

THE BIRCH WATHEN LENOX SCHOOL

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Dear Middle School Students:

We are pleased to welcome you to the 2018-2019 school year and present you with the Middle School Handbook and Planner! Within is information about not only the day-to-day running of the BWL Middle School but also our expectations and guidelines for student conduct in and out of the classroom. We have included it here with your planner so that you can readily access it as a daily resource when you have questions about Middle School life. You'll also see that the student planner includes many great features for your weekly organization and also several informational inserts to assist you in your overall skill development and goal setting across the curriculum. Your Skills teacher will review with you early on how best to set up and utilize the planner for the school year. This is a resource that should travel with you to each class and of course home nightly so that you can stay on top of your schoolwork and upcoming assignments. Check it against your PowerSchool (Haiku) accounts to make sure you are on top of your class work and other responsibilities.

**Please read the *Handbook* section carefully. Your first homework assignment of the year is to read over the *Handbook* and have a parent sign that you have done so.** We require that you know and adhere to our expectations and standards when school begins. To this end, we ask that you read over the *Student Handbook* section by the end of week one. As the *Handbook* is revised each summer, you need to peruse it even if you are a returning Middle School student.

If you have any questions about the topics laid out within these pages, don't hesitate to ask your advisor, Mr. Salgado, or Dr. Kreutziger for clarification. You will notice that our "Honor Code" and "Code of Conduct" derive from the school's motto—Integrity, Loyalty, Civility—and we look forward to seeing these values embodied on a daily basis within the walls of our school. Indeed, our sincere hope and expectation is that you choose to live by these values even more so outside of school and online.

We are excited to begin the fall with you, and we wish you all the best and great success in what we expect to be a terrific, challenging, and stimulating academic year. Please sign below, along with your parent or guardian by Friday, September 14<sup>th</sup>, confirming that you have carefully read the contents of our Handbook.

Joseph Kreutziger  
*Director, Middle School*

Guillermo Salgado  
*Assistant Director, Middle School*

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I, (full name printed) \_\_\_\_\_, have carefully read over *The 2018-2019 Middle School Student Handbook* and understand what is expected of me as a Middle School Student.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

## TABLE OF CONTENTS

<b>I. HONOR CODE/CODE OF CONDUCT</b> <i>p.3-4</i>	PowerSchool Learning (“Haiku”) Homework Middle School Heading Academic Honesty Tutorial Support Tests and Quizzes Grades Interim Reports Headmaster’s List/Honors Class Awards Parent Conferences Field Trips Binder System
<b>II. THE SCHOOL DAY</b> <i>p.5-6</i> Attendance Absences Lateness Leaving Early Advisory Houses Lunch	
<b>III. SCHOOL PROTOCOL</b> <i>p.7-10</i> Contact Information Middle School Uniform Dress Down Days Extreme Weather Lockers Valuables Backpacks & Locker Times Lost and Found Back Stairs Elevator Fire/Lockdown/Shelter In Drills Cell phones Recommendations School Supplies School Store School Nurse Transportation Winter Weather School Calendar Party Invitations	
<b>IV. ACADEMICS</b> <i>p.10-13</i> Faculty Extra Help & Study Hall	
	<b>V. MISCONDUCT</b> <i>p.14-15</i> Misconduct Form Reflection Period Suspension Academic Probation Behavioral Probation Expulsion
	<b>VI. EXTRACURRICULARS</b> <i>p.15-16</i> Intramural and Team Sports Service Learning Student Council Activities Music Drama
	<b>VII. COMMUNICATION</b> <i>p.16</i>
	<b>VIII. ACCEPTABLE USE POLICY</b> <i>p. 17-18</i>
	<b>IX. CONTACTS</b> <i>p. 19</i>



*I pledge on my honor to uphold the values of The Birch Wathen Lenox School and always act with integrity, loyalty, and civility. I will be honest in my academic work and in my relationships with peers and teachers. I will remain loyal to those things I know, and am taught, are right and just. I will be kind, respectful, and charitable to all members of my school community, striving to be a role model for others.*

## **Code of Conduct**

The Birch Wathen Lenox community consists of students, faculty, staff, and families. The School's motto—**Integrity, Loyalty, Civility**—serves as the foundation upon which we build this community and should be evident in all that we do. To that end, it is expected that, as a student at BWL, the way in which you conduct yourself should reflect these values. While the "Code of Conduct" provides guidelines of our expectations, the "Honor Code" posits that you strive on your honor to uphold these values. You do so every time you act with integrity, loyalty, and civility.

**INTEGRITY: Holding yourself accountable to a set of moral principles, most importantly, honesty.**

- A student's word is expected to be truthful.
- A student's work is expected to be his/her own unless a particular assignment has been designated a cooperative project. Academic honesty is a hallmark of Integrity, as is the understanding that plagiarism or cheating is the hallmark of academic *dishonesty*.
- A student's actions are expected to be guided by the principle of "doing the right thing," *even when it may be considered unpopular to do so*.

**LOYALTY: An unwavering commitment or devotion to someone or something.**

- Students are expected to be loyal to BWL's values and rules, to their education, and to their classmates and community.
- Students should take pride in their school, treating the property with care and keeping halls, classrooms, bathrooms, and lockers neat. Students should not deface school property.
- Students should not chew gum in the building and may not bring food or drink into the building or classrooms unless given permission by administration.
- Students should not use cell phones during the school day, keeping them off and stored in their lockers before school begins, and retrieving them at the end of the school day.
- Students should adhere to the uniform at all times while in the building.
- Students should be on time and prepared for each class.
- Students should show respect for the belongings of others. They should not take, play with, or remove another student's possessions from his/her locker, bag, or desk.

**CIVILITY: Behaving and communicating with the community in a polite, respectful manner.**

- All members of the community are expected to treat each other with tolerance, courtesy, respect, and sensitivity, including online.
- Students shall respect the boundaries of others, and not engage in any kind of physical altercation or carry anything the administration defines as harmful.
- Students should refrain from name-calling, using vulgar language, and/or using personal insults.
- Students shall not be insubordinate or disrespectful to any adults.
- Students should recognize and embrace the differences and diversity that exist within our community, *even when it may be unpopular to do so*.
- Students should pass quietly and respectfully through the halls between classes. They should be quiet in the stairwell and in the lobby.

## II. THE SCHOOL DAY

Middle School classes begin at 8:15am and conclude at 3:10pm, with homeroom occurring at 9:45am. There are nine forty-minute periods a day. On Fridays, classes conclude at 2:25pm.

### ATTENDANCE

We have a new “scanner” attendance system that utilizes scanner technology to track student as well as guest entrance and exit from the building. **All students must immediately scan their Student IDs at the security desk right when they get to school and before heading upstairs.** Therefore, students need to keep their Student IDs (which will be distributed to them the first week of school), on their person and ready to scan every day they arrive at school.

Classes begin promptly at 8:15am, and students are expected to be at their desks, ready to work at this time. **Therefore, it is necessary that students arrive at 8:00am to give themselves time to check in, unpack their backpacks, hang them in their homerooms, and visit their lockers in preparation for their morning classes.** Students should not arrive before 7:45am unless they have a scheduled appointment with a teacher or administrator.

Students arriving *after* 8:15am must first scan in at the security desk and then go immediately to Ms. Kaufman’s office on the sixth floor for a late pass. They will not be admitted to class without this pass from the Middle School Coordinator. In addition, late students cannot drop off their backpacks in homeroom during a class period, as this will interfere with other classes already underway. They should wait until the period is over to drop off their backpacks.

Middle School students are, of course, expected to be on time and prepared for class.

### ABSENCES

Absences must be reported by a parent calling the Middle School Coordinator at extension 117 *before 9:00am*.

When students are absent, they should try to keep up with homework whenever possible. Assignments can be obtained online at PowerSchool Learning (“Haiku,”

our online learning management system) or by calling a friend. Absent students may also email their teachers from their gbwl accounts if they need clarification about an assignment, though they must be prepared for a delayed response when emails are received after regular school hours. Sending an email does not excuse a student from a homework assignment!

If a student is too ill to finish work, teachers will determine new deadlines for making up the assignments.

If a student has an extended illness, the Middle School Directors should be contacted for alternative ways of keeping up with instruction. Long absences require a different approach for keeping a student’s anxiety level about missing schoolwork from compounding his or her health issues. The Middle School Directors, the student’s advisor, and the teachers will work together to devise an acceptable schedule for submitting the missed work.

Unless approved by the Middle School Directors, **students may not participate in after-school activities, including sports and theatrical productions, if absent from school during the day.**

If a student needs to be excused from Physical Education, a note from a doctor must be presented to the Physical Education department. If a student is going to be excused from Physical Education for a prolonged period of time, a note from a doctor must be presented to the Middle School Directors.

### LATENESS

Lateness to class is disruptive to everyone. Entering a class late interrupts the teacher and the students who have already started to work, and it results in the late student being out of sync with the rest of the class, missing instruction and assignments. **As a consequence, lateness will have a negative impact on a student’s grade as a matter of policy:** Any student who is late, unexcused, more than 3 times to a major class (one that meets 4/5 times a week) will have a point deducted from his or her trimester average *for every late accumulated thereafter*. In other words, four lates to a class for any student would be 1 point off the trimester average; seven lates would be 4 points off the trimester average. For a minor course (one that meets 1/2 times a week), more than two unexcused lates would mean a point off for each late thereafter.

## LEAVING EARLY

As it interrupts the flow of learning, leaving early is discouraged. However, it sometimes cannot be avoided. **If a student must leave school early, an “Attendance Note” must be submitted and signed by a parent, stating the specific reason and the exact time the student is to leave.** (The Middle School “Attendance Note” form can be found on the BWL website in the “Community” tab under the *Forms, Permission Slips & Administrative Information* link. We will also email home a pdf of this form at the beginning of the school year.) This should be downloaded, signed by a parent, and submitted to Ms. King or Ms. Kaufman by the student before first period classes. The Middle School Coordinators will then sign the note, and the student will give the note to the Director of Security at the front desk as well as checking out upon leaving. Parents are asked not to schedule appointments that will conflict with the school day, except in clear cases of emergency.

In addition, **a student leaving early must pick up his or her backpack from homeroom between class periods and before attending the class from which he or she will depart.** It is the student’s responsibility to turn in the assignments for the classes he/she will be missing before he/she leaves and to learn what the assignments are for the next day.

## ADVISORY

At the beginning of the year, each student will be assigned to an advisory group. This group will usually consist of 12-15 students and a faculty advisor. The faculty advisors play a key role in the life of a Middle School student. Their role is to advocate for their advisees and to oversee their academic and social well-being. They serve as a liaison between home and school, even between student and teacher, and will be someone to whom the student can turn if they have a concern to discuss. Although direct communication with subject teachers is recommended, the advisor is available to help streamline communication when an academic or social question arises. Parents and advisors should feel free to call or email each other whenever there is need.

Advisory groups will meet from 9:45am-9:55am every day in a designated classroom. Advisors take attendance, read announcements, distribute snack, and

check in with their students. During this time, students should conduct themselves as they would in any other class: arrive on time, come to order, remain quiet, and pay attention to announcements. If students need to visit their lockers, meet with a teacher, go to the computer lab, or use the restroom during this time, they are expected to check in with their advisors and receive permission before doing so.

Advisory groups will also meet periodically during the Middle School Assembly period to discuss current social and academic issues or have one-on-one meetings to assess student progress.

## HOUSES

Each advisory group in the Middle School is part of a House System that works to celebrate our school values and to encourage school spirit and service. Houses are named for our school colors and values (Green-Integrity, White-Loyalty, Gold-Civility, and Blue-Honor) and are comprised of one homeroom from each grade level, 6<sup>th</sup> through 8<sup>th</sup>. Each House works as a team to earn House points through participation in school events, service opportunities, extracurricular activities, sports, and then displays of academic progress, good attendance, and adherence to the Code of Conduct and Honor Code. Individuals also have opportunities, each day, to earn points for their Houses by demonstrating exemplary behaviors that show kindness, good manners, active participation, a positive attitude, service, motivation, and responsibility. Each homeroom elects a Spirit Representative responsible for planning activities and motivating the group, or House Reps are designated by their participation in “House Committee” that meets on Tuesdays. This all culminates with the awarding of the House Cup, at year’s end, to the House with the greatest number of House Points.

## LUNCH

Lunch is served to 6<sup>th</sup> and 7<sup>th</sup> grade students in the Commons at 12:15pm every day. 8<sup>th</sup> grade students eat lunch with the 9<sup>th</sup> grade in the Commons at 1:00pm every day. Students are to conduct themselves responsibly in the lunchroom at all times and cooperate with the lunchroom proctors. Excessive noise and inappropriate behavior are out of place in the Commons. Students sit at assigned tables, which will rotate every few weeks, for the first part of the year. On certain days announced by the Middle School Directors,

they will be allowed to choose their seats. **Rooftop recess** happens, weather-permitting, on a rotating basis most school days during the second half of lunch periods.

**BWL is a nut and nut-oil aware environment.** We are sensitive to the special dietary needs of students for medical or religious reasons. Any special restrictions should be communicated to the Middle School Directors, who will make the appropriate arrangements with the Commons' staff. Students or visitors from outside the school are not permitted to bring food from outside the school, including candy, drinks, and gum.

### III. SCHOOL PROTOCOL

#### **CONTACT INFORMATION**

It is essential that the school have the correct addresses, phone numbers, and email addresses for all families. The Saf-T-Net system will contact the entire parent body in case of school emergencies or closings. Any changes in your contact information must be emailed to June Giammarino ([jgiammarino@gbwl.org](mailto:jgiammarino@gbwl.org)), Richard Pan ([rpan@gbwl.org](mailto:rpan@gbwl.org)), the Middle School Director Joe Kreutziger ([jkreutziger@gbwl.org](mailto:jkreutziger@gbwl.org)), and Assistant Director Guillermo Salgado ([gsalgado@gbwl.org](mailto:gsalgado@gbwl.org)). Please make sure that you mention your son's or daughter's name and grade in the email.

#### **MIDDLE SCHOOL UNIFORM**

*Please place student names, with a permanent marker or an affixed label, on the inside tags or interiors of all clothing so that we can quickly return lost items!*

#### **GIRLS**

Skirt or Pants: Khaki skirt or khaki pants with the BWL logo, to be purchased from our uniform company.

**Skirts must be no shorter than four inches above the knee.** (As Middle School is a time of growth spurts, skirts may need to be altered annually or over the course of the year!) Leggings may be worn under the skirts on cooler days.

Shirt: Short-sleeved solid-colored polo shirt in any shade of color. These may be any brand but must cover the midriff. A traditional v-neck or cardigan sweater, without inappropriate patterns, words or symbols, may be worn on cooler days (**no hoodies, sweatshirts, or zippered casual wear**).

- Shoes: For safety reasons, students may not wear backless shoes, heels above one inch, or flip-flops. All other shoes are acceptable.

**SPECIAL DRESS: Skirts and regular shoes, not sneakers, must be worn for Special Dress Days when announced by the administration. Girls must wear white polo shirts on these days and a navy blue sweater over the polo shirt on cooler days.**

#### **BOYS**

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- Pants: Khakis.
- Shirt: Any dress shirt. Shirts must be tucked in at all times during the school day.
- Tie: Any tie.
- Blazer: navy blazer
- Shoes: Any shoes, except flip-flops.

**SPECIAL DRESS DAYS: Dress shoes, not sneakers, and white "oxford" dress shirts must be worn on Special Dress Days when announced by the administration.**

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**PE Uniforms** for boys and girls include the BWL PE shirt and shorts, which can be purchased from Bi-Wize, as well as sneakers. These must be worn to each PE class and labeled with the student's name to help keep track of them during changing times.

Students who come to school out of uniform will be sent to the Middle School Coordinator's office where extra uniforms will be kept for students to change. Violations result in students losing dress down privileges on designated Fridays. Repeated violations of the uniform will result in a Reflection Period or Morning Detention.

**Again, each item of school clothing must be labeled with the student's first and last name or initials.**

#### **DRESS DOWN DAYS**

Fridays are customarily dress down days. Jeans or long athletic pants and t-shirts may be worn, as well as shorts of an appropriate length on warmer days. Clothing must be "modest" and proper, with no unacceptable slogans. Tank tops, camisoles, shirts

that do not cover the midriff, and flip-flops are not permitted. Leggings may be worn with a shirt of appropriate length. Dress down days may occur as fundraisers on other days throughout the year, as well as during final exam week.

## **EXTREME WEATHER**

The administration may alter the uniform at times to accommodate student comfort. This may include a dress down day for extremely inclement weather or shorts for very hot weather.

## **LOCKERS**

BWL provides a locker to each Middle School student. However, all lockers are the property of the school and are subject to inspection on request by authorized school officials. **Each student is required to purchase locks from Bi-Wize for his/her locker.** Advisors will keep a master list of combinations and locker numbers in case of emergencies. **Upon purchase, students must label their locks with a sharpie.** Students are to keep their lockers clean and orderly, and there should be a thorough cleaning at the end of each trimester. Gym clothing must be taken home periodically for washing.

## **VALUABLES**

Students are urged not to bring valuables to school. The school cannot be responsible for any missing property. **However, if any items of value are brought to school, they should *not* be kept in backpacks on the homeroom hooks. These must be kept locked in lockers or, on special occasion by request, in the office of the Middle School Directors.**

## **BACKPACKS & LOCKER TIMES**

Backpacks may not be transported from class to class or left in the halls. Each advisory group has a designated “safhook” area where backpacks and winter coats should be hung before the school day begins. While this requires greater organization and preparation on the students’ part, this is to their benefit—organization and preparation are two of the most important life skills tackled in Middle School! Your advisors and teachers will help guide you through this process. Here is how the backpack and locker system works:

- **You should arrive 15 minutes before classes begin (8:00am)** to visit your locker, empty your backpack

of any items (like homework) needed for classes, **lock your locker**, hang your backpack and coat on your homeroom hooks, and prepare materials for your morning classes.

- You will only have access to your backpacks and overcoats before school, during Advisory Period, and after dismissal (unless you are leaving early). On Fridays, when Middle School dismisses at 2:25, you must go directly to your homerooms and quietly retrieve your backpacks and overcoats **first**, as Upper School classes will still be meeting at 2:30.

- As the previous sections on “Attendance,” “Lateness,” and “Leaving Early” indicate, you will have limited access to your backpacks after first period classes begin. **No valuables, including phones or wallets or computers**, may be kept in your backpacks during the school day. These should be locked in your lockers.

- **Designated locker times** during the day are 1.) before school, 2.) before Advisory Period, 3.) before and after lunch, and 4.) after school. These will be times to organize your lockers and prepare what you need for upcoming classes, so plan accordingly. You may visit your lockers between periods, but then you will be more pressed for time!

- If you arrive late to school, you must hold on to your backpack and overcoat until the next break between periods. If you leave early, you must gather what you’ll need from your locker and retrieve your backpack from your homeroom **before the last period of the day for you begins.**

## **LOST AND FOUND**

Coats, books, and miscellaneous items that have been left around school are put into the Lost and Found lockers outside the Middle School Coordinator’s office on the 6<sup>th</sup> floor. Other items may be taken directly to the boiler room by the maintenance staff. Valuable items, such as jewelry, handbags, laptops, and cell phones, are given to the Middle School Directors and can be retrieved from them. Several times each year, the Assistant Headmaster puts Lost and Found items in the Auditorium to be claimed. Parents are notified as to the dates and times. If parents need to bring items to school that students have left at home, they are to be placed in a shopping bag, with the name of the student on the outside, and left with the Director of Security at the front desk. The bags will be brought to the Middle School Coordinators’ office and the student will then be able to pick up the left items from them.

Please note that students are not to bring bicycles, skateboards, or scooters into the school building.

## BACK STAIRS

Middle School students are not to use the back stairs except for emergencies or emergency drills and going down to the Commons with a lunch proctor.

## ELEVATOR

Generally, the use of the elevator is reserved for adults, Upper School students, and Kindergarten students. Middle School students, however, may use the elevator:

- when a teacher or administrator has given special permission with a note indicating such.
- when accompanying a teacher or administrator.
- when given a pass by the Nurse following a written medical excuse.

## FIRE/LOCKDOWN/SHELTER IN DRILLS

Drills are held, as required by law, under the supervision of the school administration. Students should follow the emergency and exit plans for their particular room or situation, follow the instructions of the teacher, move quickly, and maintain quiet. All drill protocols will be reviewed and practiced at the beginning of the school year and then multiple drills will ensue. We take these drills very seriously. Unless these procedures are followed explicitly during a drill, lives and safety may be jeopardized in a real emergency.

## CELL PHONES

All **Middle School students are required to keep their phones turned off in their lockers from 8:15am until 3:10pm.** Students who are found with their phones in their possession during school hours will have their phones confiscated for the day and must serve a Reflection Period the following day. Confiscated phones may be retrieved at the end of the day in the Middle School Office.

For this reason, parents should not call or text their children's cell phones during the school day. If parents need to leave a message for their children, they can call the Middle School Coordinators at extension 117. They will give the message to the student. Parents calling to leave messages for their children should restrict this practice to situations of absolute necessity. Messages

received after 2:00pm will not necessarily reach the student before the school day ends.

Furthermore, unless given specific permission by a teacher or administrator, **Middle School students may not take pictures or videos with any device in the school building or on a school-sanctioned field trip or event at any time**, regardless of whether or not it is during the school day or before or after school. **If it's discovered that students have texted or posted online any pictures taken in the school building or on a school-sanctioned field trip or event, without permission, that student will likely be suspended.**

Only urgent or emergency messages will be delivered directly or immediately to a student or a teacher. Parents are asked for cooperation and understanding of these limitations.

## RECOMMENDATIONS

When students require teacher or director recommendations for whatever reason (camps, summer programs, school applications, etc.), it is good practice and even better etiquette for the student to approach the designated faculty member(s) in person and *politely request them*.

As for parents, any papers or forms requiring teacher or director recommendations must be submitted to Ms. Polikoff ([laurie.polikoff@gbwl.org](mailto:laurie.polikoff@gbwl.org)) with at least two weeks lead-time. Without this, we cannot guarantee the forms will be sent out by their deadline. Teacher forms will be transmitted to the proper teacher by Ms. Polikoff and should not be given directly to teachers by the students or parents. Recommendations will then be sent directly to the appropriate institution, not given to families. If recommendation forms are to be submitted online, Ms. Polikoff should still be contacted before sending online links to subject teachers. All recommendations are confidential. Recommendation forms to be mailed must be accompanied by addressed, stamped envelopes.

## SCHOOL SUPPLIES:

Supplies, including the proper gym uniforms for P.E. classes, may be purchased at the school store on the 1<sup>st</sup> floor. Each department has provided a list of necessary items and study aids to Bi-Wize. Students will receive course expectations from each teacher on the first day of school, which will explain specific

supplies that are required for class each day. Students receive their supplies for all classes the first week of school. Subject teachers and Skills teachers have these lists for each designated class and will aid students in organizing their supplies the first week of school.

## **SCHOOL STORE**

The Bi-Wize, operated by the Parents' Association, is located in the lobby. It stocks school supplies and is the only outlet for school gym uniforms. For the first week or two of school, the Bi-Wize store is open every day and will be located in the Conference Room on the 9<sup>th</sup> floor. After that, it is open only on Wednesday afternoons.

## **SCHOOL NURSE**

Our school nurses are responsible for providing medical attention in the office on the 3<sup>rd</sup> floor, and, as needed, in other parts of the building. When a student is feeling ill or needs to see the nurse, the student should request a "nurse pass" from the classroom teacher or lunch proctor. If a student wishes to see the nurse in between classes, they should still get a pass from a teacher or administrator at the end of class or before class begins. (Of course in cases of emergency, this is not required!)

Any pertinent information regarding a student's health, or a change in the condition thereof, should be communicated in writing to the School Nurse, along with any special instructions from a physician. This includes any medical excuses or medical requests for an elevator pass. **Any medication taken during the day must be dispensed by the Nurse.** Medical forms for the year should be mailed to June Giammarino (jgiammarino@gbwl.org) so that they will be on file with the Nurse as the school year begins in order for students to participate in any physical activity or out of school program.

## **TRANSPORTATION**

Mrs. Kaufman is responsible for the distribution of fare-reduction passes (full-fare or half-fare, depending on the distance between home and BWL and the age of the student) for the New York City Department of Education. Passes for both buses and subways are given to eligible students as determined by the Department of Education. Passes are distributed according to the address where the student resides and the age of the student.

## **WINTER WEATHER**

BWL will close for snow or other adverse conditions on any day that the New York City public schools are closed. However, there may be days that BWL will close when the public schools remain open. Parents will be notified through the Saf-T-Net system. Information will also be relayed to WCBS or WOR Radio and posted on our website.

## **SCHOOL CALENDAR**

The official Birch Wathen Lenox School Calendar is mailed to all families before the start of the school year. Updates on activities of particular relevance to Middle School students will be issued periodically by the Middle School Directors, noted on the BWL website, or emailed home.

**Parents are reminded not to schedule vacations or extended absences that would conflict with school days and commitments, especially before and after holidays. Any such absences will be considered unexcused, and teachers will not offer special assignments or make-up tests for material due during the absence.** It is expected that students will complete the work before they leave.

## **PARTY INVITATIONS**

Absolutely no party invitations may be handed out or in any way distributed at school *unless* an entire grade or gender of a grade is being invited. Students and parents must also consider, with great empathy and care, the impact of inviting most of a grade or gender while excluding a select few. At this age when peer relations become essential to any student's well-being, modeling inclusiveness and kindness are essential.

## **IV. ACADEMICS**

### **FACULTY**

Parents wishing to communicate with any member of the faculty should feel free to send an email or call and leave a voicemail message during school hours. As few teachers have their own direct phone lines in the building, email correspondence is the preferred and most efficient method of communication. Teachers will

return calls and respond to emails almost always within twenty-four hours.

## EXTRA HELP & STUDY HALL

Middle School teachers are available for **extra help** to students on a scheduled basis before school from 7:30-8:00am or after school from 3:20pm to 4:00pm Mondays, Tuesdays, and/or Thursdays. This schedule is published early in the year and made available at Curriculum Night. In addition, a proctored **study hall** is available to all MS students on Mondays, Tuesdays, and Thursdays from 3:15-4:15. Attendance at extra help and study hall sessions is voluntary but may be requested by the student, parent, teacher, or the Middle School Directors. If so requested, extra help or study hall takes precedence over all other school activities.

## POWERSCHOOL LEARNING (“HAIKU”)

Our online learning management system, PowerSchool Learning (formerly known as HAIKU), integrates with students’ Google accounts. Each teacher and each student has a Haiku account; teachers will post their assignments, project guidelines, study guides, and deadlines online through their Haiku accounts, which can then be accessed from the student’s Haiku account. Haiku can be accessed through the BWL website as well as students’ Google accounts. Teachers may also publish grades over the course of the trimester, but posting final averages is at the discretion of the teacher.

Each Monday, teachers post the assignments for the week on Haiku and often update Haiku throughout the week. These are to be used for parental supervision or for students who are ill. They do not replace the assignments given in class, which come with explanations and examples. **Please keep in mind that these assignments are subject to change, and students should rely first on the homework and guidelines as announced in class and subsequently written down in this planner!**

Each teacher will outline his/her policy for late homework in the course expectations given to students at the beginning of the academic year and to parents at Curriculum Night.

## HOMEWORK

The purpose of homework is to explore, reinforce, and expand upon course material covered in the classroom. It is an important part of the BWL academic program. Middle School students should have approximately two to two-and-a-half hours of homework per night, with the expectation that their homework load will increase incrementally each year in preparation for the Upper School. **20-30 minutes** per subject per night is an approximate figure, then, with 6th graders assigned smaller amounts and 8th graders assigned closer to half an hour per major subject. (As a point of reference, our Upper School students are expected to average 3-4 hours of homework a night, so it is appropriate that we have this incremental increase through the Middle School years in preparation for the increased workloads of high school.)

Students should not email their homework to their teachers unless this is requested by the teacher. They must give a hard copy of their assignment to their teachers unless the teacher specifically indicates otherwise. **Many teachers will ask students to “share” their homework through our school’s Google Drive account, and we strongly recommend that students stay in the habit of completing and storing their work on Drive so that they can access it from school or anywhere else.** If a homework assignment is required to be typed and to be turned in at school, it must be printed out at home and be ready for submission at the start of class.

## MIDDLE SCHOOL HEADING

Written assignments should all begin with the proper Middle School heading. On the left-hand side of the paper, at the top, students list:

- Full name (first and last)
- Class and Section (e.g. English 7B or Science 8S)
- Date (on which the assignment is due)
- Honor Code Upheld* (see below)

A line is skipped, and then the title or body of the work is written.

## ACADEMIC HONESTY

Our student-written Honor Code asserts that students will be honest in their academic work and in their relationships with peers and teachers. Integrity is one of BWL’s core values, and an essential way we cultivate this in our students is through creating a culture that

promotes academic honesty. To reinforce this ethical component to student life, students “pledge” their academic work by including “Honor Code Upheld” in the heading of work turned in (see above) as shorthand for acknowledging the values of the school in completing their academic work. Students also pledge tests, quizzes, and exams taken in their academic classes.

As stated in the Middle School Code of Conduct, “A student’s work is expected to be his/her own unless a particular assignment has been designated a cooperative project.” Students are taught, throughout Middle School, how to use proper citations and write a bibliography. **Any work that requires citations and a bibliography will not be accepted without these.**

It is important to understand, from the first day of school, what constitutes plagiarism. Plagiarism involves taking another person’s words, work, images, or ideas and using them as one’s own. Changing a few details or words in the work or paraphrasing without citation is still considered plagiarism. Failing to cite any sources for information is considered plagiarism. The consequences of plagiarizing are serious, as are the consequences for cheating. Any piece of work displaying academic dishonesty, whether it be cheating on a test, plagiarizing a paper, or copying someone else’s homework, will be given a “zero” as a grade that is averaged into the student’s trimester average; it will likely lead to suspension or even expulsion for repeat offenses, not to mention harm one’s reputation as an academically honest student. Middle School teachers will be reviewing what constitutes plagiarism early on in the academic year.

## TUTORIAL SUPPORT

Many students and their families seek out tutorial support when their children are having difficulty in a subject matter or with schoolwork in general. In some cases, we will recommend that a student receive tutorial support. In all cases, seeking the assistance of a tutor should be with the goal of the student’s independence and academic self-sufficiency in support of his or her intellectual growth. While we acknowledge a student’s right to receive proper support outside the classroom, we expect that any tutor utilized by a student must work within the expectations of the course, department, and school in a supportive capacity and never in a manner that undermines the pedagogy and goals of the subject teacher. BWL teachers will never be employed as tutors when they themselves

have that student in a major academic class, as it creates an obvious conflict of interest.

The more communication there is with a tutor, the better able we are to offer consistent, productive support to the student. We recommend and expect that there will be open, transparent communication between the teachers, families, and tutors. We ask families who employ a tutor or tutoring company to contact that student’s teacher(s) so that everybody can be working in concert towards the intellectual development and growth of the student.

## TESTS AND QUIZZES

All tests and quizzes are projected on the “Test Board” portion of the monitor outside the Middle School Office. In addition, the “Test Board” link is shared online with students at the beginning of the school year via email and can be accessed by students at any time through their Google accounts. The Middle School limits the number of tests and quizzes per week to avoid overloading the students.

- Students in grades six and seven will have *no more than three tests in one week*. 6<sup>th</sup> and 7<sup>th</sup> graders may not have two major tests on one day, but 7<sup>th</sup> graders may have a test and quiz on the same day. Two quizzes are the equivalent of one test.
- Eighth grade students may have two tests in one day and a maximum of four tests in one week. Again, two quizzes equal one test.

Teachers also post upcoming test and quiz dates and project deadlines on their respective Haiku platforms to help students plan ahead.

## GRADES

Grades are given in all courses three times a year. At the end of each trimester, students will receive a report card with grades along with written comments from each of their teachers. In addition, each report card has a list of categories in which the student’s performance is evaluated. These categories are conduct, organization, preparation/homework, and participation.

The Middle School uses the traditional letter system of grading. Teachers follow these guidelines when assigning grades for student work:

Letter Grade	Numerical Grade	Comment
A	93-100	
A-	90-92	Excellent
B+	87-89	
B	83-86	Good/Very Good
B-	80-82	
C+	77-79	Satisfactory, but
C	73-76	needs progress
C-	70-72	
D+	67-69	Passing, but
D	63-66	unsatisfactory
D-	60-62	
F	0-59	Failing

For the purpose of the official BWL transcript, students' grades are recorded for the Fall Term (September-November), the Winter Term (December-February), and the Spring Term (March-June). Results of the end of the year examinations are included in the final grade, not in the third trimester grade. The final exam counts as much as 10% of the final grade. Student attendance and lates also appear on all transcripts.

Any request for a transcript must be made in writing to Mrs. Kaufman. Two weeks lead-time is necessary to fill any request.

## INTERIM REPORTS

Interim progress reports are issued in the middle of each term if teachers notice any areas of concern. All new students and all 6<sup>th</sup> graders will receive interim reports during the first trimester so their transition into the school can be assessed. The first set of 6<sup>th</sup> grade interims will be written by the 6<sup>th</sup> grade teachers, and the second and third trimester interims will be written by the 6<sup>th</sup> grade advisors. All 7<sup>th</sup> and 8<sup>th</sup> grade interim reports will be written by their advisors.

## HEADMASTER'S LIST/HONORS

Honors are awarded at the end of each term to those students who have distinguished records of academic achievement. The Headmaster's List is for Seventh and Eighth Grade students. It may apply to the Sixth Grade for the third trimester upon decision of the faculty.

**Honors** standing is achieved with a B+ average and no grade below B.

**High Honors** standing is achieved when a student has an A- average with no grade below B+.

All Honors listings are subject to qualification based on behavior and effort. The administration reviews the list before it is published to ascertain whether all students listed are working as they should and are contributing members of our community. Students who have been suspended or are on probation are not eligible for Honors during that term.

## CLASS AWARDS

At year's end, two awards are given to students in each section of each class. The first is the Academic Excellence Award, given to the student who has maintained the highest average in the class and has consistently demonstrated commitment to furthering his or her knowledge in the subject area. The second is the Class Citizenship Award, given to the student who has demonstrated traits that have added to the overall positive environment of the classroom, including participation, passion for the subject, dedication to improvement, and civil and collaborative relationships with peers. Content area teachers determine the recipients of these awards.

## PARENT CONFERENCES

Open, honest, and ongoing communication between the School and the home is crucial to the progress of every student. In addition to report cards, interim comments, telephone calls, and emails, there are two Parent-Teacher Conference Days. Parents have the opportunity to meet with three teachers for ten minutes each. Time may also be scheduled with the student's advisor or the Middle School Directors, if desired. Conferences are scheduled at [conferences@gbwl.org](mailto:conferences@gbwl.org) according to a schedule sent home prior to Conference Day.

## FIELD TRIPS

Using the unique and exceptional opportunities of the New York metropolitan area, teachers will schedule field trips throughout the year to museums, historic sites, special exhibits, and performances. Class trips are an integral part of the Middle School curriculum. As a result, all students are expected to attend. These trips

are most often paid for by the school, save the larger multiday overnight trips that require parental contribution.

Permission forms, with complete information for parents, will be sent home at least one week in advance of such trips. A student who does not have his/her permission form signed and submitted on time, as well as health forms up to date, will not be allowed to go on a class trip.

During class trips, it is expected students continue to follow the standards outlined in the Middle School Code of Conduct. Repeated disciplinary infractions may keep students from being able to participate in future field trips.

## **V. MISCONDUCT**

The aim of our disciplinary system is to provide a safe, respectful, and civil environment where both learning and positive social interactions are the standard and the norm. As students enter adolescence, it is quite natural to question the wisdom and authority of adults, but that impulse nonetheless must be met with high expectations of comportment in keeping with the values of BWL laid out in our Honor Code. When a minor behavioral issue arises, the teacher addresses it appropriately in the classroom in accordance with her or his disciplinary plan and course expectations. When warnings are not heeded and students display that they lack strategies necessary to meet class expectations, further disciplinary action will be taken. Any behavior that violates the School's Code of Conduct may result in discipline, which is designed to encourage students to think about their actions and the outcomes to these actions, as well as help them substitute inappropriate behaviors with those that are consistent with BWL's Honor Code and motto.

Consequences may include, but are not limited to, a phone call home, a conversation with the student's advisor and the Middle School Directors, a Morning Detention, a Reflection Period, an Early Morning Callback, suspension, or possibly expulsion. Parents may be called in for a conference with the Directors and the student's advisor. Continued misconduct will result in more serious consequences.

## **MISCONDUCT FORM**

When a student is asked to leave a class, the teacher may request that he/she must fill out a Misconduct Form. If this happens, the student goes to the Middle School Coordinator's office. Once the student has filled out the form, he/she will bring it to the Middle School Directors for further discussion and to be assigned the appropriate consequence. A copy of the Misconduct Form will be placed in the student's file, and a copy will be given to the student's advisor. **If a student receives three misconduct forms in any given trimester**, he or she will automatically serve a morning detention and parents will be contacted to discuss a behavioral plan and expectations for the student, moving forward. **Six misconduct forms in a trimester will be grounds for an in-school suspension, a parent conference, and behavioral probation.**

## **REFLECTION PERIOD**

Students who are assigned a Reflection Period will serve it during their lunch period. Students will be allowed to get food from the Commons and bring their lunch to the Middle School Office, where they will spend the period reflecting on their actions. Students will also be asked to write a reflection piece during this time.

## **DETENTION**

Faculty detentions may be assigned by faculty members for a variety of reasons, ranging from poor completion of homework to lateness to a poor attitude in class. These detentions are arranged with the faculty member and are not considered morning detentions, which are assigned for more serious infractions.

Morning detentions will be given for misconduct *exclusively*. Please note that while uniform violations, gum-chewing, etc., are seen as infractions and not misconduct, *any repeated, chronic violation of school rules will be construed as misconduct*. Any time a student receives a detention, his or her parents will be called or emailed and a notation will be made in his/her file. Because detentions will be assigned only when they are clearly warranted, they should be viewed as serious infractions of the school Code of Conduct. Therefore, detentions may not be missed because of sporting events, practices, jobs, or appointments. In order to create as little conflict with a student's schedule as possible, *all* detentions will be held at 7:30 a.m the day after detention is assigned. *Students must arrive to*

*detention promptly. It is therefore advisable that they come to school early in order to be counted as present for detention.*

## **ACTION PLANS & REFLECTION WORK**

When patterns of inappropriate or negative behavior recur, or when an especially egregious action occurs, a student will work with their parents and the administration on a behavioral **Action Plan** that lays out the steps the student will take to improve upon or rectify the behaviors in question. **Reflection work** is often assigned as part of a consequence with the intent that any student who misbehaves learn and grow from the mistakes or poor choices. This often includes not just self-reflection and empathy exercises but also research, papers, and presentations on issues related to the behaviors in question.

## **SUSPENSION and EARLY MORNING CALLBACK**

Serious breaches of the School's Code of Conduct or repeated offenses may result in an in-school suspension or an EMCB (Early Morning Callback).

In-school suspension means that a student will be at school, under adult supervision, but not permitted to attend classes, go to the Commons with the class, or go to any athletic practices or school events. Academic work must be made up according to a schedule arranged by the faculty. However, a student serving a suspension may not be allowed to take or make up any tests or quizzes given on that day. A parent conference may be scheduled following the suspension.

Early Morning Callbacks are the equivalent in seriousness of a suspension but are served with Mr. Carnabuci in the Headmaster's Office. Usually for the duration of at least one week, the student will report to Mr. Carnabuci's office by 7:40am until the beginning of 1<sup>st</sup> period. Reflection work will be given each day for the student to complete while in the Headmaster's Office and must be submitted to the Middle School Directors

at the conclusion of the EMCB. A follow-up discussion of the EMCB reflection work will then be scheduled with the student.

Out-of-school suspension means that a student may not be at school or participate in any school function for the entire period of the suspension. There will be a follow-up conference involving the student, the parents, the student's advisor, and the Middle School Directors.

After a suspension or EMCB, a student is placed on behavioral probation for at least the remainder of the trimester, and a letter stating the terms of the probation is sent home with a copy placed in the student's file.

The Headmaster is informed of all suspensions and may choose to become involved in the process.

## **ACADEMIC PROBATION**

A student who has received two grades of D or below in major subjects during a marking period, or whose grades have drastically fallen, will be placed on academic probation. The student and his/her parents will meet with the Middle School Directors and the student's advisor to discuss the terms of the probation and the steps to improve.

## **BEHAVIORAL PROBATION**

A student who has been placed on behavioral probation may be denied privileges such as participation on athletic teams, class trips, or other Middle School activities and events.

## **EXPULSION/DISMISSAL**

A student may be expelled or dismissed from BWL if extreme or repeated violations of the Code of Conduct occur or if the safety of others in the school community is threatened. Such offenses will be brought directly before the Headmaster and the Middle School Director.

## VI. EXTRACURRICULARS

### INTRAMURAL AND TEAM SPORTS

Fall	Winter	Spring
5-6 Intramural Soccer	5-6 Intramural Basketball, Boys	5-6 Intramural Badminton
5-6 Intramural Volleyball	5-6 Intramural Basketball, Girls	5-6 Intramural Mini-Tennis
7-8 Cross Country	7-8 Basketball, Boys	5-6 Intramural Lacrosse
7-8 Soccer	7-8 Basketball, Girls	7-8 Lacrosse, Boys
7-8 Volleyball, Girls	7-12 Squash	7-8 Track and Field
	7-12 Swimming	7-12 Varsity Tennis
	6-7 Instructional Ice Hockey	
	8-12 Ice Hockey, Boys	

All Middle School students are invited and encouraged to participate in our intramural and team sports offerings. Not just exercise but other values such as sportsmanship, team-building, collaboration, and camaraderie are the natural outgrowths of such participation.

A Middle School student whose academic standing or conduct record is deemed to be less than satisfactory by his/her advisor and the Middle School Directors may be ineligible for team sports. The student can be reinstated when sufficient progress has been achieved in the judgment of the Middle School Directors. In addition, the coach of any team or the Athletic Director may, at any time, remove or suspend a Middle School student from the team roster, temporarily or permanently. Decisions of this nature will be accompanied by a conference involving the coach or Athletic Director, the student, his/her parents, and the Middle School Directors. These procedures are designed to help students who may need extra time and assistance in balancing their academic responsibilities with their athletic interests and participation.

Any student who is to be dismissed directly from the sports venue must have written permission given to the coach.

*Students may not participate in practices or games if absent from school during the day.*

### SERVICE LEARNING

Students in the Middle School are expected to reach out, in meaningful ways, to their communities and not only serve them but, in their service, learn the value of civic responsibility and the power of the individual to take part in strengthening these communities. The middle school will help raise awareness of needs in our communities and offer many opportunities for students to work with, and learn from, different local and global organizations. Students will take the lead in preparation, action, and reflection, leading to an enriched learning experience. Each month, through postings on HAIKU, newsletters home, and advisory and assembly announcements, students will be given opportunities to participate in school-sponsored service activities. While BWL does not require a set number of hours to be completed for the year, **students are required to participate in at least one school-sponsored service activity per trimester, a minimum of three by year's end. Students not meeting this requirement will have to participate in an after school service opportunity at the end of the trimester, organized by the administration.** Students are also expected to seek opportunities to serve on their own, outside of BWL. Our Middle School Dean of Students, Lori Kennedy, is available to help students explore opportunities to develop personal or small group service-learning projects and to become involved in causes meaningful to them. We expect that, through these experiences, students will become global citizens who take an active role in shaping their world through consistent and willing participation in these projects.

## **STUDENT COUNCIL**

The Middle School Student Council is an important leadership and service organization at Birch Wathen Lenox School. Working with our Middle School Dean of Students, the Student Council initiates projects, helps coordinate dances and special events, raises funds for worthwhile community causes, and contributes ideas to the BWL faculty and administration. The Council is elected in the fall. The President and Vice-President are Eighth Graders, the Secretary/Treasurer is a Seventh Grader, and there are Representatives from Sixth, Seventh, and Eighth Grade. All candidates must give campaign speeches to the entire Middle School, followed by the voting. The Grade Representative voting is limited to those classes. Students running for election must qualify based on effort, academic commitment, positive behavior, and teacher recommendations. Students must remain in positive standing, academically and behaviorally, in order to remain on the Council.

## **ACTIVITIES**

Middle School students have Activities every Tuesday for one period. This is a time for students to pursue an interest outside of the curriculum. Possible activities may include, but are not limited to, Debate or Political Union, House Committee, Improvisation Theater, Music Appreciation, Global Citizens, Student Council, Robotics, TED Talks, International Cuisine, Book Club, BWL News, Literary Magazine, and Yearbook.

## **MUSIC**

The Middle School music program continues the musical development cultivated in the Lower School by offering required curricular music courses. Students choose between a focus on chorus, instrumental, or electronic music classes.

In 6<sup>th</sup> grade, students rotate through each of these required programs, completing one course focus each trimester. If a student shows uncommon commitment to, and passion for, a specific focus, he or she may receive permission from the instructor to remain in that music course for the remainder of the school year.

In 7-8<sup>th</sup> grades, students remain in their designated course for the entire year. The 7-8<sup>th</sup> chorus and

instrumental groups perform at a mid-winter holiday concert and a spring concert.

## **DRAMA**

In addition to athletic teams and student council, Middle School students have the opportunity to participate in two full-length productions under the direction of our Drama Department Chair. Doing so develops so many valuable qualities including self-confidence, collaboration, public speaking, memory, and of course performance. There is a Middle School play in the fall and a Middle/Upper School musical in the spring as well as a Middle School showcase. Students audition for parts, and for the musical, priority is given to Upper School students, Rehearsals take place after school and on weekends. There are also opportunities for technical and crew work. As with sports teams, participation in the Middle School productions is a significant, rewarding commitment.

## **VII. COMMUNICATION**

When parents have concerns about classroom issues, academic performance, social issues, or other matters involving their child, they should contact the student's advisor and/or the relevant classroom teacher. These individuals have the most direct contact with your child and will typically be the most capable of addressing your concerns. If the problem or concern needs further attention beyond the advisor or classroom teacher, it will be relayed to the Middle School Directors. It is important this chain of communication be followed for your child to be best served and for all relevant parties to be kept informed of concerns that you or your child may have. As a matter of protocol, teachers often CC the Middle School Directors when emails go home with issues of concern. This just keeps the Directors informed and does not necessarily indicate that the issue in question is more serious or concerning!

## **VIII. ACCEPTABLE USE POLICY FOR COMPUTERS AND INTERNET**

### **EDUCATIONAL PURPOSE**

The Birch Wathen Lenox School computer network has been expressly developed to further and enhance the educational mission of the School for both faculty and students. The Technology Department supports three computer labs and computer clusters in the Library and

Faculty Room. In addition, most rooms throughout the school have wired and wireless Internet access. This Acceptable Use Policy is designed to provide users with guidelines regarding the use of the School's computer technologies. As a general rule the School's motto—"Integrity, Loyalty, Civility"—applies to cyberspace as well.

## **COMPUTER ACCESS**

Most of the computers in the labs and clusters are general use computers. Here are some guidelines you should follow when using the School's workstations:

1. Clean up after your computer session. This means delete your documents, store them on a server, or transfer them to a flash drive. If you leave documents on the desktop or any part of the computer, the next user has the right to delete them.
2. If there is a hardware problem, do not attempt to fix it yourself. Tell a faculty member, who should then alert the Technology Department.
3. Do not alter, or attempt to alter, the desktop interface in any way.
4. Use the computers for educational purposes only.
5. Faculty reserves the right to remove students from computers if the computers are needed for a specific class.
6. Do not disconnect any cables from the computer or from the wall.
7. Do not install software or download anything without permission of the technology staff or the immediate teacher.

## **NETWORK ACCESS**

Some classes may require the students to have access to the school's fileserver(s):

1. Do not share passwords with anyone.
2. Disconnect from your fileserver when you are finished with your computer session.
3. Delete unwanted files to conserve space on the fileserver.
4. Do not attempt to gain unauthorized access to the School's network or attempt to login to the School's network resources as someone else.

## **INTERNET ACCESS**

The Internet is to be used for research and educational purposes only, as assigned or approved by a faculty member.

1. Do not give out your name, address, or any other personal information to any unknown entity over the Internet.
2. You may not use the Internet for any illegal purpose.
3. You may not use BWL's Internet access to buy or sell anything.
4. You may not use impolite or abusive language or engage in any attacks of a personal, prejudicial, or discriminatory nature.
5. You may not send, receive, or appropriate copyrighted material without permission.
6. The School's computers shall not be used to access inappropriate material.
7. Plagiarism and academic dishonesty will not be tolerated and will be reported to the appropriate Division Director.

## **EMAIL ACCESS, GOOGLE ACCOUNTS, AND WI-FI ACCESS**

1. Each student in the Middle and Upper School is given a Google Applications Account and a WiFi account. Google Applications, otherwise known as "Google Apps," is Web software that allows students and teachers to collaborate through email and the sharing of stored documents. The Technology Department can assist you in signing in, which would include setting your password if you don't have a password already.
2. We expect that students will use their accounts for the sole purpose of appropriately communicating and collaborating within the Birch Wathen Lenox community. Any attempt to do otherwise, thereby potentially doing harm or jeopardizing the safety of anyone within the community, will result in disciplinary action. This Google Domain belongs to The Birch Wathen Lenox School. The administration reserves the right to audit any account without parent or student permission. Students will be expected to use their Google account at the discretion of their instructors. You are responsible for cleaning out your gbwl mail account. The mail administrator reserves the right to clean accounts in order to maintain the operation of the mail server.
3. Do not attempt to gain access to another person's email account.
4. Students may access their personal email account from school only for the purpose of downloading homework or transmitting assignments to school.

5. Students will also be given a wifi account giving them access to the Internet, servers, and community printers.

## **PERSONAL LAPTOPS & SCHOOL LAPTOPS**

**All Middle School students and their parents will be required to read through and sign our *BWL Internet and Digital Device Use Pledge* at the beginning of the school year before they are permitted to use a digital device in school.** The School allows students to bring in their laptops for educational use within the school when one is not provided to a student by the school. The School also “loans” out laptops to students who require one for the day, and they may be checked out from our library with a Student ID. **Students must return a borrowed computer by the end of the day.** Failure to do so will result in a student having his borrowing privileges revoked for one week.

Students will be given a username and password to access the Internet and local network resources such as printers and file servers. Students will be required to change their password upon receipt of their first password issued by the computer department. The computer department will never know a student’s personal password. If a student forgets his or her password, the computer department will simply reset the password and require the student to reset the password.

1. Do not attempt to gain access to non-BWL wireless access points in close proximity to the School while in the building.
2. The Technology staff reserves the right to audit any computer that enters the building. In the event that a student computer is audited, students and parents will be notified as appropriate.
3. If you intend to do a presentation using any of our projectors or the auditorium, inform the technology staff at least a week in advance.
4. Teachers have the right to revoke laptop privileges if they feel the laptop is being misused during class.  
**(Computers may only be open and used when teachers explicitly give students permission to do so for educational purposes or classwork.)**
5. In the event a student’s personal computer is damaged, the School will not be responsible for the repair. The Tech Staff cannot alter, open, or diagnose a student’s personal computer or electronic device.
6. Students are solely responsible for the physical security of their electronic device.

7. The School has a BYOD (Bring Your Own Device) policy, which means that students should bring their own device (i.e. computer, tablet) to access the Internet. The school cannot guarantee that extra laptops will be available upon request. The best way to ensure that you have access to the Internet for a class is to bring your own digital device to school. Your teachers should indicate the days they want laptops to be brought to the class.

## **ONLINE BEHAVIOR OUTSIDE OF THE SCHOOL**

While the School cannot be expected to constantly monitor Internet activities of students outside of school, students should still maintain a sense of Integrity, Loyalty, and Civility. This includes the avoidance of explicit language or images, sexting, cyberbullying, and other forms of social cruelty, incivility, or intolerance perpetrated online against members of the BWL community. The School has the right to investigate personal attacks against the BWL community and against an individual within it.

As mentioned under our “Cell Phones” section of SCHOOL PROTOCOL, if it’s discovered that students have texted or posted online any pictures taken in the school building or on a school-sanctioned field trip or event, that student will likely be suspended and a parent conference required.

## **LIMITATION OF LIABILITY**

The Birch Wathen Lenox School makes no guarantee that the functions or services provided by or through The Birch Wathen Lenox Computer System will be error-free or without defect. The Birch Wathen Lenox School will not be responsible for any damage a faculty member or student may suffer, including but not limited to, loss of data or interruptions of service.

## **POWERSCHOOL LEARNING (HAIKU)**

PowerSchool is a learning management system that integrates with students’ Google accounts. Each teacher and student will have a PowerSchool (“Haiku”) account, which will be used for posting assignments, class calendars of events, and more. Students will be expected to check their email accounts and Haiku accounts to stay informed about assignments and any other relevant information about their classes.

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## **IX. CONTACTS**

The school phone number is (212) 861-0404.

**Joseph Kreutziger**, Middle School Director

Ext. 125      [jkreutziger@gbwl.org](mailto:jkreutziger@gbwl.org)

**Guillermo Salgado**, Assistant Director of Middle School

Ext. 125      [gsalgado@gbwl.org](mailto:gsalgado@gbwl.org)

**Jacquelyn Kaufman/Sue King**, Middle School Coordinators

Ext. 117      [jkaufman@gbwl.org](mailto:jkaufman@gbwl.org), [sking@gbwl.org](mailto:sking@gbwl.org)

**Lori Kennedy**, Middle School Dean of Students

Ext. 154      [lkennedy@gbwl.org](mailto:lkennedy@gbwl.org)

**Judith Salavetz & Tammy Hoffman**, School Nurses,

Ext. 126

[jsalavetz@gbwl.org](mailto:jsalavetz@gbwl.org), [tammy.hoffman@gbwl.org](mailto:tammy.hoffman@gbwl.org)

## **BWL Study Strategies**

### **SOAR**

A system to aid students in the classroom with Study Skills to earn better grades and to be more efficient. This is a system developed by Susan Woodcock Kruger, M.Ed.

**S:** Set goals for yourself—short and long-term goals

Short term goals: Immediate goals, such as “completing all my math problems tonight in 40 minutes”.

Long term goals: Read 30 books by the end of the year for independent reading.

**O:** Organize—your materials and your time

**A:** Ask relevant questions in the classroom

**R:** Record your progress—Keep track of your quizzes, tests, and homework record  
(See “Study Skills & Goals” page provided at the end of this planner!)

### **CANOE**

CANOE is a homework strategy.

**C:** **Complete** all homework

**A:** Be **Accurate**—make sure your responses are correct to the best of your ability

**N:** Be **Neat**

**O:** Be **Organized**

**E:** Put in 100% **Effort**

### **Cornell Note-Taking System**

Divide your notebook paper into two columns, with the main ideas on the left and the supporting details on the right. This system was developed at Cornell University.

## IMPORTANT INFORMATION

(please fill in)

Student Name: \_\_\_\_\_

Advisor/Room #: \_\_\_\_\_

Locker Number: \_\_\_\_\_

Locker Combination: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Subject	Teacher	Teacher Email	Extra Help Day & Room #
English			
Math			
History			
Science			
World Language/ Strategies			
Skills/Research			
Computer Science			
Music			
Health			

### Activity Period

Trimester	Activity/Teacher	Room Number
1		
2		
3		

Peer Relations Group: \_\_\_\_\_