



# BOARDING SCHOOL

A GUIDE FOR PARENTS AND STUDENTS

# CONTACT INFORMATION

The boarding team at school is happy to receive communication from you at any time. Please use the following contact details:

## BOARDING ADMINISTRATION OFFICE

### Head of Boarding

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## BOARDING MENTORS

### Boarding Mentors

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To discuss anything in relation to your child, you should first contact your child's mentor who should be able to assist you. Their contact details will be shared with you upon arrival.

There is a member of staff on duty at all times, and the duty roster will be updated and shared with you so that you know who is available on duty and who to contact in an emergency.



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# HEAD OF BOARDING'S WELCOME

Dear Students, Parents and Guardians,

It is my pleasure to welcome you to BBIS Boarding; we are so thrilled to have you as part of our international community. Whether this is your first year or your last, my team and I will do everything we can to make the boarding experience the best it can be.

BBIS Boarding is a growing community of international students who come together to share cultures and experiences and live in a diverse and enriching environment. Boarding with us means embracing diversity and differences and we all work together to achieve our very best. Leading a team of boarding staff who dedicate themselves to caring for young people is a real privilege and I look forward to helping each individual boarding student over the course of the year. Everything that we do is student-focused and we are committed to student wellbeing. All of the BBIS Boarding features including living space, projects, daily routines and after school and weekend activities are designed to provide the boarding students with a vibrant, nurturing, safe and enriching experience.

Boarding at BBIS creates exciting opportunities for young people to widen their perspectives and prepare for future challenges in today's dynamically growing global society. We hope that our boarding students will experience great success in school, enjoy their lives together in Berlin, and forge lifelong friendships with other BBIS students.

Welcome to your new home away from home!

Warmest regards,

**Steve Crossley**  
Head of Boarding

# BBIS MISSION AND GUIDING STATEMENTS

## MISSION

To inspire everyone in our learning community to be responsible, compassionate global citizens who make a difference through inclusion, innovation and action.

This can be summarised as: we are:

*inclusive  
innovative  
active*

## GUIDING STATEMENTS

### International education and intercultural learning

At BBIS, we aim to make a positive impact on a local and global scale. We believe we can achieve this by actively developing global citizenship. To this end, our attitudes, values and principles are informed by and support:

- The UN Declaration of Human Rights 1949
- The UN Convention on the Rights of the Child (Ratified in Germany 1992)
- The UN Sustainable Development Goals 2030
- The CIS Code of Ethics
- The IB Mission statement, outlining the aim of creating a more peaceful world through intercultural understanding and respect
- The IB Learner Profile

Principles we maintain are:

- Respect for our differences and our diversity as a source of immaterial wealth in our community
- Curiosity to understand our interconnectedness through local, national and international perspectives on global issues
- Action to design and engage in authentic learning experiences which have an impact

### Global citizenship

Global citizens are knowledgeable about the world. A global citizen is confident about their own identity and culture, and is motivated to learn about and understand the identities, cultures and languages of others. They are open-minded and welcome multiple perspectives. Global citizens have an understanding of global sustainability issues and challenges. They cooperate with others, and use their critical thinking, problem-solving and communication skills to make a positive difference in their communities and in the world around them.

BBIS is committed to actively developing global citizenship through the following aspects:

**Ethics** – research about, discussion of, and action related to issues of principle of personal, local, and global importance

**Diversity** – the understanding of and respect for the similarities and differences of a range of individuals and peoples, in order to create an inclusive environment that strives for equity, practices anti-racism, and seeks justice

**Global Issues** – the understanding of multiple perspectives of local and global events and issues

**Communication** – the development of fluency in multiple languages, including mother tongues, used to communicate within and across cultures

**Service** – the development of the understandings, skills and dispositions to serve the local and global community through engagement in meaningful service learning

**Leadership** – the acquisition and refinement of the skills of leading and following within different cultural contexts

**Sustainable Lifestyle** – a personal commitment to a lifestyle which supports local and global sustainability displayed through example and advocacy

## VALUES

BBIS Berlin Brandenburg International School's enduring values are Pioneering, Reflective, Excellent and Caring.

### Pioneering

Pioneering students are courageous, determined and resilient. They explore the unfamiliar. They question assumptions. They seek creative solutions to the challenges they discover. They collaborate with others to achieve personal and shared goals. They put ideas into action.

### Reflective

Reflective students are thoughtful, open-minded and considerate. They evaluate feedback and evidence of learning, recognising their successes and setting goals for further development. They inquire into their approaches to learning, identifying conditions and strategies that help them learn well. They learn from mistakes by analysing and attributing causes for failure. They develop growth mindsets. They take responsibility for their own learning.

### Excellent

Excellent students have high expectations of themselves. They are passionate about learning, embrace opportunities, and take steps to improve themselves. They are driven to be their best selves. They take learning seriously through high levels of engagement, and commitment to self-development. Excellent students welcome and respond to feedback.

### Caring

Caring students are empathic, and principled. They take responsibility for self, others and the environment around them. They are committed to service. They learn strategies to overcome impulsiveness and manage their emotions. They build and develop relationships. They manage and resolve conflict. They act as responsible digital citizens. They consider how they can share their skills to help their peers. Caring students take a stand for diversity, equity, inclusion and justice.

## DEFINITION OF LEARNING

Learning is a lifelong and active process of inquiry in which the learner constructs new meaning about themselves and the world around them by connecting prior knowledge with new information and experiences. Learners' knowledge, conceptual understanding, skills and attitudes develop and deepen over time. Learning is demonstrated when learners apply, transfer, and adapt their learning to new situations and problems in original ways.

## LEARNING PRINCIPLES

High quality learning happens best when ...

... learners feel safe in a positive, supportive and nurturing learning environment where their ideas are valued and respected.

... learning is individualised, using learners' prior knowledge, interests, learning strengths, linguistic and cultural backgrounds and identities.

... learners have the right balance of challenge and comfort, knowing that success is attainable through perseverance.

... learners receive specific, frequent and timely feedback through a variety of assessments connected to stated learning objectives and outcomes, and use that feedback to practice, retry, rethink, and revise.

... learning is a social activity that allows learners to collaborate, communicate their thinking, and understand and connect ideas from diverse perspectives.

... learners reflect purposefully on their learning, evaluating the effectiveness of their learning and developing an understanding of how they learn best.

... learning is embedded in authentic, real-world contexts, allowing students to achieve personal and shared goals as they discover innovative ways to solve local and global challenges through the inquiry learning cycle.

## IB LEARNER PROFILE

BBIS is an IB World School. As IB learners we strive to be:

### Inquirers

We nurture our curiosity, developing skills for inquiry and research. We know how to learn independently and with others. We learn with enthusiasm and sustain our love of learning throughout life.

### Knowledgeable

We develop and use conceptual understanding, exploring knowledge across a range of disciplines. We engage with issues and ideas that have local and global significance.

### Thinkers

We use critical and creative thinking skills to analyse and take responsible action on complex problems. We exercise initiative in making reasoned, ethical decisions.

### Communicators

We express ourselves confidently and creatively in more than one language and in many ways. We collaborate effectively, listening carefully to the perspectives of other individuals and groups.

### Principled

We act with integrity and honesty, with a strong sense of fairness and justice, and with respect for the dignity and rights of people everywhere. We take responsibility for our actions and their consequences.

### Open-minded

We critically appreciate our own cultures and personal histories, as well as the values and traditions of others. We seek and evaluate a range of points of view, and we are willing to grow from the experience.

### Caring

We show empathy, compassion and respect. We have a commitment to service, and we act to make a positive difference in the lives of others and in the world around us.

### Risk takers

We approach uncertainty with forethought and determination; we work independently and cooperatively to explore new ideas and innovative strategies. We are resourceful and resilient in the face of challenges and change.

### Balanced

We understand the importance of balancing different aspects of our lives - intellectual, physical, and emotional - to achieve well-being for ourselves and others. We recognize our interdependence with other people and with the world in which we live.

### Reflective

We thoughtfully consider the world and our own ideas and experience. We work to understand our strengths and weaknesses in order to support our learning and personal development.



# BBIS BOARDING PHILOSOPHY

Individuals who live in successful international communities nurture an attitude of consideration and respect for people from other nations and cultures. This positive attitude is demonstrated through thoughtful, consistent effort in a carefully structured, safe environment. Our international boarding community aims to provide the necessary structures in order for each of our members to contribute to the community's overall success. In this way, the members' shared experiences support the development of competencies for constructive and caring global living.

Our international boarding community challenges its members to contribute actively by:

- Embracing a healthy lifestyle
- Achieving their academic potential to the fullest
- Sharing cultures and fostering intercultural understanding

## VISAS AND RESIDENCE PERMITS

The BBIS Boarding School administration office will support you to obtain the correct visa for your child if required. Once all documents and the payment are complete, you will receive a confirmation of the payment as well as the enrollment letter for the Embassy stamped and signed from the boarding school administration office.

You will receive two copies of the contracts and other documents and you should have one original left for the authorities. The "power of attorney", which allows our employees of the BBIS Boarding School to be responsible for the students while they are in Germany, is an important document. Please make sure that the boarding address is correct for the contact details.

Please get in contact with the German Embassy in your country as soon as possible. You will need to download the visa application ("nationales Visum") from their website and get an appointment. Please get all your documents ready for this appointment. A detailed list of required documents can be found on the embassy website.

The "nationales Visum" will be valid for 90 days in Germany. We will apply for a residency permit for the whole school year about 3 weeks after your child's arrival at BBIS. For a number of countries, a confirmation of living cost coverage ("Verpflichtungserklärung") needs to be issued by BBIS. The yearly fees must be paid in advance for this confirmation to be written. Please confirm at your local German Embassy regarding the documents needed for the visit. Our experience is that the following may be required:

- BBIS documents in original
- Receipt of registration payment
- Confirmation of enrollment
- Signed boarding and school contracts; power of attorney
- 2 filled in application forms in German with 2 photos
- Health Insurance confirmation at least for the first 12 months (see information below), proof that you will pay for all living costs
- A confirmation for German course enrollment
- Passport valid for at least one school year
- Proof of your home address
- Birth certificate of child
- Motivation letter of student
- Copy of parents' passports for the power of attorney

## VISAS FOR PARENTS & VISITORS

Parents who would like to visit their child during the school year may need a visa to travel to Germany. Please contact the boarding school administration office to receive an official invitation letter from the school to support your visa application.

## RESIDENCE PERMIT

Your child must have a residency permit granted by the German foreign authorities in order to be able to live in our boarding house and study at our school. Once your child arrives at BBIS, we will work on obtaining the residency permit for the whole school year. The BBIS Boarding school administration office will prepare all documents and will ask your child to accompany the boarding staff to the immigration office. The fees for the residence permit are between 80 and 100 Euros (depending on the age) and will be charged to your account.

Official confirmation of health insurance coverage in Germany and Europe is required in order to obtain a residency permit for your child.

The residency permit must be extended every year during the month of May. In order for the permit to be extended, BBIS must submit a written statement to the immigration office which guarantees the coverage of living costs while your child is living at and attending BBIS Boarding School in the next school year. This letter can only be submitted once confirmation has been received that this has been paid in advance. The boarding school administration office will send you a proforma invoice in this regard at the beginning of March / April of each school year.

Your child's residence permit is granted on condition of being a boarding student and attending the school. Any time spent away from being in Germany, residing at BBIS Boarding and attending school may lead to a withdrawal of the residence permit by the authorities.

If your child leaves BBIS Boarding, the visa and residence permit are not automatically transferable and may result in the withdrawal of the school place and withdrawal of the residence permit and/or visa by the authorities.

Your child will be de-registered from living in Kleinmachnow when they leave BBIS Boarding.

# HEALTH INSURANCE

Health insurance is compulsory for all boarding students while living and travelling in Germany and Europe. BBIS can provide health insurance (incl. liability) and this can be discussed with the boarding administration, but proof of health insurance coverage must be provided upon arrival of the student at BBIS Boarding. The health insurance provided by BBIS Boarding covers emergency treatment only and does not cover pre-existing conditions. It includes emergency dental treatment, but does not cover any additional treatments or assessments provided by private healthcare services.

Parents/guardians who wish to provide their own health insurance must provide the school with an official confirmation of health insurance coverage in Germany and Europe for the student. Parents/guardians shall provide a letter in German or English from the company listing the insurance policy number, the company address and any other relevant details.

# HEALTH AND WELLBEING

Embracing a healthy lifestyle is one of the fundamental principles of boarding at BBIS and we will work together to ensure that boarding students remain healthy and safe, both physically and mentally. We offer a range of support services in addition to the care we provide students who are unwell. Health and wellbeing is as much about preventative care as it is reacting to situations and we aim to put the health and wellbeing of boarding students first.

## EMERGENCY CONTACT DETAILS

It is extremely important that we have up-to-date contact details, especially phone numbers of parents, in case of an emergency, preferably the mobile phone number and e-mail address of each parent. All changes of telephone numbers, addresses, etc., should be sent to the BBIS Boarding School administration office. It is the parents' responsibility to keep contact information up-to-date.

## GETTING SICK

If a boarding student feels sick and cannot attend school they will be assessed by the school nurse and boarding staff team before school. They will be cared for throughout the day by the boarding staff. If sick at school, boarding students must follow the school sickness procedure and be assessed by the school nurse before returning back to boarding.

Boarding staff will care for boarding students and arrange a doctor's appointment if necessary. Boarding students are asked to please follow the instructions of the doctor and/or the local health authority. Boarding students can bring any prescription (Rezept) that they receive from the doctor to any pharmacy (Apotheke). They must then inform boarding staff.

Whenever a boarding student needs to see a doctor during school hours, he/she needs to bring a certificate attesting the doctor's visit. A doctor's sick note or certificate will be required if there is any time taken off school. This must be handed in to the boarding administration office.

Generally, boarding students visit the doctors on their own as doctors in Germany speak very good English. However, the boarding staff will organize support when needed and may accompany a boarding student to an appointment if necessary.

After being absent from school due to illness to ensure boarding students recover in a timely manner, weekend sign-out permissions may be limited to encourage active rest.

## MEDICATION

Boarding students will be assessed by the boarding staff to determine if they can keep prescription and non-prescription medication in their rooms.

Boarding students may not keep prescription medication in their rooms which is regulated under German legislation. This medication will be stored in the medical room and dispensed by the boarding staff in accordance with the prescription.

Boarding students may bring with them any other non-prescription medication which they may wish to take from time-to-time to alleviate common ailments, such as paracetamol, ibuprofen, allergy and travel sickness medication. This medication may be stored in the medical room and dispensed according to instructions determined by parents and guardians in advance.

BBIS reserves the right to collect any medications from students if it deems such collection necessary.

## HEALTH RECORDS

Parents are requested to keep the medical and immunization records up-to-date and inform BBIS of any changes immediately.

Parents of new and returning boarding students who have not yet completed a health record are asked to complete a health form (incl. copies of immunization passes or booklets usually with English language translations) at the beginning of the year and inform the boarding staff of any changes throughout the year.

## GENERAL HEALTH AND WELLBEING

The health and wellness of our community depends on each student's ability to maintain proper hygiene as well as to lead a healthy, nutritious and active lifestyle. The boarding mentors and staff work to support and encourage students to live in accordance with such objectives.

We expect all the boarding students to maintain healthy eating habits and sleeping routines. Boarding students are expected to attend all meals that are offered in the boarding house dining room and be a part of the community. There are numerous opportunities to give feedback about the food through the food committee and the boarding staff is continually working toward accommodating students' wishes. The boarding community kitchens are stocked with supplies for boarding students but attendance at meal times is a key focus.

Boarding students must maintain a generally calm atmosphere in BBIS Boarding. Roommates must be respected and if a student wants to go to sleep earlier than 10:00 pm, this must be possible. Playing loud music, computer gaming or any other activity in the room which could disturb roommates will not be accepted.

## BOARDING STUDENTS RELATIONSHIPS

Relationships are a natural part of adolescent development but must be managed in an appropriate manner in keeping with the expectations and boundaries of a boarding environment.

Boarding students are not permitted to visit a room of a member of the opposite gender at any time.

Boarding students must respect the use of common areas and conduct themselves appropriately at all times.





# DAILY SCHEDULE

The weekday begins at 07:00 when boarding students wake up and breakfast is served in the dining room. Boarding students are expected to eat breakfast, and then get themselves ready for school before signing-out to school.

Boarding students will receive lunch at school which is included in the boarding fee and boarding students may also purchase drinks, sandwiches and other snacks with their own pocket money. 11th and 12th Grade students, with good academic and behavioral standing in school and boarding, may sign out of school during the school lunch break or after the lunch break, their last class, mandatory meeting or assembly. The boarding house is closed during the day to 9th and 10th Grade students.

## WEEKDAY SCHEDULE

07:00	Boarding open – all boarding students wake
07:15–07:45	Breakfast in dining room
07:50	All boarding students depart for school
08:00	All boarding students register in home room
08:00–15:00	Boarding students at school
15:00	Boarding students return to boarding house
15:00–17:30	Activities, free time, duties and sign outs
17:30–18:30	Dinner with house meeting at 18:20
18:30–20:00	Study hall
20:00–21:00	Evening activities and sign outs
21:15	Evening duties
21:45	All students to rooms
22:00	Staff check and lights out

## WEEKEND SCHEDULE

### Saturday (and Friday night)

08:00	Boarding open
08:00–11.30	Free time/activities/sign outs
11:30–12:15	Brunch and house meeting
12:15–17:30	Free time/activities/sign outs
17:30–18:20	Dinner with house meeting at 18:20
18:30–23:00	Free time/activities and sign outs
22:30	Curfew 9th and 10th Grade
23:00	Curfew 11th and 12th Grade
23:00	Staff check and lights out

### Sunday

09:00	Boarding open
08:00–11.30	Free time/activities/sign outs
11.30–12:15	Brunch and house meeting
12:15–17.30	Free time/activities/sign outs
17:30–18:20	Dinner with house meeting at 18:20
18:30–20:00	Study hall
20:00–21:00	Free time/school prep/sign outs
21:15	Evening duties
21:45	All boarding students to their rooms
22:00	Staff check and lights out

## ATTENDANCE & PUNCTUALITY

All boarding students are expected to attend school on time. Please be aware that absences for social reasons are usually marked as unexcused and significant absence will be reported to the local youth authorities. A medical certificate/doctor's note is required to excuse absences of more than three days.

## SIGN-OUTS AND OVERNIGHT STAYS OUTSIDE BOARDING

According to German law, children are allowed to use public transportation and move about in public without being accompanied by an adult from a young age. There are some restrictions for young people under 18 (16–17 year olds may not stay out after midnight) and children between 14 and 15 years old may only stay out until 22:00. There are also restrictions for young people regarding visiting restaurants and pubs. BBIS Boarding students are required to follow German law and not to drink alcohol on or off campus. We also expect them to be non-smokers at all times on and off the BBIS campus.

Boarding students are able to spend the night at a friend's house if the student has submitted permission from the parents/guardians, and the host has contacted boarding administration and supplied the address and telephone number where the student will be. We expect the boarding students to spend no more than one night at a friend's house during a weekend.

Please note that unsupervised overnight stays are not permitted for any BBIS Boarding student regardless of their age. We require the boarding students who spend nights outside of the BBIS Boarding house to always be responsibly supervised by an adult. This older adult must be present in the hotel, apartment or house where the boarding student is spending the night. Boarding students must return by 05:30 pm on Sunday in time for dinner and study hall.

## USING PUBLIC TRANSPORTATION

The city of Berlin is easily accessible via public transportation, and boarding students all use the local bus network. If boarding students are travelling alone or with some friends, they can purchase a single ticket on a bus or on a train platform. When they buy a ticket on the platform, they must use the stamp machine (validate) before getting on the train, or as they get on the bus. Tickets bought from the bus driver do not need to be validated. There are no ticket checks at the metro and underground entry areas. However, checks take place by the public transportation personnel while riding. There is a substantial fine found traveling without a ticket or a ticket that has not been validated.

The school can be easily reached by public transport. Students can take the S-Bahn S7 from Berlin or from Potsdam to Wannsee station; the S-Bahn S1 to Zehlendorf or Mexikoplatz, as well as the underground U3 to Krumme Lanke. At these stations there are busses which will take students to the bus stop *Rathausmarkt Kleinmachnow*. BBIS is very near this bus stop. If students are going to or coming from Berlin, they must buy a *Berlin ABC* ticket which includes the areas of Berlin and Potsdam.

## MAINTAINING HEALTHY FOCUS ON ACADEMICS

All boarding students are expected to maintain a strong focus on their academics. At all times the boarding house must be a calm and quiet space so that any student will be able to study. During study period Sundays through Thursdays from 06:30 pm – 08:00 pm, the entire boarding house must remain especially quiet and conducive to studying. If boarding students demonstrate that they have difficulties maintaining a strong focus on their academics, they may have to study in the supervised study hall where they must request permission to use electronic devices. Electronic devices may also be confiscated overnight if they appear to be a distraction to effective study and maintaining a healthy lifestyle.

## CALENDAR AND HOLIDAYS

The annual school calendar is finalised usually mid-year for the following year by the BBIS School Association. The school calendar is given out to all the parents prior to the start of the new school year. The holidays at BBIS are set to reflect both the usual holiday procedures of German and international schools, and are likely to differ from the holiday schedules of the Federal States of Berlin and Brandenburg.

The boarding house is closed during the October, Winter, February and Spring breaks and boarding students must depart during those times.

The boarding house is also closed completely during the summer break and all boarding students must depart for the summer when essential cleaning and maintenance takes place.

### LEAVING FOR HOLIDAYS

While it is understandable that boarding students will have to make special travel arrangements, the school policy does not accept early departures or late arrivals before and after breaks. In all cases the school principal will need to be informed about and only in very exceptional, urgent cases will the absences be excused. Absences will not be recorded as excused for flight scheduling reasons, birthday or family gatherings. Please be mindful of this and set the departure time (from our campus and not the actual flight time) for your children after the end of the last hour of instruction before holidays. Please note that the boarding house will be closed from the day after school ends at midday, until the day before school starts again at approximately 14:00. We expect the boarding students to return on the day before school starts by 17:00. For boarding students travelling especially long distances, special arrangements can be made for an earlier arrival.

### PERMISSION TO LEAVE

German law states that all children must attend school. If special leave is necessary, parents must apply to the school prior to the leave of absence. All requests for special leave must be in writing and handed in to the school a full week in advance. Any leave must be approved by the school principal. Please inform the boarding school administration office once permission from the school principal has been given.

### ARRIVAL AND DEPARTURE INFORMATION AND AIRPORT TRANSFER

It is very important that parents inform us about their child's departure plans at least two or three weeks before any holiday. It is important to inform the BBIS Boarding administration if your child will fly with an escort agent because special arrangements are necessary in this case.

BBIS Boarding offers a limited airport transfer service at no extra cost. Further transfers will be provided at set times.

A travel request form will be sent out several weeks before every break by the boarding administration.

## DINING AND KITCHENS

All meals are included in the boarding tuition fee and take place in our boarding dining room, the school cafeteria and in the community kitchens in the boarding house. Meal times are an important time for building community.

Community kitchens are available on each floor of the boarding house and are available for boarding students to use to make their own meals, drinks and snacks. They are stocked by the boarding house but boarding students must keep these areas clean and tidy. Due care and attention must be given to ensuring that the kitchens remain a shared space and boarding staff will monitor the kitchens. The cleaning of the kitchens remains the duty of the cleaning team, but daily duties take care of the general tidying of the kitchens and disposal of the waste bins at the end of each day. The kitchens will be closed for set periods of time if left in an untidy manner.

## ACTIVITIES AND EVENTS

The year begins with a Welcome BBQ a few days before the school officially starts in mid August and all boarding students and their parents are invited to attend. This is an opportunity to meet other boarding students and their families and to begin to build our boarding community for the year.

### WEEKEND ACTIVITIES

Many boarding students participate in sports, excursions and the various activities offered on Saturdays and Sundays in boarding. Some of the main events and activities include football, basketball, volleyball, tennis, use of the fitness room, riding bikes, crafts, painting, ping-pong, table football matches, museum and park visits and culture nights.

Activities take place throughout the week and are planned in cooperation with boarding students. Not all activities and trips are compulsory, but some are reflecting the need to socialise and spend time with the boarding community.

### CULTURE NIGHTS

Culture nights are a big part of the programme at BBIS Boarding is a great opportunity to share our cultures with each other. Boarding students and staff work together to choose a culture to showcase and will include food, music, language and examples of customs plus a group activity. Cultural decorations and costumes are often included and all members of the BBIS Boarding community assist and attend culture nights.

### OVERNIGHT TRIP

Boarding may organize an overnight trip in the summer which may take place locally, nationally or abroad. A specific trip form will be sent separately and additional costs will apply.

### BOARDING BICYCLES

Cycling is a popular mode of transport in Germany and boarding students have access to bicycles while at BBIS Boarding. Bicycles are used at the student's own risk and it is their duty to check that a bicycle is functioning properly before riding. The students must wear helmets – also available in boarding – and should always be left locked. If there is a bike lane on the sidewalk, you are expected to ride on it in the same direction as road traffic. If there is not a bike lane, you are expected to ride in the road or street.

# BOARDING BEHAVIOUR POLICY AND EXPECTATIONS

The BBIS Boarding Behaviour Policy explains all the expectations and sanctions in place to ensure a safe and secure boarding house. Please refer to this document as well as information listed below:

## ALCOHOL

The purchase and consumption of alcohol is not permitted and boarding students must not return to boarding having consumed alcohol, nor bring alcohol in to boarding.

## ILLEGAL, ILLICIT AND CONTROLLED SUBSTANCES

The purchase, possession and consumption of illegal and controlled substances is not permitted under any circumstances. Boarding will seek the support of external agencies and medical health professionals in this regard.

## TOBACCO, SHISHA AND E-CIGARETTES

All boarding students are expected to refrain from smoking or consuming tobacco or any other similar substance in any manner, anywhere and at all times. Any violation will result in a warning letter and sign-out restrictions and major or repeated violations will likely result in expulsion.

## LIVING IN A COMMUNITY

Boarding students are expected to contribute to the boarding community by maintaining a healthy, safe and respectful living environment individually and as a group. This includes cleaning of their rooms, group set-up and clean-up at meal times, tidying common spaces such as the TV lounge, fitness room, kitchens, and outside areas. Cleaning up after using these areas is mandatory.

## ELECTRONIC DEVICES

Boarding students are allowed to use electronic devices in our boarding house. However, they should not bring any electronic devices to meal times, activities or meetings which the general boarding community attends. If the boarding staff determines that a student is not responsibly using any electronic device, the staff will confiscate that device or all devices if necessary and return the devices at a later time to be determined by the staff.

## SIGNIFICANT BEHAVIOUR VIOLATIONS

Boarding students are responsible for their own behaviour and must expect to face the consequences of their actions. Sanctions for serious and persistent violations will be handled by the Head of Boarding.

Boarding students may be suspended or their boarding place withdrawn for the following behaviours:

- Repeated violations of the behaviour policy and expectations
- Theft
- Physical aggression and violence
- Sexual activity
- Abusive language towards others
- Defacing school property and/or personal property
- Dangerous behaviour to oneself and towards others
- Intimidation
- Bullying (including cyber-bullying)
- Possession of dangerous items
- Possession and use of alcohol, drugs and cigarettes/tobacco, including outside of the school campus

A more comprehensive explanation of the boarding behaviour expectations is available in the BBIS Boarding Behaviour Policy.

# STUDENT ROOMS

BBIS Boarding offers single and double rooms with a private shower and toilet. Each student will be provided with a single bed, a wardrobe, a desk, and a desk lamp. Please note that we can't allow students to bring their own furniture.

Students' rooms are to be kept clean and organised. Beds must be made daily, and clothing must be off the floor and properly stored. Floors must remain clear of all clutter and the bathrooms kept in an orderly condition. Perishable food, dirty pans, dishes, or food containers may not be left in the students' rooms and the following items are not permitted in student rooms: refrigerators, unapproved electrical devices, plants, candles or incense, animals or insects of any kind, knives, toy or actual weapons, prescription drugs that fall under the narcotics legislation law or any possibly harmful substances, alcohol, cigarettes, illegal drugs, empty alcohol containers, and pictures with unacceptable sexual or violent imagery or images showing alcohol or illegal drugs.

Boarding students must report anything damaged or broken in the room immediately. The windows and insect screens must not be manipulated or damaged in any way. If an insect screen is damaged, the replacement cost will be 300 EUR. No nails can be hammered into the furniture and no sticky putty or strong adhesive tape should be used on the furniture or walls. Any damages to the rooms and/or furniture will be charged to the boarding student.

If rooms are not in an acceptable condition, students will not be able to sign out until they have properly tidied their rooms. If students do not properly prepare their rooms for the weekly and biweekly cleaning done by the cleaning personnel, they will have to complete special duties as described above. Untidy rooms will not be cleaned by the cleaning team.

Boarding student rooms must always remain locked when not in use. Requests for room arrangements will be considered, however BBIS Boarding determines all room assignments.

## ROOM INSPECTIONS

Boarding students' rooms may be inspected by the boarding staff at any time. While the boarding staff respects student privacy, circumstances may occasionally require a complete and thorough room search. Room searches will take place in front of the boarding student by two members of the boarding staff team.

## SINGLE ROOMS

12th Grade students are given the option to reserve a single room for the upcoming school year for an additional fee. If there are any rooms remaining, the 11th Grade students will then have the option to reserve a single room. Generally, we will not offer this option for students in Grade 9 or 10. BBIS Boarding reserves the right to have the final decision on all room assignments.

Once a single room has been approved and the student has moved into the room, the yearly fee for the single room becomes non-refundable. Applications for single rooms will take place in the summer after Grade 12 graduation.

## VALUABLE ITEMS AND SAFES

A safe is installed in every student room. Passports, smaller amounts of money, and exceptionally valuable items should be kept in the student room safe. Larger amounts of money should be given to the BBIS Boarding administration office. Despite these precautions, BBIS cannot be held responsible for any money or valuables that go missing.

In addition, the room doors must always be locked when the students are not in their rooms. No student should ever be in another student's room if the host student is not present.



# GENERAL INFORMATION

## DRESS CODE

Students must be neatly dressed in clothing appropriate for a multicultural, international school environment. Boarding students dress for the school day according to the school day dress code. Boarding students must dress in a manner which respects each other and other cultures, traditions and norms.

## RECYCLING

Recycling is the law in Germany and is encouraged in boarding to help contribute to a healthy environment. Everything that can be recycled should be recycled and most bottles operate on a deposit (Pfand) and refund system. When you purchase a bottle at the store you pay a deposit.

Bring your bottles back to a store, place them in the return machine, and receive either cash back or a credit slip depending on the store.

There are recycling bins throughout the boarding house:

- Cardboard/paper = Papier
- Plastic/metal/packaging = Verpackung
- Biodegradable = Bio (food leftovers)
- Other trash = Restmüll

## SHOPPING

At the nearby "Rathausmarkt", a max 10 min walk, you will find smaller shops for daily needs, like food stores, a pharmacy, a store for school materials, a drugstore and restaurants.

Most shops are open 9:00 until 20:00 (Monday – Friday).

On Saturdays some shops are open until 13:00, some until 18:00, others until 20:00.

Additionally, there are several big shopping malls in Berlin and Brandenburg which usually are open from 10:00 until 20:00 from Monday through Friday, and until 18:00 on Saturday.

## BANK ACCOUNT

Students may want to open their own bank account in Germany. This will have to be arranged via the parents as BBIS Boarding can not take responsibility for students' individual bank accounts.

## GRADUATES

Grade 12 students must depart boarding by the first Sunday after the graduation.

## INTERNET/WIFI

Wifi is available throughout the boarding house and computers with internet access are available for use in the conference room.

## PHONE CALLS FOR STUDENTS

All boarding students should be in possession of a mobile phone with a German number. Sign-outs will be suspended for those students without a working mobile phone.

## POCKET MONEY

Parents should arrange pocket money for their child ideally through a bank account. If this is not possible, parents will have the opportunity to get the pocket money through the boarding administration office. Please contact the boarding school administration office for assistance. One time payments to boarding students can be organized without that form.

## SCHOOL AND BOARDING REPORTS

School reports are issued twice a year in February and June for all students, and you will receive a boarding progress report once per month and an end of year report.

## SCHOOL SUPPLIES

The school does not provide school equipment such as folders and pens. Individual class teachers will recommend which equipment is needed. Therefore, please make sure that your child has extra money to pay for supplies at the beginning of the school year.

## SCHULBESCHEINIGUNG (DOCUMENT CERTIFYING ENROLMENT)

If students are in need of a Schulbescheinigung, then please contact the boarding school administration office.

## STUDENT SUPPORT SERVICES

School counsellors are available to assist parents and teachers in guiding the personal and academic growth of the students in school. Services include consultations with parents and staff members and diagnostic evaluations to determine students' individual needs. The school counsellor may work with individual children and small groups on such goals as improving social behavior, building self-confidence, concentration training and study skills. The school counsellor may also help obtain professional assistance from the surrounding community if necessary and available.

# PACKING LIST

## BAGS

- suitcase
- backpack/sport bag
- handbag

## IMPORTANT DOCUMENTS

- passport
- visa
- travel insurance/health insurance
- credit card
- money in cash
- passport photos

## TOILETRIES

- shower gel and shampoo
- toothbrush and toothpaste
- comb or brush
- deodorant
- mirror
- nail file
- razors
- washcloths
- hairdryer

## FIRST AID

- pain reliever
- personal medicines

## CLOTHES

- underwear (10)
- socks (10)
- pyjamas/sleepwear (2)
- sport clothes (2)
- blouse/shirt (2)
- skirt, dress (2)
- t-shirts (10)
- sweater (10)
- jeans/long trousers (5)
- shorts (2)
- belt (2)
- light jacket (1)
- raincoat
- winter jacket
- scarf (1)
- gloves (1)
- towel for beach (1)
- swimming suits (1)

## SHOES

- inside sneakers for sport (1)
- sneakers for free time (1)
- shower shoes (1)
- boots

## OTHER THINGS

- laptop and charger
- alarm clock
- photos (friends/family)
- address list and list of important contacts or numbers
- glasses/sunglasses
- umbrella
- games
- paper/pen
- dictionary
- calculator

**Sheets and towels are provided by BBIS Boarding.**

# GERMAN WORDS AND PHRASES

## DAYS OF THE WEEK

<b>Montag</b>	Monday
<b>Dienstag</b>	Tuesday
<b>Mittwoch</b>	Wednesday
<b>Donnerstag</b>	Thursday
<b>Freitag</b>	Friday
<b>Samstag</b>	Saturday
<b>Sonntag</b>	Sunday

## NUMBERS

<b>eins</b>	one
<b>zwei (tsvy)</b>	two
<b>drei (dry)</b>	three
<b>vier (fear)</b>	four
<b>fünf (foonf)</b>	five
<b>sechs (zex)</b>	six
<b>sieben (zeebn)</b>	seven
<b>acht (ahkt)</b>	eight
<b>neun (noyn)</b>	nine
<b>zehn (tsayne)</b>	ten

## DIRECTIONS

<b>links</b>	left
<b>rechts</b>	right
<b>geradeaus</b>	straight
<b>die Ampel</b>	traffic light
<b>Wo ist ...?</b>	Where is ...?
<b>die Strasse</b>	street
<b>geöffnet</b>	open
<b>geschlossen</b>	closed

## GENERAL PHRASES

<b>ja (yah)</b>	yes
<b>nein (nine)</b>	no
<b>bitte</b>	please
<b>Danke schön! (shuhrn)</b>	Thank you!
<b>Ich möchte bezahlen, bitte.</b>	I would like to pay, please.
<b>Guten Morgen!</b>	Good morning!
<b>Guten Tag!</b>	Good day!
<b>Wie viel kostet es?</b>	How much does it cost?
<b>Wo ist die Toilette?</b>	Where is the toilet/bathroom?
<b>die Karte/n</b>	ticket/tickets
<b>die Kasse</b>	box office/cashier



**BBIS Berlin Brandenburg International School**

Genehmigte Ersatz- und Ganztagschule Klasse 1–10, Anerkannte Ergänzungsschule Klasse 11–12

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