



Honor ~ Scholarship ~ Kindness

All-School Student and Family Handbook 2023-2024

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Mission

BB&N is an academically excellent, diverse, and inclusive community where students develop into lifelong learners who lead with kindness, curiosity, and integrity. We prepare students to be responsible and open-minded as they engage with the world around them.

Core Values: Inquiry, Integrity, Belonging, and Kindness

- We promote curiosity and critical thinking to inspire a lifelong love of learning.
- We strive to be honest, conscientious, and accountable in our actions even when no one is watching.
- We foster a culture of respect, well-being, and connection that values all individuals and empowers them to discover and be their authentic selves.
- We strengthen our communities by recognizing our common humanity and treating ourselves and others with respect and compassion.

Motto: Honor - Scholarship - Kindness

N.B. The BB&N Student and Family 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 and guardian 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 Diversity, Equity, Inclusion & Global 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 Grade 9 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

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 having a normal temperature for 24 hours.
- The student is vomiting; the student may return to School approximately 24 hours after symptoms resolve and the student 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 the student 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. Students should wash hands often with soap and warm water for at least 20 seconds. Coughs and sneezes should be made into the elbow. Students who are exhibiting symptoms of illness should stay at home and remain at home until 24 hours following resolution of relevant symptoms. In addition, the School Nurses ensure adherence to Massachusetts School Immunization Requirements set forth by the MDPH. This aids in early identification and treatment of any ill 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 student diagnosed with a communicable disease such as COVID-19, H1N1, SARS, chicken pox, measles, tuberculosis etc. will be evaluated. BB&N health services will make a recommendation for referral to a health care provider when needed. Treatment for the disease may include sending the student home until non-communicable. Any student returning to School following a communicable disease diagnosis, will need to meet the School requirements set forth by the School, in coordination with the local Department of Public Health. Upon request, the school will require a medical clearance from the student's Health Care Provider before a student can return to full School activities, including athletics.

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 and Covid-19.

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 academic year. In addition, BB&N requires a full vaccine series for COVID-19 before attending any/all school activities. 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, non-vaccinated individuals, **including those with medical or religious exemptions**, may be subject to health and safety requirements and restrictions.

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, the Director of Student Support 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 Emergency contact numbers the school has been provided. 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/guardians 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, including 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 consequences 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 soon as it is reported or 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.
- After diagnosis of a concussion your child will meet with the School Nurse.
- 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 the student's Medical Care Provider(s) until the student returns to pre-injury neuro-cognitive and physical status. There will be ongoing communication with the student's family, advisor, and/or school counselor regarding the student's neurocognitive recovery and need(s) for academic and social-emotional 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 and be verified by the Athletic Trainer.
 - The student must present a note to the Athletic Trainer and/or Campus Nurse from the student's Medical Care Provider(s) clearing a return to participation.
 - Medical Care Provider(s) recommendations will be taken into consideration, but as a general policy there will be 24 hours minimum between being symptom free and starting the return to athletics ramp up process.
 - 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 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, Campus Nurse and the Director of Student Support 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, Campus Nurse, the Director of Student Support 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 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, the student's needs will change, as will any 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 regarding 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 the student's licensed prescriber following the BB&N medication policy well in advance of the student participating in the program (by the assigned deadline dates provided to families through the school portal).
- Educate the child in the self-management of any and all allergies including:
Strategies for avoiding exposure to allergens such as unsafe foods and insects;
Symptoms of allergic reactions;
How and when to tell an adult about an allergy-related problem; and
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.
- For B-8th grade students participating in the school's lunch program, parents/caregivers are responsible for reviewing the list of ingredients for foods selected for their student to ensure that the lunch selected meets any allergy or restriction.

- For 9-12th grade students participating in the school's lunch program are responsible for reviewing the list of ingredients for foods selected. Students may ask any allergy related questions of the School Nurse and Dining Service Director.

School's Responsibility:

- Include students with allergies in all School activities. Students may not be excluded from School activities solely based on a life-threatening allergy.
- Identify a core team including the Campus Director, Campus Nurse, Faculty/Staff, Dining Services Director, to work with families and the student (age appropriate) and 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 does not serve peanut butter on any campus. Lower School parents may not 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 interact 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 others 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.
- For B-8th grade students participating in the school's lunch program, every student will have the ability to select from at least two options that meet their allergy or food restriction needs each day.

Student's Responsibility:

- Notify an adult immediately if they eat something they believe may contain the food to which they are allergic.
- Not trade food with others.
- Not eat anything with unknown ingredients or known to contain any allergen.
- 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 and Re-entry Considerations

Safeguarding our students' well-being, health, and safety is the most important underlying goal of any policy or expectations from BB&N. There are occasions when BB&N must respond to a health-threatening condition or life-threatening behavior on the part of a student. This may include but is not limited to: acute or chronic illness—physical or psychological, suicidality and suicidal ideation, self-injury, substance overuse/abuse, eating disorders, incidents of violence, threats of violence, and possession of weapons. Events such as these may require an immediate assessment by an outside medical or mental health provider to determine if the student is safe to return to school. In certain situations, a student may need to go on an external medical leave to receive a higher level of care and/or participate in an appropriate treatment program. Before a student can 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.
- The risk of the student's relapse or repeating the harmful behavior is determined to be substantially reduced.
- The student is deemed able to attend/engage in a full-time schedule safely and productively by a BB&N team.
- 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 communication between the nurse/counselor and the Health Care Provider(s) regarding the student's transition to school and ongoing progress.
- Confirmation that the student is receiving ongoing support as deemed appropriate.

Upon receipt of all documentation, the School will evaluate the recommendations of the outside provider(s), communicate with the family, and review the student's current academic, behavioral and physical/emotional health to determine if re-entry is possible at this time. When the School determines the student is deemed ready to re-enter, a re-entry meeting will be scheduled to review the support plan and any necessary accommodations. Attendance at the re-entry meeting may include the Campus Director, counselor, nurse, advisor or dean, student, parente/guardian(s) and any outside support as appropriate.

Continued Enrollment in Special Circumstances

In some circumstances, a student may need temporary accommodations due to their physical or mental health without requiring a medical leave and separation from School. In coordination with family and outside provider(s), the School 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.

When there is cause for concern over a student's physical or emotional health, even if there will be no interruption in the student 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.

Student Health Records

An individual health record is maintained for each student throughout their 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. BB&N may require additional vaccinations for both school and travel programs. Parents/guardians must submit exemption requests subject for review by the deadline set by the School. 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

Parents who desire a leave of absence for their child should begin the process by discussing the feasibility with the appropriate Campus Director (CD) and the Director of Enrollment Management (DEM). If the Campus Director deems the request reasonable, the family will submit in writing to the appropriate CD and DEM an official request for leave including an educational plan for the year away before the re-enrollment contract due date. After consultation with the Campus Directors' group, the DEM 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 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 DEM of their child's intention to return to BB&N by February 1 of the school year that 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 of Enrollment in writing during the preceding school year. The Upper School generally assists students who choose to apply to 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 their place at the School, and will need to reapply for admission to the School in accordance with the standard admission timetable and procedures. In evaluating the application, the Admissions Office will give consideration to the fact that the student previously attended BB&N; however, the School cannot guarantee re-entry.

BB&N's Mandated Reporting Responsibilities

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 BB&N employee who believes that a BB&N student is suffering child abuse *must* contact the appropriate Campus Counselor, and/or Campus Director who will in turn notify the Director of Student Support Services, 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 to the School counselor, Director, or Director of Student Support Services. While not mandated reporters by MA law, BB&N expects all volunteers to report any suspected abuse to the coordinator/director of the program.

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 text message and phone call notification at the preferred phone number they have designated in the Family Profile on the Veracross Parent Portal. Additionally, the school website (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.

Technology Use Policy

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 and via applications 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.
11. I will not impersonate BB&N online in any way through email, social media accounts, or websites. I understand that any such activity that implies or states a personal account is associated with the school as an official BB&N account may result in disciplinary actions, and that that account will need to be removed.

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

All policies contained in this Handbook regarding Rules and Discipline (beginning on page 58) apply to BB&N Athletics. For detailed information and policies pertaining to BB&N Athletics, please reference the [Athletics Handbook](#).

Enrollment and Financial Aid Program

Students Living with a Parent/Guardian

All students are expected to be living with a legal guardian for the duration of their enrollment at BB&N. The legal guardian must reside in the home full time with the student while they are attending school. When family circumstances change such that the guardian is no longer living within the greater Boston area, the student may no longer attend BB&N.

Re-Enrollment

Parents are able to re-enroll their children for the following year by completing the online re-enrollment process and by paying an enrollment deposit of \$2,500, this deposit will be credited to the next year's tuition. The re-enrollment portal is made available *online* in 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 to 10% of a family's tuition obligation (up to a maximum of \$2,500).

The School may withhold re-enrollment forms for academic, behavioral, and/or financial delinquency.

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 15 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 industry standard and institutional methodologies to calculate a family's financial need as a guideline in determining financial aid. In doing so, BB&N is able to meet 100% of demonstrated financial need. 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 new information each year to confirm eligibility for the succeeding academic year. For more information, please contact the Director of Financial Aid.

Financial Aid Application Process

Financial aid applications for returning families are due in January 2024. Families applying for aid should complete the online application and submit the necessary tax documentation as directed by the Director of Financial Aid. Returning families who wish to apply for aid for the *first time* should call the Director of Financial Aid for information on eligibility and 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.

The financial aid process represents a partnership between family and school. Given the time sensitive nature of the process and to ensure BB&N can provide award information to all families within the re-enrollment timeframe, BB&N cannot guarantee funds to re-enrolling families who have not completed the financial aid process by the enrollment contract effective date.

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.

Final high school transcripts are retained permanently. All other records in a student's file are destroyed three years after graduation or enrollment withdrawal from the school.

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 email at smathieu@bbns.org.

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 are provided annually 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.

Athletics/Physical Education Program

Questions about the athletic/physical education program should be addressed to Chuck Richard, Director of Athletics (crichard@bbns.org). For grades 6-8, please contact Jaye Locke, Associate Director of Athletics (jlocke@bbns.org).

Billing

Regarding any questions about your bill, please contact the Bursar, Lynda Boyages, lboyages@bbns.org 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 617-800-2461

Middle School: Mercedes Espina at 617-800-2331

Upper School: Rachel Efstathion 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, Andrea Cadyma, 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. Beth 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 homeroom 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.

All-School Family Weekly Newsletter: Knight News:

Knight News is a school produced weekly newsletter sent to families/parents every Sunday. All campuses are included. Important information about upcoming school events, activities, relevant topics and PA updates are shared.

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://portals.veracross.com/bbns>.

Families' Primary Contact:

Your child's homeroom teacher is your primary contact for questions or concerns.

Middle School

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

Non-emergency Communication:

In non-emergency situations, 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.

Families' Primary MS Contact:

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

Advisor Check-ins/ Morning Homeroom:

At the Middle School, we begin each day in small groups with a purpose. By creating a predictable morning routine to organize the start of our days, we provide a framework for building connections. This homebase strengthens our Community and serves as a steady launch pad for the day; this is where students receive key information, share announcements and reflections each day. As our students are asked to *own* their own learning, they need to begin to take responsibility for their individual schedules, time, work and relationships. Students should arrive at school in time to be already *seated* in Homeroom by 8am. (*On Tuesdays, Homeroom begins @8:40am.*)

Student and Faculty Email: Each student is given a school email account and is expected to check this account daily. This email account serves as a key method of electronic communication within the Community and between a student and a teacher or advisor. Students should refrain from using their personal email accounts when contacting BB&N faculty or staff. There is also important student-to-student and student-to-teacher work and communication through Canvas, our online Learning Management System.

During the regular work-week, parents and students can generally expect a response from a BB&N employee within 48 hours of sending an email.

All-School Family Weekly Newsletter: Knight News:

Knight News is a school produced weekly newsletter sent to families every Sunday. All campuses are included. Important information about upcoming school events, activities, relevant topics and PA updates are shared.

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://portals.veracross.com/bbns>.

Reminder: At the MS, the students meet with their Advisors to go over grades before they are posted for families.

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.

All-School Family Weekly Newsletter: Knight News:

Knight News is a school produced weekly newsletter sent to families/parents every Sunday. All campuses are included. Important information about upcoming school events, activities, relevant topics and PA updates are shared.

Online Parent/Family 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://portals.veracross.com/bbns>.

Families' Primary Contact:

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

Daily Schedules

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 on the blacktop area and field..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. Students will be marked late after 8:10 a.m.

School Day:

Grades B-5	8:00 a.m. to 3:00 p.m. (M, T, Th, and F) 8:00 a.m. to 2:00 p.m. (W)
Grade 6	8:00 a.m. to 2:00 p.m. (Daily)
After School Program (B-5)	3:00 to 5:30 p.m. (M, T, Th, and F)

2:00 to 5:30 p.m. (W)

Note: Grade 6 students participate in the Middle School athletic program. Accordingly, students are dismissed daily at 2:00 pm. More information on athletics scheduling will be communicated at the beginning of each season.

Middle School

Morning Arrival:

The Middle School program begins earlier than the other campuses with a prompt 8:00 a.m. class start.

MS Students **need to be in the building by 7:55 a.m.** Prior to class, phones need to be dropped off in the Front Lobby and students must be *seated* in their first class by 8:00 a.m.

The building opens at 7:40 a.m. for students, and please note: once students arrive on to the MS campus, they must remain on campus and go directly into the building. (E.g. No trips to Sarah's, etc.)

Tuesday's morning start time is an exception. Both US and MS campuses have morning faculty meetings on Tuesday mornings and classes have a delayed start for students . On Tuesdays, students need to be in Homerooms promptly by 8:40 a.m.

Middle School Schedule:

[Click here](#) to view a pdf of the Middle School daily schedule. Our MS schedule follows a rotating block schedule. Each student will have a unique personal schedule; each course meets four of the five days of the week. E Block meets every day. CAB = MS Community Activity Block meets on Wednesday afternoons.

Please note: S Block is for sports. Athletic practices/games are an integrated and required part of our MS Program.

E BLOCK:

At the MS, we have a special **E** block in the middle of the day for access to teachers for extra help and in-school work time, as well as a few extra-curricular activities. Students will be introduced to choice, and with some guidance and accountability over time, they will learn to manage their own E Block time. E Block is to connect with available teachers for extra help, make-up work, connect with friends, be outside and/or get a start on homework. If students are not sure how to access extra help, they should start with their advisor. Learning to make good choices and managing time and priorities takes time and are important lifelong skills for all of us!

Dismissal Times and Locations vary:

The Middle School athletic program takes place at the end of the day. Accordingly, students are dismissed from the NAC after athletics at 3:45pm on M, Tu, Th and from the MS campus at 2:15pm on Wednesdays and Fridays unless their athletic team has a game. (Occasionally, there are Tuesday games.) Families should [check the Athletics website](#) and hotline at 617-800-2259 regularly for updated athletic game schedules and times.

Upper School

Students are expected to arrive at school by 8:10 a.m. on Mondays, Wednesdays, Thursdays, and Fridays and by 8:45 a.m. on Tuesdays. The academic school day ends at 3:25 p.m. on Mondays, Tuesdays, Thursdays, and Fridays, and at 1:30 p.m. on Wednesdays. 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 Main Building is open to students from 6:45 a.m. to 6:00 p.m. Nicholas Athletic Center (NAC) also opens at 6:45am and closes 30 minutes after the last practice or home game on campus ends. The NAC will close at 6:00 p.m. during MUD weeks.

Between the end of the school day and 5:00 PM, Upper School students can study in the Commons or the Almy Library/Quiet Room. Once the Library closes at 5:00 PM, students may study in the Commons. After 6:00 PM, the Upper School Main Building is closed to students. Students remaining on campus can study independently at the NAC until that facility closes.

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 200 minutes of instructional time per week.

[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.

<i>Attendance Line</i>	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 8:10 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

Attendance:

All students are required to attend all classes, homeroom meetings, assemblies, and other scheduled commitments, including athletics and rehearsals.

Please note: Ten absences from Program throughout the year is cause for concern. Families may be required to attend a meeting with administration at any point after six absences. Any student who is absent from 20% of their classes during any semester will be reviewed at Committee level for promotability. 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 and unplanned absences.

Absences due to Illness/Late Arrival

MS Attendance Line : 617-800-2306

Please be sure to call the MS attendance line any time your child will be absent or late for school - even if you have notified your child's advisor or teachers. Parents/Guardians should call before 8:00 a.m. As a reminder, if your child will arrive late due to an appointment, please contact the MS Front Office noting the time of arrival. You may contact Mercedes Espina (mespina@bbns.org) or call the MS attendance line.

Tardiness

Students should plan to arrive at the latest 7:55 a.m. We work hard with students to establish good habits, time management and Community respect. Late arrival is a disruption of the School program. Our Program begins promptly at 8:00 a.m. and attendance is taken in order to avoid being marked late. If students are not in Homeroom by 8:00 a.m, they are considered late and must first sign in at the Front Office to receive a slip to present to the teacher of the class which they are joining. If late arrivals persist, the school will contact families; a clear pattern of tardies will result in follow up. In cases of a late arrival pattern, we suggest you review your morning routine and schedule, as a family, to find the root of the problem. If your child struggles to get up or be ready on time to leave, the alarm should be set earlier. If you drive your child to school and traffic is an issue, you may need to leave home earlier.

Thank you in advance for supporting us in clarity of expectations, accountability and setting our students up for success with a positive and calm start to their day. Being late frequently places unnecessary stress on a student and also proves disruptive to classmates and teachers.

MS Extended Care program:

Middle School MSX, is located at our Lower School campus. Please consult the website for details.

Leaving Campus/ Early Dismissals:

For early dismissals, please either call the Attendance Line at 617-800-2306 or email the Front Office (mespina@bbns.org) if your child will be leaving early (missing academics and/or sports). Any student leaving early must sign out on the clipboard in the Front Office prior to leaving campus and sign back in if they return during the academic day. Your support will be greatly appreciated in helping to avoid any confusion regarding a child's whereabouts.

Please note: If your child feels unwell during the school day, they should go to the campus nurse, who will assess their condition. **Any early dismissal due to illness MUST go through the Nurse's office.**

Homework for Absent Students due to Illness:

It is not expected that a student will return to class with all missed work completed; 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 Canvas sites and on some occasions, students may email teachers directly.

Medical Appointments:

Whenever possible, we strongly discourage the scheduling of medical and other appointments during the school day. The earlier dismissal days during *MUD Weeks* are often good times to schedule appointments. Any questions/conflicts should be directed to the student's advisor.

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.

Extended Absences:

The School strongly discourages extended, planned absences. Most specifically, families are discouraged from extending designated vacation periods. If a family anticipates an upcoming absence for three days or more for an important family event, we have created a system for approvals and to support student ownership.

Families should request a *Planned Absence Form* available from advisors, Front Office, or the Deans. The completed form should be submitted to the Grade Dean at least three weeks in advance; not all requests are granted. If approved, the student must meet with their advisor to discuss a plan for missed classes and work; please be aware that not all class work can be replicated outside of class time. The student is responsible to check in with their advisor before and after the extended absence. ***Unexcused absences*** occur when families choose to miss school when they have not followed the procedure above.

***Notes on Arrival, Dismissal, After-school Transitions/ BB&N Transportation logistics:
BB&N is in an Urban Location.***

Now that your child is in Middle School and experiencing more independence and freedom, it is critical that you as a family carefully discuss the details of their daily routine, especially the bookends of their day: morning and end-of-day routine. In addition to the school's rules, as a family, you should establish your own guidelines and expectations for navigating this urban environment (some choices historically have included going to a friend's house nearby, walking to Harvard Square, getting food at local eateries). At a multi-campus urban school, there are transitions (including inter-campus) for your child and activity options (BB&N sponsored and otherwise including local stores/restaurants, etc.). Logistics and details matter and students need to be aware of our Community rules and expectations - as well as yours as a family (for example a requirement that your child texts you where they are going). We cover our details and routine with all students during Orientation.

As a family, you should do the same.

At the end of day, MS students are self-dismissed from the MS campus as well as from the NAC.

After the academic day, there is limited adult presence and supervision on the Middle School campus.

After dismissal, students may not be wandering the buildings or lingering on campus unless they are enrolled in Club or BB&N transportation. Students not using BB&N suburban transportation may not return to the Middle School building/green/terrace once they have left the campus.

On Wednesdays and Fridays, after school coverage is provided for students who are enrolled in the BB&N suburban transportation program. Those who remain on the MS campus take a shuttle (3:15 pm on Wednesdays and 3:15 pm on Fridays) to connect with the suburban buses at the US campus. For these students who do take BB&N transportation, they may leave the middle school campus while waiting and return to board their bus or shuttle at the appropriate time. Students are responsible for being aware of schedule and departure locations; parents/guardians will need to arrange alternative transportation for any students who miss their shuttle and/or suburban bus.

*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 is disruptive to the LS program.*

**** Student safety is a priority and consequences will be issued if students are not following these guidelines. Consequences will be issued if a student misrepresents any information about their whereabouts or end of day process.**

Athletic Attendance and Sports Excuses:

Athletics is an important and integrated part of our BB&N learning experience and Program; participation in our athletic program is required; attendance is reviewed as part of our Program. ***Students are allowed sports excuses only for documented illnesses.*** 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.* 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 the team coach and the Middle School Athletic Director *at least a week* in advance.

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. Parents can also email Kerri Anne Shea: kshea@bbns.org to notify the school.

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 their 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.

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 on non-BB&N teams.

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 8:10 a.m. on Monday, Wednesday, Thursday, and Friday and by 8:45 a.m. on Tuesday. Students who have the first block free on Monday, Wednesday, Thursday, or Friday need to arrive at school by 9:00 a.m. and need to check in at the Office of the Dean of Students upon arrival. Students who have the first block free on Tuesday need to arrive by 9:30 a.m. and need to check in at the Office of the Dean of Students upon arrival.

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 at the Lower School

After-School Programs

After-School at BB&N offers students in grades B-6 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 fee-based 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). For more information about After-School Programs, visit the [website](#).

Use of Lower 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 following areas are available to families after school until 4:30 PM:

- The four-square court (located right inside the Buckingham Street gate)
- The woodchip area that is adjacent to the Brick Building
- The Beginners front playground.

Transportation and Parking

Campuses will reach out to families directly if any of this information changes during the course of the school year.

General

For General Transportation Guidelines and Information, please refer to the [Transportation section of the Parent Portal in Veracross](#).

Carpools

Traffic congestion in the LS neighborhood is a serious concern. BB&N strongly encourages parents to carpool to and from school whenever possible. Families can easily find other families who live nearby by logging into Veracross, clicking on ‘directories’ and ‘households’ and ‘nearby student households’.

BB&N Bus Transportation:

For General Transportation Guidelines, Policies and Information, please sign into your [Veracross account and see the top button labeled Transportation](#).

Transportation Day Passes:

Families may purchase bus transportation day passes for occasional transportation when there is availability for convenience or if a student is riding home with a friend. This service must be reserved 48 hours in advance to ensure proper permissions are in place. Please see the transportation section of your Veracross portal for more information.

Public Transportation:

If you choose to give your child permission to take the T, discounted student T passes for all students and free T Passes for Boston residents are available in the Office of the Dean through Kerri Anne Shea in the Upper School and in the Middle School main office from Mercedes Espina. More information on these programs will be available in late-August. Shuttle service is provided to and from Harvard Square on a regular basis. Detailed information regarding public transportation is available in Veracross ([see the top button labeled Transportation](#)).

Lower School

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 parking 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 and that parking regulations change from time to time and so please pay attention to the parking signage.** No parking is allowed in the driveway at 15 Craigie Street (the Head of School’s driveway) or on Buckingham Place which is a private residential street. Cambridge will tow for street cleaning and the schedule is well marked with signage throughout the neighborhood.

Bicycles

A bicycle rack is available for students and is located beside the four square court at the Buckingham Street gate. All bicycles should be locked and BB&N takes no responsibility for equipment left on the bicycle rack.

Walking to School/Walking Home

Students in grades 4 - 6 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.

Drop-off Policy

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.

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 not be used by parents.

Pick-up 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. If students are not picked up before 3:30 p.m. (2:30 p.m. on Wednesdays) families may be charged a daily fee as the students will be placed in the After-School program at that point in the day.

Morse Building — 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. Student safety is our priority. Thank you for following these guidelines and follow the directions of BB&N faculty and 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:

- The driveway is *one way*. Vehicles should enter by the second entrance to enter.
- Upon arrival in the School parking lot, pull up inside the yellow queuing line in front of the main building along the inside (as close as possible) of the yellow line. Move cars forward when a space appears.
- Please pull up all the way to the front to keep the flow moving.

- To ensure safety, students must enter/exit cars only when the cars are waiting in the queue line in front of the main building. 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. A line of cars on Huron Avenue or on the right-side of Sparks Street is not allowed by the City of Cambridge. If the live queue line is full, cars must 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.
- You might want to delay your arrival—the congestion lasts only about ten minutes! Thank you for your support.
- Notices 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.*** **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.

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

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.

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 must register their car with BB&N and must obey all parking rules. This [Student Car Registration Form](#) may be completed to obtain a permit. The receptionist at the front desk will contact students when their permits are available

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 on 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. Electric bikes, scooters and similar devices may not be stored in the school building due to the risk of fire.

Student Parking

Student Parking

Student parking is available at the Department of Conservation and Recreation (DCR) Parking Lot 4 located on Soldiers Field Road. 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. Student parking decals may be obtained by completing the [Student Vehicle Registration Form](#). The receptionist at the front desk will contact students when their Parking decals are available to be picked up. Shuttle buses provide transportation to and from school for students who park in Lot 4 and the regular schedule is posted near the Dean’s Office and in the Athletic Center..

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.

BB&N students are also prohibited from parking at:

- The Upper School entry way,
- The Cambridge Boat Club,
- The American Legion: Marsh Post,
- Grove Street Athletic Complex

- 197 Coolidge/Forbes buildings
- Nicholas Athletic Center.
- Coolidge Hill neighborhood

Note that the prohibition of student parking in the Coolidge Hill neighborhood is due to an agreement with the school's Cambridge neighbors. This applies to all students, including those with Cambridge resident parking stickers.

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

Students with late athletic practices and other after school activities may move their car to the Upper School Faculty parking Lot after the end of the academic school day. Students are allowed to park in the Upper School Faculty parking lot and the Grove Street Athletic facility on weekends. Parking is generally unavailable for students at the Nicholas Athletic Center on weekends unless the student has written permission from the Athletic Director or Associate Athletic Directors.

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;
- No flip-flop sandals;
- No hats or bandanas worn inside buildings;
- 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 students 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 in 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 at this age level. In attending school, students may dress differently than they dress at home or in more casual settings. This is relevant as students begin to make choices about how to present themselves in a variety of

settings. At the same time, 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.

Our Dress Code is fairly relaxed, so we are including the following guidelines. We expect that families will read, review, and discuss these guidelines with their child/children.

The expectation is that:

- Students will wear clothing that will allow them to fully participate in all school activities.
- Students will not wear clothing that inappropriately exposes skin or undergarments.
- Clothing should not include or reference drugs, alcohol, or illegal/inappropriate activities/words.
- Closed-toe shoes must be worn on lab days in science, in certain Arts classes, and in the KnightLab.

Hats in classrooms are permitted at the teacher's discretion.

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

The Upper School's dress guidelines are designed to respect the rights of individual students to decide how they want to express themselves, while teaching the responsibility of appropriate dress in a school community during the academic day and at school occasions. The choices of an individual should demonstrate respect for themselves, the occasion, and the community.

In that spirit, clothing should not be excessively revealing (e.g., no undergarments showing). Clothing should not include offensive references or hate speech and should not refer to drugs, alcohol, or other inappropriate or illegal activities. It is expected that clothing will be appropriate for the tasks at hand. Footwear must be worn at all times. Hats in classrooms are permitted at the teacher's discretion. Some occasions will require specific dress guidelines, which will be communicated in advance of the event.

Dress guidelines concerns and violations are reported to the Dean of Students and the Upper School Director.

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 17 of this handbook. In addition, students in Grades 5 and 6 must review, sign, and follow the [Lower School Technology Use Policy](#).

Middle School

Digital Device Guidelines:

Communication Devices: Cell Phone/Apple Watches/etc. Policy:

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/apple watches are not allowed at the Middle School during the academic day.** All cell phones/apple watches will be collected as students arrive at school, kept in a secure location, and retrieved by students at the end of the academic day; phones must be turned off and remain in this secured location for the entirety of the academic day. While cell phones/apple watches are returned to students before heading to athletics, we expect cell phones not to be out during athletic practices and games. We expect all students to be *honorable, scholarly, and kind* in their use of all digital tools. **Any violation of this policy will result in an automatic reflection.**

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, parents can text your child's cell phone and they will receive the message when devices 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. *To support our efforts to limit electronic distractions, please refrain from texting or messaging your child via their laptop during the school day.*

Digital Community Culture:

Students are expected to abide by the *Middle School Digital Community Culture* outlined below. This document is rooted in the school's *Technology Use Policy (TUP)*. MS Orientation will review in detail our expectations below and all students are required to adhere to our [Technology Use Policy](#).

The TUP at the Middle School: Our Digital Community Culture

As members of online communities, we work to make choices that uphold our commitment to the *BB&N School Motto: Honor, Scholarship, Kindness*. We acknowledge that how we choose to use technology and/or show up online is an expression of who we are. Those choices represent us and can create a permanent digital footprint that may be accessed even if deleted.*

Honor:

You are responsible for your online reputation and for protecting yours and others' privacy.

- *Think before you click*
- *Avoid oversharing*
- *Keep passwords and personal identifying information private (email addresses, phone numbers, mail addresses, names, photos, videos, etc.)*

Scholarship:

Include proper citations in your academic work when using content from online sources online (or otherwise).**
Avoid anything online that is a distraction or off-task.

- *Social Media (never allowed at school): online games, iMessage, online chat, scrolling*
- *Academic: work or preparation for a different class*
- *Media: unassigned eBooks, videos, music, TV shows/movies/shorts, podcasts*

Kindness:

Engage in positive behavior and interactions online.

- *Respect the viewpoints and ideas of others*
- *Disagree respectfully*
- *Do not write or forward unkind words or rumors; do not reshare negativity.*

*The bulleted examples are not intended to be an exhaustive list of Dos and Don'ts. To seek clarification, students are expected to ask educators or caregivers for guidance.

**Referenced and acknowledged in the *Academic Honesty Policy/AHP*.

Any violation of these expectations will result in an automatic reflection with potential review by Grade Deans and Middle School Director.

Family Expectations/Partnership regarding Technology Use:

We expect that families will take a **proactive role** in promoting a greater understanding of both the power and dangers of one's digital footprint, the internet, and social media. We expect families to discuss their own expectations about technology use at home and stress the **permanent and transferable nature of material online**. It is important to monitor the use of digital devices/communications by talking with your children to establish (and revisit) acceptable and safe rules and guidelines for internet and social media use. The ever-evolving development, use, and speed of technology presents a *constant and ongoing* challenge as we all grapple with both the impact of technology and the reality of our students' continual exploration and creativity of its use. Experience has shown that the misuse of technology is a significant factor in many disciplinary issues at the Middle School. Unfortunately, we have observed a growing trend of students not recognizing the power, scope and impact of their words and choices. These electronic communication devices/tools can easily become hurtful— whether students realize it or not. This is an important age to learn these lessons. We are all responsible for our words and communications and we hold our students accountable. These are important themes that require **ongoing conversations** within families to promote and support our approach to a safe and responsible *Positive Online Presence*.

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 17 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 without permission during classes, advisory, class meeting, assembly, the server, and other specific places and times that the School has designated as inappropriate. In the hallways, students may not use headphones that connect over the head or use earbuds in both ears. Students may only use one earbud in the hallways. 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.

18th Birthday Policy at Upper School

BB&N requires all students who reach an age of 18 years old before graduation to sign a release allowing the school to treat these students as if they are minors with respect to their enrollment at the school. This will ensure that the school can continue to provide the education, program, and support to these students and their families as outlined in this student handbook.

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: [Library Website](#)

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 at the school. All unclaimed items are displayed before the winter and spring breaks as well as the last week of School in June; unclaimed items are discarded or donated to charity.

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

Lower School

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

Middle School

Clubs, Activities/ Organizations:

For information about extracurricular activities and clubs at the Middle School, please [click here](#).

Service Learning/ Fundraising:

“The mission of the Service Learning Program at BB&N is to foster a school-wide culture of meaningful civic engagement and social action. Through the Service Learning Program, students partner with their local and global communities in order to not only impact change, but also to understand the root causes of critical social issues, as well as their role within systems beyond their school and home communities.” From [BB&N Service Learning Hub](#)

The goals for Service Learning at the Middle School include getting exposure to local service initiatives, beginning to develop connections with Middle School service partners, and beginning to develop student agency regarding social justice issues.

While Middle School students and families may be invited to contribute to drives or fundraisers to support our service programs and service partners, we are not in the position to allow individual student fundraising activities at school. If a student is involved with an organization outside of school, we encourage that student to share information and reflections with their peers through the Community Service Club as well as during assemblies and class meetings.

Upper School

Service Learning

The mission of the Service Learning Program at BB&N is to foster a school-wide culture of meaningful civic engagement and social action. Through the Service Learning Program, students partner with their local and global communities in order to not only impact change, but also to understand the root causes of critical social issues, as well as their role within systems beyond their school and home communities. By engaging in BB&N’s Service Learning program, students learn to investigate issues of local and global significance, to build connections between themselves and their communities at large, to communicate effectively across differences and gain hands-on experience in teamwork, leadership, and advocacy. In doing so, all students continue to grow in the School’s mission to prepare “students for lives of principled engagement in their communities and the world.”

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

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

Advisory Program:

Our MS Advisory has a two-year character development program. The Advisory Program has two parts: the advisor-advisee relationship and the advisory co-curriculum. Programming is led weekly by Advisors through Homerooms and also by grade and school-wide activities. This structure includes social emotional learning and provides support and activities to build community and foster a sense of belonging. Content addresses topics such as respect and responsibility, identity, voice, self expression, cultural differences, group dynamics, and social justice.

Program Goals

- Provide a homebase for students to nurture community and build connections
- Establish the Advisor as the key contact person for student and family
- Improve students' social-emotional skills, attitudes about self and others.
- Support students' academic performance and nurture a positive growth mindset
- Prepare young people for success by building skills in communication and collaboration
- Strengthen students' sense of self and role and responsibility within in a group to understand potential contributions and impact

The Advisory Program is managed by the MS Counselor and the Grade Team Leaders in collaboration with Grade Deans.

Advisor-Advisee Relationship:

Every student is matched with an Advisor who is also a Middle School community member. Students have a different advisor each year. The Advisor serves as the key point person for the student and their family for any issues related to their experience at the Middle School. We use a team approach and a student's advisor is usually at the center, coordinates communication and serves as the primary contact both within the school and home. We work to assist students through their academic, social/emotional, and physical growth. Supporting students is a team effort and students and Advisors alike are supported by Grade Deans, the Counselor, Learning Support Specialist, Director and our Nurse.

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. "Loose" bags/backpacks will be placed in the Front Office. If a pattern develops, consequences will be issued.

Personal Belongings:

Students are responsible for their own belongings. **It is imperative that all clothing, calculators, laptops, books, and athletic equipment – all student belongings - be clearly marked with the student's name.** The Front Office provides personalized labels. The School cannot take responsibility for lost or stolen items.

Storage Spaces:

The Advisor issues storage areas at the beginning of the year. Backpacks/bags and lunches must be stored there during the day. Students are responsible for the care of their personal items. All athletic gear/sports bags should be stored in the campus Storage Shed upon drop-off. 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.

Water/Snacks:

Please be sure your child brings a refillable water bottle to school every day. Water fountains are available throughout the school for students to drink from and refill reusable water bottles. Bottled water is not provided at school except in the Nurse's Office for students who are unwell. Snacks are provided each day at break. Outside food deliveries are not permitted. It is our expectation that students have eaten breakfast before arriving to school. Please refrain from bringing any coffee/food takeout. No deliveries allowed.

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

Dances/Mixes:

BB&N Middle School sponsors a Fall Mix 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 9:00 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/Events 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.

Guidelines for Student 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 Grade Dean in advance. The hosting student is responsible for obtaining permission in advance from their teachers before the day of the visit.
- All guests and former students must sign in and out at the Front Office.
- Any guests who are not current students of the school must be accompanied by a BB&N faculty or staff member.

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 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, Adult bathrooms, Fire Escape beside the Carriage House

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

- Library Learning Commons, Drama Office, Science Labs, Art Rooms, All Classrooms (including the Big Room), Kitchen, Nurse's Office, Counselor's Office, Learning Specialist's Office, Kiln Room, KnightLab, 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/ upper Foyer 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;
- clean up within your group before you leave;
- dispose of any trash near you. Be sure to make use of the recycling bins and compost; and
- no food should be eaten on the turf in the side yard.

All students are responsible for cleaning up after themselves; we are organized according to homeroom and advisory groups to form "Lunch Crews." These students are responsible for helping with any set-up or final clean-up. They should report to the teachers in charge of lunch at the beginning of each lunch period. Failure to report for Lunch Duty will have consequences.

Gum:

Chewing gum is not permitted at School.

Upper School**Visitors to the BB&N Campus**

BB&N students have an unusually full school day. In addition to visitors to Admissions, other visitors to campus 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 during the academic day. All alumni/ae should check in with the receptionist and should be accompanied by a BB&N faculty and staff member while on campus

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 their 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 Campus Director.

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). Some of 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 and BB&N are aligned on the stance that alcohol and drugs have no place at private parties, and that parents, not the school, are responsible for parties/gatherings that take place off school grounds and are not school related.

The Parents' Association recommends these guidelines to Upper School parents:

- Be at home to supervise any 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.
- 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.

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

BB&N works in teams with each family to provide appropriate accommodations and support for their child. The Student Review Committees (SRC for grades B-6) will discuss a student who may be struggling to thrive academically and/or socially and emotionally at BB&N even with support. 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 as 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 student support team. In some cases where there is concern about the holistic needs of the student and the support available to them, the School may 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.

Middle School

Homework:

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

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

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

Many students need help in organizing their time and home study space; parents can help here as well by setting a time during which homework is to be done and monitoring interruptions and access to technology.

Additionally, an overview of the MS program is provided in the *MS Program Guide*, which is posted to the Middle School Parent Portal in the fall.

Test/Project Policy:

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

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

At midday, we have E block for in-school work time and extra help as well as a few extra-curricular activities. Our 7th graders use an *E Block Tracking Program* with their Advisor to provide support for making productive use of this valuable time. Students check in with their advisor each E block for at least the first quarter of the year. In the 8th grade, advisors continue to work with students about the appropriate use of E block, and how to independently use the block with the most benefit. Students should use this time to get homework done and/or connect with available teachers for extra help or make-up work during office hours. Teachers are available for extra help and if students are not sure when or how to connect with teachers, they should be sure to ask. Learning to make good choices and managing time and priorities are important ongoing goals. E Block was designed to support students by creating a break as well as access to teachers and fellow students during the school day. There is access to the Library Learning Commons (LLC) as well. Students are given freedom to make choices and developing these skills can take time. We ask that, over time, our students develop self-advocacy skills to seek out support from teachers and advisors.

Classroom teachers and advisors help students acquire study skills on a regular basis. Organization, the BB&N Middle School *customized Academic Planner*, reading skills, and study strategies are examples of topics discussed in classes with teachers. Advisors are a resource and this goal of self advocacy takes time. E Block is our unique extra-help block each day and each department posts schedules, availability, and location. An expectation of the MS is that students will actively seek out teachers when they have questions during class or this daily E Block check-in time.

Teacher 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 remotely with parents and more details about online registration will be sent in the fall. *Please note: faculty can only facilitate one teacher 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.*

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 calls /communication/conferences* between family, advisors and students when there are concerns or questions. In advance of the meeting, the advisor can gather information from teachers to identify any relevant issues/themes. **Please feel free to contact your child's advisor directly with any concerns or questions.**

Academic Honesty:

The faculty at BB&N is concerned as much about a student's moral development as about a student's intellectual growth. Honesty and personal integrity are prized more than academic achievement, though the rewards may not be so obvious. The faculty's basic wish is to trust the word and work of every student. So, when students submit work, the faculty assumes the students have been truthful--work includes all assignments in all subject areas.

The School wishes to encourage cooperation in learning. Learning together can be fruitful and can lead to deeper understanding of concepts. At the same time, the School wishes each student to develop independence, self-reliance, resourcefulness, and individual learning skills. The faculty wants to see the ability and achievement of each individual student. It is therefore extremely important for every student to gain a clear understanding of what kinds of outside help are acceptable and when the use of such help is unacceptable. Collaboration, a valuable skill, is when both students contribute to the process equally. Academic dishonesty occurs when submitted work is not authored by the student or heavily influenced by other works including people and generative technology without proper citation and/or acknowledgement. Copying is a form of academic dishonesty--cheating, this when one student does the work and another student takes it as their own. If a student uses an outside source, whether a book, digital resource, or individual, and borrows passages or ideas, they must cite that source. The student must not hand in another author's work as if it were their own. This form of academic dishonesty is also called plagiarism. *Repeat offenses are concerning and appropriate consequences and reflection will result.*

These expectations and understandings also expand to tests and quizzes. The work is to be completed by the student without any help. For example, students must position themselves so they cannot see another student's paper and they must keep their eyes on their own paper at all times. Wandering eyes are suspicious and unacceptable. Until all the papers have been handed in, there must not be any communication among students in any way. It is also considered dishonest/deceptive to ask or tell students in another section of a course the content of the test they will be taking later. When a student is not sure, they should ask the teacher.

***In the opening weeks of school, students will go over the AHP (Academic Honesty Policy) and bring it home for signatures. That document can be [accessed here](#). Link to the [AHP webpage link](#).*

Exams/ Cumulative Assessments:

8th grade students take written exams/ assessments of a 90-minute duration in different subjects towards the end of the year. These cumulative assessments are meant primarily as a learning experience and to prepare students for timed tests/projects that they will experience at the Upper School and beyond. Eighth Graders have exams/cumulative assessments in math, language, and science. Students are shown how to prepare by their teachers and guidelines are distributed to students in advance.

Assessment/Grading Guidelines:

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

A = **Outstanding performance** in all major course areas;

B = **Distinguished performance** in most major areas;

C = **Satisfactory completion** of course requirements;

D = **Inadequate performance**; minimal completion of course requirements;

F = **Unacceptable performance** in most major areas;

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

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

MS Arts Department Grades:

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

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

Reports: Grades, Checkboxes, Teacher Comments /Advisor Comment:

Our academic year is divided into two semesters and reports are posted online four times a year.

- **Mid-semester Progress Reports** are available in November (with a follow-up teacher conference) and in April. These *Progress Reports* (Fall or Spring) are interim reports and are meant to give a “snapshot” of progress midway through the semester.
- **Semester Reports** include teacher comments and are posted in January and June. While there is a range of communication from Advisors, a brief written Advisor comment will accompany the Semester Report in January.

*** Please note: In most cases, students will meet with Advisors to go over the reports before they are posted online for parents. Students formally discuss their reports and goals with their advisors three times a year, but informal discussions of progress may happen at any time.*

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

Process for Academic Review/ Concerns:

BB&N recognizes that many students entering the Middle School may be receiving cumulative grades in multiple subjects for the first time. The school aims to engage in a multi-layered process to support students who are struggling academically. Over the two years, our program asks students to manage greater volume, depth and pace all at the same time. When students struggle academically, we work together to identify patterns and strategies to support a path to improvement. As part of this process, we work in teams towards the goal of student responsibility, independence and self advocacy to “own their own learning.” It is our intention to keep the student at the center of our work as we collaborate with families during this process primarily through Advisor and teachers.

Each student receives grades and formal reports on their academic progress twice a year and progress reports at mid-semester and semester end.

MS Promotion Requirements:

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

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

1. The first criteria are measured by the year-end report grades earned by a student.

A satisfactory record for promotion from 7th to 8th grade consists of:

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

A satisfactory record for promotion from 8th to 9th grade 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.

If the criteria for #1 or #2 is not met, then a student will be referred to the **MS Academic Review Committee (ARC)**. All enrolled students are expected to maintain a full course load of six academic courses and athletic requirements.

MS Academic Review Committee/MS ARC:

The *Academic Review Committee (ARC)* meets officially twice a year to review students of concern, assess progress and recommend a course of action to the Middle School Director. This group is a combination of our MS Team, Director of Student Support Services and Head of School.

With our promotion requirement criteria in mind, the following guidelines are used for student referrals to our MS ARC Committee:

- Any student with two or more grades of C- or below, one D, or an F at the semester end will be presented to ARC.
- A teacher, Grade Dean, and/or Advisor will also report to ARC any student about whom they have concerns regarding the second promotion requirement criteria regardless of whether or not the academic record is satisfactory. (*Teachers, the Grade Dean, and the Advisor work together to 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 self motivation, class preparation and participation, and the ability of the student to be an independent learner, achieving success without excessive support structures.*)

ARC Decisions/Academic Status:

After the Committee's review, ARC makes a formal recommendation to the MS Director regarding academic status or promotability. In general, at ARC, a student who is deemed to be in academic difficulty will be placed on an academic status by letter, as appropriate: *Academic Watch / Academic Warning/ Academic Probation* and the length of time will also be determined.

The student will then be reviewed upon completion of the timeline, and the Committee will look for and consider signs of consistent improvement during the status period and meeting promotability requirements. At that review time, the student is either removed from status or continued.

For students who are not promotable at ARC, a decision could include the possibility of withholding a contract for the upcoming year or withdrawal. 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.

After the ARC decision is made, as appropriate, the families, Advisor, Grade Dean, and/or Director will meet and work together to create a plan for next steps, including any potential interventions, as well as a timeframe for progress. Outcomes of these meetings are documented and shared on an as-needed basis.

Upper School

Upper School academic information and policies are contained in the Upper School Program Planning, accessible through [this link](#).

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.

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/guardians 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 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 handbook distributed to each student in Grade 11.

Student Support Services and Resources

School Counselors

There are Counseling Offices located on each of the three campuses. The 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 a 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, Upper School students can schedule an appointment by contacting a Peer Counselor directly or by notifying one of the Upper School Counselors.

Nurse's Office

There are School Nurse offices located on each of the three campuses. 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.

Academic Support at BB&N

At times, students may require academic support in addition to that provided in the classroom. 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 academic 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 families are necessary for effective implementation of support services and student progress.

Lower School:

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 reading, math, and learning specialists as well as the school counselor on a regular basis. At that time, student concerns are addressed and members of the team will meet separately with the parents to discuss concerns and plan possible interventions together. The Specialists in collaboration with the School Nurse and School Counselor also lead a weekly Student Support Team including collaboration with the Lower School Director, Assistant Director, Director of Student Support Services, and the Campus DEIG Practitioner.

Middle School:

The Middle School Learning Specialist and Academic Support Specialist, after referral from advisor and/or Dean and/or Student Support Team, are available during E blocks to provide supplementary academic support across a range of academic areas for students. Both work closely with Grade Deans, Advisors, and MS Faculty to support students as they transition to the Middle School and navigate the curriculum. The Learning Specialist also consults parents regarding students' academic experience and progress, developmental issues, and referrals to outside supports.

The Middle School Learning Specialist in collaboration with the School Counselor and School Nurse lead a weekly *Student Support Team* meeting including consultation with the Director, Assistant Director, Director of Student Support Services, Campus DEIG Practitioner, and Grade Deans.

Upper School:

The Upper School Learning Specialist and Academic Support Specialist consult with and support the Upper School faculty, Advisors, 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 or teacher after this consultation has occurred and in-class interventions have been implemented. 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.

The Upper School Counselors, Learning Specialist, and School Nurse lead a weekly *Student Support Team* meeting including consultation with the Director, Assistant Director, Dean of Students, Director of Student Support Services, and Campus DEIG Practitioner.

Procedures for Educational Evaluation Referrals:

In most cases, concerns are raised by teachers or advisors and brought to the Learning Specialist or Counselor when a student is struggling academically or is presenting social/emotional concerns. Students identified for an evaluation referral are usually discussed further by the Student Support Team prior to recommending testing to the parents. If the team determines a referral 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 evaluations is as follows:

1. The Learning Specialist houses all evaluation reports on students separate from the 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 those cases where a student meets the criteria for accommodations a summary of the testing results, instructional recommendations, and accommodations is drafted by the Learning Specialist and shared with parents. This document is called a Learning Profile. Once the parent/guardian has approved the Learning Profile, the Learning Specialist will discuss results and appropriate information with the individual student's teachers and advisor.
4. In those cases when a student does not qualify for accommodations, the Learning Specialist will work with the parent to determine which parts of the evaluation results and summary will be shared with teachers to better understand the student's learning style.

All evaluation reports and Learning Profiles are transitioned from campus to campus (6th to 7th, 8th to 9th) in the Spring leading up to the student's transition through the Learning Specialist.

Accommodations for Students with Disabilities

Based on testing administered within three years, students with a documented qualifying diagnosis/disability and a recommendation for accommodation may apply to their campus specific Learning Specialist for reasonable accommodations. Accommodation requests are typically reviewed and decisions made within two to four weeks after all documentation is received by BB&N. Redacted evaluations will not be considered for accommodations. 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 BB&N exams, all documentation must be received by the Learning Specialist at least two weeks in advance of the start of the exam.

Accommodations on Outside Organization Exams and/or Programs:

Every organization outside of BB&N has its own processes, policies, and procedures for accommodations on their exams and/or programs. Please note that while BB&N supports families through the application and/or appeal process to the extent these organizations allow, the School is not involved in or responsible for these organization decisions. BB&N is also unable to support requests for materials or documentation during school holidays and vacations (including the months of July and August.)

For any questions regarding the application process for accommodations on College Board/AP or ACT exams please contact the SSD coordinator, Emma O'Loughlin at eloughlin@bbns.org

Tutoring Procedures and Guidelines

Our goal at BB&N is to work with students to empower them to be independent learners, and yet, there may be a time during a student's educational development when additional outside 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 by the school at the end of each marking period.

BB&N is unable to accommodate requests for outside tutors on the Middle and Upper School campuses. In some circumstances, a student might be able to work with an outside tutor on the Lower School campus if they are enrolled in the After School Program. Any outside tutor working with a student on-site 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 Janine Cozier, Director of After School, at jcozier@bbns.org

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.

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, members of the support team who are already involved, and/or 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 and learning support team, so that there is a partnership of support between the tutor and the school..
- 4) Tutoring during the summer months will be recommended only if there is concern for regression of skill.

5) 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, each child's situation will be reviewed at the end of each marking period.

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 a 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: Families will receive communication from teacher.
- 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

BB&N's Motto: Middle School Community Expectations

As members of this community, we affirm and abide by the *BB&N Community Standards* and, together, we work to integrate these fundamental values and principles into our daily lives here on the Middle School campus. Our middle school students are BB&N Knights and our Motto: ***Honor, Scholarship & Kindness*** grounds us in our work. This is Bucky's list of guiding principles followed by more specific behavior expectations/rules:



HONOR:

BB&N Middle School Knights...

- **Have** integrity and are honest: they do what they say and say what they do
- **Respect** teachers, staff, fellow students and classmates as well as the school spaces and rules
- **Take** responsibility and accept feedback
- **Make** positive contributions to the Community: *welcome others, help out, clean up after themselves, stand up on another's behalf*
- **Follow** school rules and represent the school well, in the neighborhood and beyond

- **Take** action and are upstanders to to disrupt and intervene positively on someone else's behalf ; use one of the 5Ds to help maintain an inclusive and kind community
- **Behave** respectfully and listen attentively during all Community events, such as assemblies, plays, and concerts



SCHOLARSHIP:at all Community events, such as

BB&N Middle School Knights...

- **Take** an active role in their own learning; cultivate and practice self advocacy
- **Arrive** prepared for class: homework, materials, charged laptop, and positive growth mindset
- **Participate** responsibly and respectfully in all classes and activities
- **Ask** questions and communicate (in person and/or by email) with teachers whenever they need help.
- **Do** their own work with pride and not pass off other's as their own; abide by the AHP and TUP
- **Create** a designated space away from school for working on and completing schoolwork.
- **Collaborate** effectively and respectfully with peers and take responsibility for their part in group work
- **Try** new things to expand their interests. They won't know until they try!



KINDNESS:

BB&N Middle School Knights...

- **Welcome** and connect with new members of the Community;
- **Act** considerately towards others
- **Understand** and appreciate our diverse backgrounds and experiences through thoughtful inquiry and compassion
- **Find** ways to make positive contributions to the Community
- **Treat** others the way you would like to be treated
- **Support** and offer the positive comment, rather than criticize, one another;
- **Accept** responsibility when someone is hurt or they make a mistake; consider intent vs. impact.
- **Respect** each other's feelings, opinions, and belongings

All that said, we make missteps.

Safe Place for Mistakes & Feedback: This is how we learn.

As a learning Community, we work hard to create a safe place for mistakes. Together, we strive to build a kind and nurturing community with opportunities to create positive impact and where everyone feels a sense of belonging and connection. *How do our words and actions either contribute or take away from the Community?* We challenge students to think beyond themselves and reflect on their roles as individuals as well as Community members. Our students put pressure on themselves and never want to disappoint, so at times, they might need to be reminded of the value of experiences and the value of missteps. We all have an opportunity to grow, and in many cases, it is through mistakes and/or reflection that we learn best. It can be important for our students to *experience* mistakes, and sometimes, even failure, so they can "*experience it*" and realize that they are still okay. We work to build community and are committed to growth through repair and reflection. When there are mistakes, we hold ourselves accountable through conversation and feedback. We talk about intent vs. impact; shame is never part of our approach. It is essential that students understand and appreciate their role and responsibility within the Community and the world beyond.

5 Ds:

Each year, 7th and 8th grade students engage in a *Bystander Intervention Training Workshop*. As we work with our students to reflect on being a responsible community member, we talk about ways we can stand up and intervene to help a situation or peer. We know that unkind words and actions do occur during our time together at school, often

in unstructured spaces. Students also need the skills to speak up as well. The role of humor and “jokes” is very confusing, and yet, we are still responsible for our words. “*We’re friends, and we joke like this.*” does not mean the person was okay with the comment, gesture, image, etc. Because of this reality, it is important that students learn the skills needed to intervene when these situations arise so they are more equipped to manage them in a positive and productive way. Our choices and actions impact ourselves and others; developmentally, students at this age level are often just beginning to learn this concept.

Our *Bystander Intervention Training* introduces concrete steps, known as the **5 D’s**, to disrupt and intervene positively on someone else’s behalf. The 5 D’s stand for the following steps:

- **Direct:** step in to stop someone from directly being hurt
- **Distract:** use distractions to help safely move perpetrators away from potential victims
- **Delegate:** ask a friend or an adult to do specific, helpful things to support the victim
- **Document:** report evidence of a specific incident to make sure that perpetrators receive consequences for their actions. *Methods of documentation must also adhere to BB&N’s TUP.*
- **Delayed:** do something to help even after the incident is over by telling a trusted adult

These 5 Ds skills empower students to advocate for themselves and others, and we believe that this experience is essential to maintaining an inclusive and kind community and in helping students navigate sometimes challenging social dynamics/interactions.

Student Behavior Feedback

The purpose of our Student Behavior Feedback system is multifold:

- Frame conversations with our *Motto* and *Community Standards* in mind
- Engage students in conversation about their choices
- Recognize good behavior and positive contributions to the Community
- Provide direct feedback on concerning behaviors to support growth and identify patterns

Student Behavior Feedback is a tool that adults can use both to recognize a student’s positive behavior as well as to hold students accountable for any missteps.

- **Positive Feedback** is a way for an adult in the community to highlight a student achievement, positive contribution/service to the community, or choice to be an upstander/ intervene to uphold our Community expectations.
- A **Notice of Concerning Behavior** is to help students grow and reflect on their behavior and its impact on the Community as well as potential work to create a repair.

Communication and feedback are important within the growth process and we recognize that students make mistakes. These missteps are opportunities for student growth ; no one is perfect and we strive to model that these moments do not define us. And, we can hold students accountable to those around them. It is an important skill to be resilient. Our hope is that through our process students will take time to pause, reflect and ultimately, learn from mistakes.

It is impossible to list every behavior/scenario, and so the following are not all-inclusive.

Sample Positive Feedback behaviors include:

- Upholding the motto
- Noticing a need and proactively stepping in to help out

- Demonstration of kindness
- Contributing to the Community
- Demonstrating positive leadership

There are Three Tiers of Concerning Behavior:

Tier One: Minor/Moderate Incident:

- Inappropriate Language
- Failure to Clean Up
- Misuse of E Block
- Missing Class Materials
- Leaving Backpack in high traffic walkway
- Failure to Sign Out
- Missed Bus/Shuttle
- Consuming Food/Drink (other than water) in classrooms
- Pattern of uncharged laptop
- Earbud use without Faculty permission

Tier Two: More Serious Incident:

- Cell Phone/Apple Watch Use/Violation
- Technology Use Policy Violation (TUP), Gaming/Streaming, etc.
- Academic Honesty Policy (AHP) Violation
- Disrespect towards others; rude, unkind behavior
- Dishonest/Unsafe Behavior
- Roughhousing
- Disrespect of School Property
- Misrepresentation or lying about offense

Tier Three: Most Serious Incident: *Director Notification*

- Threats to Community safety
- Bullying/Cyberbullying
- AHP/TUP: *significant violations*
- Discrimination/Hate Speech
- Harassment
- Being off campus w/o permission
- Fighting/Physical Confrontation
- Vandalism/Theft
- Possession/Use of Prohibited substances/items

Students who consistently have difficulty living within these guidelines undermine our Community values and will receive the appropriate consequences through our discipline system. We are particularly concerned when a pattern of negative behavior develops. And, there are times when one act or choice is significant enough alone to warrant a very serious response.

The Process:

Consequences/Follow Up: *Communication and Conversations*

Learning opportunities with this age group come from conversations (and follow up conversations) in smaller settings with student(s) and Advisor/Grade Dean/Director. With every violation of school rules, our goal is to understand what happened. While we cannot monitor all interactions, we work with all students to create a climate of safety, accountability and resilience.

Students receive an email/notice for both *Positive Feedback* or *Notice of Concerning Behavior*. The Advisor should follow up. When necessary, we speak with relevant/connected students. As we proceed with student conversations, the Grade Dean, Advisor, and/or Director will contact a student's parents if deemed necessary to update them about the situation and any significant conversations and consequences for their child.

Please note that parents are not always notified of *Notices of Concerning Behavior* unless the Advisor, Dean, or Director feel parent involvement is warranted; parents are encouraged to talk directly with their child with any questions. Any additional questions, please consult the advisor.

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 the subsequent consequences when these principles have been broken. Parents should feel free to contact the Grade Dean with any questions.

Consequences: *Morning/ E Block Reflection:*

Consequences are expected to be served within 48 hours. *Morning Reflection* is from 7:15 to 7:55 a.m. at school. Family notification of an upcoming *Reflection* will be given via the family email address on file. While we recognize the burden of morning reflection might put on families, we need family support to follow through on the consequences. Under extreme circumstances, if family logistics prevent the student from attending the specified reflection day, the **reflection** will then be served the following school day. E Block Reflections are coordinated internally on campus.

**** *Morning/E Block Reflections can also accumulate and stiffer penalties will be assessed for repeat offenses/patterns. Patterns are concerning. A family meeting would be called to address the concerns and additional consequences/discipline status will be determined. Also see below for details on suspension and disciplinary warning or probation.***

Disciplinary Procedures for Director Notification Offenses:

A Director Notification offense requires an immediate meeting with the Director. The Director will usually 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.

Discipline Committee:

Serious disciplinary issues are rare. When necessary, the Middle School Director convenes a small group to form a Discipline Committee to handle cases referred by the Director, or in some cases, consults directly with the Head of School. When called, the Discipline Committee works together to create a consistent, fair, effective response to infractions of our Community Expectations outlined on these pages by reviewing the incident and recommending consequences. In certain circumstances, this Committee 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.

Suspension:

There are both privileges and responsibilities associated with being a member of this Community. When a student's negative behavior, choices 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 an assigned reflection homework to be submitted before returning to school, as well as complete class work. We ask that families partner with us to create an atmosphere of seriousness at home for the reflection assignment.

Disciplinary Status:

A student who exhibits concerning behavior requiring a Director Notification and/or develops an ongoing pattern of negative behavior may be placed on a discipline status: 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 also be defined.

A student's discipline status is reviewed at the end of designated time. At semester/year end, any student with a discipline status will be reviewed by a committee (including Dean, Director, Head of School, and others as determined by the Director). The committee considers signs of improvement and other violations of School rules during the warning/probationary status period. At that time, students are either removed from status or if there is no improvement in attitude and/or behavior during the stated period of time, student status is either continued or further action may be taken, up to and including, decision about membership in the Community.

Cases at this level are documented and documentation is placed in the student's file.

Tobacco, Smoking, Vaping:

[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 result in a severe disciplinary response up to and including expulsion.

Bullying:

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

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:**

The Upper School's dress guidelines are designed to respect the rights of individual students to decide how they want to express themselves, while teaching the responsibility of appropriate dress in a school community during the academic day and at school occasions. The choices of an individual should demonstrate respect for themselves, the occasion, and the community.

In that spirit, clothing should not be excessively revealing (e.g., no undergarments showing). Clothing should not include offensive references or hate speech and should not refer to drugs, alcohol, or other inappropriate or illegal activities. It is expected that clothing will be appropriate for the tasks at hand. Footwear must be worn at all times. Hats in classrooms are permitted at the teacher's discretion. Some occasions will require specific dress guidelines, which will be communicated in advance of the event.

Dress guidelines concerns and violations are reported to the Dean of Students and the Upper School Director.

- **Food:** No food is allowed outside of the Upper School Commons, unless students are invited to eat with a faculty/staff member in another location. Food is allowed in class meetings, advisory, and for 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. Small snacks, and beverages with lids/tops, are permitted in the library. Students may not eat meals in the library. Students are expected to clean up after themselves.
- **Parking Violations:** Parking violations will result in disciplinary consequences including detention. Inappropriately parked vehicles are subject to towing at the owner's expense, without notice..
- **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 removal from 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 have engaged 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 weapon is prohibited on school property or during any School-sponsored activity, whether on campus or not. The use of woodcraft implements 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. [Please click here](#) for BB&N's Weapons Policy.

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.

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 their 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 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 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.

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 their 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.