. If a book is damaged in excess of normal wear the student must pay a fine sufficient to cover the damage.
5. Students withdrawing from Baymonte must return their books to their teachers and follow withdrawal procedures.
6. If a student fails to comply with the above regulations, report cards will be withheld until loss or damage is satisfactorily adjusted. Diplomas and transcripts will also be withheld as long as there is an outstanding debt owed.

## **G. LOCKERS AND LOCKS**

1. Lockers and locks are issued to all middle school students at the beginning of the school year. Each student is responsible for his/her lock, locker and its contents.

2. Lockers must be kept closed and locked at all times.
  - a. Locks that are found open (unlocked) are subject to confiscation by administrative personnel.
3. Locks not issued by the school are not permitted on any school locker.

## **H. LOST AND FOUND**

1. A lost and found area has been established for the purpose of aiding the students in locating lost items.
2. It is the student's responsibility to check the lost and found for his/her lost items. Items left in the lost & found will be donated to charity every four weeks.

## **I. LUNCH**

1. All students will eat lunch at school in the designated areas unless signed out in the office by a parent or an authorized adult.
2. Lunches may be purchased each day of the week. Students may purchase lunch tickets in the office. No lunches provided on half-days and the first week of school.

## **J. VISITORS**

1. We are proud of Baymonte and want people to know about our school and what we do here.
2. To avoid people wandering around our buildings unguided and interrupting classes at inopportune times, the following procedure regarding visitors has been established:
  - a. Arrangements must be made in advance with the principal for anyone to visit the school other than the administrative area.
  - b. Regular visits at lunchtime are not permitted.
  - c. Any person visiting instruction areas must have a Visitor's Pass issued by the office.
  - d. A student from another school may visit Baymonte for no more than half

of the school day.

#### **K. SCHOOL PHONE**

1. Students may use the office telephone for emergency or important matters only. It may not be used to arrange social activities.
2. Unless it is an emergency, we do not disrupt classes to bring a student to the phone. If you need to leave a message for your student we will deliver the message during a break between classes.

#### **L. LIBRARY**

1. Students may check out books from the school library for two weeks with a two-week renewal option.
2. Damaged or lost books must be paid for by the student.
3. Reference books and magazines may not be checked out.

#### **M. HALL PASS**

1. No student is to be out of class during the instructional period without a student pass issued by a teacher, administrator or the office.

#### **N. FACULTY-STUDENT RELATIONSHIP**

1. Each student at Baymonte should develop and maintain an attitude of respect for each of the teachers, staff members and administrators.
2. Students should use the terms Miss, Mr., Mrs. or Coach and all replies should be made respectfully. This standard is applicable throughout the day and includes all activities sponsored by Baymonte.

### **IV. STUDENT CONDUCT**

#### **A. RATIONALE FOR CONDUCT GUIDELINES**

1. The faculty and administration at Baymonte are dedicated to the development of student conduct, which will exemplify Christian virtues.

Every effort will be made to guide the Christian student to live each day as a manifestation of his love for the faith and for the Lord Jesus Christ.

2. The purpose of rules and regulations is to make it possible for a large group of people to engage in activity without confusion and to protect the rights of individuals.
3. We wish to create an atmosphere of mutual respect and dignity.
4. By virtue of their enrollment, students agree to live within the framework of the school's standard of conduct.
5. Any behavior, either on campus or away, which indicates that a student has little desire to live a life honoring to God or whose conduct gives evidence of disregard for the spirit of the school's standards, will be sufficient reason to ask that student to withdraw.

## **B. DETENTION**

1. Detention of a student after regular school hours will provide a period of time during which a teacher may work with a student needing individual academic help, or constitute a form of discipline.
2. Detention will be administered for the following reasons:
  - a. Consistent failure to complete homework assignments.
  - b. Unacceptable conduct or behavior on the school campus.
3. Individual teachers will determine when the student's performance or behavior will require a detention.
4. A student assigned detention will be notified at least one day in advance of the detention.
  - a. A detention slip noting the reason, the date, and the time the detention is to take place will be sent home to the parents with the student.
  - b. Parents should sign the slip and send a copy back to the teacher indicating that they are aware of the detention.
  - c. Whether or not the detention notice is returned by the student, the parents will be considered notified.
5. It will be the student's responsibility to make arrangements for

transportation if he or she misses a ride as the result of the detention.

6. Detention will be served even if in conflict with athletic or other school activities.
7. Detention may be held any day after school for not longer than one hour after the closing bell.

### **C. PINK SLIP**

1. In order to maintain consistent discipline among our students while they are not in a classroom situation, the middle school uses a program designed to help students maintain positive behavior. The behaviors we wish the students to follow are:
  - a. Walk in hallways
  - b. No yelling except in field area
  - c. Keep hands, feet and objects to self
  - d. Stay in assigned areas unless holding a pass
  - e. Use equipment properly
  - f. No littering
  - g. No gum chewing
2. If a rule is not followed, the student receives a “pink slip” and one of the following consequences is assigned:
  - a. The student must copy 50 assigned sentences for the first pink slip issued.
  - b. The student must copy 50 assigned sentences for the second pink slip issued.
  - c. The student must copy 50 assigned sentences and the parents are contacted for the third pink slip issued.
  - d. The student must copy 50 assigned sentences, the parents are contacted, and the student must serve one day of in-school suspension for the fourth pink slip issued.
3. A record is kept of the number of pink slips each student receives per quarter. At the end of the grading period, parents are notified as to how many pink slips their child received.
4. Students begin each quarter with a ‘clean slate’.

## **D. IN-SCHOOL SUSPENSION**

1. In-school suspension has been incorporated as a discipline consequence so as to eliminate students being left home unsupervised enjoying a “vacation” and missing needed schoolwork.
2. Offenses resulting in in-school suspension:
  - a. Cutting school
  - b. Vulgarity
  - c. Fighting
  - d. Smoking
  - e. Failure to comply with teacher’s classroom discipline plan
  - f. Minor vandalism
  - g. Minor theft
3. Upon referral to the principal for a suspendable violation, the student will be assigned a date for in-school suspension. This will usually be the next school day.
4. The principal will notify the parents by phone or mail prior to the suspension.
5. A suspension notice will be sent to the student’s teachers. They will have the student’s assignments ready prior to the beginning of the suspension.
6. On the assigned day the student will report to the office with textbooks and supplies at 8:15 a.m. Tardiness may result in having to serve part of another day.
7. There will be no excuses for tardies or early departures from in-school suspension. If for any reason a student has to leave during the course of the day, that day will not count towards fulfilling the obligation.
8. Students assigned in-school suspension will be excluded from participating in extracurricular activities until the total days assigned are completed.
9. It is the student’s responsibility to get completed assignments to the teachers. Failure to keep busy may result in another day of in-school suspension.
10. A midmorning opportunity will be provided for the student to use the restroom. No talking to other students will be allowed.
11. The student will eat lunch in the in-school suspension room during the regular lunch period. Following lunch, the student will be given another

opportunity to use the restroom and then be returned to the in-school suspension room for the rest of the day.

12. Dismissal time is 2:50 p.m.
13. The student will not be allowed back into regular classes until the in-school suspension responsibility has been completed.

## **E. MISCONDUCT AND CONSEQUENCES**

### **1. LEVEL ONE OFFENSES AND CONSEQUENCES:**

- a. Offenses:
  1. Drug sale
  2. Malicious destruction of property
  3. Sexual immorality
  4. Assault
- b. Consequences
  1. Expulsion

### **2. LEVEL TWO OFFENSES AND CONSEQUENCES:**

- a. Offenses:
  1. Drug possession or use
  2. Major theft
  3. Major vandalism
- b. Consequences:
  1. Three to five day's suspension
  2. Expulsion

### **3. LEVEL THREE OFFENSES AND CONSEQUENCES:**

- a. Offenses:
  1. Failure to comply with teacher's classroom discipline plan
  2. Cutting school
  3. Vulgarity
  4. Fighting
  5. Smoking
  6. Minor vandalism
  7. Minor theft
- b. Consequences:
  1. One to three days in-school suspension
  2. Three to five day's suspension
  3. Expulsion

## **F. STUDENT SEXUAL HARASSMENT POLICY**

### **1. POLICY**

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

## **2. DEFINITION OF SEXUAL HARASSMENT**

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

- a. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status, or progress.
- b. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.
- c. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive environment.
- d. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefit and services, honors, programs, or activities available at or through the school.

## **3. EXAMPLES OF SEXUAL HARASSMENT**

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

- a. Unwanted sexual advances or propositions
- b. Offering academic benefits in exchange for sexual favors
- c. Making or threatening reprisals after a negative response to sexual advances
- d. Visual conduct such as leering, making sexual gestures displaying sexually suggestive objects or pictures cartoons or posters
- e. Verbal conduct such as making or using derogatory comments,

epithets, slurs and jokes

- f. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- g. Physical conduct such as touching, assaulting, impeding or blocking movements

### **Employee - Student Sexual Harassment**

Employee - student sexual harassment is prohibited.

### **Student - Student Sexual Harassment**

Student - student sexual harassment is prohibited.

## **4. WHAT TO DO IF YOU EXPERIENCE OR OBSERVE SEXUAL HARASSMENT**

Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of the school officials designated below. Anyone who observes or becomes aware of conduct of a sexually harassing nature is also encouraged to report the matter to one of the school officials designated below. Teachers and staff who become aware of conduct of a sexually harassing nature must report the matter to one of the school officials designated below. The complaint shall be submitted in writing giving specific dates and time of the alleged harassment if at all possible. All complaints will be promptly investigated.

## **5. WHERE TO REPORT SEXUAL HARASSMENT**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding sexual harassment:

Steve Patterson, Principal	438-0100
Christie Olson	438-0100

## **6. CONFIDENTIALITY**

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

## **7. PROTECTION AGAINST RETALIATION**

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has

testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## **8. PROCEDURE FOR THE INVESTIGATION OF THE COMPLAINT AND FOR TAKING CORRECTIVE ACTION.**

When one of the school officials designated in this policy receives a complaint, she or he shall immediately inform the principal. The school board will be notified of any complaints regarding sexual harassment submitted to the administration. The principal will direct an investigation. If the investigation confirms the allegations, prompt corrective action shall be taken. The individual who suffered the harassing conduct shall be informed of the action taken. In addition, any employee or student found to be responsible for sexual harassment in violation of this policy would be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based upon the circumstances of the infraction.

## **9. RESPONSE TIMELINE**

Verbal notification of sexual harassment may be received by one of the staff members on the list above. A written complaint of sexual harassment should be made as soon as possible. The written complaint should be received by two or more staff members or by one staff member and one board member.

The school board will be notified whenever a complaint is received.

Within ten days of the receipt of a sexual harassment complaint the principal will issue a written decision. If the principal's decision is contested the school board president will be notified and a closed school board meeting scheduled to hear the complaint and issue a decision.

Thirty days following the school board's notification of a decision the case will be deemed closed if there is no further communication from the complainant.

## **G. Anti-Bullying Policy**

Biblical illustration of relationships: John 15:12- "My command is this: Love each other as I have loved you." Matthew 22:39 – "Love your neighbor as yourself." Matthew 7:12 – "Do for others what you would like them to do for you."

Bullying is prohibited at Baymonte Christian School. It will not be tolerated during the school day nor during any school sponsored activities on or off the school grounds. Bullying and intimidation are actions that are contrary to the teachings of Jesus Christ. This behavior is against the fundamental tenant of "love your neighbor as yourself" and destroys respect for the dignity of the student,

undermines the Christian atmosphere of the school, and deprives the student of a safe and caring learning environment.

### **1. Definition**

Bullying occurs when a person or group is intimidated, frightened, excluded or hurt by a pattern of behaviors directed at them by others. (Greg Griffiths, "Bullying in Schools - The Hidden Curriculum" 2003)

The following actions in an ongoing form may be forms of bullying and are included in all references to "bullying" herein:

Physical aggression - including hitting, punching, kicking

Teasing or verbal abuse - including insults, name calling or racial/sexual remarks

Intentional exclusion from activities or friendship groups

The setting up of humiliating experiences

Damaging a person's property/possessions or taking them without permission

Threatening gestures, actions, looks or words

Written/verbal/electronic messages that contain threats, putdowns, gossip or slandering

Cyber bullying through Facebook, texting, tweeting, Instagram or other electronic means

In accordance with this definition, the following factors should be considered before identifying conduct by a student or group of students as bullying in violation of school policy. The determination that conduct does not constitute bullying under state law and school policy, however, does not restrict the right of the administration to impose appropriate disciplinary consequences for student misconduct.

### **2. Location**

Bullying in violation of school policy must occur on school grounds, or at a school sponsored activity (which includes transportation services). Conduct that occurs off-campus, e.g. harassment over the Internet, physical intimidation in the community, is not bullying under this policy unless it has a direct and negative impact on a student's academic performance or safety in school.

### **3. Repeated misconduct**

Bullying in violation of school policy must be "repeated against the same student over time." An

isolated incident, however egregious, is not "bullying" under state law and school policy. Similarly, numerous acts of misconduct against different students do not constitute "bullying" under state law and school policy. While serious, both isolated incidences of bullying behavior and numerous acts of misconduct against different students will be appropriately addressed under the school's

discipline policy and will be entered in a log to ensure a pattern of bullying behavior does not develop.

#### **4. Ridicule, harassment, humiliation, and/or intimidation**

Bullying is more than misconduct. Bullying is marked by the intent to ridicule, harass, humiliate or intimidate the victim. In evaluating whether conduct constitutes bullying, special attention should be paid to the words chosen or actions taken, whether such conduct occurred in front of others or was communicated to others, how the student accused of bullying interacted with the victim, and the motivation, either admitted or appropriately inferred, of the alleged violator.

#### **5. Scope of Policy**

This bullying policy is to be applied to kindergarten through grade eight. It addresses bullying and does not replace any policies that deal with individual student misconduct or behavior. Student behavior is already addressed in the Elementary Handbook and Middle School Handbook. This policy will not apply to the Preschool and Preschool programs. It is recognized that these children are very young and are learning social skills. Unkind acts that occur at the preschool level will be handled by the child's teacher. The teacher will work with the student, family and preschool director (as needed) to address these situations.

#### **6. Complaint Process**

##### **a. Formal Complaints**

Students and/or their parents or guardians may file written reports of conduct they consider to be bullying. These written reports shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such incidents, the target of such suspected bullying, and the names of any potential student or staff witnesses. These reports can be filed with any teacher, who will forward them to the principal, or directly to the principal, for review and action.

It is the responsibility of all students (victims and witnesses) to report all occurrences of bullying behaviors as outlined in this policy whether or not directed at them or others. Students who have knowledge of such behaviors are required to report this information and may do so without fear of consequences. The filing of a false or fabricated complaint of bullying, cyber-bullying, or retaliation is strictly prohibited and shall result in disciplinary action.

Parents need to understand that the whole story may be quite complex and trust the school to resolve bullying matters.

##### **Informal Complaints**

Students may make informal complaints of conduct that they consider to be bullying by verbal report to a teacher or administrator. Such informal complaints shall be reasonably specific as to the actions giving rise to the suspicion of bullying, including time and place of the conduct alleged, the number of such

incidents, the target of the suspected bullying, and the names of any potential student or staff witnesses. The individual who receives the informal complaint shall promptly forward a written complaint, including the information provided to the principal for review and action. Non-teaching staff should refer all allegations of bullying to a teacher of the school or the school principal.

#### **b. Anonymous Complaints**

Students who make an informal complaint as set forth above, may request that their name be maintained in confidence by the teacher(s), administrator(s) who receive the complaint. Should anonymity be requested, the principal or his/her designee shall meet with the student to review the request for anonymity and the impact that maintain anonymity of the complainant may have on the investigation of the complaint and/or possible remedial action. At such meeting, the student shall be given the choice as to whether to maintain the anonymity of the complaint. Anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that does not disclose the source of the complaint and is consistent with the due process rights of the student(s) alleged to have committed acts of bullying.

#### **Staff Responsibilities and Intervention**

Teachers, administrators and other professional staff such as teacher's aides, and librarian who witness bullying, as defined above, shall promptly notify the principal of the events observed, and shall promptly file a written incident report concerning the events witnesses.

Teachers and other professional staff members are encouraged to address the issue of bullying in other interactions with students. They may find opportunities to educate students about bullying and help eliminate bullying behavior through class discussions, counseling, and reinforcement of socially appropriate behavior. Teachers and other professional employees should intervene promptly (unless intervention would be a threat to the staff member's safety) whenever they observe student conduct that has the purpose or effect of ridiculing, harassing, humiliating, or intimidating another student, even if such conduct does not meet the formal definition of "bullying".

#### **Investigation of Complaint**

Once a complaint has been reported, the principal shall promptly investigate to determine if bullying has occurred. The principal will review the log referred to above to also see if there is a pattern of bullying behavior and will use that as a tool of investigation. Investigation of alleged bullying may also include interviews and conversations with students (including witnesses, the victim(s), and the student(s) accused of bullying), parents, faculty, staff and school records. Parents of children filing a complaint and named in the complaint will be made aware of the investigation.

An investigation of an anonymous complaint shall be limited as appropriate. Such limitation of the investigation may include restricting action to a simple review of the complaint, discussing the complaint (with or without discussing it with the alleged violator), subject to further receipt of information, and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings of fact, determination of whether acts of bullying were verified, and a recommendation for intervention, including disciplinary action and/or professional counseling.

#### Consequences of Actions

Once the investigation is complete, the school principal shall determine the consequences for the individual(s) on a case-by-case, age appropriate basis. Bullying can take many forms and can vary dramatically in how serious it is, and what impact it has on the victim and other students. Accordingly, there is no one prescribed response to verified acts of bullying. While conduct that rises to the level of "bullying", as defined above, will generally warrant disciplinary action against the student responsible for bullying, whether and to what extent to impose disciplinary action is a matter for the professional discretion of the principal. It is the goal of the administration, faculty, and staff to have the child achieve redemption, learn, and stop bullying.

### **6. Non-disciplinary interventions**

When verified acts of bullying are identified early and/or when acts do not reasonably require disciplinary response, students may be counseled as to the definition of bullying, its prohibition, and their duty to avoid any conduct that could be considered bullying.

### **7. Disciplinary Interventions**

When acts of bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Children who participate in bullying acts may be asked to perform some type of community service within our school, make amends with the child(ren) that are victims of the bullying acts, and will be issued an age appropriate consequence. Community service may include, but not limited to, tasks in the classroom, cleaning up grounds or the building. Making amends shall include, but not limited to, making a card or writing a letter to the child, apologizing to the child, performing an act of kindness. Punitive action may include the loss of recess, detention, in-school suspension, and expulsion. Parents of all disciplined children will be notified of the consequences.

Depending upon the severity of the situation, the administrator may also take steps to ensure student safety. These may include implementing a safety plan, separating and supervising students involved, providing staff support for students as necessary, requesting a parent conference, requiring that a student/family

obtain professional counseling, developing a supervision plan with parents, and notifying law enforcement in the most severe cases.

#### Educational Measures

The faculty at Baymonte Christian School will include education about the harm, culture and injustice caused by bullying into their curriculum where it is possible and appropriate. The Bible study in grades kindergarten through eighth will integrate issues about bullying behavior into the classes.

### **8. Reporting Obligations**

#### **a. Report to the parent or guardian of student involved in acts of bullying**

If after investigation, acts of bullying by a specific student are verified, the principal shall notify the parent or guardian of the student in writing of that finding. If disciplinary consequences are imposed against the student, a description of the discipline shall be included in the notification.

#### **b. Reports to the victim and his/her parents or guardian**

If after investigation, acts of bullying against a specific student are verified, the principal shall notify the parent or guardian of the victim of such finding. In providing notification, the statutory privacy rights of the person responsible for bullying must be respected. The specific disciplinary consequences imposed on the violator, as reflected in the student's educational records, shall not be disclosed to the parents or guardian of the victim, except as provided by law.

