



*Parent  
Handbook*  
2020-2021

“Our approach to learning goes beyond grades, building the character and confidence required to achieve impressive, unique futures in a rapidly changing world.”

*Mark Wilson*

Principal, British International School of Houston

Page 1 of 57

Updated 24 November 2020

# Table of Contents

Absence and Attendance	6
Academic Calendar	7
Accidents & Incidents	7
Admissions	7
Agora	8
Assemblies	8
Athletics	8
Badges / Lanyards	10
BISH Kids (Before and After School Care)	10
Billing	11
Boma (Cafeteria)	13
Buses	14
Background Checks	16
Calendar	16
Campus Etiquette	16
Co-curricular Programme (CCAs)	16
Closure	18
Coffee Shop / Neighborhood Café	19
Community Conduct and Discipline Code	20
Curriculum	20
Daily Schedule	21
BISH Digital Citizen Agreement	21
Emergency Procedures	22
Enrichment Programme	23
Facilities Usage	23

First Aid	24
Firearms and Weapons	24
Genius Bar	24
Global Campus	25
Heat Index Guidelines	25
Home - School Communication	25
Home Learning	26
House System	27
iPad Policy	28
iSAMS Parent App	28
Learner and Leader Profile	29
Learning Conferences	31
(Parent Teacher Student Conferences   PTSC)	31
Learning Support (Student Services)	31
Lockers	32
Lost Property	32
Medical Appointments	32
Medical Issues (on site)	33
Medical Records, Including Immunization	34
Neighborhoods and Learning Environments	34
Non-Harassment	35
Nord Anglia Education	35
Parent, Teacher, Student Association	35
Parent Volunteers	35
Personal Information Collection	36

Parent Partnership	36
Parking/Car Park (including Drop off and Pick Up)	36
Private Drivers	39
Students Driving to School	39
Staff Parking	39
Security during Outside School Hours	39
Permission to Leave Site	39
Parent Concerns	40
Recycling	40
Reports	41
Rewards and Sanctions	41
Safety Measures and Reopening Guides	43
Safeguarding Young People at BIS Houston	49
School Spirit Store	49
School Supplies	49
School Trips and Student Travel	50
Smoking / Vaping	50
Telephones and Mobile Phones	50
School Therapist	51
Training Days	53
Transferring Out	53
Tutoring	54
Uniform	54
Virtual School Experience Policy	55
Visitors	55

Water in Classrooms	56
Year Book	56
Parent Key Times	56

## Absence and Attendance

If your child will be late or absent from school, or requires to leave the campus during the school day, please call 713-290-9025 and speak to our Receptionist or leave a message on the attendance line. It is also helpful if you contact your child's class teacher (Primary) or form tutor (Middle and High School) by email. Our Receptionist also manages the [info@houston.nae.school](mailto:info@houston.nae.school) inbox.

We are keen to help and support all our students and our families so they have the best possible experience at school and reach their full potential. There is strong statistical evidence to show that students who have excellent attendance are more successful in school and achieve to a significantly higher standard.

However, if a child is sick or showing any COVID19 symptoms per the CDC's guidance on symptoms, parents **must not** send their children to school.

If a child will not be in attendance at school, please notify the school by 8:25am on each day the child is absent. On return to school, a signed letter is required to confirm the reason for absence and the dates involved. We ask that this letter is handed in to your son/daughter's tutor on the first day back.

If medical or dental appointments have to be made in school time, parents must notify by email the teacher and Head of Year at least 24 hours in advance. The School will share with Security the time the student will be collected. When arriving to collect your child early, Security will direct you to pick your student up at the pick up point closest to the main entrance. Kindly note the latest a child may be collected early is 2pm. After 2pm, students will be directed to leave with their appropriate Learning Community.

Families are entitled to request that we authorize absence in exceptional circumstances, but the starting position is that requests for family holidays during term time will not be authorized.

We would hope that families can help by:

- Arranging appointments and outings after school hours, at weekends or during school holidays;
- Not taking holidays during term time

If we have a concern regarding a student's attendance we will notify parents/carers by phone or letter. If student attendance gives cause for concern we will arrange an appointment with the parent/carer and an attendance action plan will be implemented.

### Athletic Attendance

Student athletes must be in school by their designated lunch time in order to participate in after-school practices or games. Saturday games require attendance on Fridays per same weekday policy. In rare cases and after review of the specific circumstances, permission to participate may be granted to students not in attendance by the Principal, Athletic Director and/or Head of Secondary.

## **Academic Calendar**

Our academic school year is split into three terms. Our academic calendar can be found in [Parent Essentials](#) on the BIS Houston website. Year group specific calendars are also available and given to families at the start of the school year.

## **Accidents & Incidents**

All accidents and incidents on campus are reported using the BIS Houston accident and incident forms, available from the Medical Suite. An incident includes verbal abuse, threatening behavior, physical violence and fire incidents.

An investigation will be undertaken by the Facilities Manager, the named person with responsibility for Health and Safety. In order to mitigate the impact of any accident, and to meet Texas Licensing requirements, all staff must undertake First Aid training every two years.

The Welfare staff, based in the Medical Suite are 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.

## **Admissions**

The Admissions Team works with families to guide them through the enrollment process. The School's Admissions Policy can be found [here](#).

Each year, there is a process of re-enrollment when we ask our families if they will be seeking to enroll their children for the next academic year. Furthermore, current children at the school may also have siblings coming of school age who may wish to enroll with us.

We work closely with our Parent-Teacher association to communicate any new families that will join us throughout the year are supported and feel a smooth transition to our school. Admissions also works closely with the communications team, the finance team and the many other staff. Come and speak to us if you have any questions about re-enrollment, further sibling enrollment or if you want to see a familiar face. We are always happy to help.

In the meantime, whether you're a returning family or a new family reading this, welcome back. We hope this new academic year fulfills its potential and brings new adventures and learning opportunities and friendships which last a lifetime.

## **Agora**

The Agora is a modern learning and research space for our students and teachers. Greek for 'Gathering Place', the Agora can be used as a traditional library, an electronic library or for our students to work quietly and collaboratively and for small group presentations etc. Many classes will have timetabled lessons in the Agora.

[See Agora Mission Statement, Belief and Policies.](#)

## **Assemblies**

Assemblies are an excellent way to celebrate students' achievements, share information and develop our school spirit. Each assembly links to a school value, a core behavior or our leader and learner profiles.

Assemblies take place for Primary and Secondary School as per the timetable.

On some occasions, when appropriate, parents are invited to attend. An invitation will be sent by your child's class teacher, form tutor or head of year.

Each term will end with a Whole School Assembly in which we gather together to celebrate the term and look forward to the next term.

### **Assessment Procedures**

At BIS Houston, we use a combination of diagnostic, formative and summative assessments. By using a combination of all three, this allows us to accurately measure the progress our learners make over a period of time and more importantly, allows the learners to understand both the learning process and their own progress.

Click [here](#) for more information.

## **Athletics**

### **Competitive Athletics**

The Middle School & High School Bulldog Competitive Athletics runs over three seasons. Our Middle School teams compete as members of the GHAC (Greater Houston Athletics Conference). Our High School teams compete as members of TAPPS (Texas Association of

Private and Parochial Schools). All coaches meet the prerequisites and yearly TAPPS Scope Testing requirements to be certified to coach TAPPS sports. In addition to our competitive athletics program, we also offer recreational sports and training through our Enrichment and CCA programmes.

**Middle School (MS) – GHAC (Greater Houston Athletic Conference)**

<b>Fall Sports Season: August 22<sup>nd</sup> – October 11<sup>th</sup></b>	<b>Winter Sports Season: October 21<sup>st</sup> – February 14<sup>th</sup></b>	<b>Spring Sports Season: October 21<sup>st</sup> – February 14<sup>th</sup></b>
MS Girls Volleyball	MS Girls Basketball	MS Girls Track & Field
MS Boys Volleyball	MS Boys Basketball	MS Boys Track & Field
MS Girls Cross Country	MS Girls Soccer	MS Girls Tennis
MS Boys Cross Country	MS Boys Soccer	MS Boys Tennis
	MS Girls Swim	MS Girls Golf
	MS Boys Swim	MS Boys Golf

**High School (HS) – TAPPS (Texas Association of Private & Parochial Schools)**

<b>Fall Sports Season: August 22<sup>nd</sup> – October 21<sup>st</sup></b>	<b>Winter Sports Season: October 21<sup>st</sup> – February 14<sup>th</sup></b>	<b>Spring Sports Season: February 24<sup>th</sup> – May 5<sup>th</sup></b>
Varsity Girls Volleyball	Varsity Girls Soccer	Varsity Girls Track
Varsity Boys Volleyball	Varsity Boys Soccer	Varsity Boys Track
Varsity Girls Cross Country	Junior Varsity Boys Soccer	Varsity Girls Tennis
Varsity Boys Cross Country	Varsity Boys Swim	Varsity Boys Tennis
	Varsity Girls Swim	Varsity Girls Golf
		Varsity Boys Golf

Varsity is the highest level high school team and Junior Varsity is a feeder level team. For more information please contact our Athletic Director.

**Athletic Attendance**

Student athletes must be in school by their designated lunch time in order to participate in after-school practices or games. Saturday games require attendance on Fridays per same

weekday policy. In rare cases and after review of the specific circumstances, permission to participate may be granted to students not in attendance by the Principal, Athletic Director and/or Head of Secondary.

## **Badges / Lanyards**

ID badges are an important component of safety and security. They must be visible at all times.

### **Staff:**

All our staff are issued with a picture ID card and a navy lanyard.

### **Students:**

All students are issued with a picture ID card on a grey lanyard and must be worn and visible at all times. IB students do not wear school uniform and as such, they must wear their ID badge visible at all times.

### **Parents:**

Parents are also issued with a picture ID card on a teal lanyard.

### **Visitors:**

Only visitors with appointments will be allowed on campus and are checked at the Security booth upon arrival. Visitors will be given an orange lanyard to wear while at the school and will return the lanyard at the end of the visit.

To keep our school safe, anyone without a valid ID will not be allowed on campus.

## **BISH Kids (Before and After School Care)**

When available, we offer structured provision for students who arrive early or stay longer after school. The health and safety of our students is our prime concern. Our beautiful building, filled with glass, allows us to supervise students very well during the school day when all staff are in school. Our policy states that, outside of the timetabled learning hours, Primary aged students must be supervised at all times.

BISH Kids will not initially be available at the start of the 20-21 school year.

### **Mornings**

BISH kids is from 6.30am.

Should a student be found on site unattended before 8am they will be escorted to BISH Kids so that they can be supervised as appropriate.

The daily rate will be charged if a child is in BISH Kids before 8am.

## Afternoons

School finishes at 3.30pm. All students who take part in our CCA program are registered and supervised until 4.30pm. If a student, is not taking part in a CCA at 3.30pm and remains on site the following options are available:

- A parent may supervise their child in the Agora (if open) or the Boma (if open) to share a book or snack. The Agora is open to 5pm
- Students can be enrolled in BISH Kids, our after-school care programme. Details can be found below.

Children of Primary age cannot be left unsupervised in the Agora, Boma or any other shared space in the school. This includes Primary children waiting for siblings who are in CCAs. If for any reason a parent is unable to collect or supervise their child they should let the class teacher and school reception know.

Any unsupervised children will be escorted to BISH Kids where they will be registered and supervised until someone can collect them. Parents will be called and informed that this is where the child is being supervised so that they know where to collect them from.

A daily rate will be charged if a child is in BISH Kids beyond 3.40pm and 4.40pm respectively. Please note when the campus closes at 5pm, any students still on campus will be taken to BISH Kids. After this time please access the campus using the BISH Kids entrance by the tennis courts.

For more information about BISH Kids or for enrollment details please contact:  
unaiza.khan@houston.nae.school

## Billing

### General Billing Information

All financial matters must be coordinated through the Finance Director, Christine Schwerin christine.schwerin@houston.nae.school. The Finance Office will be able to assist and support parents with any queries and questions.

### The following are guidelines for all financial matters:

Application: The Application Fee is paid to give a prospective student the opportunity for consideration. It is required for each application. It is not refundable and not transferable to another academic year nor to a different student.

Enrollment Deposit: The Enrollment Deposit is paid when the School Agreement is signed. The Deposit is non-refundable and is credited toward the first tuition payment.

New Student Fee: The New Student Fee is a one-time charge per student and is payable at the commencement of joining our school. It is non-refundable.

Tuition: Tuition is billed in increments of 1-Payment (one annual fee), 2-Payment (half yearly fees), 10-Payment (monthly fees + 5% financing fees) in accordance to the payment option elected on the School Agreement. Generally, for reenrolling students, 1-Payment is due in June, 2-Payment is due in June and November, 10-Payment due each month from June-March. If parents do not receive an invoice, please contact the Finance Office to get a copy.

Exam Fees: Additional exams fees are payable prior to the exams, e.g. Exam Remarks, Mother Tongue Language assessment, and Music. All MAP and CAT testing is included in tuition. Parents of students taking external, final GCSE and IB examinations should note that the cost of the initial examinations is included in tuition fees. Additional costs may be incurred for courier costs of certificates to families outside of the Houston area and for any re-marks.

Entrance Exam Fees: If possible, we accommodate entrance exams for other schools. There is a \$50 fee per exam session. One exam session can last up to 3 hours in which students can sit multiple exams. If parents wish for multiple exams to be spread across more than one exam session, please note there is a \$50 charge per exam session. The school provides an exam space and an invigilator/supervisor. If taking an entrance exam to transfer to another Nord Anglia school, there is no fee for the exam.

Transportation: Transportation is billed per term or yearly. If parents do not receive an invoice, please contact the Finance Office to obtain a copy.

Learning Support: Learning Support fees are payable in advance and must be approved by the SEN Coordinator. Fees will vary based upon the amount of support provided.

Trips: Residential Trips are paid in advance prior to the trip and must be turned in to the trip organizer along with the permission slip. Finance Office will provide receipt as requested.

BISH Kids: Parents should contact BISH Kids Coordinator for information and registration for before and after school care. Billing typically occurs on a termly basis.

CCA Lessons: CCA lessons will be registered and paid in advance through CHQ. Parents should contact CCA Coordinator for further information.

Music Lessons: Music lessons will be paid in advance through CHQ. Parents should contact the Leader for Learning for Music and Performance for further details.

Notary: Notary is available for school-related documents only.

Late Fees: A 3% late fee will apply on all past due invoices.

NSF Checks: A \$50.00 fee will be charged.

Any money owing to school must be paid on time. Please note that any outstanding invoices are subject to late fees if they are not settled within 30 days of the date shown on the invoice. Unless an extension has been agreed upon with school, a charge of 3% of the invoice amount is added per month.

### **Information Requests for New Applicants:**

To enable the school to keep timely records and to be as up-to-date as possible about our students' academic careers, parents are asked to inform us through our Admissions Team as soon as they begin planning other schooling options for their children.

In the course of applying to other schools, parents may be asked to obtain copies of a range of documents, including references, letters of recommendation, transcripts and/or copies of School Reports. All such requests should always be sent to the Registrar who will coordinate these in conjunction with the student's Class Teacher or Form Tutor and Head of Year and will send them on to the requesting schools. Please note that we cannot give these directly to parents.

BISH Kids: Parents should contact BISH Kids Coordinator for information and registration for before and after school care. Billing typically occurs on a termly basis.

CCA Lessons: CCA lessons will be registered and paid in advance through CHQ. Parents should contact CCA Coordinator for further information.

Music Lessons: Music lessons will be paid in advance through CHQ. Parents should contact the Leader for Learning for Music and Performance, Katie Millard  
Katie.Millard@houston.nae.school for further details.

Notary Fees: Notary is available for school-related documents only. Late Fees: A 3% late fee will apply on all past due invoices.

NSF Checks: A \$50.00 fee will be charged.

Any money owing to school must be paid on time. Please note that any outstanding invoices are subject to late fees if they are not settled within 30 days of the date shown on the invoice. Unless an extension has been agreed upon with school, a charge of 3% of the invoice amount is added per month.

## **Boma (Cafeteria)**

Our BOMA is our cafeteria and meeting place. Initially the Boma will not be used for dining services and all meals will be eaten in a student's neighbourhood.

The Boma is operated by Flik Dining, part of the Compass Group.

Our fresh and healthy food menu, approved by nutritionists, are created and served by FLIK Dining. Flik take a careful approach to healthy eating with the majority of their ingredients locally sourced. Meal plans and a la carte lunches can be ordered online through the Nutrislice app and will be delivered to your child's neighbourhood.

**Please may we remind you that we are a nut free campus.**

Since the food is prepared and cooked on-site daily, students are offered a variety of healthy and nutritious choices. There is no need to order in advance; simply choose what you would like to eat and use the swipe card to pay at the check-out.

We offer a meal plan, provided by Flik, featuring a healthy range of foods and can cater to dietary restrictions. For more information please click [here](#).

Everyone will be encouraged to choose healthy, balanced meals.

In addition to the cafeteria, there is a Neighborhood Café (situated next to the cafeteria area) that may be open throughout the year.

The Neighborhood Café will serve a variety of drinks and nutritious food for students and parents. It will also be open for early morning drop-off and after school for the co-curricular programme.

Students may also choose to bring their own lunches.

Our IB students may choose to eat in the IB Centre – where there is also a mini kitchen.

**Please note that outside delivery services are not permitted and we are a nut free campus.**

## **Buses**

The British International School of Houston offers premium school bus service for our students through AAmabassador Transportation.

The luxury bus features include:

- Bus tracking with the AAmabassador Shuttle Tracker App

- WiFi equipped
- Air conditioned
- 3-point safety belts

The British International School of Houston offers a premium school bus service for our students through AAmbassador Transportation. We have bus stops all around Houston area and the luxury bus service features bus tracking with the AAmbassador Shuttle Tracker App, 3-point safety belts, WiFi and a meticulous cleaning and sanitizing process. Louise Skerry is your point of contact for our bus transportation and payment is made through our CHQ platform. To receive a copy of current bus routes, please contact Louise.Skerry@houston.nae.school or bus@houston.nae.school.

We pick up students at various different locations in the greater Houston Area. For more information or if you wish to enroll for the School Bus Service, please review the Bus Policy found below and email bus@houston.nae.school for an enrollment form.

Enrollment is for the whole school year, but may be paid by term. Withdrawal during the school year requires a completed withdrawal form submitted with one full terms notice.

Please note that all routes, stops and times are subject to change based on participation. The current costs per year for each of the routes currently offered are as follows:

Cost per student	Per Term	Per Year
All current routes Full time	\$895.00	\$2,685
All routes Mornings only	\$500.00	\$1,500
All routes Afternoon only	\$500.00	\$1,500

For bus related emergencies please contact Ambassador Dispatch at (1-800) 895-4667 xt. 2. The school bus service is provided by AAmbassador Transportation.

AAmbassador Transportation  
 11435 Brittmoore Park Dr  
 Houston, TX 77041 United States

Students using school buses are required to adhere to the code of conduct. If you are aware of any incidents on a school bus, please inform our Travel Coordinator immediately. If parents change their child’s mode of transport, they MUST inform the Class/Form Teacher AND the Travel Coordinator.

Teachers may not allow children to change bus or modes of transport. All travel arrangements are to be decided by the Travel Coordinator.

See Transportation Policy

- All arrival times given are best estimates under normal conditions.

### **Bus Parking:**

Buses must use the bus lane to access their assigned drop off points. For more details see the See Transportation Policy

## **Background Checks**

Nord Anglia Education considers the safety of its students of paramount importance and we make a commitment to protecting the children with/for whom we work.

All members of our community who work or volunteer on site must undergo a complete background check including finger printing whenever requested by the school.

## **Calendar**

For all our up-to-date events please use our iSAMS Parent Calendar. Please log onto our iSAMS Parent app by clicking on the link [here](#).

## **Campus Etiquette**

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

We are all pet lovers here at BIS Houston, but in the interests of safety and hygiene, we kindly request your help by leaving all pets at home. We regret that pets are not allowed on or around the campus, with the exception of service dogs.

All community members are requested to support and uphold our school values of Respect, Unity and Pride at all times.

## **Co-curricular Programme (CCAs)**

### **What is a CCA?**

We have developed an elective Co-Curricular Activity (CCA) programme Monday – Friday from 3.35 to 4.30pm. The British International School of Houston We offers a wide range of

opportunities for student participation from Foundation Stage through to IB. The development of young people takes place both inside and outside the classroom and a rich selection of co-curricular activities extends your child's learning experience each term.

### Why do we have CCA's?

At the British International School Houston (BISH) we believe that a school's role is to nurture confident, knowledgeable, independent young people who understand that their actions can make a difference to their school, as well as the local and global communities. In addition to outstanding academic outcomes based on our gold standard curricula, we provide opportunities for all our students to enrich their lives and the lives of others.

### What times do CCA's run?

CCAs run Monday - Friday 3:35 - 4:30pm and are optional for all students.

CCAs have a delayed start this school year and below are intended blocks:

2020 - 2021 CCA Block dates for Primary and Secondary			
Block 1	31 August 2020	11 December 2020	13
Block 2	5 January 2021	26 March 2021	11
Block 3	19 April 2021	11 June 2021	8

Louise Skerry is your point of contact for CCA's Louise.Skerry@houston.nae.school and payment is made through our CHQ platform.

### What activities can you sign up to?

CCA's include - Athletics, World Languages, Performing Arts, STEAM and Service Learning. The school also hosts a wide selection of external providers including Basketball, Soccer, Triathlon, Lego, Robotics, Tennis, Gymnastics, Fencing, Taekwondo and Dance.

### How do I log onto CHQ? There are two options below:

Log in to CHQ. Your username is your email address. Your Password was emailed to you from CHQ. If you have forgotten your password, please click on 'Forgotten password' to receive a new one. Secondary students should use their School email and password to make their choices. New users will receive a username and password from the CCA Team approximately 2 weeks before a new block begins.

Download the CHQ App. CHQ Portal App access code is: EGFFQK

### How are the CCA's allocated?

CHQ is an automated system. Sign up is NOT first come first served. After the sign-up period has closed the system automatically allocates students to their chosen CCA. If a CCA is full,

you will be allocated your second choice or your third. Those students that were previously waitlisted and did not enroll in their first choice in Block 2 are given preference in Block 3.

### **When do I know which CCA my child is approved for?**

These approvals will show in your CHQ homepage. We will also send you a confirmation email.

### **How do I pay for a CCA?**

Payment can be made online in CHQ using PayPal. Payments for CCAs are due 1 week prior to the start of class to reserve your child's place.

### **Can I make changes to my chosen CCAs?**

You can change your CCA choices prior to the cutoff date only. It is not advisable to change a CCA mid-block. This causes the student's, teacher's and provider's schedules to change. Transport must also be changed if using the bus. It is recommended that a student becomes accustomed to a routine and develops their skills within each CCA.

### **How does my child know which CCAs they are attending?**

On your CHQ homepage is an option called calendar. This displays month by month the CCAs your child has been approved for and the room locations. It is advisable to print this and give to your child to keep as a reference or display in your home. Your child's class teacher will also have their CCA schedule.

### **Where do I pick up my child after CCAs?**

- SIGN OUT POLICY

Primary Students are to be collected in the Boma. Safety is top priority in the British International School of Houston After School Program; therefore, no child enrolled in this program will be released from the program without parent/guardian signature.

- LATE PICK UP POLICY

Any students who are not signed out/collected from the Boma by 4:45pm will be taken to BISH Kids. Primary Swim team students can be collected from the pool. Parent will receive a notification that their child has been taken to BISH Kids through email, text or will receive a phone call.

### **What happens if my child cannot attend their CCA?**

If your child is not attending their CCA as usual please email your class teacher and CCA@houston.nae.school and text/call the CCA direct line at 832-206-9090. If your child rides the bus it is very important to contact bus@houston.nae.school to confirm bus transport.

## **Closure**

If the school is to be closed for any reason, announcements will be made via email notification system.

All contact details for this system is taken from iSAMS, it is the responsibility of all members of our community to ensure their contact details are correct and any changes must always be updated. If there any changes to your address, email address, phone number etc, please notify our Registrar, [beonka.Caldwell@houston.nae.school](mailto:beonka.Caldwell@houston.nae.school)

If the School's duties and obligations provided herein shall be suspended immediately and without notice during all periods that the School is fully or partially closed because of force majeure events, including but not limited to, any fire, weather conditions, war, governmental action, acts of terrorism, epidemic, pandemic, or any other event beyond the School's reasonable control (a "Force Majeure Event"). If a Force Majeure Event occurs, the School's duties and obligations provided herein will be postponed until such time as the School, in its sole discretion, may safely fully or partially reopen.

In the event that the School cannot fully or partially reopen due to a Force Majeure Event, the School is under no obligation to refund any portion of the fees paid. Unless otherwise indicated by the School, during any Force Majeure Event, I/We acknowledge that I/We are solely responsible for the safety and well-being of the Student.

Where on-campus education is not possible as a result of the Force Majeure Event for a period of more than 7 days (the "FM Period"), the mitigation steps to be taken by the School may include the provision of virtual schooling, as determined in the School's discretion, and to be deployed in accordance with the School's virtual school experience policy as may be in effect from time to time.

It is acknowledged and agreed that the provision of such virtual schooling by the School shall be the agreed replacement for on-campus learning during the FM Period.

## **Coffee Shop / Neighborhood Café**

The Coffee Shop will not be open to students or parents until further notice. Once open, please adhere to the guidances below:

### **Parents:**

Parents are welcome to use the on-site Neighborhood Cafe at any time with the exception of break time: 10.30am -11.00am and lunch time: 12.00pm - 1.40pm. Please respect these times as key times that the students will need to use this facility.

### **Students:**

IB students are welcome to use the Coffee Shop throughout the day when they are not in scheduled learning sessions.

**Other Students:**

Students are not permitted to use the Neighborhood Café between 8.00am-3.30pm.

In the interest of safety, please refrain from carry hot beverages around the campus and please remember food and drink is not permitted in our theatre.

## Community Conduct and Discipline Code

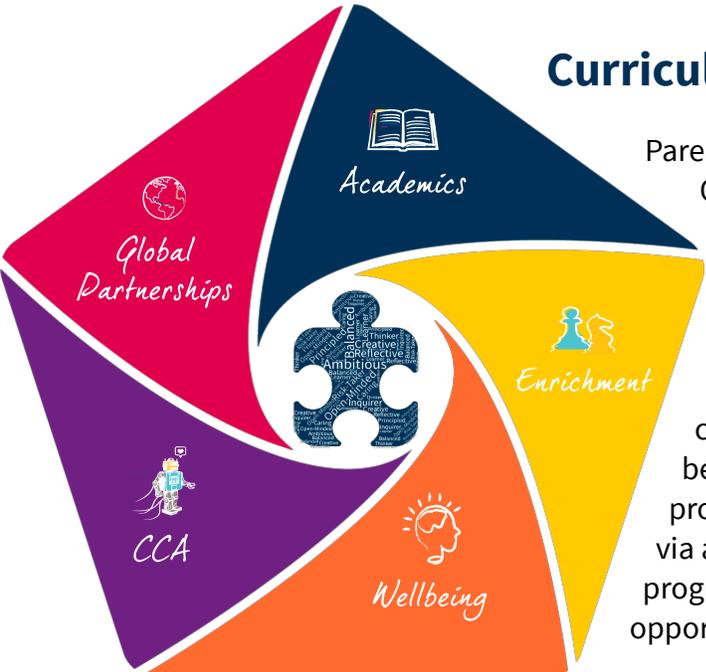
Our BISH Houston community are committed to providing the very best and most positive learning experience and home/school relationship possible. We place a premium on student achievement, responsibility, and accountability, with faculty, staff, and parent guidance and support.

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 behavior within our school.

## Curriculum

Parents will be sent your child’s Academic Curriculum Overview via Unit Plans at the start of each new unit. This will enable you to see your child’s learning and how they are being assessed for that unit. You or your child will pick up all the units for the beginning of the year at Orientation Day. The remaining units will be sent out throughout the course of the year. One of our goals for this year is to be able to articulate all elements of our learning programme and be able to share that with our parents via an online platform. We will keep you updated with progress of this throughout the year and there will be opportunities for you to learn how to access this online



## Daily Schedule

The daily schedule will have some modifications as followed in the Reopening Guides for the 20-21 school year.

Key Timings of the School Day for Primary:	Key Timings of the School Day for Secondary:
<ul style="list-style-type: none"> <li>• Students can arrive on site from 8am.</li> <li>• Form Time: 8.25am-8:50am</li> <li>• <a href="#">Learning Session 1A: 8:50am-9:45am</a></li> <li>• Break: 9:45am-10:10am</li> <li>• Learning Session 1B: 10:10am-11:05am</li> <li>• Learning Session 2A: 11:05-12:00pm</li> <li>• Primary Lunch: 12:00-12:55pm</li> <li>• Primary Class: 12:55pm-1:40pm</li> <li>• <a href="#">Learning Session 3A: 1.40pm-2:35pm</a></li> <li>• Learning Session 3B: 2:35pm-3:30pm (Tuesdays/Thursdays Enrichment)</li> <li>• End of School Day: 3:30pm</li> <li>• CCAs: 3:30pm-4:30pm</li> </ul>	<ul style="list-style-type: none"> <li>• Students can arrive on site from 8am.</li> <li>• Form Time: 8.25am-8:50am</li> <li>• <a href="#">Learning Session 1A: 8:50am-9:45am</a></li> <li>• Learning Session 2B: 9:45am-10:40am</li> <li>• Break: 10:40am-11:05am</li> <li>• Learning Session 2A: 11:05-12:00pm</li> <li>• Learning Session 2B: 12:00-12:55pm</li> <li>• Secondary Lunch: 12:55pm-1:40pm</li> <li>• <a href="#">Learning Session 3A: 1.40pm-2:35pm</a>(Tuesdays/Thursdays Enrichment)</li> <li>• Learning Session 3B: 2:35pm-3:30pm</li> <li>• End of School Day: 3:30pm</li> <li>• CCAs: 3:30pm-4:30pm</li> </ul>

For security reasons, the north and west doors (those closest to the bus lanes and main car park) will only be open between 8am and 8:30am and between 3pm and 3:40pm. Only students, teachers and parents wearing lanyards will be permitted to enter through these doors during those times. Otherwise, all entry must be via the main entrance, closest to reception.

We know that our community are kind and thoughtful but for the safety and security of all those at the campus, you must not open doors for those trying to enter the school.

## BISH Digital Citizen Agreement

### Respect Yourself

I will show respect for myself through my actions. I will select online names that are appropriate. I will consider the information and images I post online. I will not post personal

information about my life, experiences, experimentation, or relationships. I will not be obscene.

### **Protect Yourself**

I will ensure that the information I post online will not put me at risk. I will not publish my personal details, contact details or a schedule of my activities. I will report any attacks or inappropriate behavior directed at me. I will protect passwords, accounts, and resources.

### **Respect Others**

I will show respect to others in the community of BISH and not disturb their learning via technology. I will not use electronic mediums to flame, bully or harass other people. I will show respect for other people in my choice of websites/apps. I will not visit sites that are degrading, pornographic, racist, or inappropriate. I will not abuse my rights of access and I will not enter other people's private spaces or areas. I understand that my screen/audio when using technology may be seen/heard by staff, students, other members of the community and visitors.

### **Protect Others**

I will protect others by reporting abuse, not forwarding inappropriate materials or communications and not visiting sites that are degrading, pornographic, racist, or inappropriate.

### **Respect Intellectual Property**

I will request permission to use resources and suitably cite any and all use of websites, books, media, etc. I will use and abide by the fair use rules. I will not abuse the privilege of using the school network for personal use.

Protect Intellectual Property

All students must sign a [Computer Permission Form](#) and adhere to the guidelines set forth.

## **Emergency Procedures**

By the term "Emergency Procedures" the school means all situations that might arise that would endanger the health, safety and well-being of all students, staff and visitors to the school.

This includes, and is not limited to: Fire Drills, School Evacuation, Severe Weather and Lockdown/Hold & Secure.

Regular training drills for all staff and students is provided throughout the year. If you find yourself on campus during an emergency procedure or drill please follow instructions given to you by our members of staff.

## Enrichment Programme

Our Enrichment programme takes place on Tuesdays and Thursdays, 2.35pm - 3.30pm.

It is designed to give our 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. In addition to building a school transcript that demonstrates the breadth of learning it gives students the chance to try different activities for 11 weeks and discover new passions as well as build upon existing ones.

This programme is mandatory for all students.

There is an expectation that students will develop a portfolio which illustrates the students learning across all the elements of the programme including: Creativity, Activity and Service. In addition to each of these elements being represented in the student's portfolio they must all complete at least one Mi Learning project per year.

Students will choose their options for each season. We encourage them to discuss their programme with their parents. However, the choices are made in school by the students with the support of their form teacher. The form teacher supports, guides and monitors the students' choices to ensure they are fulfilling the requirements that will enable them to create a portfolio that demonstrates aspects of Creativity, Activity and Service as well as their own Mi Learning Project.

## Facilities Usage

Certain areas of the school will not be open at the start of the school year.

### Swimming Pool:

No one may enter the pool without a swim instructor/lifeguard.

No outdoor shoes on the pool deck. Remove or clean indoor sneakers / Flip flops allowed.

It is expected that all students participate in aquatics from Early Years – Year 11.

Times for Swim team training and adult swim times will be sent out separately.

### Gymnasiums (Gold and Silver Gyms):

All students must wear CLEAN indoor non-marking sports sneakers.

NO outdoor shoes allowed in gyms, matting for spectators to use to walk to bleachers. No food or drinks; water allowed.

### Outside Track and Fields:

Cleats / Studs / Spikes NOT worn inside the building.

All outdoor shoes must be put on outside and taken off before entering the building. All shoes cleaned outside with brushes, bring own plastic bag for items or ask PE staff.

### **Fitness Room:**

Any student using the fitness room must be trained in the safe and proper use all equipment by a trained PE Teacher.

Students Under 12 will be allowed to use the cardio equipment, ONLY with trained PE teacher.

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.

## **First Aid**

All of our staff are first aid trained, in addition we have two UK qualified nurses on campus based in our Welfare Clinic which can be found in the central Admin area at the front of the school.

## **Firearms and Weapons**

Firearms are not allowed on our campus at any point. We are a gun free campus.

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, or 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 only exemption to this is a Security guard hired by the School with a license to carry.

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.

## **Genius Bar**

The Genius Bar is staffed by IT and is located opposite the School Shop. The Genius Bar is open from 8.30am-3.30pm.

## Global Campus

The Global Campus is an important integral element to learning at the school, it is an online virtual platform for all Nord Anglia Education students around the world.

It contains a number of different areas including News and Activities, Events and Competitions as well as areas specially designed for different ages.

We encourage all students to make the most of this excellent and fun learning opportunity.

## Heat Index Guidelines

Houston summers are extremely hot and to ensure we keep our students safe in the heat, the our Welfare Officers track the Heat Index on a regular basis throughout the day during the summer months.

All students are required to be kept inside if the index reaches 100.

All Primary students must have a hat and a water bottle before being allowed outside.

## Home - School Communication

The British International School of Houston is committed to ensuring that our parents are involved in the life of the school and are kept fully informed of events in school. We strive to create many opportunities for our parents to give feedback on various aspects of school life. The following are some of the ways in which the school currently communicate:

- Newsletters and Social Media
- Whole School Newsletter with BISH Bulletin and Principal's Podcast
- Head of School updates
- Head of Year updates
- Class Teachers will communicate with parents regarding class specific items and discussions specific to individual children.

All communication is sent electronically. Our Newsletter provides general information about school events, celebrates student successes and achievements, gives reminders, highlights important dates and amongst other things. We communicate constantly via Facebook, Twitter and Instagram and encourage all members of our community to follow us on our social media platforms.

### Email

If you wish to send a message to a member of staff by email all email addresses are composed of the first name followed by surname followed by the school address in the following format: e.g. john.smith@houston.nae.school. Staff will acknowledge receipt of emails within 24 hours, Monday to Friday during term time. Parents may use email to arrange appointments to communicate with members of staff or to share information with them.

### Letters Home

The school keeps parents informed of forthcoming curriculum topics and any changes affecting learning for large numbers of students through a detailed letter outlining the learning to take place.

If the school needs to inform parents about a particular event, such as class trips or sports days, a letter will be sent home with each child and/or by email.

### Online Access. iSAMS

The parent Portal allows parents to:

- Check the attendance of the student.
- View the students' timetables, subjects and teachers.
- Access School Calendar/ School Reports.
- On joining the school, each family will be issued a document detailing the registration process for setting up an account.

### Attendance Line

Parents should call the school before 8.25 am to report the absence of their child and the reason for this. This information will be entered onto the school's information management system. Parents may also email the Class Teacher or Form Tutor, and cc [info@houston.nae.school](mailto:info@houston.nae.school) if the absence is one that is known in advance.

### Emergency SMS/Text Service

This is a telephone notification system that will send an SMS message/text to your home telephone number and/or mobile phone from school. This system is used to keep parents informed of any emergencies or sensitive information.

## Home Learning

### Home Learning in Secondary

#### What it is and why we have it?

As students enter our Secondary School home learning will become more prevalent, as we continue to prepare them for success. The key challenge is ensuring that our students are supported as they become effective, independent learners that have the skills and strategies to be successful when they are in our Secondary School and beyond. To ensure home learning

is utilised fully to support the learning in school, we insist that it falls with one of the three categories below.

Review – By providing our students with tasks that focus on reviewing what has already been learnt, they will have the opportunity to explore, practise and consolidate new knowledge to ensure that it is more likely to be retained.

Preparation for new learning – The key focus for some home learning tasks will be to prepare the students for new learning at school. This may be achieved by employing a range of strategies from ‘thinking’ tasks, ‘knowledge harvests’ / pre-assessment tasks to instructional activities that students will complete prior to lessons, to allow for a greater time to be spent on learning in school.

Developing students as independent learners – As students’ progress through our school they are being prepared to take responsibility for their own learning so that they have the tools to be successful both with us and beyond. Home learning activities, like independent projects and research tasks, enable our students to develop the organisational and management skills that they need to be effective independent learners. All independent projects and research tasks will be planned, broken into manageable sections for students and support will be in place for the students in both resources and expertise.

Home learning is most effective when the emphasis is on the quality of the learning and not the amount of time doing home learning. If you feel that your child is spending excessive amounts of time on home learning, encourage them to stop and discuss this with the relevant subject teacher.

Click here for help and support articles for parents logging in to show my homework to access their child’s homework: [https://help.showmyhomework.co.uk/ArticleDetail/Parents/The\\_basics/Logging-in-as-a-parent](https://help.showmyhomework.co.uk/ArticleDetail/Parents/The_basics/Logging-in-as-a-parent)

## House System

### House System Policy

All students and staff are members of one of the schools Houses: Fire, Earth, Water, Air. Each House is led by elected house captains from primary and secondary and facilitated by a house leader.

### House Points

Students gain house points by being recognized by a member of staff for demonstrating one of the Learner and Leader Profile elements (see behaviour for learning policy). INSERT UPDATE Staff allocate the points on iSAMs by selecting the student and the element of the

profile they have demonstrated. Teachers can obtain the totals from iSAMs and display/celebrate this with their form groups/class. Students are awarded single house points only.

House Points are a part of helping our students learn to contribute to something bigger than themselves.

### **House Events**

Various events occur throughout the year. There will be a whole school house event each term where students compete to earn points for their house rather than individually. There will also be regular individual house competitions representing different areas of the curriculum through-out the year. Multiple points can be awarded by staff judges once agreed with the house leaders.

#### **House Cup**

The house cup is awarded at the end of the year to the house with the most House points collected throughout the year (individual and team). Termly events such as sports day will be awarded a termly house event cup. House cups will be displayed in the PE corridor in a trophy cabinet with the winning house colour ribbons.

## **iPad Policy**

The School issues iPads for students in Years 1-9. Year 1-6 students are to leave their iPads in one of the available changing stations at the school daily so will not be provided with an individual Apple-branded charger/charging cable.

As part of Year 6 transition, Year 6 students are permitted to take their school iPads home for school work. Chargers will not be given to students in Year 6, however, the neighborhood has charging stations that the children can use. It is not compulsory to take the school iPad home.

Except during the summer break, Year 7-9 students are permitted to take their iPads home for schoolwork and will be provided with an appropriate Apple-branded charger and charging cable. Students must ensure their iPads are 100% charged daily for the next day's coursework. The charger and charging cable is to be returned at end of the term, and/or if the student leaves the school.

If an issued iPad or loaned iPad is lost, stolen or broken, the family will be held responsible for the cost in damages.

## **iSAMS Parent App**

iSAMs is the school management information system. On the App you can view Schools Reports, check your Child's details, and much more.

For all our up-to-date events please use our iSAMS Parent Calendar.

Please log onto our iSAMS Parent app by clicking on the link [here](#).

Our Registrar, Beonka Caldwell, will introduce you to our iSAMS Parent App where you can view your child's academic reports. You will be provided with login information for iSAMS once your student paperwork has been returned.

## Learner and Leader Profile

Our students created the Learner and Leader Profile. It is at the heart of our school and as the foundation of our House Point and rewards system. The Learner and Leader Profile elements are at the core of our learning programme.

**British International School of Houston**  
A member school of American International Schools

### Learner and Leader Profile

**What can Be?**

**Inquirer**  
We embrace curiosity at every opportunity, developing skills for inquiry and research. We know how to learn independently and collaboratively. We learn with enthusiasm and share that enthusiasm with others. We understand our level of learning throughout life.

**Open Minded**  
We are outgoing and ready to try new experiences. We embrace the traditions, cultural heritages and perspectives of others. We are good learners and are always ready to learn from other opinions and ideas to enhance our understanding.

**Thinker**  
We think critically, deeply and creatively to analyze and approach problems at all levels, even the most complex. We look to solve important and real-life issues, always in an ethical manner.

**Principled**  
We act with honesty and integrity at all times. We have a strong sense of fairness and justice and we respect the dignity of other individuals, groups and communities. We embrace the 3 core values of our school: Respect, Integrity, Pride.

**Reflective**  
We engage in thoughtful and reflection as critical elements in our learning. We are able to assess and understand our strengths and limitations in order to support our own development.

**Risk-taker**  
We approach uncertainty with thoughtfulness and determination. We work independently, and collaboratively, to explore new ideas and innovative strategies. We are resourceful and resilient, even in the face of challenges and change.

**Balanced**  
We understand the importance and necessity of balancing many different aspects of our lives, mentally, physically and emotionally. We embrace our interdependence with other people and the world and seek to enrich ourselves through our differences.

**Communicator**  
We express ourselves confidently and creatively in a variety of media. We use our knowledge and experience freely to understand, and share to be understood. We actively listen to the perspective of others, seeking to work together effectively and collaboratively.

**Creative**  
We appreciate the diversity and aesthetic beauty in the world. We value the process of developing new ideas to bring it to realization through imagination, inspiration and innovation to further enhance our learning.

**Caring**  
We show empathy, compassion and respect to others. We understand our role in building community and act to make a positive impact, both locally and on a global scale.

**Ambitious**  
We believe there is no limit to what we can learn or achieve, academically, socially and personally. We believe that creativity and challenge help us get better and we go out of our comfort zone to try new things. We stretch ourselves further and are relentlessly optimistic in everything we do.

**Learner**  
We believe we can learn anything. We understand that learning is everywhere it is personalized to each individual, and that we are responsible for our own learning. Sometimes we learn individually and sometimes collaboratively, but we are always open to learning new things.

These are key attributes that we endeavor to develop in all our students both inside and outside the classroom. They also make up the themes for our school assemblies.

The Learner Profile Attributes are as follows:

#### Inquirer

We nurture curiosity at every opportunity, developing skills for inquiry and research. We know how to learn independently and collaboratively. We learn with enthusiasm and share that enthusiasm with others. We sustain our love of learning throughout life.

#### Balanced

We understand the importance and necessity of balancing many different aspects of our lives, mentally, physically and emotionally. We embrace our independence with other people and the world and seek to enrich ourselves through our differences.

#### Caring

We show empathy, compassion and respect to others. We understand our role in building community and act to make a positive impact, locally and globally.

#### Risk-taker

We approach uncertainty with forethought and determination. We work independently, and collaboratively, to explore new ideas and innovative strategies. We are resourceful and resilient even in the face of challenge and change.

#### Principled

We act with honesty and integrity at all times. We have a strong sense of fairness and justice and we respect the dignity of other individuals, groups and communities. We embrace the 3 core values of our school, Respect, Unity, Pride.

#### Open Minded

We are outgoing and ready to try new experiences. We embrace the traditions, cultural heritages and perspectives of others. We are good listeners and are always ready to learn from other opinions and ideas to enhance our understanding.

#### Learner

We believe we can learn anything. We understand that learning is best when it is personalized to each individual, and that we are responsible for our own learning. Sometimes we learn individually and sometimes collaboratively, but we are always open to learning new things.

#### Thinker

We think critically, deeply and creatively to analyze and approach problems at all levels, even the most complex. We look to solve important and real-life issues, always in an ethical manner.

#### Communicator

We express ourselves confidently and creatively in a variety of media. We use our knowledge and experience firstly to understand, and then to be understood. We actively listen to the perspective of others, seeking to work together effectively and collaboratively.

#### Reflective

We recognize that feedback and reflection are critical elements in our learning. We are able to assess and understand our strengths and limitations in order to support our own development.

#### Ambitious

We believe there is no limit to what we can learn or achieve, academically, socially and emotionally. We believe that creativity and challenge help us to get better and we go out of our comfort zones to try new things. We stretch ourselves further and are relentlessly optimistic in everything we do.

#### Creative

We appreciate the diversity and aesthetic beauty in the world. We value the process of developing new ideas to bring in to existence thoughts and products through imagination, inspiration and innovation to further enhance our learning.

## **Learning Conferences (Parent Teacher Student Conferences | PTSC)**

Learning Conferences are an integral part of our communication with parents. Although we encourage an ongoing dialogue about student's learning; there are specific times in the year where learning conferences are calendared to provide an opportunity for parents, teachers and students to sit together virtually to review, celebrate and discuss a student's learning and next steps. Our Learning Conference should be mostly student led. This is an important opportunity for your child to explain their learning to you with the assistance of a teacher. There will also be an opportunity for parents to ask questions and discuss more details with your class / form teacher. Please check the school calendar for the specific dates of your child(s) learning conference.

## **Learning Support (Student Services)**

The Student Support Services Department at the British International school of Houston encompasses: Learning Support (services for students with Special Education Needs) EAL (services for students for whom English is an additional language) School Therapist (social and emotional support) and Highly Able (services for students with exceptional abilities beyond their age expectations).

## Lockers

Only designated lockers may be used.

All students from Year 2 - Year 13 will have their own locker.  
Students in Early Years - Year 1 have a “Cubby Hole” in their neighborhood.

Students in Year 6 and above are responsible for providing a lock if they wish to use one.

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.

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.

## Lost Property

Please label your child’s belongings so we can return it to your child’s neighbourhood or contact you if turned in.

If you have lost any items, please note we have several pick up points around the school depending on item (these pick up points may not be available when students are in designated Learning Communities):

- Front desk | Hats
- Cupboard/credenza at the Reception area | Jumpers, sweaters, fleeces
- PE Hallway | PE kits and sports items
- BOMA | Lunch boxes, water bottles, food containers

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

## Medical Appointments

All appointments should be made outside of school hours where possible.

We understand that this is not always in parents control therefore should you need to take your child out of school for an appointment the procedure is as follows:

Parents must send an email to the Class Teacher or Form Tutor and copy in info@hosuton.nae.schoo so we have a record of any children who will be picked up during the day.

## **Medical Issues (on site)**

Adapted guidelines will follow the Reopening Guides for EY/Primary and Secondary School until further notice.

### **A child is ill or hurt 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. In these instances, parents are not informed.

#### More serious injuries:

Students will be escorted directly to the Welfare Office, or some cases our UK qualified nurses will go directly to the injured party. Once this injury has been assessed to see whether first aid can be administered at school, or if further medical treatment is necessary, parents will be notified immediately. If the injury or illness is assessed to be very serious the school will contact the emergency services directly and then inform parents.

### **Illnesses:**

Children with a temperature of 100.4 degrees or above will be required to be picked up from school, as per Texas state requirements. A child should not return to school until they are fever and symptom free, without the use of fever-reducing medication, for a period of 72 hours.

If the child has experienced vomiting, diarrhea, 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 doctors letter prior to returning to school which should be emailed into the Welfare Office.

Parents will be contacted via the Welfare Office to inform them that their child may have head lice. Standard guidance is issued to the parents in that year group to prevent further instances.

### **A child has been diagnosed with an infectious condition**

Parents must keep their child at home and contact the school immediately. Your child may return to school once treated and Doctor's note is provided stating that the condition is no longer infectious.

#### A child comes to school requiring regular medication

All medication for minor ailments must be administered out of school. Medication for students with specific medical needs will only be administered if the parent completes a Medication Authorization form, available from the Welfare Office, and returns it, along with the medication, to the Welfare Office. Any medication handed into the school must be in its original packaging with a clear expiration date and the student's name clearly marked. The medication is stored in a locked cabinet and is monitored by the Welfare Officer.

#### Parents need to take their child out of school

If it is necessary to take students out of school for a medical appointment parents are asked to email the Class Teacher or Form Tutor in advance. If parents do take their child out of school during the school day, they must sign the child out at reception. They must advise reception.

#### Parents are delayed collecting their child

Parents must call the school (please do not email) and provide regular updates as to their estimated time of arrival. A member of Senior Leadership will remain on site until the student is collected.

#### Parents need to appoint another person to collect their child

Parents must inform the Class Teacher or Form Tutor via email if their child is to be collected by somebody other than themselves. For your child's protection we do require that the person who is collecting the students provides appropriate identification.

#### What if your child needs to go to hospital

If your child needs to go to hospital, one of our UK qualified nurses will escort your child in the ambulance and stay until the parent can take over guardianship.

## **Medical Records, Including Immunization**

### **Immunizations**

A state law took effect Sept. 1, 2005 that requires all children attending child-care facilities and schools to be vaccinated against Hepatitis A & B and Pneumococcal disease for the first time. Children who attend any regulated child day-care and school are already required to be immunized against Measles, Mumps, Tetanus, Polio, Rubella, Rubeola, and other communicable childhood diseases. The Texas minimum required immunizations can be found here [http://www.dshs.state.tx.us/immunize/Schedule/schedule\\_child.shtm](http://www.dshs.state.tx.us/immunize/Schedule/schedule_child.shtm) Please provide documentation of all of your child's immunizations to the Welfare Office.

## **Neighborhoods and Learning Environments**

A Neighborhood is the term given to each section of the school as designated by the Year Group housed there for Primary or the Year Group / Subject(s) housed there for Secondary. Neighborhoods are central to the educational philosophy of our school.

## **Non-Harassment**

We are fully committed to providing an educational environment free from offensive or harassing conduct.

To meet that commitment, we depend on all members of our community to conduct themselves in a way that ensures a harassment-free environment at all times.

We conduct ourselves in line with our core values: Pride, Unity, Respect.

## **Nord Anglia Education**

We are proud to be part of the Nord Anglia Education, [click here](#) for more information.

## **Parent, Teacher, Student Association**

The PTSA are a self-funded group who work to raise money for charities and support the school with a variety of events throughout the year that bring the community together.

They are always keen to welcome new members.

There is a funding application process for any members of our community who wishes to bid for additional funding to support students learning. The PTSA are keen to receive applications from all members of our community, especially students.

## **Parent Volunteers**

Parent Volunteers will not be in place at the start of the school year.

It is clear that the strength of a school community has a direct impact on the learning of its members. We refer to this as building 'social capital' in our community. It's about how we all work together in a positive way for the benefit of our children.

As part of this, parents are strongly encouraged to be active participants in school, in a variety of ways.

In addition to the usual ways to help out in our community, such as events, PTSA etc. Parents are also welcome to volunteer directly in classrooms, the Agora, on duties and with exam supervision, among others.

If you wish to volunteer, please contact the relevant Head of School or PTSA.

All parents volunteering must go through a background check and must wear a school ID badge whilst in the building. They must also agree to and sign the 'Volunteers' Agreement, which is available from our Head of HR, Pauline.Mcbain@houston.nae.school.

## **Personal Information Collection**

It is our responsibility to ensure we protect and ensure your privacy concerns are appropriately addressed. As such, we have updated our policy on how we handle direct marketing and online adverts. Please take a moment to read our [updated Privacy Policy](#).

## **Parent Partnership**

Until further notice, parents are not permitted on campus. Please follow the 20/21 Reopening Guides as only Early Years parents will be permitted to leave their cars to bring their children to the EY gate.

Once parents are permitted on campus, they will be welcome to drop off and pick up their children and to enjoy a drink or snack in the Coffee Shop. For safety and security reasons, parents are expected to wear their teal blue ID lanyard (Indicating that they are a parent at school, and that they have been background checked). The teal blue lanyard will also allow parents access to the building via the North door (closest to the main carpark) at morning drop-off and afternoon pick-up. Parents, guests or visitors without a teal blue lanyard will need to surrender photo ID at the Guard House. Parents are welcome to use the Coffee Shop and the School Shop whilst on campus. However, parents are not allowed to visit their children's learning spaces during the school day since this would affect the learning of the class. We also request that parents do not enter the BOMA during break or lunch time.

## **Parking/Car Park (including Drop off and Pick Up)**

Our school is in a designated active School Zone on Westgreen Boulevard. There is a speed limit reduction to 25mph between 7.45am-8.30am and 3.15-4.00pm. The use of mobile phones in this zone is also illegal. Please respect the speed and regulations for the safety of our children.

Once entering the car park, cell phone use in the car park is prohibited and the car park speed limit is 10MPH.

### **Campus Car Park Flow**

Please follow the guidelines in the reopening plans regarding pick up and drop off.



### Early Years (EY1 and EY2) & Primary (Y1-Y6)

	Drop-Off	Pick-Up
<b>Early Years</b>	8:00-8:25 am	3:00-3:30 pm
<b>Years 1, 2, 3 (Orange Route)</b>	8:00-8:25 am	3:25-3:45 pm
<b>Years 4, 5, 6 (Blue Route)</b>	8:00-8:25 am	3:30-3:50pm

### Secondary (Y7-Y13)

	Drop-Off	Pick-Up
<b>All Year Groups</b>	8-8:25am	3:30pm

**Early Years and Primary Drop Off and Pick Up Information:  
Secondary Drop Off and Pick Up Information:**

**Once the campus resumes 100% face-to-face learning, the following procedures will take place:**

Morning Drop off Procedure

- All cars dropping students off, where parents are not parking and coming into school, should make their way to Drop off area as indicated on previous the map. (Fig.1).
- Once there, cars will line up making 9 rows. Cars on the front row will then be instructed to turn engines off. Once every car on the front row is ready, a green sign will be displayed allowing all students in cars on the front row to exit the car and make their way into school.
- Once all the students are cleared from cars the front row of cars will exit to the right, one at a time and exit via the gate on Franz Road. Once the front row has left the second row then move up and the process repeats.
- For safety reasons, it is essential that no cars allow anyone to exit a car until they are on the front row and the green sign is showing.
- This is a not parking area. Guard on Duty ensures and guides cars to comply with this procedure.
- Afternoon Car Pick up (3.30pm and 4.30pm)
- All cars not parking and entering school to pick up should make their way to the pick-up zone (the same as morning drop off zone).
- Cars will line up like in the morning making 3 rows. Students will be held on the waiting area until all cars are stationary, and engines are turn off. On the guard signal, students make their way to their respective cars. Guard on duty ensures all students are inside their cars. Guard will show the green sign to allow cars to leave the area. Guard will direct any car to advance forward if needed. This process is repeated until all waiting students are collected.
- This is not a parking area. Guard on Duty ensures and guides cars to comply with this procedure.
- Drop off and Pick-Up: Parents/Guardians taking children into school and picking up from neighborhoods.

- Parents or guardians must use the Parent Parking as indicated in the map. (Fig.1). Parents or guardians must enter the building to leave or collect their children.
- All cars must reverse into their space.

## **Private Drivers**

- Parents must inform school about companies and drivers collecting their children.
- Private Drivers will be authorized to enter the school campus providing that they have been previously registered by parents. Drivers with approved Visitor or School Lanyard will collect assigned primary students from the Boma or Reception.

## **Students Driving to School**

- Students driving their own car must reverse park in the designated Student Parking area.

## **Staff Parking**

Staff parking is allocated at the end of the parking lot. All staff must use this parking lot, including part time staff. All cars must reverse parking.

## **Security during Outside School Hours**

Until further notice, the school will be open only for school hours.

- The school building will stay locked from 5:00pm to 8:00am from Monday to Friday. Saturdays and Sundays, the building will be lock with the exception for occasions when the facilities are used by external rentals.
- Parents will be permitted in the school premises and playgrounds until 5:00 pm. Guards on duty will ensure this measure is complied.
- Athletics or external vendors are allowed to use the outside Sports Facilities

## **Permission to Leave Site**

During the school's operational hours we are all responsible for the safety and learning of the students and as such, we must know where they are at all times.

Students are only allowed to leave the campus when signed out by their parents and for specific reasons, such as a medical appointment.

All students must be signed out and in at school reception.

## Parent Concerns

We have an open-door policy and encourage all parents to contact us with any concerns they may have as early as possible so we can best understand and support.

Here is guidance for who to contact and when:

1. Contact the teacher concerned either class / subject / form by email in the first instance.
  - The teacher will contact you back either by email if it a simple response or by telephone or to arrange a meeting. We encourage people to speak in person where possible as emails can lead to misunderstandings.
  - If the issue is not satisfactorily resolved or you do not hear back within 24 hours (please note this is only Monday 8am until Friday 4pm) then you should contact the appropriate line manger i.e. Phase Leader / Head of Year / Head of Subject. If this issue involves one of these members of staff or cannot be resolved at this level then, and only then, should you contact the appropriate Senior Leader i.e. Assistant / Deputy Head / Head of School.
  - If your concern is still not resolved, then you can contact the Principal.
2. If your concern is of a more serious nature, then you should contact a senior member of staff either by email or call to arrange an appointment for you to meet in person to discuss your concern.

## Recycling

Developing our students understanding of environmental sustainability is important to us. As such we encourage all members of our community to recycle all appropriate materials:

- Paper
- Cardboard
- Plastic
- Aluminum
- Glass
- Tin

As part of our student leadership programmes the recycling programmes are led by our students.

## Reports

As part of our communication with parents you will receive several progress reports throughout the year. If you have any questions regarding a report or are concerned about your child's progress please contact the teacher directly.

There are slightly different reporting times for different phases of the school. A reporting calendar is published each year. Please see Head of School for the latest reporting calendar.

## Rewards and Sanctions

### Behaviour for Learning

#### Rationale

We believe that positive behavior in all aspects of school life is a fundamental requirement to help our students develop academically, personally and collectively. We seek to create an inclusive, caring and positive learning focused environment by promoting the school values through the school's learner profile in all facets of school life.

We believe in creating an environment where students feel safe, where they feel valued and supported and where individual differences are respected. We believe in developing positive relationships through mutual respect as well as developing opportunities for collaboration of all members of the school community.

All members of the school community should take responsibility for their own actions and behaviors, they should treat others as they expect to be treated themselves as well as feeling as though they have themselves been treated fairly.

A school ethos of modeling and promoting positive attitudes as well as offering stimulating and high-quality lessons, is at the heart of ensuring positive behavior within the school. Where students are engaged in interesting learning experiences, where they are provided with levels high levels of autonomy and are provided with appropriate challenge that meets their learning needs, this will provide opportunities for students to fully engage with the learning process within the school. In addition, students should therefore realize that desirable behavior and responsibility for one's own actions are clearly valued and that when students are intrinsically motivated to learn and develop they have the greatest opportunity to holistically and academically prosper.

#### Basic Expectations for All

As a school, we believe that there are basic expectations for all members of the school community, these not only underpin and reinforce our three core values: Respect, Unity and Pride, and our three core behaviours, take responsibility, seek feedback and collaborate, and also ensure that all members of the school community remain safe at all times.

Attitude: be prepared with a positive outlook on all areas of school life. Motivated: always try your best and have high expectations for yourself.

Be Respectful: take care of each other and take care of our school.

Instructions: listen to others and be clear about what you need to do.

Thoughtful of Others: treat others as you wish to be treated and be considerate of others' feelings.

Integrity: be honest and do the right thing.

On Time: time is precious. Be where you should be, when you should be. Uniform: wear your uniform with pride.

Safety: make decisions and act accordingly to keep yourself and others safe.

### Rewards/Positive Acknowledgement

The awarding of 'House Points' by teachers within this system is based upon the schools' Learner/Leader Profile. See House System for details.

Students will be awarded House Points when they particularly demonstrate one of the aspects of the Learner Profile. These attributes provide an opportunity for students not only to be awarded for demonstrating positive behavioral attitudes, but also offer an opportunity to reflect on how they can become a better-rounded individual who can contribute towards the school community. House Points will be awarded by all members of staff via iSAMS, where teachers/staff are encouraged to record a short description as to why the point has been awarded.

At the end of each term there will be a 'House Achievement Assembly', to showcase some of the exemplary efforts where these attributes have been demonstrated. This will not only allow students to showcase some of their achievements, but also acts as a way of modeling and rewarding positive behaviors.

### **Interventions**

Interventions may be necessary where a student is persistently struggling to maintain the basic level of expectations for all, or for one-off incidents that require teacher/parent support.

We acknowledge that young people make mistakes, and these are valuable parts of how we all learn and grow. It is our role as supporting adults to guide our students and help them make positive decisions as they grow into productive members of our global community, our role is not to punish and this intervention outline is in the vein of a restorative approach to conflict and behavioral issues.

This approach focuses on problem solving, understanding harm to others, dialogue, negotiation, accountability and repairing relationships.

For more information please contact your Head of Year.

## **Safety Measures and Reopening Guides**

### **Reopening Guides**

As we start the school year in 2020, we will be following the safety measures presented in our Reopening Guides. Any changes are shared with the community.

Please click [here](#) for the EY/Primary Re-Opening Guide.

Please click [here](#) for the Secondary Re-Opening Guide.



We ask that all families monitor their health and be alert for symptoms on the Health Screening Questionnaire based on CDC and Harris County Public Health (HCPH) guidance. If your child experiences any of these symptoms it is necessary to keep them and any siblings at home until they are fever and symptom free based on the guidance below.

If a child or staff member begins to show symptoms of COVID19 whilst at school, they will be immediately isolated and a parent or emergency contact will be expected to pick them up. All siblings and family members will also be sent home. Before returning to school, we ask families to follow the guidelines below, based on CDC and HCPH.

Any information regarding your child's health will go through our Welfare Office. Welfare will then communicate to the teachers when a child may return to school whilst maintaining confidentiality.

# 1

**For anyone that has had close contact with an individual with known, suspected or possible COVID19, whether the individual was symptomatic or asymptomatic**



- Stay home for 14 days after exposure
- Check your temperature twice a day and watch for symptoms of COVID19
- If possible, stay away from people who are high risk for getting very sick from COVID19

# 2

**If you tested positive for COVID19 but have no symptoms**



- You may return to school after:
- You continue to have no symptoms and 10 days have passed since the test
- OR**
- Siblings and family members must also stay home
- If you develop symptoms after testing positive, follow column 3**

# 3

**If you are sick with COVID19 through a positive test or if you think you have COVID19 with related symptoms**



- You may return to school after:
- 3 days with no fever
- AND**
- Other symptoms of COVID19 are improving
- AND**
- 10 days have passed since symptoms first appeared
  - Siblings and family members must also stay home

# 4

**If you have symptoms and are evaluated by a medical professional with an alternate diagnosis (i.e. flu, conjunctivitis, skin infection, etc)**



Follow your provider's guidance

The process of temporarily switching a student from On-Campus to Virtual Learning has many different elements involved. How easily the switch can occur can vary depending on the year group, the time of the day and the learning planned for that day. **In most cases, the School will need a 24 hour turnaround to move a student to virtual as there are a number of logistics to consider.**

Additionally, whether the student or sibling have left school with their iPad or they are already at home without their school iPad can impact the process of switching. If the latter is the case, you could use devices at home or arrange to come to school and pick up the school iPad.

The student may access virtual learning. If they should begin to show symptoms, or symptoms worsen, students must focus on resting and getting better and therefore would not access Virtual Learning.

If student is asymptomatic, but they are still within the quarantine window, if parent and teacher agree then the student can access Virtual Learning.

If student's symptoms improve, but they are still within the quarantine window, if parent and teacher agree then the student can access Virtual Learning.

If student has a different illness which means they are unable to attend school then students must focus on resting and getting better.

Siblings may access virtual learning as arranged with their teachers.

# Process Upon Confirmed Positive Case

## Close Contacts Defined

- ▶ At BIS Houston, close contacts are defined by those in a Learning Community
- ▶ HCPH defines close contacts as the following:
  - ▶ “For symptomatic individuals, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset
  - ▶ For asymptomatic individuals, a close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before positive specimen collection
  - ▶ Additional close contacts are defined as:
    - ▶ Caring for someone at home who is sick with COVID-19
    - ▶ Having direct physical contact with a person who is sick with COVID-19 (hugged or kissed them)
    - ▶ Shared eating or drinking utensils with a person sick with COVID-19
    - ▶ A person sick with COVID-19 sneezed, coughed, or somehow got respiratory droplets on you”

## Notification Process

- ▶ In the instance of a confirmed positive case, BIS Houston will notify:
  - ▶ Learning Community affected
  - ▶ Whole School
  - ▶ Local Health Authorities - Harris County Public Health who initiate the contact tracing process

## Immediate Actions

- ▶ Learning Community (as defined by year group) immediately moves to VSE for 14 days
  - ▶ If notification happens during the school day, the School will ask parents to collect their children immediately.
  - ▶ Siblings and/or family members will also be sent home.
- ▶ The Learning Community area will be deep cleaned. The rest of the school will also be deep cleaned after the school day.
- ▶ Any close contacts of the LC will also be contacted and will remove themselves physically from school for 14 days
- ▶ HCPH will conduct their own investigation to determine if there are any other close contacts

## Other Considerations

- ▶ Staff who do not have contact with students.
  - ▶ In this case notification will go out to the whole school and any close contacts will follow column 1.
- ▶ Regarding siblings and family members of the confirmed positive case:
  - ▶ The School recommends all close contacts seek COVID19 testing.
  - ▶ If any siblings or family members are part of the school community and the sibling or family member tests positive, the subsequent Learning Community will follow column 1 and move to VSE for 14 days.
- ▶ “HCPH monitors individuals until isolation/quarantine period is complete. Those quarantined should not return to school until they have completed their full quarantine period, even if a negative test result was received during their quarantine period.”
- ▶ Secondary students should have their technology if VSE is necessary, Primary students will have a coordinated pick up of resources if necessary.
- ▶ The School requires all students who access face to face learning to follow the guidance on the School’s Acknowledgement Form. Failure to follow guidance can result in being removed from face-to-face learning.

### *School Receives Notification During the School Day*

#### *Day 1:*

Parents are informed of the positive case, a pick up is arranged and all students in that Learning Community (Year Group) must be collected by a family member/guardian, and will not be able to use school transportation. Students will bring home their school supplies and school issued iPad, parents are asked to sanitize these. This Learning Community must now self-isolate and transition to virtual learning for 14 days (dated from last known contact)

#### *Day 2:*

This is a 'turnaround day'. Teachers prepare to switch the entire Learning Community to virtual learning. Offline learning activities will be provided, no live teaching will take place.

#### *Day 3:*

The Learning Community begins virtual learning, for up to 14 days.

### *School Receives Notification Outside the School Day*

#### *Day 1:*

This is a 'turnaround day'. Teachers prepare to switch the entire Learning Community to virtual learning. Offline learning activities will be provided, no live teaching will take place.

#### *Day 2 Primary:*

9am: Resources pick up (supplies, school iPad etc.) begins through the Blue Route.  
10.10am: virtual learning begins, for up to 14 days.

#### *Day 2 Secondary:*

8.25am: virtual learning begins, for up to 14 days.



## International Travel

## Travel During the Pandemic

Staying at home is the best way to *protect yourself and others*  
Know your Travel Risk

### Testing

- Take a viral test 1-3 days before your flight | Delay travel if you are waiting for test results
- Take a viral test 1-3 days before you return
- Test 3-5 days after travel **AND** stay home for 7 days after travel
- Even if you test negative, stay home for the full 7 days
- If you do not get tested, stay home for 14 days after travel

#### Keep copies of all test results.

Despite negative test results, you still may have exposure.

### Quarantine

- Stay home for 7 days after travel if you have tested
- OR**
- If you do not get tested, stay home for 14 days after travel

Despite negative test results, **you still may have exposure.**

Notify [welfare@houston.nae.school](mailto:welfare@houston.nae.school) if you are awaiting test results.

### Air Travel

Air travel requires spending time in security lines and airport terminals, which can bring you in close contact with other people and frequently touched surfaces. Most viruses and other germs do not spread easily on flights because of how air circulates and is filtered on airplanes. However, social distancing is difficult on crowded flights, and sitting within 6 feet of others, sometimes for hours, may increase your risk of getting COVID-19. Also consider how you get to and from the airport, as public transportation and ride-sharing can increase your chances of being exposed to the virus.

### Bus/Train Travel

Traveling on buses and trains for any length of time can involve sitting or standing within 6 feet of others, which may increase your risk of getting COVID-19. If you choose to travel by bus or train, learn what you can do to protect yourself on public transportation.

### Car Travel

Making stops along the way for gas, food, or bathroom breaks can put you and your traveling companions in close contact with other people and frequently-touched surfaces.

### RV travel

You may have to stop less often for food or bathroom breaks, but RV travel usually means staying at RV parks overnight and getting gas and supplies at other public places. These stops may put you and those with you in the RV in close contact with others



### High Risk Activities During Travel

Going to a large social gathering like a wedding, funeral, or party | Attending a mass gathering like a sporting event, concert or parade | Being in crowds like in restaurants, bars, fitness centers, or movie theaters | Taking public transportation like trains or buses or being in transportation hubs like airports | Traveling on a cruise ship or river boat.

### Safety Measures

Stay at least 6ft/2 meters from anyone who did not travel with you, particularly in crowded areas

Wear a mask to keep your nose and mouth covered when you are in shared spaces outside of your home, including when using public transportation

If there are people in the household who did not travel with you, wear a mask and ask everyone in the household to wear masks in shared spaces inside your home for 14 days after travel

Wash your hands often or use hand sanitizer with at least 60% alcohol

Watch your health: Look for symptoms of COVID19 and take your temperature if you feel sick

Travel increases your risk of COVID19. After traveling, if you participated in high risk activities or think that you may have been exposed before or during your trip, take extra precautions (in additions to the ones listed above) to protect others for 14 days after you arrive/return: Stay home as much as possible, avoid being around people at increased risk for severe illness from COVID19, consider getting tested if you have not already.



As cases continue to increase rapidly across the United States, the safest way to celebrate the holidays is to celebrate at home with the people you live with.

The COVID-19 pandemic has been [stressful](#) and isolating for many people. Gatherings during the upcoming holidays can be an opportunity to reconnect with family and friends. This holiday season, consider how your holiday plans can be modified to reduce the spread of COVID-19 to keep your friends, families, and communities healthy and safe.

Several factors can contribute to the risk of getting and spreading COVID-19 at small in-person gatherings. In combination, these factors will create various amounts of risk:

- Community levels of COVID19
- Exposure during travel
- Location and duration of the gathering
- Number and crowding of people at the gathering
- Behaviors of attendees prior to and during the gathering

#### Lower risk activities during the Holidays

- Having a small [dinner](#) with only people who live in your household
- Preparing traditional family recipes for family and neighbors, especially those at higher risk of severe illness from COVID-19, and delivering them in a way that does not involve contact with others
- Having a virtual dinner
- Shopping online rather than in person on the days just before, on, or after the holidays
- Watching sports events, parades, and movies from home

#### Moderate risk activities during the Holidays

- Having a small outdoor [dinner](#) with family and friends who live in your community where attendees from different households stay [6 feet \(2 arm lengths\) apart](#), wear [masks](#), [wash hands](#), and follow [state, local, territorial, or tribal](#) health and safety laws, rules, and regulations
- Visiting pumpkin patches or orchards where people use hand sanitizer before touching pumpkins or picking apples, wearing masks is encouraged or enforced, and people are able to maintain social distancing
- Attending a small outdoor sports events with safety precautions in place

#### Higher risk activities during the Holidays

Avoid these higher risk activities to help prevent the spread of the virus that causes COVID-19:

- Shopping in crowded stores just before, on, or after the holidays
- Participating or being a spectator at a crowded race event
- Attending crowded parades
- Attending large indoor gatherings with people from outside of your household
- Gatherings where individuals consistently do not adhere to [social distancing](#) (staying at least 6 feet apart), [mask wearing](#), [handwashing](#), and other prevention behaviors, before or during the event, pose more risk than those who consistently practice these safety measures.
- Indoor events with poor ventilation (for example, small enclosed spaces with no outside air) pose more risk than outdoor gatherings

## Safeguarding Young People at BIS Houston

As a Nord Anglia Education school, our aim is to:

- Provide a world class, safe and happy environment to enable students to thrive and learn.
- Outline the systems and processes we all take to ensure that students remain safe at school.
- Raise awareness to all staff of safeguarding/child protection issues, and define their roles and responsibilities in reporting possible cases of abuse.
- Identify students who are suffering, or likely to suffer harm.
- Ensure effective communication between all staff on child protection/safeguarding issues.
- Set effective procedures for staff/volunteers or third party individuals who encounter any issues in relation to child protection/safeguarding to follow.
- Be clear with all parties, including students and their parents/carers, regarding our approach to safeguarding and child protection, through the provision of clear policies.

As such, the British International School operates under the 'Nord Anglia Education Safeguarding Policy' amended in accordance with state laws relating to child protection. The full policy can be found [here](#). In addition to this, the British International School of Houston adheres to Section 261.101 of the Texas Family Code which mandates teachers / all staff to report any safeguarding concern to either Texas CPS or law enforcement, within a 48 hour timeframe, 24 hours for concerns relating to safety. Please see the Texas DPS website for more information [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

The Designated Safeguarding Lead (DSL) for the British International School of Houston is Gemma Averette (Head of Primary, [gemma.averette@houston.nae.school](mailto:gemma.averette@houston.nae.school)) and should be contacted with regards to any questions or concerns relating to child protection and the safeguarding of students at BISH.

## School Spirit Store

Friday is Spirit Day at BIS Houston when we support and celebrate our school sports teams and unite our students through our 'Bulldog Pride'. Our Spirit Store carries all Spirit wear, PE uniforms, Early Years uniforms, school hats, school supplies and more. To view everything in our Spirit Store and purchase online, [click here](#). Further details on what to wear are include in our [Dress Code Policy](#).

## School Supplies

Below are school supply lists:

[Primary School Supply List](#)  
[Secondary School Supply List](#)

## **School Trips and Student Travel**

International trips will be suspended until further notice. Local trips will be assessed on a case by case basis.

Once trips resume, the following will apply:

With both residential and day trips from campus, our students all participate in a variety of opportunities to encounter learning outside the school setting. Throughout each year groups in Early Years through Year 6, learners will partake in various school trips to local museums, historic sites, and other learning experiences. In the secondary school, our subject leaders plan specific lessons to engage in off-site scholarly endeavors including field trips. Additionally, there are many opportunities for overnight student travel including but not limited to: camping, Project Week, MIT trips, UN and Model UN, Juilliard visit, JASS and International Award with Outdoor Education, and much more. All trips are rigorously planned for safety, and all our staff are first aid trained. Safety is our top priority during travel.

## **Smoking / Vaping**

No smoking / vaping on the school premises is allowed at any time. This policy is for the health and safety of all students and our employees.

## **Telephones and Mobile Phones**

Parents are not permitted to call teachers directly during learning time. If you need to contact a teacher please either send the teacher an email, or call reception who will take a message. The teacher will then call you back as soon as they are able (within 24 hours).

Students do not need a cell phone during the school day, but if they wish to bring it to school, it should be silenced and kept in their locker. If a teacher wishes for them to use the phone to support learning, they will direct students to do so, otherwise it should not be used or visible during learning times.

If a student needs to contact home during the school day, they will need to coordinate with their teacher.

Students should not use cell phones whilst moving around this school as this is dangerous. At break and lunch times we ask students to socialize with their friends and not bring cell phones into the Boma, the Agora or outside areas.

In case of emergency please contact the school directly and we will assist you.

## **School Therapist**

### **School Therapy Informed Consent Form**

The British International School of Houston is committed to providing quality education to its students. In an effort to achieve this goal, parents/guardians or school staff may refer students for counseling, or students may request counseling sessions. The focus of the program is to help students express their thoughts and feelings, better understand the world they live in, and develop strategies and coping skills. There is no cost for counseling services provided.

### **Background**

My name is Samantha Schlanger, and I am the School Therapist at The British International School of Houston. I have a Master's degree in Marriage and Family Therapy, and I am a Licensed Marriage and Family Therapist and Licensed Professional Counselor.

### **Provisions of Services**

The bulk of my referrals come from parents, teachers, and Heads of Year. For students who refer themselves without parental knowledge, my policy is to contact the parent after three sessions to let them know I am seeing their child. Students sometimes drop by one or two times to discuss a small issue that they want to process out loud, and I always encourage students to let their parents know they reached out to me so that parents are aware. I make my office a very comfortable and relaxing atmosphere where students, parents, and faculty can feel at ease. If students come to the office with a group of friends for a casual chat that does not qualify as counseling, then I may use my discretion to decide if parent contact is needed. I will always contact parents if any information is shared that they would need to know. Parents have the right to deny counseling services at any time.

Services include short-term solution-focused individual counseling, crisis intervention, group counseling, and referrals as needed. I teach students about their emotions and help them learn effective coping skills. I assist with concerns such as stress, anxiety, depression, social issues, grief, self esteem, and adjustment to life transitions.

School Therapy services are aimed at effective education and socialization of your child within the school community. These services are not intended as a substitute for psychological counseling, diagnosis, or medication, which are not the responsibility of the school. I may not be able to guarantee regular weekly sessions with your child. I have a

document with referrals for outside professionals if your child would benefit from counseling outside of school.

### **Benefits/Risks**

There may be both risks and benefits associated with participation in counseling. Counseling may improve your child's ability to relate with others, provide a clearer understanding of himself/herself, along with values, goals, and an ability to deal with everyday stress. Counseling may also lead to unanticipated feelings and change.

### **Observation/Presentations**

One of my goals is to demystify and destigmatize my role so that students feel comfortable coming to talk with me. In order to accomplish this, I maintain an active presence on campus so that students know who I am. I regularly observe classes so that I can get to know the students in each year group and see the dynamics of the classroom environment. I also conduct presentations across the year groups on a variety of subjects to enhance the emotional intelligence of our students.

### **Confidentiality**

In order to build trust with your child, I will keep information confidential with some possible exceptions. I may share information with the child's parents/guardians, the child's teacher, and/or administrators or school personnel who work with the child on a need to know basis, so that we may better assist the child as a team. I am required by law to share information with parents or others in certain circumstances:

- If the child is presenting a danger to himself/herself or another person
- Evidence or disclosure of abuse or neglect.
- Threats to school security
- Illegal activity

I may also disclose bullying behavior and other information to parents and relevant staff members in an effort to provide support to both the student(s) experiencing these behaviors and the student(s) exhibiting the behaviors.

I will make your child aware of these limits of confidentiality and make an effort to inform your child before sharing information with others. If you would like me to share information with a third party, such as an outside counselor, psychiatrist, social services worker, or pediatrician, you will need to sign an additional release of information form.

### **Contact**

I encourage you to ask questions and receive information about methods or techniques used. You are free to seek a second opinion or end counseling at any time. I also want to reiterate that I encourage outside counseling if your child wants or needs regular weekly sessions.

To request an appointment for your child, you can email me.

Samantha Schlanger (Ms. S.), [Samantha.schlanger@houston.nae.school](mailto:Samantha.schlanger@houston.nae.school)

## Training Days

All great schools place a high emphasis on the continual professional learning of their staff since we know this has a direct impact on the quality of learning of our students. The school has several training days per year which are identified when the school calendar dates are released.

## Transferring Out

If a student in their first academic year at the school cannot return for the following academic year, a withdrawal form must be submitted before the re-enrollment deadline. For students who have been at the school for more than one year, a full term's notice of departure is required.

Please submit completed withdrawal forms to Jane Chastant, Director of Admissions and Marketing. [Jane.chastant@houston.nae.school](mailto:Jane.chastant@houston.nae.school)

Any outstanding fees and costs must be paid before departing. As per school policy, all report cards, transcripts, external results and certificates can only be released to students and families if all school fees are up to date. Please contact the Finance Office for payment arrangement and let us know if we can be of any further assistance.

## School Reports

Your new school will request your children's school reports. These are accessible to you through your iSAMS Parent Portal Log-in. We would certainly encourage you to print all the reports before you leave BISH to ensure you have them to hand.

Any school reports you don't have which pre-date September 2015 can be requested through the school registrar.

## Teacher Evaluations

From time to time, future schools may request our staff to complete a teacher evaluation of your child's academic progress. This is often a confidential report. Please ask the future school's Registrar to email the request and any forms they wish us to use to our school registrar [diane.hill@houston.nae.school](mailto:diane.hill@houston.nae.school).

## Teacher Recommendation

If required by your new school, you may request directly from your children's class, form or subject specialist teacher, a letter of recommendation. Please contact the specific teacher

directly to fulfill this request. Please be aware that as this letter is shared directly with you it may not be regarded with the same academic weight as the Teacher Evaluation.

### **Certificate of Enrollment**

The 'Certificate of Enrollment' is a stamped evidentiary document that your children attended our school.

### **Transfer Certificate**

If you are travelling to the Middle-East as well as some countries in South America; they will require a 'Transfer Certificate'. This document is prepared, stamped and notarized (Texas Notary) by our school. You may also be required to seek further notary from the applying country.

For any of the above requests please email our school registrar Beonka Caldwell, [beonka.caldwell@houston.nae.school](mailto:beonka.caldwell@houston.nae.school).

## **Tutoring**

We believe in a personalized approach to education which means that all our students should receive the individual challenge and support they require to be successful from their teachers. Therefore, no teacher at the British International School Houston can tutor a student at the school.

If your child needs additional help, please contact the teacher directly.

## **Uniform**

It is important that all students uphold and maintain the standards required for school uniform. Form Tutor (Secondary) /Class Teacher (Primary) check that their students are wearing the correct uniform each day.

We have a three-stage intervention approach:

1. Students are warned.
2. Class teacher/form tutor warns student and makes contact home to inform parents.
3. Heads of Year contact Parents and student is removed from school until they are compliant with the school uniform policy.

See the [School Uniform Guide](#)

## Virtual School Experience Policy

Should the School be forced to close or suspend the provision of on-campus education for any reason, including a Force Majeure Event for one week (or more) the affected school will implement the Nord Anglia Virtual School Experience (VSE). Virtual Schooling shall form part of the one-off exceptional support that the school may provide to parents and students in such circumstances.

Virtual Schooling will be delivered to all our students whatever their age. We do however recognise that the age of the student, and their well-being, mean that it is essential that screen-time is balanced against offline activity. Therefore, our Virtual School Experience will:

- Be a mixture of live synchronous contact with the student's teacher(s) and asynchronous personal learning activity (independent study), undertaken online or offline, against their normal curriculum, whilst at home;
- Use designated technology platforms where student assignments can be set and submitted together with downloadable content for students and parents;
- Include provision for a student's physical, social, emotional, creative, aesthetic needs as well as academic learning (this may include activities such as musical instrument instruction and performance, undertaking science experiments, conversations in foreign languages and an engaging range of fun and artistic challenges);
- Continue to connect students (provided they previously had access) through our Global Campus, where students can collaborate and create world-class ideas. Students work remotely together, solving challenges like those set by the Massachusetts Institute of Technology or collaborating on solutions for UNICEF's Sustainable Development Goals; and
- Ensure that safeguarding and child protection are given as high a priority as they would be on campus at school.

Parents should recognise and understand that their ongoing commitment will be required to ensure that the Student remains engaged and progresses during such virtual schooling.

Education in a Nord Anglia Education school, whether actual or virtual, is a long-term process that aims to meet the needs of every student in a personalised way. Virtual Schooling shall be the agreed temporary replacement for on-campus learning during a Force Majeure Event, however, we acknowledge that it should only be provisional in nature. We commit to continuing to develop the student's education as they prepare to reintegrate and return into physical on-campus schooling. [As such, to ensure that our teachers and school leaders are able to operate the virtual School Experience at the optimum level and to maintain the highest quality of teaching when students return to school, parents must continue to pay their normal fees during the provision of the virtual school experience. Further details about our virtual school experience are available on your school's website and also on the Nord Anglia Education website at the following link:

<https://www.nordangliaeducation.com/virtual-school-experience>

## Visitors

Until all students return to campus for face to face learning, visitors will be restricted to essential vendors and screened prospective parents. Tours will only go through the main corridors and not enter into any neighbourhoods.

All visitors must report to the Guard House upon arrival, surrender photo ID and sign out upon departure from the school at all times.

- All visitors must wear an identity badge at all times. Any visitor not wearing a badge will be challenged by any member of staff. While this will be done professionally and courteously, it is a vital part of our security procedures.
- All visitors must be escorted to their destination by a member of the school team and remain with a member of staff at all times while school is in session.
- If a member of staff has requested a parent come into the school, they will greet you at reception.

## **Water in Classrooms**

Students are all encouraged to carry a water bottle with them at all times. Ideally these are not disposable plastic bottles. At break and lunchtimes, especially in hot weather students are required to take a water bottle outside with them and remain hydrated.

## **Year Book**

Our student led Year Book is a fantastic memento of our students' achievements and memories of a great year at BIS Houston. It includes class and individual photos of students, school and community events, and student activities.

## **Parent Key Times**

These times will be valid once all students are accessing face-to-face learning.

6.30am

BISH Kids (before and after school care program) opens (note: this is a paid service). For more information please contact Unaiza Khan at [unaiza.khan@houston.nae.school](mailto:unaiza.khan@houston.nae.school)

8.00am

School opens. Parents and students will not be able to access the site before this time as there is no available supervision for students outside BISH Kids.

8.25am

School officially starts. Children arriving late must sign in at Reception with parents. Younger students will then be taken to their classroom by a member of staff.

ANY Student arriving after 08.25 will be considered late. If you are dropping off your children, please follow the drop off procedures.

3.30pm

School day finishes and Co-Curricular Activities (CCA) Programme starts. BISH Kids begins. If you are picking up your children, please follow the pick up procedures.

3:40pm

Buses Depart

4.30pm

CCA programme session one ends (please note: some activities will run beyond 4.30pm and parents will need to arrange their own travel plans).

5.00pm

School campus is closed to all parents and students. Any student on campus at this time will be sent to BISH kids, irrespective of age and billed accordingly.

6.00pm

BISH Kids ends