

# Student and Family Handbook

## 2025-2026

Dear BCD Families:

Welcome to the 2025–26 school year at Boulder Country Day School!

This Student and Family Handbook outlines our community expectations, school policies, procedures, and helpful guidance to support you and your child throughout the year. While we've aimed to make this handbook comprehensive, it may not cover every situation. If questions arise, we encourage you to reach out through ParentSquare. For the most effective communication, please start with the teacher, coach, or staff member most directly connected to your concern.

At BCD, we believe education is most impactful when built on strong, trusting relationships between home and school. When parents and teachers work together—sharing perspectives, asking questions, and expressing hopes—we create the kind of learning environment where students thrive.

We're committed to open, thoughtful communication and ongoing collaboration. Together, we can nurture a community where curiosity is celebrated and every child becomes an adaptable, empathetic, and engaged learner.

On behalf of the entire BCD faculty and staff, we look forward to a meaningful and joyful year ahead.

With gratitude,



Robin Frank  
Head of School

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# MISSION, VISION, AND VALUES

## **Mission**

Boulder Country Day School provides an exceptional educational experience that broadens students' understanding of the ever-changing world around them, preparing them to be adaptable, empathetic, and engaged global citizens.

## **Vision**

Empowered minds ignite global change.

## **Core Values**

- Take care of ourselves and others
- Explore many paths
- Meet the challenge
- Create inclusion and belonging
- Be part of something bigger

# PORTRAIT OF A PARENT

Parents are an essential part of the BCD community. As volunteers, supporters of our programs, fans on the sidelines, and contributors to our philanthropic endeavors, the BCD parents are engaged! This is a community of families who care about education and who want their children raised in a safe, supportive yet challenging environment. Developed by parents for parents, these characteristics help define a successful parent-school partnership.

BCD Parents are part of our team. They are:

- Trusting - They have confidence in our capabilities, stay open to new perspectives, and believe in the BCD Difference.
- Engaged - They are intentional and passionate participants in our community, on our campus, and in their children's education.
- Community-minded - They are inclusive, welcoming, and cultivate a sense of belonging.
- Respectful - They are kind and authentic, communicate thoughtfully, and act without entitlement.
- Supportive - They share our growth mindset and optimism for excellence, and they find meaningful ways to contribute to our collective success.
- Partners - They are collaborative, accountable, and recognize that we're all in this together.

# NON DISCRIMINATION STATEMENT

Boulder Country Day School celebrates, honors, and appreciates all forms of diversity in an environment of inclusivity. Individual differences are highly regarded, nurturing the human dignity of each member of our community. Our intentional work to embrace and understand the value of diversity, equity, inclusivity, and social justice affords the freedom for all members of our school community to flourish as unique, confident, compassionate, and ethical individuals.

Boulder Country Day does not discriminate against any employee, student, applicant for employment, or applicant for admission on the basis of age, disability, culture, ethnic origin, nationality, race, color, religion, creed, family, marital status, gender, gender identity, sexual orientation, genetic information, military service, socioeconomic status or any other applicable status protected by federal, state, or local law.

## QUESTIONS

This handbook contains the school’s policies as well as information on what you can expect in the upcoming school year. If you have any questions or concerns, please do not hesitate to contact your division head or the Head of School. We look forward to a great school year!

<b>Name</b>	<b>Title</b>	<b>Email Address</b>	<b>Extension</b>
Mrs. Robin Frank	Head of School	rfrank@bouldercountryday.org	222
Ms. Amy Chally	Head of Early Childhood Education	achally@bouldercountryday.org	230
Ms. Randie Wirt	Elementary School Head	rwirt@bouldercountryday.org	239
Ms. Tricia Pezdek	Middle School Head	tpezdek@bouldercountryday.org	291

## TAKING CARE OF BUSINESS

### Business Office Information

BCD’s business office is located on the second floor of the administration building and is open Monday through Friday from 8:00 a.m. to 4:00 p.m.

### Billing and Tuition Policies

All invoicing and payments go through either [Blackbaud Tuition Management](#) or [FinalSite](#) (please note FinalSite pertains to any students enrolled after July of 2025). Payments are due by the first of the month, any accounts with payments not received by the tenth of the month will be subject to a late fee. Continued late payments may result in account termination with all charges due immediately. Parents/Guardians are jointly and severally liable for payment of the annual amount of tuition. If payments are not kept current and you cannot pay the full tuition, which is required, we reserve the right to send unpaid tuition contracts to collection services as well as potentially disenroll your student(s).

## Re-enrollment Contracts

Re-enrollment contracts for the upcoming school year are emailed the middle of January to current families in good standing and are due back on the date noted in the email. Any extenuating circumstances that prohibit a family from returning the re-enrollment contract on time should be addressed with the Office of Admission.

## Withdrawing from BCD

Should a family need to withdraw from BCD in the middle of the year or after they have submitted their re-enrollment contract for the following year, they should reference the Withdrawal Policy noted in the enrollment contract in the BCD Portal as well as the Dewar Tuition Insurance Plan. For more information, they can contact the Office of Admission for assistance.

## Financial Assistance

Boulder Country Day believes that an outstanding education should be available to all families. Our goal is to welcome and support a diverse group of qualified students, including those who would not otherwise be able to attend BCD. Tuition support is available for qualified families and interested families may contact the admission or business office for more information.

## Employment with Current BCD Families

BCD discourages employees from working privately for families who have children currently enrolled at BCD. Any employee of BCD who accepts outside employment from a member of the BCD community as a house sitter, private coach, childcare provider, etc., is not accepting that employment as a BCD employee. Faculty/Staff will maintain appropriate boundaries between being employed outside of school and their BCD employment with regards to favoritism, authority, and their professional relationship with the students and family.

## BCD Employee/Student Relationship

Please note that employees are prohibited from texting and emailing students for non-school related concerns. Additionally, when emailing students, employees must use their BCD email account on that email. BCD employees may not friend or follow current BCD students on social-media platforms.

## Changes in Home Environment

We strive to build relationships with families and believe that open communication is the foundation to a positive school experience. With this in mind, we ask that families keep us informed of any changes at home such as the birth of a child, a death in the family, spousal separation, or a spouse traveling, etc. This information will allow us to better support your child should we see changes in their academic performance and/or behavior.

<b>Name</b>	<b>Title</b>	<b>Email Address</b>	<b>Extension</b>
Ms. Tanya Chargualaf	Head of Community Support and Belonging	tchargualaf@bouldercountryday.org	298
Ms. Sterling Kranjcec	Director of Counseling	skranjcec@bouldercountryday.org	250
Ms. Holly Harding	School Nurse	hharding@bouldercountryday.org	225

## Animals on Campus

Pets – personal, classroom, and family (including show and tell and special visits) – are not allowed on campus unless pre-approved.

## COMING & GOING

### Drop-Off and Pick-up

BCD strives to maintain a safe environment for our families, which is especially important during the busier times of drop-off and pick-up. Please drop-off and pick-up your students from school using the following guidelines and remember that drop-off/pick-up and carline are “CELL PHONE FREE ZONES.” Please help us keep our school safe by focusing on the task at hand.

### Preschool

Carline is not available for our preschool families. Preschool families must park on the street adjacent to the Preschool building for both drop-off and pick-up.

When parking, proceed west on Nautilus Drive and utilize the cul-de-sac to change direction and head east back towards the school. U-turns on Nautilus Drive are prohibited.

#### Before Care Availability

- Complimentary before care is available for all BCD students starting at 7:30 AM.
  - PS will enter through admin and walk to the students' classrooms where they will be signed in by their child's classroom teacher.

#### Drop-off

- Preschool families walk their child into their classroom and will be signed in with their classroom teacher. Drop off begins at 7:45.
- Families arriving after 8:15 will need to enter campus through the Administration Building and walk their child to the preschool building to drop-off their child to their classroom teacher.

- In the event that a child is dropped off to preschool and their class has left the campus for a field trip, that child will be added to another class, ratio permitting, or remain with the Head of Preschool until the class returns.

#### Pick-up

- For students enrolled in our part day program, pick-up begins at 12:50 pm and ends at 1:00pm. Children will be picked up from the Preschool Front Lobby where they will be with a Preschool Teacher.
- For students enrolled in our full day program, pick-up begins at 2:45 pm and ends at 3:10pm. Children will be picked up from their classrooms. Children may only be picked up by persons for whom have written authorization.
- If a child is not picked up by 3:15 PM, a member of BCD's administration will call the child's parent, guardian, or emergency contacts.
  - If the child's parents/guardian/emergency contacts cannot be reached, a member of BCD's Administration will notify Boulder County Department of Human Services.
- Children may NOT be left unattended on BCD's campus at any time.
- The Head of Preschool ensures that all children are picked up before the staff leave for the day, using attendance logs and visual evaluation of the preschool premises.

## Elementary School

Elementary school families have two options for both drop-off and pick-up: walk in and carline. Drop-off begins at 7:45 AM. Families arriving after 8:05 AM will need to walk their child into the Admin building. Pick-up begins at 2:55 PM. Carline ends at 3:15 PM. Parents will be notified if a child is not picked up by 3:15 PM.

#### Before Care Availability

- Complimentary before care is available for all BCD students starting at 7:30 AM.
  - ES/MS will enter through admin and check-in in the science lab. Kids may then move to the library or playground.

#### **Walk-In families:**

- Park on the street or in a visitor parking spot in the BCD parking lot and use the crosswalks .
- Enter the building through the front door in the morning and in the afternoon, please use the middle gate to enter the back of the building for pick-up in classrooms. Do not use the front door of the Elementary school to enter or exit for afternoon pick-up as that door is reserved for carline.

#### **Carline families:**

- Proceed through the line, driving carefully, and ensuring no cell phone usage.
- Remain in your car. Our staff members will help your student unload/load everything and keep the carline moving.
- Pull forward until a faculty or staff member indicates that it is your turn to unload/load.
- Have your student exit from the passenger side of your vehicle only.

- Pull into a parking space if your child is not ready to exit/enter the car.

## Middle School

- MS students should be dropped off using all the same guidelines listed above for Elementary Students.
  - MS classes start at 8:00 AM. Any student arriving after 8:00 AM should enter through the Admin building.
- MS Students will be released at 3:20 PM and will be supervised and waiting in front of the building for pick-up.

### Before Care Availability

- Complimentary before care is available for all BCD students starting at 7:30 AM.
  - ES/MS will enter through admin and check-in in the science lab. Kids may then move to the library or playground.

## Mid-day Pick-Up Procedures

Families who need to pick their child up during the day park in a visitor parking spot or on the street.

- Notify via ParentSquare your student's teacher, division head and the Front Desk if you will be picking them up before dismissal.
- Ring the administration doorbell to let our receptionist know you've arrived.
- Your child will either be waiting for you (if you have notified the teacher that your child will be leaving) or you may proceed to the classroom and pick up your child.
- Adults must sign their child out of school.
- We will not release your child to any person other than a guardian/parent, or an adult designated by the guardian.
- Please notify the receptionist and/or your child's teacher if your child will be leaving with anyone other than a parent or person you have designated to pick up your child. This includes a grandparent, nanny or babysitter, family friend or parent of a classmate. Please note that a child may not pick up another child.

## Procedure/Policy for Children Who are Not Picked Up at the End of the Day

- If an ES/MS child is not picked up by 3:15 PM, a member of BCD's administration will call the child's parent, guardian, or emergency contacts.
  - If an ES/MS child isn't picked up by 3:30 PM, they will be signed into the aftercare program and billed accordingly.
  - If a PS child isn't picked up by 3:30 PM, they will remain with the Head of PS until picked up.
- If the child's parents/guardian/emergency contacts cannot be reached, a member of BCD's Administration will notify Boulder County Department of Human Services.

- Children may NOT be left unattended on BCD's campus at any time.

## Student Pick Up Following After School Events and Programs

Students involved in after school sports programs or other school related events, whether participating or observing, are required to wait for pick-up by their adults under the supervision of a BCD employee and may not be left unattended on campus at any time.

\*Students may attend After Care following after school activities, but must be registered through the A3 program. Protocols stated above will be followed if students are not picked up after extracurricular activities.

## Access to Campus and Campus Visitors

BCD strives to ensure that our students are safe in a secure campus setting, and our commitment to safety includes our door/gate security system.

- Our doors and gates are programmed so they automatically open during drop-off and pick-up times and remain locked at other times during the day.
- If you arrive at school at a time outside our programmed "open door" times, please follow BCD's policy and enter through the administration building. Our Front Desk staff will assist you.
  - Please have your ID ready.
- All visitors must sign in at the administration building using our Raptor System which runs an instant check against the sex offender registry. Guest badges must be worn at all times and all visitors must come back through admin to sign out of the Raptor system.
- Classroom observations and visits must be arranged through classroom teachers or division heads.

## ATTENDANCE

Our goal is to ensure that school is a positive experience for all students. To achieve this goal, parent partnership at home is critical. Students do best when they come to school with a positive attitude, a good night's sleep, and a healthy breakfast - and on time.

Regular school attendance is required by Colorado State Law. Further, in order to maintain the high quality of education provided at BCD, it is imperative that students attend school. Students need to participate in the school day.

All students are expected to arrive on time for all classes, assemblies, athletic commitments, and other school related functions. Being on time enhances the continuity of learning, leading to stronger academic performance, higher self-confidence, and stronger community engagement.

## **Absences/Tardies**

Absences and tardies are tracked on a daily basis and become part of the student's official transcript at the end of each trimester. For middle school and elementary school, a tardy is marked if the student arrives at school after 8:00 AM.

If a student will be absent or late, a parent/guardian should notify the school before 8:00 AM by calling the office AND sending a ParentSquare message to your child's homeroom teacher/advisor.

When a student's academic success is compromised due to repeated absences and/or tardies (10 days or more in one trimester), BCD will notify the parents/guardians so that support can be discussed.

- The homeroom teacher/advisor will contact the parents/guardians after 10 absences/tardies in a trimester.
- The division head will meet with the family after 15 absences/tardies in a trimester. This meeting will solidify the partnership and create a plan that will best support the student.
- The head of school and head of the division will meet if absences/tardies persist.

Policies regarding make-up work for planned absences differ by division. Please see your student's homeroom teacher/advisor for more information.

On very rare occasions, absences from school are indications of whether or not a student can be successful at BCD. Additionally, frequent absences may signal that there is a larger issue. If the student's teacher, advisor, division head, school counselor, and/or head of school suspects the student is in an unsafe environment at home or at school, we are required by law to contact Colorado's Department of Human Services via the Child Abuse and Neglect Hotline.

## **AFTER 3 AT BCD**

Daily after school care is available to families who register in advance. We offer unlimited after school care Monday - Friday during the school year as well as alternate scheduling options each trimester. Enrichment classes are also available after school on a session-by-session basis. [Schedules and prices are located on our website.](#)

## **SCHOOL CLOSURES**

BCD monitors inclement and severe weather conditions and utilizes ParentSquare to alert families of a closure. In addition, closures are posted on the parent portal. Please do not call the school.

Please note: BCD monitors BVSD and SVVSD schedules and actions. If those two districts are closed, it is likely BCD will also be closed; however, due to the wide range of BCD's catchment area, it is possible that BCD will be open or delayed when those districts are closed.

School is open unless a closing is announced on one of the following:

- BCD Website
- Channel 4 TV
- Channel 9 TV
- ParentSquare Alert

## STAYING HEALTHY

### Health Policies and Procedures

#### **Illness Policy**

We use the [Colorado Department of Public Health & Environment](#) (CDPHE) guidelines in determining whether a child needs to be excused from school due to illness:

- Please refer to and follow the CDPHE's "[How Sick is Too Sick](#)" illness guide for students and staff.
- Please keep your student home if they have a fever (100 F or higher), are vomiting, or have diarrhea. They must be fever-free and not have experienced vomiting or diarrhea for 24 hours (without the use of medication) in order to return to school.
- COVID testing is recommended, not required, for anyone with COVID-like symptoms or a known exposure. COVID-like symptoms include: Fever (100.4 and above), chills, new or worsening cough, shortness of breath, loss of taste or smell, sore throat, runny nose or congestion, muscle or body aches, headache, fatigue, nausea or vomiting, diarrhea.
- Children with flu-like symptoms, will also be excluded from school until they are symptom free for 24 hours without the use of medication.

If you are unsure if your child is well enough to attend/return to school, please contact our school nurse, Holly Harding via ParentSquare or call 303-516-4125.

#### **Picking Up an Ill Child from School**

BCD faculty, staff, and administration are vigilant in identifying students who appear to be unwell.

- A child who is ill upon arrival at school, or who becomes ill while at school will not be allowed to remain with the other students.
- Parents will be notified and asked to pick up a sick child from the Health Room located in the administration building.
- Parent/guardian or other designated adults must be available to pick up their student within 45 minutes.
- Please note that if a child is too sick to actively participate (including going outside for recess), they will need to stay home until well enough to return.

### **Preventing Outbreak of Contagious Illness**

BCD is vigilant in identifying students and other staff who appear to have symptoms of the flu or other illnesses. We regularly monitor the CDC website as well as the [CDPHE's](#) website.

- Boulder Country Day may need to cancel classes. In this unlikely scenario, every resource will be utilized to continue the education of our children.

### **Immunization Requirements**

Immunizations are required by the state of Colorado. Parents must submit a current copy of each child's vaccinations at the beginning of each school year or when any vaccines are updated.

- If your child has not been immunized or is behind schedule on any required immunizations, parents obtain a Certificate of Nonmedical Exemption by fully reviewing and completing the [Online Immunization Education Module](#) or have a health care provider fill out a [Nonmedical Exemption form](#). Exemption forms must be submitted annually at the start of each new school year.
- For detailed information regarding the appropriate vaccination requirements please follow this link: [CDC Important Vaccine Information](#).

### **Medications**

If your student requires medication at school, bring the medication and Medication Authorization form to the Health Room.

- Each medication must be accompanied by a Medication Administration Form, which includes a physician's signed order, and must be delivered in its original labeled packaging. The necessary forms are available on the [BCD website](#).
- If you have questions about medications, please contact our school nurse, Holly Harding via ParentSquare or call 303-516-4125.
- Students may not carry or self-administer medications (other than an inhaler or EpiPen as set forth below with the appropriate paperwork). Please see additional information under the Allergies section regarding requirements for students requiring a Health Care Plan, etc.
- All medications, including over-the-counter medicines, cough drops, and pain relievers are treated the same as prescription medications. If these items are necessary at school, they must be accompanied by a physician's order and a Medication Administration Form.

### **Health Care Plan**

Certain serious medical conditions require the school nurse to meet with parents to devise a detailed Health Care Plan before the child may attend school. For your child's safety, please inform BCD if your child has seizures, diabetes, allergic reactions that may require the use of an Epi-Pen, or severe asthma that may require the use of a rescue inhaler.

If your child has a Health Care Plan, you must have this form (signed by your child's pediatrician) and any necessary medication on file prior to the first day of school. Please note, if your child requires a Health Care Plan, he or she may not attend school without current medication(s) and health care forms. Should a student be on campus without the appropriate Health Care Plan, in the event of a medical emergency, 911 will be called.

### **Allergies**

If a child has an allergy that may require the use of an inhaler, Epi-Pen or administration of supervised medication, the child must have a Health Care Plan signed by his/her pediatrician, along with any necessary medication on file prior to the first day of school. We prefer that children who require an Epi-Pen keep two on campus; one in the child's classroom and one in the administration building. This ensures that the necessary medication is never far away as the children travel throughout the campus for their classes.

## **Food Guidelines**

BCD is an allergy aware school and we take daily precautions to keep children with food allergies safe. BCD is not an allergen-free environment.

- **Lunch**
  - BCD is proud to partner with Sage Dining Services and provide lunch for all students.
  - Students eat in our Dining Commons. Lunch times for all grades are shared by homeroom teachers.
  - Families may read about our Sage Dining Services and review menus on our school [website](#).
  - Sage is committed to keeping all students safe. If your child has a life-threatening food allergy or requires dietary restrictions, please reach out to our school nurse, [Holly Harding](#), to discuss your child's needs.
- **Snacks**
  - Preschool, Elementary and Middle School must bring their own daily snacks.
    - Students may not bring soda or candy.
    - Please bring an additional snack for your child if they attend A3.
- **Shared food or treats**
  - Check with your child's teacher or division head before bringing ANY communal food, treats, or snacks to school.
  - All shared food must be store or bakery bought and include a full ingredient list.
  - Homemade food is not allowed unless it is a specific event, such as a potluck, where families are asked to contribute food (Note - ingredient list is required for homemade food).
- **Birthdays**
  - Birthdays are fun to celebrate at school. Please check with your child's homeroom teacher/advisor before sending any birthday treats.

- We recommend considering an activity (game or book donated to the classroom) or non-food favor (playdough, paper airplane, etc) rather than an edible treat.
- However, students may bring treats such as fruit popsicles, fruit, veggies, fruit leather, or popcorn, etc.
  - Preschool birthdays are always celebrated with popsicles that are provided by the Preschool.
  - Treats such as cupcakes, cookies, or donuts are not permitted.
- Our priority is to keep all students safe. Please check with your child's teacher regarding any allergy aware guidelines. Homemade food is not allowed. All food must be store or bakery bought and include a full ingredient list.
  - There may be a time homeroom teachers/advisors request NO FOOD due to allergies present in the classroom.
- **Celebrations and special events (classroom or school-wide)**
  - We ask that families refrain from sending in treats or food for a celebration or event unless the teacher has communicated directly with the family.
  - Homemade food is not allowed. All food must be stored or bakery bought and include a full ingredient list. Please check with your child's teacher regarding any allergy aware / classroom guidelines.

## STAYING SAFE

Crisis prevention and mitigation is a part of daily operations including safety routines such as maintaining attendance records, playground supervision, and check-in procedures for visitors. All visitors to BCD's campus, including substitute teachers, are required to check in with the school receptionist in our administration building and wear a visitor badge while on campus.

BCD conducts regular safety audits and yearly inspections with Boulder's local fire department. Evacuation routes are posted in all of the classrooms and each school building is equipped with sprinklers, fire alarms, and lockdown buttons. Faculty and staff are trained in and practice emergency procedures and crisis management. Evacuation drills are conducted monthly and lockdown/active shooter, lockout, and severe weather (shelter in place) drills are conducted each trimester. Drill practices are typically announced to faculty and staff and shared in advance with students.

As another means of crisis prevention, BCD implements and promotes an anonymous reporting hotline – SAFE2TELL – as an anonymous means for students to report dangerous situations/people: [www.safe2telli.org](http://www.safe2telli.org) or (719) 520-7435. BCD employs a school counselor and a nurse to support all students with mental health and wellness services.

A crisis is defined as a tragic accident, missing child, severe weather incident, act of violence, or a local tragedy. In the event of a crisis at school, BCD administrators immediately put into action our Emergency Response Plan. Communication of such an event will include the use of the BCD emergency notification system - ParentSquare. Please do NOT call the school, as the

Boulder Valley Police Department is in charge of handling the crisis in conjunction with the school's administration, and the phone lines must be kept open.

## PARENT-SCHOOL COMMUNICATION

### Communication Methods

Communication between parents and teachers is an essential part of providing a healthy learning environment for everyone. The ParentSquare communications platform (web or app) is the primary tool for all parent/school communication. In middle school when students are included in some communications, email may be utilized. ParentSquare can be modified so that parents can receive notifications in various and preferred ways and BCD is more than happy to help parents with the setup.

### ParentSquare Posts

Families will receive the Bulldog Bulletin on Sundays and 2-3 other posts per week. At least one parent in each family should read the posts to stay tuned in to happenings at the school. These posts are higher level information that relates to all-school, all-grade, or all-class information and will be sent either from a child's teacher, advisor, Division Head, Head of School, or another administrator.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	<b>Bulldog Bulletin and Athletic Coach Updates</b>	<b>Possible ES Homeroom Teacher or Room Parent update</b>	<b>Rotating schedule from Parents' Assoc. &amp; Various Administrators</b>	<b>NO POSTS</b>	<b>PS &amp; ES:</b> Head will alternate weekly with homeroom teachers. <b>MS:</b> Head bi-monthly * <b>MS Teacher</b> posts are all in Alma	<b>NO POSTS</b>	<b>NO POSTS</b>
Week 1	Bulletin				Division Head		
Week 2	Bulletin				PS and ES Home Room		
Week 3	Bulletin				Division Head		
Week 4	Bulletin				PS and ES Home Room		

### **Individual or Small Group ParentSquare Messaging**

The messaging feature in ParentSquare is used to communicate directly to teachers, advisors, or staff at school and unless a student needs to be included, parents should not use email to communicate with BCD teachers and/or staff.

### **ParentSquare Telephone Messaging**

All faculty and staff will now use the virtual phone feature on ParentSquare - personal cell phone use will not be permitted. Each employee's phone number is available in the directory.

BCD requests that when a parent has questions, ideas, or concerns, they use the ParentSquare messaging feature, the ParentSquare virtual phone feature, or a face-to-face meeting, to connect with teachers. We welcome the opportunity to get to know you and work with you in supporting your child.

BCD strives to ensure that families, students and teachers maintain appropriate boundaries. All electronic messaging goes through ParentSquare or BCD email.

- Electronic messages between parents / guardians should be sent via ParentSquare.
- Electronic messages between students (who are old enough to have a BCD email) and teachers should be sent via BCD email.
- BCD does not permit texting through a personal cell phone or email communication through a personal email address.

When considering response times, we ask families to be patient. Employees have varied schedules and during school hours their immediate attention is on teaching and supporting students. We will strive to return messages within 24 hours (excluding weekends and holidays).

Parents are discouraged from asking office staff to relay messages to their child via the intercom system or personal delivery, except in legitimate emergencies.

Each division keeps students and parents informed in the following ways:

- Preschool teachers communicate informally with parents on a daily basis at drop-off and pick-up times or with direct messages through the ParentSquare App. Preschool parents receive a weekly newsletter in ParentSquare. This newsletter is sent on alternating weeks from either your child's classroom teacher or BCD's head of preschool.
- Elementary teachers communicate informally with parents at drop-off and pick-up times if the parent walks to their child's classroom. Elementary parents receive a weekly newsletter in ParentSquare. This newsletter is sent on alternating weeks from either your child's classroom teacher or BCD's head of elementary.
- Middle school parents receive a biweekly ParentSquare newsletter from our middle school division head. Middle school teachers/advisors will communicate directly with parents with any academic or social emotional concerns. Additionally, middle school

students and families are kept up to date via Alma and google classroom. Student grades and units of study will be posted and updated regularly in both google and Alma.

### **Parent-Teacher Conferences**

BCD hosts Parent-Teacher Conferences three times per year: August, October, and February. Conference dates are published on our school calendar and families are asked to plan accordingly. **We cannot offer make-up conferences for families who choose to travel during our no school days that bookend conference times.** Zoom and phone conferences are offered as an alternative.

- **August** - Our August conferences are referred to as “Hopes and Dreams”. This conference time is designed as a way to get to know students and we ask that parents / guardians share information about their child (strengths, challenges and opportunities for growth) with our teachers/advisors.
- **October and February** - These conferences offer a formal opportunity for teachers and parents to talk about how the school year is going through the lens of their child’s strengths, challenges, and opportunities for growth.

Teachers are always happy to speak with parents and additional meeting times are available. When a need arises, parents may request a meeting time with their child’s teacher.

## **BEHAVIORAL EXPECTATIONS & OTHER POLICIES**

We strive to foster a school community that is welcoming, inclusive and kind. We follow nationally recognized, best practice curricula when teaching and supporting our students as they learn how to engage appropriately with others. In all three divisions, we follow Responsive Classroom to establish safe and joyful classrooms and community spaces. Periodically, we offer parent workshops on each philosophy to hone the partnership between home and school.

### **Responses to Misbehavior**

Occasionally, students make mistakes in their interactions, and we employ a responsive program of logical consequences to remediate our mistakes. Logical consequences are designed to be non-punitive, to allow teachers and administrators to set very clear expectations in the school setting, and teach students to fix and learn from their mistakes.

The strategies we use and the consequences we employ are carefully chosen to preserve the child’s dignity. Consequences vary depending on the age of the student and the degree of severity, from a simple verbal or written apology to a more formal “Fix-It Plan.” The flow charts below show examples of how we might respond to specific instances of misbehavior.

## PRESCHOOL

### Possible Infractions

- \* Refusing to follow classroom rules
- \* Unsafe behavior or unsafe use of classroom / playground materials
- \* Acting out aggressively towards peers or teachers



### Possible Consequences

- \* Redirection and support from teacher
  - \* Logical consequence
  - \* Take a break
- \* Conversation with parent that focuses on supporting the child and working in partnership with home and school

### Next Level Infractions

- \* Repeated unsafe behavior or repeated unsafe use of classroom /playground materials
- \* Running away or hiding from teachers
- \* Intentional aggressive behavior towards peers or teachers



### Next Level Consequences

- \* Logical consequence that have a more significant impact
- \* Conversation with child, teacher, and division head
- \* Conversation with child's parent, teacher and division head to form a plan that will support the child with consistency in expectations and use of consequences both at home and at school

### Major Infractions

- \* Aggressive physical actions such as hitting or kicking that are intentionally directed towards another child or teacher.
- \* Repeated use of aggressive or hurtful language towards another child or teacher.



### Major Consequences

- \* Immediate referral to division head
  - \* Parents notified and required to pick up child for the day
  - \* Suspension or time away from preschool
- Required withdrawal from BCD's preschool program

## ELEMENTARY SCHOOL

### Possible Infractions

- \* Refusing to follow classroom agreements
- \* Unsafe behavior or unsafe use of classroom / playground materials
- \* Acting out aggressively towards peers or teachers



### Possible Consequences

- \* Redirection by teacher
- \* Loss of privilege
- \* Take a break
- \* "You break it you fix it"
- \* Send home communication

### Next Level Infractions

- \* Ongoing repetition of similar negative behavior
- \* Refusal to comply with teacher request to make better choices
- \* Inappropriate remarks that make someone uncomfortable



### Next Level Consequences

- \* Send to buddy room/teacher or division heads
- \* Provide guidance aimed at creating behavior improvement
- \* Record though ES infraction documentation
- \* Division heads will partner with parents and student to develop further strategies to guide the student and logical consequences

### Major Infractions

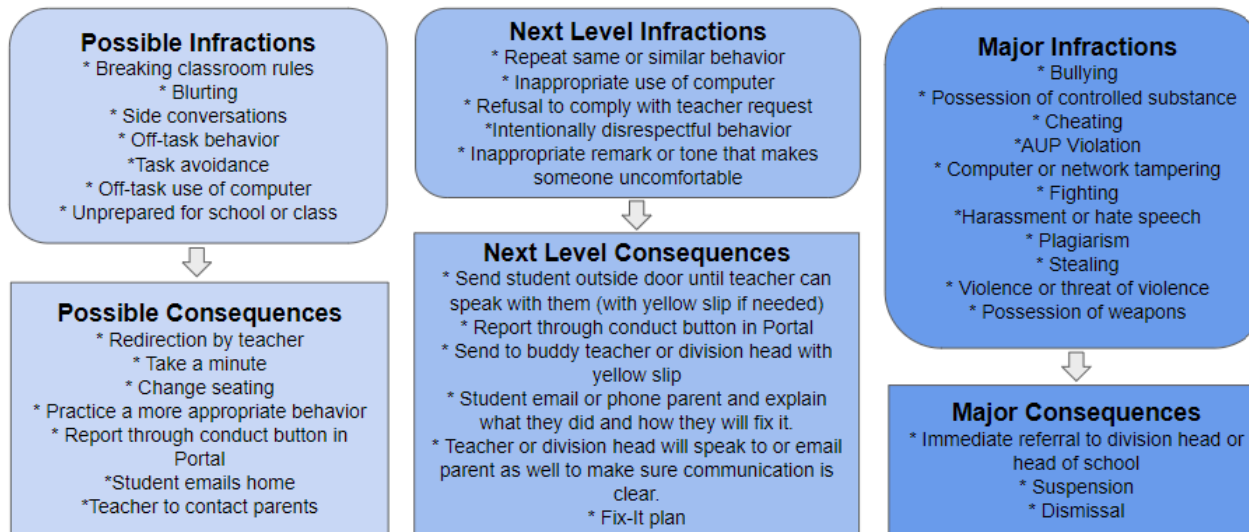
- \* Bullying
- \* Possession of controlled substance
- \* Cheating
- \* AUP Violation
- \* Computer or network tampering
- \* Fighting
- \* Harassment or hate speech
- \* Plagiarism
- \* Stealing
- \* Violence or threat of violence
- \* Possession of weapons



### Major Consequences

- \* Immediate referral to division head
- \* Parents notified and required to pick up child for the day
- \* Suspension or time away from school

## MIDDLE SCHOOL



### Serious Misbehavior

From time to time, a student may engage in behaviors that threaten the physical or emotional health and safety of our school community and/or an individual or group within it. These behaviors require a more serious and vigorous disciplinary response, which warrants immediate referral to the division head or head of school. Consequences for participating in these behaviors may include suspension and/or dismissal. A partial list may be found below.

- Bullying - This is the ongoing, relentless infliction of physical, verbal, or emotional abuse by one or more students. Bullying takes many forms including teasing, threats, extortion, assault, theft, harassment, and social isolation.
- Controlled substances - Drugs, alcohol, vape pens, and all forms of tobacco are not permitted on school grounds by anyone at any time.
- Cheating - Cheating of any manner on a test, assignment, or a project is academic dishonesty. Please note students may receive a failing grade in this circumstance.
- Computer or network tampering - The inappropriate use of any IT resource is described in BCD's Technology Responsible Use Policy (RUP).
- Harassment - Harassment includes, but is not limited to: slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, gender, sex, sexual orientation, ethnicity, national origin, citizenship, or disability. Harassment also includes unwanted, offensive sexual conduct.
- Plagiarism - Plagiarism is putting forth the ideas, language or designs of another as one's own. If a student copies or cuts and pastes from an encyclopedia, text, periodical, newspaper, internet source, AI site, or any other printed matter without proper citation, it is considered plagiarism.

- Stealing - Stealing is taking any materials or money not belonging to oneself.
- Violence - Violence includes any form of violence, including fighting and threats of violence on fellow students, teachers, or administrators. Written or spoken fantasies of violence will not be taken lightly and will be treated as a threat.
- Weapons - Weapons of any kind, including play toys, are not permitted on school grounds.

### **Anti-Bullying Policy**

In all cases, Boulder Country Day recognizes that our students have the right to a safe, positive learning environment free from physical and social aggression. Bullying and other types of dangerous and disrespectful behavior are strictly prohibited.

We are careful to distinguish the difference between “bullying” and unkind behavior. There will be times when children will do or say something that is hurtful. When that occurs, our teachers and staff will intervene as appropriate, working in partnership with our families to teach students how to be compassionate, how to resolve conflicts, how to be inclusive, and how to grow into responsible adults.

We define bullying as the repeated use by one or more students of a written, oral, physical or electronic communication directed at another student that: is repeated over time, is intended to ridicule, humiliate, or intimidate, and occurs either at school or outside of school where the student’s educational experience is negatively impacted. We investigate all allegations of bullying, and students whom we determine participate in bullying behavior face consequences up to and including expulsion.

Further, cyberbullying—the use of digital communication to harass, threaten, or intimidate others—is strictly prohibited. This behavior compromises the safety and well-being of our school community. All reports will be taken seriously and investigated in accordance with school policy. Students are expected to use technology responsibly and report any incidents to a trusted adult.

It’s important to note that we are careful not to deem all unkind behavior as bullying. Instead, we try to distinguish between the two and follow up with the appropriate support and intervention for maximum learning and safety of all our students.

To protect the privacy and dignity of all students, adults—whether staff or family members—must refrain from discussing other children in the school community. **Concerns about a student should be directed privately and respectfully to school staff**, who are responsible for addressing issues in a professional and confidential manner.

### **Toileting Policy**

With the exception of children who are enrolled in our Preschool program, all children must be able to use the toilet independently at school.

We define independent toileting skills as being able to:

- Recognize and verbalize bodily needs and respond to teacher reminders asking the child to use the toilet.
- Use self-help skills such as navigating clothing and wiping with toilet paper.
- A child should be free from regular bathroom accidents. Regular bathroom accidents are considered to be a child soiling clothing with either urine or feces more than three times over a four-week period for two or more consecutive four-week periods.

We understand that a child in our younger grades may have an occasional bathroom accident. We ask that all children enrolled in our younger grades (preschool, pre-K, KG) keep a supply of clean clothes and underwear in their classroom. A member of our faculty will support the child with changing into clean clothing.

If a child is not able to use the toilet independently:

Occasionally a child is able to use independent toileting skills due to factors such as emotional, developmental or medical determinations. If a child's independent toileting skills are not present in a school environment for these reasons, our faculty will: .

- Work with parents and establish a plan that supports the child in a positive manner without belittling, embarrassment, or punishment.
- Set expectations and articulate for what is needed in order for the child to remain at school.

### **Gender Inclusive Practices and Guidelines**

BCD recognizes and values all forms of diversity and is dedicated to providing an inclusive environment which honors each member for their individual differences, experiences, and strengths.

Among those forms of diversity is gender. At BCD we understand that gender is complex and unique to each of us. As a result, we affirm children of all genders. In doing so, we are not "gender neutral" or "gender blind." Rather, we seek to work towards a world that recognizes and celebrates the unique gender of every member of our community. Please refer to the Gender Inclusive Practices Policy in the [Student Handbook Addendum](#) to learn more.

## **CITIZENSHIP AND SERVICE**

We recognize that citizenship must be taught with intention, and we do so every day in every grade. We also believe that students learn valuable lessons in service to others. The outcome of this work is the development of students who hold a community conscience, who are empathetic leaders, and who have a strong foundation in global and social awareness.

### **Citizen of the Month**

One of the ways we highlight good citizenship is through our Citizen of the Month program. Students are nominated for Citizen of the Month by their teachers when they consistently display the qualities of BCD's core values.

In Middle School, our IB Learner Profile provides an additional lens through which we consider citizenship attributes; students strive to be inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced, and reflective.

We recognize good citizenship takes many forms; the characteristics listed above guide our decision-making process for choosing monthly Citizenship winners. Students are eligible to win Citizen of the Month one time during each of the following grade level groupings, PS – PK, TK – 2, 3 – 5, and 6 – 8.

Parents/guardians are notified in advance if their child is selected as Citizen of the Month. In addition, they are invited to attend the assembly at which time the student will receive the award and recognition.

At the end of the school year, one student from elementary school and one student from middle school are chosen to be the Citizen of the Year. To be eligible, a student must have been chosen as Citizen of the Month sometime during that stretch of their BCD school experience.

### **Community Service**

BCD is committed to our core values and through service work, we introduce students to ways we can care for others and be part of something bigger. The focus of the program is cultivating empathy, building awareness, and making real world connections to daily school work.

We offer school-wide service projects throughout the year as well as grade-level program that are directly linked to the curriculum. Service may include field trips, projects in the classroom, or guest speakers and other engagements. Each year we select a few Boulder County non-profits who will be our service partners. Students contribute philanthropically, with in-kind donations and with time spent on service-learning field trips.

## **GIVING AND GETTING INVOLVED**

There are many opportunities to volunteer at BCD, and help is highly encouraged and greatly appreciated! With children's safety in mind, we ask that anyone interested in assisting as a volunteer who is unsupervised or who will be working along with children, must complete a background check. Please speak with your homeroom teacher or a member of our [Parents' Association](#) for more information on opportunities for volunteering.

### **Field Trips**

BCD follows the Colorado Department of Human Services Division of Childcare Rules and Regulations for transporting children.

- All field trip excursions are scheduled, and parents are sent notification prior to the scheduled date. Relevant information regarding the trip will be provided.

- MS and ES parents will be given the option to opt in to all field trips for the duration of the year. There will be exceptions when our partner organizations require an additional form.
  - PS parents must give written consent for each excursion. Relevant information regarding the field trip is outlined on consent forms and parents will be required to give authorization for their child or children to participate.
- If a parent would like to volunteer / chaperone, they must first pass a background check.
- During any field trip, all volunteers must comply with all applicable laws of the Colorado Department of Revenue/Motor Vehicle Division.
- All children must be properly restrained, all vehicles must meet listed safety requirements, and drivers must comply with Colorado Department of Human Services Division of Childcare Rules and Regulations, as appropriate.

### **Fundraising**

Philanthropic giving is personal and different for every family. Each year, BCD raises funds from BCD parents, friends, and alumni to help pay for capital improvements, new programs, and other initiatives designed to improve our school. Your generosity and your engagement transform our community and have a lasting impact on each student.

We encourage 100% parent participation in giving to the annual BCD Fund, and in addition to this essential yearly fundraising initiative, parents may also contribute to the school's Capital Campaign and Gala. Charitable giving by our parents is crucial to BCD's financial health and success. Every gift makes a difference.

If you would like to learn more about BCD fundraising events, please contact our Director of Advancement at 303-527-4931.

## **TECHNOLOGY USE**

BCD recognizes that technology is a valuable tool necessary to deliver on our mission, vision, and values - to grow a passion for learning, prepare students to be adaptable and empathetic and to nurture the courage to make a global impact. To achieve this, we have guidelines to help ensure the appropriate and beneficial use of technology within our school community.

### **Personal Devices**

To maximize the learning experience and create spaces focused on minimizing distractions and allowing for authentic interpersonal connections, cell phones and/or smartwatches of any kind may not be used during school hours without faculty or staff permission (i.e. illness, emergency), and will be held by the division head for the duration of the day.

Prohibited devices include but are not limited to:

1. Cell phones
2. Smartwatches/glasses
3. Tablets/laptops not provided by the school

#### 4. Gaming devices

Consequences for Violations include:

- 1st offense - a verbal reminder and device will be held by the division director for the day.
- 2nd offense - the device must be picked up by the parent/guardian.
- 3rd offense - meeting between the division director and parent/guardian to create a support plan.

\*BCD is not responsible for loss, damage, or theft of personal devices brought on campus.

#### Recording Devices

The use of video or still cameras from any recording device is only allowed with teacher/staff approval and/or when directed or supervised by a teacher.

Photos, video, and/or audio recordings taken during school events may not be published or posted to websites without the consent of BCD. This includes adult chaperones, staff and teachers at BCD.

#### **Responsible Use Agreement**

All elementary and middle school students and parents are required to sign BCD's Responsible Use Policy during the first week of school and before using campus technology resources. By signing the agreement, students and parents/guardians agree to the safe and responsible use of BCD owned devices and network services.

BCD's school environment is rich in technology resources including, but not limited to, email, network, and internet access; Chromebooks, laptops, and other hardware; and a variety of software applications. Students are expected to follow the RUP guidelines as set forth below at all times in order to retain the privilege of access to these school resources.

#### Device Ownership

BCD retains the sole right of possession of the school-issued device and grants the student permission to use the device in accordance with the guidelines set forth in this handbook.

#### Device Care

Technology resources are valuable learning tools, and should be treated as such. Students are expected to follow guidelines and precautions to protect such devices allowing them to run smoothly and serve as reliable, useful and enjoyable tools.

- Do not attempt to change the physical structure of the device, including keys
- Do not interfere with the serial number, asset tags, or any identification placed on the device.
- Clear with approved computer cleaners
- Keep liquid/food away from the device
- Transport the device in a safe and responsible manner

Please report any problem or divide damage to Roger Reinbolt immediately. Do not attempt to repair a device yourself. Further, do not use a third party to repair the device.

### **Classroom Technology Use by Division**

BCD aligns technology use with current research from the American Academy of Pediatrics (AAP), the World Health Organization (WHO), and the U.S. Department of Education. Screen time in class is limited to what is developmentally appropriate, purposeful, and educational.

Understanding this is a complicated and ever-changing landscape, BCD will use the following as guidelines for technology use by division - understanding there may be days/times that require a variation.

#### **Preschool (Young preschool through Pre-Kindergarten)**

- Young preschool
  - There is no screen time in our young preschool program
  - Teacher use for educational purposes
- Preschool - Pre-Kindergarten
  - Students will have no more than 20 minutes per day of screen time
    - Minutes will be high quality, interactive, and adult-led
  - Students will not have access to personal devices

#### **Elementary (TK - 5)**

- TK - 2nd Grade
  - Students use shared, school-owned classroom devices when appropriate and under the supervision of an adult.
    - Use is solely to enhance learning experiences, foster creativity, and build fundamental skills.
      - Technology may be used to support differentiated learning when deemed beneficial
  - Consideration for homeroom/specials daily use will be taken
- 3rd - 5th Grade
  - Students use school-owned classroom devices when appropriate and under the supervision of an adult.
    - Students will have use of the educational Google suite including personal email accounts.
      - Resources will be used for school-related communication, academic work, and any other school-related purpose as determined by the teacher.
    - Accessing social media, games, or non-academic websites on school devices is not permitted.
    - Technology may be used to support differentiated learning when deemed beneficial
  - Consideration for homeroom/specials daily use will be taken

- Middle School (6 - 8)
  - Students purchase a Chromebook that is set up by BCD's IT department
    - Accessing social media, games, or non-academic websites during school hours is not permitted.
      - Parents may allow students to use the device for things other than school work when outside of school hours.
    - Students should bring their device charged each day.
    - Students will have use of the educational Google suite including personal email accounts.
      - Resources will be used for school-related communication, academic work, and any other school-related purpose as determined by the teacher.

### **Digital Citizenship**

Students at BCD receive instruction on what it means to be a respectful digital citizen. Students are expected to demonstrate responsible digital citizenship by using technology in a safe, respectful, and ethical manner. This includes using school-issued devices strictly for academic purposes, protecting personal and private information, engaging in respectful and appropriate online communication, and properly citing sources when using or referencing the work of others. Students will refrain from accessing inappropriate content, avoid any form of cyberbullying or disruptive behavior, and promptly report any concerns to a trusted adult. By upholding these expectations, students contribute to a positive, secure, and productive learning environment at BCD.

### **Supervision and Monitoring**

BCD monitors student use of all IT resources to ensure conformity with this policy, including the right to examine, use, and disclose data found on the school's information networks, student-owned hardware, or school-owned hardware to ensure the health, safety, discipline, or security of any student or other person, or to protect property. BCD makes every effort to ensure that information technology resources are available for use each day. However, in the event of the loss of a server or wireless connection at BCD, a regular internet connection may not be available for a period of time. If a student's data is stored solely on the school's server, BCD cannot guarantee that it will be available in the event of an equipment failure or other IT issue. BCD is not responsible for damages suffered by users, including loss of data, delays, or any other problems resulting from the use of information technology.

### **Consequences for Infractions**

To maintain the privilege of using BCD's IT resources, students must always follow these guidelines. If necessary, the school may need to be involved in situations of reported inappropriate uses of technology both on and off campus. Infractions are handled in accordance with the school's general student disciplinary code. Students not following the guidelines may lose the privilege of using technology at BCD.

# GENERAL ACADEMIC OVERVIEW

At BCD, we offer a thoughtfully designed, inclusive curriculum that blends research-based teaching with innovative, student-centered approaches. Our academic program challenges and supports students as they explore a wide range of disciplines, encouraging them to discover their strengths, pursue their interests, and build confidence in their unique abilities. We foster a culture where students are inspired to explore many paths and meet academic challenges with curiosity, resilience, and purpose. Through intentional integration of diverse perspectives and global awareness, our curriculum not only reflects the world our students live in but also prepares them to engage with it thoughtfully and compassionately.

## Social and Emotional Growth

Alongside academic, social-emotional development is integrated into every aspect of our students' learning experience. We prioritize teaching the skills that help students build strong relationships, manage emotions, and make responsible decisions. Using developmentally appropriate practices rooted in the Responsive Classroom approach, our educators model, teach, and reinforce strategies that support self-awareness, empathy, collaboration, and resilience. From communication and conflict resolution to navigating challenges and taking healthy risks, our students grow in both heart and mind.

## Instructional Support and Differentiation

BCD's team of learning specialists supports neurodiverse learners as part of our commitment to inclusive education. They collaborate closely with teachers across grade levels to understand individual learning profiles, implement effective strategies, and provide targeted support both in and out of the classroom. By coordinating resources and helping to differentiate instruction, our learning specialists play a key role in ensuring that all students can thrive in a supportive and responsive learning environment.

## Tutors

Families may arrange for an outside tutor to work with their students on-campus during the academic day. Arrangements for any student support that occurs on campus must be made in partnership with BCD's Learning Center Director. During the school year, faculty may not tutor their own current students for pay.

## Multidisciplinary Student Enrichment Program

BCD recognizes that some families may want to provide additional enrichment beyond what we can offer such as competitive athletics that affect the school day. Please refer to the [addendum](#) of this handbook for details.

# Library

## **Book Policy**

- PreKindergarten students may check out one book at a time.
- Transitional Kindergarten through second grade students may check out two books at a time.
- Third through 8th grade students may check out three books at a time.
- Books are on loan for two weeks and should either be returned or checked out again after the two-week period. If a student needs more than two books for a research project, exceptions may be arranged with permission from the student's teacher.
- Overdue book notices are sent to parents via ParentSquare and students will not be allowed to check out additional books until late books are returned.
- Lost or damaged books must be replaced before a student will be allowed to check out other books. All library accounts must be reconciled by the end of the school year.
- Unresolved accounts may be sent to the Business Office and a replacement bill sent.

# Preschool

## **Division Overview**

Our preschool program is a place where children feel known, loved, and valued as unique members of our school community. Curriculum is thoughtfully created using the Teaching Strategies Gold Assessment system as a framework to identify children's strengths and areas for challenge. Learning experiences are offered in a gentle, nurturing, and joyful classroom environment.

## **Ages of Children Accepted into BCD's Preschool Program**

Our program accepts children who are 2.5 to 6 years of age. Note - children must be 2 years, 6 months to attend our preschool due to state licensure. We cannot make exceptions to this requirement.

## **Child Identification/Attendance Policy**

Children are signed in each day upon arrival. Children are counted and identified through face recognition/roll call to written attendance records throughout each day and transition period and recorded as such on daily attendance logs. Children are signed out at the end of each day by their classroom teacher. Please check in with your child's teacher at each drop off and pick up time to ensure accurate record keeping.

## **Toileting Policy**

We accept children into our preschool program who can (or are in the process of learning) to use the toilet independently. We use a collaborative approach with parents and caregivers to create a safe, supportive, and consistent environment for children who are learning to use the toilet - using clear communication and positive reinforcement to support their success in this area.

## **Clothing**

Children must come to school in appropriate play shoes and comfortable clothing that is easily and independently managed. Preschool can be messy at times - especially in the sandbox or at the painting easel. Please plan accordingly; send your child in worry-free clothing and provide an extra set of seasonally appropriate clothing in case a child needs to change.

In order to keep children safe and avoid entanglement or entrapment on our outdoor play equipment, the following clothing is not allowed:

- Pants that include belts or overalls with clasps / straps
- Capes or clothing that ties around the neck
- Jewelry, including necklaces, and scarves
- High heel or “dress up” shoes

## **Personal Belongings**

Children are assigned a hallway hook and basket as well as a cubby in the classroom where their personal belongings may be kept.

Children should not bring toys or money to school. Teachers will communicate special days such as “show and tell” days when a toy from home may be allowed. “Loveys” are welcome, but we encourage them to stay in the cubby or backpack until naptime.

## **Screen Time and Media Use**

BCD aligns technology use with current research from the American Academy of Pediatrics (AAP), the World Health Organization (WHO), and the U.S. Department of Education. Screen time in class is limited to what is developmentally appropriate, purposeful, and educational.

Understanding this is a complicated and ever-changing landscape, BCD will use the following as guidelines for technology use by division - understanding there may be days/times that require a variation.

Preschool (Young preschool through Pre-Kindergarten)

- Young preschool
  - There is no screen time in our young preschool program
  - Teacher use for educational purposes
- Preschool - Pre-Kindergarten
  - Students will have no more than 20 minutes per day of screen time
    - Minutes will be high quality, interactive, and adult-led
  - Students will not have access to personal devices

## **Inclement and Excessively Hot Weather Policy**

We will offer outdoor play most days to encourage children to engage with the natural environment and active play. When going outside during cold weather, children will be dressed in appropriate layers. We will offer and encourage indoor gross motor activities (such as yoga or dancing) on days with extreme hot or cold weather, storms or strong winds. Children will be

required to be inside for a period of at least 30 minutes after thunder or lightning is seen or heard by BCD staff.

### **Incident Reports**

Incident reports will be sent home when a child is injured or is involved in an escalated behavior incident at school. In cases of concerning injuries or behaviors, parents will be notified by the classroom teacher or division head. Please refer to BCD Behavioral Expectations & Other Policies for more information.

### **Lunch/Snack**

Lunch for preschool is between 12:15 - 12:45. Students must bring a healthy snack to eat mid-morning and an additional afternoon snack for A3 if your child stays for the A3 program.

### **Homeroom Placement Policy**

BCD strives for well-balanced groupings of children in each of its classrooms. At the time of enrollment or upon moving to the next grade level, each child is assigned to a classroom after thoughtful consideration of numerous criteria. Parents are notified by the school as to the final class placement in August prior to the start of the new school year.

### **Counseling Support**

BCD has a school counselor on campus and will provide access as needed to support children and families with behavior or mental health issues.

### **To File a Complaint**

To file a complaint against Boulder Country Day's Preschool Program, contact:  
Colorado Department of Human Services, Division of Childcare  
1575 Sherman Street  
Denver, Colorado 80203-1714  
303-866-5958 or 1-800-799-5876

To report a concern regarding child abuse, contact:  
Boulder County Department of Social Services  
1-844 -CO-4-KIDS  
(1-844-264-5437)

## **Elementary School**

### **Division Overview**

BCD's elementary school program serves children enrolled in transitional kindergarten through fifth grade and is a place alive with exploration.

### **Homework Guidelines**

Homework is an opportunity to support the development of a self-directed learner. We provide relevant, age-appropriate homework assignments for practice and to reinforce skills, knowledge, and concepts learned during the day. In general, teachers will assign math homework and encourage children to read or to be read to every night. The amount of time spent on homework should vary by grade and student. A general rule of thumb is that children should spend about 10 minutes on homework at each grade level. TK and kinder are recommended to engage in age-appropriate, play-based activities.

### **Lockers**

Students in kindergarten through fifth grades are assigned a locker in which to store book bags, jackets, coats, boots, hats, gloves, etc. Lockers are school property on loan to students and must be kept neat and clean. However, please note that teachers and administrators may enter a student's locker at any time.

### **Homeroom Placement Policy**

BCD strives for well-balanced groupings of children in each of its classrooms. At the time of enrollment or upon moving to the next grade level, each child is assigned to a classroom after serious consideration of numerous criteria, including age, gender, existing make-up of classrooms, social and emotional indications, teacher input, and other factors confidential in nature. Consideration of all the above criteria is necessary to achieve a true balance that is in the best interest of each individual child. Parents who wish to share specific relevant information regarding their child as a consideration in placement, should put the information in writing. In any event, such information will be considered as just one factor, among many, in the overall decision for class placement. Parents are notified by the school as to the final class placement in August.

### **Lunch/Snack**

Lunch in the elementary school is between 11:30 a.m. - 1:00 p.m. Students must bring a healthy snack to eat mid-morning. Classrooms may have snack at different times depending on their schedules.

### **Elementary School Dress Code Policy**

Dress code information can be found under the Parents Overview page [here](#).

## **Middle School**

### **Division Overview**

BCD's International Baccalaureate middle school features a safe and nurturing environment where we challenge our students to dare to be their best. Our program provides a foundation for personal and intellectual development and growth during these critical, formative years.

## **Homework Guidelines**

BCD's middle school faculty strive to provide relevant, age-appropriate homework assignments. Homework is assigned for practice (to reinforce skills, knowledge, and concepts learned during the day), preparation (to ensure the student is ready for the next day's lesson), or extension (to develop or extend a concept or lesson and viewed as formative means of assessment). We ask that parents support completion of homework assignments regularly but remember to allow the students to be responsible for their own learning. Homework can vary from student to student depending on multiple factors, but for many students the typical homework load is as follows:

- 6th grade: 45 - 60 minutes per night
- 7th grade: 60 - 80 minutes per night
- 8th grade: 60 - 80 minutes per night

Teachers will notify parents - after working with the student first - about ongoing issues with homework such as repeated missing or incomplete assignments, so they can work together to resolve the problem. Parents who feel their student is spending an excessive amount of time on homework should contact the teacher of that class. Our teachers are happy to discuss ideas for helping your student learn to complete homework assignments successfully.

## **Grading**

Teachers in the middle school update grades online through google classroom and Alma weekly. When teachers update grades, students and parents can log on and see scores and averages for assignments and assessments, including monitoring any missing assignments. To learn more about middle school IB grading, please reference the division head's ParentSquare post or connect with your student's advisor.

## **Academic Commendations**

We recognize students for their ability to persevere and maintain high academic achievement. Honor Roll recognition will be calculated by taking the average of 3rd-trimester criterion grades. Explore classes are not included in this average. Honor Roll qualification will require an average of a 6 or higher and students must complete 20 hours of community service (see on the next page). This recognition will be in the form of a letter signed by the Head of School and Head of Middle School and mailed out to students after the school year has concluded and the final report card is accessible.

## **Advisory**

Our advisory program develops our community spirit, nurtures the social and emotional needs of our students, and allows teachers to help guide students' academic progress. The curriculum is guided by the tenets of Responsive Classroom as well as the IB Learner Profile. Responsive Classroom is a social/emotional curriculum designed to encourage rich communication around a variety of topics and to cultivate healthy, mutually respectful communication. Each month we have a focus on one of the IB Learner Profile Traits, such as Balanced, Caring and Reflective.

### **Locker Policy**

The school assigns lockers for school supplies and clothing when school starts in the fall. Lockers are school property on loan to the students and students should keep them neat, clean, and undamaged. Members of the school administration may look inside student lockers at any time.

### **Electronics Policy**

Middle school students may not use cell phones during the school day without permission from the Head of Middle School. Students should leave their cell phones powered off with their advisor. If the need should arise, students may use the telephone in the administration building during the day to contact their parents or guardians.

Our 1:1 program eliminates the need for personal laptops, iPads, and E-readers to be brought to school. Beyond the Chromebook, any additional devices may be used during classroom time only at the discretion of a student's teacher. BCD is not responsible for loss, damage, or theft of personal devices brought on campus. Students will sign a "Responsible Use Policy Agreement" at the start of the school year.

### **Middle School Community Service Policy**

We believe in a well-rounded education that includes giving back to and learning from our wider community and expect middle school students to complete an annual requirement of 20 hours of service, 10 hours of which must be completed outside of BCD. BCD will be working with community partners to offer community service opportunities for students during the school year.

### **Middle School Dress Code Policy**

Dress code information can be found under the Parents Overview page [here](#).

## **ATHLETICS**

The student-athlete shall become a more effective citizen by learning life skills through athletic achievement. Our no-cut policy embodies the school's commitment to value and respect all students, their abilities, their commitment, and their desire to experience the benefits of team sports. Based in the spirit of our school motto, student-athletes will learn to:

- Reach their potential through a commitment to a team
- Be successful
- Develop sportsmanship
- Work with others
- Improve skills through a growth mindset
- Enjoy athletics
- Develop desirable personal health habits

## Athletic Teams

<b>Fall</b>	<b>Winter</b>	<b>Spring</b>
Girls Volleyball	Girls Basketball	Girls Soccer
Boys Soccer	Boys Basketball	Ultimate Frisbee
Cross Country		Boys Volleyball

To learn more about our athletic program, policy, and schedule, please see the Athletics Addendum in the Handbook or contact BCD's athletic director.

# BCD POLICY ADDENDA

## Athletics

### **Eligibility**

We provide a sports program for students in middle school. Fifth grade students are allowed to participate in cases where a team cannot be fully fielded with Middle School students.

Step 1: BCD's Athletic Director will announce the first practice date.

Step 2: Complete all necessary forms.

Step 3: Students will be evaluated by the Athletic Director and teacher(s), as to eligibility.

Step 4: Students will follow school rules as set forth in this handbook.

### **Academic Eligibility**

All student-athletes are expected to maintain good academic standing in all classes to be eligible to play sports at BCD. If a student's grades fall below expectations in any class, a conference will be held to determine whether or not participation in the sport should be continued. If a student falls below the minimum expectations multiple times, that student will be put on athletic probation and may not be able to participate in athletic events or practices for the rest of the season or until the division head, teachers, and parents all agree that the student has developed the academic discipline necessary to rejoin the team.

### **Behavioral Expectations**

Anyone associated with athletics shall use acceptable language and behavior. Profanity, vulgar talk, ethnic or religious slurs, or any other offensive language will not be tolerated on the playing field at any time. Parents are also expected to model respectful behavior at all sporting events. If you have any concerns, please talk to the head coach or the Athletic Director. If our coaches have any concerns, they will contact you directly.

### **Game and Practice Schedules**

Practices are scheduled three or four times a week from 3:30 - 4:30 p.m., unless stated otherwise by the coach. Practice schedules will be distributed at the beginning of the season. Schedules and directions are also available on the parent portal for each team/sport.

### **Transportation**

BCD uses buses to transport students to most away games. If necessary, we will ask parents to help transport athletes.

- For some away games, students may need to leave school early. It is the responsibility of the student to notify teachers of any absences. Further, students are required to make up any missed work. Dismissal times will be communicated to students and parents on the specific sports schedule at the beginning of the season.
- For home soccer games at Pleasant View Fields (BCD's home field), parents will be required to transport students to the field. There WILL NOT be a bus to provide transportation to Pleasant View. For local games (i.e., Shining Mountain or Dawson), students will leave right after school (usually by bus) and should come directly to the bus. Coaches will take attendance prior to departing BCD.
- In the event a parent is asked to assist in transporting players to/from an away game, that parent must have a background check and a completed volunteer form on file, with the associated driving record information fully completed. While transporting players, all volunteers must comply with any and all applicable laws of the Colorado Department of Revenue/Motor Vehicle Division. Furthermore, all children must be properly restrained, all vehicles must meet listed safety requirements, and drivers must comply with Colorado Department of Human Services Division of Childcare Rules and Regulations, as appropriate.

### **Dedication and Commitment**

The athlete should be aware that nothing worthwhile is accomplished without hard work and a sincere desire to succeed. The athlete must also understand that this means making a commitment to attend all practices, contests, and team meetings. Absences should be communicated to coaches in advance.

### **School Attendance and Competition**

Students shall be in attendance four hours on the day of a game in order to participate. If the contest is on a Saturday or holiday, students must attend the school day immediately prior to the day of the game. A student who does not fully participate in physical education class on a game or practice day may not participate in any after-school activities unless permission has been obtained from your coach and P.E. instructor.

## **Playing Time**

### Junior Varsity

JV sports are designed to teach fundamentals and introduce sports to students. No experience is necessary to join a school team. Given this, playing time for JV is distributed as evenly as possible.

- If a student athlete does not participate in practices, he/she may play less than others at the discretion of the coach.
- EXCEPTIONS:
  - During tournament play, playing time is distributed as seen appropriate by the coach. Playing time is not guaranteed during tournament play.

### Varsity

Every student-athlete will play a minimum of 1/4 of the game. Some student-athletes may play more based on the discretion of the coach.

- If a student-athlete does not participate in practices, he/she may play less than 1/4 of a game again at the discretion of the coach.
- EXCEPTIONS:
  - During tournament play, playing time is distributed as seen appropriate by the coach. Playing time is not guaranteed during tournament play.

## **Uniforms and Equipment**

BCD is proud to offer an outstanding sports program at no additional costs to our parents. BCD does require that student-athletes assume the responsibility for the proper care and return of all equipment and supplies issued. The athlete will be expected to pay for any lost uniforms. All equipment and uniforms will be turned in to the head coach at the completion of the team's season. The families of students who do not meet this requirement will be billed by the school for the cost of the uniform.

Athletes are required to purchase a travel suit exclusive to BCD athletes. These can be worn for all sports seasons and for consecutive years. All athletes will be given the opportunity, as long as eligibility is maintained, to wear their travel suit to school on a competition day in place of the standard school uniform. A plain white, non-logoed t-shirt of the blue BCD athletics shirt may be worn underneath the jacket. Further, all athletes may wear the jacket along with their regular school uniform on any day desired. Participation on at least one BCD athletics team is necessary for purchase of the travel suit.

## **Communication**

BCD is committed to a fluid line of communication between the coaches and parents. The Athletic Director/coaches will host meetings prior to the start of each season to discuss information in this section as well as student/athlete expectations and information necessary to each particular season.

As times and locations of events can change due to weather or any other reason BCD will keep parents fully informed as to any cancellations or change of event locations. Coaches/Athletic Director will email all parents in case of any changes. Students will also be given the opportunity to call a parent. Parents may also contact the administration office at 303-527-4931 with questions.

The Athletic Director is always available via ParentSquare. Please feel free to contact the Athletic Director if you have any questions or concerns about our program. If you ever have any concerns about another school's coach, please direct those concerns to BCD's Athletic Director and not to the other school's coach directly. BCD will take all steps necessary to alleviate any and all concerns through the appropriate channels.

## Gender Inclusive Practices and Guidelines

### **BCD Vision for Gender Inclusivity**

Boulder Country Day School recognizes and values all forms of diversity and is dedicated to providing an inclusive environment which honors each member for their individual differences, experiences, and strengths.

Among those forms of diversity is gender. At BCD we understand that gender is complex and unique to each of us. As a result, we affirm children of all genders. In doing so, we are not "gender neutral" or "gender blind." Rather, we seek to work towards a world that recognizes and celebrates the unique gender of every member of our community.

We cannot anticipate every situation that might occur with respect to students that are transgender or gender nonconforming. Therefore, the needs of each student will be assessed on a case-by-case basis. By defining the principles of gender inclusive practices at BCD we aim to reduce stigmatization and facilitate belonging of transgender and gender nonconforming individuals while maintaining the privacy and safety of all individuals and their families. In addition, we rely on these guidelines to support healthy communication between educators, families, and students to further the successful educational development and well-being of every member of our community.

### **Communicating a Change in Gender Status**

Boulder Country Day School accepts and affirms the authentically held gender identity of our students. There is no medical or mental health diagnosis or treatment threshold that individuals must meet in order to have their gender identity recognized and respected by members of the BCD community. A student's authentic identity is unique to each student and, therefore, the student will be the primary driver of the process and decisions.

### **Partnering with Families**

Family and caregiver affirmation is critically important for students who express a desire to change their gender status. As a result, BCD is committed to working closely with families in support of their students. We recognize there may be rare instances where the student lacks parental support in asserting their authentic identity. These instances will be handled on a case by case basis. BCD will work with the student to explore ways to support communication between the student and their family, balancing the needs to protect student privacy and well-being while recognizing the importance and impact of caregiver affirmation.

## Support Plans

When a student initiates a potential change in gender status, the school will work in partnership with the student, their affirming family, and a team of school personnel to establish an appropriate support plan. Members of that team could potentially include the student's division head (or designee), the Director of Equity and Community Engagement, a school counselor, the student's teacher(s) or advisor, and other administrators. The team could also include other key, non-school adults in the students life. Our primary goal is to optimize each student's access to school programming and facilities.

Typical support plans include:

- **Use of names and pronouns** - Every individual has the right to be addressed by a name and pronoun that corresponds to their gender identity. A court ordered name or gender change is not required, and the student need not change their official records.
- **Access to restrooms and locker rooms** - In any gender segregated facility, any individual who is uncomfortable using a shared facility shall be provided with a reasonable alternative.
- **Participation in athletics and physical education** - Student participation is governed by the athletic competition rules and bylaws of the Colorado High School Activities Association and the Middle School Athletic League (MASL).
- **Dress code** - Students are permitted to dress in accordance with their gender identity and gender expression within the constraints of the dress code adopted by the School.
- **Outside events and field trips** - BCD will be proactive in finding gender neutral facilities when scheduling outside events and field trips. Reasonable accommodations will be made for all students, including, but not limited to: non-gendered lodging, facilities, room assignments and pairings to ensure all students feel safe during day trips and overnight stays.
- **Community training** - BCD will facilitate mandatory, regular training for all employees regarding the principles of gender inclusive practices at Boulder Country Day School.

BCD will develop the individual student support plans on a case by case basis.

## School Records

BCD is required by law to maintain a student's permanent student record ("official record"). The official record will match the student's name or gender as it appears on documents such as a current birth certificate. To make a change in those records, we ask that families provide receipt of documentation that such change has been made pursuant to a court order or through amendment of state or federally issued identification.

To the extent that the School is not legally required to use a student's legal name and gender on other school records or documents, the School shall use the name and gender asserted by the student. This may include, but is not limited to, the Student Information System.

## Privacy

Personally identifiable and medical information relating to gender diverse students is confidential. School personnel will not intentionally disclose information that may reveal a student's transgender or gender nonconforming status to others, including school personnel and other community members, unless legally required to do so or unless the student has authorized such disclosure. In the rare instance that the school is legally required to disclose a student's transgender status, the school will provide the student an opportunity to make that

disclosure, where practicable. This would include providing the student with any support services the student would need to make the disclosure in a safe and supportive environment.

## Multidisciplinary Student Enrichment Program

BCD prides itself in offering a well-balanced education that meets the needs of its students who are learning and growing in an increasingly diverse and complex world. We also recognize that some families may want to provide additional enrichment beyond what we can offer. Often, these types of programs occur during the school day or require students to miss school regularly to participate. To meet this need, BCD offers its families the ability to participate in our Multidisciplinary Student Enrichment Program.

### **Eligibility**

Designed to support eligible students who are working with another school, master teacher, or professional trainer, families may apply, and if approved, be exempt from school obligations to pursue enrichment with another school, organization, or individual master teacher/coach. Time missed can range from twice weekly early dismissals to an extended period of training during the school year, to an entire semester. Participation is contingent upon the student being, and remaining, in good standing, having an appropriate support network in place, and a robust school-family partnership with the student at the center.

### **Approval**

To be approved to participate, BCD reviews the student's academic progress, a parent request letter, and the letter from the organization/master teacher/coach describing the program and acknowledging that the student's academics remain their priority. Following, BCD, in partnership with the family, develops a participation agreement that all parties will sign outlining the responsibilities of BCD, the family, the student, and the institution/master teacher/trainer. The participation agreements are individualized to each student and must not cause undue burden on BCD.

### **Ongoing Assessment**

During their absences, the student must continue their schoolwork and maintain good standing in all academic classes. BCD will check in regularly with the student and families to monitor student progress and to adjust as necessary. Families also communicate with the school to provide feedback regarding their perception of student progress and the effectiveness of the individualized program. Similarly, the participating organization/master teacher/coach will report to BCD regarding the student's progress.

### **Tuition and Enrollment**

To participate in the Exceptional Proficiency program, families must enroll the student full time at BCD and be current with all tuition payments. BCD does not offer tuition discounts for time missed from the regular school schedule because of enrollment in this program.