



BRITISH INTERNATIONAL SCHOOL
OF BOSTON
A NORD ANGLIA EDUCATION SCHOOL

MIDDLE SCHOOL AND HIGH SCHOOL HANDBOOK

2024-25



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DIRECTORY

SENIOR LEADERSHIP TEAM:

Principal – Mr. Paul Keach
Deputy Headteacher – Mr. Andrew Gilhooly
Head of Middle and High School (acting) – Mr. Andrew Gilhooly
Head of Lower School: Mr. Liam Strachan
Director of Admissions and Marketing: Mrs. Lisa van Horne
Director of Operations: Mrs. Leada Sarram
Director of HR: Ms. Susan Burke

MIDDLE AND HIGH SCHOOL LEADERSHIP TEAM:

Assistant Headteacher: Academics – Mr. Will Corrie
Assistant Headteacher: Student Services – Ms. Stephanie Minto
IDBP Coordinator – Mr. Oliver Smith

Deputy Lead: Student Services – Mrs. Jessica Smith
Deputy Lead: Student Services – Mr. Daniel Brett

MIDDLE AND HIGH SCHOOL SAFEGUARDING TEAM:

Designated Safeguarding Lead – Mr. David Pringle
Deputy Designated Safeguarding Lead – Ms. Stephanie Minto
Safeguarding Panel – Mr. Andy Gilhooly
Safeguarding Panel – Ms. Gabriella Hernandez

HEADS OF DEPARTMENT AND TEACHING FACULTY:

Head of English – Mr. Tom Hunt
English Teacher – Mr. Will Corrie
English Teacher – Mrs. Hazel Sheeky-Bird
English Teacher – Ms. Sarah Fiore

Head of Mathematics – Mr. James Quarrington
Mathematics Teacher – Mr. Christopher Ellison
Mathematics Teacher – Ms. Olivia Enver
Mathematics Teacher – Mr. Thomas Elliot

Head of Science – Mr. Jason McLean
Science/Physics Teacher – Mr. Oliver Smith
Science/Biology Teacher – Mrs. Sarah Dolan
Science/Chemistry/ESS Teacher – Mr. Daniel Brett
Science/Chemistry/TOK Teacher – Mrs. Anna Patrick
Science Technician – Dr. Anita Cooper
Computer Science Teacher – Mr. Ehsan Masaud / Mr. Joel Kohene (cover)

Head of Humanities – Mr. Stephen Wallace
Business Teacher – Mr. Laurence Crossan
Geography/ESS Teacher – Mrs. Helen Carruthers
History Teacher – Mr. William Mitchell
Psychology/TOK Teacher – Dr. Lucy Mermagen
Psychology Teacher – Ms. Stephanie Minto

Head of Modern Foreign Languages – Mr. Jamie MacInnes
French and Spanish Teacher – Mr. James Claughton
French and Spanish Teacher – Ms. Felicity Gillies
French and Spanish Teacher – Mr. Thomas Perry
French and Spanish Teacher – Mr. Ross Smith
Heritage Spanish Teacher – Ms. Angela Veliz
Heritage French Teacher – Ms. Nathalie Laverne-Faust

Head of Physical Education and Athletic Director – Ms. Rikke Ermgassen
Physical Education Teacher – Ms. Kelly Powell
Physical Education Teacher – Mr. Ciprian Marinut / Mr. Craig Evans (cover)
Physical Education Teacher – Ms. Stephanie Minto

Head of Visual and Performing Arts – Ms. Eleanor Samson
Art Teacher – Mrs. Jessica Smith
Drama Teacher – Mrs. Gillian Brown
Film Teacher – Ms. Sarah Fiore

Director of Learning Support, EAL and School Counselling – Mr. David Pringle
Middle and High School Counselor – Ms. Gabriella Hernandez
EAL Teacher – Ms. Elizabeth Sockwell

SPECIALIST COORDINATORS:

IDBP Leads:

TOK Coordinator – Dr. Lucy Mermagen
EE Coordinator – TBC
CAS Coordinator – Ms. Gabriella Hernandez

College Counselor - TBC

IGCSE Examinations Officer – Mrs. Sarah Dolan

STEAM and MIT Collaboration Lead – Mr. Jason McLean

Julliard and Performing Arts Lead – Ms. Eleanor Samson

Duke of Edinburgh Coordinator – Mr. Ross Smith

Equity, Diversity, Inclusion and Belonging Lead – Mrs. Jessica Smith

Cover Teacher – Ms. Emma Sehring

Cover Teacher – Ms. Jennah Figueroa

Nurse – Mrs. Patricia Bianchi

Main Office: 617-522-2261

WELCOME TO THE MIDDLE AND HIGH SCHOOL

Welcome to the Middle and High School at the British International School of Boston. Whether you are new or returning, we extend a warm welcome to you. We encourage you to take some time out of your busy summer schedule to review this Handbook carefully. It provides a comprehensive overview of what it means to be a Middle or High school student at BISB.

Our aim is to ensure you understand our expectations, feel part of our community, and know what to expect from our staff and school. Our priorities are your learning in the classroom, your safety and well-being, and your enjoyment of school life. Familiarizing yourself with this Handbook will help us maintain these priorities throughout the year.

As always, our doors are open to any feedback, questions, or additional requests as you review this Handbook or at any point during the year.

This Handbook provides guidance for families and students regarding current BISB school policies and procedures. We have high expectations for our community at BISB and know that students are capable and motivated to achieve their best.

This Handbook is a fluid document. BISB reserves the right to amend, delete, or alter any content as deemed necessary. Significant changes will be communicated to families. BISB also reserves the right to deviate from any policies mentioned in this Handbook.

Please read this Handbook carefully before signing (both student and parent(s)) the declaration at the end, prior to the start of term, or upon joining the community.

By receiving a copy of this Handbook, it is acknowledged that as a member of the BISB community, policies and protocols will be adhered to accordingly.

Mr. Andrew Gilhooly
Head of Middle and High School

July, 2024

MISSION, VISION AND VALUES

At the British International School of Boston (BISB), we're preparing our students to be global citizens, who are equipped with the knowledge, confidence, and skills to be successful in a diverse, globally connected community. As members of the BISB community, the school values of Individual, Inspirational, International should guide our day-to-day interactions, promoting a kind, caring, ethical and inclusive community for all.

NON-DISCRIMINATION POLICY

Under federal and state law, all students have the right to an education that is free from discrimination. BISB expects all members of its community to understand and embrace the importance of equality and diversity and stand against discrimination in any form. Maintaining a safe, secure, orderly, and purposeful environment is among our highest priorities at our school.

EQUITY, DIVERSITY, INCLUSION AND BELONGING

We are committed to providing all students, faculty and staff with the most positive school experience supported by the very best working relationships possible. We are committed to fair and equal treatment with an expectation that all members of our school community understand and embrace diversity and inclusion in all aspects of school life. We commit to treating students and their families, faculty, and staff as individuals regardless of their race, religion and/or belief, age, disability, gender identity or sexual orientation. BISB does not tolerate any form of retaliation, or bias-based intimidation, threat or harassment that demeans individuals' dignity or interferes with their ability to learn or work.

NB: The EDIB Committee are developing further guidelines and policy relating to EDIB. These will be published in due course.

INCLUSIVE LANGUAGE

At BISB, we are committed to fostering an inclusive and respectful environment for all members of our community. We believe that the words we choose to use matter and play a significant role in creating a welcoming atmosphere where everyone feels valued and respected.

Inclusive language is a fundamental aspect of our commitment to diversity, equity, inclusion, and belonging. It is essential in acknowledging and honouring the identities and experiences of our students, families, faculty, and staff. By using language that is inclusive, we aim to:

1. **Promote Respect:** Recognize and respect the diverse backgrounds, cultures, and identities of all individuals within our school community.
2. **Foster Belonging:** Ensure that every member of our community feels seen, heard, and valued for who they are.
3. **Encourage Empathy:** Develop a greater understanding and empathy for the experiences and perspectives of others.
4. **Eliminate Bias:** Work to eliminate bias, stereotypes, and discriminatory language from our communication.

We encourage all members of our community—students, parents, faculty, and staff—to be mindful of their language and to make conscious efforts to use terms and expressions that are inclusive. This includes, but is not limited to, avoiding language that reinforces stereotypes, being respectful of individuals' preferred names and pronouns, and recognizing the impact that words can have on others.

Throughout the year BISB provides resources and education to support our students' understanding. Lessons and workshops are offered to help everyone in our community understand the principles of inclusive language and how to apply them in everyday interactions.

ACADEMIC EXPECTATIONS

ACADEMIC PROGRAMME:

In Middle School, we follow a bespoke curriculum which is largely designed by our teachers, led by our Heads of Department. The curriculum is designed to prepare students with the skills they will need for success at IGCSE and IBDP – our high school programmes. Importantly, the core value of our curriculum is that it is skills-focused. Our aim is for students to learn how to learn, as well as learning content in their subjects. An overview of the curriculum can be found in our [Middle School Curriculum map](#).

In the first two years of High School, our students follow IGCSE curricula. For this, students will all study English, English Literature, Mathematics, History, Biology, Chemistry, Physics and one Modern Foreign Language. In addition, students can select three courses of their choice. Furthermore, our higher achieving Maths students will also be offered the chance to take Advanced Mathematics. Further details on the IGCSE curriculum can be found in our [IGCSE Curriculum Guide](#).

For the final two years of High School, students undertake the International Baccalaureate Diploma Programme (IBDP). The IBDP is a globally recognized educational program for students aged 16-19, aiming to develop intellectual, personal, emotional, and social skills necessary for higher education and life beyond. It consists of six subject groups: Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics, and The Arts. Students must take one subject from each group, three at a higher level and three at a standard level.

In addition to these subjects, the IBDP includes three core components: the Extended Essay, a 4,000-word research paper; Theory of Knowledge (TOK), a course exploring the nature of knowledge; and Creativity, Activity, Service (CAS), a project encouraging students to engage in artistic, sporting, and community service activities. The program emphasizes critical thinking, intercultural understanding, and exposure to a variety of points of view. Assessment includes both internal and external evaluations, with final exams graded by external IB examiners. The IBDP is valued for its rigorous academic standards, holistic approach to education, and emphasis on producing well-rounded, globally aware individuals. [IBDP Curriculum Guide](#)

For all three phases of the Middle and High School (Y7-9, Y10-11 & Y12-13), more detailed information on courses will be shared through ManageBac. Here you will find descriptions of the course for each section of the year, as well as details of upcoming assignments. In all three phases, each day contains five one-hour lessons, to a total of 25 lessons per week.

COURSE CHANGES

We encourage students to finalize their course selections before the start of the school year. If a student wishes to change a course, they must consult the IBDP Coordinator and the affected subject teachers. While not all subject changes can be accommodated, we will make every effort to assist. The final opportunity to change courses is at the October half term. Students are responsible for catching up on any missed content.

ASSESSMENTS, TESTS, EXAMINATIONS

Teachers will assess students throughout the year. These assessments take a variety of forms; they might include in class tests and quizzes, or longer homework tasks, or a number of other means of testing. Teachers will explain what tasks will be used to determine grades in each subject.

Alongside regular class testing, all year groups also have an examination period at the end of the academic year. In Middle School, Year 10 and Year 12, the exam period will last around two weeks and all exams will be marked by teachers. In Year 11 and Year 13, the exam period is longer. Students in these year groups will sit their final IGCSE and final IBDP exams. These exams are sat in school, but papers are marked by the awarding body (IGCSE for Year 11 and IBDP for Year 13) and results are released to students in July-August.

STANDARDISED TESTING

In Middle School, students will take MAP (Measures of Academic Progress) tests twice per year, possibly alongside some other standardised tests. MAP results will be shared on report cards.

Year 10 students and Year 12 students will take standardised tests through CEM (Centre for Evaluation and Monitoring). These tests are used to help teachers gain a fuller picture of the student and the results will not be shared with students and parents.

Students are welcome to discuss their ambitions, in terms of grades, with their teachers, at any point. It is helpful with external exams (IGCSE in Year 10-11 and IBDP in Year 12-13) for students and teachers to have an agreed goal. This will help to contextualise achievement across the course.

COLLEGE COUNSELING

Our approach to college counseling is rooted in the belief that the journey towards higher education is a personal and transformative experience for students. We recognize that this process is not merely about selecting a college but a crucial step towards self-discovery and the transition into adulthood.

Student-Centric Ownership: We firmly believe that students, not their parents, school counselors, or any other adult, should be the primary owners of their college journey. The college experience is a significant milestone in a student's life, and taking charge of this process fosters a sense of responsibility and self-determination.

Guidance and Support: The College Counseling Office is here to provide guidance, support, and encouragement throughout this exploration. We can suggest options, offer insights, and cheerlead for our students. However, we do not project manage, force, compel, or threaten. Our role is to empower students, helping them make informed decisions that align with their aspirations and values.

Collaborative Partnership: We view the school, parents, and student as a collaborative team. This partnership is essential for the success of the college journey. Each member of the team has a unique role, with students at the forefront. Parents are seen as the strongest advocates and allies for their children, supporting and guiding them through this exciting and sometimes challenging process.

Open Communication: We welcome open communication and encourage families to reach out at any time. If there are doubts, concerns, or simply the need for reassurance, our doors are always open. The college counseling process is a shared experience, and we value the input and insights of both students and parents.

In essence, our philosophy centres on fostering independence, nurturing collaboration, and providing unwavering support. As our students embark on the path to higher education, we are committed to guiding them towards success while respecting their autonomy and individuality.

EXAMINATIONS POLICY AND APPEALS PROCESS

Parents and students should be aware of the following section of the school's examinations policy. The full policy can be found [here](#).

The school will abide by JCQ's *Instructions for Conducting Coursework* document. With respect to marks on coursework, students and parents should be aware of 13.5 from this document, included below:

The centre (BISB) must inform candidates of their centre assessed marks as a candidate can request a review of the centre's marking before marks are submitted to the awarding body.

Any review must be undertaken before marks are submitted to the awarding body. Sufficient time must be given to candidates to allow them to review copies of material, as necessary, and reach a decision. The centre must also allow sufficient time for the review to be carried out, to make any necessary changes to marks and to inform the candidate of the outcome, all before the awarding body's deadline. The review must be carried out by an assessor who has appropriate competence, has had no previous involvement in the assessment of that candidate and has no personal interest in the review. The reviewer must ensure that the candidate's mark is consistent with the standard set by the centre.

Centres must also make it clear to candidates that any centre assessed marks are subject to change through the moderation process.

Centres must inform the awarding body if they do not accept the outcome of a review.

The awarding bodies have produced a set of Frequently Asked Questions which may be found within the Notice to Centres informing candidates of their centre assessed marks: <https://www.jcq.org.uk/exams-office/non-examination-assessments>

Although the Frequently Asked Questions apply to non-examination assessments, they equally apply to the qualifications covered by this document.

JCQ's full document can be found here: <https://www.jcq.org.uk/exams-office/coursework/>.

GRADING AND REPORTING

All year groups will periodically receive grade and prose reports. All year groups will receive two grade reports per year and two prose reports per year. The timeline for these will depend on the year group. Details of the grading and reporting dates for each year group will be shared through the calendar on the parent bulletin.

Year 11 and Year 13 will receive one additional report, in recognition of the fact that these two year groups are undertaking important examinations (final IGCSE and final IB exams).

Throughout the High School, grades are recorded on the student's High School transcript. Students receive one grade for each of their subjects for each of the three academic terms (Autumn, Winter, Spring) in each year. The transcript is available, on request, from either the High School Academic team (led by the Assistant Head for Academics, the IB Co-ordinator and the College Counsellor) or the school office.

HOMEWORK

Homework will be set in both Middle School and High School in line with our [Middle and High School Homework Policy](#). Details of tasks, along with recommended time limits and dates for submission will be available on ManageBac.

PARENT TEACHER CONFERENCES

Parent teacher conferences happen twice per year. On each occasion, there is one full day (usually a Tuesday) and one evening (usually a Thursday). On these occasions, teachers will have the opportunity to make one appointment with each of their child's teachers. Appointments last from 5-10 minutes, the longer appointments being for core subjects and for the older years. All appointments are held as video conferences via [Meet The Teacher](#). Detailed instructions on how to sign up and use the software will be sent out, nearer the time.

WORK SUBMISSION

Students should aim to meet all deadlines. Submitting work on time has multiple benefits, including (but not limited to):

- Helping students to prepare for life beyond school, where deadlines become increasingly important
- Assisting students in learning to organise their time to meet expectations
- Avoiding students becoming overwhelmed as deadlines stack up
- Helping teachers to mark work in a timely and efficient manner.

To assist students with meeting deadlines, the Mentor will help students to be organised through regularly checking in with students as to what deadlines they have upcoming, how they have timetabled their work, and their success in meeting deadlines.

Using the ManageBac site will assist students in remaining organised and meeting deadlines.

If students are unable to meet a deadline, they should demonstrate effective communication skills in order to inform relevant teaching staff. The following protocol should be applied:

- Where possible they should aim to have a face-to-face conversation, but if this is not possible, they should email members of staff directly to ask for an extension
- Arrange an alternative schedule for the work to be completed and handed in, which is mutually agreeable between student and staff member.

If a student arrives at a lesson on the day of a deadline without the necessary work and without having made prior contact with the teacher, the teacher should:

- Ascertain if there is a legitimate reason why the work has not been completed, and why prior contact has not been made
- Email home, copying in the Mentor, to explain what work was missed, and when the new date of submission will be.

If a problem persists, then the teacher will report to the Head of Department, if this is a continual issue, the Head of Department will refer the student to the Middle and High School Leadership Team.

ACADEMIC MISCONDUCT

Academic misconduct is the behaviour that results in a student gaining an unfair advantage, or a behaviour that disadvantages other students. This includes but is not limited to: plagiarism, collusion and duplication of work. Students are encouraged to be very clear which words, ideas and images are not their own, and give credit for any copied, adapted or paraphrased material.

If a student is deemed to have engaged in academic misconduct, then the following protocols will be adhered to:

- First instance: student will be required to meet with their Teacher and Head of Department as appropriate. The student's mentor will also be informed.
- Second or further instances: students are at risk of receiving ungraded or uncredited work submissions.

It should be noted that if academic misconduct is detected by an external examination body, such as the IBO (International Baccalaureate Organisation), the consequences are that the student will fail to achieve their Diploma and will receive an 'N' for the component.

USE OF AI SOFTWARE:

It is unacceptable for AI software to play any part in a student's work, without being cited. If passages of text are directly presented as a student's own work, and these are found to be the work of AI, this should be treated as plagiarism. Given that there is an educational aspect to this, the following protocols will be adhered to:

- First instance: the teacher should discuss the matter with the student, record the conversation on the central register, and email the student's mentor and the Assistant Head for Academics.
- Second or further instances: if a teacher checks the central register and discovers this is not a first offence, they should immediately notify the Assistant Head for Academics, who will escalate the issue appropriately and begin conversations with parents.

Any piece of work where AI has been inappropriately used should be repeated. If the offence is not a first offence, this will be done under timed conditions.

AI and Academic Expectations:

The school recognises that the world in which we live is changing at a faster rate than perhaps ever before. As a part of this, we are aware that Artificial Intelligence is now firmly part of the environment in which we are working, and that this presents both opportunities and challenges. Full details of our approach to this can be found in our [Academic Honesty and AI](#) policy. In brief, we encourage innovation and use of AI in the classroom where appropriate, and believe it is a part of our duty as educators to help students to make proper use of this technology. However, we take it extremely seriously where students try to claim that they have written work which has, in reality, been produced by AI.

The school realizes that AI revolution will bring big changes to schools and businesses in the near future, and we are evaluating our practices and policies as a result. At this time we remain committed to teaching our students how to write effectively and think critically using proven educational methods. AI might evolve into a helpful tool we can utilise effectively in teaching the craft of writing but it can also be used under the guidance of the teacher while this technology is in its infancy as we observe how this technology evolves.

ACADEMIC SUPPORT

If a student requires any additional academic support, such as tutoring, please be aware that the School would require notification via an email request, from the parent to the Principal. The proposed staff tutor should be copied into this correspondence.

STUDY HALL

Study Hall runs from 3.30 – 4.30pm daily. It is supervised by a member of the Faculty / Middle and High School Leadership Team. Students can be signed up to Study Hall or may be referred by a member of staff. Students are permitted to use devices, for educational purposes. It is expected that students use the time to complete schoolwork or homework tasks. Students study in silence.

STUDENT SERVICES:

ATTENDANCE AND PUNCTUALITY

We are keen to support all our families so that students have the best possible experience at school and reach their full potential. Excellent attendance is strongly correlated with success in school and with high academic outcomes. When parents, students, and school staff share the expectation of excellent regular attendance in school, academic outcomes are enhanced. Of course, students should not attend school if they are unwell. Parents are asked to notify the school before 8.20am if a student will be absent for any reason.

Lateness:

If a student arrives at school between 8.20 and 8.30am, they should head straight to their Mentor Room for registration. If they arrive after 8.30am, during the first lesson or onwards, they should sign in at the Main Office and then go to their lesson. The Main Office should be notified of any planned lateness, via email, from parents.

Being late to school will result in lost learning time. Please make every effort to be punctual.

Reporting Absences or Lateness:

Option 1: Email main.office@bisboston.org and copy the mentor and any affected class teachers.

Please email, clearly indicating the student's name, mentor, year group and reason for absence. The email should also indicate if the student rides the bus or has any extra-curricular activities scheduled for that day.

Option 2: Call 617-522-2261

Call the main school number. Leave a message, clearly indicating the student's name, mentor, year group and reason for absence, adding information where relevant if the student rides the bus or has any extra-curricular activities scheduled for that day.

At 8.30am our registration period closes. At this time, emergency registers are printed, and our system generates a list of 'unexplained absences'. Our administrative team will contact parents of students with an unexplained absence by phone and/or email.

If a student is unwell:

If a student is unwell, they should not come to school. Return to school is permitted following a 24-hour period in which the child has been symptom free without the use of medication.

If a student is displaying one or more COVID-19 symptoms: they should isolate for the first 5 days, following this, they can return to school but should wear a mask for the next 5 days.

Appointments during the school day:

Whenever possible, we encourage families to make routine appointments, including medical or dental appointments, outside of school hours. If school hours cannot be avoided, parents must notify the school at least 24 hours in advance. Please email notification to main.office@bisboston.org and copy the student's mentor and affected class teachers.

Students should ensure they sign out at the Main Office prior to departing campus.

Permission to leave campus:

Students in Years 12 or 13 must seek permission from a parent/guardian in order to leave campus during lunch or their study periods. The process is as follows:

- Student must obtain permission from their parent/guardian **each time they wish to leave campus**
- Parent/guardian to call the Main Office on **617-522-2261** or send an email to main.office@bisboston.org
- Student should sign out at the Main Office once permission has been received and acknowledged by Main Office staff
- Upon returning to campus, the student should sign in at the Main Office and return promptly for the start of their next timetabled lesson.

No student is permitted to sign-in or sign-out on behalf of another student.

Please note, this is a privilege and may be revoked if protocols are repeatedly broken, such as not signing out as stated above, or signing out when students have a timetabled lesson or other commitment. Likewise, the school can also revoke this privilege if students are not up to date with work, or if they are not punctual for classes.

Absence and Athletics:

Student athletes participating in competitive athletics must be in school by their designated lunch time (1pm) in order to participate in after-school practices or games. In rare cases and after review of the specific circumstances, permission to participate may be granted to students not in attendance by the Athletic Director. Please contact the Athletic Director directly to discuss any specific circumstances.

Unauthorised Absence:

An unauthorised absence is deemed as an absence without explanation from a parent or guardian.

Excused Absence:

An excused absence is a day missed by a student that includes notification from a parent or guardian such as a day due to short term illness not documented by a doctor's note.

Absence due to Vacation:

Taking vacation in term time will affect a student's schooling as much as any other absence and we expect parents to help us by not taking children away in school time. We do appreciate that visa visits are occasionally required during the term and that some absences are unavoidable. All applications for term time absences should be made in advance to the Principal. Families should consult the school calendar prior to making vacation plans. While teachers may provide work for students to make up missed assignments, tests or quizzes, teachers are not expected to provide tutoring or make-up sessions for students who have missed school time for family vacations.

Absence due to Medical Leave or Bereavement:

In the event of a need for absence due to medical leave or a bereavement, the student's parent or guardian should notify the Main Office, copying in their Mentor and/or Head of Middle and High School for reference. A doctor's note, or hospital note will be required for documentation of medical leave.

Religious and Cultural Observances:

Parents can request observance of a religious or cultural occasion through emailing the Main Office, copying in the Mentor for reference.

Driver's Ed / Driving Lessons:

Students should avoid booking driving lessons during the school day, however, when this is unavoidable, written notification of the dates and times of lessons should be submitted to the student's Mentor and the Main Office. Students are expected to catch up on any work missed.

College Visits:

Students are permitted to attend a college visit during term time providing they have pre-approved permission from the IBDP Coordinator and/or Director of College Counselling. Absences for college visits should not exceed 5 days over the academic year. Approval must be requested at least one month in advance.

Persistent Absenteeism:

Students become 'persistent absentees' when they miss 15% or more schooling across the school year for any reason. Absence at this level will have a significant impact on the student's progress and ability to access the curriculum. The school will support regular attendance at the following levels:

- *Attendance drops below 90%:* the mentor will contact parents and discuss reasons for the drop in attendance and support where necessary.
- *Attendance at 85%:* Assistant Headteacher (Student Services) will join the mentor in working with parents to assess reasons for low attendance, support where necessary and agree to steps to increase attendance.
- *Attendance lower than 80%:* The Head of Middle and High School will lead an intervention, working with parents, teachers and any other agencies involved to ensure a pathway to greater school attendance.

Return to School:

If a student is absent for more than three successive days due to illness, a doctor's note should be provided. If a student is absent for a prolonged absence (greater than one week), due to illness or injury, then a re-entry meeting will be conducted by either the Mentor, a member of the Student Services Team, Middle and High School Leadership Team or the School Counselor.

ACCIDENTS, MEDICAL ISSUES AND HEALTH PROCEDURES

An investigation will be undertaken by the Deputy Headteacher and the Director of Operations who are responsible for Health and Safety and the Facilities. In order to mitigate the impact of any accident, and to meet Massachusetts licensing requirements, all staff have first aid training every two years. The School Nurse is the first point of contact in the case of an accident requiring medical attention. There are also first aid boxes clearly identified around the campus. AED machines are located in the Main Building, Wing Building and STEAM Centre.

Illness or Injury at School:

Minor bumps/scrapes: All staff are able to administer basic first aid in the instance of a minor scrape, cut or bump. This is recorded using the school's electronic information system and does not require parent notification.

More serious injuries: In the event of a more serious injury, students will be escorted directly to the School Nurse's Office, or if necessary, our qualified nurse may go directly to the injured party. Once the injury has been assessed, parents will be notified as soon as the School Nurse is free to telephone. If the injury or illness is assessed to be very serious, the school will contact emergency services directly and then inform the parents. If a child needs to go to hospital, a senior member of staff will escort the student in the ambulance and stay until a parent arrives.

Sickness: Students may visit the School Nurse if they feel unwell during the school day. If they need to leave a lesson, they should collect a permission to leave note which can then be provided to the School Nurse upon visitation at their office (on the ground floor of the Main Building).

Illnesses:

Students with a temperature of 100.1°F or above will be required to be picked up from school. A child should not return to school until they are fever and symptom free, without the use of fever-reducing medication, for a period of 24 hours. Any student who has vomited or had diarrhea should not return to school for 24 hours. If the child has experienced an unexplained rash, suspected conjunctivitis, skin infections or strep throat, parents will be contacted and will be expected to take the child home. Please provide a doctor's letter to the School Nurse prior to returning to school.

HEALTH PROCEDURES

In accordance with Massachusetts State Laws and BISB policies, the following documents are required to be complete prior to a student's first day of school:

- Medical Paperwork
- Physical Examination / Vaccination Record
- Emergency Contact & Health Form
- Consent for Administration of OTC medication
- Prescribed Medication Order (if applicable)
- Asthma Action Plan (if applicable)
- Allergy & Anaphylaxis Emergency Care Plan (if applicable)

If a student has a life-threatening allergy, asthma, diabetes, or any other medical condition, the School Nurse should be informed as well as the student's Mentor, in order to create a school safety plan. Students are permitted to self-administer medication, but only with MD and parental permission, the School Nurse is also required to be part of the decision process.

Current physical exam records must be completed by a U.S. healthcare provider and dated no earlier than one year from the student's first day of school at BISB. Physicals must be submitted within 30 days of the student's first day of school, enabling them to participate in sports, physical education and overnight trips.

Medication at School:

Medication for students with specific medical needs may be administered by the School Nurse providing the licensed prescriber has completed a prescribed medication order for medicine to be given at school. The form also needs to be co-signed by the parent giving the School Nurse authorisation to give the medication at school. If the parent has not signed the form, medication cannot be given by the School Nurse.

Any medication provided to the school must be in its original packaging with a clear expiration date and the student's name clearly indicated. The medication is stored in a locked cabinet and is monitored by the School Nurse.

Trip Medical Form:

All students must have a completed Trip Medical Form prior to the start of term. It is the responsibility of the parent/guardian to provide any updates and submit an amended medical form.

CODE OF CONDUCT AND DISCIPLINE PROCEDURES

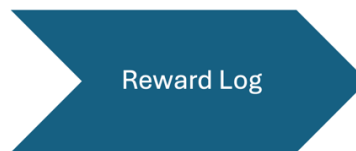
BISB students are prepared to take their place in an increasingly complex world that requires self-motivation, a sense of responsibility, respect for oneself and the individual differences of others. We recognize that the establishment and maintenance of a positive and purposeful learning environment and educational atmosphere are achieved only through the cooperative and mutually supportive efforts of students, parents, faculty, staff, and administrators, alike. Consequently, the Code of Conduct, Student Behaviour, and Discipline Procedures are established in this Handbook to clearly communicate the expectations of the school for behaviour within our school.

All school procedures and policies are applied in such a way that students are treated equally and fairly. BISB reserves the right to impose disciplinary action in case of an emergency.

STUDENT BEHAVIOUR

The behaviour system brings rewards in recognition of those students who behave as expected and sanctions those whose behaviour does not meet our expectations. A focus is placed on restorative vs punitive measures.

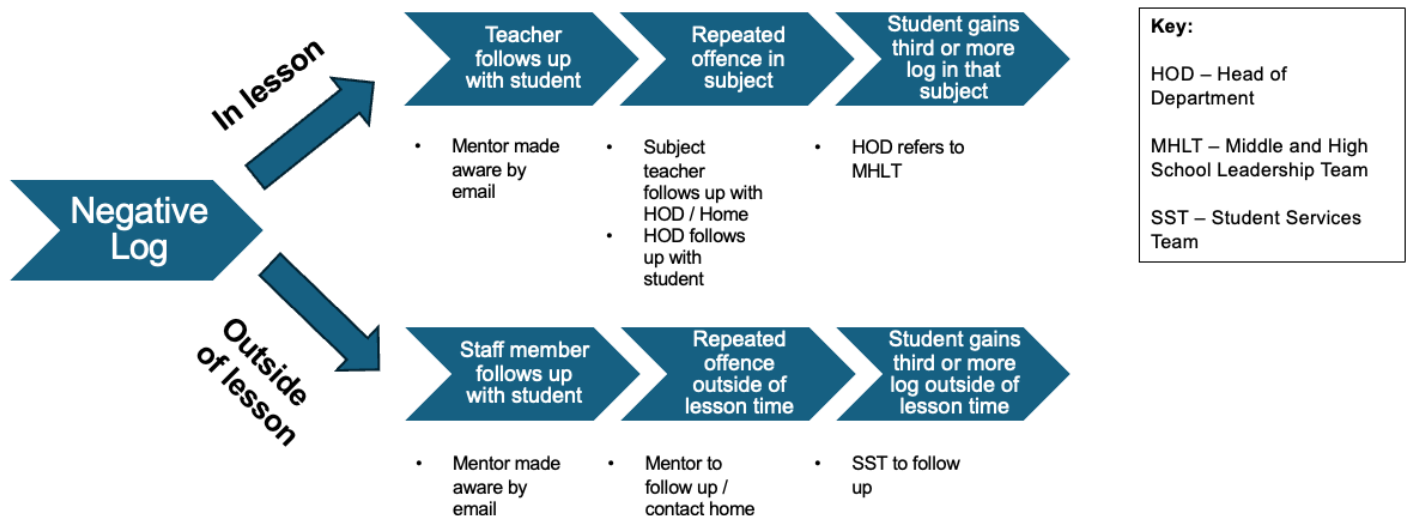
Positive Log: for when students show a positive attitude to learning and school:



Each reward log awarded contributes to the individual's tally for the term. Reward logs are also totalled across per Mentor Group and per House.

Reward logs are tallied and shared with students and the Mentor on a weekly basis. Students and their Mentor receive an auto-generated email each time they receive a positive log.

Negative Log: for when students do not show a positive attitude to learning in school:



Reward and negative logs can be awarded for the following:

Reward Logs:

- Demonstrating inquisitive, knowledge-based thinking skills
- Demonstrating outstanding communicative and reflective skills
- Acting in a principled, open-minded and/or caring way
- Demonstrating a diligent and concerted effort in or out of lessons
- Being committed to a balanced lifestyle with elements of appropriate individual challenge and risk
- Plan, implement and, or participate in community activities beyond the general expectations of life at BISB

Negative Logs:

- Unacceptable behaviour (e.g. deliberately interfering with another student's belongings, chewing gum, fighting, throwing snowballs)
- Poor engagement / focus (e.g. failure to stop talking in lessons, distracting others)
- Missed learning time (e.g. late for Mentor Time or a lesson)
- Inappropriate use of device or Wi-Fi (e.g. gaming, using device in lessons for non-educational purposes)
- Incomplete homework (e.g. missing deadline and no communication to ask permission in advance for an extension)
- Uniform non-compliance (e.g. no BISB tie, wearing PE kit on a non-PE day)
- Repeated poor organisation (e.g. no pass to enter the building, forgetting necessary equipment)

Positive recognition:

The following strategies are employed in recognition of student achievements:

- Mentor recognition
- Email or postcard sent home
- Bronze Reward Log Achievement Certificate (10 Logs)
- Silver Reward Log Achievement Certificate (20 Logs)
- Gold Reward Log Achievement Certificate (30 Logs)
- Platinum Reward Log Achievement Certificate (40 Logs)
- Diamond Reward Log Achievement Certificate (50 Logs)
- Student of the Fortnight nomination
- Student award nomination
- Whole school recognition (prizes and certificates)

A bi-weekly 'meet up' via Teams, for both Middle, and High school, is held to celebrate student and mentor group achievements. Students with a net positive log total are entered into a prize draw. A name is chosen at random, and the winning student can pick from a range of \$10 gift cards, or a donation to charity.

Students receive a \$10 gift card to one of the listed options.

Consequences for negative behaviour:

The following strategies are employed as a response to negative behaviours displayed by students:

- Restorative conversation with student or affected member of the BISB community
- Teacher, Mentor meeting or Student Services Team Meeting
- Breaktime detention
- Lunchtime detention
- After-school detention
- Removal from lesson(s)
- Internal suspension
- Suspension
- Permanent Expulsion

Although these are the avenues that we will follow in most disciplinary circumstances, the School / Principal reserves the right to take whatever remedial or disciplinary measures are required at the time, without following these procedures.

STUDENT BEHAVIOURAL EXPECTATIONS WHILE OFFSITE

All behaviour expectations as listed above apply to any activity run by BISB or when students are representing BISB in the community and further afield. Appropriate behaviour, consideration for others and good manners are expected at all times.

On school trips, students are expected to follow the instructions of chaperones, guides and any applicable rules of the place being visited. The code of conduct applies and will be actioned as necessary if any violations of the code occur.

COMMUNITY CONDUCT

Alcohol, drugs, smoking and vaping:

BISB prohibits possession of alcohol, unauthorised drugs, smoking and vaping on our campus, when participating in any school-sponsored activities, or travelling via any school transportation. Additionally, the School prohibits any possession of drug paraphernalia. Students may not possess or use herbal treatments, including CBD-containing items. If a school official smells an unlawful substance, such as marijuana, electronic cigarettes or 'vapes' coming from a student, the School is permitted to search the student for the prohibited substance. Any violators will be dealt with appropriately and a minimum 2-day external exclusion will be issued for any students found to be vaping or smoking on campus.

Firearms and weapons and inappropriate items:

The School is committed to providing a safe and secure learning and working environment. All school employees, students, parents, and visitors (unless authorised) are prohibited from possessing or carrying firearms, explosives, weapons or imitation weapons anywhere on the School's property or premises, including stored in private motor vehicles, regardless of whether or not the employee, student, parent, or visitor possesses a federal or state license to possess or carry the firearm or weapon.

The School's property or premises includes all buildings owned or leased by the School, and all surrounding areas such as sidewalks, walkways, driveways, and parking lots under the School's ownership or control. Any employee, parent, visitor or student violating this policy shall be subject to disciplinary policies and procedures up to and including termination of employment or expulsion from the School.

Right to search:

Students should take note that they, or their possessions, including their locker, may be searched if they bring prohibited items to school. The Head of Middle and High School, Principal, any of the Principal's designees, or law enforcement officials are permitted to search for prohibited items if they have reasonable suspicion that the student is in possession of something forbidden by law or school rules. Prohibited items include, but are not limited to: weapons, alcohol, vapes, drugs, knives, box cutters, etc. In the event of a school official having reasonable suspicion that something on a student's phone is relevant to a violation of a school rule or law, the student's phone may be searched.

In the event that a student is suspected of violating school rules or the law, the following steps will be taken:

- A member of the Middle and High School Leadership Team, or Senior Leadership Team will have a conversation with the student
- A search of phone, bag or locker will be conducted (where relevant)
- A follow up conversation will occur between the School and parents of the student
- Relevant information will be recorded on the school safeguarding platform
- School officials may enlist the assistance of law enforcement where appropriate
- Consequences will be applied on a case-by-case basis, where necessary.

Seizure

The School and law enforcement officials may seize items that may jeopardise the safety of others or property, or constitute a health hazard.

Image of school:

Members of the school community are reminded that they should not participate in any behaviour (both on or off campus) which may jeopardise the reputation of the School or bring the School into disrepute. Students acting in a manner which tarnishes the image or reputation of the School may face disciplinary procedures up to permanent expulsion.

RELATIONSHIPS, SEXUAL INTIMACY, SEXTING AND CONSENT

Commitment to respectful and healthy relationships:

BISB is committed to providing a safe and healthy learning environment for all members of its community. Having healthy relationships is critically important for social and emotional development. All students are valued members of the School community, which presents unique opportunities to develop lasting partnerships with peers, faculty and staff. BISB strives to help students develop such close connections. However, the School expects these relationships to be appropriate and healthy. The School endeavors to promote this through education and intervention.

The School supports personal student relationships, but BISB discourages and does not condone sexual intimacy as this is inappropriate in a school setting, puts students at risk of pregnancy, STIs, and does not ensure social and emotional readiness. BISB prohibits sexual intimacy for children under the age of 16. Furthermore, the School will not tolerate any unhealthy, disrespectful or emotionally and physically harming relationships.

Responses to repeated incidents of inappropriate conduct will be addressed by the Student Services Team in line with the Student Behaviour section of the Code of Conduct.

Sexual activity, of any and all kinds, is prohibited between any student or applicant and any School employee.

Public display of affection:

Displays of affection (embracing, kissing, handholding etc.) between students is not appropriate school behaviour.

Sexual misconduct:

Behaviour that may constitute sexual misconduct depending upon the totality of the circumstances, the ages of the student or other individuals involved, and the severity and pervasiveness of the conduct. Examples include:

- Sexual advances, whether or not they involve touching
- Requests for sexual favours
- Offensive public sexual display of affection, including groping, fondling, gestures, or inappropriate
- Touching of one's self or others
- Consensual groping, fondling, sexual touching, or sex on school property or at any school-sponsored activity
- Sexual jokes or references

Sexting:

The School prohibits students from creating, requesting, sending, or possessing any written message, image or video that contains explicit representations or references to sexual conduct, sexual excitement, or nudity (commonly known as 'sexting'). Massachusetts law prohibits anyone, regardless of age, from disseminating obscene or pornographic images of minors, and the School may contact law enforcement should any student violate this policy.

Consent:

Consent is defined as clear actions or words that represent agreement to engage in a specific activity. Consent can be revoked at any time. Consent to one act on one occasion should not constitute consent for that act at any other time in the future. Consent cannot be obtained by threat, coercion, or force.

In Massachusetts, the age of consent is 16. Students can consent to being touched in their private areas at age 14. By law, students under those ages cannot consent to such activities which are therefore prohibited. Students should be aware that underage sexual activity constitutes the crimes of Statutory Rape and/or Indecent Sexual Assault on a child. It is never legal to engage in sexual conduct without another's full consent.

Examples of valid consent include:

- Clear voluntary communication at every stage
- Ongoing
- Can be revoked at any time

Examples of lack of consent include:

- Inferred by silence or the absence of 'no'
- Based on past consent
- Consent for some acts is not consent for others
- Based on threat, coercion, or force
- When the other party is unable to verbally consent.

Any allegations of unwanted sexual contact and/or sexual contact involving underage students must be reported to a member of the Safeguarding Team. As per the mandated reporter law, Massachusetts requires any allegations of unwanted sexual contact and/or sexual contact between underage students to be reported to the Department of Children and Families.

BULLYING, CYBER-BULLYING, RETALIATION, HARASSMENT, SEXUAL HARASSMENT AND HAZING

BISB is committed to providing a safe, positive, and productive educational environment where students can achieve the highest academic standards. No student shall be subjected to harassment, intimidation, bullying or cyber-bullying.

Bullying Behaviour:

BISB prohibits all forms of bullying and therefore forbids bullying behaviour, regardless of the location, time, or medium of that behaviour, that creates a hostile environment at School for a targeted student; infringes on the rights or wellbeing of a targeted student at School; or materially and substantially disrupts the educational or the orderly operation of the School. As a result, a student may face disciplinary consequences for conduct that occurs off of the School campus and outside of School hours.

According to StopBullying.gov from the US Department of Health and Human Resources, the definition of bullying is:

‘Unwanted, aggressive behavior among individuals that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.’

To be considered bullying, the behaviour must be aggressive and include:

- An imbalance of power: individuals who bully use their power – such as physical strength, access to embarrassing information, or popularity – to control or harm others. Power imbalances can change over time and in different situations, even if they involved the same people.
- Repetition: Bullying behaviours happen more than once or have the potential to happen more than once’.

Bullying can include name calling, taunting, mocking, making offensive comments; kicking; hitting; taking belongings; producing offensive graffiti; gossiping; excluding people from groups and spreading hurtful and untruthful rumours. This includes the same unacceptable behaviours expressed online, sometimes called online or cyberbullying.

Examples of inappropriate behaviour toward students may include, but are not limited to:

Bias-based conduct

- Speaking or otherwise communicating derisively to or about a student or parent because of their membership in a protected group, such as their race, including the use of slurs
- Telling or digitally circulating jokes that are derisive toward members of a particular group, such as a student of a particular religious faith
- Using insulting nicknames for members of a protected group
- Displaying pictures or taking any action that is derisive to any student based on their membership in a protected group, such as their disability.

Cyber-Bullying:

Cyber-bullying means bullying through the use of technology or any electronic communication, which shall include, but shall not be limited to, any transfer or signs, signals, writing, images, sounds, data or intelligence of any nature. Cyber-bullying also includes the creation of electronic matter in which the creator assumes the identity of another person or knowingly impersonates another person as author of posted content or messages, if the creation or impersonation creates any of the conditions outlined in the definition of bullying.

Cyber-bullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions outlined in the definition of bullying.

Bullying and cyber-bullying may occur in and out of school, during and after school hours, at home and in locations outside of the home. It is recognised by the school as being a form of peer-on-peer abuse. It can be emotionally abusive and can cause severe and adverse effects on students' emotional development.

Bullying and cyber-bullying are prohibited at a location, activity, function or programme that are school-related or through the use of technology or an electronic device that is owned, or used by members of the school community.

Similarly, bullying and cyber-bullying are prohibited at any location, activity, function or programme that are non-school related, or through the use of technology or an electronic device that is owned, or used by members of the school community if the act or acts in question:

- Create a hostile environment at school for the target;
- Infringe on the rights of the target at school; and/or
- Materially and substantially disrupt the education process or orderly operation of the School.

Retaliation:

The School prohibits all forms of retaliation. Retaliation is any form of intimidation, reprisal, bullying or harassment directed against a student who reports unlawful discrimination, hazing, harassment, or bullying, provides information during an investigation of unlawful discrimination, hazing, harassment, or bullying, witnesses or has reliable information about such incident or behaviour.

Any member of the School community can and should report any incident of bullying or retaliation. Faculty and staff are **required** to report any such incident, as further discussed below.

The School understands that reporting bullying or retaliation can be emotional and complicated. Therefore, the School is committed to protecting the confidentiality of parties involved in an investigation, to the extent possible under the circumstances.

Individuals concerned about bullying behaviour should:

- Tell a trusted adult in school, a report can be made anonymously.
- Complete the Microsoft Form (to alert the Student Services Team) – located [HERE](#)
 - The adult will speak to appropriate members of staff, following a disclosure of bullying behaviour.
 - All allegations will be treated seriously.

An investigation will be conducted:

- The initial report goes to the Assistant Headteacher (Student Services), who will consult the Designated Safeguarding Lead and/or Head of Middle and High School
- The most appropriate approach will be decided on a case-by-case basis.

A plan of action will be enacted:

- If bullying behaviour has been established to have taken place, an agreed, personal intervention will be put into place. The individual presenting the bullying behaviour will be given the opportunity to change their behaviour, with support. Outside agencies may be consulted or contacted, such as the police, if a criminal offence has been committed, or other local services, where appropriate. The School will notify the appropriate administrator of another School if an incident of bullying or retaliation involves a student from that School.

- No matter what the investigation finds, the class teacher, mentor, Student Services Team or Assistant Headteacher (Student Services) will support the individual with the difficult situation they are facing. This may include PSHE lessons, mentor time, workshops, assemblies, reaching out to other support structures, such as the School Guidance Counselor or outside agencies as necessary.
- The situation will be monitored, over an agreed timeframe, to assess whether the intervention is successful, or requires a different approach.

Repetitive bullying behaviour:

- If all appropriate strategies have been explored, and the safety and wellbeing of individuals is at risk then short-term or permanent exclusion, refusal of re-enrolment, with consultation with Nord Anglia Education as a final measure.

Harassment:

BISB is committed to promoting and maintaining an educational environment, which is free from harassment, including sexual harassment. The School therefore forbids harassing behaviour, including the use of harassing language and images, regardless of the location, time or medium of the harassing behaviour, that creates a hostile environment at School for a targeted student; behaviour that infringes on the rights or wellbeing of a targeted student at School; and behaviour that materially and substantially disrupts the educational process or the orderly operation of the School. This prohibition includes, but is not limited to: racial, colour, or national origin harassment; religious harassment; sexual harassment; disability harassment; harassment based on any other characteristic protected under applicable law.

This conduct is prohibited at all times, in all places, on or off campus. In addition, the above prohibitions apply regardless of the medium – for example, and without limitation, in direct personal interactions, in any electronic or voice communication.

Students who feel that they have been the victim of harassment, or who witness or learn of the harassment of another student, are strongly encouraged to report to their Mentor, their class teacher, the Assistant Headteacher (Student Services) or any other adult with whom the student feels comfortable. Any student found to have harassed another individual will be subject to discipline, up to and including dismissal.

Sexual Harassment:

Sexual harassment, whether by another student or by staff, is against the law and will not be tolerated by BISB.

Sexual harassment is uninvited, unwanted or unwelcome sexual or gender-based verbalisms or behaviours from anyone with whom the student may interact with while receiving their education in school or at school sponsored activities. It can be subtle and ambiguous, as well as direct and overt. Unwelcome sexual advances, requests for sexual favours, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of a student's academic advancement;
- Submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting the student;
- Such conduct has the purpose or effect of unreasonably interfering with a student's academic performance creating an intimidating, hostile or offensive academic environment.

Examples (but not limited to) of sexual harassment include:

- Offensive sexual flirtations, unwelcome sexual advances or propositions
- Continued verbal abuse or innuendo of a sexual nature
- Uninvited physical contact such as touching, hugging, patting or pinching

- Making obscene gestures or suggestive or insulting sounds
- Assault or coerced sexual acts

Students who feel that they have been the victim of sexual harassment, or who witness or learn of the harassment of another student, are strongly encouraged to report to their Mentor, their class teacher, the Assistant Headteacher (Student Services) or any other adult with whom the student feels comfortable. The student will be offered interim measures, as appropriate to support them during the course of the investigation. All reports of sexual harassment will be treated as confidential and will be maintained in such a way as to protect both the student and the accused.

Hazing:

BISB strictly prohibits hazing, regardless of where or when it occurs. Both the principal organiser and any participant in an act of hazing will be subject to discipline, up to and including dismissal. Hazing also is a crime under Massachusetts law.

Section 17. Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.

The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person, or which subjects such student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

A copy of the link to the information is here:

<https://malegislature.gov/Laws/GeneralLaws/PartIV/TitleI/Chapter269/Section17>

Section 18. Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to oneself or others, report such crime to an appropriate law enforcement official as soon as reasonably possible. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

Disclosures and Reporting Process:

Reporting an incident may be done verbally or in writing. Students may report such incidents to their Mentor, class teacher, the School Counselor, a member of the Student Services Team or the Head of Middle and High School.

Students can log a concern via the concern form, located [HERE](#). The form is anonymous. Responses are monitored by the Head of Student Services.

Any member of the school community with a concern about a student at BISB can complete a concern form, located [HERE](#). The form is also shared on the Parent Bulletin which is linked to the School Newsletter. Responses are anonymous, unless stated, and are monitored by the Head of Student Services.

In all instances, the confidentiality of all parties will be protected to the extent permitted by the investigation and the nature of the complaint. Students have a moral obligation to ensure that other members of the school community are safe and, at all times, treated with respect.

Students who fail to intervene or report behaviour that hurts or vilifies others may find themselves asked to explain their inaction.

DIGITAL CITIZENSHIP AND PROCEDURES POLICY: YEAR 7-9 STUDENTS

Students in Years 7-9 are provided with a school-issued device for educational purposes. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled in the School, whether linked to the School network from in school or from a remote location, it is expected that students will follow the policy as detailed below as long as they are enrolled.

A good digital citizen:

- Uses all BISB technology resources for **appropriate educational purposes**.
- Understands that they represent the School when online and always uses language that is **appropriate and respectful**.
- Does not engage in any form of **cyberbullying**.
 - **Cyberbullying** includes, but is not limited to, the transmission of harassing communications, direct threats, or other harmful texts, sounds, or images on the internet, social media, or other technologies using a telephone, computer, or any wireless communication device. Cyberbullying also includes hacking into another person's account and if person's identity to damage that person's reputation.
 - **Reports** any cyberbullying or other inappropriate misuse of technology resources to a teacher, principal, or other trusted adult, or via the concern form.
- Understands that **online activities are not private**. Securely, our school content filter, scans and monitors all activity for student safety and security purposes and alerts administration to potential issues.
- Respects their School-issued device and does their best to keep it in like-new condition.
- Never puts stickers or other personal markings on their school-issued device.

Use of devices in school:

- Devices may be used in school for learning purposes
- Students may not use devices in the SHOWA canteen, in bathrooms or other areas of school unless permission is granted
- Students may use devices for leisure activities after 3.30pm in an extra-curricular activity (with staff permission).

Students may not:

- Use their device in a manner which is not appropriate, for example, improper use of Airdrop function.
- Post personal contact information about themselves or other people
- Screenshot or share images of other students or staff without their permission
- Access resources or networks not intended for them
- Share their passwords or other's passwords with anyone, with the exception of parents/guardians and teachers
- Alter electronic communications to hide their identity or impersonate another person
- Communicate with or make plans to meet a stranger in person
- Use inappropriate language or images in email, web pages, videos, or social networking sites
- Be disrespectful by talking or posting derogatory material (images, videos, commentary, etc.) via email, social networking sites, live chat, web page, or any other method
- Engage in cyber-bullying, harassment, or sexting as detailed in the bullying procedures
- Access inappropriate information on the internet such as sites that bypass filtering, promote hate or violence, gaming, or sites with sexually explicit or graphic, pornographic, or obscene material
- Plagiarize printed or electronic content
- Install or download software onto School iPads
- Use the school network for illegal or commercial activities
- Tamper or interfere with any Apps or programming on the school device
- Use a VPN while on the school site.

Other devices:

- Students are permitted to bring their cell phones to school, but the cell phone must be handed into the phone box at the start of each lesson.
- Students are not permitted to bring cell phones, iPads and other devices into the SHOWA cafeteria, or outside areas.
- Inappropriate use of personal device while on school property will result in the device being confiscated and handed in to the Main Office where it can be collected at the end of the school day.
- Smart Watches are permitted for time keeping purposes only. If a Smart Watch is inhibiting a student's learning, they will be asked to remove the watch and it will be handed to the Main Office where it will be stored until the end of the school day.
- Personal headphones / earbuds are not permitted to be used between 8.20am - 3.30pm in lessons, corridors, common areas in school buildings, breaktimes, or SHOWA. Personal headphones / earbuds can only be used with permission from a faculty or staff member and for the purposes of learning.

Investigations pertaining to allegations of improper use or cyber-bullying:

Inappropriate use of the school iPad or device will result in the following consequences:

- A member of the Middle and High School Leadership Team, or Senior Leadership Team will have a conversation with the student
- A search of device will be conducted (where relevant)
- Further consequences may be enacted based on the findings of the investigation, including, but not limited to: removal of device, supervision with device, consequences as listed in the student behaviour policy.
- Images or videos may be shared with relevant authorities.

Agreed consequences for not following procedures:

Inappropriate use of devices without permission will result in the following consequences:

- The device or item will be confiscated and handed in to the Main Office where it will be stored until the end of the day, a negative log will be issued.
- A repeat offense within the same week will result in contact being made with the student's parents. Further consequences may be enacted, including, but not limited to parent pick-up of device from the Main Office.
- Continual disregard for Digital Citizenship and Procedures policy will result in a meeting with the mentor, parents will be notified and additional agreement on usage of device in school will be completed prior to further device usage.
- If a student continues to disregard the Digital Citizenship and Procedures policy and has not actioned points from the additional agreement with the mentor, then the issue will be escalated to the Senior Leadership Team whereby further consequences will be enacted, as detailed in the student code of conduct.

The School may monitor the activity and contents (including e-mail) of iPads on campus and/or connected to the School's network, to ensure student safety and that the guidelines are being followed.

School network:

For inappropriate use of the school network, the school will follow these agreed consequences for inappropriate use of devices. However, the school reserves the right to block students from using the school network for inappropriate or very high data usage, until the issue has been resolved.

One Drive Accounts:

The school provides students with One Drive accounts, which should be used only for school-related work, e.g. submitting homework and assignments, transferring files to and from school, etc.

Damage to school issued devices:

Upon receiving a school provided device, students will be responsible for the device's upkeep and as such will be required to repair any broken, damaged or misplaced devices.

Email:

Students are provided with a BISB email account. This account is monitored by BISB staff and should only be used for appropriate communication purposes. Students are not permitted to email one another within lessons as a form of communication.

Parent contact:

In case of emergency please contact the school directly and the Main Office will assist you. We ask that parents/guardians refrain from contacting students directly via phone, or messenger.

Trips:

Cell phones are collected overnight on school trips. There may be other occasions where cell phones are not permitted. Students are to follow the guidance of the trip leader.

SOCIAL MEDIA

We expect all members of the BISB community to demonstrate positive behaviours in all aspects of their social media accounts. Online bullying is not tolerated.

Students must not:

- Access social networking sites through school networks and servers
- Create social media accounts with the school's name or any part of the school's name
- Use school images, or the school logo without permission (permission can be requested to the Director of Admissions and Marketing)
- Be 'friends' with, or otherwise directly connect to, any school employee on any social networking site that is not used primarily for educational purposes.

Consequences for violating the policy will include sanctions up to and including exclusion from school.

DIGITAL CITIZENSHIP AND PROCEDURES POLICY: YEAR 10-13 STUDENTS

BISB has implemented a BYOD (Bring Your Own Device) policy for Year 10 and above to allow students and teachers to utilize the power of 1-1 opportunity and e-learning tools to support and enrich learning. Whether physically on campus or off campus, whether during the school day or at night, on vacation or at any other time while enrolled in the School, whether linked to the School network from in school or from a remote location, it is expected that students will follow the policy as detailed below as long as they are enrolled at the School.

The School may monitor the activity and contents (including e-mail) of devices on campus and/or connected to the School's network, to ensure student safety and that the guidelines are being followed.

Learning uses:

- Students can use their devices for learning purposes. The preferred device is a laptop or iPad with keyboard
- Students may not use devices in the SHOWA canteen, in bathrooms or other areas of school unless permission is granted, and it is for learning purposes.
- Personal headphones / earbuds are not permitted to be used between 8.20am - 3.30pm in lessons, corridors, common areas in school buildings, breaktimes, or SHOWA. Personal headphones / earbuds can only be used with permission from a faculty or staff member and for the purposes of learning.

Non-learning uses:

- Students may use devices for leisure activities after 3.30pm during after care or in an extra-curricular activity (with staff permission).
- While students are permitted to bring their cell phones to school, the cell phone must be handed in to the classroom phone box unless a teacher wishes for them to use their phone to support learning; (this further extends to headphones and AirPods).

Students may not:

- Use their device in a manner which is not appropriate, for example, improper use of Airdrop function.
- Post personal contact information about themselves or other people
- Screenshot or share images of other students or staff without their permission
- Access resources or networks not intended for them
- Share their passwords or other's passwords with anyone, with the exception of parents/guardians and teachers
- Alter electronic communications to hide their identity or impersonate another person
- Communicate with or make plans to meet a stranger in person
- Use inappropriate language or images in email, web pages, videos, or social networking sites
- Be disrespectful by talking or posting derogatory material (images, videos, commentary, etc.) via email, social networking sites, live chat, web page, or any other method
- Engage in cyber-bullying, harassment, or sexting as detailed in the bullying procedures
- Access inappropriate information on the internet such as sites that bypass filtering, promote hate or violence, gaming, or sites with sexually explicit or graphic, pornographic, or obscene material
- Plagiarize printed or electronic content
- Use the school network for illegal or commercial activities
- Use a VPN while on the school site.

Investigations pertaining to allegations of improper use or cyber-bullying:

Inappropriate use of device will result in the following consequences:

- A member of the Middle and High School Leadership Team, or Senior Leadership Team will have a conversation with the student
- A search of device will be conducted (where relevant)

- Further consequences may be enacted based on the findings of the investigation, including, but not limited to: removal of device, supervision with device, consequences as listed in the student code of conduct.
- Images or videos may be shared with relevant authorities.

Agreed consequences for not following procedures:

Inappropriate use of devices without permission will result in the following consequences:

- The device or item will be confiscated and handed in to the Main Office where it will be stored until the end of the day, a negative log will be issued.
- A repeat offense within the same week will result in contact being made with the student's parents. Further consequences may be enacted, including, but not limited to parent pick-up of device from the Main Office.
- Continual disregard for Digital Citizenship and Procedures policy will result in a meeting with the mentor, parents will be notified and additional agreement on usage of device in school will be completed prior to further device usage.
- If a student continues to disregard the Digital Citizenship and Procedures policy and has not actioned points from the additional agreement with the mentor, then the issue will be escalated to the Senior Leadership Team whereby further consequences will be enacted, as detailed in the Student Behaviour policy.

School network:

For inappropriate use of the school network, the school will follow these agreed consequences for inappropriate use of devices. However, the school reserves the right to block students from using the school network for inappropriate or very high data usage, until the issue has been resolved.

One Drive Accounts:

The school provides students with One Drive accounts, which should be used only for school-related work, e.g. submitting homework and assignments, transferring files to and from school, etc.

Email:

Students are provided with a BISB email account. This account is monitored by BISB staff and should only be used for appropriate communication purposes. Students are not permitted to email one another within lessons as a form of communication.

Parent contact:

In case of emergency please contact the school directly and the Main Office will assist you. We ask that parents/guardians refrain from contacting students directly via phone, or messenger.

Trips:

Cell phones are collected overnight on school trips. There may be other occasions where cell phones are not permitted. Students are to follow the guidance of the trip leader.

SOCIAL MEDIA

We expect all members of the BISB community to demonstrate positive behaviours in all aspects of their social media accounts. Online bullying is not tolerated.

Students must not:

- Access social networking sites through school networks and servers
- Create social media accounts with the school name or any part of the school name
- Use school images, or the school logo without permission (permission can be requested to the Director of Admissions and Marketing)
- Be 'friends' with, or otherwise directly connect to, any School employee on any social networking site that is not used primarily for educational purposes.
- Consequences for violating the policy will include sanctions up to and including exclusion from school.

ENRICHMENT

Enrichment is a mandatory part of our learning programme and is scheduled during the regular school day. It is designed to give students access to different opportunities that broaden their experience.

The programme is based around the Creativity, Activity and Service elements of the IB Diploma programme and is designed to develop the Learner Profile attributes. In addition to building a school transcript that demonstrates the breadth of learning, it gives students the chance to try different activities, and as they move through the Middle and High School, they have opportunities to take additional qualifications or externally assessed courses and activities. It is designed to enable students to discover new passions as well as build upon existing ones.

Students are encouraged to discuss the programme with their parents. However, the choices are made in school by the students, with the support of their mentor.

Programme Overview:

The Enrichment programme takes place on a Wednesday afternoon from 2-3.30pm. There are four blocks throughout the year, each lasting 6 weeks in duration. Students in Years 7-9 will rotate through four categories as 'blocks' and will rotate in Houses. Students will choose one activity from each category to participate in for the duration of the 6-week block. Students in Years 10-11 will be able to choose their activities from at least two categories. They will not rotate in Houses.

A range of activities are on offer, and students will have the opportunity to register for their chosen activities for each category after the Enrichment Fair that takes place on Wednesday 4th September. Activities begin on Wednesday 11th September.

The programme for 2023-24 consists of activities separated into four categories:

- Service and Leadership
- Wellbeing
- Curriculum Extension
- Life Skills

Further details are provided in the Enrichment Guide distributed in September.

	LIFE SKILLS	CURRICULUM EXTENSION	WELLBEING	LEADERSHIP & SERVICE
BLOCK 1	PERLMAN	JOHNSON	HAWKING	HOKUSAI
BLOCK 2	HOKUSAI	PERLMAN	JOHNSON	HAWKING
BLOCK 3	HAWKING	HOKUSAI	PERLMAN	JOHNSON
BLOCK 4	JOHNSON	HAWKING	HOKUSAI	PERLMAN

Dates for the enrichment blocks are as follows:

Block 1	Year 7, 8, 9, 10, 11	11 th September – 23 rd October
Block 2	Year 7, 8, 9, 10, 11	30 th October – 11 th December
Block 3	Year 7, 8, 9, 10	15 th January – 19 th February
Block 4	Year 7, 8, 9	26 th March – 30 th April

FACILITIES USAGE

Elevators:

Elevators are not for general student use and should never be used in a fire emergency.

Students with medical conditions/injuries must seek permission from the Assistant Headteacher (Student Services) to use elevators. The Assistant Headteacher (Student Services) will then provide the student with a 'elevator pass' which should be attached to the student's ID badge.

High School Common Room:

The key role of the High School Common Room is to provide an area for students in the High School to work independently or in small groups during their study periods.

It may be used as a social space during break and lunchtime, for students to relax and socialise (e.g. play games, chat with friends, listen to music, etc.). However, that should not impinge on other students' ability to get their work done by creating excessive noise.

Food may be consumed but the expectation is that the space is left in a neat and tidy condition at the end of each day. No food shall be taken from the SHOWA Cafeteria to the High School Common Room.

Students misusing the High School Common Room will lose the privilege to access the room. No student should be occupying the High School Common Room after 3.45pm unless they are under supervision of a teacher.

Fitness Room:

Any students using the fitness room must be trained in the safe and proper use of all equipment by a trained PE teacher or staff member. No student under 14 years of age may use the weighted equipment. Students under 16 years of age must always have a trained PE teacher or staff member present. Students 16 years and over must sign-in with a trained PE teacher or staff member and workout in pairs. Only water is allowed in this area.

Gym:

All students must wear clean indoor non-marking sports sneakers. No outdoor shoes allowed in the gym. No food or drinks allowed, other than water. Students may not use the gym before or after school unless they are supervised by a trained PE teacher or staff member.

Vending Machines:

There is a vending machine in the Wing Corridor for all students. Vending machines in SHOWA are not permitted for BISB use.

SHOWA:

As we share a campus with SHOWA Boston Institute it is imperative that we are respectful and well-mannered in common areas. These include: the Cafeteria, Rainbow Hall and walkways in between, the grounds on campus, and sports facilities.

BISB students are not permitted to use the SHOWA vending machines, nor any bathrooms along the residential corridors of the SHOWA Boston Institute. Students are also not permitted to use the corridor between the Wing and the Cafeteria, unless directed to by a member of staff. **Students are only permitted to use the SHOWA Cafeteria during lunchtimes.** All students are expected to eat lunch in the SHOWA Cafeteria.

No food, drink, silverware, plates, bowls or cups are permitted to be taken out of the SHOWA Cafeteria.

Posters:

Students must receive permission from the Head of Middle and High School before posting material throughout the school buildings. After the advertised event, students are responsible for removing the posters.

Chewing Gum:

Chewing gum is not permitted anywhere on the school site at any time.

Lost and Found:

Lost items are stored in the cupboards on the ground floor of the Main Building by the Gym. Items that are left at the end of each term will be sorted, donated to charity, recycled or thrown away.

Student Drivers and Parking:

Student drivers must obtain a free permit from the Main Office and should park in the staff parking lot. Parking is only permitted in marked bays.

Careless driving, excessive speed, discourtesy towards other persons or vehicles, failure to park properly, or loitering in the parking area may result in loss of parking privileges.

Parking Lot:

Students are not permitted to go to the parking lot during the school day unless they are departing campus (having followed the sign-out procedures).

Bicycles and Scooters:

Students who ride their bicycles, scooters or electric scooters to school may park them in the racks provided opposite the STEAM Centre. Bicycles, scooters and electric scooters should be locked while in the racks for security purposes. Items such as bicycles, scooters, electric scooters or similar, should not be stored in classrooms or the school building.

Vandalism of School Property:

Individuals who steal or vandalise school property commit a major affront against the community and will face disciplinary action.

Surveillance Cameras:

Surveillance cameras operated by SHOWA Institute and the British International School of Boston are present on the campus and within buildings on the school site. Security equipment is not used where there exists a reasonable expectation of privacy, such as in restrooms, changing rooms, etc. The School seeks to balance the security, safety, and other benefits derived from the use of video surveillance with any privacy concerns of the School's employees, students, families, and guests.

HOUSE SYSTEM

The Middle and High School students are divided into four 'houses' of approximately 60 students, each named after four leaders from the world of STEAM: Perlman, Hokusai, Johnson, Hawking. The names were chosen after a whole school suggestion campaign and vote. Colours are attributed to each house: Perlman (Yellow), Hokusai (Blue), Johnson (Green), Hawking (Red).

House meetings (assemblies) take place regularly throughout the year and High School students are encouraged to apply for leadership roles within the house structure. Staff members are also assigned to the houses and one member of staff oversees the activities for their group.

Houses participate in friendly competitions, such as sports competitions, musical challenges, art competitions, and receive points and prizes for different activities. The current rewards system results in students earning reward logs for positive contributions, exceptional behaviour in and out of the classroom, each reward log accounts for one house point and contributes to the house's overall tally for the term. As per the current discipline policy, negative logs are accrued for indiscretions in line with the behaviour policy. Each negative log equates to one house point being removed from the house total at the end of term.

Bi-weekly meet ups are held (one for Middle School, one for High School) where the running totals are shared. At the end of each term, the house with the highest total of points receives prizes and acknowledgements, such as a dress down day. At the end of the year, the winning house receives the House Cup.

LEARNING SUPPORT AND COUNSELING

At the British International School of Boston, our mission is to nurture lifelong learners and inspire global citizenship within a rigorous and supportive academic environment. We provide a broad and balanced curriculum within a rich and varied learning environment that promotes all students to develop their knowledge, skills, and abilities to their full potential.

We recognize that some students need specific and differentiated support to enable them to fulfil their potential within their year group. This may include students who are below target and/or have been identified through in-house or out-of-school testing e.g. a neuropsychological evaluation or assessments via the public school system. Determination of services is reevaluated at least once a year and always includes open, inclusive conversations with students and parents.

At BISB, we adopt a whole school, “high quality teaching first” approach for all students. Every staff member strives to ensure an inclusive environment is promoted alongside ensuring that students requiring additional support or English as an Additional Language instruction achieve their full potential.

Parents and students seeking additional information about the Learning Support provision (including English as an Additional Language support), can:

- Contact the Director of Learning Support, EAL & School Counselling
- Review the [Learning Support Policy](#)

School counseling and mental health services will be accessible for any/all students in need of support, either on an ongoing basis or as needed. At BISB, student’s mental health will be placed at the forefront of student supports, ensuring students know how to access, can self-refer, or can be referred by a parent/guardian or by a teacher if in need. School counsellors will provide supports and reach out to necessary parties as needed or required by law (i.e. student safety, and/or duty to warn). Counselors can also provide contact with student’s outside supports as needed with parental consent and a signed release of information form. Determination of services is reevaluated at least once a year and always includes open, inclusive conversations with students and parents.

BISB Staff will be given light training on signs/symptoms and how to refer to counselling supports as needed. All student information will be kept confidential within the counselling setting, barring a safety concern. Parents and students seeking more information around counselling supports available in middle/high school (years 7-13) can:

- Contact the Middle and High School Counselor
- Review the Mental Health Policy

MENTOR PROGRAMME

Student well-being and mental health is of utmost importance at BISB. By providing a strong sense of wellbeing, belonging and security, students will achieve their full potential as a well-rounded people, physically, socially, intellectually, and emotionally.

All students in the Middle and High School are members of a mentor group which is led by staff mentors who provide guidance and mentoring, support with academic progress and assist with daily matters which allow them to get to know the students well. The programme aims to ensure students are provided with the opportunity to:

- Develop social and emotional skills to help them understand and manage their feelings
- Develop empathy
- Establish positive relationships
- Set goals
- Build resilience
- Boost self-esteem and confidence.

Mentor groups are small, maximum 12 students, and meet twice daily. During this time students will get prepared for the day and are given the opportunity to develop and undertake daily matters and other aspects of their well-being. Mentor groups meet daily from 8.20 – 8.30am and from 2pm – 2.30pm on Mondays, Tuesdays, Thursdays and Fridays. Additionally, in the Middle School, students have a timetabled PSHE lesson, led by the mentor, which takes place on a Tuesday from 2.30 – 3.30pm.

Typical activities performed during these time periods include: weekly notices, discussions, check-ins, teambuilding, assemblies, peer mentoring, flexi-time (High School) for meetings with relevant staff members.

A student's mentor is the first point of contact for the following:

- Any absences (in line with the attendance policy)
- Contact regarding student behaviour
- An overview of performance across a range of subject areas (*for specific subject concerns, parents should contact the class teacher*)
- General day-to-day concerns or queries
- Updates and providing information which will be invaluable in the teaching of students

Parents are invited to attend the 'Mentor Parent-Teacher Conference' twice annually. The Mentor PTC takes place online and follows the same sign-up method as the Academic Parent-Teacher Conference.

PSHE

PSHE (Personal, Social, Health Education) provides students with the concepts, skills and understanding to make informed decisions with regard to their present and future lifestyles. PSHE helps our students to stay safe, healthy and prepared for life's opportunities. Our aim is for every student to develop a positive sense of self, be given opportunities to make informed choices about themselves, develop awareness of issues relating to the world they live in, become more active citizens and receive support in achieving their academic potential. Furthermore, PSHE can help to remove barriers to learning.

At BISB, PSHE is delivered through assemblies, guest speakers, themed days or weeks, within the mentor programme and the IB activities programme. In the Middle School there is an additional lesson per week (Tuesday, lesson 5) where a dedicated PSHE lesson is led by the mentor.

A copy of the PSHE curriculum is provided during the curriculum night in September. Any parent wishing to withdraw their child from specific topics should inform the Head of Student Services via email. Alternative provision will be provided.

NUTRITION AND DINING

At BISB, we are committed to providing students with a quality school dining experience through a healthy offering. BISB's lunch provider is Sodexo.

Students eat in the SHOWA cafeteria between 1pm and 1.30pm. **All students must attend and eat lunch.** Students may bring their own lunch or can purchase lunch. Upon purchasing lunch for the term, the student will be provided with a lunch pass which must be presented each day to the cafeteria staff. Drop in lunch passes are available for purchase at a daily rate of \$16.

Parents can purchase a day pass on SchoolsBuddy, or students may visit the Main Office directly and parents will be charged. Upon purchasing a pass, a lunch sticker is then provided for the student.

Cafeteria Conduct:

All students are responsible for the cleanliness of the table and floor area after their lunch. Students are expected to assume the dual responsibility of cleaning up after themselves, as well as conducting themselves in a proper manner.

Students should sit one person to a chair, no sitting on tables, no throwing food, drinks or paper products. All trash should be disposed of in the trash bin or recycling bin. No cutting is permitted. Students should treat the cafeteria employees and custodians with respect, and it is expected that students follow their directives.

Students are not permitted to steal any food or drink item from the cafeteria. Any student caught doing so will be charged the daily drop-in rate of \$16.

Bringing food or drink to campus:

BISB is a nut-aware campus.

Beverages such as coffee, tea, or hot chocolate that have been purchased prior to the start of the school day may not be consumed after 8.20am, the start of Mentor Time.

Food deliveries to the school campus are not permitted.

Students are not permitted to eat food during lessons, unless this is part of a lesson activity as outlined by the teacher.

Chewing gum:

Chewing gum, lollipops and the like are not permitted in the school building.

Water bottles:

Each student should have a water bottle that may be brought to class.

For the safety and well-being of all students, the consumption of water during certain practical experiments in the science lab will be restricted. Students will be able to drink water outside the lab after thoroughly washing their hands.

PARENTAL PARTNERSHIP

Our BISB community are committed to providing the very best and most positive learning experience and home/school relationship as possible. We place a premium on student achievement, responsibility, and accountability, with faculty, staff, and parent guidance and support.

Together we have the common goal of education in a respectful, safe, supportive and comfortable environment. Every member of the community has a responsibility for behaving in ways that support that goal.

BISB values the positive contributions that the parent/guardian community brings to our school and strives to develop a positive working relationship between the school, student and family. We appreciate the positive partnership that parents and guardians have with students in helping to fulfil the mission of educating their child and we ask that all families support the vision of the school.

Communication:

It is expected that families should provide updates and certain information that will be invaluable in teaching the students.

BISB will not get in the middle of family disputes (in case of divorce or family matters).

Parents are encouraged to engage in events provided by BISB to inform about school related matters. The BISB Parent Association supports school processes. Class Communication Reps (CCRs) and PA Representatives for the Middle and High School meet regularly throughout the school year to maintain lines of communication.

Behaviour of Students and Academic Progress:

BISB expects that parents/guardians assume primary responsibility for the discipline of their children and recognise that the primary responsibility of school personnel is to teach and support student learning. BISB encourages the cooperation and participation of all parents/guardians in parent-teacher conferences regarding their child's academic progress, behaviour, attendance, and health and personal well-being.

Community Standards:

At BISB, we are committed to fostering a diverse and inclusive environment for all students. We believe that the strength of our community lies in its diversity, and we strive to ensure that every student feels safe, respected, and valued. To uphold these values, we expect parents/guardians to actively support and reinforce our commitment to inclusivity and respect.

We seek parental partnership in addressing and combating any behaviour or actions that contradict our school's values. This includes, but is not limited to, vocal expressions of aggressive political views, racist comments, homophobic remarks, anti-LGBTQ* statements, using disabilities, sexual orientation, race as slurs, or making fun of students with disabilities. Such behaviours undermine the principles of respect and dignity that we stand for and are unacceptable in our community.

We trust that parents and guardians will join us in guiding our students toward understanding and embodying these essential values, ensuring a positive and nurturing environment for all. Together, we can uphold the standards of conduct that reflect the inclusive and respectful ethos of BISB.

Consequences of non-compliance:

Any incidents reported to BISB where students fail to comply with or uphold our community standards will be investigated by the Student Services Team and/or Middle and High School Leadership Team to determine the individual student's involvement. Upon completion of the investigation, all students found to have actively engaged in activities that violate BISB's community standards will be documented, and parents/guardians will

be contacted regarding the next steps. Any actions deemed illegal will be reported to the relevant authorities. Possible consequences for students include, but are not limited to:

- A negative log at BISB to record the incident
- Parent meeting
- Detention
- Internal suspension at BISB
- Expulsion from BISB
- Police involvement

PHOTOGRAPHY

Photo Day:

Photo Day is an annual event whereby all students and staff are photographed both individually, with siblings, and with their mentor group.

A photo 'retake' day is also calendared should a student be absent on the initial photo day.

Photos are available for purchase through the vendor.

Heritage Photo Day:

Heritage photos are taken annually. This is an opportunity for students to showcase their heritage and join together with other members of the school community. The heritage photos are posted on the noticeboard outside the Admissions Office.

No Photo List:

Parents should contact the Marketing and Admissions department should they not wish for their child to be photographed for in-school, or external marketing purposes.

SCHOOL DAY SCHEDULE

The schedule for the school day is as follows:

8am	School opens for students
8.20am	Mentor Time (Registration)
8.30am	Lesson 1
9.30am	Lesson 2
10.30am	Break
11am	Lesson 3
12pm	Lesson 4
1pm	Lunch
2pm	Mentor Time
2.30pm	Lesson 5
3.30pm	End of School / After School programme begins
3.45pm	Buses depart / all students not in a club or activity must have departed campus
6pm	School closed for students

Unless participating in a supervised sporting activity or event, all students must have departed campus by 3.45pm. Students who have not been picked up by 3.45pm should wait at the Main Office.

SCHOOL TRANSPORTATION

Bus Service:

BISB, in partnership with Local Motion operates a school bus programme free of charge to families. Families can sign up for use of the bus programme through their SchoolsBuddy account. All students wishing to ride the bus must have signed up in advance.

Bus routes are available on the website. Families are able to track the school buses via the BISB App.

In the event of a student not needing to ride the bus, families must notify the Main Office. Any student requesting to ride a bus with another student can sign up via a phone call or email from their parent to the Main Office.

Behaviour:

The bus is an extension of the BISB community and therefore school behaviour procedures apply.

- Older students are encouraged to look out for younger students and should act as role models by speaking and acting appropriately
- All students should remain seated while the bus is in motion
- Do not distract the driver
- Loud noises, horseplay, throwing objects and other acts of inappropriate behaviour are not permitted
- Eating and drinking on the bus is not allowed, except in hot weather where water is permitted
- Students using devices while riding the bus should be mindful of younger students and should ensure the content being watched is appropriate for a wider audience
- Students must act respectfully toward the bus driver and follow their directions at all times.

Violations of other school rules that extend to bus transportation will be reported to the Director of Logistics and/or Student Services Team and disciplinary procedures may be taken including: verbal warning, short term bus suspension, long term bus removal.

Transportation to events, sports matches or trips:

School sponsored events may use transportation in the BISB minivans, or a hired bus from Local Motion.

Student Transport:

Students who have passed their driving test are permitted to drive themselves to sports matches or trips, providing they have written permission from a parent/guardian. Permission should be provided to the Coach, Athletic Director and Main Office.

Students are not permitted to transport another student unless permission has been granted (in written form from the parent/guardian of the student being transported to the Coach, Athletic Director and Main Office).

MBTA Charlie Card Passes:

Students who live in Boston may apply for a free MBTA Charlie Card. These are available from the Main Office.

Late bus:

The late bus departs at 4.40pm. Students wishing to ride the late bus must sign up at the Main Office prior to lunch time. The bus seats 14 students and is available on a first come first served basis.

SCHOOL DELAYS OR CANCELLATIONS

Families will be informed of school delays or cancellations via the BISB App and email. BISB will endeavour to provide as much notice as possible in the event of a delayed start or school cancellation.

In the event of an early closing or the cancellation of after-school activities such as clubs or training sessions for sports, the Main Office will notify families with details of the cancellation and arrange for a change in pick-up.

SCHOOL SUPPLIES AND EQUIPMENT

General items needed for all lessons:

- Electronic device (students In Years 7-9 are provided with an iPad)
- Charger for electronic device (students in Years 7-9 are provided with an iPad charger)
- Pencil Case
- Pens (several required, varying colours)
- Pencils (HB / size 2)
- Ruler (30cm)
- Eraser
- Pencil sharpener
- Protractor
- Compass
- A range of coloured highlighter pens
- Coloured pencils (complete set)
- Scissors
- Glue stick
- Calculator
 - Students in Years 7-11 require the following calculator: **Casio only: fx991-EX** – minimum functions are sin, cos, tan, x^y , $a^{b/c}$
 - Students in the IBDP programme require *NumWorks graphing calculator*.
- Several 3-ring binders or a folder for worksheets
- Water bottle

Additional items:

- ID pass and lanyard for accessing school buildings
- Backpack or other type of school bag (compact enough to be stored in classrooms such that students and staff can walk safely around the room, no wheeled bags)
- Binder with dividers for PSHE lessons
- Locker organizers (magazine holders)
- iPad stylus or pen
- Diary or journal for recording homework, assignments, events or tasks
- Lock for locker
- A dedicated space for homework and storage of books at home
- A watch – so student get to lessons on time!

SECURITY, EMERGENCIES, AND DRILLS

Fire Alarm Procedures

When a fire alarm sounds, members of the community should file quietly out of the building via the nearest available exit. Middle and High School students should make their way to the staff parking lot and line up in Mentor & Year group order along the path. Mentors will line up with their mentees, all other staff members, visitors or members of the community should congregate together by the gate on the path. A register is taken.

Directions for evacuation are posted in each room.

Any member of the community who is unable to use the stairs, should have a PEEP (personal emergency evaluation plan).

Members of the community are not permitted to re-enter the school buildings until they are deemed safe.

Lockdown Procedures

Students are educated to be prepared for lockdown at age-appropriate levels. Students will be made aware of all possible evacuation routes, including window routes if applicable. Where possible, students and members of the community should evacuate. Students are made aware to not wait for friends, and under extreme circumstances may evacuate and make their own choices about safe routes without waiting for a leading teacher. If evacuation is not possible, students and members of the community should barricade and shelter in place.

Drills

Fire and lockdown drills are undertaken on a termly basis.

STUDENT LOCKERS, VALUABLES AND LOST PROPERTY

Students are encouraged not to bring valuable items (other than those they need for their learning) or large amounts of cash onto the school site and are responsible for those valuables they choose to bring to school. It is suggested that all parents check that their own household insurance policy (contents) covers all items of personal property whilst at school. BISB takes no responsibility or liability for personal property brought to school.

Lockers:

Students have access to their lockers before school, at break and lunch time and therefore should only carry their required equipment, iPad and books to each individual learning session.

Students are responsible for providing a lock if they wish to use one for their assigned locker. If they do choose to use a lock, we would recommend they use a coded lock and give their tutor or class teacher the code in case they forget it.

Student lockers are provided to all students in Years 7-9 and are available on a first-come-first-served basis for students in Years 10-13. Request for a locker should be made at the beginning of the school year through email to the Assistant Headteacher (Student Services).

Valuables:

If students choose to bring valuable items into school, they do so at their own risk. However, there are areas in the school where personal items can be stored. Students can lock any valuables into their locker or may hand in items to the Main Office.

Lost property:

If students have lost any items, there are several pick up points around the school depending on item.

- Front desk
- Cupboards outside the Gym in the Main Building.

Before the end of each term, all unclaimed lost property is displayed at the front of school for pick up. If not picked up by the end of the term, items are donated to charity.

STUDENT SAFETY

All students at BISB have the right to feel safe, free from harassment, free from violence and from abuse both inside and outside of school. As a school we will help all students feel safe and protected.

All Middle and High school students are provided with an identification badge upon joining the school. These should be worn daily for identification purposes. Replacement badges are available from the Main Office for a \$7 fee.

What to do if a student does not feel safe at school:

Whether concerns relate to the behaviour/actions of another student, a teacher or any other individual in school, it's very important that students tell an adult who they trust, this may be their parents, Mentor, the Student Services Team, any of the teachers and staff. All staff have the same training and will be able to support.

Additionally, students can always tell our School Guidance Counselor or the Designated Safeguarding Lead.

What to do if a student does not feel safe at home:

Students have the right to be cared for and live in a home where they feel safe. If they are at risk of harm or have been harmed, whether it be physical, emotional, sexual or neglectful they must tell somebody. They can tell any teacher/adult in the school, and they will know what to do. If they can't tell somebody in school, they can get help and advice from the following sources:

- National Child Abuse Hotline 1-800-4-A-Child or 1-800-422-4453 <https://www.childhelp.org>
- They can report abuse and get help from the Massachusetts Department of Children and Families by contacting the DCF in the area where the child lives <https://www.mass.gov/orgs/massachusetts-department-of-children-families/locations>
- If a student is in immediate danger, call 911.

What to do if there are concerns about another student:

If a student or parent is concerned about the safety or wellbeing of someone in the community, they should always find a trusted adult at school to share their concerns. If a friend confides that they are unsafe, have been hurt, or are in any danger, it is important not to keep this information secret. It must be reported to a trusted adult at school immediately.

Any member of the school community can complete an anonymous reporting form (to alert the Student Services Team) – located [HERE](#)

Posters with a QR code linked to the anonymous reporting form are displayed in each classroom.

Visitors:

During the school day, BISB is open to students, staff or those who have appointments at the School. Visitors to campus should be approved and must sign in at the Main Office. All visitors must display a visitor's pass for identification purposes.

Students wishing to bring a student visitor to school, or any alumni wishing to visit the campus must apply to the Head of Middle and High School or the Principal to obtain permission. This must be done at least 24 hours in advance and BISB reserves the right to deny a request for visitor. Unauthorised visitors will be asked to leave the campus immediately and police will be notified to respond to trespassers.

SAFEGUARDING

Nord Anglia Education's unique philosophy is to 'Create Your Future', which is underpinned by our belief and commitment that all our students will be supported to realise ambition by learning and thriving in the safest possible environment. BISB students are empowered to make decisions for themselves and are supported in this by learning through specific elements of the curriculum, aimed at enabling students to be able to keep themselves safe (e.g. through Personal, Social, and Health Education (PSHE), or similar).

BISB recognises that having a safeguarding and child protection policy does not mean that any risk to our students is eliminated. Rather, we expect that all BISB staff, including all staff and volunteers in our schools and any contractors or partner agency staff used by schools, recognise where a student is at risk of, or is actually being harmed and do all they can to reduce further risk or further harm.

We recognise that our School is particularly important in protecting our students; we are in the best position to identify concerns early and provide or identify help for students as well as helping to prevent these concerns from escalating. Consequently, BISB accepts and adheres to these basic principles:

- A student's welfare is paramount and each student has the right to be protected from harm and exploitation and to have their welfare safeguarded irrespective of race, religion, ability, gender or culture.
- All students need to be safe and feel safe in school.
- Every student is entitled to a rich and broad curriculum that helps to equip them to keep themselves safe.
- Every adult in school must have a demonstrable commitment to protecting the students with/for whom they work.
- BISB works in partnership with parents/carers and/or other professionals to ensure the protection of students.
- Our guiding principle throughout is 'the best interests of the students'.
- All students have the same equal rights to protection, but we recognise that we need to do more for some students because of their special educational needs, disability, gender, religion or sexual orientation.

Safeguarding Team (Middle and High School):

- Designated Safeguarding Lead - TBC
- Deputy Designated Safeguarding Lead – Mr. David Pringle
- Middle and High School Safeguarding Panel: Ms. Stephanie Minto, Ms. Gabriella Hernandez, Mr. Paul Keach

STUDENTS AGED 18 OR OVER (AGE OF MAJORITY)

In Massachusetts, the age of majority is 18. The student, upon reaching the age of majority and in the absence of any court actions to the contrary, may choose to make their own decisions.

Upon reaching the age of 18, students are provided with a 'Happy Birthday Letter' (Age of Majority Contract and Acknowledgement) which details that they are independent of authorisations previously provided by parents/guardians on their behalf. The agreement details that these authorisations do not change, but they require an additional approval from the student.

A copy of the Age of Majority Contract and Acknowledgement shall be signed and handed in to the Main Office and added to the student's file.

UNIFORM POLICY YEARS 7 - 11

Required:

The school uniform supplier is Lands End - <https://www.landsend.com/co/account/school-uniforms>.

Students are required to wear the following items of clothing:

- Black shoes, can be formal or athletic, providing they are **completely** black (no other colours, logos, or designs allowed)
- White, navy or black socks, not to be worn over the knee
- Black or sheer tights
- BISB khaki or navy tailored pants, tailored shorts or skirt
- White collared shirt (short or long sleeved)
- BISB tie
- BISB branded school blazer
- BISB branded navy sweatshirt, zip fleece, jumper or cardigan, to be worn under blazer.

The Physical Education (PE) kit supplier is BSN Sports. Open dates for the PE store is located [HERE](#).

On days that students have PE they are required to wear the following items of PE kit:

- BISB branded Nike Therma-FIT pants, Nike Youth/Adult Dri-Fit Pants, Nike Youth Epic Knit Pant, SportTek Youth Track Jogger, BSN Sports Recruit Pant, Nike Women's Capri, Nike Youth/Adult Woven Short, BSN Sports Youth / Adult Agility Short, Nike Women's Flex 2-1 Short, Badger Youth Track Short or Badger Girl's Short.
- BISB branded BSN Sports Phenom T-Shirt or Nike Youth / Adult Legend Tee.
- BISB branded Nike Youth / Adult Club Pullover, Nike Club Fleece Crew, Nike Therma All-Time Full Zip Hoody, BSN Sports Recruit Hoody, BSN Sports Youth Fleece Crew or BSN Sports Youth/Adult Fleece Hoody.
- White, navy or black socks (not to be worn over the knee)
- Athletic footwear (these can be of any colour).

Additional Guidance:

- Blazers must be worn every day, over school uniform, unless permission is granted to remove
- No trip hoodies permitted
- Additional coats may be brought to school but should be removed upon entry to the building
- Earrings should be discrete. Large hoops and dangly earrings should not be worn. Hooped earrings should not exceed 1cm in diameter. Earrings and other jewelry must be removed for P.E. lessons
- Bracelets and necklaces for religious purposes may be worn but should be removed for P.E. lessons
- Wristwatches may be worn. Smart watches are not permitted during formal assessments. Students should remove wristwatches during P.E. lessons
- A medical alert bracelet may be worn
- Any student that chooses to wear their hair down must tie their hair tied back for appropriate lessons such as P.E., Art and Science
- Brown, black or blue belts only
- Boots are not permitted. Snow boots may be worn outside during inclement weather but should be changed upon re-entering the classroom.

Items not permitted:

- Wearing P.E. Uniform on days when students do not have P.E. or a sports club
- Non-BISB branded items such as sweatshirts or hoodies
- BISB branded hoodies are not to be worn over a shirt and tie
- No leggings under skirt or shorts
- No long sleeved under tops to be worn beneath short sleeved shirts or T-shirts

- Long or fake nails are not permitted if participating in sporting activities
- Excessive cosmetic make-up;
- Clothing from other schools
- Non-athletic footwear (e.g. VANS or Converse) for P.E. lessons and sporting activities
- No Doc Martins, walking boots, Uggs or similar boots to be worn with school uniform or PE kit
- Slides, Crocs or other non-athletic footwear when worn with BISB Teamwear or PE kit.

Any days that waiver from this policy, such as Spirit Days or non-uniform days, will have clearly defined guidelines for students to abide by.

Year 7-11 students must:

- Keep shirts tucked into pants/shorts/skirts
- Keep shirt collars, top button and ties fastened
- Wear skirts and shorts of an appropriate length (minimum – mid thigh)
- On non-uniform days, wear appropriate clothing that shows respect for self and school.

We appreciate your help and support in ensuring that you are appropriately dressed in accordance with these regulations. Please remember to write your name **on all items of uniform, including shoes**. The school cannot be held responsible for unnamed lost items. **Non-compliance with the uniform policy will result in activation of the uniform policy procedures.**

Any requirements to deviate from the above policy may be discussed at 1:1 level, initially through the student's Mentor.

Uniform Policy Procedures:

- 1st infraction: Staff member will log this on our Management Information System and contact home
- 2nd infraction: The student will receive another log and will spend some time with a member of Student Services Team
- 3rd infraction: Middle and High School Leadership Team will contact parents regarding next steps, which can involve parents being required to drop off appropriate uniform, sending the student home to change and/or a parent meeting
- 4th infraction+: The student (and parents) will be referred to the Principal.

UNIFORM POLICY - IB DRESS CODE

The IB students are the only students at BISB to not wear a school uniform and are the role models for younger students to aspire to. Therefore, students should aim to dress in a smart, mature manner that reflects their status in the school and the mutual respect afforded to each other within the community. Students in Year 12 and 13 should wear 'Professional Attire'. This outline is designed with the modern working world in mind, but also respects ethos established by the school's uniform.

Hair, makeup, and jewellery should be suitable for day-to-day, professional wear.

Clothing should also be appropriate to our school environment and can include the following:

- Pants (slacks, tailored pants or shorts, chinos or suit)
- Belts to be worn with tailored pants or shorts
- Skirts and dresses (appropriate length – no shorter than mid-thigh), no strapless or thin strap dresses allowed)
- Jumpsuits (providing they are full length, smart and professional)
- Blouses or other smart tops (sleeveless tops are fine, but bra straps should not be visible)
- Shirts, with a structured collar, and tie (shirts should be tucked in)
- Fitted shirts (do not need to be tucked in)
- Roll-neck or turtleneck sweaters, crew or v-neck sweater or cardigan (no big logos allowed), can be worn over shirt or blouse
- Blazer, dress jacket or sports coat
- Waistcoat or vest with shirt and tie
- Footwear should be professional and appropriate for moving between buildings.

All students should wear a blazer, jacket or sports coat each day.

Additional Guidance:

Clothing:

- Denim clothing, including black jeans, is not permitted (denim is defined as having a double seam and riveted pockets)
- No corduroy or cargo pants or skirts
- No unbuttoned overshirts
- Spaghetti strap tops, or off the shoulder tops are not permitted;
- No polo shirts
- No Hawaiian shirts or tops with large logos, images or text;
- No rompers
- No midriff should be showing (a student's top should always overlap slightly with their pants or skirt, including when arms are raised)
- No skorts
- No ripped clothing
- No stocking style tights
- No athleisurewear including: hoodies, sweatshirts, leggings or sweatpants (unless worn as BISB PE kit or Teamwear)
- No beachwear, including casual shorts or swimwear.

Traditional dress is acceptable providing it is considered professional attire.

Footwear:

- Dress boots are acceptable as long as the material they are made from can be polished or brushed, such as leather or suede and they are suitable to wear with more formal attire
- Boat shoe or loafers are permitted
- Trainers and casual footwear **are not** permitted

- No Ugg boots, Moon boots, slides or Crocs, or equivalent.

Seasonal Apparel:

- In the winter, students should be prepared to remove coats and snow boots when they come into school buildings.

Sports Attire:

The Physical Education (PE) kit supplier is BSN Sports. A copy of the open dates for the PE store is located [HERE](#).

- On the days students have P.E. they should wear BISB approved sports clothing. There are no changing facilities available.
- Clothing could include items such as BISB leggings, BISB shorts, BISB track pants and track tops, BISB sweatshirt and hoodies, or BISB t-shirts.
- Footwear should be appropriate for the twisting and turning actions involved in many sporting activities, Converse and VANS do not provide sufficient support and as such, should be avoided.

IBDP students with sports clubs after school should attend school in business attire, then change at lunch prior to a game or training activity.

Any days that waiver from this policy, such as Spirit Days or non-uniform days, will have clearly defined guidelines for students to abide by.

Any requirements to deviate from the above policy may be discussed at 1:1 level, initially through the student's Mentor.

Students should respectfully adhere to the school's decision if they request that students do not wear a particular item of clothing again. **Non-compliance with the uniform policy will result in activation of the uniform policy procedures.**

Uniform Policy Procedures:

- 1st infraction: Staff member will log this on our Management Information System and contact home
- 2nd infraction: The student will receive another log and will spend some time with a member of Student Services Team
- 3rd infraction: Middle and High School Leadership Team will contact parents regarding next steps, which can involve parents being required to drop off appropriate uniform, sending the student home to change and/or a parent meeting
- 4th infraction+: The student (and parents) will be referred to members of the Senior Leadership Team.

STUDENT LIFE:

ATHLETICS

BISB's athletic program is designed to promote the health and well-being while building athletic skills, team play and sportsmanship. All students are encouraged to participate in the program.

Sign-up for athletic activities is via SchoolsBuddy. Students may be required to try-out for a team and following team try-outs teams will be posted and members of the club will be notified as to which team they have been placed in.

Varsity (Year 9+):

BISB competes in the following competitive leagues:

GIL (Girls Independent School's League):

FALL	GIRLS' SOCCER
WINTER	GIRLS' BASKETBALL
SPRING	GIRLS' VOLLEYBALL

MBIL (Massachusetts Bay Independent School's League):

FALL	BOYS' SOCCER CO-ED CROSS COUNTRY
WINTER	BOYS' BASKETBALL
SPRING	BOYS' TENNIS CO-ED ULTIMATE FRISBEE

Non-League or Additional League:

WINTER	CO-ED CURLING
SPRING	BOYS' VOLLEYBALL

Middle School Athletics:

BISB competes in the following activities in friendly matches against local independent schools:

FALL	GIRLS' SOCCER BOYS' SOCCER CO-ED CROSS COUNTRY GIRLS' FIELD HOCKEY GIRLS' VOLLEYBALL
WINTER	GIRLS' BASKETBALL BOYS' BASKETBALL
SPRING	CO-ED ULTIMATE FRISBEE

ATHLETIC CODE OF CONDUCT

BISB School Athletes:

- Understand that representing the school is an honour
- Respect themselves and their teammates
- Build a sense of community within the team
- Have a positive attitude towards teammates, the opposing team, coaches and referees
- Are team players
- Learn from their mistakes
- Encourage and support one another
- Represent BISB in the highest possible manner
- Have fun!

Attendance:

- Students are expected to attend all practices and games
- Unexcused absences should rarely occur
- Must attend school by lunchtime (1pm) to participate in a practice or game on that day (with caveats for appointments etc.)
- If an athlete needs to miss a game or practice, they must communicate directly with their coach
- If an athlete cannot reach their coach, they may communicate with a member of the PE department or the Main Office
- Students must be proactive in communicating with their class teachers if class time is missed due to matches
- Sports matches do not excuse missed homework and students must speak to their class teachers if they foresee an issue in delivering homework on time, well in advance of its deadline
- Any homework missed due to practice or games should be completed accordingly

Playing time:

- All athletes will be afforded the opportunity to represent the school throughout the season
- Regular unexcused absences will affect playing time
- Playing time will be established based on skill, attitude, knowledge of the game, and effort in practice

HEAD INJURY AND CONCUSSION

BISB is committed to ensuring the health and safety of all students. A growing body of scientific literature demonstrates the short- and long-term risks of concussions. The following concussion policy is following MIAA policy and with Massachusetts Law pertaining to Head Injuries and Concussion in extracurricular athletic activities.

BISB requires annual training in the prevention and recognition of sports-related head injuries, including second impact syndrome, and keep documentation of said training on file.

Parents and students are required to sign a form certifying that they have read the concussion fact sheet in order to participate in extracurricular athletic activities. A copy of the form is located [HERE](#).

Concussion or Head Injury Guidelines:

- Any time a concussion is suspected to have occurred on school grounds or in the course of school-sponsored activity, the student will be removed from participation and will not be allowed to return the same day

- Parents/guardians will be notified so they may take the student to a medical provider for appropriate medical evaluation and treatment. All head injuries and suspected concussions will be reported to the school nurse, athletic trainer, or relevant staff member
- Accommodations and guidelines for students with a concussion will be provided
- Clearance from a medical professional is required prior to further participation in physical activity.

Further guidance can be found here: <https://www.cdc.gov/heads-up/>

SPORTS CLOTHING AND EQUIPMENT

All students should ensure that they wear appropriate athletic wear for participation in training sessions and matches.

When representing BISB, students will be provided with teamwear. This is loaned to students and as such needs to be looked after and returned at the end of each season.

Failure to return the teamwear will result in a fee of \$100 per team kit being applied to the student's school bill.

Additional Items:

Students may be required to purchase additional items for the safe participation in physical activity. Items include: cleats, shin guards, knee pads, etc.

STUDENT TRANSPORTATION

Students who have passed their driving test are permitted to drive themselves to sports matches or trips, providing they have written permission from a parent/guardian. Permission should be provided to the Coach, Athletic Director and Main Office.

Students are not permitted to transport another student unless permission has been granted, for each occasion, (in written form from the parent/guardian of the student being transported to the Coach, Athletic Director and Main Office).

EXTRA-CURRICULAR ACTIVITIES AND CLUBS

Extra-curricular clubs and activities run based on student interest and all have at least one adult leader. Students are encouraged to participate in a variety of clubs and organisations available at BISB including:

Debate, Euro Challenge, Dual Linguistics, Chemistry, Physics, Biology, Competitive Robotics, Singing, Orchestra, Dance, Drama, History, Board Games, Maths Support, Pop/Jazz Ensemble, Music Theory, Prop Club, Intro to App Development, Web Design and Javascript Programming, Unity Game Design, AI Models, Art and Machine Learning, Python Game Design, Dungeons & Dragons, Graphic Design, Broadcast Journalism, Theater and Improv, Strength and Conditioning, Tennis, Cheerleading.

Please note, the list of clubs above may alter depending on staff availability, facility availability and interest. BISB reserves the right to amend the clubs and activities list as appropriate.

Fees:

A few clubs may require a financial obligation on the part of the student to cover the cost for special material, equipment or tuition. The cost may vary according to the number and types of projects the student participates in.

Sign up:

Sign up for clubs is via the SchoolsBuddy platform. When SchoolsBuddy registration opens, parents will be able to register for activities in **preference order, per day** for their child/children. SchoolsBuddy will then try and match as many students as possible to their preferences. Please note that many clubs have a maximum participant count. Please keep this in mind as you are ranking your child's clubs.

Session dates:

Session 1: w/c September 2nd to w/c November 11th

Session 2: w/c November 18th to w/c March 3rd

Session 3: w/c March 24th to w/c June 23rd.

Attendance:

Attendance is taken at each extra-curricular club or activity. As such, if a student cannot attend for whatever reason, they should inform their club leader. If the club leader is not a faculty member at school, the student should inform the Main Office.

DANCES AND SOCIAL EVENTS

Dances and Socials:

Throughout the academic year BISB will offer opportunities for students to meet on a social basis. Social events are developed to promote belonging at BISB, to help students develop social skills, and in preparation for students transitions between phases of the school. Sign up and payment for these events will be through SchoolsBuddy.

Examples of socials and dances include:

- Onsite dances in Rainbow Hall, BISB school Gym, and Graduation Tent
- External venues based around the Boston area. Examples include but are not limited to:
 - Treetop Adventures
 - Launch Trampoline Park
 - Snow Tubing – Nashoba Valley
 - Lars Anderson Ice Rink
 - Boda Borg
 - Canobie Lake

Guests

Guests are described as students who are not enrolled at BISB. Attendance at a BISB planned event are permitted to High School Dances only. These include, the Winter Formal / Homecoming Dance, and the Senior Prom.

All guests are attached to an enrolled student's family and should be enrolled through SchoolsBuddy. No walk in guests are allowed. A guest permission consent form with emergency contacts must be filled out and submitted to the Student Services Team before the dance begins.

The Guest Permission Form can be found [HERE](#).

GRADUATION AND SENIOR CELEBRATIONS

During the final weeks of school, various events are organized to celebrate our graduating class. These events are planned and decided by the Year 13 students.

The highlight of these celebrations is our graduation ceremony, where students, friends, and family gather to honor and commemorate the achievements of our Year 13 class.

The final day for Year 13 students will be communicated in the Winter Term.

HIGH SCHOOL PHYSICAL EDUCATION PROVISION

The BISB Physical Education curriculum follows a hybrid version of the UK National Curriculum and SHAPE America in order to inspire all students to succeed and develop competence to excel in a broad range of physical activities, competitive sport and other physically demanding movements.

‘Core PE’ is a mandatory subject taken by all High School students. Lessons are held off site, providing students with the opportunity to access a range of different equipment and activities. Students are transported by either Local Motion bus or minivan to and from the facilities along with the teaching staff.

Students and staff depart at 10.30am (break) to drive to the venue. The lesson takes place from 10.45 – 11.45am before students and staff return to school for Lesson 4.

Location:

West Suburban YMCA, 135 Wells Avenue, Newton, MA 02459

Timings:

- Group 1 (Year 12/13) – Monday 10.30am – 12pm
- Group 2 (Year 12/13) – Tuesday 10.30am – 12pm
- Group 3 (Year 10/11) – Thursday 10.30am – 12pm
- Group 4 (Year 10/11) – Friday 10.30am – 12pm

The curriculum is split into 3 options for Year 10 & 11. For the Year 12/13 lessons, fitness and weight training are combined into one group.

1. Weight Training
2. Fitness Training including fitness classes
3. Games Based Activities

These options rotate every 8 weeks. At the beginning of the year and after each 8-week rotation, students will be given an online form to complete where they will select their 1st, 2nd, and 3rd choice. Students should rotate round all the options throughout the year where possible.

STUDENT LEADERSHIP

There are several opportunities for student leadership.

Student Council:

The Student Council is launched and elected in September. The student council is made up of:

- Head Students
- 4x Committee Leads (Eco, Wellbeing, EDI, Community Service)
- Year group representatives for each committee.

A launch assembly details specific roles and responsibilities for these committees. Students can then apply for committee membership and an election takes place in each year group. Elected committee members are then announced to the school population.

Committee members meet on a bi-weekly basis in mentor time. Whole school Student Council meetings take place twice per term.

Opportunities for committee leads and committees to provide a review of their work are available through whole school assemblies, and through the School Notices platform.

Subject Representatives:

Students are invited to become subject representatives. Roles include:

Student Lead: Peer Mentors:

- Hold weekly/biweekly meeting with the peer mentors (HS) to plan and discuss activities.
- Coordinate the Peer Mentor programme in liaison with the Student Services Team
- Develop activities related to specific transition points to help prepare students for IGCSE and IBDP
- Coordinate the development of a bank of resources, shared via OneDrive for Peer Mentors to use within their sessions
- Attend BISB events to showcase programme, e.g. Introduction to Middle School.
- Write a student perspective blog based on the Peer Mentor Programme

Peer Mentor:

- Plans and delivers bi-weekly mentor sessions to Middle School

Student Lead: Lower School Liaison:

- Develop ways to unite Lower and Middle & High School Student Council
- Promote opportunities for students to access leadership opportunities in Lower School - lead clubs, volunteer in aftercare, primary recycling club, primary dance club
- Assist with the development of a programme of events coordinated by Middle and High School students in liaison with the Lower School.

MS and HS Student Council Sub-Committee lead:

(ECO / EDIB / WELL-BEING / SERVICE LEARNING)

- Facilitates initiatives specific to the subcommittee they lead
- Meet with SST and SLT
- Plan and deliver assemblies specific to the subcommittee they lead
- Meet with MS and HS students
- Link with primary student council on events/initiatives.
- Write a student perspective blog based on the Student Council

Student Council Year Group Representative (Elected by peers in the Fall)

- Attend bi-weekly student council meetings
- plan and implement initiatives devised by subcommittee.

Student Lead: School Community and Spirit

- Help plan and support House Activities
- Help generate school spirit throughout the school: attend and promote, sports matches, carnival, performances, award ceremonies, socials
- Help support new students to the school by check ins at break/lunch. Making them feel welcome.
- Write a student perspective blog based on BISB community and Spirit

Student Lead: Admissions and Marketing Ambassador

- Work alongside the Student Services Team and the Admissions Team to showcase BISB to prospective parents
- Help to market the school through attending and speaking at Open Houses, being a tour guide, being a student buddy or attending other key calendared events throughout the year.

Admissions Ambassador

- Deliver tours at Open House events
- Attend training session and work with MAC team
- Represent BISB as a role model
- invite new students and families into the community
- Attend welcome evenings and summer welcome events.

Subject Ambassador (Math, Language, STEAM & MIT, Juilliard, English, Sport)

- Work with Heads of Department to support relevant department resources and tasks,
- Help create Department events, e.g. Artswalk / dept competitions
- Support / tutor students who find the subject hard.

Application is via a Microsoft Form published after the Student Leadership launch assembly.

AFFINITY GROUPS

Affinity groups at BISB are student directed groups that create spaces for students to connect based on shared identities, ideologies, or interests. These groups meet regularly as part of our school's club rotation and have faculty moderators to assist in the conversations, education, and overall experience. These groups differ from other club offerings as they are not tasked with producing programs as much as they are used to create safe spaces for students to connect.

Aims of Affinity Groups:

- To create safe spaces for authentic connection among group members who share similar backgrounds or experiences
- To aid in the development of social identity and promote cultural awareness, understanding and appreciation among students
- To build resilience and provide emotional support by serving as a platform for students to share their experiences, challenges, and triumphs with peers who understand their unique struggles
- To empower members to advocate for their needs
- To promote diversity and inclusion by acknowledging and celebrating different identities and cultures.
- They help foster a more inclusive environment where everyone's unique perspectives are valued.

Students interested in creating an affinity group at BISB should contact Mrs Smith with a proposal. Once submitted, the proposal will be shared with the Student Services Team, and the Middle and High School Leadership Team where it will be approved, and a staff member facilitator assigned to it.

WIDER LEARNING OPPORTUNITIES (TRIPS AND VISITS)

We believe that every student should experience the world beyond the classroom as an important part of learning and personal development, whatever their age, ability or circumstances. Students who directly participate during a field experience generate a more positive attitude about the specific subjects and school. They provide firsthand experiences, stimulate interest, build interrelationships, and promote personal and social development.

Overnight residentials promote social growth for participating students by encouraging positive interactions among the students, teachers, and chaperones. Students experience independence away from home and the classroom.

BISB staff will create experiences that help students develop the confidence, resilience, and creativity that they need to make their mark in the world.

[Middle School Trips 2024-25](#)

[High School Trips 2024-25](#)

DECLARATION

I hereby have received and read the 2024-25 Middle and High School Handbook. Please sign and return this handbook receipt. Your signatures also acknowledge the fact that you have been informed and directed towards policies as detailed by the British International School of Boston.

Signatures may be written or electronic. An electronic signature is as effective as an original signature. Please sign and return to your child's Mentor.

Parent signature:

I understand and agree to the above policies and procedures as displayed in the Handbook, and my child will follow these guidelines.

Name (print): _____

Signed: _____ Date: _____

Parent signature:

I understand and agree to the above policies and procedures as displayed in the Handbook, and my child will follow these guidelines.

Name (print): _____

Signed: _____ Date: _____

Student signature:

I understand and agree to the above policies and procedures as displayed in the Handbook, and I will follow these guidelines.

Name (print): _____

Signed: _____ Date: _____

A copy of this page should be handed in to your child's Mentor.