



Student and Parent Handbook

The Baccalaureate School for Global Education

34-12 36th Avenue

Astoria, NY 11106

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N.B.: This is a living document updated periodically to reflect changes to rules and regulations.

The most recent version is posted at <http://www.bsge.org>

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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 for 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 we hope you ask yourself include, "What does this mean?" and "What is expected of each member of the school community?"

As an 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 that 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

Administration

Title	Name	Email	Phone Extension
Principal	Dr. Heather Page	hpage@bsge.org	
Assistant Principal	Ms. Shoshana Abolafia	sabolafia@bsge.org	1072
Assistant Principal	Mr. Karl Boyno	kboyno@bsge.org	1091

Pupil Personnel Services

Title	Name	Email	Phone Extension
Guidance Counselor	Ms. Stefanie Mihalatos	smihalatos@bsge.org	1102
Social Worker	Ms. Kathyshia Brown	kbrown@bsge.org	1208
Speech Therapist	Mr. Andreas Argyros	Aargyros@bsge.org	2141
IB Coordinator	Ms. Jaime Meisler	jmeisler@bsge.org	2111
Parent Coordinator	Ms. Margaret Pasach	mpasach@bsge.org	1131
College Advisor	Mr. Peter Wilson	pwilson@bsge.org	1143

Main Office

Title	Name	Email	Phone Extension
School Aide	Debbie Leach	dleach@bsge.org	1034
School Nurse	Ms. Mireille Desarme		1041
Secretary	Ms. GeriAnne Idzinski	gidzinski@bsge.org	1033

BSGE 2022-2023 School Year Calendar

[Click here](#) for the current version of the NYC DOE Calendar

Daily Bell Schedule		
Period	Start	End
Arrival	8:00 am	8:10 am
1	8:10 am	8:55 am
2	9:00 am	9:45 am
3	9:50 am	10:35 am
4	10:40 am	11:25 am
5	11:30 am	12:15 pm
6	12:20 pm	1:05 pm
7	1:10 pm	1:55 pm
8	2:00 pm	2:45 pm

Student Rules and Responsibilities

By following the student rules and regulations listed below, students will help create a positive and supportive school environment for themselves and their fellow students. Students have a responsibility to

1. Attend school daily and be on time. They should put forth the effort to be successful in all aspects of their education; bring absence notes on the day they return to school if they are absent; have their parents call the main office when they are absent;
2. Be prepared for class with the appropriate materials; students should take care of all books, lab equipment, and school technology when they are loaned to them or used in the classroom;
3. Follow school regulations about leaving the building during lunch periods; carry a valid BSGE school ID at all times;
4. Help maintain a school environment free from weapons, illegal drugs, controlled substances, alcohol, and gambling;
5. Behave in a manner that contributes to a safe learning environment and which does not infringe upon the rights of other students to learn in a safe environment;
6. Share information with school officials regarding matters which may put the health or safety of school community members at risk;
7. Be polite, courteous, and respectful towards others regardless of actual or perceived age, race, creed, color, gender, gender identity, gender expression, religion, national origin, citizenship or immigration status, sexual orientation, physical and/or emotional condition, disability, marital status or political beliefs, and to refrain from using slurs based on these criteria;
8. Refrain from obscene, defamatory, or bullying communication in speech, writing, on social media, or other modes of expression, in their interactions with members of the school community;
9. Express themselves in a manner that promotes cooperation and does not interfere with the education process; be truthful in their interactions with other students and staff, and use non-confrontational methods to resolve conflicts;
10. Bring to school only those personal possessions which are safe and do not interfere with the learning environment. Speakers and laser pointers are prohibited;
11. Adhere to guidelines established for dress and activities in the Physical Education class and laboratories;
12. Be familiar with the school Discipline Code and abide by school rules and regulations;
13. Keep parents or guardians informed of school-related matters, including progress in school, and social and educational events, and ensure that parents receive communications that are provided by school staff for transmission to their parents, as well as signing up parents to receive all communications through their New York City Schools Account.

Absence from School

When a student is absent from school, their parent or guardian must notify the school before 9:00 am either by calling Ms. Leach at (718) 361-5275 ext. 1033 or emailing at attendance@bsge.org. They should include the student's name, nine-digit ID number (OSIS), and the date of the absence. When the student returns to school, they should bring a BSGE absence note, signed by the parent or guardian, to the main office before their first class on the day of return. If a doctor treated the student for an illness, a doctor's note should be attached to the absence note.

Absences are reported to parents by a phone call on the day of the occurrence. If parents are unaware of the absence, they should call Ms. Leach at (718) 361-5275 ext 1033.

Absent students may not participate in extracurricular activities on the day of their absence.

Academic Integrity Policy

Academic integrity is an essential component of the Baccalaureate School for Global Education International Baccalaureate Program. A commitment to a culture of academic honesty allows BSGE students to develop their full academic potential in all disciplines. The BSGE Academic Integrity Policy was created with this idea in mind, as well as meeting the requirements of the International Baccalaureate Organization (IBO), as stated in the IBO General Regulations: Diploma Programme, Article 3.3 "Candidates are required to act in a responsible and ethical manner throughout their participation in the Diploma Programme ... which includes not engaging in academic misconduct (as defined in article 20)" (IBO, 2014). The purpose of this document is to communicate clearly to all members of the BSGE community the specific expectations of students and how the faculty will work with students to ensure all students maintain this standard.

What is Academic Misconduct?

Academic misconduct is any behavior that gives a student an unfair advantage (or disadvantages another student) in one or more assessment areas. In general, these fall into three categories: **plagiarism**, **collusion**, and **duplication of work**. Misconduct can happen on in-class assignments, out-of-class assignments, or during examinations and is not limited to these three categories. Every incident of misconduct is treated seriously and will be addressed according to the policy laid out herein.

- A. **Plagiarism** is the representation, intentionally or unintentionally, of the ideas, words, or work of another person without proper, clear, and explicit acknowledgment.
- B. **Collusion** is defined as supporting academic misconduct by another candidate; for example, allowing one's work to be copied or submitted for assessment by another candidate.
- C. **Duplication of Work**, is the presentation of the same work for different assessment components and/or DP requirements.

The following are examples of misconduct:

- Copying another person's assignment or allowing someone to copy your assignment.
- Substituting synonyms for another person's word choices or restating someone else's ideas in your own words **without crediting the source**.
- Handing in another person's work as your own.
- Dividing questions on an individual assignment so that several students answer a portion of the assignment and permit each other to copy answers. Group work and cooperative learning are often used, but individual assignments must remain the individual's work. **Always ask your teacher if an assignment may be completed with others. DO NOT ASSUME IT IS ALLOWED.**
- Copying sentences, phrases, paragraphs, or pages from books, websites, or other sources **without providing documentation**. Writing must be either original or attributed to a source.
- Using intellectual property (pictures, graphs, diagrams, quotes, films, music recordings, or any other media) **without proper citations**.
- Taking answers from a classmate's quiz or test paper, using a cheat sheet, or sharing answers during a testing situation.
- Falsifying data, conclusions, and answers and presenting them as fact.
- Stealing or taking images of assessments.
- Discussing exam questions in any manner with students who have yet to take the exam.

Consequences for Breaking Academic Integrity Policy

If a student is found to have committed academic misconduct, there will be communication regarding the incident with the student's parents and administration, including the College Counselor. Other consequences may include but are not limited to receiving a 0 on the assignment, conferences with the teacher and IB coordinator, loss of privileges for after-school activities, and going outside for lunch.

Any misconduct taking place on a required IB Diploma assessment (including the Extended Essay, CAS, internal assessments, Theory of Knowledge essays, external assessments and IB exams) will be reported to the IBO and will be subject to their procedures.

Address Change

New York City law requires that schools maintain up-to-date biographical information for each student. Each school needs to be able to contact both students and parents or guardians in the event of an emergency and that mail sent home is received.

Any change in address, telephone number (including cell phone numbers if they are the primary means of communication), email, or any other biographical information must be reported to the school. There are two ways to update contact information: using a paper copy or using an NYC

Schools Account.

- To update biographical information using a Blue Card, you can download a copy from the BSGE website and have your parent/guardian fill out the information. Return it to Ms. Idzinski or Ms. Leach in the Main Office and she will update the information. If you are documenting an address change, the Blue Card must be submitted along with a utility bill showing the new address.
- To update via your NYC Schools Account, there are two ways to access the correct location. One is via the Home dashboard, selecting “Emergency Contact”. The other is by using the “Details” drop-down menu and then selecting “Emergency Contact”. Information can be updated or verified here by a parent/guardian.

After-School Activities

All after-school activities will begin at 2:45 pm to allow for teachers and students to finish the school day and comfortably transition into the activities. The only exception to this is PSAL away games, which may necessitate students leaving school early to arrive at their games on time. All students involved in PSAL away games must show the form to their teachers at least one day in advance in order to receive permission to leave school early. **Students who are absent from school during the school day are not allowed to participate in the after-school activities on the day that they were absent, whether the absence was excused or not.**

Athletic Programs

To try out for an athletic team, a Department of Education Athletic Medical Form must be obtained and completed by your doctor, and a Parental Consent Form must be signed by your parent or guardian. Both forms can be found on the school’s website or from the Athletic Director, Mr. Mehan. See www.psal.org for more information.

Attendance

Students are expected to attend school every day, arriving on time and attending every scheduled class in their program. BSGE has an average daily attendance rate of over 97%; meaning that students who are absent more than four days per year are considered to be excessively absent. If you have a question about your attendance, you may reach out to Ms. Leach in the Main Office or to the Guidance Counselor Ms. Mihalatos in room 110.

Building Protocols

All students must carry their ID cards at all times. They must swipe in when they enter the building in the morning before going upstairs. Students who go out for lunch must swipe when leaving and entering the building. Students who do not have their IDs will not be able to leave the building during their lunch periods.

No food or drink (besides water) is permitted above the first floor unless a staff member has made special arrangements. Students are permitted to drink water in classrooms and the hallways in reusable or recyclable plastic bottles. Staying hydrated is important and we encourage everyone to drink water throughout the day.

Glass containers are not allowed into the building, as they create a safety hazard.

The use of tobacco products, including vaping, is forbidden both in the school building and on the sidewalk surrounding the building. This is a law and violation of this law may result in adverse consequences.

Students may not play games of chance (such as betting games) on school property.

Bullying

BSGE has a ZERO TOLERANCE policy for student 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. If you or someone you know is being bullied, you should talk to the Guidance Counselor, Dean Powell, Ms. Abolafia in 110, an Assistant Principal in 107 or 113, or any other adult staff member with whom you feel comfortable talking. The incident will be investigated and appropriate disciplinary action will be taken.

Cafeteria

The cafeteria is shared by the entire student body of BSGE over several class periods each day. It is therefore important that the cafeteria remains a clean, safe, and healthy environment in which students can eat, socialize, and relax. Students are responsible for cleaning up after themselves by discarding all trays and uneaten food items into the appropriate bins provided. Students should not take food out of the cafeteria into the hallways or into other rooms on the first floor. Only students who are scheduled for lunch in a given period are allowed in the cafeteria during lunch periods.

All students are eligible for completely free lunch and breakfast in every New York City public school. All meals will be served free of charge. Please note that all parents, regardless of income, must still complete a School Meals form so that our school can get access to federal

funding for this program and others. The form can be completed online at www.myschoolapps.com or via hardcopy available from the Main Office.

No delivery of food orders to the building (i.e. Grub Hub, Delivery.com, Seamless, Door Dash, Uber Eats, also including but not limited to parents, family members, other students, or anyone).

See the section **Cell Phones and Electronics** for rules governing their use in the cafeteria.

Cell Phones and Electronics

Please note that students bring cell phones and/or electronic devices to school at their own risk.

- Cell phones are banned from use in classrooms unless they are being used for instructional purposes. Teachers may, at times, ask students to use their cell phones in order to access certain materials and this is the only exception to the rule.
- Electronic devices, including cell phones, should not be used in the library in a way that causes distractions or disruptions to the function of the library.
- Electronic devices should not be used while walking or using the stairs.
- Due to the limited bandwidth of the school's wifi, students will not be granted access to the network on their personal devices.
- Any student listening to music on their phone may only have one earbud in their ears, and may not play music through a speaker.
- If you lose a cell phone or another electronic device (such as Bluetooth headphones) they are to report this to Ms. Pasach. If you find any devices that are not yours, please turn them in to Ms. Pasach so that they can be reunited with their owners.
- If an emergency arises and a student needs to make a phone call, they should go to the Assistant Principal's office. They will be allowed to call from there and given privacy if needed. If a parent needs to get in contact with a student during the school day, they can call the Parent Coordinator or the Guidance Counselor who will get the student and pass on the information.
- Students caught using a cell phone or other electronic device during an exam will be subject to disciplinary action, up to and including an automatic zero on the exam.
- To ensure the integrity of New York State assessments, the State Education Department prohibits all students from bringing cell phones and certain other electronic devices into a classroom or other location where a New York State assessment is being administered.

Any device that is confiscated will be given to the Assistant Principal's office and can be picked up there.

Clubs

There are many student clubs at BSGE, all of which were started by students. To find a list of current clubs at BSGE, go to the school website and go to "School Clubs" under the Students

pull-down menu. Here you will also find the instructions and paperwork necessary to start a club if you have an interest that is not represented currently.

College Applications and the College Office

Mr. Wilson, our College Advisor, works with Juniors and Seniors to support them through all aspects of the college process, including applications and scholarships.

Course Selection (when available)

While the IB curriculum does not leave room for many elective courses, students may have choices as to the Science, Mathematics, and, depending on availability, Language B courses they take in their IB studies. Students will be presented with an explanation of the differences between the courses offered and a Q&A with teachers and the IB Coordinator. After this, students will have time to make their selections. We cannot guarantee that all students will receive their first choices, but will work with students and teachers to ensure the best fit for each individual. Once a student has been programmed for a course sequence, they will not be able to be moved out of these courses. Students need to, therefore, make informed decisions about the sequences they choose. See the sections concerning **IB** for further information.

Daily Announcements

Daily announcements will be made over the public address system at the beginning of Period 2 each day. If a student has an announcement that they want to be made, please be sure to let the School Secretary know by the end of 1st period.

Dress Code

Student dress is a matter of taste and judgment. However, students are reminded that school is preparation for the workplace and requires appropriate dress. To this end, we have attempted to simplify the school code regarding appropriate dress. Please follow these basic guidelines:

- Clothing must cover areas from one armpit across to the other armpit, down to approximately 4 to 5 inches in length on the upper thighs. Shoulders must also be covered. Rips or tears in clothing should be below the 4 to 5-inch area on the legs.
- Shoes must be worn at all times and should be safe for the school environment. Closed-toed shoes are needed in lab classes.
- See-through or mesh garments must not be worn without appropriate coverage underneath that meets the dress code requirements.
- Specialized courses may require specialized gear, such as sports uniforms or safety gear.

Additional Requirements:

- Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, marijuana, or other controlled substances.
- Clothing may not depict or imply pornography, nudity, or sexual acts.
- Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
- Clothing may not state, imply, or depict hate speech or imagery that targets groups based on race, gender, sexual orientation, gender identity, religious affiliation, or any other protected classification.
- Sunglasses may not be worn in the building unless medically necessary, supported by a physician's documentation.
- Clothing and accessories that endanger students or staff's safety may not be worn.
- Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark or any other attribute denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines may face disciplinary action. Their parents will be called if appropriate clothing is unavailable or the student refuses dress-code-appropriate clothing.

Early Release

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 needing to pick up their child must go to the Main Office and present an official photo ID. Only individuals whose names appear 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 the school administration (College Advisor, Guidance Counselor, AP).

Elevator Use

Students are not permitted to use the elevator in the building without an elevator pass. If a student is injured and cannot use the stairs, they should obtain an Elevator Pass from Ms. Leach in the Main Office by presenting their doctor's note. One classmate can assist an injured student on the elevator with carrying their book bag or other school materials. 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.

Email

Email is the most commonly used form of communication at BSGE, both between students and staff, but also between staff and parents and guardians. All students are assigned a BSGE email address when they arrive at the school, and students are required to check this account each day. This email address is where students will receive updates concerning upcoming events, school policies, and procedures, as well as communication from their teachers. Students will also use their nycstudents.net email address to access Chromebooks and Google Classroom. If a student is having difficulty accessing their email, they should reach out to Mr. Boyno or Mr. Mehan to get help.

Parent email addresses are collected when a student enters the school. This email address will be used to communicate important information with parents, such as school-wide communication and information about upcoming events for the parent community. If a parent needs to change their email address, they should contact the Parent Coordinator.

All students are required to use their bsge.org email address for receipt of all official school communication.

Grades, Progress Reports, Report Cards, and Transcripts

Each school year is divided into two semesters, each with two Marking Periods. You will receive your grades twice a semester; once in the form of a Progress Report, and once as your official grade that is recorded on your permanent record. Each class is worth one (1) credit and will give final transcript grades in January and June, depending on which semester they are taken in. Your report cards, as well as your transcripts, will contain your final grades for your classes as well as your scores on any Regents you took that semester.

At any time you and your parents will be able to review your grades online for all of your classes by accessing the NYCDOE Grades app using their NYCSA account. Teachers use Google Classroom to distribute and collect work and enter grades for students as well. Parents may access their student's grades from Google Classroom by receiving Guardian Summaries, which are sent out weekly. The grades in Google Classroom are not official grades and may differ from your final Progress Report and Report Grades. If there is confusion regarding your grades, please be sure to email the teacher concerned to get clarification. Please see the **ONLINE GRADEBOOK** section of this document for more information.

Grading Periods

BSGE has switched to annualized classes for the 2023-24 school year. This means all core classes and many electives will receive only one grade for the entire school year. This grade will be the cumulative grade from all four Marking Periods that we will have.

- Students will receive a Progress Report with grades and teacher comments at the end of Marking Periods 1, 2, and 3. Each Marking Period will be cumulative of all of the prior Marking Periods.
- At the end of Marking Period 4 in June, students will receive a Final Grade, which will go on their transcript. This grade is cumulative of all their grades throughout the school year.

All faculty must maintain grade records containing the grades for exams, quizzes, homework, class participation, etc. (the online grading system).

Grading Policy

All instruction at BSGE is aligned with the assessments and curriculum frameworks of the IB Diploma Program. The following table shows the conversion from the traditional 0-100 grading system to the 1-7 IB grading system. Science Lab courses receive a grade of P (Pass) or F (Fail) based on completion of lab hours and submission of lab reports.

0-100 Score Range	IB Grade
96-100	IB7
91-95	IB6
86-90	IB5
76-85	IB4
66-75	IB3
65	IB2

0-65	IB1
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Grading criteria is to include performance on:

- Summative Assessments (graded for accuracy): and assignments account for 60% of a student's grade. Summative Assessment examples: take-home essays, on-demand writing tasks, research papers, projects, IA drafts and exams.
- Formative Assessments (graded for accuracy): accounts for 30% of a student's grade and can include homework, in-class work, lab work, lab reports, quizzes, exploration drafts, and IA drafts (dependent upon the scope of/breadth of the assessment).
- Class participation: accounts for 10% of a student's grade, This may include documented group participation, contributing to classroom discussion, and completion of class activities.

There should be at least 2 Summative Assessments per Marking Period.

Grades should be updated in Google Classroom by 8am every Monday.

The Student Record

This document is distributed to students at the beginning of each school year. It contains your teachers' names, your course names, your grades, and your record of absences and lateness for each academic year. Teachers' comments do not appear on this document, but their names do.

The Official Transcript

This is the document that is sent to colleges, universities, and other post-secondary institutions. Your grades listed on this document are one very important factor used by college admissions officers in the admissions process. Grades as of January in a student's senior year will be sent to colleges. Grades for accelerated courses and Regents exams taken in Middle School will also appear on your transcript. Please see Ms. Mihalatos if there are any issues with grades missing on your transcript.

Grade Point Average and Class Ranking

BSGE does not calculate grade point averages. We encourage colleges and universities to evaluate our students based on the Pre-IB and IB Diploma Programs grading scale of

1-7. Grade descriptors are provided with our student transcripts. This means we also do not have class rankings and do not have a Valedictorian or Salutatorian. Student speakers at graduation are chosen by the members of the Senior Class.

Academic Difficulties

If you are having difficulty staying on top of your classwork and your grades are not what you want them to be, there are many different resources available to support you. The first step is to speak with your teacher directly to see what advice they have for your situation. They may ask you to stay for office hours after school for extra help and tutoring. Please try and address these situations as soon as they arise, as waiting until the end of the marking period does not leave adequate time for successfully remediating your work.

IB Diploma Program for Grades 11 and 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 Spanish, or Chinese (Language B)
- IB Mathematics: Applications and Interpretation HL or SL or IB Mathematics: Analysis and Approaches SL
- 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 most 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.

Extended Essay

The Extended Essay is a relatively independent work of research into a topic of a student's choice. At BSGE, students are encouraged to investigate a topic that is in the discipline of one of their HL courses, but with approval, can investigate a topic of a different course. Students are supported in this in the junior year by having an Extended Essay Workshop class that meets weekly to keep students on track. The process begins in the fall of junior year, as students choose a topic they wish to investigate and present their initial findings to their peers in the Workshop class. If their topic is approved, they begin conducting research into the topic and collect sources. In the spring, students are paired with a teacher who serves as a supervisor throughout the rest of the process. Students meet with their supervisor twice during the spring of their junior year - once after they settle on their ideas and find sources, and again after they create an outline of their draft. By the end of junior year, students will have submitted a draft, and they receive feedback from their supervisor in relation to the rubric criteria. During the summer before senior year, candidates are assigned a summer task, which serves as the basis for revision. A final Extended Essay is submitted in November of senior year.

Internal Assessments

Each IB Diploma Programme course has an internal assessment, complete with its own criteria. These assessments are a component of the student's score on the IB exams. Internal assessments are internally scored by subject teachers and externally moderated by the IBO. Internal assessments are completed in stages over the course of the IB Diploma Programme, with individual benchmarks set by departments to keep students on track. All students - regardless of the IB Diploma status - are expected to complete all internal assessments.

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 the 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, or 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 the 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.

IB Fees

All Diploma Candidates must pay IB fees for the various administrative tasks as well as for sitting for their IB examinations. These fees work out to approximately \$1000 per student in the senior year. Parents and guardians should be aware of this fact and begin a savings program to make it easier to pay for these fees. For more information please reach out to Ms. Meisler the IB coordinator.

ID Cards

All students will be issued a BSGE student ID when they start school. Every student is required to have an ID card each time they enter and exit the school building. Students who enter the school in the morning without their ID will not be allowed to leave the school building during the day for lunch. If you lose your school ID card, please contact LostID@bsge.org to receive another one. For each academic year, students who lose their ID cards will receive a free replacement for the 1st and 2nd lost cards. Starting with the 3rd lost ID, students will need to pay for a replacement card in the main office. The cost to replace your school ID is \$5.00. If you leave your ID at home you must sign in at the front desk and you may not leave the building until the end of the day.

Lateness

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 the 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.

Students who demonstrate a "pattern of lateness" may have interventions to try and ensure that the student arrives at school on time daily.

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 per day. Students that want to visit the library during their lunch period can not bring food or drink with them and thus should finish their meal first.

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, some students may have to 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. BSGE will not provide locks to students, and securing the contents of their lockers is the students' responsibility.

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

- Before 1st period and after 8th period
- Immediately after the last period

Lost & Found

Students, teachers, and other faculty members who find lost items should bring them to the lost and found boxes found on the piano in the cafeteria or in Stairwell A in the Main Lobby. For expensive items or electronics, please see either an Assistant Principal in 107 or the Parent Coordinator in 113.

Lunch Forms

Breakfast and lunch are now served free of charge to all students. Please note that all parents, regardless of income, must still complete a School Meals form so that our school can get access to Federal funding for educational programs. Please complete the form online at www.myschoolapps.com by the first week of school each year. A hard copy of the form is available from the Parent Coordinator as well.

Medical Emergencies and Nurse's Office

In the case of a medical emergency students should report to the Nurse's Office in room 104. Students are not allowed to leave the building due to illness or injury unless the permission of a parent or guardian is received. Parents will be called and informed of the nature of the illness or injury. If a student needs to take over-the-counter medication in the school building, they need to bring a note from their parent or guardian to the nurse's office stating the medication and its purpose. The medication needs to be taken in the presence of the nurse or a school official.

Prescription Medication

Students may not possess or take prescription medication on school premises without proper documentation (a Medication Administration Form) and permission. The Medication Administration Form is available in the Nurse's Office. For more information see NYCDOE Chancellor's Regulations A-701.

Metro Cards

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

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 weekend games.

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

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

Online Gradebook: Grades App and Google Classroom

Students, Parents, and Guardians can check assignments, class progress, and behavior via computer, cell phone, or tablet by going to Google Classroom. These online grade books are updated by teachers regularly throughout the semester and provide the most up-to-date information regarding how students are doing in their classes.

Public School Athletic League (PSAL) Team Rules

1. If students fail three or more classes in a marking period, their PSAL privileges are revoked until they pass those classes on the next report card. During this time, the student cannot participate in any practices or games.
2. If a student fails two classes in a marking period, they will be placed on probation (inactive list) and are only allowed to practice. They can not participate in games/matches until they pass those classes for the next marking period.
3. PSAL rules preclude students from participating in team activities (including practice and games/matches) if they have been absent from school that day.

Senior Dues

Each year seniors are required to pay Senior Dues which cover all of the expenses associated with the student's senior year (senior yearbook, cap and gown, graduation expenses, diploma cover, etc). The cost of senior dues will be determined. Seniors should expect to pay their senior dues in the early spring of their senior year. This is around the same time that IB Fees are due, so parents and guardians should begin saving for this when their student is in 9th grade. If

there are any questions or concerns regarding this please contact the COSA.

Student ID Photographs

All new BSGE students will have their photos taken at the beginning of their first year in the building. This will be used for all student information systems, including the CAASS system students use to swipe in when they arrive.

Textbooks

You will be issued textbooks for most of your classes through your teachers. Your name will be attached to the book you will be given, so it is important to keep the book in good condition and to return it in a timely manner. If you fail to return textbooks, this may impact your ability to participate in graduation.

Some classes may have moved over to a digital textbook in which case your teacher will share with you how to access that textbook.

Visitors

At BSGE we want to ensure we have a safe and welcoming environment. Please be aware of and follow our visitor protocol.

1. All visitors are buzzed in and sign it with the School Safety Agent (SSA) or School Aide if covering the entrance
2. Visitor's should get a pass
3. Visitor goes to main office to check in
4. If visitor is not a regular visitor they must wait in the main office to be escorted to their destination
5. Parents must be escorted to their destination

When people exit they can return their visitor sticker or pass.

We strongly recommend making an appointment ahead of time via email. Please be aware that persons who arrive without an appointment may be unable to meet with the staff member whom they came to visit.

Working Papers

Students who need working papers should contact Ms. GeriAnne Idzinski in the main office for the required paperwork.

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 except for those 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 without 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.