

Beaches Chapel School
**Parent Student
Handbook**
2022-2023

Handbook Revised July 2022

Beaches Chapel School Parent/Student Affirmation 2022/2023

BCS desires parents and students to be of one mind with the school staff in understanding the purpose and policies of the school. Consequently, we ask that at least one parent affirm that he/she has read the Beaches Chapel School Parent Student Handbook and agrees to support the school in matters that may arise. Students are also asked to be familiar with this handbook and to affirm this by their signature. Parents need to read this Handbook in its entirety, sign the appropriate spaces below indicating that the handbook has been read and that an agreement has been made to support the enforcement of all policies and procedures. Beaches Chapel may at any time add, change, or rescind any policy or practice at its sole discretion, without notice. **Print name and grade for each student and have each student's initial or sign with signature.** Then the parent signs. This signed affirmation sheet needs to be turned in **by your child(ren) on or before the first Friday of school.** Thank you for your cooperation.

STUDENT'S NAME (Please Print)	GRADE	STUDENT'S SIGNATURE	(date)
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STUDENT'S NAME (Please Print)	GRADE	STUDENT'S SIGNATURE	(date)

My signature below indicates that I have read, understand, and agree to abide by the rules and regulations of this Handbook.

Parent Name (Please Print)

Parent Signature and Date

Please sign and date this page after reading the online Parent/Student Handbook and return on or before the first Friday of school.

Welcome

It is with immense pleasure that we welcome you and your family to Beaches Chapel School. We are blessed to have you as part of the BCS family and believe your children will grow in many ways as they are nurtured in this Christian atmosphere.

As BCS continues to develop:

- (1) We know that we are reaching higher standards for our students each year.
- (2) We commit to aiming for excellence for the benefit of your child.
- (3) We continue to evaluate and improve all areas of the school, striving to glorify God in all we do.

We are excited about the 2022-2023 school year, individually and collectively. Our foundation of support and commitment continues to grow with wonderful families such as yours. BCS has many exciting things in store for you and your children as we begin this school year together.

Thank you for allowing BCS the opportunity to help you teach, model, and guide your children to a living, loving relationship with our Christ.

Sincerely,
BCS Administration & Board of Elders

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OVERVIEW

The administration, faculty and staff of Beaches Chapel School warmly welcome each one of your children to our school. We look forward to challenging and inspiring them in every area of their lives- spirit, mind, and body.

The BCS Family Handbook is to help you understand our school's philosophy and requirements. Please read this carefully, keeping it handy for future reference. Our website, www.beacheschapelschool.com, is available to enhance communication between school and home. We strongly encourage you to access current information about the school by regularly checking our website and joining our Facebook, Twitter, and Instagram.

HISTORY OF BEACHES CHAPEL SCHOOL

The church ministry of Beaches Chapel School was conceived and established in the hearts of the leadership of Beaches Chapel Church in 1974 as a Christian, non-denominational school. It was born out of a desire to supplement educational principles with Christ centered foundations. Every year our ministry pledges to provide a balanced, Christian education to your child, while upholding a higher standard of excellence in all that we do.

PURPOSE OF BEACHES CHAPEL SCHOOL

Beaches Chapel is a home for all to begin and grow in their relationship with Jesus Christ. We desire for those near and far to know the life-changing love of Jesus.

Mission

Christian Education developing hearts and minds for Jesus.

Vision

To educate all students to the highest levels of academic achievement from a Biblical Worldview and develop students with a heart and mind for God.

Statement of Faith

The Holy Scripture - We believe the Scriptures of the old and new Testaments are inspired by God and are the revelation of God to man. (II Timothy 3:16-17)

The Eternal Godhead - We believe the God's head exists in three persons: Father, Son, and Holy Spirit. (I John 5:7)

The Deity of the Lord Jesus - We believe in the deity of the Lord Jesus Christ and that He lived a sinless life. (Hebrews 7:26). We believe in the virgin birth (Matthew 1:23), that He performed

miracles (Acts 2:22), and that He gave His life as substitutionary work on the cross. (I Corinthians 15:3) We believe He experienced bodily resurrection from the dead (Matthew 28:6) and was exalted to the right hand of God. (Acts 1:9-11)

The Salvation of Man - We believe that the only hope of redemption is through the shed blood of Jesus Christ the Son of God and is received through repentance toward our Lord Jesus Christ. (Luke 24:47)

The Baptism in the Holy Spirit - We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ during this age and is evident by speaking in other tongues. (Acts 10:44-46)

Biblical Marriage View – We believe the Biblical standard of marriage is between one man and one woman. (Matthew 19:4-5)

Divine Healing - We believe that divine healing is an integral part of the Gospel. (Isaiah 53:4-5, Matthew 8:16-17, James 5:14, 16)

The Second Coming - We believe in the second coming of Christ. (I Thessalonians 4:16-17)

The Final Judgment - We believe everyone will one day stand before God in final judgment, and there receive eternal reward or eternal punishment. (II Corinthians 5:10)

BEACHES CHAPEL SCHOOL MASCOT

Beaches Chapel School uses the mascot of the Lion as both a statement of faith and philosophy. The Lion is a creature symbolizing power, courage, and nobility. Biblically, the Lion of Judah is recognized as an embodiment of our savior Jesus Christ. The Lion of Judah appears in the New Testament in the book of Revelation. The lion represents the battles we face in life spiritually and physically. Our Savior provides us, as Christians, with power, strength, and courage to be more than conquerors in all that we do.

ACCREDITATION AND AFFILIATION

Beaches Chapel School is pleased to hold accreditation through the Florida League of Christian Schools (FLOCS) and COGNIA.

GENERAL INFORMATION

SCHOOL OFFICE HOURS

School Office Hours are from Monday – Friday, 7:45 a.m. – 3:45 p.m. on school days.

SCHOOL DAY TIMES

School Level	Beginning	Dismissal	Days
Kindergarten - 5 th Grades	8:30 a.m.	2:45 p.m.	Mon-Fri
6 th -12 th Grades	8:00 a.m.	3:00 p.m.	Mon-Fri
After School Care	2:45 p.m.	5:30 p.m.	Mon-Fri

****The front gate does not open until 7:30 a.m.**

PLEDGE

The pledge of allegiance is to be learned by each student. The pledge will be recited daily in all grades each morning prior to worship time.

◆ **Pledge of Allegiance to the American Flag**

“I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.”

NOTICE OF NONDISCRIMINATORY POLICY AS TO STUDENTS

Beaches Chapel School admits students of any race, gender, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded, or made available to students at the school.

IDENTIFICATION BADGES - VISITORS, PARENTS AND STUDENTS

Alumni, parents, family members and approved friends are welcome to visit the BCS campus. A visitor’s pass will be obtained from the lower school office at sign-in. All visitors will be issued a pass and ID that must be worn during the entire visit. All school rules will apply to any visitor. Volunteers who are on campus will be furnished with identification badges. This will allow the staff to easily identify volunteers on campus. Volunteers must read and agree with all the Parent Volunteer Guidelines. A signed acknowledgement form will be required prior to any volunteer responsibility. Information will be shared with parents throughout the school year. For the safety of our students, the BCS campus will keep gates locked from 8:30 a.m. until 3:00 p.m.

Each student (grades K through 5) will have a special car tag that must be displayed in the front windshield of your car during car line pick up. Cars without the appropriate car tag will be directed to the lower school office for dismissal of the student.

EARLY AND AFTER-SCHOOL CARE

BCS offers before and after-school care for a fee. Before-school hours for K – 5 are from 7:30 - 8:20 a.m. After-school care hours are from 2:45 to 5:30 p.m. Please see the business office for a fee schedule for grades K – 5. Elementary students not participating in the after-school program must be picked up no later than 3:00 p.m., unless they are involved in a supervised after-school sport or activity. Elementary students who are not part of an organized activity and are on the campus after 3:00 p.m. will be assigned to the school's after-school care program and the student's account will be charged the current rate. Students and siblings involved in extra-curricular school activities are under the supervision of their adult sponsor. Students and/or siblings not involved in extra-curricular activities, when released, are under the direct responsibility of their parent or guardian.

Due to issues with unsupervised children and safety concerns with traffic, students and other children may NOT play on the playground before or after school.

Upper school (grades 6 through 12) hours are 8:00 a.m. – 3:00 p.m. Students must depart campus by 3:15 p.m., unless they are participating in an organized game or event.

Upper School study sessions after-school are at the discretion of teachers. Please see the list of teacher safety nets for dates and times on the BCS website.

CAR POOL AM

Parents may drop off upper school students in the car pool area after 7:30 a.m. Lower school parents who drop off their students before 8:15 must utilize before-school care for a fee.

CAR POOL PM

Parents may pick up students from the carpool lines with the appropriate laminated car tag reflecting their child(ren's) name(s). Students may also be signed out in the lower school office by the parent at the time of dismissal. Kindergarten through grade 5 will release at 2:45 p.m. and grades 6 through 12 will release at 3:00 p.m. Middle and high school students may exit the building upon their release at 3:00 p.m.

Parents are responsible for notifying the school office if their student is being picked up by anyone other than the parent or guardian.

NOTE: No elementary school child will be released to any parent, car, relative, nanny, neighbor or childcare provider without the car tag (identification sign) and in the school system naming them as authorized person for pick-up. Cars without the appropriate tag will be directed to the school office where they will need to sign out the student. Safety comes first. Middle and high school students may exit the building upon their release at 3:00 p.m. Drivers should at no time exceed 10 mph when on campus. No passing in the car line.

PARENT-TEACHER CONFERENCES

Parents are urged to ask for conferences if there is a concern with the student. Please schedule a parent teacher conference for a time when the teacher is available. Please feel free to call the office

at 904-241-4211 to request an appointment time. Conference dates will be scheduled at the teacher's earliest convenience.

CLASS SCHEDULES

<p style="text-align: center;">Lower School Grades K- 5</p>	<p style="text-align: center;">Upper School Grades 6- 12</p>
<p style="text-align: center;">School Begins: 8:30am</p> <p style="text-align: center;">School Ends: 2:45pm</p> <p style="text-align: center;">Schedules set by individual teachers</p>	<p style="text-align: center;">School Begins at 8:00 a.m.</p> <p style="text-align: center;">School Ends: 3:00pm</p> <p style="text-align: center;">Standard Daily Schedule</p> <p style="text-align: center;">8:00 – 8:50 am 1st Period</p> <p style="text-align: center;">8:55 – 9:50 am Worship/Chapel 2nd Period</p> <p style="text-align: center;">9:55 –10:45 am 3rd Period</p> <p style="text-align: center;">10:50 -11:40 am 4th Period</p> <p style="text-align: center;">11:45 am -1:10 pm 5th Period</p> <p style="text-align: center;"><i>12:00 pm - 12:30 pm MS Lunch 12:40 - 1:10pm HS Lunch</i></p> <p style="text-align: center;">1:15 - 2:05 6th Period</p> <p style="text-align: center;">2:10 - 3:00 7th Period</p> <p style="text-align: center;">3:00 Dismissal</p>

SCHOOL PICTURES

Students will have their pictures taken during the year. These pictures will be taken by an outside vendor and will be available for purchase. BCS reserves the right to use any picture and/or likeness of students and/or their families for marketing purposes. When signing the affirmation page of the parent student handbook, parents are giving BCS permission to use their child's picture. This includes, but is not limited to the use on the website, brochures, information packets, postcards, videos, photographs, and any other mass produced, internet, print or web-based material the church and school elect to publish.

YEARBOOK

Each student who attends BCS will have the opportunity to purchase a yearbook to be distributed at the end of the school year.

LUNCH PROGRAM

All students have 30 minutes for lunch. **Details of our lunch program can be found on our website.** To prevent disrupting classes in session during the lunch period, students will only be allowed to leave the lunchroom to use the restroom with teacher's permission. No students will be allowed to loiter in the hallways/walkways or go to their lockers during this time.

Common manners and courtesy must be always shown in the lunchroom and students are required to pick up their own trash. Any damage, disregard of rules, or disrespect to supervising faculty will result in disciplinary action. Any student caught leaving campus without permission during lunch will be reported to administration and may be suspended as deemed appropriate by the school administration.

Students may NOT order lunch to be delivered from any outside entity. Parents must pre-arrange bringing lunch or classroom treats with their child's teacher.

TEXTBOOKS AND SUPPLIES

Textbooks are issued the first day of school. All books are assigned and numbered, with condition noted. Your student account will be charged for damaged or lost books and/or technology. Class materials are the responsibility of the student and must be purchased prior to the first day of each new school year. These are posted on the website.

BCS encourages the use of the New International Version of the Bible. Lower school bibles are provided and upper school students' Bibles should be brought the first day of school to remain for daily use.

High school students (9th – 12th) are required to bring a laptop for the school day that will allow word processing and research in the classroom.

SOCIAL MEDIA POLICY

Students should remember that all internet postings are permanent, able to be duplicated and may go viral. This may be detrimental to your reputation now and in the future.

Students should be on guard against actions and discussions that could harm the interest of Beaches Chapel School, their faith, or other persons.

Harassment, threats, intimidation, ethnic slurs, personal insults, pornography, obscenity, racial or religious intolerance, abuse or any other form of behavior prohibited by law is not allowed by BCS students. Students must always conduct themselves on the Internet in a way that shows the value and character of BCS.

Before posting photographs or "tagging" any person, you must obtain his/her permission. It is your responsibility to only post the photographs that are above reproach. Any appearance of misconduct or questionable character will be referred to Administration.

Students are held accountable for their behavior and comments on social networking sites. BCS requires students to meet the standards of high moral and ethical behavior regarding online comments and actions. There are no expectations of privacy in electronics owned by school or brought on campus. Any device that is brought on campus is subject to search. When asked, students must open all accounts and tender the login/password information. Unacceptable actions regarding social media include, but are not limited to:

- * Disparaging remarks made online regarding faculty, staff, administration, or the school.
- * Harassment of other students or employees of BCS.
- * Fake online profiles are prohibited.
- * Threats of violence.
- * Engagement in any inappropriate conduct or posting that reflects poorly on the school.

* Photographs or filming of anyone on campus without consent of that person.
Violation of this policy may result in loss of school privileges up to and including
expulsion.

By signing the affirmation page of this handbook, students are stating that they have read
and understand the social policy.

If you see a violation of the Code of Conduct, please report it to the Principal/Administration
at Beaches Chapel School.

LOST AND FOUND

All clothing items should be marked with the student's name. Items turned into lost and found will be kept for two weeks, and can be found in the lower school office. Unclaimed articles will be given to charitable agencies.

CHAPEL

Chapel services are held daily in the sanctuary. By providing praise and worship daily to our students, we are helping them understand God is worthy of our devotion, praise, and worship. *Praise* means to sing, to give, or to confess. It also means to be thankful for God's blessings and declare that good news to God and to others. *Worship* means bowing down and paying respect. Worship at Beaches Chapel is the highest form of honor and respect that we can show towards God. Worship is a direct conversation between you and God. It is an intimate experience that defines our relationship with Him.

The entire school enjoys chapel daily. Students are not allowed to bring beverages, food, or blankets into the sanctuary. Please let your child's teacher know if you will be joining your child for praise and worship. You must also sign in at the office before entering the sanctuary.

GETTING A MESSAGE TO YOUR CHILD

All messages or information from parents to their students must be conveyed through the school office. The use of cell phones for calls or text for communication with students during the day is prohibited. Please refrain from calling or texting your child during the school day.

EXTRA-CURRICULAR ACTIVITIES

Beaches Chapel School realizes the importance of a student's participation in extra-curricular activities. For a student to participate in extra-curricular activities, he or she must adhere to all the mandates of their association and the rules and requirements of BCS. There is also a GPA requirement of a 2.0 or higher from the previous semester to participate in BCS sports.

INSURANCE

School-time accident insurance has been purchased for every enrolled student at BCS.

FIELD TRIPS

As a vital part of the instructional program, classes take field trips throughout the year to interesting and educational places. Parents will be notified beforehand of these trips. Fees will be assessed to cover the costs of any overnight or travel expenses. Permission slips must be returned from parents prior to all field study trips. Beaches Chapel School reserves the right to limit attendance on all trips and outings if behavioral issues are exhibited by a particular student and solution guidelines are not met. Such students will be required to attend school during the regular

school hours and complete work.

HEALTH & SAFETY/REQUIREMENTS

Students attending Beaches Chapel School must meet all state immunization requirements. This documentation, transferable within the state, must include (1) a health examination and (2) a certification of immunization: (HRS Form 680). If the student will not be receiving required immunizations, a permanent medical exemption, or religious objection (HRS Form 681) must be on file. All dates should be written in month/day/year format. Forms must be confirmed by your physician, and must be completed and on file in the school office by the first day of school. No student will be allowed to attend school without this documentation. Any student entering school must have proof of immunization, per Immunization Guidelines Rule 64D-3.046, Florida Administrative Code.

ACCIDENT OR ILLNESS

A student who is ill or running a fever of 99 degrees or above should be kept at home. The parents will be contacted and must pick up the student as soon as possible if they are running a fever or ill at school. Students are to be kept at home until they have been fever-free without medical aid for at least forty-eight hours. If they have COVID-19 symptoms and are tested, we follow recommended CDC guidelines before allowing your child to return to school.

In case of an extreme emergency, and if the school is unable to contact the parents, relatives or a family physician, a doctor or hospital of the school's choosing will be contacted and asked to administer emergency aid to the student.

FIRST AID

First aid supplies are available in all classrooms and in the lower school office. If an injury occurs, first aid will be administered; however, no medical treatment or medication will be given without parental approval. All medication brought to school must be kept in the lower/upper school office.

MEDICATION POLICY

Students with allergies, asthma, diabetes or other conditions should have proper medication as necessary. Any medication your child may need must be provided by the parent in a labeled bottle, with a medication form, signed by the parent. The office will not provide over-the-counter medications without parent consent. All medication and forms must be turned in to the lower school office.

HEAD LICE

If a student has head lice, the student may not return to the classroom until the school has ascertained the student is free from the lice.

STUDENT DRIVER POLICY

All students who drive to and from campus must practice safe driving habits, including the use of seatbelts while driving.

Students must register each vehicle with the upper school office. Any student driving to school must park in the designated student parking areas. Parking passes will be issued the first week of school. This parking pass must be visibly hung from the rear view mirror of the parked vehicle.

There is a \$20 fee for new and replacement parking passes.

Parking violations will be issued to students who do not park in the designated student spaces, who are parked incorrectly, and/or who drive in a negligent way.

STUDENT VEHICLE POLICY

- 1) Students must park in a parking spot on the west side of the sanctuary, at the end of the grassy field.
- 2) Rules:
 - a) Students are not to move vehicles between classes.
 - b) Students are not allowed to park at neighboring lots or Jarboe Park.
 - c) Students are not allowed to go to the parking lot while school is in session without approval from administration.
 - d) Students are not to loiter in the parking lot before or after school.
 - e) Students are not to drive erratically and are to adhere to all driving rules of the road.
 - f) Music is not to be played loudly on school grounds.
- 3) Vehicles parked on the campus are subject to search.
- 4) BCS is not responsible for any vehicle damage before, during, or after school hours.
- 5) BCS is not responsible for theft or vandalism.

Students not adhering to the Student Vehicle Policy will be subject to disciplinary action by the Administration based on the severity of each violation.

Parking on campus is a privilege. Responsibility, maturity, and care must be always shown.

REPORT CARDS

Report cards will be issued at the end of each quarter. Report cards and/or official transcripts are withheld from students with delinquent accounts due to unpaid tuition, fees, lunches, etc.

PARENT-TEACHER ORGANIZATION (PTO)

The PTO of Beaches Chapel School strongly encourages parent involvement through joining the PTO, as well as volunteering your time and assisting with campus events. All families are urged to come to all meetings where you will receive important updates.

We understand that there are many working parents who cannot attend meetings or volunteer for events. If you are unable to give your time and you are looking for an opportunity to aid in another way, you may want to consider a financial donation toward PTO. Financial donations help to fund our campus events and even much needed items for our classrooms and students.

ADMISSIONS

Beaches Chapel School strives to build a solid academic and Christian learning environment so that all students can achieve their full potential. We accept students who are academically qualified without regard to race, creed, gender, sex or national origin and whom we anticipate will be successful in the learning community. Acceptance of students with disabilities is on a case-by-case basis. We accommodate students with learning and/or physical disabilities, after discussing fully with the parent the resources available.

ADMISSION PROCEDURES

- If you are interested in Beaches Chapel School, contact Ms. Jane Wilcox (904-241-4211 ext. 411) to schedule a tour of our campus or visit our website (www.beacheschapelschool.com) for our virtual tour.
- Following the tour, if you are interested in applying to BCS, you must fill out the application online and pay the fee. You will also be asked to turn in educational records (prior report cards, transcripts, educational testing) and any relevant psychological testing, IEP or 504. Your child will then be screened using our MAP testing program.
- Administration will then review your application and your child's screening results and contact you for an educational consultation/interview.
 - Your child's admission process will be delayed if there is a failure to provide requested documentation.
- Notification of admission decision will be made as soon as possible, indicating the results of the interview and the status of your application.
- Once you are issued a contract, you will be asked to sign and return it along with other documentation (copy of birth certificate, copy of immunization forms, and school physical forms) with the registration fee to guarantee your child's admission to Beaches Chapel School.

RE-ENROLLMENT

Beginning in January, re-enrollment for current students is opened for the upcoming fall term for students who are in good academic and behavior standing. Once re-enrollment is completed, registration is opened to interested students who have completed the enrollment process for as long as there is space available.

The school offers opportunities for home school students to participate in athletic activities. To participate in these activities, parents and students must meet all requirements and pay appropriate fees. For more information on home school activities/opportunities, please contact the Athletic Director at BCS.

ATTENDANCE/GENERAL

Parents/guardians and students are reminded that students need to attend school regularly. Attendance may affect their grade(s). If a student has 15 or more unexcused absences within 90

calendar days, with or without knowledge or consent of the student's parent or guardian, the student and parent/guardian will be called to meet with administration. BCS administration reserves the right to dismiss a student for absences that are excessive and/or interfering with the student's learning.

EXCUSED ABSENCES

The following events constitute *excused* absences and will require written documentation:

- 1) **Death in the family** Attending the funeral of a family member will not be counted against the total absences during a semester.
- 2) **Family-Related Activities** BCS understands that there are certain extenuating circumstances when students must miss class for family-related activities. The school will approve up to a maximum of five days per semester. The parent must communicate directly with their student's teacher. If you know your student will be out, please notify the teacher in writing one week prior to the absence.
- 3) **Doctor's Appointments** BCS understands that all dentist and doctor appointments cannot be scheduled after school hours and students will miss class due to appointments. Students are responsible to bring a note from the doctor's office to verify the appointment.
- 4) **Illnesses** If more than 3 consecutive days are missed due to illness, a doctor's note is necessary.
- 5) **College Visits** BCS encourages students (grades 10, 11, 12) to visit college campuses for the purpose of selecting a college. Please bring a note from the college visit.
- 6) **School-Related Activities** Any absence caused by a student participating in an off-campus school-related activity would be considered excused.
- 7) **Church-Related Activities** Any absence caused by a student participating in an activity that is church sponsored would be considered excused. The student will be responsible for providing the school office with a written note from a church official to verify attendance at the function for the absence to be considered excused.

Excused Absences

Students have the responsibility of making up all work for the days they were absent.

UNEXCUSED ABSENCES

All absences default to unexcused unless written documentation is received at time of return. The student may not receive credit for missed assignments, tests, quizzes, homework, etc., during the days of the unexcused absence(s). A zero may be given for missed work. Suspension days are considered unexcused absences. Please see Make Up Work section for more information.

Students accumulating 4 or more unexcused absences will be required to meet with administration for a parent-student conference.

MAKE-UP WORK

Students who have an excused absence are responsible to obtain the assignments missed and make up their work. Students are allowed one (1) day (per missed day) to complete all assignments during excused absences. If the work is not made up within the allotted time, a zero will be recorded for all missed assignments. Please see the teacher's course syllabus for guidelines regarding make-up work and late work. Students will not receive make-up work for unexcused absences.

Middle School & High School Absences

No extra days will be allowed for pre-scheduled projects or assignments.

Projects and assignments preassigned at least three (3) days prior to a student's absence are still due by the normally scheduled due date.

Tests and quizzes preassigned three days prior to a student's absence must be taken the day the student returns to school.

No extra days will be allowed for pre-scheduled projects or assignments without teacher approval.

TARDIES

Lower School Tardy Policy:

Lower School students must be in their classrooms by 8:30 a.m. or will be counted tardy for the day. If your child is arriving after 8:30, please park and sign in your student at the lower school office.

Upper School Tardy Policy:

Upper School students will be counted tardy if they are not in their seat ready for work when the bell rings at 8 a.m. and at the beginning of each class period.

- Tardy Students will not be allowed to access their lockers until class is over, unless their lockers are located outside of the classroom.
- Students are not allowed into the class without a tardy slip.
- If an Upper School student misses more than half of the period, it is counted as a class absence.

First & Second Tardy – Student receives tardy slip from school office.

Third Tardy – Student receives tardy slip from upper school office. Parent/guardian called to warn them that detention will be assigned on the fourth tardy.

Fourth Tardy – Detention will be assigned.

Fifth Tardy – Parent/Student conference with Administration.

All tardies count toward detention, unless accompanied by doctor's note.

ALL STUDENTS: Beginning this year, we will be charging \$10 for every 5 unexcused tardies. Tardy totals start over at the beginning of each quarter.

If there continues to be ongoing, excessive, and disruptive tardies by a student, the student and parent must meet with Administration to discuss a plan to correct the behavior.

EARLY DISMISSALS

All parents wanting to dismiss their child early must communicate via phone call, email, or written note with signature to the child's teacher or the school office before checkout time. Parents who do not send a note, must sign the student out IN PERSON.

All students with modified schedules must check out in the School Office daily.

LEAVING CAMPUS

Beaches Chapel School operates under a closed campus policy, meaning that once a student arrives on school property he/she is not allowed to leave until being dismissed from school.

BAD WEATHER CONDITIONS

BCS school closings are at the discretion of administration.

ACADEMICS

GRADING SYSTEM

BCS has four quarters per year, with two quarters equaling a semester. High School courses are divided into semesters and earn .50 credit at successful completion per semester. Up to three (3) High School credits may be earned in the 8th grade if a student is taking Algebra 1, Spanish 1 and/or Biology 1.

GRADE SCALE BY GRADE LEVEL

K – 12th Grades	
A	90-100
B	80-89
C	70-79
D	60-69
F	59 & Below

GRADE REPORTING

The purpose of our reporting system is to give parents and children an indication of progress, or lack of progress, being made in each subject area. A Progress Report is sent to the parent midway through the nine weeks. A Report Card will be sent home at the end of each grading period/quarter. Progress Reports and Report Card dates can be found on the academic calendar online. Parents may also view their child's academic standing at any time through Senior Systems, our online grade monitoring program. Students with delinquent accounts will not receive report cards and will not be granted access to our online system.

UPPER SCHOOL EXAMS

Upper School semester exams may not be taken early for any reason. Missed semester exams can be taken on the exam make-up date as stated in the exam schedule. Exceptions to utilizing the make-up day must be approved by the principal and teacher.

Semester exams will be graded as follows: Quarter 1 = 40%, Quarter 2 = 40%, the Semester Final Exam will be weighted at 20%.

In the fall semester, all upper school students will take their exams. In the spring semester, high school students will be allowed to exempt exams under the following conditions:

1. The student has an A in the first semester, third and fourth quarter grades:
2. The student has no disciplinary infractions that have resulted in out of school suspension or a behavioral plan.

GRADUATION REQUIREMENTS

BCS strives to maintain the college preparatory graduation requirements to allow students acceptance to the most desirable colleges/universities in the nation. These high school graduation requirements are based on both the Florida State University System requirements for admission and the Bright Futures Eligibility Requirements.

In addition to the 24 credits required for graduation, seniors must have a 2.0 GPA and have completed 100 community service hours. The following outlines the courses and credits required for graduation:

4 credits - English

4 credits - Math (must include Algebra 1, Geometry and Algebra

2) 3 credits - Science (must include Biology 1 and 2 lab sciences)

3 credits - Social Studies (must include World History, US History, American Government and Economics)

1 credit - HOPE

2 credits - Foreign Language (must be consecutive and in the same language) 1 credit - Practical and/or Performing Art

6 credits - Elective Courses - (Bible - 4 credits included)

PROMOTION REQUIREMENTS IN UPPER SCHOOL

Student progression from one grade to the next in Upper School is based on proficiency in the core subjects, total number of credits and grade point average. Both Middle School and High School levels in the Upper School have specific promotion requirements.

Middle School Promotion Criteria: Students in Grades 6-8 must show proficiency in the core subjects each year. The core subjects are: English, Math, Science and Social Studies. If a student does not successfully pass a core course, they may recover/retake that course during the summer through a private, public or online school with administrative approval. At the end of 8th grade, a student must have passed all 12 core courses to be promoted to high school.

High School Promotion Criteria: is based on credits earned and grade point average. Students will be promoted and classified in the next grade level at the end of the school year, according to the following credits earned:

5 credits (including 1 English and 1 Math credit) will promote from **9th to 10th** Grade

12 credits (including 2 English and 2 Math credits) will promote from **10th to 11th Grade**
18 credits (including 3 English and 3 Math and/or Science) and a 1.8 GPA will promote from 11th to 12th grade.

Summer school credits may be earned at a private, public and/or online school with administrative approval. These credits will count toward promotion and classification into the next grade level.

PROMOTIONAL CRITERIA K-5TH GRADE

Kindergarten – 5th Grade: Promotion of students in grades is based on teacher judgment* that the student has met grade level performance standards as indicated by a final grade of D or above in reading and math AND a grade of D or above in at least ONE of the two other academic subjects areas (science or social studies).

Teacher judgment (grades) is based on any combination of the following:

- 1) Applicable tests or evaluations
- 2) Sample of student written work.
- 3) Written teacher observations of student work, both oral and written,

i.e. classroom participation, completion of assignments and quality of work.

GRADE RECOVERY POLICY

A Beaches Chapel student who receives a D or an F in a semester grade will have the opportunity to recover the grade/retake the course. They may utilize an accredited public or private summer school or Florida Virtual School during the school year.

EARLY GRADUATION

Beaches Chapel School does not consider Early Graduation. Early graduation is defined as students who wish to graduate, meeting all graduation requirements at the end of their junior year.

HONORS

Honors courses in the high school are more rigorous and challenging and may require extra work. These advanced courses are intended for students who are willing to commit to a course that may take more time, require more work and give greater depth of material. Students enrolled in Honors level courses receive an additional .5 weight for a full credit course when calculating grade point averages (GPA).

DUAL ENROLLMENT

Dual enrollment courses are a rigorous learning experience, giving students the opportunity to pursue college level studies either online or on the college campus, while still in secondary school. The Florida educational program allows students to earn both college credits and high school credits simultaneously. Students are creating a permanent college transcript and affecting their eligibility for Bright Futures. Students will need to be self motivated and organized to keep their GPA at a 3.0 or above.

Students must meet FSCJ's eligibility criteria for entry into this program. They must have a 3.0 unweighted GPA, 4 credit hours of high school course work at the time of application and must meet the passing scores on either the SAT, ACT or PERT tests. The passing scores are as follows:

SAT Reading 24, Math 24 (28 for College Algebra), Writing 25

ACT Reading 19, Math 19, Writing 17

PERT Reading 106, Math 114, Writing 103

Final approval will be determined by BCS administration.

Students that earn Dual Enrollment credit will receive an additional .5 weight for a full credit course when calculating grade point average (GPA).

VALEDICTORIAN / SALUTATORIAN

The senior class Valedictorian and Salutatorian awards are determined by weighted GPA. The weighted GPA is determined for rank at the end of the 6th semester, the 7th semester and at the end of the 8th semester. The Valedictorian and Salutatorian must be enrolled for their Junior and Senior years to be eligible for the award.

ACADEMIC AWARDS for GRADES K THROUGH 11

“A” HONOR ROLL-----Straight “A” report card for all nine-week periods.

“A-B” HONOR ROLL - - No grade below a “B” on a report card for all nine-week periods.

Students will be presented with award certificates in various areas of achievement. These certificates of recognition will be presented at the end of the year.

DROP/ADD DEADLINE and CLASS SCHEDULE CHANGES

To change a class schedule before this deadline you must obtain a Schedule Change form from administration, fill the form out completely and obtain a parent signature. A new schedule will be created once the changes have been approved.

TRANSFER CREDITS

Beaches Chapel School accepts credits from accredited schools with the submission of an official transcript. Acceptance of credits from all other institutions is reviewed on a case-by-case basis and is solely the decision of BCS administration.

HOME SCHOOL CREDITS

Beaches Chapel School accepts credits earned for high school graduation through Home School programs. A student's official transcript from the Home School attended will be accepted at face value. The student's Beaches Chapel School transcript will reflect the Home School Program grades and credits earned. Evaluation of the student's academic abilities is required, along with corresponding district public school documentation.

ACADEMIC PROBATION

When a student's academic standing is falling below a 70% average, the school may initiate academic controls to help the student recover and improve performance. These may necessitate action plans, tutoring, behavior or academic contracts, etc. At the end of the grading period, if a student does not have a minimum 2.0 GPA, administration will invoke an academic probation to ensure these steps are being accomplished for the benefit of the student toward maintaining enrollment at BCS.

Students who academically fall below a grade point average of 2.0, and/or who are in danger of failing more than one class will be placed on academic probation. A student who does not meet a 2.0 grade point average, and who fails two or more classes, may be unable to re-enroll at BCS for the next school year, unless a special exception is granted by BCS administration.

Students participating in FHSAA team sports that do not maintain a 2.0 GPA on a 4.0 scale during each nine-week period will be placed on sports probation. A student on academic probation will not be permitted to PLAY, PRACTICE or TRAVEL in conference play until his or her grades are brought up to FHSAA standards (a 2.0 or higher GPA).

CONDUCT & DISCIPLINE

School administration shall have absolute discretion in all matters of student discipline up to and including expulsion.

CELL PHONES

BCS has established the following expectations for cell phones:

- 1) There are no cell phones visible on campus during the school day. Cell phones that are brought to school must be turned off and kept out of sight. All upper school students (grades 6 -12) will be instructed each morning to place their cell phones in a special pocket in the classrooms and they will be retrieved at the end of each school day. Cell phones should not cause disruption of learning in the classroom. This includes Apple Watches worn on the wrist.
- 2) If the policy is violated, cell phones will be kept in the upper school office until a parent comes to retrieve the phone.

Disciplinary decisions are made on a case by case basis.

OFF-CAMPUS BEHAVIOR

We ask our students to be mindful of off-campus behavior **at non-school events**. BCS encourages students to meet the standards set forth in this handbook, whether on campus, or off. When inappropriate actions take place that are witnessed, we request that administration be notified. After investigating the issue, the BCS administration will determine any disciplinary measures that may be needed.

ANTI-BULLY POLICY

Beaches Chapel School believes that all students have a right to a safe and healthy school environment.

“Bullying” per Florida Statute 1006.47 means “systematically and chronically inflicting physical hurt or psychological distress on one or more students. “Harassment” is defined as any threatening, insulting, or dehumanizing gesture, use of data or computer software or written, verbal or physical conduct directed against a student or school employee.”

Beaches Chapel School will not tolerate behavior that infringes on the physical or mental safety of any student. A student shall not intimidate or harass another student through words or actions. Such behavior includes: direct physical contact, such as hitting or shoving; verbal assaults, such as teasing, name-calling or threats; social isolation, public humiliation or manipulation; stalking; sexual, religious or racial harassment.

Beaches Chapel School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff is expected to immediately intervene when they see a bullying incident occur. Each complaint of bullying will be investigated. This policy applies to students on school grounds, while traveling to and from school, or a school-sponsored activity, during the lunch period, whether on or off campus and during a school-sponsored activity.

Students who bully are in violation of this policy and are subject to disciplinary action up to, and including, immediate expulsion. This is a Class 4 offense and corresponding disciplinary actions will apply.

Our school has adopted a student code of conduct regarding bullying to be followed by every student while on school grounds, or when traveling to and from school or a school-sponsored activity, and during lunch period, whether on or off campus.

The student code of conduct for bullying includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students and parents are expected to *immediately* report incidents of bullying to the principal or designee.
- Students can rely on staff to investigate each complaint of bullying in a thorough and confidential manner.
- If the complaining student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal. BCS prohibits retaliatory behavior against any complainant or any participant in the complaint process.

The procedures for intervening in bullying behavior include, but are not limited to the following:

- The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential.
- Staff is expected to immediately intervene when they see a bullying incident occur.
- People witnessing or experiencing bullying are encouraged to immediately report the incident; such reporting will not reflect on the victim or witnesses in any way.

OFFENSES AND CONSEQUENCES – LOWER SCHOOL GRADES K THROUGH 5

Beaches Chapel School expects its students to live above reproach, showing respect to God, country, family, faculty and fellow students.

Lower school students will be expected to adhere to the rules and policies of their teacher. Parents will be notified of repetitive misbehaviors. Classroom rules are discussed in detail at the beginning of the school year. Parents will be called if a student is sent to the principal's office OR administration for disciplinary reasons.

OFFENSES AND CONSEQUENCES – UPPER SCHOOL GRADES 6 THROUGH 12

BCS upper school uses four basic types of discipline: Detention, Probation, Suspension, and Expulsion.

DETENTION

Detention may be deemed necessary for excessive absences or as a consequence for inappropriate behavior.

PROBATION

Students who are continuously in the office may be placed on disciplinary probation. The terms of each individual's probation will be at the discretion of administration. If a student violates the terms of probation, he will be asked to leave the school immediately.

SUSPENSION

- In-School Suspension- Students who are disciplined in this manner are isolated from their regular classroom setting and required to complete all assignments. This includes all athletic events, extra-curricular activities or any other function related to the school.
- Out-of-School Suspension- Student's absence due to Out-of-School Suspension will be considered unexcused for each day given and **no credit will be given for work, assignments, tests or quizzes missed during the suspension days.**

EXPULSION

Parent(s) and student meet with the dean and principal. Students who commit an offense that is deemed in gross violation of BCS standards will be removed from the school for the remainder of that school year and is not eligible to return.

Class 1:

OFFENSES	POTENTIAL CONSEQUENCES
<ul style="list-style-type: none"> ◆ Classroom Infractions (talking, getting out of seat without permission, distractions, etc.) ◆ Dress Code (including shirt out, unshaven, appearance, length of hair, no belt, etc.) ◆ Horseplay ◆ Littering (including cafeteria) 	<ul style="list-style-type: none"> ◆ Verbal reminder ◆ Written warning/Referral ◆ Out of School Suspension (parental contact required) ◆ Probation (parent(s) and student meet with and Principal) ◆ Detention

<ul style="list-style-type: none"> ◆ Unauthorized gum, food or drink ◆ Disturbances, both inside or outside the classroom ◆ Disruptive in class/chapel 	
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Class 2:

OFFENSES	POTENTIAL CONSEQUENCES
<ul style="list-style-type: none"> ◆ Public Display of Affection ◆ Driving Violations/going to car without permission/no seatbelt ◆ Cell phones, headphones, and/or other electronic devices without teacher permission. 	<ul style="list-style-type: none"> ◆ Out of School Suspension ◆ Probation (parent(s) and student meet with Principal) ◆ Detention

² Video Games, headphones, and other electronic devices are not permitted to be played or seen during school hours (8:00 a.m. – 3:00 p.m.). Exception: special permission may be granted by administration or teacher. Should a cell phone be confiscated and given to the Dean the phone will be taken and the parent/guardian will be required to pick up the phone in the upper school administrative office. Suspected cell phone use during a test or quiz will result in that student receiving a zero for that test or quiz. The classroom teacher has the authority to confiscate cell phones for suspected use during the class.

Class 3:

OFFENSES	POTENTIAL CONSEQUENCES
<ul style="list-style-type: none"> ◆ Skipping Class ◆ Disrespect to faculty, volunteers, parents, or substitutes ◆ Lying ◆ Profanity (including words considered slang) 	<ul style="list-style-type: none"> ◆ 1-3 days Out of School Suspension (parental contact required) ◆ Probation (parent(s) and student meet with Principal) ◆ Detention ◆ In School Suspension

Class 4:

OFFENSES	POTENTIAL CONSEQUENCES
<ul style="list-style-type: none"> ◆ Cheating ◆ Fighting ◆ Inappropriate Situations/Harassment ◆ Possession/Use of tobacco or alcohol ◆ Theft ◆ Vandalism ◆ Leaving Campus Without Permission ◆ Failure to comply with sign in/sign out policy ◆ Inappropriate Internet use including all social media content ◆ Student to Student Harassment ◆ Pulling of fire alarm 	<ul style="list-style-type: none"> ◆ 1-3 days Out of School Suspension (parental contact required) ◆ Probation (parents and student meets with the Principal) ◆ Expulsion (parent(s) and student meet with Principal) ◆ Behavioral Contract ◆ Saturday Detention <p>The administration reserves the right to expel any student for occurrences of a class 4 offense in addition to notifying authorities if warranted.</p>

<ul style="list-style-type: none"> ◆ Discharging a fire extinguisher ◆ Dialing 911/Emergency without cause ◆ Reckless driving on school property 	
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Class 5:

These infractions may occur on or off campus, including school events and activities not held on Beaches Chapel School campus. Regardless of location, a BCS student is liable for the consequences of these behaviors.

OFFENSES	POTENTIAL CONSEQUENCES
<ul style="list-style-type: none"> ◆ Drugs (possession or use) ◆ Possession of drug paraphernalia ◆ Pornography (including internet) ◆ Possession of weapons. Any mention of having a weapon on campus, any threat made to another student about bringing a weapon and/or doing harm to another ◆ Threatening bodily harm to another student or faculty member ◆ Threats of mass destruction ◆ Striking a staff or faculty member ◆ Calling in a bomb threat 	<p>The administration reserves the right to dismiss any student for <i>any</i> occurrence of a class 5 offense in addition to the notification of authorities.</p>

DESTRUCTION OF SCHOOL PROPERTY

Property must be used with respect and care. Any student caught deliberately damaging, defacing, or destroying, in any way, school property, is liable to correct the damage done and will face discipline up to and including suspension or expulsion. The student or his/her family will reimburse the school for all damages. Private property of all employees of BCS will be treated with the same respect as school property.

SEARCHES

Beaches Chapel School reserves the right to search, with or without cause, any student, automobile, back pack, purse, locker, or desk for suspicion of illegal or unauthorized materials.

Students who refuse to be searched may be turned over to the authorities and the student may be suspended or expelled.

DRUG TESTING

BCS reserves the right to ask students who show probable cause to submit to a requested drug test. School attendance may be affected until drug test results or continued enrollment decision is reached. An administrative meeting with the student, parent(s) and administration will determine the length and severity of the situation.

UNIFORM POLICY

GENERAL REQUIREMENTS: ALL STUDENTS

- ◆ Hair should be well groomed and cut according to school guidelines. Girls K-12: Hair must not detract from the educational process. No extreme hairstyles or color are permitted. Administration will determine what is extreme or distracting hair color. Boys K-12: Hair must be combed and length must be above the collar, ears and above the eyebrows. Administration will determine if hair needs to be cut. Extreme hairstyles are not permitted (ie. “Man Bun,” pony tails, etc.).
- ◆ Any garment that is worn on the outside of the uniform will be considered outerwear and must be official BCS attire and must have the BCS logo. This includes, but is not limited to: sweaters, jackets, windbreakers, pullover/front zipper hoodies sweat shirts, etc.
- ◆ BCS athletic *sweatshirts* may be worn over a collared uniform shirt as outerwear. Beaches Chapel School letter jackets are also permitted. *Jackets* that are issued by the school for athletics or extra-curricular activities are also permitted.
- ◆ No hoodie without the BCS logo will be allowed and no hood is allowed on the head, while on campus
- ◆ Each garment must be neat (un-faded, unwrinkled, and clean) in appearance. Administration will be the final authority on which garments are considered appropriate.
- ◆ Polo shirts must be tucked in and worn with a belt. Only Dry Fit shirts can be worn un-tucked with no belt required.
- ◆ Socks and masks must be solid color, unless BCS uniform socks are worn. Socks must be black, navy, gray or white. Socks and masks purchased from school store are acceptable.
- ◆ Grades K-5 must wear athletic shoes daily and are limited to solid white, navy, gray or black (with one trim color). Grades 3-5 may also choose to wear boat shoes (brown, tan, navy or gray) with no colored trim.
- ◆ Upper school students must wear only boat shoes in tan, brown, navy or gray with no colored trim. Students must change into athletic shoes and attire when in physical education class.
- ◆ **Uniform violations will result in the parent being called to pick up their child or immediately bring the child appropriate uniform items. Repeated violations could result in disciplinary actions.**

GIRLS REQUIREMENTS: MIDDLE AND UPPER SCHOOL

1. Girls may wear a combination of items from the uniform list to satisfy the dress code requirement. Please refer to the uniform list of requirements found on rcuniforms.com/beaches-chapel-school.
2. Girls should have tailored pants or tailored shorts purchased at RC uniforms. (Those purchased other places do not fit the criteria.) In a pursuit of modesty, girls are not permitted to wear *tight fitting* skirts, blouses/shirts, pants, or shorts. School administration will determine whether a garment is too tight.
3. Upper school, grades 9-12 are required to wear uniform skirts that are 3 inches above the top of the knee. Shorts or spandex must be worn under skirts.
4. Girls are to wear polos, dry weave, or white collared oxford shirts, which must be purchased from RC Uniforms.

5. Girls must wear a black, navy, or brown belt with pants that have belt loops. Shirts must be tucked in unless the student is wearing a dry weave shirt.
6. Belts, wristbands, or necklaces that are spiked are not permitted at any time.

7. Hair must not detract from the educational process. No extreme hairstyles are permitted. Administration will determine what is extreme or distracting hair color.
8. Earrings must be minimal in size and no dangles for safety purposes.
9. No facial piercings are allowed.
10. Tattoos must not be visible.
11. No hats or other head coverings are permitted inside the buildings, or to school related events, such as the following: dances, field trips or other designated events, unless permission is granted by administration.

BOYS REQUIREMENTS: MIDDLE AND UPPER SCHOOL

1. Boys may wear a combination of items from the uniform list to satisfy the dress code requirement. Please refer to rcuniforms.com/collections/beaches-chapel-school.
2. Boys should have tailored pants or tailored shorts purchased at RC Uniforms. (Those purchased other places do not fit the criteria.)
3. Boys are to wear polos, dry weave, or white collared oxford shirts, which must be purchased from RC Uniforms.
4. Boys must wear a black, navy, or brown belt with pants that have belt loops. Shirts must be tucked in unless the student is wearing a dry weave shirt.
6. No facial or ear piercings are allowed.
7. Hair must be combed and length must be above the collar, ears and above the eyebrows. Administration will determine if hair needs to be cut. Extreme hairstyles are not permitted (ie. "Man Bun").
8. No facial hair is allowed.
9. Tattoos must not be visible.
10. No hats or other head coverings are permitted inside the buildings, or to school related events, such as the following: dances, field trips or other designated events, unless permission is granted by administration.

Administration will serve as the final authority regarding all uniform and dress code decisions.

COLD WEATHER/SPIRIT WEAR- POLICIES

In the event of extremely wintry weather, ladies may wear the following:

- Tights or leggings (blue, black, grey, or white only) with uniform skirt or skort.
- Uniform tops and BCS hoodies may be worn under BCS lined windbreaker. The outer coat is the lined windbreaker from RC Uniforms. It is heavy enough for our winters. Windbreakers may be purchased at RC Uniforms.
- Lower School PE uniforms which include navy, black, or gray sweat pants may be worn on chilly days.
- On Fridays, BCS Spirit wear shirts may be worn with uniform bottoms, unless otherwise in regular school uniform. Administration will announce any exceptions. Students may NOT wear spirit wear on a Thursday if there is no school on Friday unless a spirit wear day is announced.

DRESS DOWN DAY GUIDELINES

- Cuts, tears, holes, frays, or slits in pants are not permitted.
- Pant legs must be properly hemmed.
- Clothing must follow uniform guidelines. No short shorts or tight fitting dresses, blouses, or pants.
- Girls are never to wear see-through blouses or shirts, and they must completely cover the bust and shoulder areas.
- Tank tops, halter tops and tube tops are not permitted.
- No lewd or inappropriate writing on T-shirts is allowed.
- No alcohol, drugs, or political organizations can be represented on Dress Down Day attire.

PROPER ATTIRE FOR SCHOOL EVENTS

Proper attire must be worn for all school events or the student may be asked to leave with no refund.

PROPER ATTIRE FOR SCHOOL DANCES/FORMALS

GIRLS:

- Dress or two piece outfit that completely covers the bust area.
- Dresses must be at least knee length.
- Girl's pant suit or pants with appropriate matching top must cover the body.
- Appropriate flats or heels (no athletic shoes).
- No ties/no jeans/no shorts.
- Girls must be dressed appropriately to participate in the event. (There will be no refunds for the event due to inappropriate dress).
- Administration has final authority.

BOYS:

- Dress pants or Khakis with belt if pants have belt loops.
- Long sleeved dress shirt with bow tie, or tie
- Suit with dress shirt and bow tie, or tie.
- Sports jacket (optional).
- Clean shoes with socks (no athletic shoes).
- No inappropriate clothing (T-shirts, golf shirts, jeans, or shorts).
- Boys must be dressed properly to participate. (No refunds for the event due to inappropriate dress).
- Administration has final authority.

FINANCIAL INFORMATION

FINANCES/TUITION

To apply for admission, all families are required to submit the completed enrollment application, signed enrollment contract, and pay the non-refundable registration fee. Applications for new students will be considered on a first-come first-served basis once they have met the admissions criteria.

RETURNING STUDENTS

Currently enrolled students will be notified of the date for early re-enrollment to secure their space for the upcoming school year. The early registration fee is non-refundable. **You must be in good financial standing to reenroll. We cannot guarantee a space for your child for the following academic year if you are not in good financial standing.**

TUITION PAYMENT OPTIONS

Families can pay their tuition in one of the following ways:

- Pay annual tuition in full, at time of enrollment acceptance. Payments can be sent directly to the school in the form of a check, cash, credit card or money order. A five percent (5%) discount will be applied to tuition only if paid by August 1st of the enrolling year.
- Pay 10 monthly payments on the first of each month, starting August 1st and ending May 1st of the current school year.

RETURNED CHECKS

Returned checks are automatically re-deposited one time. If a check is returned, your account will be charged a processing fee. Repeated incidences of returned checks will result in your account being placed on a “cash only” basis.

DELINQUENT PAYMENT POLICY

Prompt payment of tuition is essential to the operation of the school’s budget. All payments for accounts are due on the first day of each month. A nonreversible finance charge will be assessed on the 15th day of the month. If an account goes over 30 days (about 4 and a half weeks) past due, the student will be withdrawn until the account is paid to status.

If the account is in arrears at the time of withdrawal, or the close of the school year, or if any fees or charges are due, report cards will not be issued, records will not be released and re-enrollment will not be possible, until all accounts are paid in full.

BCS reserves the right to withhold report cards and transcripts from families and/or institutions until all contractual and financial obligations are fulfilled.

ADDITIONAL FINANCIAL INFORMATION

Any requests for financial changes must be received and pre-approved by the business office. Withdrawal of a student, for any reason, must be completed through the school office prior to official withdrawal being completed. The enrollment contract is a legal and binding contract and will be enforced.

If BCS is required or mandated to go remote, tuition and fees are not pro-rated and are still a contractual obligation of the parents and/or guardian.

The enrollment contract and its entirety include on-campus learning, remote learning, or a combination of these platforms to satisfy academic requirements.

SCHOLARSHIPS

Beaches Chapel School prides itself on the value of our Christian education. Some BCS students may qualify for scholarships and Financial Aid. Please contact our Business Office with any financial inquiries. Our Business Office can be reached at 904-241-4211 ext. 423.