

All-School Information

The following procedures are applicable to all BB&N students. Please also refer to the other Handbook links for campus-specific policies, guidelines, and general information. All Handbook links can be found at www.bbns.org/handbook.

Table of Contents

Mission Statement, page 2
BB&N Values, page 2
BB&N's Motto, page 2
Community Standards, page 2
Home-School Partnership, page 3
Statement of Philosophy on Multicultural Education, page 3
Policy on Religious and Cultural Observances, page 4
Principles of Good Practice for Teachers, page 4
Student Health and Wellness Policies, page 6
Policy on Student Leave of Absence, page 13
Policy on Child Abuse, page 14
Harassment, page 15
Hazing, page 15
Anti-Bullying Plan, page 15
Weather-Related Closing, page 15
Guiding Principles for Academic Support at BB&N, page 15
Tutoring Procedures and Guidelines, page 16
Technology Use Policy, page 17
Re-enrollment and Financial Aid, page 18
Student Records, page 19
Questions and Concerns, page 19
Avenues for Gathering Information, page 20
BB&N Products, page 21
Textbooks and Supplies, page 21
Grandparent Programs, page 22
Alumni/ae Programs, page 22
The BB&N Fund, page 22
Capital Giving, page 22

Mission Statement

BB&N’s mission is to promote scholarship, integrity, and kindness in diverse, curious, and motivated students. The School prepares students for lives of principled engagement in their communities and the world.

BB&N Values

»We value a learning environment distinguished by a broad, deep, and challenging program of study that inspires thorough, sustained engagement among our students.

»We value a diverse and inclusive community that fosters respect for the identities and perspectives of all.

»We value balancing a culture of high expectations with a strong commitment to support intellectual, social, emotional, and physical well-being.

»We value kindness and compassion among all members of our community.

»We value the widespread, authentic connection with students that our teachers, coaches, and mentors seek to cultivate.

»We value a program that reinforces key characteristics for 21st-century success—especially creativity, curiosity, resilience, and teamwork.

»We value the importance of helping students develop keen ethical standards in their behavior, habits of thought, and decision making.

»We value a vibrant, healthy, and safe community where engagement and risk-taking promote lifelong learning.

»We value encouraging our students to learn and serve in their local, regional, and global communities.

»We value a well-rounded education that offers our students ample opportunity to explore, evolve, and excel in academics, arts, athletics, and all phases of school life.

BB&N’s Motto: Honor Scholarship Kindness

The School’s motto is *Honestas Litterae Comitas: Honor Scholarship Kindness*. Please refer to the other sections of this handbook to learn how each campus interprets the School motto to be age-appropriate. These can be found at www.bbns.org/handbook.

BB&N Community Standards

The BB&N motto, “*Honor, Scholarship, Kindness,*” presents the School’s fundamental values and guides its mission statement. In order to maintain an environment that fosters educational excellence and personal growth, we have more fully articulated the motto’s implicit standards for all members of the BB&N community (students, parents, faculty, administrators, staff, and volunteers).

As members of the BB&N community, we affirm and will abide by the following community standards:

- Each member of the BB&N community recognizes that honesty, with regard to both academic and nonacademic issues, is central to our mission. We will act with integrity in all our dealings with one another, being trustworthy, honest, and fair.
- Each member of the BB&N community has a right to be treated with civility and respect. We will refrain from and discourage behavior that threatens the dignity of others.
- Each member of the BB&N community has a right to expect that personal information will be handled with appropriate consideration and privacy. We will refrain from casual disclosures, which undermine the respect and dignity guaranteed to all.
- Each member of the BB&N community recognizes that diversity of perspectives and experience enriches our community and the educational process. We will act to create an environment where diversity is welcomed and nurtured.
- Each member of the BB&N community has a responsibility to preserve the safety of its members, both on School grounds and off. We will refrain from unsafe behaviors which threaten not only individual well-being, but also the health of the community.
- The School's goal is to welcome and attempt to accommodate the needs of a community member or visitor with disabilities.
- Each member of the BB&N community has a responsibility to protect personal, School, and neighborhood property. We will exercise proper care and regard for personal property and the property of others.

Home-School Partnership

Education is most effective in the context of a cooperative relationship between home and School. Mutual trust and support between and among parents and teachers creates an atmosphere which allows every student at BB&N to benefit from the educational environment. Since parents and teachers often see young people from different vantage points, we have much to learn from one another. The quality and effectiveness of our teaching and care are enhanced when parents understand our mission as educators and voice their hopes and concerns about their children's education at BB&N. We can provide the best learning environment when we have opportunities to talk together about the School's philosophy, programs, and activities. In this spirit, it is our intent to make communication between home and School as easy and as productive as possible.

BB&N shall respect and preserve the privacy and confidentiality of privileged information. This information will be disclosed only on a strict need-to-know basis.

Statement of Philosophy on Multicultural Education

The School is dedicated to excellence in its educational programs and in personal character development. Fundamental to such excellence is an inclusive curriculum and a diverse community where members learn to live within and to appreciate and celebrate a rich variety of cultures. In addition, the School teaches students to recognize and address overt and subtle racism as well as other inequities caused by class, gender, sexual orientation, religion, or national and ethnic origin, which exist in every community and throughout the world.

The School commits itself to narrowing the divisions that distrust and estrangement have caused in society. To that end, the School expects its members to treat each other with basic kindness, respect, and equity, so that all who

attend our School will develop increased self-respect, based on an enhanced awareness of their own culture and a respect for the cultural identities of others.

At this point in our nation's history, it is appropriate for the School to continue addressing the legacy of racism, and to engage in discussion and debate about methods and specific goals for achieving multiculturalism.

Policy on Religious and Cultural Observances

It is the policy of BB&N to respect and celebrate its community and the community of the world as a wonderful blend of people, those who observe any of a multitude of religious and cultural traditions and those who choose not to observe religious and cultural traditions. As an educational institution, BB&N believes that there is much to learn about the world and its people from sharing individual traditions and cultures—and much to lose from inhibiting this sharing process. BB&N strives to learn and to educate our community about people and the world, including their religious and cultural traditions, as part of a developmentally appropriate educational experience.

BB&N's educational approach to religious and cultural observances will be inclusive and developmentally appropriate. This approach will enrich the life of each person within the community, creating an atmosphere in which each person can appreciate and learn from other traditions and experiences. At all times, the manner in which religious and cultural traditions are recognized by the BB&N community shall be considerate of how others may be affected. It is the goal of BB&N to be inclusive and respectful of all while we educate ourselves about the observances and celebrations of a wide range of religious and cultural traditions. In selecting material for displays, concerts, performances, assemblies, or other major events, School personnel endeavor to provide a balanced set of material that recognizes many different cultural and religious traditions, emphasizing educational context in a developmentally appropriate manner. This does not mean that every such event could or should attempt to include "something for everyone"; it may be appropriate for reasons of curriculum or season for some cultures and traditions to play a more prominent role in a given program than others. However, the cumulative effect of all such programs each year on each campus, and across the three campuses, should be balanced and inclusive.

A Note About Religious Holidays

All members of the BB&N community may observe religious holidays with a minimum of disruption to their School obligations. All students and faculty are entitled to reasonable excused absences to observe religious holidays. The Campus Director and members of the faculty make appropriate arrangements for those students who must miss School because of a religious holiday.

1. No tests, papers, project due dates, lab reports, or lengthy homework assignments may be required for a religious holiday. Since students are learning to plan their work in an organized fashion, they are responsible for making up any work that may be interrupted by a religious holiday. However, students may request in advance an individual extension for homework or projects.
2. The School will make reasonable efforts to avoid scheduling games or events on religious holidays. Students always have the option of missing an event in order to observe a religious holiday.
3. If one of the Jewish High Holy Days occurs during the Ninth Grade Bivouac, the School provides transportation back to Cambridge the day before the observance so the students will have adequate time to prepare, and the School will return students to Bivouac after the holiday. They also have the opportunity to attend services at a synagogue in New Hampshire, and are enabled to stay at Bivouac in this way.

BB&N's Principles of Good Practice for Teachers

These Principles of Good Practice were developed with input from the B-12 teaching faculty and then distilled by the Committee for the Professional Growth and Evaluation of Faculty. Believed by BB&N faculty to be essential for teachers at our School, they will be used as a basis for orienting new teachers, as well as supervising and evaluating the work of teaching faculty.

Classroom Teaching

BB&N teachers:

- Communicate passion for teaching, learning, and subject matter and inspire that passion in students.
- Demonstrate a thorough knowledge of areas of teaching responsibilities.
- Keep abreast of developments in their teaching fields.
- Pursue their own intellectual and professional development.
- Employ a variety of creative teaching techniques suitable to the ages and needs of the students and the subjects being taught.
- Develop positive relationships with students by being approachable, supportive, caring, and respectful.
- Create challenging learning experiences in safe environments.
- Encourage and support risk-taking as part of the learning process.
- Foster students' social, emotional, and intellectual growth.
- Model and teach integrity, honesty, sensitivity, and respect for all individuals and groups.
- Provide an environment with learning opportunities that value the diverse nature, background, and experience of our students and other members of our School community.

Community Responsibilities Outside the Classroom

BB&N teachers:

- Collaborate with students, colleagues, and the School's leadership to promote the School's overall program and mission.
- Contribute to an atmosphere of collegial support and professionalism.
- Communicate effectively and respectfully with all members of our School community, including students, families, faculty, staff, administration, and trustees.
- Participate in committee work related to various aspects of School life.
- Fulfill additional responsibilities and duties as applicable on each campus.
- Support our students in their various activities outside the classroom.

Guiding Principles for Faculty Evaluation

1. Our faculty should each have personal goals and plans, developed with their supervisor for: a) becoming outstanding teachers; b) continuing real professional growth; and c) engaging with the School community so as to both help students achieve personal growth, in and out of the classroom, and to contribute constructively to programs and activities that enrich and enhance the School.
2. The goals of BB&N's evaluation system should be first, to do a thorough review during an initial trial period; secondly, provide clear and fair procedures for removal of ineffective teachers. Since most teachers will fall between these two points, the ongoing evaluation process has to be efficient—keep it simple and provide frequent “low stakes” feedback to teachers – the third goal. Gathering information and providing feedback to teachers should enable better teacher self-awareness and facilitate an innate desire to improve performance. Such information will also provide supervisors with current, direct, and credible information in order to make good decisions. Most importantly, the evaluation process should not interfere with or be confused with real professional development programs and structures that help teachers to actually improve student outcomes.
3. Developing a professional learning community at BB&N will require a shift in the cultural environment that should have a first call on operating resources, as well as initial investment from any “spendable” capital resources. Training and making time available—possibly outside the normal school day—will need to be part of this cultural shift.

BB&N Student Health & Wellness Policies

The role of the BB&N School Nurses is to facilitate health and wellness so each student has the opportunity for academic success. The following health policies support the educational process by enhancing the health of all children within the BB&N community while also maintaining compliance with all local, state, and federal statutes related to School health services. In order to ensure a safe environment for your child, medical information relevant to the student's health and safety is communicated to School staff on a "need-to-know" basis as determined by the School Nurses.

Acute Illnesses Management

The School Nurses realize that there are times when it is in the best interest of your child to keep him/her home from School due to illness. The School Nurses must also provide a healthy environment for all students. Therefore, the goal of the sick day policy is to assist the parent/guardian with the decision of when to keep their child home from School due to an illness or infection. You will note that we do not approve absences that extend vacations and that any unexcused absence will result in penalties.

Students should not attend School if:

- The student has a fever of 100.4 degrees or more; the student may return to School after being fever-free for 24 hours.
- Antibiotics are prescribed for a contagious illness; the student may return to School after taking antibiotics for a minimum of 24 hours and has a normal temperature for 24 hours.
- The student is vomiting; the student may return to School approximately 24 hours after symptoms resolve and is able to tolerate a normal diet.
- The student has diarrhea of frequency and severity that interrupts and affects School performance;
- The student may return to School approximately 24 hours after symptoms resolve and is able to tolerate a normal diet.
- The student has an undiagnosed rash; the student may return to School after seeing their physician and it is deemed not communicable. Documentation from the physician is required. The student has severe cold symptoms.
- The student is diagnosed with a communicable disease, i.e.: pertussis, MRSA, and chicken pox. Please contact the School Nurse before sending your child back to School. Documentation from the primary care provider is required for School attendance after treatment for a communicable disease. (Please see communicable disease policy below.)

Communicable Disease Prevention & Control Policy

Ensuring adherence to Massachusetts immunization requirements and monitoring of infections and other diseases are important functions of the School Nurse. In an effort to follow recommendations from Cambridge Public Health Department (CPHD), the Massachusetts Department of Public Health (MDPH) and the Center for Disease Control (CDC) regarding communicable illnesses, BB&N has adopted several measures that focus on prevention, early detection and control of any communicable illness. By taking a proactive stance, we hope to limit exposure and increase protection for all members of the BB&N community.

Prevention:

- The spread of communicable diseases can be controlled through good prevention and infection control practices. The Nurses ensure adherence to Massachusetts immunization requirements. They provide the BB&N community with education on hand hygiene, respiratory etiquette, and standard precautions. In addition, they advise students, staff, and families that sick people should stay at home and remain at home until 24 hours following resolution of relevant symptoms. Please [click here to view the BB&N Acute Illness Management Policy](#). This aids in early identification and treatment of any ill students or staff. The Nurses also work in close collaboration with intra-campus departments such as facilities, dining services & athletics in maintaining strict sanitation procedures that follow MDPH protocol and procedures. These prevention measures support the goal of maintaining a healthful environment.

Infection Control:

- Any individual diagnosed with a communicable disease, such as pertussis, MRSA, chicken pox, impetigo, lice, conjunctivitis, scabies, ringworm, measles, tuberculosis etc., will be evaluated. BB&N health services

will make a recommendation for referral to a health care provider when needed. Treatment for the disease may include sending the student home until non-communicable. To return to School or full activities, the School Nurse must authorize the student as non-communicable. The School Nurse, in collaboration with the School physician consultant, will determine whether the student's admittance to the BB&N community is appropriate for the School, child, and family.

Surveillance:

- School Nurses will monitor and track student absenteeism and watch for increased absences and clusters of potential communicable illnesses. They will continue to follow guidelines and recommendations made by CPHD, MDPH and CDC. The School Nurses will encourage all members of the BB&N community to contact their primary care physician for advice about getting vaccinated for seasonal influenza.

Immunizations:

- All BB&N students are expected to adhere to the school immunization requirements established by MDPH. [Please click here to download a PDF](#) that describes immunization requirements for all students attending BB&N during the 2015-16 year. Upon recommendation by the School Nurse to administration, students may be excluded from School if immunizations are not up to date or if a student has a communicable disease. In situations when one or more cases of a vaccine-preventable or any other communicable disease are present in school, all susceptible, **including those with medical or religious exemptions**, are subject to exclusion as described in the Reportable Diseases and Isolation and Quarantine Requirements (105 CMR 300.000).

Public Health Reporting:

- School nurses are responsible for reporting communicable diseases to CPHD and/or MDPH. School nurses may hear about a student's reportable disease from a variety of sources, including a local board of health, a child's medical provider, a parent/guardian, or an epidemiologist. BB&N has a mechanism in place to report and review any cases/outbreaks of a communicable disease. [Please click here](#) for a list of the reportable communicable diseases that are subject to control under general reporting regulations.

Communication:

- In the event of a communicable illness outbreak, the Director of Student Health Services with assistance from the Campus Nurses will collaborate with the CPHD, the BB&N School Physician and the BB&N Administration to implement a communication plan that best serves the entire BB&N community. Phone calls and/or e-mails may be used to notify parents/guardians about a possible exposure to a communicable illness. Our goal is to keep the channels of communication open and alert parents/guardians to a potential health problem and advise them what to do.

Dismissal Due to Illness or Injury

Assessment of student illness or injury occurring during School hours is a significant part of the BB&N School Health Services. Care for all students is provided in the Health Office. Parents/guardians are notified of any significant injuries or signs of illness that may require further observation, intervention, or follow-up with the student's health care provider. The School Nurse or BB&N School staff will contact the parent/guardian or parent designee when dismissal is indicated. The parent/guardian or parent designee is required to make the necessary transportation arrangements in a timely matter. If the school is unable to reach a parent/guardian within 30 minutes they will call the Non-Parent contact numbers the school has been provided by the parents. No student will be dismissed without being assessed by the School Nurse and contact has been made with the parent/guardian or parent designee. The parent designee for a student assessed for release due to illness cannot be either a transportation service or the driver of a transportation service. All students must be signed out upon their pick-up. Parents of students who drive themselves to school may be asked to pick up their child at the discretion of the US Nurse. In the event of an emergency, local EMS services may be activated.

Head Injury Policy

Buckingham Browne & Nichols seeks to provide a safe return to activity for all students after injury, particularly after a head injury. A head injury is a potential brain injury. Head injuries are caused by a bump, blow, or jolt to the head. They can range from mild to severe and can disrupt the way the brain normally works. Due to the potentially serious sequelae of a head injury, BB&N has adopted conservative and proactive guidelines for the management of students with head injuries. These guidelines aid in ensuring that students are identified, managed and referred appropriately, receive appropriate follow-up care during the school day, including academic accommodations as indicated, and are recovered prior to returning to full activity.

- All students in grades 6-12, parents, coaches and health care providers are required to complete an online

concussion education training course as required under Massachusetts General Law.

- All students at BB&N in Grades 6-12 are required to take a baseline ImPACT test. ImPACT evaluates multiple aspects of neurocognitive function, including memory, attention, brain processing speed, reaction time, and post-concussion symptoms.
- All students who receive a head injury while at school will be evaluated by the Campus Nurse and/or Athletic Trainer as close to the time of injury as possible. The injury will be assessed using the consensus statement materials developed by the American Academy of Neurology (AAN) and recommendations will be made using their evidence based criteria.
- If the situation appears serious, the student is unconscious or there is suspected neck or back involvement, EMS will be called and the student will be transported to the nearest hospital.
- The Campus Nurse and/or Athletic Trainer will notify parents of ALL head injuries regardless of severity and give follow-up care instructions. ALL students with persistent symptoms will be required to have a medical evaluation in order to be cleared for return to School and activities.
- All students who have sustained a head injury will be removed from any activity and/or sports and are unable to return until evaluated and cleared by the Campus Nurse, Athletic Trainer, and/or their Medical Care Provider.
- The Campus Nurse and/or Athletic Trainer will notify each other of the injury, prior to the next school day, in order to initiate the appropriate follow-up care immediately upon the student's return to school.
- In the event that a student sustains a head injury during an away game, the student will be evaluated by the home team Athletic Trainer and referred for further treatment as deemed necessary. The home Athletic Trainer will notify the BB&N Athletic Trainer(s) as soon as possible, in order to initiate appropriate follow-up care.
- The Campus Nurse and Athletic Trainer will continue to provide coordinated care for the duration of the injury. Any student who exhibits deterioration of neurological function and/or persistent symptoms will be encouraged to seek referral to a concussion specialist.
- The Campus Nurse will monitor the student closely and work collaboratively with his/her Medical Care Provider(s) until the student returns to his/her pre-injury neuro-cognitive and physical status. There will be ongoing communication with the student's family and advisor regarding the student's neurocognitive recovery and need(s) for academic support.
- Recommendations for short-term academic accommodations will be made for students with diagnosed concussions. Students requiring long-term academic accommodations must have an evaluation by a concussion specialist and receive a diagnosis consistent with the accommodations requested.
- Final clearance for return to athletic participation is determined by the Athletic Trainer when ALL of the following, criteria is met:
 - The student must be symptom free at rest and during exertion.
 - The student must be able to participate in a full academic day without any academic accommodations.
 - The student's ImPact Test must return to baseline.
 - The student must present a note to the Athletic Trainer and/or Campus Nurse from their Medical Care Provider(s) clearing them to return to participation.
 - Students may return to competitive game participation only after completion of a graduated ramp up process of activity. A minimum of 24 hours is needed before progressing to the next stage. Students must also have a minimum of 1 full contact practice (if applicable by sport) before returning to game play.
- After all head injuries, regardless of where they happened, it is expected that the student and his/her family will communicate with the Campus Nurse and/or Athletic Trainer on a regular basis, in order to provide the most effective care for the student.

Mouth Guard Policy

Mouth guards are a required and mandatory piece of equipment for all students grades 5-12 when participating in Field Hockey, Boys' & Girls' Ice Hockey, Boys' & Girls' Lacrosse. It will also be mandatory for 5th and 6th Grade Floor Hockey and Free Skate.

Mouth guards are available at the Athletic Center, or at local Sporting Goods Stores. They should be properly molded to the individual to ensure proper protection. The "boil and bite" mouth guard would need to be brought home to be molded correctly. For a more individualized fit, it is recommended that students see their dentist/orthodontist for a custom mouth guard, especially for those with braces. These can be worn for multiple sports and have a better fit for the student. There are also companies that provide custom mouth guards such as O-PRO. www.opro.com.

Please note that students will not be allowed to participate in athletics without a properly fitted mouth guard. It is highly recommended that all mouth protection be stored in the student's locker and placed in a protective/ clean case when not being worn. If a student fails to have/ use his/ her mouth guard, a phone call will be made home.

HIV/AIDS and Other Debilitating Diseases Policy

The following policies and procedures are based upon knowledge about known risk factors of debilitating diseases and modes of transmission of HIV infection and reflect concern for individuals as well as groups within the School Community:

- Guidelines developed by the Centers for Disease Control and Prevention, Massachusetts Department of Public Health, and American Academy of Pediatrics will serve as a basis for discussion and decision-making pertaining to cases of HIV infection and other debilitating diseases. Each case of HIV infection and other debilitating diseases, whether involving a student, faculty member or other School worker, should be identified and decisions will be made on a case-by-case basis.
- Decisions regarding School attendance, alterations in program, and other issues will be made by a defined group which may include the student's primary care provider, the student's parents, the Head of School, the BB&N School Physician, and the Director of Student Health Services. In each case, risks and benefits to the student and the community will be weighed.
- Only persons with an absolute need to know will have medical knowledge of a particular case. Such persons will be identified by the above group and notified by the Head of School in a manner to best preserve confidentiality. The number of personnel notified will be kept at the minimum necessary to assure proper care of the student and to detect situations where the potential for transmission might be at risk.
- Individual cases will be reviewed periodically by the Head of School, the BB&N School Physician, the Director of Student Health Services, and may include the student's personal physician and the student's parents. This pertains both to students attending School and to those who have been excluded and, because of change in their condition, might be permitted to return. The frequency of such reviews will be determined on an individual basis.
- These general policies will apply to faculty and other employees as well as to students.
- Age-appropriate education about HIV/AIDS, AIDS-related issues and other debilitating diseases will be incorporated into the health curriculum of the School and also be made available to faculty and other School employees.

Life-Threatening Allergies Policy

These guidelines are designed to ensure that the environment of the BB&N School is as safe as reasonably possible for the students who experience life-threatening allergies. The guidelines are designed to manage life-threatening allergies to most common foods, latex products, and insect bites. It is anticipated that as a student moves from the necessarily more restrictive environment of the primary levels to the greater independence of the secondary levels, their needs will change, as will their plan of care. This process will be ongoing and assessed by all involved persons on a regular basis. The guidelines describe measures to promote a safe environment for all students by educating all

members of the BB&N School community about life-threatening allergies. These guidelines may be modified to accommodate the individual student's Emergency Action Plan and the specific BB&N campus.

Parent/Guardian's Responsibility:

- Notify the School of their child's life-threatening allergies.
- Work with the School team to develop an Emergency Action Plan that accommodates their child's needs throughout the School including in the classroom, in the cafeteria, in after-school programs, and during School-sponsored activities.
- Provide the required BB&N written medical documentation, instructions, and medications as directed by their licensed prescriber following the BB&N medication policy.
- Educate the child in the self-management of their allergy including:
 - Strategies for avoiding exposure to allergens such as unsafe foods and insects;
 - Symptoms of allergic reactions;
 - How and when to tell an adult they may be having an allergy-related problem;
 - How to read food labels (age appropriate);
- Review policies/procedures with the School staff, and the child (if age-appropriate) after a reaction has occurred.

School's Responsibility:

- Include allergic students in all School activities. Students should not be excluded from School activities solely based on their life-threatening allergy.
- Identify a core team of, but not limited to, Campus Director, Campus Nurse, Faculty/Staff, Dining Services Director, to work with parents and the student (age appropriate) to establish a prevention plan. Changes to the prevention plan to promote life-threatening allergy management should be made with core team participation.
- Because of the high risk of cross-contamination inherent with peanut and nut products, BB&N no longer serves peanut butter on any campus. We now serve Sun butter in its place. Lower School parents will be asked not to send lunches or snacks that include peanut and nut products to School with their children.
- Provide "nut free zones" as needed on each campus.
- Assure that all staff who interacts with the student on a regular basis understand a life-threatening allergy, can recognize symptoms, know what to do in an emergency, and work with other School staff to eliminate the use of allergens in the allergic student's meals, educational tools, arts and crafts projects, or incentives.
- Coordinate with the School Nurse to be sure medications are appropriately stored, and be sure that an emergency kit is available that contains a licensed prescriber's standing order for epinephrine. Students should be allowed to carry their own epinephrine, if age-appropriate after approval from the student's physician, parent, and School Nurse.
- Designate School personnel to handle a reaction and ensure that there is a staff member available who is properly trained to administer medications in accordance with the State Nursing and Good Samaritan Laws governing the administration of emergency medications.
- Review policies/prevention plan with the core team members, parents/guardians, student (age-appropriate), and physician after a reaction has occurred.
- Discuss field trips with the family of the allergic child to decide appropriate strategies for managing the allergy while on a field trip.
- Follow federal/state laws and regulations regarding the sharing of medical information on a need-to-know basis.

Student's Responsibility:

- Should notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Should not trade food with others.
- Should not eat anything with unknown ingredients or known to contain any allergen.
- Should be proactive in the care and management of their allergies and reactions based on their developmental level.

Medication Policy

Introduction

The School Nurses recognize that many children are able to attend School because of the effective use of medication in the treatment of illnesses and medical disabilities. They believe that it is more desirable for medication to be administered at home; however, any student who is required to take medication (prescription and non-prescription) during the School day must comply with School regulations. These regulations are based on M.G.L. Chapter 94C, the Controlled Substance Act.

Policy Statement

It is the policy of BB&N that School Nurses will administer all medication, be responsible for all medication in the Schools, and maintain accurate medication records. No other individuals, except where stated, will be allowed to administer medications.

Exceptions to the Policy

- Life-threatening allergic reactions
- When the School Nurse is not immediately available, and the child has an order from a licensed provider for the administration of emergency epinephrine by auto injector, School personnel trained by the School Nurse are authorized to administer epinephrine by an auto-injector. The School personnel must also be tested for competency in compliance with the statute.
- In the event of a life-threatening allergic reaction, for students who do not have such an order, the School Nurse will follow protocols written by the BB&N School physician.
- Field Trips
- In the event that a student's parent or a School Nurse is unable to attend a field trip, and a child is in need of medication, the School Nurse may delegate the administration of said medication to a trained, responsible adult.
- Students who have an order for emergency epinephrine must be accompanied on field trips by an individual who has been trained in its administration and has passed a competency test.
- Students who may need other injectable medication, i.e. insulin, must be accompanied on field trips by a parent/guardian or School Nurse unless it is deemed appropriate by the student's Licensed Care Provider, the School Nurse and parent/guardian in writing that a student can self-administer.

Guidelines for Prescription and Non-Prescription Medications

Written Orders from a Licensed Health Care Provider:

- Child's name;
- Diagnosis;
- Name of drug, dosage, frequency, time, route of administration, specific instructions;
- Date of order and discontinue date (must be renewed at the beginning of each academic year);
- For short-term prescriptions (10 days or less), a pharmacy-labeled container may be used in lieu of a written order;
- Plan for monitoring effects, positive/negative, of medication.

Written Authorization from Parent/Guardian:

- Emergency telephone numbers;
- Emergency contact person;
- Lists of all medications student is currently receiving;
- Known allergies to food or medication;
- Plans, if any, for self-administration.

School Nurse Safeguards:

- Procedure to ensure the positive identification of the student who will receive medication, i.e. photographs or teacher assistance;
- System for documenting and record-keeping;
- Procedure for responding to medical emergencies;
- Procedure for communicating significant observations relating to the medication's effectiveness, adverse reactions to the parent/guardian and licensed prescriber;
- Procedure for documenting and reporting medication errors.

Medication Handling

- Must be delivered to the School Nurse by a parent/guardian, or other responsible adult;

- Must be in container properly labeled by the pharmacy or manufacturer and in such manner as to render it safe and effective;
- Will be stored in the health office in a locked cabinet or refrigerator with the exception to emergency medications i.e. emergency epinephrine auto-injector, inhalers;
- Will be administered in the Health Office, unless otherwise noted;
- May not be carried on a student's person with the exception of emergency epinephrine auto-injector, inhalers, or insulin pumps;
- No more than a 30-School-day supply of prescription medication shall be stored in the Health Office;
- May be retrieved from the School by a parent/guardian at any time;
- Suspected tampering of drugs shall be reported to the Department of Public Health, Division of Food and Drugs.
- Investigational Medications
- Investigational medications may be administered at School as long as all other conditions have been met.
- Potentially Harmful Administration
- In accordance with standard nursing practice, the School Nurse may refuse to administer any medication which based on her assessment and professional judgment, has the potential to be harmful, dangerous, or inappropriate;
- In these cases, the parent/guardian and licensed prescriber shall be notified immediately by the School Nurse;
- The School Nurse can request that the BB&N School physician confer with the licensed prescriber as a stipulation of continuing a medication or procedure in question.

Non-Prescription Medications:

- Based on the Massachusetts Board of Registration in Nursing's policy governing the administration of over-the-counter medications and protocols developed by the BB&N School Nurses, with approval of the School physician, specific over-the-counter medications may be administered with signed parental permission;
- The following is a list of over-the-counter medications that the School nurse may administer/utilize for students: acetaminophen (Tylenol), ibuprofen (Advil), Tums, bacitracin ointment, diphenhydramine (Benadryl), hydrocortisone cream .5%.

Medical Leave/Special Re-entry Considerations

There are rare occasions when BB&N must respond to a serious health-threatening condition or life-threatening behavior on the part of a student. This includes but is not limited to: acute or chronic illness—physical or mental, depression, suicide gestures or attempts, self-injury, episode(s) of alcohol or drug overuse/abuse, eating disorders, incidents of violence, threats of violence toward others, and possession of weapons. Events such as these may require absence from School while the student is actively participating in an appropriate treatment program. Safeguarding our students' lives, health, and safety is the most important underlying goal of any procedures or expectations from BB&N.

Re-entry Protocol

Prior to a student's return to school, the counselor and/or nurse must receive documentation from the student's health care provider(s). Such documentation from the provider(s) must address the following:

- The student is deemed to be physically and emotionally well enough to return to School full-time.
- The risk of the student's relapse or repeating the harmful behavior is judged to be substantially reduced.
- The Health Care Provider(s) must outline any specific recommendations and/or limitations in the student's School program.

Additionally, the School requires the following:

- A signed Release of Information Form that allows for adequate communication with the student, family, and Health Care Provider(s) regarding the student's ability to continue in school safely and productively.
- Confirmation that the student is receiving ongoing attention to the problem(s) as deemed appropriate.

Finally, upon receipt of all documentation, the school will act quickly to schedule a re-entry meeting to review the student's current academic, behavioral and physical/emotional health status. Attendance at the re-entry meeting may

include the Campus Director, counselor/psychologist, nurse, advisor or dean, parent(s) and any outside supports as appropriate. Based on the information shared at this meeting, the team will then develop a re-entry plan and determine the most appropriate time for the student to return to school. Even if a student has been cleared by outside provider(s) to return to school, the school team may require additional time to ensure that the student and his/her school community are prepared for the student's return.

Continued Enrollment in Special Circumstances/Disabilities

When there is cause for concern over a student's physical or emotional health or safety, even if there will be no interruption in the student's attending classes, the School may, at its discretion, require documentation of an evaluation from an outside clinician. This assessment of the student's present circumstances, and plans for ongoing health services, along with permission for the outside professional to be in communication with the School, are necessary for the student's continued enrollment at BB&N. When a student has a documented qualifying disability, BB&N will provide reasonable accommodation, absent any undue hardship to the School or where a necessary modification would fundamentally alter the nature of the School's academic program.

Student Health Records

An individual health record is maintained for each student throughout his/her school career. The student health record is considered confidential and access is restricted by the School Nurse and information is shared only on a need to know basis. Parents/guardians may also have access to this record upon request. The Massachusetts Department of Public Health (MDPH) mandates that all student health records must include verification of a physical exam and an up-to-date immunization record unless the student meets the requirement of a medical or religious exemption as defined by Massachusetts Law 105 CMR 220.000 and M.G.L.c.76,ss.15, 15C and 15D. This applies to ALL BB&N students as well as any visiting student including international students, regardless of the length of their visit. Physical exams are valid for one year from the date of the previous exam. BB&N does not conduct these physical exams. The School recommends that parents consult with their child's primary care provider to ensure that these exams are scheduled and performed in a timely manner. Due to insurance restrictions, all students will be granted a one month grace period.

In addition, parents must complete an online health history form on an annual basis. This information must be submitted electronically by **June 16th**. BB&N students including ALL visiting students with incomplete health records will **not** be allowed to participate in **any** BB&N activity including: orientation activities, academic classes, extracurricular activities and sports.

Health Communication

Health forms contain important information that the School needs in order to ensure a safe environment for your child. In the event of a medical emergency, School personnel will call 911. The School will then try to contact the parents as listed on the health information form, next the person designated as emergency back-up and next the student's doctor as listed on the health information form. Please update this information whenever it changes by calling the Registrar (617-800-2716).

Parents are required to communicate all student health concerns, medical reports, and issues on the electronic health history form. It is essential that parents report to the School Nurse any acute episodic illness and/or injury that may affect the educational process during the School year. This may include interventions such as hospitalizations, surgeries, medical procedures, and/or testing. Ongoing communication between the School Nurse and parents enables the School to make reasonable accommodations in a timely manner. Medical information relevant to the student's health and safety is communicated to School staff on a "need-to-know" basis as determined by the School Nurse.

Policy on Student Leave of Absence

BB&N will normally grant a leave of absence to a student whose parents have to be away from the area because of a work-related circumstance (such as a sabbatical leave).

Parents who desire a leave of absence for their child should begin the process by discussing the feasibility with the appropriate Campus Director and the Director of Enrollment Management. If the Campus Director deems the

request reasonable, the family will submit in writing an official request for leave and an educational plan for the year away by the re-enrollment contract due date. After consultation with the Campus Directors' group, the Director of Enrollment Management will send the family a decision within two weeks of receipt of the request.

In order to secure a place for the year of re-enrollment, parents must sign enrollment contracts and submit a **non-refundable** deposit of \$2,500 within two weeks of notification that a leave has been granted. The conditions governing an absence are as follows:

- If the approved absence is for one academic year and involves a move out of the area, the School will hold a place for the student, provided that the student is leaving in satisfactory academic and social standing. The School expects that during a year's absence, the family will be living away from the Greater Boston area.
- During a yearlong absence, the parents should inform the Director of Enrollment Management of their child's intention to return to BB&N by February 1 of the year preceding his/her return.
- Re-enrollment is based on the condition that, while away, the student has satisfactorily completed all the necessary academic requirements for promotion to the next grade level, and has maintained a record of good citizenship. By June 15, there will be a review of the child's academic status, and the final decision regarding re-entry will rest with the School. On return from a leave of absence, the student may be required to take one or more tests to determine proper placement in courses.
- Families considering missing any part of a School year for a semester-away study program or any other reason, must notify the Director in writing during the preceding school year. The Upper School generally assists students who choose to apply to the traditional semester-away study programs. For other, nonstandard programs, families must apply to the Educational Policy Committee for an "exceptional program" waiver. Contact the Upper School Director with questions. Unless a student is enrolled in an approved semester-away program, the School will charge a full year's tuition for any partial leave. This policy is due to the fact that it is not feasible to fill a student's space for only part of the year.
- If the absence is for more than one academic year, the student will relinquish his/her place at the School, and will need to reapply for admission to the School in accordance with the normal admission timetable and procedures. In evaluating the application, the Admission Office will give consideration to the fact that the student previously attended BB&N; however, the School cannot guarantee re-entry.

Policy on Child Abuse

Child abuse refers to any incident whereby an individual engages in conduct or neglect that is potentially harmful to the physical, sexual, or psychological well-being of a child under the age of 18. There are four kinds of child abuse: 1) physical abuse (non-accidental physical injury); 2) physical neglect (failure on the part of a caretaker to meet a child's basic physical needs); 3) sexual abuse (sexual involvement between a child and an individual who has greater knowledge, power, or resources); and 4) psychological abuse (extreme and/or repetitive conduct which is frightening or intimidating).

Any person at BB&N who believes that a BB&N student is suffering child abuse *must* contact the appropriate Campus Director, who will in turn notify the Head of School and the Commonwealth of Massachusetts, as the state mandates. For guidance in interpreting potentially abusive behavior, students and faculty may turn either to the appropriate Director or School counselor/psychologist.

Harassment

BB&N is committed to maintaining an atmosphere in which everyone is treated with respect and dignity, and which is free from discriminatory practices. Sexual harassment undermines these objectives, is unlawful, and will not be tolerated. The same is true with respect to harassment or discrimination on the basis of race, color, religion, national origin, sexual orientation, age, and/or disability. Harassment is any form of severe, pervasive, and unwelcome behavior that is insulting or degrading and which is based on an individual's protected status.

If you believe you have been subjected to harassment, you must report your concerns to a designated faculty member, teacher, or any administrator. There are designated adults on each campus that are trained to respond to these situations. The School will not tolerate any retaliation or attempt to retaliate against any person who reports alleged harassment under this policy or otherwise files a complaint of harassment. Such retaliation will be considered a "Serious Offense" and treated accordingly.

Hazing

Hazing refers to any conduct or method of initiation into any student organization, which willfully or recklessly endangers the physical or mental health of any student or any other person. Copies of legislation regarding hazing are distributed annually to all Upper School students. ([Click Here to download a PDF of the Anti-Hazing Law.](#)) Incidents of hazing must be reported to law enforcement officials.

Anti-Bullying

[Click here to download BB&N's Bullying Intervention and Prevention Plan.](#)

Weather-Related Closing

From time to time, School will be canceled or opening will be delayed when weather conditions make travel unsafe. BB&N endeavors to provide notice of this as early as possible, typically between 5:30 and 6 am. Parents will receive an automated notification at their home phone number. Additionally, the switchboard (617-547-6100), School website (www.bbns.org), and WBZ 1030 AM and CBS-Channel 4 TV are all sources of closing/delay information. All "emergency" contact numbers will be called via the automated system in the event of an unplanned early dismissal.

Conditions in the Boston area can be highly variable. We encourage parents to exercise discretion in making decisions about transporting their children to school. BB&N understands and is supportive of the fact that individual families may need or want to keep their children at home for weather-related reasons.

Guiding Principles for Academic Support at BB&N

BB&N's mission statement sets high standards for the School regarding the pursuit of excellence and the fostering of intellectual curiosity and critical thinking. The expected outcome is academic accomplishment, as well as life-long skills of reflection, appropriate risk taking, and discovery.

The mission statement asserts that: "We promote scholarship, integrity, and kindness in diverse, curious, and motivated students. The School prepares students for lives of principled engagement in their communities and the world."

In order to accomplish this goal, students may require academic support in addition to that provided by the classroom teacher. Therefore, various academic support services are provided on each campus. The available services are determined based on what the School deems to be most beneficial and appropriate at each developmental level. The ultimate goal of support services is to help students develop the academic and personal strategies that will allow them to become independent learners. The objective is to foster skill development and

strategic learning, rather than to provide homework help. When students understand their own learning style, they can learn how to implement strategies in their course work and develop the self-advocacy skills necessary to become independent learners. In addition, we strive as a learning community to de-stigmatize and demystify our collective understanding of learning differences. Ongoing communication and collaboration between teachers and parents are necessary for effective implementation of support services and student progress.

Available resources and services can be found by contacting the campus specific Learning Specialist. Any generic, or all school related questions, can be directed to Ms. Kimberly Gold, Director of Student Support Services.

Accommodations for Students with Disabilities

Based on testing administered within three years, students with a documented disability and a recommendation for accommodation may apply to their campus specific Learning Specialist for reasonable accommodation. Accommodation requests are typically reviewed and decisions made within two to four weeks after all documentation is received by BB&N. Accommodations will not be granted if they fundamentally alter the nature of the school's academic standards, policies, or program or if they cause an undue burden to the school.

For mid-year and end-of-year exams, all documentation must be received at least two weeks in advance of the start of the exam. Upper School Applications to the College Board or ACT for accommodations are handled by BB&N's SSD Coordinator, Ms. Angela Tabb (617-800-2169).

Tutoring Procedures and Guidelines:

Our goal at BB&N is to work with students to empower them to be independent learners, and yet, there may be a time during a student's educational development when additional support is warranted. Typically, the extra support will focus on specific skill acquisition or knowledge in a content area. *This extra support is designed to be short-term in nature and reviewed at the end of each marking period.*

Any outside tutor working with a student on-site at any of the three campuses must fill out an information package including, but not limited to, a clearance with a CORI check and state regulated fingerprinting before beginning tutoring on-site. Therefore, the school must have a minimum of two-week notice before an outside tutor can begin working with a student on campus. Please direct any general clearance questions about accessing BB&N facilities for tutoring to Kathy Murphy, Coordinator of Security.

Once a tutor is cleared to work with a student on campus they must reserve space in advance; space for tutoring is limited and cannot be guaranteed. The Lower School and Middle School Learning Specialists will work with the tutor and parents to reserve space on campus during the day, if the schedule allows. The Lower School and Middle School cannot accommodate private tutoring on campus after school. Upper School students can reserve space for their free blocks or after school until 5:00, but space is limited and students must reserve the space in advance at the front desk.

Process for Tutoring Referrals:

- 1) A teacher determines a student may require additional support outside the classroom. This may be based on test results and/or classroom observations.
- 2) The teacher and academic support team confer and recommend a support plan. At the Lower School, this team includes the Homeroom Teacher, the Learning Specialist, the Reading Specialist, the School Counselor, and the Lower School Director. At the Middle School, the team includes the teacher, advisor, Learning Specialist, and Grade Dean. At the Upper School the team includes the subject teacher, the advisor, and the Learning Specialist. If there is

a more generic or All-School related question about tutoring referrals, please contact Ms. Kimberly Gold, Director of Student Support Services.

3) If outside tutoring is recommended, the School will contact the child's parents and work with the family to identify a tutor. We request that the tutor communicate with the child's teacher so that there is a partnership of support between the tutor and the teacher.

Students receiving financial aid are eligible for financial assistance for tutoring if the school recommends tutoring for a student. The following guidelines will be followed:

- a) The School will subsidize approved tutors based on the percentage of financial aid being awarded to the student.
- b) Because tutoring is intended to be used as short-term support, the school will not fund tutoring indefinitely. Each child's situation will be reviewed every trimester.
- c) Once a tutor is selected, the tutor communicates with the child's teacher so that there is a partnership of support between the tutor and the teacher.

Technology Use Policy

We expect students to be **honorable, scholarly, and kind** in their use of digital tools and communications. All other school policies, including Community Standards, Academic Honesty Policy, Anti-Harassment, and Anti-Bullying policies, also apply to the use of technology resources. We encourage students to use our resources for intellectual growth and expect students to avoid any computer activities that interfere with their own or anyone else's learning process.

The following guidelines are intended to clarify expectations for conduct but are not all-inclusive. BB&N reserves the right to adjust these rules and guidelines as necessary. Violating any portion of this policy may result in disciplinary review, including possible suspension or expulsion, and/or legal action. The school also reserves the right to apply disciplinary consequences for computer-related activities conducted off-campus if such activity adversely affects the safety or wellness of any member of our community, or if it violates expectations for student behavior. Any use of websites, messaging, cameras, blogs, or other communication tools to misrepresent oneself, to disparage others, or to depict or advocate illegal or inappropriate behavior is a violation of BB&N's expectations for conduct. BB&N students should understand and honor the following standards of behavior:

1. I understand that I represent both myself and BB&N whenever and wherever I use online communications, both at school and off-campus. This includes, but is not limited to: email, chat, instant-messaging, texting, gaming, photography, and social networking sites. In all of my online communication I will be respectful to all members of the BB&N community.
2. I will respect the privacy and digital footprints of all members of the BB&N community by not posting online any information about them without their express permission; this includes photos, videos, names, email addresses, phone numbers, mailing addresses, etc.
3. I will be ethical in my use of the BB&N network, computers, and internet, and I will not share or access others' folders, files, or data without authorization.
4. I will not share my BB&N passwords with anyone, or use anyone else's passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
5. I understand that the school network and computers include filters and security to ensure safe and efficient access, and I will not attempt to circumvent or disable them.
6. I understand that it is my responsibility to back up my school computer files, keep my school accounts secure, and seek help on this if needed.
7. I will properly cite any intellectual property resources that I use in assignments, projects, and papers, and I will not plagiarize from any sources. (Plagiarism is taking someone else's text, image, or idea and presenting it as your own.)

8. I understand that BB&N has the right to review any data, email, documents, logs, or files stored or transmitted on the school's network (including internet services) without my prior consent, and any items deemed to be in violation of school policies may be copied or removed without prior consent. I understand that there may be automated or manual checks of my data to ensure compliance with our policies.
9. If I am uncertain whether a specific computer activity is permitted or appropriate for BB&N, I will ask a teacher before engaging in that activity.
10. I understand that information which I post on private websites is not always private. I understand that anything I post online should be considered permanent and can easily be found by others, even by those I do not intend to have access, and might be reposted elsewhere without my knowledge. I understand that information posted to one site can be automatically stored or copied by other sites, and cannot be removed from the internet.

Students' privacy is respected, but the school reserves the right to examine any relevant files and check files if there are concerns that our policies may have been violated, or in the event of problems with a technology system. All user accounts (including email) are accessible to BB&N technology system administrators, and, when deemed necessary, will be reviewed by technology staff or school administrators. BB&N reserves the right to read, monitor, block, and/or delete any and all electronic files and data which are stored on, or pass across, our network. BB&N cannot guarantee that network services will be without error. BB&N takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. BB&N is not responsible for the accuracy or quality of information obtained through the network, nor will the school be responsible for financial obligations arising from unauthorized use of the network. BB&N will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network

Re-enrollment and Financial Aid Program

Re-Enrollment

Parents are able to re-enroll their children for the following year by signing and returning a re-enrollment form and by paying an enrollment deposit of \$2,500, which is credited to the next year's tuition. The enrollment deposit is reduced for students who receive financial aid. The re-enrollment form is available *online* early February and can be accessed through the parents' portal on the website. The specific due date is on the contract.

Details on the School's re-enrollment policy are contained in the Financial Supplement, which is mailed to families with the re-enrollment letter. In certain instances, the School will withhold re-enrollment forms for academic, behavioral, and/or financial reasons.

Insurance

Accident and tuition refund insurance are available at the discretion and expense of the family to cover unavoidable costs due to accident or absence. For more information, please contact the School's Bursar (617-800-2711).

Leave of Absence

The Director of Enrollment Management and the Campus Director of the appropriate School division should be contacted to request a Leave of Absence. Please refer to the All-School policy on page 12 of this document for more information.

Financial Aid Program

BB&N offers financial aid subject to a family's determined need and the availability of financial aid funds. Families are expected to apply for financial aid at the time of their admission application. BB&N uses the School and Student Service for Financial Aid analysis of a family's need as a guideline in determining financial aid. We make every effort to provide for the demonstrated need of our students. All financial aid information submitted to BB&N is considered confidential and is kept in the strictest confidence. Because financial aid decisions are reviewed

annually, families receiving aid must submit information each year to establish need for the succeeding academic year. For more information, please contact Director of Financial Aid.

Financial Aid Application Process

Parents of returning students will receive information about applying for financial aid for the following year, which will include all necessary steps and deadlines. Applications are due January 12, 2018. Families applying for admission for their children should complete the Parents' Financial Statement (PFS) by January 22, 2018. Returning families who wish to apply for aid for the first time should call the Director of Financial Aid for information about how to apply. Currently enrolled, first-time applicants for aid must demonstrate a significant change in their financial circumstances in order to be considered for assistance.

More detailed information about the BB&N's Financial Aid program can be found at:
<http://www.bbns.org/admission/tuition-financial-aid>.

Tuition Payment Plans

In addition to the standard option of paying tuition in two installments, BB&N offers access to a monthly payment plan. This plan offers a no-interest alternative through Tuition Management Systems (TMS). Information about this plan is included in the enrollment package. For further details, please call the School's Bursar (617-800-2711).

Student Records

Student Record files, transcripts, academic records, comments and letter of recommendation, etc., are the property of BB&N and are subject to BB&N policies and procedures for record retention. Any parent wishing to know the contents of his or her child's School file may do so by contacting the Campus Director's office. Although documents will not be released from the custody of the School, their contents can be shared with parents.

Transcript and academic records cards are retained permanently. All other records in a student's file are usually destroyed two years after graduation, except for health records, which are retained by the School Nurse for five years.

Official Transcript Request

A current student who wants a copy of his/her transcript, grades, or comments should contact the Campus Director's office.

Former students who request copies of transcripts should contact the School Registrar (617-800-2716), or visit www.bbns.org/alumni/transcript.

Questions and Concerns

At BB&N, we believe that both parents and teachers are important to a child's success in School. If you have a question or concern about School, please talk with your child, who can often help clarify any issues. If you need more information, or if you think your child's concern should be known at BB&N, contacting the appropriate person can keep a simple misunderstanding from developing into a problem. The following explanation of channels of communication will indicate the best route to take if you wish to pursue a question or concern:

- Questions about general curriculum should be addressed to the Director at each campus, who will refer you to the appropriate person.

- Questions about the athletic/physical education program should be addressed to Charles Richard, Interim Director of Athletics (617-800-2145).
- If you would like to communicate directly with one of your child’s teachers, or if you feel the need to know more about something that has occurred in class, leave a message at the appropriate campus office or on his/her voicemail (see Community Directory or School website). Using voicemail/email ensures that teachers get the message and avoids “hallway conferences” that distract teachers from their other duties at the expense of the pupils. The teachers will return your call as soon as possible.
- If you feel uncomfortable calling the teacher directly or if you or the teacher are not satisfied with the situation, you should contact the appropriate Campus Director or the Dean of Students at the Upper School. He/she will follow up on your concern with the teacher, determine what action is appropriate, and then get back to you as soon as possible.
- We believe that concerns of both teachers and parents should be treated with respect and investigated in a serious and timely fashion. Head of School Rebecca T. Upham is always available for further consultation, if you think it is necessary. She works closely with the Campus Directors and will review any situation with the appropriate Director and the faculty.
- Regarding any questions about your bill, please contact the Bursar, Lynda Boyages at 617-800-2711.

Avenues for Gathering Information

BB&N provides numerous avenues of communication between parents and the School:

- BB&N’s main website is **www.bbns.org**. The site has an up-to-date and extensive event section, general and current information about the School, and areas devoted to academic programs, the Parents’ Association, and Admission. Additionally, **http://go.bbns.org/**, is a password-protected area for internal communication between faculty, students, and parents.
- The website’s News page, The Bulletin magazine, emails sent periodically by the School, and newsletters sent by the Parents Association are several avenues by which news, announcements, and important updates are shared.
- The Community Directory is an annual internal publication, printed in August, which contains contact information for BB&N faculty and staff, as well as all BB&N enrolled families. Contact information is generated from the School’s Family Directory Info Form. The information in the Community Directory is for the exclusive use of BB&N families and is not to be used for solicitations of any kind.
- Forums are held regularly at each campus to provide an opportunity to meet other parents as well as to discuss issues of child development.
- The annual Back-to-School evenings offer parents an opportunity to learn about curriculum from each of their child’s teachers.
- Parent conferences can be scheduled at any time, by the parents or by the School.

- The individual class Parent Representatives, a sub-group of the Parents' Association, is another avenue of communication. In addition, there are monthly meetings of the PNSC (Parent Network to Support Students of Color), CGSA (Community Gender & Sexuality Alliance), HFA (Hispanic Families Affiliation), and the Asian Cultural Society.
- The Upper School student newspaper, *The Vanguard* is published six times per year.
- BB&N reserves the right to use students' images and names in School publications and websites. If you wish to restrict the potential appearance of your son/daughter within School publications, please email communications@bbns.org. (This applies to all except *The Vanguard*.)

BB&N Products Virtual Store

BB&N Products are now sold 24/7 online at <http://www.amerasport.com/Buckingham-Browne-Nichols-BBN-BBN/departments/1029/> and at a few major events. Visit the online store and shop for novelties, adult and youth clothing, outerwear, athletic wear, and alumni/ae items. Proceeds benefit the Financial Aid program.

Textbooks and Supplies

Textbooks are available only through Follett Virtual Campus (<http://www.bkstr.com/bbnsstore/home/en>); the School does not operate a textbook store on campus. Each family is mailed a detailed course listing and instructions for using this resource during the summer. At the Middle and Upper Schools, it is the family's responsibility to have textbooks on hand for the start of the School year, so they should place orders in good time for delivery before September.

Items such as dance and play tickets, yearbooks, AP Tests etc., may also be charged to a student's account. These items will appear monthly on the student's billing statement and must be paid in full to avoid late charges. Food items, purchases of less than \$1.00, and overnight trips cannot be charged. BB&N textbooks can be purchased online at: <http://www.bkstr.com/bbnsstore/home/en>

Admission Ambassadors

As parents of BB&N students, parents are a valuable resource for helping the School identify, inform, and encourage prospective families. To become involved, call the Admission Director at your child's campus—Lower School: 617-800-2471; Middle School: 617-800-2336; Upper School: 617-800-2136.

Library Assistance Program

The librarians at each of the campuses welcome help, both on a regular and a part-time basis. To get involved, please call the campus librarian—Lower School: 617-800-2462; Middle School: 617-800-2340; Upper School: 617-800-2150.

Senior Project Opportunities

Seniors are looking for internships or volunteer opportunities for their Spring Senior Projects. If you are interested in providing a workplace for a senior from the end of spring break through the middle of May, please contact Ross Clark 617-800-2220.

Notifications

The U.S. EPA Asbestos Hazard Emergency Response Act (AHERA under the Federal Code of Regulations 40 CFR 763.93.g.4) requires that parents, guardians, and staff be notified annually of the availability of our Asbestos Management Plan. A copy of the plan is available for review in the Office of the Director of Facilities located at 46

Belmont Street, Watertown. The Management Plan identifies the types and locations of asbestos in the buildings on our campuses. It also identifies inspections, sampling data and BB&N management procedures.

This notice is part of BB&N's comprehensive efforts to comply with federal and state regulations controlling asbestos, and, above all, to ensure a healthy and safe environment to work and learn. Any inquiries regarding the management of asbestos containing materials should be directed to the AHERA designated person, Derek Bross, Director of Facilities who can be reached at 617.800.2785 or by E Mail, dbross@bbns.org.

Grandparent Programs

Grandparents of BB&N students are always welcome to attend cultural, athletic, and other events held at the School throughout the year. A calendar listing these events can be found online at www.bbns.org. BB&N also hosts a number of special events for grandparents throughout the year, including Grandfriends' Day on the Lower School campus when grandparents and special friends of current students are invited to attend classes and experience the School firsthand. Parents are encouraged to share their parents' mailing and email addresses with the Office of External Affairs to ensure that grandparents receive notification of these events.

Alumni/ae Programs

The Alumni/ae Programs office coordinates, supports, and encourages alumni/ae engagement with the School. Throughout the year Alumni/ae Programs plans Boston-area and regional events for BB&N alumni/ae to reconnect with their classmates, teachers, and the School. Events include Strawberry Night/Reunion Weekend, Homecoming, Head of the Charles, and gatherings in key cities.

The Alumni/ae Programs office also oversees the Alumni/ae Council and regional alumni/ae associations. The mission of the Alumni/ae Council is to facilitate greater alumni/ae participation in the School community and to strengthen the bonds of loyalty between the School and its graduates. Cities that have a significant population of BB&N alumni/ae have regional associations. Volunteers on the regional associations help to organize events and help keep alumni/ae up to date on BB&N today.

The BB&N Fund

What is The BB&N Fund?

The BB&N Fund is conducted each year to raise the critical funds necessary to balance the school's operating budget. Because tuition alone does not cover the actual cost of educating each student, The BB&N Fund is vitally important in bridging the gap of roughly \$7,561 per student per year. The generous support of parents, alumni/ae, parents of alumni/ae, grandparents, faculty, staff, and friends has enabled BB&N to continue to provide the excellence which defines our academic program. Like all independent schools, BB&N does not receive money from the local tax base nor from the state or federal government. The School relies on tuition, endowment income, The BB&N Fund, and capital giving programs to pay for the cost of educating our students.

What does The BB&N Fund support?

Gifts to The BB&N Fund directly support current expenses including faculty compensation and professional development, financial aid, library acquisitions, classroom supplies, laboratory and athletic equipment, and facilities maintenance on all three campuses.

Why is participation in The BB&N Fund so important?

Full participation in The BB&N Fund by parents, alumni/ae, parents of alumni/ae, grandparents, faculty, staff and friends demonstrates solidarity within the BB&N community and a shared commitment to ensuring the financial health of the School.

How may I become involved?

Each year the Parent BB&N Fund Committee is formed to help support the mission of The BB&N Fund. A mirror image of our grade structure, this enthusiastic core of parent volunteers reach out to their peer parents on behalf of BB&N and The BB&N Fund. It is through their thoughtfulness and commitment to BB&N that The BB&N Fund has reached its goal each year. The role of this committee cannot be overstated. Please contact Kelly Fantegrossi, Director of The BB&N Fund, at kfantegrossi@bbns.org if you wish to become involved or want to learn how you may support The BB&N Fund.

Capital Giving at BB&N

BB&N's capital giving program is an ongoing initiative that provides opportunities for parents, alumni/ae, and other friends to invest in the School's future through gifts to endowment, building and renovation projects, and other campus improvement and expansion projects. Each year, Senior Parents are asked to support a major capital priority of the School through the Senior Parents' Gift program.

Previous capital projects have included the expansion of the Upper School campus including Renaissance Hall, funded through the Opening Minds Campaign which concluded in 2011; the recently completed faculty/staff Daycare Center located on our 46 Belmont Street campus; and our Master Teacher Chair and Future Leader Instructorship faculty endowment program.

For more information about BB&N Capital Giving Program, contact Janet Rosen at jrosen@bbns.org or 617-800-2729.