

Birmingham Covington School

Student Handbook

2017-2018

Mark Morawski, Principal
Jason Hill, Assistant Principal

Email – mmorawski@birmingham.k12.mi.us
Email – jhill@birmingham.k12.mi.us

Name _____

Homeroom Teacher _____ Room _____

Locker# _____ Bus Routes AM _____ PM _____

Home Address _____

City _____ Zip _____ Phone _____

Email Address _____

Daytime Family Phone Numbers _____

Study Buddy Name, Phone Number & Email Address _____

Birmingham Covington Districtwide 3-8 School of Choice
1525 Covington Road
Bloomfield Hills, MI 48301
PHONE 248-203-4444 FAX 248-203-4433
www.bcsonline.info and www.birmingham.k12.mi.us

ABSENCE & TARDY REPORTING LINE: 248 203-4444, press 2
ABSENCE & TARDY EMAIL: bcattendance@birmingham.k12.mi.us

*A digital copy of the complete handbook is available at:
<http://bcsonline.info> (click on "Handbook" under the "Students" tab)*

BCS Vision, Mission (Purpose), Values and Beliefs

Vision Statement

BCS inspires students to lead in the global community through a passion for learning, innovating, and inquiry & design.

We commit to:

- educate the whole child, supporting the needs of all learners.
- foster and nurture a learning community of character valuing integrity, diversity and acceptance.
- prepare students, through original and authentic learning experiences, to create solutions meeting the challenges of tomorrow on a global scale.
- adapt purposefully by efficiently utilizing the resources around us to ensure academic excellence in our evolving world.

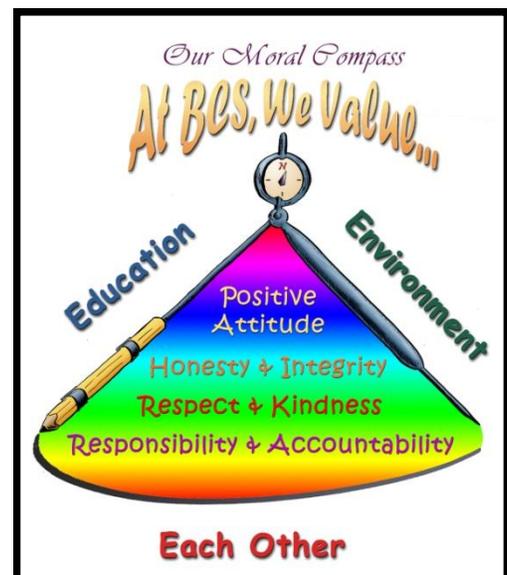
Mission/Purpose Statement

BCS is a dynamic and collaborative learning community. We cultivate an engaging environment that embraces all students and empowers them to pose questions, integrate resources, synthesize, evaluate and apply their knowledge to positively influence our diverse and ever-changing world.

Value & Belief Statements

In our Community of Learners, we value and believe....

- people learn best in an atmosphere of curiosity, high expectations, collaboration and diversity.
- innovation and application enhance the process of learning.
- people need to be significantly challenged beyond their current academic levels of performance.
- opportunities for community leadership and service are an integral part of learning.
- people learn most effectively when they pose questions, integrate knowledge, and apply what they have learned to the world around them.
- each person has intrinsic dignity and worth and deserves to be treated with respect.
- family support and involvement are essential to academic success.
- each person deserves to learn and work within a safe and accepting environment.
- thoughtful and responsible risk-taking is expected.
- each of us has responsibilities and rights as a member of a global society.
- all people can become self-directed and responsible learners.
- mistakes are an integral part of the learning process.
- fostering positive relationships among each of us is essential.



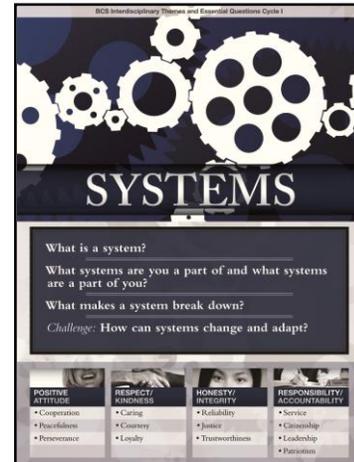
BCS Interdisciplinary Themes – 2017-2018

Integrated learning is a critical element in all classrooms at BCS. The ability to understand big themes common to human experience, past and present, provides students with the framework for thinking about themselves and their world. The themes and essential questions for this year have been carefully chosen by the staff to connect and to link all curriculum areas.

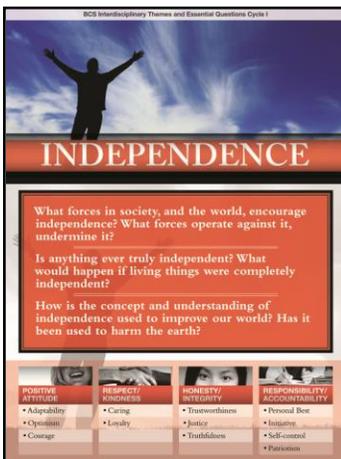
3-4 SYSTEMS

- What is a system?
- What systems are you a part of and what systems are a part of you?
- What makes a system break down?

Challenge: How can systems change and adapt?



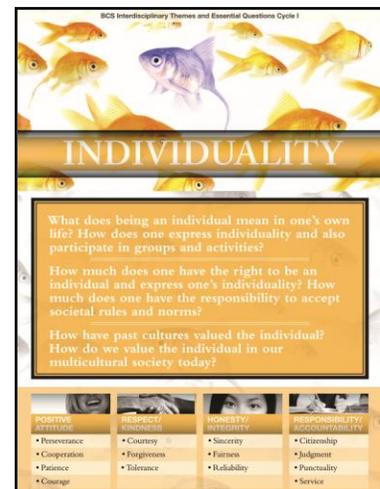
5-6 INDEPENDENCE



- What forces in society, and the world, encourage independence?
- What forces operate against it, undermine it?
- Is anything ever truly independent?
- How is the concept and understanding of independence used to improve our world? Has it been used to harm the earth?

7-8 INDIVIDUALITY

- What does an individual mean in one's own life? How does one express individuality and also participate with groups and in activities?
- How much does one have the right to be an individual and express one's individuality? How much does one have the responsibility to accept societal rules and norms?
- How have past cultures valued the individual? How do we value the individual in today's multicultural society?



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Student Handbook

2016-2017

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- Arrivals & Dismissal –

When does school officially begin?

BCS opens at 7:30 AM for students. Before 8:00 AM all students need to report to the Cafeteria.

- Breakfast will be served in the Cafeteria until from 7:40-8:10 AM. **Only take food out into the halls in a closed container.**

The first chime rings at 8:00, the second at 8:13, and at 8:18 the final chime rings. All students should be in their assigned classrooms ready to learn when the final chime rings (8:18 AM).

When does school end?

The academic day ends at 3:20 PM. Choice Hour classes are from 3:25-4:10 PM.

Note: All buses arrive at BCS for the 4:10 PM dismissal only and depart BCS at 4:20 PM.

What should I do when I am late to school?

If you arrive after 8:18AM, a parent/guardian must accompany you into the building to sign in at the office and then you may go to class.

What should I do when I need to leave school early?

A parent/guardian must come to the office and sign you out between the hours of 8:18 AM and 4:10 PM, regardless of the reason. *To optimize learning time, our office staff prefers to wait for your parent to arrive at school before calling you down to the office.*

What should I do if I will be in school, but I will not be attending my Choice Hour?

If you will be in school, but will not be attending your Choice Hour class for any reason, please ask your parent/guardian to contact Courtney Bassett (248) 203-4625 or cbassett@birmingham.k12.mi.us before 2:45 PM on that day to let her know. You need to have written permission from the adult (teacher, administrator, counselor, etc.) who will be responsible for you during your Choice Hour. Then you must report to your Choice Hour teacher for attendance and show the Choice Hour teacher your written permission to be in another location during Choice Hour.

What is the Visitor Notification System (VNS) Protocol?

Main entrance doors will be opened for student arrival (7:30 AM), will be locked within 7 minutes after the start of the school day (8:25 AM), and will not be reopened until the end of the school day (3:05-3:30 PM & 4:05 PM). When a visitor approaches the main entrance of the school building, he/she shall press the intercom button and office personnel will assist them as soon as possible. If the reason for the visit is within the school's protocol for accepting a visitor, the visitor shall be directed to report immediately to the main office. If the visitor has any reason to enter the main part of the building, he/she shall be instructed on how to sign in and will be issued a visitor's 'ID.' The ID shall be placed where it is visible to staff and students. Visitors shall sign out at the end of the visit.

- Attendance & Announcements -

What should my parents do if I'm not coming to school?

Your parents/guardians need to email the office at bsattendance@birmingham.k12.mi.us or they may call the attendance line at (248) 203-4444 and press 2 leaving the following information:

1. Name and homeroom/academic lab teacher
2. Reason for absence (illness, vacation, funeral, etc.)
3. How long you will be absent

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Birmingham Public School Attendance Policy

In January 2015, The Birmingham Public Schools made adjustments to its attendance protocols and daily attendance recording in response to new Michigan Department of Education mandates. For complete details of the policy go to www.birmingham.k12.mi.us and click on “Attendance” under the “Families” dropdown menu.

What do I do if my family plans a trip when school is in session?

Family trips during academic time are not encouraged, though they are considered excused-nonexempt absences. Additionally, the parent/guardian needs to complete the Extended Absence Form found at <http://bcsonline.info/Parents/Absence.html>. It is the student's/family's responsibility to take initiative to arrange with the teacher(s) for make-up work. This should occur at least *one week prior* to the trip and a timetable for completing the work should be made with the teacher(s). Students are required to make up the missed work on their own time. Teachers are not responsible to give personal instruction on the work missed but are willing to answer questions if you do not understand the material.

What do I do when I am absent?

It is your responsibility to call a study buddy or friend in class about missed work. Also, you can access <http://bcsonline.info/Students/Teachers.html> and select your teacher’s web page (remember that web pages may not always be completely up-to-date as teachers are not required to have these sites). Please start the make-up work and confirm the assignment with the teacher when you return. If you are absent for **3 or more days**, contact the office for homework information from your teachers. Please allow 24 hours for processing before your parents/guardians pick up your work.

Please note: The District is compelled to report to Oakland Schools infractions of the attendance of students below the age of sixteen (16). Should you accumulate 10 or more days of absences that do not meet the District’s excused absence standard (see Board Policy 5200), we will contact your parents/guardians by letter to alert them to this matter. If a student reaches 15 days absent, the District may contact you to help develop a plan to assist with attendance. Should a student miss 20 days of school, the District will contact the Oakland County Truancy Department. We are committed to continuing to monitor attendance and working with students on strategies to improve attendance.

What happens if I am late to class?

You need to be in class on time (8:18 AM sharp)! All lessons begin at the start of the class and tardiness not only impacts your education, but also disrupts the educational process of your classmates. Please do not leave class to get a note from your previous teacher. If you have a locker jam, go to your teacher first, then to the office for help. It is your responsibility to be in class on time and ready to learn. If a student misses 50% or more of a class, it will count as an absence. Students that are found to be tardy to class on an excessive basis (e.g., more than 4 times per class, per quarter), will be given the opportunity to make up the missed time either during their lunch/recess period or after the school day. Should a student continue a pattern of tardiness, a parent/guardian may be invited in for a conference to discuss an alternate plan for success.

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- Illness & Medication-

What do I do if I am sick or hurt during the school day?

After getting permission from your teacher, **come to the office**. For minor injuries, you may get a Band-Aid from your teacher or an ice pack from a BCS office representative. If you hurt your head or have a significant injury, a call is made to your parent/guardian to make them aware what has occurred. If there is a question about any injury, your parents/guardians will be called.

If you are ill, depending on the severity, you have the following options:

- Go back to class
- Sit in the office for a short time
- Call your parents/guardians and have them pick you up from school

Can I take medicine my parents/guardians send to school with me?

- If needed, you may carry an inhaler or an EpiPen. Make sure you have the Permission to Administer Medication Form completed prior to bringing the inhaler or epipen to school (<http://bcsonline.info/Parents/Registration.html>).
- We are not allowed to administer medication (including Tylenol) without a Permission to Administer Medication Form signed by your *doctor and parent/guardian*.
- If your parent/guardian would like the office to administer any type of medication during the school day, **your parent/guardian** may bring the appropriate forms and medication to the office.

- Student Culture-

What should I do if someone is bothering me and won't stop?

- The first thing you should always do is to tell the other person in a firm way (think assertive, not aggressive) that ***you want them to stop*** what they are doing. You could do this a second time if needed.
- If they continue, then you should ***report the situation to an adult***.
- If that adult hasn't or can't help, find another adult to tell.
- If the situation still continues, ***fill out a yellow appointment sheet*** to see a counselor to problem-solve.

You should never try to retaliate or get back at the person; this is against our BCS and District policy. As important, it does not align with Our Moral Compass!

What should I do if I see or hear something that worries me or makes me feel uncomfortable?

It is your responsibility to immediately tell an adult! Getting help is not tattling. It is how we take care of each other at BCS and help make our school a great learning environment. You should always report situations like these to your teacher, counselors or principals.

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You can always leave a yellow appointment sheet (even without your name on it), voicemail or emails for the counselors. Please remember to always share the information with your parents/guardians so they can help and support you as well.

Can I run in the halls?

All students are expected to walk in the halls at BCS. We need to be safe! If running becomes a pattern, consequences will follow.

Can I try to jump and hit the hallway signs?

Jumping and hitting the hallway signs is not permitted at BCS. This could damage the signage which is installed for our safety and also will result in a consequence.

If I need to call home, what do I do?

Please use the phones in your teachers' rooms (with teacher permission) to make necessary phone calls. They have a BCS Phone Log you must sign. The office phone is to call home, if a child is ill. *Students should not be using personal cell phones during class time to contact home without teacher permission.*

How do I make an appointment with the counselors?

Come to the office and fill out a yellow "Appointment Sheet". The office staff will help you complete the form.

-Student Schedules, Classes & Transitions-

What should I do if I want to change my schedule?

- If you want to change a class, you will need to fill out a schedule Change Request form located in the office.
- This form needs to be completed and turned in to the counselors by the end of the second week of class. No student requests for changes will be processed after the second week.
- All changes need to be approved by the principal, assistant principal or counselor. Class size and class composition (the students in the class) are important factors in the approval of changes. Please do not assume any changes have been made until you receive the notification from your teacher or counselor.

What do I do if I want to drop band or orchestra?

- It will need to be done when elective packets are passed out in the spring when elective selections are made for the following school year.
 - You need a signed note from your parent/guardian
 - You must choose an available elective
- 5th graders may drop band or orchestra at the **end of the semester only**.
- For 6th thru 8th graders, band/orchestra is a **yearlong commitment** and dropping likely will not be possible due to a certain number of electives offered and space availability.

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When do I go to my new class?

A new schedule will be delivered to you. **Do not** go to the new class until you have your new schedule with you. This should happen within 24 hours.

-BCS Dance Guidelines- Grades 5/6 & 7/8

- Students must stay in the building during the entirety of the dance.
- Students from lower grades or other schools are not allowed to attend the BCS dances. Dances are for BCS students in the designated grades only.
- All school expectations apply during school dances.

-BCS Field Trip Guidelines-

- Field trips are great community-building and learning opportunities, though they are a privilege.
- Students must hand in all permission, etc. **by the due date** to be guaranteed the opportunity to attend the trip.
- All school expectations apply during field trips.

Lockers, Books & Backpacks-

What are my responsibilities regarding my locker?

- You are issued **one** locker for your use during the school year.
- You should understand that under the Revised School Code you shall have no expectation of absolute privacy of your locker and its contents.
- You are expected to take full responsibility for your locker and everything in it.
- Your homeroom/academic lab has a group of lockers and you should care for them with BCS pride. Your homeroom/academic lab is responsible for a clean locker area. Many hands make light work with keeping our areas clean and clutter-free.
- **Do not** use stickers, tape or any other adhesive-based materials in/on your locker. Only use magnets or non-adhesive/removable decals. Adhesive/sticky residue and an unkempt locker will result in a fine to pay for repair at the end of the year.
- **Do not** share your locker or combination with another student (this is equally true of your locker for physical education).
- **Always keep any valuables locked up in your locker.** BCS cannot be responsible for lost or stolen items.
- If you have a problem with how your locker is working, please report it to your teacher first and then to the office.
- If you want to decorate someone's locker before school for their birthday, please get a pass from an adult the day you want to decorate.
- Keeping an organized, clean locker helps to prevent jammed doors.
- You are responsible for all damage inside the locker. You may be charged a fee if the damage cannot be cleaned or corrected.
- Aerosol items/perfumes/air fresheners are not permitted at BCS.
- You may bring in a combination lock for your gym locker but must remove it and the contents after each class.

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What happens if I lose or damage a textbook, library book, athletic uniform, or electronic device?

- If you lose one of these items, you will be expected to pay the full cost of the item or replace the item with an item in similar condition.
- Damages are assessed by your teacher, the media center, or your coach before the end of the school year. If there is damage to one of these items, you will receive a fine slip. *Unpaid fines at the end of the year will prevent you from attending an end-of-the-year field trip.*

Can I take my backpack to class?

Students are allowed to carry books to and from school in backpacks. During school hours, backpacks are to stay in your locker. *This includes Choice Hour.*

- Clothing Guidelines (Dress Code) -

We like to encourage BCS students to dress in a manner that allows for the most individual comfort and freedom, while still maintaining the proper atmosphere in which to learn. We want our students, like our staff, to consider BCS their workplace. To that end, we ask that students wear clothing that is appropriate for a work environment. Adults are models for students, and we encourage all staff, families, and visitors to follow these guidelines as well. Students are expected to follow these guidelines:

- Wear no clothing that is considered a distraction in the classroom.
- Apparel advertising controlled substances (including drugs and alcohol) or displaying inappropriate innuendo or a violent theme are NOT permitted.
- All skin and undergarments between your shirt and pants/shorts/skirt must be covered completely at all times.
- Shorts/skirts must be at or below your fingertips when arms are extended toward the floor, flat to the sides of the body.
- Tank tops must have straps at least 2 fingers in width and must not expose undergarments or excessive skin. Strapless garments are NOT permitted.
- Writing across the “seat” of the pants or shorts is not permitted.

If any BCS Staff member thinks that an item of clothing is inappropriate, you will be asked to call your parents/guardians to bring a change of clothes or will be provided an alternative item to wear. Students that repeatedly have difficulty following these clothing guidelines will be given a consequence which may include a parent/guardian conference or removal from class/school.

What if I don't really know if something is inappropriate to wear to school?

- Check the guidelines carefully.
- If you have doubts about a piece of clothing, don't wear it.
- BCS staff members have the final decision as to the appropriateness of any apparel.

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Should I put my name on my clothing?

Anything you may take off during the day, such as sweaters, jackets and/or sweatshirts, should have your name clearly written on them.

-Lunch, Recess and Playground Guidelines-

What are the expectations for the Cafeteria?

- Students will not return to their lockers prior to recess. Therefore, students need to bring weather appropriate clothing (jackets, hats, gloves, boots, etc.) to the cafeteria.
 - Stay seated while you are eating, one student per chair – no sharing chairs.
 - Students are expected to clean-up after themselves. If you drop something, pick it up. If you spill something, find an adult to assist with the mess if needed. If you see a mess, help clean it up!
 - For safety purposes, please avoid bringing food items in glass containers.
 - When you and/or your table are finished eating and cleaned up, noon supervisors will begin dismissing you for recess.
 - *Above all, enjoy your lunch, clean up and follow the directions of the lunchroom staff.*
 - Lunch Recess options:
 - **Outdoor-** Playground, Black Top, Soccer Field – generally, students are encouraged to enjoy recess outside, weather permitting.
 - **Indoor-** Cafeteria, Media Center and gym (if open) or with a teacher in their classroom (if you have a pass from the teacher).
- Note: If the “real feel” temperature drops below 15 degrees F or in the event of heavy rain or thunder storms recess will be moved indoors.**
- Students may stay in the Cafeteria and play a quiet board game, bring a book, complete homework, etc. if a lunchroom supervisor is available. *This time may not be used for electronic gaming or social media use unrelated to academic purposes.* See technology guidelines.
 - The STAGE is off limits to students during lunch recess.
 - You must remain out of the U-hall, the main halls and the locker bays during lunch and recess as other classes are in session during your lunch period.
 - All opened food or opened drink items **MUST** stay in the Cafeteria.
 - Basketballs, volleyballs, footballs or any other ball cannot be used in the Cafeteria.
 - Students must have a “pass” to a classroom or another location prior to entering the lunch line or Cafeteria in order to go to that location.
 - The lunchroom supervisors will direct and guide students during lunch recess.
 - These lunchtime recess procedures may be altered at the discretion of BCS staff to better support our students.

What if I forget my lunch?

You may go to the cafeteria staff and request an alternative lunch from our kitchen.

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What if I lose my lunch container?

All lost items will be placed in the Lost and Found area near the cafeteria. *Please label all lunch containers clearly with first and last name* so that they can be easily found or returned.

What are the expectations for recess and playground?

- Students are expected to follow the directions of the teachers, noon supervisors, cafeteria staff, custodial staff, and any other adults assisting at lunch in the cafeteria or outside.
- Finish your lunch in the cafeteria. Food and/or drink should not be taken outside of the cafeteria to recess.
- Use game and playground equipment properly and return game equipment when you are finished using it.
- Avoid dangerous activities, i.e. climbing to the top of the swings and jumping off, climbing up the sides of slides, etc. (The playground supervisors' primary role is to help keep you safe. Thus, they will determine what is safe and unsafe.)
- **Play safe at all times. Do not push, shove, hit others or engage in "play fighting".**
- Keep stones, sticks, snow/snowballs or any other objects other than those used for playing games on the ground.
- "Everyone plays at BCS." Students are expected to include any students wanting to join an activity. Students cannot maliciously exclude anyone from an activity. Always exhibit good sportsmanship.
- Football is one-hand touch or flag ONLY – no two-hand touch or tackle.
- Students must adhere to all the lunch recess boundaries. The BCS Garden is off limits for all students unless permission is given by lunch staff.

-Competitions at BCS-

What interscholastic sports are offered at BCS during the year and what grades can compete?

- Fall: Boys' Soccer (6-8)
Girls' Basketball (6-8)
Co-ed Cross Country (6-8)
- Winter 1: Boys' Basketball (6-8)
Girls' Swimming (6-8)
- Winter 2: Boys' Swimming (6-8)
Girls' Volleyball (6-8)
- Spring: Girls' Soccer (6-8)
Co-ed Track (6-8)
Boys' Tennis (6-8)

What Proud Dads Sports are offered?

In addition to Snow Club, annually Proud Dads offer alternative sporting opportunities. Be sure to check the BCS website (<http://www.bcsonline.info/>). Click on "Proud Dads" under the "Athletics" tab.

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Are there any other activities in which I may compete?

YES! At BCS we have many academic competitions. Keep alert for announcements from parents/guardians and staff who may be coordinating one of the following activities:

Reflections	Forensics & Debate	Math Pentathlon
Robotics	Spelling Bee	Battle of the Books/Birbery
Science Olympiad	Geography Bee	Destination Imagination

...[and others](#)!!

-Media Center-

What are the expectations for students using the Media Center?

When you come to the Media Center, please follow these guidelines:

- Come prepared with a plan in mind and materials needed to work.
- Be polite, courteous and respectful to everyone.
- Treat materials with care. Return materials to the correct place on the shelves or return them to book carts at the Checkout Desk for re-shelving.
- Walk in the media center.
- Work quietly allowing others to work and avoid disrupting their learning.
- Please ask for help if you can't find what you need or if equipment is not working properly.
- Feet belong on the floor, not on the furniture.
- Please take great care not to put any marks on the furniture or other materials/equipment.
- Media equipment (computers, iPads, etc.) is for research and academic purposes only.

What are the Media Center hours?

You may use the Media Center from 8:15 AM until 3:10 PM daily with your class or on your own with a pass from your teacher at anytime during the day. *There must be an adult present if you're working in the media center.*

What about using the Media Center at lunchtime?

- Students may go to the Media Center with a pass during their lunch period when it is open.
- You can take notes, read, complete homework, or look for books.
- You must research ONLY what is needed on the internet related to academic purposes.
- Since classes are going on during your lunch period, and classes may have the Media Center signed out, computer availability is not guaranteed and subject to immediate change.

How long can I keep Media Center materials?

Media Center materials are checked out for two weeks and may be renewed. Students are limited to four items at a time. You are expected to return materials or pay the replacement cost/late fees.

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-Technology Guidelines & Requirements-

At BCS, technology is an integral part of your educational experiences every day. It is important that our entire community works together to ensure the responsible use of the equipment and condition of all equipment.

How do I get computer access?

You will get a Technology Acceptable Use Agreement during [August Registration](#) which must be read, signed by both your parent/guardian and you and returned to school. Then your computer log-in will be activated allowing you access to our system.

What if I forget my password?

You are expected to keep a record of your password, but the Technology Operational Assistant (TOA) or your teacher will assist you, if needed.

What are the guidelines for appropriate use of electronic devices (computers, tablets, phones, etc.)?

- Electronic devices are used *only* when adult permission is provided.
- Students must sign out from their teacher(s) any school-owned portable electronic devices and accessories and are responsible for the return of all items. Items lost or damaged must be found or replaced.
- Students who choose to bring their own personal technology to school (tablet, laptop, etc.) must sign, along with their parent/guardian, the “BCS Personal Technology Form”.
- Electronic gaming and social media use is allowed when express permission is given by the teacher(s) as it relates to an academic activity, lesson or purpose.
- District technology is not to be used for purposes other than district use.
- Access or modification of another person’s account or files is not allowed.
- Use equipment responsibly. No deliberate misuse or damage of equipment.
- Download and upload files on BCS machines only when specific teacher permission is given.
- All software installation and updates are completed at the district level, NOT at the individual or classroom level.
- During school hours, internet access and email use are permitted for school-related projects only.
- Passwords are not to be shared with anyone at any time.
- Log off, restart or shutdown computers from the Start Menu only. “Hard shutdown” of computers from the power button damages the computer and should only be done by BCS staff.
- Report all system or software problems to your teacher; please do not try to solve the problem yourself.
- Your files and server space are for BCS files only.

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Printing Guidelines

- Be patient when using the printers. Be sure to send print jobs **only once**.
- Save paper and ink whenever possible. Even print 2-sided. When printing from the internet, either cut-and-paste into Word or use a “printer-friendly” link.
- Always ask a teacher if needing to load paper into the printers.
- You must have the permission of your teacher to print in color.

What happens if I don’t follow the guidelines?

It is essential that all BCS students learn how to be responsible users of technology.

All students may be subject to the consequences listed below upon report/investigation of the technology violation:

- Conversation with a teacher or administrator to clarify technology policy and/or loss of computer privileges for up to one week
- Loss of computer privileges for up to one month
- Loss of computer privileges for up to the remaining school year

What are some of the examples of improper use of technology?

*The following is a list of possible infractions for all students. **This is not an exclusive list.***

You must follow the guidelines when using digital technology at BCS.

- Unauthorized plugging or unplugging any connections or cables
- Misuse of equipment (including inappropriately plugging/unplugging the laptops)
- Repetitive clicking of mouse
- Repeatedly hitting sound button
- Putting hands on the monitor or scanner screen
- Using the password of other students
- Giving out your password or the password of another student
- Being on an inappropriate website
- Altering desktop/laptop system settings
- Pounding on keyboard/mouse
- Writing on equipment
- Removing part(s) of equipment
- Downloading, uploading or installing anything without permission
- Hacking into system files
- Damage to another student’s file
- Theft of any piece of equipment
- Improper shutdown
- Electronic gaming and social media use unrelated to academic purposes

For repeated infractions, discipline and consequences will be dealt with on an individual basis by the administration.

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-Bus Procedures-

How much time do we have to get on the buses after we are dismissed and when they leave?

Ten minutes, from 4:10 PM until 4:20PM. Please do not assume that your bus will be “late.”

What if I can't find my bus?

Please ask the adult outside assisting with buses to help you find it.

Can I go home on a friend's bus?

Yes, but you need to do the following:

- A note is needed from home, signed by a parent/guardian.
- The office must sign the note.
- Give the note to the bus driver.

What are the expectations for riding the bus?

Your driver has the right to make whatever arrangements are needed to ensure student safety. Be sure to observe the expectations posted on your bus at the front near the driver.

- Observe the same conduct as in the classroom.
- Be courteous.
- Use kind words – no profane language.
- Eating or drinking is not permitted on the bus.
- Keep the bus clean.
- Cooperate with the bus driver – follow his/her directions.
- Stay in your seat. This means no walking around, standing in your seat or in the aisle.
- Keep head, hands, and feet inside the bus.
- The bus driver is authorized to assign seats and is the authority on the bus.

It is a privilege to be able to ride the bus and this privilege may be taken away at any time if a student does not practice safe behaviors on the bus including following all expectations.

-Academics at BCS-

In multiage classrooms (grades 3/4, 5/6 and 7/8) and in two-year academic cycles structured by quarters, students learn in an interactive atmosphere where they are challenged to apply and integrate their knowledge. Through interdisciplinary projects, students incorporate and demonstrate their understanding of skills and concepts. Technology is integrated in all subject areas as an essential tool to help students link their learning to the outside world.

What classes will I have?

All students receive a core set of classes: Language Arts, Math, Science, and Social Studies. Listed below are those co-curricular classes that change based on grade level. Electives are noted with an (E), 7/8 rotation classes are noted with an (R), and additional core classes are noted with a (C).

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3/4 Grade	5/6 Grade	7/8 Grade
Art Engage Engineering Technology PE Spanish	Art Band (E) Engineering Technology Orchestra (E) PE Spanish Thinking Studio (E)	Art Studio (E) Band (E) Careers (R) Engage (C) Engineering Technology (R) iFilm U (E) Health (R) Orchestra (E) PE (R) Spanish (C) Thinking Studio (E)
5-8 Report Cards will be available for view on PowerSchool and 3/4 will be sent home at the end of Q1 & Q2 and mailed home at the end of Q4. Q3 will entail student-involved conferences.		

How do 7th and 8th graders get on the Honor Roll?

We have a 7/8 Honor Roll for 7/8 students who receive all As and another Honor Roll for 7/8 students who receive all As and Bs. Names are posted on our Honor Roll frames as you enter the 400 hall. Additionally, 8th graders will receive an Honor Roll certificate at their 8th grade recognition night for having earned all As or all As and Bs during their 7th and 8th grade years at BCS!

How do 7th and 8th graders get on the Honor Roll?

At the end of 7th grade, those students with a cumulative GPA of 3.7 or higher will be invited to apply for our National Junior Honor Society (NJHS). If your application is accepted, you will be part of the NJHS for your 8th grade year.

What if I'm struggling or possibly failing a class?

As soon as you feel you're struggling in a class to keep up with either content or work load, be sure to ask to meet with your teacher. He or she will be willing to meet with you to problem-solve and determine strategies to further support you. Also, you can make sure both your parents and you know how to check [Power School](#) to support you in keeping up with your work and grades. Teachers and parents are here to help you and want you to succeed.

-Birthday Celebrations (no food based treats)-

No need to buy those fancy cupcakes!

We want to continue to celebrate and recognize birthdays of our students as we know they are important events for children of all ages. In an effort to recognize our students' birthdays in a healthier and more lasting way, we are asking parents/guardians ***not to send in food treats*** as part of your child's birthday celebration at school. Therefore, in the spirit of general health with celebration, if a family wants to recognize their child's birthday at school, they can bring a ***non food based treat*** that can be used and shared by everyone in the classroom that day and throughout the year. Some examples of these birthday gifts for the classroom include: a favorite book for the classroom library, board games, fun pencils, erasers, decks of cards, bookmarks, stencils/rulers, rubber bracelets, pencil toppers, an extra recess or other classroom gift. Each teacher will continue to celebrate and recognize the students birthdays in the classroom as we have always done in the past. We appreciate your support!

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-F.A.Q. (Frequently Asked Questions) –

What is “Success Center”?

We are fortunate to have “Success Center” available to students during lunch/recess on some days. The purpose of “Success Center” is to provide additional opportunities for students to complete missing work. Students will be given a pass by their teacher to attend “Success Center”. The room will be supervised by a BCS staff member.

What happens if my family is having financial difficulty and cannot afford to send me to a school-related activity?

No child should ever be excluded from an activity at BCS because of financial difficulties. We have a fund at BCS called *Nan’s Kids* (in memory of BCS founding Principal Dale Truding’s mother) to assist families. Please contact the BCS administration. All information is kept confidential.

Who should I contact if there is a change in my family dynamics such as a death in the family, the loss of a pet, or any other change in my family that I need to share with the school?

Please contact the counselors, and/or your teacher. The information will be given only to staff that need to know. Any changes within the family may interfere with school performance, and this type of communication is an important factor in your success in school.

Can I sell something at BCS?

No, you may not sell anything at school without express permission from administration based on school-related, community service purposes and the completion of the Community Service Project Proposal form available in the office or access the form by clicking [here](#).

Can I bring a cell phone to school?

A student may possess a cellular telephone or other electronic communication devices (ECDs) in school, on school property, at after school activities and at school-related functions provided they have the “BCS Personal Technology Form” signed and on file. During school hours, the cell phone or other ECD remains off and located in your locker unless you have express permission from their teacher or the office as these devices are often helpful in class for school-related work. Also, during school activities when directed by the administrator or sponsor, cell phones and other ECDs shall be turned off and stored out of sight. Students may not have an ECD out during a test or quiz without teacher permission.

The use of cell phones and other ECDs in locker rooms or bathrooms is strictly prohibited at any time. Possession of a cellular telephone or other ECD by a student is a privilege, which may be revoked by the school if a student misuses this privilege.

Can I bring a personal gaming device to school?

A student may possess a personal gaming device (ex. PSP, iPad, iPod, etc.) in school, on school property, at after school activities and at school-related functions, provided that during school hours the device remains off and located in their locker unless the student has express permission from their teacher or the office to use the device.

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Can I bring my laptop to school?

Students are permitted to bring a personal computing device (ex. laptop, netbook, iPad, iPod Touch, etc.) to school for educational purposes. Students must abide by the acceptable technology use requirements when using a personal computing device on school property and have the “BCS Personal Technology Form” signed and on file. Electronic gaming is allowed only when express permission is given by the teacher(s) as it relates to an academic activity, lesson or purpose. These items should be locked in your locker if you are not using them as it is your responsibility to keep track of these items. BCS cannot be responsible for the loss or damage of such items. The use of a personal computing device by a student is a privilege, which may be revoked by the school if a student misuses this privilege.

May I order lunch (pizza, subs, etc.) by phone and/or the internet during the school day to be delivered for lunch?

Students may not order lunch during the school day. Remember, ECDs may be used only as they relate to an academic activity, lesson or purpose.

When can I make a purchase from the cafeteria?

Students may purchase food and/or drink items from the cafeteria during breakfast time (until 8:10 AM) or during your scheduled lunch period. Students are encouraged to bring a snack from home if they need to eat during other times of the day and their teacher permits them to eat it in the classroom.

What if I want to organize a community service project during the school year?

Students, under the direction of their teacher, must submit the Community Service Project Proposal form available in the office (or click [here](#)). In the spirit of our Learn Globally, Serve Locally theme, balancing our community service and fundraising efforts is important.

When can I get a message from home?

Messages to students from home should be limited, but there are some situations that make them necessary. Please have your parents/guardians call the school office BEFORE 2:45 PM. Every attempt will be made to deliver messages in a timely manner.

Where is the Lost & Found located?

Most items found in and around the school should be placed on the shelves outside the Cafeteria across from our Engineering Technology Lab. Valuable items (money, jewelry, glasses, electronic devices etc.) should be taken to the main office. It is your responsibility to locate the items you lose. All unclaimed lost and found items will be donated to charity at the end of each quarter. Please label your items with your name so if lost, they can be returned easily. Students are responsible for their own items. BCS cannot be responsible for lost or stolen items.

Should I use a planner?

Students are expected to become responsible learners at BCS. A big part of that has to do with keeping and maintaining a record of your assignments. If you lose your planner please

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check the lost and found. If you can not locate it, you may replace it with a BCS planner (if available) for a fee in the office. Additionally, you should let your parents know and they will assist you in finding a new planner. Electronic planners are welcome at BCS.

Can I play with playing cards at BCS?

Playing cards are permitted at lunch/recess only or with express permission from your teacher. There is no betting or gambling allowed at school.

Are there any things that I should not bring to school?

Yes. Any item that would present a danger or disruption in school is not acceptable. Examples are laser pens, skate boards, or roller blades. Anything that looks like a weapon is not allowed in school. This is in violation of district policy and will likely result in suspension. A good “rule of thumb”: If you don’t need an item for school-related purposes, don’t bring it to school.

When do I need a pass?

You need a pass when you are in the hall for any reason other than when you are working on a project related to class and your teacher is supervising.

What happens if I am frequently tardy for a class?

Students who are repeatedly tardy for any class will receive a consequence including having to make up the missed time after school or during their lunch/recess period (please refer to the Attendance & Announcements section).

Can I skateboard, in-line skate or hover-board on school grounds at the end of the day?

Skateboarding, in-line skating and hover-boarding is not allowed *anywhere* on the BCS campus.

What do I do if there is an Inclement Weather Warning such as a Tornado Warning?

When a warning is issued for inclement weather while school is in session, students and staff will be moved to the areas in the building assigned for such an emergency. *During a warning, there will be no access into the building.* Students and staff will remain in the assigned areas until the warning is lifted. If the warning extends beyond dismissal time, the school will communicate, as soon as it is safe to do so, how the delayed release of students will be managed, including dismissal time and procedures, parent pick-up, bus transportation, and after-hours student supervision.

II. STUDENT EXPECTATIONS

BCS integrates the 3 E's and the BPS Character Education Traits

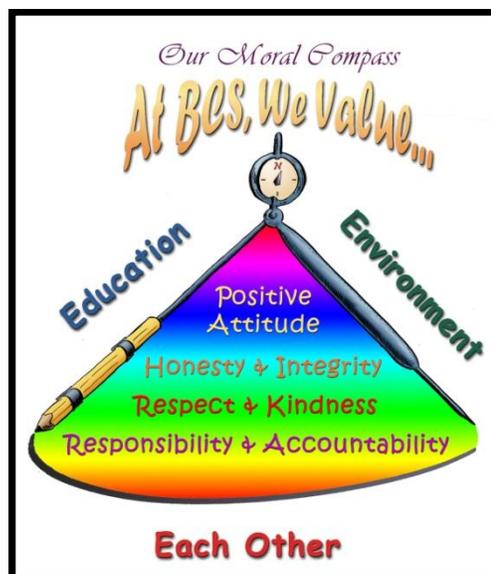
At BCS we value the 3 E's:

- **Education**
- **Each Other**
- **Environment**

We expect that we all will do our best to live into the 3E's. We apply these expectations to any activity during the normal school day, any after-school activity, or any BCS-sponsored event on or off-campus.

We value the BPS Character Education Traits:

- **Positive Attitude** - Strive to be hopeful and confident in your thoughts and actions about yourself, others and the future.
- **Honesty & Integrity** - Show others by your just and principled words and actions that you are deserving of their trust.
- **Respect & Kindness** - Show empathy and regard for yourself, others, the environment and the world around you.
- **Responsibility & Accountability** - Show that you follow through on your commitments and are answerable for your actions and decisions.



Life Skills:

- **Punctuality**- Being on time is a very important habit to develop. It has great benefit in many areas of life and it is a trait we highly value at BCS. On occasion, you may be late to school or to a class, but this should not occur regularly. Once in class, you should remain there until the class is over or you have permission to leave with a signed pass. For safety reasons, we need to know where you are at all times.
- **Responsibility**- It has often been said that a student's work is school. To do that job well, you need to come prepared to do your best work. This means you should have all of the materials with you that you will need for a class at the beginning of that class. You should write down all of your assignments, complete them and turn them in when they are due. You should let your teacher know when you are having difficulty with a subject so that you can get the help you need.
- **Honesty**- This is being truthful about your work and actions. It is making sure that when you turn in an assignment, it is completely your work reflecting your best effort. (Unless of course, it is part of a group project). It is making sure that when a parent/guardian signature is needed that the signature is really that of your parent/guardian. It is being accurate in reporting something that you have done, seen or heard when asked. Academic misconduct has very serious consequences.

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- **Respect for others-** Respect is the act of giving honor to or holding others in high regard. It does not mean you have to like everyone you meet at BCS, but it does mean you need to treat them as valuable. For example, your words should build others up, rather than tear them down. Ridicule and harassment have no place in our community. The use of profanity or other words that might be offensive to someone are unacceptable. Any actions that might cause another person to be uncomfortable are inappropriate. Examples of this might be invading another person's personal space or a public display of affection.
- **Self-Control-** This is the habit of being in charge of yourself. It is making sure to always walk in the halls, even when you are in a hurry. It is sharing your ideas in class at the appropriate time in the appropriate way. It is showing composure keeping your anger under control when you feel that you have been wronged in some way. It is never acceptable to threaten or to take physical action against another person at BCS.
- **Respect for Property-** This is showing value for the "things" at BCS. You should always leave an environment in the same or better condition than you found it. Do not take or touch others' property. Pick up any litter that you see. Homerooms/Academic Labs will be responsible for their locker bay as well as different areas throughout the year. Homerooms/Academic Labs will clean locker bays periodically throughout the school year.

BCS is a great place to be!

It takes all of us working and learning together to make it that way!

-Consequences for Behavior-

What is the purpose of consequences?

When we make good choices in our life, good things happen and when we make poor choices in our life, bad things happen. Part of learning the habits listed above may result in making poor choices. It is important to learn from these choices so that in the future, you will not repeat them. Your teachers will handle the majority of behavior issues. More serious issues will be referred to the office.

What are some examples of consequences?

We go to great lengths to be fair and logical in assigning consequences helping you hold yourself accountable to the poor choice you made. Some examples of consequences include:

- Completing a reflection/problem-solving paper on the poor choice you made. This involves you thinking about your behavior, understanding why it occurred, and making a list of better choices for next time. Reflection papers also include the *BPS Character Education Traits* and the *3 E's*.
- Discussing the choice you made with your parents/guardians and having them sign your reflection/problem solving paper.
- Meeting with the principal, assistant principal and/or counselors to problem-solve.
- Completing an assignment directly related to your choice.
- Meeting with your team of teachers to problem-solve.

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- Serving time with a teacher, a secretary or a custodian. This may be completed during your lunch/recess or before or after school.
- Making restitution (repayment) for damaged property.
- Removal from class.
- In-school suspension or suspension from school which may include an assignment which will be due the day you return, as well as a meeting with your parents/guardians.

Consequences are not limited to those listed above. The frequency and severity of a behavior are both factors in determining consequences.

-Non-Negotiable Behaviors-

Some behaviors threaten the safety, health and welfare of members of our BCS Community. These behaviors are non-negotiable behaviors. When these behaviors occur, consequences are immediate for the student(s) involved.

Learning is at the heart of discipline at BCS and discipline is individualized to meet the needs of each student. For serious violations of school policy, consequences will be determined by the school administration according to the Board of Education policy. Each student has a right to the confidentiality of disciplinary strategies and actions, and information about those actions will be shared only with that student's parents/guardians and the staff who can assist in their implementation. Consequences for a particular student WILL NOT be shared with the other students and families involved in the situation that required the disciplinary action.

At BCS, students are taught and encouraged to make responsible decisions and to accept the logical consequences of these decisions. The philosophy is supported by the staff in an effort to prepare students for responsible global citizenship in a diverse and rapidly-changing world. School personnel strive for a strong and timely response to incidents that jeopardize the safety, health and welfare of any part of our school community.

[Remember to Complete the Front Page](#)

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