



Baypoint Preparatory Academy

Student/Parent Handbook

26089 Girard Street
Hemet, CA 92544
951-658-1700
www.baypoint.academy



Dear Baypoint Preparatory Academy Students and Families,

Welcome to Baypoint Preparatory Academy! We are excited that you have chosen Baypoint 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 acknowledgement page sent to you by email. You may print and sign the acknowledgement 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,

Mrs. Nancy Spencer
Executive Director
Baypoint Preparatory Academy

TABLE OF CONTENTS

MISSION STATEMENT	5
MOTTO	5
SCHOOL OBJECTIVES	5
SCHOOL WIDE LEARNER OUTCOMES	5
GENERAL SCHOOL INFORMATION	6
CLOSED CAMPUS	6
HEALTH INFORMATION and MEDICATION	6
LIBRARY/TEXTBOOKS	6
LUNCH/BREAK TIME	7
PARKING	7
SCHOOL EVENTS and ACTIVITIES	7
SCHOOL/FACILITY PROPERTY	7
STATE REQUIRED TESTING	7
STUDENT CLASS WORK/LUNCH DROP OFF	8
TRAFFIC FLOW FOR PICK UP/DROP OFF	8
VISITATIONS	8
VOLUNTEERS/GUESTS	8
WITHDRAWAL PROCEDURES	8
WORK PERMIT	8
DRESS CODE	9
CONSEQUENCES FOR DRESS CODE VIOLATION	9
BOYS EVERYDAY DRESS CODE	9
OPTIONAL APPROVED TRI-LAKES BOYS CLOTHING ITEMS	9
GIRLS EVERYDAY DRESS CODE	10
OPTIONAL APPROVED TRI-LAKES GIRLS CLOTHING ITEMS	10
ALL STUDENTS	10
FORMAL DRESS CODE DAYS	11
CLOTHING SUPPLIES	11
ENFORCEMENT	11
STUDENT EXPECTATIONS	12
ATTENDANCE	12
TARDIES/TRUANCY	12
TARDIES (KINDERGARTEN THROUGH FIFTH)	13
TARDIES (SIXTH THROUGH TWELFTH)	13
PERFECT ATTENDANCE POLICY: KINDERGARTEN THROUGH EIGHTH	13
TRUANCY	13
ACADEMIC INTEGRITY	13

TABLE OF CONTENTS (continued)

CELL PHONES/TELEPHONE	14
COMPUTER USE	15
DRUG FREE CAMPUS	15
INTERNET CODE OF CONDUCT	15
PHYSICAL CONTACT/PUBLIC DISPLAY OF AFFECTION	16
SEXUAL HARASSMENT	16
PROHIBITED ITEMS ON CAMPUS	16
ACADEMICS	18
ACADEMIC PROGRAM	18
CONCURRENT COLLEGE ENROLLMENT	18
FINAL EXAMS FOR HIGH SCHOOL STUDENTS	18
HIGH SCHOOL GRADING/CREDITS	18
HIGH SCHOOL COURSE WITHDRAWAL	18
HOMEWORK POLICY	18
PARENT ACCESS TO STUDENT INFORMATION	19
PHYSICAL EDUCATION	19
PROGRESS REPORTS.REPORT CARDS	19
SCHEDULES: MIDDLE and HIGH SCHOOL	20
TRANSFERABILITY/ACCREDITATION OF HIGH SCHOOL COURSES	20
DISCIPLINE	21
DETENTION	21
MINOR INFRACTIONS	22
MAJOR INFRACTIONS	22
ADDITIONAL MAJOR INFRACTIONS	22
GRADUATION REQUIREMENTS	23
INTERNET ACCEPTABLE USE POLICY (AUP)	26
CHROMEBOOK 6th-12th Grade 1:1 (One to One) PROGRAM OVERVIEW	30
CHROMEBOOK OPTIONAL PROTECTION PLAN	36
STUDENT/PARENT HANDBOOK AGREEMENT AND ACKNOWLEDGEMENT	39

MISSION STATEMENT

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

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 K through 12 includes a course of study that provides an opportunity to meet the requirements necessary for post-secondary admission into advanced learning programs. Baypoint offers a rigorous college prep curriculum and will be securing WASC accreditation during the 2015-2016 school year.

SCHOOL WIDE 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

School Web Site: www.baypoint.academy

Office Hours: 8:00-4:00

School Location: 26089 Girard St., Hemet, CA 92544

Phone Number: 951-658-1700

School Hours: Monday, Tuesday, Wednesday, Thursday, Friday 8:30 AM to 3:15 PM.

School begins promptly at 8:30 AM.

Drop Off/Pick Up: Parents may drop off students **no earlier than** 8:10 AM. Students must be picked up **no later** than 15 minutes after school ends.

Please see our website for the school calendar. We are also on Facebook.

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 and, for students age 17 and under, who drive themselves, if the parent/guardian provides a written request. Requests will be verified by the office. 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. If medication must be distributed to a student, a special form must be filled out and signed by the parent 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.

Library/Textbooks

All library and textbooks are the property of Baypoint Preparatory Academy. Books should be handled with respect and care. Damaged or lost books will be assessed for fines and students will be required to pay for replacements.

Library books will be checked out for a 4 week time period. Books must be returned as soon as they are due. Additional books will not be checked out until outstanding books are returned. No late fines will be charged, however, outstanding books must be returned or paid for by the end of the school year.

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, or fines will be assessed.

The library is reserved for students who are able to respect and follow the rules. The library environment is reserved for meetings with parents and students, quiet study, and checkout/return of books. Any student not following the rules will not be allowed to use the library.

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 30 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, glass containers, or glass bottles are allowed. There is no cafeteria on school campus. No food or drinks are allowed during regular class time, excluding water in an enclosed container

Parking

Students must have parking permits properly displayed or they will be subject to loss of parking privileges. Students who wish to park at school must submit parking forms, proof of insurance, and a valid driver license to the office in order to obtain a parking permit. Students will park in the parking spots at the Acacia Street entrance ONLY. There will be no loitering in the parking lot. Please follow all traffic rules in the parking lot and on school property. Parents who visit the school may use the visitors parking area closest to the office.

School Events and Activities

The school has activities and events for students that may include events such as dances, field trips, and guest speakers. Clubs are available for students to attend. All events and clubs 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. Guests to 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 textbooks, materials, and furniture. Please make sure students use the crosswalks, sidewalks, and designated pedestrian areas when coming and going to the school. Littering is prohibited.

State Required Testing

Baypoint follows the rules and procedures for all State required testing

Each student in grades 3-11 has an opportunity to demonstrate their learning through the California Assessment of Student Performance and Progress (CAASPP).

The California high school exit exam (**CAHSEE**) will be offered according to State testing guidelines. Beginning with the graduating class of 2005-2006 (class of 2006), all graduates will be required to successfully pass the CAHSEE. Students who have not passed one or both sections of the CAHSEE during tenth grade will be offered the opportunity to continue to test. In addition, supplemental instruction will be available to assist with test preparation.

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

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

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

All Kindergarten through 12th grade students will take applicable tests such as CAASPP, CST, CAHSEE, PFT, and CELDT.

Student Class work/Lunch Drop Off

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 on time. However, if it becomes habitual, we will not. Situations such as these cause classroom interruption and disruption. Lunches must be brought in labeled with the student's name and grade/class visible. Students are responsible to pick up lunches from the office at the beginning of their lunch breaks. Baypoint Preparatory Academy is not liable for any stolen items.

Traffic Flow for Pick Up/Drop Off

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

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 visible at all times. All volunteers must be approved first. See the front desk receptionist for a volunteer packet.

Withdrawal Procedures

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

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

Work Permit

High school students who are 16 years or older and in good academic standing are eligible to apply for a work permit. Work permit information and forms can be obtained in the school office. These forms and instructions

require the attention of both the parent and student. The permit is only good for a specific period of time and will be revoked if the student does not remain in good standing with the school.

DRESS CODE

Our mission at Baypoint Preparatory Academy (BPA) 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, not style.

Boys Everyday Dress Code

Pants: Traditional, **Navy dress slacks/Bermuda shorts**. 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. 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.

Shirts: White button up, collared shirt with white buttons only, short or long sleeved, and optional navy tie. 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: Neat, clean hair off the collar and out of the eyes. Traditional haircuts only; no large spikes, Mohawks, fauxhawks, or shaved designs are allowed.

Skin: Clean with **no** visible body piercing or tattoos. Lip, nose and eyebrow piercings will not be allowed on campus.

Belts: If your pants or shorts have belt loops, a belt must be worn every day. (Belts are optional for kindergarten through second grades.) Belt loops may not be removed.

Shoes: Only black shoes are allowed. Dress shoes, tennis shoes, loafers 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.

Attire that conforms to this dress code policy may also be purchased at many retail locations.

Optional Approved Tri-Lakes Boys Clothing Items

Pants, shorts: Tri-Lakes clothing 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. Belts must be worn with all pants and shorts.

Polo shirts: Tri-Lakes clothing must fit appropriately and be **tucked in** at all times. No excessively tight fitting clothes are 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.

Girls Everyday Dress Code

Pants: Traditional, **Navy dress slacks/Bermuda shorts**. 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. 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. Clothing **may not** be rolled, tied or folded at the waist. Shorts may not be shorter than three inches above the knee.

Shirt: White button up, collared shirt/blouse with white buttons only, short or long sleeved, and optional navy tie. Clothing must fit appropriately and be **tucked in** at **all** times. No excessively tight fitting items are 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 neat, clean and out of the eyes. Girls in **grades 6-12 only** 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. Girls 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. Girls in grades **K-5** may not wear any make-up. Girls in **grades 6-12** may wear makeup in soft, modestly applied colors. Light, natural colored polish in natural nail lengths is acceptable for girls in grades 6-12. No blue, green, red, neon or black nail polish is allowed or images on the nails.

Shoes: Only black shoes are allowed. Dress shoes, tennis shoes, loafers, boots and Mary Jane's, are all acceptable. White walls on the shoes, as found on many vans on converse styles, are acceptable. No excessive logos or decorations are allowed. This includes gems, sequins, or reflective objects. Boots are allowed in **black only**: calf height or lower. No canvas, no Ugg or Ugg-like boots are allowed.

Attire that conforms to this dress code policy may also be purchased at many retail locations.

Optional Approved Tri-Lakes Girls Clothing Items

Pants, shorts, skorts, skirts, and jumpers: **Tri-Lakes** clothing must be worn appropriately at the waist and be of the correct size for the student. Girls' sizes are for elementary students only. 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. No shorts, skorts, skirts or jumpers may be altered to a shorter length. No leggings may be worn. Navy bike shorts may be worn under skirts and jumpers. Remember, we are focused on education and not style.

Shirts, polo shirts and blouses: **Tri-Lakes** articles of clothing must fit appropriately and be **tucked in** at all times. No excessively tight fitting items are 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.

All Students

Backpacks/ Book bags: Students may use backpacks or book bags. **Single Solid colors only**, blue or black is recommended. No fluorescent/Neon colored backpacks. No decorations or designs of any kind. No exterior accessories (key chains, 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.

Belts: 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. (Belts are optional for kindergarten through second grades.)

Jean Day: On occasion, students will be permitted to wear jeans. Jeans may not have any holes in them. Jeans may not be tight fitting, revealing, slim or “skinny” styles. If the jeans are not appropriate, students will be asked to change clothes prior to being admitted into class and students may be sent home to change if necessary.

Outerwear: Plain navy pullover sweatshirts (**no hoods**), sweaters, vests and jackets are allowed. During inclement weather, hooded sweaters, hooded sweatshirts and hooded outerwear are permitted on campus. They 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.

Shoes and Socks: Only **black shoes** are allowed. Dress shoes, tennis shoes, loafers, boots, Mary Janes, are all acceptable. White walls on the shoes, as found on many vans on converse styles, are acceptable. No excessive logos or decorations are allowed. 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 by girls in black, blue, or white (**No** designs, patterns or fish- net type tights). Leggings (without a closed toe) may not be worn and are not a part of the dress code.

Other: Hats, beanies and sunglasses may be worn at break or lunch as weather permits such use. They must be plain, simple and navy blue, light blue 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. Formal dress days will minimally occur once a month. Students must remain in formal dress attire for the entire day; **this includes** boys wearing a tie.

Girls Formal Dress Attire: **BPA Approved Plaid** skirts, jumpers or navy dress slacks with white button up blouse (short or long sleeve), buttons on blouse 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 BPA Approved plaid** tie, and solid black shoes.

Clothing Supplies

Attire that conforms to this dress code policy may be purchased at many retailers. Optionally, parents may obtain attire that conforms to this dress code from Tri-Lakes, 32100 Menifee Rd., Menifee, CA 92584, (951) 301-8884. You may also visit them online at trilakesportswear.com. A brochure is available on Baypoint’s website with approved items.

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 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.

- 1st offense: Warning (verbal and/or written), parent/guardian notified. Items may be taken away and

kept in administration office until the end of the school day.

- 2nd offense: Parent/guardian notified, after school detention assigned. If confiscated, items **MUST** be picked up in the office by parent/guardian only.
- 3rd offense: Referral to the Site Administrator, parent conference, loss of privileges, after school detention assigned. If confiscated, items **MUST** be picked up in the office by parent/guardian only.
- 4th offense: Student suspension for blatant defiance.
- Further offenses may result in student expulsion for blatant defiance.

PLEASE NOTE: In any and all cases concerning interpretation of 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. Student or parents requesting an exemption from any provision of the Dress Code Policy for religious reasons should contact the Site Administrator 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. Esteem our country.

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) arrive at school on time. Attendance in every class is vital to his/her academic success. It is important that all assignments be completed. If your child is absent, he/she may still receive attendance credit for work completed even if he/she is absent a day from school. However, if a student is suspended, academic credit for lessons/homework assigned on that day will result in no credit issued. 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 at 951658-1700, or you may send in a written note. Please include the following information:

1. Your name
2. Student's name
3. Grade/Class
4. Date(s) of Absence(s)
5. Reason for Absence

Unexcused Absences/Tardies

- Family Trip/Vacation
- Transportation problem including missing the bus
- Overslept
- Not aware it was a school day

Legally Excused Absences/Tardies

- Personal illness or injury
- 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 afterschool 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 monthly.

Tardies (Kindergarten through Fifth)

Excessive tardies (3 or more) will result in a parent meeting with administration.

Tardies (Sixth through Twelfth)

1st Tardy: Warning

2nd Tardy: After school detention (60 minutes)

3rd Tardy: After school detention (60 minutes)

4th Tardy: Referral to administration for further consequences

Student Attendance Review Board (SARB) Education Code

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 and parent/guardian will be scheduled. Chronic attendance problems/tardy problems may result in a Student Attendance Review Board (SARB) hearing.

Perfect Attendance Policy: Kindergarten through Eighth

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.

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 call. Continued abuse of the attendance laws will result in a referral to the Child Welfare and Attendance Officer and a possible SARB (Student Attendance Review Board) Hearing.

If a student misses **more than 20 days of school** during the year, regardless of the semester in which the absences occur, his or her promotion for the next year may be questionable.

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 on 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.

Consequences for Academic Dishonesty

- **First offense:** Student, parent and teacher meeting. No credit for affected test or assignment. The plagiarized assignment is to be reassigned. An Incident Report Form documenting incident is completed. The original, signed by student and parent, is reviewed by administration and filed with main office.
- **Second offense:** Student, parent and school administrator or designee meeting. No credit given for affected test or assignment. Student is dropped from the class in which the second offense occurred with a failing grade and no credit issued. Student is 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 possible expulsion. 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 expulsion.

Cell Phones/Telephone

The office phone is available for student use in case of emergencies. Cell phones and pagers **may not be used or visible** on campus during the school day. State law allows students to have cell phones on campus but schools may regulate their use.

If a student needs to carry a cell phone, it **MUST** be kept quiet, out of sight and may not be used during school hours. Students found in violation of this rule will have their phone confiscated immediately and taken to the administration office where disciplinary action will be taken including:

- **1st offense:** Phone taken away, parent notified, phone kept in administration office until the end of the

school day.

- **2nd offense:** Phone taken away, parent notified, detention assigned, phone **MUST** be picked up in the office by parent/guardian only.
- **3rd offense:** Phone taken away, parent notified, detention assigned, phone **MUST** be picked up in the office by parent/guardian only.
- **4th offense:** Phone taken away, student suspension for repeated defiance.
- Further offenses may result in student expulsion for blatant defiance.

At any point, should the student refuse to give the phone to the teacher or staff member, the student will be suspended for blatant defiance.

Students who engage in inappropriate use of a cell phone and/or involved in “sexting” during school activities and/or on school grounds either in picture or word form, will be suspended 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.

Items 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.

Computer Use (See included Laptop/Desktop Computer Agreement on page 24)

Prior to using a computer at Baypoint Preparatory Academy, each student must first sign a technology use agreement. 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.

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.

Internet Code of Conduct (See included Internet usage policy on page 27)

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

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, 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.

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. Consequences for breaking school expectations will apply.

Sexual Harassment

The Board of Baypoint Preparatory Academy recognizes that harassment on the basis of sex or gender is a violation of both Federal and State employment discrimination laws as well as charter school policy. Baypoint is committed to providing students with an academic environment free from sexual harassment, and will not tolerate such conduct on the part of any charter school employee, student, or other person at school or at a school sponsored activity.

Any person with a complaint of sexual harassment suffered by a student should implement the complaint process. Retaliation or reprisals for reporting any incidents of sexual harassment, making complaints, or being involved in the investigation process, are not permitted and will not be tolerated.

Baypoint will promptly and thoroughly investigate any complaints of sexual harassment, and will take immediate action to resolve such complaints.

Prohibited Items on Campus

- iPods, MP3 players, Compact Disc (CD) players, radios, tape players, beepers, lasers or other electronic devices.
- NO GUM, NO GUM, NO GUM.
- Skateboards, roller blades, bicycles are not to be ridden on campus at any time.
- Alcohol, drugs, weapons, 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 USE ONLY.

Baypoint Preparatory Academy is a tobacco free zone.

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 School-wide Learner Outcomes. Baypoint offers a diploma that meets all of the requirements of the State of California and enables students to be enrolled in a wide array of colleges, universities, and other institutions that require a high school diploma.

Concurrent College Enrollment

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

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

Final Exams for High School Students

Each semester ends with a final exam or culminating activity in each subject area. The last week of the semester is considered final exam week. Final exam grades are averaged in with the semester course work grades to determine a final grade. Students are expected to be present for finals in every class. Students are expected to take the final exam, even if all course work has not been completed.

High School Grading/Credits

Most high school courses are worth 5 credits for one semester. Students will be expected to be in good standing academically and working towards graduation requirements. Students having academic difficulty will require parent/guardian conferences to determine a plan of action for assistance. This plan of action may include a change in the student's course of study. Students may also be referred to the Student Study Team for further evaluation.

High School Course Withdrawals

Students may withdraw from classes within the first 3 weeks of class without any entry on his/her permanent record. The student must be continuously enrolled in the required number of courses per day and on track for graduation. Any student who withdraws after 3 weeks will receive a W/F grade on his/her permanent record.

Homework Policy

Students are required to complete all homework assignments in a timely manner. **Grades 6-12** students who do not do so will be required to complete the assignments in detention weekly as needed. Students who continually fail to complete assignments on time, and do not show for detention, will be at risk of suspension and/or removal from the program. The assignment may receive partial credit upon completion at teacher's discretion.

Parent Access to Student Information

School Pathways and Edgenuity are web-based tools provided by the school that will allow daily access to information about class homework and student grades. If you are in need of a parent portal login or password, please contact your child's teacher/Instructional Coach.

Physical Education

Students in grades K5 participate in 100 minutes of physical activity per week. Students in grades 6-12 complete 200 minutes per week. High School students take the required 15 credits of PE in grades 9 and 10. All students must abide by the rules and are expected to behave in an appropriate manner when participating in school sponsored physical fitness activity. Successful completion of the Physical Education 9 course is a graduation requirement. Students in grades 10 and above must take at least one more semester of physical education as well as complete one semester of Health.

Middle and high school students are required to wear PE attire. This consists of white T-shirts and blue shorts. PE attire must be modest physical fitness clothing that consists of white T-shirts, blue shorts and tennis shoes. Rolled waistbands, too short, or excessively tight fitting shorts or shirts will not be permitted. Students in grades K5 are not required to have the PE attire but may change their shoes if desired. A doctor's note is required if a student cannot participate in physical education for longer than a three day period of time. If a high school student is unable to participate in physical education for longer than three weeks during a semester, they will be required to drop the class and retake it another semester during their junior or senior year.

Progress Reports/Report Cards

Grading

In **Kindergarten through Second Grade**, Baypoint utilizes the following grading system:

- O (Outstanding)
- S (Satisfactory)
- N (Needs Improvement)
- U (Unsatisfactory)

In **Third through Twelfth 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%)

Kindergarten through Fifth Grade Conference/Reporting Period

- Parent conferences for all students at the end of the first quarter.
- Parent conferences as requested by teacher or parent on an as needed basis.
- Report cards at the end of each quarter.
- Progress

Sixth through Twelfth Grade Conference/Reporting Period

- Parent conferences for student concerns, sixth through eighth, at the end of the first quarter.

- Parent conferences as requested by teacher or parent on an as needed basis.
- Report card at the end of each semester.
- Progress reports at the first and third quarters.

Schedules: Middle and High School

Students will be enrolled in a minimum of 6 subjects with the exception of some Juniors or Seniors in good standing who may have altered schedules due to attendance at community college classes, or internships outside of the school campus.

Transferability/Accreditation of High School Courses

Baypoint Preparatory Academy will seek accreditation through the Western Association of Schools and Colleges in Spring 2016. Once accreditation is received, all high school courses will be transferable to other public high schools.

In addition, all high school core classes will be A-G approved through the UCOP system allowing them to meet the college entrance requirements for UC and CSU schools.

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
- Individual conferences with the teacher/staff
- Loss of privileges
- Referral to the Site Administrator
- After school detention
- Teacher intervention/phone call to parent/guardian
- Parent conference
- Suspension
- Expulsion

Discipline includes but is not limited to advising and counseling students, conferring with parents/guardians, detention during and after school hours, 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. 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 Education Code Section 48900 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

Detention

Students who receive detention will be required to arrive to their assigned detention on time and will be required to sign a list of rules that they will be expected to follow during detention. If a student chooses not to follow the detention rules, is tardy, or does not attend, he/she will be referred to administration for additional

consequences. Both the student and parent will be notified via email when a student receives detention. Reminder emails will be sent a day before the assigned detention.

Two detention notifications will be sent and students will be expected to attend their detentions.

The following actions may result in a student being referred for detention/suspension. Parents will be notified in all cases.

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 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 cyber bullying)
- Infliction of Physical Injury
- Truancy
- Property Damage
- Blatant Obscenity/Profanity
- Receipt of Stolen Property
- Non-completion of Assignments

Students may be referred to the Baypoint Governing Board for an expulsion hearing for any of the following infractions, depending upon their severity. Parents will be notified in all cases.

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 Discipline Policy for more details.

GRADUATION REQUIREMENTS

Students are required to successfully complete 230 credits for graduation. The following subjects and credits are requirements for graduation.

Subject	Credits Required
ENGLISH	40
WORLD HISTORY/GEOGRAPHY	10
U.S. HISTORY	10
U.S. GOVERNMENT	5
ECONOMICS	5
* MATH	30
PHYSICAL EDUCATION	15
HEALTH	5
PHYSICAL SCIENCE	10
LIFE SCIENCE	10
VISUAL/PERFORMING ARTS	10
FOREIGN LANGUAGE	20
ELECTIVES	60
TOTAL	230

*California legislation has mandated Algebra I and passage of the high school exit exam (CAHSEE) as a graduation requirement.

Graduation Ceremony

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

Transcripts

A high school transcript must be requested at least two (2) days prior to the date that it is needed. A parent or student may request a transcript by submitting a Transcript Request Form. If the transcript is to be sent officially to another school or university, the address of the institution must be included.



BPA INTERNET ACCEPTABLE USE POLICY

As part of our School Technology Plan, Baypoint Preparatory Academy (“BPA ”) provides computer network 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.baypoint.academy>

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, hand-held internet accessible devices, software, applications, data files, email systems, and all internal and external computer and communications networks and peripherals) and the internet is an integral part of the instructional program. Failure to use the 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 , 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. BPA accounts should not be used for personal purposes.

User accounts may only be used during the time the User is a student or employee of 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.

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).
- Uses that jeopardize access or lead to unauthorized access into Accounts or other networks are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Using others' User Account passwords or identifiers.
 2. Disclosing one's Account password to other Users or allowing other Users to use one's Account.
 3. Gaining unauthorized access into others' User Accounts or other computer networks.
 4. Interfering with other Users' ability to access their Accounts.
 - Commercial uses are unacceptable. Unacceptable uses include, but are not limited to the following:
 1. Selling or buying anything over the internet for non-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.

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 Director of Education.

Copyright Policy

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

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 all 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 completely responsible for monitoring the student's use thereof. Filtering and/or blocking software will be employed to monitor home access to the internet. Parents and legal guardians should inquire at BPA if they desire more detailed information about the software.
- Student information shall not be posted online unless it is necessary to receive information for instructional purposes and only if the student's teacher and parent or guardian has granted permission in advance.
- Safety and Identify Theft: Users shall not reveal on the internet personal information about themselves or about other persons. For example, Users should not reveal their full name, home address, telephone number, school address, social security number, credit card number, photograph, parents/guardians' name or any other information that could identify them to anyone except 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.

Restriction of Free Speech: 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 and employees help to ensure a safe learning environment for everyone. For additional information about this Policy, contact the Director of Operations, Director of Education or the Information Technology Manager.

Additional Use of Technology by Students

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



BAYPOINT PREPARATORY ACADEMY

Google Chromebook

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

Overview

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

Every student who graduates 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

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

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 and students are required 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 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 that were the result of inappropriate use

or neglect of the device. Insurance for the device will be offered at a reasonable price.

Internet Access

As the Chromebook is an internet-based device, students will need internet access in order to use the web-based applications. 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 reconnected 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 academic integrity policy.
- Use appropriate language and graphics, whether posting and publishing from home or from school, when using blogs, podcasts, email or ANY other communication tools.
- Use only assigned accounts.
- Maintain confidentiality about usernames and passwords.
- Communicate only in ways that are kind and respectful.

- Remember that making and sharing illegal copies of music, games, movies, and other copyrighted material is prohibited.
- Fully charge the Chromebook before arriving on campus each day.
- Make sure that their account has synced before leaving campus each day.
- Give credit when using the words or works of others.
- Prevent damage to the Chromebook by following “General Care” guidelines provided in this guidebook.
- Report the loss or damage of the device immediately to 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 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 inside the school zone. The following table is designed to support, not limit, our authority. The table includes possible outcomes for the first infraction of the specific item; subsequent infractions may lead to escalation of discipline.

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

Student Signature: _____ Date: _____

Parent/Guardian Name: _____

Parent/Guardian Signature: _____ Date: _____

BAYPOINT PREPARATORY ACADEMY

Chromebook Protection Plan

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

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

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

Protection Plan Coverage:

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

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

BAYPOINT PREPARATORY ACADEMY

Chromebook Optional Protection Plan Declarations Page

<p>Program Cost/ Coverage</p> <ul style="list-style-type: none"> ❖ \$20 non-refundable per Device ❖ Limit of Liability: \$210.00 ❖ Coverage: Repair/Replacement of school issued Device 	<p>Effective Coverage/Expiration Dates</p> <ul style="list-style-type: none"> ❖ Effective Date: Based on the receipt of signed agreement and payment. ❖ Expiration Date: The earlier of: (1) the first instructional day of the next academic year; (2) the last day of the current school year for graduating seniors; or (3) the last day of enrollment for exiting students.
<p>Coverage</p> <ul style="list-style-type: none"> ❖ Accidental Damage: Pays for accidental damage caused by liquid spills, drops or any other unintentional event. ❖ Theft: Pays for loss or damage due to theft; the claim requires a police report to be filed immediately in order to receive coverage. ❖ Fire: Pays for loss or damage due to fire; the claim must be accompanied by an official fire report from the investigating authority. ❖ Electrical Surge: Pays for damage to the Device due to an electrical surge. ❖ Natural Disasters: Pays for loss or damage caused by natural disasters. 	<p>Exclusions</p> <ul style="list-style-type: none"> ❖ Dishonest, Fraudulent, Intentional, Negligent or Criminal Acts: Will not pay if damage or loss occurs in conjunction with a dishonest, fraudulent, intentional, negligent or criminal act. The parent/guardian/student will be responsible for the full amount of the repair/replacement. ❖ Consumables: Including but not limited to the charger (if lost more than once) and software. ❖ Cosmetic Damage: That does not affect the functionality of the Device. This includes but is not limited to scratches, dents, and broken plastic ports or port covers. ❖ “Jailbreaking”: or otherwise voiding the manufacturer’s warranty by altering the software. ❖ BPA is not liable for the loss, damage (including incidental, consequential, or punitive damages) or expense caused directly or indirectly by the equipment.
<p>If a student’s enrollment is terminated from Baypoint Preparatory Academy for any reason, this insurance agreement becomes null and void on that date. There are no refunds once this agreement becomes active on the date the Chromebook is issued and payment is made.</p>	

BAYPOINT PREPARATORY ACADEMY

Chromebook Protection Plan

**Must be completed and returned during
Registration**

We highly recommend parents take advantage of this opportunity. The Optional Protection Plan costs \$20 and is payable by credit card, check or cash. Checks should be made payable to "Baypoint Preparatory Academy." This form and payment **MUST** be returned during registration. **Only a parent/guardian may make the decision to Accept or Decline this protection plan.**

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

Parent/Guardian Name (Please Print): _____

Parent/Guardian Signature: _____ Date: _____

Student Name (Please Print): _____

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

Student Signature: _____ Date: _____

OFFICE USE ONLY:

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

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

BPA Staff Accepted By: _____ Date: _____

STUDENT/PARENT HANDBOOK

AGREEMENT AND ACKNOWLEDGEMENT

The undersigned student and parent, for students under the age of 18, 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.
- It is understood that part of the condition of enrollment is that the student understands that all required State examinations are imperative.

Student Statement and Agreement

I, _____ (printed name) have read (or will
I, _____ (printed name) have read (or will
I, _____ (printed name) have read (or will
I, _____ (printed name) have read (or will
read) and agree to abide by the policies and procedures contained in the Student/Parent Handbook and agree to it as a condition of my enrollment at **Baypoint Preparatory Academy**.

Date: _____

Student's Signature

Student's Signature

Student's Signature

Student's Signature

Parent's Signature

