



**OWNERSHIP | ATTITUDE | TEAMWORK | HONOR**

## **Student/Parent Handbook**

A reference for your academic school year 2024-2025

**Mission:** To know each student well enough to challenge their individual academic abilities in a STEAM education environment.

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Ashley Bartausky, Principal  
abartausky@bcclc.com

Phone: (208) 782-0744, (208) 785-0381

Craig Gerard, Executive Director  
cgerard@bcclc.com

Fax: (208) 785-0381

Board Approved:

## **Important Information:**

### **Daily Schedule:**

Because we are on a 4-day week, each minute of each day is important. Please make sure your student arrives on time each day.

The first bell rings for students to head to class at **8:00 AM**. The tardy bell then rings at **8:05 AM**. Your students will be counted as tardy at **8:05 AM**. All students will be released in an orderly fashion at **3:20 PM**.

### **Busing and student drop-off/pick-up:**

We encourage you to sign up for busing through the online portal provided by our transportation department. To sign up, go to [www.bcclc.com](http://www.bcclc.com) and under the transportation tab, click on “Sign-up for Busing Here.”

Students may arrive at 7:45 am the doors will be locked and parking lots unattended until that time. Please, do not drop your students off to wait at the door for teachers and administrators to let them in before 7:45 am. This may cause safety issues for your students.

### **Student Conduct on the Bus:**

Students are expected to follow the same behavioral standards on the bus as they would be expected to follow at the school or school sponsored events. Failure to follow the rules of conduct for students riding the bus could result in suspension and subsequent termination of bus privileges. Please be respectful and kind to the bus driver and the other students who are riding the bus. Following the bus driver’s rules and commands is imperative for student safety.

### **Lunch:**

If you are bringing your student a lunch, please make sure to drop it off before their lunch time, at the front desk, to ensure that they have enough time to eat and are ready to learn when classes resume.

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- Lunches are separated into grade groupings: Kinder and 1st, 2-3, 4-5, and 6-8. Your student may choose to either bring a cold lunch from home or have a hot lunch provided by Blackfoot Charter. Free and reduced lunches are available by application through our Child Nutrition program under the “Parents & Students” tab on our website. Microwaves are provided in the commons, but no refrigerator is available for student use. Hot lunch count is taken during the first hour each day.
- Please note that Blackfoot Charter is a closed campus and students will not be allowed to leave for lunch unless they are checked out by a parent or guardian that is listed as a pick up contact in our system.

### **Physical Education:**

Since there is no opportunity to change footwear for PE, part of the BCCLC dress code specifies that students are to wear shoes with closed toes and back support to enclose the heel and cover toes. Shoes need to be supportive for running and sturdy enough to support ankles and prevent injury. Regular clothing may be worn, with the exception of a skirt or dress. Having a pair of leggings or knee length shorts in your locker would be one way to take care of this.

### **Lockers:**

- Lockers will be available for 4th-8th grade students during the 2023-2024 school year. Each locker comes with a combination lock. Students are responsible for keeping the locker clean and organized. Having use of a school locker is a privilege and if it is taken advantage of, that privilege may be revoked.

### **Middle School Electives:**

Elective choices are limited. It is our policy that 8<sup>th</sup> graders fill their desired elective spots first; 7<sup>th</sup> graders are then added, with 6<sup>th</sup> following. We do this for a variety of reasons and ask for your support in helping your student understand that their turn is coming.

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**Please note: Band and Orchestra electives are for the full year.** All other electives are by the trimester. If you have a scheduling question, please contact our counselor, Mrs. Hernandez or our district secretary Mrs. Wells.

Students may, at the discretion of office staff, elect to change some classes up to 2 weeks into the trimester. No students may change classes after those 2 weeks have expired without approval from administration.

## **Dress Code:**

- No open toe sandals/flip-flops
- Shorts must reach student fingertips when standing up with arms straight at the side of the body (boys and girls)
- Graphic shirts must have school-appropriate messages or images
- No saggy shorts/pants (Underclothing must be covered at all times)
- Shirts must reach the waistband. No belly showing when arms are raised above the head
- Shoulders, chest, and back should be covered at all times (boys and girls)
- No head coverings such as hats, bandanas, hoodies, etc. Special days are allotted throughout the year for students to wear hats.
- Yoga pants and leggings must be of adequate material thickness as to not become “see through” while being worn.

Each student is representing his or her family and our school. As Knights we set a high standard of conduct and dress. Students whose clothing does not adhere to the dress code will be required to change. Parents may be asked to bring a change of clothing for their child.

## **Student Behavior and Conduct:**

**Respect.** All student behavior can be summarized with this one word. If each student applies respect to their every action, their behavior will be in line with school policy. Below is a sample list of what respect looks like in our school:

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- Students are honest with teachers, administration, and their peers.
- Language is appropriate and positive. Foul language is NOT the behavior of a Knight!
- Each student is responsible for his or her own actions and speech.
- When moving through the hallways students walk without pushing or challenging others. Students should also stay to the right of the hallways as they walk to leave room for others to pass.
- Students are to line up outside each classroom door prior to class beginning and wait to be invited in. Teachers strive to be at the door to greet them personally each day.
- Students will treat the building, facilities, and property of others with care.
- As a PBIS (positive behavioral intervention and support) school, we place great value on creating a school culture that is positive, safe, and supportive for all. We ask all students and faculty to take the “Knights’ O.A.T.H” in upholding the values of Ownership, Attitude, Teamwork, and Honor. We acknowledge and reward positive behavior and have a number of ways in which we celebrate student success in these areas including Knight Tokens, Knight Coins, and Teacher Nominations of Student Excellence held during our school wide meetings.

## **Emergency or Weather Related Closures:**

When weather dictates, or an emergency occurs, the school will notify parents, guardians, staff and community members of these closures. Some examples of weather related closures include: dangerous or icy road conditions, drifting of roads, temperatures below -20 degrees Fahrenheit, power outages, and other similar situations. Student safety is our number one priority.

We will strive to notify those mentioned above as soon as possible as we know that it can be difficult to work around these challenges at home. Blackfoot Charter will notify families no later than 6:00 AM the morning of closures that are not emergency related.

Notification will be made through ALMA to emails, texts, or phone calls to the numbers that we have on file for your students. Please make sure to notify the school of any changes to contact information ASAP.

Additional notifications will be made through local news agencies and social media.

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## **Attendance and Tardy Policy:**

Learning is best achieved when students are present each day. Whenever possible, please schedule appointments during non-school hours. In the event that a student is ill, please notify the office first thing in the morning. Doctors notes to excuse absences must be turned in within 2 days of the absence to be excused, otherwise they will be unexcused. Examples of excused absences include: doctor appointments, funerals, court, and school sponsored events. If you are aware that an extended absence may occur, please contact administration to discuss make up work, etc.

If you would like to pick up missing work, please notify the office. Teachers will leave the student work up front for you to pick up after school. School policy is to allow one (1) day of make-up for each day absent. Teacher communication is key, and may provide your student with extra support and flexibility.

A student is tardy if arriving after 8:05am for the first hour or arriving after class has begun throughout the remainder of the day. Three (3) tardies equals one (1) absence. Students are required to attend a minimum of 90% of each class in order to receive credit; therefore, excessive absences (5 absences per trimester or 15 per year) will result in a loss of credit and referral to the prosecuting attorney's office for truancy, subject to review of our attendance board. **Please see BCCLC Policy 3050: Student Attendance.**

## **Student Checkout Procedure:**

When checking a student into or out of school, you will need to come into the office to sign in/out your student. Students will not be released from the building otherwise. When possible, please attempt to notify the school office ahead of time. This will allow the school to have your student ready to go, and to plan for makeup work when needed.

## **Alma:**

Alma is our attendance and grading platform. You will receive login information in the first days of school. Parents will be able to see assignments and grades awarded in each class. Parents may also check student tardies, absences, and email teachers through this program.

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Parent-teacher conferences are held each trimester. We encourage each parent to come and meet with their students' teachers.

## **Cell Phones and Other Electronic Devices**

Each student will need to sign our school's Acceptable Use Policy (AUP). Please remember that the use of an electronic device, whether school property or student property, is a privilege not a right. Students will not be able to use Ipads or Chromebooks or have internet access until the AUP is signed by both parent and student and returned.

**Grades 6-8:** Cell phones may only be used before school, during lunch, or after school. Phones MAY NOT be used between or during classes. We ask parents to please call the office rather than text or call students during school hours to minimize classroom disruptions.

**Grades K-5:** Cell phones are not to be used at all during the day. Students may keep them in their backpacks in order to contact parents after school. We ask parents to please call the office rather than texting or calling students during school hours.

**Consequences:** Cell phones used at inappropriate times, will be taken away and can be retrieved by the student from the office at the end of the day. Any student phone taken a second time or any subsequent time after that, the phone will need to be picked up by the parent.

## **Grading and Testing**

Student learning is our focus. In order to ensure that each student learns the necessary information and skills and meets the standards for his/her grade level, every individual is expected to complete every assignment to an acceptable level. We ask each student to make a genuine and sincere effort on every assignment. Parents can track student progress in each class through Alma. Middle School students needing extra help will have the opportunity to receive this during our intervention period and through Title 1 classes. Elementary School students may receive small group help if needed, based on the teacher's feedback.

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## **Visitors**

*\*All visitors must report to the front office. Access to our school campuses may be limited as needed to address disease or safety issues. Additional safety protocols may be put into place as needed under the direction of local, state, and federal health and safety officials or school administrators.*

While Blackfoot Charter encourages parents and guardians to visit our schools, all visitors are **required** to report to the front office upon entering the school building where they will receive permission to be in the school and issued a visitors pass which must be worn until the end of the visit. Please remember to turn in your visitors badge prior to leaving the building.

Visits to individual classrooms during instructional time shall be permitted only with the principal and teacher's approval and such visits shall not be permitted if their duration or frequency interferes with the delivery of instruction or disrupts the normal school environment.

Conferences should be held outside of the school's instructional hours, during the teacher's prep time, or as scheduled with that teacher.



# Parent and Student Annual Notices

Please visit: <https://bcclc.com/required-parental-annual-notices>

If you would prefer a printed copy of any or all of the Parent and Student Annual Notices, please contact our offices at (208)782-0744 or email [cgerard@bcclc.com](mailto:cgerard@bcclc.com)

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## Student Handbook Agreement Form 2024-2025

By signing this form, I agree that both myself and my student will abide by the policies and procedures of BCCLC Middle School.

### Student:

As a student at BCCLC Middle School I agree to abide by the procedures and policies of the school.

Student Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### Parent/Guardian:

As a parent/guardian of my child at BCCLC Middle School I agree to support and cooperate with the procedures and policies of the school.

Parent/Guardian Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### Office Staff:

Date Received and Filed Initials \_\_\_\_\_

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