



BRITISH INTERNATIONAL SCHOOL  
OF BOSTON  
A NORD ANGLIA EDUCATION SCHOOL

# MIDDLE SCHOOL AND HIGH SCHOOL HANDBOOK

2023-24



## TABLE OF CONTENTS

WELCOME TO THE MIDDLE AND HIGH SCHOOL –	PAGE 3
ATTENDANCE AND PUNCTUALITY –	PAGES 4-5
ACCIDENTS AND MEDICAL ISSUES (ON SITE) –	PAGE 6
ATHLETICS –	PAGE 7
BEHAVIOUR PROCEDURES –	PAGE 8-9
BULLYING, HARRASSMENT AND HAZING –	PAGES 10-12
COMMUNITY CONDUCT AND DISCIPLINE –	PAGE 13
DIGITAL CITIZENSHIP BEHAVIOUR AND PROCEDURES – YEARS 7 TO 9 –	PAGES 14-15
DIGITAL CITIZENSHIP BEHAVIOUR AND PROCEDURES – YEARS 10 TO 13 –	PAGE 16
FACILITIES USAGE –	PAGE 17
SCHOOL SUPPLIES AND EQUIPMENT –	PAGE 18
STUDENT LOCKERS AND VALUABLES –	PAGE 19
STUDENT SAFETY –	PAGE 20
UNIFORM – YEARS 7 TO 11 –	PAGES 21-22
UNIFORM - IB DRESS CODE –	PAGE 23
WORK SUBMISSION AND ACADEMIC SUPPORT –	PAGES 24-25
DECLARATION –	PAGE 26

## WELCOME TO THE MIDDLE AND HIGH SCHOOL

Welcome to the Middle and High School at BISB. This handbook is designed to provide 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 the very best.

This handbook is a fluid document and as such, BISB reserves the right, at its sole discretion, to amend, delete, or alter any of the contents as deemed necessary. Should significant changes occur during the course of the year, this will be communicated to families.

Please read this handbook carefully before signing the declaration at the end, prior to the start of term.

## ATTENDANCE AND PUNCTUALITY

### **Attendance Overview:**

We are keen to support all of 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](mailto: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: Telephone 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 text and 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](mailto: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 site:**

Students in Years 12 or 13 are permitted to leave campus during lunch or their study periods providing they sign out (and sign in upon return) at the Main Office and return promptly for the start of their next timetabled lesson.

Any parent that does not wish for their child to sign out of school independently, should notify the Main Office via email at [main.office@bisboston.org](mailto:main.office@bisboston.org) and copy in the student's Mentor.

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 (1.10pm) 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 Head of Middle and High School. Please contact the Athletic Director to discuss any specific circumstances.

### **Extended Absence During Term Time:**

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.

### **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.

## ACCIDENTS AND MEDICAL ISSUES (ON SITE)

An investigation will be undertaken by the Deputy Headteacher and the Director of Logistics who are responsible for Health and Safety. 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.

### **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.

### **Illnesses:**

Students with a temperature of 100.4 degrees or above will be required to be picked up from school. A child should not return to school until fever and symptom free, without the use of fever-reducing medication, for a period of 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.

### **Medication at School:**

Medication for students with specific medical needs may be administered by the School Nurse if the parent completes a Medication Authorisation form and returns it and the medication to the School Nurse's Office. 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.

## ATHLETICS

### **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 (1.10pm) 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

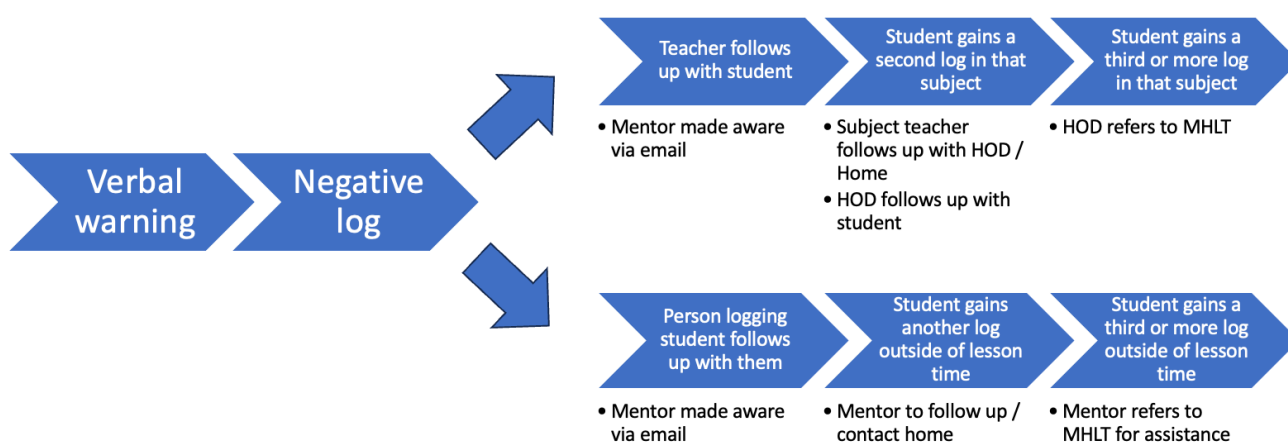
## BEHAVIOUR PROCEDURES

The behaviour system brings rewards in recognition of those students who behave as expected and sanctions those whose behaviour does not meet our expectations.

**Positive Learning Environment** for when students show a positive attitude to learning and school:



**Negative Learning Environment** for when students do not show a positive attitude to learning in school:



Reward logs are tallied and shared with students and the Mentor on a weekly basis.

Reward and negative logs can be awarded for the following:

### **Reward Logs:**

- Demonstrating inquisitive, knowledge-based thinking skills
- Demonstrating communicative and reflective skills
- Being principled, open-minded and/or caring
- Being committed to a balanced lifestyle with elements of challenge and risk

### **Negative Logs:**

- Unacceptable behaviour (e.g. deliberately interfering with other students belongings)
- Poor engagement / focus (e.g. failure to stop talking in lessons, distracting others)
- Missed learning time (e.g. late for Mentor Time)
- Inappropriate use of device or Wi-Fi (e.g. gaming)
- 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)



### **Positive recognition:**

The following strategies are employed in recognition of student achievements:

- 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)

## BULLYING, HARASSMENT AND HAZING

### **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. This can include sending offensive, upsetting and inappropriate messages by phone, text, instant messenger, through gaming, websites, social media sites and apps, and sending offensive or degrading photos or videos. Bullying 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.

### **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.
  - 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 (Gabriella Hernandez) 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 prohibits harassment of any kind. 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.

### **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>

## COMMUNITY CONDUCT AND DISCIPLINE

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.

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. We expect all members of our school 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. Consequently, the Community Conduct and Discipline Code is established in this handbook to clearly communicate the expectations of the school for behaviour within our school.

### **Drugs, smoking and vaping:**

We prohibit drugs, smoking and vaping on our campus. Any violators will be dealt with appropriately. Please do not bring any of the above items to campus.

### **Firearms and weapons:**

The School is committed to providing a safe and secure learning and working environment. All School employees, students, parents, and visitors 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.

### **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. If there are instances of this and brought to the School's attention, the situation will be evaluated. Consequences for violating the policy will include sanctions up to and including expulsion from school.

## DIGITAL CITIZENSHIP BEHAVIOR AND PROCEDURES POLICY: YEAR 7-9 STUDENTS

Students in Years 7-9 are provided with a school-issued device for educational purposes. It is expected that students will follow the policy as detailed below.

### A good digital citizen:

- Uses all BISB technology resources for **appropriate educational purposes**.
- Understands that they represent their 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.
  - Does not **screenshot** or share images of other students or staff without their permission.
- 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.
- Never logs into another person's account for any reason and never **impersonates** any other person online or in any account, including Google.
- Never shares **personal information** online, such as name, home address, or phone number of yourself or any other person, unless directed to do so by a parent/guardian or a teacher. A person who asks for your personal information or violates your privacy must be reported to your teacher/principal immediately.
- Does not use their device in a manner which is not appropriate, for example, improper use of Airdrop function.
- 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 classrooms or the Library, with permission, for learning purposes.
- 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.
- Students may use devices for leisure activities after 3.30pm in an extra-curricular activity (with staff permission).

### Other devices:

- Students are permitted to bring their mobile phones to school, but the mobile phone must be kept in their backpack and/or locker and not taken out during the school day unless a teacher wishes for them to use their phone to support learning; (including headphones and AirPods).
- Cell phones or other devices (including headphones and AirPods) should not be used around school. This includes texting, making calls, posting to social media. If a student needs to contact home during the school day, they must coordinate with their teacher.
- If a student's mobile phone is visible while at school, they will be asked to put it away. At break and lunch times we ask students to socialize with their friends and not bring cell phones into the SHOWA cafeteria, or outside areas. Phones may be confiscated by teachers if they impede learning time.
- In case of emergency please contact the school directly and we will assist you.
- All technology including Smart Watches is designed for learning only. If a Smart Watch is inhibiting a student's learning, they will be asked to remove the watch.

### **Agreed consequences for use without permission:**

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

- A warning will be given, with a reminder of expectations and students will be asked to put their device away.
- Repeat offense in the same day or refusal to follow staff instruction will result in the student turning off and handing in their device to the member of staff. The device will be returned at the end of the lesson or break. A negative log will be issued.
- A further repeat offense within the same week will result in the device being handed to Main Office until end of day. A negative log will be issued.
- Continual disregard for Digital Citizenship Behaviour 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 Behaviour 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.

For inappropriate use of the Internet or Wi-Fi, 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 Wi-Fi for inappropriate or very high data usage, until the issue has been resolved.

## DIGITAL CITIZENSHIP BEHAVIOR AND PROCEDURE POLICY: YEAR 10-13 STUDENTS

BISB has implemented a BYOD (Bring Your Own Device) 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.

### **Procedures:**

#### **Learning uses:**

- Students can use their devices and phones for learning purposes with staff permission.
- The preferred device is a laptop. However, tablets and smartphones are allowed, with staff permission, for learning purposes.
- Devices may be used in classrooms, the Library and the Common Room, with permission, for learning purposes.
- 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.

#### **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). However, any music, video or games etc. must be downloaded and should be appropriate for a public setting.
- Year 10-13 students are permitted to use their cell phone while in the Common Room but should not use it in corridors or during lessons without staff permission. Reminder: students should not use their phones to contact parents about leaving the school grounds without permission from the Main Office, Mentor or SLT.

#### **Agreed consequences for use without permission:**

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

- A warning will be given, with a reminder of expectations and students will be asked to put their device away.
- Repeat offense in the same day or refusal to follow staff instruction will result in the student turning off and handing in their device to the member of staff. The device will be returned at the end of the lesson or break. A behavior log will be issued.
- A further repeat offense within the same week will result in the device being handed to Main Office until end of day. A behavior log will be issued.
- Continual disregard for Digital Citizenship Behavior 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 Behavior 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.

For inappropriate use of the Internet or Wi-Fi, 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 Wi-Fi for inappropriate or very high data usage, until the issue has been resolved.



## FACILITIES USAGE

### **Elevators:**

Elevators are not for general student use.

Elevators 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. However, that should not impinge on other students' ability to get their work done by creating excessive noise. If a fellow student asks someone to be more considerate, the expectation is that students will do so. During break and lunchtime, use the space to relax and socialise (e.g. play games, chat with friends, listen to music, etc.).

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. No student Under 14 may use the equipment. Students Under 16 must always have a trained PE teacher present. Students 16 and over must sign-in with a PE teacher 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. Water is allowed.

### **Vending Machines:**

There is a vending machine in the High School Common Room for High School students. There is a vending machine in the Wing corridor for Middle School 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.

All students are expected to eat lunch in the SHOWA Cafeteria.

## SCHOOL SUPPLIES AND EQUIPMENT

### General items needed for all lessons:

- Electronic device
- Charger for electronic device
- 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 - **Casio only: Model examples 300ES, 115ES, 991EX** – minimum functions are sin, cos, tan,  $x^y$ ,  $a^b/c$  (*Graphing calculator required by IBDP students*)
- Several 3-ring binders or a folder for worksheets
- Water bottle

### Additional items:

- 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!

## 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.

### **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 available on a first-come-first-served basis and should be requested at the beginning of the school year through completing a form sent out by 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 for safe keeping.

### **Lost property:**

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

- Front desk
- PE Hallway

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.

### **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 - Ms. Gabby Hernandez – [gabriella.hernandez@bisboston.org](mailto:gabriella.hernandez@bisboston.org) or the Designated Safeguarding Lead, Mr Aidan Edmanson, [aidan.edmanson@bisboston.org](mailto:aidan.edmanson@bisboston.org)

### **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 worried about the safety or wellbeing of a student in the community, they should always find an adult at school that they trust to share their concerns. If a friend shares that they are not safe, that they have been hurt or that they are in danger in any way, this cannot keep this secret and as such, must be reported to an adult at School.

## UNIFORM POLICY YEARS 7 - 11

### **Required:**

The school uniform supplier is Dennis Uniform - <https://www.dennisuniform.com/> . 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 allowed)
- White, navy or black socks
- Khaki or navy pants, skirt or shorts
- White collared shirt
- BISB tie
- BISB school blazer
- BISB branded navy sweatshirt, zip fleece, jumper or cardigan

### **Physical Education kit:**

- BISB branded blue shorts, leggings or track pants
- BISB branded white or navy t-shirt.
- BISB branded zip fleece, hooded pullover, sweatshirt, long sleeved shirt or track top.
- Athletic footwear (these can be of any colour)

### **Additional Guidance:**

#### **Accessories:**

- BISB branded PE hoodies will be permitted outside of the classroom (this does not include trip hoodies). Hoodies are not to be worn over shirt and tie uniform;
- It is acceptable to wear a BISB branded PE zip fleece or jumper over a shirt and tie;
- Additional coats may be brought to school but should be removed upon entry to the building;
- Earrings should be discreet. Large hoops and dangly earrings should not be worn. 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 back for appropriate lessons such as P.E. and Science;
- Brown or black 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:**

- Non-BISB branded items such as sweatshirts or hoodies;
- BISB branded hoodies are not to be worn over a shirt and tie;
- Fake nails; long nails are not permitted if participating in sporting activities;
- Excessive cosmetic make-up;
- Extreme hairstyles are not permitted;
- Clothing from other schools;
- Black shoes which have other colors on them (including logos and branding - if being worn with uniform). Coloured sneakers are permitted with P.E. kit;
- Non-athletic footwear (e.g. VANS or Converse) for P.E. lessons and sporting activities;
- Slides, Crocs, Uggs or other non-athletic footwear when worn with BISB Teamwear.

**Year 7-11 students must:**

- Keep shirts tucked into pants/shorts/skirts;
- Keep shirt collars and ties fastened;
- Wear skirts of an appropriate length (just above the knee);
- Be clean shaven;
- 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 behavior policy procedures.**

**Behaviour Policy Procedures:**

- 1<sup>st</sup> infraction: Mentor will log this on our Management Information System and contact home.
- 2<sup>nd</sup> infraction: Students will receive another log and will spend some time with a member of Middle and High School Leadership Team.
- 3<sup>rd</sup> 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 students home to change and/or a parent meeting.

## 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 the 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. 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 wear.

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

- Pants (slacks, chinos or suit)
- Skirts
- Blouses or other smart tops
- Shirts, with a structured collar, and tie
- Roll-neck or turtleneck sweaters, sweater or cardigan
- Dresses
- Blazer or dress jacket
- Waistcoat

### **Strap width on tops**

Spaghetti strap tops are not acceptable in offices or other professional environments, so are not permitted to be worn to school. Sleeveless tops are fine but bra straps should not be visible.

### **Cropped tops**

A student's top should always overlap slightly with their pants or skirt.

### **Heels and Boots**

Students will have to walk around in their shoes all day and move between buildings. 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.

### **Denim**

Denim clothing, including black jeans, is not permitted.

### **Hoodies**

Please save your hoodies for a dress-down, BISB Spirit Day or P.E. lessons. They're not in-keeping with a work environment and you'll be asked to remove it, even if it's cold. The same thinking applies to sweatshirts.

### **Logos**

School attire should not have any written branding or slogans on it. A small logo is fine, but this should be discreet in size and color. Logos of other High Schools are not permitted.

### **Seasonal Apparel**

Boston's seasons can be extreme. In the winter, students should be prepared to remove coats and snow boots when they come into the school buildings. Similarly, in the summer months, students should save anything that could constitute 'beach chic' for the weekends.

### **Sports Attire**

On the days students have P.E. they should wear sports clothing. There are no changing facilities available. Clothing could include items such as leggings, shorts, track pants, track tops, sweatshirts and t-shirts. Items chosen to wear should be appropriate for participating in a range of athletic activities. Similarly, shoes 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.

Finally, students should respectfully adhere to the school's decision if they request that students do not wear a particular item of clothing again.

## WORK SUBMISSION POLICY

### **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 Faculty Leader, if this is a continual issue, the Faculty Leader 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 Faculty 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.

### **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, Mr Keach. The proposed staff tutor should be copied into this correspondence.

## DECLARATION

### Parent signature:

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

Name (print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

### Student signature:

I understand and agree to the above policies and procedures, and I will follow these guidelines.

Name (print): \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_