

**A message from the Middle School Principal and Deans**

Welcome to a brand new school year in the Middle School at International School Bangkok! Middle School is a time of incredible growth, academically, socially, and personally. It's a time to develop new skills, deepen friendships, learn from experiences and begin to understand more about who you are and the kind of person you strive to become.

Our Middle School community is built on the ISB values including respect, responsibility, care, and integrity. These values guide the way we treat one another, the choices we make, and the learning environment we create together. We strive to ensure that every student feels safe, included, and empowered to take risks, grow from setbacks, and celebrate successes.

This handbook is here to help you understand what it means to be part of our community. You'll find important information about opportunities our school offers, your rights and responsibilities, and the support systems in place to help you thrive.

Mr. Harter Principal	Ms. Marwaha Dean of Students	Ms. Plantecoste Dean of Academics
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<i>Respect</i> <i>Courage</i>	<i>Care</i> <i>Commitment</i>	<i>Integrity</i> <i>Balance</i>	<i>Responsibility</i> <i>Gratitude</i>
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Our vision, mission, and definition of learning below describe the school we want to be.

### OUR VISION

Enriching communities through the intellectual, humanitarian and creative thoughts and actions of our learners

### OUR MISSION

Through outstanding teaching in a nurturing environment, ISB inspires students to:

- Achieve their academic and personal potential
- Be passionate, reflective learners
- Become caring, global citizens
- Lead healthy, active, balanced lives

### ISB VALUES

- Respect
- Care
- Integrity
- Responsibility
- Courage
- Commitment
- Balance
- Gratitude

### LEARNER ATTRIBUTES

- Creative
- Adaptable
- Socially Intelligent
- Self-managing
- Globally-minded
- Value-driven

### OUR DEFINITION OF LEARNING

ISB values meaningful and transferable learning where we construct understanding by developing and applying knowledge, skills, and attitudes. As learners, we develop and show our understanding when we:

- Apply our learning to new situations
- Inquire to extend our learning
- Create solutions
- Communicate our learning effectively to others
- Make connections across our learning
- Reflect critically on our learning

*Respect*  
*Courage*

*Care*  
*Commitment*

*Integrity*  
*Balance*

*Responsibility*  
*Gratitude*

## STUDENT'S BILL OF RIGHTS

At ISB Middle School, we believe every student has the right to:

1. **Feel Safe and Supported**

Learn in an environment that is free from bullying, discrimination, or harassment, where you feel safe to be yourself.

2. **Be Treated with Respect**

Be spoken to and treated with dignity by all teachers, staff, and fellow students.

3. **Understand Expectations**

Know what is expected of you both, academically and behaviorally, and receive helpful feedback to support your learning.

4. **Be Treated Fairly**

Expect fair grading, consistent rules, and equal opportunities to participate and be recognized.

5. **Be Challenged Academically**

Engage in learning that stretches your thinking and matches your level of ability and effort.

6. **Express Yourself Respectfully**

Share your ideas and questions as long as it is done in a way that is kind, inclusive, and constructive.

7. **Collaborate and Connect**

Join with other students to work on shared goals, clubs, or peaceful activities that build community.

8. **Use School Resources**

Access school spaces, equipment, and materials, as available and appropriate, with staff permission.

9. **Ask Questions About Your Learning**

Talk to your teachers about your progress, grades, or assignments in a respectful and curious way.

## Office Contact Information

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MS Principal	Mr. Dennis Harter <a href="mailto:dennish@isb.ac.th">dennish@isb.ac.th</a>
MS Dean of Academics	Mrs. Cindy Plantecoste <a href="mailto:cindyp@isb.ac.th">cindyp@isb.ac.th</a>
MS Dean of Students	Mrs. Amarit Marwaha <a href="mailto:amaritpm@isb.ac.th">amaritpm@isb.ac.th</a>
Associate Athletics Director	Ms. Kelley McKenna <a href="mailto:kelleym@isb.ac.th">kelleym@isb.ac.th</a>
School Psychologist	Mr. Ryan Ruhl <a href="mailto:ryanr@isb.ac.th">ryanr@isb.ac.th</a>
Counselor – Grade 6&8	Ms. Brenda Perkins <a href="mailto:brendap@isb.ac.th">brendap@isb.ac.th</a>
Counselor – Grade 7&8	Mrs. Lindsey Moore <a href="mailto:lindseym@isb.ac.th">lindseym@isb.ac.th</a>
PowerSchool	Khun Arintra Tangsathitkiat <a href="mailto:arintrat@isb.ac.th">arintrat@isb.ac.th</a>

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## THE BASICS

### SECTION 1 - MIDDLE SCHOOL STRUCTURE

#### Grade Levels

- The Middle School includes students in grades 6-8. We focus on grade level communities so you feel connected, supported and known.
- Each grade is split into 12-14 advisory groups. This helps you work closely with and get to know a small group of peers and an adult advisor all year long.

#### Advisory

Through our advisory program, we build communities where you are known, feel valued, support others, and grow. We want you to always have someone to go to with your questions and concerns, whether they are academic or social. We also want you to have a caring group of peers to support you.

- Advisory meets on Monday, Wednesday and Friday
- This is where you participate in social emotional learning, learn about the weekly events and announcements, growth in social skills and study habits and develop an inclusive, safe, supportive community within our school.

#### School Hours

- Monday, Tuesday, Thursday, Friday 7:35am-2:45pm
- Wednesday: 7:35am - 2:00pm.
- Wednesday is early dismissal day for regular teacher collaborative team time and professional development.

#### Schedule

- The schedule rotates through an 8 day cycle. This allows you to learn in your classes at different times, providing a chance to learn at peak learning time in every academic class.

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- Days alternate between being “odd” and “even,” with odd period classes meeting on the odd days and even period classes meeting on the even days.
- Sometimes for special events, we will use a different timetable for classes. Students are informed about these special schedules in advance.
- Signs with the day's schedule are always posted around the middle school building.

2025-2026 MIDDLE SCHOOL SCHEDULE									
DAY ROTATION								Wednesday Early Dismissal	Extended Advisory / Assembly / House Event Days
1	2	3	4	5	6	7	8		
Monday	Tuesday	Wednesday		Thursday		Friday			
1 7:35 - 9:00	2 7:35 - 9:00	3 7:35 - 9:00	4 7:35 - 9:00	5 7:35 - 9:00	6 7:35 - 9:00	7 7:35 - 9:00	8 7:35 - 9:00	1st Block 7:35 - 8:45	1st Block 7:35 - 8:55
10 min passing time									
3 9:10 - 10:30	4 9:10 - 10:30	5 9:10 - 10:30	6 9:10 - 10:30	7 9:10 - 10:30	8 9:10 - 10:30	1 9:10 - 10:30	2 9:10 - 10:30	2nd Block 9:00 - 10:10	2nd Block 9:05 - 10:20
Lunch 10:30 - 11:15								Lunch 10:10 - 10:55	Lunch 10:20 - 11:05
Monday	Tuesday	Wednesday		Thursday		Friday			
Advisory 11:15 - 11:45	Tutorial 11:15 - 11:45	Advisory 10:45 - 11:25		Tutorial 11:15 - 11:45		Advisory / Assembly 11:15 - 11:45		Advisory 10:55 - 11:25	Extended Block 11:05 - 11:50
5 11:50 - 1:15	6 11:50 - 1:15	7 11:50 - 1:15	8 11:50 - 1:15	1 11:50 - 1:15	2 11:50 - 1:15	3 11:50 - 1:15	4 11:50 - 1:15	3rd Block 11:30 - 12:40	3rd Block 12:00 - 1:30
10 min passing time									
7 1:25 - 2:45	8 1:25 - 2:45	1 1:25 - 2:45	2 1:25 - 2:45	3 1:25 - 2:45	4 1:25 - 2:45	5 1:25 - 2:45	6 1:25 - 2:45	4th Block 12:50 - 2:00	4th Block 1:30 - 2:45
Middle School After School Athletics / Activities Tuesdays and Thursdays 2:55 - 4:30									

## After School

- You are welcome to stay on campus after school if you have a club, activity, or athletics.
- You may also stay after school to meet with teachers or to use other areas of the school for school approved activities with adult supervision.

Middle School students may use the following designated and supervised areas (if available) outside of school hours:

- MS/HS Library
  - until 5:00pm Monday-Thursday,
  - until 4:30pm Friday
  - 10:00am-2:00pm Saturday
- Track, Field D, tennis courts, and Cafeteria (until 6:00pm)
- ES Gym or designated open gym (until 8:00pm)

## SECTION 2 - ATTENDANCE and TARDIES

### Attendance

Going to school everyday is important. You learn new things in every class, and missing school means missing significant learning opportunities that may impact your overall achievement.

**You can not participate in after-school activities if you are absent from school that same day.**

Students should check their email, Google Classroom, and contact their teacher to determine what work and learning they have missed.

### Excused Absences

Some absences can't be helped. These types of absences are considered "excused." Excused absences are usually because of:

- Illness
- School-sponsored events
- "Next school" admissions processes
- Emergencies, or
- Religious holidays

*Travel with family, vacations, or outside-of-school activities during the school year are NOT excused absences and will be listed as "Unexcused Absence".*

### Absence Procedures

If you are going to be absent:

- Your parents should contact the MS Office secretary to inform us of the absence and give us the reason.
- Take responsibility for your absence by checking what assignments you missed.
- Complete all missed work by the deadline your teacher gives you. You will be given sufficient time to complete any missed assignments or assessments.

### Temporary Guardianship

Your parents may need to leave town for a variety of reasons and must appoint a temporary guardian to stay with you during their absence as ISB does not believe it is healthy or safe for you to be at home without a designated guardian. Household help such as a maebaan or driver or an older school-age sibling is **not** considered a guardian. A form can be found on Operoo in the Parent Portal to provide temporary guardianship information.

### Early Departures, Late Arrivals or Pre-Arranged Absences

As with any absence, your parents need to inform the school when you miss any part of a school day.

- Anytime you arrive late, please check in directly with the MS Office secretary before heading to your locker or class. You will need a late pass from the MS Office to arrive into class.
- Because we are a closed campus, anytime you need to depart early you must sign out at the Middle Office. The office will provide you with a Gate Pass that you must have in order to leave campus.



## **Tardies**

Being on time is a show of respect and you are expected to be on time for each class each day. We do not want you to miss important learning and instructions or to distract the class by entering late. If you arrive late to school, please check in with the MS Office secretary directly. If you do not have a note from your parent, the tardy will be marked as "unexcused".

The ISB middle school tardy policy is as follows:

- First tardy: teacher addresses tardy with student.
- Second tardy: teacher addresses tardy with student and may contact home.
- Fourth tardy: MS administration meets with the student for a learning conversation about self-management and strategies for getting to class on time. Parents are notified of the learning conversation.
- Sixth tardy: MS administration meets with the student for a second learning conversation and to assign a lunch reflection for the following day. The MS administration also contacts the parents of the student to let the parents know that tardies are an issue for their child. Lunch reflections will be issued for every second additional tardy.
- Twelfth tardy within a semester: MS administration requests a parent meeting to develop an attendance plan.

## **SECTION 3 - FACILITIES AND RESOURCES**

### **Health Services**

ISB has full-time nurses available during school hours every day. The nurse is also available during after-school activity time until 5:10. If you are not feeling well, you may visit the nurse during your break times. In cases of extreme illness, you may request a note to visit the nurse from a teacher if you are too ill to continue with class.

- Prescription medications must drop them off at the nurse, who will administer them to you. Because losing medication puts your health at risk, we do not allow students to carry their own prescription medication during the day.
- If you do fall seriously ill at school and the nurse believes you need to recover at home, the nurse will contact your parents and send you home once your parent or guardian signs out for you at the Middle School office.

Those students who have clinically diagnosed high sensitivity to air pollution need to have their parents contact the Health Center in order to request an official accommodation to support a healthy alternative.

### **Counselors**

Our Middle School wants you to feel safe and supported as you journey through these unique years and our Counselling Office is a welcome place of support for students. Our counselors understand the changes and complexities of being a middle school student. Counselors help with a variety of academic issues: student schedules, learning help, and preparation for the transition to high school. They are also resources to help you with other social and emotional issues that might occur at school or outside of school. Whether it's a disagreement with friends,

anxiety over schoolwork, or a problem at home, the counselors can provide guidance. You are always welcome to see them.

### **The Library**

Our Main Library supports the school's mission by facilitating the effective, creative, and ethical use of information, along with the pursuit and appreciation of a wide variety of literature. The librarians will always help you find a great book to read that matches your interests and level.

- The library hours are 7:00 am to 4:30 pm from Monday to Thursday and 7:00 am - 4:30 pm on Friday and from 10:00 am - 2:00 pm on Saturday.

Please visit the Main Library Site at <http://library.isb.ac.th/> for further information including access to the catalog and news.

### **Bookstore**

The ISB Bookstore is your one stop campus shot for ISB uniforms, PE uniforms, school supplies, USB Drives, calculators and more. The Bookstore is on the first floor next to the Health Center, below the Main Library. The Bookstore hours are 7:00am to 3:00pm Monday to Friday.

### **School Supplies**

Most school supplies you need are available at the ISB Bookstore. For each grade we provide pre-packaged bundles of supplies that you can purchase. You can also wait until you've met with your teachers, who will inform you of the supplies needed for that particular class. Campus Card accounts can also be topped up at the Bookstore.

### **Technology**

The Middle School recognizes that technology serves as a dynamic tool for learning that optimizes productivity, connectivity, collaboration and creativity. The program provides enhanced learning opportunities in our classrooms and promotes the development of responsible digital citizenship. When used properly, these tools support your learning and growth. As such, middle school students are provided with a school-issued laptop. Students may not bring a different non-school-issued laptop to use for school.

Whenever you use technology at the Middle School, you are agreeing to use it appropriately and not to harm others in keeping with ISB Values. It is important that you understand your role as a responsible technology user seriously. You are expected to model respectful, responsible, computer use at all times.

## **SECTION 4 - DAY TO DAY**

### **Lockers**

Each student is assigned a locker at the start of school for storage of their bags, books and personal belongings. Lockers are opened using a student's ID card.

Locker Use Expectations:

- Use only the locker assigned to you; do not swap or share lockers
- Lock your locker immediately after each use.
- Decorations are permitted inside only. Do not use permanent adhesives, tape, or stickers that damage the locker.
- Students are not permitted to write on or place stickers/papers on the inside or outside of lockers.

- Students are responsible for removing all personal items and decorations at the end of the school year.

## Backpacks

Storing your backpack in your locker keeps hallways clear, reduces trip hazards, and helps you move between classes smoothly. It also protects your things and prevents distractions so everyone can focus on learning.

- Students are expected to put their backpacks in their lockers in the MS Quad at the beginning of the day.
- Students are not permitted to leave their backpacks outside of any of their classes.
- If you have PE first period, you may put your backpack in the PE locker room **inside a locker** and move it to your locker in the MS Quad right after PE,
- Bags found in the hallways or outside of classes will be taken to the Dean of Students.

## ID Card

Students are expected to bring your ID card to school every day. You use your card to do many things at ISB including opening your locker, checking out books from the library, paying for food in the cafeteria, paying for items at the bookstore and activating and locking/unlocking a P.E. locker.

- If you forget your ID card, the security guards will help you get on campus and your parents will receive an automatic email notifying them.
- If you lose your ID card, you will need to pay for a replacement card at the ID card office.
- If you forget your card, you can still buy things by presenting the green slip you obtained from the office.
- Our secretaries will help open lockers at the start of the school day at 7:10 AM.

Money can be deposited onto your ID card through your parent's online account, at the Bookstore, or via the Kiosks located near the ISB Theater.

## Items Such As Phones Or Personal Electronic Devices

We value face to face interaction and attention to each other and our learning. For this reason, we do not allow MS students to use their phones or personal electronic devices during the school day.

- If you need to make a phone call, you may use a school phone in the MS Office. The office staff can help you find a phone number if you need it. I
- If you bring your phone to school, it should be left in your backpack/locker, in silent mode or turned off. Students may use their phones after the end of the school day.
- Phones that are taken out of lockers without permission during the school day will be confiscated and turned into the school office.
- If your parents need to reach you during the day, they may call the school and we will pass on the message or find you for the call.

## Posters

- Student posters for clubs and activities must be approved and stamped by an administrator in the Middle School Office. They can ONLY be pinned to the student display boards using four pins or staples up to three weeks before an event. Clubs must remove their posters after their event.

- Posters for Panther Den activities (and other community events) must be stamped in the Arts & Activities office and can only be displayed on the two community noticeboards (one outside the Panther Den and the other up the stairwell towards the main library). Community members must remove their posters after the event.
- Posters are NOT to be attached anywhere else (eg. on walls or on the pillars in the cafeteria) without approval from the Middle School administration.

## Lunch and Break Time

ISB provides what many students think is the best school food they have ever had. You get to enjoy it inside our bright, attractive cafeteria or at the outdoor seating area. Be respectful to the staff and your peers during lunch. After eating, clean up after yourselves.

You also have a fair amount of free time during lunch. Please remain in the supervised areas during this time. Students are expected to stay in the cafeteria/courtyard until 10:40am before going to any of the following supervised areas at lunch:

- The cafeteria
- The outdoor courtyard between the cafeteria and Field D
- Field D
- Parkour Park
- The Auxi gym
- The MS/HS library

Note: Students are not permitted to be in the MS Quads prior to 11:05. Please stay in supervised areas.

**The Grind** - Students are able to purchase food and drinks from the GRIND before school, after school and at lunch.

## Food and Beverages

Some more notes about food on campus:

- Students are able to bring their own lunch if you choose and ask that you adhere to our nut-aware policy.
- Please do not order outside food to be delivered to school without permission. If you would like to order outside food such as pizza for a special event, please ask the Principal or Deans for approval first.
- Gum chewing is not allowed.
- To protect students with severe allergies, ISB takes a proactive stance to limit students exposure to allergens within food, specifically, ISB is a nut-restricted campus. We require that all students not bring foods containing peanuts or tree nuts. ISB's cafeteria and contractors are required to not sell or provide products that contain peanuts or tree nuts. Our ISB Cafeteria publishes allergen information within its weekly menu.

Parents/Guardians of students with allergies **must fully disclose** their medical conditions with our clinic and when age-appropriate, carry emergency medication with them. ISB staff are trained to respond to allergic reactions, and divisional practices support age-appropriate awareness and responsibility. We encourage students to understand their allergies and advocate for their own well-being, and we rely on strong partnerships with parents to support students in managing their health with confidence and care.

## Hallways and Stairways

For everyone's safety and comfort you should not run, shout or play around in the hallways or stairs. Also work with those around you so everyone can get to their next class while maintaining physical distance.

## Lost and Found

You can model ISB Values by helping return belongings to their owners. If you find an unattended item at school, please take it to the Lost and Found in the Middle School office. In the case that you are missing something, the MS Office or Lost and Found at the Security Office are places to check.

## Visitors

Student guests are welcome to the Middle School, and we want your visitor's experience to be positive for everyone. If you have a special guest in town and wish them to come to campus during the school day, you will need to gain permission from an administrator. We ask that visitors not go to individual classes, as they can be a distraction to the learning environment. Please make sure your guest is dressed appropriately. Because our first priority is that student learning not be interrupted, we sometimes limit the number of visits to campus. We ask that visitors only come to ISB for one day, to minimize the disruption to learning.

## SECTION 5 - UNIFORM POLICY

Our school uniform helps create a comfortable and focused learning environment and identifies you as part of the Middle School. It is a reflection of the seriousness of purpose for your academic experience. The uniform is also designed to be respectful to our multicultural community and our host country of Thailand.

ISB will be ensuring that the school uniform is worn by all students consistently. All ISB Middle School students will be expected to be in school uniform from the start of classes until the end of classes each day. All required items for the school uniform are sold at the ISB campus bookstore.

For MS students this means that during the school day all students in grades 6-8 must wear:

- Top: Teal/Green ISB Polo (new, Panther or original green or white ISB uniform "heritage" logo polo)  
AND
- Bottom: ISB Logo Shorts, ISB PE Shorts or ISB Logo Long Pants

These items are sold exclusively at the ISB Bookstore.

## 2025-2026 ISB Uniform Guide Middle School



**Polos:** Students may wear the new ISB polos or previous ISB polos from the last 2 years (with Panther logo or previous ISB logo)

New ISB Polo

Previous ISB Polos



POLOS

**Bottoms:** All Students are expected to wear black bottoms (shorts, pants or skirts)

ISB-issued Bottoms  
(New or '24-'25 Panther Style)

ISB PE  
Shorts

Self-Purchased  
Bottoms



**May be:**

- Approved by the ISB Bookstore based on in-seam requirement of 5 inches for shorts and 15 inches Waist to Hem length for skirts
- Embroidered with the ISB logo starting **September 1**
- (Cost: THB 100/item)
- Not altered after approval

Important Reminder: To ensure consistency and support dress code enforcement, all self-purchased black bottoms must be inspected and approved by ISB. ISB-issued Bottoms must adhere to our guidelines and should not be altered. Students not in compliance may be referred to the dean of students.

BOTTOMS

### August is School Spirit Month

Students may wear:

- Any approved ISB polo or spirit wear (Booster shirts, team gear, or club/activity shirts)
- Any ISB-issued black bottoms from the past two years (Panther style) or the new design
- PE shorts for ES & MS students
- Approved self-purchased black bottoms - even without the logo embroidery (for the month of August only)



### Additional uniform / dress code requirements include:

- An ISB sweatshirt, hoodie, or pull-over (purchased at the ISB Bookstore or Booster Hut) may be worn over an ISB uniform shirt. No non-ISB, commercial logos, or other designs are permitted.
- For your safety, shoes must be worn at all times. Only appropriate and safe footwear with heels lower than 4 cm or 1.5 inches are permitted. Crocs (or similar), flip flops, slides, and/or sandals are not permitted as footwear during school hours.
- In the case of a foot injury that prevents you from wearing the footwear described above, you must contact the Dean of Students for approval to wear other footwear.
- Fridays are Black and Gold Spirit days - students may wear ISB team shirts, or other ISB-related clothing, in accordance with Special Dress, Game and/or Performance Attire guidelines (see below). The ISB Logo shorts or ISB PE shorts, must still be worn.
- House Shirts are worn only on House Event Days (not Fridays).
- Olympic shirts are only worn during the MS Olympics

In case of disagreements of what is acceptable uniform MS Administration makes the final decision.

### P.E. Uniforms

The ISB PE uniform helps you fully participate in all athletic activities in your PE class. Please print your name on the inside of your PE shirt so that we can return it to you in case it is misplaced or lost.

- The official ISB PE uniform is to be worn in PE classes only (shorts may be worn for classes)
- Socks and athletic shoes are required.
- Hats, caps, and sunscreen are strongly encouraged for all outdoor activities.

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- Come and go from school in regular school uniform unless you have PE class the first or last period of the day.

### **Alternate Dress Days**

On occasion, we will have alternate dress days, when students do not have to wear their school uniforms. The student bulletin will let you know when the Alternate Dress Days occur. Commonly accepted standards of modesty and neatness will ensure that student dress and appearance is appropriate and non-offensive in our multicultural, school setting.

- Midriffs, backs and shoulders must be covered
- Underwear should not be visible
- Clothing should fit properly and be presentable (not ripped or ragged)
- Clothing does not promote violence, drugs, alcohol, profanity, or any sexual innuendo

### **Special Dress, Game, and/or Performance Attire**

You can wear specific, celebratory clothing in the place of the ISB uniform polo shirt on special occasions as approved by the Dean of Students. On special holidays or school sponsored spirit days when the administration approves a change in dress code, you will want to follow a few guidelines:

- Wear your uniform bottoms with a top that aligns with the school dress code and the spirit/theme dress requirements.
- Wear a full costume that aligns with the school dress code and the spirit/theme dress requirements.
- Please do not consider spirit/themed dress days "alternate dress days." You are expected to be in uniform if you choose not to participate fully with the theme of the day.

### **Accessories**

You are allowed accessories such as a belt, watch, and some jewelry under the following conditions:

- Only noiseless, safe accessories are permitted
- Accessories may not be distracting or offensive
- Hats and sunglasses may be worn outside or during PE; sunglasses and hats or other headgear are not permitted indoors without administrative approval (typically medical reasons)

## **SECTION 6 - TRANSPORTATION**

### **Bicycles**

Bicycles may be ridden to school and parked at the covered bicycle racks provided. Bicycles should not be ridden around the classroom buildings, sidewalks, walkways, on the grass, fields, or other areas on campus except for the service road.

- Students are advised to properly lock their bicycles and put an identifying feature (ie. sticker etc) to help identify their bikes.
- All bicyclists, whether walking or riding their bikes, are required to wear a helmet that is strapped while on campus. It is our hope that you will be safe whenever you ride a bike by wearing your helmet at all times.



## Other Vehicles

Only students with a valid Thai driver's license may drive any motorized vehicle. **This means that no middle school student should be driving scooters or golf carts.** All riders and passengers, either on a bicycle or on a motorcycle or scooter, must be wearing a helmet that is strapped on properly while on campus.

## Busses

If you take the school van home to downtown, you have three departure times to choose from - some MS students may be involved in HS Activities (e.g. JV, Varsity). Please make sure that you are aware that the regular bus drops off at the home address, however, the Late and Activities buses drop off at the "top of the soi" (meaning the top of the street connected to the main road). They do not take passengers directly to the residence. A schedule is emailed out to families at the beginning of the year.

We want you to have a safe and respectful experience on your rides to and from school. In addition, there are after-school activity buses to conveniently get you home when you stay for any of the after-school activities.

You are expected to model our ISB values when on the bus. This makes for a pleasant bus ride for everyone:

- Please wear your seatbelt and remain seated in your seat at all times.
- Understand that there are many people on one bus; use a quiet voice and classroom appropriate language.
- Model the ISB Value of respect; be courteous to the bus driver, attendant, and other riders. Respect everyone's belongings and personal space.
- Help keep the bus clean by taking away everything you bring on the bus.
- Disembark and load at your assigned stop; if you need to alter your route, your parents may make changes at the bus office.
- Remember that students are assigned to each bus; you may not bring guests on the school buses.
- Sit with your sibling(s) and/or students similar in age to you.
- Ensure that everyone gets home on time by boarding before 2:55 (1:30 on Early Release days).

When students do not meet the expectations, they may be suspended from riding the bus.

## Skateboards, scooters, and Other Wheeled Transport

Students coming to school on skateboards, rollerblades, and push scooters must park and store them at the front of the school, in the bike parking area. Appropriate safety equipment should be worn, and a helmet is required if riding the equipment onto campus. Areas around buildings and in the general school campus may not be used for roller skating, skateboarding and rollerblading, or similar.

## SECTION 7 - ACADEMIC: ASSESSMENTS, REPORTING PROGRESS, AND REPORT CARDS

### Home Learning

ISB Middle School values its learning program and in order to maximize your learning an appropriate amount of home learning will be assigned to you regularly. Completing your home learning is one of the keys to your academic success. We also want to allow you time to pursue

*Respect  
Courage*

*Care  
Commitment*

*Integrity  
Balance*

*Responsibility  
Gratitude*



your own passions and develop a healthy, balanced lifestyle. ISB Middle School's Home Learning guidelines are written to help you find that balance.

### **Daily Home Learning Time Guidelines By Grade Level Monday - Fridays:**

- Grade 6: 60 minutes
- Grade 7: 70 minutes
- Grade 8: 80 minutes

The time guidelines listed above include home learning from all subjects, including daily independent reading expectations. Music practice (instrumental and/or choral) is not included in this guideline.

### **Standards-Based Assessments**

We believe that the purpose of assessment is to promote learning. Through regular assessments, either formative or summative, your teachers collect a variety of evidence to identify your level of achievement towards the Learning Goals in each of your classes. The evidence helps you understand your strengths and how you can improve your learning, and helps your teachers understand how they can improve instruction. In addition, assessments form the basis of reporting to you and your parents both your progress along the way, and your final level of achievement towards the Learning Goals at the end of each semester.

### **Reporting Progress**

Teachers use PowerSchool online to regularly post and share with you, both your "Habits and Attitudes For Learning" (HAL) and "Attainment of Learning Goals" in each of your classes. You and your parents may access all of this information and attendance record on-line through your individual PowerSchool accounts.

### **Report Cards**

The school year is divided into two semesters; the first ends in December and the second in June. A Final Semester Report card is issued at the end of each semester. The semester report card contains a separate page for each of your classes, summarizing both your Habits and Attitudes For Learning and Attainment of Learning Goals in each of those classes. During the October and March Student-Parent-Teacher Conferences and May Student-Led Conferences, you will participate in a discussion with your parents and teachers about your progress towards your Habits and Attitudes For Learning and Attainment of Learning Goals in each of your classes.

NOTE: You will receive a report card "hold" in PowerSchool if you have outstanding debts, overdue books, or other incomplete or unfinished issues. This means you will not be able to access your semester report card online. You will need to clear the issue in order for your report card hold to be removed.

## ISB MIDDLE SCHOOL ACHIEVEMENT OF LEARNING GOALS

The ISB Middle School reports on student progress toward subject-specific standards based on expected performance at the time of assessment. The middle school uses the following descriptors to report on achievement:

Beginning	Approaching	Meeting	Advanced
The student demonstrates a limited understanding of concepts and/or skills	The student demonstrates a partial understanding of concepts and/or skills	The student demonstrates a proficient understanding of concepts and skills	The student demonstrates an advanced understanding of concepts and skills

Achievement may also be described as falling between levels, such as: Beginning-Approaching (BA), Approaching-Meeting (AM), Meeting-Advanced (MA)



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## ISB MIDDLE SCHOOL HABITS and ATTITUDES for LEARNING (HAL)

Our ISB Middle School HAL are behaviors and dispositions that support students' progress towards achieving our Mission. Students who approach their learning with these habits and attitudes develop a growth mindset and become independent, life-long learners.

Through outstanding teaching in a nurturing environment, ISB inspires students to:	A student who is:	Demonstrates these Habits and Attitudes:
Achieve their Academic and Personal Potential	A Responsible Learner	<ul style="list-style-type: none"> <li>Prepares for class and meets class expectations</li> <li>Demonstrates persistence</li> <li>Meets deadlines</li> <li>Works and thinks independently</li> </ul>
Be Passionate, Reflective Learners	An Engaged Learner	<ul style="list-style-type: none"> <li>Demonstrates enthusiasm for learning</li> <li>Participates appropriately</li> <li>Makes meaning and connections to the learning</li> <li>Takes responsible risks</li> </ul>
Become Caring, Global Citizens	A Collaborative Learner	<ul style="list-style-type: none"> <li>Respects others and the learning environment</li> <li>Values the contributions of others</li> <li>Gives and receives constructive feedback positively</li> <li>Demonstrates honesty, kindness, and empathy</li> </ul>

Students are assessed on whether they meet grade level expectations in these Habits and Attitudes for Learning, using the following descriptors:

Rarely Occasionally Frequently Consistently



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## BEYOND THE CLASSROOM

### SECTION 8 - LEARNING OPPORTUNITIES

The ISB Middle School experience includes more than academics. Middle School is a time when you learn about, and sometimes discover, your talents, interests, and potential both in and out of the classroom. The school wants to help you explore the non-academic areas in which you thrive.

Respect  
Courage

Care  
Commitment

Integrity  
Balance

Responsibility  
Gratitude

Get involved! You will find school more enjoyable when you make the most of the extra-curricular activities. Being involved in school activities helps you to gain new friends, explore your own interests, discover new abilities, and simply have fun. You can learn more about our service, sports, and activities programs online, in the student bulletin, or in the MS Athletics Office.

### Field Trips

Any time students leave campus, you will be asked to submit a parent-signed permission slip granting permission for you to join your classmates in a new learning opportunity. Depending on costs, you may also be asked to pay for a portion of the trip. Field trips are extensions of ISB classrooms; regardless of venue, we expect each Middle School student to be an ambassador for ISB. You represent our values and our student body; you are held to the same standards of character and behavior both on and off campus. You are expected to be in dress code for ISB field or class trips unless otherwise stated in directions provided for the trip.

### Outdoor Education Trips

Every Middle School student will be required to take Outdoor Education as a part of their curricular program at ISB. Outdoor Education Trips are 3 Day / 2 Night excursions away from school with your advisory class and led by ISB's own dedicated Outdoor Education team, the Wild Panthers. These excursions take place at the ISB-owned Environmental Wilderness Campus situated 2.5 hours from ISB in the Nong Ya Plong area, Petchaburi Province. As you prepare for your adventure, you will receive information from the Wild Panthers team through PE classes and your Advisory program. This will ensure you are well prepared and organized for the adventures that lay ahead. Parents will also receive emails from the Wild Panthers in the lead up to each program.

### Athletics

When you participate in an athletic program you are developing skills, enjoying a physical outlet, and learning to work with others in a challenging environment. Because we are all different people with different levels of athletic skill and interest, the school offers various levels of after-school sports.

- *BMAC: Bangkok Metropolitan Athletic Conference* allows ISB school teams to compete with other international schools. BMAC is the most competitive level and students try-out to make the teams. In Middle School you may play for U14 and U12 teams depending on your age. Grade 8 students can also participate in the HS sports program (JV and Varsity). For more information on BMAC go to <http://inside.isb.ac.th/athletics>
- *Community Activities:* You are also encouraged to be involved with the many community activities that are run within the ISB community. All information on these activities can be found at the Community Activities Office (CAO and <http://inside.isb.ac.th/cao>
- *Intramurals and Sports Leagues:* These run at various times throughout the school year. Intramurals focus on maximum participation and are open to everyone. There are no try-outs.

### Clubs/Activities

The ISB Middle School offers many clubs and activities both during the day and after school. Each semester a new guide to the club offerings is published. We provide students with the opportunity to create positive change in our world through Service Learning Clubs. Pay attention to the Good Morning Middle School for information on club meeting times and offerings. Also see the school website for information about afterschool activity opportunities.

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Courage*

*Care  
Commitment*

*Integrity  
Balance*

*Responsibility  
Gratitude*

## Service Learning and Fund Raising

Sometimes students want to raise funds to support organizations in need. Generally service learning is more effective when it goes through the five stages of investigation, preparation, action, reflection, and demonstration. If after going through the process, your team believes that fund-raising is the most effective manner to reach your goals, we would like to support you with that. Please contact Ms. Marwaha before starting fund-raising activities.

## Performances and Assemblies

You will regularly be invited to attend school assemblies, performances, shows and other special events in our world class facilities. Usually your advisory teacher will escort you to the specific section reserved for you. Follow these guidelines so we may all enjoy the events:

- Check the time of a given performance and arrive on time.
- Do not bring food, drinks, backpacks, phones, books or other unneeded items into the venue.
- Enter the theater quietly and find a seat quickly and calmly. Never climb over seats.
- Listen quietly and respectfully during the performances.
- Listen to the tone of a given performance and respond accordingly. Sometimes it is appropriate to cheer loudly; sometimes quiet applause may be more appropriate.
- Show respect for the performers and fellow audience members of a given performance. It takes courage to stand in front of peers and perform. Please support your fellow students in taking this brave risk.

## A SAFE AND CARING ENVIRONMENT

In order to ensure that the Middle School is a positive and supportive environment for you to learn and enjoy your school, all members of the community need to consistently exhibit our ISB Values of Respect, Care, Integrity, Responsibility, Courage, Commitment, Balance, and Gratitude. Sometimes students make decisions that do not align with our values and/or detract from learning. When this happens the student will undergo a process that will provide the student with an opportunity:

- To accept responsibility for their actions.
- To share honestly and openly about what has occurred.
- To reflect on their actions in order to learn from the situation.
- To make amends to those affected by their actions.
- To return to the community as a positive contributing member.
- To clarify personal and school values.

Depending upon the behavior and harm, there may also be further consequences to ensure that the student has a clear understanding of the responsibilities associated with being a member of the ISB community.

## SECTION 9 - TYPES OF CONFLICT WITH OUR ISB VALUES

We do our best to maintain a positive community. Sometimes people make poor choices or mistakes. When students engage in behavior that is in conflict with the ISB Values the following Categories guide the Principal and Deans in their work with students. Consequences will be

<i>Respect</i> <i>Courage</i>	<i>Care</i> <i>Commitment</i>	<i>Integrity</i> <i>Balance</i>	<i>Responsibility</i> <i>Gratitude</i>
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aligned with the Categories and the unique circumstances of each case.

### Category One

This category represents the vast majority of disciplinary incidents. These are the day-to-day reminders or warnings to students to be safe or to act properly. Examples of incidents in this category include, but are not limited to:

- dress code violations
- arriving unexcused late to class
- running or shouting in the hall
- unsafe play
- behavior disruptive to a positive learning environment.

In most of these cases, the learning or reinforcement of good behavior takes place on the spot and students are asked to make verbal plans to avoid repeating the behavior. Repeated Category One behaviors may lead to more serious consequences.

### Category Two

This category covers incidents of more significant concern. Examples of incidents in this category include, but are not limited to:

- repeated or excessive tardiness
- rude behavior
- use of profanity
- cutting class
- actions that may endanger self or others, and disruptive behavior.

These are referred to the Dean of Students; parents may be contacted and counselors are informed. Teachers are involved if their awareness of the incident will support the student.

Category two offenses may result in **detention or suspension** (see below), at the discretion of the Dean of Students and Principal, based on the seriousness of the offense and the past record of behavior of the student. Parents are notified and the student will be asked to complete an MS Student Reflection and partake in restorative practices relating to the incident.

### Category Three

This category represents the most serious discipline cases in the school, those which threaten the community's well-being and/or put people at risk. Examples of incidents in this category include, but are not limited to:

- acts of intimidation or bullying
- harassment
- fighting or physical aggression
- drug and/or alcohol use
- Stealing
- Repeated academic dishonesty

Following a thorough investigation, students engaging in Category 3 behaviors receive consequences reflective of the seriousness of the offense. The school counselor is involved in a counseling role and outside counseling may be recommended. In order to best support the student, their teachers may be notified. These cases are referred to the Dean of Students, parents are contacted, and communication with parents is required. Given repeated offenses or in an extreme case threatening the physical safety of self or others, a student may lose the right to continue to be a member of the school community and be **suspended or expelled**.

## SECTION 10 - RESPONSE TO CONFLICTS WITH OUR ISB VALUES

When a student's actions are in conflict with ISB values the consequences could include but would not be limited to, a verbal or written plan, parent phone calls, parent conference, loss of privileges (e.g. field trips, after school activities), loss of free time (detentions), temporary removal from a class, service to the community, in-school suspension, out-of-school suspension, permanent removal from a class, and expulsion (permanent removal from school). Disciplinary decisions are based on balancing the welfare of the student and that of the broader school community. Please see below for a description of different measures of consequences.

### MS Student Reflection

Students involved in a discipline incident may be asked to complete an MS Student Reflection form. The format of the reflection provides the opportunity for students to describe what happened, reflect on the results of their actions, clarify personal and school values and design a strategy to avoid repeating such behavior. This is an important part in the process of values guidance, learning and support. In addition it offers parents and the adults at school a common foundation in guiding students. For some serious situations or repeat offenses, a student may need to conference with the adults, including parents, administrators, counselors and/or teachers to discuss their actions and their plan to improve.

### Detention

For some infractions students may lose some or all of their free time at school. This typically is a lunch and/or break detention. Students can bring their lunch to the office, but will be separated from their normal lunch or break activities. This consequence is often used when behaviors take time away from learning. Students give up their free time as a result.

### Suspension

Being a member of our community requires that students adhere to the school's Values. A student may be suspended from school and prevented from participating in the community should he or she exhibit behavior that:

- Poses an immediate or continuing threat to the safety of others.
- Clearly demonstrates a conscious failure to live within and abide by ISB values.
- Deliberately, significantly and consistently disrupts and impedes the learning of others.

The length of a suspension is relative to the severity of the incident, past record of behavior, and the unique circumstances involved. The Principal can approve up to a five-day suspension. The Head of School must approve suspensions longer than five days.

Suspensions remove a student from the learning community to provide time for reflection on ISB values and their commitment to abide by them. A student on:

- In-school suspension, remains in the MS Office for the duration of the suspension.
- Out-of-school suspension is picked up by their parents and would not be allowed on campus for the duration of the suspension.

During both in- and out-of-school suspension,

- Students would not be allowed to participate in any school-sponsored after-school activities.
- Students may complete and turn in any work they miss as a result of their time away from classes.

## Expulsion

A case may arise in which a threat to safety, consistent record of misbehavior, lack of academic progress or effort, or the breach in conduct is so significant that a student will be required to leave ISB and not return. Depending on circumstances, a student may have a pre-expulsion hearing with the Principal, Dean of Students, parents and Head of School. Expulsions are ultimately decided upon by the Head of School, based on the recommendation of the Principal.

## SECTION 11- EXAMPLES OF CONFLICT WITH OUR ISB VALUES

### Behavior Off Campus

Our support, guidance and concern for students developing into responsible citizens do not stop at the school gates. Students engaged in unlawful activity, acts of intimidation, digital bullying or physical violence, might be held responsible under school disciplinary guidelines. This is true especially when other ISB students are involved, and the action off campus affects the climate or learning of students on campus. ISB also accepts responsibility as a member of the community to keep students safe. If we are aware of inappropriate or dangerous student behaviors off campus, we will reach out and communicate with parents.

### Harassment

The Middle School is committed to creating a harassment-free learning environment: a safe, non-threatening environment in which students can learn and teachers can teach. Each of us is responsible for helping to create this positive educational environment, which is free of harassment or intimidation based on any criteria including, but not restricted to, age, race, religion, disability, creed, color, ethnic origin or ancestry, gender or sexual orientation. Harassment of any employee or student by any other employee or student or by anyone with whom a student or employee may interact, damages the school atmosphere.

Acts of harassment should be reported to an adult, including teachers, counselors, or school administrators. Once informed, the adult refers the student to the appropriate person who will take action. Acts of harassment by adults are referred to the MS Dean of Students. Cases of reported harassment are investigated seriously and consequences, when deemed appropriate, reflect this seriousness.

As people interact it can be difficult to distinguish between playful or misguided interaction and harassment.

Harassment includes:

- Physical contact - hitting, punching, kicking, or invading another's personal space.
- Verbal harassment – aggressive language, teasing and taunting, making denigrating comments (racial, sexual, religious, or personal), swearing, spreading rumors, or bullying (a conscious effort to repeatedly hurt, threaten, or frighten someone).
- Body language – non-verbal gesturing, eye rolling, mean looks, silent treatment, noises intending to harass or annoy
- Emotional exclusion - using relationships as a weapon, tormenting, hiding belongings, threatening gestures, building coalitions that deny an individual from healthy relationships with others.
- Sexual - jokes, unwanted contact, leering, gestures, or drawings.

- Cyber-Bullying – sending via any form of electronic device, whether at school or from outside of ISB, messages or images that are: aggressive, hurtful, intolerant, teasing, denigrating (racial, sexual, religious, or personal, etc), rumors, damaging, or threatening. ISB becomes involved when a student's online activities impact at-school life and community. In other words, if the actions of the ISB community outside of school have an effect on community members feeling unsafe or uncomfortable at school, then ISB administration will take action.

If someone continues to harass you, we ask you to be strong and tell someone (a teacher, your advisor, a counselor, an administrator) who is obliged to stop it. If you are aware of someone else being harassed, be a good friend and let an adult know so that it can be stopped.

### **Abusive Language**

The use of profane or abusive language is in conflict with ISB Values and should not be used.

### **Public Displays Of Affection**

These types of behaviors are not appropriate at the school. They can make others feel excluded or uncomfortable.

### **Weapons at School**

School is not a place for weapons or dangerous articles. Having these items at school escalates the possibility of harming self or others whether purposeful or accidental. Sharp items like knives, box cutters, scalpels, etc. are not permitted anywhere other than appropriate classroom environments where they may be used and under the supervision of teachers. Guns (including toy replicas) are not permitted on campus at any time.

### **Skiping Class**

A missed class results in a visit to see the Dean of Students to explain. If the absence is found to be skipping, parents will be contacted and a detention will be assigned. Further incidents of skipping may result in multiple detentions, suspension or other consequences.

### **Vandalism**

It is important that we consistently demonstrate respect for school and personal property. Any student who marks, defaces, breaks or destroys school property will be responsible for cleaning, repairing or replacing the damaged item, and may be subjected to additional consequences.

### **Theft**

Any person stealing demonstrates a lack of respect for peers and themselves. Any student engaged in theft will be suspended, and subject to other appropriate consequences. The most effective way to ensure that we as a community are safe from theft is to take individual responsibility for our belongings. Therefore we offer each student a hallway locker and a P.E. locker. Students should not leave any belongings unattended. To minimize the risk of loss, please:

- Mark all belongings, including your bag/backpack
- Only bring small amounts of money and needed valuables to school
- Leave your bag/backpack, valuables, including your phone in your locker
- Report all losses to the office



## Academic Honesty

Learning to work on your own and with others are both important lifelong goals. In general, school assignments will be directed to either develop your independent working skills or your ability to work collaboratively with others. Teachers design assignments, projects and learning opportunities so that you have a rich experience. If you cheat you rob yourself of the chance to learn. To use outside help or materials not allowed in an independent assignment is cheating. If you are unclear about whether an assignment is independent or collaborative, ask your teacher.

As an example, it would be cheating if you:

- Turn in someone else's work as your own
- Turn in work that was completed by another person
- Copy someone's work
- Allow someone to copy your work
- Get information from notes or another student during a test or quiz
- Give information to another student during a test or quiz
- Obtain information from another student about a test they have already taken
- Give information about a test or quiz you have already taken to a peer
- Copy published material without giving credit to the source
- Do not follow specific guidelines concerning cheating given to you by your teacher
- Submitting AI generated work as your own

Because cheating is considered a serious offense, (category 3) parents will always be contacted if a student chooses to cheat. If it is the first time the teacher will contact the parents. For multiple offenses the student will be sent to the office. In addition:

- The teacher will always inform the Dean of Academics and a record is kept of the cheating behavior.
- The Dean of Academics will partake in a learning conversation with the student.
- Students will not earn any credit for assignments completed by cheating.
- Students may be given the opportunity to be re-assessed on the work.
- If the student has a second incidence of academic dishonesty, the Dean of Students will be involved and the appropriate consequences will be put into place.

## Substance Abuse Policy

Smoking, alcohol use, and any other form of substance abuse is not allowed at ISB. The possession of any illegal substance is forbidden on any part of the school grounds or in the immediate vicinity of the school. ISB is a non-smoking campus. This includes roadways and open areas surrounding the ISB campus. As a Middle School student you may be subjected to ad-hoc hair testing for drugs. Random drug hair testing of grade 8 students occurs regularly.

## Self-Reporting of Substance Abuse

If a student self-reports prior to a drug test, the student will be required to complete a minimum of six counseling sessions within a period of six weeks with an ISB approved counselor and to continue the counseling if recommended. The external counselor will share with ISB a summary of their findings. The parents will pay the cost of the counseling. If these actions are completed, no additional disciplinary action will be taken.

### Positive Result from Drug Testing

If a student “self-reports” after the initiation of a drug test, and/or the results of a student's drug test come back positive, the same consequences as from Self-Reporting of Substance Abuse apply. If the student does not self-report and has a positive result, the student will be suspended.

### Repeated Positive Test:

Two positive test results, sufficiently spaced in time that they cannot both arise from a single dosage will result in student expulsion. A refusal to take a drug test will be considered as a positive test result.

### Security and Emergency Procedures

Security is a prime concern to ISB. We have emergency procedures in place in the event that we have to move staff and students out of the building and/or off of the school grounds, or “Lock Down” the facility in the event of an intruder. Following is a brief outline of the school emergency procedures. A detailed review of emergency procedures will take place in Advisory and practice exercises will occur periodically.

## SECTION 12 - EMERGENCY PROCEDURES

### Emergency/Fire Drill Procedures

The signal for an emergency/fire drill will be a long continuous ring. Students line up quietly and immediately leave the classroom, remaining in single file. Students should quietly follow the directions on the Emergency Exit maps. Teachers should be the last to leave their classes and should turn off all electricity and close doors on their way out. In silence, so that directions may be given, students and teachers should then proceed directly to the Stadium Field. Do not stop at your lockers. Students and faculty will group by Advisories on the field. Students will report directly to their Advisory teachers for attendance. Attendance will be taken by the Advisory teacher and reported immediately to the attendance secretary. Students and staff will remain in the Advisory groupings for further instructions.

In the event of an extended evacuation, Advisory groupings will move to Rajendra Gym. The Middle School proceeds from the Stadium Field to Field B, and enters Rajendra Gym through the far door facing Field B.

### “Lock Down” Procedures

In the event of an intrusion into the school by a person wanting to harm members of the ISB school community, the school will move into a “Lock Down” Procedure - indicated by a PA warning announcement. The Normal Operation Signal will be when the bells stop ringing and the Head of School comes on to the intercom and signals the end of the drill.

General rules to be followed:

- Close blinds – blinds should be closed as soon as the signal is heard
- Lights in the room should be turned out immediately.
- Teachers should quickly check the hallway outside their rooms and bring in any students who may be in the vicinity.
- Teachers should then lock all of the doors to their assigned area from inside.

- Students should then move out of sightlines from any of the uncovered windows in the room.
- Remain very quiet until the signal to return to normal operation is given.

## Emergency School Closure

In the event of an Emergency Closure of the Middle School, we will respond in the following manner:

- The closure of the school will be confirmed by the Head of School and a message will be posted to that effect on the ISB school website and on the Middle School division website. In addition an SMS message will be sent to the hand phones of all community members.
- The school staff will be informed of the school closure through the use of our SMS service.
- Staff members will immediately initiate contact with all of their students through their PowerSchool Learning account. At this time, students will be:
  - Alerted to monitor the school websites for ongoing updates;
  - Informed by their teacher of how their course will continue through the use of the PowerSchool Learning account;
  - Given directions and/or assignments.

## APPENDIX

### ISB Harassment Policy and Procedures - updated September 2019

ISB is committed to providing a safe and nurturing environment in which our students can grow and develop to their full potential and are protected from harm. At ISB, we welcome people of all races, ethnicities and nationalities, people with diverse abilities, people who are LGBT, people with different family structures, people who are English Language Learners, people of all religions, people from different socio-economic backgrounds, and people of all body types.

Harassment is prohibited in our school. Each of us is responsible for helping to create a positive educational environment. A positive educational environment is free of harassment or intimidation based on any criteria including, but not restricted to, age, race, religion, disability, creed, color, ethnic origin or ancestry, and actual or perceived sexual orientation, gender identity, or gender expression. Harassment of any employee or student by any other employee or student or by anyone with whom a student or employee may interact in order to fulfill job or school responsibilities is a violation of ISB policy. The school will publish procedures related to harassment in student and staff handbooks.

Students are to report acts of sexual or other harassment to their teachers, counselors, school administrators, or other adults in the school. Once informed, the adult will refer the student to the appropriate school authority who will take action in accordance with school policy and/or the school division's code of conduct and corrective action procedures as stated in the student handbook. Acts of sexual or other harassment by adults should be referred to the Division Principal. Students and their parents may choose to file a formal grievance.

Depending on the type of harassment and whether or not the harassment is a repeat offense, disciplinary action up to and including expulsion will be taken.

## Privacy and Use of Media

<i>Respect Courage</i>	<i>Care Commitment</i>	<i>Integrity Balance</i>	<i>Responsibility Gratitude</i>
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ISB employees and associates may take or use photographs or other media that include student images, exemplars of student work and/or images of students taking part in a school event or activity. These photographs/media are used to provide ISB families with information about their child(ren)'s education and/or to provide information to other parties about ISB. The images may be published on ISB approved platforms. Parents with concerns or questions should arrange to meet with the relevant divisional principal.

## Home Learning Policy

### Philosophy

At ISB we encourage a balanced lifestyle that reflects rigorous learning through classes and opportunities that reflect physical activity, creativity, personal "passions", family time, and sufficient time for sleep. With this in mind the goal of home learning is that it complements class work in a meaningful way that enables students to develop creativity and/or achieve personal excellence.

### What is the purpose of home learning?

- Practice - authentic application of procedural skills to gain fluency, mastery, automaticity and promote feelings of self-competency
- Review - to go over factual knowledge needed to master a concept/skill
- Enrichment and Extension - of classroom curriculum; make connections to concepts, create transfer in learning, and to reflect. This kind of home learning is offered to students for enrichment and extension opportunities but is not a requirement.

### Home Learning is:

- Differentiated - tasks can be differentiated by length, difficulty, or based on the needs of a student's individual learning profile.
- Relevant - personally relevant to promote ownership by providing students opportunities to practice and explore based on their needs and interests.
- Acknowledged and Discussed - when homework is given, learning outcomes are reviewed to check for understanding, and to explore new ideas and questions.

The time guidelines listed above include home learning from all subjects, including daily independent reading expectations. Music practice (instrumental and/or choral) is not included in this guideline.

Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course load. If a child is spending an excessive amount of time working at home, the parent should contact his/her child's teachers. A student's total daily work at home should not exceed the guidelines.

### Multiple Assessments on the same school day

Throughout the year, all classes will administer assessments. Occasionally, these may overlap, particularly as grading periods end or when units of similar length conclude. It's important for students to develop the skill of preparing for multiple assessments scheduled close together. Time

<i>Respect Courage</i>	<i>Care Commitment</i>	<i>Integrity Balance</i>	<i>Responsibility Gratitude</i>
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management, staying on top of assignments, and balancing work across different classes are all valuable skills for the future. However, we understand that students may not perform their best if there are too many assessments on the same day.

If a student has three or more assessments on the same day, they may request an investigation by ISB to explore a solution that reduces the number of assessments scheduled for that day. The student's first point of contact is their Advisor. Please inform your Advisor as soon as you realize you have three assessments on the same day. In some cases, an assessment may be rescheduled. In others, it may be determined that a particular assessment is not as significant as it seems, and no changes will be made. Each situation is carefully considered by teachers and administrators to decide whether to keep the assessments as scheduled or adjust one or more to allow the student to demonstrate their best learning.

### Home Learning on Weekends and Holidays, and MS Assessment-Free Days

We value that weekends and holidays are for family time and/or non-academic pursuits. With this in mind, teachers will not assign additional home learning over a weekend or holiday. Fridays, or last day of school before a holiday, are a school day and thus, home learning could be assigned but should not exceed the time requirement expected for one week night's work. No home learning will be assigned at all during the October Break, Winter Holidays, Songkran Holidays.

No assignments will be due or assessments scheduled on the first days back to school after the major holidays outlined above.

### Student and Parent Responsibilities

My responsibilities as an ISB student are to:

- Communicate with my teachers when I am struggling with my work, be it at school or work completed at home.
- Know what home learning has been assigned for each of my classes, to record the assignments that are due, and to independently complete my home learning by the specific due dates.
- Seek clarification from my teacher(s) before the due date, if I do not understand an assignment.
- Develop practices and routines to ensure my home learning gets done on time
- Communicate with my teachers if I know I will be absent, about what work I can do while away from school. If I have an unscheduled absence when I return to school I will touch base with my teachers to find out what work I have missed and when it will be due.

### Diversity, Equity, Inclusion, and Belonging Policy (Board Policy 5.1170)

ISB strives to be a safe, inclusive, and equitable environment to ensure belonging for all students. The board directs the Head of School to maintain and implement policies, procedures, and practices that create opportunities to meet the learning needs of our diverse students, as well as remove barriers to opportunity in support of belonging.

The Head of School will establish accountability metrics annually and provide a minimum annual update on the implementation of this policy. The school environment should encourage and engage students, faculty, staff, and community members to seek, honor, and respect diverse voices, practice inquiry and empathy, and act with purpose and integrity.

For the purpose of this policy, the Board adopts the following definitions for DEIB:

- **Diversity** - The full range of human differences within overarching similarities.
- **Equity** - Practices that ensure everyone has access to the resources that will help them thrive.
- **Inclusion** - Individual and institutional behaviors that show people they are accepted, respected, and valued.
- **Belonging** - The emotional and experiential outcome of inclusion and equity.

#### MS Advisory Teams 2025-2026

GRADE 6 Wes Przybylski - Team Leader Lindsey M - Brenda - Counselor Cindy - MS LT	GRADE 7 Rick Fischl - Team Leader Lindsey M - Counselor Dennis - MS LT	GRADE 8 Natalie Robinson - Team Leader Brenda P - Counselor Amarit - MS LT
<b>Elaine Johnson: House Leader</b> <b>Karena Rojas: House Leader</b> Joe Barnes Mae Baron-Toaldo & Kentaro Udagawa~ <b>Candace Bennett (Math)</b> Charlie Durbin~ Kara Ekstran <b>Paul Fitzgerald (Math)</b> Kelly Garner Melinda Kehe Cyril Plantecoste*~ Pam Werner Emily Stewart~ & <b>Hannah Northcott~ (Drama 6)</b>	<b>Marcus Ciambrello: House Leader</b> Dan Allbery Emily Besley Mike Bycraft~ Jean Chu <b>Jen Delane (PE)</b> Lissa Galbraith* Khun Paak Jongmeesuk Kerry Dyke <b>Ben Lilley (EAL)</b> Josh Marks Lindsey Serrano*	Stephanie Belbin~ & <b>Kylie Harter (VArt)</b> Stephanie Carrera & Jen DuBois Charlie Chaturapomkul* Jake Ferguson* Mike Fisher Khun Tommy Kaewngnam Adam Kirk* Kevin Kuehn* Trista Meisner* Maile Montero-Nahoum Ana Nevada <b>Brent Poing~ &amp; Mira Minkova Boyadzhieva~ (Choir)</b> Louise Saddington~ Brittany Smith
*Subject Team Leader      Blue - New to MS      ~ Shared with HS		
MS Office	Non Advisors or Part-time	Shared HS/MS and assigned to HS
Dennis Harter - Principal Amarit Marwaha - Dean of Students Cindy Plantecoste - Dean of Academics Lindsey Moore - Counselor - G6 & G7 Brenda Perkins - Counselor - G6 & G8 Ryan Ruhi~ - Psychologist Khun Aor - Attendance Secretary Khun Kaew - Substitute Coordinator Khun Namwan - Counseling Secretary Khun Nan - Administrative Secretary Khun Afindra - PowerSchool Coordinator	Elliott Bowyer - EWC Helen Edwards - LSA Kitty Pongsai - Thai P/T Ben Pool - LSA Marianne Poulson~ - Speech & Language Oren Rubin - Annual Sub <b>Khun May Yaemngam</b> - Wild Panthers Casey Westergaard - Wild Panthers <b>Seema Goghar - Math P/T</b>	Mi-Ok Choi~ - Korean A MJ Gavan~ - LCE <b>Emily Simbaña - LCE</b> Augusta Harrison-Denby*~ - Drama Xue Li~ - Mandarin A Kelley McKenna~ - MS Athletics Director Naoko McQueen~ - Japanese A <b>Luke Milewski~ - Social Studies</b> Jacob Orlwein*~ - DTE Stan Stanley - Trip planning/Clubs

Instructional Assistants		
K. Awi - IA K. Daisy - LCE IA K. Don - LCE IA Ms. Kami - LCE IA K. Mink - IA K. Sarah - Science K. Tarn - IA	K. May - Perf Arts IA K. Mew - Visual Arts IA K. Miho - LCE IA K. MJ - Visual Arts IA K. Non - Performing Arts IA K. Nop - Visual Arts IA	K. Beau - EWC IA K. Beer - EWC IA K. Chate - EWC IA K. Whee - PE IA

Respect  
Courage

Care  
Commitment

Integrity  
Balance

Responsibility  
Gratitude