



UPPER SCHOOL HANDBOOK 2018-19



THE AMERICAN SCHOOL IN ENGLAND

TASIS ENGLAND MISSION STATEMENT

TASIS England nurtures intellectual curiosity and emboldens each learner to flourish as a principled, open-minded, and compassionate member of a global community



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 a 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 Grist 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.

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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:**

www.tasisengland.org/USBehaviorPolicies

www.tasisengland.org/schoolpolicies

PURPOSE OF THIS HANDBOOK

This student handbook is designed to answer most questions about the operation, policies, and procedures currently practiced in the Upper School at TASIS England. We encourage our students to familiarize themselves as much as possible with the contents of this handbook, so that together we can maintain an efficient, safe, and educational school environment. For more information on our course offerings, we also publish an Upper School Course Offerings Handbook.

CONTACT INFORMATION

We are happy to hear from you. Parents with concerns or questions are encouraged to contact the following administrators and/or support staff directly.

Mr. Bryan Nixon	Head of School	headofschool@tasisengland.org
Mr. Chris Tragas	Head of Upper School	ctragas@tasisengland.org
Mr. David Jepson	Director of Studies	djepson@tasisengland.org
Ms. Eva Snyders	Academic Dean	esnyders@tasisengland.org
Ms. Stephanie Feo Hughes	IB Coordinator	sfeohughes@tasisengland.org
Ms. Amy Maurer	AP Coordinator	amaurer@tasisengland.org
Mr. Eddie Spencer	EAL and International Sections Coordinator	espencer@tasisengland.org
Mr. Jason Tait	Director of Pastoral Care and Designated Safeguarding Lead (whole school)	jtait@tasisengland.org
Mr. Stuart Duncan	Dean of Students	sduncan@tasisengland.org
Ms. Erika Toren	Director of College Counseling	etoren@tasisengland.org
Mr. Darren MacPherson	Director of Boarding	dmacpherson@tasisengland.org
Dr. Maria Vazquez	Upper School Counselor	mvazquez@tasisengland.org
Ms. Judy MacGregor	Learning Resource Specialist	jmccgregor@tasisengland.org
Dr. Carolyn Norris	Coordinator of CAS and Community Service	cnorris@tasisengland.org
Dr. Ayse Yavuz Ülker	Director of Student Activities	ayavuzulker@tasisengland.org
Ms. Sharon Hudgens	Coordinator of Sports and Activities	shudgens@tasisengland.org
Ms. Jill Clements	Registrar	jclements@tasisengland.org
Mr. Mark Davies	School Busing Coordinator/Uniform Store	mdavies@tasisengland.org
Student Absences		attendance@tasisengland.org

Please ring the Attendance Office on 01932 582311 between 8 and 8:30 a.m. to inform the School of day student absences. **If you are put through to voice mail please leave a message. If your message is urgent, please also send an email to attendance@tasisengland.org.**

UPPER SCHOOL ACADEMIC PROGRAM

The Academic Program is the heart of the TASIS England educational experience. Dedicated to helping lead young men and women into an increasing awareness of their individual capabilities, the program provides students with a balanced, liberal, college-preparatory education that is challenging and rewarding. Within this framework, the curriculum embraces the verbal disciplines of English, history, and foreign languages; the analytical rigor of mathematics and science; the aesthetic appeal of the arts and humanities; and the related challenges of physical education and sports/activities. The faculty is dedicated to providing an environment for learning that encourages all students to grow in body, mind, and spirit during their years at TASIS England.

TASIS ENGLAND GRADUATION REQUIREMENTS

The requirements for graduation from TASIS England reflect the School's commitment to a rigorous, balanced, college-preparatory education. These requirements are also based on the belief that, within this structure, students should gradually take more responsibility for decisions about their academic programs and post-secondary plans. Appropriate guidance will be given through the academic advising system.

Students take a minimum of five credits each year and are expected to proceed through required courses as soon as appropriate and to work through requirements without interruption in areas where this is necessary (e.g., foreign language, mathematics). Students must accumulate a total of 19 credits through the successful completion of college-preparatory courses in order to graduate. (Please refer to "Grading" on the following pages.) The Head of Upper School must approve each student's yearly course selection.

COLLEGE PREPARATORY DIPLOMA

English	4 credits
History	3 credits: Ancient World, Western Civilization, and U.S. History
Foreign Language	2 credits: Third-level proficiency in a modern foreign language. If a student has completed the second-level proficiency in Latin, a further two levels of a modern language will satisfy this requirement. Students must satisfactorily complete at least two levels of their foreign language study in Grades 9-12.
Mathematics	3 credits: Algebra II or IB Math Studies Yr1 is required
Science	3 credits: must include 3 years of laboratory science
Arts	1 credit
Humanities	1 credit: required in Grade 12; IB candidates in Grades 11/12
Physical Education	1 credit: required in Grades 9 and 10
Sports/Activities	Students in Grades 9-12 are required to participate in the afternoon Sports/Activities Program a minimum of twice per week.
College Guidance	Students in Grades 9-12 are required to participate in this four-year course.
Community Service	Students in Grades 9-12 complete a CSP assignment (on or off campus). Ninth and tenth grade students must complete 10 hours each year. Eleventh and twelfth grade students must complete 20 hours each year. IB Candidates must attain the seven stated learning outcomes of Creativity, Action, and Service (CAS) and successfully complete a CAS Service project.

INTERNATIONAL BACCALAUREATE DIPLOMA

The International Baccalaureate (IB) Diploma Programme is a comprehensive two-year program. IB Diploma candidates must take a total of six IB courses, one from each of the groups listed below. Students may, where appropriate, select a second course from group 1, 2, 3, or 4 in lieu of a group 6 course. Of these, at least three but no more than four are taken at Higher Level (HL) and the others at Standard Level (SL). Each course is taught over the two years of the 11 and 12 grades. In addition to the six courses, IB Diploma candidates must meet the requirements for Theory of Knowledge (TOK), the Extended Essay, and Creativity, Action, and Service (CAS).

- Group 1** Studies in Language and Literature
- Group 2** Language Acquisition
- Group 3** Individuals and Society
- Group 4** Sciences
- Group 5** Mathematics
- Group 6** The Arts

Students may elect to take individual IB courses leading to IB examinations. Students who choose to take IB courses will be expected to complete all internal and external assessments in each course. Priority in high demand IB courses will be given to full Diploma candidates if the need arises.

INTERNATIONAL SECTION DIPLOMA

TASIS England welcomes international students, and students at various levels of EAL are eligible for admission. The Upper School International Program is college-preparatory in nature and consists of full classes following a well-established curriculum. This program is included in the TASIS England fees. Department requirements are the same as those of the College Preparatory Diploma.

COURSE CHANGE POLICY

After appropriate discussion with the Head of Upper School, students may drop and add courses without penalty within the first two weeks of school. After the first two weeks and up until mid-semester, students may change courses only with the approval of the teacher, the advisor, Head of Department, Academic Dean, and in the case of seniors, the College Counselor. Changes in placement to a more appropriate level, as in mathematics and foreign language, or changes recommended by a student's teacher will be considered separately by the Head of Upper School, Academic Dean, and Head of Department.

COURSE SELECTION AND SCHEDULING

Course registration for returning students will be completed in the spring. Students should plan to meet with the Head of Upper School, Academic Dean, IB Coordinator, or a College Counselor to discuss course/program selections.

A Course Application Form will be sent to each new student. He/she should discuss course selection with his/her parents and return the Course Application Form with their parents' endorsement as soon as possible. New students will meet with the Head of Upper School, Academic Dean, and/or IB Coordinator upon their arrival in the fall to finalize their program of study.

CUM LAUDE

Established in 1906, the Cum Laude Society honors superior scholastic achievement in independent schools throughout the

United States and several countries in Europe. TASIS England was granted a Cum Laude Chapter in 1987. Each chapter may elect up to 20% of the members of the senior class and up to 10% of the junior class. Students who have demonstrated academic excellence and honesty are selected to the Cum Laude Chapter and are honored at an induction ceremony in late May.

EXAMS

Exams are given at the end of each semester. Each semester exam may constitute a maximum of 20% of the semester grade.

GRADING

TASIS England's college-preparatory courses employ a traditional "A" through "F" grading system, as shown:

A–F Grading Scale

Letter	Percentage	GPA
A+	97-100	4.33
A	93-96	4.00
A-	90-92	3.67
B+	87-89	3.33
B	83-86	3.00
B-	80-82	2.67
C+	77-79	2.33
C	73-76	2.00
C-	70-72	1.67
D+	67-69	1.33
D	63-66	1.00
D-	60-62	0.67
F	< 60	0

TASIS England's International Baccalaureate courses employ the prescribed 1 through 7 grading system, as shown:

IB 1–7 Scale

IB grade	GPA
7	4.33
7-/6+	4.00
6/6-	3.67
5+/5	3.33
5-/4+/4	3.00
4-	2.67
3+	2.33
3	2.00
3-	1.67
2+	1.33
2	1.00
2-	0.67
1	0

For purposes of computing the grade point average (GPA) used for Honors awards at the end of each semester, the following system is used:

1. Grades are assigned a numerical equivalent according to the “four point” system shown in the tables.
2. Half-credit and full-credit courses are weighted accordingly.

Effort marks are given in each subject to indicate the teacher’s estimate of the attitude, cooperation, and effort of the student, regardless of his or her achievement. Effort marks are numerical on a scale of ‘1’ (outstanding) to ‘5’ (unsatisfactory).

Honors lists compiled at the end of each semester and based on the semester’s grades are determined as follows:

Highest Honors are awarded for superior academic achievement (3.7 GPA).

High Honors are awarded for outstanding academic achievement (3.4 GPA).

Honors are awarded for excellent academic achievement (3.1 GPA).

Effort Honors are awarded for excellent effort (1 and 2 effort marks only).

PLACEMENT TESTS

In order to identify strengths and weaknesses and to place students in appropriate levels, all new students enrolled in mathematics, English-as-an-Additional Language courses, and foreign language courses will take placement tests during student orientation.

HOMEWORK

Students are expected to keep up with daily homework assignments. Numerous opportunities for extra help from teachers are available, but the final responsibility for timely completion of academic work rests with the student. Students excused from classes due to illness, field trips, sports tournaments, etc. are responsible for all assignments, tests, and quizzes missed and must make the work up immediately upon return to class. Students are always encouraged to seek guidance on studying and time management from their advisor and/or teachers.

Students are reminded that the timely completion of homework is their responsibility. Teachers are asked to review and examine periodically the quantity and quality of the homework they assign and to follow a rough guideline of 30 – 40 minutes of homework per night per subject for regular classes, and 60 minutes per night per subject for AP and Higher Level IB classes. However, if students feel they have an excessive amount of homework, they should not hesitate to contact their advisor and/or teachers to discuss the matter. Students should be given notice one week in advance of the due date for any major assignment. However, it is the student’s responsibility to enter into their diary all major assignments on the day they are assigned. They should, if they already have two major assignments due that day, immediately inform the teacher of that fact, and the teacher will move the third major assignment to another day.

PROBATION AND MONITORING

During the year, unsatisfactory work may result in a student being placed on Academic Monitoring or Academic Probation, with an advising letter sent to parents. Because of the seriousness of Academic Probation and Monitoring, a student’s re-invitation for the following school year is automatically put on hold and will be subject to review after the second semester. Any student who does not maintain an adequate level of academic achievement and effort may not be invited to return to TASIS England. If it is deemed that a student will be unable to fulfill the graduation requirements, he/she may not be re-invited. Less serious conditions may be set as well, such as a review of the student’s extracurricular and sports activities, including participation in various tournaments.

REPORTS TO PARENTS

Grade Reports are sent to parents four times a year. At the mid-point and end of each semester parents receive grades and effort marks. These are accompanied by specific and extensive comments from teachers and advisors.

Academic Monitoring Reports will be sent periodically to parents of students who are placed on Academic Monitoring.

Dormitory Reports for boarders are forwarded at the mid-point of each semester, and **Community Service Program Reports** are written at the end of the first semester, with final reports for seniors at the mid-point of the second semester and for underclassman at the end of the year.

STUDENT SUPPORT AND SPECIAL LEARNING NEEDS

TASIS The American School in England provides support for students with various learning styles who have mild, specific learning difficulties. These students are capable of functioning in the academic mainstream, but require small group or individual attention.

Students will be provided with small group or individual academic support sessions set up within the school day. In some cases, the PE or foreign language requirement will be deferred to a later academic year in order to give a student the support he or she requires. Students participating in the upper school program take mainstream classes, although some students may have a reduced course load in order to schedule learning resource sessions. The support program emphasizes self-management, organization, and the student’s understanding of his or her learning styles. A supplemental tuition fee is charged according to the number of sessions required. All students scheduled for learning resource sessions may also supplement their instructional time by using the Learning Resource study area and its resources whenever they have available time.

Admission into the Upper School Learning Resource Program is based on recommendations made by the Upper School Learning Resource Team made up of the Upper School Head of Academic Studies, the Upper School Head of Student Life, and the Learning Resource faculty. All students considered for the Learning Resource Program must have **educational diagnostic assessments** that are current within three years. The Learning Resource faculty are able to assist and help coordinate this effort by providing referrals to various educational psychologists and diagnosticians in the London area.

The Upper School Learning Resource Program is designed to provide structured academic support for students with mild, specific learning difficulties, ensuring the most integrated experience possible in TASIS’s college-preparatory course of study. It is our hope that each and every one of our students will find success in his or her academic endeavors at TASIS; this program will assist in accomplishing that goal.

STUDY HALLS

Periods in the day designated as Study Halls are to be used for this purpose. Seniors are granted independent study in free periods during the academic day. If their academic work declines, this privilege may be withdrawn. Independent study may also be granted to 11th grade students if the Upper School administration approves.

TEXTBOOKS AND SCHOOL PROPERTY

Classroom teachers distribute books at the beginning of the year. Textbooks are the property of the School and are loaned to students. Students will be charged for textbooks that need to be replaced. The use of book bags and writing one’s name in the front of the book should help to prevent loss of textbooks.

LANGUAGE PROFICIENCY TESTING

Within a period of two weeks prior to arrival at TASIS England, all new upper school students whose first language is not English are required to complete the Oxford Online Placement Test to confirm their level of English proficiency. The estimated minimum point score for enrolment in the International Section Diploma is currently estimated at 15 points. A score of less than 15 is highly unlikely to satisfy the minimum English language requirements that would enable students to succeed. A point score of 80 or more would usually indicate that a student is suitable for entry to the College Preparatory Diploma, Advanced Placement (AP) courses, and the International Baccalaureate (IB) Diploma Programme.

Evidence of English language qualifications that can be mapped to the Common European Framework of Reference for Languages (CEFR) and that were obtained within a period of two years prior to entry is also used as a diagnostic of linguistic proficiency, and applicants are required to submit information of this kind to Admissions.

Students placed in the EAL program will also complete the TOEFL paper-based test during their first week of classes, in order to provide additional assessment data and for student progress monitoring purposes.

Official school transcripts are printed for all seniors who are applying to colleges and universities. These transcripts are updated at the end of the first semester and at the end of the year to reflect final course grades. A copy of a student's record is kept on file in case a graduate needs to request a copy for employment or further educational purposes.

Transcripts for underclassmen are updated as needed throughout the school year. If a student is transferring to another school, the family must write to the School Registrar requesting that an official school transcript be prepared. Please allow at least one week's notice when making a request for a school transcript.

BEHAVIOR AND RELATIONSHIPS POLICIES AND GUIDELINES

Our Behavior and Relationships Policy seeks to instill in each student the values inherent in our mission statement; we wish all TASIS students to be principled, open-minded, and compassionate as well as to take personal responsibility for their actions. The policies, procedures, and consequences that follow reflect this philosophy and are intended to represent an educational process.

The Upper School Behavior and Relationships Policies document is a living document and it evolves constantly. Please refer to the School website for the most recent version: www.tasisengland.org/USBehaviorPolicies

In this document you will find the following information:

- Academic Dishonesty
- Uniform and ID Guidelines (School uniform supplier website: www.tasisuniforms.co.uk)
- Attendance, Being Late, and Signing In and Out
- Sanctions and Rewards Policies
- Detention Information and Expectations
- Smoking and Substance Misuse
- Anonymous Reporting
- Passing of Information to other Institutions
- Expectations on behavior in class, during activities, in the boarding houses, and off-site
- Anti-Bullying and related processes
- Student Acceptable Use and Online Safety
- Search and Confiscation Procedures and Guidelines
- Physical Restraint and Assault Policies
- Theft and Vandalism
- Serious Sanctions, Fixed-term, and Permanent Exclusion information and policies
- Appeals Process

GENERAL UPPER SCHOOL GUIDELINES AND STUDENT LIFE

The following guidelines have been designed to preserve and enhance the well-being of our community as a whole and to encourage the qualities of responsibility and self-regulation. The school rules reflect the need to provide a well-ordered environment and underscore the values we wish to endorse as part of the education of a TASIS student. Individual behavior, governed by common sense, mutual respect, and common decency, should ideally eliminate the need for strict disciplinary measures. However, in the event that school rules are challenged, students need to be aware of the consequences for such infractions.

Students are encouraged to understand the rationale behind school rules, and to ask for clarification if they do not understand a rule before making the choice to challenge a school regulation. Prefects and Student Council representatives at TASIS are encouraged to help shape school policy as it relates to our rules and to our responses to disciplinary infractions. It is understood that there are additional rules and procedures unique to dormitory life, field trips, and other on- and off-campus programs.

ADVISOR PROGRAM

All students are assigned an advisor on a yearly basis. The advisor serves as a student's mentor and is knowledgeable about his/her general welfare.

BOOK BAGS

Students are encouraged to keep their books and school supplies in an appropriate book bag or knapsack. Loose books and papers are not to be left in hallways or other public areas. There are shelves and lockers located around campus for storage of student bags. Students must not obstruct passage in corridors or on stairs with careless placement of personal property.

STUDENT BUSING REGULATIONS

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 suspension from 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 when possible, otherwise the children will be dropped off on the side of the road where the home is located. In the case 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 three 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 should come from the Busing Coordinator. 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 must notify the Busing Coordinator and the bus driver with a note from parents if he/she will not require pick-up or drop-off.
8. Occasionally, parents 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, nor is it available during the last week of school in December or June.
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 once the routes are determined.
11. There may be slight changes to the service times throughout the year when 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 alternate transportation will be provided by taxi or minibus.
13. The school bus service leaves promptly at 3:20 p.m. and 5:20 p.m. (Monday to Thursday) and at 3:20 p.m. on Friday. The drivers will not wait for latecomers.
14. In the case of an emergency, for example an accident, the driver will report this immediately to the busing coordinator and his manager at the busing company. The busing coordinator will then assess the situation, report it to the Head of School Section, Head of School, and the medical centre. The busing coordinator will attend the scene, and arrange for another of the school buses 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 medical centre at the School upon their arrival. The driver is to keep the busing coordinator 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 bus 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

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 is to 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.
- If the driver cannot establish a safe drop off, the student will be returned to the school for collection by the parent.
- If a pre-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.

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/preventing-abuse/keeping-children-safe/leaving-child-home-alone>).

DAILY BULLETIN

The Daily Bulletin is published each morning to the LMS on every Advisory webpage and read during the Advisory Period. Information about meetings, activities, and appointments is distributed through the Bulletin. Students are responsible for reading the information in the Bulletin.

DAY STUDENT HOURS

Day students are encouraged to make use of the School's library and art, theatre, and sports facilities, both after 5 p.m. and on weekends. Student Activities events are offered for day and boarding students alike. Day students who wish to study on campus Sunday through Thursday evenings may use the library to do so. They are required to sign in and out with Security and should plan to leave campus no later than 7 p.m. On Friday and Saturday evenings, day students should plan to leave campus no later than 10 p.m. (except, of course, if they are returning later with a chaperoned school-sponsored trip). Day students are not permitted on campus during school vacations and at other times when the campus is officially closed.

DIRECTORY INFORMATION

A directory containing the home addresses, telephone numbers, and email addresses of all TESIS families is available on the Parent Portal of the TESIS website. Those families who do not wish to appear in the directory for personal reasons should contact the Communications Office (communications@tasisengland.org). A directory of faculty, administrators, and staff is also available, through which emails may be sent. The directories are not to be used for commercial purposes or solicitations of any kind.

FIRE DRILLS AND CAMPUS EVACUATION

When the fire alarm sounds on campus, students are to immediately leave all buildings via the route posted in each campus building and corridor, following the fire exit directions. Once outside of the building, students are to move to the designated area to meet their teachers; attendance will be taken. Driveways are to be kept clear for emergency and fire apparatus.

In the event of unforeseen circumstances, we have put in place a comprehensive Campus Emergency Management Plan for TESIS The American School in England. The Plan allows us to respond to a variety of campus emergencies, not just to current global events. Incidents such as a fire, accident, gas leak, unauthorized intruder, or campus threat could all result in evacuation of students to a safe haven location. For security reasons, we have been advised to keep details of our plan confidential. What is important for you to know is that emergency evacuation routes, safe haven locations, parent contact mechanisms, and student transportation have all been arranged in the event that we need to leave campus. Accompanied by teachers and directed by trained Emergency Marshals, students will be moved from campus via a protected route to a pre-arranged safe location. Telephone chains will be used to notify our day parents of an evacuation and an established staging point if they wish to pick up their child. Other arrangements, including temporary housing, have been made for our boarders. PLEASE DO NOT come to the TESIS campus in the event of an evacuation as your presence may contribute to the threat.

Know that your children will be well taken care of and you will be notified in a timely manner regarding what is happening and where you may pick up your child. Our busing program will also be relocated to our off-campus location, and students that usually travel by bus who have not been collected by a parent will be bused home at the usual dismissal time. Students transported outside of the TESIS bus program will be kept at the evacuation site until a parent has been reached. Please note that it is the responsibility of the parents to provide and update all personal information, including current contact details, through the Parent Portal.

Further detailed emergency safety policies and procedures have been developed in the event that we are advised to move to a higher state of alert. These measures include both campus lockdown and evacuation procedures, if they should ever be needed.

FIRE HAZARDS

The danger of fire is ever-present in any institution. Smoking is never permitted on campus or in any campus building. 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, or fire alarms is a very serious offence, as it constitutes a danger and threat to the community. Infractions will lead to suspension from school and possible dismissal.

FOOD AND DRINK

Food, cutlery, glasses, and crockery must not be removed from the dining room. Food and drink provided by the catering service must be consumed in the dining room and not elsewhere on campus.

GENERAL COUNSELING

The Counseling Service is a resource for students and their families. It provides direct services to students by giving them the time and space to share concerns or problems in a setting that is non-judgmental and confidential. It also provides space where individuals can be who they are and discover their basic natures. Additionally, the Counseling Service supports families in the quest to adapt to change.

LOCKERS

Students who would like a school locker to store their books and coat should see the Attendance Secretary.

LOST AND FOUND

Students who have lost personal items may check with the Upper School Office to see if the item has been turned in by Security. Notices regarding lost items may be placed in the Upper School Daily Bulletin.

MEALS

Lunch is served daily for all students in the dining room. Day students arriving early to school are requested not to eat breakfast in the dining room unless special arrangements have been made with the school business office. Similarly, arrangements for attending evening dinners should be pre-arranged. Exceptions may be made by contacting the appropriate administrator in advance if there is a special event or reason for the student to remain on campus in the evening.

MESSAGES

Communication to students is facilitated by the Daily Bulletin and by email. Advisors will notify their advisees when a student has a message in the Upper School Office or must see another member of the TASIS staff. Additionally, special messages, including calls from home, parcels, and similar communications, will be posted on the student message board. Email is also used frequently for communication. Students must check their email, the Daily Bulletin, and message boards daily since these are the main vehicles of communication between the School and the student body.

MOBILE TELEPHONES

Mobile phones must be switched off during class periods, evening study halls, and other school-related meetings. In addition, mobile telephones may not be used in the dining room, library, theatre, study hall, or computer room at any time. Boarding students are encouraged to bring mobile phones, and all numbers must be registered with the School. Inappropriate mobile phone use will result in confiscation of the mobile phone by the Dean of Students, and might lead to other disciplinary consequences.

PERSONAL PROPERTY

It is expected that individual and school property will be respected in the TASIS community. All students are responsible for their own personal property. This includes not leaving items unattended around campus and properly securing valuables in a dormitory lockbox. The School cannot be responsible for the loss of personal items.

Personal belongings are the responsibility of each student, and insurance to cover their damage/loss should be undertaken personally.

PERSONAL STEREOS

Personal stereos, iPods, MP3 players, or any other electronic devices may not be used during the academic day, the evening supervised study hall, or detention.

PETS

Students are not permitted to have pets on campus.

PUBLIC DISPLAY OF AFFECTION

The School expects all students to conduct themselves with an appreciation for the sensitivities of others and the established values of modest and appropriate behavior. Demonstrative expressions of affection in public areas of the School can cause embarrassment and offense to others and are inappropriate in the context of a school environment.

SCHOOL MEETINGS

Upper School community meetings are held regularly to share information and discuss issues of interest to the student body. Attendance is required. Regular class level meetings are also held in order to allow students at each grade level to meet with their advisors and class officers, to conduct class business, and to plan class activities.

SECURITY

TASIS provides a full-time, year-round security presence. The campus security force is housed in the building beside the Ten Acre Lane entrance to campus and can be reached at 01932 582339 or 01932 582702 at any time. CCTV cameras also monitor the campus. The South Campus car park can be accessed by a swipe card system that is made available to regular users. Those wishing to park vehicles on the North Campus must pass through Security. All those regularly parking on or driving through campus must obtain a disc made available through Reception. Parents, staff, and visitors are provided with identification badges, which should be worn whenever they are on campus.

SENIOR CLASS POLICIES

Independent Study Hall

Members of the junior and senior class who are in good standing are permitted to study independently during free periods. Students on Academic Probation, Academic Monitoring, and/or Disciplinary Probation may be required to report to supervised Study Hall.

Attendance

Seniors who have a free period are required to sign in each period in MCH for attendance purposes. Day students with Independent Study are permitted to study in a campus location of their choosing. Day students are not allowed in dormitories. Boarding students may study in a location of their choosing within boarding guidelines. Students are required to be in dress code for check-in and throughout the academic day.

SENIORS MUST REMAIN ON CAMPUS UNTIL THE END OF THE ACADEMIC DAY—3:15 p.m.—AND ARE NOT PERMITTED TO SIGN OUT OR LEAVE CAMPUS VIA A PRIVATE VEHICLE BEFORE 3:15 p.m.

Driving

Senior day students, with the written approval of their parents, are permitted to park in the TASIS South Campus car park. Private vehicles must be registered with campus security and with the Dean of Students. Students are not to leave the TASIS campus in a private vehicle during the academic day without the advance permission of an administrator, and at no time drive with a boarding student with them. Failure to comply with rules regarding driving may result in loss of driving privileges.

Requests for Additional Privileges

Seniors are invited to make reasonable requests for privileges throughout the course of the senior year. Seniors are reminded that the granting of any request is, as the title implies, a privilege not a right. Privileges will be granted or denied based on various factors such as the cooperation, work ethic, respect, and school spirit that a senior class has shown throughout the school year. Privileges will be granted, denied, or revoked solely at the discretion of the Upper School administration.

SEXUALITY EDUCATION GUIDELINES

We believe that sexuality education is best dealt with within the family, especially given our multi-cultural population. However, we recognize that school and home are partners in all aspects of learning. We understand that children are naturally inquisitive, and they are inescapably confronted with many topics of a sexual nature that they want to discuss. We realize that they also acquire misleading and inaccurate information from peers, older students, and the media. Our mission is to work with parents to ensure, through a cross-curricular approach, that our students' knowledge of sex and sexuality is based upon facts and strong moral grounding.

Therefore, we try to follow the practice found in many homes by sensitively answering questions as they arise naturally according to the appropriateness of the question, the child's age, and his/her ability to comprehend. We promote abstinence until marriage, and TASIS England teachers will not give pupils advice on contraception and other aspects of sexual behavior not explicitly listed in the approved curriculum. The Health Center will refer students to their family or a physician for all questions concerning contraception.

Our goals are to:

- Foster self-esteem, self-awareness, and a sense of moral responsibility
- Emphasize the importance of relationships with, respect for, and responsibilities towards other people
- Respond appropriately and sensitively to children's questions as they arise
- Help children base their own decisions on understanding and accurate information, rather than on ignorance and misinformation, in order to develop the skills to avoid and resist unwanted sexual experiences
- In addition to human growth and reproduction, other areas of sexuality education are discussed in age-appropriate ways, including personal awareness and safety, the context of sexual relationships, body knowledge, and family relationships.

Parents are welcome to talk to their child's teacher about what is being taught and the School's health education curriculum is available to parents. After reviewing the curriculum, parents may request that their child not participate in the aspects of the health education curriculum that discuss issues related to sexuality.

SKATEBOARDS AND ROLLER BLADES

For reasons of safety, students are not permitted to skateboard on campus. Rollerblading is allowed for boarding students after 5:15 p.m. on weekdays and all day on weekends. Rollerblading is not permitted on school walkways and is restricted to hardtop recreation areas. Rollerbladers are encouraged to wear protective gear and to keep in mind the safety of others.

SPORTS, FIELD TRIPS, OFF-CAMPUS AND OVERNIGHT TRIPS

Participation in school-sponsored trips is a privilege. Each student is responsible for making up the work for the classes he/she has missed due to a school-sponsored trip. Students must secure a planned absence form from the trip sponsor

a minimum of three days in advance of any school-sponsored trip. The student is responsible for informing teachers in advance of the trip that he/she will be absent, and for completing his/her work in a timely manner as determined by the student's teacher(s).

Students who are on Academic Probation or Monitoring, Disciplinary Probation, or who have excessive school absences may be denied participation in school-sponsored trips at the sole discretion of the Upper School administration.

STUDENT GUESTS AND VISITORS TO CAMPUS

All visitors to campus, including our alumni, are required to sign in at the Security Lodge on Ten Acre Lane to obtain a visitor's badge, and will be escorted by a member of faculty or staff while on campus. Visitors should park their vehicles in the designated area near the tennis courts. Dormitories are out of bounds for all visitors unless special permission has been granted.

All alumni visitors and guests of students should be off campus by 7p.m., with the exception of attendance at special events (theatre productions, concerts, etc.). Because of space restrictions, we regret that visitors may not attend classes during the academic day.

ADDITIONAL POLICIES AND PROGRAMS

University/College and Career Counseling

TASIS England offers a four-year College Guidance Course that prepares students, starting in Grade 9, for the university and college search and application process. College counselors work regularly with all our upper school students through the planning and action stages of college admissions. Our unique four-year curriculum is designed to assist and support our students at each stage of their development and support our families every step of the way. At orientation in August, the college counselors meet with all upper school students to discuss the college admissions process as it relates to setting goals, academic achievement, academic planning, and extracurricular involvement.

The TASIS College Counseling team meets with ninth and tenth grade students (freshman and sophomores) throughout their first two years in the Upper School as they begin the college journey. They work on career assessments, resumes/CV building, and curriculum guidance. Discussions are held with students to understand their individual goals and future plans.

Students in eleventh grade (juniors) are assigned to a specific college counselor in January, are introduced to how the application process works in the countries that interest them, and are required to have a one-on-one interview before May of that year to discuss college and career goals and begin formulating a list of suitable colleges. Juniors attend an eight-week series of college guidance seminars that focus on important information related to the application process, such as finding the right institution to match their goals, writing the application essays, requesting teacher letters of recommendation, and researching different course options. College counselors also assist in planning final year course selection, as well as summer activities.

During the fall term, the college counselors work closely with students in twelfth grade (seniors) to individually help them with each step of their applications. The team works with small groups and will guide each senior in essay/Personal Statement writing, supplemental essays, scholarships, financial aid, and teacher letters of recommendation. The students are taught the tools for organizing their application timeline, follow-up, and decisions. Self-advocacy is taught as a life-skill. Ownership of the process is given to the seniors knowing that their self-made choices will be the correct ones.

Admissions representatives from a wide variety of colleges and universities from around the world visit the campus throughout the year to meet with interested students. Trips to several major US and UK university fairs also help students learn more about their options. Over the course of the year, the College Counseling department hosts many workshops on the admissions process for parents and students, and often brings in highly regarded university admissions representatives as speakers. Coffee mornings for parents of students in each upper school grade provide a forum to discuss current college issues, and the Director of College Counseling is present at all parent coffees and grade-level meetings. Additionally, the college counselors are always available to meet individually with parents.

MORRISBY INTEREST AND CAREER INVENTORY

General information on career guidance is available from the college counselors and is used, as appropriate, in the college guidance process. Sophomores and juniors (Grades 10 and 11) may also take the career and interest inventory test provided by the Morrisby organization. The Morrisby Profile tests are based on extensive research and have been developed over 30 years. It is one of the leading psychometric assessments used by British schools. Students take an aptitude test and have an interview to review the results and the report in detail on an individual basis. Afterwards, students are given access to a number of tools to help them research their various career and university options. This test is optional and requires an additional fee.

SAT PREPARATION COURSE

Interested juniors have the opportunity to enroll in an on-campus SAT and ACT preparation course offered by Studyworks, a London-based test prep company. The course is designed to review basic verbal and math information and to familiarize students with the test format. Enrollment in this second semester course is optional, and detailed information is sent to parents of juniors in the fall. There is a fee payable to Studyworks.

College Admissions Testing

The following admissions tests for American colleges and universities are administered at TASIS:

PSAT/NMSQT, Grades 10 and 11: Preliminary SAT and National Merit Scholarship Qualifying Test: Measures a student's ability in critical reading, math, and writing and provides preparation for the SAT. Juniors that are American citizens may also qualify for the prestigious National Merit Scholarship.

PreACT, Grades 9 and 10: Measures a student's ability in English, reading, math, and science and provides preparation for the ACT. This test also offers students feedback on their career choices and possible interests.

SAT, Grades 10 and 11: Measures a student's ability in critical reading, math, and writing. It is commonly known as one of the two US university entrance tests; however it is also used for admissions by countries around the world, including Canada, the United Kingdom, and more.

SAT Subject Tests, Grades 11: Individual achievement tests in a wide range of subject areas, which are often used in conjunction with the SAT or the ACT for entrance to American colleges and universities.

ACT, Grades 10 and 11: Measures a student's ability in English reading, mathematics, and scientific reasoning. It also has an optional writing test. It is commonly known as one of the two US university entrance tests; however it is also used for admissions by countries around the world, including Canada, the United Kingdom, and more.

Community Service

TASIS attaches high value to service to others. Showing concern for those less fortunate, preserving and protecting our environment, and giving back to the community and those in need are all actions that help us to grow as individuals and to appreciate the blessings bestowed on us. Each TASIS student is required to complete at least one Service Project each academic year. Time spent in community service is expected to be a minimum total of 10 hours per year in Grades 9 and 10 and 20 hours per year in Grades 11 and 12. Students may wish to pursue their service projects during the summer months for the following school year or during any of the other school breaks. Such projects must be for not-for-profit charity organizations, and students may not receive payment for their work. This option may be especially suitable for students who have a particularly heavy schedule of extracurricular and sports activities. Interim CSP reports are written at the end of the first semester. Final reports for seniors are written at the mid-point of the second semester. Final reports for Grades 9, 10, and 11 are issued at the end of the second semester.

A number of opportunities to serve others exist in the communities around Thorpe. Volunteer work in hospitals and hospices, agencies for the disabled, conservation and ecology organizations, service agencies, and charity shops can be

facilitated through the Student Activities Office, but students are strongly encouraged to seek out and schedule volunteer time independently from the School. The declared goal of the TESIS service program is for students to participate in a project containing a social justice, conservation, or education element, recognizing the value of service beyond self. The local Volunteer Bureau can help with placement and assist young people to find meaningful service opportunities. Two searchable databases exist at www.do-it.org.uk and www.timebank.org.uk.

A limited number of campus-based projects are also available. At the culmination of their service activity, students will write an essay reflecting on their contribution and its value. Projects undertaken during school breaks must be properly documented upon return to school in order to receive credit.

As part of the IB Diploma, IB students are required to complete a balanced CAS program over the two years of their diploma course. CAS stands for CREATIVITY-ACTIVITY-SERVICE. Each student must reach the seven prescribed learning outcomes and address each of these areas. The CAS service project must be of substantial duration. All CAS credit activities must be documented, evaluated, and reflected upon. All CAS documentation is recorded on the MB platform and filed with the CAS coordinator and retained until the end of the Diploma Course, when selected records will be sent to the IBO. Work to be counted towards CAS may be done during school breaks but cannot commence until the first day of classes of the Diploma Course.

Health Center and Medical Procedures

To contact the Health Center, please email askthenurse@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 any injuries and illnesses which occur during the school day. The school doctor conducts a twice weekly clinic in the Health Center for boarding students who have registered with our local GP practice: The Grove Medical Centre. 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.

ILLNESS DURING THE SCHOOL DAY

If an upper school student becomes ill during the day, he/she will be assessed by the nurse and either be allowed a period of rest, he or she will be treated, and /or parents will be asked to collect the student.

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

TASIS MEDICAL POLICY

All students are required to have current medical history information on file with the School's Health Center. TASIS reserves the right to withhold a student from classes and activities until medical consent is given and completed in full. All up-to-date medical information will be kept in the student's file. Parents/guardians of new students are required to complete in full and sign the New Student Medical History Confidential Form. Returning student parents/guardians provide consent via the online re-enrollment process but must email the Health Center with any new health changes and

any update to contact details. All families should verify and update the immunization and medical history as new health problems/immunizations occur. Parents/Guardians of new students must send a copy of their child's immunization records to askthenurse@tasisengland.org prior to their child starting at TASIS. It is vital that medical consent is given annually by the parent/guardian as, without it, we cannot legally undertake medical treatment for your child unless it is a "risk to life" emergency.

IMMUNIZATIONS

1. Guidelines

According to American, British, and EU school health guidelines, all students should have the following up-to-date immunizations before arriving at school in the UK. This Vaccination checklist is based on current NHS guidelines:

At what age is the immunization due?	Which immunization?
At two months	Diphtheria, tetanus, pertusis [whooping cough], polio and Haemophilus influenzae type b [Hib] given as a 5-in-1 single shot known as DTaP/IPV/Hib; Pneumococcal infection; Rotavirus vaccine
At three months	5-in-1, second dose [DTaP/IPV/Hib]; Meningitis C; Rotavirus vaccine, second dose
At four months	5-in-1, third dose [DTaP/IPV/Hib]; Pneumococcal infection, second dose
At 12 to 15 months	Hib, Men C booster; MMR [measles, mumps and rubella], given as a single shot; Pneumococcal infection, third dose
2 & 3 years	Annual flu vaccine
3 years and 4 months, or soon after	MMR second shot; Diphtheria, tetanus, pertusis [whooping cough] and polio given as a 4-in-1 single shot known as DTaP/IPV
Around 12-13 years	Cervical cancer [HPV] vaccine, which protects against cervical cancer [girls only]: three shots given within six months
13 to 18 years	Polio, Diphtheria, Tetanus (Revaxis) One Injection 3-in-1 (Td/IPV); Meningitis C booster

For up-to-date immunization information, please refer to the Department of Health website: www.dh.gov.uk

2. TASIS Immunization Requirements

All students are required to have the above immunizations up to date with the exception of medical or religious exemptions. Please make sure nursing staff are kept updated on any changes to immunization status throughout the school year. It is also highly recommended the students be immunized against Hepatitis A and Hepatitis B. Many boarding/day schools and colleges in the USA are now requiring these immunizations. There is a charge for all Hepatitis, flu, and "travel" immunizations, as they are not covered under the NHS. In an effort to promote a healthier school population, the Health Center is also recommending annual flu vaccinations for all boarding students. Whereas this immunization does not prevent flu completely, it can greatly decrease its effect if contracted.

DAY STUDENT MEDICATIONS

Parents of day students who bring medication to school are required to complete the Regular Medication Form identifying the prescription drug and explaining the need and expected duration of the treatment. All medication must be in the original containers with clear prescribed instructions and labeling. Controlled medications such as those used in the treatment of ADD/ADHD, depression, etc. are dispensed daily by the nurses in the Health Center and parents must complete the Regular Controlled Medication Form and provide a letter from the prescribing doctor detailing the medication, dose, and timings so the nurse can administer the medication safely. Students are not permitted to carry any medications on their person (apart from EpiPens and inhalers) and must submit all medications to the Health Center.

BOARDING MEDICAL INFORMATION

All students are required to have current medical history information on file with the school's Health Center. The nurses are the only individuals on the faculty who may grant excused absences for boarding students from school commitments for medical reasons. The nurses may make boarding student referrals to other qualified medical personnel and facilities, and should be contacted for boarding student medical appointments.

BOARDING STUDENT MEDICATION

Boarding students are required to register all medications with the school nurse immediately upon arrival at school or receipt of the prescription. Any non-registered drug or medicine may be considered "illegal" or "unauthorized." Boarding students do not need to keep any over-the-counter medications as the Health Center can provide any medication that may be required. The school doctor will be able to prescribe any other medications that may need to be taken. Please do not send antibiotics, except for chronic conditions such as acne, Crohn's, etc. If your child requires occasional antibiotics, the school doctor will see him/her so that the appropriate antibiotic may be prescribed. All approved medications are to be kept in the student's locked cupboard at all times and must never be given to another student. If there is an infraction to any of the rules, all of the medications will be confiscated and kept in the Health Center.

Controlled medications such as those used in the treatment of ADD/ADHD, depression, etc. are dispensed daily by the nurses in the Health Center. Boarding students are not permitted to keep these medications in their dormitories. Parents must confirm the student's diagnosis and medication prescribed. Parents must also provide a letter from the prescribing doctor detailing the medication, dose, and timings so the nurse can administer the medication safely.

BOARDING STUDENT MEDICAL EXAMINATION

All boarding students will receive a basic nurse medical/wellbeing check in their first few weeks at TASIS. This will allow an introduction to the Health Center, identification of any health problems, and discussion about how to access the health care as well as passing any concerns on to the school doctor.

BOARDING STUDENT DENTAL HEALTH

We strongly recommend that your child has a dental check before school commences, as British dental fees are often considered high and this also saves your child losing class time. Dental care is extremely difficult to obtain under the NHS, therefore we strongly recommend that you take out private dental insurance. It is advised for all students to have semi-annual dental examinations at home.

ACCIDENT AND BELONGINGS INSURANCE

Accident and belongings insurance is included in the boarding fees.

MEDICAL INSURANCE

Medical insurance cover is mandatory for boarding students and is the responsibility of the parents. It is highly recommended that parents purchase the school medical insurance cover, which is available through AXA PPP who offer cover at a premium of around £246 for the school year. Parents of new students must complete an application form and send it to the TASIS England Business Office. Returning students that currently have AXA PPP medical insurance will receive an email giving details of the medical insurance for the next academic year; they do not need to complete another application form. When medical insurance cover is confirmed by AXA PPP, parents will be invoiced accordingly. This cover allows nursing staff to quickly deal with referrals to specialists and physiotherapists. Information on this cover and the cost is forwarded to boarding families in the summer mailing.

Parents who have personal medical insurance and do not wish to take advantage of the cover provided by AXA PPP must provide the TASIS England Business Office with proof of their medical insurance cover including the company, contact address, and telephone numbers. Parents/Guardians must understand that nursing staff are unable to deal with private medical insurers as they will only deal with the parents that are named on the policy.

NATIONAL HEALTH SERVICE (NHS) ENTITLEMENT: TASIS ENGLAND POLICY

Any student who is already a NHS patient must register with the School's doctor and submit their NHS details. It is a parental responsibility to declare a student's entitlement to NHS benefits and to bring their NHS details to the school nurse so that the student can be registered with the school doctor. If the NHS does not cover a student, all medical expenses are deemed "private" and patients are billed accordingly. As NHS patients, if specialist treatment is required, they are put on waiting lists and seen according to their deemed priority. Services such as physiotherapy are extremely difficult to obtain on the NHS and may differ from the service available in your own country, therefore we require boarding students to take out appropriate private medical insurance to cover any costs.

UK GUIDELINES

The current regulations and guidelines for NHS entitlement for students coming to the United Kingdom from abroad are available at: <http://www.nhs.uk/NHSEngland/AboutNHSservices/uk-visitors/Pages/access-services-in-England.aspx>. Click on the tab "Moving to the UK." If you are studying in the UK for six months or more, you will generally be entitled to free medical care on the NHS as you would have paid the European Healthcare Surcharge when obtaining the VISA for your child (unless from the EU/EEA which has a reciprocal healthcare arrangement with the UK). Visits to the doctor or a hospital are free, but there is a charge for some drugs, dental, and optician (eye) services. If it is necessary for you to see a specialist you must first be seen by your local doctor who will arrange a referral.

EU/EEA NATIONALS

EU/EEA nationals are generally entitled to NHS treatment for new health conditions but should obtain a European Health Insurance Card (from your own national health authority) before leaving home. Without this card you may find it hard to obtain NHS treatment for some health conditions.

ONE-SEMESTER STUDENTS

If you are studying in the UK for less than six months and normally reside in a country with a reciprocal healthcare arrangement, or are an EU national, you may also be able to get free NHS treatment. Many countries, including the USA, do NOT have a reciprocal healthcare arrangement with the UK. Students from these countries may see British doctors but will have to pay a private consultation fee.

Library Information

The mission of the Upper School Lyle Rigg Library is to ensure that students are effective users of ideas and information. To achieve this goal, the Library maintains a substantial collection of books, periodicals, and electronic resources to meet the information needs of TASIS students and faculty. The Librarian teaches information literacy skills, collaborates with other teachers, promotes reading, and helps students resolve research questions.

Monday, Tuesday, Thursday	8 a.m.–5 p.m.
Wednesday	9:05 a.m.–5 p.m.
Friday	8 a.m.–3:30 p.m.

The Library is also open during evening Study Hall (Sunday to Thursday) for boarding students only, and when required during the weekend, with adult supervision at all times. Please see the poster outside the Library for further information. Food, drink, and use of cell phones are prohibited.

RESOURCES

The Library has a collection of over 14,000 books for academic and recreational reading, as well as a range of magazines and newspapers. Most library resources may be borrowed or are accessible online both at school and from home.

The Library has 18 computers running on the School's high-speed network offering access to the Internet and subscription databases. Wireless access is also available. The Library uses the electronic catalog program, Destiny (<https://tasisengland.follettdestiny.com/common/servlet/logout.do?tm=>). This allows users to remotely search their Library or the option to check all three Libraries' collection. Remote access is available from any device with an Internet connection. The Destiny catalog also contains a component called WebPath Express offering evaluated websites on search topics.

Students can log on into the Destiny catalog by using their LMS username and password (please see the Librarian first).

DATABASES

The Library subscribes to a number of databases, including JSTOR and Questia for faculty and students to use both on and off campus. Please see the Librarian for assistance with log-ins and passwords.

Other databases may be licensed during the school year. Please consult the Librarian for the most current offerings.

CIRCULATION

Students may check out up to five books for a two-week (renewable) period. Overdue books must be returned prior to borrowing new books. Teachers may check out books for a longer period but are requested to return materials in a timely fashion. Reference books and textbooks do not circulate.

Teachers may put books on "reserve" status for class projects so they remain in the Library for shared use. Teachers should set due dates for research projects at least one week in advance of major school holidays to ensure that Library materials are returned before breaks.

Graduating seniors are required to return all Library materials prior to graduation. All outstanding, severely damaged, or lost books are to be paid for by parents by the end of the school year. All invoices are issued by the Business Office.

LIBRARY SERVICES

All students receive a Library induction, led jointly by the Librarian and subject teachers, at the start of the school year.

These sessions introduce the collection, computer resources, and operating procedures to students. Teachers can use these sessions to describe specific research assignments and point out relevant resources for both new and returning students.

Teachers are encouraged to bring classes to the Library throughout the year for research projects. Please contact the Librarian if you want to book the Library.

Material on hand can be evaluated to develop bibliographies, purchase new materials as needed, plan demonstrations of electronic resources, and create exercises to help students with topic definition, research, and presentation.

Teachers are invited to review the Library collection in the relevant subject area, suggest new titles, and offer guidance about eliminating outdated materials. The Librarian will order books a teacher believes will enhance the study of any topic being taught. The Librarian can create recommended reading lists and present book talks to classes.

LIBRARY ETIQUETTE

Students are asked to be considerate of other students and teachers and to follow the Library Code of Conduct at all times.

Students have access to the computers during their free periods, however if a class has booked them, the class has priority.

Recreational use of the computers is acceptable only after school (3:30-5 p.m.). Game playing is strictly not allowed.

Sports and Activities Program

Students are required to participate in a sport or activity for a minimum of two afternoons per week. Participation in varsity and junior varsity athletics, Model United Nations, drama productions, and the yearbook may involve a greater time commitment of three or four days per week. Sports and activities are scheduled to meet at the end of the academic day, although students who elect to play on a team or who are involved in the activities already mentioned may also have evening and weekend commitments. The Sports/Activities Program is separate from the Physical Education curriculum, which is required for students in Grades 9 and 10 and is scheduled during the academic day.

The Sports/Activities Program is organized on a trimester basis, following the three seasons of interscholastic sports (fall, winter, spring). The trimester commences with team try-outs. Students who have not been selected for a team follow a sign-up procedure indicating their preferred recreational sport or activity for that trimester. In some instances the more popular recreational sports may be oversubscribed, and participation in the group is then decided by seniority. Most students are able to participate in their first choice of sport or activity.

Seniors have a two-term requirement in the Sports/Activities Program and may elect to take a third term off. Students in Grades 9-11 have a three-term requirement. Attendance at sport/activity commitments is required. If a student is unable to participate in a sport or activity, a note from either a parent or the school nurse must be presented to the sport/activity teacher, who will then excuse the student from the session on that day. A student who is absent from school will automatically be excused. An unexcused absence from the Registrar's Office for missing a sport/activity commitment may only be cleared through the Director of Sports/Activities. Failure to attend a sport/activity without an excuse will result in a detention.

There are three main components in the Sport/Activities Program: interscholastic sports, recreational sports, and activities. Students are encouraged to participate in the sport or activity of their choice. Although the program is required, there are typically 20-25 options from which to select in each of the three trimesters, and students should have little difficulty in finding an enjoyable assignment. The following sports and activities are generally offered over the course of a school year.

TEAM SPORTS

FALL	WINTER	SPRING
Varsity Girls' Soccer	Varsity Girls' Basketball	Varsity Softball – girls
Varsity Boys' Soccer	Varsity Boys' Basketball	Varsity Baseball – boys
Varsity Girls' Volleyball	Varsity Girls' Lacrosse	Varsity Girls' Tennis
Varsity Boys' Volleyball	Varsity Rugby	Varsity Boys' Tennis
Varsity Girls' Cross-Country	Varsity Cheerleading	Varsity Golf
Varsity Boys' Cross-Country	JV Girls' Basketball	Varsity Boys' Lacrosse
JV Girls' Soccer	JV Boys' Basketball	Varsity Dance Team
JV Boys' Soccer	JV Rugby	JV Softball – girls
JV Girls' Volleyball		JV Baseball – boys
JV Boys' Volleyball		JV Girls' Tennis
JV Girls' Cross-Country		JV Boys' Tennis
JV Boys' Cross-Country		

RECREATIONAL SPORTS

FALL	WINTER	SPRING
Tennis	Conditioning	Conditioning
Conditioning		Badminton
Basketball Club		Running Club
Swimming		

ACTIVITIES

FALL	WINTER	SPRING
Art Club	Art Club	Art Club
Duke of Edinburgh Award	Duke of Edinburgh Award	Duke of Edinburgh Award
Fleming Garden	Fleming Garden	Fleming Garden
Global Issues Network	Global Issues Network	Film Club
Horse Riding	Horse Riding	Global Issues Network
Theatre Production	Model United Nations	Horse Riding
Yearbook	Yearbook	Theatre
Yoga	Yoga	Yoga

Upper school students are required to take a sport/activity commitment for a minimum of two afternoons per week.

Varsity and junior varsity teams practice 3–4 afternoons per week, recreational sports and activities normally meet on Monday and Wednesday or Tuesday and Thursday.

The Duke of Edinburgh Award

This is a full-year program that requires the student to be involved in a variety of extracurricular activities. Each participant will develop an individual plan of activities after registration in September. The program allows students to improve their physical fitness, develop new skills, and participate in community service as well as plan for an adventurous journey. There is flexibility in the time and commitment required depending on the level that is chosen: Bronze, Silver, or Gold.

Travel Opportunities

Travel is an integral part of the TASIS England education and experience. It is by extending learning beyond the classroom, and by drawing on the cultural riches of Europe, that a TASIS education becomes truly distinctive and enables our students to gain life skills and a first-hand perspective which would not be possible through classroom instruction alone.

Every year during October half-term week, exceptional travel opportunities are offered for all Upper School students (Grades 9–12). TASIS England organizes trips to several different destinations in Europe such as Wales, Portugal, Spain, Croatia, Austria, Romania, Italy, and Greece. The trips are assigned by grade level and are directly linked to the Upper School curriculum. Parents are encouraged to sign up their child(ren) for an October trip online before the summer break. The deadline for sign-ups is the first day of classes. All boarding students, all IB students, and all seniors (Grade 12) are required to participate in their course-related trip. Charges for October travel are included in the boarding tuition. For day students, the cost for the October trip is required to be met by the parents.

In addition to the traditional and popular October Travel Week, TASIS England offers optional Overnight Field Trips during February Break (Ski Trip to Switzerland, Romanian Children's Relief Service Trip, and Romania Hope and Homes Service Trip) and during Spring Break (Borneo Rainforest Expedition, Puerto Rico or Peru Service Trip). Further educational travel offerings include: Environmental Science Field Studies in Devon, ISTA IB Theatre Festival, Harvard – MIT Math Competition, MUN Conferences in The Hague and Barcelona, BFI Future Film Festival, and an Art History Trip to Paris. Varsity sports teams travel to mid-season and end-of-season tournaments.

Throughout the school year, Upper School subject teachers regularly take their classes to museums and other places of educational interest in London and the local area.

WEEKEND STUDENT ACTIVITIES

Educating beyond the classroom is integral to the TASIS philosophy. We expect all of our young people to experience not only a rigorous academic program in the classroom and a diverse range of extracurricular activities, but also to spend their leisure time in a constructive way, to take full advantage of their time in the UK, and to experience the rich culture all around them. To facilitate this quest, weekend trips to theatres, museums, theme parks, outdoor activities, and more are arranged through a program called GOCAT (Go Out Create A Trip). In this program, students are encouraged to initiate activities, in addition to other activities which have become traditional over the years. Bookings and the paperwork to run the GOCAT trips in a safe manner are completed by the Student Activities Coordinator or an experienced trip leader. The students are charged £10 for the off-site GOCAT activities during signup to ensure their commitment. If they do not attend, they are charged the full price of the tickets.

In addition, many student-initiated and sponsored activities such as Open Mic Night, Dodgeball Tournament, Bubble Football, and Manhunt take place on campus at the weekends. As student leaders, Day Prefects play an important role in planning and running of the on-campus GOCAT activities. As part of the GOCAT program every year, two traditional dances

are organised. In August, the Back to School Dance welcomes the upper school students to campus, and the Homecoming Dance also takes place during the First Semester. The traditional Junior-Senior Prom is organized for upperclassmen every year in Spring. All students in Grades 11 and 12 who attend the Junior-Senior Prom must purchase their subsidized ticket.

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TASIS



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