



**BOSTON SCHOOL INTERNATIONAL**

**HANDBOOK FOR PARENTS AND STUDENTS**

**Academic Year 2023-2024**

**This Handbook complements the “Reglamento Interno” document. Should there be any discrepancies between the two documents, the Reglamento Interno shall have priority.**

**FOR PARENTS AND STUDENTS****Dear BSI Family,**

We ask that you read this handbook with your child. Please complete the information below once you have completed your review of this document, sign this page, and return it to school.

My child, \_\_\_\_\_ and I have read and we understand this handbook for the 2023-2024 school year.

\_\_\_\_\_  
Parent/Guardian Signature      and

Date: \_\_\_\_\_

## FOR PARENTS AND STUDENTS

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## **FOR PARENTS AND STUDENTS**

### **CHAPTER 1: SCHOOL INFORMATION**

#### **1.1 Mission Statement**

To develop in our students, active, creative minds and the capacity for critical thinking through a technologically advanced and international bilingual education program.

#### **1.2 Vision Statement**

To be one of the best schools in Panama and the world, providing an education system based on personal competency that will enable students to meet and surpass the individual and academic demands of our modern world.

#### **1.3 Philosophy**

At Boston School International we believe that all students can learn. We promote learning through inquiry, leadership, the development of tolerance, intercultural understanding, and citizenship.

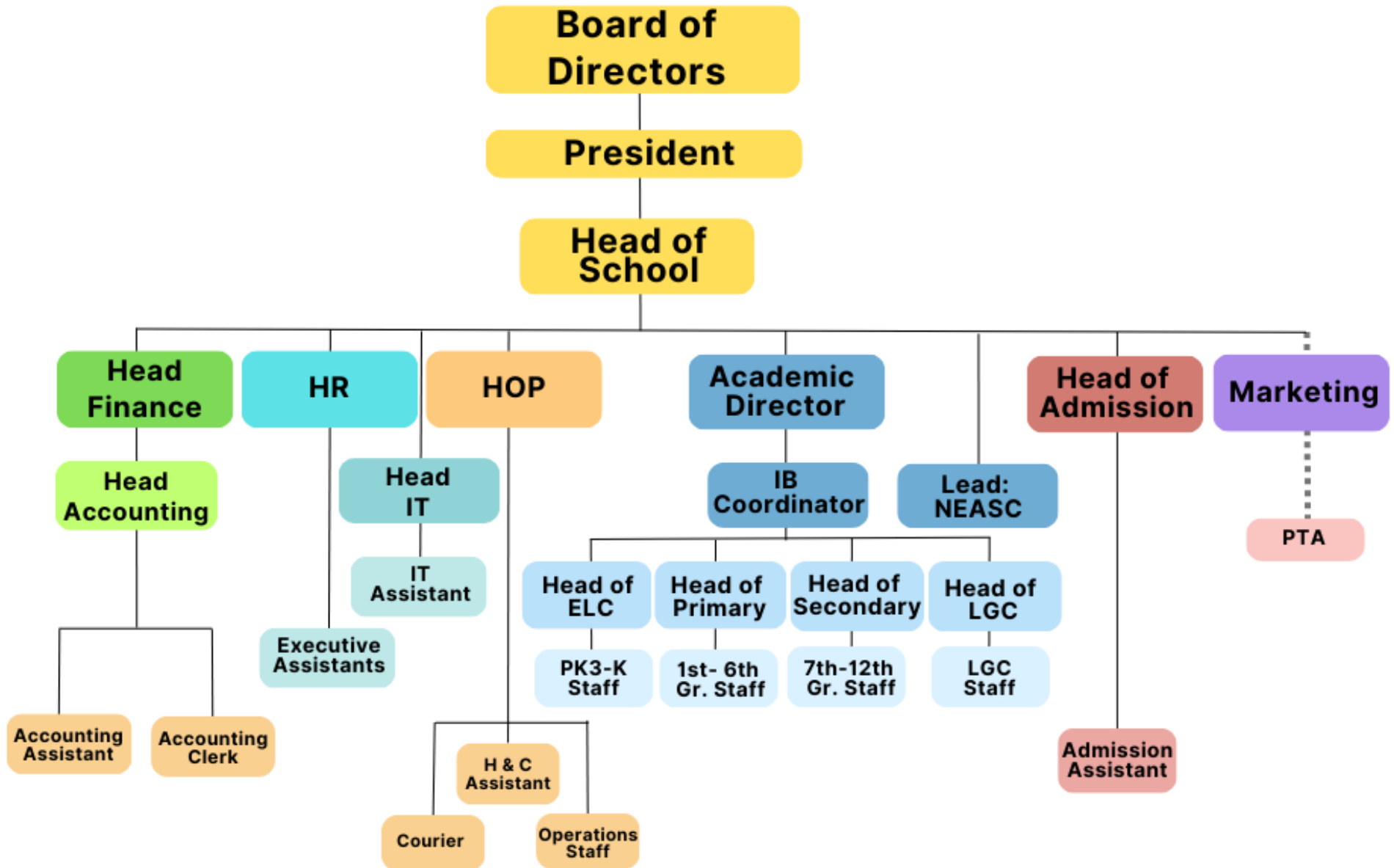
#### **1.4 Values**

Commitment to Excellence, Integrity, and Solidarity

#### **1.5 Staff**

## FOR PARENTS AND STUDENTS

## 1.5.1 Organizational Chart



## FOR PARENTS AND STUDENTS

### 1.5.2 Leadership Team

Head of School	Mr. Alexander Bennett	alex.bennett@bostonschool.edu.pa
Academic Director	Ms. Milagro Garcia	milagro.garcia@bostonschool.edu.pa
IB Coordinator	Ms. Ruth Mendoza	rmendoza@bostonschool.edu.pa
Head of Early Learning	Ms. Shehnaz Bhana	shehnaz.bhana@bostonschool.edu.pa
Head of Primary	Ms. Katyuska Klinger	katyuska.klinger@bostonschool.edu.pa
Head of Secondary School	Ms. Keyla Lopez	keyla.lopez@bostonschool.edu.pa
Head of Learning & Growth Center	Ms. Karina del Castillo	karina.delcastillo@bostonschool.edu.pa
Lead: NEASC	Ms. Elsie Soto	elsie.soto@bostonschool.edu.pa

### 1.5.3 Learning and Growth Center (LGC)

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Psychologist - School/Primary	Maria Gabriela Rosas/ Shantal Garcia	maria.rosas@bostonschool.edu.pa
Psychologist - Secondary	Samanta Gronchi	samanta.gronchi@bostonschool.edu.pa
Special Ed Teacher	Elsie Soto	elsie.soto@bostonschool.edu.pa
Spanish as an Additional Language (SAL) Teacher	Paula Rivas	paula.rivas@bostonschool.edu.pa
English as an Additional Language (EAL) Teacher	Janeth Reyes	janeth.reyes@bostonschool.edu.pa

### 1.5.3 Administration Staff

Head of Finance	Kaiser Ponce	kaiser.ponce@bostonschool.edu.pa
Head of Human Resources	Keisha Kirton	keisha.kirton@bostonschool.edu.pa
Collection Coordinator	Carmela Vasquez	carmela.vasquez@bostonschool.edu.pa
Head of the Accounting Department	Mayra Santoya	mayra.santoya@bostonschool.edu.pa

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Accounting Assistant	Amels Enrique Foulen	asistente.contable@bostonschool.edu.pa
Director of Admissions & Public Relations	Margarita Latibaudiere	margarita.latibaudiere@bostonschool.edu.pa
Executive Assistant - Main Campus	Ana Almanza	ana.almanza@bostonschool.edu.pa
Head of Marketing	Zasha Cabezas	zasha.cabezas@bostonschool.edu.pa
Head of IT Department	Jessie Vergara	jessie.vergara@bostonschool.edu.pa
IT Assistant	Leonel Cortes	leonel.cortes@bostonschool.edu.pa
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Nurse - Main Campus	Mayany Macias	mayany.macias@bostonschool.edu.pa
Receptionist - Early Learning	Esikari Yanguuez	esikari.yanguuez@bostonschool.edu.pa
Nurse - Early Learning	Lisbeth Morales	lisbeth.morales@bostonschool.edu.pa

**1.5.4 Early Learning**

<b>TEACHER</b>	<b>GRADE</b>	<b>E-mail</b>
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	PK4.3	
	K1	
	K2	
	K3	



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TEACHING ASSISTANTS	GRADE	E-mail
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	PK 4.1	
	PK4.2	
	PK4.3	
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	K2	
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#### 1.5.5 Primary School

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<b>TEACHING ASSISTANTS</b>	<b>GRADE</b>	<b>E-mail</b>
	1.1	
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<b>SPECIALIST TEACHERS</b>	<b>SUBJECTS</b>	<b>GRADE</b>	<b>E-mail</b>
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**1.5.6 Secondary Teachers**

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### FOR PARENTS AND STUDENTS

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Roberto Carter HR - 8.2	Integrated Humanities/ Hist.-Civ.-Geo.	8 <sup>th</sup> -12 <sup>th</sup>	roberto.carter@bostonschool.edu.pa
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	Environmental Science	10 <sup>th</sup> - 12 <sup>th</sup>	
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Alexandra Munoz HR - 11	Español A: Lengua y Literatura	11 <sup>th</sup> & 12 <sup>th</sup>	alexandra.munoz@bostonschool.edu.pa
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Osver Solis	ICT/Design	7 <sup>th</sup> - 8 <sup>th</sup>	osver.solis@bostonschool.edu.pa

### 1.6 Campus Hours

Campus administration is available on weekdays from 7:00 a.m. to 4:00 p.m.

#### 1.6.1 Arrival

- Students are required to arrive between 7:00 a.m. and 7:20 a.m.
- Students are expected to wait in their designated section areas in an orderly manner outside their classrooms. It is important that no student engages in play or loiters in other areas during this time.
- Please ensure students arrive on time as classes begin at 7:25 a.m.

#### 1.6.2 Departure

- PK3 to 12th grade ends at 2:45 P.M. on Monday, Tuesday, Thursday, and Friday.
- **Wednesday early dismissal times are 12:55 p.m. for Early Learning and Primary students, and 1:00 p.m. for Secondary students.**
- Students with proper permission (sent via email or printed by their parents or guardians) to leave the school early must sign out at the front desk.

### 1.7 Calendar and School Events

#### 1.7.1 School Calendar

The school calendar is posted yearly on the school website.

#### 1.7.2 School events

A variety of special school events occur throughout the year to which parents are invited. Significant ones include:

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- Gala Folklorica
- Mother's Day
- STEAM Fair
- Student's Day
- Languages Week
- Black Ethnicity Performance
- Art Exhibition
- 6th Grade PYP Exhibition
- 10th Grade MYP Exhibition
- 12th Grade TOK Exhibition

Other events will be published in the Boston Howl and social media platforms.

Student attendance is expected for the **full duration** of any event unless specifically indicated otherwise by the school. Students must remain in supervised areas during events. Early departure or absence follows standard protocol for permission.

### 1.8 Enrichment activities

- Enrichment activities (EA) are an integral part of our regular school day, taking place twice per week and organized by quarter. It is essential for students to commit to their chosen activity for the entire quarter, and any changes will be considered only under exceptional circumstances.
- For Early Learning, EA sessions are scheduled on Mondays and Thursdays, while Primary and Middle School students participate on Tuesdays and Thursdays. Tenth-grade students can choose between Tuesday or Thursday, and eleventh-grade students have EA on Fridays. No EA time is assigned for twelfth-grade students.
- Please note that some activities may require specialized external instructors and/or equipment; therefore, an additional cost may apply. We strive to provide diverse and Extra-Curricular Activities EA options to enhance your child's learning experience and foster their interests and talents.
- Participating in Enrichment Activities not only promotes creative development but also nurtures teamwork and leadership skills. We encourage all students to make the most of these opportunities and enjoy their Enrichment Activities (EA) journey throughout the

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academic year.

### 1.9 Parents and Visitors

- Parents/Visitors are welcome at our school from 8:00 a.m. to 3:30 p.m. Whenever parents or guardians need to speak with any teacher, coordinator, principal or the head of school, they should make an appointment so they are properly received by the staff member they need to meet. Access to the Main Campus building will be through the side entrance by the security gate. After passing security, signing in at the front desk is mandatory.
- For the safety and privacy of our students, parents and visitors are not allowed to have any contact with any student without proper guidance. The use of cameras to film or take pictures inside the school premises is not allowed under any circumstance.
- While we value parental involvement, we kindly request that parents and visitors refrain from entering classrooms or wandering through the halls. Additionally, we appreciate parents and visitors coming dressed appropriately and using respectful language for an educational institution to maintain a safe and respectful school environment.

### 1.10 Transportation

#### 1.10.1 Car Riders

- BSI students who are dropped off and picked up by parents must comply with campus hours 7:00 a.m. – 3:00 p.m.
- Early Learning students must be picked up and dropped off at the main entrance of the Early Learning Campus.
- Primary & Secondary students must be picked up and dropped off at the main entrance of the Main Campus (unless an official note from the head of school indicates differently).
- During class hours, all students and parents must enter and leave the school through the side entrance by the gate after following the proper protocol.
- Make sure to pick up students by 12:15 p.m.(Wednesday)/ 2:45 p.m. (the rest of the

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week).

- Adult supervision will be provided until 3:15 P.M. at the end of the school day (except Wednesday's early release day).

### 1.10.2 Bus Transportation

- For students riding the bus, it is essential to go to the designated boarding area promptly at the end of classes. Buses will depart immediately after school, so please ensure you are onboard by 2:55 P.M. Being on time is the student's responsibility to avoid any delays.
- On Wednesdays, students will leave the classroom at 12:10 p.m. (Early Learning and Primary) and 12:15 p.m. (the rest of the school). Buses will depart at 12:25 p.m. Please be punctual to avoid any delays. Thank you for your cooperation in following the bus schedule for a smooth and efficient transportation experience.
- Adult supervision will be provided until 3:15 P.M. at the end of the school day (except Wednesday's early release day).
- In the event that a student misses his/her bus, the parent will be contacted immediately, and they will be asked to pick up the student. Safety is our priority, and we want to ensure that all students are accounted for and taken care of. If you find yourself in this situation, please rest assured that we will promptly notify the parent and make arrangements for the student's safe return home.
- All school rules apply while students are riding the bus to and from school. We expect students to demonstrate the same behavior and respect for others during their bus journey as they do in the classroom and on school premises. By maintaining consistency in following our school rules, we ensure a safe and pleasant bus experience for everyone.
- For the safety of all students, it is essential that everyone follows these rules while on the bus:
  - Wear seat belts at all times.
  - Be punctual and wait in line at the designated boarding area.
  - Remain seated while on board the bus.
  - Keep aisles free from any obstructions.
  - Wait for the bus to come to a complete stop before getting off.

By adhering to these rules, we create a secure and orderly environment on the bus, ensuring a smooth and safe journey for everyone.

- We kindly remind parents that they are not allowed onboard the school bus unless prior

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authorization has been granted by the school. We value your cooperation in maintaining a safe and distraction-free environment during the bus ride. If you have any special circumstances or requests, please communicate with the school administration beforehand to ensure a smooth and well-organized transportation process.

- To ensure a safe and respectful environment on the school bus, we have implemented disciplinary measures for students who violate the rules:
  - **First Infraction:** The bus driver will provide a verbal warning to the student.
  - **Second Infraction:** The bus driver will issue a written warning, and a copy will be sent to the transportation and section heads. Further disciplinary action will be taken at this stage.
  - **Third Infraction:** In the case of a third infraction, the student will face suspension from using the bus service.

Please note that **any changes to a student's transportation arrangements must be communicated in advance and in writing or via email to the school's transportation coordinator and the student's homeroom teacher by 12:00 p.m.**

### 1.11 Communication

- Effective communication, respect, and teamwork are vital for the success of our school. If you have any questions or concerns about your child, we kindly request that you follow the proper channels for inquiries:
  1. Start by contacting your child's teacher in a written or e-mail form to request a meeting, as they should be the first point of contact for any academic or classroom-related matters.
  2. If necessary, you may reach out to the Coordinator or Head of Section after discussing the issue with the teacher; if the issue is not resolved, contact the Academic Director.
  3. For more significant or general concerns, please feel free to approach the Head of School.

By following this communication pathway, we can ensure that your questions are addressed promptly and efficiently, promoting a collaborative and supportive relationship between parents and the school.

- Many questions can be addressed at the front desk.
- Cancellations and Emergency Closings: In case of inclement weather or emergency



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situations that require school closure or cancellation of classes, an official announcement will be made through our messaging system. Parents are advised to monitor local media outlets for updates on school status. Additionally, the school will strive to utilize email and text message notifications to keep the community informed whenever possible. Your safety and well-being are our top priority, and we will make every effort to communicate promptly in such situations.

- Change of Address/Telephone Number/E-mail: To ensure accurate communication and information delivery, please promptly notify your child's homeroom teacher and copy the Admission Department ([admissions@bostonschool.edu.pa](mailto:admissions@bostonschool.edu.pa)) if there are any changes to your mailing address, email address, or telephone number (home, work, cell phone). Your cooperation in keeping this information up to date is greatly appreciated as it helps us maintain effective communication with you and your child.
- The "Boston Howl" and our website are the most direct source of information along with the iSAM platform.
- All weekly assignments and grades are posted on *Google Classroom*. Secondary students will also receive, via email, a study guide every Friday.
- Feel free to contact faculty and staff through email. Staff endeavors to reply within 48 hours.
- If you wish to meet with a teacher, please request an appointment directly with the teacher. If you wish to meet a Head of Section, contact the receptionist to arrange an appointment.
- For primary students, weekly graded assessments, quizzes, projects, and/or assignments will be sent home each Friday. Students' work may be accompanied by a form that needs to be signed and returned to the teacher on Monday.

### 1.12 Assessment

#### 1.12.1 Assessment Philosophy

Assessment is integral to all teaching and learning as it provides feedback on the learning process and therefore informs decisions made by teachers and students about what will be learned and how it will be learned. Assessment is the practice of gathering and analyzing information about learning outcomes. The assessment identifies what students know and are able to do; what students understand and are able to explain through learning experiences; as well as what students can communicate and reflect at different stages of the inquiry process. At

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BSI assessment is authentic, ongoing, informative, personalized, varied, purposeful, and collaborative, involving teachers, students, and parents.

Students and teachers should be actively engaged in assessing student progress as part of the development of their wider critical-thinking and self-assessment skills. Assessment is not just about assessing the final product. It is about assessing all steps of the learning process, from what the students know and understand to all skills, attitudes, and actions developed during this process. It aims to integrate and support both the process and the product.

The assessment provides information through its diagnostic, formative, and summative components. Moreover, assessment outcomes provide valuable information that drives instructional and curricular decision-making to help meet students' individual needs. It thoughtfully and effectively guides students' learning.

Assessment is central to the International Baccalaureate Programme goal and to measure the scope of the school's goals.

### 1.12.2 Assessment practices

- The school year is divided into four quarters.
- Students must comply with assignments, projects, and exams that will be published weekly through Google Classroom or any other virtual learning assessment platform determined by the school.
- Academic work will be evaluated from 1.0 to 5.0 in accordance with the Executive Decree 810, Article 12 of MEDUCA.
- The student must have at least a 3.0 average to pass a subject.
- Academic Performance Policy: If a student does not pass more than three subjects, they will be required to repeat the school year. This policy is in place to ensure that students have a solid foundation of knowledge and skills before progressing to the next grade level. Our goal is to support each student's academic success and provide the necessary resources to help them achieve their full potential.
- Academic Support Sessions: If a student needs to reinforce concepts during the quarter, our teachers will coordinate additional support sessions.

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- In the spirit of supporting our students, the school and parents will seek alternatives to support students in achieving a passing grade, including private tutoring; these sessions will have a cost that must be assumed by parents.
- If after the joint effort to support the student at school and at home, they fail one, two, or three subjects, they will be required to take a recuperation course in each. This course lasts for one month during the end-of-year vacation or the month before starting the next school year.
- Each recuperation course incurs an additional cost per subject.
- At the end of each unit, primary students will present a final synthesis project for the IB “Primary Years Program”.
- Sixth-grade students will present the PYP exhibition at the end of the year, which will be evaluated.
- At the end of each quarter secondary students must submit a summative assessment; attendance is mandatory.
- The TOK Exhibition is required for 12th-grade students.
- Students are also assessed in Life Skills. These Life Skills are grouped into 4 areas:
  - Integrity: Coherence between Actions and Expectations
  - Respect and Proactivity
  - High Expectations
  - Common Welfare and Global Citizenship
- Life skills are assessed with the following achievement key: A for Outstanding, B for High, C for Meeting, D for Approaching.

### 1.13 School Health & Care Assistant

The infirmary is open throughout the school day with a full-time nurse on duty.

- Each student will have a health card on file in the infirmary.
- Through the homeroom teachers, parents must provide the nurse with up-to-date information regarding their child’s health and medical conditions including allergies.
- If a student needs medication, parents are required to send the prescription with the medication and a written note signed by the parent explaining the reasons for its administration. All medication should be sent in child-resistant packaging.
- The prescription should include dosage and schedule for its administration.
- All accidents and relevant medical conditions must be reported to the health & Care assistant and homeroom teachers.

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### CHAPTER 2: RESPONSIBILITIES

#### 2.1 School:

- Promote IB learner Profiler: Emphasize the importance of ethical conduct and responsible decision-making in all aspects of an IB student life:
  - ***Inquires:*** Empower students to nurture their curiosity, develop strong inquiry and research skills, and foster the ability to learn independently and collaboratively with others.
  - ***Knowledgeable:*** Inspire a love of learning and foster enthusiasm for knowledge, encouraging the development and application of conceptual understanding across diverse disciplines throughout life.
  - ***Thinkers:*** Develop critical and creative thinkers who actively engage with significant local and global issues, using their analytical skills to take responsible action in solving complex problems.
  - ***Communicators:*** Empower students to demonstrate initiative in making ethical decisions, express themselves confidently and creatively in multiple languages and mediums, and collaborate effectively, valuing diverse perspectives and contributions.
  - ***Principled:*** Cultivate students to act with integrity, honesty, and a strong sense of fairness, justice, and respect for the dignity and rights of all individuals. Encourage them to take responsibility for their actions and the consequences they may bring.
  - ***Open-Minded:*** Foster students to critically appreciate their own cultures and personal histories while respecting and valuing the traditions and values of others. Encourage them to seek and evaluate diverse points of view, promoting growth through meaningful experiences.
  - ***Caring:*** Cultivate empathy, compassion, and respect in students, fostering a commitment to service and empowering them to make a positive difference in the lives of others and the world around them.
  - ***Risk takers:*** Develop students who embrace uncertainty with forethought and determination, demonstrating independent and cooperative exploration of new

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ideas and innovative strategies. Cultivate resourcefulness and resilience in the face of challenges and change.

- **Balanced:** Foster an understanding of the significance of balancing intellectual, physical, and emotional aspects of life to achieve well-being for oneself and others. Promote awareness of our interdependence with others and the world we inhabit.
  - **Reflective:** Encourage thoughtful reflection on the world and personal experiences, fostering a deep understanding of individual strengths and weaknesses to support continuous learning and personal growth.
- **Encourage Self-Discipline:** Empower students to cultivate self-discipline, helping them to stay focused and achieve their academic and personal goals.
  - **Foster Global Citizenship:** We instill in students a sense of global awareness and responsibility, encouraging them to be active and compassionate contributors to their communities and the world.
  - **Creating a Safe Learning Environment:** Our top priority is to ensure a safe and guarding environment for learning. Take every measure to provide a secure and supportive setting where students can thrive academically, emotionally, and socially. Maintain a positive and respectful atmosphere that fosters growth, exploration, and success in all aspects of education.
  - Uphold effective communication with parents:
    - **Communication channels:** Offer multiple avenues for communication, such as email, newsletters, parent portals, or online platforms such as Google Classroom specifically designated for school-related matters. These channels will be utilized to keep parents well-informed about important announcements, upcoming events, and general updates. (NO WHATSAPP).
    - **Timely information:** Regularly update parents through official channels, such as email or physical notes, regarding their child's academic progress, school activities, and any relevant changes or events.

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- o ***Open-door policy:*** Maintain an open-door policy, allowing parents to express their concerns, suggestions, and ideas through official channels. The school staff will actively listen to their feedback and strive to address any issues raised.
- o ***Parent-teacher conferences:*** Organize scheduled meetings, arranged in advance through official communication channels, to discuss a student's academic performance, social development, and address any concerns or questions that parents may have.
- o ***Collaboration opportunities:*** Actively encourage parental involvement in school activities, committees, or volunteering opportunities. By fostering a sense of partnership between home and school, the aim is to strengthen the educational experience and create a supportive community for students.

### 2.2 Parents' Responsibility:

- **Academic Support:** Parents play a crucial role in their child's academic progress by ensuring regular attendance, completing homework, and fostering a positive attitude towards learning. Be actively involved in your child's academic, behavioral, and social-emotional development, and encourage good study habits.
- **Communication:** Parents should maintain open communication with teachers and school staff to stay informed about their child's progress, upcoming events, and any concerns or issues that may arise. Uphold effective communication with school
- **Attendance:** Parents play a vital role in ensuring their child attends school regularly and on time. To manage absences effectively, please follow these guidelines:
  - o **Comply with the School Calendar:** Parents are responsible for adhering to the school calendar and scheduling personal vacation trips during designated breaks.
  - o **Impact of Absences:** It is essential to remember that every student's absence adds extra workload for both the student and the teacher. Please consider this when planning absences.

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- o **Valid Reasons for Absences:** Absences should only occur under medical authority or government-approved migration or judicial reasons. If this is the case, please follow the proper procedures:
  - **Written Notification:** Parents are required to notify the school in advance using written communication by email or physical notes (not WhatsApp) if their child will be absent, arrive late, leave early, or if there are any other relevant matters impacting their academic performance or behavior.
  - **Formal Documentation:** When excusing their child's absences, parents should provide formal letters or documentation signed by a doctor or relevant authority. These documents should accompany the written notification to the school, providing evidence for the reason behind the absence.

By following these guidelines, parents ensure the school has accurate attendance information and can offer appropriate support and accommodations. Formal documentation helps maintain accountability and transparency in our communication process.

- **Parent-Teacher Conferences:** Parents are encouraged to actively participate in parent-teacher conferences, where they can discuss their child's academic performance, behavior, and overall well-being. Please attend these conferences and provide relevant information and evaluation results to the homeroom teachers, as it helps in understanding the student's academic and behavioral progress. Your involvement is highly valued and contributes to your child's educational success.
- **Involvement in School Activities:** We warmly welcome and encourage parents to actively participate in various school activities, including joining parent-teacher associations, attending school events, and exploring volunteer opportunities. When visiting the school or attending any school event, we request parents to dress appropriately for an educational institution. Additionally, we appreciate your understanding that the use of respectful language is expected within school facilities and

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during any school event held outside the campus. Your positive involvement and adherence to these guidelines greatly contribute to fostering a supportive and respectful school environment for everyone involved.

- **Support for Special Needs:** If a child has special needs, parents are requested to bring the proper documentation and work collaboratively with the school to develop an Individualized Education Plan (IEP) or implement any other necessary accommodations to support their child's learning and well-being. Effective communication with the Learning and Growth Center (LGC) is crucial to address language barriers or any required learning accommodations.
- **Providing Necessary Uniforms & Complying with Uniform Regulations:** Parents are responsible for providing their child with the necessary school-correct uniform, including ensuring that the girls' skirts adhere to the specified height in the uniform policy. To safeguard personal belongings, we highly recommend parents label their child's uniform items with their names. While the school cannot be held responsible for lost items, we maintain a lost-and-found area at the Reception for potential recovery. By labeling belongings, we aim to facilitate the return of misplaced items to their rightful owners and instill a sense of responsibility in our students. Thank you for your cooperation in maintaining a safe and organized learning environment.
- **Encouraging Positive Behavior:** Parents play a crucial role in teaching their child appropriate behavior and social skills, both at home and at school. Promote the values instilled by the school (specified above).
- **Enforcing School Rules and Policies:** Parents should support and reinforce the school's rules and policies to promote a safe and respectful learning environment. Be aware and understand school regulations and requirements
- **Promoting a Positive School Experience:** Parents are encouraged to allow their child to participate in extracurricular activities, develop friendships, and enjoy their school experience.



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### 2.3 Student's responsibility:

- **Academic Engagement:** Students play a vital role in their own learning journey by actively participating in class, paying attention, completing assignments on time, and striving to do their best academically.
- **Attendance:** School Regular attendance and punctuality to all school classes and events are essential to maximize learning opportunities and academic growth.
- **Respect for Teachers and Peers:** Students are expected to demonstrate respect towards their teachers, school staff, visitors, and fellow students, fostering a positive and respectful learning environment.
- **Respect for National Emblems:** Students are expected to show respect for all national emblems, especially during the National Assembly. It is important for students to follow the guidelines for the proper handling of the national flag and to sing the national anthem with reverence.
- **English Language Usage:** We encourage students to maximize their use and practice of the English language at all times while at school.
- **Compliance with School Rules:** Students are expected to adhere to the school's rules and policies, fostering a safe and harmonious atmosphere for all.
- **School Uniform Policy:** Students are expected to adhere to the school's uniform regulations. As long as the student is wearing the school's uniform, both inside and outside the school facilities, it is essential to maintain proper behavior and conduct in line with the school's policies.
- **Homework and Study:** Students are expected to complete their homework and prepare for tests and exams to reinforce their learning and academic progress. Timely completion of all assignments is crucial for maintaining a good grading average.

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- **Personal Responsibility:** Students are expected to take ownership of their actions, behavior, and academic performance. It is important to display appropriate conduct both in and outside of class, reflecting the values instilled by the school.
- **Active Participation and Behavior:** We strongly encourage students to actively participate in class discussions, group activities, school events, as well as sports activities to enhance their learning experience. It is important to cooperate and enthusiastically engage in all school activities. When attending any school event, students should dress appropriately for an educational institution. Additionally, using respectful language is expected within school premises and during any school event held outside the campus.
- **Communication:** Students are expected to maintain open and assertive communication with their teachers, seeking help when needed and clarifying doubts and concerns about their studies. Additionally, it is essential to share with parents all the information sent by the school to keep them informed and involved.
- **Respect for School Property:** Students should demonstrate respect and responsibility towards all school property and resources, including desks, chairs, library books, lockers, school equipment, and facilities. Taking care of these belongings and using them responsibly contributes to maintaining a clean, safe, and welcoming school environment for everyone.
- **Safeguarding:** Ensuring the safety and well-being of all students is of utmost importance. Students should carefully follow the school's guidelines and promptly report any safety concerns or issues to school authorities. Your cooperation in this matter is expected to create a secure and nurturing environment for everyone in our school community.
- **Conflict Resolution:** When conflicts arise, students are expected to approach them with a peaceful and respectful attitude. It's important to try and find constructive solutions independently, but if needed, seeking support from teachers or counselors is always available to foster a culture of open communication and understanding.

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### 2.4 Uniform

All BSI students are required to wear appropriate school uniforms based on their class schedule. We expect students to maintain a neat and clean appearance both in their person and clothing.

#### 2.4.1 Boys

- Early learning: blue shorts (school-designated model)
- First to twelfth grade: long blue pants
- Polo shirt embroidered with school logo
- All black comfortable shoes
- Dark blue socks
- Jacket with school's logo (school-designated model)

**Note:**

- Boys are not allowed to wear earrings or piercings while in school uniform, both inside and outside the school facilities.
- Hair must be kept trimmed and neat according to the school's grooming standards.
- High school boys are expected to come to school clean-shaven unless there is an official letter on file from a religious organization and parents, allowing for facial hair.
- We encourage that all uniform items be labeled. The school is not responsible for any lost items but maintains a lost-and-found at the reception.

#### 2.4.2 Girls

- Early Learning: blue skirt (school-designated model)
- First grade to twelfth grade: blue skirt (school designated model), pants are optional
- Polo shirt embroidered with school logo
- All black comfortable shoes
- White socks
- Jacket with school's logo (school-designated model)

**Note:**

- The school uniform policy states that skirts must be at knee length, with a maximum of one inch above the knee.
- If you find the undershorts of the uniform skirt uncomfortable and choose to eliminate them, we encourage you to use alternative types of undershorts that offer comfort and comply with the dress code.

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- Girls' hair color must be discreet and all hairs should be kept trimmed and neat.
- We encourage that all uniform items be labeled. The school is not responsible for any lost items but maintains a lost-and-found at the reception.

### 2.4.3 PSPE/PHP Uniform

- T-shirt with school's logo
- Shorts (school-designated model)
- Sweatpants (school-designated model)
- White socks
- Sport shoes

#### **Note:**

- Early Learning and Primary students can stay in their PSPE shorts the entire day.
- Secondary students are required to wear sweatpants/shorts during Physical Education (PHE) class days. They must bring their PHE shorts to wear underneath the sweatpants. During the PHE class, they can take off the sweatpants and then, after the class, continue wearing the school sweatpants for the rest of the day. Wearing only PHE shorts **is not permitted during regular class hours.**
- Students must wear their PSPE/PHE uniforms only on days they have PSPE/PHE class
- Swimsuit (school allowed models/ one piece for girls- mid-length jammers swimsuit for boys)
- We encourage that all uniform items be labeled. The school is not responsible for any lost items but maintains a lost-and-found at the reception.

## CHAPTER 3: REGULATIONS

### 3.1 Banned Items

The following are banned in school:

- Handheld electronic games are not allowed in Primary. Secondary School students (7th to 12th) are permitted to use electronic games at lunch.
- Primary students may bring toys to class with the teacher's permission and are permitted to use them at lunchtime. The school is not responsible for any lost items but maintains a lost-and-found at the Reception.
- Pets are not allowed on campus without permission.

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- Knives or weapons. 'Knives' includes any bladed article including - craft knives, Stanley knives, Swiss Army knives, fishing knives, razors, kitchen knives, etc., or any bladed item. The term 'weapon' refers to any gun, including air rifles, BB guns, toy guns, pellet guns, crossbows, tasers, blowpipes, knuckle dusters, or any similar item, and includes any item made for the purpose of assault or defense. The above is not an exhaustive list and could include other bladed items or weapons not specified above.
- Alcoholic beverages or illegal drugs
- Stolen items
- Tobacco and cigarette papers, E-cigarettes/ Vapes.
- Fireworks
- Offensive material - pornographic, racist, or extremist material (in any medium)
- Cell Phones cannot be used during class time, except for the development of a class and has to previously be authorized by the teacher in charge. In case of emergency calls, primary students must ask in reception or the Health & Care center.
- Only Secondary School students (7th to 12th) are permitted to use cell phones during lunch breaks.

### 3.2 Internet and Laptops Usage

This handbook outlines the rules regarding the use of school-provided laptops, privately owned laptops, and Internet access with any equipment on campus. It does not detail every possible violation but provides a general guideline. If a parent, student, or faculty member has any questions regarding a particular activity not outlined in this handbook, he/she is encouraged to contact the Heads of the Section who in turn will address the concern to our technology administrator and provide a prompt answer.

BSI laptops and Internet services are to be used solely for educational purposes; their use is also governed by general school policies including Academic Honesty Policy. Using this resource for personal purposes is prohibited. There are some social media and Internet streaming sites (e.g. Netflix, Spotify, Facebook, Youtube, tik tok, Instagram, or any other social media) that are blocked by the school to preserve the bandwidth for educational use. A student using BSI WIFI different from the student designated WIFI **during classes will be sanctioned** with a verbal warning **the first time**. Any subsequent infraction will result in **written sanction and/or possible suspension**.

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We discourage students from using their own Internet service through their mobiles. If they do, the usage of this service must comply with school regulations and its misuse will be sanctioned.

The following actions are considered violations and will be sanctioned in accordance with school regulations and may result in the temporary or permanent revocation of the privilege:

**Accessing and/or Communicating Inappropriate Information:** Students may not access, publish, post, download, forward, or display inappropriate information (illegal, sexually explicit or suggestive, obscene, defamatory, discriminatory, threatening and/or harassing).

**Students may not record or take photos of classmates and/or teachers during recess, or school activities inside or outside the school. It is not allowed to publish, post, download, forward, or display photos or videos recorded in school activities.**

**Important Note:** For certain classes, students may be required to record videos or take pictures for class projects. It is essential to obtain consent from both parents and students in written form for any such content. Additionally, any publication of this content must be regulated by the school's marketing department.

Any messages used for bullying, whether directed at one or more students, will be treated as a serious violation. Such incidents will be immediately addressed by the disciplinary committee, and students involved may face probationary measures. Our school is committed to maintaining a safe and respectful environment for all students, and any form of bullying will not be tolerated.

**Violating Copyright and Software Licenses:** Students may not download, share or copy any copyrighted material in accordance with Panamanian law; therefore, the school does not assume responsibility for technological copyright infractions done by students. The school will report violations to the authorities.

**Plagiarism** is a copyright violation. Students may not plagiarize material found on the web and pass it as their own. This violation also merits a grade of 1.0 (secondary school) or 2.0 (primary) on any assignment. Please refer to the Academic Honesty Policy

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for details. The use of artificial intelligence such as Chat GPT or any other platform could be used only according to the teachers' guidelines or instructions given.

**Vandalism:** Any student vandalizing (hacking, creating, and/or uploading viruses) will be sanctioned in accordance with section 4.2.2. below.

**Care of Resources:** Students must use school resources appropriately. Intentionally damaging equipment will be sanctioned. Parents will have to compensate the school for the damage. Unintentional damage to the equipment will not be sanctioned, but parents must compensate the school for such damage.

For privately owned laptops, it is the student's responsibility to take care of their equipment. The school will not be held liable for any damage, loss, or theft of personal equipment. Additionally, the school will not be responsible for any property damage that may occur between students. We strongly encourage students to label their belongings and ensure that their laptop has a visible serial number for identification purposes. By taking these precautions, we aim to promote a sense of ownership and responsibility for personal belongings among our students.

As we commence our journey towards becoming a one-to-one (one device per student) school in order to enhance learning, we encourage parents of students in 6th Grade and above to provide a tablet or laptop (preferably a laptop from 6th Grade) for their child to bring to school every day.

**Unauthorized Access:** Students may not access sites that are blocked by the school filters. They may not attempt to use any software, applications, and/or other means for this purpose. Students may not share or use others' passwords or access others' accounts (students, faculty, or staff).

**Privacy:** The school reserves the right to review the contents of school and private laptops, cell phones, or any other electronic device, in the presence of the student if there is a reasonable doubt that the student has violated any regulations or engaged in misconduct.

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Finally, for security reasons, students are discouraged from sharing any personal information on the web without parental permission or teacher instruction. Students must immediately inform the teacher of any inappropriate information or messages they have received. Also, if any student identifies a security problem, he/she must immediately notify teachers or academic coordinators. He/she may not breach security to access unauthorized material or share this discovery with other students.

We remind students who bring privately owned laptops to bring their laptops fully charged.

### 3.3 Attendance And Tardiness

#### 3.3.1 Attendance

For students to be successful in learning, regular, daily attendance is necessary and expected of all students.

- In case of a justified absence, the student is expected to complete all assignments that were missed.
- Students are responsible for catching up with the material taught during their absence.
- We recognize that procedures for Visas, Passports, official business, etc. can be long and cumbersome. We expect students to come to school for whatever part of the school day remains once such procedures are completed.
- We recognize the importance of student religious practices and encourage parents to seek a balance between observation of religious practice and school attendance that ensures that their school program is not overly impacted.
- Absences must be corroborated by parents/guardians in advance either in the form of a written note or an email sent to the Head of Section and the Homeroom teacher.
- Two or more days of absences must be justified with a medical certification.

In accordance with Decree 123, absences are divided into justified and not justified.

- The following are justified absences and must be corroborated by parent/guardian:
  - Illness
  - Accident
  - Attending the funeral services of a member of his/her immediate family
  - Legal procedures



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- Academic, athletic, and/or cultural extracurricular activities in which student represents school/country
- Religious holidays observation or ceremony of his or her religion

A student who has been absent **fifty percent or more** of the quarter will not receive a grade for the quarter if his/ her absences are unjustified.

On the other hand, if his/ her absences are justified, the student will receive a grade only if he/she has completed two-thirds of the assignments. The Head of the School and the Head of the Section must be previously informed of the situation to give their authorization. Parents must notify their absences (by e-mail) to the academic director, head of the section, and homeroom teacher.

**Note:** Secondary students are responsible for proactively collecting any missing assignments and communicating with their teachers to establish due dates. It is not the teacher's responsibility to remind or request assignments from students for pending activities during their absences. We firmly believe in fostering student accountability for their academic performance, and therefore, all agreements and arrangements regarding assignments and grading outcomes should be properly documented through written forms or emails to ensure clarity and understanding of the expectations. This approach aims to empower students to take ownership of their learning journey and be active participants in their academic progress.

### 3.3.2 Tardiness

Punctuality is important, as students who arrive late disrupt class and may miss vital information discussed in lessons.

- Students who arrive after 7:25 A.M. are late; **two late arrivals equals one absence.**
- Justified tardiness must be corroborated by parents/guardians through written notification.
- The following are justified late arrivals:
  - Late arrival of school bus
  - Medical appointment
  - Accident
  - Legal procedures

BSI complies with the norms established by MEDUCA regarding absences and tardiness (Decree 123). **HANDBOOK**

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### 3.4 Food

The school cafeteria provides healthy meals at a reasonable cost. Students may order food from the cafeteria before 8:00 a.m. If there is a medical condition that requires a student to eat at certain hours outside their recess time, parents will need to send a formal notification validated with the medical report or note.

The school cafeteria is managed by Natuviva, and they will provide menus through the Howl Newsletter. Parents must make a previous request for the menus in the Natuviva App. This ensures that students can access nutritious and delicious meals according to their preferences and dietary requirements. By using the Natuviva App, parents can conveniently plan and order meals for their children, promoting a healthy and well-balanced diet during school hours.

Note: Please note that all payments in the cafeteria will be made exclusively through the Tip Tap app. The cafeteria will not accept cash or credit payments. Using the Tip Tap app ensures a secure and efficient payment process for all cafeteria transactions. Parents are kindly requested to download the Tip Tap app and link it to their child's account to facilitate smooth and cashless transactions in the cafeteria.

Under no circumstances are students allowed to order food delivery to the school. This policy is in place to ensure the safety and well-being of our students. Violating this rule will be considered a level 1 offense, and any paid food ordered will be confiscated until the end of the school day. If the food was not paid for, it will be returned. We appreciate your cooperation in upholding our safeguarding policies.

## CHAPTER 4: DISCIPLINE INFORMATION

### 4.1 Overview

Teachers are the first line in correcting students' behavior; therefore, each teacher will set essential agreements with their students. However, there are rules and regulations that govern the behavior of all BSI students as stipulated in Decrees No. 142 and No. 162 of the Ministry of Education of Panama. See complete versions of these decrees on the following links:

[Decree No. 142](#)

[Decree No. 162](#)

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- First, all staff and faculty report all discipline violations of a BSI student to the proper school authority.
- Second, all disciplinary sanctions enforced by the school are independent of any external process.
- Third, both instigators and offenders will be sanctioned.
- Fourth, when an act constitutes two or more violations, it will merit the next disciplinary sanction.
- Fifth, disciplinary sanctions are subdivided in section 4.2. according to the severity of the action in the section.

### 4.2 Behaviors Subject to Disciplinary Actions

**Level 1 Offence Violations** involve behaviors that deviate from the expected student conduct. These offenses may result in disciplinary actions, which escalate to level 2 with repeated occurrences. The following behaviors fall under Level 1 Violations:

- Disrupting any class
- Skipping class
- Wandering through halls without permission
- Unjustified lateness/absence
- Unprepared with assignments, projects, and class material(s), e.g. laptop
- Violation of uniform rules
- The use of technology during class periods without teacher's permission.
- Use of the cell phone/headphones in hours not allowed
- Order or consume delivery food without permission.
- Being late (HR/class/EA)
- Being in the classroom unsupervised during break.
- Disrupt Detention.
- Failing to keep a tidy workspace and school facilities is. Students should take responsibility for their areas and contribute to maintaining cleanliness throughout the school.
- Any other violation deemed inappropriate by school authorities.
- Disruption/distraction during National Assembly

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To maintain a positive learning environment, the school enforces a disciplinary regimen, addressing offenses promptly and consistently. Disciplinary actions will vary based on the severity and frequency of violations, encouraging a respectful and responsible school community. Students will be reminded of expectations if they commit a level 1 infraction. Multiple infractions will result in the student receiving a yellow ticket that must be signed by their parent/guardian and brought back to school.

**Note:** Tickets must be returned signed. If a student fails to do so within two days, he/she will have one period of detention; two written sanctions equal one detention.

**Level 2 Offense Violations** involve behaviors that severely deviate from the expected student conduct. These offenses may result in disciplinary actions, which can escalate to level 3 with repeated occurrences. The following behaviors fall under Level 2 Violations:

- Disrespecting classmates, faculty, and/or staff
- Use of offensive language/gestures
- Behavior within or outside of school that may negatively impact the school's reputation.
- Inappropriate use of technology
- Any other violation deemed inappropriate by school authorities
- Detention late arrival. A 2-minute grace period is allowed for late arrivals. However, skipping detention will result in more severe consequences.

**Note:** Tickets must be returned signed. If a student fails to do so within two days, he/she will have one period of detention; two written sanctions equal one detention.

**Level 3 Offense Violations** These offenses may result in suspension from class for one to ten days, determined by the Discipline Committee. Disciplinary actions can escalate to expulsion with repeated occurrences. The following behaviors fall under Level 3 Violations:

- Commit physical aggression against classmates, faculty, and/or staff
- Bear any type of weapon within school premises.
- Leave school premises without the school's authorization
- Destroy/damage school property
- Extract school documents

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- Possess and/or use drugs in violation of Panamanian laws
- Skipped Detention
- Perpetrate immoral and/or unlawful acts in or out of school
- Offenses in or out of school that may bring bad reputation to the school

**Note:** After a discipline committee meeting, parents will be required to sign tickets as a confirmation of their awareness and acknowledgment of the discussed matters. Failure to do so within two days will result in the incident being recorded in the student's file, which may impact future disciplinary references.

### 4.3 Discipline Regimen

The school operates two discipline levels. The first level is applied in cases of routine behaviors, see 4.3.2 below. The second level is applied in cases of major school rules including fighting, bullying, theft, disrespect to authority, etc. per Decrees 142 and 162 (see above). In major rules cases and when level 1 infringements surpass 12 demerits, the Discipline Committee convenes to investigate and determine consequences, which may include suspension or expulsion.

#### 4.3.1 Discipline Committee

The Discipline Committee is appointed by the Academic Director. The Committee follows protocols and procedures for the investigation of incidents in conformity with MEDUCA's guidelines, established by the Executive Decree 162 of July 22, 1996, and Executive Decree 142 of September 4, 1997. A student's Homeroom teacher serves as the advocate in cases where a parent cannot attend a meeting with the Discipline Committee. In cases of a significant school incident, the Discipline Committee recommends consequences to the Head of School and the Academic Director but it is the Academic Director who ultimately enforces the sanctions.

#### 4.3.2 Behavior Consequences:

Secondary students in violation of policy/practice of the minor infringements below will have inappropriate behavior logged. Continued inappropriate behavior will be assigned consequences/detention. There are three types of detention that a student could be assigned:

- 1) Detention during the morning break
- 2) Detention during lunch

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### 3) After school detention

Students will eat their snack/lunch alone in a separate classroom if they are serving a morning break or lunch detention.

Students will comply through community service, school service (for example helping to clean up the cafeteria area or a classroom assigned, etc.), or an assignment. If students fail to attend detention/complete their community service/assignment or repeat offenses that got them into detention, the disciplinary committee will discuss the appropriate course of action.

Note: A student who is suspended must attend school wearing a school uniform and must comply with all daily assignments and tests; however, he/she may not attend class.

#### **4.3.3 Expulsion:**

Students may be expelled from school if they:

- Repeat violations that merit suspension
- Traffic illegal drugs
- Endanger the life and wellbeing of themselves and/or others
- Damage private property
- Tarnish the school's image

Note: A student who is expelled will not be readmitted to school.

Students may be searched if there is reasonable doubt he/she has committed a violation that merits such a search of his/her person and belongings.

Finally, the Disciplinary Committee is constituted by the Head of School, Academic Director, Section Heads, Academic Director, and two teachers who will review all serious disciplinary cases that merit suspension and expulsion.

#### **4.4 Bullying**

To protect the rights of all students and ensure a safe and healthy environment, the school prohibits acts of bullying and other forms of aggression and violence.

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- Bullying can be defined as the repetitive prolonged disrespectful behavior that is intended to intimidate, humiliate, or undermine another person involving verbal harassment, social exclusion or isolation, physical aggression, coercion, and discrimination among other forms.
- BSI expects students to conduct themselves in a manner in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of classmates, faculty, and staff.
- Consequences and appropriate remedial actions for a student who engages in one or more acts of bullying or harassment may range from behavioral interventions up to and including suspension or expulsion.
- This procedure will be followed:
  - The Disciplinary Committee will review the case and determine the sanction.
  - The student will be placed on probation.
  - If it is recommended that a student receive counseling support, the parent must provide evidence of the support provided.
  - If the behavior does not improve, he/ she will face suspension, expulsion, or non-readmission to school depending on the severity of the case.

**Note:** See [Meduca Anti-Bullying Protocol](#)

### 4.4.1 Cyber Bullying

Cyberbullying: To maintain a respectful and safe online environment, students must not engage in accessing, publishing, posting, downloading, forwarding, or displaying inappropriate information. This includes content that is illegal, sexually explicit or suggestive, obscene, defamatory, discriminatory, threatening, and/or harassing.

Furthermore, students are prohibited from recording or taking photos of classmates and/or teachers during class, recess, or school activities inside or outside the school. It is strictly forbidden to publish, post, download, forward, or display photos or videos recorded at school.

By adhering to these guidelines, we aim to foster a positive digital culture and ensure the safeguarding of all students within our educational community.

## **FOR PARENTS AND STUDENTS**

Any messages used for bullying one or more students will be considered a serious violation and will immediately be addressed by the disciplinary committee for probation.

### **4.5 Probation**

Students who are placed under probation may forfeit their right to remain in school. If the situation does not improve after the student is placed under probation, he/ she will face expulsion or non-readmission to school.

#### **4.5.1 Academic Probation**

- In the event a student is unable to make adequate progress in our program despite the recommendations and support provided, the student will be placed on academic probation.
- Parents will meet with the relevant Head of Section, Academic Director, counselor, psychologist, and any personnel necessary to determine the scope of the situation and discuss strategies for improvement.
- However, if the student does not pass four subjects, for a second time, at the end of the school year, he/she will not be readmitted to school.
- It is the responsibility of parents, at their expense, to comply with all recommendations made by the school to support the student in succeeding.

#### **4.5.2 Disciplinary Probation**

- In the event a student is repeatedly unable to behave according to school regulations, the student will be placed under disciplinary probation.
- Frequency and severity of violations of norms will determine the decision to put a student under probation.
- The disciplinary committee will review the case and will decide if the student will be placed under probation.
- Parents will meet with the relevant Head of Section, Academic Director, counselor, and psychologist to determine the scope of the situation and discuss strategies for improvement.



## FOR PARENTS AND STUDENTS

### CHAPTER 5: OTHER SCHOOL REGULATIONS AND LEARNING EXPERIENCES

#### 5.1 Field Trips

These types of trips are valuable educational experiences that enhance the curriculum objectives by providing a real-world context for classroom learning. To attend these trips, students require parental authorization signed in advance. The school will cover the costs of local field trips (Panama City). During any field trip, students must adhere to school rules and regulations to ensure a safe and enriching experience for everyone involved.

#### 5.2 Travel

School trips that entail traveling out of Panama City will have informational meetings for students and parents regarding the benefits, logistics, safety/security measures, and costs. The BSI Trips and Travel protocol guides planning, preparation, traveling, and follow-up for trips at all grade levels. Note: school travel programs are specifically for students to learn and enjoy with classmates and teachers. Parents will enjoy hearing about learning and adventure upon return of the group, and in some circumstances, parents may be invited to join certain excursions.

#### 5.3 Birthdays

- As a courtesy to our families and if requested, we will distribute birthday invitations as long as all students or all boys/girls in class are invited.
- Students may celebrate their birthdays in the classroom during recess or lunch (cake and drinks). Sodas are not permitted by MEDUCA and MINSA.
- Teacher supervision is necessary.

#### 5.4 Extra-curricular/ Enrichment Activities

This program allows students to explore areas outside the academic curriculum and develop a variety of skills.

- Students must follow school rules and regulations during co/enrichment classes.
- Each class is required to adhere to the school policies and additional regulations may be introduced if necessary. Failure to comply with the rules will result in sanctions following the established disciplinary measures. It is essential to maintain a consistent and respectful learning environment for everyone.

## FOR PARENTS AND STUDENTS

### CHAPTER 6: CHILD PROTECTION POLICY

Parents must read the Child Protection Policy. Please click [here](#).

This handbook lists and briefly explains the guidelines to be followed by all BSI students and supports parents' knowledge and understanding of partnership.

### CHAPTER 6: SPORTS & ACTIVITIES POLICY

**While attending after school sport activities and participating in sports activities representing the school, all student members of the school sports teams have to observe the behavior rules that they observe at school; as stated in the current Handbook.**