



# MIDDLE SCHOOL HANDBOOK 2022-23



THE AMERICAN SCHOOL IN ENGLAND



## TASIS England Mission Statement



The School's purpose is to realize its core values. We believe that: every learner has the gift of innate curiosity that we can nurture into life-long learning; all our learners can develop the ability and confidence to flourish and become who they truly are; and building a vibrant, joyful, and healthy community of principled, open-minded, and compassionate individuals is why TASIS exists.

### COMMITMENTS

We realize our values through our passion as educators and the following commitments:

We promote **multiple pathways** for each learner throughout our school environment, our programs, and our community.

Our commitment to nurturing **intellectual curiosity** prepares each learner for the opportunities and challenges of the future.

We encourage continuous personal **growth** through active **engagement** and desire to seek and learn from experiences. Through a balance of support and challenge, students flourish as creative, reflective, and resilient owners of their learning.

We foster **connections and collaboration** in our community of learners by cultivating supportive relationships and celebrating the unique contributions of each member.

### OUTCOMES

The outcomes of a TASIS England education were articulated over many decades through the vision of the School's charismatic founder, Mary Crist Fleming.

**Life-long Learning** cultivates curiosity, exploration, and discovery, emboldening individuals to embrace a culture of learning and celebrate the journey of continuous development toward personal fulfillment.

**International-mindedness** promotes the exploration, communication, and celebration of diversity. Being curious and open-minded to the richness of perspective within our global community creates a desire to flourish through action and service.

**Service Leadership** fosters empathetic, compassionate, and principled individuals who take responsibility for sustaining healthy relationships with themselves, their families, their communities, and their environment.



## MISSION STATEMENT OF THE TASIS FOUNDATION

TASIS is a family of international schools that welcomes young people from all nationalities to an educational community which fosters a passion for excellence along with mutual respect and understanding. Consistent with the vision of its founder, M. Crist Fleming, TASIS is committed to transmitting the heritage of Western civilization and world cultures: the creations, achievements, traditions, and ideals from the past that offer purpose in the present and hope for the future. Seeking to balance the pursuit of knowledge with the love of wisdom, and promoting the skills of lifelong learning, an appreciation for beauty, and the development of character, each school combines a challenging academic program with opportunities for artistic endeavor, physical activity, and service to others. Believing in the worth of each individual and the importance of enduring relationships, TASIS seeks to embody and instill the values of personal responsibility, civility, compassion, justice, and truth.

## GOVERNANCE STRUCTURE

The TASIS Schools and Summer Programs are owned by the TASIS Foundation, a non-profit educational trust based in Delémont, Switzerland. The Foundation Board is comprised of eleven members who have extensive legal, financial, and educational expertise and are charged with the overall responsibility for ensuring that all TASIS schools and programs operate in a manner consistent with the objectives of the Swiss Foundation, as reflected in the vision and ethos of the TASIS Founder, Mrs. M. Crist Fleming. In addition, TASIS established 50 years ago TASIS Foundation, Inc., a U.S. publicly supported, Section 501(c)(3) non-profit educational foundation.

The governance structure at TASIS England consists of a Board of Directors comprised of six members, which is responsible for all aspects of the School's management and has significant autonomy to direct the School's activities, consistent with the broad objectives of the TASIS Foundation. The Head of School, as Chief Executive Officer, reports directly to the TASIS England Board of Directors and works closely with its Chairman.

## TABLE OF CONTENTS

Welcome to the Middle School.....	2
People to Contact.....	3
Middle School .....	4
General Information.....	5
Hybrid Learning .....	6
The Middle School Library.....	6
The House System .....	7
Information Technology.....	8
Digital Citizenship Guidelines .....	8
Middle School Code of Conduct .....	10
Major School Rules.....	11
Anti-Bullying Policy.....	12
Behavior Management System.....	13
School Uniform.....	14
Student Busing .....	16
After-School Activities.....	19
Further Information .....	20
Health Center and Medical Procedures .....	21
Basic Supplies Recommended for Students in Grades 6–8.....	22

The School has a wide range of policies and procedures which govern its safe and compliant operation. These are drawn from guidance and good practice established across the UK and reviewed on a periodic basis by the School and approved by the Board of Directors.

**Updated policies are available on the TASIS England website at [www.tasisengland.org/policies](http://www.tasisengland.org/policies)**

## WELCOME TO THE MIDDLE SCHOOL

Dear Middle School Students and Parents,

We are delighted to welcome you to the TASIS England Middle School! Whether you are a returning family or new to the TASIS community, you are guaranteed a warm welcome from our dedicated faculty and our current community members. Welcome!

Middle School is a time of great transition, with many opportunities for learning ready to be explored. Additionally, Middle School students are undergoing changes in their bodies and mental psyche as they inevitably navigate the next stage in their development. At TASIS England, we understand this stage in our students' learning journey; therefore, our goal is to establish the ideal conditions that guarantee your child begins each day of school ready. Ready to grasp the rich educational opportunities we have to offer, ensuring that they find success.

We are a mission-driven school with a clear commitment to deliver on our promise. Middle School is where we nurture curiosity and challenge our students to embrace service and to celebrate our international mindedness. We do this in an atmosphere where personal growth is fostered through the intentional provision of multiple pathways to success, an environment that engages and intrigues, and a community that connects and collaborates in diverse ways. Within an ever-changing world, we know that the experience we offer must include the development of skills, inculcate attitudes that promote creative enterprise, and ignite and sustain their passions and interests.

Our focus is your child's holistic development, thus placing your child at the center of our planning. So, there will be freedom to learn from mistakes. A safe space to learn and take risk, to make friends and have choices. A learning space where "what we learn" is as important as "how we learn." An environment where students have a voice and their agency is fostered.

We have high expectations for students, and for our teachers too. Our teachers are committed to providing an atmosphere of high-quality learning that is differentiated, stimulating, and responsive to ensure that your child is supported, challenged, engaged, safe, and healthy.

Finally, we are educating learners to be agile, resilient, and academically inquisitive. They should question or challenge, inquire or investigate, justify or advocate, argue or negotiate, depending on the situation. This agility is integral as they traverse Middle School and continue their journey at TASIS England.

We look forward to working together as a global community of learners, finding joy in the journey, and keeping our students at the center of all that we do. Thank you for playing your part in our Middle school community.

Dr. Megel Barker  
Head of Middle School

## PEOPLE TO CONTACT

Parents are encouraged to contact the following people directly with concerns or questions. The Middle School telephone number is **(01932) 582336**. To contact the Middle School Office, please email **msoffice@tasisengland.org**.

Email addresses for TASIS personnel are first initial and last name @tasisengland.org (e.g., sstover@tasisengland.org). Please note that teachers do not check their email during instructional periods.

Mr. Bryan Nixon headofschool@tasisengland.org	Head of School
Mr. Megel Barker mbarker@tasisengland.org	Head of Middle School
Ms. Katie Elliott kelliott@tasisengland.org	Middle School Academic Coordinator
Mr. Matt Kiely mkiely@tasisengland.org	Director of Boarding
Mrs. Nicola Kiouzelis msoffice@tasisengland.org	Middle School Secretary
Ms. Pamela Kakalec mscounselor@tasisengland.org	Middle School Counselor
Ms. Kat Higgins khiggins@tasisengland.org	Deputy Designated Safeguarding Lead and Pastoral Coordinator
Health Center nurse@tasisengland.org	Nurse
Mr. Marc Butler mbutler@tasisengland.org	Director of Sports and Activities
Mrs. Sharon Hudgens shudgens@tasisengland.org	Assistant Director of Sports and Activities
Ms. Andrea Morris amorris@tasisengland.org	Co-Head of Music and Music Lessons Coordinator
Mr. Mark Davies mdavies@tasisengland.org	School Busing Coordinator and Uniform Store
Mr. Jason Tait jtait@tasisengland.org	Director of Pastoral Care and Designated Safeguarding Lead (whole school)

### TELEPHONE AND EMAIL MESSAGES

The switchboard at TASIS is covered by a receptionist from Monday to Friday, 8 a.m.–5 p.m.

To reach the Middle School during school hours, please ring the Middle School Secretary in the Middle School Office on **01932 582336**. You can leave a message with Mrs. Kiouzelis for any teacher or child in Grades Five through Eight. To email a message to the Middle School Office, including student absences, please contact **msoffice@tasisengland.org**.

**If you are put through to voice mail please leave a message. If your message is urgent, please also send an email to the Middle School Office at msoffice@tasisengland.org.**

## MIDDLE SCHOOL

The TASIS England Middle School is a passage from Lower to Upper School which endeavors to foster greater academic and personal independence and excellence for each student. The passage is gradual yet guided and is based upon the academic and social maturity levels of our students.

The curriculum and the environment of the Middle School are designed to support the academic, emotional, physical, and social growth of students within a structured and caring framework. The major goals of the academic program are to teach students to question, to encourage divergent opinions by considering alternatives to stereotyped patterns of thinking, and to encourage students to pursue independent research of thought-provoking issues, culminating in individual rational judgments.

Academically, students are expected to master skills and content, to become more inquisitive and analytical, to develop research and technology skills, and to organize and present their learning in verbal, written, and digital forms.

Socially, students are expected to become more tolerant and understanding of others and of the larger world around them, to gain greater respect for themselves and for others, and to participate actively in the community.

The Middle School will constantly strive to be a coherent community with consistent and supportive relationships among the students, faculty, administration, and parents.

### ADMINISTRATION

The Head of School is in charge of the day-to-day operation of the School and is responsible for hiring faculty. The Head of School is assisted in these duties by the Heads of the Lower, Middle, and Upper Schools. Each school head administers the programs in his/her school section and assists the faculty. Other administrative positions include the Director of Admissions, the Director of Sports and Activities, and the Director of Boarding.

### FACULTY

The faculty at TASIS is the principle means by which the school achieves its purpose, and it is the prime reason for the School's reputation for academic excellence. Faculty members are selected not only for their talents and abilities as educators but also for their dedication to young people. They are knowledgeable professionals, diverse in their experiences and backgrounds, but similar in their love for teaching children. Through the faculty's friendly example, skilled experience, and enthusiastic involvement, TASIS students are taught to strive for accomplishment, to enjoy learning, and to develop the qualities listed in the School's mission statement.

In addition to teaching, all resident faculty share in the responsibilities of the evening and weekend supervision of the campus. All full-time faculty are involved in sponsoring after-school activities or coaching, and are also expected to chaperone travel and weekend excursions (with middle or upper school students). Their contacts with students are many and varied, providing a close-knit community and enriching the life of the School.

### SAFEGUARDING

TASIS England is fully committed to safeguarding the welfare of children and young people and expects the same from its employees. All post-holders are subject to a satisfactory enhanced DBS criminal records check and further pre-employment checks.



## GENERAL INFORMATION

**The School Day:** The Academic Day runs from 8:15 a.m. until 3:20 p.m. except for Wednesdays, which run from 9:00 a.m. to 3:20 p.m. Middle School students have optional Sports and Activities until 5:05 p.m., often on a Monday/Wednesday or Tuesday/Thursday schedule.

**Attendance:** Regular attendance on a daily basis is required. Students may not miss a class, study hall, or sports obligation unless he or she has been excused by the School Nurse or the appropriate member of the School's administration. If your child is absent, please email [msoffice@tasisengland.org](mailto:msoffice@tasisengland.org) or phone **01932 582336** to let the Middle School know the reason why. Even if your child is ill on consecutive days, the School must be informed each morning. If you know in advance that your child will be absent, please contact the Middle School Office at least 24–48 hours in advance when possible. Please note, we are not able to grant excused absences for electively missing school. If your child needs to leave school during the day, he or she must sign out in the Middle School Office and then meet you in the car park. Many assignments are accessible through Google Classroom or the School's online learning management system (LMS), which are used to help teachers and students plan for the absence.

**Counseling:** The Middle School Counselor plays a crucial role in working with students in the Middle School. The counselor is available to speak to students, faculty, and parents. Students experiencing academic or personal difficulties may be referred through the Head of Middle School. Parents and/or faculty members may, at any point in the academic year, raise concerns about a student and request consultant services. Additional services provided to middle school students are assistance with transition and resiliency, coping skills, communication skills, and conflict resolution skills.

**Academic Program:** The Middle School Academic Program, which can be found in the Middle School section of the TESIS England website and in the LMS on the parent portal, contains an overview of the curriculum, grading, and effort marks.

**The School Year and Reports to Parents:** The school year is divided into two semesters, August to mid-January and January to June. Report cards are issued four times per year, at the end of each quarter. Conferences with parents and students take place two times during the school year. The grade books can be seen on an ongoing basis in the LMS on the student and parent portals.

**Daily Schedule:** Fifth-grade students operate in a self-contained classroom, changing classrooms for some subjects, and in some cases, mathematics. Students in Grades 6, 7, and 8 follow a different schedule each day of the week. At the beginning of each semester, students in Grades 7 and 8 will receive a printed copy of their daily schedules, indicating when each class will meet. Students in Grade 6 receive their schedule at the beginning of the school year. Any changes to schedules must be approved by the Head of Middle School. Students and parents can view their schedule on the LMS, including classes for both semesters.

Each student takes five core academic subjects along with required specialist courses in art, music, drama, and physical education. The five academic requirements are English, History, Foreign Language or Language Arts, Mathematics, and Science. Health/PSHEE is required for all students in Middle School.

Eighth grade boarders do not return to their boarding houses until the end of the school day.

Participation in the after-school sports and activities program is optional, but once a student has enrolled in a sport or activity for a fall, winter, or spring term, his or her attendance is required and absences should be reported in advance to [shudgens@tasisengland.org](mailto:shudgens@tasisengland.org).

## HYBRID LEARNING

Our Hybrid Learning Program is designed to provide access to learning for those students and families who face emergency situations beyond their control. To access this program, parents and/or students must request permission in advance from the Middle School office so that we can assist and ensure clear and timely communication with our teachers who will be offering this flexibility. Requests for Hybrid Learning will be considered by the Middle School administration under the following conditions:

- Visa delays
- Relocation to the UK
- At the discretion of the Head of Section, exceptional medical circumstances requiring specific procedures, recovery, or follow-up treatment off-campus, supported by a medical certificate

Requests for Hybrid Learning will not be considered for sick days, medical appointments, or holidays outside of term time. For these and other non-emergency situations, a student can complete tasks and catch up with classwork through materials left on the LMS and Google Classroom.

If you find yourself in an emergency situation and need to request Hybrid Learning, please contact the Middle School by emailing [msoffice@tasisengland.org](mailto:msoffice@tasisengland.org).

## THE MIDDLE SCHOOL LIBRARY

The Middle School Library is a teaching library designed to help students with both academic research and pleasure reading. The fiction and non-fiction books, magazines, and subscription electronic databases, are chosen to support the curriculum and to stimulate a wider interest in literacy in all its forms. Our information literacy curriculum focuses on accessing current, authoritative, and appropriate print and electronic resources through the electronic library catalog, using author, title, and keyword access as well as online searches. Students can also access the Middle School Guide to Research.

English teachers require reading and reporting to be accomplished outside of class, supported by the library through book talks, visiting authors, reading lists, and individual consultation with students. In addition, a required summer reading list details excellent literature from which the student may choose to complete the required summer reading and read for pleasure. (Full details on required summer reading are sent out to families in May.) A suggested Summer Reading List is maintained by the Librarian and disseminated every year. This list is compiled from the "Best Of" Children's Literature lists and student circulation data in the Library.

Each year, the Librarian facilitates a Middle School Community Read. Every student and teacher reads the selected books and there is a week dedicated to discussions and activities surrounding the topics raised through the literature.

Students are invited to use the library before school, during Tutorial, at recess, during study halls, and after school. Students using the library after school on a non-activity day must have parental permission and must sign in on the office clipboard.

## THE HOUSE SYSTEM

The Middle School has a House System to generate interest, enthusiasm, and connections to the community within our student body, both in and outside the classroom. All middle school students are assigned to one of the four Houses: ROMANS, VIKINGS, SAXONS, or NORMANS (each with its own House color). Siblings are assigned to the same House.

Students stay with their Houses for their entire association with the Middle School. Throughout the year, there are ample opportunities for each student to participate and to contribute to their House. The three main areas of involvement are academics, sports, and community service. Organized events have included activities such as floor hockey, basketball, and track competitions in sports. Recycling, the Tuck Shop, our annual food drive and supporting selected House charities provide community service opportunities.

Middle school teachers award commendations to those individual students who have worked beyond the general standard set for the class in either effort or achievement. Students may be rewarded with points for examples of helpful and courteous behavior. A commendation counts for ten House points.

Individual and House cumulative point totals are tallied each quarter. Every quarter, point totals will be announced during the weekly town meeting indicating the collective efforts of each House and the individual efforts of each student. The House Cup Trophy is awarded at the end of the year to the House earning the greatest number of House points.

**Student Leadership Committee:** A Student Leadership Committee (SLC) is set up to run student affairs, provide a voice for the student body, and afford students the opportunity to organize events—Spirit Day pep rallies, Thanksgiving Assembly, etc.—and voice concerns. Faculty members (SLC Advisors) oversee weekly meetings.

Students are invited to apply for a seat on the SLC. After filling out the questionnaire, students applying to serve on the Committee will be invited for an interview by a faculty committee, who will determine the number of candidates to be asked to sit on the SLC. The School endeavors to seek representation from all four grade levels, fifth through eighth, and from as many different advisory groups as possible.

The SLC is set up in two units—one for Grades 5 and 6 and another for Grades 7 and 8.

## INFORMATION TECHNOLOGY

We view the use of technology as an essential pedagogical tool, and technology skills are learned in a contextual approach. Through academic and elective classes, teachers integrate the use of word processing, presentation software, video editing software, audio software, data logging software, and spreadsheets. All Middle School students receive a Chromebook™ and protective case to use during the school year, as well as a TASIS England email account. Students must sign a Chromebook™ agreement and any damages incurred during the school year will be billed to the parents (including accidental damage). Grades Five and Six leave their Chromebook™ at school overnight in charging stations and will need access to a family computer at home. Grades Seven and Eight are permitted to take theirs home.

All day students need access to a computer and the internet at home to complete school assignments. We also recommend that students have access to a printer at home.

Students and parents must also read and sign a Middle School Acceptable Use Policy detailing the expectations of using technology. This pertains to their Chromebooks™ and personal devices, no matter where they use them or access the internet.

Mobile phones must be placed in lockers as soon as students arrive for school. Phones must be kept in student lockers throughout the school day. Laptop computers are not permitted to be brought to school.

Students are increasingly spending a significant amount of time using mobile technology. We advise students follow health professionals' advice that students should average no more than two hours per day on recreational screen time. This does not include time spent on school work, but on social media, video games, TV, movies, etc.

## DIGITAL CITIZENSHIP GUIDELINES FOR STUDENTS

Throughout the year, students will have ample opportunities to learn how to stay safe online and how to use technology appropriately. Below are a few examples of how to be safe and smart when accessing the internet via a computer, phone, tablet, smartwatch, etc.

### BE SAFE

- Make sure your privacy settings are at the highest possible setting, including location settings.
- Don't give out private or personal information.
- Don't share your passwords with anyone other than your parents.
- Treat your passwords like a toothbrush – change them regularly and frequently.
- Log out when you have finished using a website, even on your own device.
- Trust your instincts. If something feels uncomfortable or wrong, tell your parents or a teacher.

### BE SMART

- Remember, you are personally responsible for what you do and say online.
- Think before you send or post. Everything you post becomes part of your digital footprint. Don't post anything you wouldn't want your friends, parents, teachers, university admissions directors, or future employers to see.
- Do not share indecent images of yourself or others.

## ALWAYS RESPECT OTHERS

- Do not cut/paste someone else's words, images, videos, or ideas without permission.
- Respect copyright laws. Hyperlink to sources that support your thoughts or ideas.
- Write well. Use correct grammar, punctuation, vocabulary, and structure.
- Do not take, share, or post photos of other students without their express permission.
- The TASIS Online Safety Policy prohibits recording peers or teachers without their permission.

**Do not participate in cyberbullying. This is not tolerated, even outside school hours.** Cyberbullying risks disciplinary consequences. For further information, please refer to our Cyberbullying Policy in the TASIS Online Safety Policy, which can be found on our website at [www.tasisengland.org/schoolpolicies](http://www.tasisengland.org/schoolpolicies).

## BE POSITIVE

- If you are the victim of or witness cyberbullying:
  - Block the bully
  - Do not reply or retaliate
  - Save the evidence by taking a screenshot
- Inform a trusted adult to seek advice and guidance:
  - Parent or Guardian
  - Advisor
  - Teacher
  - School Counselor
  - Administrator
  - House Parent (for Boarders)
  - Middle School Student Voice Page

Contact Childline: 0800 1111

Visit the National Society for the Prevention of Cruelty to Children (NSPCC) website: [www.nspcc.org.uk](http://www.nspcc.org.uk)

Visit the CEOP website for advice about staying safe when you're online: [www.thinkuknow.org](http://www.thinkuknow.org)

# STUDENT INFORMATION

## MIDDLE SCHOOL CODE OF CONDUCT

There is really only one rule:

**Everyone will act with courtesy and consideration to others at all times.**

It is important that each student plays their part. This means that:

- 1) **You will be honest.** Honesty is the basic value upon which this community rests. Truth builds trust. We expect honest behavior in all areas of school life, formal and informal, curricular and extracurricular. In the event that initial errors in judgment and/or poor decisions are made, our expectation is that students will be honest and forthright in discussions with faculty members and administrators. If policy infractions are further compounded by dishonest actions, additional disciplinary consequences may be applied.
- 2) **You always try to understand other people's point of view.** This means listening for understanding and trying to understand and accept the feelings behind the words.
- 3) **You move quietly and purposefully about school.** This means never running, shouting, or roughhousing, but being ready to help by opening doors, standing back from classroom doors and allowing others to exit the classroom safely, and helping others carry items. In crowded areas, please keep to the right.
- 4) **You maintain a respectable presence for yourself and others.** Your school uniform is clean and tidy. Shirt or blouse tails are tucked in, sweaters are worn, and shoelaces are tied. Jewelry, hairstyle, nail polish, and make-up are simple and understated. Chewing gum is not permitted.
- 5) **In class, you make it as easy as possible for everyone to learn and for the teacher to teach.** This means arriving on time with everything you need for that class period, beginning and ending the class period in a courteous and orderly way, listening carefully, following instructions, helping each other when appropriate, refraining from eating or drinking anything, turning off mobile phones, and being quiet during classes.
- 6) **You keep the school clean and tidy so that it is a welcoming place of which we can all be proud.** This means you put litter in bins, chairs are tucked under desks at the end of class, at least three chair legs are on the floor at all times, loose books and papers are not left in public areas, and lockers are used appropriately—doors closed, free of graffiti and trash.
- 7) **You always speak politely to everyone.** This is especially important if you are feeling angry or frustrated. Use a low voice. Shouting is *always* discourteous.
- 8) **You take responsibility for your own safety and special requirements.** This means never leaving or skipping class or leaving the TASIS campus during the day without permission from the office. This also means staying after school only if you are participating in an authorized sport, activity, or music lesson under the guidance of a teacher; if an exception is required, explain your needs to an administrator. If you must miss school, communicate with an administrator well in advance so that your teachers may be informed that you have a planned absence. Middle School students must be under the supervision of an adult at all times while on campus.

## MAJOR RULES OF THE SCHOOL

1. **Off Campus during Academic Day:** Middle school students may not go off campus, to the Royals Cafe, or to the upper school vending machine during the academic day, including after school on Sports and Activities days, unless accompanied by an adult. Older siblings in the Upper School are not considered adults. Eighth grade boarding students must adhere to boarding student rules and protocols regarding after-school activities.
2. **Personal Dishonesty:** TASIS England emphasizes the importance of honesty and trustworthiness in all areas of life at school. Lying or other forms of deception cannot be tolerated and will meet with immediate disciplinary action.
3. **Academic Dishonesty:** The School considers any incident of academic cheating or plagiarism as very serious. Copying another student's classwork or homework, cheating on a test, or turning in material claimed as one's own when taken from another source are examples. These actions are both dishonest and non-educative.
  - Cheating is defined as submitting for credit as one's own, someone else's work obtained either in or out of class; giving to or receiving from another student unauthorized assistance in the preparation of work for credit; using unauthorized materials in the preparation of work for credit.
  - Plagiarism is defined as submission of work copied directly from any source whatever that is not properly enclosed in quotation marks and acknowledged by footnote, bibliography, or reference in the paper itself. This includes re-arrangement of phrases and sentences from outside sources and "cutting and pasting" from digital sources.
  - Unacknowledged paraphrasing and the mere restatement of an author's original idea are also considered to be plagiarism.
  - All matters concerning academic dishonesty will be referred to the Head of Middle School. The relevant work completed in an unauthorized manner will not be accepted for credit. Depending on the assignment and at the teacher's discretion, the work may be required to be redone and credit may be reduced or forfeited altogether. The parents will be contacted and the student will be subject to further disciplinary action, including detention, in-school discipline day, fixed-term exclusion, and/or probation.
4. **Profanity, Insolence, Disobedience:** Behavior of this type is considered anti-social and destructive to the spirit and morale essential to the community. TASIS enjoys a reputation for commendable behavior among its students, and we will not tolerate any disrespectful language or behavior at school.
5. **Vandalism:** Individuals have the right to expect that their personal property will not be tampered with by others. All TASIS England students, faculty, staff, and visitors have the right to enjoy the use of the School's equipment and property without being subjected to the thoughtlessness or maliciousness of others. Wanton defacing or destruction of the property of other individuals, of the School, or of other institutions will result in disciplinary action, and payment for the damage will be required.
6. **Theft:** There are few things that can destroy trust within a community faster than lack of respect for the property of other people. TASIS England wishes to promote respect for the individual and his or her property. Theft of money or property from others either in or outside the TASIS England community, from the School, or from other institutions is strictly prohibited and may result in an immediate in-school discipline day, fixed-term exclusion, or permanent exclusion.
7. **Tobacco, Alcohol, and Drugs:** TASIS England believes that the use of any drugs/substances which may

alter behavior or states of mind, or which may in any other way interfere with one's normal consciousness, is both seriously dangerous to one's physical and mental health, and counterproductive to a meaningful community life and effective education. In addition, TASIS England respects the laws of the United Kingdom.

The use or possession of any tobacco products (including e-cigarettes or vaping products), any alcoholic beverages (including beer and wine), or any illegal or unauthorized drugs, drug-related paraphernalia, or other mind-altering substances is strictly prohibited. These rules apply at all times to TASIS students while they are associated with the School or on a school trip. Any student possessing, using, or being under the influence of such a substance will immediately be referred to the Head of Middle School and will be subject to sanctions up to and including fixed-term or permanent exclusion according to the School's Behavior Management Policy.

8. **Fire Hazards:** The danger of fire is ever-present in any institution. Smoking is not permitted at TASIS England. The burning of incense or candles and use of firecrackers of any kind are also serious fire hazards and are strictly prohibited. Tampering with fire doors, fire extinguishers, fire exit signs, and fire alarms is a very serious offense, as it constitutes a danger and threat to the community. Infractions will lead to fixed-term or permanent exclusions from school.
9. **Unauthorized Mixed Company:** TASIS England believes that members of each sex have the right to areas of the School reserved for themselves. In addition, the School takes seriously its responsibility to parents for the maintenance of individual privacy and protection.
10. **Weapons:** The possession of knives, any other weapons (including facsimiles), or potential weapons by any student, on or off campus, when under the jurisdiction of the School, is prohibited.
11. **Maintenance of Standards:** Any clear offense against an individual or an institution that is covered by the spirit rather than the letter of this Handbook may be referred to the middle school administration. The Head of School reviews all major disciplinary decisions (i.e., those which may result in fixed-term exclusions or dismissal) made by the Head of Middle School.

## ANTI-BULLYING POLICY

### AIMS AND OBJECTIVES

The aim of the anti-bullying policy is to ensure that students learn in a supportive, caring, and safe environment without fear of being bullied. Bullying is anti-social behavior and affects everyone; it is unacceptable and will not be tolerated. Only when all issues of bullying are addressed will students be able to fully benefit from the opportunities available at the School.

Bullying is defined as deliberately hurtful behavior, usually repeated over a period of time, where it is difficult for those being bullied to defend themselves. Bullying includes (mainly repetitive) name-calling, taunting, mocking, making offensive comments, kicking, hitting, pushing, taking belongings, inappropriate text messaging and emailing, sending offensive or degrading images by phone or via the Internet, producing offensive graffiti, gossiping, excluding people from groups, and spreading hurtful and untruthful rumors.

Bullying can occur through several types of anti-social behavior. For example, this may include cyberbullying, the



use of discriminatory language, and prejudice-based bullying on the grounds of race, culture, sex, sexual orientation, homophobia, gender reassignment, special educational needs or disability (as defined in the Equality Act 2010), religion and belief, or because a child is adopted or is a carer.

Bullying in any form will not be tolerated. We are a “LISTENING SCHOOL,” and encourage victims, witnesses, and family members to make us aware of bullying and/or cyberbullying behavior. We treat all our students and their parents fairly and with consideration and we expect them to reciprocate towards each other, the staff, and the School. We aim to create an environment that is happy and encourages good behavior and respect for teachers, peers, and everyone around the students.

Students who violate the anti-bullying policy will be addressed in an educative manner in accordance with the full Anti-Bullying (Countering Bullying) Policy which can be found on our website at [www.tasisengland.org/schoolpolicies](http://www.tasisengland.org/schoolpolicies).

## **BEHAVIOR MANAGEMENT SYSTEM**

Academic demands and social expectations in TESIS England Middle School are sound and reasonable. We set high expectations for student behavior, and have a robust behavior management system, which both helps reinforce positive behaviors, and helps students learn when their behaviors are inappropriate. We expect all students to play their part. Teachers will handle most disciplinary situations as they arise and send a behavior comment (details below) to parents. In the case of repetitive minor misconduct, or more serious misconduct, disciplinary outcomes are determined by the administration.

### **Commendation:**

It is important that students are recognized for, and parents and advisors are informed of, good deeds performed by our students in being helpful or kind, or in some way improving life at TESIS. Accordingly, a Commendation is sent to the student, parents, and advisor. In addition, students are awarded ten House points for their good deeds. These add up over the year, both for the student's individual total and towards his/her House total. At the end of the year, the House earning the most House points through exemplary behavior, as well as through contributions made to our charity endeavors by all the members of the House, is presented with the House Trophy.

### **Behavior Comment:**

Behavior comments facilitate efficient communication between school and home. Such things as respect, manners, honesty, and punctuality are values that we deem very important in our school life. Teachers can write behavior comments for students regarding infractions. Some common offenses include:

- Dress code violation
- Mobile phones not placed in lockers
- Tardiness to class without a written excuse
- Classroom or campus misconduct
- Other behaviors which are detrimental to the academic and/or social climate we are striving to maintain in our school community (such as repeated interruption of others without permission or unsafe passing from class to class, etc.).

When a teacher writes a behavior comment, it is automatically sent to the Middle School Pastoral Coordinator who will speak to the student about the nature of the infraction. No House points are taken away from the student or his/her House for receiving a behavior comment. For every three behavior comments received during a quarter, a student will receive an after-school detention from 3:30 to 5:05 p.m. Multiple detentions are monitored and parents are called in to discuss the situation and how best to address it—community service, behavior modification, and counseling are a few of the possible responses.

**Behavior Monitoring:** During the year, students who continually behave in an unsatisfactory manner will be placed on Behavior Monitoring, with an advising letter sent to parents. Extended periods of Behavior Monitoring will lead to Disciplinary Probation. Although uncommon, any serious violation of a major school rule or repeated misconduct may be referred immediately to the Head of School, and may lead directly to fixed-term or permanent exclusion. Probation is automatic after fixed-term exclusion and requires that a student's re-enrollment be reviewed. Students on Disciplinary Probation, who have received a fixed-term exclusion or who have accumulated excessive numbers of behavior comments, are not eligible to serve in any official leadership role for the school community.

The School reserves the right to permanently exclude at any time a student who has proven to be an unsatisfactory member of the school community. If, in the School's judgment, the student's conduct on or away from campus indicates that he or she is consistently out of sympathy with the ideals, objectives, and programs of the School, the student may be permanently excluded from school immediately even though there may have been no infraction of a specific rule. In addition, each student is always expected to actively support the School's standards of personal and academic honesty.

## SCHOOL UNIFORM

Our uniform identifies our community as we all work together to live our mission. It supports our focus on learning, develops responsible attitudes towards personal appearance, and provides us with a sense of pride in the wearing of our crest that represents the ideals and aspirations of our School.

The uniform guidelines support parents in partnering with the School to ensure that our students are prepared and ready for the learning opportunities that each day will present. We are grateful for the parental support needed to ensure that our uniform guidelines are adhered to. Any questions concerning dress should be directed to the Middle School office ([msoffice@tasisengland.org](mailto:msoffice@tasisengland.org)). Any exchanges/returns for uniform purchases must be left at Security, not at the Middle School office.

### For All Students

#### TOPS:

White, light blue, or navy blue TASIS-crested polo and the official TASIS navy blue V-neck sweater/pullover with TASIS crest. All clothing beneath the pullover must be tucked in. Pullovers must fall below the waist and any belts worn should not be readily visible. The TASIS-crested items must be purchased from the school supplier.

#### BOTTOMS:

Full-length charcoal gray to black, or navy blue tailored trousers or skirts. Skirts must be of moderate length and should be no more than three inches above the knee. Corduroy fabric, leggings, sweats, jeans/denims that have

rivets or jeans-style front or back pockets are not acceptable as part of the school uniform. Students' undergarments must not be visible.

### **SHOES:**

Dark brown, navy, or black leather dress shoes that cover the entire foot. Shoes must be sturdy and supportive, suitable for outdoor wear. Solid black leather or athletic trainers may be worn provided they are clean and in good condition (logos and laces must also be black). Solid white, navy blue, dark gray, or black socks or tights must be worn. Neutral colored tights are also allowed. **Black** leather dress boots in simple below-the-knee styles are permitted. Students must wear tights or trousers when wearing boots. When wearing trousers and boots, the boots must be worn under the trouser legs.

### **ACCESSORIES:**

- Hats may not be worn indoors.
- Hair is to be clean, trimmed, and tidy, leaving eyes clearly visible. Ostentatious hairstyles and unnatural hair colors are not permitted.
- Coats or jackets should be worn during cold weather. Not permitted: sweatshirts (including TASIS hoodies) with or without hoods, jean jackets, lumberjack-style shirts, and athletic logo jackets. Outerwear should be removed when students enter the classroom.
- Make-up, nail varnish, and jewelry must be understated.

### **P.E. UNIFORMS:**

All students are required to wear school-designated clothing for P.E. classes, including House shirt, P.E. shorts, P.E. leggings, P.E. sweatpants, or P.E. tracksuit bottoms, socks, and athletic footwear with non-marking soles. Students also need a pair of astro shoes or molded cleats for use in wet weather. The P.E. uniform must be purchased from the school supplier. For the 2021–22 school year, Middle School students wear their P.E. kit to school in lieu of the regular school uniform on the two days per week they have P.E. When wearing P.E. uniform for the entire day, Middle School students will also need to wear either the school jumper or the TASIS quarter-zip over their House t-shirt.

## STUDENT BUSING

The School provides a busing service for day students. Charges are announced shortly before the beginning of the school year. Only students whose parents have subscribed may use the busing service. Students must follow the rules and regulations for bus use. Violations may lead to suspension of the student's right to use the bus service or logical consequences from the School. Students should remember that when they are on the school bus, they are in school. Their behavior should be the same on the bus as in the classroom.

The following regulations have been approved by the TASIS England Administration and the busing company contracted by TASIS. It is agreed that:

### General Rules & Regulations

1. Drivers will go directly into the drive of the home where possible; otherwise, the children will be dropped off on the side of the road where the home is located. In the event that this is not possible, the driver will supervise the children safely across the road. It should be noted that drives can only be entered if there is a clear front exit, as it is illegal to reverse onto a public way in a public service vehicle.
2. Students are expected to be ready to leave at the designated pick-up times. Drivers have been instructed to depart each stop on time and thus will not wait if students are more than two minutes late arriving. Promptness is essential to ensure that the schedule is adhered to.
3. Drivers will not leave the vehicle, with children in it, unattended on a public way except in the case of an extreme emergency.
4. In case of breakdown, drivers will not ask students to help in any physical way, such as pushing, steering, etc.
5. There is a no smoking rule for all buses.
6. Drivers are to pick-up and drop-off students only at pre-arranged points and in the designated sequence. The only exception to these instructions will come from the Busing Coordinator, Mark Davies (mdavies@tasisengland.org). Students should not ask the driver to drop them off at a different place or in a different sequence, because the driver has been instructed not to comply.
7. Students or their parents/guardians must notify First Choice Minibus Service via the School Tracker App to cancel the day's service or part day's service if he/she will not require pick-up or drop-off.
8. Occasionally, parents/guardians subscribing to the busing service may wish their child to ride home on the bus with another student. The Busing Coordinator is willing to arrange this on a space-available basis. Requests should be made 24 hours in advance, in writing, and approval will be confirmed by the Busing Coordinator.
9. Parents who subscribe to the afternoon busing only are reminded that this service is available on Monday, Tuesday, Wednesday, and Thursday only. **It is not available on Friday.**
10. In the event of inclement weather, the driver may need to pick-up/drop-off students at a local meeting point as designated by the Busing Coordinator. The details regarding the meeting point will be shared as soon as possible once the routes are determined.

11. There may be slight changes to the service times / or students moved onto different routes throughout the year if new families join the School and utilize the bus service.
12. In the event of driver illness, families will be notified as early as possible and provided in advance with the name and photograph of the replacement driver.
13. In the event of vehicle failure, families will be notified as early as possible and alternative transportation will be provided by minibus.
14. The school bus service leaves School promptly at 3:30 p.m. and 5:20 p.m. (Monday to Thursday) and at 3:30 p.m. on Friday. The drivers will not wait for latecomers.
15. In the case of an emergency, for example an accident, the driver will report this immediately to the Busing Coordinator and to First Choice Minibus Services. The Busing Coordinator will then assess the situation, report it to the Head of School Section, Executive Director of Finance and Operations, Head of School, and the TESIS Health Center. The Busing Coordinator will attend the scene and arrange for another school bus to come and collect the students once they have been checked by the ambulance crew if they are required to attend. Alternatively, the students will all visit the TESIS Health Center upon their arrival. The driver will keep the Busing Coordinator and First Choice Minibus Services updated at all stages of an incident.

### **Student Rules & Regulations**

1. Students should remember that when they are on the school bus, they are in school. Their behavior should be the same on the bus as in the classroom.
2. Students must seat themselves promptly upon entering the bus and fasten seat belts. Students are not allowed to lean out of the windows or to open the doors of the bus until it has reached a full stop.
3. To ensure the safety of all and avoid distracting the bus driver or disturbing fellow passengers, students will:
  - Remain seated and belted for the duration of the journey
  - Enjoy music with the use of headphones
  - Keep noise to a minimum and not throw objects on the bus
4. To ensure the bus is clean and ready for use by all, students will:
  - Avoid litter by not bringing food, drink, or chewing gum onto the bus
  - Change out of their Sports clothes prior to taking the bus
5. There is a no smoking rule for students on the buses.
6. Any student not complying with the above rules or not behaving in a mature and friendly manner with others on the bus will be reported to the Busing Coordinator by the driver and will be disciplined accordingly. Disciplinary action will take the form of a warning, written communication to the parents, and clarifying of expectations by the Busing Coordinator. If the initial warning does not promote compliance, the student's Head of School Section will be notified and the School's disciplinary process will be enacted. Any student who violates these rules may be suspended or removed from the busing service.

## **Drop-off Procedure**

1. If the driver arrives at the house or drop-off point to find that there is no parent or guardian at the house of a student under the age of 12, the following will occur:
  - The driver will contact the Busing Coordinator to make him aware of the situation.
  - The driver will not leave the child unattended in the house.
  - The Busing Coordinator will attempt to contact the parent on their mobile phone and will notify the School of the situation.
  - The driver will complete the route and, once he reaches the final drop-off, he will contact the Busing Coordinator once again to receive further instructions regarding returning to the house or returning to School. It must be noted that the drivers have to be in position at TESIS for the late bus at 5 p.m.
2. If the driver cannot establish a safe drop-off, the student will be returned to School for collection by the parent.
3. If a kindergarten to fifth grade age student has not been picked up by 5:15 p.m. by a parent or guardian, or has been returned to School after the late bus has tried to drop the student off at home, parents will incur a charge of £5 GBP for every five minutes late. This charge will automatically be given to the Business Office and parents will be invoiced accordingly.
4. Students signed up to the school bus service, except those using the Shuttle Service from Virginia Water station and the West London Bus, will be taken from School to home and not a pick-up point (without necessary risk assessments being completed and approved by the Head of Section/Head of School).

## **School Tracking Technology**

The School's transport partner, First Choice Minibus Services, utilizes student and vehicle tracking technology to manage the bus service.

1. At the commencement of the school year, those students who use the service will be issued with an RFID tag. Students are expected to use their RFID tag, logging on and off the bus, which enables the School, First Choice Minibus Services, and parents to accurately track students' journeys to and from School. Replacement RFID tags are available from the Busing Coordinator should a student misplace theirs.
2. Students are expected to use this on a daily basis and those not utilizing this technology may be subject to disciplinary action.
3. Parents should download the School Tracker App, to be able to monitor the school bus journey, track their child(ren) boarding and alighting, and manage the cancellation of the bus service for a set day or journey.

Parents requiring further advice on guidance on children left at home alone should review the NSPCC guidance on the NSPCC website (<https://www.nspcc.org.uk/keeping-children-safe/in-the-home/home-alone/>).

## AFTER-SCHOOL ACTIVITIES

**Sports and Activities:** The Director of Sports and Activities coordinates all after-school Sports and Activities. Sports and activities usually meet two afternoons per week from 3:30–5:05 p.m. Various competitive team sports, individual sports, and activities are offered to students at the start of each trimester. Every attempt is made to give students their top choices.

Offered Sports and Activities have included: Soccer, Basketball, Golf, Volleyball, Tennis, Cross Country, Lacrosse, Chess, Robotics, Horse Riding, Garden Club, Cheerleading, Drama/Musical Production, Yoga, Warhammer, and Baseball.

**Library:** With permission from parents and administrators, students may sign in at the office and remain after school to work in the library, which will be staffed four days a week from 3:30–5:05 p.m. (Monday–Thursday), except during exam periods or other days when there is no late bus service.

## FURTHER INFORMATION

**Advisory System:** Every student in Grades 6–8 has a faculty advisor. The advisor is there to work with his/her advisees in all areas of school life—to monitor progress, to be a counselor, to listen, and to be a supporting advocate in disciplinary situations. The advisor will regularly be informed of the student’s progress in all areas. Advisories meet formally as a group one day per week, which follows the Responsive Advisory model. During the tutorial periods, students read the Daily Bulletin, have a break, have a snack, and can seek help. In Grade 5, the student’s classroom teacher is his or her assigned “advisor.”

**Assemblies:** Town Meetings are held weekly, usually on Mondays during Tutorial, to share information and discuss issues of interest to the community. This time is also used for short presentations, competitions, and recognitions.

**Personal, Social, Health and Economic Education (PSHEE):** PSHEE is an area of study required by the UK Department for Education. Throughout the year, advisory and assemblies are used to enhance the PSHEE curriculum, which covers topics and themes including anti-bullying, e-safety, healthy lifestyles, emotional and mental health and well-being, healthy relationships, and many more.

**Telephones:** Important telephone calls to home may be made in the Middle School Office. Mobile telephones may only be used outside of school hours, or when authorized by faculty. When students arrive and during the school day mobile phones must be switched off and kept in lockers.

**Lockers:** Students in Grades 6–8 are issued lockers at the beginning of the school year. Padlocks are available from the Middle School office upon request. Students are expected to keep their locker, and the surrounding area, clean and tidy. Periodic locker cleanouts will take place during Tutorial.

**Dining:** Students enjoy a sit-down, lunchtime meal each day. Fifth- and sixth-grade students dine in one dining room, while seventh- and eighth-grade students enjoy the privilege of eating in the upper school dining room. The food service caters for students with food allergies and specific dietary restrictions. **TASIS strives to be nut-free, which includes school events, both on- and off-site, and on the bus.**

**Planned Absences:** Our school year is punctuated by several holiday periods. Regular attendance when school is in session is expected. However, we are mindful that on occasion students must miss school for reasons other than illness. If a planned absence is unavoidable, a parent or guardian must notify the Middle School Office in order for a Planned Absence Form to be generated. See page 5 for more information about attendance and planned absences.

**Travel:** Middle School travel usually includes specially designed trips within the U.K. and abroad. Students may participate in these trips on a space-available basis at extra cost. Usually in the spring, French and Spanish foreign language trips abroad are offered. Throughout the school year, the Middle School offers field trips which are connected to the curriculum as well as being attentive to the needs of the young adolescent.

**After School Supervision:** Middle school students must be supervised by an adult at all times while on campus, including after the school day ends. Students without activities who remain on campus after 3:15 p.m. must be signed into the library or in the care of an adult.

## HEALTH CENTER AND MEDICAL PROCEDURES

To contact the Health Center, please email [nurse@tasisengland.org](mailto:nurse@tasisengland.org) or call 01932 582353.

TASIS England has a team of nurses located in the Health Center next to Thorpe House on the North Campus. The Health Center has four private sick bays, including one equipped for disabled use, disabled toilet facilities, a nurses' office, a doctor's office, and an overnight "on-call" room for nurses who give round-the-clock care for our boarding community. A fully equipped hospital is within a ten-minute drive from the School.

The Health Center is open daily at announced times, and the nurses are available to treat injuries and illnesses which occur during the school day. Day student medical appointments must be made by the day student parents/guardians with their local doctor.

The school nurse may be used as a resource to discuss a child's health, make home contact, and counsel children privately. The Health Center and School Nurse are not available during the school vacation periods.

### Middle School Procedure

If a middle school student becomes ill during the day, he/she will be asked to report to the nurse after informing the Middle School Office. The parents/guardians/emergency contact will be contacted once the nurse has made an assessment of the student's condition. At this time the student will either return to class, he or she will be treated, and/or parents will be asked to collect the student. All day students need to have a UK-based emergency contact if both parents are unavailable to collect their child during the school day.

Please Note: No student will be allowed to go home without confirmation that a responsible adult will be present.

### Student Medications

Parents of students who bring medication to school are required to complete the Student Controlled Medication Form identifying the prescription or over-the-counter drug and explaining the need and expected duration of the treatment. Students should not store any medications in their school lockers, backpacks, or dorm rooms nor self-administer any medications, prescription or otherwise.



## BASIC SUPPLIES RECOMMENDED FOR STUDENTS IN GRADES 6–8

The following school supplies are recommended for all students in Grades 6–8. Additional items (such as binders or notebooks) may be required by individual teachers at various times during the year. The items below reflect the general needs of students and we ask that you **ensure items are clearly marked with their name**. All Middle School students are issued with a School Agenda.

Please note: **Fifth-grade** students will be issued with all necessary supplies by their class teacher, however, a pencil case is recommended along with a backpack to carry items to and from school, and a reusable **water bottle**.

- Reusable water bottle**, labeled clearly with name. Drinking fountains have been replaced with bottle refill stations.
- Pencil case
- Supply of pencils, HB
- Small Pencil Sharpener
- Eraser
- Supply of Black/Blue and Red pens
- Highlighter(s)
- A colored pencil set of 12+ colors
- One “sharpie” or other small/fine permanent marker
- Ruler, 30 cm
- Protractor, small
- Supply of loose-leaf lined paper and squared paper for use at home
- Headphones with microphone (new Chromebooks have a headphone jack and support bluetooth)
- Small scissors with round tip
- Glue stick
- Calculator: All students need at least a basic multi-function calculator. Eighth grade students and students in Pre-Algebra or above should have a scientific calculator. (Although it is not compulsory in Grade Eight, the recommended scientific graphing calculator for Upper School students is the TI-84, so you may wish to consider this type if purchasing a scientific calculator.) Please ensure that it is labeled with your child’s name.
- Compass (Pre-Algebra and Geometry students only)
- Spare PE sneakers to be left at school in a string bag (still necessary even with the updated PE uniform policy in case PE is in the gym and the shoes worn to school get muddy at recess)
- Whiteout/Tipp-ex (optional)

We also recommend that a student have access to printing facilities at home should the need arise.

# NOTES





THE AMERICAN SCHOOL  
IN ENGLAND

COLDHARBOUR LANE, THORPE, SURREY, TW20 8TE, ENGLAND

TEL: +44 (0)1932 565252 · [WWW.TASISENGLAND.ORG](http://WWW.TASISENGLAND.ORG)