



STUDENT HANDBOOK 2025-26

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Contact Information for all BCS personnel can be found on the website.

MISSION STATEMENT

The mission of The Bay Christian School is teaching kids, loving Jesus, and caring for others. As we focus on academic standards, we are careful to model and encourage a deep love for Christ in our students that will last a lifetime and be impactful in their lives. We also challenge our children to think beyond themselves by caring and giving to others who may be in need.

VISION STATEMENT

The Vision Statement for BCS is expressed as Expected School-wide Learning Results (ESLRS). BCS will prepare its students to be:

Committed Christians

Understand the meaning and process of Salvation and will be given the opportunity to accept Jesus Christ personally.

Recognize God's love, will, and authority in their lives.

Look to God and His Word daily as the source of truth and answers.

Have a daily prayer life.

Fellowship and develop spiritual growth through active involvement in a local church.

Self-directed Learners

Take personal responsibility and exhibit self-discipline.

Demonstrate consideration and accountability for their words and actions.

Plan for the future by setting priorities and achievable personal and academic goals.

Demonstrate organizational and time management skills.

Apply problem-solving strategies to real-life situations.

Effective Communicators

Read, write, speak, and listen reflectively and critically.

Research, document, and express thoughts clearly.

Respond appropriately to oral and written communication.

Understand the need and value of working and playing together cooperatively and resolving conflicts without adult intervention.

Express and defend their faith in all situations.

Quality Producers

Complete tasks in a responsible, timely fashion.

Display a growing knowledge of the curriculum.

Develop their God-given talents and abilities.

Develop, create, and appreciate fine arts.

Establish and use quality standards.

Generous Givers

Model responsible citizenship with integrity, compassion, and Christian ethics.

Sacrifice financially for those around the world in need.

Contribute time, energy, and talents to improve the quality of life in their school and community. Are wise stewards of God's blessings, both at home and school.

Develop an increasing awareness and compassion for others, with an eye on service.

PHILOSOPHY

Christian schooling is rooted in a Christian philosophy of education. This gives children the opportunity to learn fundamental academic principles from a distinctly Christian worldview. Students develop their academic, social, spiritual, and emotional sides while growing in all of these areas. (*Colossians 1:16-18; 2:9-10*)

God's Word is the moral authority that informs all of our intellectual, spiritual, social, and physical pursuits. Thus, true Christian education can occur when all facets of learning are rooted in and viewed through the lens of God's Word.

The Bay Christian School is a ministry within The Bay Church. It stands upon a Biblical statement of faith and holds a conservative position regarding social and lifestyle issues that models Christian virtues. The school staff and encouraging students in Christian character are important elements of the school's program.

Educationally, the school seeks to implement a program with a strong academic emphasis integrated with Christian truth. Students are encouraged to continuously grow and reach their own personal potential as a learner. In addition to the core academic subjects, various other activities are provided that enhance the learning experience. These include physical education, the arts, and technology.

The classroom learning style at BCS encourages diligence, while personally supporting the individual student. Each student is respected as a person and is expected to cooperate with the school's program and with those in authority. A well-disciplined, safe environment is provided where students develop personal character in the context of a classroom and social interactions.

Within the context of the school, families, and parents are encouraged to use the conflict resolution model found in Matthew 18. The Bible states that if we have an issue with another person, we are to first take it directly to that person "just between the two of you." If the situation is not resolved, bring in another person to assist. At BCS, this principle would take shape with families and staff speaking directly to one another if a concern arises. If that does not rectify the problem, other staff or administration can be brought in to help. The Biblical principle here is key to peace and excellent communication amongst the people that call BCS home.

STATEMENT OF FAITH

We believe the Bible to be the inspired, infallible, authoritative Word of God.

We believe there is one God, eternally existent in three persons: the Father, the Son, and the Holy Spirit.

We believe in the deity of Christ, His virgin birth, His sinless life, His miracles, His atoning death in our place, His resurrection from the dead, His ascension to the right hand of the Father, and in His personal return in power and glory.

We believe in the absolute necessity of the life-giving Holy Spirit for salvation because of the sinfulness of human nature; men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace, and through faith, we are saved.

We believe in the resurrection of both the saved and the lost; the saved receive the resurrection of life.

We believe in the spiritual unity of believers in Christ.

SCHOOL HOURS

Regular: 8:50 a.m. - 3:00 p.m. (M/T/TH/F)

Wednesday Minimum Day: 1:00 p.m.

Extended Day (ED): 6:30-8:15 a.m. (M-F); 3:10-6:00 p.m. (M/T/TH/F); 1:10-6:00 p.m. (W)

Students who arrive before 8:15 a.m. on school days must sign in to ED unless they are under the direct supervision of their parent/guardian. At 3:00 p.m., students may be picked up outside. The classroom teachers will remain with students until 3:10 p.m. After 3:10 p.m., the students will be clocked into ED, and families will be billed accordingly. On Wednesdays and any other early release is at 1:00 p.m., students will be clocked into ED at 1:10 p.m.

Students who leave campus during the day must be signed out at the office by an adult.

To ensure the safety of our students, any visitors to the school during regular school hours must first check in at the office. No one is to proceed to the classrooms without first checking in.

ATTENDANCE POLICY

It is best academically and socially for your child to be at school every day. If your child is home ill, email their teacher by 9 a.m. that day. We suggest doctor appointments be made before or after school hours whenever possible. Excessive absences may result in the school filing a formal report with Child and Family Services of Contra Costa County. Assignment requirements will be at the teacher's discretion.

Students who are sick will not be allowed to remain in the classroom or office during recess or lunch. We believe that fresh air and activity are healthy for a child. Therefore, if a child is too ill to be outdoors, they are too ill to be at school. If a child is ill during the day, they must be picked up immediately. Please do not return a child to school until they have been free of fever, vomiting, or diarrhea for 24 hours without the aid of medication. If Physical Education (PE) class is to be missed long-term for medical reasons, we will require a note from a doctor.

EXTENDED DAY

Billing for Extended Day (ED) will be compiled based on usage at the end of each week. Billing and payment will be processed through your FACTS incidental account. The charge for ED services is \$8.00 per hour, per child and is prorated.

ED hours: 6:30-8:15 a.m. (M-F) and 3:10-6:00 p.m. (M/T/TH/F)

Wednesday Early Release: 1:00 p.m. (students will be clocked into ED at 1:10 p.m.)

If a child is picked up after 6:00 p.m., there is a late charge of \$1.00 per minute. This charge will be added to the family account and given to the ED worker on duty. Students who are picked up late regularly may jeopardize their position in ED.

All students must be signed in and out by an adult each time they are dropped off or picked up from ED. These adults must be listed in FACTS as one of the child's pickup options. Students still on campus after 3:10 p.m. (or 1:10 p.m. on Wednesday) will be clocked into ED, and the family will be charged accordingly. When picking up student(s) inside campus, you must ring the doorbell and enter the doors near the school office.

SUMMER PROGRAM

BCS students will be able to participate in the summer program during June and July. As we near the end of the school year, an informational email will be sent out.

TARDY POLICY

We strongly believe that school success depends on regular, punctual attendance. When a student is continually tardy, he or she may fall behind and miss out on the full experience that the class has to offer. Additionally, tardiness is disruptive to the classroom.

When a student accumulates three unexcused tardies, the family account will be billed \$15. When three or more unexcused tardies are accumulated, the same penalty will be billed again. Tardy fees are billed to your account quarterly.

STUDENT MEDICATION

We require that school staff administer all medication to students. If a child becomes ill, the school staff will do their best to describe the child's condition over the phone and will only administer medication with your authorization (often pre-authorized in FACTS). Students are not allowed to keep or administer their own medicine; this includes aspirin, inhalers, antacids, cough drops, etc. All medication must be labeled and brought to the office.

TUITION

There are two options available for your family:

- 1) The Annual Tuition Plan is designed for families who intend to pay the full year's tuition at the start of the school year. This plan qualifies for a 10% discount, with the total payment due by September 15.
- 2) The "10-Month Payment Plan" runs from August through May. The first tuition payment is due on August 5th or 20th, depending on the date the family selects at enrollment.

Any payment not received by the end of the month will be subject to a \$25 late fee. Students may not be allowed to start a new month if the account becomes delinquent. Report cards may also be withheld. This policy also applies to ED and other fees. Returned checks will be treated as non-payment. There is a returned check fee of \$30. If two checks are returned in a school year, subsequent payments may be required by cashier's check or money order.

FACTS TUITION MANAGEMENT

Families need to use the FACTS Tuition Management system, which provides an automated method for BCS to both bill and collect *tuition* payments that will automatically withdraw from your bank account. Families need to sign up with FACTS at the beginning of the school year. Tuition (from BCS) will be posted to your account each month, and your payment will be debited (by FACTS) on either the 5th or the 20th of each month. If funds are not available when FACTS attempts to debit your account, they will automatically administer a late fee.

DELINQUENT POLICY

All tuition and fees not paid by the current month are subject to student withdrawal, and the unpaid account is sent to collections.

ANNUAL CONSUMABLE FEE

The annual consumable fee covers all student classroom supplies and the development of our STEAM and classroom technology for the academic school year. This non-refundable fee is due February 16th upon automatic continuous enrollment for the upcoming school year.

RE-ENROLLMENT

An online FACTS re-enrollment packet must be completed by February 20th. If it has not been completed by this date, you will forfeit your child's spot for the following school year.

TRANSFER PROCEDURES

Families who need to withdraw their child(ren) from BCS at any time during the school year are asked to email the school office. Tuition will be paid to the end of the month regardless of the last date of attendance.

FACTS

Our FACTS School Management Software will allow you to access your financial account, child's daily assignments and grades, as well as other pertinent information. You will also be able to update your personal information as changes occur. Please carefully update your family information, including cell phone numbers, emergency contacts, and student pickup options. To access the Parent's Web site:

- Type in the address www.factsmgt.com
- Click on "Parent Login", then "FACTS Family Portal"
- Log in as follows (if you've logged in before): District Code is "baycs", then type in the e-mail address that you provided the school
- Click "Create New Family Portal Account" if you have not logged into FACTS before
- You will be emailed a new password
- Go back to the "ParentsWeb Login" screen and type in your password to log in
- Select "Login"
- You will be able to find other school information available about your child on this site as well as the ability to email the teacher directly

VOLUNTEER FINGERPRINTING

All school volunteers and field trip drivers are required to be fingerprinted. This should be done at the beginning of the school year. Contact the school office for an appointment. There is no cost associated with this fingerprinting service.

PARENT ALERT

Parents/contacts may be notified of school events, updates, and emergencies by text message through "Parent Alert." This service will use the phone number that is listed in the individual contact section under "cell phone." If you do not wish to receive these updates, please contact the school office.

RECESS AND LUNCH SCHEDULE

Recess:

10:00-10:15	K – 2 nd
10:15-10:30	3 rd – 5 th
10:30-10:45	6 th – 8 th

Lunch:

11:30-12:00	K- 2 nd
12:00-12:30	3 rd - 5 th
12:30-1:00	6 th -8 th

Lunch Recess:

12:00-12:30	K- 2 nd
12:30-1:00	3 rd - 5 th

HOT LUNCHES AND SNACKS

Hot lunches are \$7.00 and will be billed monthly to your account. Monthly menus will be available, and families are expected to order a month in advance. At that point, orders will be locked in for the month. If your child does not have lunch, we will provide an emergency lunch for \$8.00, and your account will be billed. **Food delivery services are not allowed on campus. Please do not drop off lunches during school hours. If your child forgot their lunch, an emergency lunch will be provided.**

Lunches may continue to be brought from home. It is advised that your child bring a water bottle and a snack for recess and/or after school.

UNIFORM POLICY

Our goal as a uniform school is to maintain modesty and propriety regarding student dress. This reflects our desire to establish a positive academic atmosphere. We believe that dress code and uniform dress help create such an environment. The Bay Christian School reserves the right to enforce the uniform dress standard at our discretion. This extends to the wearing of jewelry and other accessories.

Students who arrive at school without uniform dress will be withdrawn from class until their dress is brought into compliance with school standards. This may include fitting the student with a uniform, which is then billed to the family account.

For uniform needs, we encourage www.schoolbelles.com. To access our school store, please utilize the code s3056.

SHIRTS

Long and short-sleeved polo shirts are allowed for boys and girls in the following colors: red, gray, black, or white. The shirts are to be solid in color, and any logo must be about the size of a quarter or smaller. Students may wear fitted long-sleeved, solid-colored undershirts that are of appropriate uniform color. T-shirts are not acceptable school uniforms.

PANTS & SHORTS

Boys and girls may wear black, gray, or tan colored "Dockers" and "Cargo" style pants or shorts. Jeans and sweatpants are not allowed. No rips in pants. Blue or Navy is **no longer permitted**.

SKIRTS/SKORTS & DRESSES/JUMPERS

Girls may wear skirts and skorts in the following colors: black, gray, or tan. Girls may wear tights or leggings under their skirts, which are solid in color (red, white, black, gray, or tan solid in color only). All skirts and skorts must be modest in length and be free of extra styling or embellishment. Girls may wear a black, gray, or tan polo dress or jumper with a uniform shirt underneath and may also wear a white collared button-up shirt under a jumper. Blue or Navy is **no longer permitted**.

SWEATSHIRTS & JACKETS

Students may only wear Bay Christian School sweatshirts, or solid-colored sweatshirts, cardigans, or sweaters that fit BCS colors (red, white, black, gray – with a logo no bigger than the size of a quarter). These can be purchased from the SchoolBelles website at www.schoolbelles.com. Warm coats and jackets may be worn on cold days outside only.

EARRINGS & HEADWEAR & SHOES

Earrings and piercings will follow our guidelines of modesty and propriety. Shoes should be rubber-soled, with an enclosed toe and heel area; please, no open-toed footwear and no Crocs. Students are to remove hats and hoods inside the classroom, chapel and during flag salutation.

P.E. CLOTHING

Students in grades 6-8 are required to wear BCS-approved P.E. clothing for their physical education classes. Families will be able to order and purchase their P.E. clothing at www.schoolbelles.com. Junior high students should wear P.E. uniforms on their designated P.E. days. If students have their own black, gray, or red shorts/sweats with logos no bigger than quarter-size, those may be worn with a BCS P.E. shirt.

FREE DRESS

When Free Dress days are permitted, students are to wear modest clothing, no pajamas and closed toed shoes.

FITNESS FRIDAY

Every week will be Fitness Friday, when students will be able to wear sports attire and participate in activities throughout the day as we promote living an active, healthy lifestyle. The dress code for Fridays will be fitness gear that is in school colors: red, white, black, or gray. Any logos must fit the size of a quarter or smaller. Junior High students may wear their P.E. uniform on Fridays.

SUPPLIERS

BCS does not require a particular supplier for the school and P.E. uniform; however, you may purchase or reference acceptable BCS uniforms at www.schoolbelles.com or www.frenchtoast.com [\(P.E.\)](#).

LOST & FOUND

Please mark each item your student brings to school with your child's first and last name. All lost items will be sent to the lost & found box, which is located outside of the school office window. Any items left in the box will be donated on a quarterly basis.

SCHOOL-WIDE EXPECTATIONS

We expect every student to uphold good citizenship and Godly character. The established conduct guidelines will be consistently followed:

- No electronic equipment, including cell phones and smart watches, allowed on campus without classroom teacher consent
- No gum allowed on the school campus
- No eating in the hallways during recess and lunch
- No yelling or loud conversations in the hallways
- No running, jumping, or pushing in the hallways; keep hands off the walls
- No student is allowed in the building before school or during recess and lunch without permission
- Always use good manners, including "please" and "thank you"
- No toys, games or stuffed animals should be brought to school

We expect students to uphold Biblical values in every area of conduct. Unacceptable student infractions include, but are not limited to:

- Disruptive behavior
- Truancy or leaving the classroom without permission
- Fighting or causing physical pain, harm, or injury to another person
- Hitting, punching or any form of physical violence will result in an automatic suspension
- Threatening another person
- Cheating
- Theft or vandalism of property
- Using profane or vulgar gestures or words
- Use or possession of tobacco, alcohol, illegal or prescription drugs
- Use or possession of vaping materials
- Use or possession of a weapon
- Direct or indirect defiance of school personnel

In some cases, discipline may include suspension or expulsion. Suspension from school is not an ordinary method of discipline and will be used when other corrective measures have failed or a serious infraction has occurred. When a student is suspended, parents will be notified. Multiple suspensions may require a student to be placed on a Conduct Agreement at the discretion of the Principal as a final attempt to encourage change. The authority to expel a student lies within the administration of the school. If the family and school are not able to come to a mutual agreement, then the student will be expelled.

The Bay Christian School reserves the right to dismiss a student at any time if, in the judgment of the administration, the student's effort, progress, conduct, or influence are unsatisfactory. The school also reserves the right to search a student's locker, backpack, cell phones, and personal belongings in the case of a disciplinary situation.

STUDENT RELATIONSHIPS

Students are discouraged from entering into "romantic" relationships while still at the elementary and Jr. High ages. Since these relationships can become socially and emotionally distracting to students and classes, students are asked not to share and discuss any relationship status, desires, or drama. However, if students have questions and concerns in this area, school staff members are available for support and advice.

ANTI-HARASSMENT POLICY

The Bay Christian School is committed to providing all students with a safe and supportive school environment. Members of the school community are expected to treat each other with respect. Teachers and other staff members are expected to teach and lead by example.

It is the desire of the Bay Christian School that issues of harassment are resolved as quickly as possible by the direct supervisor or teacher of the perpetrator and recipient of the alleged behavior as soon as the behavior becomes known to the teacher, coach, administrator, or supervisor.

ELECTRONIC DEVICES

These items have proven to be divisive and problematic in a school setting. The following guidelines are to be followed by all students for the benefit of the BCS learning environment.

Personal electronic devices are not permitted to be out or turned on at school. This includes cell phones, video game systems, air pods, smartwatches, and other devices. If an item is discovered by a staff member, it will be confiscated and held in the school office for a parent/guardian to pick-up. This also applies to Extended Day and field trips.

Please do not try to contact students during the day by cell phone. All communication should go through the school office (925) 458-9870 or the Extended Day cell phone (925) 451-8559. For the health of the school learning environment, students will be held responsible for their social media and technology activities both ON and OFF campus. BCS staff and faculty reserve the right to search/examine a student's device at any time for any reason.

WEAPONS

Weapons are not permitted on the BCS campus. This includes, but is not limited to knives, pocket knives, toy or real guns, any martial arts devices, pepper spray, air pistols/rifles, or any item that school staff could reasonably conclude as capable of inflicting bodily harm. Students found in violation of this policy may be subject to multiple demerits, immediate and/or extended suspension, or expulsion.

PLAGIARISM

Plagiarism is a form of dishonesty that occurs when a person passes off someone else's work as his or her own. This can range from failing to cite an author for ideas incorporated into a student's paper to cutting and pasting paragraphs from different websites, to handing in a paper downloaded from the Internet. Each of these will not be tolerated at BCS. If a student is caught plagiarizing, he/she will receive a zero for that project or assignment and receive a demerit. If there are additional questions or concerns regarding plagiarism or how to correctly cite information, please check with the classroom teacher.

PLAYGROUND RULES

- K-5th freeze at the first whistle, then line up immediately when the second whistle blows
- No throwing balls after the whistle blows
- One person on the slide at a time; no climbing up; no stacking; no jumping off the structure
- No hanging on the basketball hoops
- No tackle football
- No one is allowed on the hills without permission
- Skateboards, scooters, bikes, and in-line skates are not allowed on the school campus

ACADEMIC EVALUATION

We use a combination of both written report cards and parent-teacher conferences. Report cards measure academic performance, behavior, and study habits.

All Students will receive report cards during four grading periods:

1st Quarter: All families have a conference; report cards distributed

2nd Quarter: Conference at the teacher or parent's request; report cards emailed home

3rd Quarter: Conference at the teacher or parent's request; report cards emailed home

4th Quarter: All families have a conference and standardized test results are reviewed; report cards distributed

All students are tested in spring using the **Iowa Assessments** standardized testing system. This test measures each student's academic level compared with other children of the same age and grade level nationally. On these days, it is important for each student to get adequate rest, good hydration, and breakfast and lunch so they can perform at their best. Test results will be available at the final parent-teacher conference.

Honor Roll is designated for 3rd through 8th Grade.

High Honor Roll: Each student must earn an accumulative grade point average of 3.75-4.00 in all academic subjects over the course of the entire school year with no 'D's' or 'F's' in any subject. Student GPA of 3.75-4.00 must be maintained for each of the four quarters.

Honor Roll: Each student must earn an accumulative grade point average of 3.5-3.74 in all academic subjects over the course of the entire school year with no 'D's' or 'F's' in any subject. Student GPA of 3.5-3.74 must be maintained for each of the four quarters.

Valedictorian: The school will honor the top graduate from the 8th Grade Class who has the highest-grade point average during his or her 8th Grade year. If there is a tie based on the grade point average, the tie will be broken using the highest score on the "complete composite" of each student's most current available **Iowa Assessments** scores.

Salutatorian: The school will honor a second top graduate from the 8th Grade Class who has the second highest grade point average during his or her 8th Grade year. If there is a tie based on the grade point average, the tie will be broken using the highest score on the "complete battery" of each student's most current available **Iowa Assessments** scores.

GRADE POINT SYSTEM

A+ = 100-97/4.0	B+ = 89-87/3.5	C+ = 79-77/2.5	D+ = 69-67/1.5	F = 59-0/0.0
A = 96-93/4.0	B = 86-83/3.0	C = 76-73/2.0	D = 66-63/1.0	
A- = 92-90/3.75	B- = 82-80/2.75	C- = 72-70/1.75	D- = 62-60/1.75	

HOMEWORK

Students will complete as much work as possible during the school day, however, each student should spend time completing daily assignments not completed in class, as well as developing good study habits since homework has an important function in a student's learning process. Our desire is that students are prepared for the rigors of high school once they leave BCS. For this reason, the workload will gradually build as the student progresses through the BCS program. We also recognize that it is important for students to have time to play, relax, and enjoy their family in the evenings; therefore, students are encouraged to utilize their class time wisely.

MAKE-UP WORK

It is the responsibility of each student to complete assignments missed during an absence. Absent work should be arranged at the teacher's discretion.

FIELD TRIPS/EXTRACURRICULAR ACTIVITIES

Field Trips are a part of the teaching and learning process. When a teacher schedules such an activity, necessary information is sent home. Students may only participate if the "Consent for Field/Activity Trips" form has been signed and any other necessary fees or information has been sent in.

Attendees:

- BCS Field Trips are for students and teachers of the class and chaperone drivers only.
- Siblings are not allowed to accompany the class on the trip.
- If a parent desires to attend, they must sign up to accompany the class as a chaperone driver.

Chaperone Drivers: (The Church/School is responsible for verifying insurance coverage for non-owned autos used for the Church/School. Uninsured autos are not to be used.)

- It can be any adult related to students of the class who have been fingerprinted by the Bay Christian Church or School.

- Are required to have their license and insurance on file with the school office.
- Will need to drive their child and other children of the class. They are responsible for their child and the group of children assigned to them and their vehicle for transportation and monitoring throughout the entirety of the trip.

Chaperone Expectations:

- Are responsible to take the assigned children in their care directly to the field trip and back, with no deviation from the route.
- Should come with a full tank of gas in their vehicle.
- No electronics are allowed (for students) during the field trip. This includes any vehicle entertainment centers that play movies or students' personal devices. If you do listen to music. Please respect our school's core values and beliefs.
- Vehicle assignments are up to the teacher's discretion.

BIRTHDAYS & CELEBRATIONS

At BCS, we love to celebrate our students' birthdays in a simple and enjoyable way. To ensure that all students feel included and to maintain a structured learning environment, we have established the following birthday celebration guidelines:

- Treats – Students may bring one small treat per classmate (e.g., cupcakes, cookies, doughnuts, or similar).
- No Parties – While we recognize that birthdays are special, we ask that parents do not send or arrange large celebrations during the school day. This includes decorations, balloons, party favors, pizza, or outside entertainment.
- Timing – Any birthday treats should be dropped off in the morning at the front office or sent with the student. Teachers will decide the appropriate time during the day to distribute them.
- Invitations – If students wish to hand out party invitations at school, they must include all students in the class to ensure that no child feels excluded. A class email list may be requested from the office.

All treats brought into the classroom need to be cleared with the classroom teacher.

EMERGENCY PREPAREDNESS

Students are regularly drilled for protection during all types of disasters, emergencies, and unforeseen events. The staff is well trained in these scenarios, and the care of the children is always the top priority. BCS procedures will be as follows:

- Students will be given assistance and protection to the fullest extent possible.
- Students will receive first aid as quickly as it can be administered.
- Teachers will account for and care for all students in their classrooms.
- No student will be allowed to leave the campus until picked up by a parent or designated person, and it is determined by means of radio that the community is safe for travel.
- Each student leaving the campus will be checked out and time will be recorded.

- Teachers and staff will remain on duty until all students are safe with a parent, taken to a hospital, or placed in an approved care facility (e.g., a relative, classmate, or teacher's home).
- Bottled water will be used until the water is deemed safe.

Parents, please observe the following procedures during emergencies:

- Tune your radio to AM 740 (KCBS) to listen for details concerning the emergency.
- If you are unable to get to school from your area, we will make safe arrangements for the care of your child.

Emergency Evacuation Area

- If an emergency ever necessitates an off-campus evacuation, the students will be evacuated to one of two nearby parks. Staff members at this location will care for them until they are picked up by their parents or someone from their emergency contact list. The park's locations are:

Mota Ranch Park

Directly across the street from 568 Azores Circle, Bay Point 94565

Drive down Driftwood from The Bay Christian School; the park is on the right approx. ½ mile.

Ray Giacomelli Park

2011 W Leland Road, Pittsburg 94565

Please keep in mind that following a major disaster, electrical communication systems may be disrupted. Know that your child will be properly cared for throughout the crisis period.

FAMILY EMERGENCY INFORMATION

Every family must have on file (FACTS) the location and phone number where they can be reached during school and Extended Day. In addition, families need to furnish several emergency contact numbers in the event that the parent cannot be reached. It is very important that we are immediately notified of any changes to this required information as soon as they occur.