



**BOULDER
COUNTRY DAY SCHOOL**

E S T A B L I S H E D 1 9 8 8

Student/Parent Handbook

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Introductory Material

◆ **School History**

Boulder Country Day (BCD) School is an independent, non-profit, educational institution providing a preschool through eighth grade education. Since 1988, BCD has offered a high standard of classical education that focuses on the development of the whole child. Our commitment to small class size and a core-academic curriculum enhanced with art, music, drama, physical education, foreign language and computer instruction are the cornerstone of BCD and provide each student with a well-rounded education.

In 1999, BCD relocated from its original location in Boulder to its current 5.5 acre campus adjacent to Twin Lakes Open Space located just north of Boulder in Gunbarrel. The campus includes preschool, elementary, and middle school buildings, and a full size gymnasium with a performance stage, music rooms and pottery lab. The centrally located administration building houses a library, science lab, art room, and a fully networked computer lab. In October of 1999, the students and parents of BCD built a 9,000 square foot playground structure, which was designed by our students with the help of a playground architect.

BCD is a blend of old and new. The school is still influenced by rich traditions from its early history when it was originally founded in the early 1980's as the Carden School of Boulder. In the summer of 2007, BCD was fully accredited by the Association of Colorado Independent Schools and the National Association of Independent Schools. Also, in the summer of 2007, the middle school was approved as a Middle Years Program by the International Baccalaureate Organization.

The cornerstone of BCD is its commitment to providing a classical education of academic excellence. Developing good citizenship through high behavioral expectations is also an integral part of the BCD culture. In addition, we are dedicated to providing strong programs in fine arts, technology, foreign language and athletics.

◆ **School Mission**

Boulder Country Day School's mission is to provide a well rounded, classical education of academic excellence and social development, in a safe environment, where students are motivated to be lifelong learners and productive, responsible citizens.

◆ **School Motto**

Respect yourself, Respect others, Take responsibility for your actions.

*Respice, Adspice, Prospice
(Look to the past, look to the present, look to the future)*

◆ **School Logo**

Keeping with the focus of academic excellence referenced in our mission statement, the school logo is a graphic representation of the Book of Knowledge.

Community Expectations / Policies

◆ Character Education

BCD is a safe and inviting place for every student, with character education being embedded across our curriculum. Through our character education we promote, encourage and model behavior such as civility, acceptance, respect, inclusion, kindness, and graciousness. We emphasize the importance of these traits among all BCD students – preschool through eighth grade – and throughout our entire school community. We encourage respectful and caring behavior toward each other by treating all individuals within the BCD community well and serving as role models for others.

◆ Citizenship Awards

We value good citizenship behavior in all our students. However, we also recognize outstanding behavior with monthly citizenship awards. Each month, four students are selected to receive the *Citizen of the Month* award. The following are the qualities we look for in our nominees:

- Respecting adults, peers, and property
- Showing concern for others
- Cooperativeness
- Maintaining a positive attitude
- Demonstrating self-control
- Acceptance of suggestions
- Demonstrating caring for others

Citizens are nominated by teachers and voted upon by a committee of faculty members. Parents are notified in advance if their child is selected as a Citizen of the Month so they can attend the assembly, at which time the student will receive the award and recognition.

In addition, *Caught Caring* cards which recognize students who demonstrate individual acts of good citizenship are sent home by teachers throughout the year.

◆ Communication Policy

Communication between parents and teachers is an essential part of providing a healthy learning environment for children. Weekly Bulletins for the entire school are sent home each Wednesday. An email system is in place to communicate this information, and we recommend checking our website regularly for up-to-date information.

- Preschool teachers communicate with parents on a daily basis at drop-off and pick-up times on the days their child attends. Each preschool teacher also provides a weekly curriculum guide and newsletter to help keep parents informed about classroom activities.
- Elementary teachers communicate with parents at drop-off and pick-up times. Each teacher also sends home a newsletter at least every two weeks. Parents are encouraged to contact their child's teacher with any questions or concerns they may have.
- Middle school students have their grades posted on a password protected website. Their assignments are posted on the BCD website. Accordingly, progress reports are not sent home; however, teachers will contact a student's parents if a downward trend is noticed.

Parents are discouraged from asking office staff to relay messages to their child via the intercom system or personal delivery, except in legitimate emergencies. This is disruptive to the learning atmosphere of the classroom and often uncomfortable for the student.

◆ **Expressing Parent Concerns**

Strong parent/home communication is a hallmark of an independent school education. When a concern arises, it is important to address it quickly in a positive and open manner.

- Start with the person or people most directly involved. Express your concern and, if you can, propose a solution.
- All parent communications concerning the school, especially those expressing disagreement or dissatisfaction with individuals or programs, are conducted with an underlying expectation of safety, respect, and care for everyone involved.
- Parents who have a concern should seek information directly from the school, consulting with those best able to address those concerns.
- Individuals who identify a problem or concern are involved in addressing the matter.
- Communication is as open as possible; however, issues involving other families, other children, and personnel matters are confidential.
- If you are unable to resolve your concern, present it to one of the school administrators. All parent concerns are addressed in a timely fashion.

◆ **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 placed in 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 that may be confidential in nature. Consideration of all criteria is necessary to achieve a true balance that is in the best interest of each individual child. Should parents wish to share specific relevant information or requests regarding their child's placement, such information should be put in writing and presented to the appropriate level director no later than May 1st. Parent requests will be considered as just one factor, among many, in the overall decision for placement for the students. However, not all requests can be honored. Class lists are posted in August before the start of the school year.

◆ **Discipline Policy**

BCD has an extraordinary record of academic emphasis and excellence. School administrators, teachers, parents, and students all share a great sense of pride in the achievements of everyone who contributes to this effort. In order to maintain a high standard of academic excellence, it is imperative that there be little disruption to the learning process. By encouraging appropriate behavior, we help to ensure that BCD students will thrive in a supportive academic environment.

Campus Rules

The following rules help build trust between students and teachers:

- Be respectful, courteous, and kind to adults and other students at all times.
- Address teachers as Mr., Ms., or Mrs., not by their first names.
- Keep your shoes on your feet and your hands to yourself.
- Raise your hand when you wish to speak and avoid interrupting others.
- Make class discussions positive and constructive at all times.
- Line up quietly at recess and walk quietly through the halls.
- Use good manners at lunch and snack time.
- Ask permission before touching someone else's property.

- Use appropriate language in school. Swearing is always inappropriate and is not tolerated.
- Work quietly during work time. Respect others' needs for concentration.
- Always demonstrate appropriate conduct – including times when a teacher is not present (*i.e.* in restrooms, passing through halls, etc.).
- In keeping with our nutritional guidelines, please do not bring gum and candy to school.
- Arrive in class prepared and with the appropriate materials.

When these rules are broken, trust is also broken and a student must work twice as hard to regain lost trust. Please use good judgment regarding your own behavior.

“Respect yourself, respect others, and take responsibility for your actions.”

This motto hangs on the walls throughout the entire campus. In keeping with the BCD philosophy and motto, as well as our desire for a positive learning environment, the following procedures are employed when an infraction of our community's rules occurs.

Disciplinary Actions

Disruptive or inappropriate behavior school in the classroom or elsewhere on school grounds may be dealt with in the following ways:

Preschool

The preschool guidance and discipline policies are fully described in the preschool parent handbook.

Elementary School

Our elementary school uses the following sequence for guidance and discipline:

- If a child violates a classroom/playground rule, his/her name is written on the board as a warning.
- If a child violates another rule or the same rule, a check is placed by his/her name and the child is given a 5-15 minute time-out during recess. The parents are notified by the teacher if this occurs.
- If a child violates a rule a third time, he/she is referred to an administrator for disciplinary measures.
- If a child returns to the classroom and continues to misbehave, he/she is referred to an administrator again. The child's parents are called at that time to inform them of the misbehavior.
- If a child is referred to an administrator repeatedly, a conference is scheduled to discuss possible ways of improving the child's behavior.
- If a child is referred again after the conference takes place, or if the misbehavior is extreme, the school reserves the right to suspend the child from school. The student is not allowed on campus during the suspension including extracurricular activities and sports.
- Continued misbehavior after a suspension may result in a multi-day suspension or dismissal.

Middle School

If a middle school student is engaged in inappropriate behavior or is in violation of uniform standards, that student will have a conference with an administrator. During that conference the issue is discussed with the intention of ending the inappropriate behavior. The student will:

- Fill out a referral form stating the nature of the infraction, the consequences at that time, and the consequences for the next infraction, should one occur.
- The student is required to phone his/her parent(s) to explain the infraction and how they intend to avoid repeating that action.
- In such an event, an administrator will also speak via phone to the parent(s) so that there is clear communication regarding the nature of the infraction and future consequences of repeated infractions.
- The student returns to class; the teacher is informed of any consequences or other issues related to the settlement of the infraction so that speedy action can be taken in the event of a re-occurrence.
- The student's referral form is updated only when the student is required to do so by another conference.
- Consequences are determined at the time of the event and they are appropriate to the nature of the offense. Consequences may include anything from "work detail" (cleaning up the activity room after lunch, for example) to suspension, which will only be used for serious matters such as fighting or other dishonorable behaviors such as cheating or hazing.

Gross Misconduct

The following behaviors are considered unacceptable and will warrant immediate referral to an administrator or the Head of School, for possible suspension and/or dismissal.

- **Bullying** - This is the ongoing, relentless infliction of physical, verbal, or emotional abuse by one or more students. It takes many forms including teasing, threats, extortion, assault, theft, harassment, and social isolation.
- **Controlled substances** - Drugs, alcohol, and tobacco are not permitted on school grounds by anyone at any time. Medication of any kind must be kept in the Administration Office with strict prescription rules, per state law. Please see the Medications Section of this handbook.
- **Cheating** - Students caught cheating in any manner on a test, assignment, or project are immediately referred to an administrator. Fourth through eighth grade students may receive a failing grade for the work.
- **Computer Tampering** - If a student is guilty of inappropriate use of the computer as described in the Computer Use Guidelines, he/she is referred immediately to an administrator and his/her parents are notified.
- **Fighting** - Using physical force to solve arguments is not tolerated at Boulder Country Day.
- **Harassment** - Harassment is defined as any action in nature that seeks to humiliate or jeopardize the comfort of any individual on school grounds.
- **Plagiarism** - If a student is guilty of plagiarism as determined by the teacher, he/she is referred immediately to an administrator and his/her parents are notified. The student may receive a failing grade for the assignment and may fail the class for the trimester. The student may also be suspended for one day at the discretion of the administration.
 - For purposes of administering this policy, "plagiarism" is defined as putting forth the ideas, language or designs of another as one's own. If a student copies or cuts and

pasted from an encyclopedia, text, periodical, newspaper, internet source or any other printed matter without proper citation, it is considered plagiarism.

- **Stealing** - Students found with stolen materials or money will be referred to the administration immediately. The student will be suspended for a period of time determined by the school administration.
- **Violence** - Students inflicting any form of violence, including threats of violence on fellow students, teachers or administrators, will be referred to the Head of School and may face dismissal without a tuition refund. 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 or in backpacks, lockers, desks or other storage areas.

Comings & Goings

◆ Absences

If a student is absent, we ask parents to call the school (303-527-4931) the morning of the absence. Based on the grade level and parent request, teachers prepare a homework packet (preschool excepted) for parents to pick up at the end of the day. The student has two days for each day he/she is absent to complete homework assignments. The teacher makes arrangements with the student to make up any missed quizzes or tests that were given during the absence. Please note that middle school students can find assignments online at www.bouldercountryday.org.

If the student is ill for five or more consecutive days, a doctor's explanation must be provided to the school. For planned absences, please provide a note to your child's teacher. Some assignments may be provided in advance.

◆ Arrival

It is important that children arrive on time in order to avoid disruptions to the teacher and other students. Students arriving before the designated arrival times or leaving after the designated dismissal time, report directly to the designated Extended Day Program location. The Extended Day Program begins at 7:30 a.m. in the morning and ends at 5:45 p.m. in the afternoon.

Preschool students should arrive between 8:00 and 8:30 a.m.

Kindergarten through 8th grade students arrive between 7:45 and 7:55 a.m. Students may use this time to organize their books and materials for the day. Students arriving after 8:00 a.m. are considered tardy. All tardy students must enter the school through the Administration Building and sign in at the front desk. Please note that each middle school student is allowed three excused tardies per trimester. If the number of tardies reaches or exceeds this amount, the middle school director will call will the student's parents and the student may be required to perform detention hours for each additional tardy.

◆ Dismissal

Preschool students are dismissed by their classroom teacher at 1:00 p.m. for partial day or 3:00 p.m. for full day inside the preschool building.

Elementary students are dismissed at 3:00 p.m. Monday through Friday.

Elementary school parents:

- You may use the carline.
 - A car line facilitator will note your child's name on the card on the dashboard of your car as you go past the administration building and your child's teacher is notified. Students being picked up via carline come out the front door of the elementary building where a carline facilitator will help load the child into your vehicle.
- You may park your car and pick up your child from the classroom by entering through the gate between the administration building and the middle school.
 - The gate is unlocked just before dismissal time. Parents who choose to pick up a child in the classroom must enter and exit the elementary school through the back doors of the building. We require this in order to help ensure the safety of the students being picked up in the carline. By limiting the foot traffic in front of the building, we are able to get the carline students both safely and quickly to their cars.
 - If you are picking up a group of students, you may go to the Administration Building and ask the receptionist to call the entire group to meet you by the back door of the elementary building, or you may go to each classroom to pick the students up.

Parents and children are welcome to go to the playground after school. Parents must supervise the children, and keep them in that area.

Middle school students are dismissed at 3:15 p.m. Monday through Friday. Students are picked up in the loading zone outside the middle school building. Those picking up students should remain in their cars to help facilitate traffic flow.

Students are not permitted to walk home or bicycle to and from school without a signed permission form. The forms can be found on the school website or in the Administration Building. All other students are to be picked up by a parent or designee.

Please note that students who are not picked up within 15 minutes of dismissal are sent to the BCD's Extended Day Program and billing fees will apply. Students may not wait for a parent elsewhere on campus. Please note that if a parent fails to pick up a child/children by 5:45 p.m., the school will charge \$1.00 per minute / per child for every minute that the parent is late. At 6:00 p.m. we will call emergency contact numbers on file for the child.

Parents picking up children prior to dismissal are required to personally sign them out in the Administration Building. Children may not sign themselves out as parents wait in their cars.

Children of any age may NOT be left on campus unattended at any time. Children who are unattended after school hours will be escorted to BCD's Extended Day Program and signed in. Billing fees will apply.

◆ **Permission Notes**

It is our policy not to release a child to anyone other than his or her parents without written permission. After-school arrangements must be made ahead of time and provide the school with a note if someone other than a parent is picking up your child. In an emergency, we ask parents to call the office (303-527-4931) with any changes. We require identification from anyone picking up your child and in certain circumstances we may call the parents to verify a request.

◆ **School Closure Announcements**

When Boulder Valley Public Schools close due to inclement weather or dangerous road conditions and power outages, BCD will also close. However, there may be an occasion when BCD closes and BVSD does not. In these situations, BCD utilizes a telephone tree to contact parents. Please do not call the school.

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

- BCD website
- Channel 4 TV
- Channel 9 TV

◆ **School Calendar**

A school calendar is sent home in the July opening-of-school mailing. It is also posted on Boulder Country Day's website (www.bouldercountryday.org).

◆ **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 parents inside the buildings. Students may not be left unattended on campus at any time.

◆ **Visitors**

All visitors must sign in at the Administration Building and obtain a visitor badge from the receptionist. Visitor badges must be worn at all times. Classroom observations and visits will be arranged through a school administrator.

Business Office Information

Boulder Country Day'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. Our business office typically handles the following:

◆ **Billing and Tuition Policies**

All invoices generated by the school business office list specific due dates.

Tuition invoice dates are based upon the payment plan chosen by parents at the time of enrollment. For those choosing the two-payment plan, April 1st and August 1st are the two dates when payments are due. Another option is the monthly plan administered through Tuition Management Systems (TMS), which charges a processing fee per student. Please reference the enrollment contract for further details.

At the discretion of the school, unpaid tuition balances may result in the student's dis-enrollment and the assignment of the unpaid balance to collection services. Students whose tuition payments are not current may not be allowed to re-enroll.

Non-tuition items invoices are generally due 30 days from the date the invoice is created.

The school reserves the right to charge a late fee of 2% per month on any outstanding balance if not paid when due.

◆ **Re-enrollment**

Re-enrollment contracts for the upcoming school year are mailed in early January to current families in good standing. These are to be completed, signed, and returned to the school along with the non-refundable enrollment deposit by January 31st. Any extenuating circumstances that prohibit a family from returning the re-enrollment contract on time should be addressed with the administration and/or business office as the tuition deposit holds the students' placement for the following school year.

The only exception to this policy is for those parents who have submitted financial aid requests which have not yet been processed. For more details refer to the Financial Aid Section of this Handbook.

◆ **Enrollment Contracts**

Enrollment contracts for qualified new students are offered beginning February 1st.

These are to be completed, signed, and returned to the school along with the non-refundable enrollment deposit within the designated time frame outlined by the business office. If tuition payment deadlines for the two-payment plan have passed, full tuition is due upon enrollment.

Families enrolling once the school year begins are responsible for a pro-rated tuition based upon the percentage of school days remaining. In this instance, both the enrollment deposit and tuition are required at time of enrollment.

◆ **Financial Aid**

Boulder Country Day awards over \$125,000 of financial aid each year. The focus of the program is to help qualified families remain a part of the BCD community. Those interested in learning more about applying for financial aid should contact the business office or the Head of School.

Student Health

◆ Allergies

The safety of every child is the primary concern at BCD. If your child has an allergy, please speak to your child's teacher and the division head administrator. Your child needs to have a health care plan signed by his/her pediatrician on file along with any necessary medication. Please note that while BCD strives to keep every child safe, it is not possible to ensure an allergen free environment.

◆ Emergency Procedures

In the event of a crisis at school, BCD staff immediately puts into action our Emergency Response Plan to protect all students, faculty, staff, and visitors. A crisis is defined as a tragic accident, missing child, severe weather incident, act of violence, or a local tragedy. Please contact the Boulder Valley Police Department at 303-441-3333 to receive up-to-date information. Communication includes use of the BCD e-mail system or the BCD website. 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.

◆ Child Endangerment

Colorado requires that all adults report known or suspected cases of child abuse or neglect. If an adult suspects that a child was abused, they are required to seek immediate assistance from Boulder County Department of Social Services. The telephone number to report abuse in Boulder County is:

Boulder County Department of Social Services
3400 Broadway
Boulder, CO. 80304
303-441-1240

◆ Health Policies and Procedures

Immunizations are required by the State of Colorado. If your child has not been immunized for medical or personal reasons, parents must sign a Medical Exemption Form for our records.

A child who is ill upon arrival at school, or who becomes ill while at school, shall not be allowed to remain with the other students. Parents will be notified and asked to pick up a sick child from the administration building. Please note that if a child is too sick to actively participate or go outside for recess he/she will need to stay home until well enough to return.

If at anytime a child is exposed to a communicable disease, all affected classroom parents will be notified by the school. Children should be kept at home as long as they are contagious, as determined by the family physician.

The school makes every effort to safeguard each child's health and safety. Minor accidents will be treated with ice, soap, water, and band-aids as necessary. If the injury is serious, we will call the emergency number for the parents and proceed to the nearest emergency room. If needed, an ambulance will be called to transport the injured child. Injuries and treatments of any type will be reported to the parents.

To make sure we can reach you in an emergency situation, *it is important to keep emergency telephone numbers current*. If you have a cell phone, the school should also have that number for emergencies. If there is a change in any telephone number, please call the main office (303-527-4931) so we may update your file.

◆ Medications

Whenever possible, students should receive medications at home. We understand that there are circumstances under which a child must be given medication at school, and for those instances BCD strictly adheres to guidelines mandated by law and overseen by our school nurse consultant.

For the safety and privacy of all students, all medical information is kept strictly confidential from anyone who is not involved in administering medication or supervising students with life-threatening conditions.

- Each medication must be accompanied by a Parental Agreement and physician's signed order, and must be delivered in its original labeled bottle. The necessary forms are available in the Administration Building.
- No "blanket permissions" are accepted.
- Any medication prescribed to anyone other than the student is not accepted and can not be administered.
- All medications must be given to the BCD Receptionist, who serves as our School Health Authority, by a parent or guardian.
- No student may carry or self-administer medications unless a medical contract is signed by the student, parent and School Health Authority.
- 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.
- No herbal or homeopathic treatments (e.g. Echinacea) or other substances not regulated by the FDA will be administered at school.
- Liquid medications must have a calibrated measuring device, such as a measured-dose cup, provided by the parent.
- If a prescription requires having pills split, they must be split by a parent or pharmacist before they will be given to a student.
- It is the responsibility of the parents to maintain the school's supply of their child's medications. If a medication is running low, the school will make reasonable attempts to inform the parents but will not be responsible for shortages.
- Expired medication and medication left at the end of the school year must be picked up by a parent or guardian or it will be disposed of by the school nurse consultant. No medication will be sent home with the student.

Certain serious medical conditions require that the school nurse consultant 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.

◆ **Nutrition**

BCD is committed to providing a healthy environment for students to grow and learn. In order for optimal learning to take place and to help our students develop good nutritional habits, we ask all members of the BCD community to read and follow the guidelines outlined in the Student Life Section of this Handbook for snack, lunch, birthdays, and celebrations.

Student Life

◆ Assemblies

Assembly performances/presentations are a hallmark of BCD's curriculum and provide students an opportunity to speak or perform in front of others. Everyone is welcome to attend the assemblies, which are held in the gym from 8:15 – 9:00 a.m. each Friday. Special assembly programs such as grade level performances and musicals are announced in advance. Assembly reminders or changes are listed in the weekly bulletins.

◆ Birthdays

Birthdays are important milestones that are commonly celebrated in schools and there are a variety of ways to honor your child's special day. Parents may elect to provide a single treat for each student in the classroom. In keeping with healthy nutritional practices, please limit birthday treats to one cookie or cupcake (with moderate icing) per child. In the elementary school, birthday treats may only be shared with student's own class. Please confer with the classroom teacher in advance. In lieu of bringing a treat, parents may choose to provide a birthday poster or a list of memories/milestones that can be shared with the class or hung in the student's classroom. Please note that private party invitations may not be passed out at school unless the entire class (or gender group) is invited.

◆ Celebrations

Classroom celebrations typically fall into two categories. The first involves a situation tied to curriculum such as a culminating activity to a unit of study. The second is the celebration of certain holidays such as Halloween, Hanukkah/Christmas, and Valentine's Day. Please speak with your child's teacher to discuss planned celebrations for the school year.

Food Guidelines

- In keeping with healthy nutritional practices and to reduce waste, food at school celebrations may include only one "sugar" item (*i.e.*, cake, ice cream, cookies, etc.). The rest of the food should be a healthier variety (*i.e.*, cheese, veggies, and fruit).

Specific Holiday Guidelines

- *Halloween* – The children may wear appropriate costumes to school. Due to safety concerns, we ask the children not wear masks and leave all pretend weapons at home.
- *Hanukkah/Christmas* – These events celebrate the season and not a specific religious belief. Gifts, goody bags, and candy should not be brought to school.
- *Valentine's Day* – Valentines are exchanged among children in their own classroom only. Gifts, goody bags, and candy should not be brought to school.

◆ Lunch

Lunch occurs at different times for each division and is eaten in the classroom. Students may bring their lunch or order a lunch from the school's vendors. We encourage families to pack nutritious food, and we strongly discourage sending chocolate or other candy.

Please include the proper utensils with the lunch and a cold pack for perishable food items. Do not bring drinks that may spill easily (*i.e.*, juice bags) or have metal flip tops (*i.e.*, soda). There are no microwaves available for use by our elementary students. Please do not send items in your student's lunch that require hot water or being heated in the microwave.

◆ Snack

Elementary students may bring a healthy snack each day. A snack is provided in the preschool. In keeping with healthy nutritional practices, individual servings of nutritional snacks are recommended: fresh or dried fruits, vegetables (with or without dip), nuts, yogurt, bagels with cream cheese, lunch meat, cheese or peanut butter and crackers, fish crackers, pretzels or bagel chips, etc.

Please do not send snacks that need to be refrigerated or heated in a microwave with elementary school students.

◆ **Food and Drink in the Gym**

We require the cooperation of everyone to address the issue of food and drink being consumed in the gym. Spills create maintenance, safety, and repair problems. Please note the signs posted in the gym restricting food and drink which also apply to assemblies and sports events. Occasionally there are special events when these restrictions are waived, and during those times your diligence in helping to prevent spills is greatly appreciated.

◆ **Lockers**

Lockers are provided for the middle school students. All books and materials needed for morning classes must be with the student in their homeroom at 8:00 a.m. Students are able to return to their lockers between periods, and are allowed three minutes to get their materials together. Any student who takes longer than this time will be considered tardy to class.

Since most lockers do not remain locked, students should not keep anything valuable in their lockers. Radios, CD players, iPods, video games, and other electronic equipment including cellular phones may not be used during the school day for any reason. Although lockers are issued to students, they are still school property and should be treated as such. Students may supply their own temporary locker shelves to help organize their materials. Only appropriate pictures and sayings may be used to decorate student lockers.

◆ **Personal Items**

Children are discouraged from bringing toys or personal items to school. If a child brings an iPod, radio, hand-held game, or cell phone to school it must be kept in a backpack or locker. Exceptions are books or an item relating to a topic being studied in the classroom.

Occasionally students bring money to school for events. However, we ask that any amount of money in excess of \$1.00 be given to the teacher to hold in safekeeping until needed. The school will not be responsible for lost money or articles.

All personal belongings, including removable clothing and lunch boxes, must be clearly marked with the child's name. If an item is lost, please check BCD's lost-and-found located in the gym lobby. BCD periodically donates unclaimed items to charity.

◆ **Pets**

No family pets are allowed on campus, including before or after school, unless specific permission and prior arrangements are made with the division director.

◆ **Sports Participation**

Through our sports program, we teach student athletes the joy of competition by emphasizing the following areas:

Academic Eligibility

Students are expected to maintain a 'C' average in each of their classes. If a student's cumulative grade for any class falls below this level that student will not be allowed to participate in practices or games until the grade is raised. Students and parents are notified of poor academic standing at least two school days prior to games. Final determination as to a student's academic eligibility is made by the administrative staff.

Family support

Family support helps to make our teams successful. Family members are encouraged and expected to support coaches and players and to demonstrate positive sportsmanship and respect for players (both our own and the opponents), coaches, officials, staff, and other parents.

Fitness

The key to injury prevention is physical fitness. Practices are structured to improve players' flexibility, muscle tone, and cardiovascular efficiency.

Leadership

Showing leadership and taking responsibility as a team-player is important. All players must conduct themselves in a mature and sportsmanlike manner at all times – both on and off the field. Each player is a representative of the team and the school. As role models, each player should set a positive example for other students to follow.

Open participation

Our programs are open to all middle school students who want to participate. Interest and enthusiasm are the only requirements for playing. All players are provided playing time throughout the season, although not necessarily in each game. When appropriate, fourth and/or fifth grade students may be invited to participate in the middle school sports program.

Skill development

Team practices will teach each player the fundamental skills of the game they have selected to play. Practices stress the importance of teamwork, establishing goals, discipline, and learning to control emotions. Players gain self-confidence and discipline through the learning of these skills.

Sportsmanship

Developing the whole player includes development of the mind. A positive attitude is the foundation of our sports program. Winning is a consideration, but not the most important one. Demonstrating sportsmanship and fair play to teammates, opponents, and officials is required of each team player. Self-control must be demonstrated at all times. Any form of aggressive or inappropriate behavior is not tolerated. Shaking hands with both opponents and officials after each game is a routine procedure for players and coaches.

Teamwork

We value the strength of learning to work together. The use of teamwork is reinforced and rewarded by success in the sports experience. Each player is taught to recognize that the sum is greater than the parts.

Participation requirements

Representing BCD as an athlete is an honor and a privilege – not a right. Students participating in team sports are expected to meet the following requirements:

- Have a signed health form in order to participate in a sport.
- Parents or legal guardians must pick up their children when practices or games end.
- No jewelry, including watches, rings, necklaces, or earrings may be worn during practice or games. BCD will not assume any responsibility for the safekeeping of these items during practices or games.
- No casts or splints may be worn during play.
- Students are expected to attend school the day of a game. Players who intend to participate in that day's game must be in school by 9:00 a.m. to be eligible to play. Consideration of previously scheduled medical or dental appointments or family and travel emergencies will be given on a "per occurrence" basis at the discretion of the administration and the team coach.

- Players are expected to dress in the proper BCD uniform for the sport in which they participate. The uniform should be clean and complete while worn in games or while the player is representing the school. Uniforms are not to be worn at any time except for game days. However, after lunch on game days the uniform jersey may be worn on top of the school uniform.
- Areas such as the locker room, the gym, and playing fields are the responsibility of the users (players). These areas must be kept neat and orderly and must be maintained in reasonably good condition. All clothing and equipment items should be put away after each use. There is to be no misbehavior in these areas. If someone is doing something destructive to these areas, it is each player's responsibility to stop the behavior and report the culprit(s). Failure to comply with these rules may result in loss of playing privileges for the culprit(s) as well as the by-standers.
- A player may be suspended or removed from any team for conduct unbecoming a BCD student at any time he/she is representing BCD. Players are held to the highest standard and are expected to represent BCD and its ideals on and off the campus. Use of profane or improper language or behavior, including unsuitable jokes, is not acceptable and will not be tolerated.
- Spectators are not to interfere with the directions given to the team by the coaches. Cheering should always be positive and supportive of the entire team and all players.

◆ **Student Council**

The mission of the Student Council is to provide service to the school and community through leadership and cooperation. Student Council members must demonstrate outstanding character development and serve as role models for other students.

Officers of the Middle School Student Council are elected from the 6th, 7th, and 8th grades and represent each homeroom. The Middle School Student Council also sponsors several dances a year for middle school students.

◆ **Telephone**

Students may use the school phone with prior permission from a teacher after giving a satisfactory explanation for the call; however, phone calls are limited to legitimate *emergencies*. After-school play dates and transportation arrangements must be made before coming to school.

◆ **Uniform Policy**

Students are required to wear the appropriate school uniform and appear well groomed every day. If the uniform policy is not adhered to, students will initially receive a verbal warning. Further infractions will result in notes home, loss of Free Dress Day privileges, detention, and/or parents notified to bring in appropriate clothing.

Sourcing information for approved clothing styles and uniform pieces may be found at the end of this policy statement.

All clothing items must be clearly labeled with your child's name!

PRESCHOOL STUDENTS do not wear uniforms.

ELEMENTARY SCHOOL GIRLS (K-5)

Regular School Days:

- **SKIRTS/SKORTS/JUMPERS/PANTS:** Blackwatch plaid skirts, skorts or jumpers: Skirt length should be no shorter than 2” above the knee or 2” below the knee. Navy blue tailored pants or navy blue tailored shorts no more than 2” above the knee worn with a belt (no capris or cargo pants).
- **BLOUSES/SHIRTS/TOPS:** White shirt, blouse, short or long-sleeved polo or turtleneck with BCD logo (or no logo) must be worn tucked in at waist.
- **JACKETS/SWEATSHIRTS (if worn inside):** Navy fleece jacket (Lands’ End); navy blue sweater or BCD sweatshirt with BCD logo; navy blue (no logos) sweatshirt.
- **SOCKS/TIGHTS:** Matching, solid colored white, black or navy blue anklets, knee socks or footed tights (no leggings).
- **SHOES:** Closed toe and heel shoes or low or mid-ankle athletic shoes that are predominately white, grey, navy blue or black (no flip flops). Boots (if worn all day) must be predominately black, brown, navy, grey or tan. Heel height of shoes or boots should be a maximum of 1”. A block or edge heel is preferable.
- **JEWELRY/ACCESSORIES:** All jewelry, including watches, bracelets, necklaces and earrings should be conservative in style and gold, silver, white, navy or black in color. Dangle earrings or hoops must be no longer than 1” below the ear lobe. Scarves or hats are not allowed to be worn in the classroom.

Assembly Days (Fridays):

- **SKIRTS/SKORTS/JUMPERS:** Uniform Blackwatch plaid skirts, skorts or jumpers.
- **BLOUSES/SHIRTS/TOPS:** White blouse or top (polo, collared neck, or turtleneck - BCD logo or no logo).
- **SOCKS/TIGHTS:** Matching solid color white, black or navy blue anklets, knee socks or tights (no leggings).
- **SHOES:** Closed toe and heel dress shoes. Heel height should be a maximum of 1”. A block or wedge heel is preferable.

Free Dress Days (to be announced):

- **SKIRTS/SKORTS/JUMPERS/PANTS:** Skirts/Dresses/Pants/Shorts/Skorts
- Pants, including jeans, with no tears or rips.
- **BLOUSES/SHIRTS/TOPS:** Blouses and shirts, including T-shirts, with no inappropriate slogans or illustrations.
- **SOCKS/TIGHTS:** Socks, tights or leggings.
- **SHOES:** Closed toe and heel shoes or athletic shoes (no flip-flops). Heel height of shoes or boots should be a maximum of 1”. A block or edge heel is preferable.

ELEMENTARY SCHOOL BOYS (K-5)

Regular School Days:

- **PANTS:** Tailored pants in navy blue worn with a belt (no baggy long pants or cargo pants). In warm weather, boys may wear tailored navy blue shorts.
- **SHIRTS:** White shirt (Oxford, short or long sleeved polo, or turtleneck) worn tucked inside pants. (No crew neck shirts allowed except during P.E.).
- **JACKETS/SWEATSHIRTS (if worn inside):** Navy fleece jacket or vest (Lands’ End); or navy BCD hooded sweatshirt with BCD logo; or navy blue plain (no logos) sweatshirt.
- **SOCKS:** White or dark solid colored socks
- **SHOES:** Closed toe and heel shoes or low or mid-ankle athletic shoes that are predominately white, grey, navy blue or black (no flip flops). Boots (if worn all day) must be predominately black, brown, navy, grey or tan.

Assembly Days (Fridays):

- **PANTS:** Grey slacks/pants or chinos worn with a belt.
- **SHIRTS:** White Oxford shirt, worn tucked in (BCD logo or no logo).
- **JACKET:** Dress/Sport coat (optional).
- **SOCKS:** Dark solid colored socks.
- **SHOES:** Dress shoes (no athletic shoes).
- **TIE:** Conservative tie. **(New Requirement)**

Free Dress Days (to be announced):

- **PANTS:** Pants, including jeans, with no tears or rips.
- **SHIRTS:** Shirts, including T-shirts, with no inappropriate slogans or illustrations.
- **SOCKS:** Socks.
- **SHOES:** Closed toe and heel shoes or athletic shoes (no flip-flops).

MIDDLE SCHOOL GIRLS (Grades 6-8)

Regular School Days:

- **SKIRTS/SKORTS/SHORTS/PANTS:** Navy blue or khaki tailored long or capri-styled pants worn with a belt. No baggy pants or cargo pants. Girls may wear tailored navy blue or khaki shorts, hemmed, no more than 3 inches above the knee, also with a belt.
- Navy blue, khaki or Blackwatch plaid skirts or skorts. Skirt length should be no shorter than 3” above the knee and no longer than 3” below the knee.

Approved Skort Options:

Navy Blue or Khaki -	Lands’ End	#25020-73T8 (regular) #25020-83T2 (slim) #25020-93T7 (plus)
Navy Blue or Khaki	Dennis Uniform	#035170-965-068
Blackwatch Plaid	Dennis Uniform	#035210-201-185

Approved Skirt Option:

Blackwatch Plaid	Dennis Uniform	#01886A-201-185
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- **SHIRTS:** White collared blouse or white, navy blue, or hunter green shirt (short or long-sleeved polo or turtleneck style; no crew neck style), worn tucked in at the waist. No logo (except approved BCD logo) on blouse/shirt.
 - 8th grade girls may wear the approved maroon knit shirt with the approved “Class of 2010” design, which is Lands’ End item #23095-53T4, Interlock Maroon Polo - Feminine or Regular Fit.
 - 8th grade girls may wear the specialty designed 8th grade T-shirt on designated days.
- **JACKETS/SWEATSHIRTS:** Sweater, fleece vest, hoodie or zip front fleece jacket (if worn in the classroom), should be plain, solid navy blue or hunter green colored, with no logos or words, except approved BCD logos.
- **SOCKS:** Matching, solid colored white, black or navy blue anklets, knee socks or tights (no leggings).
- **SHOES:** Closed toe and heel shoes or athletic shoes that are predominately white, grey, navy blue or black (no flip flops).
 - Boots (if worn all day) must be predominately black, brown, navy, grey or tan.
 - Heel height on all shoes and boots should be a maximum of 2”. A block or wedge heel is preferable. No stiletto heels.
- **JEWELRY/ACCESSORIES:** Watches, bracelets, necklaces, earrings, and accessories should be conservative in style.

Assembly Days (Fridays):

- **SKIRTS/SKORTS:** Uniform navy blue, khaki or Blackwatch plaid skirts or skorts. Skirt length should be no shorter than 3” above the knee or 3” below the knee. No pants or shorts should be worn.
- **SHIRTS:** White button-front blouse with a collar tucked in at the waist. No logos.
- **SOCKS:** Matching solid colored white, black or navy blue anklets, knee socks or tights (no leggings).
- **SHOES:** Closed toe and heel dress shoes. Heel height should be a maximum of 2”. A block or wedge heel is preferable. No stiletto heels.

Free Dress Days (to be announced):

- **SKIRTS/SKORTS/SHORTS/PANTS:** Skirts/Dresses/Pants/Shorts/Skorts
 - Pants, including jeans, with no tears or rips, capri pants or shorts (hemmed no more than 3” above the knee).
 - Dresses (strapless or spaghetti straps are not allowed) and skirts/skorts hemmed no shorter than 3” above the knee and no longer than 3” below the knee.
- **SHIRTS:** Blouses and shirts, including T-shirts, with no inappropriate slogans or illustrations (tank tops, tops exposing the midriff, and strapless or spaghetti strap tops are not allowed).
- **SOCKS:** Socks, tights, or leggings.
- **SHOES:** Closed toe and heel shoes or athletic shoes (no flip-flops). Heel height should be a maximum of 2”. A block or wedge heel is preferable. No stiletto heels.

P.E. Class:

Middle School students will have P.E. lockers for their P.E. clothing/shoes. Combination locks are provided. Clothing must be taken home weekly for washing.

- Athletic shorts.
- Any BCD T-shirt.
- Athletic socks.
- Athletic shoes.

MIDDLE SCHOOL BOYS (Grades 6-8)

Regular School Days:

- **PANTS:** Navy blue or khaki tailored long pants worn with a belt. No baggy pants or cargo pants. Boys may wear tailored navy blue or khaki shorts, also with a belt.
- **SHIRTS:** White, navy blue, or dark green shirt (oxford, short or long-sleeved polo, or turtleneck style; no crew neck style), worn tucked inside pants. No logo (except the approved BCD logo) on shirts.
 - 8th grade boys may wear the approved maroon knit shirt with the approved “Class of 2010” design, which is Lands’ End item #05140-23T4, Interlock Maroon Polo - Regular Fit.
 - 8th grade boys may wear the specialty designed 8th grade T-shirt on designated days.
- **JACKETS/SWEATSHIRTS:** Sweater, fleece vest, hoodie or zip front fleece jacket (if worn in the classroom), should be plain, solid navy blue or hunter green colored, with no logos or words, except approved BCD logos.
- **SOCKS:** White or dark solid colored socks.
- **SHOES:** Closed toe and heel shoes or low or mid-ankle athletic shoes that are predominately white, grey, navy, or black (no flip-flops).
 - Boots (if worn all day) must be predominately black, brown, navy, grey or tan.

Assembly Days (Fridays):

- **PANTS:** Grey tailored pants worn with a belt.
- **SHIRTS:** White oxford shirt, worn tucked inside pants. (BCD logo or no logo).
- **JACKET:** Dress/Sport coat (optional).
- **SOCKS:** Dark solid colored socks.
- **SHOES:** Dark colored dress shoes (no athletic shoes).
- **TIE:** Conservative tie.

Free Dress Days (to be announced):

- **PANTS:** Pants, including jeans, with no tears or rips (no sweatpants). In warm weather, shorts are also acceptable.
- **SHIRTS:** Shirts, including T-shirts, with no inappropriate slogans or illustrations.
- **SOCKS:** Socks.
- **SHOES:** Closed toe and heel shoes or athletic shoes (no flip-flops).

P.E. Class:

Middle School students will have P.E. lockers for their P.E. clothing/shoes. Combination locks are provided. Clothing must be taken home weekly for washing.

- Athletic shorts.
- Any BCD T-shirt.
- Athletic socks.
- Athletic shoes.

PANTS, SHORTS, SHIRTS, SWEATSHIRTS and SKIRTS can be purchased from Dennis Uniforms (303-935-.5911) and Lands' End (1-800-469-2222 or www.landsend.com).

When placing orders with Lands' End, please provide the BCD preferred school number (9000-5597-1) and a percentage of your purchase will be donated to BCD. Girls' Blackwatch plaid items are available through Dennis Uniform only (when ordering, mention that you are with BCD).

In colder weather, students may wear solid navy blue sweaters, vests, hoodies or fleece jackets ***with no design, logo or print*** (except the approved BCD logo). Students will be expected to come to school wearing outerwear appropriate to the weather, including hats, gloves, boots, etc. These items must be in good repair.

NOTE: BCD T-shirts, sweatshirts/hoodies, fleece jackets, P.E. bags, and other fan gear are available through the PTO and Booster Club or Lands' End.

◆ **Videotapes or DVDs**

Any videotape or DVD brought to school by a student must be approved in advance by a teacher and/or administrator.

Educational Program

◆ Conferences

Conferences are held with homeroom teachers three times per year: twice in the fall and once in the spring. Parents may request an additional conference any other time of the year by contacting your child's teacher via email or phone. In some instances, a school administrator may attend a conference.

Please note that it is inappropriate for parents to discuss a personal situation with a teacher during arrival or dismissal times. The teachers need to be with the children during these times. If you have information that may help the child or teacher, please email or leave a phone message for the teacher to schedule an appropriate time to meet.

◆ Homework

Homework is assigned to reinforce skills, knowledge, and concepts learned during the day. It is the intent of BCD to provide age-appropriate homework assignments meant to be *completed by the student, not the parent*. Parents should allow the student to be successful and responsible for their own learning. We ask that parents provide a quiet home environment, and that each child completes his/her homework assignment(s) regularly. If there is an issue with homework, parents will be notified so that the problem may be resolved together. If a parent feels their child is spending an excessive amount of time on homework, they should schedule a conference with the student's teacher. Any circumstantial needs for extended homework should be discussed in advance with the teacher. Administrative approval may be required.

Elementary School Students - Because of the pace maintained in the classroom, it is the school's policy to assign less homework in the lower grades. The amount of homework increases as the grade level increases. At the beginning of the school year, each child's teacher will provide a copy of the usual homework schedule. A few major projects are scheduled throughout the year that will require long-term homework management.

Middle School Students – Students will manage about one to one and a half hours of homework each evening. A few major projects are scheduled throughout the year that will require long-term homework management. If an assignment is one day late, it may be dropped one letter grade. If an assignment is more than one day late, please refer to specific teacher's policies regarding late homework. Please contact the specific teacher if assignments seem to be too lengthy.

◆ Honor Roll

Each trimester, students in 5th – 8th grade are recognized for academic achievements. Beginning with the 2009-10 school year, 4th grade students will not receive honor roll awards.

Honor Roll status is based on a student achieving a grade point average of 3.85 or above for the trimester. Students who are named to the Honor Roll are recognized each trimester during a special Friday assembly program.

Middle school students are named to the **Scholars List** if they achieve a 3.5 grade point and receive no grade less than a "B" during a trimester.

◆ **Library Book Policy**

Our library represents the value we place on learning through research-based materials. Our library collection provides books that are aligned with the curriculum. Students will use the library regularly, both for research and reading enjoyment. Certain clubs offered throughout the year also use the library.

Each student may check out up to two books at one time. Books are on loan for two weeks, and then they should be returned or checked out again. In the event that a student may need more than two books for a research project, exceptions can be made with a note or counsel from the student's teacher. In the case of overdue books, a notice will be sent to the parents; and students will not be allowed to check out other books until the late books are returned.

If a student loses or damages a book that is on loan from the library, the item must be replaced before the student can check out other books. Please purchase the item(s) and bring it to the library to settle the account. Once the item(s) has been replaced, students may resume checking out books.

◆ **Report cards**

Report cards are issued once per trimester in grades K-8. Students in grades K-3 receive grades of Excellent ("E"), Satisfactory ("S"), or Needs Improvement ("NI"). Students in grades 4 and above receive letter grades (A, B, C, etc.).

Technology

◆ Computer Rules

The Internet is a powerful teaching and learning tool for all ages. However, because the Internet contains a great deal of information, some of it is inappropriate for various age levels. As a safety precaution, the school computers have software called *Child Lock* installed on them. This software is intended to protect the children from the inappropriate use of the Internet. Parents and students are asked to carefully review these guidelines for what constitutes acceptable use.

- All use of Internet at school is to support school work, other formal education, or community service.
- All Internet use by students is supervised by an adult (in the classroom).
- Any inappropriate material found must be reported to the teacher.
- Only approved web sites may be browsed.
- No personal information may be given out over the Internet.
- Chat rooms, mailing lists, etc. are not used, unless as part of an assigned academic activity.
- The students must not interfere with the *Child Lock* or try to bypass or deactivate it.
- The students may not load any new software on the school computers or download any material from the Internet without the teacher's approval and direct supervision.

Failure to follow these guidelines will result in disciplinary action per the guidelines of BCD's disciplinary policy and at the discretion of the school administration.

Giving

◆ Annual Fund

BCD strives to keep tuition affordable and consistent with other area independent schools. Our tuition covers approximately 85% of annual operating expenses. Contributions from BCD parents, friends, and alumni help offset the gap between tuition and the cost of operating the school. Annual Giving Fund gifts are a critical part of BCD's annual operating budget. Unlike occasional or one-time gift opportunities (to a capital campaign or Endowment, for instance) the Annual Giving Fund is a regular and ongoing campaign to ensure the school's viability.

To make a contribution to the Annual Giving Fund, please contact the Development Office at extension 240 or visit the BCD website at:

http://www.bouldercountryday.org/GIVING_GIVE_ONLINE.html.

◆ LOTA – Love of the Arts

LOTA is BCD's Annual Gala Event and is held in March. It originated more than eleven years ago as a fund-raising event showcasing our childrens' art work. It has since evolved into a fund-raiser on a much larger scale and includes a reception, dinner, silent and live auctions, entertainment, and much more. This fun evening is a great opportunity for the BCD Community to come together in a social setting while supporting the school. Sponsorship opportunities are available and will be acknowledged in the Annual Report.

Charitable contributions to LOTA directly support enhancements to the classroom and learning environment, which are not part of the school's operating budget.

◆ Community Service

Boulder Country Day School partners with Community Food Share and the various agencies it serves as its major focus for community involvement. The school's emphasis will continue to be on **service** with several opportunities for families to volunteer together. Below are initiatives we have in place for the BCD community to support during the school year. More will be posted on the website throughout the school year.

Community Food Share

- Monthly targeted food drives
- BCD Family Night at CFS ...the 1st Tuesday of each month from 3:30 – 5:30 p.m.
- Turkey Drive
- Plastic Bags Collection
- Service Field Trips

International Project

The middle school will be involved in an international project as part of the IB Program. This year students will participate in the Boulder Haiti Project.

Middle School Service Hours

All middle school students are required to do 20 hours of community service. In addition to the monthly BCD Family Night at CFS, a list of other possibilities will be sent home to middle school parents once school starts.

Safety & Security

◆ **Arriving or Leaving Early or Late**

It is important that children arrive on time in order to avoid disruptions to the teacher and other students. Students arriving before the designated arrival times or leaving after the designated dismissal times should report directly to the designated Extended Day Program location.

Tardy students should enter the school through the Administration Building and sign in at the front desk.

Parents picking up their children prior to dismissal are required to personally sign them out in the administration building. Students may not sign themselves out as parents wait in their cars.

◆ **Entrances and Exits**

During the school day the perimeter of the campus is secured by a six foot fence and locks on all exterior doors. Access to the interior part of the campus can only be obtained through the Administration Building. Visitors must always sign in and obtain a pass at the receptionist's desk

◆ **Permission to Pick-up Child**

BCD is responsible for each student. It is our policy not to release a child to anyone other than the parents without written permission. After-school arrangements must be made ahead of time and the school provided with a note if someone other than a parent is picking up your child. In an emergency, parents should call the office (303-527-4931) with any changes. We require identification from anyone picking up your child. In certain circumstances, we may call the parents to verify a request.

◆ **Crisis Planning**

BCD has an extensive Crisis Management Plan to provide for the safety of our students during an emergency situation. Evacuation procedures are practiced on a regular basis. During a crisis situation, information will be disseminated to the school community through the use of the website and email. Please do not call the school as phone lines must be kept open for emergency communications.