



Bayberry

Christian School

Bayberry Christian School Student and Parent Handbook

2736 Falmouth Road
Osterville, MA 02655
BayberryChristianSchool.com

Table of Contents

| | |
|---|---------|
| Introduction, Our Mission, Goals, and Message | Page 3 |
| Admission Policy, Registration and Tuition | Page 4 |
| Attendance | Page 5 |
| Dress Code | Page 6 |
| School Conduct and Discipline | Page 7 |
| Anti-Bullying Policy | Page 8 |
| Report to the Parents | Page 11 |
| Health Care Policy | Page 11 |
| Visitors | Page 11 |
| Fire Drills and Emergency Evacuations | Page 12 |
| Acceptable Use and Safety of the Internet | Page 12 |
| School Directory | Page 16 |

Introduction

Bayberry Christian School, formerly known as The Cape Cod Seventh-day Adventist Elementary School, is a PK-8th grade Christian school on Cape Cod. It started under the leadership of Sherrie Latimer Wall in 1979 with fifteen students in grades one through eight. By the second year, enrollment had increased to twenty-four students and expanded to two teachers. Since then, the number of students and teachers has varied, but our doors have remained open providing a Christ-centered education. Our present teachers are Ms. Mills, who teaches PreK-K, Mr. Tosi, our Math and PE teacher for PK-8, and our Principal, Mrs. Tosi, who teaches English, Science, and Music to grades PK-8.

Our Mission

Bayberry Christian School, a ministry of the Cape Cod Seventh-day Adventist Church, provides families with an affordable, Christ-centered education in an accepting and loving environment that focuses on individualized attention, motivating children to grow academically, spiritually, and physically—and empowering them to lead a life of success and service, both in this life and in the world to come.

Our Goals

Affordably priced yet committed to quality, our school follows the highly successful educational approach of the Seventh-day Adventist Church. We offer individualized attention in a multi-grade environment, enabling students to grow and achieve beyond what they find in a textbook. The students are taught and embody values, character, and a commitment to serving others--empowering them to lead a life of success and fulfillment. To put it simply, our goals are for the students to ***grow, achieve and serve.***

Our Message

More than academics, a Christ-centered education focuses on the whole child. Bayberry Christian School goes beyond academics and focuses on the whole child. We take an Adventist education approach, which is Bible-based and centers on the well-being of the whole child: spiritual, mental, and physical. The Adventist school system is the second largest parochial school system in North America, with an approach that is powerfully successful:

- More than 80% of people with an Adventist education not only get into college, but also complete it.
- In a study, Adventist students scored above the national average on standardized tests and showed above average growth in the ability to problem-solve and think critically. Their ability increased the longer they spent in Adventist schools.

- Adventist students perform above the national average—across subjects and across demographics.
- We focus on values and character building, including honesty, compassion, integrity, personal responsibility, and service. These are vital components of a “whole-child,” Christian education. (<https://www.grandviewschool.ca/the-adventist-education-advantage/>)

Admission Policy

Bayberry Christian School is open to students who are looking to flourish academically, spiritually, and physically. We admit students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at our school. We do not discriminate based on race, color, national and ethnic origin in administration of our educational policies, admissions policies, scholarship programs, and other school-administered programs.

Students who enter our school must willingly observe school regulations, respect the teachers, the authority of God and His Holy Word.

To register, parents and their student(s) must make an appointment to meet with the principal and plan to bring all previous academic records for review. There is a three-month probation period for all new students from their date of entrance.

Registration Procedures

- 1) Make an appointment to meet with the principal and obtain a registration packet. Review all policies and procedures and submit the admission forms. (Admission forms can be downloaded from our website at: ***BayberryChristianSchool.com***).
- 2) Submit previous school records and medical record forms.
- 3) Pay a non-refundable registration fee of \$ 350 per child gr. 1-8 and \$200 per child PK-K. For our returning students, past due accounts must be settled before registering for the next school year.
- 4) Complete a financial obligation form. The school treasurer or another member of the Finance Committee is available to meet with parents to help with this process.

Tuition

Tuition is \$540 per month and is paid for a period of ten months, beginning in August and ending in May. Tuition is due on the first of each month.

There is a tuition discount for families with more than one student attending school:

- 2nd child receives a 10% discount,
- 3rd child receives a 25% discount,
- 4th child receives a 50% discount.

Our desire is to help families who are looking for a Christian education. The Cape Cod Seventh-day Adventist Church offers tuition discounts for church members, as

this church financially supports the school. The school treasurer has the breakdown of this discount.

There is also a program called **The Three-Way Plan** that is available to family members of the church. There is a form available to apply for this plan.

Finally, there is a limited amount of money available for partial scholarships. To qualify for financial assistance for this or the **Three-Way Plan**, income verification in the form of your most recent 1040 tax documents will be needed.

The first month's tuition is due on or before registration. If tuition is overdue, reminders will be given by the tuition officer. However, tuition that is overdue by 45 days will necessitate a meeting with the Finance Committee. At this meeting, payment arrangements will need be made in order for the student to continue in school.

Attendance

Students at Bayberry Christian School are expected to be in school every day and be on time and in their seat before the start of school. If a student is going to be late, or absent, the teacher should be notified as soon as possible. Tardiness is a serious issue and can be disruptive to the class in progress. Chronically late students will be asked to have a parent meet with the teacher to address this problem. A fee may be charged if parents are late to pick up their child on a regular basis.

School hours of operation are:

Monday through Thursday 8:00 A.M. - 3:00 P.M.

Friday 8:00 A.M. - 12:30 P.M.

Excused absences are as follows:

- Personal illness
- Medical or dental appointments
- Bereavement

If a student should be absent for reasons other than those stated above, a written note from the parent or guardian must be presented to the teacher. It is expected that homework will be made up for the time the student is absent.

If a student's cumulative unexcused absences reach a total of five (5) days in a quarter, a conference with the parents will be scheduled. If the total of unexcused absences reaches fifteen (15) days, the student may forfeit their grades. It should be noted that three (3) tardy marks make one (1) absence, and this will count toward the above.

The Cape Cod SDA Church supports the school financially, and it is expected that students participate in part of the church service the first or third Saturday of each month. This gives the church members an opportunity to meet our students and observe their Christian and scholastic growth.

Drop off and Pick up times

Students should be dropped off no earlier than 15 minutes before school starts and picked up no later than 15 minutes after school ends. Please be respectful of this.

School Closures and Delays

In general, cancellation of school for storms or other emergencies will be consistent with the Barnstable Public School System. This is communicated by television and radio. A communication tree of contact numbers for telephone, texting and email contacts for teachers and parents will be established at the start of the school year.

Dress Code

Personal appearance is important for the student's self-esteem. To ensure that the student looks and feels their best, it is expected that each student will be properly groomed. All students are required to adhere to the following policies:

- Jewelry in any form is not to be worn.
- Make-up (lipstick, eye make-up, and nail polish) is not to be used.
- Shoes must be worn at all times based on Barnstable County Fire Codes.
- Monday is Out-of-Uniform day. Clothing should still be neat and clean; no ripped jeans, short shorts, dresses, or skirts, or clothing with inappropriate writing or images.

Students at Bayberry Christian School are expected to represent the school's ideals by having a high regard for the way they speak, act, and dress. To assist the students in keeping focused on their overall appearance we have adopted a school uniform. This uniform is a mandatory code of dress that all students must adhere to, both at school and during performances.

The uniform dress code is as follows: **frenchtoast.com or T-Shirts Authority 774-534-2818**

- Navy, Light Blue or White polo shirts with the school's logo.
- Khaki or Navy pants, or "skorts" for girls, and knee-length shorts may be worn in warmer weather months.
- Black or brown shoes; tennis shoes.
- Black, Navy, or White socks, or tights for girls.
- Navy, White, and/or Bayberry sweaters
- Clothing with pictures, decorations, or writing is **not** allowed. Hats and coats, or other outdoor gear may **not** be worn in the classroom.
- PE uniforms: School sweater, gray PE T-Shirts and Navy shorts or pants, all with school logo. Sneakers should be worn for physical education activities.

School Conduct and Discipline

Each student is required to obey the following regulations:

- Respect God and His Word.
- Practice the principles of Christian morals, ethics, fair play, and courtesy. Refrain from all forms of disobedient behavior and disorderly play. Keep language above reproach and refrain from profanity and immoral conversation.
- Refrain from games that encourage fighting, wrestling, or tackling.
- Show care for all school property. Any student who defaces, damages, or destroys school property will be liable to discipline and parents will be held responsible for replacement costs, this includes, but is not limited to textbooks, library books, computers, and church property.
- No electronic equipment should be brought to school. Cell phones may be brought to school but must be placed on the teacher's desk.
- Pass through all areas quietly. NO RUNNING at any time.
- Refrain from chewing gum on school and church property.
- Honesty is the best policy. Stealing, lying, willful disobedience of rules, and cheating on tests or class work are all prohibited.
- Insubordination, or refusal to comply with directions given by a teacher or any other school employee or church member in authority, is prohibited.
- The use or possession of tobacco, alcoholic beverages, or drugs is prohibited on school and church grounds.
- Firearms, ammunition, or other weapons including knives, are STRICTLY PROHIBITED and will be confiscated and reported to the authorities.
- Bayberry Christian School has a strict Anti-Bullying Policy that will be followed to the letter. Please find a copy of this policy at the end of the handbook.

Each student is respected as a person who is responsible for his or her behavior. The teacher will assist students in developing their personal responsibility by having sensible, age-appropriate rules of conduct. The rules will focus on respect, safety, rights, and responsibility for the property of others. These rules will be observed anytime school is in session or students are attending a school function. Any students who cannot accept this responsibility and who violates the code of conduct will be subject to disciplinary actions as determined by the teacher and the school board. The teacher will report behavioral issues to the parents as soon as possible.

1st offense:

- 1) Loss of classroom privileges and/or outings.

2) Notification of parents by the teacher.

2nd offense:

- 1) Meeting with the parents and teacher, and if appropriate, the school board.
- 2) Disciplinary action as determined by the above.
- 3) If conduct doesn't improve, suspension for up to three (3) days.

A student may be expelled if the inappropriate conduct has been addressed and the teacher and school board do not have evidence of improvement.

Anti-Bullying Policy

In accordance with Massachusetts Law and Christian philosophy, bullying is prohibited on Bayberry Christian School grounds, at school sponsored or school related activities, functions, or programs whether on or off school grounds, school vehicles or transportation related to school events. It is also prohibited through the use of technology or an electronic device if the act or acts in question create a hostile environment at school for the victim, infringe on the rights of the victim at school, or materially and substantially disrupt the education process or orderly operation of the school.

Definitions

Bullying means the severe or repeated use by one or more students of a written, verbal, or electronic expression, or a physical act or gesture, or any combination thereof, directed at another student that has the effect of:

- Causing physical or emotional harm to the other student or damage to the other student's property.
- Placing the other student in reasonable fear of harm to him or herself or of damage to his property.
- Creating a hostile environment at school for the other students.
- Infringing on the rights of the other student at school.
- Materially and substantially disrupting the education process or the orderly operation of the school.

Cyber-bullying: The above definition of bullying includes cyber-bullying which means bullying through the use of technology or any electronic medium.

Education Process

All staff will receive instruction on bullying prevention, education, and processing annually. Students, annually, will be instructed in age-appropriate bullying prevention.

Reporting Process

Staff are required to be proactive with regards to monitoring students for evidence of bullying. Incidents of bullying will be addressed and documented by the staff member who observed it, or it was reported to, as outlined below.

Students will be encouraged to report bullying to their teacher or other staff members. Anonymous reporting will be accepted; however, no disciplinary action will be taken solely on the basis of the anonymous report.

Staff will immediately intervene with obvious or known bullying incidents. In the event of unobserved but reported incidents, the school administration will investigate the incident, document, and take corrective action as deemed appropriate.

- Documentation of the incident(s) is to include a description of the incident and a description of the action taken by the teacher and should be provided in writing to the administration.
- In the event of an inter-school incident, the school administration will work in conjunction with the other school administration in resolution of the incident.
- Administration will communicate with the parents of the students involved including date, time, and particulars of the incident and the interventions utilized.
- Chronic bullying incidents will be referred to the School Board for further discipline and/or follow-up.

Minor Bullying Incidents

Minor bullying incidents include verbal expression, written expression, gestures clearly identified as bullying, and retaliation for reporting or providing knowledge of bullying. Teachers will administer age-appropriate forms of discipline within the classroom. Anti-bullying counseling will be conducted and documented, and copies of documentation will be forwarded to the administration. In the event of repeat offenses, the student will be referred to the school administration for formal disciplinary action.

Usual Disciplinary Actions: Disciplinary actions as determined by the school administration will be age-appropriate forms of discipline including but not limited to:

- School detentions
- In school suspensions
- Suspensions from school
- Referral to the school board for expulsion
- Legal authority involvement

Major Bullying Incidents

Major bullying incidents will include all categories defined within the definition of bullying and retaliation for reporting or providing information related to bullying incidents. Major incidents will immediately be referred to the school administration for investigation. If the school principal determines that bullying or retaliation has occurred, he shall notify the local law enforcement agency if he believes that criminal charges may be pursued against the student and shall also notify the parents or guardians of the bully and victim(s).

Victim Support

The administration, in conjunction with parents, will assess the need for additional counseling for the victim. In counseling is deemed necessary, the school administration will be proactive working with the parents or guardians in arranging for counseling at the parent or guardian's expense.

Other Student Safety Policies

Physical Violence / Verbal Abuse: Physical or verbal attack of one person or a group of persons is forbidden at our school. This includes menacing or threatening behavior towards another person.

Harassment/Hazing: Each person is to respect the right of others to be free of harassment in all forms. Harassment is understood to mean any type of actions or words, including electronic communication, that make another student feel uncomfortable or insecure. This includes sexual harassment (unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature), hazing (any conduct or method of initiation in any school organization, club or other activity which could willfully endanger a person's physical and/or mental health, as per Chapter 536 of Acts of 1985), intimidation, bullying, disrespect, and any other verbal, social, physical, or other expression that might undermine the wellbeing of another.

Please see the Southern New England Website for our full-length Anti-Bullying Policy. [http://www.sneconline.org/site/1/docs/Revised Bullying Policy \(A1692144\).pdf](http://www.sneconline.org/site/1/docs/Revised%20Bullying%20Policy%20(A1692144).pdf)

Report Cards

Report cards are issued the week following the close of each quarter. Grades are posted routinely throughout the year on Jupiter ED. To access Jupiter ED, please obtain credentials from the teacher and then go to BayberryChristianSchool.com. Parent/teacher conferences will be scheduled after the end of the first quarter and, if deemed necessary, the third quarter. The teacher welcomes a discussion with parents concerning their child's progress. In order for this to be as effective as possible, a prearranged scheduled meeting date and time is requested. A large part of the school's success depends upon cooperation between the parents and teachers. If a question or problem arises, please feel free to contact the teacher and/or school board chairperson. It is always recommended to start with the teacher to address concerns. A staff directory is listed at the end of this handbook.

Health Care Policy

Students entering 1st, 4th, and 7th need a physical examination from their health care provider, including proof of immunizations. Students who have allergies and have a prescription for an Epi-Pen should keep two pens at the school.

Administration of medication:

The teacher may assist the student in the administration of medication as prescribed by a medical provider only after the parents have submitted the following:

- A written statement from a health care provider detailing the purpose, time schedule, amount, and method by which such medication is to be taken, and
- A written statement from the parent or guardian of the student giving consent for the teacher to administer the medication. This medication must be in the original container bearing the pharmacy label. This label must contain the name of the student, serial number, date of the prescription, and the name or the prescriber along with written directions for use.

Healthy lunches

Please provide your student with a healthy lunch daily. PEANUTS/NUTS ARE PROHIBITED FROM THE SCHOOL GROUNDS. If your student has a food allergy, it is imperative the teacher is made aware of this and what precautions need to be taken.

Visitors

Parents, School Board members, and others may visit the classroom by making arrangements with the teacher. For security purposes, the school is locked at 8:15 A.M and classrooms are locked at all times. Anyone requiring admittance after that

time must ring the bell located on the right wall by the front door and wait for entrance.

Anyone interested in volunteering at the school will be required to have a CORI (Criminal Offender Record Information) report and also take the ***Shield the Vulnerable*** online course. The principal has details for these two requirements.

Fire Drills and Emergency Evacuations

Fire drills are conducted on a monthly basis. These drills are required by law and are an important safety precaution. Teachers will give the students instructions for these drills. Students will follow the fire drill plan of evacuation as outlined by the Town of Barnstable. All teachers will have access to a cell phone to make emergency calls. Parents will be contacted in case of an emergency as soon as possible.

If for any reason an unidentified person gets into the school, there will be an immediate lock down of the classrooms and 911 will be called. No student will be allowed out, and no one will be allowed in, until the threat is cleared.

Acceptable Use and Safety of Internet

Statement of Purpose

Bayberry Christian School is pleased to offer our students' access to the Internet. It is important to remember that access is a privilege, not a right, and carries with it responsibilities for all involved.

Terms of Agreement

In order for a student to be allowed access to the computers and the Internet, parents must sign a consent form.

Acceptable Uses

The school provides access to the computers and the Internet for educational purposes only. If a student has any doubt about whether a contemplated activity is educational, he or she may consult with the person(s) designated by the school to help decide. Accordingly, regulations for participation by anyone on the Internet shall include but not be limited to the following:

A) All users must abide by rules of network etiquette, including the following:

- Be polite. Use appropriate language and graphics. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.
- Avoid language and/or graphic representations with may be offensive to other users. Don't use the Internet access to make, distribute, or redistribute jokes, stories, or other material which is based on slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

- Do not assume that a sender of e-mail is giving permission to release their address to third parties. This should only be done with permission or when you know that the individual would have no objection.

B) No personal addresses, personal phone numbers, or last names of students shall be given out on the Internet. No identifiable photographs shall be published on the Internet without appropriate written consent. Concerning a student, appropriate written consent means a signature by a parent or legal guardian of the student.

C) A student may not attempt to access any Internet resource without the prior consent of a teacher. The Internet is an extension of the classroom and teachers are responsible for and must be aware of where students go on the Internet.

Privacy

Internet access is provided as a tool for education. The school reserves the right to monitor, inspect, copy, review, and store at any time, and without prior notice, any and all usage of the computer, network, and Internet access and any and all information transmitted or received in connection with such usage. All such information files shall be, and remain, the property of the school and no user shall have any expectation of privacy regarding such materials.

Copyright. All students and faculty must adhere to the copyright laws of the United States (F.L. 94-553) and the Congressional Guidelines that delineate it regarding software, authorship, and copying information.

Failure to Follow Acceptable Use Policy

Use of the computer and Internet is a privilege, not a right. A user who violates this agreement shall, at a minimum, have his or her access to the network and Internet terminated and is subject to disciplinary action by the school administrator. The school may also take other disciplinary actions.

Unacceptable Uses of the Network may include:

a) Uses that cause harm to others or damage to the property. For example, do not engage in defamation (harming another's reputation by lies); do not employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; do not upload a work, virus, Trojan horse, time bomb, or other harmful form of programming or vandalism; do not participate in hacking activities or any form of unauthorized access to other computers, networks, or information systems.

b) Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, do not disclose or share your password with others; do not impersonate another user.

- c) Uses that are commercial transactions. Students may not use the school network to sell or buy anything over the Internet. He or she should not give others private information about themselves or others.
- d) Illegal activities, including copyright or contract violations shall not be permitted on the Internet. The Internet shall not be used for commercial, political, illegal, financial, or religious purposes. Violations shall be reported to a teacher or an administrator immediately.
- f) Threatening, profane, harassing, or abusive language shall be forbidden.
- g) Use of the network for any illegal activities is prohibited. Illegal activities include
 - Tampering with computer hardware or software,
 - Unauthorized entry into computers and files (hacking),
 - Knowledgeable vandalism or destruction of equipment,
 - Deletion of computer files. Such activity is considered a crime under state and federal law. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.
- h) No user is permitted to knowingly or inadvertently load or create a computer virus or load any software that destroys files and programs, confuses users, or disrupts that performance of the system. No third-party software will be installed without the consent of the assigned administrator.
- i) Invading the privacy of another user, using another's account, posting personal messages without the author's consent, and sending or posting anonymous messages shall be forbidden.
- j) Accessing pornographic or obscene materials or using or sending profanity in messages shall be forbidden.
- k) Any subscription to list serves, bulletin boards, or on-line services shall be approved by the superintendent or his/her designee prior to any such usage.
- l) the use of anonymous proxies to get around content filtering is strictly prohibited and is a direct violation of this agreement.

Internet Safety

- **Parents and Users.** Despite every effort for supervision and filtering, all users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged students. Every user must access only the Web site provided by their teacher.
- **Personal Safety.** In using the network and Internet, users should not reveal personal information such as home address or telephone number. Users should never arrange a face-to-face meeting with someone "met" on the Internet without a parent's permission.
- **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet

without the permission of a parent or guardian. Users should never give out private or confidential information about themselves or others on the Internet.

- **Active Restriction Measures.** The school will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) pornographic, or (3) harmful to minors. The use of anonymous proxies to get around the content filter is strictly prohibited and will be considered a violation of this policy. The school will also monitor the online activities of students, through direct observation and/or technological means.

Teacher Responsibilities

- Will provide developmentally appropriate guidance to students as they make use of telecommunications and electronic information resources to conduct research and other studies related to the district curriculum.
- All students will be informed of their rights and responsibilities as users of the district network prior to gaining access to that network, either as an individual user or as a member of a class or group.
- Use of networked resources will be in support of educational goals.
- Treat student infractions of the Acceptable Use Policy according to the school discipline policy.
- Provide alternate activities for students who do not have permission to use the internet.

Principal Responsibilities

- Include Acceptable Use Policy in student handbook and insure distribution.
- Treat student infractions of the Acceptance Use Policy according to the school discipline policy
- Permission forms must be kept on file for one year
- Students who do not have permission to use the Internet must be identified to the teaching staff

Bayberry Christian School

Telephone 508-428-9178

www.BayberryChristianSchool.com

follow us on Instagram @bayberrychristianschool

Dorcas Tosi

Principal and teacher grades 5 through 8

Cell 508-360-1074

dorcastosi@yahoo.ca

Pastor Chuck Holtry

Cell 540-661-2080

choltry@gmail.com

Jeff Latimer

School Treasurer

Cell 508-827-4047

jlatimer2@comcast.net

Charlie Case

School Board Chair

Cell 508-367-8305

Sueli Santos

Home and School

Cell 508-360-6281

Beverley Bucknor

Superintendent, SNEC of SDA

Telephone 978-365-4551 Ext 609

bbucknor@sneconline.org