



*Honor ~ Scholarship ~ Kindness*

## *All School Student and Parent Handbook 2020-21*

**NOTE:** Due to the unusual nature of this school year as a result of COVID-19, there are instances in this Handbook where you will be referred to our [\*Appendix A: COVID-19 Policies\*](#). Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

## MISSION

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.

## 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 21<sup>st</sup>-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.

*N.B. The BB&N Student and Parent Handbook is designed to provide general guidance for families and students about current BB&N student policies, programs, and other information about the School. BB&N reserves the right, in its sole discretion, to amend, delete, or alter any of the contents of this handbook as necessary. BB&N families must understand that the statements contained in this handbook do not constitute a contractual undertaking on behalf of BB&N. Every student is responsible for knowledge of the School's rules and regulations.*

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

## **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, a more articulated version of the motto’s implicit standards for all members of the BB&N community (students, parents, faculty, administrators, staff, and volunteers) is outlined below:

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

- 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 varying abilities.
- 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.

## **Statement of Philosophy on Multicultural Education**

BB&N recognizes that among the many treasured aspects of its rich history two truths exist: BB&N has long been committed to building a diverse, inclusive community and is also a part of a network of independent schools that weren't designed to be the diverse, equitable, and global schools we aspire to be today. It is with that acknowledgment that BB&N has prioritized DEIG.

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, to appreciate, and to celebrate a rich variety of cultures. In addition, the school continually hosts opportunities for students, faculty, and staff to recognize and address overt and subtle racism, as well as other inequities, historical oppression, and discriminatory behaviors towards others, based on class, gender identity, sexual orientation, religion, national and ethnic origin, and other aspects of identity.

The School commits itself to deepen learning as it relates to DEIG and to proactively work towards becoming an anti-racist institution. To that end, the school expects its members to treat each other with dignity, respect, kindness, and equity, so that all who attend our school will develop both a positive self-identity with enhanced awareness of their own culture and a respect for the identities and culture of others. In addition, we expect members of the community to engage appropriately with the DEIG programs and opportunities in support of the school realizing its mission.

## **Policy on Religious and Cultural Observances**

As an institution, BB&N recognizes that part of what allows community members to be their whole selves at school is acknowledging and respecting the diverse religious and cultural practices observed by members of our community. BB&N is aware that for some, religious and cultural observances are a central aspect of their identity, while for others, these practices are not. 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 our 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 those who observe as well as those who don't. 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 the educational context. 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. All students and faculty are entitled to reasonably excused absences to observe religious holidays. In order to minimize the disruption to School obligations, 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 may choose to stay at Bivouac.

## **BB&N Student Health & Wellness Policies**

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

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 them 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 100.0 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**

The health and safety of BB&N employees, students and the larger BB&N community is of the utmost importance to BB&N. The monitoring of communicable diseases is critical to this goal. 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 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. Hand hygiene and respiratory etiquette are standard precautions. Employees should wash hands often with soap and warm water for at least 20 seconds. Coughs and sneezes should be made into the elbow. In addition, employees who exhibit flu-like symptoms should stay at home and remain at home until such time as is recommended or required by federal, state and local agencies. Please [click here to view the BB&N Acute Illness Management Policy](#). This aids in early identification and treatment of any ill employees or students. The Nurses at BB&N work in close collaboration with intra-campus departments such as facilities, dining services & athletics in maintaining strict sanitation procedures that follow federal, state and local protocol and procedures. These prevention measures support the goal of maintaining a healthful environment.

#### **Infection Control:**

- Any BB&N employee diagnosed with a communicable disease such as COVID-19, H1N1, SARS, chicken pox, measles, tuberculosis etc. must follow the recommended or required protocols by federal status and local agencies in connection with absence from and return to work. Recommendations and requirements may include self-quarantine for a prescribed period of time. BB&N reserves the right to exclude individuals from school and to reassign or change an employee's duties to cover absences, if necessary.

#### **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 2019-20 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).

**Monitoring:**

- BB&N will continue to follow guidelines and recommendations made by CPHD, MDPH and CDC.

**Public Health Reporting:**

- School nurses are responsible for reporting communicable diseases to CPHD and/or MDPH. BB&N has a mechanism in place to report and review any cases/outbreaks of a communicable disease.

**Communication:**

- In the event of a communicable illness outbreak or possible exposure to a communicable illness, BB&N will notify employees. In addition, 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. Our goal is to keep the channels of communication open and alert employees of 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 manner. 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 campus 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**

BB&N 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 7-12, 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 7-12 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.

#### **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.
- As a school community, BB&N is "nut aware." As needed we can provide "nut free zones" by written request of the parent/guardian and prescribing physician. The request needs to be reviewed with the school nurse.

- 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 the nurse's office emergency kit 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 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 support 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 an outside provider(s) to return to school, the school team may require additional time to ensure that the student and their 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 school year the student is absent.
- 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).

Teachers in Massachusetts are mandated reporters. Any person at BB&N who believes that a BB&N student is suffering child abuse *must* contact the appropriate Campus Director or Campus Counselor, 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, gender, religion, national origin, sexual orientation, age, and 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](http://www.bbns.org)), and local TV and radio stations 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 lifelong 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 at 617-800-2227.

### ***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**

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

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, Director of Safety, Security & Transportation.

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 non-school approved 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. Upper School students should see Upper School Receptionist Charlene Colgan at the front desk for reserving space.

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, advisor/homeroom teacher, and Learning Specialist confer and recommend a support plan.

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.

4) Tutoring during the summer months will be recommended only if there is concern for regression of skill.

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**

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

BB&N expects students to be **honorable, scholarly, and kind** in their use of digital tools and communications. Standards and expectations for behavior are governed by school policies including Community Standards, Academic Honesty Policy, Anti-Harassment and Anti-Bullying policy. The use of school technology resources is encouraged for intellectual growth. BB&N expects 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 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 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.

## **Athletics**

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

All policies contained in this Handbook regarding Rules and Discipline (beginning on page 52) apply to BB&N Athletics. For detailed information and policies pertaining to BB&N Athletics, please reference the [Athletics Handbook](#).

## **Re-enrollment and Financial Aid Program**

### ***Re-Enrollment***

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

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 handbook 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 the Director of Financial Aid.

### ***Financial Aid Application Process***

Financial Aid Applications for parents of returning students are due January 9, 2021. Families applying for **admission** for their children should complete the Parents' Financial Statement (PFS) by January 21, 2021. 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 letters 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.

## **Transcript Request**

A current student who wants a copy of a 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](http://www.bbns.org/alumni/transcript).

### **Arts Department Content Policy**

The Arts Department values the growth of the individual and the community through the creative exploration of ideas, topics, and language. There are times, however, when we must follow a process to determine whether the content of some student ideas or creations have a proper place in a project, gallery, or other area, as we recognize that some content is not appropriate for all ages, general spaces, or the school setting. Therefore, the Arts Department has created a process for determining whether such content is appropriate for the setting. Such content may include:

- highly sexual images
- images of self-harm
- abuse
- drug use
- gun imagery and graphic violence

The process involves Arts Department faculty and may include other BB&N faculty and administrators. The goal of this process is to protect students and to recognize the important intersection between content and setting.

### **Gifts for Teachers**

Our strong preference is that you not give individual gifts to a faculty/staff member. If you find it necessary to give an individual gift, we ask that you not give anything above a \$50.00 value per year, which is consistent with the Massachusetts Gift Law.

Each campus will share ways that you can give a gift card/cash to support our faculty and staff. The Parents Association (PA) will work to make sure that these items are distributed in an equitable way within the campus. More details will be provided by the PA on each campus.

Some other ways to support faculty and staff are:

- All three campuses have numerous opportunities for faculty/staff appreciation meals. Your donations to these events are greatly appreciated by the faculty/staff.
- Encourage your kids to write/draw a note to any faculty/staff member to say thank you.
- A great way to honor a specific faculty/staff member is to make a donation to the [BB&N Fund](#) in their name. This fund is a critical way we support professional development for our faculty/staff which includes workshops, classes, and international travel experiences.

### **Communicating 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:

### **General Curriculum**

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

### **Athletic/Physical Education Program**

- Questions about the athletic/physical education program should be addressed to Chuck Richard, Director of Athletics (617-800-2145).

### **Billing**

- Regarding any questions about your bill, please contact the Bursar, Lynda Boyages at 617-800-2711.

### **Parent/Teacher Communication**

- 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 please follow the below protocol. The home and school partnership is a very important part of a child's education at BB&N. Good lines of communication help to strengthen that partnership, so we have established the following procedure for parents who have questions or concerns about their child at school.

1. Lower School parents should first talk to their child's teacher about a question or concern, and Middle and Upper School parents should first talk to their child's advisor. Parents should leave a message by voicemail or email and the teacher or advisor will respond within 48 hours. (Standard format for *all BB&N faculty and staff* email addresses is: (firstinitiallastname@bbns.org, e.g. jdoe@bbns.org)

2. If a parent conference is needed, either the parent, teacher, or advisor may request the presence of either the Campus Director or Assistant Campus Director.

3. If, after a conversation with the teacher or advisor, parents feel the question or concern has not been fully addressed, they can contact the Campus Director or the Assistant Campus Director, by telephone or email. An appointment can also be scheduled by calling the Assistant to the Director at each campus.

**Lower School:** Sharon Cumberbatch in the Brick Building at 617-800-2464, or Beth Brown in the Morse Building at 617-800-2464

**Middle School:** Anne Coughlin at 617-800-2331

**Upper School:** Gretchen Johnson at 617-800-2131

This step may also include a meeting with the parents, teacher, and the Campus Directors.

4. If questions still remain, parents may contact the Head of School, Dr. Jennifer Price. An appointment can also be scheduled by calling the Assistant to the Head of School, Lauren Feldman, at 617-800-2101. This step may also include a meeting with parents, teachers, and the Campus Directors. The Head of School will review the issue(s) and decide upon a course of action.

### *Guidelines for Effective Parent/Teacher Communication*

1. Express questions and/or concerns to the teacher/advisor as soon as possible. Do not wait until an issue becomes frustrating.

2. Call (or email) the teacher or your child's advisor to schedule an appointment to discuss concerns; avoid discussing issues at pick-up and drop-off times when the teacher or Directors are busy with other students. Response to emails and voicemails by teacher, advisor, or parent should be within 48 hours.
3. Please maintain appropriate confidentiality in all communications by refraining from having conversations, including those on cell phones, in public places such as hallways or anywhere on School grounds.
4. Avoid discussing a student in social settings, such as potluck dinners and Back-to-School Nights.
5. Communicate in a problem-solving manner; ask for clarification before making assumptions. Please show respect and grace.

## **Information for Upper, Middle, and Lower Schools**

### **Communication between School and Home**

#### **Lower School**

##### **Emergency Communication**

In case of a genuine family emergency, call Mrs. Sharon Cumberbatch at 617-800-2464 or Mrs. Brown at 617-800-2461 and we will arrange to contact a student immediately.

##### **When Parents Are Out of Town**

Please let your child's HR teacher and the Nurse know if you will be out of town for any length of time. It is important that the School has:

- 1) The name of the person caring for your child;
- 2) How that person can be reached during the day, in case of illness or injury.

##### **LSPA Newsletter:**

Our active Lower School Parent Association sends our own electronic newsletter to all Lower School families each Sunday at noon during the school year. The e-newsletter offers the most up-to-date information on upcoming LS events and initiatives. Parents should make a point of reviewing it each week. If you are not receiving the e-newsletter, please contact Sharon Cumberbatch, Assistant to the Lower School Director, at [scumberbatch@bbns.org](mailto:scumberbatch@bbns.org) or 617-800-2464 to ensure that we have your correct email 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 login credentials to access the parent portal: <https://www.bbns.org/login>.

##### **Families' Primary Contact:**

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

#### **Middle School**

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

**Emergency Communication:** In the case of a family emergency, parents should call the Middle School Office (617-800-2331), and arrangements will be made to contact a student immediately.

**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, if your child has a cell phone you may text your child and they will receive the message after picking up their phone at the end of the school day.

**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](mailto:acoughlin@bbns.org) to ensure that we have your correct email 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 login credentials to access the parent portal: <https://www.bbns.org/login>.

**Families' Primary Contact:**

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

**Upper School**

**Emergency Communication:** In the case of a family emergency, parents should call the Office of the Dean of Students (617-800-2132) or the Upper School Office (617-800-2131) and arrangements will be made to contact a student immediately.

**Non-emergency Communication:** In non-emergency situations, parents are asked to refrain from calling the School and asking for messages to be delivered as these messages can often disrupt the learning environment. Whenever possible, parents should avoid contacting a student until the school day is finished.

**Student and Faculty Email:** Each student is given a school email account and is expected to check this account daily. This email account should be the primary method of electronic communication between a student and a teacher or advisor. Students should refrain from using their personal email accounts when contacting BB&N faculty or staff.

During the regular work-week, parents and students can generally expect a response from a BB&N employee within one and a half days of sending an email. The response may take longer during weekends and school vacations.

**Student and Faculty Mailboxes:** Each student is assigned a mailbox located in the Upper School Commons where parents, students, and faculty may leave messages for students. Students are expected to check their mailbox several times each day. Students may not access another student's mailbox.

Faculty mailboxes are located in the faculty lounge on the second floor of the Main Building. Students and parents may leave messages for teachers in the faculty mailboxes but should not enter the faculty work area beyond the mailboxes.

**USPA Newsletter:**

Our active Upper School Parent Association sends our own electronic newsletter to all Upper School families each Sunday at noon during the school year. The e-newsletter offers the most up-to-date information on upcoming US events and initiatives. Parents should make a point of reviewing it each week. If you are not receiving the e-newsletter, please contact Gretchen Johnson, Assistant to the Upper School Director, at [gjohnson@bbns.org](mailto:gjohnson@bbns.org) or 617-800-2131 to ensure that we have your correct email 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 login credentials to access the parent portal: <https://www.bbns.org/login>.

**Families' Primary Contact:**

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

## **Daily Schedules**

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

### **Lower School**

***Before School Care, Morse Building:***

The Morse Building door is unlocked at **7:45 a.m.** At that time, supervised Before School Care begins in the Community Room . All Morse children who are dropped off between 7:45 and 8:00 a.m. must go to Before School Care.

Families arriving before 7:45 a.m. and who are waiting with their children for school to start, must wait outside until the door is unlocked. Please do not send children or accompany children to their cubbies or homerooms on the second floor during that time because homeroom teachers are busy preparing for the day. **At 8:00 a.m., children in Kindergarten and First Grade should go to their homerooms;** children in the Beginner classes should sign in with their homeroom teachers before going to the playgrounds for supervised play.

To minimize confusion and congestion in the Morse Building lobby, we encourage all families to use the live drop off each morning. Live drop off in the driveway in front of 15 Craigie Street (Head's residence) is supervised from 7:45-8:00 A.M. every morning.

***Before School Care, Brick Building/New Wing:***

The Brick Building door and gate are unlocked at **7:45 a.m.** Families arriving before 7:45 a.m. must wait outside until the gate is unlocked. There is no teacher supervision prior to that time.

School begins at 8:00 a.m. Brick Building & New Wing students report to their homerooms.

*School Day:*

Grades B-6	8:00 a.m. to 3:00 p.m. (M, T, Th, and F)
	8:00 a.m. to 2:00 p.m. (W)

After School Program (B-6)	3:00 to 5:30 p.m. (M, T, Th, and F)
	2:00 to 5:30 p.m. (W)

## Middle School

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 after-school activities on Monday, Tuesday, and Thursday. 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.

[Click here](#) to view a pdf of the Blue Week MS daily schedule.

[Click here](#) to view a pdf of the Gold Week MS daily schedule.

## Upper School

Students are expected to arrive at school by 7:55 a.m. on Monday, Tuesday, Wednesday, and Friday and are expected to sign in by 8:15 a.m. on Thursday. The academic school day ends at 3:10 p.m. on Monday and Friday, at 3:25 p.m. on Tuesday and Thursday, and at 1:25 p.m. on Wednesday. Students participating in an athletics team or an after-school art class usually conclude practices, rehearsals, or games by 5:30 p.m., though a late practice, game, or rehearsal may be required.

The Upper School daily schedule allows for seven course blocks (Blocks A through G). Each course block meets four of the five days of the week for a total of 190 minutes of instructional time per week. In addition, each course block has an attached Lab/Conference Block on one day of the week. These 20-minute Lab/Conference Blocks can be used for further instructional purposes solely at the discretion of the teacher.

On Monday, Tuesday, Thursday, and Friday there is a 40- or 45-minute “X Block.” These X Blocks are times when no classes are scheduled. X Blocks are available to allow time for assemblies, class meetings, or other mandatory student events. When not utilized in this manner, X Blocks provide an opportunity for students and teachers to meet. Lastly, if there are no scheduled assemblies or teacher meetings, students are able to utilize X Block at their discretion (*e.g.*, complete homework, work with a peer, take a break).

The academic school day ends on Wednesday with an “Activities Block” scheduled from 12:40 – 1:25 p.m. The Activities Block is an important time for club and extracurricular meetings.

[Click here](#) to view a pdf of the US daily schedule.

## Attendance

### Lower School

If a child will be absent for a day or will be late, parents should call before 8:00 a.m.

<b>Attendance Line</b>	617-800-2406
Morse Building — Mrs. Brown	617-800-2461
Brick Building/New Wing — Mrs. Cumberbatch	617-800-2464

### ***Tardiness***

Students are expected to be with their class or in their homerooms at 8:00 a.m. If a student arrives late, checking in at the Morse Building Office or Brick Building Office is required. Regular attendance, including being on time, is an important part of your child’s educational experience. To benefit from academic and social-emotional learning at the

Lower School, student's full participation is vital. At ten (10) absences, you will receive a letter. At twenty (20) absences, the School will schedule a conference for discussion with school directors. Please be advised that absences in excess of 30 (or 20% of the school year) will result in committee review for promotability.

**If an absence is health related and more than a one-day absence, parents should call Judith Koeckhoven, our School Nurse, at 617-800-2488.**

In the case of an extended illness, please speak with your child's teacher in order to receive assignments if appropriate. If a child will miss School for more than one week for any reason other than illness, **parents should notify the School in writing prior to the planned absence.** Teachers are not required to provide schoolwork for these absences. We strongly discourage these absences and request that all families plan vacation during scheduled school breaks.

Parents should make every attempt to schedule doctor, dentist, and other appointments outside of School hours. When circumstances require absence from School for any reason, a written note or email should be sent to your child's homeroom teacher. Students are expected to check in and out with Mrs. Cumberbatch or Mrs. Brown.

## **Middle School**

### ***General 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.

### ***Late Arrivals/Early Dismissals***

**Please be sure to also call the attendance line at 617-800-2306 any time your child will be absent, late for school, or leaving early** - even if you have notified your child's advisor or teachers that she or he will be absent, late, or leaving early. 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](#) 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 and sign in if she or he returns during the academic day. Your help will be greatly appreciated in helping to avoid confusion regarding a child's whereabouts.

### ***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, they must sign in at the Front Office and present a tardy slip to the teacher of the class which they are 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.

### ***Absence Due to Illness:***

Parents should notify the Middle School by 8:00 a.m. by calling the MS Attendance Line at 617-800-2306 if their child 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 serious consequences will be issued if a student misrepresents any information about their whereabouts or end of day process.**

### ***Leaving Campus/Dismissals/Early Sign Out:***

Once a student has arrived on School grounds, they may not leave until dismissal time unless a parent has notified the school. Please either call the Attendance Line 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.

### ***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.

## **Upper School**

If a student needs to miss a school obligation due to illness or unforeseen circumstances, a parent or guardian must call the Office of the Dean of Students or provide written authorization for the absence. Parents should call the Upper School Attendance Line (617-800-2206) and leave a voicemail prior to 8:00 a.m. on the day of the absence.

### ***Unplanned Absences***

The School recognizes that there may be unavoidable, unplanned absences for illness or injury, accident, bereavement, or family emergencies. When possible, a parent or guardian should call the School before 8:00 a.m. and leave a voicemail on the attendance phone number (617-800-2206). In these cases, student absences will be considered excused absences, provided a parent or guardian has called the attendance line or provided written authorization, to the School.

In most situations where there is an unplanned absence, the absence is considered to be an "excused absence."

If a student is ill, the student remains responsible for keeping up with assignments insofar as health permits. Students are encouraged to contact teachers by email about missed assignments and the rescheduling of tests or quizzes whenever a student misses class. For a lengthy absence, due to illness or injury, parents should contact the Upper School Nurse. For lengthy absences and when necessary, the nurse will be in contact with the student's advisor to coordinate schoolwork to be sent home.

Please note that the School does not want students to come to school when they are ill. For the student's own sake and for the health of the community, it is important that students stay home, rest, and recover until they are healthy.

### ***Planned Absences***

On occasion, students and families may know about an absence in advance. This occurs in situations such as college visits, unavoidable medical appointments, school-related multi-day events (e.g., student conferences), certain family obligations, and non-BB&N extracurricular or athletics obligations.

The School requires that students complete the Planned Absence Form when they know of an upcoming absence. This form provides an opportunity for the student to discuss the absence with his/her teachers and allows clear expectations about make-up work to be outlined prior to the absence. In most situations of a planned absence, it is the student's responsibility to complete missed work and to learn material that was taught during class. All parameters of the plan for make-up work and the credit allowed will be outlined on the Planned Absence Form, which must be signed by the student, parent, and advisor prior to the absence. Depending on the nature of the absence, students may not be allowed to make up the work for full credit (see the policy about "Unexcused Absences" below). Please note: While absences due to religious observances and unavoidable medical appointments can be considered "planned absences," students are not required to complete the Planned Absence Form for these absences. The Planned Absence Form can be picked up in the Office of Dean of Students or the main office.

### ***Unexcused Absences***

Unexcused absences occur when students (or their families) choose to miss school for personal and/or recreational reasons or fail to follow the proper guidelines for notifying the School of their plans. By way of example, the following situations would result in an "unexcused absence":

- Extending a vacation beyond the scheduled school vacation;
- Creating a long weekend;
- Missing school for any activity related to a sport for which a student has chosen to forego playing that same sport for BB&N;
- Failure to notify the School when there is an absence;
- Failure to complete a Planned Absence Form for any planned absence;
- Any absence (class or full-day absence) for which there is not both parent and School permission;
- Skipping class (cutting), either for the full day or for individual class periods.

In situations where an absence is considered to be an "Unexcused Absence," teachers are not expected to help the student complete missed work or to tutor the student on the material that was taught during class. In addition, any assessments or assignments that were missed during the absence must be completed by the student, though full credit may not be allowed for the work. The amount of credit allowed for the work is determined by the Upper School Director.

Students are expected to attend all of their classes during the school day. Skipping/cutting class is prohibited and is considered to be a serious lapse of responsibility. If it has been determined that a student skipped class, the student will receive a detention. A student who skips any two classes in a school year will face a restriction of privileges and be placed on Disciplinary Warning. Any additional incidents of skipping class may result in further disciplinary responses, including being brought before the Student-Faculty Discipline Committee and/or being placed on Disciplinary Probation. Students who skip school for an entire school day can expect an immediate and serious disciplinary response and should expect to be brought before the Student-Faculty Discipline Committee. In addition to the disciplinary consequences outlined above, a student who skips class faces the academic consequences for having an unexcused absence.

In response to the growing expectations and requirements some non-BB&N athletics clubs and organizations implemented, the School instituted an additional policy related to unexcused absences in the 2013 – 2014 academic year. Namely, these clubs prohibited their players from participating on BB&N athletics teams so that the student was available to train year-round with the club. The School is deeply opposed to such policies, and as such, developed the following guideline in regards to unexcused absences: Any student who chooses to be a member of a non-BB&N athletics organization and does not participate in that same sport at BB&N will not be excused from any classes in order to participate in the non-BB&N team.

These policies about unexcused absences apply to all courses (including physical education courses), to mandatory athletics games and practices, and to major student obligations in the arts (such as mandatory rehearsals and performances).

### ***Excessive Absences***

BB&N believes that significant learning is best achieved when a student is an active participant of the community, engages in discussions, learns from peers, and contributes to the overall learning environment of the School. Therefore, successful completion of a BB&N education means that a student has maintained a strong record of academic achievement and attendance.

Any student who is absent from 20 percent of a class in any trimester may lose full academic credit for that class. In addition, the student may be required to withdraw from the class and may receive a “Withdrawal Attendance (WA)” notation on their transcript.

Absences due to School-related programs, field trips, religious observances, or exceptional programs do not apply. This policy applies to all other absences, including planned, unplanned, and unexcused absences.

## **Additional Attendance Policies**

### ***Absences Due to Advanced Placement Exams***

Students taking an Advanced Placement (AP) exam are excused from all classes on the day of their exam.

Students with a morning AP exam do not have to attend athletics practices, athletics games, drama rehearsals, or other activities on the afternoon before their morning exam and they are excused from afternoon practices and activities on the day of the exam. Of course, students may voluntarily decide to participate in any of their activities or classes.

Students with an afternoon AP exam do not have to attend morning classes, athletics practices, athletics games, drama rehearsals, or other activities on the day of their exam. They are required to attend after-school commitments on the day before their afternoon exam and they are encouraged to attend games or performances following the exam.

Students missing class due to an AP exam are granted an extension on homework and are allowed to make up any missed assessments or assignments.

### ***Arrival to School in the Morning***

All students are expected to arrive at school by 7:55 a.m. on Monday, Tuesday, Wednesday, and Friday. On Thursday, students are expected to arrive at school no later than 8:15 a.m., and sign in with the designated attendance taker. Depending on the day of the week, students must sign in during their class meeting, advisory, assembly, or with the senior prefects.

### ***Tardiness***

Students arriving late to school must check-in at the Office of the Dean of Students immediately upon their arrival to campus, and before going to class. Students are expected to meet all obligations on-time during the school day, including assemblies, classes, study halls, and athletics. Students are held accountable for lateness to any

obligations. The third time a student is late to a commitment, the student will be assigned an afternoon detention. Continued violations of this rule will lead to more serious disciplinary responses.

### ***Appointments During School Hours***

Appointments are best scheduled before or after school, preferably in between the fall, winter, and spring athletics seasons. If an appointment must be scheduled during the school day, an explanatory note, or parent phone call, should be sent to the Office of the Dean of Students at least a day in advance. In addition, the student must complete the Planned Absence Form.

### ***Attendance Requirement for Participation in After-School Activities***

Students must arrive at school by 10:20 a.m. in order to participate in or attend after-school events such as athletics games, team practices, or play rehearsals. Any exceptions to this rule must be approved in advance by the Dean of Students.

### ***Departure from Campus***

If a student needs to leave campus at any point during the school day, the student must have permission and sign out at the Office of the Dean of Students prior to leaving campus.

### ***Off-Campus Privileges***

A student in good academic and disciplinary standing is allowed the off-campus privileges below:

- Students in Grade 9 may not leave campus until after all athletics practices and games are completed for the day.
- Students in Grade 10 may leave campus between the end of the academic day and their athletics practices or game, if time permits.
- Students in Grade 11 may leave campus starting at 11:15 a.m. provided that they have no school commitments at that time and that they return to campus in time for their next school obligation.
- Students in Grade 12 may leave campus any time after the morning check-in provided that they have no school commitments at that time and that they return to campus in time for each school commitment that day.

Any student leaving or returning to campus must sign out or sign in in the Office of the Dean of Students. A failure to sign out or sign in may result in the loss of the off-campus privilege and/or other disciplinary actions.

## **After-School Activities**

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

### **Lower School**

#### **Use of School Grounds After Dismissal**

If a family stays after school to play, it is critical that the parents or caregivers **closely** supervise all children during this time. BB&N accepts no responsibility for supervision of children not enrolled in the After-School Program. Parents and other caregivers are expected to comply with our Community Expectations when supervising children after dismissal. They should play in outdoor areas that do not impact other After School activities. It is vital that children, parents and caregivers clean up after themselves.

Children should not come inside during this time as faculty are working in their rooms and need time and space to prepare for the next day. The After-School Program uses the Kindergarten and Grade 1 playground as well as the back field. Children staying to play may use the Brick Building playground and the Beginners playground. The Beginners playground is more appropriate for younger children and these children should be closely supervised by parents or caregivers.

## **After-School Programs**

The overarching goal of After-School at BB&N is to offer students an enriching and fun environment that students can enjoy, and a stress-free, high-quality program upon which parents can rely. Parents can choose from options that range from the less structured pace of After School Care to the more structured opportunities available in the After School Activities Program (ASAP). All After-School Programs are offered on a per-semester basis. For any questions about After-School Programs, call Janine Cozier and Emma O’Loughlin at 617-800-2484 or check out the website link: <http://www.bbns.org/our-campuses/lower-school-campus/after-school-programs>

### *After School Care*

Our regular After-School Care Program offers children in Beginners through Grade 6 a balance of organized and unstructured activities that provide a pleasant and comfortable afternoon experience. Activities include free play, games, art, stories, computer time, and a quiet place for homework. After-School Care is available for all Lower School students, Beginners through Grade 6, from 3:00-5:30 PM (2:00-5:30 PM on Wednesdays). After-School Care is offered on a per-semester basis. Each semester coincides with the halfway point of the BB&N academic calendar. <http://www.bbns.org/our-campuses/lower-school-campus/after-school-programs/after-care>

### *After-School Activities Program (ASAP)*

The After-School Activities Program (ASAP) consists of more structured activities for any students in grades K-6 who wish to participate. This program may include classes in chess, soccer, tennis, karate, dance, cooking, art, robotics, and more. These classes typically meet immediately following school dismissal for one hour after school once a week on the Lower School Campus. All ASAP classes are offered on a per-semester basis. Each semester coincides with the halfway point of the BB&N academic calendar.

<https://www.bbns.org/our-campuses/lower-school-campus/after-school-programs/asap-classes>

## **Middle School**

There are After-school Activities available three days a week and they require advanced registration directly with the teacher. Most After-School Activities are on the MS campus and there is a bus after sports available for travel back to Sparks Street. Please note: prompt student pick-up after all MS After-School 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.

## **Transportation and Parking**

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

### **Lower School**

*For General Transportation Guidelines and Information, please refer to the [Transportation section](#) of the BB&N Website. For an appendix of COVID-19 related bus policies, and bus discipline policies, [click here](#).*

#### ***Parking***

Since the school is located in a “Permit Parking Only” area, everyone is subject to the City of Cambridge ticketing policies. BB&N is granted special consideration from these policies on Craigie, Buckingham, and Parker streets during drop-off and pick-up but only in otherwise legal spaces. Parents and caregivers may park in resident parking areas from 7:45 – 8:30 a.m. and 2:45 – 3:30 p.m., and from 1:45 – 2:30 pm for early dismissal on Wednesday typically without being ticketed. You must park where there is a sign that says “Permit Parking Only”.

Nearby legal parking is available on Brattle Street (near the intersection of Craigie and Sparks Streets) in front of the Armenian Church. **Please note that Brattle Street is not one of the streets for parking consideration.** No parking is allowed in the driveway at 15 Craigie Street (the Head of School's driveway). Only cars with a handicap sticker may park on Buckingham Place. Otherwise, please do not use Buckingham Place, a private residential street. The towing schedule for street cleaning in the area near the Lower School is on the fourth Thursday and Friday of each month from April through December.

### ***Bicycles***

Students may ride a bicycle to School and should be accompanied by a parent. A helmet must be worn, the bicycle must be walked onto campus, and all bicycles must remain locked to a bike rack during school hours.

### ***Walking to School/Walking Home***

Sixth grade students may walk to and from school, without a parent/guardian or caretaker, if written permission is on file with Mrs. Cumberbatch in the Brick Building office and they live a reasonable distance from the LS campus. Students who participate in the Social Dance Program at the Armenian Church must have adult supervision walking from BB&N to the church.

### ***Carpools***

Carpools are arranged between families. Traffic congestion in the LS neighborhood is a serious concern, and the School strongly encourages parents to carpool to and from school whenever possible. Any changes in daily transportation must be communicated with a telephone call or in writing. **Remember, if you are using the live pickup line, the names and homerooms of all the children you are picking up should appear on a card in your windshield.**

### ***Drop-off Policy***

Parents may park their cars briefly in resident parking areas or on Brattle Street **in legal parking areas** and walk children into the School. (See "Parking.") Please do not turn in our neighbor's driveways. Courtesy is the key to smooth drop-off times! There is no parking or dropping off on Buckingham Place. This is a private, residential street that should never be used by parents except for handicap accessibility.

Morse Building Live Drop-off-- the U-shaped driveway in front of the Head's residence at 15 Craigie Street has been designated as a live drop-off site for parents who do not wish to park and walk their children into school. A staff member will be at the Morse Building gate to help children exit from vehicles and enter the play area in front of the Morse Building during morning drop-off from 7:45-8:00 a.m. **Parents should stay in their cars while in the live drop-off lane. Please do not park in the U-shaped driveway as it blocks the flow of arrival and departure.**

Brick Building and New Wing Live Drop-off – A "live" drop-off lane is available for parents and caregivers who wish to meet children without parking. The line begins by entering Buckingham Street from Craigie Street. Please come from the direction of Concord Avenue. This lane is in continual motion; drivers must not leave the vehicle. If you are unable to enter the lane without blocking traffic, drive around the block and try again, or park and walk.

**Pickup Policy**—Parents must inform the School in writing who will pick up their child; any changes (for play dates or a new carpool) must be communicated in writing so there is no confusion.

Morse Building—**Park legally** on Brattle Street (between 2:45 p.m. and 3:15 p.m.) or in resident parking (where you see signs that say "Permit Parking Only") and walk into the building or playground. Morse Building students who have siblings in grades 2-6 may be dismissed from the Brick Building and New Wing live pick up line. This will eliminate the need for a caregiver from having to go to two locations for pick up. Please notify your child's teacher if you would like to choose this option.

Brick Building and New Wing—A "live" pickup lane is available for parents and caregivers who wish to meet

children without parking. The line begins by entering Buckingham Street from Craigie Street. Please come from the direction of Concord Avenue. This lane is in continual motion; drivers must not leave the vehicle. Before entering the live pick-up lane, please write the names and homerooms of all the children you are picking up on a card and place it in the windshield of your car. If you are unable to enter the lane without blocking traffic, drive around the block and try again, or park and walk. Alternatively, at dismissal time, you may park and walk into the gym to pick up your child/ren. Please refrain from bringing dogs onto the campus at pick-up time. Under no circumstances should vehicles enter or exit from Buckingham Place during pick-up times.

**PLEASE NOTE:** Due to the long line for pick up in the afternoon, you cannot take a left turn from Craigie Street onto Buckingham Street.

## **Middle School**

### ***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 shared online.

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

- Vehicles should enter by the lower gateway 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 General Transportation Guidelines and Information, please refer to the [Transportation section](#) of the BB&N Website. For an appendix of COVID-19 related bus policies, and bus discipline policies, [click here](#).*

PLEASE NOTE: On Wednesdays during Gold weeks and on Fridays, after school coverage is provided for students who are enrolled in the BB&N suburban transport system. Those who remain on the MS campus take a shuttle (3:45 pm on Wednesdays and 3:15 pm on Fridays) to connect with the suburban buses at the US campus. If students leave the MS campus at dismissal time (e.g. to be with friends who may live in the neighborhood or visit local businesses), we will assume that they do so with parental permission. Students need to be sure they do not miss the shuttle bus or the suburban departures. It is the student's responsibility to be in the designated area to catch the shuttle and/or suburban bus. We encourage families and students to discuss this topic and to be clear with each other about expectations. If students are late for either the shuttle bus or suburban departures, we will not be able to reroute the buses. Students who miss the bus will need to be picked up by their families.

### ***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 apply.
- Noise must be kept to a minimum.
- All students must remain seated.
- No eating or drinking.

## **Upper School**

### ***BB&N Buses and Shuttles***

*For General Transportation Guidelines and Information, please refer to the [Transportation section](#) of the BB&N*

*Website. For an appendix of COVID-19 related bus policies, and bus discipline policies, [click here](#).*

BB&N provides transportation on routes that cover the northern and western suburbs: Beacon Hill; Belmont; Concord; Lexington; and the South Shore. Bus routes leave from: Beacon Hill; Concord; Forest Hills; Needham; Swampscott; Wakefield; Wellesley; and Weymouth. Students may register for one-way or round-trip service for the year. For information about bus transportation to and from school, please check the School's website: [www.bbns.org/admission/transportation-options](http://www.bbns.org/admission/transportation-options)

Additionally, BB&N provides shuttle services to the Department of Conservation and Recreation (DCR) Parking Lot 4 located on Soldiers Field Road on a regular basis throughout the day (6:30 a.m. – 7:00 p.m.).

Regular shuttle service is also provided to and from Harvard Square approximately every 15 minutes during the morning and hourly during the afternoon. The Harvard Square shuttle picks up students in front of the International House of Pancakes located at 16 Eliot St.

### ***Carpools***

Since student parking is limited and traffic in the Cambridge area is often congested, carpooling to and from school is strongly encouraged. The Parents' Association can be a helpful resource when trying to identify other families who live in the area.

### ***Crossing Neighborhood Streets***

The intersection in front of the Upper School and the Nicholas Athletic Center is a heavily traveled and busy roadway. The safety of our students is the top priority. Therefore, students may cross streets only within designated crosswalks and must obey traffic laws while crossing. Students failing to use crosswalks may face disciplinary action.

### ***Public Transportation***

Bus 71 (Watertown Square) and Bus 73 (Waverley) provide service to and from Harvard Square every six minutes. The closest bus stop is located at Mt. Auburn Street and Coolidge Avenue. Please visit the school website for information on public transportation: [www.bbns.org/admission/transportation-options](http://www.bbns.org/admission/transportation-options)

### ***Student Driver Policies***

Student drivers must adhere to the driving policies below. Failure to do so will result in disciplinary action.

- Drivers must observe the 5-mph speed limit in all parking lots and must respect all stop signs.
- There is no parking allowed in the traffic circle in front of the Upper School, in "No Parking" areas, or in spaces reserved for cars with a handicap placard. Any improperly parked cars may be towed entirely at the driver's expense.
- Students with off-campus privileges who drive their car off-campus during the school day may not transport more passengers than their car is designed to hold nor transport any students who do not have off-campus privileges.
- During the school day, students are not allowed to congregate in their vehicles or in parking lots. Vehicles are only to be used for transportation purposes.
- All students who drive to school (parking either on- or off-campus) must register their car with BB&N and must obey all parking rules. Car Registration Forms can be obtained from the receptionist at the front desk.

The School assumes no responsibility or liability for the acts or omissions of students while driving or riding in automobiles to or from school, or for any accidents, personal injuries, or property damage arising from students' use of automobiles. The School does not provide towing or roadside repair service.

### ***Student Pick-Up and Drop-Off***

The Upper School campus is located on a heavily traveled complex of streets. Students should be dropped off in the traffic circle in front of the Upper School or in the Upper School Parking Lot only. Students must not be dropped off in the main road in front of the School.

### ***Walking and Bicycling***

Students who arrive on foot or bicycle should cross streets only at marked crosswalks. Shortcuts through neighbors' properties are not permitted. Bicycles should be locked during the school day. BB&N is not responsible for lost, damaged, or stolen bicycles.

## **Student Parking**

### ***Parking Decals***

All students who drive to school must register their car with BB&N and must display a parking decal in the rear, left window of the car. Car Registration Forms can be obtained from the receptionist at the front desk.

### ***Student Parking***

Students must park off-campus in the Department of Conservation and Recreation (DCR) Parking Lot 4 located on Soldiers Field Road. Students need to register their car with BB&N prior to utilizing Lot 4 and must display a parking decal in the rear, left window of the car. Shuttle buses provide transportation to and from school for students who park in Lot 4 only. Students are not allowed to park in DCR Parking Lots 1, 2, or 3 as this would violate BB&N's agreement with DCR and jeopardize the School's ability to use Parking Lot 4. The School provides shuttle services to DCR Parking Lot 4 on a regular basis throughout the day (6:30 a.m. – 7:00 p.m.).

In an effort to maintain good relationships with the neighborhood and to avoid traffic congestion, BB&N prohibits student parking on Coolidge Hill Road and the neighborhood surrounding Shady Hill School, even in cases where a student possesses a Cambridge Parking Permit. In addition, BB&N students are prohibited from parking at the Cambridge Boat Club, the American Legion: Marsh Post, and the Nicholas Athletic Center.

Any cars improperly parked on neighborhood streets or in the surrounding area may be towed at the driver's expense. In addition, students who violate the parking rules may be subject to disciplinary action.

### ***On-Campus Student Parking***

Due to limited on-campus parking, only students in Grade 12 are eligible for on-campus parking in the Upper School Parking Lot. Grade 12 students will be notified of the availability of the application form a few weeks before the start of school. Students who receive a parking spot will be notified within the first week of school and will receive a special decal to be placed on the car. Until then, all students must park in the Department of Conservation and Recreation (DCR) Parking Lot. Applications for on-campus parking decals are obtained from the Office of the Dean of Students. On-campus parking decals are assigned based on commuting distance.

There is no student parking allowed at the Nicholas Athletic Center.

Should an evening School-sponsored activity (such as a late practice, game, or rehearsal) require a student to move his/her car from DCR Parking Lot 4, the student is allowed to park in the Upper School Parking Lot. In this situation, a student is only allowed to move his/her car to the Upper School Parking Lot after the start of the last class block of the day.

## **General Policies**

### **Dress Code**

#### **Lower School**

The intent of the dress code is for safety and to focus on academics. Students are expected to dress simply; clothing should be clean and in good condition. The School reserves the right to make decisions about the appropriateness of clothing worn to school. Students should use the following guidelines when dressing for the school day:

- The expectation is that students will not wear clothing that inappropriately exposes skin or underwear;

- Students may not wear clothing with holes or tears;
- No flip-flop sandals;
- No hats or bandanas worn inside buildings;
- No pajama pants/sleepwear;
- No clothing with inappropriate words, writing, or imagery;
- No shoes with heels over two inches.

All clothing should be labeled with the child's name. Sneakers or closed toe, rubber-soled shoes with backings are recommended. Boots should be worn to school during cold, wet weather, and left in cubbies during classes. During winter months, students should dress warmly because they go out daily for recess.

*Specific to Morse Building:* All Morse Building students must keep a complete change of season-appropriate clothing in their cubbies for emergencies. Boots and snow pants are required whenever there is snow on the ground.

### ***Sixth Grade Closing Attire***

We recommend a sports jacket, button up collared shirt and slacks. Alternatively, a dress (white is not required) dress shoes, flats or low heels due to the need for safety on the risers. Slacks and a blouse would be another option. Please refrain from jeans and sneakers for this occasion.

## **Middle School**

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.

***The responsibility for the dress and grooming of a student rests primarily with the student and that student's parents or guardians.***

Our dress code is fairly relaxed, so we are including the following guidelines. Please read, review, and discuss with your child.

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 not refer to drugs, alcohol, or illegal/inappropriate activities.
- Clothing must cover undergarments.
- No exposed backs
- No midriff shirts. Shirts must cover the midsection, even when sitting or bending over.
- 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.

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. In advance, thank you all for your support.

### ***Eighth Grade Closing Ceremony Dress Guidelines:***

This is a celebratory and formal event. 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. ***This is not specifically a white dress event.*** We encourage students to make the event more colorful by *not* wearing white.

## Upper School

Students may not wear clothes that refer to drugs, alcohol, or other inappropriate or illegal activities. Footwear must be worn at all times. Hats in classrooms are permitted at the teacher's discretion.

Students are expected to adhere to the "6Bs" regarding the School's dress code:

- No Backs: No open-back shirts are allowed. No skin below the shoulder blades should show.
- No Bellies: No midriff shirts are allowed. Shirts must cover the midsection even when sitting.
- No Butts: Shorts and/or skirts must provide complete coverage. Undergarments or skin should not be exposed when walking up stairs, sitting, or bending to pick up something on the floor.
- No Bras: Bra straps and dark bras under light shirts should not be visible.
- No Boxers: Pants should fit appropriately and not reveal underwear of any kind.
- No Breasts: Low-cut shirts are not allowed. Clothing should not reveal cleavage.

Dress code violations are reported to the Dean of Students.

## Electronic Devices and Digital Community and Culture

### Lower School

All personal, portable electronic devices such as cell phones, smart watches, music players and tablets must be kept inside student backpacks throughout the school day. If a student is found in violation of this rule, the device will be confiscated and returned at the end of the school day. School-issued devices are the only exception to this rule.

All students are expected to read, understand, and follow the school's Technology Use Policy on page 16 of this handbook. In addition, students in Grades 5 and 6 must review, sign, and follow the [Lower School Chromebook Policy](#).

### Middle School

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 they 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, they 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 7<sup>th</sup> and 8<sup>th</sup> 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.**

### ***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 and 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 the 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 on page 16 of this handbook.

### ***Electronic Message Boards:***

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

## **Upper School**

Students use computers on a daily basis for writing, research, communication, collaboration, analysis, presentation, and content creation. All Upper School students are expected to own a laptop capable of running Google Apps and Microsoft Office applications. Any model or platform of a laptop, which can meet these expectations, is acceptable.

Students are expected to bring their laptops to school, fully charged and with a power cord, each day. If a student's laptop is broken, it is the family's responsibility to send that laptop out for repairs to a repair shop selected by the family. The student may borrow a laptop from the School for the duration of that repair (up to three weeks.) Loaner laptops are available from the technology office in the library only when a student's laptop is under repair. Students are responsible for any borrowed laptops, and damage or loss of borrowed laptops will be billed to the family's account.

Computers and other valuable electronic items should be stored in locked lockers when not in use. The School is not responsible for lost, stolen, or damaged personal items.

All students are expected to read, understand, and follow the school's Technology Use Policy on page 16 of this handbook.

**Portable Musical Devices/Cellular Phones:** Portable musical devices and their accessories (especially headphones) are inherently antisocial, a distraction to the teaching and learning process, and an easy target for theft. These items should not be visible or in use during the school day other than in specific areas that the School has designated as appropriate. If a student is found in violation of this rule the device may be confiscated and brought to the Office of the Dean of Students.

To avoid any possible interruption to the school day or school activities, cellular phones and other communication devices may not be used during the academic day other than in specific areas that the School has designated as appropriate. If necessary, students are allowed to use the phone in the Office of the Dean of Students. Any student found in violation of this rule may have their phone confiscated and brought to the Office of the Dean of Students.

## **Food, Lunch, and Snack**

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

This year BB&N will offer snack and lunch options for all students in Grades B-12.

## **Libraries**

### **Lower School**

Both Lower School libraries have web pages. The web address for the Morse Building Library is <https://sites.google.com/a/bbns.org/morselibrary/>. The web address for the Brick Building Library is <https://sites.google.com/a/bbns.org/bricklibrary/home>.

### **Middle School**

Click here for information about the LLC: <http://bbn-ms-llc.weebly.com>

### **Upper School**

Click here for information about the Upper School Almy Library: <https://almylibrary.wixsite.com/home>

## **Lost and Found**

### **Lower School**

There are Lost and Found boxes in the Morse Building, New Wing, and the Brick Building. All unclaimed items are displayed before the winter and spring breaks as well as the last week of School in June; unclaimed items are donated to charity.

### **Middle School**

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.

### **Upper School**

Items left unattended will be held in the Lost and Found area located near the Office of the Dean of Students. Any unclaimed items will be donated at the end of each trimester.

## Clubs and Extracurricular Activities

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

### Lower School

For information about extracurricular activities at the Lower School, please visit the [Special Programs](#) page on our website.

### Middle School

For information about extracurricular activities and clubs at the Middle School, please visit the [Clubs and Organizations](#) page on our website.

### Upper School

#### *Community Service*

The mission of the Community Service Program at BB&N is to inspire student commitment to meaningful service and to foster and promote a School-wide culture of service. BB&N believes that working directly with people in need is the most enriching type of service. Therefore, community service at BB&N is defined as an act of providing aid to others in need. In addition, through the Community Service Program, students build connections within our community, broaden their perspectives, gain experience about an organization that supports or uplifts a community, and develop leadership and teamwork skills. BB&N hopes that by the time students graduate, they will have developed a life-long interest in service to others.

For detailed information about the Upper School Community Service Program, including requirements and types of service allowed, please [click here](#), or refer to the [Community Service page](#) of the School website.

#### *Extracurricular Activities*

The Upper School offers a wide variety of extracurricular activities in which students can choose to participate. Some activities demand a substantial commitment of time and some are single events. All activities give students the opportunity to learn new skills, follow special interests, and meet students from other grades. These activities also give students and faculty the chance to cooperate on a unique basis.

All students are invited to attend the Activities Fair at the start of the school year to learn more about the activities and clubs offered. Extracurricular activities are not required, but all students are encouraged to participate.

For information about extracurricular activities and clubs at the Upper School, please visit the [Clubs and Organizations](#) page on our website.

For information about special programs at the Upper School, please visit the [Special Programs](#) page on our website.

## Student Life on Campuses

**NOTE:** Please refer as well to [Appendix A: COVID-19 Policies](#) for information on this topic pertinent to the 2020-2021 school year. Policies in the *COVID-19 Appendix* supersede any overlapping policies in this Handbook.

### Lower School

#### *Outdoor Recess*

The faculty at BB&N believe that outdoor play is an integral part of the school day, therefore our students at all grade levels have regular recess breaks. We go outside in all kinds of weather, unless it is raining or the temperature is dangerously cold. Please be sure that your child has appropriate clothing each day for outside play. If your child is not dressed appropriately for the weather, they will remain indoors.

### ***Celebrations***

#### ***Birthday Celebrations***

Parents and children are asked to use discretion and sensitivity when planning birthday celebrations outside of school to prevent feelings of exclusion. Invitations to personal birthday parties, and gifts for personal birthday parties should be handled outside of school. **Please do not pass out invitations at School.** For inclusive school birthday celebrations, parents are invited to provide a simple treat to celebrate their child's birthday. Check with your child's teacher to find a date that works and to find out if parents attend the celebration. Please bring enough for the entire class and several teachers. **Also, please remember that the Lower School campus is nut-free; check with your child's teacher and Nurse Koeckhoven about food allergies in the class.**

#### ***Other Celebrations***

Throughout the year, we encourage families to share celebrations and traditions with their child's class at school. Since we don't have extensive cooking facilities on campus, we ask that you bring food for celebrations already prepared from home. **Also, please remember that the Lower School campus is nut-free; check with your child's teacher and the Nurse Koeckhoven about food allergies in the class.**

### ***Special Events***

[Click here](#) for a list of special events throughout the year at the Lower School.

## **Middle School**

### ***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.

### ***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 a 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.

***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 the 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.

***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.

## **Upper School**

### ***Guests to the BB&N Campus***

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

*Alumni/ae:* Alumni/ae are welcome at any time but are asked to be sensitive to the schedules of faculty and students they wish to visit. All alumni/ae should check in with the receptionist.

*Siblings/Friends of the Family:* Normally, the faculty and staff have commitments that make it difficult to extend hospitality to siblings and friends of the family. The family should request permission for one-day visiting privileges by calling the Office of the Dean of Students in advance. The hosting student is responsible for alerting his or her teachers before the day of the visit and for receiving permission before having the visitor attend class. The visitor should register with the Office of the Dean of Students upon arrival and departure. The host must accompany the guest at all times.

*Former Students:* Students who withdraw from BB&N for various reasons are welcomed to attend BB&N sporting events and extracurricular programs that occur outside the normal school day. To visit during class hours, former students need an appointment with a faculty member.

Visiting privileges may be suspended for any person at any time by the Dean of Students and/or the Director of the Upper School.

### ***Incidental Expenses***

Occasionally students have the opportunity to purchase incidental items while they are at school (e.g., fundraiser items sold by various student organizations, supplies for class, tickets to dances, and yearbooks). These purchases (excluding food items) can be charged to the student's account for which the family is billed monthly. Parents should talk to their children about expectations in regards to the purchasing of these incidental expenses.

### ***Lockers***

Every student is assigned a locker in the academic building each year. During the school day, valuable items should not be left unattended and should be locked within a locker; the School is not responsible for any lost or stolen property.

Lockers are the property of the School and students should not have an expectation of privacy in regards to the locker. Questions about locker assignments can be directed to the Office of the Dean of Students.

All athletics equipment should be kept in the Nicholas Athletic Center during the school day.

### ***Party Guidelines***

BB&N students' attendance at private parties is a matter of concern for the Parents' Association.

In Massachusetts, anyone who provides alcoholic beverages for a minor can be charged with contributing to the delinquency of a minor, and may also be held liable for injuries suffered by a minor who is a guest.

The Parents' Association agrees with BB&N that alcohol and drugs have no place at private parties. Of course, BB&N does not and cannot take responsibility for activities that take place off school grounds that are not School-related. Parents assume full responsibility, a position the Parents' Association strongly endorses.

We therefore recommend these guidelines to Upper School parents:

- Be at home to supervise any child's party in your house.
- Limit the number of guests; "open" parties can quickly get out of control.
- Do not allow alcohol or drugs to be brought into your home.
- The Parents' Association recommends that you call the house where the party is being held to be reassured that parents will be present.
- Impress upon your child the importance of refusing to ride in a car with a driver who has been drinking or using drugs.
- Remind your child that friendship includes dissuading a friend from using alcohol or drugs, and from driving under the influence. Taking a friend's car keys can save lives.

Both the Parents' Association and BB&N continually look for ways to enrich the social lives of students and encourage as much social interaction as possible. As responsible adults, however, we all must work together to provide appropriate, supervised, and safe venues for such activities.

### ***Photocopying***

Students may use the color photocopier located in the Charles and Elizabeth Almy Library at the Upper School.

## **Academic Policies and Information**

### **Lower School**

For detailed information about academic policies at the Lower School, please [click here](#).

### ***Student Review Committee***

The goal of our School is to support the successful educational and social-emotional development of each student. In some cases, a school is not the best fit for an individual child. We work as a team with each family to provide appropriate accommodations and support as outlined above. We may, however, recommend that a family begin to look for another school setting which is a better fit for the child's academic, social, and/or emotional needs.

The Student Review Committees (SRC for grades B-3 and 4-6) will discuss a student who may be struggling to thrive academically and/or socially and emotionally at BB&N. The SRC meets twice a year, as needed (in the late Fall and early Spring.) The SRC is composed of the Lower School Director, Assistant Director, Head of School, Counselor, Director of Student Support Services, and any specific teachers and /or specialists may be invited by the Directors. A student's homeroom teacher is responsible for presenting a student to the SRC. Recommendations from the SRC are communicated to a family by the Lower School Directors in collaboration with the Counselor.

### **Middle School**

For detailed information about academic policies at the Middle School, please [click here](#). Additionally, an overview of the MS program is provided in the *MS Program Guide*, which will be posted to the Middle School Parent Portal.

### ***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 7<sup>th</sup> to 8<sup>th</sup> consists of:

- No Failures;
- No more than two year-end grades in the D range.

A satisfactory record for promotion from 8<sup>th</sup> to 9<sup>th</sup> consists of:

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

2. The second criteria are measured by 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 they deem 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.

## Upper School

For detailed information about academic policies and for a full description of courses and athletics offered in the Upper School, please refer to the [Upper School Program Planning Guide](#). A list of Upper School graduation requirements can be [found here](#).

## **Academic Review Committee**

### ***Academic Concerns and Academic Status***

The School aims to identify and support students who are struggling academically. As such, the system of Academic Watch, Academic Warning, and Academic Probation exists to ensure that these students receive appropriate support from both the School and home. Follow-up plans for students on Academic Watch, Academic Warning, or Academic Probation may include, but are not limited to, weekly progress meetings, work with the Learning Specialist, supervised study halls, limited participation in extracurricular or off-campus activities, and additional work with teachers. As the student works to improve and find greater success, the School closely monitors the student's program.

The Academic Review Committee (ARC) meets at the end of each trimester to review students who did not achieve a satisfactory academic record. The Committee makes recommendations regarding academic status to the Upper School Director. The Head of School has ultimate authority to review and amend the recommendations of the ARC and the Director.

**Academic Watch:** Any student who receives three or more grades in the C range or one C- at the middle of a trimester will be placed on Academic Watch for the remainder of the trimester. At the end of a trimester, any student who receives trimester grades or year-to-date grades in the C range for three or more courses or one C- trimester grade or year-to-date grade will be placed on Academic Watch for the subsequent trimester. In addition, the Director of the Upper School may place a student on Academic Watch at any point during the school year when there are significant concerns about performance, attendance, attitude, or other factors affecting academic achievement. When a student is placed on Academic Watch, the student's advisor notifies the student and the parent. At the end of the trimester, the ARC may review any student on Academic Watch.

**Academic Warning:** The first time a student receives one trimester grade or year-to-date grade below C- at the end of a trimester, the student will be placed on Academic Warning for the subsequent trimester. When a student is placed on Academic Warning, the student, parent, advisor, and teachers receive written notification. A student on Academic Warning is not considered to be a student in good academic standing. A student on Academic Warning should not expect to participate in certain extra programs but may apply to do so. At the end of the trimester, the ARC will review any student on Academic Warning.

**Academic Probation:** Any student who has previously been on Academic Warning and receives one trimester grade or year-to-date grade below C- at the end of any following trimester will be placed on Academic Probation for the subsequent trimester. When a student is placed on Academic Probation, the student, parent, advisor, and teachers receive written notification. A student on Academic Probation is not considered to be a student in good academic standing. A student on Academic Probation should not expect to participate in certain extra programs but may apply to do so. At the end of the trimester, the ARC will review any student on Academic Probation.

A student may be required to withdraw from the School under any of the following conditions:

- A student who has been on Academic Probation for two consecutive trimesters receives grades that would place the student on Academic Probation for the subsequent trimester.
- A student who has been on Academic Probation for three trimesters over the course of two consecutive years receives grades that would place the student on Academic Probation for the subsequent trimester.
- A student who has been on Academic Probation for any two trimesters in Grade 10 receives grades that would place the student on Academic Probation for the subsequent trimester.

### ***Promotion and Satisfactory Academic Standing***

To be promoted to Grades 10, 11, and 12 or to graduate, a student must pass all courses that must be taken in a particular grade and that are a part of the minimum requirements for graduation. In addition, the student must have a Satisfactory Academic Record for the current year.

A student has a Satisfactory Academic Record if the student's year-end grades include no more than one grade in the D range and no F's. Students taking only four full academic courses may not have any grades below C-. For these purposes, a grade of "Pass" in a course taken on a Pass/Fail basis will not be considered the equivalent of C- or higher unless the student has, in fact, an average of C- or higher in the course.

Even in cases where a student has a Satisfactory Academic Record, the Academic Review Committee or individual departments may require that a student complete summer work if the student receives a final grade below C- in any course. Returning to school in the fall will only then be possible upon satisfactory completion of such work.

In situations in which a student does not meet the minimum requirements for promotion, the Academic Review Committee may require that the student make up one or more academic deficiencies through an approved summer program or summer work on such conditions that the committee determines. The School reserves the right to determine if the work completed over the summer will allow for the student to be promoted.

#### ***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).

## **Student Support Services and Resources**

### **Lower School**

Please see The All School Guiding Principles for Academic Support on page 14 of this handbook for general questions about tutoring and academic support.

#### ***Referrals for Evaluations***

On occasion, concerns may arise regarding a student's academic, social, or emotional well-being. The process which the Lower School at BB&N uses to help respond to the needs of the student begins with the child's homeroom teacher.

Homeroom teachers meet with the learning specialists and counselor on a regular basis. At that time, student concerns are addressed and the Learning Specialist and/or counselor will meet separately with the parents to discuss concerns and plan possible interventions together. Often it is at the request of the parent that a closer look is taken regarding a child's progress. After consultation with the Learning Specialists, Counselor, Teachers, the Lower School Directors, the Director of Student Support Services, and parents, if an evaluation is needed, the team will recommend the names of professional evaluators. When the evaluation is completed, the Learning Specialist and Counselor will meet with the parents to go over the recommendations and results.

In some cases, after review of the test results, the Learning Specialist and homeroom teacher, in collaboration with

the Counselor, will suggest a tutor for the student. They can provide a list of qualified tutors to work with students. The team will communicate and collaborate with the tutor to help meet the child's individualized learning needs. We encourage a collaborative approach in working with our students. The Lower School Directors, parents, homeroom teacher, Counselor, and Learning Specialists are all part of that team. The team will determine if there is a need for an individual transition meeting to support the student's move to the Middle School.

### ***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.

### ***Student Review Committee***

The goal of our school is to support the successful educational and social-emotional development of each student. In some cases, a school is not the best fit for an individual child. We work as a team with each family to provide appropriate accommodations and support as outlined above. We may, however, recommend that a family begin to look for another school setting which is a better fit for the child's academic, social, and/or emotional needs.

The Student Review Committees (SRC for grades B-3 and 4-6) will discuss a student who may be struggling to thrive academically and/or socially and emotionally. The SRC meets twice a year (in the late Fall and early Spring.) The SRC is composed of the Lower School Directors, Head of School, Counselor, Director of Psychological and Learning Support Services, and any specific teachers and /or specialists may be invited by the Directors. A student's homeroom teacher is responsible for presenting a student to the SRC. Recommendations from the SRC are communicated to a family by the Lower School Directors in collaboration with the Counselor.

### ***Standardized Testing***

A student's teacher is the best judge of a child's progress; standardized tests back up teacher assessment. Standardized tests are used at BB&N, but they are never the only means by which we judge a student's academic potential or aptitude. BB&N's testing schedule at the Lower School is as follows:

Beginners-Grade 1:	Developmental screening as needed.
Grades 1-4:	Diagnostic screening for reading development.
Grades 5:	Educational Records Bureau's (ERB's) Comprehensive Testing Program

Results of all testing can be discussed with the student's classroom teacher.

## **Middle School**

### ***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's academic performance or when the student presents a real "puzzle," a conversation with the student's parents is initiated most often by the MS Learning Specialist in consultation 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 page 15 of this handbook for more information.

### ***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. [Click here for more information about the Advisory Program.](#) More details are also 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/ (students) 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.*

## Upper School

### ***Academic Support***

The Learning Specialist consults with and supports the Upper School faculty, Grade Deans, and Counselors regarding concerns about students experiencing difficulty with the Upper School curriculum. Families are referred to the Learning Specialist by an advisor, teacher, or Director in order to determine if the Learning Specialist is the right match for the individual student’s needs.

The Learning Specialist provides academic skill support to those students who have difficulty accessing the Upper School curriculum; this work may include instruction around foundational academic skills, such as time management, note taking, and study skills. Skill based academic support is short-term and takes place during study hall blocks or free blocks. The Learning Specialist can also assist families in coordinating additional outside support if necessary.

For more information please refer to the Guiding Principles for Academic Support on page 14 of this handbook.

### **Referrals for 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 for evaluations are usually discussed further by the Student Support Team prior to recommending testing to the parents. If the team determines testing is appropriate, the Learning Specialist will reach out to the family to explore the idea of pursuing an educational evaluation and will assist parents in identifying the next steps in evaluation, either through the public-school system or through a private evaluator.

Parents may pursue testing based on the School’s recommendations or through their own independent concerns for the student’s academic progress; we encourage parents to share these reports with the Learning Specialist.

### **Sharing of Testing Information**

The procedure for receiving and housing testing is as follows:

1. The Learning Specialist houses all testing on a student separate from the student’s permanent academic files. Parents are made aware of this procedure during initial discussions with the School about pursuing testing.
2. Parents are encouraged to review the testing results with the Learning Specialist and/or Counselor 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, and discussed with the individual student’s teachers.

### ***Advisor***

Each student is assigned a faculty advisor. The advisor gets to know the advisee well, meets regularly with the advisory group, and is in touch with parents throughout the year. In addition, the advisor meets with the advisee during each grade report cycle to formally review academic progress and social-emotional growth. The advisor should be the first point of contact for most parent concerns or questions, especially those related to a student’s overall well-being, academic achievement, course schedule, or the course request process.

For matters of a more serious nature, parents can contact the Dean of Students with questions about personal and social development. Concerns of a significant academic nature can be directed to the Assistant Director of the Upper School or the Director of the Upper School.

### ***College Counseling Office***

Students are assigned a college counselor during the winter of the junior year. The college counselors work individually with each student to develop a standardized testing plan, create a list of colleges to research, review applications and essays, and help with every aspect of developing post-BB&N options. In addition to counseling individual students, the college counseling team will connect with the freshmen and sophomores through class meetings and through programming designed to help students focus on the high school experience while taking the necessary steps to prepare for college. The College Counseling Office also hosts numerous workshops, evening presentations, and coffees designed to provide parents with the information needed to help their student navigate high school, the application process, and beyond. The [College Counseling page](#) on the BB&N website has a wealth of information, including calendars, past presentations, and a copy of the College Counseling Workbook distributed to each student in Grade 11.

### ***Nurse's Office***

The Upper School Nurse's Office is located in Room 175 on the ground floor of the Main Building. Students are welcome to drop-in or schedule an appointment to speak with the nurse. The goal of the nursing program is to facilitate healthy lifestyles so that each student has the opportunity for success. This is accomplished by providing: episodic care of acute illness and injury; safe administration of prescription and over-the counter medications; collaboration with parents and health care providers to assist in the management of chronic or long-term health conditions; ensuring all students are in compliance with state mandated school health regulations; providing referrals to internal and external health resources; and by offering health education opportunities.

### ***School Counselors***

The Counseling Offices are located on the ground floor of the Main Building in Room 174 and Room 179. The Upper School Counselors welcome visits and are available to speak with students about personal, family, social, or school concerns. Students may drop in or schedule an appointment with either counselor. While conversations are kept confidential, disclosures may be warranted if the health or well-being of a student is in question. The counselors consult with administrators, teachers, advisors, and parents around individual student concerns and general adolescent topics.

### ***Peer Counselors***

Peer Counselors are students in Grades 11 and 12 who have been selected to offer support, advice, or information for their peers. The Peer Counselors meet twice weekly for planning and training, disseminate information on a range of adolescent topics, and offer workshops to Lower School and Middle School students. While most of the individual support offered by Peer Counselors happens informally, appointments can be scheduled by contacting a Peer Counselor directly or by notifying one of the Upper School Counselors.

### ***Tutoring Procedures and Guidelines***

Please refer to the Tutoring Procedures and Guidelines on page 15 of this handbook.

## **Rules and Discipline**

### **Lower School**

The Lower School strives to create a warm, safe, and welcoming environment that encourages the growth and development of the whole child. We understand and firmly believe that:

- Knowing the children we teach—individually, culturally, and developmentally—is as important as knowing the content of the curriculum that we teach.
- We understand that research has shown that the greatest cognitive growth occurs through social interaction.

- The social curriculum is as important as the academic curriculum.
- How children learn is as important as what they learn; process and content go hand in hand.
- Knowing the families of the children we teach and working with them as partners is essential to the children's education.
- To be successful socially and academically, children need to develop a set of social skills that includes five particularly important skills. These skills are cooperation, assertion, responsibility, empathy, and self-control (often referred to as the acronym CARES in the Responsive Classroom approach).
- We value our collaborative work as a professional learning community.

### ***Setting Classroom Agreements and Expectations***

Classroom communities focus on the LS community motto of *Respect for Self, Respect for Others, Respect for Environment*. It is a clear way in which we expect our student and adult community to navigate life on the LS campus. The motto is directly linked to the school mission of Honor, Scholarship, Kindness. Classroom communities spend the first weeks of school establishing norms in the classroom that will help support a positive classroom climate.

Keeping in mind the Lower School motto, homerooms create a classroom "Community Agreement" designed by all the constituents. This document is displayed in the classroom throughout the year to refer back to. These "Agreements" are not a list of dos and don'ts. Instead, they are general rules to live by that use positive language (i.e. "We will control our bodies and respect personal space," rather than "Don't hit."). Once these agreements are formed, they will be shared with specialists and the parent community to better support the students.

As a member of the BB&N community our expectation is that students, and all community members will strive to live up to our LS community expectations in school, on teams, in after school programs, and during school events. Some examples of these expectations may include, but are not limited to:

- Treat others with kindness
- Tell the truth knowing there will be times when it will be difficult
- Strive to take responsibility for one's own actions
- Acknowledge and respect individual differences
- Respect others through language and action
- Try to be aware of other people's feelings
- Respect classroom agreements and those of the school so that we may all learn and live in an atmosphere of safety and active kindness
- Respect the personal space of others
- Listen when someone is speaking and wait to express one's opinion
- Become an active listener and strive to understand the opinion of others
- Cooperate with others and do one's own share of work to be completed
- Cooperate even if one's own idea is not chosen
- Follow the guidelines stated in the BB&N Acceptable Use Policy for Technology
- Care for school property and common spaces
- Strive to make a positive contribution to community

### ***Discipline and Action Steps***

Discipline is a part of life and the foundation for caring, supportive community. As stated by Responsive Classroom, discipline:

- Contributes to a predictable and safe environment
- Teaches children to value and care for themselves and others
- Helps children develop skills of ethical and effective problem-solving
- Guides children in the development of self-discipline, which is essential to their success in school and life

Here are some general steps taken when a student is not meeting community expectations around social/emotional growth. It is important to note that these steps are a guideline and depending on the context, some steps may or may not be necessary.

- Observed Behavior: Verbal redirection
- Repeat of Observed Behavior: Second redirection (Verbal redirection with detailed teacher discussion)
- Repeat of Observed Behavior Follows Intervention: With child present, teacher fills out *BB&N Lower School Documentation for Behavioral Consequences* form. A copy of this form goes home for the parents/guardians to sign and the returned signed copy will be given to the LS Director to keep on file. Additionally, families will receive a phone call home from a teacher explaining the document and the actions that led up to it to help foster collaborative support between home and school.
- If a child continues to act inappropriately, it is possible that a behavior plan will be put in place by a team consisting of the LS Directors, the classroom teacher, counselor, and possibly the Head of School, other teachers, or additional members of the Student Support Team.

Please note that as a part of a social community, early childhood and elementary aged children demonstrate variability in their rates of growth and development along a continuum of social norms. It is normal for a child to exhibit challenges and behavioral adjustments as they navigate ever-changing social dynamics that are a part of a school setting. Our expectation is that students will learn and grow from their mistakes with the help and support of all of the adults in our community.

### Logical Consequences

With each offense a logical consequence may be necessary. Community members work to ensure that consequences for our actions are clear and logical. These consequences should also be respectful, relevant, and realistic.

### The Goals of Logical Consequences

- To give children the chance to regain self control (i.e. take a break)
- To help children:
  - Recognize the connection between their actions and the outcome of their actions
  - Fix problems caused by their mistake or misbehavior
  - Make amends and preserve their relationships
  - Avoid similar problems in the future
- To preserve the dignity of the child and the integrity of the group
- To keep children safe

### The Three Kinds of Logical Consequences

- Apology of action
- You break it, you fix it: this gives the student a chance to take responsibility for their actions and make amends;
- Loss of privilege

### Consequences for more serious violations

The following violations, handled by the Lower School Director and the Head of School, will result in the teacher or director notifying parents. The School reserves the right to require the withdrawal of any student whose behavior is determined to be unacceptable. The decision of the School in this regard is final.

- Physical Abuse
- Verbal Abuse
- Violence
- Discrimination/Hate Speech
- Theft
- Defacing School Property
- Repeated Violations of Academic Dishonesty
- Possession of a Weapon

- Drugs or Alcohol
- Harassment
- Bullying (repeated, documented acts). For more information please read [BB&N's Bullying Intervention and Prevention Plan](#).

At the discretion of the Administrative team, any of the following consequences may be initiated for serious violations:

- In-house suspension
- Out of school suspension
- Meeting with parents, faculty, and administration to determine continued enrollment at BB&N's Lower School
- Expulsion from BB&N

#### Other Considerations

A safe learning environment requires that the following items are not permitted in school. Parents are asked to ensure that the following items stay at home:

- Laser pens, toy or real weapons, matches, lighters, ropes, martial arts items, fireworks
- Roller blades, Heelys, roller skates, skateboards
- Gum, candy
- Soda, coffee or energy drinks. Recommended drinks: water, juices or teas

### **Middle School**

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.

### **Prohibited Behaviors**

#### ***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.

#### ***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, electronic cigarettes, and vape pens, 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. [Click here](#) for the school’s tobacco/smoking/vaping policy.

#### ***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 disciplinary response up to and including expulsion.

#### ***Bullying:***

Please refer to the [BB&N’s Bullying Intervention and Prevention Plan](#).

#### ***Harassment:***

Please refer to page 13 of this handbook.

#### ***Hazing:***

Please refer to page 14 of this handbook.

### **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 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.

*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 the 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, possession/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 the *Technology Use Policy* (TUP), etc. These are offenses deemed more serious than those requiring a warning or detention slip.

***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, 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.

## Upper School

### ***School Rules***

Most of the following school rules are self-evident. BB&N students understand that they are expected to be punctual, courteous, and straightforward in all their interactions with faculty and peers. The rules are grouped as Minor Offenses and Serious Offenses. It is impossible to list every behavior that is unacceptable, and so the following list is not all-inclusive.

### ***Minor Offenses***

- **Behavior in School:** Students are not allowed to run or use athletic equipment while in the hallways or indoor spaces. If either of these behaviors persists after a warning, equipment will be confiscated for the day, the Dean of Students will be notified, and students may receive a detention.
- **Bounds:** The following areas are considered out of bounds: the bird sanctuary woods across from the School by the American Legion; March Post from the Eliot Bridge upriver; the area on the campus-side of Greenough Boulevard that extends beyond the Upper School Parking Lot by the Cambridge Cemetery; the Coolidge Hill area and the Shady Hill School grounds. Students who are reported as being off-campus or out-of-bounds without permission will be assigned a detention. Repeated offenses will lead to more serious disciplinary responses.
- **Dress:** It is expected that clothing will be appropriate for the tasks at hand. Students may not wear clothes that refer to drugs, alcohol, or other inappropriate or illegal activities. Footwear must be worn at all times. Hats in classrooms are permitted at the teacher's discretion.

Students are expected to adhere to the "6Bs" regarding the School's dress code:

- **No Backs:** No open-back shirts are allowed. No skin below the shoulder blades should show.
- **No Bellies:** No midriff shirts are allowed. Shirts must cover the midsection even when sitting.
- **No Butts:** Shorts and/or skirts must provide complete coverage. Undergarments or skin should not be exposed when walking up stairs, sitting, or bending to pick up something on the floor.
- **No Bras:** Bra straps and dark bras under light shirts should not be visible.
- **No Boxers:** Pants should fit appropriately and not reveal underwear of any kind.
- **No Breasts:** Low-cut shirts are not allowed. Clothing should not reveal cleavage lines.

Dress code violations are reported to the Dean of Students.

- **Food:** No food is allowed outside of the Upper School Commons (with the only exceptions being class meetings, advisory, and class parties). Bake sale food sold in the Commons should be eaten in the Commons. Food purchased elsewhere (like pizza or subs) cannot be resold for fundraisers. Bake Sales must be approved by the Office of the Dean of Students in advance.
- **Inappropriate Language or Materials:** Inappropriate language includes vulgar, profane, or obscene terms. Students will be warned when such speech is first overheard, unless the incident is an extreme one. The possession or distribution of pornographic materials is prohibited.

- **Library Disruption:** In order to maintain an atmosphere conducive to study, loud voices and inappropriate behavior are not permitted in the library. All technological devices, including cellular phones and personal or School-owned computers, must be used solely for academic purposes. No food or beverages are allowed in the library other than water bottles.
- **Parking Violations:** Please see the Transportation and Parking Section on page 35 of this Handbook for more information about the rules pertaining to student parking.
- **Portable Musical Devices/Cellular Phones:** Portable musical devices and their accessories (especially headphones) are inherently antisocial, a distraction to the teaching and learning process, and an easy target for theft. These items should not be visible or in use during the school day other than in specific areas that the School has designated as appropriate. If a student is found in violation of this rule the device may be confiscated and brought to the Office of the Dean of Students.

To avoid any possible interruption to the school day or school activities, cellular phones and other communication devices may not be used during the academic day other than in specific areas that the School has designated as appropriate. If necessary, students are allowed to use the phone in the Office of the Dean of Students. Any student found in violation of this rule may have their phone confiscated and brought to the Office of the Dean of Students.

- **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.
- **Tardiness:** Students are expected to meet all obligations on-time during the school day, including assemblies, classes, study halls, and athletics. Students are held accountable for lateness to any obligations. The third time a student is late to a commitment, the student will be assigned an afternoon detention. Continued violations of this rule will lead to more serious disciplinary responses.

### ***Serious Offenses***

These offenses threaten the well-being of the community or of individuals and are subject to disciplinary proceedings as outlined below.

- **Bullying:** Please refer to the [Anti-Bullying policy](#) available on the BB&N website.
- **Cheating:** Cheating is the willful giving or taking of information to or from another student, or communication with another student in any way during or about a test, quiz, exam, or homework assignment. This includes turning in a paper or other academic product to more than one teacher or course, without prior permission. Further, one can cheat by bringing into a testing situation notes or other information that are not meant to be used as a reference whether explicitly prohibited by the teacher or reasonably barred from use by common practice.
- **Class Cuts:** Students are expected to attend all of their classes during the school day. Skipping/cutting class is prohibited and is considered to be a serious lapse of responsibility. If it has been determined that a student skipped class, the student will receive a detention. A student who skips any two classes in a school year will face a restriction of privileges and be placed on Disciplinary Warning. Any additional incidents of skipping class may result in further disciplinary responses, including being brought before the Student-Faculty Discipline Committee and/or being placed on Disciplinary Probation. Students who skip school for an entire school day can expect an immediate and serious disciplinary response and should expect to be brought before the Student-Faculty Discipline Committee. In addition to the disciplinary consequences outlined above, a student who skips class faces the academic consequences for having an unexcused absence.

- **Fighting:** A fight is a physical conflict between two or more individuals. The School does not condone fighting in any circumstances and will investigate any incidents involving physical conflicts between students.
- **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, gender, 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 a student believes that harassment has occurred, the student must report the concerns to a teacher, advisor, school counselor, or administrator. 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 that 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 students. Incidents of hazing must be reported to law enforcement officials. ([Click Here to download a PDF of the Anti-Hazing Law.](#))
- **Insubordination:** Insubordination is the refusal to follow a reasonable request by any faculty member, staff member, or coach or the making of rude, profane, or obscene statements or gestures to a teacher, coach, or staff member.
- **Lying and Forgery:** Lying is any misrepresentation of the full truth, whether to a faculty member, staff member, or committee. Forgery is the signing of the name of another person for the purpose of defrauding or misleading any faculty member, staff member, or committee.
- **Plagiarism:** "Plagiarism means presenting another person's words, organization of material, or ideas as though they were your own. The term applies whether or not the attempt to plagiarize is successful and whether it is due to intentional deceit, carelessness, or misunderstanding. It refers not only to written works but also to songs, paintings, sculptures, computer programs, websites, and films. In other words, you must give credit for any aspect of a work that you have not invented. Putting your name on a paper, a poem, a sketch, etc. is your pledge that, except where specified, it is completely your own work." - Sharon Hamilton, *Solving More Common Writing Problems*

Each student discusses and signs this statement (or a comparable explanation of plagiarism) at the beginning of every school year. The Dean of Students keeps these signed statements on file.

- **Prohibited Substances:** The use, sale, possession, or presence under the influence of alcoholic beverages, marijuana, or any controlled substance (unless under prescription and administered according to BB&N's policies) is forbidden. Because of the threat to physical and mental health that alcohol and drugs represent, violations involving these substances will be considered particularly grave. Students consuming alcohol or using drugs at School-sponsored events or who engage in those behaviors and then attend School-sponsored events can expect to face serious disciplinary consequences. The amount of consumption or level of usage is not a mitigating factor. Those students who are suspended from school for any drug or alcohol usage will have an automatic seven calendar day suspension from all co- and extracurricular activities dating from the time when the suspension is approved. The Disciplinary Committee retains flexibility as to the dispersion of long-term offices held by the offender such as Club Officer, Sophomore Guide, Peer Counselor, etc., but suspension from co- and extracurricular activities is not discretionary.

The use or possession of tobacco or tobacco products including smokeless tobacco, electronic cigarettes, and vape pens is prohibited on campus or at school events. The BB&N campuses are smoke-free environments. [Click here](#) for the school's tobacco/smoking/vaping policy.

- **Sexual Offense:** Inappropriate behavior of a sexual nature is a serious violation of BB&N's Community Standards and is not permitted at any time. Sexually offensive conduct includes using suggestive, rude, or offensive sexual language, gestures, or actions. Any person found to be guilty of engaging in such unacceptable behavior will face serious disciplinary consequences.
- **Slurs or Graffiti Relating to Race, Color, Ethnic Group, Gender, Sexual Orientation, Religion, or Disability:** These are degrading or demeaning statements insulting to a particular group occurring orally or in writing anywhere in the School, on School property, or during any School-sponsored activity, whether at the School or not.
- **Theft and Possession of Stolen Property:** Theft is the taking of property that does not belong to the student. Possession of stolen property is the holding without permission of property that does not belong to the student, regardless of the intent of the holder. Thefts may be referred to the Cambridge Police Department. Students can help by reporting thefts to the Dean of Students, storing possessions in private lockers, and leaving their valuables at home.
- **Vandalism:** Vandalism is the willful destruction or defacement of property.
- **Violation of Technology Acceptable Use Policy:** Violations of BB&N's Acceptable Use Policy for electronic media (found on page 16 of this handbook) may result in serious disciplinary action. Any violent or dangerous behavior, or threat or advocacy of violent or dangerous behavior, or other actions that threaten individuals or the School will be considered a serious breach of school rules and treated accordingly.
- **Weapons:** The possession or use of any other weapon is prohibited on school property or during any School-sponsored activity, whether on campus or not. The use of woodcraft implements used at Bivouac is acceptable provided that students obey the Program's established guidelines. Massachusetts laws require that school officials report to law enforcement authorities anyone who carries a firearm or any other dangerous weapon into any School building or onto School grounds.

#### ***Violation of School Rules and Disciplinary Consequences***

A student who violates any of the School's rules will be subject to discipline if the offenses occur before, during, or after school; in School buildings, on School premises, or at other locations while attending School-sponsored activities; or while engaged in School-related conduct, which includes going to or from School. These rules apply to off-campus conduct involving other students, property, or personnel.

Possible disciplinary responses for students who commit, attempt to commit, or aid in the commission of violating school rules include: detention; Disciplinary Warning; Disciplinary Probation; Major Disciplinary Detention; suspension; and expulsion. Students may also be suspended or expelled for any other misconduct which, in the opinion of the Director or the Dean of Students, renders the student's continued presence in the School disruptive to the educational process or threatens the welfare of the School community. Further, suspension or expulsion may result from misconduct away from the School or outside school hours which involves criminal behavior or is of such a nature that the student's continued enrollment would be detrimental to the School's overall objectives or good name.

**Detention:** One consequence for a violation of a school rule is a one-hour, after-school detention. This is typically assigned for tardiness and/or other minor infractions.

**Disciplinary Warning:** When a student is placed on Disciplinary Warning, a restriction of privileges and/or participation in School activities may be defined. If there is no improvement in attitude or behavior, or if other violations of school rules occur during the warning period, a student may be placed on Disciplinary Probation.

**Disciplinary Probation:** This status may have attendant sanctions, including, but not limited to, restriction of privileges and/or limitation of participation in school activities. A student on Disciplinary Probation is not considered a student in good disciplinary standing.

Students who commit a serious offense while on Disciplinary Warning or Disciplinary Probation should expect more serious consequences including the possibility of expulsion. If there is no significant improvement in attitude and behavior or if other violations of School rules occur during the probationary period, a student may be expelled from the school. Students on Disciplinary Probation may be asked to report to a supervising teacher or administrator concerning the progress they have made in regards to citizenship and the student's understanding of his or her responsibilities to the School community.

**Major Disciplinary Detention:** A student who receives a Major Disciplinary Detention will be present in school but will not be allowed to attend classes or other activities until the detention has been served. The student is expected to make up all work that was missed in class.

**Suspension:** A student who receives a suspension will serve that time outside of school. The student is expected to make up all work that was missed in class. A suspension from school normally begins the day after the disciplinary recommendation is determined.

**Other Responses:** The School may, in the course of addressing a drug or alcohol problem, require that a substance abuse counselor assess a student and that the results be shared with the School. Such results may be the basis for the School to make treatment or other conditions a part of a student's continued enrollment in the School.

Students who were required to withdraw from BB&N for disciplinary or academic reasons may sometimes have restricted visiting privileges when it is considered to be in the best interest of current students or of the former student. In these instances, students are usually informed of any restrictions at the time of withdrawal. The Upper School Director or Dean of Students may rescind or alter visiting privileges at any time.

#### ***Student/Faculty Discipline Committee***

The Student/Faculty Discipline Committee exists to handle cases referred to it by the Dean of Students. The committee is convened when there has been a known violation of the School's major values or when a serious offense has been committed. The Student/Faculty Discipline Committee consists of students, faculty members, and the faculty Chair of the Committee. The Director of the Upper School appoints the faculty members and the Chair of the Committee. Student members are appointed by the Director of the Upper School and the Head of School from nominees proposed by the Student Council. Three students and three faculty members, drawn from the larger group of committee members, plus the Chair of the Committee attend each Student/Faculty Discipline Committee hearing.

There are rare situations in which a violation of the School's major values or a serious offense has been committed yet the disciplinary matter is handled administratively rather than referred to the Student/Faculty Discipline Committee. These circumstances might include situations in which the violation is so significant that withdrawal from the School is a predetermined consequence, situations in which the mental or physical health of the student would be compromised by meeting with the Student/Faculty Discipline Committee, or situations in which the disciplinary matter needs to be handled in an expedited time frame.

#### ***Disciplinary Procedure for Serious Offenses***

Procedures are intended to be general guidelines only and BB&N reserves the right to apply them at its discretion. The most significant factor in changing and improving student behavior is the cooperation between the School and parents who can help by holding students to BB&N rules and supporting the School's response when these rules have been broken. When a serious offense has occurred and Disciplinary Probation, suspension, or expulsion may result, the process below is followed:

Students are informed of the violations at issue and of the evidence supporting those charges. The Dean of Students has the discretion to handle a case administratively or to refer it to the Student/Faculty Discipline Committee. The Dean of Students makes this decision in consultation with the Upper School Director, referring to precedents and individual circumstances. Regardless of whether the matter is handled by the Student/Faculty Discipline Committee or administratively, students have an opportunity for discussion. Parents (or attorneys and other outside parties) are not permitted to participate in disciplinary proceedings, but parents may call the Dean of Students for more information about the offense and the process. If a student refuses to communicate with the Dean of Students or the Student/Faculty Discipline Committee, the process will proceed without them. Likewise, if a student withdraws from the School before a final disciplinary response has been determined, the School will proceed with the disciplinary procedure.

When the Student/Faculty Discipline Committee is convened, the committee meets with the Dean of Students, the student(s) charged with the disciplinary violation, and the advisor of the student(s). When a student appears before the Disciplinary Committee, the Dean of Students furnishes a written statement of the charges, events, and other pertinent information to the committee. The goal of the committee is to recommend fair, consistent, and appropriate consequences that balance the educational needs of the individual student with the needs of the entire community. The committee will generally limit its discussion to the violation at hand but in making its recommendation will consider precedence as well as the student's past record in the School.

When a disciplinary recommendation has been made, either by the Dean of Students or the Student/Faculty Discipline Committee, it will be reviewed and approved, adjusted, or rejected by the Head of School (or, in his or her absence, a designated administrator). Parents will then receive telephone notification of the response, followed by a letter documenting the situation.

The Head of School may, upon a recommendation from the Dean of Students or the Student/Faculty Discipline Committee, require a student in an elected or appointed office to remove themselves from that office. Students on Disciplinary Warning or Disciplinary Probation may also be declared ineligible for appointed or elected offices for a period of one year from the date of the offense. The School reserves the right to require the withdrawal of any student whose behavior is determined to be unacceptable. The decision of the School in this regard is final.

#### ***Reporting of Disciplinary Actions at School***

While the School will preserve the privacy of Student-Faculty Discipline Committee proceedings, the results of such proceedings are valuable information for the faculty community. After each Committee meeting, or at such intervals as seem appropriate, the Upper School Director or the Dean of Students will report to the Upper School faculty a summary of the nature of the offense, the recommended punishment, and the administration's final action.

#### ***Reporting of Disciplinary Actions to Colleges***

If a student is asked on college applications whether or not the student has been involved in a disciplinary procedure that resulted in probation, suspension, or dismissal, that student must respond to the question honestly and accurately with a brief, written explanation. Such an explanation must be approved by his/her college counselor. If BB&N discovers that the student has not contacted the college, or has not answered the question honestly and in a forthright manner, BB&N will immediately contact the colleges directly. Otherwise, it is the policy of BB&N not to respond to the question unless, once applications have been submitted, there is a disciplinary procedure that results in a change of status for the student. In that case, BB&N will contact those colleges directly to which the student has applied, after a period of ten days, thus allowing for the student to make the initial contact.