

The Baccalaureate School for Global Education
34-12 36th Avenue
Astoria, NY 11375
718-361-5275

Student Handbook 2019 – 2020

Bell Schedule

Period	Start Time	End Time
1	8:00	8:50
2	8:55	9:45
3	9:50	10:40
4	10:45	11:35
5	11:40	12:30
6	12:35	1:25
7	1:30	2:20

Student Daily Expectations

All BSGE students are expected to:

- Be in school every day, on time.
- Do assigned homework every day and ask for help from teachers, parents or peers when necessary.
- Give parents/guardians all notices and information received from the school.
- Follow BSGE's Habits of Conduct and DOE discipline codes.
- Promote a safe and supportive learning environment for all students.
- Promote a positive tone within the school building through words and actions.
- Refrain from engaging in physically destructive acts of school property.
- Respect all members of the BSGE community, including fellow students, teachers, administrators, staff, and parents.

Attendance

- All students are expected to attend school every school day and to report to all of their scheduled classes.
- The school building opens for students at 7:30 am daily. Students are not permitted to enter the building before 7:30 am even if accompanied by school personnel.
- Students are expected to be in school by 7:50 am and in their assigned classroom by 8:00 am. Our school is in session from 8:00 am to 2:20 pm. Breakfast is available to all students at 7:30 am in the school cafeteria only. Official daily attendance is taken during 2nd period and subject class attendance is taken in all periods.
- The school building is open to supervised afterschool activities on Wednesdays, Thursdays and Fridays from 2:20 pm to 4:30 pm. All students must leave the building by 4:30 pm.
- There are no afterschool activities in the building on Mondays and Tuesdays when students must leave the building by 2:20 pm.

Absences

Students who are absent are expected to complete any work missed and it is their responsibility to obtain the missed assignments from classmates.

Excused Absences

The parent/guardian should notify the school in writing when his/her child is absent. Parents/guardians are responsible for submitting documents related to absences due to illness, college visits, and other. The absence notes must be dropped off in the Absence Note Box located in the Main Office.

Unexcused Absences

Students who fail to bring a written excuse upon their return may be subject to disciplinary action. Students who are present in school but are absent from certain classes may be disciplined.

Late Arrival

Late arrival to class negatively impacts teaching and learning, and may affect a student's grade.

When students arrive late they need to have their ID scanned through the CAASS system. Once scanned, a LATE receipt will be printed and that receipt has to be given to the teacher when the student presents to class. The student should report directly to his/her appropriate subject class and present the LATE PASS to the classroom teacher.

Late arrival to school will be excused when resulting from MTA related delays or severe inclement weather.

Eating Lunch in the Student Cafeteria

Students must use their ID cards to pay for meals. They simply scan their ID card at the cashier and proceed to the serving line. Their photo will appear on screen for ID verification and if applicable, the system will automatically deduct the amount from the account.

Funds for meals can be deposited in advance via internet or by phone.

Only students who have a scheduled lunch or free period may be permitted to enter the student cafeteria.

When students finish eating, they must clear the tables, place recyclable materials in the recycle bins, and place other trash in regular trash bins.

Leaving the Building for Lunch

Currently, 11th and 12th graders are permitted to leave the building during their lunch period.

A parental consent form must be completed, signed by the parent and submitted to school personnel identified on the form.

When leaving the building for lunch, students are required to give their ID to front desk personnel.

Students must return to the building before the end of their lunch period.

Please keep in mind that leaving the building for lunch is a privilege, which can be revoked as a consequence of misconduct and/or failure to follow the policies and procedures for going out for lunch.

Leaving the Building Early

Students cannot leave school before dismissal without a parent or guardian escort. If a student needs to leave school early the parent/guardian or authorized adult whose name is on the Emergency Blue Card must pick the student up. A parent who needs to pick up their child must go to the Main Office and must present an official photo ID. Only individuals whose name appears on the Emergency Blue Card can pick up a student. NO EXCEPTIONS CAN BE MADE!

These rules apply to all students, regardless of age. Seniors who must participate in college related events will be permitted to leave the building early when documentation is provided and upon the approval of school administration (College Advisor, Guidance Counselor, AP).

Visitors

In general, an appointment is required for a parent/guardian to meet with a school official. When there is an urgent need, a parent/guardian can check in at the front desk and he/she will be directed to the appropriate office.

Communications

Students should not be phoned or texted by parents, family members or classmates during the course of the school day.

Students should not phone or text their parents, family members or classmates during school hours.

Families should make every effort to confirm plans with their child before the school day starts. If this is not possible, parents/guardians should contact the school in order to convey the message to their children.

In cases of emergency, parents should call the school office at 718-361-5275 to leave a message. We will make every effort to give the message to the student.

Email is the best way to communicate with faculty and staff. They can be emailed through PupilPath or by using their BSGE email address as listed on the school website, www.bsge.org. If you or your parent/guardian calls the school, please leave the best phone number at which to call you back, and the best time of day.

PupilPath.com

This is a web-based program that allows parents/guardians and students to check assignments, progress, and behavior via computer, cell phone or tablet. Email between teachers, staff, parents/guardians and students are supported on PupilPath. All BSGE students are required to check their PupilPath accounts daily. Parents and guardians are strongly encouraged to access their child's account on a regular basis. Parents/guardians and students will receive an invitation advising them how to register so they can log in. If you do not have access to Pupil Path, please contact our AP, Ms. Mihalache: mmihalache@bsge.org

BSGE Email

All students will be assigned a Google account on the BSGE domain. Students are expected to use this account for all school related online activities.

Blue Cards

Every student is given a blue Emergency Contact Card to complete. As the name indicates, this card is essential and helps us contact someone in the event of an emergency (i.e. illness, injury, etc.). Please be mindful of the following points when completing your child's Blue Emergency Contact Card:

- The Emergency Contact Card must be filled be out completely, front and back.
- This information must accurate and up-to-date.
- Students will not be released to the care of any adult unless their name is listed on the Blue Emergency Contact Card.
- Only relatives 18 years or older can sign out a student (if they are on the blue card) and proper identification is mandatory.
- Written correspondence (i.e. email, letter or fax) is not acceptable as authorization to sign out a student.
- Parents must indicate any special medical condition or need on the Blue Emergency Contact Card. Appropriate paperwork must accompany this request.
- Please make sure to include several telephone numbers and email where you can be reached.
- When providing names of people to whom the school can contact in the event of an emergency, be sure to include individuals who are within close proximity to the school and are available to come to pick up your child during the course of the school day.
- If you move, the school must be notified immediately. Please submit proof of address to Ms. Noboa in the Main Office, and you will be asked to submit an updated Blue Emergency Contact Card.

Updating Personal Information

In order to maintain the accuracy of student records, any change to personal information, such as name, home address and phone number, should be reported. A request of change can be processed in the Main Office with the proper documentation.

Student Injuries

All injuries are to be reported to school personnel.

If a student is injured during school the supervising adult is to escort the student to Ms. Noboa, the Supervisor of School Aides. Ms. Noboa will obtain assistance for the student and have both the student and the adult write a statement about the incident. The incident will be documented in the Online Occurrence Reporting System (OORS).

If a student is injured at home or during a non-school activity he/she must see Ms. Noboa before going to class. Ms. Noboa will have the student write a statement pertaining to how the injury occurred, may contact the family to confirm and will document the incident in OORS.

Habits of Conduct

Students who engage in misconduct may be subject to disciplinary action. Additionally, privileges such as attending school trips not directly associated with the class curriculum, leaving the building for lunch, participation in afterschool activities, in the school prom, and in PSAL events, may be revoked. For a comprehensive listing of all school rules please see The New York City Department of Education Citywide Standards of Discipline and Intervention, available at school or at <http://schools.nyc.gov>

Misconduct that occurs at the end of the school year will be subject to disciplinary action the following school year.

Some examples of misconduct are listed below:

- Bringing weapons to school.
- Endangering the safety of others.
- Selling, distributing, or using illegal drugs and/or controlled substances.
- Engaging in scholastic dishonesty.
- Using abusive language or engaging in verbal, physical, or sexual harassment of others.
- Smoking, vaping or drinking alcohol in the building.
- Loitering in exits, stairwells or halls.
- Violating the dress policy.

Academic Integrity Policy

Academic honesty at BSGE is a principle informed by the attributes of the IB learner profile. Upholding academic honesty ensures that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

Examples of academic dishonesty include:

- Copying someone else's work or allowing your work to be copied
- Restating someone's ideas as your own or using synonyms for someone else's word choice without attribution
- Handing in someone else's work
- Dividing up work with a group of students so that each student has less work to complete
- Using pictures, videos, graphs, etc. without providing sources
- Taking answers from another student or using a cheat-sheet during an assessment
- Faking data, conclusion, and answers and presenting them in class
- Stealing or taking pictures of assessments
- Discussing exam questions with anyone who has not taken the assessment yet

BSGE Computers and Internet Acceptable Use Policy

Students are not to:

- use school equipment or Internet resources for profit or other purposes incompatible with educational goals. You may use school equipment or Internet resources for non-profit personal use so long as that use does not violate laws or policies set forth by the Department of Education at <https://www.schools.nyc.gov/school-life/policies-for-all/internet-acceptable-use-policy>
- use electronic resources to bully, harass, stalk, or menace other people. You have the responsibility to report online bullying, harassment, stalking, or menacing when you witness it being done by others.
- use school desktop computers that are in rooms that are currently open and supervised by a teacher. If there are other students waiting to use those computers for school-related work, you must limit your use to school-related work and not monopolize those computers.
- use school laptop computers under the supervision of teachers. You may not borrow school laptops from the computer carts by yourself. When you finish using a school laptop, you must return it to its cart and plug it in to recharge.
- share your school accounts or passwords with other people. When you are done using a school computer, you must sign out of all accounts and sites you have signed into, so that other people do not use them accidentally or deliberately.
- change your account profile to include key personal information, or change your name or avatar in inappropriate ways. You must keep your account profiles current, including current alternate email addresses when you have them.

Cell Phones

Students may not use cell phones during the course of the day unless authorized to do so by school Administration or their classroom teacher. Students' cell phones must be turned off and out of sight. If a student is observed using a cell phone, or the phone rings or vibrates, it can be confiscated. The cell phone will be secured and the student's parent or guardian will be required to come to school to retrieve it. There are no exceptions to this rule.

Parents/guardians do not call your child on their cell phone during the official school day or during after school activities. If you need to speak to your child you can call him/her on their cell phone when they are no longer in school. You can also call the Main Office (718-361-5275) to have a message relayed to your child.

Students may use their cell phone during their lunch period to do school work or play games.

Students may not use their phone to take pictures of anyone while in school unless it is authorized by an adult and part of a class/team/club activity.

Confiscated phones will be secured initially by the teacher that confiscates the phone and later by school administrative staff. The school is not responsible for any damage that occurs to confiscated phones.

Electronic Devices

Electronic devices such as iPods, iPads, Game Boys, and electronic books players are not permitted to be used unless authorized by an adult. If a student is observed using an electronic device, it may be confiscated. The school is not responsible for any damage that occurs to confiscated items or responsible for lost or stolen electronic devices.

Student Dress Policy

Student dress should be non-disruptive of the educational activities and processes of the school. Students in violation of the dress code will be asked to change into appropriate clothing or be required to purchase BSGE gym shorts or a BSGE t-shirt.

- Students may not wear hats or head gear in the building. (Religious observance and documented health-related head wear is exempted.)
- Undergarments must not be visible.
- Midriffs on boys or girls are not to be visible.
- Sleeveless white undershirts are not to be worn as shirts.
- Tank tops and muscle shirts are not permitted.
- Baggy pants can be worn but cannot be not falling down or exposing undergarments or body parts.
- Underwear should not be visible while standing or sitting.
- No brief garments such as tube tops, net tops, halter tops, tank tops, spaghetti straps, plunging necklines (front and/or back), strapless or see-through garments may be worn.
- Shorts and skirts should be at mid-thigh or lower, no shorter than 4" above the knee. Guideline: The length should be at your fingertips when your arms are extended straight down.
- Spandex shorts, pants or leggings must be worn with an outer garment that reaches fingertip length.
- In addition, a student may not attend classes dressed in a manner that is offensive to other members of the BSGE community.
- Items that are vulgar, obscene, and libelous, or denigrate others on account of race, religion, national origin, gender, sexual orientation, or disability may not be worn.
- Promotion or endorsement of the use of alcohol, tobacco, illegal drugs, and/or encouragement of other illegal or violent activities is not permitted and may be subject to disciplinary action.

Photo Release

Written parental consent is required for any student to be photographed in school related activities and to appear in any school publications. This form will be distributed to all students annually.

Return Textbook Policy

All students will be provided with textbooks or other instructional materials for various courses throughout the school year. Students will be notified in advance when an item is due to be returned. Students are to return all textbooks or instructional materials to their teachers before the last day of classes. If a student fails to return or defaces an item, he/she is expected to pay for the missing or damaged item.

Use of School Lockers

Lockers are the property of the school and the administrative staff has the authority to govern their use. Lockers are assigned to individual students each September. Students may not swap lockers. Due to limited facilities, students will share lockers. Contraband, including but not limited to illegal drugs, weapons or alcoholic beverages, is not permitted in the school building and may not be stored in lockers. Safeguarding the contents of a locker is the responsibility of the student.

To alleviate noise in the hallways and classrooms that have lockers, students may go to their lockers only at the following times:

- Between period 2 and 3
- Immediately after the last period

Food & Drink

No food or drink is permitted above the first floor unless a staff member has made special arrangements. The only beverage that students may drink in classrooms or hallways is water in plastic or recyclable bottles.

Glass containers are not permitted in the building. This is a safety issue.

Bullying

At BSGE we define bullying as a verbal or physical act that causes mental or physical harm to another person. No student or adult is allowed to engage in bullying.

Elevator Pass

If a student is injured and is unable to use the stairs, he/she should obtain an Elevator Pass from Ms. Noboa in the Main Office. One classmate can assist an injured student on the elevator. Students who do not have an elevator pass are not permitted to ride the elevator. Students who do not have an elevator pass will be asked to exit the elevator and be reported to the principal for disciplinary action.

Parents cannot give their child permission to use the elevator on school premises.

Daily Announcements

Daily announcements will be aired over the public address system at the end of period 7. If you wish to have announcements made, be sure to let Ms. Diaz-Mayo know in advance, by the end of 6th period.

Emergency Drills

Schools are required by law to conduct Emergency drills at regular intervals. It is essential that during drills students follow the directions of school and emergency personnel. Talking is not permitted during drills.

Other Student Services

Nurse's Office

The Nurse's Office is open during school hours.

Students who become ill at school must obtain a WRITTEN pass from their teacher before going to the office.

Prescription medication

If a student needs to take medication during school hours, it must be brought to the nurse's office with the doctor's prescription and the nurse will have a parent or guardian sign a form.

Self-medicating

Students are not permitted to self-medicate. If a student needs to take medication that has not been prescribed by a doctor, he/she needs to bring a note from the parent to the nurse's office stating the medication and its purpose. The medication needs to be taken in the presence of the nurse or school official.

Academic Support

After-school tutoring by peer students is available for most of the school year. The schedule will be posted outside the library door. Some teachers also offer individual or small-group tutoring at various times in the school year.

Library

The library is open to students only during scheduled times. The schedule will be posted on the library door. Students borrowing books must have a valid student ID. Students may not borrow more than 5 books at a time. Library books that are not returned on time will incur a fee of 10 cents/day. Students that need to visit the library during their lunch periods should always eat lunch first, as no food or drinks are allowed.

ID Cards

Students are issued photo ID Cards that are used to swipe in when they arrive late in the morning and to swipe for lunch in the cafeteria. Students who need a replacement ID should email lostID@bsge.org and will pay a replacement ID Card fee of \$5.00.

Metrocards

The NYC Department of Education's Office of Pupil Transportation determines whether a student is eligible for a Metrocard. Eligibility is determined by the distance of a student's home school. All students eligible for Metrocards will receive a Metrocards at the beginning of each semester.

Proper behavior is expected of all students on the buses and trains.

A student Metrocard is to be used only by the student to whom it is issued, and whose name appears on the card. Students may not loan their Metrocard to any student, parent or guardian. Metrocards are only to be

used for transportation to and from school or for school related activities during the hours of 5:30 am to 8:30 pm. Students may not use their Metrocards on weekends and holidays.

Metrocards for PSAL activities/ sports teams - team members will receive special 2 trip Metrocards from the Athletics Director for week-end games.

A half-fare Metrocard is only good for bus transportation and is given to students who live less than a mile away from school.

If a student loses or damages a Metrocard, he/she must request a replacement card from Ms. Noboa in the Main Office at the end of the school day.

Where to Go and Whom to See If...

I become ill or injured.....	Nurse's Office*
I am returning to school after an injury.....	Ms. Noboa, Main Office
I lost my ID card	email lostID@bsge.org
I lost my MetroCard.....	Ms. Noboa, Main Office
I have questions about my program.....	Ms. Chaputian, or AP, Room 107
I have a locker problem.....	Ms. Idzinski, Room 103
I need to change my personal information	Ms. Noboa, Main Office
I need to call home.....	Main Office
I want to join a sports team.....	Email Mr. Heine: jheine@bsge.org
I need working papers.....	Ms. Chaputian
I need a lunch application	Ms. Idzinski, Main Office or online: www.myschoolapps.com
I have a problem with another student.....	Ms. Chaputian, or AP Office, Room 107
I am being bullied/harassed	Ms. Chaputian, or AP Office
I need information about graduation requirements.....	Ms. Chaputian
I need information about college	Mr. Wilson
I need information about the SAT/ACT	www.collegeboard.com, Mr. Wilson
I need information about SAT/ACT prep courses.....	Mr. Wilson
I need information about the IB Program	Ms. Meisler
I need to turn in my absence note	Attendance Box, Main Office
I need information about my science labs.....	Dr. Helfenbein, Room 308
I need to use a computer	Room 105, Room 114
I need to print.....	Room 105, Room 114
I need to make a photocopy	Main Lobby

I need to email my teacher.....www.bsge.org Contacts Page

I need an elevator pass.....Ms. Noboa, Main Office

I need to leave school early.....Main Office - Adult with photo ID, listed on blue card, must sign me out.

I forgot my BSGE Google password.....Mr. Mehan. Mr. Saha

I need access to PupilPath.....AP Office

I lost something in the school.....Ms. Pasach

I had my phone confiscated by a teacher.....AP Office

I need to make a school-wide announcement.....Ms. Diaz-Mayo

I need an official copy of my transcript.....Ms. Chaputian, AP Office

I want to start an after school activity/ club.....get form from Ms. Diaz-Mayo

I need an event approval form.....Ms. Diaz-Mayo

***IN AN EMERGENCY, GO TO THE NEAREST OFFICE OR STAFF MEMBER**