

## **2018 -2019 Buchanan BioEngineering Academy Student – Parent Handbook**

Dear Parents and Students,

Welcome to the 2018 - 2019 school year and the BioEngineering STEM Academy at Buchanan Middle School. Your STEM teachers are: Mr. Langer, Mrs. Dymond, Mrs. Carroll, Mr. Hermanson and Mr. Watts. We are looking forward to working with you this year. This promises to be an interesting and educational year for you through our various studies and activities. This handbook has been designed and prepared by us to have an opportunity to welcome you and share our vision for the BioEngineering STEM Academy.

We want to emphasize to you our interest in you and your success in our program. The goal for this school year is to continue to provide a rigorous curriculum that inspires ingenuity in our students, that is globally relevant and that will foster relationships with teachers, parents, and experts in the field of BioEngineering. America's global competitiveness will increasingly depend on our ability to better educate our young people in science, technology, engineering and math (STEM), and to attract more of our best and brightest students into technological careers. This academy is designed to show students the connections between the various courses of study, as well as explore your education and career pathways in high school and beyond.

Please read the following Parent/ Student Handbook with your child and any other stakeholders. Fill out the last page and have your child return it to their homeroom teacher. Keep the rest as a reference for the 2018 - 2019 school year.

Sincerely,

BioEngineering Academy Teachers

## I. Academic Procedures

1. Edsby is the school district's grade program. Edsby is also the primary communication link between faculty and students and parents. It is our intent to provide current and relevant Academic data. It is our recommendation that every parent and student check Edsby a minimum of twice a week.

2. The Academy will maintain a website for Academy data, information and photos. Please visit [www.buchananbioengineering.com](http://www.buchananbioengineering.com) You can also follow us on Twitter and Instagram.

### 3. BASS (Buchanan Academy Support and Success)

a. We would like to take this opportunity to inform you about an academic support program entitled BASS (Buchanan Academy Support and Success). This program is designed to provide motivation for students to complete assignments on time and for additional tutoring/support. Within this program, all students with incomplete assignments or low performance (below C average) in any core class will be identified by that teacher. When a student is identified, they will be required to attend a BASS session either before school or during their lunch period. If students attend during lunch, they will eat their lunch in the BASS room and complete their assignments or receive tutoring. The morning Bass session should be spent in the classroom where the student requires assistance and or completing assignments.

b. Completed BASS assignments will allow the students to recover from a zero grade in EDSBY. Parents/Guardians of students assigned to BASS will receive notification through EDSBY and their planner. If students fail to show on their assigned day, parent/guardian will be notified by EDSBY/PLANNER.

c. If students are not choosing to participate in BASS opportunities, parents will be contacted and asked to assist in determining an alternative means for dealing with a student's missing assignments/low performance in class.

d. The purpose of the Buchanan Academy Support and Success program is two-fold: 1) we want to give students a second chance to earn credit on assignments they may have lost, forgotten, or failed to turn in and 2) we want to increase responsibility with students while building pride in their school performance. A consistent pattern of failing to turn in assignments can signal a need for assistance with organization, study skills, or a more serious problem that you may want to discuss with your child's school counselor.

### 4. Late work policy:

a. Academy students are expected to complete all assignments on time.

b. The student is responsible for obtaining any assignments that they were absent for within three (3) days of their return to school. District policy requires that the absence must be 'Excused'. Students then have three (3) days to complete the work, unless other arrangements are made with the teacher.

c. Failure to communicate with the teacher about missing/make-up work will result in the following:

1. Student work will be viewed as late one day after the due date.

2. Late student work will be assessed a 10% penalty, per day.

5. Planner:

- a. Will be used as a communication link between parent, student and teacher.
- b. Will be counted as a grade in each Academy classroom.
- c. The planner must be filled out for each class, every day and must be signed weekly by a parent/guardian.

6. Binders/Notebooks:

- a. Will be used in accordance with school policy.
- b. Will be organized with Mrs. Dymond within the first two weeks of school.
- c. Will be checked individually by teacher.

7. Research Format:

- a. All Academy students will utilize APA or MLA format for all research citations.
- b. Students may not use Wikipedia for research projects.

8. Handwriting:

- a. All Academy students must submit legible assignments. If assignment is deemed illegible, the student will be given one day to resubmit the assignment in legible form for full credit.
- b. If the assignment is not resubmitted the next day, the late work policy will go into effect.

## II. Academic Requirements

1. Grading Scale - Both Grading scales are standard in Hillsborough County:

- a. Academic - A = (90% - 100%)  
B = (80% - 89%)  
C = (70% - 79%)  
D = (60% - 69%)  
F = (0% - 59%)

- b. Conduct - A = (0 – 3 Conduct Cuts)  
B= (4 – 6 Conduct Cuts)  
C= (7 – 9 Conduct Cuts)  
D= (10 – 12 Conduct Cuts)  
F= (13 + Conduct Cuts)

\*\*please see section II – classroom etiquette – for a list of what warrants a conduct cut.

2. Academy Performance: Academy students must maintain an overall “C” average per semester in each class in order to remain academically eligible for the Academy. Once a student’s grade falls below 70% in any Academy class, the following interventions will begin (in no particular order) :

- a. Student conference
- b. BASS (Buchanan Academy Support & Success)
- c. Parent contact

- d. Peer tutor/mentoring
- e. Notify Guidance and/or Assistant Principal
- f. Scholarship warning – will be given out on Weeks #3, 6 and 8 of each grading period.
- g. Parent/team conference
- h. Program probation
- i. Administrative/team/parent conference
- j. Dismissal from Academy

3. Exit Policy:

- a. Should a student remain below a “C” average for a second consecutive semester, the student may be exited from the Academy.
- b. Should an eighth grade student not pass the mid-term exam in one of the three high school level classes (Introduction to Physical Science- IPS, Algebra I Honors or Engineering Technology I), the District requires that the failing grade remain on the student’s high school transcript. If an Academy student fails the first semester of two high school classes, they will automatically be exited from the Academy.

### **III. Behavioral Interventions**

- 1. Most Academy discipline will be handled by the team:
  - a. Time out will be utilized as needed to preserve academic momentum.
- 2. Conduct cuts:
  - a. One conduct cut will be given per infraction, except as noted in section VII below.
  - b. Will be calculated per class.
- 3. Tardies – students must be in their seat when the tardy bell rings. Conduct cuts will be issued for each unexcused tardy:
  - a. First and second are verbal warnings.
  - b. Third is a parent contact. This contact could be a phone call, e-mail or Edsby message.
  - c. Fourth is a Guidance referral.
  - d. Fifth unexcused tardy and all tardies afterward are referrals to the Student Affairs Office.
- 4. Hall Passes – will be administered on these conditions:
  - a. Not during the first and last ten minutes of class.
  - b. Until the last test is turned in.
  - c. Good for only five minutes.
  - d. Not given during direct teacher instruction.
  - e. Students are required to have their planner in order to obtain a Hall Pass
- 5. Food, Drinks, Gum – PROHIBITED
  - a. If caught, a conduct cut will be issued and object will be confiscated and/or

thrown out.

6. Field Trip behavior:

- a. BioEngineering **Academy** polo shirt is required attire on all field trips.
- b. When on a field trip, Academy students are representing Buchanan Middle School and the Academy. Therefore, exemplary behavior is required.
- c. Interventions for students that misbehave on a field trip are:
  1. Student conference.
  2. Removal from activity.
  3. Assign student to a faculty chaperone.
  4. Conduct cut(s) upon return to school.
  5. Major misbehavior could result in Student Affairs referral upon return to campus.
- d. Students that misbehave while on academic field trips may be ineligible to attend future field trips for the remainder of the academic school year.
- e. Students with less than a "C" in conduct will also be ineligible to attend field trips.

7. Cell phones:

- a. Buchanan Middle School is a BYOD (Bring Your Own Device) campus. Occasionally, cell phones or tablets will be used in an academic environment or activity.
- b. District policy states: during the school day, cell phones must be turned off and out of sight. Therefore, students whose cell phone is turned on and in use will face confiscation of the cell phone and will be given conduct cut(s).
- c. Texting is a separate behavioral issue, and therefore, two conduct cuts will be issued.
- d. If the phone is on and in use during a test, it will be assumed that the student is cheating. The test and the phone will be confiscated and consequences will be determined.
- e. Cell phones will always be sent to the Student Affairs Office.
- f. Cell phones are disruptive during instruction. While on campus, the District prefers that all communication be routed through the school site. **THEREFORE**, parents, please, refrain from calling and texting your child during the school day.

8. Dress Code:

- a. Academy will follow school uniform policy.
- b. Academy polo shirts are required for all Academy field trips.
  1. The main purpose is for student safety and to aid the teachers/ chaperones to keep track of the students.
  2. It also gives a professional look when out in public.
  3. The cost of the shirt is approximately \$20 and orders will be placed in August.

9. Academic Integrity:

- a. All students are required to submit original course work to ensure academic integrity.
- b. Plagiarism or copying from peers will result in a reduced score.

#### **IV. Common Practices and Procedures**

1. Entering the Classroom:

- a. Students will enter classroom quietly.
- b. Get necessary class materials from backpack.
- c. Place backpack in assigned area.
- d. Sharpen pencils, if needed.
- e. Sit in assigned seat.
- f. Write daily agenda in planner as posted on board.
- g. Begin assignment.

2. Heading for papers:

- a. Must include in the upper right hand corner: first and last name, date, subject/ period, assignment name.
- b. If not submitted correctly, assignment will not be graded and will be returned to student with "Re-submit". Student has one day to correct heading and turn in the assignment. If the assignment is late, the late work policy will take effect.

3. Students who finish their assignment prior to the end of class can do one of these options:

- a. Read
- b. Work on homework
- c. Reflections journal
- d. Pass out papers for teacher
- e. Ask to help teacher

4. Emergency Procedures:

- a. Student closest to the exit door will lead the class out, in single file, per teacher's instructions.
- b. Move quickly and quietly.
- c. Go to designated area.
- d. Stay with teacher at all times. Roll will be taken at the designated area and anyone absent will receive disciplinary action.

5. Lunch Procedures:

- a. Line up outside the door, silently and in single file when the teacher tells you to go.
- b. Walk with teacher to the southeast entrance of cafeteria.
- c. Proceed to assigned lunch table.
- d. Follow lunchroom procedures during lunchtime, including clean-up.
- e. Wait for dismissal from lunch table.

5. Lunch Procedures: (continued)
  - f. Wait in line in designated area on patio for teacher to pick you up. If you must use the restroom, do so quickly and return back to line.
  - g. Follow teacher back to class.
  - h. If student does not return with class, student will be considered tardy.
  
6. Class dismissal:
  - a. Pick up all materials from floor.
  - b. Return materials to their appropriate location.
  - c. Check around desk for trash and belongings.
  - d. Remain seated until teacher dismisses class.
  - e. Do not start packing up until teacher allows.

## **V. Academy Rules**

1. All students must wear their BioEngineering **Academy** team polo shirt on all field trips
2. Have fun!
3. Stay focused
4. Be reflective
5. Teacher dismisses the class, not the bell.

## **VI. Miscellaneous**

1. The Academy is requesting an annual lab fee/donation of \$40 in order to provide additional experiences for the Academy curriculum.
2. Team Contact Information – all Academy faculty can be reached through their Edsby account and via e-mail.
3. Electives
  - a. In addition to the five core classes (Language Arts, Social Studies, Science, Math and BioEngineering), all Buchanan students have two (2) elective classes.
  - b. Sixth graders will have a modified “Wheel” of electives that provides every sixth grade student with the exposure to all electives.
  - c. Eighth graders could earn an additional high school credit by selecting Spanish I or Agriculture Foundations.
3. Curriculum – the Academy faculty follows state-mandated curriculum maps per academic discipline. Students will be provided with a course syllabus per class in August.
4. Annual Financial Cost – the Academy team plans for at least one field trip per grading period. The annual cost with polo shirt, including the field trips, is approximately \$300/per student. We look for ways to minimize this expenditure on your part. Scholarship opportunities per field trip are generally available.

## **VII. Classroom Etiquette**

1. Classroom Rules:
  - a. Students are expected to be seated in their assigned seats when the tardy bell rings.

- b. Bring all required materials to class.
- c. Raise your hand to speak. Wait patiently for the teacher to recognize you before talking. Please, do not call out the teacher's name.
- d. Gum, candy, food, drinks and straws are not permitted in class.
- e. Keep hands and feet to yourself.
- f. Show respect to your classmates and your teacher. Examples of violations are:

- 1. Disrespect
- 2. Inappropriate language
- 3. Off-task
- 4. Writing / passing notes
- 5. Out of seat without permission
- 6. Throwing anything in class
- 7. Dress code violations
- 8. Not returning signed materials from parent

2. Bullying:

- a. Buchanan follows the District's "No Tolerance" policy toward student bullying. If your child feels bullied, they must report the incident to a faculty member as soon as possible.



## BioEngineering Academy Communication

All Academy teachers can be contacted via either e-mail or Edsby at any time. We will return a response to you in 24 hours or less. To ensure quick response please fill out the attached form with correct email address. If at any time you wish to visit or speak with an Academy teacher in person, please make an appointment with the teacher before arriving. If an issue arises regarding your child's progress and you feel that it is not being resolved in a timely manner, please contact Mr. Langer immediately via email for the fastest response.

Please write a brief description of the issue at hand and convenient times and telephone number(s) where you can be reached. Serious inquiries and issues will attempt to be resolved immediately following the end of the school day. E-mail

Addresses: Mr. Langer – [Edward.Langer@sdhc.k12.fl.us](mailto:Edward.Langer@sdhc.k12.fl.us)  
Mrs. Dymond – [Melanie.Dymond@sdhc.k12.fl.us](mailto:Melanie.Dymond@sdhc.k12.fl.us)  
Mrs. Carroll – [Elizabeth.Carroll@sdhc.k12.fl.us](mailto:Elizabeth.Carroll@sdhc.k12.fl.us)  
Mr. Watts – [Walter.Watts@sdhc.k12.fl.us](mailto:Walter.Watts@sdhc.k12.fl.us)  
Mr. Hermanson – [Brian.Hermanson@sdhc.k12.fl.us](mailto:Brian.Hermanson@sdhc.k12.fl.us)

Telephone Number: School Phone – (813) 975-7600

Visit our website: <http://www.buchananbioengineering.com/>

Or, follow us on Twitter and Instagram



Fill out and return this page to Mr. Langer

Please initial following this statement regarding Edsby: Essential information is posted on Edsby and is a vital communication tool that is used school wide. Edsby will be checked by both student and parents on a weekly basis.

\_\_\_\_\_ Initial here

Due to the importance of technology please indicate that you are able to provide access to computer devices for school work at home. \_\_\_\_\_ Initial here

Please check the school website and Edsby for links to free software.

Please indicate below which commitments you will be able to assist with in the 2018-2019 school year. Select areas where you can help during the year.

	Chaperone field trips
	Provide guest speakers or contacts to people who want to speak to classes
	Mentor students helping with extracurricular activities and projects
	Mentor or tutor students
	Volunteer at Buchanan
	Provide equipment, supplies of food for incentives
	Volunteer to serve on Buchanan Bioengineering Academy's Advisory Board
	Serve as a Representative on Buchanan's School Advisory Committee (SAC) - work Administration and teachers to improve Buchanan Middle School

### Acknowledgement

Please sign below to indicate that you have read the BioEngineering Academy Student - Parent Handbook. **Return only this form to school as soon as possible; keep the rest of the book for your reference throughout the year.** We look forward to having a unique and exciting year.

Thank you.

\_\_\_\_\_  
Parent Name(s)

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Parent Contact E-mail Telephone Number(s)

## BioEngineering Polo Order Form 2018-2019

Please indicate the quantity of each size Cost - \$20

Child: Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_

Adult: Small \_\_\_\_\_ Medium \_\_\_\_\_ Large \_\_\_\_\_ X-Large \_\_\_\_\_ 2 X-Large \_\_\_\_\_

Total \$ \_\_\_\_\_

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

Parent Name: \_\_\_\_\_

Parent Phone Number: \_\_\_\_\_

All orders must be turned in to Mrs. Dymond – **Orders Due** by August 24th, 2018. Money is due when order form is returned. We will only order the amount of Pre-Paid polo's. No extra shirts will be ordered.

THANK YOU!