



Buckingham Browne & Nichols

**Middle School
Student and Parent
Handbook**

2018-2019

Middle School Student and Parent Handbook

Please refer to the All School Handbook (<https://www.bbns.org/parents/parents-association/student-handbooks>) in addition to the following Middle School information.

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Frequently Called Phone Numbers

BB&N Main Number	617-547-6100
Middle School Attendance Line	617-800-2306
Jen Price, Head of School	617-800-2101
Lauren Feldman, Assistant to the Head of School	617-800-2101
Middle School:	
Mary E. Dolbear, Director of Middle School	617-800-2330
Anne Coughlin, Assistant to MS Director	617-800-2331
Tony Breen, Assistant Director	617-800-2365
Martha Newport, Director of Admission	617-800-2335
Miles Billings, Grade Dean- 7th Grade	617-800-2354
Kathi Gellar, Grade Dean- 8th Grade	617-800-2362
Joanna Yandle , Lead Nurse, Middle School Nurse	617-800-2295
Beth Brooks, Library	617-800-2340
Jamie Wallace, Learning Specialist	617-800-2345
Stefanie Haug, Counselor	617-800-2364
Kim Gold, Director of Student Support Services	617- 800-2227
Leila Bailey-Stewart, Special Asst. to the Head for Inclusive Communities	617-547-6100
Lewis Bryant, Director of Multicultural Services	617-800-2168
David Bunton , Middle School Athletic Director	617-800-2237
Linda Boyages, Bursar	617-800-2711
MS Department Chair Offices:	
Richard Chang, Math	617-800-2363
Chris Dwyer, Arts	617-800-2355
Lourdes Fernandez, World Languages	617-800-2351
Rachel Jamison, English (Interim)	617-800-2378
Bill Rogers, History	617-800-2385
Wendy Svatek, Science	617-800-2347

Browne & Nichols, founded 1883
The Buckingham School, founded 1889
Schools merged, 1974

BB&N's Motto: Middle School Community Expectations

As members of this community, we affirm and abide by the *BB&N Community Standards* (see [All-School Policies & Information PDF at http://www.bbns.org/handbook](http://www.bbns.org/handbook)) and, together we work to integrate these fundamental values and principles into our daily lives here on the Middle School campus. The School's Motto, *Honestas Litterae Comitas*, is central to these values and principles in the following ways: *(Note to parents: The information in this section is directed to the student; therefore, the "you" refers to students, not parents.)*

I. Honestas—Honor

Being honest with yourself and other people helps you be the best person you can be. It means...

- you show respect for your classmates, teachers, Middle School staff, and our campus;
- you make good choices that reflect the spirit of our motto, Honor, Scholarship, Kindness
- you accept responsibility for all that you say and do;
- you tell the truth and you do not do anything untruthful;
- if you are untruthful or do something wrong and no one catches you, you know that what you said or did was wrong;
- you **do not** try to make someone believe something **that** you know **is not** true;
- you don't do big or little things that are not honest, such as not going where you say you are going during E Block or getting someone to write a sports excuse when you aren't really sick.

II. Litterae—Scholarship

Scholarship is knowledge gained through study. It requires putting time and effort into learning new skills and ideas. You will find that this is not always easy, so be patient. Being a scholar means acquiring the skills to explore anything about which you are curious. Therefore, it is important to...

- take an active role in your own learning;
- do your own work with pride and not pass off other's as your own;
- think about new ideas and look at old ideas in new ways;
- learn about yourself: your beliefs and interests;
- master the skills and content of each subject.

In order for you to do your work well, we must have a good working atmosphere in the School. Therefore, it is important to:

- *speak and behave with respect;*
- *listen to and respect other people's opinions;*
- *give positive support to all other members of your community;*
- *learn about how you learn.*

III. Comitas—Kindness

Kindness is consideration and respect. It means that you are thoughtful and respectful to other people. It means that you think about people's feelings and that you treat others the way you would like to be treated. To be kind and considerate means that you...

- think about people beyond yourself;
- find ways to be helpful and supportive;
- make a point to include students who are easily left out;
- do what is asked of you in a pleasant manner;
- use appropriate language;

- behave properly during assemblies, plays, and concerts;
- hold doors open for visitors, teachers, and people who need assistance.

Consideration involves caring about your School. It means that you want to be here, and that you act in ways that make us proud to have you as one of our students. Consideration means that you accept our expectations of you and accept the personal responsibility of meeting those expectations. Caring about your School and your community means that you...

- think about how to be a positive contributor to this community;
- find ways to be inclusive and make this a safe community for each person;
- take care of your own and other people's belongings;
- help to keep the classrooms, buildings, and grounds clean and neat;
- participate harmoniously in the School's activities and traditions.

Specifically, we look for opportunities to...

- *support, rather than criticize, one another;*
- *offer the positive comment, rather than the angry word;*
- *understand and appreciate our diversity of backgrounds and experience;*
- *be accepting of differences of gender, sexual orientation, and family structures;*
- *respect each other's feelings, opinions, and belongings;*
- *represent the School both at home and away so as to reflect credit upon it.*

Respect for the Individual

There is no place in the BB&N community for intolerance with respect to race, gender, ethnicity, religious background, gender identity, or sexual orientation. A student using spoken or written words or symbols of any kind to denigrate the race, gender, ethnicity, religious background, or sexual orientation, or gender identity of another individual, family, or group can expect a strong and swift disciplinary response.

Bullying is not tolerated at BB&N Middle School. This could include negative actions or behavior carried out by words, threats, teasing, name calling, and aggressive physical contact, or more indirect behavior, such as spreading rumors, laughing, sneering, excluding, or isolating someone from a peer group.

Retaliation is not tolerated and will be handled in a most severe manner. Please refer to our *Anti-Bullying Policy* for more details.

In our community, students will abide by the following:

- I will make a point to include students who are left out.
- I will think about how my actions and words affect others.
- I will not bully other people.
- I will try to help others who are being bullied by reporting it to a trusted adult.
- If I am in a situation where I feel bullied, I will report it to a trusted adult.

*** *Every student is responsible for knowledge of the School's Rules, Expectations, and Policies.* ***

Communication to and from families

The Middle School faculty, staff, and Parent Association communicate with parents and students in a variety of ways:

MSPA Newsletter:

Our active Middle School Parent Association sends our own electronic newsletter to all Middle School families each Sunday at noon during the school year. The e-newsletter offers the most up-to-date information on upcoming MS events and initiatives. Parents should make a point of reviewing it each week. If you are not receiving the e-newsletter, please contact Anne Coughlin at 617-800-2331 or acoughlin@bbns.org to ensure that we have your correct e-mail address.

Online Parent Portal:

Important information, including student grade reports, are made available to parents via our parent portal. You should already have received your log-in credentials to access the parent portal.

Attendance: Late Arrivals/Early Dismissals

Please be sure to also call the attendance line any time your child will be absent from or late for school due to illness or emergency - even if you have notified your child's advisor or teachers that she or he will be absent or late. As a reminder, if your child will be leaving school early or will arrive late due to an appointment, please contact the Middle School Front Office prior to the day in question noting the date and time of departure or arrival. You may contact Anne Coughlin [via email](mailto:acoughlin@bbns.org) or call the Middle School attendance line at 617-800-2306. Students must also sign out in the front office prior to leaving campus early. Your help will be greatly appreciated in helping to avoid confusion regarding a child's whereabouts.

Families' Primary Contact:

Your child's **advisor** is your primary contact for questions or concerns.

Other Topics:

If you have other questions, or are not sure to whom you should direct a question, contact Anne Coughlin at 617-800-2331 or acoughlin@bbns.org. If she doesn't know the answer to your question she will find it!

General Information

Middle School Daily Schedule:

The building opens at 7:30 a.m. for students; the first bell rings at 7:55 a.m. to mark the start of the school day, and students need to be in their first class/activity by the second bell at 8:00 a.m. Dismissal varies: Monday, Tuesday and Thursday at 3:45p.m.; Wednesday during Blue Weeks at 3 p.m. following *mandatory* Community Time; Wednesday during Gold Week at 2:15 p.m. unless there is a game; and Fridays at 2:15 p.m. for students who do not have a game scheduled. Dismissal times will also vary for students participating in Afterschool Activities on Monday, Tuesday, and Thursday. For a sample schedule see **page 35**. Parents should also [check the Athletics website](#) and hotline at 617-800-2259 regularly for updated athletic game schedules and times. Before school, students should be in the foyers unless they are meeting with a teacher.

Tardiness:

Late arrival is a disruption of the School program. The first bell is at 7:55 a.m. and school begins promptly at 8:00am. Students must be in the building in the designated Class meeting location BEFORE attendance is taken at 8:00 am in order to avoid being marked late. If a student arrives late, she/he must sign in at the Front Office and present a tardy slip to the teacher of the class which he/she is joining. If repeated tardiness persists, the school will contact families; tardies result in warning slips and detentions. If the problem is not resolved, additional disciplinary action may be taken. If your child is late repeatedly, we suggest you review your morning routine and schedule as a family to find the root of the problem. If you drive your child to school and traffic is an issue, you may need to leave home earlier. If your child struggles to be ready on time to leave, she or he may need to set the alarm earlier. Being late frequently can place unnecessary stress on a student and prove disruptive to classmates and teachers.

Attendance:

All students are required to attend all classes, homeroom meetings, Community Time/assemblies, and other scheduled commitments, including athletics and rehearsals. Please note: Ten absences throughout the year is cause for concern. Parents may be required to attend a meeting with administration at any point after six absences. Any student who is absent from 20% of his/her classes during any semester will be reviewed at committee level for promotability.

Absence Due to Illness:

Parents should notify the Middle School by 8 a.m. by calling the MS Attendance Line at 617-800-2306 if their son/daughter is unable to attend school, will arrive late, or get picked up early. It is imperative that you notify us via the MS Attendance Line any and every time your child will not be in school. We strongly discourage the scheduling of medical and other appointments during the school day, including during Community Time on Blue Week Wednesday afternoons.

Extended Absences:

The School strongly discourages extended, planned absences. Most specifically, parents are discouraged from extending designated vacation periods. If a family anticipates an upcoming absence for an important family event, they must send a written request to the Grade Dean *at least three weeks* in advance. Not all requests are granted. The Grade Dean will discuss the planned absence and review the procedure for completing missed work with the parent/guardian. If approved, the student must meet with her/his advisor to discuss a plan for completing missed work; please be aware that not all class work can be replicated outside of class time. In advance, the parent or guardian, student, Advisor, and Grade Dean must all sign a *Planned Absence Form*. The student is responsible to check in with her/his advisor before and after the extended absence.

Unexcused absences occur when families choose to miss school when they have not followed the procedure above. *Please note: Unexcused absences may result in academic penalty. And in this case, faculty members are not required to provide additional assistance to students for making up missed work.*

Dismissal Locations:

On Mondays, Tuesdays and Thursdays, most students are dismissed from the Upper School/Nicholas Athletic Center (NAC) after sports. Wednesdays and Fridays are the days designated for interscholastic competitions/games and students are picked up at the Nicholas Athletic Center after those games. Students without a game are picked up promptly at the Middle School campus. Our extended care program, Middle School MSX, is located at our Lower School campus. Please consult the website for details.

*** When BB&N suburban bus riders are not involved in games on gold Wednesdays and/or Fridays, these students are monitored in a supervised location until the shuttle for the suburban buses departs.*
*** All athletic waiver students are to be picked up at the middle school campus at the end of the academic day.*

***** After-school Logistics/Impact of Dismissal Options/Urban Location:***

Now that your child is in Middle School and experiencing more independence, it is critical that you as a family carefully discuss the details of the end-of-day routine. There are more transitions in your child's day including some that are inter-campus. BB&N shuttle buses are available and there is limited adult presence and supervision after dismissal. Parents assume responsibility for their children after they sign out (ie. leave the building early) or leave at the end of their day (from either the Middle School or the Athletics Center as appropriate).

Students should not be wandering the buildings or lingering on campus after dismissal.

Please note: Students cannot return to the Middle School building once they have left unless they are enrolled in a Middle School After-school Activity. *During the Middle School MUD Weeks, students are **not** allowed to go to the Lower School campus because LS classes are still in session and the presence of MS students there will be disruptive to the LS program.*

**** Warning slips will be issued if students are not following these guidelines. We take our students' safety seriously Detention slips or more will be issued if a student misrepresents any information about whereabouts or end of day process.**

Leaving Campus/Dismissals/Early Sign Out:

Once a student has arrived on School grounds, he/she may not leave until dismissal time unless a parent has notified the school. Please either call the Front Office at 617-800-2331 or send a note if your child will be leaving early or arriving late. Students must sign out on the clipboard in the Front Office. **Any early dismissal due to illness MUST go through the Nurse's office.**

Sports Excuses:

If a student is unable to participate in sports activity on a particular day, parents should send a note and students must submit the note to the Front Office first thing in the morning. *Our Middle School Nurse communicates directly with the Athletic Trainer and MS Athletic Director and students will be expected to accompany the team but will be excused from activity. **Students are allowed sports excuses only for documented illnesses.*** For injuries, please contact our Middle School Nurse to make a plan and accommodations. In the rare case of a legitimate conflict with a game, families must communicate directly with a coach and the Middle School Athletic Director *at least a week* in advance.

Participation in School Activities/Performances/Games:

We expect students who are unwell to stay home and recover properly, and not to return for a game, performance or special event. At the latest, a student should be in School by mid-morning in order to participate in School games, performances, or special events. Any special circumstances, events, or appointments should be approved by the Grade Dean.

Medical Appointments:

Appointments that conflict with a student's School schedule should be avoided whenever possible. The earlier dismissal days during *MUD Weeks* are often good times to schedule appointments. Any problems/conflicts should be directed to the student's advisor.

After-school Activities and MSX (Middle School Extension Program):

We have Afterschool Activities available three days a week and they require advanced registration directly with the teacher. Most Afterschool Activities are on the MS campus and there is a bus after sports available for travel back to Sparks Street. No additional supervision in MSX or otherwise is available on Sparks Street. Our MSX offers an after-school study hall at the Lower School campus for quiet study until 5:30 p.m. Again, there is usually a bus available after sports for MSX and all relevant information is [on the website](#). This study hall offers an opportunity for students to do homework and other quiet activities; students do not have to be silent, but they should not consider this time as a social hour. **Please note: prompt student pick-up after all MS Afterschool Activities is essential and a pattern of late pickups will result in removal from the program.** Students not enrolled in these programs may not linger on any campus.

Homework for Absent Students due to illness:

It is not expected that a student return to class having made up all missed work; the number one priority for a sick student is to rest and get better. Teachers are prepared to work with students and students should plan to seek out their teachers during E Block. In cases of short-term illnesses, students should call a classmate for missed assignments or refer to their class syllabus, when appropriate. Most assignments/syllabi are available online through class Power School sites and on some occasions, students may email teachers directly.

Messages:

Parents are requested to restrict messages to important, time-sensitive matters only. If you need to convey a time-sensitive message to your child, please call the Front Office at 617-800-2331. For matters that are not time-sensitive, or that involve post-sports pick up changes, you may text your child and he/she will receive the message after picking up his/her phone at the end of the school day.

Middle School Academic Information

A detailed overview of the MS program is provided in the *MS Program Guide*, which will be posted to the Middle School Parent Portal.

Homework:

Homework is an important component of the academic life at the Middle School. Work outside of the classroom helps students to expand the knowledge and the skill that they have gained during class time. Homework enables students to develop a greater facility in following directions, managing time effectively and developing independent study skills.

Students usually have homework for each class and can expect to spend an *average* of two hours each day on homework. However, students work at varying speeds and individual students will take a shorter or longer time to do the required work well. Some students learn to use their time during E block more efficiently than others. Some nights are heavier than others due to projects and/or bigger assignments and test preparation or procrastination. We strive to teach organization through advanced planning and time management. If you think that your child's homework pattern is cause for concern, whether your child is spending too little or too much time on work at home, please call your child's Advisor.

Please note: Perfectionism and minimalism present their own challenges. While some students may spend too little time on assignments, others drive themselves to be perfect or do more than the assigned work, resulting in stress and too little time for sleep or other activities. It is important to encourage students to read assignments carefully, consult with a teacher if there are questions, and neither do homework carelessly, nor do significantly more work than the assignment calls for. Students need to learn to balance when to push for more vs. know when to stop.

Some students need help in organizing their time and place of study; parents can help here as well by setting a time during which homework is to be done and monitoring interruptions and access to technology. Interruptions should be avoided. During this time, electronic devices should be turned off and calls and texting should not be allowed.

Test/Project Policy:

Major test/project due dates are coordinated within the faculty. Students should have no more than two on one day. If there are any conflicts, students should check in with their teachers and/or advisor in advance.

E Block/extra help/in-school work time:

At midday, we have E block for in-school work time and extra help as well as a few extra-curricular activities. Our 7th graders use an *E Block Tracking Program* with their Advisor to provide support for making productive use of this valuable time. Students should use this time to get homework done and/or connect with available teachers for extra help or make-up work during office hours. If students are not sure how to access extra help, they can start with their advisor. Learning to make good choices and managing time and priorities are important ongoing goals. E Block was designed to support students by creating a break as well as access to teachers and fellow students during the school day. At times, there is access to the Library Learning Commons as well. Students are given freedom to make choices and developing these skills can take time. We ask that over time, our students seek out support from teachers and advisors and work to develop self-advocacy.

Writing Lab:

Our *Writing Lab* is also available to all students every Wednesday morning for writing support.

Student Support:

We support students through their academic, social/emotional, and physical growth. This coordinated cooperation cuts across all departments, even campus transitions. Specialists work with faculty, coordinating support holistically throughout a student's journey at BB&N.

Academic Support:

There are many avenues of academic support here at the Middle School, beginning with teachers and continuing through advisors, Grade Dean, up to the Director of the Middle School.

Classroom teachers and advisors help students acquire study skills on a regular basis. Organization, the BB&N Middle School customized Academic Planner, reading skills, and study strategies are examples of topics discussed in classes with teachers. Teachers are available for extra help and if students are not sure when or how to connect with teachers, they should ask. **E Block** is our unique extra-help block each day and each department posts schedules, availability, and location. Students are continually encouraged to seek out teachers during this daily check-in time.

The Middle School Learning Specialist and Academic Support Specialist, after referral from advisor and/or Dean and/or Student Support Team, are available during E blocks to provide supplementary academic

support across a range of academic areas for students. Both work closely with Grade Deans, Advisors, and MS Faculty to support students as they transition to the Middle School and navigate the curriculum. The Learning Specialist also consults to parents regarding students' academic experience and progress, developmental issues, and referrals to outside supports.

For more information about academic support please refer to the Guiding Principles for Academic Support section of the [All-School Student and Parent Handbook](#) available on the BB&N website. There are also many online resources through the [Middle School library page](#).

Academic Honesty:

The faculty at BB&N is concerned as much about a student's moral development as about a student's intellectual growth. Honesty and personal integrity are prized more than academic achievement, though the rewards may not be so obvious. Although academic achievement should be every student's goal, it should never be won dishonestly. The faculty's basic wish is to trust the word and work of every student. So, when students submit work, the faculty assumes the students have been truthful. This includes all kinds of work in all subjects. However, if a student claims to have done work, which he/she has not done, or if a student attempts to deceive a teacher about work, there has been a serious breach of trust. Such academic dishonesty is cheating. Furthermore, it is also cheating to help another student to be deceptive. *Academic dishonesty—cheating—has serious consequences.*

The School wishes to encourage cooperation in learning. Learning together can be fruitful and can lead to deeper understanding of concepts. At the same time, the School wishes each student to develop independence, self-reliance, resourcefulness, and individual learning skills. The faculty wants to see the ability and achievement of each individual student. It is therefore extremely important for every student to gain a clear understanding of what kinds of outside help are acceptable and when the use of such help is unacceptable. Collaboration, a valuable skill, is when both students contribute to the process equally. *Copying, a form of cheating, is when one student does the work and another student takes it as his or her own.* If a student uses an outside source, whether a book or the Internet, and borrows passages or ideas, he/she must cite that source. The student must not hand in another author's work as if it is his/her own. *This is a serious form of cheating called plagiarism. Any repeat offense is viewed very seriously and could put a student on disciplinary warning or beyond.*

During tests and quizzes, the work is to be completed by the student without any help. Students must position themselves so they cannot see another student's paper and they must keep their eyes on their own paper at all times. Wandering eyes are suspicious and unacceptable. Until all the papers have been handed in, there must not be any communication among students in any way. It is also considered cheating to ask or tell students in another section of a course the content of the test they will be taking later. *A good rule of thumb is that cheating occurs when a student deceives a teacher by misrepresenting who can claim credit for the work that he or she has submitted. When a student is not sure, he/she should ask the teacher. While the ultimate goal is education, there are always academic penalties for cheating and/or plagiarism.*

***In the opening weeks of school, students will go over the AHP (Academic Honesty Policy) and bring it home for signatures.*



BUCKINGHAM BROWNE & NICHOLS ACADEMIC HONESTY POLICY

"Copyright is a form of protection given to the authors or creators of 'original works of authorship,' including literary, dramatic, musical, artistic and other intellectual work." Whenever you create a poem, a paper, a website, a podcast, a drawing or other artwork, you automatically own the copyright to it.

"Copyright Basics." *Copyright Kids!* The Copyright Society of the U.S.A., n.d. Web. 25 Sept. 2013. ©

MS ACADEMIC HONESTY POLICY

A student does his/her own work, unless collaboration is specifically directed by teacher. Collaboration, when allowed, means equal participation in the process by two or more people. Peer editing is a good example.

Academic dishonesty includes, but is not exclusive to:

- looking at another student's test or quiz while taking an assessment
- having another person (parent, tutor, peer, etc.) write or contribute to answers without teacher permission
- using another's work without attributing/citing the source (below) – especially copying and pasting from the internet and/or another student's paper, test or quiz
- copying another student's work, including homework, papers, tests or quizzes
- copying, regardless of how it happened

To avoid plagiarism, the following must be attributed/cited in text note immediately after the passage (see examples below) AND in bibliography:

- all paraphrasing of a paragraph or idea must be attributed (Rogers 54)
- copying 4 or more words must be attributed (Billings 97)
- all quotations "must be attributed" (Mejail 2)
- pictures must be attributed (Esteves 33)
- video or audio clips must be attributed (Hughes)

Protocol for Review:

1. The teacher will discuss the infraction in question with the department head, or another department member if the teacher is the department head.
2. If they both feel that violation of the Academic Honesty Policy has occurred, they will discuss it with the grade dean and the advisor.
3. The student will meet with his/her teacher, the advisor, and the grade dean, unless the advisor is the teacher, in which case the student will meet with his/her teacher and the grade dean. The department head should always be in the loop. It is essential that the student represent her/himself honestly. The student's response is relevant in our assessment of the situation.
4. If the conclusion of that meeting is that the Academic Honesty Policy has been violated, the director will be informed.
5. The advisor will inform the student's parents.
6. Grade Dean will document the incident.

Penalties/Actions for academic dishonesty will include:

- grade reduction, with the possibility of no credit for plagiarized work
- notification of the Director; Grade Dean, Department Head and advisor (as noted above)
- notification of parents by advisor

Additional consequences may include:

- additional work – but for reduced credit
- potential further disciplinary action
- session with librarian reviewing how to prevent plagiarism
- a written reflection by the student on the incident

Repeat offenses will have more severe consequences to be discussed and determined by advisor, teacher, Department Head, Grade Dean and MS Director.

My signature below confirms that I have read the above policy, understand it, and agree to abide by it. Please be sure to ask any questions before signing.

Student Signature _____ Date _____

Student Name, printed legibly _____

Parent/Guardian's Signature _____ Date _____

Library Learning Commons (LLC):

The LLC provides resources for the students' courses as well as books for recreational reading. When visiting the LLC with their classes, the students are instructed in library organization as well as the use of print and digital resources. Our print collection has been built with care over many years with the goals of providing complete support for the curriculum as well as offering books for pleasure reading. Our electronic resources are growing as we continually search and evaluate new, appropriate web sites and electronic databases for student use. During E block and free time, the students can continue their research with the Librarian's help as well as take advantage of the large fiction collection.

Exams:

8th grade students take written examinations of a 90-minute duration in various graded subjects at the end of the year. These exams are meant primarily as a learning experience and to prepare students for a successive number of timed tests that they can anticipate at the Upper School. Eighth Graders take exams in math, language, and science. Students are shown how to prepare for exams by their teachers. Guidelines for preparation are distributed to students in advance.

Assessment/Grading Guidelines:

Each department has established grading guidelines. Although the various departments may stress somewhat different objectives and skills, all grades reflect the following: quality of performance in both class and homework; competence in skills appropriate to the subject (i.e. writing, computation, etc.); grades on quizzes, tests and examinations; quality of effort and degree of responsibility shown by students in doing work; participation in class.

A - Outstanding performance in all major course areas;

B - Distinguished performance in most major areas;

C - Satisfactory completion of course requirements;

D - Inadequate performance; minimal completion of course requirements;

F - Unacceptable performance in most major areas;

I – Incomplete (because of work that is legitimately late). Incompletes are rare and usually apply to medical absences/leaves.

A *plus* on a letter grade equals 7-9; a *straight* letter grade equals 3-6. A *minus* on a letter grade equals 0-2. For example, B- (80-82); B (83-86); B+ (87-89).

Middle School Arts Department Grades:

- **Exceptional** - *Outstanding results and performance in all aspects of the course.*
- **High Pass** - *Distinguished results and performance in most aspects of the course.*
- **Pass** - *Satisfactory results and performance in aspects of the course.*
- **Low Pass** - *Inadequate performance and minimal completion of course content.*
- **Fail** - *Unacceptable results and performance in most aspects of the course.*

Although the School's guidelines provide one measure of a student's competence, students and parents should read the faculty assessment comments carefully to ascertain whether a student is working at a level commensurate with his/her ability.

Teacher Comments /Advisor Comment:

Our academic year is divided into two semesters and reports are posted online four times a year. *Mid-semester Progress Reports* are available in November (with a follow-up teacher conference) and April. These are interim reports and are meant to give a "snapshot" of progress midway through the semester. *Semester Reports* are sent in January and June. While there is a range of communication from Advisors, a brief written Advisor comment will accompany the Semester Report in January. Students formally discuss their reports with their advisors three times a year at the end of the quarter, but informal discussions of progress may happen at any time.

**** Please note: In most cases, students will go over the reports with their advisors *before* the reports are available online to parents.**

Reports are to be read by parents and student. Teachers try to be very supportive of student efforts while, at the same time, being honest about a student's progress. The balance can be hard to find; we want parents to know just what is happening in School without discouraging a student who is trying. Parents should read reports carefully, noting what their child is doing well and what is causing difficulty so that a real understanding about progress and challenges can be gained. Parents are encouraged to call advisors or teachers with any questions and/or concerns.

MS Promotion Requirements:

BB&N recognizes that many students entering the Middle School may be receiving cumulative grades in multiple subjects for the first time. It is our intention to work with students and families during this process, providing students and parents with appropriate teacher/advisor communication.

In determining promotability to the next grade, BB&N looks for evidence of:

1. A satisfactory academic record (see below);
2. Individual growth and independence with the necessary skills and work habits for work at the next level

If the criteria for #1 OR #2 is not met, then a student will be referred to the Academic Review Committee (ARC).

1. The first criteria are measured by the **year-end** grades earned by a student.
A satisfactory record for promotion from 7th to 8th consists of:
 - No Failures;
 - No more than two year-end grades in the D range.

A satisfactory record for promotion from 8th to 9th consists of:

- No Failures;
- No more than one year-end grade in the D range.

2. The second criteria are measured by the feedback and observations from teachers, Advisor and/or Grade Dean.

Each student's progress is documented and reviewed at mid-semester and semester end. Any student receiving two or more grades of C- or below, one D, or an F at the mid-semester and/or semester end will also be reported to ARC.

A teacher, Grade Dean, and/or Advisor will also report to ARC any student about whom they have concerns regarding the second criteria regardless of whether or not the academic record is satisfactory. Teachers, the Grade Dean, and the Advisor will share their assessment of the student's ability to successfully handle the complexity, depth, and increased demand of the next level. *As examples, they consider a student's motivation, class preparation and participation, and the ability of the student to be an independent learner, achieving success without excessive support structures.*

In general, a student who is deemed to be in academic difficulty will be placed on *academic warning* and/or *probation* by letter, as appropriate. The student, parents, Advisor, Grade Dean, and/or Director will be in contact to plan specific steps.

The *Academic Review Committee (ARC)* meets officially twice a year to review students of concern and recommends a course of action to the Middle School Director. After this complete review, ARC will make a formal recommendation to the MS Director regarding promotability (including the possibility of withholding a contract for the upcoming year or withdrawal). Outcomes of these meetings are documented and shared on an as-needed basis. Also, any student without a full course load is cause for serious academic concern and is referred to ARC. The Director accepts or amends the ARC recommendation as he/she deems appropriate.

The Head of School has ultimate authority to review and amend the recommendations of the ARC and the Campus Director. The School reserves the right to require withdrawal of any student whose achievement or behavior is determined to be unacceptable. The decision of the School in this regard is final.

Student Life

Homeroom/Advisor Group:

Students have regularly scheduled homeroom, advisor, or class meeting time. This is an important check-in time for announcements and updates. For many students, it is also a time to check in briefly with their advisors.

Snacks:

The Middle School provides students with a light mid-morning snack. If your child has special dietary needs, please send an appropriate snack with him/her to school each day.

Lunch:

Students bring lunch from home or order in advance from the online service, [Sparks Street Bistro](#). The school provides milk. Students should not swap or share food or drinks.

Middle School Dress Code:

During these "Middle School Years" our students are managing many different changes and emotions. Dress and style are often complicated topics within families as well as schools. While we are eager to focus on our academic program, we also realize that creating clarity and setting norms around this issue can be both productive and important. We are sensitive to our students' interest in self-expression through their clothing and recognize and support self-expression, creativity, individualism, and explorations of identity.

Please read, review, and discuss these guidelines with your child.

Our dress code is fairly relaxed, so we are including the following guidelines.

In attending school, students may dress differently than they dress at home or in more casual settings. The spirit of this Dress Code is to create a safe, respectful, and productive learning environment where students take themselves and their "job" as a student seriously. These habits are relevant as students begin to make choices about how to present themselves in a variety of settings.

- Clothing should be clean and in good condition.
- Clothing should be suitable for the tasks at hand.
- Clothing should not refer to drugs, alcohol, or illegal activities.
- Closed-toe shoes must be worn in the science lab and in certain Arts classes.
- Flip-flops and shoes with heels or platform soles are not recommended.
- Hats may be worn every Friday (Hat Day). On other days, students must remove hats upon entering school buildings.
- Students should be neat, clean, and well groomed.

No list of guidelines can be all-inclusive. When in doubt, please follow the 6Bs:

BRAS & BOXERS – Clothing resembling undergarments or revealing undergarments are not appropriate. No underwear of any kind showing: boxers, briefs, visible bra/spaghetti straps, no dark bras under light shirts. The following styles: spaghetti straps, strapless, off the shoulder, low back (any item that reveals bra straps) must be worn with another layer (sweater, cardigan, button down shirt, etc.)

BACKS – no exposed backs.

BELLIES – no midriff shirts. Shirts must cover the midsection, even when sitting.

BUTTS – no shorts, skirts, or dresses that do not provide complete coverage. One should be able to walk up stairs, sit in any kind of seating, bend to pick something up without exposing undergarments or skin. Body forming/tight pants (bike short, yoga pants, leggings) must be worn with long tops and/or long layers that reach at least to just above the thigh.

BREASTS – no low-cut shirts, cleavage lines, or exposed breasts.

If you have a particular question, please check in with the Director or the Grade Dean to ensure that a particular item of clothing meets our Dress Code.

Reminder to all: The spirit of this Dress Code is to create enough clarity so that we can all focus on what is important. In advance, thank you all for your support.

Eighth Grade Closing Ceremony Dress Guidelines:

This is a celebratory and formal event. ***This is not specifically a white dress event***, and in fact, we encourage students to make the event more colorful by *not* wearing white. Formal dress: collared shirts, ties, slacks, dresses/skirts. Jackets are optional (no jeans, no athletic shoes). It is expected that students will adhere to our Middle School Dress Code shared above.

Storage Spaces:

The Advisor issues storage areas in the beginning of the year. Backpacks/bags and lunches must be stored there during the day. Students are responsible for care of their personal items. All storage areas, both at Sparks Street and in the Nicholas Athletic Center, are the property of the School. The School reserves the right to search student storage areas/bags and students should have no expectation of privacy in these areas.

Communal Space Expectations:

In the Middle School community, we share a small space. We must all take responsibility for our own things. Students are required to store their belongings in their reserved spaces. No items can be left on the floor or in the foyers. The sports shed is available for sports bags. “Loose” bags/backpacks will be placed in the Front Office. If student’s belongings are repeatedly removed, a slip will be issued.

Personal Belongings:

Students are responsible for their own belongings. **It is imperative that all clothing, calculators, books, and athletic equipment – all student belongings - be clearly marked with the student’s name.** The school cannot take responsibility for lost or stolen items. Bicycles should be locked and not left overnight or unattended for long periods of time. At the gym, students must leave all their belongings in their locked locker which provides maximum security if used properly.

Valuables and Money:

Given our open storage areas, students are strongly discouraged from bringing valuable items and/or money to School and must assume responsibility for protecting their own property. In the rare event that students need to have something of value with them, they may go to the Front Office to have something stored for the day.

Lost and Found:

A *Lost and Found* for books and articles of clothing is maintained in the school. At the end of the term, unclaimed items are discarded or donated to local charities.

Student Use of Copiers:

Students cannot use the school copiers without supervision. Faculty should refrain from sending students to make copies.

Dances/Mixes:

BB&N Middle School usually sponsors two “Mixes” each year. We encourage all students to attend these fun, casual, community-building events. We usually have a range of activities, video and/or games, as well as a hired DJ. These events are chaperoned by faculty. The dances are usually from 7 to 9:30 p.m. with

doors open from 7 to 7:30 p.m. Any late arrivals need to be pre-approved by the Grade Dean and all students must stay until the end. All students must be picked up by a parent. Any student walking home must have advance approval. Students may invite up to two guests if they register them in advance by signing up in the Front Office by Friday at dismissal. (All BB&N students are responsible for their guests. Please be sure that your guests are familiar with our rules and expectations as soon as you invite them — including the proper BB&N address as well as the arrival deadline!)

Dances at Other Schools:

From time to time, our students receive invitations to dances at other area schools. We do not send BB&N chaperones to dances at other schools and dances and events at other schools are not sanctioned by BB&N. We encourage parents to contact the host school for details so they can make an informed family decision about allowing their child to attend events at other schools. If the sponsoring school requires an attendee list from BB&N, students can inquire with their Grade Dean and we can provide a sign-up sheet of BB&N students for the host school. Please note: Students are usually required to show a student ID to enter dances at other schools.

Fundraising:

We strongly encourage our students to engage in our community and the world around them, and to seek ways to help those less fortunate. Our Middle School Community Service Club often chooses specific causes outside of the school community to support each year. Our mission is to raise awareness, perform service, and/or fundraise for these particular causes. We also recognize that many of our students are independently involved in a range of activities and groups outside the school community. Although we eagerly encourage those students to share information and reflections with their peers through Community Service Club as well as during assemblies and grade meetings, we are not in the position to allow individual student fundraising activities at school.

Middle School Closing Ceremony:

At the end of the year, our Eighth Grade Closing Ceremony represents closure for our Middle School community for the Eighth Graders only. Eighth Grade families are invited to the ceremony and for light refreshments afterwards; the ceremony usually lasts about an hour. The ceremony is held in the Nicholas Athletic Center. Please see page 19 for Closing Ceremony clothing guidelines.

Working Atmosphere: Culture, Rules and Expectations

It is important for parents as well as students to be familiar with these general rules and guidelines. These rules provide a sampling of our policies but are not exhaustive. In order for all of us to work well together, we strive for a sense of community in the School.

In addition to adhering to our motto - Honor, Scholarship, Kindness -, we expect students to:

- work and be a positive class member;
- come to class on time and be prepared and ready to work with materials: laptop, book, notebook, planner and pencil;
- be thoughtful of others;
- contribute positively to the Digital Community Culture;
- avoid behavior that might disturb people's ability to work and learn; take care not to disturb the work of the class in any way;

- refrain from talking to people when the teacher or another student is talking;
- follow E block/Work Time/LLC/Maker Space rules;
- behave on the bus at all times;
- do their best in practice. Be on time and listen to the coach; and
- adhere to School rules regarding general good behavior and decorum in the immediate vicinity of the school building, including local stores.

Students who consistently have difficulty living within these guidelines undermine our community values and will receive consequences through our discipline system. We are particularly concerned when a pattern of negative behavior develops.

School Safety Rules:

In front of the building:

- Be careful as you approach and leave School. Sparks Street is a dangerous street. Students should not get out of the car on Sparks Street; wait until the car enters the School grounds.
- If you ride a bike to School, you must wear a helmet. Always walk your bike in the parking lot.
- No throwing, running, or playing in the parking lot.

In the building:

- Make sure everyone is safe.
- Do not run, push, shove, wrestle, or throw anything.

In the back/Terrace/ side yard:

- During break and lunch, students may play safely in the designated areas.
- No sitting or walking on the brick wall by the turf.
- Students should consider the sports shed the boundary line and should not go beyond that point.
- No hardballs allowed in the side yard.

Anywhere on campus:

- No use of skateboards or rollerblades;
- No snowballs;
- No laser pens.

Restricted Areas:

RED - Students are never allowed in the following:

- Faculty Room, Science Prep Room, Faculty Offices/desk areas, behind desks in the Front Office, Fire Escape beside the Carriage House

YELLOW - Students are allowed in the following areas only with teacher supervision:

- Photocopy Room, Library Learning Commons, Drama Office, Science Labs, Art Rooms, All Classrooms (including the Big Room), Kitchen, Nurse's Office, Counselor's Office, Kiln Room, Admission rooms, Outside play spaces

GREEN - Students may be in the following areas even when the areas in question are not being supervised:

- Foyers~ on all three levels, student bathrooms

Break: We have a mid-morning break each day. Students are responsible for cleaning up after themselves in and out of the School building, especially the foyers areas. Snack privileges may be taken away if and when issues persist.

Lunch: We eat lunch together as a School outside, or in the Big Room in inclement/cold weather. Sometimes homeroom groups eat lunch together. The basic rules are as follows:

- work together to keep the lunch area clean;
- follow the directions of the teachers in charge;
- take care not to cause disruption or untidiness;
- clean up within your group before you leave;
- dispose of any trash near you. Be sure to make use of the recycling bins; and
- no food should be eaten on the turf in the side yard.

Students are organized according to homeroom and advisory groups to form “*Lunch Crews.*” These students are responsible for helping with any set-up or final clean-up. They should report to the teachers in charge of lunch at the beginning of each lunch period. Failure to report for Lunch Duty will have consequences.

Gum:

Chewing gum is not permitted at School.

Public Displays of Affection:

Excessive displays of affection in public are not appropriate. For this reason, they are not permitted on school grounds even in seemingly private locations.

Digital Community Culture & Rules

We expect all students to be *honorable, scholarly, and kind* in their use of all digital tools. We encourage students to use technology resources for intellectual growth and expect students to avoid any computer activities that interfere with the learning process of themselves or others. Technology is a privilege; it is a powerful educational tool when used correctly, but students will lose the privilege for misuse or for wasteful activities.



Digital Community/Culture

- Take care of your computer
- Pursue intellectual and educational activity

- Respect yourself and others online
- Treat others the way you would like to be treated



Digital Device Rules

Cellular Phones:

Cell phones and/or communication devices as well as their accessories can be disruptive and serve as a significant distraction to the teaching/learning process. **Because of this concern, cell phones are not allowed at the Middle School during the academic day.** Cell phones will be collected at the beginning of the day as students arrive at school, kept in a secure location, and returned to students at the end of the academic day. We expect all students to be *honorable, scholarly, and kind* in their use of all digital tools. Parents needing to convey important, time-sensitive messages to their child during the school day should call the Front Office at 617-800-2331. For non-time-sensitive information, please text your child and he/she will receive the message when phones are retrieved at the end of the academic day before sports. If a student needs to make an important phone call, he/she may do so on a landline phone in the Front Office.

During the academic day students may NOT (without permission):

- use cell phones. *If a student is found in possession of a cell phone at any time during the academic day, the consequence will be an automatic detention.*
- play games
- stream movies, radio, or anything else
- watch videos unrelated to academic projects
- listen to music audible to others
- use social media

Any violation of our cell phone policy will result in an automatic detention.

Positive Online Presence/Internet Safety:

As a Middle School community through our Advisory Program, we cover units on positive on-line presence and internet safety in both 7th and 8th grade to promote a greater understanding of both the power and dangers of one's digital footprint, the internet, and social networking. The ever-evolving use and speed of technology presents a constant and ongoing challenge as we all grapple with the ubiquity of technology in our lives and the reality of our students' continual exploration of its possibilities. **We expect parents to discuss their own expectations about technology use at home and stress the permanent and transferable nature of material online.**

BB&N Technology Use Policy (TUP):

We expect students and employees to be **honorable, scholarly, and kind** in their use of digital tools and communications. Standards and expectations for behavior are governed by our school policies including our Community Standards, Academic Honesty Policy, and Anti-Harassment and Anti-Bullying policy, and employee handbook. We encourage the use of our technology resources for intellectual growth, and we expect everyone to avoid any technology 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 behavior. Any use of websites, messaging, cameras, blogs, or other communication tools to misrepresent oneself, to recklessly or knowingly spread false information about the school or any person, or to depict or advocate illegal or inappropriate behavior is a violation of BB&N's expectations for conduct. BB&N students and employees should understand and honor the following standards of behavior:

1. I will be respectful in all of my online communication. 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.
2. I will respect the privacy and digital footprints of all members of the BB&N community (students, teachers, parents, and members of the public) by not posting online any information about them without their permission, including photos, videos, names, email addresses, phone numbers, 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 either intentionally or accidentally.)
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 school policies.
9. If I am uncertain whether a specific technology 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.

Student and employee privacy is respected, but the school reserves the right to access school computers and student computers, phones, browsing history, and any files, as it deems necessary with or without notice, to

ensure that these items are being used in accordance with school policies. All BB&N 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.

Social Media/Online Communications:

We expect that parents will take a proactive role in monitoring the use of digital devices/communications by talking with their children to establish acceptable and safe rules & guidelines. Experience has shown that the misuse of technology is a significant factor in most disciplinary issues at the Middle School. Students are required to adhere to our *Technology Use Policy* and *Positive Online Presence* guidelines in all online communications. Unfortunately, we have observed a growing trend for students to use these electronic devices/tools as a means for hurtful communication among one another – whether they realize it or not. At school, under no circumstances are students allowed to use messaging on laptops/school computers/equipment at school. We expect families to talk about appropriate use of all technology at home. Middle School students may occasionally use these types of technology/communication to work on homework, but more often than not, students use them to communicate socially.

Parents should also want to review the recommendations of our technology department which are found in the *BB&N Technology Use Policy* in the *All School Handbook*.

Electronic Message Boards:

Students are expected to check the message boards during the day for important Community information and updates.

Advisory Program

The Advisory Program plays an integral role in our two-year program at the Middle School. There are two components: the faculty advisor relationship and the Advisory/Co-Curriculum Program.

Faculty Advisor Relationship:

Each year a student is paired with a faculty advisor to help support the student as well as his/her family through the academic year. Faculty advisors serve as the point person for any academic or other issues that may arise. Faculty advisors facilitate this role as the key contact person for students and families through interactions with students, teachers, and families.

Advisor ~ Student Support:

Advisors connect regularly with their students in multiple ways. The schedule is structured to provide twice-weekly homeroom/advisor meetings and weekly Advisory/Co-Curriculum periods. Other informal connection times include during break, lunch, E block, and/or before/after school. Advisors also facilitate connections among students through advisee groups and homerooms. Advisors have a cluster of “advisees”

that comprise an advisee group, which often meet informally. Then, two or three advisee groups form a “Homeroom.”

Advisor ~ Teacher Support:

Advisors are also in communication with their advisees’ teachers at regular academic intervals, and as needed, when issues arise at school or at home. Advisors are informed by their advisees’ teachers or staff if issues arise at school. Families are also invited to inform advisors of any pertinent outside issues they would like to be articulated/shared at school. As a reminder, advisors must share certain information related to physical or medical health with our Nurse and School Counselor, licensed health and mental professionals.

Advisor ~ Family Support:

Families are encouraged to connect with their child’s advisor with any questions or issues. Advisors are well-positioned to help answer questions directly or help coordinate further discussions. For example, the advisor can coordinate relevant communication among the child’s teachers. There are several ways parents and advisors connect throughout the year:

- Early in the year, during parent/teacher events, there are opportunities for parents to connect with their child’s advisor. At that time, the advisor will share how he/she works with advisees, how to get in touch, and answer any initial questions a parent may have.
- Advisors typically call parents in the beginning of the year and at academic grading periods.
- Parents are welcome to call or email advisors directly. Extensions are in the Community Directory and on the School’s website.
- Parents can also contact the Front Office at 617-800-2331 or the Grade Deans for assistance with scheduling appointments.

Wellness Team Support:

Our Nurse and School Counselor comprise our “Wellness Team” and are full-time staff at the Middle School. The Wellness Team is available any time to students and families. Students are invited to drop in or schedule a time anytime with any issues or just to chat. The Wellness Team is committed to direct support of students and also partners closely with faculty Advisors and Grade Deans in their work with advisees.

Advisory/Co-curriculum Program:

The Advisory/Co-curriculum Program includes core units taught by faculty on such topics as community, respect and responsibility, organization, student study skills, group dynamics, perspectives, communication, conflict resolution, and many social issues. The themes are similar, but lessons/topics will vary by grade level. The majority of the sessions are taught by Advisors during the Co-curriculum block. We also have a robust Assembly program. More details are provided in the ***MS Program Guide***.

Conferences:

At the Middle School, we have designated ***Teacher Conference days*** in November after the first set of mid-semester reports. No classes are held so that teachers can meet with parents and more details about online registration will be sent in the fall. We have found that at this age level, given the needs around the transitions, the timing for optimal conversation and/or intervention can vary a great deal with each child. The role of advisor can help here. We also strongly encourage ***Advisor Conferences*** with parents/advisors/ (student) at times when there are concerns or questions. To fill out the picture, the advisor can gather information from teachers in advance of the meeting to identify any relevant issues/themes. **Please feel free to contact your child’s advisor directly with any concerns or questions.** *Please note: faculty can only facilitate one parent conference per family in order to consistently communicate information to both*

parents about a student. In cases of separate households, parents must coordinate in advance to schedule one conference.

Discipline System

Personal responsibility as well as an opportunity to learn from one's mistakes is central to our discipline system.

Slips:

The slip system is one way that teachers hold students accountable for their behavior. As members of the BB&N Middle School community, students who break a rule or do not follow a behavioral expectation receive a slip, marked either *warning* or *detention* offense. It is impossible to list every behavior that is unacceptable, and so the following are not meant to be all-inclusive.

• ***Warning Slip Offenses:*** simple, clear infractions of the rules.

SAMPLE OFFENSES: uncharged laptop/no laptop, lateness, failure to sign out, disruptive behavior, inappropriate language, misuse of common areas, leaving personal items in common areas, missing the sports bus, dress code violation, chewing gum, wearing a hat in the building, lingering on campus at the end of the day without being in a supervised program, etc.

• ***Detention Slip Offenses:*** infractions that affect others (and/or yourself).

SAMPLE OFFENSES: disrespect, rudeness, roughhousing, cell phone violation, misrepresentation of or lying about offense, vandalism, dishonest behavior, etc.

** Language is powerful, and in our community, we are responsible for our words. Regardless of intent, if our language is deemed hurtful to another, we are held accountable. The setting and context of inappropriate language are important considerations in the School's response; language is different when it is directed at someone and when said in a disrespectful manner. Students should also refer to our statement about "Respect for the Individual" on page 4.

Please note that parents are not notified of warning slips until the student receives the third one or a detention; parents are encouraged to talk directly with their child concerning any questions. Any additional questions, please consult the advisor.

Slip Consequences:

When a student receives a slip from a teacher, the slip is placed in the advisor's box. The advisor will then follow up with student and give a copy of the slip to the student. In general, a student is assigned to Detention after three warning slips or one detention slip. The Grade Dean/Discipline Coordinator and/or Director meets with students when more serious issues come up. Students are informed of the concern, question, or violation and/or the evidence supporting the charges. Appropriate consequences could also include loss of privileges and/or a parent meeting. Parents are notified when necessary, generally for detention notification and beyond. The accumulation of warning slips will usually be reset to zero at the beginning of each semester.

The Process:

Our focus is educational and we work to create a safe, but real, space for students to learn to be held accountable for their words and actions in the context of their Community and world. Learning

opportunities with this age group come from conversations (and follow up conversations) in smaller settings with student(s) and Advisor/Grade Dean/Director. While we cannot monitor all interactions, we work with all students to create a climate of safety, accountability and resilience. When necessary, we investigate and speak with relevant/connected students. As we proceed with student conversations, the Grade Dean, Advisor, and/or Director will contact relevant parents to update them about the situation and any significant conversations and consequences for their child. Where necessary, disciplinary responses could vary from a Warning Slip to a Director Notification and a meeting is called.

The most significant factor in changing and improving student behavior is the cooperation between the School and families, who can help by holding students to school principles and expectations and supporting punishment given as a consequence when these principles have been broken. Parents should feel free to contact the Grade Dean with any questions.

Morning Detention:

Warning slips can accumulate; three warning slips or one detention slip warrant a detention. Students are assigned to morning detention from 7:15 to 7:55 a.m. at school. Parent notification of an upcoming detention will be given via the email address on file. While we recognize the burden detention might put on families, we need parental support to follow through on these consequences. Families will be contacted regarding the detention and it is expected that all detentions will be served within 48 hours of the detention slip or accumulation of three warning slips. Under extreme circumstances, if family logistics prevent the student from attending the specified detention day, the detention will then be served the following school day.

****** Detentions also accumulate and stiffer penalties may be assessed for repeat offenses/patterns. In the extremely rare case, after a student has received five detentions, a meeting is called to assign appropriate consequences. See below for details on suspension and disciplinary warning or probation.***

Director Notification Offenses:

These offenses include, but are not limited to, the following categories: lack of respect for the individual, bullying/cyberbullying, harassment, being off campus without permission, use of prohibited substances, fighting, vandalism, violations of the *Academic Honesty Policy*, insubordination, lying, forgery, violence, threats of violence, theft/possession of stolen property/weapons, violation of *Technology Use Policy*(TUP), etc. These are offenses deemed more serious than those requiring a warning or detention slip. *See Respect for the Individual statement on page 5 as well as the [All School Handbook](#) for more details.*

Disciplinary Procedures for Director Notification Offenses:

A Director Notification offense requires an immediate meeting with the Director. The Director will meet with the student's Advisor and Grade Dean to discuss the situation and a parent conference may be held immediately. Consequences are at the discretion of the Director. One of these violations on its own or continual disregard of School rules may result in discipline including but not limited to: loss of privileges, suspension from School, placement on Disciplinary Warning or Probation, or expulsion.

Suspension:

There are both privileges and responsibilities associated with being a member of this Community. When a student's behavior or pattern of behavior is of significant enough concern, the school may decide that the student needs to be sent home immediately and/or separated from the community for some reflection time. *Out-of-school suspension* should take place at home in a quiet area away from their peers and Community

and students do not attend classes. In general, students work on homework as well as complete a reflection piece. Parents should work to create an atmosphere of seriousness. ***The guidelines for the academic consequences due to suspensions are as follows: zero for participation. Class work and homework and tests/quizzes may be made up at the discretion of the Discipline Team.***

Disciplinary Warning/Probation:

A student who commits a Director Notification offense and/or develops an ongoing pattern of negative behavior may be placed on *Disciplinary Warning* or *Disciplinary Probation* for a specified amount of time by the Director. Other restrictions of privileges and/or participation in School activities may be defined. If there is no improvement in attitude and/or behavior during the stated period of time, or if other violations of School rules occur during the warning/probationary period, further action may be taken, up until and including expulsion. Students disciplined for additional offenses while already on Disciplinary Warning or Probation should expect more serious consequences and/or extension of the status. *Cases at this level are documented and placed in the student's file.*

In fact, serious disciplinary issues are rare, but when necessary the Middle School Director convenes several teachers to form a ***Discipline Advisory Group***. The *Discipline Advisory Group* exists to handle cases referred by the Director. With the Director, they work together to create a fair, effective response to infractions of the rules outlined on these pages; this group reviews and recommends consequences for behavior which conflicts with School rules and/or Community Standards. In certain circumstances, this recommendation may then go to the Head of School for approval. The School applies its disciplinary measures at its discretion and has the final decision in all disciplinary matters.

Middle School Athletics Program

Physical education and interscholastic sports are an important and required part of student life at BB&N. Students are expected to participate in physical activity throughout their career at BB&N. We offer a well-rounded program of fitness education and team sports. For more information on the Middle School Athletics Program, please refer to MS Athletics page on our website and the MS Athletics Handbook.

Transportation

MS Pick-up and Drop-off Guidelines:

The purpose of our traffic and parking guidelines is to ensure student safety and to minimize congestion and confusion. In most cases, pick-up is the most congested time. Watch for and follow the directions of BB&N staff on duty during pick-up/drop-off. It is important that cars do not block key points or the flow of traffic will come to a stop. Cambridge Police and our neighbors monitor the area. We have been informed that photos of violations have been taken and share online.

In order to help us manage this plan, we ask the following:

- Use the far-right driveway to enter.

- Upon arrival in the School parking lot, pull up inside the yellow queuing line in front of the main building and **live park** along the inside (as close as possible) of the yellow line. Move cars forward when a space appears.
- To ensure safety, students must enter/exit cars only when the cars are waiting in the queue line in front of the main building (inside the parking lot). We cannot have students walking in between cars within the parking lot or on Sparks Street. At pick-up, once you have your passengers in your car, you may pull out of the queue line and exit the lot.
- You may not leave your car unattended. The queue line is live at all times to keep the flow moving.
- Do not block the bike lanes on Sparks or Huron Avenue at any time.
- If you arrive early, do not leave your car idling.
- Do not block Clement Circle or our neighbors' driveways as you wait. There is only room for the live queue line on the left-side of Sparks Street. We must follow the City's rules and we cannot have a line of cars on Huron Avenue or on the right-side of Sparks Street. If the live queue line is full, you need to go around the block. Also, please do not block our driveway exit; be sure to leave enough room for the exiting car to make the left turn (watch for traffic cones).
- You might want to delay your arrival—the congestion lasts only about ten minutes! Thank you for your support.
- Disciplinary Slips can be assigned for violations of these important safety rules.

MS Parent Parking Guidelines:

As an urban school, our parking is limited. ***All parking in our School lot is reserved for faculty.*** Although you will most likely have to park off-campus, we welcome your visits. **Between drop-off and pick-up times, parking is allowed in the live pick-up line in front of the building.** For Middle School parent events, such as the Back-to-School Night and Parent Association meetings, we request special parking considerations from the City of Cambridge and we will inform you if an event includes parking consideration. You should not be ticketed as the City of Cambridge Parking Department has a list of these events and has kindly extended this courtesy to us. All other visits and meetings require that you find legal street parking. Parking is available on Brattle Street and metered spaces can be found on Huron Avenue; there are Cambridge Resident spaces further down on Sparks Street. *Please note that some of the smaller roads around us are actually private and you could be towed.* Thank you in advance for your cooperation.

BB&N Bus Transportation:

For more information, visit the [Middle School Transportation page](#) on the school website, or call Laurie Bean at 617-800-2739.

Public Transportation:

Bus 72 (Watertown Square) and Bus 74 (Waverley) provide service to Harvard Square. The bus stops are located along Mt. Auburn Street. Bus 78 also provides service to Harvard Square with a stop near the intersection of Concord and Huron, the St. Peter's School stop. If you choose to give your child permission to take the T, discounted student T passes are available in the Front Office. Parents load cash onto these cards, and your student may use it to ride the T at the discounted student rate. These passes expire each August, so if your child uses the card in the summer keep that in mind.

Walking, Bicycling, Skateboarding, etc.:

Students who arrive on foot or bicycle should cross streets near the School only at a crosswalk. Shortcuts through neighbors' properties are not permitted. Bike riders must wear helmets and should enter and leave

School grounds by official entrances. Students must walk bikes once they enter the parking lot from Sparks Street. Riding skateboards and rollerblades are prohibited at the Middle School.

Sports Bus & Field Trip Procedures:

- Students must wait at the front walkway until a faculty member instructs them to go to the buses.
- Students should ride only on the bus designated by the teachers or drivers.
- Students should be dressed appropriately in the cold months.
- Missing the bus means a warning slip.

En Route:

- All school rules obviously apply.
- Noise must be kept to a minimum.
- All students must remain seated.
- No eating or drinking.

Emergency Communication

In the case of a genuine family emergency, call the Middle School Office at (617-800-2331) and we will arrange to contact your child immediately.

Other Policies & Guidelines

MS Procedures for Educational Evaluations:

In most cases, concerns are raised by teachers or advisors when a student is struggling academically or is presenting social/emotional behavior that warrants monitoring. Students identified are discussed further with the MS Learning Specialist and/or the MS Counselor prior to recommending testing to the parents. When considerable concern has been raised about a student academically or when the student presents a real “puzzle,” a conversation with the student’s parents is initiated most often by the the MS Learning Specialist in consult with the MS Counselor to explore the idea of pursuing an educational evaluation.

Once the family has agreed that testing would be beneficial, the MS Learning Specialist or MS Counselor refers the family to a clinician who is appropriate for the testing needs of the individual student and his or her family. Parents often decide on their own to pursue testing due to their concerns about their child’s achievement, or because of considerations of applying to other schools, standardized test performance, etc. We encourage parents to share reports with the Middle School.

Sharing of Testing Information:

The procedure for receiving and housing testing is as follows:

1. The MS Learning Specialist houses all testing on students separate from MS students’ permanent academic files. Parents are made aware of this procedure during initial discussions with the School about pursuing testing.
2. Parents are encouraged to meet the Learning Specialist and/or Counselor to discuss testing results, and are informed how testing results will be shared with teachers.
3. In some cases, a summary of the testing results and instructional recommendations for teachers is drafted, shared with parents, and then shared and discussed with the individual student’s teachers.
4. In those cases when a student is eligible for extended time, it is the responsibility of the student’s advisor to ensure the student understands the steps needed to receive the accommodation of extended time on tests and exams.

Once Students Move on from the MS: Testing is passed along to the Upper School Learning Specialist at the end of the Eighth Grade.

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.

Tutoring Procedures and Guidelines:

Please refer to the All School Handbook.

Drugs, Alcohol, and Tobacco:

Consistent with the School’s mission of fostering healthy attitudes and practices, our students are prohibited from possession or use of drugs, alcohol, tobacco or tobacco products, including smokeless tobacco and electronic cigarettes, on School grounds or during any School-related activity. During their two years at the Middle School, students meet with the leader of the *Wellness Collaborative* to learn about drug education, stress management, and mindfulness training. There are parent events during this program in both the Seventh and Eighth Grades. The use of drugs, alcohol, or other controlled substances is illegal. Possessing, using, selling, or being under the influence of alcohol, tobacco, tobacco products, drugs, or other controlled substances (except by prescription) while on School grounds and/or during any School-related activity will trigger the severest disciplinary response up to and including expulsion. Please see our section on the Discipline System. BB&N is a smoke-free school.

Violence and/or Threats of Violence:

Any student behavior which fundamentally goes against the community values expressed in our School motto: Honor, Kindness, Scholarship, will be investigated thoroughly. A serious breach in this code of behavior will trigger a severe and swift disciplinary response up to and including expulsion.

Bullying:

Please refer to the *All School Handbook*: <https://www.bbns.org/parents/parents-association/student-handbooks>

Harassment:

Please refer to the *All School Handbook*: <https://www.bbns.org/parents/parents-association/student-handbooks>

Hazing:

Please refer to the *All School Handbook*: <https://www.bbns.org/parents/parents-association/student-handbooks>

Please refer to the *All School Handbook* at <https://www.bbns.org/parents/parents-association/student-handbooks> for information regarding the following topics:

- *Statement of Philosophy of Multicultural Education;*
- *Religious and Cultural Observances;*
- *Guiding Principles for Academic Support at BB&N;*

- *Policy on Student Leave of Absence;*
- *Policy on Child Abuse;*
- *Medical Leave/Special Re-entry Considerations;*
- *Continued Enrollment in Special Circumstances/Disabilities;*
- *Medication Policy/ Medication Distribution;*
- *BB&N AIDS Policy*

Miscellany/Student Publications

Guidelines for Guests:

BB&N students have an unusually full School day. Guests of BB&N students are welcome according to the following guidelines:

- Alumni/ae are welcome at any time, but are asked to be sensitive to the schedules of faculty and students they wish to visit.
- A family may request permission for one-day visiting privileges by talking to the MS Director or Director of Admission. The hosting student is responsible for obtaining permission in advance from his or her teachers before the day of the visit.
- All guests must sign in and out at the Front Office.
- Former Students (not graduates): Students who withdraw for various reasons are welcome to attend BB&N sporting events and extra-curricular programs that occur outside of the normal School day. To visit during class hours, former students need an appointment with a faculty member. For students who were required to withdraw from BB&N for disciplinary or academic reasons, there may sometimes be additional restrictions on visiting privileges in the best interest of current students or of the former student. In these instances, students would be informed of any restrictions at the time of withdrawal.
- Visiting privileges may be suspended for any person at any time by the Campus Director. All guests must be accompanied by a student or School employee while on School property.

Publications:

Website:

Our all-school website, www.bbns.org, is the primary site for the BB&N community and includes information on Middle School academic and sports programs and events.

The Spark:

The Spark is the Middle School newspaper and literary magazine distributed at the Middle School. It is produced by students with faculty guidance.

Vanguard:

BB&N's Upper School student produced award-winning newspaper, *The Vanguard*. You may pick up the most recent edition at the Upper School.

Applications to other schools:

Any student considering applying out should be sure to speak with their Advisor or the Middle School Director as early as possible. Contact Anne Coughlin in the Front Office at acoughlin@bbns.org or 617-800-2331 as soon as possible if you are considering applying to other schools for your child. She will provide you with a checklist with important information and a Release of Transcripts form to ensure that you meet school deadlines. A signed Release of Transcript form is required before any information can be sent to other schools.

Weather-Related Closing:

Please refer to the [All School Handbook](#).



BB&N Middle School

DRAFT: August 2016

GOLD WEEK				
Monday	Tuesday	Wednesday	Thursday	Friday
bell 7:55 am	bell 7:55 am	7:45-8:00 am FAC MTG	bell 7:55 am	bell 7:55 am
8:00-8:45 A	8:00-8:45 D	8:05-8:55 electives AS/WT	Class Meetings Advisory Program	8:00-8:45 F
8:45-9:35 B	8:45-9:35 C	9:00-10:15 G	9:00-10:15 B	8:45-9:35 G
Middle School Meeting break	Advisory/Homeroom break			Middle School Meeting break
10:00-10:45 C	10:00-10:45 G	break	break	10:00-10:45 B
10:45-11:35 D	10:45-11:35 F	10:30-11:45 C	10:30-11:45 F	10:45-11:35 A
11:35-12:40 FFL Lunch LUNCH E	11:35-12:40 Mindful Lunch LUNCH E	11:45-12:50 Affinity Lunch LUNCH E	11:45-12:50 Leadership Lunch LUNCH E	11:35-12:40 Literary Lunch LUNCH E
12:40-1:25 F	12:40-1:25 A	12:50-2:05 D	12:50-2:05 A	12:40-1:25 D
1:25-2:15 G	1:25-2:15 B			1:25-2:15 C
2:15-3:45 SPORTS	2:15-3:45 SPORTS	2:05 dismissal if no game GAMES	2:05-3:45 SPORTS	2:15 dismissal if no game GAMES

Community Service

Science Club
Art Club
Chamber

Math Team
The Spark
Jazz Band

BLUE WEEK				
Monday	Tuesday	Wednesday	Thursday	Friday
bell 7:55 am	bell 7:55 am	bell 7:55 am	bell 7:55 am	bell 7:55 am
8:00-8:45 A	8:00-8:45 D	8:05-8:55 electives AS/WT	Class Meetings Advisory Program	8:00-8:45 F
8:45-9:35 B	8:45-9:35 C	9:00-10:15 G	9:00-10:15 B	8:45-9:35 G
Middle School Meeting break	Advisory/Homeroom break			Middle School Meeting break
10:00-10:45 C	10:00-10:45 G	break	break	10:00-10:45 B
10:45-11:35 D	10:45-11:35 F	10:30-11:45 C	10:30-11:45 F	10:45-11:35 A
11:35-12:40 FFL Lunch LUNCH E	11:35-12:40 Mindful Lunch LUNCH E	11:45-12:50 Affinity Lunch LUNCH E	11:45-12:50 Leadership Lunch LUNCH E	11:35-12:40 Literary Lunch LUNCH E
12:40-1:25 F	12:40-1:25 A	12:50-2:05 D	12:50-2:05 A	12:40-1:25 D
1:25-2:15 G	1:25-2:15 B			1:25-2:15 C
2:15-3:45 SPORTS	2:15-3:45 SPORTS	break 2:15-3:00 Assembly/ Community Time 3:15-4:30 FAC MTG [NO GAMES]	2:05-3:45 SPORTS	2:15 dismissal if no game GAMES

Community Service

Science Club
Art Club
Chamber

Math Team
The Spark
Jazz Band

KEY

AS = academic support (meet with learning specialists, teachers)
WT = work time (individual or small-group studying)
E = eating, extra help, extra-curriculars