

The Baccalaureate School for Global Education

34-12 36th Avenue

Astoria, NY 11375

718-361-5275

Student Handbook 2019 – 2020

BSGE's Mission Statement

The Baccalaureate School for Global Education (BSGE) is a grade 7-12 school with the International Baccalaureate Diploma Program implemented school-wide. The school's mission is to help sustain society and the global community by nurturing a spirit of imaginative and independent thinking, curiosity, and mindfulness as we deepen our consciousness of global citizenship and respect of all. We believe that our school community, through our thoughts and actions, can make the world a better place; a lofty school mission. The questions I hope you ask yourself include, "What does this mean and what is expected of each member of the school community?"

As a NYC public school, BSGE has the responsibility of sustaining society, both locally and globally, through the development of each member's ability to think about the impact our actions have on others. This means students and adults in the BSGE community are expected to reflect on their words and actions, exhibit compassion and tolerance for all, be knowledgeable, and think before speaking and acting.

Principal's Vision

- Every student will be an IB Diploma candidate.
- Offer an intellectually compelling curriculum which follows international standards for academic achievement in all subject areas.
- Promote fluency in a foreign language.
- Qualify students for superior post-secondary opportunities in the United States or abroad.
- Build ties with local, national, and international communities.
- Promote ideals of international understanding, human rights, and responsible global citizenry.

Important Contact Information

School Phone Number 718 -361-5275

Administration

Principal	Ms. Kelly Johnson	kjohnson@bsge.org
Assistant Principal	Ms. Milena Mihalache	mmihala@bsge.org
Assistant Principal	Ms. Mamo – Vacacela	mmamovacacela@bsge.org
Math Coordinator	Mr. Karl Boyno	kboyno@bsge.org

Ms. Chaputian	Guidance Counselor	cchaputian@bsge.org	Ext 1102
Ms. Meisler	IB Coordinator	jmeisler@bsge.org	Ext 1051
Mr. Wilson	College Advisor	pwilson@bsge.org	Ext 1143
Ms. Pasach	Parent Coordinator	mpasach@bsge.org	Ext 1131
Ms. Diaz-Mayo	School Secretary	adiaz@bsge.org	Ext 1091
Ms. Noboa	Main Office	jnoboa@bsge.org	Ext 1034
Ms. Velez	Main Office		Ext 1033
Ms. Idzinski	Main Office	gidzinski@bsge.org	Ext 1033
Mr. Jackson	Main Office	mjackson@bsge.org	Ext 1031
Ms. Desarme	School Nurse		Ext 1041

BSGE 2019-2020 School Year Calendar

Sept 5	First Day of School
Sept 26	Family Night
Sept 30 – Oct 1	Rosh Hashanah – School is closed
Oct 9	Yom Kippur – School is closed
Oct 14	Columbus Day – School is closed
Nov 5	Election Day – No students in attendance
Nov 11	Veterans Day – School is closed
Nov 18	Progress Report Grades Distributed
Nov 21 – 22	Parent Teacher Conferences (evening and afternoon)
Nov 28 – 29	Thanksgiving Recess – School is closed
Dec 24 – Jan 1	Winter Recess – School is closed
Jan 20	Dr. Martin Luther King Jr. Day – School is closed
Jan 27	Clerical Day - No students in attendance
Jan 28	End of Fall Semester Grades Distributed and Spring Term Begins
Feb 17 – 21	Midwinter Recess – School is closed
Mar 17	Progress Report Grades Distributed
Mar 19 – 20	Parent Teacher Conferences (evening and afternoon)
Apr 9 – 17	Spring Recess – School is closed
May 21	Family Night
May 25	Memorial Day – School is closed
Jun 4	Anniversary Day - No students in attendance
Jun 26	Last Day of School (Early dismissal) End of Semester Grades Distributed

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.

Our School Website

Our school website, www.bsge.org is full of information, including a calendar of specific events and teacher contact options.

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.

Academics

NYS Graduation Requirements

Credit Requirements	Regents Diploma	Advanced Regents Diploma
English	8	8
Social Studies	8	8
Global History	4	4
American History	2	2
Economics	1	1
Participation In Government	1	1
Science (including lab)	6	6
Life Science	2	2
Physical Science	2	2
Life Science or Physical Science	2	2
Mathematics	6	6
Visual Art, Music, Dance, and/or Theater	2	2
Second Language	2	6
Health and Physical Education	5	5
Physical Education*	4	4
Health Education	1	1
Elective Areas	7	3
Total	44	44
	Regents Diploma	Advanced Regents Diploma
Regents Exam Requirements	Score	Score
Comprehensive English	≥ 65	≥ 65
Integrated Algebra	≥ 65 or	≥ 65
Geometry	≥ 65 or	≥ 65
Algebra II/ Trigonometry	≥ 65	≥ 65
Global History and Geography	≥ 65	≥ 65
U.S. History and Government	≥ 65	≥ 65
Science	≥ 65 (any science)	≥ 65 (Life Science)
Science		≥ 65 (Physical Science)
Language other than English		≥ 65

* Students are required to take and pass physical education each semester. Any student failing physical education must repeat the course.

Retakes of Regents Examinations

At BSGE retakes of previously taken Regents Examinations occur only in January and June.

IB Requirements

Pre-IB Diploma Program, Grades 9 & 10

- Language A - English
- Language B - Spanish or French (9th Grade Year 1, 10th Grade Year 2)
- Mathematics - Algebra, Geometry, Algebra II
- Sciences - Living Environment, Chemistry, Physics
- Humanities - Global History and Geography
- Physical Education - Health and Hygiene, Individual and Team Sports Diploma Program (DP)
- In 9th Grade one semester each of Visual Arts and Music
- In 10th Grade Pre-IB Visual Arts, Pre-IB Computer Science or another course that satisfies IB's Group 6* criteria (The Group 6 course offerings are subject to the availability of personnel)

*Students are not permitted to change their assigned Group 6 course.

IB Diploma Program, Grades 11 & 12

The IB Diploma Program is a rigorous course of study leading to external examinations in six core academic groups:

- IB English Literature (Language A)
- IB French or Spanish (Language B)
- IB Mathematics: Applications and Interpretation or IB Mathematics: Analysis and Approaches
- IB Biology or IB Chemistry Standard Level
- IB History of the Americas Higher Level (Individuals and Societies/Government and Economics)
- Group 6: IB Computer Science Higher Level, IB Visual Arts Higher Level, or another course at the Higher Level that satisfies the criteria for Group 6.

See www.ibo.org for course descriptions.

In addition to the above courses, all students take Physical Education.

Full Diploma candidates must also satisfy three special features included in the program in order to earn the IB Diploma. This is known as the *IB Diploma Program Core*:

- Theory of Knowledge (TOK) course - challenges students to question the basis of knowledge, to be aware of ideological biases, and to develop modes of thought based on analysis of evidence and rational argument. At the end of the course, students prepare a formal paper and an individual presentation.
- Creativity, Action and Service (CAS) - IB Diploma candidates are required to design a service project as well as complete creativity, action and service hours during grades 11 and 12. While IBO does not dictate the number of required hours, BSGE recommends the completion of a minimum of 75 hours of meaningful participation devoted to creativity, action and service to successfully satisfy this component of the Diploma Program. These activities encourage students to share their energies and talents outside of the classroom.
- Extended Essay (EE)- a required essay of at least 4,000 words offers students the opportunity to investigate a topic of special interest and prepares them for independent research and writing expected at the university level.

FAQs: International Baccalaureate Diploma Program at BSGE

What am I expected to do by the end of 10th Grade?

Prior to entering the IB Diploma Program in the 11th grade students will have:

- A minimum of 4 credits in both English and Social Studies.
- A minimum of 4 credits in both Math and Science.
- A minimum of 4 credits in a Foreign Language.
- Creativity, Activity and Service hours (100 hours for students admitted in the 7th grade, 50 hours for students admitted in the 9th grade).

How do I maintain IB Diploma candidacy?

The requirements to ensure IB Diploma Program candidacy while in the 11th and 12th grade include:

- Pass a minimum of 5 Regents exams by the end of 11th grade (with a grade of 75 or higher).
- Pass IB classes with a semester grade of IB3 or higher. The IB classes at BSGE are Language A (English), IB Biology or IB Chemistry, Math Applications or Math Analysis, History of the Americas, Visual Arts and Language B (Foreign Language).
 - 1 subject from each of the six subject groups - 3 Standard Level courses and 3 Higher Level courses
 - Theory of Knowledge course (TOK)
 - Completion of Extended Essay draft (by the end of May) as well as all benchmark assessments leading up the Extended Essay
- Successful completion of IB Internal Assessments (IAs)
(These are assessments administered in each subject prior to the IB exams taken in May of the senior year. These assessments are graded by BSGE teachers and are moderated by IB. Students' grades on the IAs are reported to IB and factored into their overall IB Diploma Program score.)
 - ✓ Language A (English Literature)
 - Written Assignment and Oral Presentation - 11th grade
 - Individual Oral Commentary & Discussion (recorded) - 12th grade
 - ✓ Science - Investigative Lab
 - Across the 11th and 12th grades for IB Biology
 - Across the 11th and 12th grades for IB Chemistry
 - ✓ Math Analysis- Exploration in the 11th and 12th grades
 - ✓ Math Applications - Investigation in the 11th and 12th grades
 - ✓ History of the Americans (HoA) - Historical Investigation in the 11th and 12th grades
 - ✓ Visual Arts - Art Exhibition + 1 page Curatorial Rational in the 12th grade
 - ✓ Language B (Foreign Language) - Interactive Oral Activity, Individual Oral and Written Assignment in the 11th & 12th grades
 - ✓ Theory of Knowledge (TOK)
 - Oral Presentation - 11th grade
 - Essay - 12th grade
- Successful completion of the Extended Essay & adhering to the following benchmarks:

- First draft - 11th grade before June.
- Final paper - 12th grade by the end of October. This will require students to work on the Extended Essay during the summer.
- Successful completion of Creativity, Activity, and Service hours and Project
 - Completion of the Project.
 - A minimum of 75 hours over 2 years.
 - Intended to be a collection of enjoyable and challenging experiences determined by you to extend your abilities.

What happens if I don't meet the requirements to remain a full IB Diploma Program candidate?

Students who are not IB Diploma Candidates in the 12th Grade are considered to be Certificate candidates and will be required to:

- Remain in IB classes to earn credits towards high school graduation.
- Sit for examinations *in some* IB courses and be eligible for IB course Certificates for those subjects.
- Complete modified versions of the Internal Assessments in IB classes in order to earn a credit for the class.
- Fulfill the CAS requirement.
- Take the two years of the Theory of Knowledge course and complete the internal assessment (TOK Presentation) and the external assessment (TOK Essay).

What happens if I do not meet the requirements for Certificate Candidacy?

- Students will have to attend summer school after the 11th and 12th grades for all classes failed.
- The course failures will appear on the student's official transcript.
- Colleges may be informed that the student did not maintain IB Certificate Status.
- This applies to CAS requirements as well as not sitting for one of the IB subject exams.
- Failure to submit and earn a passing grade on the TOK Essay will result in a failing grade for the class.

How do I obtain the IB Diploma?

Being awarded the IB Diploma is dependent on successful completion of specific assessments and examinations during 11th and 12th grades. Receiving the IB Diploma is NOT based on the report card grades that students receive during these years. Students are notified of their scores on IB assessments in July of their senior year.

The IBO Rules for the Award of the IB Diploma are as follows:

Assessment of Student Work

Each of the six subjects that contribute towards the award of the Diploma is assessed on a scale of 1 – 7.

For Theory of Knowledge (TOK) and the Extended Essay (EE), the grades are on a scale of A to E, with A being the highest.

Grades are a combination of Internal Assessments, marked by BSGE teachers, and External Assessments – exams and other work marked by IB examiners living in various parts of the world. Between twenty and twenty - five percent of the marks in each subject are based on Internal Assessments.

Each subject counts for a maximum of 7 points, allowing for a total of 42 points (6 courses x 7 points = 42 points). Theory of Knowledge and the Extended Essay can add a total of 3 points to your IB score, bringing the maximum total to 45. Apart from various failing conditions (described below) a candidate needs 24 points to earn the IB Diploma. Incomplete work in either the Extended Essay, Theory of Knowledge or in Creativity, Activity, Service (CAS) results in making the candidate ineligible for the IB Diploma.

Predicted Grades: The predicted grade is the teacher's prediction of the grade the candidate is expected to achieve in the subject (course), based on all the evidence of the student's work and the teacher's knowledge of IBO standards. The IBO uses the teachers' predicted grades to consider the performance of candidates. IB exam grades (scores) and BSGE report card grades are not the same.

Given that IBO exam results are generally released in July of each year, students' IB Diploma exam grades and overall score are not factored into their report card grades.

The College Office may inform colleges and universities of the students' predicted grades.

Conditions for the Award of the Diploma

The minimum number of points needed to get the Diploma is 24. There are some additional rules to be aware of as well.

If you receive 24 or more points (up to 45), you will receive the IB Diploma provided all the following requirements have been met:

- Numeric grades (as opposed to an "N") have been awarded in all six subjects registered for the IB diploma.
- All CAS requirements have been met.
- Grades A to E have been awarded for both Theory of Knowledge and an Extended Essay, with a grade of at *least* D for both of them.
- There is no grade 1 in any subject.
- There are no more than two grade 2s awarded.
- There are no more than three grade 3s or below awarded.
- At least 12 points have been gained on Higher Level subjects.
- At least 9 points have been gained on Standard Level subjects.

Award of the IB Course Certificate

An IB Diploma candidate who fails to satisfy the requirements for the award of an IB Diploma will be awarded an IB Course Certificate indicating the grades obtained in individual subjects, together with results in Theory of Knowledge and the Extended Essay and the completion of a CAS program.

How does the IB Diploma help me with college admissions?

Colleges and universities consider your status as an IB diploma candidate, your 11th grade report card, and subject predicted grades when you apply for college admission. It is therefore extremely important for you to work hard *consistently*, in both 11th and 12th grades.

The work towards the IB Diploma is used two ways during the college admissions process:

- Successful completion of the IB Diploma Program courses in 11th grade and the first semester of 12th grade show that a student is completing the most rigorous curriculum available to them at BSGE. Students who do well in IB Diploma Program courses are attractive candidates for colleges based on the preparation given for college throughout the program.
- Students take the IB examinations in May of their senior year. The official IB results are reported in July after students have been accepted in a college program.
- Students who score highly on IB Diploma Program assessments may receive credit or placement at their college or university.

How does the IB Diploma help me with college admissions?

It ensures that you have met the basic NYS graduation requirements and the criteria for College and Career Readiness.

School Wide Grading Policies

The IB Grading Scale

Instruction at BSGE is aligned with the assessments and curriculum frameworks of the IB Diploma Program. The following table shows the conversion to the school's 1-7 IB grading system.

<i>Range</i>	<i>IB Grade</i>
96 – 100	7
91 – 95	6
86 – 90	5
76 – 85	4
66 – 75	3
65	2
<65	1

Grading criteria is to include performance on:

- Major Assessments and assignments account for 60% of a student's grade and can include in-class essays (graded with feedback given), research papers, projects and exams.
- Minor (graded) assessments and assignments account for 30% of a student's grade and can include homework, in-class work, lab work, lab reports, quizzes, periodic assessments and explorations.
- Class Participation accounts for 10% of a student's grade and can include ungraded homework (correct answers are provided), being prepared for in-class activities, binder checks (7th grade) and group participation (documented).

Teachers will discuss specific class expectations and policies, including exam make-up policies for the class, at the beginning of each year or semester.

Science Lab Grades

Lab courses receive a grade of P (Pass) or F (Fail) based on completion of lab hours and submission of lab reports.

Lab report grades are included in overall science course grade.

Failed Courses

Courses that are failed need to be repeated. The process will involve discussions between staff, administration, and the guidance counselor based on the needs of each individual student.

Excused Absences

Absences due to illness verified by a medical note and/or parental note. Students with excused absences have up to one week to make up any missed tests, assessments, homework or in-class work that is graded and factored into the progress report or semester grade. More than one week can be given for excused absences resulting from the death of an immediate family member or extended illness of the student.

Submission of Late Work

Students with family or personal situations documented by the Principal or Guidance Counselor prior to the end of the marking period have up to one week after the end of the marking period to submit work to be factored into their final grade. If, due to the situation, more time is needed, the Principal and Guidance Counselor will convey this to teachers. Students will not be penalized for submitting late work under these circumstances.

Students without an officially documented personal/family situation have up to one week after the end of the marking period to submit missed or late assignments. Assignments handed in after the end of the marking period will be automatically lowered by two grades before the work is graded.

Vacation Homework Policy

School vacations are intended to provide an opportunity for students and teachers alike to rest, recharge and spend time with their families. Students in grades 7-9 are not assigned major projects, assessments or assignments during breaks from school.

Extracurricular Activities

Clubs

Any student can start a club!

If at least 15 students are interested in starting a particular activity or club, they should fill out a request form, available in the Secretary's Office. The club proposal must include a description, name of the teacher/supervisor, and day, room and time of meetings.

2018/2019 clubs included:

BaccRag (newspaper), The Breakers' Modern Dance, Business Club, Chess Club, Debate Club, Desi Dance, Dodgeball Club, Drama Club, French Club, GSA (Gay/Straight Alliance), Helping Hands, Junior Council, K-Pop Dance Club, Orchestra, Robotics Club, Senior Council, Soccer Club.

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

Guidance Office

Ms. Chaputian, our Guidance Counselor, helps students with both academic and personal needs. A student should seek counseling when needed. Except in certain circumstances, what he/she discloses to the counselor is confidential. A student may also be referred to the Guidance Counselor by parents, teachers, or other students. If additional counseling is necessary, the Guidance Counselor will then follow up with a referral to outside resources.

College Office

Mr. Wilson, our College Advisor, works primarily with juniors and seniors to help with the college and scholarship application process.

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.

Working Papers

Working papers are available in the Guidance Office. See Ms. Chaputian for details.

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 applicationMs. 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/harassedMs. Chaputian, or AP Office

I need information about graduation requirements.....Ms. Chaputian

I need information about collegeMr. Wilson

I need information about the SAT/ACTwww.collegeboard.com, Mr. Wilson

I need information about SAT/ACT prep courses.....Mr. Wilson

I need information about the IB ProgramMs. Meisler

I need to turn in my absence noteAttendance Box, Main Office

I need information about my science labs.....Dr. Helfenbein, Room 308

I need to use a computerRoom 105, Room 114

I need to print.....Room 105, Room 114

I need to make a photocopyMain 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**

BSGE Student Handbook

I have read the **BSGE Student Handbook**. I understand the terms of usage and agree to abide by them.

Student Name

Student Signature

Date

I have read the **BSGE Student Handbook**. I understand the terms of usage and agree to abide by them.

Parent Name

Parent Signature

Date