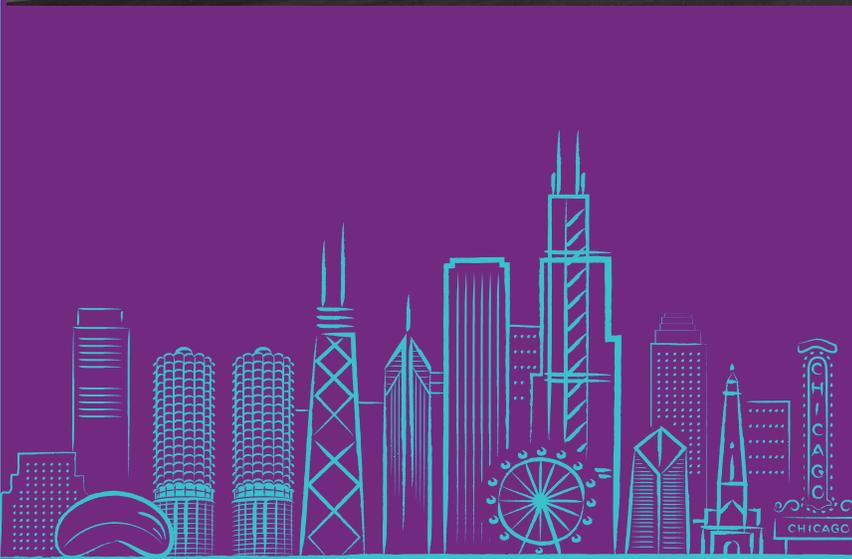




BRITISH INTERNATIONAL SCHOOL
OF CHICAGO
A NORD ANGLIA EDUCATION SCHOOL



School Handbook

2019-20



BRITISH INTERNATIONAL SCHOOL
OF CHICAGO, SOUTH LOOP
A NORD ANGLIA EDUCATION SCHOOL

Mission

Be Ambitious!

Bold
Equal

Authentic
Motivated
Broad-minded
International
Team workers
Inspirational
Optimistic
Unified
Successful

Learning Statement

Learning is a world of possibility in which the pursuit of individual passions and interests leads students to succeed academically, socially, and personally.

Vision

We will develop a school community of ambitious, empowered and successful leaders of learning.

International Statement

We nurture an environment of open-mindedness and cultural understanding that enables us to create a unique identity and become responsible global citizens.

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Documents and policies referenced as being stored on the Parent Portal will be published in August 2019.

2019-20 Academic Calendar

Autumn Term 2019

Autumn Term Begins	Monday, August 26, 2019
Labor Day: School Closed	Monday, September 2, 2019
Secondary Consultations: Secondary School Closed	Friday, October 18, 2019
Autumn Half-Term Break	Monday, October 21 – Friday, October 25, 2019
Primary & Secondary Consultations: School Closed	Monday, October 28, 2019
Thanksgiving Holiday	Wednesday, November 27 – Friday, November 29, 2019
End of Autumn Term	Friday, December 20, 2019
Winter Break	Monday, December 23, 2019 – January 3, 2020

Spring Term 2020

Spring Term Begins	Tuesday, January 7, 2020
Martin Luther King Jr. Day: School Closed	Monday, January 20, 2020
Spring Half-Term Break	Monday, February 17 – Friday, February 21, 2020
Secondary Consultations: Secondary School Closed	Thursday, February 27, 2020
Primary & Secondary Consultations: School Closed	Friday, February 28, 2020
End of Spring Term	Friday, April 3, 2020
Spring Break	Monday, April 6 – Friday, April 17, 2020

Summer Term 2020

Summer Term Begins	Monday, April 20, 2020
Summer Half-Term Break	Monday, May 25 – Wednesday, May 27, 2020
Primary & Secondary Consultations: School Closed	Monday, June 22, 2020
End of Summer Term	Wednesday, June 24, 2020

Absence Reporting

Follow these procedures to inform the school of your child's absence. If you do not notify the school, you will receive an automated voice message notifying you of your child's unexplained absence. The automated voice message will be sent to the phone numbers on file with the school.

Primary

Email your child's Class Teacher or call the front desk at (773) 599-2472 before 8:25 a.m. the day of the absence and provide a reason.

Secondary

Email your child's Form Tutor three days in advance. For absences longer than one day, email the Head of Middle or High School. For last-minute absences, call the front desk at (773) 599-2472 before 8:25 a.m. the day of the absence and provide a reason.

Acceptable Use Agreements

At the start of the school year, the students will cover acceptable usage of technology, as part of their e-safety lessons. The students will read and sign an acceptable use agreement, which outlines the expectations for the year regarding the use of the Internet and technology; digital images, photography and video; and social networking and media sites.

Accounts

During the school year parents use the following websites. Log-in details are communicated to new families over the summer.

Parent Portal

parent-chicagosl.nordanglia.com

This resource stores the school calendar, documents and forms, as well as your child's attendance records, timetable and academic reports. The Parent Portal is refreshed every summer with information for the next school year.

My Meal Order

www.mymealorder.com

Parents of students in Year 1 - Year 6 use this to place weekly lunch orders.

My Meal Time

www.mymealtime.com

Parents of students in Middle School and High School use this to load funds on an account that students use to make purchases in the canteen.

Parents Evening System

www.bischicagosl.parenteveningsystem.co.uk

All parents use this to register for parent consultations. Log in using your name and email address, as well as your child's name.

CHQ

www.mychq.net

All parents use this to register for clubs, see club offerings and timetables.

Attendance

Primary

The Class Teacher takes attendance at 8:25 a.m., the start of Lesson 1.

Secondary

The Specialist Teacher takes attendance at the start of every lesson, beginning at 8:25 a.m.

Attendance Record

View your child's attendance record on the Parent Portal.

Behavior

We are committed to providing a caring and safe space for learning. When students are healthy – emotionally, socially and physically – they can produce their best academic performance. Our Pastoral Handbook aims to ensure students understand their rights and responsibilities and demonstrate respect to others. It contains policies including behavior, anti-bullying and school values. It is available on the Parent Portal.

Billing

Your enrollment contract serves as your invoice for the school year. During the school year, you receive monthly statements via email that detail charges and balances. Questions? Contact Ms. Kawanya Jones, Finance & Operations Manager, at kawanya.jones@bischicagosl.org.

Birthdays (Primary)

Party Invitations

If you are hosting a birthday party outside of school and inviting your child's class, you may distribute invitations at school. Distribute invitations outside of school if you are not inviting the *entire* class.

Birthday Treats

You may bring treats to school on your child's birthday. They must be individually wrapped for hygienic distribution by the Class Teacher at the end of the school day. Treats prepared outside of school may not be consumed in school, and therefore are sent home with the students. We are a nut-aware school, so please do not send foods containing peanuts or tree nuts. Quest Food Services Team can also provide birthday treats on your behalf for a fee; review the order form on the Parent Portal.

Break Time

Primary

Each day Nursery - Year 6 have two outdoor breaks. In warmer months, please provide your child with a hat to wear for sun protection. We recommend you apply sunscreen prior to your child's arrival at school. Students take breaks outside in the winter, so please provide them with safe, warm clothing, e.g. hat, gloves, scarf, snow pants, etc. All items must be labeled with your child's name.

Following lunch, Nursery students have an opportunity to rest for 25 minutes. During this time, students participate in quiet activities and may also nap if they wish.

Secondary

Students have a 20-minute break in the morning, in addition to lunch break. Middle School Students are provided with a bagged snack and a piece of fruit. During morning break time, students may visit the canteen to purchase snacks.

Camps

Primary

We offer students in Nursery-Year 6 the opportunity to attend camp during school breaks. From writing to sports, the camps enable children to kick back, have fun and extend their learning. Camps are facilitated by staff and sometimes external providers. Registration opens approximately eight weeks before each camp, and your child's space is confirmed once payment is received. For questions, contact Mr. Ryan Williams, Early Years and Key Stage One Leader, at ryan.williams@bischicagosl.org.

Clubs - Primary

Offerings

Students benefit from varied clubs, catered to each year group, that promote sportsmanship, creativity, community and competition. Club offerings change every term and are also subject to change based on registration results. Students may participate in one club per day.

Some clubs require full year commitment and attendance at weekend competitions. These clubs, therefore, may involve try-outs and additional sessions (morning or afternoon). All details will be outlined in class notes.

Clubs on Wednesday are solely run by external providers. The offerings are released before termly club registration opens. Past offerings include Chess, Taekwondo, Ballet, Soccer and Cookery. Paid clubs may be also offered on other days.

Schedule

Clubs start the first day of school and take place every weekday as follows:

- Nursery & Reception: 3:30 p.m.- 4:30 p.m.
- Year 1-6: 3:45 p.m.- 4:45 p.m.

After-school clubs include time for snack, which students should bring from home. These should be in line with our school policy. Clubs are not held on parent consultation days or the last day of each term.

Location

Clubs take place at school unless otherwise specified.

Fee

All school run clubs are included in tuition. Some clubs throughout the

week and all Wednesday clubs are run by external providers, for which there is a fee. All details are outlined in the club booklet each term.

Registration

For school run clubs, registration takes place prior to each term; refer to the 2019-20 Events Calendar for registration periods. It is first come, first served and facilitated at www.mychq.net.

New families receive log-in credentials via email.

For paid clubs parents should register directly with Ms. Mashauna Smith.

The majority of clubs have a maximum capacity, and you are unable to register for clubs that have reached capacity. Some clubs require a full year of participation, as noted on the schedule. Late registrations are accepted during the first week of each term. After this, we are unable to register your child for clubs.

Attendance & Wait Lists

Students that can no longer attend a registered club or wish to change their schedule should email Ms. Chloe Robson, Primary Clubs Coordinator, at chloe.robson@bischicagosl.org.

If your child will be absent from a club, email their Class Teacher. Due to their popularity, a number of clubs will have wait lists, which we closely monitor. If your child misses a registered club for two consecutive weeks without a valid reason, their spot will be allocated to a child on the wait list.

Questions

Ms. Chloe Robson
Primary Clubs Coordinator
chloe.robson@bischicagosl.org

Paid Clubs (Wednesday)
Ms. Mashauna Smith
mashauna.smith@bischicagosl.org

Clubs - Secondary

Offerings

Clubs: Students benefit from varied clubs, catered to each year group, that promote sportsmanship, creativity, community and competition. Clubs change every term and are also subject to change based on registration results. Students may participate in one club per period (morning and afternoon) each day. They may also participate in lunchtime clubs.

Sports: Sports teams change every half-term. All students are welcome to join. Coaches determine team rosters one week prior to each match, and all players will have a chance to play during the season.

Schedule

Clubs: Clubs take place every weekday from 7:45-8:20 a.m. and 3:45 p.m. - 4:45 p.m. Clubs are not held on parent consultation days or the last day of each term.

Sports: Sports start the first day of school and take place from 7:30-8:15 a.m. Fixtures are held after school. Coaches email fixtures schedules to parents and communicate with players about changes to the training schedule. Practice is not held on parent consultation days or the last day of each term.

Location

Clubs and sports take place at school unless otherwise noted.

Fee

Clubs and sports are included in tuition. There may be a small materials fee for certain clubs, and a uniform fee for sports teams.

Registration

Clubs: Some clubs, including academic support clubs, do not require registration. Others are by application/audition only. This is noted in the club description.

Registration for clubs that require it takes place prior to each term; refer to the 2019-20 Events Calendar for registration periods. It is first come, first served and facilitated at www.mychq.net. You are unable to register for clubs that have reached capacity. New families receive log-in credentials via email.

Attendance & Wait Lists

Clubs: Students who can no longer attend a registered club or wish to change their schedule should email Ms. Katie Jordan, Secondary Clubs Coordinator, at katie.jordan@bischicagosl.org.

Students who will be absent from a registered club, must notify the staff member leading the club.

Clubs may have wait lists, which we closely monitor. If your student misses a registered club for two consecutive weeks without a valid reason, their spot will be allocated to a student on the wait list.

Sports: Players unable to attend practice should inform the Coach.

Questions

Ms. Katie Jordan
Secondary Clubs Coordinator
katie.jordan@bischicagosl.org

Ms. Sara Lopez
Head of Physical Education
sara.lopez@bischicagosl.org

Communication

School Communications

We strive to be paper-free, so you will receive emails from the school on a regular basis. These include the weekly school newsletter on

Friday as well as announcements that pertain to your child's year group. Please read school emails in full to ensure all your questions are answered. We send school messages to all email addresses on file with the school.

We house key information about the school and your child on the Parent Portal. This online resource is home to the school calendar, important documents and forms, as well as your child's attendance records, timetable and academic reports. New families receive account credentials via email over the summer.

Teacher Communications

You are welcome to contact your child's teachers via email. A staff directory is distributed at the start of the school year.

Teachers aim to respond within 24 hours on weekdays. Over the weekend and on school holidays, teachers reply once they return to school. Your child's Class Teacher (Primary) or Form Tutor (Secondary) should always be your first point of contact, followed by the Head of Key Stage/Year Leader, Assistant Heads, Head of School and finally, the Principal. If we are unable to resolve your request by email, we will arrange a meeting.

Parent Communications

Every year group is assigned a parent volunteer called a Communication Rep. He/she sends a weekly email that recaps information relevant to their year group. Each class is also assigned a Social Rep, who arranges social events for the year group cohort throughout the year.

School Database

We use the information on your admissions application to populate your child's profile in the school

database. You can review your contact information on file with the school on the Parent Portal. To make an update, submit a request on the Parent Portal or email communications@bischicagosl.org.

Consultations

Academic reports are supplemented with parent consultations throughout the school year. Consultations take place on dates when the school is closed to students. Refer to the 2019-20 Events Calendar for dates. We encourage you to attend these meetings with your child so they can be part of the learning conversation.

Booking takes place online, and instructions are communicated before each booking period. Refer to the 2019-20 Events Calendar for booking periods.

To book a consultation with a Primary Specialist teacher, please email them directly.

Drop Off & Pick Up

Changes in Pick-Up Arrangements

At the start of the school year, you indicate people authorized to pick up your child from school on the Emergency Contacts Form. If someone other than these authorized people is picking up your child (including another parent for a play date), you must email your child's Class Teacher (Primary) or Form Tutor (Secondary) at least 24 hours in advance. When possible, please notify the school at least 24 hours in advance if you wish to collect your child early. It is your responsibility to notify carpool drivers of changes in your child's schedule or routine. Sometimes, a delay in collecting your child is unavoidable. If you are going

to be late, please call the front desk so we can send your child to after-care (Primary) or make other arrangements (Secondary).

Car IDs - Primary School

Car IDs are brightly colored sheets of paper that display your child's personalized pick-up ID number, which is a combination of their Class Teacher's initials and placement on the class list. Parking personnel and school staff use these cards to identify which children should be released from school. Please be sure to display these cards on your front dashboard to expedite pick-up procedures. If you would like to request additional ID cards from the school, please complete the Request Car ID Form, which is linked on the Parent Portal.

Vehicle Guidelines

- Parents must remain inside their vehicles at all times while dropping off/picking up their student.
- Parents should enter the car line by heading east on 9th Street (in front of the main entrance) and follow the line around the east side of school. Students are placed in cars as they face west on Taylor Street (the rear entrance). It is a one-way system.
- No cars should be left unattended in the drop-off/pick-up zones.
- Please abide by the "right turn only" rules while entering and exiting the car line.
- Drivers should pull forward to the front of the line, following the cars in front. Please do not stop at the point where you see your child waiting, as this causes backup. Staff will be there to direct you.
- If a parent wishes to speak directly to a member of staff, they must park their car in the Roosevelt Collection garage,

and enter either through the rear entrance wearing their blue BISCSL lanyard or through the main entrance on 9th Street, and check in at the front desk.

- The school cannot revoke parking or traffic tickets that parents may obtain from a City of Chicago police officer during pick-up and drop-off times. Please contact the appropriate authorities to dispute any charges.

Procedures

See the following pages for procedures. We recommend that parents accompanying or collecting their child into/from the school park at the Roosevelt Collection (see Page 15 for Parking).

Drop Off & Pick Up: Nursery & Reception

Drop Off

Pick Up

7:30-8 a.m.	8-8:25 a.m.	Siblings	3:30 p.m. (school ends) 4: p.m. (clubs end)	Siblings
<p>You are welcome to help your child settle in each morning. Drop off is a time for children to show parents what they are learning in school and for parents to speak with their child's Class Teacher. All parents who enter the school building must visibly wear their blue BISCSL lanyard with a unique security pass at all times.</p>		<p>You must collect your child from their classroom through the designated Early Years entrance on 9th Street. All parents who enter the school building must visibly wear their blue BISCSL lanyard with a unique security pass at all times.</p>		<p>Option 1: If you would like a Secondary student (authorized for End-of-Day Release) to collect your child at either pick-up time, you must complete the Primary School Release Form.</p>
<p>Children accompanied by a parent may enter through the main entrance on 9th Street and proceed directly to the canteen. Light breakfast is available for purchase from 7:30 a.m. At 8 a.m. you may go directly to your child's classroom.</p>	<p>You must walk your child into the building through the designated Early Years entrance on 9th Street.</p>	<p>Parents with children across Nursery - Year 6 may drop them off together in the car line or walk them into the building through the rear entrance on Taylor Street.</p>	<p>Option 2: If you would like your Primary child to pick up a sibling in Nursery or Reception and proceed to the car line together, please notify both children's Class Teachers.</p>	

Drop Off & Pick Up: Year 1-6

Drop Off

Pick Up

7:30-8 a.m.	8-8:25 a.m.	Siblings	3:45 p.m. (school ends) 4:45 p.m. (clubs end)	Siblings
<p>Children accompanied by a parent may enter through the main entrance on 9th Street and proceed directly to the canteen. Light breakfast is available for purchase from 7:30 a.m. At 8 a.m. you may go to your child's classroom.</p> <p>All parents who enter the school building must visibly wear their blue BISCSL lanyard with a unique security pass at all times.</p>	<p>Option 1: Drop off in the car line on Taylor Street, where children enter through the Taylor Street entrance.</p> <p>Option 2: Walk your child into the building through the Taylor Street entrance.</p>	<p>Parents with children across Nursery - Year 6 may drop them off together in the car line or walk them into the building through the rear entrance on Taylor Street.</p>	<p>Option 1: Enter the building on Taylor Street and collect your child by the rear entrance. All parents who enter the school building must visibly wear their blue BISCSL lanyard with a unique security pass at all times.</p> <p>Option 2: Collect your child in the car line on Taylor Street. Be sure to post your car ID on your front dashboard, so a staff member can greet you and bring your child to the car.</p>	<p>Use Option 1 or 2 OR:</p> <p>Option 3: If you would like a Secondary student (authorized for End-of-Day Release) to collect your child at either pick-up time, you must complete the Primary School Release Form. Please note a new Primary School Release Form must be completed each new academic year.</p> <p>Option 4: If you would like your Primary child to pick up a sibling in Nursery or Reception and proceed to the car line together, please notify both children's Class Teachers.</p>

Drop Off & Pick Up: Year 7-13

Drop Off

Pick Up

7:30-8 a.m.	8-8:25 a.m.	Siblings	3:45 p.m. (school ends) 4:45 p.m. (clubs end)	Siblings
<p>Students may enter the school unaccompanied through the main entrance on 9th Street. Students should proceed directly to the canteen until 8:25 a.m., when they may go to Advisory. Light breakfast is available for purchase from 7:30 a.m.</p> <p>All High School students who enter the school building must visibly wear their green BISCSL lanyard with a unique security pass at all times.</p>	<p>Option 1: Drop off in the car line on Taylor Street, where students enter through the Taylor Street entrance.</p> <p>Option 2: Students may enter the building unaccompanied through the Taylor Street entrance.</p>	<p>Parents with students in different year groups may drop them off together in the car line or walk them into the building through the Taylor Street entrance.</p> <p>Any parents accompanying their child into school must visibly wear their blue BISCSL lanyard with a unique security pass at all times.</p>	<p>Option 1: Students authorized for release are dismissed from the last lesson and may leave school unaccompanied to make their own way home or meet a parent/guardian.</p> <p>Option 2: Students unauthorized for release are collected by a parent/guardian <i>on foot</i> at the front entrance of school. All parents who enter the school building must visibly wear their blue BISCSL lanyard with a unique security pass at all times.</p>	<p>If you would like your Secondary student (authorized for End-of-Day Release) to collect a Primary child at either pick-up time, you must complete the Primary School Release Form.</p>

Electronic Devices

Devices at School

We understand it may be necessary for your child to own a cell phone and other electronic devices, and students may bring them to school. However, electronic devices may not be used during the school day (8:25 a.m. to 3:45 p.m.) unless students receive permission from a supervising teacher for a specific and authorized purpose. If students do use devices without permission these will be confiscated.

Secondary Laptops/Tablets

Middle School students use school iPads when lessons require them.

We ask that High School students bring their own laptop/tablet for use in school. If your child does not have a personal laptop/tablet, he/she may use equipment on loan from the school. Teachers have access to carts of laptops/tablets for use during lessons. If you would like recommendations for a laptop/tablet, email Eric Ramos, IT Technician, at eric.ramos@bischicagosl.org.

Field Trips

Field trips give students the chance to enhance their learning and develop global awareness. They are carefully linked to one or more subjects from the curriculum, and as students move up in the school, field trips evolve from short visits to overnight camps to international trips. We travel to camps, state parks, museums and more in Illinois, the United States and beyond. We also invite visitors from outside the school, like authors, musicians and athletes, to talk to students.

All students must have a signed Field Trip Permission Form on file at the start of each school year.

Primary Trips

In Year 3-6, students may also take part in overnight residential trips.

In Nursery-Year 6, parents may chaperone their child's class on field trips. Chaperones are organized by Class Teachers.

Getting to School

Driving

Information is approximate.

From Lincoln Park

Distance: 4 miles

Time: 20 minutes (with traffic) via:

- > I-90E/I-94E to Congress Parkway
- > Halsted Street to Harrison Street

From Lakeview

Distance: 6.5 miles

Time: 25 minutes (with traffic) via:

- > I-90E/I-94E to Congress Parkway
- > Lake Shore Drive to Lower Wacker
- > Lake Shore Drive to Roosevelt Road

From Bucktown

Distance: 5 miles

Time: 20 minutes (with traffic) via:

- > I-90E/I-94E to Congress Parkway

From Gold Coast

Distance: 3.5 miles

Time: 15 minutes (with traffic) via:

- > Michigan Avenue to Lower Wacker
- > Lake Shore Drive to Lower Wacker

Public Transportation

Distance from the nearest El stops:

- > LaSalle/Van Buren Brown Line: 1/2 mile
- > Harrison Red Line: 1/2 mile
- > LaSalle Blue Line: 1/2 mile

Distance from the nearest bus stop:

- > #22 Clark/Harrison: Less than 1/2 mile

School Bus

We offer weekday bus service between the school and Whole Foods Lincoln Park. You must notify the staff supervisor about what time(s) to expect your child.

Morning Route: Whole Foods Lincoln Park to School
7:45 a.m.

Afternoon Route: School to Whole Foods Lincoln Park
4 p.m. and 5 p.m.

The cost is \$600 per child for one-way service and \$1,200 per child for round-trip service for the entire school year. To reserve your child's seat, please complete the Bus Service Agreement and return it to school along with your first payment.

Homework

Early Years

Students take home activities to supplement their learning at school. These activities are based on learning that week and can be shared with parents for completion. After your child completes the activity, write a brief comment describing how they got on. Homework is set each Thursday and should be returned the following Tuesday. We also expect students to read their home reading book. Make sure to record progress in the reading record.

Primary

Homework is an integral part of your child's learning journey. It should be an enjoyable extension of the classroom to complement the week's activities at school.

In Year 1 & 2, homework will begin after the Autumn half-term break, and in Year 3-6 it begins at the start of the school year.

Reading: Students should read their home reading book each evening, and parents should record their child's progress.

English & Math: Assignments go home each Thursday and are due

back the following Tuesday.

Science: There is no homework for Year 1 & 2. Year 3-6 receive homework at the mid-point and end-point of a topic.

French & Spanish: Year 5 and 6 receive French and Spanish homework on alternate weeks.

Spelling: In Years 1-6, spellings are sent home with regular homework on a Thursday and are due back the following Tuesday.

Secondary

Students use an online homework portal called ManageBac, which records homework assignments and also houses worksheets and other class resources. New families and current families with students entering Secondary School will receive log-in credentials at the start of the school year.

Each subject sets one homework assignment per week that requires approximately:

- Middle School: 30 minutes
- Year 10 & 11: 1 hour
- Year 12 & 13: 2 hours

House System

When students join BISC South Loop, they are placed into one of four Houses: Great Wall, Pyramids, Rushmore or Stonehenge. Our House system nurtures self motivation, team building and friendly competition, all of which contribute to our strong school community spirit. We encourage students to strive toward earning points for their House, participate in spirit events and competitions, and play a part in social events, all of which are aimed at promoting a sense of team solidarity and inclusion.

Illness Notifications

If your child is feeling unwell, please investigate further before sending them to school to avoid spreading contagious illnesses. If they have a contagious illness, such as pink eye, lice, strep throat, flu or a virus, please keep them at home. Be sure to follow the procedure for reporting an absence, and also report the illness to the School Nurse. Students must be free of fever (100 degrees or over) and vomit for at least 24 hours, without the aid of fever reducing medication, before they return to school. If your child is out sick for three or more consecutive days, we require a doctor's note stating he/she is fit to return to school.

Instrument Loans

We aim to inspire love of music amongst students, and to this end all students in years 5-9 have the opportunity to play an instrument. Instruments loaned to students are new or gently used.

Parents must sign an instrument loan contract outlining the items below. Once the contract has been signed, the assigned instrument is the responsibility of the student and their parent/guardian.

Student Responsibilities

- Bring the instrument to every music lesson.
- In Year 5-6, practice at home for at least 10 minutes four times a week, increasing as appropriate.
- Keep the instrument in a safe place at all times.
- Care for the instrument appropriately, e.g. keep mouthpieces clean, adjust the tension on bows correctly.
- Clearly label the instrument with a bright colored luggage tag and take it home at the end of each day. When leaving it in school

during the school day leave it only in the designated place as told by your teacher. We expect students to take care of their instrument and respect peers' instruments.

Parents Responsibilities

- Obtain disposable materials, e.g. reeds and strings (we can provide links to purchase these).
- Cover the cost associated with repairs and maintenance.
- Cover the cost of replacement if the instrument is lost, broken beyond repair, or stolen either in or out of school.

Students may also use their own instrument. This is highly recommended, and the Music Department can advise parents on purchasing a suitable instrument.

Learning Support

About the Team

The Learning Support Team works with students with identified academic, social-emotional and behavioral areas of concern that cause learning differences and challenges. The team provides a continuum of support, consulting with teachers, outside specialists and parents to enable students to achieve academically and in all areas of school life. See the staff directory for contact details.

For details about the team, review the FAQ document on the Parent Portal.

Sharing Your Concerns

If you have a concern about your child's learning, please contact:

Primary: Classroom Teacher/Key Stage Leader

Secondary:

- Specific Subject: Subject Specialist and/or Head of Department

- General Concerns: Form Tutor and/or Head of Year

Library

The school's library catalogue can be accessed from any browser at <https://biscsl.follettdestiny.com/>. The Destiny Discover App and the Destiny Read app for iOS are available for download. Students may use these to login to their library accounts and check out e-books & audiobooks. Login credentials will be provided in the library.

Primary

Each week, students visit the library to learn foundational research skills and to check out books for reading at home. We encourage you to share the experience with them and support with any difficult parts. Remember to send your child to school with their books on library day.

Please protect your child's library books by placing them in a large sealed bag that is clearly labeled with their name. Inform your child's Class Teacher if you lose a library book; you are charged for lost or damaged items.

Secondary

Students have access to the library for research and to check out books for their own enjoyment. Please ensure sure that library books are returned to school once your student has finished them. The school charges for lost or damaged books.

Secondary students also have access to JSTOR, an online library comprised of academic journals, books and primary sources. You can access this database at www.jstor.org with username britishschool and password researcher.

Students may also sign up for

research support with the Librarian.

Meal Program

Nutritional Information

Quest will be launching a new program at the beginning of the school year to find allergens, nutritional information and menus. Communications to be released before the school year begins. In the canteen, menu items are labeled with the following allergens: dairy, egg, gluten, seafood, shellfish, soy, tree nuts and peanuts.

Family Member Purchases

The canteen is open to all family members during drop off every morning with daily breakfast options: sandwiches, omelets, pancakes, cereal and all made fresh in house every day.

Meal Accounts

There are two account management websites for our meal program: My Meal Order for Year 1 - Year 6 and My Meal Time for Year 7-13. Students in Nursery and Reception do not need to create meal accounts. If you have children in both age groups, you will need to create an account on both websites. If you have multiple children in the same age group, you can set up and use one account on the respective website.

What's Included

Lunch orders include an entree (one serving of the hot option or made-to-order deli sandwich); water, milk or juice; unlimited fruit and veggie bar; and one 8-ounce serving of soup from a rotating set of options. Soup selection is at your child's discretion and may not meet all allergy requirements.

Primary Meal Program

How do I pay for meals?
The meal program is compulsory for Reception-Year 6 and is included

in your tuition. Because you have already paid, all you need to do is order lunch.

How far in advance do I need to order lunch?

Please order your child's lunch at least 72 hours prior to the day for which you are ordering. (For example, order by Monday morning for meals served Thursday.) You can order using your My Meal Order account daily, weekly or monthly, and menus are published on a monthly basis.

How do I set up a My Meal Order account?

You only need to set up a My Meal Order account one time, as it carries with you year-to-year. You receive an email from the school with instructions for setting up your account. You are not be able to set up an account without your child's student ID number (provided to you via email).

How do I order lunch?

1. Log in to your My Meal Order account.
2. Click the "Week View" or "Month View" to display scheduled lunches. Please note: The Week View displays all your children in the selected week. The Month View displays only one child in the selected month; to view another child in the Month View, use the Student View Settings drop-down menu in the upper-left corner of the screen.
3. To place an order, click the "Add to Cart" button next to any meal. You can also click the menu item and order from the pop-up window by clicking the "Add to Cart" button.
4. Then, be sure to click the "View Cart" tab on the right-hand side of the screen, followed by "Checkout" to submit your order.

What if I forget to order?

Email Vivian Robles, Food Service Director, at and indicate your meal preference. If you have not ordered, we will feed your child based on their allergen profile.

Secondary Meal Program

How do I pay for meals?

Middle School: The meal program is compulsory for Year 7-9 and is included in tuition. You can create a mealtime account if you'd like to allow your child to purchase any additional snacks in the canteen.

High School: The meal program is optional for High School students, who may bring their own lunch, enjoy lunch off campus (with a signed release form), or purchase lunch from the canteen.

To purchase breakfast, snacks or items during lunch, students may use cash or funds in their My Meal Time account. With My Meal Time, you make deposits to your child's account via credit or debit card, and then they can make purchases in the canteen using their student ID card. My Meal Time deducts the purchase amount from your child's account.

How do I set up a My Meal Time account?

You only need to set up a My Meal Time account one time, as it carries with you year-to-year. You will receive an email from the school with instructions. You are not able to set up an account without your child's student ID number (provided to you via email).

How does My Meal Time work?

Click "Make Deposit" to make a monetary deposit to your student's account. There is a website transaction fee for making deposits. Click "View Details" next to your child's name to view account balance and purchase history.

Your child's account balance is refreshed every five minutes in the purchasing system on campus. So, if you make a deposit at least five minutes before your child's lunch period, the funds will be available for your child to use. Student information, including purchase history and account balance, is updated on the website every four hours. You will receive a notification when your child's funds are running low.

How does my child purchase breakfast, snack or extra lunch items using My Meal Time?

Your child should show their student ID card. If your child needs a replacement ID, they should visit the front desk. The cost for replacement IDs is \$5.

How do I order lunch?

There is no need to pre-order lunch for Year 7-9. Your child chooses from the available menu items in the canteen.

Media & Student Directory

Families that do not wish their child to appear in media and/or the student directory should complete the opt-out form at the start of every school year.

Media

Opting out of media means you do not wish your child to appear in any photographs, video or audio recordings, or other media materials featuring students to be used for purposes including (but not limited to) social media, website content, illustration, promotion, advertising or in the prospectus and other publicity material of the school (or affiliate of the school).

Although the school will endeavor to abide by the parent's decision, whether or not the parent has granted such permission, the parent waives any royalty or compensation in connection with, and absolves the school from all liability related to, the use of photographs, video or audio recordings, or other media materials featuring or depicting the student.

Student Directory

Opting out of the student directory means you do not wish for your family's household contact information to be included in the school directory. Although the school will endeavor to abide by the parent's decision, whether or not the parent has granted such permission, the parent waives any royalty or compensation in connection with, and absolves the school from all liability related to, the use of household information in the school directory.

Medical

Health Document Requirements

These requirements apply to new (including BISC Lincoln Park transfers) and returning students. Parents must submit the following health documents by the first day of school (unless otherwise noted).

Emergency Contacts & Medical Form

A new form is required for every student every school year.

Child Health Exam Form

- This form is required for any first-time BISC South Loop student (regardless of year group) as well as all Nursery children.
- All Year 1, Year 7 and Year 10 students must submit an updated form.
- The form must be dated within one year of the first day of school.

Proof of Eye Exam

- This form is required for any first-time BISC South Loop student, excluding Nursery and Reception.
- All Year 1 children must submit an updated form.
- The form must be dated within one year of the first day of school.

Proof of Dental Exam

- This form is required for any first-time BISC South Loop student, excluding Nursery and Reception.
- All Year 1, Year 3 and Year 7 students must submit an updated form.
- This form must be dated within 18 months of the first day of school.

Medication Permission Form

- This form must be submitted for prescription or over-the-counter medications to be administered at school.
- Parents do not complete the form. It must be completed by a physician (or physician's assistant or advanced practice nurse practitioner), including for over-the-counter medications.

Allergy Forms

- An updated Food Allergy Action Plan is required for all students with a food allergy.
- An updated Medication Permission Form is required for all students requiring an antihistamine or epinephrine for allergic reaction.
- An updated Medication Permission Form is required for all students requiring an antihistamine or epinephrine for allergic reaction.

Asthma Forms

- An updated Asthma Action Plan is required for all students with asthma.
- An updated Medication Permission Form is required for all students with asthma.
- An updated Medication Permission Form is required for all students requiring an inhaler.

Illinois Child Health Exam Requirements

A child health exam is required for these students:

- Any first-time BISC South Loop student (regardless of year group)
- All Nursery children
- Year 1, Year 7, and Year 10 students must submit updated child health exam forms that are dated within one year of the first day of school.

Please complete and sign the health history section on Page 2 of the Child Health Exam Form. Also, be sure your physician has completed the diabetes screen, lead screen (for children age 6 and under) and TB test sections, as these are frequently missed.

Illinois Immunization Requirements

The following immunizations are required by the state of Illinois.

Meningococcal (MCV)

- One (1) dose required for Year 7, Year 8 and Year 9.
- Two (2) doses required for Year 13 (unless the first dose was administered after age 16, then only one dose is required).

Diphtheria, Pertussis, Tetanus (DTaP/Tdap)

- Four (4) doses required for Nursery, Reception and Year 1; three (3) doses required for all other year groups.
- Last dose must be administered on or after fourth birthday.
- Students in Year 7-13 must show proof of Tdap vaccine.

Polio Vaccine

- Three (3) or more doses required for all year groups.
- Four (4) doses required if both inactivated and oral polio vaccines.
- Last dose must be administered on or after fourth birthday.

Measles

- One (1) dose required for Nursery and Reception.
- Two (2) doses required for Year 1-13.
- First dose must be administered after first birthday; second dose must be administered no less than four weeks later.

Mumps/Rubella

- One (1) dose required for Nursery and Reception.
- Two (2) doses required for Year 1-13.
- First dose must be administered after first birthday; second dose must be administered no less than four weeks later.

Hepatitis B

- Three (3) doses required for Nursery and Reception.
- Three (3) doses required for Year 7-13.
- There must be an interval of least one month between the first and second doses, at least

two months between the second and third doses, and four months between the first and third doses.

Varicella (Chicken Pox)

- One (1) dose required on or after first birthday for Nursery, Reception, Year 5 and Year 6.
- Two (2) doses required for Reception and Year 1 (first dose on or after first birthday and second dose no less than four weeks later).
- Two (2) doses required for Year 1, Year 2, Year 3, Year 4, Year 7, Year 8, Year 9, Year 10, Year 11, Year 12 and Year 13.

Haemophilus Influenza, Type B (HIB)

- Two (2) or more doses required for Nursery and Reception.
- This vaccine is not required after age 5.

Pneumococcal (Pevnar)

- One (1) to four (4) doses required for Nursery and Reception, depending on the age when the vaccine was administered.
- This vaccine is not required after age 5.

Parent Involvement

There are a number of opportunities for parent involvement throughout the year such as chaperoning field trips, parent panels and volunteering for events.

Parent Talks

Staff members host Parent Talks that focus on academic and personal development topics. Refer to the Events Calendar for details.

Mystery Visitor (Nursery-Year 2)

We invite parents to drop by the classroom during the last half-hour of school. This is a time for you to share with your child's classmates; you could read a story or discuss a prearranged topic, such as what you do during the day. Please see your child's Class Teacher to sign up.

Parking

Roosevelt Collection Garage

The Roosevelt Collection garage is located steps away from school.

Getting There

Access the parking garage from Wells Street and Roosevelt Road.

Where to Park

The north area of the parking garage, designated by red signage, is most easily accessible to school.

Exiting to School

From the north area of the parking garage, take the elevator to Level P3. When you exit the elevator, you will be facing the rear entrance of the school on Taylor Street. Walk north past the soccer pitch to reach the front entrance on 9th Street.

Parking Rates

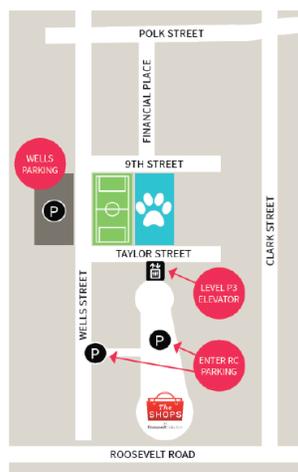
With school validation, the first 2 hours of parking is free. After validation, the following rate structure applies:

- > 120 minutes or less: Free
- > 2 to 4 hours: \$10
- > 4 to 6 hours: \$14
- > 6 to 24 hours: \$19

Wells Street Lots

There are also parking lots available at the intersection of Wells Street and 9th Street.

Parking Map



Pre-care & After-care

	Pre-care	After-care
Start	7 a.m.	3:55 p.m.
End	8 a.m.	6:30 p.m.
Cost/Session	\$15	\$30

*Please be advised that after 6:30pm, After-care is charged at a rate of \$5 per minute.

Offering

We offer pre-care and after-care every school day to Nursery-Year 6.

Fee

Children may attend all or just a portion of pre-care or after-care; however, the cost is a flat rate for Year 1-6. The cost is included in tuition for Nursery & Reception. The charges appear on your monthly statement. If you have questions about payment, please contact Contact Ms. Kawanya Jones, Finance & Operations Manager, at kawanya.jones@bischicagosl.org.

Registration

For pre-care, registration is not required. For after-care, notify your child's Class Teacher by email or contact the front desk. The program supervisors, who are Learning Assistants, take attendance each day. If for any reason your child is not picked up as planned after school, your child will be placed in after-care. To pick up your child from after-care, visit the front desk.

Reports

During the school year teachers write reports about your child's academic progress. Reports are published on the Parent Portal.

- Early Years: December and June
- Primary: October, February and June
- Secondary: October, December, February and June

School Closings

In case of severe weather, the school may close for the day. We notify you of school closures via email and automated voice message.

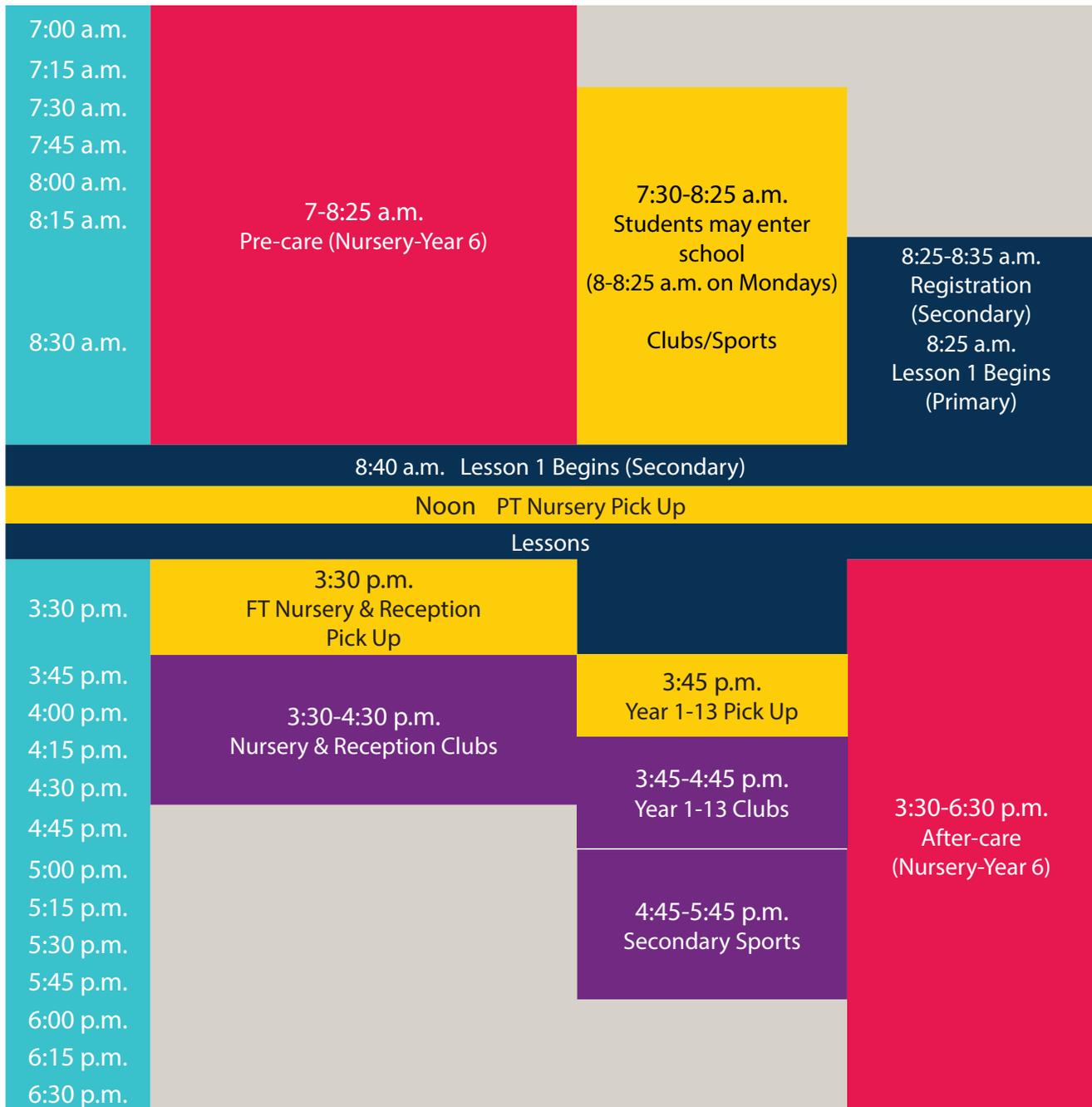
You can also sign up to receive notifications about winter weather closures through the Emergency Closing Center (ECC). ECC quickly provides the status of Chicagoland schools, businesses, daycare centers and organizations.

To sign up, go to www.emergencyclosings.com and click the "E-Mail Notification" tab. Enter "British International School of Chicago South Loop" in the facility field and continue through the sign-up process.

School Day

For additional details:

- Attendance, Page 4
- Clubs, Page 5
- Drop Off & Pick Up, Page 8
- Pre-care & After-care, Page 15



Security

To ensure building security and safety, all guests age 17 and older must check in at the front desk with a driver's license, state ID or valid passport. Parents/guardians of children enrolled at BISC South Loop are issued a unique security pass for check in at the front desk. Children must be accompanied by an adult at all times.

All parents who enter the school building must visibly wear their blue BISCSL lanyard with a unique security pass at all times.

All High School students who enter the school building must visibly wear their green BISCSL lanyard with a unique security pass at all times.

Staff Directory

Available on the Parent Portal is a directory that lists the positions and email addresses of all staff members.

Student Release

Primary

You may wish for your Primary child to be released at the end of the school day to meet a Secondary student (e.g. a sibling or family friend), who has been authorized for end-of-day release. This enables your Primary child to make their way home from school with the Secondary student or to meet you with the Secondary student at a pre-arranged point away from the immediate school area. Primary children are not released to a Secondary student without signed parental permission.

To authorize your Primary child to be released with a Secondary student, please complete the Primary School Release Form and return it to your Primary child's Class Teacher by the first day of school.

Secondary

Secondary parents must complete the Secondary Student Release Form by the first day of school. The form indicates whether you authorize your child for different types of release. Students without authorization are not permitted to leave the building on their own. Release is conditional on excellent behavior and can be revoked by the school in the event of poor behavior.

End-of-Day Release: You may wish to allow your Secondary child to be released at the end of the school day. This allows them to make their way home from school or meet you at a pre-arranged point away from the immediate school area. Students not on release will be accompanied by a teacher to the pick up area at the end of the school day; parents must pick up their student from this location. Secondary students are not released from school without signed parental permission.

Lunch Release (Year 10-13 only): You may wish to allow your High School child to be released from school premises during their scheduled lunch period, with the understanding that they conduct themselves in a responsible and appropriate manner around the local community.

Supplies

Primary

The school provides students with all the supplies they need during the school day, like stationery, exercise books, pens and pencils.

We ask that you provide a backpack, bag for P.E. uniform, and water bottle. These items should be clearly labeled with your child's name. Water bottles are refilled each day, or as needed, and sent home on

Friday to be washed. Please ensure that water bottles have a tight seal to avoid leaking in school bags.

Secondary

We provide exercise books and textbooks. Students must bring the following essential items to school.

- Backpack
- Pencil Case
- Pens/Pencils
- Eraser
- Ruler
- Colored Pencils
- Pencil Sharpener
- Protractor
- Compass
- Calculator: We recommend the Casio FX-300ES Scientific Calculator for Years 7-11 and the Texas Instruments TI-84 Graphing Calculator for Years 12 & 13.

P.E. Uniforms

All students across the school, Reception-Year 13, must purchase and wear a P.E. uniform for Physical Education and Games lessons.

Uniform Items

The P.E. uniform consists of the following compulsory items.

- Shirt
- Shorts with the school logo
- Track Pants (for cold weather)
- Track Top (for cold weather)
- Black Crew Socks
- Shin Guards

If your student would like to wear warmer clothing for cold weather conditions, you must wear and purchase the track pants and top.

Where to Purchase

You may purchase the black crew socks and shin guards from the store of your choosing.

You must purchase the shirt, shorts, track pants and track top from the school because they feature the

school logo. P.E. uniforms are available for purchase at school. Once it is finalized, the school will communicate the schedule for making purchases over summer break and during the school year.

Fee

Payment is due at the time of purchase. You may pay via credit/debit card only.

School Uniforms

Youth		Adult	
Shirt	\$25	Shirt	\$30
Short	\$23	Short	\$25
Track Pant	\$40	Track Pant	\$40
Track Top	\$35	Track Top	\$40

Uniform Items

Review the following pages for school uniform requirements.

Where to Purchase

You can purchase items that require the school logo from Lands' End. Items that do not require the school logo can be purchased from any store.

- Lands' End: Go to www.bit.ly/bisc-landsend and click the option to search by Preferred School Number. Enter our number: 900065285.

You must label every item of your student's clothing with their full name or initials. The school does not accept responsibility for the loss or damage of any jewelry worn to school.

Spirit Days

Each Friday is the BISC School Spirit Day, when students are permitted to wear an item of clearly visible BISC school spirit clothing and casual clothes. Spirit items can be purchased from the BISC Spirit store. P.E. kits are not included as part of spirit wear and any students who chooses not to wear spirit clothing on a Friday must wear their regular school uniform.

Primary School Uniforms

Please ensure that nail polish and temporary tattoos are removed. Students should not wear jewelry with the exception of a watch, small studs for pierced ears, or jewelry worn for religious purposes. Medical identification bracelets/necklaces are permitted.

Earrings that cannot be removed (for the six weeks following piercing) should be covered with tape or band aids provided by home during all physical activity lessons, including Dance, Games and Physical Education.

Nursery & Reception

Girls		Boys	
Logo	No Logo	Logo	No Logo
Navy Sweater or Cardigan White or Teal Polo Shirts	Navy Pinafore Dress Navy Pants Navy Tights Navy or Black Dress Shoes with Black/Blue Sole White Socks** Optional: Navy Shorts*	Navy Sweater or Cardigan White or Teal Polo Shirts	Navy Pants Navy or Black Dress Shoes with Black/Blue Sole Optional: Navy Shorts*

Year 1 & 2

Girls		Boys	
Logo	No Logo	Logo	No Logo
Navy Sweater or Cardigan White or Teal Polo Shirts	Navy Pinafore Dress Navy Pants Navy Tights Navy or Black Dress Shoes with Black/Blue Sole White Socks** Optional: Navy Shorts* Optional: Navy Polo Dress*	Navy Sweater or Cardigan White or Teal Polo Shirts	Navy Pants Navy or Black Dress Shoes with Black/Blue Sole Optional: Navy Shorts*

Year 3-6

Girls		Boys	
Logo	No Logo	Logo	No Logo
Navy Sweater or Cardigan Optional: White or Teal Polo Shirts*	White Oxford Shirt Navy and Teal Tie Navy Skirt/Skort or Navy Pants Navy Tights Navy or Black Dress Shoes with Black/Blue Sole White Socks** Optional: Navy Polo Dress*	Navy Sweater or Cardigan Optional: White or Teal Polo Shirts*	White Oxford Shirt Navy and Teal Tie Navy Pants Navy or Black Dress Shoes with Black/Blue Sole Optional: Navy Shorts*

*Summer Term and first half of Autumn Term, up until the October break. **Summer Term

Middle School Uniforms

All Students

Permitted Logo	No Logo	Not Permitted
<ul style="list-style-type: none"> • Black Blazer • Optional: White or Teal Polo Shirts* • Optional: Black Cardigan or V-Neck Sweater 	<ul style="list-style-type: none"> • White Oxford Shirt • Black and Teal Tie • Gray Skirt/Skort/Shorts** • Gray Pants • Black Tights/Socks • Black Dress Shoes • White Socks* 	<ul style="list-style-type: none"> • Facial piercings • Unnatural hair color • Sneakers / sandals / Ugg boots • Hoodies - including school hoodies

* Summer Term and first half of Autumn Term, up until the October break.

**Skirts/skort/shorts must be knee length

High School Uniforms

All students in Year 10-13 wear business clothing that adheres to the following guidelines whilst in the school building. Students must have their lanyard on them at all times.

All Students

Permitted

- | | |
|--|--|
| <ul style="list-style-type: none"> • Blouse or shirt with sleeves • Dress pants, skirts and dresses to an appropriate length • Smart work blazer or cardigan • Tights must be opaque or black • Stud earrings | <ul style="list-style-type: none"> • A collared dress shirt • All shirts must be tucked in • Tie and/or suit jacket is optional • Smart (not over-sized) sweaters and cardigans • Dress pants (suit or chino material) • Dress shoes • Dress Shorts with dress socks and shoes* • Smart polo shirts* |
|--|--|

* Summer term only

Not Permitted

- | | | | |
|--|---|---|--|
| <ul style="list-style-type: none"> • No facial piercings; all piercing must be removable • No unnatural hair color • No open-toed shoes • No sneakers, sandals or Ugg-type boots • No combat or outdoor boots • No denim | <ul style="list-style-type: none"> • No shorts • No ripped clothing • No large logos or motifs • No hats • No visible tattoos • No athletic wear (hoodies, sweatshirts, yoga pants, leggings, etc.)** | <ul style="list-style-type: none"> • No sweaters with full zips • No polo shirts • No t-shirts • No outside jackets in class • No overly tight or revealing clothing | <ul style="list-style-type: none"> • No sheer/see-through clothing • White Socks • No socks • Spaghetti straps • Midriff or back showing • More than a 3-inch heel |
|--|---|---|--|

**Except on Spirit Days

Terminology

Advisor	The faculty member assigned to each High School student that serves as the first point of contact for mentoring and academic guidance
Biscuit	The name of our Bulldog mascot
Consultation	Parent-teacher conference
Early Years	Nursery & Reception (Preschool and Jr. Kindergarten)
Form Group	A class or grouping of students. In Primary School, this is the children's class. In Secondary School, this is the students' homeroom. Each Form Group is identified with a unique number and letter combination, e.g. 12A
Form Tutor	A teacher that looks after a particular class of students. In Primary School, this is the Classroom Teacher. In Secondary School, this is the teacher that looks after a Form Group.
High School	Year 10-13 (Grade 9-12)
IB	International Baccalaureate, the curriculum studied by students in Year 12 & 13
IGCSE	International General Certificate of Secondary Education, the curriculum studied by students in Year 10 & 11
IPC	International Primary Curriculum, the curriculum studied by children in Year 1-6
Key Stage	A stage of the English National Curriculum. There are six Key Stages; see chart below.
Kit	Uniform
Middle School	Year 7-9 (Grade 6-8)
Pitch	A playing field; e.g. soccer pitch
Primary School	Nursery-Year 6 (Preschool-Grade 5), unless otherwise noted as Year 1-6
Registration	Attendance
Secondary School	Middle School & High School; Year 7-13 (Grade 6-12)
Year Group	Grade

Year Group	U.S. Grade	Key Stage	U.S. Stage	UK Stage
Nursery	Preschool	Early Years	Early Childhood	Primary School
Reception	Jr. Kindergarten			
Year 1	Kindergarten	Key Stage 1	Elementary School	
Year 2	Grade 1			
Year 3	Grade 2	Key Stage 2		
Year 4	Grade 3			
Year 5	Grade 4			
Year 6	Grade 5			
Year 7	Grade 6	Key Stage 3	Middle School	Secondary School
Year 8	Grade 7			
Year 9	Grade 8			
Year 10	Grade 9	Key Stage 4	High School	
Year 11	Grade 10			
Year 12	Grade 11	Key Stage 5		
Year 13	Grade 12			



BRITISH
INTERNATIONAL SCHOOL
OF CHICAGO, SOUTH LOOP
A NORD ANGLIA EDUCATION SCHOOL

Be Ambitious