

## Guidelines for BEC-Associated Schools

These guidelines are designed to ensure smooth coordination, standard quality practices, and effective collaboration between Borderless Education Council (BEC) and partner schools.

### ✓ 1. Adherence to BEC Vision & Values

- Promote global awareness, inclusivity, and holistic education.
- Uphold academic integrity, cultural exchange, and innovation within learning environments.
- Participate in internationalization initiatives as recommended by BEC.

### ✓ 2. Nodal Coordinator Appointment

- Each school must appoint a **BEC Coordinator** (teacher or administrator) as the main point of contact.
- The coordinator will handle communication, registrations, documentation, and program implementation.

### ✓ 3. Communication & Reporting

- Respond promptly to official emails, calls, and updates from BEC.
- Provide required school details, student/teacher data, and participation lists on time.
- Submit feedback or activity reports when requested.

### ✓ 4. Display & Branding

- Display the **BEC International School Certificate** in a visible location (entry lobby/principal's office).
- Use BEC-approved logos, banners, and materials in events, social media, and publications (with permission).

## ✓ 5. Program Participation

- Encourage participation in BEC initiatives such as:
  - International Assessments
  - Teacher Development Workshops
  - Global Classroom Exchange Projects
  - Student Leadership & Cultural Programs
- Ensure timely dissemination of circulars and consent forms to students and parents.

## ✓ 6. Parent & Student Communication

- Share BEC circulars, registration forms, and program updates with parents and students.
- Obtain parental consent wherever applicable.

## ✓ 7. Workshops & Events Coordination

- Facilitate scheduling for school-specific or joint events (online or offline).
- Provide necessary facilities (audio-visual setup, venue, communication support).

## ✓ 8. Documentation & Records

- Maintain a record of:
  - Issued certificates
  - Participation lists
  - Assessment results
  - Workshops conducted

- Submit necessary documents for audits or verification when required.

## ✓ **9. Financial Formalities (If Applicable)**

- Ensure transparent processing of registration fees, workshop charges, or resource payments.
- Share payment confirmations with relevant details as required by BEC.

## ✓ **10. Certificates & Recognition**

- Distribute BEC certificates to students, teachers, or staff as per participation.
- Share photos or updates of ceremonies with BEC for documentation.

## ✓ **11. Confidentiality & Ethical Use**

- Use BEC resources, curriculum materials, or assessments only for authorized purposes.
- Do not share proprietary documents with third parties without permission.

## ✓ **12. Annual Review & Renewal**

- Cooperate in annual feedback or performance reviews.
- Complete renewal formalities or agreements in the given timeline.

## ✓ **13. Promotion of Global Outlook**

- Encourage international collaborations, language exposure, and cultural understanding.
- Support students in participating in global competitions and exchanges.

## ✓ 14. Compliance & Conduct

- Follow child safety norms, data privacy guidelines, and legal protocols.
- Represent BEC respectfully in all communications and platforms.

## ✓ 15. Mutual Support & Collaboration

- Share success stories, achievements, and best practices with BEC.
- Collaborate on pilot projects, research, or innovation models when invited.