



BRITISH INTERNATIONAL SCHOOL
OF BOSTON
A NORD ANGLIA EDUCATION SCHOOL

MIDDLE SCHOOL AND HIGH SCHOOL HANDBOOK

2023-24



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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 or upon joining the community.

Last updated: December, 2023.

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 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 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 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 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.

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 a member of the Student Services Team, Middle and High School Leadership Team or the School Counselor.

Driver's Ed / Driving Lessons:

It is requested that students 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. Students are expected to catch up on any work missed.

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 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 100.4 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

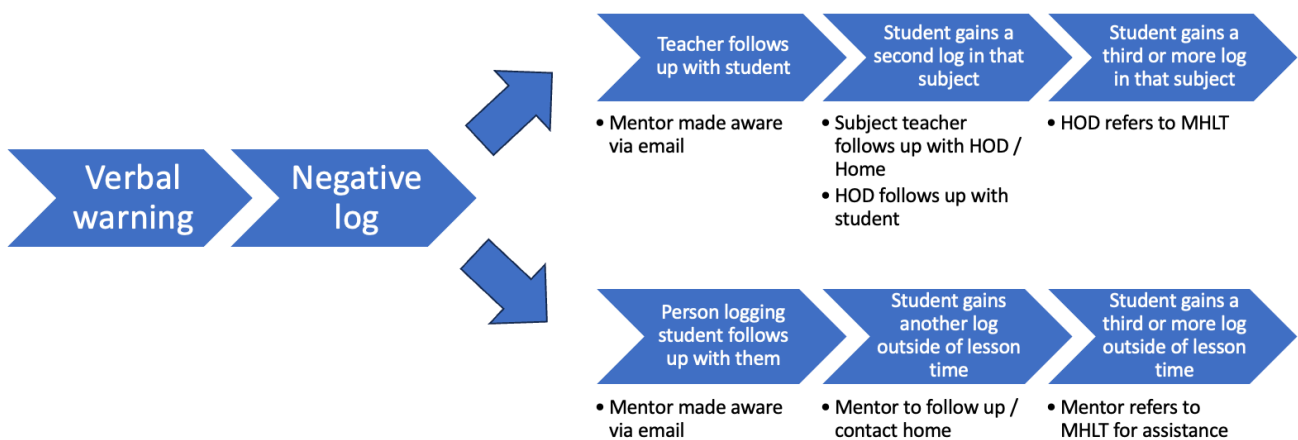
BEHAVIOUR PROCEDURES

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. Students receive an auto-generated email each time they receive a log.

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)

Consequences for negative behaviour:

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

- Restorative conversation with staff or affected member of the BISB community
- Breaktime detention
- Lunchtime detention
- After-school detention
- Removal from lessons
- Parent meeting
- Internal exclusion
- External exclusion
- Permanent exclusion.

Reward logs are tallied whereby each reward log is the equivalent to a house point. House points are then collated throughout the term and shared at the End of Term Assembly.

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:

- o 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.
- o 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.
- Complete the Microsoft Form (to alert the Student Services Team) – located [HERE](#)
 - o The adult will speak to appropriate members of staff, following a disclosure of bullying behaviour.
 - o 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 organizer 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>

CLASS LISTS AND GROUPINGS

Teaching classes are assigned prior to the start of the next academic year and are created by the Student Services Team in liaison with the academic teaching faculty.

Year 7-9:

Students are provided with a survey where they have the opportunity to list up to three peers who they would like to be in a teaching class with. Information from this survey is then combined with a knowledge of group dynamics, social context and academic challenge before being collated by the Student Services Team in order for class lists are then developed.

It is rare that a student will move teaching class during the academic year, however, feedback is taken on-board for the purpose of class assignment for the following year.

Year 10-13:

Classes are assigned through the choice in subjects chosen to study. Typically there are one or two classes per subject, but these are usually decided upon based on the combination of subjects studied and the best fit into the scheduled timetable.

Class sets:

Certain subjects will 'set' students based on academic ability. These include: Mathematics and Languages. Heritage language lessons are also provided for native speakers or those who excel in a particular language. All placements in sets are decided on the basis of best fit to support the students' learning.

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. 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:

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.

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 School is 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 in 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
- Consequences will be applied on a case-by-case basis, where necessary.

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.

Anonymous Reporting:

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.

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 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.
 - 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 themselves or any other person, unless directed to do so by a parent/guardian or a teacher. A person who asks for personal information or violates a student's privacy must be reported to a teacher or the 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).
- While students are permitted to bring their cell phones to school, the cell phone must be kept in their backpack, locker and/or placed in the classroom phone box unless a teacher wishes for them to use their phone to support learning; (this further extends to headphones and AirPods).
- kAt break and lunch times we ask students to socialize with their friends and not bring cell phones, iPads and other devices into the SHOWA cafeteria, or outside areas.
- If a student's mobile phone is visible while at school, it will be taken off them and handed in to the Main Office where it can be collected at the end of the school day.
- In case of emergency please contact the school directly and the Main Office will assist you.
- All technology including Smart Watches are designed for learning 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.

Agreed consequences for inappropriate use of device:

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 on the behaviour policy.

Agreed consequences for use without permission:

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 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.

WiFi use:

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.

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.

Phone boxes:

Students have the option to place their cell phone in a 'phone box' located in each classroom at the start of the lesson. The cell phone can be collected at the end of the lesson prior to departing the room.

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.
- While students are permitted to bring their cell phones to school, the cell phone must be kept in their backpack, locker and/or placed in the classroom phone box unless a teacher wishes for them to use their phone to support learning; (this further extends to 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 and/or the Main Office.
- Permission is granted for Year 10-13 students to use their devices in the Common Room during break, lunch or during a study period.

Agreed consequences for inappropriate use of device:

If a member of staff has reasonable suspicion that there has been inappropriate use of device, the following consequences will be enacted:

- 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 on the behaviour policy.

Agreed consequences for use without permission:

Inappropriate use of device will result in the following consequences:

- The device will be confiscated and handed in to the Main Office, where it can be collected at the end of the school day.
- 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 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.

WiFi use:

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.

Phone boxes:

Students have the option to place their cell phone in a 'phone box' located in each classroom at the start of the lesson. The cell phone can be collected at the end of the lesson prior to departing the room.

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 6th September. Activities begin on Wednesday 13th September.

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

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

	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	13 th September – 25 th October
Block 2	Year 7, 8, 9, 10, 11	8 th November – 17 th January
Block 3	Year 7, 8, 9, 10	24 th January – 28 th February
Block 4	Year 7, 8, 9	3 rd April – 8 th May

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 will be made 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/>.

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 years of age may use the equipment. Students Under 16 years of age must always have a trained PE teacher present. Students 16 years 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, other than water.

Vending Machines:

There is a vending machine in the Wing Corridor for 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 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.

Chewing Gum:

Chewing gum is not permitted anywhere on the school site.

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 at two different facilities. This provides students with the opportunity to access a range of different equipment and activities that we are unable to provide at the school. Students are transported by either Local Motion bus or minibus to and from the facilities along with the teaching staff.

Year 10 & 11

When: Wednesday 11:05 – 1:10pm

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

Year 12 & 13

When:

- Group 1 – Tuesday 12:10 - 1:10pm
- Group 2 – Thursday 12:10 – 1:10pm

Location: Hellenic College, 50 Goddard Ave, Brookline, MA 02445

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
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.

HOUSE SYSTEM

Students in the Middle and High School are assigned to a 'House' community, one of the following groups:

- Hawking
- Hokusai
- Johnson
- Perlman

Houses meet for various events on a regular basis, including house quizzes, sporting activities, and teambuilding fun.

The purpose of the House system is to provide another opportunity for a sense of belonging, community and camaraderie among the students. Houses are made up of students from Year 7 – 13 and therefore provide opportunity for younger and older students to interact within various activities.

Activities:

During the year, various activities will take place in relation to significant events, for example, World Children's Day or World Book Day. Students participate with their House peers throughout these activities.

Reward Logs:

Reward logs earned throughout the school year are tallied as 'house points' these are then collated per term and the winner of the 'House of the Term' award is announced in the End of Term Assembly.

MENTOR PROGRAMME AND PSHE CURRICULUM

Each student in the Middle and High school is placed in a 'Mentor Group' that is led by a member of the Middle and High School teaching faculty. These are typically groups of 8-12 students from the same academic year group, but not necessarily the same teaching class. The Mentor Groups meet twice daily, once for Registration from 8.20 – 8.30am and once for afternoon Mentor Time from 2 – 2.25pm, other than on Wednesdays where there is no session in the PM due to the Enrichment programme.

A student's Mentor should be the first port of call for any updates, concerns or communication which should be disseminated among the school community.

Mentor Time:hp

Mentor Time activities are structured and provide students with an opportunity to foster a sense of belonging and community within their mentor group. Activities include: the daily notices, teambuilding activities, 1-1 check-ins, 'flexi' time for High School students (where they can work on meeting deadlines for various administrative tasks), using the platform 'Unifrog' for college applications, or participating in our weekly Kahoot and Caption quizzes.

Student Wellbeing and Check-Ins:

Student safety and wellbeing is of top priority at BISB. Through the Mentor Programme students are provided with a staff member who performs regular 1-1 check-ins to listen, offer guidance and provide support where necessary. Any issues requiring further support are then reported to the Student Services Team or our Safeguarding Team.

Mentor Parent Teacher Conferences:

Parents are encouraged to attend Mentor / Teacher Conferences which occur twice per year. These are 10 minute appointments that occur virtually through the Meet the Teacher platform.

Mentor Groupings:

Students are surveyed at the end of the spring term ahead of mentor groups and class lists being created for the following academic year. Students are able to provide up to three names of their peers that they would like to be in a group with, this, combined with other factors such as academic suitability, year group dynamics and the match between student and faculty are then considered prior to mentor group and class assignment.

PSHE Curriculum:

Personal, Social, Health Education (PSHE) is taught through the Mentor Programme. Students in Year 10-13 have one Mentor Time lesson per week, Students in Years 7-9 have an extended Mentor time with a dedicated one hour timetabled lesson.

An array of topics are covered through PSHE lessons, under the categories of:

- Health and Wellbeing
- Relationships
- Living in the Wider World.

PSHE lessons are supplemented by our Guest Speaker Programme where support and guidance is given by external professionals where relevant. Examples of guest speakers include: a psychologist, the local police department and an HR director.

Student Voice:

Students are provided with an opportunity to feedback on their school experience at least once per term. Questions involve ascertaining their sense of wellbeing and safety at school, how effective their mentor experience has been, what they have enjoyed, and what they would like to see improved for the following

term. The surveys are provided via Microsoft Form and responses are collated by the Student Services Team.

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 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
 - 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:

- 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 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 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
- 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 LEADERSHIP

There are various opportunities for student leadership.

Head Students:

Head Students are appointed in the spring term prior to their senior year. The application process is as follows:

- Submit an application form
- Interviews with members of Student Services Team / Middle and High Leadership Team
- Video presentation to the wider student body and a class / mentor group vote
- Interviews with Senior Leadership Team

The Head Students lead the Student Council.

Student Council:

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

- Head Students
- 4x Committee Leads elected by the student body (Eco, Wellbeing, EDI, Community Service)
- Year group representatives elected by the student body to 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 rotating 4-week basis. 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 Notices platform.

Peer Mentors:

Students in Years 10 – 13 are invited to become Peer Mentors for Middle School students. Students are provided with training and meet weekly with the lead Peer Mentor (typically a Year 13 student). Peer Mentors are assigned a Middle School mentor group and go to their mentor time on a Thursday from 2 – 2.25pm.

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

Subject Representatives:

Students are invited to become subject representatives. Roles include: maths tutors, Language ambassadors, Juilliard ambassadors, MIT ambassadors, Sports ambassadors.

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

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 or the Designated Safeguarding Lead, Mr Aidan Edmanson, 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.

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.

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.
- White, navy or black socks
- Athletic footwear (these can be of any colour)

Additional Guidance:

Accessories:

- Blazers must be worn over school uniform
- 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 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 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 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 colours on them (including logos and branding - if being worn with school 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:

- 1st infraction: Mentor will log this on our Management Information System and contact home.
- 2nd infraction: Students will receive another log and will spend some time with a member of Middle and High School Leadership 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 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 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 'Business 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 wear.

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

- Pants (slacks, chinos or suit)
- Skirts and dresses (appropriate length, no strapless or thin strap dresses allowed)
- Blouses or other smart tops
- Shirts, with a structured collar, and tie
- Roll-neck or turtleneck sweaters, sweater or cardigan
- Blazer or dress jacket
- Waistcoat

Tops

Spaghetti strap tops are not acceptable. Sleeveless tops are fine, but bra straps should not be visible. A student's top should always overlap slightly with their pants or skirt. No midriff should be showing.

Shoes, Heels and Boots

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. Trainers and casual footwear are not permitted.

Denim

Denim clothing, including black jeans, is not permitted.

Hoodies

Hoodies and sweatshirts may only be worn for a dress-down, BISB Spirit Day or P.E. lessons. Hoodies should not contain big logos nor have any written branding or slogans on them. Logos should be small and discreet in size and color. Logos of other High Schools are not permitted.

Seasonal Apparel

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

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 not contain big logos nor have any written branding or slogans on them. Logos should be small and discreet in size and color. Logos of other High Schools are not permitted. 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.

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

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: _____