Impact of COVID-19-Related Protocols on the Handbook

The 2020-2021 school year will be significantly impacted by the global COVID-19 pandemic and its related health and safety implications. At BISB, we have, and will continue, to keep the well-being of our students, families, and staff at the forefront of our thinking.

This BISB Parent and Student Handbook was originally updated prior to the implementation of the school's Fall 2020 Re-Opening Plan, so some information in this Handbook has had to be amended and adapted to the new situation that we all find ourselves in. For that reason, please read this Handbook alongside the School's most current Re-Opening Plan (found on the school's website in the "Parent Essentials" section.

The current Re-Opening Plan will supersede anything in this Handbook. For instance, while the Handbook describes our After School Program, as of August 31 we are not offering before or after-school care in order to minimize the potential for cross-contamination between Year Groups. We hope to be able to return to our pre-COVID-19 routines, but until then, please consult both this Handbook and the School's COVID-related Protocols, and contact the School's Main Office if you have any questions.

Thank you.

Welcome to the British International School of Boston!

Parent/Student Handbook 2020-2021

BRITISH INTERNATIONAL SCHOOL OF BOSTON

A NORD ANGLIA EDUCATION SCHOOL

Table of Contents

About Our School 3
At-a-Glance 4
A Bit More About Us 5
Be Ambitious! 6
Inclusion 7
House and Values Education 8
Curriculum 9
The International Baccalaureate Diploma Programme 11
BISB High School Diploma 12
Academic Honesty 13
College Counseling & Policies 15
Senior Leadership Team 17
Admissions 18
Class Lists 19
Scheduling & Attendance 20
Drop-Off & Pick-Up Procedures 23
Bus Transportation 26
Homework 27
Virtual School Experience (VSE) Policy 28
Parent Engagement 29
BISB Parent Association 30
Gifts And Hospitality – Guidance For Teachers 32
Parent Consultations & Reporting 33
Communications 34
Required Health Documents 38
The School Day, Recurring Events & Important Information 40
Meals & Snacks 42
After-Care, Extra Curricular Clubs & Athletics 44
Early Years Potty Training 46
Online Platforms: SeeSaw, Moodle, Microsoft Teams 47
Uniforms 48
Drugs, Tobacco & Alcohol 51

Health, Safety, and Security Regulations..... 52
Behavior & Anti-Bullying Policies - Overview..... 57
Behavior Policy – Lower School 59
Behavior Policy – Middle & High School..... 64
School Calendar 68
Faculty & Staff Directory 70
Acknowledgement Page 74

About Our School

British International School of Boston
416 Pond Street
Boston, MA 02130
T: 617-522-2261
F: 617-522-0385
main.office@bisboston.org
bisboston.org

Campus Hours:
Monday-Friday: 7:30 a.m. - 6:00 p.m.
Holidays: Closed

Founded in 2000, the British International School of Boston (BISB) is a prestigious independent school located in Jamaica Plain, Boston.

BISB is the only premium international independent school in Boston that focuses on the developmental years between Toddler to Grade 12 (18 months to 18 years), instilling a value-based education and flexible curriculum from an early age. Our young students not only thrive from a personalized learning experience but also gain the social, academic, and global skills needed to succeed as the ambitious and well-prepared innovators of tomorrow.

BISB is part of Nord Anglia Education (NAE), the world's largest premium schools organization which operates international schools across Asia, the Middle East, Europe, North America, and South America. The Americas Region includes schools in Chicago, Washington, D.C., Houston, New York, Charlotte, Florida, Costa Rica, Panama, Brazil, Mexico, and Ecuador. BISB provides an exceptional global education for children of all nationalities. The school provides a highly personalized education for all of its students within a learning environment that recognizes the importance of personal and social development alongside high academic outcomes. The school community draws strength from its Boston home and its international community.

This Parent Handbook provides an overview of the school's policies, systems, and procedures. Although parents are always welcome to contact the school with questions, we hope that this handbook will be a helpful reference regarding the norms, expectations and daily practices of BISB.

The policies and procedures set out in this booklet have been developed to ensure effective support for all students in their pursuit of successful learning within a safe and secure environment. To achieve this, we recognize the importance of working alongside parents and look forward to building a trusting partnership throughout your time with us.

At-a-Glance

The school's vision is to be recognized in Boston as being at the leading edge of Primary (Lower School) and Secondary (Middle and High School) learning and international education.

Our Mission: To nurture lifelong learners and inspire global citizenship within a rigorous and supportive academic environment.

Our Commitments to our Parents are:

Your children will:

- become internationally minded citizens of exceptional character;
- achieve remarkable success through individualized learning; and
- be inspired by extraordinary people and experiences.

Fast Facts

- Founded in 2000
- Over 80 student nationalities represented
- Maximum class size of 20
- Featuring NAE's Global Campus, an experiential program that connects students from all over the world every day

Our CEO

Andrew Fitzmaurice has served as our Chief Executive Officer and as a member of our Board since April 2003. From March 2000 until March 2003, he served as Chief Executive Officer of easyCar.com, an international online automobile rental company. Prior to his tenure at easyCar.com, Andrew spent 13 years at TNT Express UK where he served in a variety of positions, including Division Managing Director. Andrew graduated from the University of Wales Cardiff, Magna Cum Laude, with a degree in economics.

A Bit More About Us

International-Mindedness and Global Awareness

We follow an international curriculum based upon the National Curriculum for England, the International Primary Curriculum (IPC), the Cambridge International General Certificate of Secondary Education (IGCSE), and the world-renowned International Baccalaureate Diploma Programme (IBDP). Students participate in lessons that include opportunities for a wide variety of viewpoints and ideas to be explored, discussed, and debated. International mindedness, an awareness and respect of others and an appreciation of the similarities rather than the differences in cultures, is embedded within the school's ethos and everyday practice.

BISB is passionate about learning in a city rich in educational institutions with high academic standards. The curriculum challenges our students to think and become 'globally aware citizens' in a fast-paced and ever-changing world. BISB provides an individualized learning experience for each student which is rooted in tradition but focused on skills for the future. Through highly skilled, largely British-trained teaching staff and American and international teachers, who are specialists in their respective fields, BISB inspires students to achieve high academic standards along with personal goals of integrity, resilience, respect, determination, adaptability, honesty, diligence, and morality.

Professional Associations

The British International School of Boston is accredited by and/or affiliated with a number of prestigious organizations:

- International Baccalaureate Organization (IBO)
- Council for International Schools (CIS)
- New England Association of Schools and Colleges (NEASC)
- Association of Independent Schools of New England (AISNE)
- National Association of Independent Schools (NAIS)
- New England Preparatory School Athletic Council (NEPSAC)
- Fieldwork Education
- Parents' Independent School Network (PIN)
- Massachusetts Interscholastic Athletic Association (MIAA)

We are also recognized by several external examination boards and are authorized to deliver academic qualifications and act as an examination center through Cambridge International Examinations (CIE) and Edexcel. CIE is a UK-based examination board. CIE is the world's largest provider of international qualifications to students aged 14 to 19.

Be Ambitious!

At British International School of Boston, being ambitious is an integral part of our expectations for staff, students and the wider community. Here in Boston and across the Nord Anglia Education group, we incorporate being ambitious into every aspect of all that we do.

At our campus, children are encouraged to be ambitious by experiencing a varied, challenging, and exciting curriculum which is delivered and developed via an expansive range of diverse study opportunities designed to promote a love for learning and independent investigative skills. Teachers and Learning Assistants consistently facilitate high-quality individualized learning programs based on children's interests and abilities and clearly identify their developmental next steps. Staff's approach to children's potential achievement is responsive and without limits.

Everyone at our school believes that by embedding an expectation of being ambitious into all that we do will provide a culture of limitless achievement for all.

Inclusion

Our commitment to inclusive education at British International School of Boston means that we provide effective learning opportunities and suitable learning challenges for all students. All children are equally valued regardless of their circumstances, and we endeavor to meet the individual needs of all children in an environment that recognizes their different talents, learning styles, backgrounds and culture. We overcome potential barriers to learning in order to provide quality education for all.

House and Values Education

Our House System

The House system is in place to foster and promote a variety of personal skills for the children and also highlight school spirit for all of our community in a friendly competitive way. Our Houses are named accordingly:

- Harvard (blue)
- Adams (yellow)
- Jefferson (green)
- Franklin (red)

Throughout the whole school, from Toddlers to Year 13, all children and staff are divided into these four Houses. In addition to the sense of fun it brings to the school, it also provides valuable learning opportunities in the following areas:

- A sense of community, camaraderie, and collaboration
- Ambition, community service, and healthy competition
- Mentorship, leadership, and friendship

We are four Houses under one campus, though—*together*—our students demonstrate just how ambitious they can be *now* and *later* in life.

Values Education

At BISB, students and staff alike strive to uphold our core values of being:

- Knowledgeable
- Risk-takers
- Principled
- Reflective
- Inquirers
- Caring
- Thinkers
- Balanced
- Open-minded
- Communicators

We believe these to be at the center of everything we decide and deliver.

Along with the core values as part of our school, we deliver values education where we teach values over the year that deepen our children's understanding of them, and also help build skills in order to display them in the world around them—in school and their lives beyond.

Curriculum

Students at BISB are taught in specific Year Groups which are defined as follows:

Phase of School	Key Stage (UK)	BISB Year Group	US Grade Equivalent	Age at Entry	Curriculum
Lower School	Foundation	Toddlers	Preschool	18 months	Early Years Foundation Stage Framework
		Nursery	Preschool	2 years 9 months	
		Reception	Pre-K	4	
	Key Stage 1	Year 1	Kindergarten	5	Primary National Curriculum for England & International Primary Curriculum
		Year 2	1st Grade	6	
	Key Stage 2	Year 3	2nd Grade	7	
		Year 4	3rd Grade	8	
		Year 5	4th Grade	9	
		Year 6	5th Grade	10	
Middle School	Key Stage 3	Year 7	6th Grade	11	Secondary National Curriculum for England & BISB6
		Year 8	7th Grade	12	
		Year 9	8th Grade	13	
High School	Key Stage 4	Year 10	9th Grade	14	IGSCEs
		Year 11	10th Grade	15	
	Key Stage 5	Year 12	11th Grade	16	IBDP
		Year 13	12th Grade	17	

When children enter our school at 18 months they work through the Early Years Foundation Stage Framework which sets the standards that ensure all children learn and develop well and are kept healthy and safe. It promotes teaching and learning to ensure children are ready for school and gives children the broad range of knowledge and skills that provide the right foundation for good future progress through school and life. Once they have met all of these outcomes and are ready to progress further with their learning they start working within the Primary National Curriculum for England and International Primary Curriculum Objectives.

Once the children start working within the Primary National Curriculum for England and the International Primary Curriculum they work on a differentiated program that is tailored to meet their individual needs. The National Curriculum for England is a spiraling curriculum which means that knowledge and skills are repeated and building on themselves, with increasing levels of difficulty, over a number of years. A curriculum is merely a tool to facilitate learning and we have chosen the National Curriculum for England and the International Primary Curriculum, as we believe that with the right differentiation and personalization that both these curricula will give our children the best opportunities for learning, as well as the ability to maximize each child's individual potential.

At ages 11 to 14 years old students use the National Curriculum for England as the basis of a skills-based curriculum as they continue to be challenged and supported individually by our faculty. Upon entering their High School years, BISB students begin two academically rigorous two-year learning cycles. The first, for the 14 to 16 year olds, culminates in the highly regarded Cambridge University International Examination –the International General Certificate of Secondary Education (IGCSE), that is respected globally. During the final two years of High School, our 16 to 18 year olds follow the demanding International Baccalaureate Diploma Programme (IBDP), graduating with the internationally respected International Baccalaureate Diploma. This course of study is highly regarded amongst the best colleges and universities in the United States, Europe, and around the world.

Excellent resources for parents wishing to know specifics are available at:

National Curriculum for England

International Primary Curriculum (IPC)

International General Certificate of Secondary Education

International Baccalaureate Diploma Programme

The International Baccalaureate Diploma Programme

The British International School of Boston (BISB) has a significant degree of freedom to deliver the International Baccalaureate (IB) Diploma Programme in order to meet its own mission and aims, develop the attributes of the learner profile and student approaches to learning, and undertake teaching and learning which allows students to achieve results significantly above the world average and gain access to the world's best universities.

The IB Diploma Programme is the founding program of the International Baccalaureate Organization (IBO), and is the pre-eminent post-16 university-preparedness curriculum around the world, with over 155,000 students from across the globe sitting for the summative Diploma examinations every year.

Please refer to the IB Diploma Programme Guide on our website for more detailed information.

Study Periods for IBDP Students

During blocks in the timetable where students are not in lessons they must be in the IB Study Rooms in the wing. These periods are not 'free', they are study periods, and the expectation is that students are working quietly and not wandering the halls of the school, chatting, or sitting scrolling on cellphones.

It is recommended that students come daily to the supervised study sessions at school between 3:30 – 4:30 p.m. This will get the ball rolling on any work that is due in the coming days and focus students' minds on how much work remains ahead of them for the evening.

In addition, at this stage, a student should be dedicating between 3 and 4 hours a night to study in order to keep on top of their work. Although a lot of work, this is Junior and Senior year, and students are completing a world-renowned Diploma Programme.

For study at home, we would advise requiring students to work in a common space (dining room etc.) without phones in the room, with a parent also reading, working, studying alongside them to set the right tone. For most students, disappearing off to a bedroom is NOT the most conducive way to study.

For the most part, if a student complains that they are staying up until the early hours of the morning "because of the IB workload", that is an indication that they are not managing their time appropriately or prioritizing tasks. 8:30 – 9:00 p.m. should be a mid-way point of homework completion, not a starting point. Sleep needs to be timetabled – it is perhaps THE most important factor in efficient cognitive function and preparedness for learning.

BISB High School Diploma

In addition to the IB Diploma, BISB offers a fully recognized US High School Diploma, as BISB is accredited by the New England Association of Schools and Colleges (NEASC).

The IB Diploma and the BISB High School Diploma are two separate qualifications. The IB Diploma is a more demanding course of study, and students who successfully complete it are also awarded the BISB High School Diploma. However, some students may choose to focus their efforts on achieving the BISB High School Diploma only, rather than both qualifications simultaneously. Achieving greater success with a reduced range of courses that meets the requirements of the BISB High School Diploma is the correct choice for some of our students. It involves taking individual courses that lead to the same final IB examinations, and results in a portfolio of official IB course results that are recognized by universities in combination with the BISB High School Diploma.

The BISB High School Diploma is sufficient for entry into 4-year universities in both the US and Canada, as well as US-style universities located in different parts of the world. If a student is interested in studying in the UK, then a foundation program will be necessary after graduating from High School.

The course requirements for graduation with the BISB High School Diploma are as follows:

- 4 years of a first language;
- 4 years of mathematics;
- 4 years of science;
- 4 years of social science;
- 2 years of a second language;

In order to receive an BISB High School Diploma, a student must fulfill the requirements detailed here.

Academic Honesty

Teachers regularly stress the importance of academic honesty. It is important that students are aware of BISB's expectations of academic honesty and take care to avoid plagiarism and other forms of academic misconduct.

The school adopts the IB's definition of academic misconduct, which is any "behavior (whether deliberate or inadvertent) that results in, or may result in, the candidate or any other candidate gaining an unfair advantage in one or more components of assessment. Behavior that may disadvantage another candidate is also regarded as academic misconduct." (IBO 2014)

When a student properly acknowledges the contributions to knowledge made by other people, they are showing respect for their work, and they are giving credit where credit is due. They are not misleading the reader to believe that others' work is solely their own.

The IBO offers the following definitions of types of academic misconduct (IBO 2014):

Plagiarism: this is defined as the representation, intentionally or unintentionally, of the ideas, words or work of another person without proper, clear and explicit acknowledgment.

Collusion: this is defined as supporting academic misconduct by another candidate, for example, allowing one's work to be copied or submitted for assessment by another. Group work is sometimes an important part of producing assessments in a subject, for example, collecting shared data in the sciences. However, collusion happens when a candidate goes beyond collaboration: for example, to submit the same lab report as another student.

Duplication of work: this is defined as the presentation of the same work for different assessment components and/or DP core requirements.

Misconduct during an IB examination (for example, taking unauthorized material into an examination, behavior that disrupts the examination or distracts other candidates, or communicating with another candidate).

Unethical behavior such as the inclusion of inappropriate material in any assessment materials or the breach of ethical guidelines when conducting research.

Any other behavior that gains an unfair advantage for a candidate or that affects the results of another candidate (for example, falsifying a CAS record, disclosure of information to and receipt of information from candidates about the content of an examination paper within 24 hours after a written examination via any form of communication/media).

Further details about misconduct in internal and external examinations

During an examination and at other times specified by the invigilator, a candidate must not communicate with any other candidate. Failure to observe this regulation may constitute academic misconduct, resulting in appropriate action by the school and/or the examining board.

All work completed during an examination and then submitted for assessment, must be the authentic work of the candidate. Any copying, collusion, plagiarism, reference to unauthorized material, or communication between candidates may constitute academic misconduct, resulting in appropriate action by the school and/or the examining board.

The impersonation of another candidate will be treated as academic misconduct.

If a candidate finds that he or she has accidentally taken unauthorized material into an examination, this material must be given to the invigilator immediately. Failure to do so may lead to an allegation of academic misconduct against the candidate.

College Counseling & Policies

College Placement

The British International School of Boston offers specialized college/university counseling and guidance on career planning, personalizing the process for each student. The goal of the BISB College Counseling Program is for the students to find a college/university where they will have options that benefit them academically, socially, geographically, and financially.

BISB College Counseling provides a full range of support for students and families in the college search, application, and transition process. A developmentally appropriate program is delivered to students in Years 7 to 13. The goal of the BISB College Counseling Program is to facilitate a “best fit” college selection. BISB graduates attend a wide range of colleges and universities around the world.

Students are supported by Mentors, Counselors, and Teachers from Middle School onwards, and are encouraged to have open conversations about their interests and ambitions. These communications better prepare them for the college admissions process.

Our Director of College Counseling continues to establish strong relationships with top colleges in the U.S. and abroad, and maintains a busy calendar of college preparatory events. Through school visits from Admissions personnel, group tours of local campuses, and several annual college admission fairs, our students have many opportunities to talk one-on-one with university representatives before and during the application process.

Students of the International Baccalaureate Diploma Programme (IBDP) are more successful at college and evidence shows that they are admitted more often to selective institutions, and tend to perform better in higher education.

Recognized as one of the top independent schools in Massachusetts, the strength of our program at the British International School of Boston propels our High School graduates into competitive colleges and universities in the United States and around the world. Our High School students routinely earn high marks on the Cambridge IGCSE exams, sat by Sophomores in school across the globe, and our International Baccalaureate Diploma exam results also continue to surpass the global world average.

School Recommendations

Official school recommendations, written by Teachers and Counselors, represent the collective support of community. They are based on feedback from Teachers, Coaches and extracurricular Advisors, questionnaires, as well as personal contact. Our goal is to represent students in the best possible light while remaining balanced, fair, and honest. Students and parents do not have access to these letters, as colleges will lend more credibility to letters which students have waived access.

Notification of Disciplinary Infractions to Colleges

Colleges/universities may consider a student's disciplinary record as part of their admissions process. BISB's policy regarding disclosure of disciplinary records is that we will notify colleges/universities that request such information only of infractions resulting in disciplinary probation, suspension or expulsion from BISB.

Senior Leadership Team

Our Head of School, Deputy Head of School, Director of Curriculum, Director of Teaching and Learning, Director of Attainment and Progress, Director of Admissions and Marketing, and Director of Finance and Business form our Senior Leadership Team. Together, they guide our school using their extensive experience and passion for education.

In addition, the Senior Leadership Team also works with and gathers invaluable insights from our aspiring and Middle Leadership Teams throughout the school year.

If you have any questions or feedback, please feel free to contact us at any time.

Meet Our Senior Leadership Team

Admissions

The British International School of Boston (BISB) is an academically rigorous, internationally-focused school serving children from 18 months through 18 years. While the majority of our families come from the Greater Boston area, we also accommodate those moving to the area from other parts of the United States and overseas. Word-of-mouth is one of the most common ways that new families learn about the 'hidden jewel' that is BISB, with current families encouraging friends and neighbors to contact Lisa van Horne, the Director of Admissions, to set up an appointment.

BISB is a selective school, and prospective students go through an evaluation process, including assessments and meeting with faculty. Since BISB follows the application timeline common in most selective independent schools in the Boston area, those interested in joining the school, including siblings of current students, should start the application process as early in the academic year as possible, preferably in the September to January time-frame, for entry at the start of the following school year. Applications for local candidates should be received by BISB no later than February 1. Our main admission cycle culminates in decision letters being mailed on March 10. After this time, admission continues based on availability, and candidates may be accommodated if they are deemed to be qualified and an appropriate fit. As the school grows, we will continue to offer preference to BISB students' siblings who are a good fit for the program, but remind families that it is imperative that they advise the Admissions Office of their interest prior to deadlines so that proper plans can be made.

If you have questions regarding the admissions process at BISB, please contact our Director of Admissions at admissions@bisboston.org, or call 617-522-2261, and ask to speak with a member of our Admissions Team.

Class Lists

With a class maximum of 20 students, we strive to place our pupils in learning environments where your young children will thrive with just the right mix of peers. Since all of our teachers all are highly-qualified and experienced staff, you can rest assured that our team will help your children to step out of their comfort zones and ignite their curiosity.

Class lists are shared before the start of each academic year. Please contact the Main Office with any questions.

Scheduling & Attendance

Schedule of the School Day

7:30 a.m.	Main Office Opens & Early Drop-off begins
8:00 a.m.	Regular Drop-off
8:20 a.m.	School day begins: Registration/Attendance taken (students arriving after this time will be marked late)
11:45 a.m.	Toddler & Nursery (morning only) dismissed
3:30 p.m.	Whole school dismissal
3:30 p.m.	BEAP After-Care Program begins
3:30 p.m.	School Clubs & Athletics begin
3:45 p.m.	Students not picked up by this time are sent to BEAP After-Care and will be charged a drop-in fee
4:30 p.m.	School Clubs & Athletics end (some end later). Students not picked up by this time are sent to BEAP After-Care and will be charged a drop-in fee.
6:00 p.m.	Main Office Closes/BEAP After-Care Program ends

Lateness/Tardiness

Drop-off is between 7:30 - 8:20 a.m. If a student arrives after 8:20 a.m., they will be marked as late. Toddlers - Year 6 students must be escorted to the Main Office, and parents should park in parking lot B (see map on p.25). Students in Years 7 - 13 must check-in at the Main Office, even if their class is in the wing. The ground floor entrance doors (at the back of the building) will close promptly at 8:20 a.m. and there will be no admittance through these doors. All students who arrive late must enter through the Main Entrance and sign in at the Main Office. Younger students will be escorted to their respective classrooms as needed.

Absences

If your child will be absent for any reason, please email the Main Office that day prior to 8:30 a.m. and copy the Class Teacher/Mentor on the email. Although email is preferred, you are also welcome to call the Main Office with the information. For any planned absences (family holidays, medical appointments, etc.) please send an email to the Main Office and the Class Teacher/Mentor in advance.

- MS/HS Mentors or LS class teachers to inform teaching staff if known prolonged absence
- Lateness – All students without exception who are not on campus by 8.20am must go to the front desk to sign in
- Attendance tracking:
    - <90% in a half term Mentor / Class Teacher to liaise with parent / student
    - <80% in a half term DOSW to liaise and/or meet with parent / student
    - Lateness 2x in a week – discussion with Mentor / Class Teacher
    - Consistent pattern of lateness – DOSW to liaise and/or meet with parent / student
    - Persistent poor attendance or punctuality – referral to SLT

- 100% attendance certificate and prize draw per phase on a termly basis.

Any requests for an extended absence from school should be submitted to the Main Office in written form. Requests for extended absence from school, for any reason, must be verified by the Head of School or Deputy Head of School.

Students are not allowed to sign out from the Main Office without written request that have been sent in advance to Class Teacher or Mentor and Main Office.

Requesting Make-up Work

There are times when your son/daughter might not be in school due to sickness, etc. We aim to respond to your requests for work/support at home as best as we can.

It is not possible for Teachers to send homework that the student has missed. We do understand that you have concerns when your child misses school, and we will always endeavor to provide you with stimulating consolidation type activities. Our teaching strategies, approaches, curricula, and activities cannot generally be replicated in a worksheet/paper activity. This does not take into account the Teacher's role in the input of the learning, the differentiation, or the learning dynamic that a classroom provides.

Any form of reading and writing is always beneficial. Activities for your child will depend on the reason/length of absence. Depending on the Division of the school your child is in, some work will be available on Moodle.

We have drawn up some guidelines to put your mind at ease and to provide clarity on the issue.

There is no compulsion that your child does any work when away from school – this is purely voluntary and something we wish to clarify for you all.

- Sickness/illness – short term (a few days): Pupils should be able to catch up in class and receive support upon their return if needed to do so.
- Extended sickness/illness (more than a week): Medical belief is that pupils who are not well enough to be in school should not be overloaded with school activities at home. Teachers should be able to send some support materials home which are open-ended and which will engage your child if they are well enough to complete them.
- Withdrawal for holiday/family reasons: Teachers should be able to provide some activities or open-ended tasks that your child can complete over their time away from school. The Teacher will give feedback to your child depending on the nature of the activity.
- Please note that advanced notice is required for Teachers to put together relevant activities. We ask that you let Teachers know as far in advance as possible, especially when absences are planned. Same day requests are difficult to process and, in those instances, Teachers will do their best to email you activities as soon as they are able to collate or organize them.

Early Dismissals & Changes to Pick-up Arrangements

Early dismissal is not permitted between 3:00 – 3:30 p.m. Occasionally children will need to be dismissed from school in order to attend doctor appointments and other essential commitments. Written notification of early dismissals should be sent to the Main Office, and the Class Teacher or Mentor must be copied on the email. If parents know of an early dismissal date and time in advance, it is requested that you let the Main Office and the Class Teacher/Mentor know as soon as possible in order to create minimal disruption.

Parents or guardians must enter the school through the Main Entrance and sign-out children at the Main Office prior to taking the child. Once the parent/guardian has signed out their child, a member of staff will retrieve the child from their classroom. In order to minimize disruption to the class, parents are asked to not go directly into classrooms, but to wait at the Main Office instead.

Requests for regular early dismissals due to external circumstances must be submitted in advance to the Head of School in writing. In these instances, parents are still required to sign-out their child(ren) from the Main Office as a matter of safety for the students and school community.

Schedule Change

Please note that for the safety of our students, the Main Office must be notified of changes to a student's daily schedule (example: bus, BEAP After-Care, etc.) by email or phone no later than 1:00 p.m., in order to coordinate the change with all parties for that day.

Drop-Off & Pick-Up Procedures

BISB Drop-Off & Pick-up Information

PLEASE DO NOT PARK IN SMALL PARKING AREA (Rotary) NEAR MAIN ENTRANCE – only for Toddler drop-off and pick-up.

- Speed limit is 15mph; and 5mph near buildings
- Park only in designated places
- No unauthorized parking in handicapped or visitor spaces
- No parking on yellow walkways
- No idling in waiting lines
- No parking in drop-off and pick-up lines; these are 'live' lines, do not leave your car

DROP-OFF:

Morning drop-off runs from 8:00 a.m. – 8:20 a.m. for all students. (See map on p.25)

Toddlers: Parents of these students should drive around the Upper Loop Road – the duty staff will direct you. Toddler parents may utilize the left lane to pass the line of traffic, if they put their hazard lights on. Proceed past the Main Entrance and turn left into the small car park at the rotary and park in the designated places. Walk to the Toddler play yard and deliver your child. Prompt turn-over of parking spaces is appreciated.

Nursery through Year 2: 8:00 a.m. - 8:20 a.m. - Drive around the Upper Loop Road via Parking Lot C and use the drop and go system (like Year 3-13 families, see below). There are staff members on duty each morning to assist students getting to their classrooms. Alternatively, parents of Nursery - Year 2 also have the option to proceed up the hill turning left into the BISB parking lot B where a limited number of spaces will be available for parking. Parents must then walk their child to the play yard where duty staff will be stationed. Please return promptly to your car so that a turnover of parking spaces is maintained.

Year 3 through Year 13: From 8:00 a.m.- 8:20 a.m. parents should drop-off students by using the Upper Loop Road and then pausing by our Main Entrance. Parents must stay with their cars at all times and must stay in line (no passing other cars), for the safety of all. The procedure is to drop- off and go. There are staff members on duty each morning to assist students into the building.

Early drop-off: runs from 7:30 a.m. – 8:00 a.m. for all students. Parents of children that use Early Drop-off in Toddler through Year 5 are required to park in the BISB parking lot B and walk their children into the Main Entrance of the school. The Main Office will direct you to gym where all early drop off students are supervised by a member of staff. Parents of children in Years 6 and up may choose to drop off at the upper rotary. Please do not park in reserved spots or leave your vehicle unattended. Parents who ignore this safety precaution will not be permitted to utilize the Early Drop-Off program in the future.

Late Drop- off: For Nursery – Year 6, if you are late (after 8:20 a.m.) you must park in the BISB parking lot B and escort your child up to the Main Office. Children Year 7 – 13 can be dropped off but must report to the office before proceeding to class, to sign in. Parents should be aware that this is for the safety and security of our school community.

PICK-UP:

Afternoon Pick-up is at 3:30 p.m.

The back-gate opens at 3:15 p.m. (for Toddler and Year 3-13 students).

Toddlers: Parents of these students should drive around the Upper Loop Road via Parking Lot C – the duty staff will assist you. Park in the designated places in the parking area at the rotary. Walk to the classroom and collect your child. Prompt turn-over of parking spaces is appreciated.

Nursery through Year 2: Parents of these students should park in the BISB parking lot B. Parents should collect their children from their class teachers at the play yard gate. Please return promptly to your car so that a turnover of parking spaces is maintained.

Parents of Nursery through Year 2 students who have siblings in the older classes should park in the BISB parking lot B and collect all children from the play yard gate at 3:30 p.m.

Year 3 through Year 13: Parents of these students should drive around the Upper Loop Road via Parking Lot C and wait in line on the right side of the road behind the Bus Zone with their car engines turned off. Parents are asked to park close to the curb so that traffic can flow freely past them. This is a collect-and-go line, so please do not leave your car.

If you arrive early, please park in Parking Lot C until the white barrier gate is opened at 3:15 p.m. The back gate will close at 3:45 p.m. Please do not park behind the gate or keep your car idling/running outside of these times.

Toddlers to Year 6: If your child is being collected by anyone other than a parent or person listed on your emergency contact form, please advise the Main Office and the child's class teacher of the details as early as possible on the day in question.

If parents need to collect their children early, they are asked to do so before 3:00 p.m. Due to traffic arrangements and general end of day hustle and bustle in classrooms, picking up between 3:00 p.m. and 3:30 p.m. is problematic.

Toddler families follow yellow route to small parking area at Rotary

Year 3 – 13 follow yellow route - live pick up in front of main building

Nursery, Reception, Year 1, and Year 2 follow blue route to parking lot B

Traffic Procedures - Safety First

During standard drop-off and pick-up times, Showa staff on the entrance gate allow traffic to proceed up the hill to the school. If you are entering the campus outside of standard drop-off and pick-up times, you should pull to the left hand side (by the cabin) and identify yourself to the Showa receptionist via the intercom. Please wait for the gate to open and proceed up the hill.

Please be aware that all gates on the campus are controlled by the Showa Institute and *NOT BISB*.

Respect the speed limit of 5 mph around the buildings/parking lots and 15 mph on the main drive. Watch for pedestrians, allowing them right of way, and stay clear of walkways and fire lanes. We ask that you respect all Reserved Parking signs and do not park in these spaces. Absolutely no passing is allowed, unless directed by a member of staff. Parking and traffic violators are liable to be towed.

Bus Transportation

Bus Transportation

We encourage parents to use this convenient service to help limit vehicle traffic on the campus and in the surrounding neighborhood. Our bus provider is Local Motion, which is clearly marked on both sides of the buses.

The bus routes are as follows:

1. The Dedham/Milton Bus: serving Brookline, West Roxbury, Roslindale, Dedham, Milton, and Braintree.
2. The Newton Bus: Chestnut Hill, Newton, Wellesley, and West Newton.
3. The Brookline/Cambridge Bus: Brookline Village & Washington Square, Brighton, and Cambridge.
4. The Boston Bus: Jamaica Plain, Boston (Back Bay & Beacon Hill).

Registration is available on CHQ.

Students that use the Bus Service will gather in a room at the end of the school day and will be registered prior to getting onto the bus. For this reason, it is imperative that you keep the Main Office informed about your child's bus schedule. If there are any changes to your child's normal bus schedule, it is essential that you inform the Main Office by phone or email prior to 1:00 p.m. This will ensure that the bus system runs smoothly.

Parents are encouraged to arrive at least 5 minutes early to bus stops in both the morning and afternoon. The bus leaves promptly at its scheduled time. Stops are specifically positioned to be easy for the bus to pull over safely and allow for parking for parents. Bus routes are reviewed annually. In the afternoon, if no one is present at a bus stop to pick up a student in Year 6 and lower, the bus will wait for approximately 5 minutes before continuing on its route. The bus will wait at the last stop with any of the younger students not collected. Please know that students in Year 7+ can disembark by themselves. Parents must contact the Main Office if they have a problem. Parents should not contact the bus company directly.

Homework

We believe that through the high-quality learning that takes place in every lesson, homework is only necessary to support the curriculum and never as a substitute. All learning, both in school and as homework, is differentiated to suit the needs of the individual child, in order to allow them to progress at their own pace and challenge level, as well as optimize their individual academic potential.

Parents are informed of homework arrangements and expectations at the start of the year. Homework is consistently set each week, in a timeframe that allows children to complete it after school or on weekends, depending on what suits you as a family. Clear instructions, guidance, and expectations are communicated to the students.

Reception

- Optional weekly activity
- Weekly reading books

Years 1 & 2

- Weekly Maths activity (from October)
- Weekly phonics activity (from October)
- Science or Topic projects (once per term)
- Weekly reading books

Years 3 & 4

- Nightly reading
- Weekly Math and English task
- Science or Topic projects (one per term)

Years 5 & 6

- Nightly reading
- Weekly Math and English task
- Science or Topic projects (one per term)
- Weekly language tasks (alternating French and Spanish) from October

Moodle:

Middle/High School: Some homework will be provided through Microsoft Teams. Students can login using their email address and password and navigate to their subjects.

Lower School: Each parent is able to login to the Moodle where teachers may post announcements, weekly messages, pictures and other updates.

Virtual School Experience (VSE) Policy

Should the British International School of Boston 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 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 recognize 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 recognize 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 personalized 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 our website and also on the Nord Anglia Education website.

Parent Engagement

At the British International School of Boston, we encourage all parents and students to get involved in our school community. We offer various opportunities for community engagement and parent involvement.

Parent Involvement

BISB has a number of annual events that volunteer parents organize like our annual Heritage Day and Parent Socials. Parent committees organize and plan these events with the support of the school each year.

Open Classrooms

We invite our parents into the school to participate in open classrooms that provide an opportunity to see your child's learning environment first-hand. You will receive communications from Class Teachers in advance of these events. Field trips are another fun way for you to take part in school life, and we encourage you to chaperone these trips when possible.

Parent Ambassadors

Parent Ambassadors play an important role in the admissions process, as they afford prospective families the chance to learn about BISB first-hand. Their primary role is to:

- Help with Open Houses and other admission events;
- Reach out to prospective families; and/or
- Arrange newly accepted family gatherings.

BISB Parent Association

The BISB-PA was created in the Spring of 2020 to formalize the parent association structure at BISB. Our mission is to enhance the student experience and promote educational excellence by facilitating collaboration between BISB families, the school, and the community. We are a registered, non-profit organization, managed by an Executive Board. All BISB parents are members.

The Welcome and New Families Committee

The BISB-PA Welcome and New Families Committee helps new families get accustomed to the school's policies, procedures, and communications. Please be on the lookout for future communications from them with helpful information about the school year. It takes a village to bring our families, teachers, and students together and this sense of community spirit is one of the things which makes BISB so unique. Our Welcome and New Families Chairs sit on the BISB-PA Executive Board and are an excellent first point of contact. We also encourage you to contact any one of us listed at the bottom of this letter with any questions you have about the school. We are here to help however we can!

Class Representatives and School Chairs

Each year group has at least one Class Representative who provides communication support between class teachers and the class parent group. Your Class Representatives will be your first point of contact for any questions about classroom or BISB-PA activities. The BISB-PA Board includes Chairs for Primary, Middle, and High School Class Reps, who oversee the Class Representatives and relay your feedback to the Board on a regular basis. We rely on your input and suggestions to make our communication and programming the best possible, so if you have any questions, concerns, or suggestions please reach out to your Class Representative.

Volunteering

Parents like you are critical to the continued success of the BISB-PA. We welcome your energy, talents, and contributions. We do hope that you will consider volunteering for a committee, assisting in the classroom, or helping out at a social event. We welcome your ideas, talents, and, most importantly, your time. Currently, in addition to all the regular volunteering opportunities, the BISB-PA is specifically looking for parents to run and organize Staff Appreciation activities and those with experience in web design and app development. Please email us at parents@bisboston.org to find out more or to get involved.

Fundraising

The BISB-PA is 100% parent funded. Our primary fundraising event is the annual Holiday Cocktails and Silent Auction held in December. Additional funds are raised through the Halloween and Valentine's bake sales, the School Spirit Store, the Pre-loved Uniform Shop, and through our affiliation as a non-profit organization with AmazonSmile and Mabel's Labels. All funds raised go towards BISB-PA events and programs that benefit the whole school community.

We are always looking to add to our fundraising endeavors and welcome all suggestions! Would you or your company like to be considered as a BISB Community Partner? If you would like to become a BISB-PA sponsor or donate goods and/or services, please email us directly.

BISB-PA Executive Board 2020-2021

The BISB-PA is run by its 4 officers and the Chairs of 6 Committees. Their contact information is below**.**

Officers

President	Sunaina Anand	sanand@rcn.com
Vice-President	Jodi Petrucelli	jodi.petrucelli@gmail.com
Secretary	Emma Claughton	theclaughtons@gmail.com
Treasurer	Tara Kuha	tkuha813@gmail.com

Committees

Welcome and New Families	Lisa Godwin	lisagodwin27@hotmail.com
	Yavuz Alparslan	yavuz.alparslan2@gmail.com
Lower School	Jessica Jacobs Graff	jacobs.graff@gmail.com
	Fran Wood	francesca.wood01@hotmail.com
Middle School	Russell Brown	brownsinus@gmail.com
	Beckie Davies	beckielaw@hotmail.com
High School	Monica Cantone	monicarueda1@yahoo.com
	Carol Didgit Pomfret	mpomfret@comcast.net
Communications	Caroline Valentini	caroline.valentini@gmail.com
	Kristen Paulson-Nguyen	kristenscarousel@gmail.com
	Lena Fischer	lena.fischer@uluwatu.ch
Social Events	Heather Falcone	hfalcone@comcast.net
	Aruña Chong Quiroga	arunaclchong@gmail.com

Standing Sub-Committees

In addition to the Executive Board, the BISB-PA has sub-committees for Staff Appreciation, the School Spirit Store, the Pre-Loved Uniform Shop, the Silent Auction, Community Partners & Sponsorships and Town Hall & Speaker Events. If you would like to know more or help with any of the sub-committees please fill out the Volunteer Form online or email any one of us! Parents like you are critical to the continued success of the BISB-PA and we welcome your energy, talents and contributions.

Gifts And Hospitality – Guidance For Teachers

The teaching profession is well-respected, and it is considered 'normal' for parents to give gifts to teachers. In order to comply with the Nord Anglia Education Anti-Corruption and Bribery Policy, please follow the guidance below, which covers the acceptance of a gift, meal, travel, entertainment or cash:

- The gift should be received openly and there should be no attempt for it to be hidden
- The gift should be of a value no greater than $50
- There should be no expectation that anything or any action will be given in return

Provided that the offer of a gift meets **all** of the above criteria, the gift can simply be accepted and no further action is required. If a teacher is in doubt, they should play safe and record the details on the Gift Register.

If a teacher is offered a gift that does not meet these criteria, the teacher can do one of two things:

- The teacher can either decline to accept the gift
- The teacher can accept the gift and record the details on the gift register.

Recording the Acceptance of a Gift

If a teacher chooses to accept a gift that does not meet all of the criteria above, the teacher must complete the standard Gift Approval Form, available from the staff portal.

Cumulative Gifts

Cumulative gifts from the same person across the school term over $50 would require reporting on the gift register.

Cash Gifts

Under normal circumstances cash should NOT be accepted as a gift. All offers of cash gifts should be reported to the Principal.

Bribery Attempts

If a gift is offered in order to improperly influence the normal actions of a teacher it should be reported to the Principal as soon as possible.

For additional information, please visit:
https://www.mass.gov/service-details/receiving-gifts-and-gratuities-conflict-of-interest-law-primer

Parent Consultations & Reporting

Parent Teacher Conferences (PTCs): During the year, parents will have opportunities to participate in PTCs to discuss their child's progress individually. The Main Office is unable to schedule PTCs or other appointments for Teachers, however, please feel free to contact any Teacher if you would like to meet to discuss your child.

Consultations are held twice a year with the Teachers, enabling you and your child to review the learning, which has taken place and to discuss his or her upcoming targets for development.

Our school will open registration for consultations beforehand.

- Children in Toddlers will receive three written reports, and three parent consultations will also be offered.
- Children from Nursery - Year 6 receive three written reports a year (Fall, Winter, Spring) with two parent consultations throughout the year.

Reporting

Comprehensive written school reports are written throughout the year. Reports will be available on SeeSaw for Toddlers, Nursery, and Reception, on the iSAMS Parent Portal for Year 1 through Year 9, and through Managebac for Year 10 through Year 13. These reports include a summary of your child's academic achievements, as well as a holistic overview of their attitude to learning. Specific academic targets are also shared with families through reporting.

- Children in Toddlers - Year 6 receive three reports throughout the academic year.
- Children in Year 7 - Year 9 receive two reports throughout the academic year.

Communications

Home-School Communication

BISB strives to maintain good channels of communication with parents and requests that parents be diligent in reading materials sent home from the school in relation to their children.

School Systems:

- School App: The School App is available for both iPhone and Android systems, and can be downloaded by searching 'British School Boston'. Our Emergency Message System will be administered through Push Notifications. Please ensure that you keep push notifications on for this App. We will only be using the push notifications for urgent, time sensitive messages, such as emergency school closings. The School Calendar can also be accessed via the App.
- My CHQ: The Activity Management Registration Site is a tool to help parents sign their children up for lunch, school buses, trips, and activities. Please check the Guides to CHQ for more information.

Website: The BISB website contains a parent specific section with a link to the Parent Essentials section that provides access to information about school procedures.

Teacher E-mails: Microsoft Outlook messages will be sent by your classroom Teachers and Mentors.

Newsletter: The BISB Weekly Newsletter is sent each week on Thursday afternoon via Constant Contact. To ensure that you will receive this email each week, please enable Constant Contact messages to go straight into your primary inbox rather than spam or clutter folders.

Moodle

Middle/High School: Some homework will be provided through the school Moodle (our Virtual Learning Environment). Students can login using their email address and password and navigate to their subjects.

Lower School: Each parent is able to login to Moodle where teachers may post announcements, weekly messages, pictures, and other updates.

Children in Reception through Year 2 have a Message Book: This is a daily message book that is used to communicate between the Teacher and home. For more details on the Daily Message Book, please contact the Classroom Teacher.

Classes for children in Nursery through Year 6 have a weekly Friday email from the Classroom Teacher. This email includes a summation of the current week and includes important reminders that relate to the student's specific class only.

Event Invitations: School event invitations and reminders will be sent out via email from Constant Contact.

Social Media: Please follow up on all of our school social media channels.

- Facebook
- Twitter
- Instagram
- YouTube

Student Photos/videos: We understand that some of our parents would prefer BISB and NAE not to use pictures or videos of their children in our marketing materials and social media. If this is the case for your family, please email the Main Office. Please note, photos and videos of all children will be used within school.

Below is an overview of strategies for ensuring the school community remains well informed throughout the school year. These publications will be incredibly useful tools for families at the British International School of Boston in keeping open lines of communication. If you have trouble viewing, finding, or receiving this information, please contact the Main Office.

Information Areas	Method of Distribution
Dates, Events & Procedures	**Parent Handbook** This handbook is available on our school website in the Parent Essentials tab.
	Information regarding school events, closures, delays, and emergencies: School administration uses the BISB School App which can be downloaded directly to your Android or Apple smartphone. **Please be sure to enable push notifications** from the application.
Curriculum Framework	Curriculum framework information can be found on the website.
Student Progress	**Toddler to Year 6:** School reports, Friday emails, Parent Teacher Conferences, Assemblies, Message Books (Nursery - Year 2), and school 'open classrooms'. **Years 7-13:** School reports, email correspondence, Parent Teacher Conferences, Open Assemblies, presentation evenings, meetings with parents.

BISB recognizes the need for clear communication channels between parents and the school. The charts below are a guide for contacting the person directly responsible for answering any school or student related questions. If there is any question about who to contact, the Main Office can also provide support.

If you have a question related to:	Person Responsible:	Method of Contact:
Classroom, Subject or Pastoral issues	Class Teacher, Subject Teacher, or Mentor	Email directly
Progress of a child, Class routines, Schedule, Homework	Class Teacher, Subject Teacher, or Mentor	Email directly

Whole School Questions		
Whole School Issues	*Head of School* Darren Nicholas	darren.nicholas@bisboston.org
Educational Policies and Procedures	*Deputy Head of School* Emma Northey	emma.northey@bisboston.org
Curriculum	*Director of Curriculum* Anna Vangel	anna.vangel@bisboston.org
Teaching and Learning	*Director of Teaching and Learning* Jane O'Hare	jane.ohare@bisboston.org
Progress and Attainment	*Director of Progress and Attainment* Stephen Higgins	stephen.higgins@bisboston.org
General School Logistics	*HR & Operations Officer*	
Admissions and Marketing	*Director of Admissions and Marketing* Lisa van Horne	lisa.vanhorne@bisboston.org
Tuition	*Director of Finance and Business* Susan Burke	susan.burke@bisboston.org
Lower Floor Pastoral Care (Toddler –Year 2)	*Director of Student Welfare for Toddlers – Year 2* Joanna Johnson	joanna.johnson@bisboston.org
Middle Floor Pastoral Care (Year 3 – Year 6)	*Director of Student Welfare for Year 3 – Year 6* Lynn Robson	lynn.robson@bisboston.org
Middle School Pastoral Care (Year 7 – Year 9)	*Director of Student Welfare for Middle School* Stephanie Minto	stephanie.minto@bisboston.org
High School Pastoral Care (Year 10 – Year 13)	*Director of Student Welfare for High School* Jared Hatch	jared.hatch@bisboston.org
IBDP Studies	*Director of Studies - IBDP* Karen McWilliam	karen.mcwilliam@bisboston.org
Student Health questions	School Nurse	nurse@bisboston.org
Health & Safety questions	*Director of Health & Safety* Lynn Robson	lynn.robson@bisboston.org
Parent Portal/Moodle/Email	Main Office	main.office@bisboston.org
School Uniform Questions	Main Office	main.office@bisboston.org
Communications and Events	Main Office	main.office@bisboston.org
After-Care, clubs, bus, etc.	Main Office	main.office@bisboston.org
School Trips	Teacher organizing the trip	Contact teacher directly

Student Support Questions	
Learning Center	yasemin.moustakim@bisboston.org
School Counselor	gabriella.hernandez@bisboston.org
Director of World Languages	louise.miller@bisboston.org
Director of College Counseling	ellen.boucher@bisboston.org
Student Transfers	liam.coll@bisboston.org

Severe Weather Conditions

During adverse weather, push notifications will be sent to all families via the School App. Please download the BISB School App for Apple and Android smart phones by searching "British School Boston" in the App Store. Be sure to enable push notifications in the app settings.

BISB generally follows the decision of the local school system in Boston and the surrounding towns with respect to school closures as a result of snow or ice. Due to our location on an exposed hill, we may occasionally need to take different action. Our aim is to keep the school open, but there are days when weather conditions may jeopardize the safety of children and staff traveling to school.

For temperature considerations for outside play the school uses NOAA and recommendations from local authorities. There is a balance of both temperature and wind chill considerations. BISB then utilizes NOAAs wind chill predictive data to decide timings for outdoor play that day.

Concerns Procedure

If an issue arises during the year, we ask you to use the following procedure to discuss your concern. Contact the Class Teacher or Mentor in the first instance. After contacting the Teacher/Mentor, if the problem remains unresolved, contact the next appropriate person as follows:

- Directors of Student Welfare;
- the Head of Department or the Director of Studies - IBDP

If the problem persists, please contact the Deputy Head or Head of School to schedule an appointment. In general, the Deputy Head oversees the Lower School (Toddlers to Year 6) and the Head of School oversees the Middle and High Schools (Year 7 to Year 13).

Transferring in or out of BISB

As is true in all international schools, children may move into/out of BISB from/to other parts of the USA or other countries around the world.

Provisional notice of departure is welcome as it helps the school in its planning process. Please inform Admissions as soon as you believe you may be moving. Families are reminded that in agreeing to the terms and conditions of taking up places at the school, a full term's notice in writing is required in order to avoid liability for tuition (full restrictions noted in the Enrollment Agreement).

Please contact Liam Coll to request copies of educational records to be forwarded to your child's next school. **All paperwork relating to transfers/transcript/data releases/teacher evaluation requests should be given directly to Liam Coll or the Main Office,** who will directly coordinate all of the required paperwork for transferring to a different school. Please do not give Teacher evaluation requests directly to Teachers.

Required Health Documents

Required Health Documents as required by the State of MA and BISB:

Health and emergency contact forms must be completed and returned prior to the first day of school. It is imperative that the school has the most up-to-date health and allergy information for all students, as well as have contacts on file in case of an emergency. You may drop off forms at the Main Office or return them by mail, fax (617-522-5137), or email the School Nurse.

Doctor's orders: **Any written Doctors order for prescription, non-prescription, asthma action care plan, allergy care plan, and physical examinations are valid for one year.**

- Example: If your child's last physical exam was on September 20, 2019, they will need an updated physical examination by September 20, 2020. We do allow a 1-month grace period, so the updated physical exam must be renewed before October 20, 2020. **If the requirements are not met within the 1-month grace period, your child will be unable to participate in sports, school trips, etc. until we receive the updated medical paperwork.**

In accordance with Massachusetts State Laws and British International School of Boston policies, the following information is required for all students' safety and security:

- Physical Examination: Massachusetts Law requires a current physical exam record for all new students. BISB also has a school policy that requires new physicals each year for all our returning students. This means that your child will need to have a physical, and the record send to the school **every 12 months**. This enables your child to participate in sports, physical education, and overnight trips. Massachusetts Law mandates that students participating in interscholastic sports must pass and submit a physical exam dated within 13 months of the start of the season. No student will be permitted to play an interscholastic sport without submitting the document. When your child has their annual physical exam, their physician will give you a copy of the document for your records. Please send a copy of this form into the Main Office, as a student will not be allowed to attend school if we do not have an up-to-date physical.

  Physical Examinations must be performed by a Doctor in the United States. The school cannot accept international physical exams. New students have 30 days from the date they start at BISB to obtain a physical exam from a U.S. Doctor. A new physical examination is required for each academic year.

- Vaccine Administration Record: When your child has their annual physical exam, immunizations are usually listed on the document. If they are not, please have your physician fill out the immunization form or print out list of up to date immunizations. Current records must be received by the school before the student can attend.

- Allergy Emergency Health Care Plan: This form is for children who are at risk for anaphylaxis and who have a prescribed Epi-Pen. A new order is required for each academic year. An Epi-Pen cannot be administered without completing this document. Please have your pediatrician fill out this form and sign the parent/guardian portion at the bottom. On the first day of school, please bring 3 Epi-Pens for children Years 3-13 and 2 if they are Toddler-Year 2.

  Any written order such as medication, allergy care plans, asthma action care plans, etc. must be filled out and signed by a U.S. Doctor.

- Consent for Administration of Non–Prescription Medications: If you would like your child to be able to receive an over-the-counter medication from the Nurse, please complete our non-prescription medication form. **A new form is required for each academic year.** This form only requires a parent signature.

- Prescribed Medication Order: For children who have prescribed medications, such as an inhaler, ADHD medications, anti-biotic, etc. please have your pediatrician complete and sign this form. Parents need to complete and sign the bottom half of this form. If at any time during the school year your child is prescribed a medication that has to be administered during school hours this form must be completed in order for the school Nurse to administer. **A new order is required for each academic year.** This form requires both doctor and parent signatures.

- Miscellaneous Emergency Health Care Plan: If your child has any type of illness that could potentially become life threatening, please have their pediatrician write up a care plan in the event of an emergency. All Doctor orders are valid for one year from the date is was written. Examples would be Asthma, Diabetics, Seizure disorder, etc. Example for asthmatic students - please have an Asthma Action Plan (AAP) in place for the current school year. For any questions, please email the Main Office or the School Nurse.

The School Day, Recurring Events & Important Information

School Hours

The normal school day runs from 8:20 a.m. until 3:30 p.m. Clubs run from 3:30 p.m. until a designated time on various days of the week, and the BEAP After-Care Program for Toddlers through Year 7 runs from 3:30 p.m. until 6:00 p.m. daily. Students in Year 8 onwards still must sign in so that administration knows who is in the building after school.

Assemblies, Parent Coffees and School Productions

Assemblies for our younger children (up to Year 6) are held most Fridays of term in the Rainbow Hall at Showa (8:45 a.m.). Parents of all Primary students are invited to join BISB for some assemblies; a full schedule stating when parents are invited will be available on the calendar in the school app. There is often a casual coffee and tea following the Lower School assemblies in the Sunroom at Showa.

Middle and High School assemblies are held on select Tuesday afternoons at 2:40 p.m., also in the Rainbow Hall, and parents are sometimes invited to join. A full schedule stating when parents are invited will be uploaded to the school app.

Parents are invited to the join us for a casual morning coffee each month, generally on the first Thursday, 8:20 a.m. to 9:30 a.m., in the library.

At various points throughout the year, parents are invited to whole school assemblies, special assemblies, and productions. Whole school assemblies will be monthly, usually on the last Tuesday at 2:40 p.m. in the Rainbow Hall. Advance notice of special events will be sent to parents.

Swimming and Physical Education

Physical Education is a required part of the BISB curriculum from Toddlers through Year 13. All students must bring their School P.E. Kit to school each week. Please ensure that your child's P.E. clothing fits well, including soccer shin pads and rugby mouth guards, so they can participate fully.

Swimming is an integral component of the Physical Education curriculum and is taught as a unit every year from Year 3 through Year 6. All students in participating Year Groups will be required to participate in this activity. Any medical exemptions must be verified by a physician and submitted to the School Nurse. The swimming program is coordinated by the Head of Physical Education. Parents will be alerted in advance of when swimming will be for their child(ren).

English as an Additional Language (EAL)

At BISB, we are proud to have many different cultures and nationalities within our community. The specialist English as an Additional Language Program (EAL) at BISB is designed to help our international students who have little spoken English on arrival gain skill and confidence and improve their comprehension with the English language. Students in Year 1 and older are tested at the beginning of the school term and then receive specialist teaching both within and outside of the classroom.

All support is dependent on the needs of individual students. The EAL Teachers work closely with Class Teachers and staff and have the task of helping students learn oral, written, and reading skills, as well as academic language.

As per our school EAL policy, children are periodically assessed for proficiency and understanding to see whether they are ready to be transitioned back into all classes with their peers.

Meals & Snacks

At the British International School of Boston, your child will have access to a full-service hot lunch program that encourages healthy food choices. Our cafeteria offers a variety of school lunch menus that change daily and always offer healthy meals and snacks that your child will enjoy.

Lunch Program, Years 3-13

Students from Year 3 to Year 13 visit the school cafeteria daily, where your child will find healthy food options including whole grains, a salad and sandwich bar, and fresh fruit and vegetables.

If your child prefers to bring a packed lunch, they will still eat in the cafeteria with their classmates, and will have access to beverages from the cafeteria, including 2% milk, water and assorted fruit juices.

Students must register for the school lunch program before the start of each term. A full-year lunch option is also available. Registration is done through CHQ.

Students in Toddlers to Year 2 should bring a packed lunch from home.

Snacks

As part of our Personal, Social and Health Education (PSHE) program of study, the students are taught about healthy eating habits. Therefore, we encourage parents to send their children to school with healthy snacks and lunches, in serving sizes appropriate for their age group. Recommended snacks are fruit, granola bars, snacks containing whole grains, etc. Children should not bring candy, chocolate, or potato chips for snack. **All snacks and lunches must be completely nut free.**

- **Toddler, Nursery and Reception** classes operate a shared snack system, with fruit snacks in the morning and another healthy snack in the afternoon. The Teachers will give you more information about this. Students will need to bring a packed lunch from home.
- **Children in Year 1 and 2** will need two small snacks and a packed lunch
- **Students in Years 3 and up** will only require one snack for morning break and a packed lunch if not participating in the lunch program.

Nut-Free School

BISB is a nut-free school. This means that **NO NUTS** are allowed, including:

Peanuts	Chestnut	Ginkgo nut	Pine/Pinon nut
Almonds	Chinquapin	Hickory nut	Pistachio
Beech nut	Coconut	Lychee nut	Shea nut
Brazil nut	Filbert	Macadamia/Bush nut	Walnut
Cashew	Hazelnut	Pecan	

Nut-Free includes any class parties, school activities, bake sales, etc.

Food Allergies

Due to the prevalence of food allergies, we do not allow children to share food. The school Nurse will send out a letter at the start of the year about specific allergies prevalent for your year group. A significant number of children in the school have severe, potentially life-threatening reactions to nuts, nut products, wheat, milk, and certain fruits. **Nut products are not allowed for snacks or lunch**. Due to the likelihood of transfer of these substances within the playground, increasing potential exposure, **we are a nut-free school.** Children with nut allergies are more prone to anaphylaxis. These preventative measures allow the school to minimize an allergic child's exposure to these products and prevent severe reactions from occurring. Please call the school Nurse should you have any questions.

Parents of students with allergies in the Lower School should send in special treats that can be kept in the classroom and used for special occasions.

After-Care, Extra Curricular Clubs & Athletics

BISB Extended-day Activities Program (BEAP), commonly known as After Care

BISB provides on-site after-school care. Students who need extended day supervision will benefit from the familiar surroundings and the supportive and competent staff. The program is divided into three groups:

- Toddlers & Nursery
- Reception – Year 3
- Years 4, 5, 6, and 7

After Care is held in the main building and Wing 1. Often, the students are on the playground for dismissal.

After Care is a time to socialize with peers, extend learning opportunities, and enjoy organized activities outside of the classroom. BISB will provide supervised and supportive homework periods, organized enrichment, craft activities, and outdoor play.

What is it? Details…

- Open to all BISB students in Toddlers through Year 7.
- Open and will operate on each full school day, until 6:00 p.m. sharp.
- Begins at dismissal of class and the students go directly to the program to sign in with the staff.
- After Care is available as a term-by-term option or for the entire academic year. $1000 per term or $2625 per academic year, with registration and payment through CHQ. If you wish to make use of BEAP on a less regular basis – perhaps just the occasional afternoon – then you should contact the Main Office directly. There is an option for regular single day use (e.g. Mondays each week at $200 per day per term, such that attending all Mondays and Thursdays for a term would cost $400 in total)
- Available on a "drop-in" basis, but you must have completed the enrollment form to stay. For a 'drop-in' basis, scheduling should be completed through the Main Office.
- Ends promptly at 6:00 p.m. There are no provisions for the program to extend beyond 6:00 p.m. Late fees will be assessed at a rate of $1 per minute up to 6:15p.m. and $5 per minute after 6:15p.m. If a child is picked up late more than two times, the services will be suspended for a period of 30 days.

How do I get in on the fun?

- Registration for BEAP is through CHQ. Check the additional document "CHQ: BISB's online system for Activity Registration – Regular School Necessities" for more information.
- Complete the attached enrollment form. Even if you are not planning on using the BEAP Program regularly, if you ever think you might leave your child with us after school, it is best to have this on file. We cannot keep a student without this enrollment paperwork completed. We will file it for future use.
- Remind your child if he/she is going to BEAP that day and if it is a last minute BEAP use, please email the Main Office and email your child's Teacher/Mentor before 1:00 p.m. that day.

Extra-Curricular Activities/Clubs/Athletics

Teachers, volunteers, and external groups organize clubs in a range of interests and with the aim of offering a variety of experiences for the students, thus enhancing the quality of learning. The clubs (starting at 3:30 p.m. and ending 4:30 p.m. or later) will vary according to the time of year and popularity. Some of the clubs which have been offered in the past include: Art, Board Games, Chess, Drama, Sewing, Soccer, Spanish, and many more. Clubs may be limited to certain age groups and have a limited number of spaces.

A term-based clubs booklet is published by the Main Office. This booklet includes how to register for clubs, the list of clubs on offer, the day of the week they are offered, and for which Year Groups. Most in-house clubs are offered at no extra charge. Clubs that do require an additional cost will be identified before club registration occurs. The Athletics Program is administered along with the School Clubs Program. Further details will be available through CHQ.

Early Years Potty Training

Potty Training

Toddler Program: Children are not expected/required to be potty trained when entering our Toddler program, however, the goal will be to assist and support the children in this process over the course of their time in the Toddler unit.

Nursery and beyond: All children entering Nursery and beyond are required to be independent in the bathroom. We understand that accidents may happen and recommend that Nursery children keep a change of clothes in their cubby just in case.

All younger children, from Toddlers – Reception, are required to bring spare clothes.

Online Platforms: SeeSaw, Moodle, Microsoft Teams

SeeSaw in the Early Years

We use the SeeSaw Learning Journal app for our formative assessment and tracking tool in the Early Years classrooms. At regular intervals the teachers will take photographs, videos, or notes to document their observations of your child's development. On most observations, they will also provide 'next steps' which will detail the planned progression or interventions required to assist your child's learning. This will be fully accessible to you, with instant notifications when a post is made and can be viewed with the family seesaw app. You will be able to interact with your child's teacher through private communication as well as comment on individual posts, further enhancing the potential for parental feedback. Clear details of how to sign up to your child's personalized journal will be provided in the first week of school. In the event of a move to a virtual school experience, SeeSaw will be the main tool in which we assign daily activities and resources.

Moodle

Lower School: Each parent is able to login to the Moodle where teachers may post announcements, weekly messages, pictures and other updates.

Microsoft Teams

Middle/High School: Some homework will be provided through Microsoft Teams. Students can login using their email address and password and navigate to their subjects.

Uniforms

Appropriate Dress and Behavior

Dress Code Information: Please refer to the complete uniform list available in the Main Office or online in the Parents Essentials section of the school website.

In our community we pride ourselves on personal presentation. We appreciate your help and support in ensuring your child is appropriately dressed in accordance with these regulations. Lands' End is the exclusive provider of our uniforms. For information and guidelines, please see our uniform charts. **Please remember to write your child's name on all items of uniform, including shoes.** The school cannot be held responsible for unnamed lost items.

An integral part of our school uniform concerns jewelry and make-up. Our policy is set out as follows:

Students may wear:

- One pair of discreet stud earrings (which must be removed during P.E. lessons);
- Hair accessories should be within school colors, where possible;
- A wristwatch which is discreet in style and must be removed prior to P.E. lessons;
- A medical alert bracelet which is accompanied by a letter of explanation to their Class Teacher/Mentor and the school Nurse;
- Lower School students with hair shoulder-length or longer must wear hair tied back;
- Middle & High School students that choose to wear their hair down must tie their hair back for appropriate lessons such as P.E. and Science;
- Blue or black formal / dress shoes that go no higher than the ankle (ie, no boots).

Students may not wear:

- Charm bracelets or rings;
- Body jewelry and visible tattoos including temporary tattoos and body paint of any kind;
- Nail varnish or cosmetic make-up;
- Extreme hairstyles and unnatural hair coloring are not permitted;
- Clothing with oversized logos;
- Sneakers (other than during P.E. lessons) or boots / shoes that go above the ankle;
- Hooded sweatshirts.

Toddler-Year 6 students must:

- Have a hat and water bottle every day in school. The hat is removed on entry to school.

Year 7-11 students must:

- Keep shirts tucked into trousers/skirts (belts are helpful for this and are required);
- Keep shirt collars and ties fastened;
- Wear skirts of an appropriate length (Skirts must be no shorter than 2 inches above the knee);
- On non-uniform days, wear appropriate clothing that shows respect for self and school;
- It is not acceptable to wear very short skirts or shorts;
- Midriff must not be showing;
- Male students must be clean shaven and hair no longer than collar length;
- Students issued student IDs must wear them at all times to access the BISB building, wing, and the STEAM Center. First replacement ID is no cost. Second replacement IDs will cost $20.

IB Dress Guidance

Our Philosophy:

The IB students are the only students at BISB to not wear a school uniform and are the role models for the younger students to aspire to. Therefore, IB students should aim to dress in a smart, mature manner that reflects their status in the school and the mutual respect we afford one another within the community.

This outline is designed with the modern working world in mind, but also respects the ethos already established by BISB's school uniform.

Hair, makeup and jewelry should be tidy and conservative.

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

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

FAQs:

Hemlines and necklines

When choosing your outfit for the day, please keep in mind that you will be moving around a busy school, walking up and down staircases, and carrying backpacks so it's better to err on the side of caution sometimes.

Strap width on tops

Spaghetti strap tops are not acceptable in offices or other professional environments, so please don't wear them to school. Sleeveless tops are fine, but you should aim for your shoulders to be covered during the school day.

Heels

Please remember, you will have to walk around in your shoes all day, so choose wisely.

Boots

These are acceptable as long as the material they are made from can be polished or brushed, such as leather or suede.

Denim

Please avoid any denim clothing for school, including black jeans.

Hoodies

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

Logos

Your school attire should not have any written branding or slogans on it. A small logo is fine but this should be discreet in size and color.

Seasonal Apparel

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

Finally, please respectfully adhere to the school's decision if they request that a piece of clothing is not appropriate to be worn in school again.

Drugs, Tobacco & Alcohol

Drugs, tobacco, and alcohol are not permitted on campus at any time.

- Prescription or over-the-counter drugs must comply with our Nurse's school policies.
- Smoking is strictly prohibited on the campus.
- Alcohol may only be served at events attended by adults and must be previously authorized by our Senior Leadership Team. Required Liquor Licenses must also be obtained.

Health, Safety, and Security Regulations

Security Procedures

As a school, we have strict security processes that are in place to protect the entire community.

Visitors

- All visitors, including parents and other members of the school community, must enter and exit the school through the top Main Entrance doors.
- Each visitor must sign-in and sign-out at the kiosk at the Main Office, providing their name, the name of the person the visitor has an appointment with.
- All visitors must wear a visitor badge for the duration of their visit, be it 7 minutes or 7 hours.
- All visitors must sign out upon leaving the building.
- The bottom entrance doors will not be opened during the school day, regardless of the reason. This is to ensure safety for all those in the school facility.
- Parents wishing to see individual members of staff must make an appointment in advance with the staff member.
- Parents dropping items off for their children during the school day should leave them with the Main Office. The staff will make every effort to deliver the items to your child(ren).
- Please note that classes cannot be interrupted during session unless by a member of staff.
- The school evacuation muster point is located by the tennis courts. Appropriate fire, safety, and evacuation drills will be practiced with the children termly.

Security ID Cards

Students in Year 7 – Year 13 are issued a school ID card. These cards provide access to the school building during school hours and must be worn at all times. It is the responsibility of the student to ensure that it is kept safe, and to inform the Main Office if it is lost or stolen.

Emergency Procedures

Parents should be aware that the school conducts regular safety drills. Staff members are trained to practice these with the students on a regular basis. The safety of the students is our number one priority.

Health and Medical Issues

It is essential that the Main Office receives all completed medical forms for children; updated **each year** by parents. All required medical forms are available in the Main Office and on the BISB website. Completed Health and Emergency Cards must be returned **prior** to the start of each school year. All of these documents are vital to ensure the safety and well-being of your child.

The school nurse is on duty at BISB from 8:20 a.m. until 3:30 p.m. every day. The school nurse and staff members are trained in First Aid and CPR.

If a child is unwell at school, every effort will be made to contact the parents/guardians. It is, therefore, very important that we have up-to-date contact numbers for each child. In the event of an emergency, immediate action will be taken with the child's best interests in mind. We will call 9-1-1 if necessary and the parents will be notified without delay.

Only the school nurse (RN) is allowed to dispense medication to students while in school. The nurse performs screenings, and ensures that Federal and Massachusetts state regulations are followed. The nurse is also responsible for notifying parents of infectious illness in a classroom (anonymously). In most instances, the class with affected member will receive notification the same day a diagnosis is confirmed via email. The remainder of the parent population will be notified as necessary. All students requiring emergency medical attention will be escorted to the following facility should something happen while at BISB:

Children's Hospital Boston
300 Longwood Avenue
Boston, MA 02115
617-355-6000

If an emergency occurs while a student is away from BISB on a school trip, the child will be brought to the nearest medical facility.

All medical information and records remain confidential. However, teachers and staff will be informed of special medical needs on a 'need to know' basis. The school will follow all HIPAA regulations regarding patient privacy.

Mandatory Health Guidelines

The following are health guidelines within the school as well as those issued by the Massachusetts Department of Public Health. The school nurse is authorized to make restrictions and guidelines in addition to the Department of Public Health when in the best interest of the health of all school children.

Exams and Immunizations

Current Physical Examinations are required for new entrants and for all students each year. This is a Massachusetts state law. Please note that the Main Office will need a copy of a current physical examination for your child, as well as documentation of immunizations for all students. The Main Office will then give a copy to the Nurse. If a student does not have a current, up-to-date physical and immunization record on file with BISB each year (every 12 months or 30 days after the start of the academic year), **they will not be able to attend school until the proper documentation is submitted.** This is for the health and safety of all our students.

The physical exam may be performed by your family practitioner who will supply you with a completed medical form to be given to the school nurse. State law requires that students be fully immunized against Diptheria, Pertussis and Tetanus, Polio, Measles, Mumps, Rubella, Hepatitis B, Hib, and Varicella (chickenpox). Meningococcal (MCV4) and Tdap are also required for Year 8 – Year 13 students. A lead screening test is mandatory for those children less than or equal to 6 years of age. Expatriates should call the school nurse to discuss US immunization requirements since they differ from one country to another.

If you are not sure if your child has had an immunization or illness, such as chicken pox, your physician can test your child's immunity to the illness. Please be aware that lack of sufficient immunity, for whatever reason, will result in a child being quarantined from school during the days he/she would be considered contagious upon exposure to any of the above noted diseases. **This is Massachusetts Law.**

Guidelines for Illness and Injury

Allergies: Please notify the Nurse as well as your child's Teacher immediately of any allergies. A list of students with their particular allergies will be given to the Teacher and staff involved in the care of your child. The school does not allow students to share food. A list of students and their food allergies is on display in the cafeteria and the student's classroom for staff to refer to.

If your child requires treatment with an EPI-PEN for an allergic reaction, please send in one pen for the classroom, one pen for the Health Room and one pen for the Showa lunchroom, if they will eat lunch there.

State law requires that a practitioner must fill out the 'Allergy Emergency Health Care Plan' (for Epi-Pens) and the 'Medication Order' (for inhalers, other prescription medications) forms for each academic year. The forms must be submitted before the start of the school year. Please remember that a parent/guardian signature is required at the bottom of these forms.

Asthma: The nurse should be supplied with an inhaler if the child will need to use it on a regularly scheduled or 'as needed' basis. A practitioner must fill out a Medication Order Form. This form must be submitted with the medication in its original pharmacy box. If you would like your child to carry and administer his/her own inhaler during school hours, please have the physician complete the Massachusetts Asthma Action Plan and document physician and parental consent to self-administer the medication on the Medication Order form.

General Illness: If your child has an illness that will temporarily restrict his/her activity during the school day, please email or send a note to the nurse explaining the reason for and the extent of the restrictions. We will assume that the restrictions apply only for that particular day unless you state otherwise. Restrictions that will apply for a long-term period (greater than one week) will require a doctor's note. A child who is well enough to attend school will participate in outdoor playtime/breaks.

Injury: Any student who has sustained an injury that has been treated by a physician or in an emergency room and will have restricted activity for a limited period of time (stitches, sprains, fractures, concussions, etc.) must bring a note from that physician/practitioner stating the type of injury, the specific restrictions and when the student may participate in physical education again. The student will not be allowed to return to physical education until this note is received. If your child sustains an injury that limits his/her activity for more than 2 days or that will affect school performance, you must send a note to the Nurse. <u>If a student is injured at home, before school, they need to be kept at home and monitored. Students should not be going to the Nurse regarding injuries or illnesses that occur at home; the nurse is here to deal with illness and injury that occur in school.</u>

Chicken Pox, Pertussis (Whooping Cough), Mumps and Measles: If your child develops one of these illnesses, you must inform the school Nurse immediately, these illnesses require swift interventions to prevent further spread and must be reported to the Massachusetts Department of Public Health. Please note that if your child has not been adequately vaccinated or you have not submitted physician

documented proof of illness, if there is an outbreak at school, they will be quarantined from school, per state guidelines.

Fever: If your child has a temperature of 100 degrees Fahrenheit or above in the morning, (s)he needs to stay home to prevent the spread of illness. Students need to remain home 24 hours after a fever has subsided without use of fever reducing medications such as Tylenol or Motrin. If your child develops a fever during school hours, (s)he will not be permitted to return to the classroom and will remain in the nurse's Office until handed over to a parent or designated 'emergency person'.

Strep Throat: Children with a positive strep test are not permitted to attend school until they have been on antibiotics for a minimum of 24 hours. Please inform the school nurse immediately if your child is diagnosed with strep throat.

Conjunctivitis: If a child has conjunctivitis, (s)he may return to the school after the first dose of antibiotic ointment has been administered and the eyes are free of discharge.

Pinworms: A student diagnosed with pinworms is able to attend school once the school nurse has been notified, however (s)he should be seen by a physician for treatment. Hand washing is crucial to halting the spread of the infection.

Vomiting and Diarrhea: Any student with vomiting and/or diarrhea must stay home until symptoms have resolved for at least 24 hours. (S)he should be able to keep down food and liquids.

Colds: A child who is coughing or sneezing frequently, or has a large amount of nasal discharge from a cold, will be more comfortable at home until symptoms subside. This will also help control the spread of illness.

Head Lice: Please inform the Nurse if you suspect or confirm that your child has lice. Before returning to school, children must be treated at home and the hair combed out with a nit comb to remove all nits and lice.

Dismissal: Students who become ill or injured at school, that do not require emergency care, will be dismissed from the Main Office to a parent or designee. It is expected that the child will be collected and brought home from school in an expeditious manner.

Medication Policy: All medications that cannot be administered at home can be given by the school Nurse. All medication must be provided in its original container with the pharmacy label, the student's name and the correct dose to be given. In addition, authorization forms must also accompany the medicine.

Do not send medications into school with your child. Medications can be lost or misplaced, placing other students at risk for serious injury. All medications from home must be delivered by a parent or guardian to the Main Office or School Nurse.

Prescription Medication: If medication is to be given on a continuous basis, please submit a Medication Order Form. Please have your physician fill out the top half and a parent/guardian fill out and sign the lower half, granting permission to administer the medication. All medication must be provided in its original container with the pharmacy label, the student's name and the correct dose to be given. The school cannot accept more than a 30-day supply of medication. If medication is to be given on a temporary basis (i.e. antibiotics) please fill out the bottom portion of the Medication Order Form, granting parental permission to administer the medication.

Over the Counter Medication: A limited supply of children's medications is stocked in the Nurse's Office. Please fill out the Parental Consent for the Administration of Non-Prescription Medications Form if you would like any of these medications given if needed (check off all that apply). Manufacturer's dosing guidelines will be followed. You may supply the nurse with any over the counter medication that is not listed or if the medication required will be given on a long-term basis. Please fill out a Medication Order Form if you would like your child to receive another over the counter medication not listed on the form. **Please note that all medications sent from home will be discarded if they are not picked up by the last day of school.**

Student Health and Emergency Information

It is imperative that you keep the information of the school emergency cards updated so that a parent or guardian can be contacted in the event of an emergency, injury or illness. Emergency cards must be filled out and submitted to the Main Office by the first day of school, preferably, before. Any changes to the details on this card must be handed to the Main Office in writing or by email. Forms are available from the Main Office or on the BISB website if needed.

Child Abuse and Mandated Reporting

School staff are mandated, by law, to report any suspected child maltreatment to the Department of Children and Families. In addition to fulfilling legal obligations, school personnel provide valuable assistance to families in need of support and aid. The British International School of Boston follows specific procedures related to these situations. The school is required to keep the names of reporters confidential.

Behavior & Anti-Bullying Policies - Overview

The British International School of Boston ensures the promotion of a safe and caring environment, where positive behavior is encouraged so that effective learning and teaching can flourish. Children have every opportunity to participate, to achieve and to raise attainment. In order to do this, BISB recognizes the rights and responsibilities of all members of the school community, including students, staff, and parents, to provide a safe and positive learning environment.

At BISB, the attitudes within our school and staff are positive. Students are supported to become the best that they can be. Our staff recognizes the importance of seeing each student as an individual and time is taken to bring out the best in our school community by sharing clear expectations for behavior and conduct.

The British International School of Boston is committed to providing an individualized, exceptional education for all children. We cater to the 'whole child' and ensure that our students learn not only the academic skills, but the personal skills they need to succeed as adults in the community. To fully accomplish this, it is essential that we foster a positive school culture in which all students are welcomed, safe, and appreciated. By nature, bullying behavior reduces the quality of children's education by interfering with their learning. Furthermore, bullying has been shown to have short-term and long-term effects on the physical and mental well-being of students.

In accordance with our school philosophy and both international and Massachusetts state regulations, The British International School of Boston strictly prohibits bullying directed toward any student or groups of students. Our staff promotes an inclusive environment and is wholeheartedly dedicated to the prevention of bullying.

Directors of Student Welfare

The Director of Student Welfare will be the first port of call if it is thought that a transgression warrants the intervention beyond the scope of the classroom. They will keep the Senior Leadership Team informed of the progress of the investigation and of any sanctions that have been awarded and keep a written record of the incident and any intervention or correspondence.

Class Teachers / Mentors

Class Teachers and Middle & High School Mentors are responsible for maintaining an oversight of the behavior of the members of their groups. They will deal with all concerns relating to their class or mentor group in the first instance and keep the Director of Student Welfare informed. The class teachers or Middle and High School mentors are the main unit of pastoral care in the school. Matters of personal appearance (uniform or jewelry etc.) are also dealt with by class teachers and MS or HS mentors.

All Staff

All Staff are expected to encourage good behavior and respect for others including pupils, recognize that each pupil is an individual and to apply all rewards and sanctions fairly and consistently. Staff will use all appropriate strategies to raise and maintain pupil's self-esteem, will provide challenging, relevant and appropriate learning experiences and be good role models. There are many issues where all staff need to be informed, especially where family circumstances and other such factors play a part. A key part of the school's policy is the importance of awareness of students' problems, whether personal or academic, and the need for all staff to be aware of these.

Parents

Parents will be informed about any behavioral concerns. Parents are expected to support good behavior and positive habits in their children through following and supporting the School's 'Behavior Policy', at Parents' Evenings and through their positive support of all aspects of school life. Parental co-operation forms part of the contract between the School and all parents of students at the school. A refusal to abide by the terms of the policy may be considered a breach of contract.

Pupils

High standards of behavior and dress are expected at all times both during the school day, whilst travelling between home and school and whilst representing the school, or taking part in trips and visits

The school endeavors to develop self-esteem and self-discipline amongst students. It is hoped that children will gain satisfaction and motivation from their positive experiences and interactions in school. As such we expect all students to:

- Respect the school working environment both inside and outside the classroom.
- Respect their own, and other people's, property.
- Value one another as individuals.
- Demonstrate courtesy and consideration for those around them.
- Treat one another fairly without bullying or behaviour likely to cause injury.
- Value one another's opinions, speak and act courteously and treat one another as they would wish to be treated themselves.
- Maintain appropriate Internet conduct and refrain from any negative, derogatory, overly personal or embarrassing comments about themselves, their peers, staff, and any other member of the wider school community or the school itself.
- Attend school suitably dressed in correct uniform.
- Act as ambassadors for BISB and maintain exemplary conduct in public, especially when dressed in BISB apparel.

The School expects that all members of our community will treat each other with civility and respect. This Policy is an important aspect of the School's determination to promote and maintain an appropriate learning environment for all of our students.

The Policy spells out the School's comprehensive approach to addressing incidents of poor behavior or bullying. If a determination has been made regarding this type of behavior the School will take immediate action to stop the behavior and address the safety needs of any student who has been impacted.

Behavior Policy – Lower School

This behavior policy includes an outline of the expectations for behavior for children in the Lower School, as well as strategies to support the behavior, including rewards and sanctions.

High standards of behavior and dress are expected at all times both during the school day, whilst travelling between home and school and whilst representing the school, or taking part in trips and visits

The school has zero tolerance to physical behavior that results in anyone being deliberately hurt and or emotional and physical bullying behavior.

Whole School Rights

- The right to learn
- The right to teach
- The right to feel safe (physically and emotionally)
- The right for mutual respect and understanding

Student Responsibilities

Children must learn to take responsibility for their own behavior. As adults we can manage a pupil's behavior to an extent, but in the long term discipline has to come from within and students need to have ownership of their own behavior. As children realize that they are going to have to make choices in many areas of life, they can be guided to make more socially appropriate choices. They need to know that good choices will be rewarded and that poor choices will have consequences.

Care, courtesy and consideration are underpinning elements of these student expectations. Basic expectations of behavior and class rules are displayed in every classroom and are introduced at the beginning of each academic year.

- Children agree to respect the school working environment both inside and outside the classroom.
- Children will be careful with their own and other people's property.
- Children will value one another as individuals.
- Children will treat one another fairly without bullying or behavior likely to cause injury.
- Children should attend school suitably dressed in correct uniform.
- Children should value one another's opinions, speak and act courteously and treat one another as they would wish to be treated themselves.
- Children should maintain appropriate Internet conduct and refrain from any negative, derogatory, overly personal or embarrassing comments about themselves, their peers, staff, and any other member of the wider school community or the school itself.
- Children should act as ambassadors for BISB and maintain exemplary conduct in public, especially when dressed in clothing revealing the BISB logo.

Staff/Adult Responsibilities

- Staff will treat all children fairly and recognize that each is an individual.
- Staff will use all appropriate strategies to raise and maintain pupil's self-esteem.
- Staff will provide challenging, relevant and appropriate learning experiences.
- Staff will use rules and sanctions clearly and consistently.
- Staff will be good role models.

The school endeavors to develop self-esteem and self-discipline amongst students. It is hoped that children will gain satisfaction and motivation from their positive experiences and interactions in school.

Toddlers

In the classroom, staff use a great deal of positive reinforcement and introduce phrases such as "walking feet", "kind hands", "indoor voices" and "gentle touches" so that they become used to basic classroom expectations.

Personal, Social and Emotional Development is a key focus of the Early Years curriculum and we focus on behavioral themes and topics throughout the year to support children's understanding of how to express their feelings and manage their behavior.

In line with age appropriate strategies, staff use verbal praise, stickers, certificates, thumbs up and high fives to reward good behavior.

In situations where children may need support and an adult to intervene, adults will ensure that they give immediate responses and explain the situation using child friendly language.

Staff will always communicate any concerns or issues which may arise and will work with parents to address them. The Directors of Student Welfare liaise closely with teachers and parents to support children's behavior.

Nursery-Year 2

The children in the Nursery, up to, and including Year 2 classes, use several strategies to reward positive behavior.

- Smiley faces
- House Points
- Student Welfare Points
- Personal Goal Awards
- Verbal praise, stickers, certificates, gaining positions of responsibility, etc.

Children in Year 1 and Year 2 can collect marbles for positive whole class behavior. When they have filled the pot, or collected the amount of marbles set at the beginning of the year, the class will then have a treat e.g. party, ice cream, movie etc.

To address any negative behaviors, these year groups use the sun, thinking cloud and rain cloud system.

The default reward for all children is to have their name on the sun and consequently be rewarded with a specified amount of weekly 'Golden Time' (Year 1 and Year 2). Nursery and Reception use more immediate rewards for remaining on the sunshine.

- In the first instance, students receive a verbal warning from the teacher if they demonstrate any inappropriate behavior.
- If the student continues to make inappropriate behavior choices on the same day, then their name will be moved onto the cloud.
- Once the student's name is on the thinking cloud, if the child continues to exhibit inappropriate behavior choices, they are given a second verbal warning.
- If the student's name is on the cloud, they have received the second warning and they continue to exhibit inappropriate behavior, then their name is moved to the rain cloud.
- In the case that a child's behavior is deemed more serious, then the student's name may be put straight on to the rain cloud. For example, if a child physically harms another person, this would warrant moving them straight to the raincloud.

Parents are informed that day if their child has been on the rain cloud.

In Year 1 and Year 2, once a student's name is on the rain cloud it equates to missing 5 minutes of golden time. If their name was on the rain cloud on both Monday and Wednesday, then they would miss 10 minutes of golden time in total.

In Nursery and Reception, the raincloud is usually a sufficient consequence and we will work with you to discuss how we can move forward and avoid any further instances of the behavior demonstrated.

Nursery also have a 'time out' area within the classroom where a child can sit for up to 3 minutes and have some space to calm down. The teachers will always make it clear why the child has been moved to the time out area and will discuss how to move forward to rectify the situation.

Every child's name returns to the sun every morning. Each day is a fresh start!

Year 3 through Year 6

Year 3 through Year 6 classrooms build upon the systems which are established lower down the school.

These classrooms also use Personal Goal awards, house points and positions of responsibility to reinforce the positive behaviors of students.

The default reward for all children is to be rewarded with a specified amount of weekly 'Golden Time' and full playtime privileges (Year 6). All children begin each day on the Green Card.

All classes use a red / yellow / green card system in a similar way to the sun/ cloud/ raincloud. At the teacher's discretion for the actual system used.

- First 'inappropriate behavior' the student receives a yellow card warning and their name is recorded somewhere in the classroom.
- If the student receives a second warning in the day that moves them to 'red' and they lose 5 minutes of 'Golden Time'.
- If a pupil has received a Red Card, parents should be informed that day with an explanation of why the student received a Red Card.
- If this process happens a second time in the week the penalty is increased to 10 minutes (so now they are missing 15 min altogether)
- If it happens a third time they are penalized 15 minutes of 'Golden Time' (so now a total of 30 minutes).

All Lower School Students

<u>If behavior is deemed serious, the child needs to be sent immediately to see the appropriate Director of Student Welfare or, if that person is teaching, the Deputy Head of School, and the incident is recorded.</u>

Recording: Teachers keep a record of children who lose 20 minutes or more of 'Golden Time'. Any parental contact regarding behavioral concerns or incidents should be recorded. Directors of Student Welfare and the Deputy Head will keep a record of those children who are sent to them.

Specialist Lessons, Playground, and Out-of-Classroom Incidents

To ensure consistency for the children, specialist teachers and duty staff will follow the system of rewards and sanctions for the year group of the class being taught. All staff must ensure that expectations for behavior are upheld during 'non-lesson' times. All staff must be vigilant to ensure that the same levels of behavior are upheld during transition times.

Staff should pass on any relevant behavior information to the class teacher after the lesson/ duty, e.g.

- "Cairo Class received a marble because..."
- "Child A received a House Point/Smiley Face because…"
- "Child A was moved to the thinking cloud/given a Yellow Card because…"

Bus Incidents

Children must feel safe on the bus going to and from school. If the behavior of any child is inappropriate whilst riding on the bus, the student will receive one warning from their teacher, then the second time from the relevant Director of Student Welfare. If the behavior happens a third time, they will not be allowed to ride the bus for two days following the incident and the parents will be asked to arrange for alternative transportation to school.

Homophobia, Racism, Disability, Gender Identity and Religion

BISB will not tolerate any derogatory comments directed at any student or member of staff about any of the above.

Bullying

BISB is committed to providing a caring, friendly, safe and supportive environment in which staff can work and students can receive their education. Bullying of any kind which effects staff or students is unacceptable at BISB. If bullying does occur, all students should be able to tell and know that incidents will be dealt with promptly and effectively.

The definition of bullying—as defined by the Commonwealth of Massachusetts—can be found in Massachusetts General Law, Chapter 71, Section 37-O.

Behavior Policy – Middle & High School

Introduction to Behavior for Learning

As a diverse institution we encourage students to have respect for each other. We encourage our students to behave in an appropriate manner at all times. We encourage and expect all of our students to:

- Respect each other regardless of gender, religion, race or color
- Listen and respond to teachers in a mature and respectful manner
- Avoid conflict with others.

Above all it means students accepting responsibility for their own actions and ensuring that their poor behavior does not affect, nor impact, the education and experience of others. It is part of our policy at BISB that every student will be taught in an atmosphere that permits them to gain maximum benefit in every lesson.

If students are to achieve their best then they must be free to learn in a stimulating, encouraging, supportive, friendly and rewarding atmosphere.

Our policy is based on the premise that:

- Each student has the right to learn
- Each teacher has the right to teach without interruption
- Every parent has the right to information about their child's behavior and to work in partnership with the School to foster high standards
- Each participant in this partnership needs to be aware of these standards
- Every student is entitled to equal treatment.

We also have a system that brings rewards in recognition of those students who behave as expected.

Rewards

All rewards and sanctions must be applied fairly and consistently. Teachers should follow the learning ladder to award rewards and sanctions fairly and consistently.

The rewards used by the school include:

- The awarding of reward logs
- Student of the Fortnight Award (Middle School)
- Student Spotlight recognition on BISB TV
- Student of the term
- Mentor group of the term
- Showing selected work to the Senior Leadership Team
- Commendation to students via postcard
- Presentation of work throughout the school
- Mention in the weekly school newsletter or social media
- Emails home for positive contributions to school life
- Prizes at the annual Prize Giving

Students who do not meet expected behavior standards will be subject to sanctions.

Sanctions

Sanctions should be applied when rewards have failed, or where it is necessary in the circumstances to show appropriate disapproval. All staff must seek to ensure that punishments are proportionate to the offence and in line with this policy.

The sanctions used by the school include:

- Behavior logs
- Break-time and/or lunchtime detention and reconciliation conversations
- Support Card which contains targets to encourage improvement and is presented to the subject staff at the end of each lesson for evaluation of those targets.
- Removal from the group/class or lesson and sent to the Director of Student Welfare or Senior Leadership Team
- Withdrawal of break or lunchtime privileges
- Withholding participation in clubs, educational visits or sports events which are not essential to the curriculum
- Internal or external suspensions
- Permanent expulsion

Expulsions

Only the Head of School can expel a student. Recommendations for expulsion can only be made by the Senior Leadership Team. Students may be expelled for one or more fixed periods or permanently. For serious breaches of the school's behavior policies, pupils can be excluded for one or more fixed term periods. This expulsion may be internal or, more commonly, external. A decision to expel a student permanently will only be taken as a last resort when a wide range of strategies for dealing with disciplinary offences has been employed to no avail or if an exceptional 'one-off' offence has been committed.

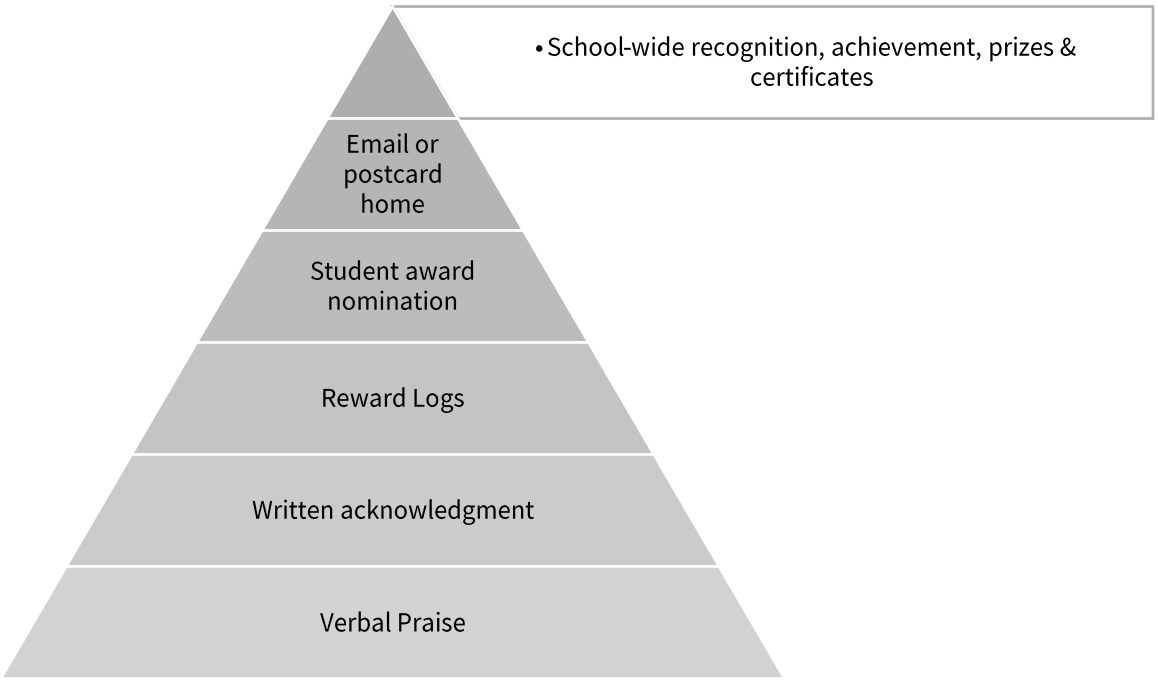
Alternatives

Before resorting to external expulsion (fixed or permanent) the School will normally try alternative solutions: For example:

- a restorative justice process – whereby the harm caused to the 'victim' can be re-dressed;
- internal suspension (removal from class)

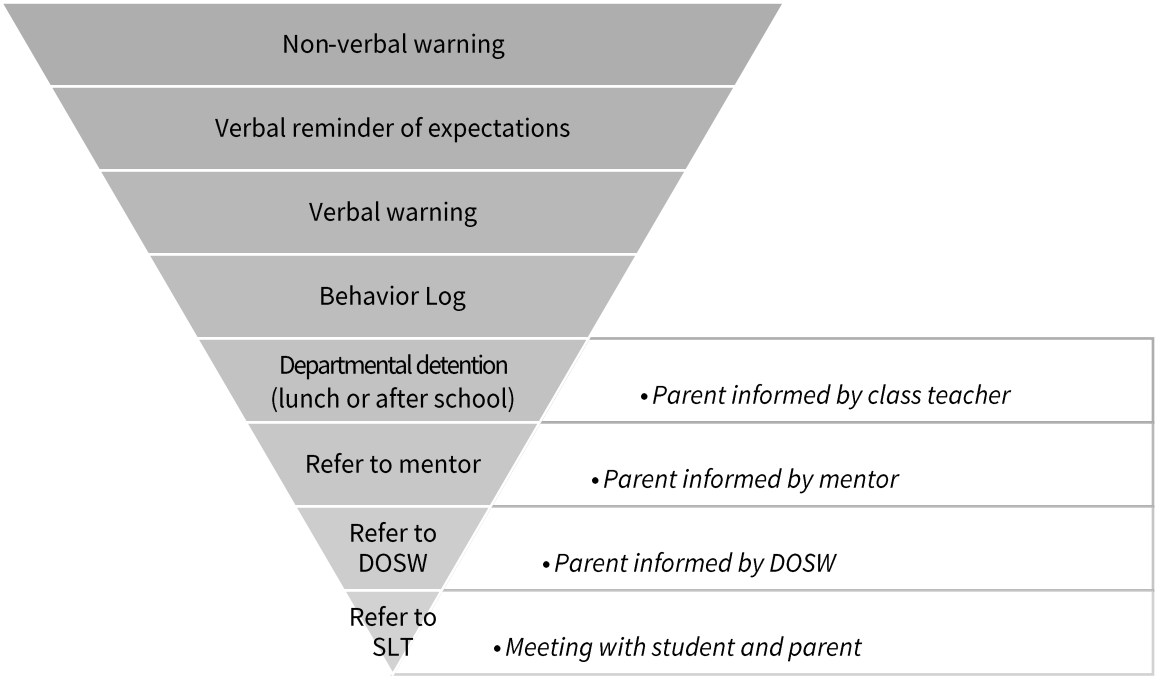
Positive Learning Environment

What happens if I show positive attitudes to learning and school?



Negative Learning Environment

What happens if I don't positive attitudes to learning in school?



Work Submission

Students should aim to meet all deadlines. If students are unable to meet a deadline they should demonstrate effective communication skills in order to inform relevant teaching staff. Teaching staff will use professional judgment and follow the protocol as outlined below to assist students in completion of assigned work:

- Arrange a new deadline that is agreed by both parties
- Provide opportunity to catch up with missed work during lunchtime or after-school
- If future deadlines are missed, students will be referred to the Subject Leader
- If problem persists students will be referred to the Director of Student Welfare and the Director of Teaching and Learning
- Academic support options arranged for completion of key assignments relevant to examination courses.

School Calendar

The academic calendar can be found on our website and on our school app.

2020 - 2021 Academic Calendar

August '20

Su	M	Tu	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September '20

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
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27	28	29	30			

October '20

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18	19	20	21	22	23	24
25	26	27	28	29	30	31

November '20

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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December '20

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January '21

Su	M	Tu	W	Th	F	S
					1	2
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February '21

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March '21

Su	M	Tu	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April '21

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May '21

Su	M	Tu	W	Th	F	S
						1
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June '21

Su	M	Tu	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July '21

Su	M	Tu	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

School Days

Professional Development (No school)

School Vacation Days

Parent-Teacher Conference (No School)

School Offices Closed on Underlined Days

Fall Term 2020	
Staff Induction Week	Monday, August 24 – Friday, August 28
Start of Fall Term	Monday, August 31
Labor Day – No School	Monday, September 7
Mid-term break and Columbus Day	Monday, October 12 – Friday, October 16
Parent- Teacher Conference – No school for students	Wednesday, November 11
Thanksgiving Holiday	Wednesday, November 25 – Friday, November 27
End of Fall Term	Friday, December 18

Winter Term 2021	
Start of Winter Term	Monday, January 4
Martin Luther King, Jr. Day – No School	Monday, January 18
Mid-term break and Presidents' Day	Thursday, February 11 – Monday, February 15
End of Winter Term	Friday, March 19

Spring Term 2021	
Start of Spring Term	Monday, April 5
Parent- Teacher Conference – No school for students	Tuesday, April 13
Patriots' Day – No School	Monday, April 19
Mid-term break and Memorial Day	Thursday, May 27 – Monday, May 31
End of Spring Term	Tuesday, June 29
Staff Reflection/ Planning Day	Wednesday, June 30

Faculty & Staff Directory

Position	Name of Staff	Email Address
Head of School	Darren Nicholas	darren.nicholas@bisboston.org
Deputy Head of School	Emma Northey	emma.northey@bisbsoton.org
Director of Teaching & Learning Year 6 Teacher	Jane O'Hare	jane.ohare@bisboston.org
Director of Curriculum Year 2 Teacher	Anna Vangel	anna.vangel@bisboston.org
Director of Progress & Attainment	Stephen Higgins	stephen.higgins@bisboston.org
Director of Finance & Business	Susan Burke	susan.burke@bisboston.org
Director of Admissions & Marketing	Lisa van Horne	lisa.vanhorne@bisboston.org
Director of Student Welfare (T – Y2), Toddler Teacher	Joanna Johnson	joanna.johnson@bisboston.org
Director of Student Welfare (Y3 – Y6), Year 3 Teacher	Lynn Robson	lynn.robson@bisboston.org
Director of Student Welfare (Y7 – Y9), PE Teacher	Stephanie Minto	stephanie.minto@bisboston.org
Director of Student Welfare (Y10 – Y13), History Teacher	Jared Hatch	jared.hatch@bisboston.org
Assistant Director of Admissions	Tricia Malone	tricia.malone@bisboston.org
HR and Operations Officer		
Director of College Counseling	Ellen Boucher	ellen.boucher@bisboston.org
School Counselor	Gabby Hernandez	gabriella.hernandez@bisboston.org
IT Coordinator	José Caraballo	jose.caraballo@bisboston.org
Librarian	Leada Sarram	leada.sarram@bisboston.org
After-Care Director	Marge Sklaver	marge.sklaver@bisboston.org
Custodian	Ronald Cubias	ronald.cubias@bisboston.org
Toddlers Teacher	Joanna Johnson	joanna.johnson@bisboston.org

Toddlers Teacher	Abbie Sampaio	abbie.sampaio@bisboston.org
Nursery Teacher	Baily Rossi	baily.rossi@bisboston.org
Nursery Teacher	Rhiannon Palframan	rhiannon.palframan@bisboston.org
Reception Teacher	Claire Martin	claire.martin@bisboston.org
Reception Teacher	Catherine Staples	catherine.staples@bisboston.org
Year 1 Teacher	Jenni Maris	jenni.maris@bisboston.org
Year 1 Teacher	Hilary DiNitto	hilary.dinitto@bisboston.org
Year 2 Teacher	Anna Vangel	anna.vangel@bisboston.org
Year 2 Teacher	Lucy Ripman	lucy.ripman@bisboston.org
Year 3 Teacher	Jason Dawson	jason.dawson@bisboston.org
Year 3 Teacher	Lynn Robson	lynn.robson@bisboston.org
Year 4 Teacher	Alison Yeardley	alison.yeardley@bisboston.org
Year 4 Teacher	Mark Tugwell	mark.tugwell@bisboston.org
Year 5 Teacher	Rathina Sangaralingam	rathina.sangaralingam@bisboston.org
Year 5 Teacher	Mathew Holt	mathew.holt@bisboston.org
Year 6 Teacher	Jane O'Hare	jane.ohare@bisboston.org
Year 6 Teacher	Emma Brick	emma.brick@bisboston.org
Year 6 Teacher	Stephen Wallace	stephen.wallace@bisboston.org
Primary Music Middle School Drama Teacher	Lauren Sippin	lauren.sippin@bisboston.org
Primary Release Teacher	David Maris	david.maris@bisboston.org
Head of Art	Jessie Smith	jessica.smith@bisboston.org
Head of Computing	Glyn Johnson	glyn.johnson@bisboston.org
Head of English	Will Corrie	will.corrie@bisboston.org
Head of Drama English Teacher	Alex Fraser	alex.fraser@bisboston.org

English and Film Teacher Director of Studies - IBDP	Karen McWilliam	karen.mcwilliam@bisboston.org
English Teacher	Benjamin Merrick	benjamin.merrick@bisboston.org
Head of Music	Daniela Rodnite	daniela.rodnite@bisboston.org
Learning Support Coordinator	Yasemin Moustakim	yasemin.moustakim@bisboston.org
Learning Support	Ben Hallas	benjamin.hallas@bisboston.org
Learning Support	Patrick Pilkington	patrick.pilkington@bisboston.org
EAL Support	Mazen El Makkouk	mazen.elmakkouk@bisboston.org
Head of Maths	Ian Boote	ian.boote@bisboston.org
Maths Teacher	Rachael Anderson-Shore	rachael.anderson@bisboston.org
Maths Teacher	Robert Ward-Penny	robert.wardpenny@bisboston.org
Head of Science	Oliver Smith	oliver.smith@bisboston.org
Science & IGCSE Exams Officer	Sarah Dolan	sarah.dolan@bisboston.org
Science Teacher	Jason McLean	jason.mclean@bisboston.org
Science Teacher	Megan Reilly	megan.reilly@bisboston.org
Head of Modern Foreign Languages	Louise Miller	louise.miller@bisboston.org
French and Spanish Teacher	David Wickenden	david.wickenden@bisboston.org
French Teacher	Chafika Bensadok	chafika.bensadok@bisboston.org
French Teacher	James Claughton	james.claughton@bisboston.org
Spanish Teacher	Piedad Ruiz Sánchez	piedad.ruiz@bisboston.org
French Teacher	Anne Therese Houndo	anne.houndo@bisboston.org
Director of Athletics	Dylan Censorio	dylan.censorio@bisboston.org
P.E. Teacher	Stephanie Minto	stephanie.minto@bisboston.org
P.E. Teacher	Michael Stolberg	michael.stolberg@bisboston.org
Head of Business Studies	Max Morgan	max.morgan@bisboston.org

Head of Geography	Stephen Higgins	stephen.higgins@bisboston.org
Geography & TOK	Lucy Mermagen	lucy.mermagen@bisboston.org
Head of History	William Mitchell	william.mitchell@bisboston.org
History Teacher	Jared Hatch	jared.hatch@bisboston.org

Acknowledgement Page

All parents, guardians, and Year 3 through High School students **must sign the page below** at the beginning of each Academic Year to acknowledge they have read this Handbook and agree to abide by it. **Please return this signed form to the Main Office**.

PARENT GUARDIAN ACKNOWLEDGEMENT: We, the **parent(s)/guardian(s)** of BISB student(s) undersigned, have read and understood the entirety of this Handbook. We agree to follow all policies herein described and have discussed the Handbook with our child(ren) who attend BISB.

_____	_____	_____
Parent/Guardian 1 **Name (Print)**	Parent/Guardian 1 **Signature**	Date
_____	_____	_____
Parent/Guardian 2 **Name (Print)**	Parent/Guardian 2 **Signature**	Date

MIDDLE AND HIGH SCHOOL STUDENT ACKNOWLEDGEMENT: As a Middle or High School student at BISB, I acknowledge that I have read and understood the entirety of this Handbook. I agree to follow all policies herein described.

_____	_____	_____
Student 1 **Name (Print)**	Student 1 **Signature**	Date
_____	_____	_____
Student 2 **Name (Print)**	Student 2 **Signature**	Date
_____	_____	_____
Student 3 **Name (Print)**	Student 3 **Signature**	Date

YEAR 3 THROUGH 6 STUDENT ACKNOWLEDGEMENT: As a BISB Student in Year 3 to Year 6, I acknowledge that I have read and understood BISB's *Behavior Policy – Lower School*. I agree that I must make every attempt to manage my own behavior, and to exhibit self-control and self-discipline.

_____	_____	_____
Student 1 **Name (Print)**	Student 1 **Signature**	Date
_____	_____	_____
Student 2 **Name (Print)**	Student 2 **Signature**	Date
_____	_____	_____
Student 3 **Name (Print)**	Student 3 **Signature**	Date