

Birmingham Covington School

Student Handbook

2011-2012

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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: bcsattendance@birmingham.k12.mi.us

Birmingham Covington School

Mission 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 information and evaluate and apply their knowledge to positively influence our diverse and ever-changing world.

Core Beliefs

In our Community of Learners, we believe...

- People learn best in an atmosphere of curiosity, high expectations, collaboration and diversity.
- People need to be significantly challenged beyond their current levels of performance.
- People learn most effectively when they pose questions, integrate knowledge and apply what they have learned to the world around them.
- Technological innovations and applications change the process of learning.
- Opportunities for community leadership and service are an integral part of learning.
- Family support and involvement are essential to academic success.
- Each person has an intrinsic dignity and worth and deserves to be treated with respect.
- Each person deserves to learn and work within a safe and accepting environment.
- Each member of a society has responsibilities and rights.
- All people can become self-directed and responsible.

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1. What We Value at BCS

- *Arrivals & Dismissal*
- *Attendance & Announcements*
- *Illness & Medication*
- *Student Culture*
- *Student Schedules, Classes & Transitions*
- *Lockers, Books & Backpacks*
- *Clothing Guidelines*
- *Recess & Playground Guidelines*
- *Lunch/Recess*
- *Competitions at BCS*
- *Media Center*
- *Emergency Situations*
- *Technology Guidelines & Requirements*
- *Bus Procedures*
- *BCS Dance Guidelines – Grades 7/8*
- *Frequently Asked Questions (FAQ's)*

2. Student Expectations (The 3 E's)

- *Character Education*
- *Life Skills*
- *Non-Negotiable Behaviors*
- *Consequences for Behavior*

- Arrivals & Dismissal -

When does school officially begin?

At 8:20 AM the final chime rings. All students should be in their assigned classrooms when the final chime rings.

When does school end?

Classes end at 3:15 PM. Choice Hour classes end at 4:05 PM.

When should I arrive at school? What can I do when I get to school?

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

- Breakfast will be served in the Cafeteria until 8:15 AM. Breakfast may not be eaten outside of the Cafeteria.
- **Do not take food out into the halls after 8:20 AM, unless it is in a closed container** (ex: Crystal Bay, Juice, NutriGrain bar).

What should I do when I am late to school?

At BCS students are expected to be in their homeroom and ready to start their day when the chime rings at 8:20 AM. If you arrive after 8:20AM, you must sign in at the office and then go to homeroom. **After 8:30AM, you must come to the office and sign in, get a pass from a BCS office representative and go directly to class and give the pass to your teacher.**

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

A parent must come to the office and sign you out between the hours of 8:20 AM and 4:05 PM, regardless of the reason. Between 3:15 and 4:05 PM, sign out will occur in the hallway outside of the Media Center, unless you do not have a Choice Hour class scheduled. **If you do not have a Choice Hour schedule, you are expected to leave the school premises with a parent.**

If you will be in school, but will not be attending your Choice Hour class for any reason, please ask your parent to call Linda Stone 203-4625 before 2:45 PM on that day to let her know.

Remember, your safety is our first priority!

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

You need to get 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.

How does pick-up/drop-off and the traffic flow work at BCS?

Pick-up/drop-off are the most congested times for traffic at BCS. It is extremely important that we adhere to these policies for BCS traffic:

- Student drop-off can **ONLY** happen in three areas: pool-side parking lot, east parking lot and curbside traffic loops.
- Please drop your child off on the curbside only in the traffic loop. The inner lane is for moving vehicles **ONLY**. Dropping off students in the inner lane is very dangerous!
- Do not pick up children in the loop by the playground. This loop is for bus traffic **ONLY**.
- If waiting for your child for an extended period, you may park in a regular parking space and come in the building to meet your child.

Note: Parents must stay in their cars in the ten-minute parking spaces or you may be subject to a \$110 ticket from the police who do monitor the area.

Can the person who is driving me to school or home from school drop me off in the playground area?

NO. This area is used by all of the busses before and after school and is used by the students as the playground area during the school day, including Choice Hour.

- Attendance & Announcements -

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

It is preferable for your parents to email the office at bsattendance@birmingham.k12.mi.us or you may call the attendance line at (248) 203-4444 and press 2. Be sure to leave the following information:

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

What happens if my parents do not call in?

If your parents don't notify us, an office representative will call your home or your parents' work. Your safety is very important to everyone.

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

Family trips during academic time are not encouraged, but they are considered excusable absences. 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). Teachers are not responsible to give personal instruction on the work missed. Teachers are always willing to answer questions, if you do not understand the material. *Some class work will just be missed and you will be excused from that work.*

What do I do when I am absent?

It is your responsibility to first call your study buddy or friend in class about missed work. Also, you can access: www.birmingham.k12.mi.us and go to "schools" then click "BCS." Select your teacher's web page (Please remember that webpages/blogs/wikis are not always current). Although many teachers do maintain a webpage/blog/wiki, please remember that 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 pick up your work.

- 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, a call is made to a parent to make them aware what has occurred. If there is a question about any injury, your parents will be called.

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

1. Go back to class
2. Sit in the office for a short time
3. Call your parents and have them pick it up from school

Can I take medicine my parents send to school with me? (Board Policy 5330R)

- If needed, you may carry an inhaler or an EpiPen. Make sure you have the Permission to Administer Medication Form (#BH 97-A) completed prior to bringing the inhaler or epipen to school.
- We are not allowed to administer medication (including Tylenol) without a Permission to Administer Medication Form (#BH 97-A) 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** (students may not) needs to bring the appropriate forms and medication to the office.
- This is the policy at BCS in grades 3-8.

- 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 that *you want them to stop* what they are doing.
- If they continue, then you should *report the situation to an adult*, such as your teacher.
- If that adult doesn't listen, you tell another adult.
- If the situation still continues, *fill out a yellow appointment sheet* to see counselor, assistant principal or principal.

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! This is not tattling. You should always report it to your teacher, counselors and principals. You can always leave an anonymous yellow appointment sheet, voicemail or emails for either the principal, assistant principal or counselors. Please remember to always share the information with your parents so they can assist you.

What if I am late to class?

You need to be in class on time! All lessons begin at the start of the class. Please do not leave class to get a note from your previous teacher. The office will not provide a late

pass. Repeated tardiness to class will result in a consequence from the teacher and/or the office.

Can I run in the halls?

Running is not permitted in the halls at BCS. If running becomes a pattern, there may be consequences.

Can I try to jump and hit the hallway signs?

When walking down the halls at BCS, please refrain from jumping up to hit the signs. This may cause damage to the building, and you may get hurt. This could also result in a consequence.

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

Please use the phones (with teacher permission) in your teachers' rooms 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.

How do I make an appointment with the principal, assistant principal or counselors?

Come to the office and fill out a yellow "Appointment Sheet". Include your first and last name, who you would like to speak with (counselor, assistant principal or principal) and a description of what occurred. The office staff will help you complete the form.

REMEMBER: You should never try to retaliate or get back at the person; this is against BCS and district policy.

-Student Schedules, Classes & Transitions-

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

1. If you want to change a class, you will need to fill out a schedule Change Request form located in the office.
2. 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.
3. 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 homeroom teacher.

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

1. It will need to be done when elective packets are passed out in the spring.
 - A. You need a signed note from your parent/guardian
 - B. You must choose an available elective
2. 5th graders may drop band or orchestra at the end of the semester only
3. 6th thru 8th graders will not be able to drop band or orchestra due to a certain number of electives offered..

When do I go to my new class?

1. A new schedule will be delivered to your homeroom.
2. Please **do not** go to the new class until you have your new schedule with you.

-BCS Dance Guidelines- Grades 7/8

1. Students may not leave the building under any circumstance.
2. Students from lower grades or other schools are not allowed to attend the BCS 7/8 dances.
3. Mosh pits or other inappropriate behavior are not allowed.
4. All food must stay in the Cafeteria.
5. Dances are only for students in grade 7/8.

-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 has a bay of lockers and you should care for them with BCS pride.
- Your homeroom is responsible for a clean locker bay.
- Do not share your locker or combination with another student (this is equally true of your gym locker)
- **Always keep any valuables locked up in your locker.**
- If you have a problem with how your locker is working, please report it to the office immediately.
- If you want to decorate someone's locker before school, 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.

What happens if I lose or damage a textbook?

If you lose a textbook, you will be expected to pay the full cost of the book.

Books are assessed for damage by your teacher at the end of the school year. If there is damage to one of your books, you will receive a fine slip. ***Unpaid book fines at the end of the year may prevent you from attending an end-of-the-year field trip.***

Can I take my backpack to class?

No! Students are only 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 -

What are the BCS clothing guidelines?

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.

Please follow these guidelines:

1. Wear no clothing that is considered a distraction in the classroom.
2. Apparel advertising controlled substances (including drugs and alcohol) is NOT permitted.
3. Apparel displaying sexual innuendo or a violent theme is NOT permitted.
4. All skin and undergarments between your shirt and pants/shorts/skirt must be covered.
5. Shorts/skirts must be below your fingertips when arms are extended toward the floor, flat to the sides of the body.
6. Tank tops that show undergarments are NOT permitted.
7. Roller shoes or roller blades are not permitted at school or on school property.
8. Hats or hoods are ONLY permitted to be worn on special designated days, and when you are outside.
9. 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 may be asked to call your parents to bring a change of clothes or wear an alternative item.

REMEMBER: THE ROOM TEMPERATURE AT BCS CAN FLUCTUATE FROM ROOM TO ROOM. IT IS USEFUL TO KEEP A SWEATER OR SWEATSHIRT IN YOUR LOCKER AT ALL TIMES.

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.

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.

-Recess and Playground Guidelines-

1. Listen to and follow the directions of the teachers, noon supervisors, cafeteria staff, custodial staff, and any other adults assisting at lunch in the cafeteria or outside. They should be given the same respect you give to your classroom teachers.
2. Do not take food or drink outside of the cafeteria. There is no eating or drinking in the halls.

3. Use game and playground equipment properly and return game equipment when you are finished using it.
4. Take turns with play equipment.
5. 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 determine what is safe and unsafe.)
- 6. Do not push, shove, hit others or engage in "play fighting".**
7. Do not throw stones, snowballs, or any other objects other than those used for playing games.
8. "Everyone plays at BCS." You cannot maliciously exclude anyone from an activity.
9. No put-downs.
10. Football is one-hand touch ONLY, no two-hand touch or tackle.
11. The BCS Garden is off limits for all students unless with a class.
12. Students must adhere to all the lunch recess boundaries.

- Lunch/Recess -

What are the expectations for the Cafeteria?

1. Stay seated while you are eating.
2. 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.
3. When you are finished eating, please push in your chairs, stand at your table, raise your hands and wait for a noon supervisor to excuse you to recess.
4. Lunch Recess options:
 - Outdoor-** Playground, Black Top, Soccer Fields
 - Indoor-** Cafeteria, Media Center (if open), or with a teacher in their classroom (if you have a pass from the teacher).
5. You may stay in the Cafeteria and play a quiet board game, bring a book, complete homework, etc; if a lunchroom supervisor is available to supervise.
6. The STAGE is off limits to students during lunch recess.
7. You must remain out of the U-hall, the main halls and the locker bays during lunch.
8. All opened food or opened drink MUST stay in the Cafeteria.
9. Basketballs, volleyballs, footballs, or any other ball cannot not be "used" in the Cafeteria.
10. Students are NOT allowed to bring handheld gaming devices into the cafeteria.
11. Students must have a "pass" to a classroom or another location prior to entering the lunch line or Cafeteria.
12. The lunchroom supervisors will direct and guide students during lunch recess. These lunchtime recess procedures may be altered at the discretion of the adult.

What if I forget my lunch?

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

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 with both name.**

-Competitions at BCS-

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

| | |
|----------------|--|
| <u>Fall:</u> | Boys' Soccer (7-8) Girls' Basketball (7-8) Co-ed Cross Country (6-8) |
| <u>Winter:</u> | Boys' Basketball (7-8) Girls' Swimming (6-8) Boys' Swimming (6-8) Girls' Volleyball (7-8) |
| <u>Spring:</u> | Girls' Soccer (7-8) Co-ed Track (6-8) Boys' Tennis (6-8) |

What Proud Dads Sports are offered?

Proud Dads offer many alternative sporting opportunities. Be sure to check the BCS website, athletics tab under Proud Dads.

Are there any other activities in which I may compete?

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

| | |
|------------------|-------------------------|
| Reflections | Forensics |
| Robotics | Social Studies Olympiad |
| Science Olympiad | Math Pentathlon |

...and many 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, don't run.
- Work quietly so you don't distract others.
- 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 do not put any marks on the furniture.
- The Internet is for research purposes only, not gaming or "surfing" the web.

What are the Media Center hours?

You may use the Media Center from 8:15 AM until 3:10 PM daily. You may come to the Media Center with your class or on your own with a pass from your teacher at anytime during the day.

What about using the Media Center at lunchtime?

- Students may go to the Media Center during the 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, no “surfing!!”
- 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.

-Technology Guidelines & Requirements-

At BCS, technology is an integral part of your educational experiences every day. So it is important you understand how important it is that our entire community work together to ensure the appropriate use of the equipment and condition of all equipment.

How do I get computer access?

You will get a Technology Acceptable Use Agreement which must be read, signed by both you and your parent 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 or your homeroom teacher will assist you, if needed.

What are the guidelines for appropriate computer use?

1. Computers and laptops are *only* used when adult permission is provided.
2. Do not play games on the computer at any time.
3. Do not use district technology for purposes other than district use.
4. No access or modification of anyone’s files, but your own.
5. No deliberate misuse or damage of equipment.
6. Download and upload only with specific teacher permission.
7. Internet access and email for school-related projects only (no accessing personal email at school).
8. Passwords are not to be shared with anyone at any time.
9. Restart computers with permission only.
10. Do not load paper into the printers. Ask one of the teachers to do this.
11. Report all system or software problems to your teacher; please do not try to solve the problem yourself!

12. Do not install any software (ex: games) on any BCS machines.
13. YOUR FILES AND SERVER SPACE ARE EXCLUSIVELY FOR BCS PROJECTS.

Printing Guidelines

1. Be patient when using the printers, send print jobs only one time.
2. Save paper and ink whenever possible, either cut and paste into Word or use a printer-friendly link.
3. 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

*The following is a list of possible infractions for all students. **This is not an exclusive list.** You must follow the guidelines when using computers 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 the 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
- Uploading or downloading anything without permission
- Hacking into system files
- Damage to another student's file.
- Theft of any piece of equipment

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

-Bus Procedures-

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

Ten minutes, from 4:05 PM until 4:15PM. 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 busses to help you find it.

Can I go home on a friend's bus?

Yes, but you need to do the following:

1. A note is needed from home, signed by a parent.
2. The office must sign the note.
3. Give the note to the bus driver.

What are the rules for riding the bus?

Your driver has the right to make whatever arrangements are needed to insure student safety. Be sure to observe the rules posted on your bus at the front by the driver.

- Observe the same conduct as in the classroom.
- Be courteous.
- Use no profane language.
- Do not eat or drink on the bus.
- Keep the bus clean.
- Cooperate with the bus driver.
- 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.

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 rules.

-F.A.Q.(Frequently Asked Questions) –

What is “Success Center”?

We are fortunate to have a “Success Center” available to students during lunch on many days. The purpose of “Success Center” is to provide additional opportunities for students to complete missing work. The room will be supervised by a BCS teacher. A teacher may assign a student to “Success Center” to complete missing work.

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

No child is ever excluded from an activity at BCS because of financial difficulties. We have a fund at BCS called *Nan's Kids* (in memory of 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 call the principal, assistant principal counselors, and/or your homeroom teacher. The information will only be given to staff that need to know. Any changes within the family may interfere with school performance. This type of communication is an important factor in your child's success in school.

Can I sell something at BCS?

No, you may not sell anything at school.

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 that during school hours the cell phone or other ECD remains off and located in their locker unless they have express permission from their teacher or the office. 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.

The use of cell phones and other ECDs in locker rooms or bathrooms is 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, GameBoy, 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.

Can I bring my laptop to school?

Students are permitted to bring a personal computing device (ex. lap top, 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. These devices are not to be used to play games. 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.

Can I bring CD players and headsets or any other musical device to school?

CD players, headsets, and any other musical device are not permitted during the school day unless you have permission from a teacher or the office. CD players, headsets, and any other musical device cannot be played in the hallways and/or locker bays. CD players, headsets, and any other musical device may be taken away from the student and not returned until a future time, if the student is not using it appropriately.

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

Students may not order lunch during the school day.

May I purchase an item from the vending machines?

Yes, during lunch or after school hours ONLY.

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

Students must submit a proposal to the office. There is one school-wide community service project during the year and each team will do a community service project during the year.

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 call BEFORE 2:45 PM. Every attempt will be made to deliver messages, but we cannot guarantee delivery.

Where can I find the lost and found?

Most items found in and around the school should be placed on the shelves outside the Cafeteria across from Engineering Tech room. Valuable items (money, jewelry, glasses, electronic devices etc.) should be taken to the main office. You should not bring valuable items to school. It is your responsibility alone to locate all items you lose. All unclaimed lost and found items will be donated to charity at the end of each marking period. Please label items that you don't wear at all times.

Should I use my planner? What if I lose my 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 in your planner. If you lose your planner please check the lost and found. If you can not locate it, you may replace it for a fee in the office.

Can I play with playing cards at BCS?

Playing cards are permitted at lunch only. 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.

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 tardy for any class, within a quarter (10 week period), may receive a consequence.

Can I skateboard or in-line skate or use roller shoes on school grounds at the end of the day?

No. Skateboarding, roller shoes usage and in-line skating is not allowed *anywhere* on the BCS campus.

II. STUDENT EXPECTATIONS

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

We value the 3 E's:

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

We expect that you will do your best to live up to the *3E's*. We apply these expectations to any activity during the normal school day, any after-school activity, or any BCS-sponsored event off of school property.

We value the BPS Character Education Traits:

- **Positive Attitude** - Strive to be hopeful and confident in your thoughts and actions about yourself, other 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-

1. **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 tardy 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.
2. **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. It means you should have all of the materials you will need for a class with you at the beginning of that class. You should write down all of your assignments in your planner, 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.

3. **Honesty**- This is being truthful about your work and actions. It is making sure that when you turn in an assignment, it is totally your work. (Unless of course, it is part of a group project). It is making sure that when a parent's signature is needed that the signature is really that of your parent. It is being accurate in reporting something that you have seen or heard when asked. Academic misconduct has very serious consequences in later years.
4. **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.
5. **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 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.
6. **Respect for Property**- This is showing value for the "things" at BCS. You should always leave an environment in the same condition or in better condition than you found it. Never eat or drink anything in the hallways. Pick up any litter that you see. **(BCS is host to many visitors and we want to set a positive image at all times.) The entire BCS Community is committed to having a clean environment.** Homerooms will be responsible for their locker bin, as well as, different areas throughout the year. Homerooms will clean locker bays periodically throughout the school day.

-Consequences for Behavior-

What is the purpose of consequences?

Part of learning the habits listed above may involve 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 try very hard to be fair and logical in assigning consequences. Some examples are:

- Completing a reflection paper on the 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 and having them sign your reflection 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.
- Serving time with a teacher, a secretary or a custodian. This may be completed before or after school.
- Making restitution for damaged property.
- Debarment from class.
- Debarment from school, 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.

Consequences are not limited to those listed above. How often a behavior occurs and how serious are factors in determining consequences.

-Non-Negotiable Behaviors-

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

Discipline at BCS 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 information about those actions will be shared only with staff that can assist in their implementation and their parents. Disciplinary actions 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.