

New Student Enrolment Package



BCS | Bishop's
College
School



A MESSAGE FROM OUR HEAD OF SCHOOL

Welcome to Bishop's College School!

Dear Students,

As we gear up for the 2023-24 school year, I share in your family's excitement and anticipation of embarking upon your BCS journey.

You now belong to a globally diverse group of engaged and motivated students preparing to impact the world. You will be challenged with programs designed to inspire, motivate, and grow each student's mind, body, heart, and soul, in a place where young individuals can be themselves, develop respect for others, and explore the true meaning of leadership, character, generosity, and integrity.

We are preparing you for a life of continuous curiosity and instilling in you the values to become compassionate and purposeful global citizens. Your experience, and that of your family's, will be

characterized by the relationships between caring and supportive faculty and staff and highly motivated and engaged students. One truth that I have learned in my 29 years in education is that life is defined by the meaningful relationships that we build, nurture, and value.

Everyone at BCS embraces our inclusive community, celebrates our diversity, shares a commitment to care for each other, and understands the meaning of the work that we strive to accomplish.

I believe that young people rise to the expectations that are set for them and that they can all reach their unique potential if they are provided with the appropriate support and encouragement. At BCS, those supports are in place for you from the first day you arrive on campus.

Your houseparent is eager to welcome you with open arms, your teachers and coaches can't wait to have you join their groups, and the best friends you will inevitably make are as excited as you are to form lifelong bonds. Your life-enriching adventure is only just beginning!

I look forward to welcoming you to Bishop's College School and witnessing first-hand the special qualities you will bring to our community. I am excited for you to experience, for yourself, the magic that is BCS.

Warm regards,

MR. MICHEL LAFRANCE
Head of School



Dear families,

As you begin to prepare for your arrival at BCS, we would like to provide you with some helpful and necessary information. Included in this package are documents on many different aspects of school life: technology, uniforms, what to bring for the year, etc.

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We look forward to your arrival in September!





CHECKLIST FOR NEW STUDENTS

As part of every student's enrolment process, there are several new student forms that must be completed by July 6, 2023. These forms will be sent to your BCS Portal account to be completed. Log in to the BCS Portal through the BCS website (located at the top right corner of the main page) or follow this link to sign in: bishopscollegeschool.myschoolapp.com. Please note that both the parent(s) and the student should have a BCS Portal account.

COMPLETE (✓)	STEPS TO COMPLETE	DUE DATE	LOCATION
	Final 2023-2024 Report Card	ASAP	Please email a copy to enrolment@bishopscollegeschool.com
	Uniform Fitting Appointment	N/A	Please schedule by contacting store@bishopscollegeschool.com
	Course Selection (Forms IV-V / Grades 9-10)	July 6	Links provided
	Acknowledgement and Academic Information Release	July 6	BCS Portal
	Fall Sport Selection	July 6	BCS Portal
	Cadets Questionnaire	July 6	BCS Portal Please email form to enrolment@bishopscollegeschool.com
	New Boarder Questionnaire	July 6	BCS Portal
	Transportation Form	July 6	BCS Portal
	Medical Form	July 6	BCS Portal
	Copy of Medical Insurance Card and/or Provincial Health Card	July 6	Please email a copy to nurses@bishopscollegeschool.com
	Copy of Immunization Record (vaccines)	July 6	Please email a copy to nurses@bishopscollegeschool.com

If you require your BCS Portal login information, simply click "Forgot your login details?" located on the BCS Portal login page, and your login details will be sent to your email. If you experience any trouble, please contact Admissions: enrolment@bishopscollegeschool.com or 1.819.566.0227.



NEW STUDENT ARRIVAL

New students arrive on Tuesday, September 5, 2023, between 9:00 AM and 12:00 PM.*

New Boarding Students arrive 9:00 AM – 12:00 PM
New Day Students arrive 11:30 AM – 12:00 PM

**Please note that BCS will not be open for early arrivals. If you plan to arrive before September 5 you will be responsible for making your own travel arrangements (transportation, accommodations, food, etc.). Each year we look forward to welcoming BCS parents to our campus, including Opening Week!*

To help with your search for accommodations, BCS has arranged for our families to get a special rate at the following hotels. Be sure to ask for the 'Bishop's College School rate' when you make your reservation.

MANOIR HOVEY

Located in North Hatley, 20 minutes from campus. Call 1.800.661.2421 or 1.819.842.2421 for reservations. For details, visit manoirhovey.com.

OTL GOUVERNEUR SHERBROOKE

Located in Sherbrooke, 15 minutes from campus. Call 1.877.676.7224 for reservations. For details, visit otlhotelsherbrooke.ca. (online use code: BCS2020)

DELTA SHERBROOKE HOTEL

Located in Sherbrooke, 15 minutes from campus. Call 1.819.822.1989 for reservations. For details, visit marriott.com.

LE PRESIDENT HOTEL

Located in Sherbrooke, 15 minutes from campus. Call 819.563.2941 or toll free in North America at 800.363.2941 for reservations. For details, visit hotel-le-president.com.

For more information about the city of Sherbrooke, visit: destinationsherbrooke.com.



OPENING WEEK OVERVIEW*

SEPTEMBER 2023

*A detailed schedule will be available August 2023. Schedule is subject to change.

TUESDAY, SEPTEMBER 5 - NEW STUDENTS ARRIVE

Residences will be open starting at 9:00 AM for **new students only**. Students may wear casual clothes.

9:00 AM - 12:00 PM	New boarding students arrive
11:30 AM - 12:00 PM	New day students arrive
Afternoon	Head of School's Welcome, Student Activities, Parents' Meet & Greet.

WEDNESDAY, SEPTEMBER 6 - RETURNING STUDENTS ARRIVE

Residences are open today for **all students**. All students should be on campus by 12:30 PM. Students may wear casual clothes.

Morning	Returning students arrive. Information sessions for new students and parents.
Afternoon	School Assembly for everyone.

THURSDAY, SEPTEMBER 7 - MOUNTAIN DAY

Dress Down Day. Students wear their house t-shirts.

9:00 AM	Chapel
9:45 AM	Mountain Hike (parents are encouraged to attend!)



FRIDAY, SEPTEMBER 8

First day of classes (Regular Schedule, Day 1) & BCS Spirit Day. Students wear school colours: purple and white. Show your purple pride!

SATURDAY, SEPTEMBER 9 - SUNDAY, SEPTEMBER 10

Orientation Weekend

MONDAY, SEPTEMBER 11

Full Day of Classes.



WELCOME NEW BCS PARENTS!

BCS EXTENDS A WARM WELCOME TO ALL FAMILIES.

Below are some great opportunities to meet other BCS parents during the first month of the 2023-2024 academic year. Stay tuned for more ways to get involved and stay up to date on everything BCS!

Tuesday, September 5
**NEW STUDENT
 ORIENTATION DAY**

We are looking forward to meeting you and helping greet you and your families as you join the BCS community. You will find members of the Advancement Office in our purple shirts throughout campus! Come and say hello!

Parents' Meet & Greet
Location: Student Centre
Time: 3:00 PM

Wednesday, September 6
INFORMATION DAY

Parents' Question & Answer (Q&A) Session
Location: Chapel
Time: 2:15 PM

Thursday, September 7
MOUNTAIN DAY

The school community will hike a local mountain. Parents are encouraged to attend, so plan on joining the fun! Please note that students will be transported by bus, but parents must provide their own transportation.

Location: Mont Orford

Weekly calls
FRIDAYS FROM MOULTON HILL

Our current parents are invited to join Head of School Michel Lafrance for an informal and interactive get-together via Zoom every week.

Location: Online

CAMPUS MAP

IMPORTANT LOCATIONS

- ① Archery Range
- ② BCS Foundation Squash Courts
- ③ Business Office
- ④ Hartland Molson Hall Student Centre
- ⑤ H. Weir-Davis Memorial Gymnasium
- ⑥ Head's House
- ⑦ Infirmary
- ⑧ Memorial Arena
- ⑨ R. Lewis Evans Memorial Theatre
- ⑩ School House (admissions)
- ⑪ St. Martin's Chapel/Ross Hall Dining Room
- ⑫ Tennis Court Complex

HOUSES

- ⑬ Gillard House
- ⑭ Glass House
- ⑮ Grier North and South Houses
- ⑯ McNaughton House
- ⑰ Mitchell Family House
- ⑱ Smith House
- ⑲ Williams House



To Bishop's University and Lennoxville (0.6 km);
Sherbrooke (5 km); US border (47.8 km)

2023-2024 MAIN EVENTS CALENDAR

Please make all travel plans to coincide with these dates and times. This document was last updated on July 26, 2023.

Sep. 5: New Student/Parent Orientation Day New students and parents arrive.

Sep. 6: New Student/Parent Orientation continues Returning students to arrive in the morning. Head of School's Assembly for all students and parents in the afternoon.

Sep. 7: Mountain Day

Sep. 8: First Day of Classes

Sep. 10 - 11: Orientation Weekend

Oct. 6 - 9: Thanksgiving Break (Residences open) Students may leave as of 1:30 PM on Oct. 6. Boarding students must arrive by 8:00 PM on Oct. 9. Classes resume Oct. 10.

Nov. 9 - 13: November Break (Residences closed) Students may leave as of 1:30 PM on Nov. 9. Boarding students must arrive between 6:30 PM - 8:00 PM on Nov. 13. Classes resume Nov. 14.

Dec. 15: Winter Break begins (Residences closed) Students may leave as of 1:30 PM on Dec. 15. International flights should be booked for Dec. 16. Residences close at noon on Dec. 16.

Jan. 8: Winter Break ends Residences open at noon, boarding students must arrive by 8:00 PM. Classes resume at 10:00 AM on Jan. 9.

Feb. 8 - 12: February Break (Residences closed) Students may leave as of 1:30 PM on Feb. 8. Boarding students must arrive between 6:30 PM - 8:00 PM on Feb. 12. Classes resume Feb. 13.

Mar. 21: Spring Break begins (Residences closed) Students may leave as of 1:30 PM on Mar. 21. International flights should be booked for evening of Mar. 21 or morning of Mar. 22. Residences close at noon on Mar. 22.

Apr. 7: Spring Break ends Residences open at noon, boarding students must arrive by 8:00 PM. Classes resume at 11:00 AM on Apr. 8.

May 17 - 20: May Break (Residences closed) Students may leave as of 1:30 PM on May 17. Boarding students must arrive between 6:30 PM and 8:30 PM on May 20. Classes resume May 21.

May 21 - 23: Compulsory Provincial Exams for Form VI

May 30 : Athletic Awards Presentation at 8:25 AM

May 31: Annual Cadet Review at 10:00 AM and **Form VII Academic Awards Presentation** in the afternoon

Jun. 1: Form VII Graduation Ceremony at 1:00 PM and **Form VII Graduation cocktails/dinner** at 5:30 PM. Form VII dismissed in the evening.

Jun. 13: Form II-VI Academic Awards Presentation at 10:00 AM. Forms II, III, IV, VI dismissed in the afternoon.

Jun. 14: Compulsory Provincial Exams for Form V from 9:00 AM to noon. Form V dismissed in the afternoon or following their last exam.*

SEPTEMBER 2023

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OCTOBER 2023

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FEBRUARY 2024

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MARCH 2024

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APRIL 2024

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MAY 2024

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JUNE 2024

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*Form V may have Compulsory Provincial Exams June 17-20. (Dates to be confirmed). The campus will be open for these students until the end of the last exam.

TRANSPORTATION FOR SCHOOL HOLIDAYS*

*Dates and times for BCS Transportation for School Holidays are subject to change.

BCS provides buses to and from the Montreal-Trudeau Airport (YUL), the Dorval Shopping Centre, and downtown Montreal (Windsor Station) for school opening and all school holidays and breaks. Students will be charged per bus trip, each way (approximately \$75).

Transportation information and sign-up forms for school opening days (Tuesday, September 5 & Wednesday, September 6) are available on the BCS Portal. The bus schedule for the rest of the year is outlined below and a reminder about the sign-up will be sent before each break. Please note: residences are closed as of the bus departure time at the start of the break and reopen at 6:30 PM at the end of the break unless otherwise noted. At the end of each break, students who are not using BCS transportation are expected to arrive to their residence by 8:00 PM.

The standard meeting place in the Montreal-Trudeau Airport (YUL) is in front of door 24 on the arrivals level. The BCS airport coordinator will have a cell phone activated only on travel days that can be reached at 819-674-4717.

THANKSGIVING BREAK

RESIDENCES REMAIN OPEN (FEE)

October 6, 2023 Departure from BCS

October 9, 2023 Return to BCS

NOVEMBER BREAK

RESIDENCES CLOSED*

November 9, 2023 Departure from BCS

November 13, 2023 Return to BCS

WINTER BREAK

RESIDENCES CLOSED*

December 15, 2023 Departure from BCS

December 16, 2023 Departure from BCS

January 8, 2024 Return to BCS

FEBRUARY BREAK

RESIDENCES CLOSED*

February 8, 2024 Departure from BCS

February 12, 2024 Return to BCS

SPRING BREAK

RESIDENCES CLOSED*

March 21, 2024 Departure from BCS

March 22, 2024 Departure from BCS

April 7, 2024 Return to BCS

MAY BREAK

RESIDENCES CLOSED*

May 17, 2024 Departure from BCS

May 20, 2024 Return to BCS

Prior to each BCS break you will receive reminders to reserve transportation and provide student travel details.

For more information or to sign up for any of the BCS buses, please contact:

Julie Lowry

Associate Director of Student Life

819.566.0238 x210

819.674.4114 (cell)

jlowry@bishopscollegeschool.com



2023-2024

LONG WEEKEND TRIPS*

BCS offers many trips that take place over long weekends. They are designed to offer an alternative place to go when residences are closed. The nature of the trips ranges from primarily tourist, to educational and adventure weekends. Some of our trips are recognized and can be credited towards the Duke of Edinburgh (Duke of Ed) bronze, silver, and gold expeditions. All trips are chaperoned by BCS staff members and are designed to be of interest to the BCS student population.

They are open to all BCS students, though some trips have limited spots for participants. The cost of all trips covers transportation, accommodation, food, supervision, and admissions/entry fees. Students will be expected to cover their personal expenses such as souvenirs, shopping, etc. All activities are mandatory and school rules apply on all BCS trips.

Participation in any trip is only guaranteed once the trip is paid in full. All trips must be paid in advance by Visa, Mastercard,

cash, or cheque. They may not be charged to student accounts. All trips are based on a minimum number of participants. Less than the minimum requirement will result in the cancellation of the trip. Prices quoted are approximate and may change according to the number of participants. Complete itineraries and trip contact details will be sent out to families of participants closer to the trip dates.

ON-CAMPUS WEEKEND (CANADIAN THANKSGIVING)

October 6-9, 2023

Students will have the opportunity to remain on campus, while still enjoying some planned activities that will expose them to the beautiful Eastern Townships. There will be a day trip to Montreal, as well as a visit to the spectacular Foresta Lumina. We have planned a weekend that has a good balance of activities, as well as time for rest and relaxation.

The cost of this weekend is **\$450 CAD**. The registration deadline for this weekend is **September 22, 2023**. Full payment is due at this time.

TORONTO & NIAGARA FALLS NOVEMBER 9-13, 2023

In November, BCS students will have the opportunity to visit Canada's largest city and one of the nation's favorite tourist destinations. While in Toronto, students will visit the CN Tower, Casa Loma, The Rogers Centre, The Hockey Hall of Fame, the Toronto Zoo as well as numerous other attractions. The group will be treated to a dinner and show at Medieval Times and of course have lots of time to relax, shop and see the sites of Toronto. They will also be going to visit the spectacular Niagara Falls, one of Canada's most popular tourist destinations. The group will get up close with this national wonder on the "Journey Behind the Falls" activity as well as time to experience the famous Clifton Hill area.

The cost of this trip is **\$2,000 CAD**. The registration deadline for this trip is **October 1, 2023**. Full payment is due at this time.

**WINTER WILDERNESS TRIP -
DOGSLEDDING AND WINTER
CAMPING**

February 8-12, 2024

This is a unique way to experience the Canadian winter while having the adventure of a lifetime! Students will spend the weekend learning how to work with the dog teams and drive their own sled, as well as build an igloo, ice fish, snowshoe, horseback ride, and skate, all while learning many winter survival skills. This trip qualifies for all levels of the Duke of Ed program.

The cost of this trip is **\$1,200 CAD***. The registration deadline for this trip is **December 1, 2023**. Full payment is due at this time.

Please note there is a maximum of 20 spots for this particular trip. Spots are only guaranteed once full payment is received. Students must be 14 years old to participate in this trip.

**SKI & SNOWBOARDING IN
QUEBEC CITY**

February 8-12, 2024

BCS is happy to offer a ski/snowboarding vacation in the Ste. Anne de Beaupré and Quebec City area that will challenge all levels of skiers and snowboarders. Days will be spent skiing and snowboarding on Mont Ste. Anne and evenings relaxing in the chalet.

The cost of this trip is **\$1,300 CAD****. The registration deadline for this trip is **December 1, 2023**. Full payment is due at this time.

QUEBEC CITY

May 17-20, 2024

Students will have the opportunity to explore Quebec's capital, one of the oldest cities in North America. The weekend will be a balance of local activities, exploring Quebec City, and relaxation time.

The cost of this weekend is **\$1,300 CAD**. The registration deadline for this weekend is **May 1, 2024**. Full payment is due at this time.

*Proper winter clothing is required.

**Rentals and lessons are available for an extra cost.

For more information or to sign up for any of the BCS School Trips, please contact:

Julie Lowry

Associate Director of Student Life

819.566.0238 x210

819.674.4114 (cell)

jlowry@bishopscollegeschool.com



WEEKEND LEAVES AND SPECIAL REQUESTS

LONG WEEKEND BREAKS

Well before the start of any BCS break, please communicate with your child's houseparent directly to provide them with the full details of your child's break plans. If your child is going to be the guest at the home of another BCS student, permission must be granted from the host family as well.

The following information is required for all students:

- Where your child will be staying;
- The name and contact details of the adult caring for your child; and
- The transportation required to and from the destination.

WEEKEND LEAVES

Students departing BCS for weekend/overnight leaves are not permitted to stay in hotels unless they are accompanied by their parent. Any exceptions must be approved by the Director of Student Life.

EARLY DEPARTURES AND LATE ARRIVALS/RETURNS

The academic success of our students is of great importance, therefore missing any academic time is strongly discouraged. Families are requested to make every effort to adhere to the

published dates in the Main Events Calendar. **All students must attend compulsory school events.**

Requests for a student to miss academic time must be made in writing and sent to the Director of Academics, the Director of Student Life, and the student's houseparent at least two weeks in advance.

Please review the **Student Handbook** (most up to date version can be found under "Quick Links" on the Student Life page) for more information.

For more details regarding leaves, early departures, and late arrivals, please contact:

Christopher Merritt

Director of Student Life

819.566.0238 x295

cmerritt@bishopscollegeschool.com

Marie-France Labelle

Director of Academics

819.566.0238 x252

mlabelle@bishopscollegeschool.com

WHAT TO BRING TO BCS

CASUAL WEAR

Students dress casually when relaxing after classes, at evening meals, and on weekends. As students spend a considerable amount of time in casual clothing, they should bring an adequate supply of clothes. However, please keep in mind that closet space is limited.

SUGGESTED ITEMS:

CLOTHING

- Casual tops (shirts/blouses/sweaters)*
- Formal wear (dress/skirt or shirt/tie)**
- Dress shoes
- T-shirts and shorts*
- Heavy sweater
- Jeans and casual pants
- Bathing suit
- Pyjamas
- Sweatpants and sweatshirts*
- Casual and athletic socks*
- Winter jacket*, boots, mitts*, gloves*, and hats*
- Windbreaker or rain jacket*
- Purple items for Spirit Days!
- Orange shirt, pink shirt*
- Costumes for Halloween and Comic Con (optional)

OTHER ITEMS

- Hangers
- Lock for lockbox/closet*
- Small room fan
- Casual shoes
- Outdoor athletic shoes
- Indoor athletic shoes with non-marking soles
- Bath/hand towels and facecloths*
- Toiletry and cosmetic articles*
- Backpack/school bag*
- 110 volt electrical plugs/convertor/adaptor*
- Helmet for recreational activities
- Water bottle for daily use*

*These items are available for purchase at BCS.

**For dances, banquets, etc. BCS uniform may also be worn.

BED LINENS

BCS supplies sheets, a blanket, a pillow, and a pillow case. However, students may bring their own if they wish. Some students like to bring a padded foam mattress cover and a duvet/comforter. Beds are twin-size. The BCS Supply Shop has a “boarding package” available for purchase which contains sheets, towels, and other essentials. Please contact store@bishopscollegeschool.com to reserve yours or to learn more.

SPORTS DRESS

Worn at daily practices (crease).

- Athletic clothing is available at the BCS Supply Shop.
- **T-shirt and shorts for Physical Education class—Forms II-V (Gr. 7-10)—must be purchased at the Supply Shop.**
- School teams: In most cases, students will be provided with the appropriate team uniform. Students wishing to play tennis in the spring should have their own white attire.
- **Helmets are compulsory for all students while riding bikes, in-line skating, ice skating, alpine skiing, and snowboarding.**

LAUNDRY SERVICE

Laundry is done weekly. Please make sure that all casual clothes/linens are clearly marked with the student’s name using sewn-on labels.

FORGOT SOMETHING?

Don’t worry! On weekends, we organize trips to the nearby Carrefour de l’Estrie shopping mall, Walmart, pharmacies, and grocery stores for students to buy missing items.

MOBILE PHONE PROVIDERS

Kiosks for these providers can be found at the Carrefour de l’Estrie.

- Bell
- Videotron
- Rogers
- Telus
- Fido
- Koodo

WHAT NOT TO BRING TO BCS

BCS provides students with the necessary items needed on a daily basis (including kitchen appliances in the residences). Please **do not** bring the following items to BCS:

- Cooking appliances, i.e.: kettles, hot plates, rice cookers, etc.
- Mini-refrigerators
- Heaters (including space heaters or heat lamps)
- Candles, incense, oil burners, or anything with an open flame
- Matches or lighters
- Televisions
- Computer monitors larger than 24"
- Printers
- Desktop computers
- Expensive jewellery/watches
- Wireless Access Points (i.e. 3G/4G external Internet dongles)
- Air conditioners
- Holiday/decorative lights
- Furniture/mattresses
- Hover boards

TECHNOLOGY PROGRAM

Bishop’s College School (BCS) believes that technology, when used in a responsible, efficient, ethical, and legal manner, offers valuable, diverse, and unique resources to students. Above all, we are committed to using technology to support educational excellence and learning. It is understood that students will use technology in a mature and professional manner in accordance with our acceptable use policy.

1. BYOD (BRING YOUR OWN DEVICE) PROGRAM

It is the responsibility of the student to arrive in September with a laptop that meets the requirements as outlined in the table below. Students will continue to receive full support from the IT Department and will be issued a temporary unit should their personal laptop need repairs.

2. ACADEMIC USE FIRST

Academic use of laptops and the Internet must always take priority

over recreational use.

The use of technology during school hours and study times is left at the discretion of the teacher or person on duty during Prep time. Students will be held accountable should any use that is considered inappropriate occur during class or study times and may be subject to disciplinary action.

3. BYOD AND OTHER PERSONAL MOBILE DEVICES

BYOD laptops and personal devices such as smartphones, iPads, Playbooks, Slate Tablets, Kobos, Kindles, and other e-Readers are allowed to connect to the BCS Wi-Fi network but are subject to different access times depending on the student’s grade level.

IMPORTANT: Personal routers and any type of network equipment or external Internet sticks are not allowed on campus. Such equipment found in a student’s possession

will be confiscated and kept for the duration of their time at the school, and some privileges may be revoked.

4. PERSONAL FILES AND SCHOOL DOCUMENTS

Students are responsible for backing up important school work and other personal files. This can be achieved through a student’s Google School Account subscription that comes with unlimited cloud storage and is provided by the school. Documents can also be backed up onto external media such as USB sticks, external hard drives, etc. Please note BCS does not provide such devices. Loss of files in case of computer failure will not excuse students from any academic responsibilities.

It is the responsibility of the parent/student to ensure that the below requirements are met to ensure compatibility and integration with the school’s network and external service providers.

REQUIREMENTS	WINDOWS LAPTOP	APPLE LAPTOP
Operating system	Windows 10 (32 or 64-bit) English version 11H2 or later Windows 11 (64-bit) English version	macOS 12 Monterey or later
Browser	Google Chrome with the latest updates	
Screen size	13” to 15” inch recommended	
Resolution	1280 x 768 pixels +	1280 x 800 pixels +
CPU	1.6 GHz or faster, 2-core processor or higher	Intel or Apple processor
Collaboration	Operational webcam and microphone	
Memory	8 GB +	
Storage	256 GB + (SSD or HD)	
Wi-Fi	Required 802.11N/AC	
Battery autonomy	45Wh + (at least 7 hours)	
OS Protection	Latest updates of Windows 10, 11, and Defender	Latest updates of macOS
Warranty coverage	Valid North American Warranty is required	



ACCEPTABLE USE POLICY

- The BCS Network/Internet access made available to students is provided for legal, positive, and constructive usage consistent with the academic goals and objectives of BCS. Misuse of technology will be addressed in the same manner as other conduct infractions.
- Students are expected to come to class with their primary BYOD laptop. The use of any other device during class is left at the discretion of the teacher.
- It is the responsibility of the student to make sure that their BYOD laptop is fully charged when they leave their house/residence in the morning. Chargers are to be left in residence.
- Students must use appropriate language in all communications: email, social media, and online.
- Network/Internet access will be monitored for compliance.
- Each student has an individual network and Office 365 account and assumes complete responsibility for it. Access to these accounts is confidential and must not be shared with others.
- Wallpapers and screensavers must display appropriate material on any personal device.
- **Copyrighted Software and Digital Media:** all laptops and other personal devices on campus must be free of pirated software. Students should only be playing games, using software, listening

to music, and watching videos for which they have a legal right to do so.

INAPPROPRIATE USES (INCLUDE BUT ARE NOT LIMITED TO)

Students will face disciplinary action, which may include device confiscation, if found in violation of any of the following:

- Using the Network/Internet for any illegal activity or commercial gain.
- Running any Server Operating System, regardless of platform (i.e.: Windows Server, MacOS Server, Linux) without written consent from the administrator.
- Hacking utilities that may compromise BCS network security such as port scanners, key loggers, password crackers, network administration tools, sniffers, tracers, protocol analyzers, etc. System hackers will not be tolerated.
- Virus propagation or deliberate destruction of data, software, or hardware.
- **Academic Environment:** Any non-school-related bandwidth-intensive activities, such as streaming or downloading huge amounts of data, which slows down and hinders the academic use of the network, are prohibited during the school day and study times. BCS reserves the right to restrict or deny access to the Network/Internet.

- Attempting to bypass BCS security and web filtering control. (i.e.: the use of Proxies/VPN tunnels is prohibited and restricted).
- Using Internet media (email, chat rooms, forums, blogs, social media, etc.) for the propagation of defamatory or offensive material, including comments against the school or anyone directly or indirectly associated with it.
- Owning, sharing, or storing inappropriate electronic material like movies, games, pornography, offensive depictions, racist materials, and violence inciting materials.

Please take note of the following:

PC laptops with the Windows 7 operating system won't be able to access the school's wireless network provided to students. Apple laptops with an operating system older than 11 Big Sur won't be able to use Microsoft Office 365 which is the productivity suite provided to students. Students with Apple laptops in Grades 11 & 12/Forms VI & VII will need a USB adaptor for connectors in sciences courses.

For more information please contact:

IT Help Desk

819.566.0238 x286

ITHelpDesk@bishopscollegeschool.com

2023-2024 SCHOOL YEAR DAILY SCHEDULE

JUNIOR & SENIOR

Junior grades are grades 7-10 (Forms II-V) and Senior are grades 11-12 (Forms VI and VII).

CREASE

Time dedicated to sports. These times vary depending on the sport, season, or activity.

PREP

Time dedicated to supervised homework. Students may do their school work in their boarding house, in School House, the library, or the Enrichment Centre (where tutoring is available).

CHAPEL

Morning assembly for all students on Mondays, Wednesdays, and Fridays held in the chapel.

ADVISORS

Students are paired with an Advisor (faculty or staff), who will advocate for and support them throughout the year. They meet in small groups on Thursday mornings.

FLEX SCHEDULE

Half day of classes to accommodate special events, sports tournaments, or activities.

FLEX SCHEDULE

Breakfast	7:30 - 8:20 AM
Chapel or Advisors	8:25 - 8:45 AM
Period 1	8:50 - 9:30 AM
Period 2	9:35 - 10:15 AM
Period 3	10:20 - 11:00 AM
Break	11:00 - 11:15 AM
Period 4	11:15 - 11:45 AM
Period 5	11:50 AM - 12:30 PM
Lunch (staggered)	First sitting: 12:30 - 1:00 PM Second sitting: 1:00 - 1:45 PM

REGULAR SCHEDULE

Breakfast	M, W, F: 7:30-8:20 AM T, TH: 8:00-8:40 AM
Chapel or Advisors	8:25-8:50 AM Meetings 8:00-8:50 AM
Period 1	8:50 - 9:45 AM
Period 2	9:50 - 10:45 AM
Break	10:45 - 11:00 AM
Period 3	11:05 AM - 12:00 PM
Lunch (staggered)	First sitting: 12:00 -12:25 PM Second sitting: 12:25 -1:10 PM
Period 4	1:15 - 2:10 PM
Period 5	2:15 - 3:10 PM
Crease or Cadets	3:30 - 4:30 PM
Dinner	5:15 - 6:30 PM
Prep time	7:30 - 9:15 PM



ACADEMIC COURSE SELECTIONS

FORMS II AND III (GRADES 7 & 8)

All course placements for Forms II & III (Grade 7 & 8) are done by the Academic Department.

FORMS IV AND V (GRADES 9 & 10)

Registration for Form IV & V (Grade 9 & 10) courses are completed through the links below. If you need assistance or have questions about course registration, please contact Mr. Scott Manning, Middle School Academic Coordinator: smanning@bishopscollegeschool.com.

- [Form IV/Grade 9 Course Selection](#)
- [Form V/Grade 10 Course Selection](#)

FORMS VI & VII (GRADES 11 & 12)

Registration for Form VI & VII (Grade 11 & 12) courses are completed with the assistance of our Senior School Academic & IB Coordinator, Ms. Amber Rommens. If your child is enrolled in Form VI or Form VII and you have not been in contact with Ms. Rommens, please contact her: arommens@bishopscollegeschool.com.

Please review the [Academic Handbook](#) (most up to date version can be found under "Quick Links" on the Academic page) for more information and course descriptions. For more information please contact:

Marie-France Labelle

Director of Academics

mlabelle@bishopscollegeschool.com

Amber Rommens

Senior School Academic & IB Coordinator

arommens@bishopscollegeschool.com

Scott Manning

Middle School Academic Coordinator

smanning@bishopscollegeschool.com



UNIFORM

All BCS students take pride in their uniform. The staff in our Supply Shop is ready to welcome new students to assist with their uniform fittings.

UNIFORM CODE

Number One Uniform is worn every Monday and at any time when representing the school or on special occasions. Number Two Uniform is worn Tuesday to Friday unless otherwise indicated.

Number One Uniform (Mondays, and other special occasions)

- Navy crested BCS blazer
- White button down oxford shirt and BCS tie
- Black Watch tartan kilt with black shorties
- Grey flannel trousers with a black belt
- Black tights/navy blue knee socks or black dress socks
- Black Doc Martens

Number Two Uniform (Tuesday-Friday)

- Navy tunic with sash with black shorties
- Beige skirt or grey 'skort' with

- black shorties
- Beige dress pants with belt
- Grey pants with black belt
- White or blue button down oxford shirt
- Crested BCS sweater
- BCS tie
- Black tights or navy blue knee socks
- Black dress socks
- Black Doc Martens
- School Shorts (grey)

A crested navy blue polo shirt may be worn as part of 'summer dress' (from September to the November Break, and again from after March Break until June). No vest or sweater is to be worn over the polo shirt. In the winter, students may wear a crested BCS sweater under their crested BCS blazer as part of their uniform.

Kilts must be worn no shorter than two inches above the top of the knee. All students are expected to be neat and well-groomed at all times, whether at school or off campus representing BCS. Jewellery and hairstyles should be modest. Boys are required to be clean-shaven. Nose piercings,

tongue piercings, and other facial piercings are not allowed while in school uniform. Tattoos or body modifications should not be visible.

Please review the [Uniforms page](#) for more information.

Please contact our supply shop staff to schedule your uniform fitting appointment:

Supply Shop

819.566.0238 x240

store@bishopscollegeschool.com

UNIFORM LIST 2023-2024

This is a uniform guide providing the minimum quantities for each item.

DESCRIPTION	COLOUR	SUGGESTED QUANTITY	UNIT PRICE (MARCH, 2023)
Blazer	Navy	1	\$180.00
Dress Pants	Grey	2	\$54.00
Cotton Pants	Khaki	2	\$54.00
Slim Fit Pant	Grey or Khaki	Optional	\$54.00
Long Sleeve Shirt	White or Blue	Total of 5 between the two types of shirts.	\$38.00
Short Sleeve Shirt	White or Blue	Total of 5 between the two types of shirts.	\$36.00
Dress Socks	Black	6	\$7.00
Belt	Black	1	\$30.00
Kilt	Tartan	1 or 2	\$83.00
Blazer	Navy	1	\$180.00
Tunic	Navy	Optional	\$69.00
Cotton Skirt	Khaki	Optional	\$56.00
Skort	Grey	Optional	\$56.00
Boxers/Shorties	Navy	2	\$16.00
Long Sleeve Blouse	White or Blue	Total of 5 between the two types of shirts.	\$37.00
Short Sleeve Blouse	White or Blue	Total of 5 between the two types of shirts.	\$35.00
Tights	Black	0-2	\$14.00
Knee Socks	Navy	6	\$7.00
Crested Vest	Navy	1	\$51.00
V-Neck Sweater	Navy	1	\$62.00
Cardigan	Navy	Optional	\$75.00

ADDITIONAL ITEMS

DESCRIPTION	COLOUR	SUGGESTED QUANTITY	UNIT PRICE (MARCH, 2023)
School Shoes	Black	1	\$180.00
Long Sleeve Polo Shirt	Navy	2	\$40.00
Short Sleeve Polo Shirt	Navy	2	\$38.00
Tie	School	1	\$18.00
Tie	New Student	1	\$20.00
T-Shirt (Phys. Ed)	Black	1	\$25.00
Under Armour T-Shirt (Phys. Ed)	Purple	1	\$38.00
Shorts (Phys. Ed)	Purple	1	\$29.00
Under Armour Shorts (Phys. Ed)	Black	1	\$48.00
Sweatshirt (Hoodie)	Varies	Optional	\$55.00 to \$80.00
Sweatpants	Varies	Optional	\$55.00 to \$80.00
Tracksuit	Purple & White	Optional	\$100.00

NEARLY NEW CLOTHING (NOT AVAILABLE UNTIL AUGUST)

DESCRIPTION	COLOUR	MINIMUM QUANTITY	UNIT PRICE (MARCH, 2023)
Blazer	Navy	Optional	\$70.00
Dress Pants	Grey	Optional	\$25.00
Cotton Pants	Khaki	Optional	\$25.00
Cotton Skirt	Khaki	Optional	\$25.00
Kilt	Plaid	Optional	\$45.00
Skort	Grey	Optional	\$25.00
Dress Slacks	Grey	Optional	\$20.00
Shirt or Blouse	White or Blue	Optional	\$12.00
Sashes			\$5.00

NEARLY NEW CLOTHING (NOT AVAILABLE UNTIL AUGUST)

DESCRIPTION	COLOUR	MINIMUM QUANTITY	UNIT PRICE (MARCH, 2023)
Summer Shirts (Polos)	Navy	Optional	\$17.00
Tie (Striped or Solid)	Striped or Solid	Optional	\$10.00
Tunic	Navy	Optional	\$40.00
Cardigan	Navy	Optional	\$35.00
V-Neck Sweater	Navy	Optional	\$30.00
Vest	Navy	Optional	\$25.00
Phys. Ed Shorts	Purple	Optional	\$8.00
Phys. Ed T-Shirts	Black	Optional	\$8.00
Sweatpants	Varies	Optional	\$20.00
Sweatshirt (Hoodie)	Varies	Optional	\$21.00
Track Suit Jacket	Purple & White	Optional	\$25.00
Track Suit Pants	Purple & White	Optional	\$20.00
Track Suit	Purple & White	Optional	\$45.00



SCHOOL SUPPLY LISTS

All basic supplies will be available at the BCS Supply Shop. Unless otherwise indicated, feel free to purchase them outside the school.

FORM II (GR. 7) BASIC SUPPLIES:

- School agenda
- One (1) 3" binder
- Two (2) 2" binders
- Loose leaf paper (1 package)
- Pencil case
- Pencils (HB)
- Pens (1 blue and 1 red)
- Erasers
- One (1) long ruler
- Five (5) Exercise books (32 page)
- Scissors
- Glue Stick
- Small pencil sharpener
- Highlighters
- Coloured pencils
- Three (3) packages of dividers
- Correction tape (or fluid)
- Geometry Set

Package available at the BCS Supply Shop (includes all items above): \$95.00

FORMS III-VII (GR. 8-12) BASIC SUPPLIES:

- School agenda
- Two (2) 2" binders
- Loose leaf paper (1 package)
- Graph paper
- Pencil case
- Pencils (HB)
- Geometry Set
- Pens (1 blue and 1 red)
- Erasers
- One (1) long ruler
- Duo-tangs
- Five (5) Exercise books (32 page)
- Scissors
- Glue Stick
- Small pencil sharpener
- Highlighters
- Coloured pencils
- Two (2) packages of dividers
- Correction tape (or fluid)

Package available at the BCS Supply Shop (includes all items above): \$105.00

CALCULATORS

Available at the BCS Supply Shop:

- Forms II, III, IV: basic scientific calculator (i.e. Casio FX-300ES)
- Forms V: TI 84 plus CE
- Forms VI & VII: TI 84 plus CE for high level mathematics (mandatory)

PHYSICAL EDUCATION: FORMS II-V (GR. 7-10)

- Two (2) pairs of running shoes [one (1) for indoor use with non-marking soles and one (1) for outdoor use].



BCS MEDIA

#BCS1836

Whether you're near or far, it's easy to stay on top of the latest news from BCS.

SOCIAL MEDIA

FACEBOOK

We share several updates and stories every week and love to see comments from parents, teachers, students, and alumni too. Join us by liking the BCS page: facebook.com/BCS1836.

INSTAGRAM

Students, teachers, and staff frequently contribute photos for our BCS profile. Look out for the Moment of the Day shared on stories every day while school is in session. instagram.com/BCS1836

TWITTER

We tweet about student success, special events, and exciting news. Follow our account: [@BCS1836](https://twitter.com/BCS1836).

YOUTUBE

Follow our YouTube channel for the latest in video from BCS! We post student chapel performances. youtube.com/BCSToday

LINKEDIN

Follow our page to see news from our large family of alumni, staff, and faculty. We love seeing our current students and alumni active and making new connections!

BCS FLICKR

We post new pictures of school events, athletics activities, and daily life at BCS all the time. A private link is sent out via our monthly digital newsletter, *BCS Broadcast*.

PUBLICATIONS THE BULLETIN

The BCS Bulletin is a bi-annual school magazine featuring alumni spotlights, class notes, alumni community events, and more. Read our latest edition here: bishopscollegeschool.com/publications.

BCS BROADCAST

We send out a monthly digital newsletter with links to recent articles and upcoming events. Look for it in your inbox once school starts!

WEBSITE PHOTO OF THE DAY

A daily snapshot of life at BCS is shared every school day during the year and on a weekly basis in the summer. bishopscollegeschool.com/about-us/bcs1836/photo-of-the-day

LIVESTREAMING

From chapel presentations to hockey games in the arena, never miss a special event with our GameOn Livestreaming. You can watch live or on demand. bcs.gameonstream.com

GROUPS ON PORTAL

You'll find the Main Events Calendar, information about the BCS Safe App, weekend activities, the class schedule, the link to our Flickr account, and more on the Parent and Student Resource Boards located on the BCS Portal.

#BCS1836

Check out the BCS Media page of our website to keep up to date with the latest news around campus at bishopscollegeschool.com/about-us/bcs1836.



ROUND SQUARE

Round Square (RS) is a world-wide association of 230 schools on five continents sharing unique and ambitious goals. Students attending Round Square schools make a strong commitment, beyond academic excellence, to personal development and responsibility. BCS has been a member for over 35 years.

The program provides opportunities for students that go well beyond the classroom, such as: student exchanges, community service projects, junior/senior conferences (taking place either domestically or internationally), and gap year opportunities for students who have graduated. There are also many Round Square school activities and cultural events at BCS.

The following is the Round Square itinerary for the 2023-2024 academic year. There will be an information session at the beginning of the school year and follow-ups throughout the year.

CONFERENCES

- Oct. 8-14, 2023: Round Square International Conference in Kenya
- TBD 2024: Junior Regional Round Square Conference
- TBD 2024: Senior Regional Round Square Conference

SERVICE PROJECTS

- Round Square Service Projects are open to senior students (16 years old and above) and two students per school are accepted per location. Please refer to the Round Square website about these projects to make an informed decision. BCS also has a Senegal Service Project scheduled for Spring Break 2024 TBD.

EXCHANGES/GAP YEAR

- This is an on-going process and can be discussed during the school year.

Further details about RS are available online at roundsquare.org.

For more information, please contact:

Shelley Gardner-Bray
Round Square Coordinator
819.566.0238 x213
sbray@bishopscollegeschool.com



QUICK REFERENCE GUIDE

BCS PORTAL ACCESS AND GENERAL INQUIRIES

enrolment@bishopscollegeschool.com
819.566.0227

UNIFORM FITTING APPOINTMENTS, SCHOOL SUPPLIES, MAIL, AND DELIVERIES

BCS Supply Shop
819.566.0238 x240
store@bishopscollegeschool.com

TRAVEL, TRANSPORTATION, WEEKEND TRIPS, AND PACKING

Julie Lowry
Associate Director of Student Life
819.566.0238 x210
819.674.4114 (cell)
jlowry@bishopscollegeschool.com

ACADEMICS, COURSES SELECTIONS, AND INTERNATIONAL BACCALAUREATE (IB) PROGRAM (GRADES 11 - 12/FORMS VI - VII)

Amber Rommens
Senior School Academic & IB Coordinator
arommens@bishopscollegeschool.com

ACADEMICS AND COURSE SELECTIONS (GRADES 7 - 10/FORMS II - V)

Scott Manning
Middle School Academic Coordinator
smanning@bishopscollegeschool.com

ACADEMICS AND COURSES SELECTIONS (GRADES 7 - 10/FORMS II - V)

Marie-France Labelle
Director of Academics
819.566.0238 x 252
mlabelle@bishopscollegeschool.com

STUDENT LIFE

Christopher Merritt
Director of Student Life
819.566.0238 x295
cmerritt@bishopscollegeschool.com

TECHNOLOGY

IT Help Desk
819.566.0238 x286
ithelpdesk@bishopscollegeschool.com

MEDICAL FORMS, VACCINATION RECORDS, INSURANCE, AND HEALTH QUESTIONS

nurses@bishopscollegeschool.com
819.566.0238 x233

STUDENT HANDBOOK (most up to date version can be found under “Quick Links” on the Student Life page)

ACADEMIC HANDBOOK (most up to date version can be found under “Quick Links” on the Academics page)

FINANCIAL HANDBOOK (most up to date version can be found under “Important Documents” on the Resources for New Families page)

Questions?

If you have any questions or concerns, don't hesitate to reach out:
enrolment@bishopscollegeschool.com.



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