



## **International School Bangkok Middle School Admin Directory**

### **Middle School Administration & Counselors**

Principal	Mr. Jim Souza (james@isb.ac.th)	02-583-5425
Admin Secretary	Khun Dalad Karnasut (daladk@isb.ac.th)	02-583-5425
Vice Principal	Mr. Moe Baron-Toaldo (maurilib@isb.ac.th)	02-583-5426
Admin Secretary	Khun Roong Nongnut (roongtin@isb.ac.th)	02-583-5426
Activities/Athletics Director	Mr. Peter Straub (emile@isb.ac.th)	02-583-5425
Psychologist	Ms. Cindy Warner-Dobrowski (cindyw@isb.ac.th)	02-963-5800
Counselor G6	Ms. Daneah Galloway (daneahg@isb.ac.th)	02-583-5427
Secretary	Khun Fon Seemasongkroh (supanniya@isb.ac.th)	02-583-5427
Counselor G7	Ms. Nancy Seibel (nancys@isb.ac.th)	02-583-5427
Secretary	Khun Fon Seemasongkroh (supanniya@isb.ac.th)	
Counselor(s) G8	Ms. Daneah Galloway & Ms. Nancy Seibel	02-583-5427
PowerSchool	Khun Phen Sirisawat (duanphes@isb.ac.th)	02-583-5425, 02-583-5426

# Middle School Daily Rotation Schedule 2009 - 2010

Day Time	1	2	3	4	5	6	7	8	Synergy Tuesday	Early Release Tuesday
7:20 - 8:15	1	7	5	4	2	5	4	8	7:20 - 8:10	7:20 - 8:00
8:20 - 9:15	2	8	6	3	1	6	3	7	8:15 - 9:05	8:05 - 8:45
9:15-9:25	Break	Break	Break	Break	Break	Break	Break	Break	9:05 - 9:15	8:45 - 8:55
9:30 - 10:25	3	1	7	5	5	8	2	4	Synergy 9:20 - 9:50	Synergy 9:00 - 9:30
10:30 - 11:25	4	2	8	6	6	7	1	3	9:55 - 10:45	9:35 - 10:15
11:25 - 12:05	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch	10:50 - 11:40	10:20 - 11:00
12:10 - 1:05	5	3	1	7	3	1	8	6	11:40 - 12:15	11:00 - 11:30
1:10 - 2:05	6	4	2	8	4	2	7	5	12:20 - 1:10	11:35 - 12:15
									1:15 - 2:05	12:20 - 1:00

## Table of Contents

<i>Welcome and Mission Statement</i> .....	1
<i>Synergy Program, Academic Expectations, and Homework Policy</i> .....	2
<i>Grading, Reporting Progress, and Report Cards</i> .....	4
<i>Student Recognition, Academic Distinctions, and Academic Probation</i> .....	5
<i>Student Rights</i> .....	7
<i>Student Expectations and Responsibilities</i> .....	7
<i>Attendance, Tardies, Absences, Make-Up Work, and Late Assignments</i> .....	7
<i>Behavior and After School Guidelines</i> .....	9
<i>Bicycles, Motorized Vehicles, and Bus Regulations</i> .....	9
<i>Emergencies</i> .....	10
<i>Field and Class Trips</i> .....	10
<i>Food and Beverages</i> .....	11
<i>Guardianship, Guests, and Visitors</i> .....	11
<i>ID Card</i> .....	11
<i>Leaving Campus</i> .....	12
<i>Locks and Lockers</i> .....	12
<i>Lost and Found/Theft</i> .....	12
<i>Social Guidelines and Substance Abuse</i> .....	13
<i>ISB Substance Abuse Policy</i> .....	13
<i>Technology Acceptable Use Policy</i> .....	14
<i>Textbook Loan</i> .....	16
<i>Theater Guidelines</i> .....	17
<i>Dress Code</i> .....	17
<i>Discipline Code</i> .....	20
<i>Academic Dishonesty</i> .....	21
<i>Anti-Harassment Code</i> .....	22
<i>Inappropriate Items</i> .....	23
<i>Disciplinary Consequences</i> .....	23
<i>MS Activities/Athletics Office (SOAR Center)</i> .....	27
<i>Student Activities and Athletics</i> .....	27
<i>Social Events and Student Council</i> .....	28
<i>Student Services</i> .....	29
<i>Bookstore</i> .....	29
<i>Guidance and Counseling Office</i> .....	29
<i>Health Center</i> .....	30
<i>Main Library</i> .....	30

# **ISB Middle School**

## **Mission Statement**

*ISB Middle School is committed to  
challenging each student academically,  
fostering a love of learning,  
and enhancing a feeling of self-worth*

Welcome to the I.S.B. Middle School! We are happy that you and your parents are a part of our Middle School “family.” Being “family” members means you can expect certain things from us, and we, in turn, will expect certain things from you. If you have questions about any information contained here, please do not hesitate to ask us. This promises to be another exciting year for the Middle School. As sixth, seventh, or eighth graders, you will have many cooperative and individual opportunities to grow and learn. Working together, **RESPECTING** each other, we will make it a year to remember!

*James Souza*  
*MS Principal*

*Daneah Galloway*  
*MS Counselor*

*Nancy Seibel*  
*MS Counselor*

*Mauritio Baron-Toaldo*  
*MS Vice-Principal*

**Trustworthiness, Respectful, Responsibility, Fairness, Caring, Citizenship**

# Synergy Program

**Synergy** is the name of our middle school advisory program. Through Synergy, you will meet in small groups for 30 minutes every Tuesday after the morning break to talk about things that are important to middle school students (like friends, family, homework, grades, after school activities) with a mentoring teacher using the “Six Pillars of Character” – Trustworthiness, Respect, Responsibility, Fairness, Caring, and Citizenship – as a framework to discuss around. Some schools call this kind of group a peer support group, because students get to know and support one another. We call it Synergy, which means, “The whole is greater than the sum of its parts”. Our middle school motto is, **“Together, we are the best that we can be”**.

## Academic Expectations and Homework Policy

The faculty of ISB Middle School believes learning to be a process in which each student discovers and constructs meaning from information and experience. The individual needs, background, and development level of each student serve as the starting point for all middle school learning activities. In the classroom, the teacher functions more in a guiding, supportive role than in the role of disseminator of information. Opportunities for student choice, self direction, and **RESPONSIBILITY** are provided. Students learn interpersonal skills and the importance of community; they are valued and accepted, and, in return, learn to value and accept others. Assessment is formative, and, along with appraisal by the teacher, includes self and peer evaluation. Positive feedback and encouragement are essential components of all Middle School assessment. Ongoing assessment of student work is not just the teacher’s **RESPONSIBILITY**. Each student will need to demonstrate their competencies with the identified **Learner Outcomes** on a variety of measurements, tests, rubrics, projects and cumulative assessments.

All students will be expected to do a certain amount of homework each night. The ISB Middle School has a rigorous and challenging program. Homework assignment completion is considered to be an integral part of this program. Whenever schedules allow though, conflicts caused by multiple tests or projects due on a set date will be reviewed by the teachers involved and modified as needed. Following is the ISB Middle School Homework Policy:

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## ISB Middle School Homework Policy

To enable our students to reach academic, recognizable potential, academic work (including homework) at ISB will take priority over other community activities. Homework has a significant impact on student learning and is a fundamental aspect of the daily routine of ISB students.

The homework policy is tailored for each grade level to help with transition from grade five to grade six, and to prepare the grade eight students for high school. Time per grade is outlined for humanities, mathematics, science and modern language. This time does not include instrument practice, outside tutoring or other activities. Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course loads. If a student is consistently working significantly beyond the time allotment, parents are encouraged to contact their child's teacher(s).

**Holidays:** Homework will not be assigned for Winter Break and Songkran. Extension work, remediation and homework are available upon the request of the parents. However, independent, non-assigned, leisure reading is strongly encouraged.

**Weekend / Long Weekend:** Friday is a school day; thus, homework could be assigned. Friday's homework will not exceed the time requirement expected for one weeknight's work.

**Grade 6:** Grade six students should be expected to spend approximately one hour on homework daily. This does not include practicing an instrument, tutoring, independent reading or other outside commitments. Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course loads.

**Grade 7:** Grade seven students should be expected to spend approximately one and a half hours on homework daily. This does not include practicing an instrument, tutoring, independent reading or other outside commitments. Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course loads.

**Grade 8:** Grade eight students should be expected to spend approximately two hours on homework daily. This does not include practicing an instrument, tutoring, independent reading or other outside commitments. Actual time required to complete assignments will vary with each student's study habits, academic skills, and selected course loads.

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## Grading, Reporting Progress, and Report Cards

Grades relate to the assessment of your progress on the **Learner Outcomes** in each subject area. The following scale shows how your performance, letter grade, and grade point average (GPA) are connected.

<b>Learner Outcome Proficiency</b>	<b>Letter Grade</b>	<b>GPA</b>	<b>%</b>
Advanced performance in most outcomes with proficiency in all others	A+	4.0	(97-100%)
	A	4.0	(94-96%)
	A-	3.7	(90-93%)
Proficient performance in a majority of all outcomes	B+	3.3	(87-89%)
	B	3.0	(84-86%)
	B-	2.7	(80-83%)
Proficient performance in some outcomes with basic or lower performance in the rest	C+	2.3	(77-79%)
	C	2.0	(74-76%)
	C-	1.7	(70-73%)
Basic or lower performance in the majority of all outcomes	D+	1.3	(67-69%)
	D	1.0	(64-66%)
	D-	0.7	(60-63%)
Insufficient progress toward outcomes	F	0.0	(0-59%)

**Incomplete Grades:** An “incomplete” (I) may be issued as a grade if you have a justified reason for not completing required course work. Any “incomplete” (I) becomes a permanent “F” if you fail to complete the necessary class work within two weeks after the grading period ends (unless special permission is received from the MS Administrators).

**Reporting Progress:** Teachers will use the web-based program PowerSchool to regularly post and share with you, your grades and comments about your progress made towards reaching the Learner Outcomes for each course. You and your parents may access your grades, teacher comments, and attendance record on-line through your individual PowerSchool accounts.

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**Report Cards:** The school year is divided into two grading periods (semesters). The first semester ends in December and the second semester ends in June. Grades for the first semester are based on student achievement from August through December. Grades for the second semester are based on student achievement from January through June. A Final Semester Report card is issued at the end of each semester and reflects Learner Outcome Proficiency for all student work completed during the semester. This semester grade is entered on the official transcript.

For all quarter-long courses (most elective and exploratory courses) final grades based upon the **Learner Outcomes**, will be available at the course conclusion and available to you via PowerSchool. Final grades will be included in the determination of the semester GPA.

During the October and March conferences, you will play a role in leading the discussion with your parents and your teachers about your progress on the **Learner Outcomes** in each subject area.

**NOTE:** *You will receive a report hold slip instead of your semester report card if you have outstanding debts, overdue books, or other incomplete or unfinished school matters. Clear these as soon as possible and pick up your report in the counseling center.*

## **Student Recognition, Academic Distinctions, and Academic Probation**

***Student Recognition:*** The ISB Middle School believes in celebrating the individual differences of students. Students are routinely recognized for a variety of accomplishments. Grade Level Houses and Synergy groups schedule recognition programs periodically and devise other criteria to recognize excellence in academics, service, and specific skills or talents.

***Academic Distinctions:*** Honor rolls are published at the end of each academic semester. Your grade point average or GPA determines honor roll placement. All final grades issued during the semester will be included in determining your GPA.

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**High Honor Roll:** Students with 3.8 or better GPA

**Honor Roll:** Students with a minimum 3.5 GPA

**Academic Probation:** Should you have problems achieving success in the Middle School, you will be put on academic probation. Academic probation is determined after one semester with any of the following conditions:

1. A semester average below C- (1.7 GPA)
2. Two F grades in any classes, or one F grade and two D grades (not to include D+ grades) in any classes.

**Procedure for probation:**

1. During each semester, parents of students who are not already on academic probation, but who are operating at or below the academic probation standard, will receive letters of “warning” from the Middle School Principal. These letters will state that their child will be placed on academic probation if performance remains at that level through the end of the semester.
2. Parents will be informed of the academic probation status by letter from the Middle School Principal not later than two weeks after the student is placed on academic probation, and the parents will be required to meet with the grade level counselor and Principal to discuss the conditions of academic probation.
3. The parents and the student will sign a contract with the Principal stating the expectations of the student, parent, and school for the duration of the academic probation.
4. The ISB Child Study Team will be informed of all students on academic probation and will monitor the progress of these students.
5. Students who continue to remain on academic probation during the semester following the one on which they were placed on academic probation, will receive a letter from the Middle School Principal stating that they may not be allowed to enroll at ISB for the following semester, or school year. This will require close and ongoing communication between the school and family. Withdrawal from the school is the ultimate consequence of academic failure, and all measures should be taken to avoid such a result.

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# Student Rights

As an ISB Middle School student you have the **right** to:

- be treated with **RESPECT**;
- be provided with an educational program and atmosphere conducive to successful academic achievement and personal growth;
- be given clear and timely information on all rules and regulations affecting you;
- express your views on educational policies and school regulations;
- consult with teachers, counselors, administrators and other school personnel;
- present concerns to school authorities and receive prompt replies;
- make decisions regarding your personal life and behavior in accordance with school rules.

## Student Expectations and Responsibilities

### *Attendance:*

Students are expected to be present in each class each day. Regular attendance is critical and greatly affects a student's scholastic success at ISB. Absence other than for **(1) illness, (2) emergency, (3) religious observance, or (4) official school-related activity is generally not excused.** Travel or home leave during the school year is not a valid excused absence. Parents will be contacted if a student is absent from school more than 3 days. In addition, the MS Office staff may contact parents at any time concerning an absence from school.

**In order to participate in after-school and evening extracurricular activities (sports, concerts, theater, etc.), you must attend class that same day.**

***Late Arrival to School:*** If your bus or other transportation is late in the morning, report to the MS Office to sign in. You will then be issued a pass to proceed to class.

***Tardies:*** You are considered tardy if you are not sitting down in your seat with your required materials ready to start class at the scheduled time. If you need to return to your locker for any "forgotten" materials, you are tardy.

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***Excused Tardies:*** A tardy will be recorded as “excused” if after:

- arriving tardy to school, you bring a written explanation, signed by a parent or guardian, and turn it in to the MS Office secretary. This may be done immediately or within the next few days.
- arriving tardy to class straight from another class or school activity, you bring a signed note from the teacher of that class/activity. It is your **RESPONSIBILITY** to get the note and turn it in to your teacher.

***Unexcused Tardies:*** You will receive disciplinary consequences for any unexcused tardies as outlined in the discipline section of this handbook.

***What To Do Before An Expected Absence:*** Your parents should contact the MS Office secretary as far in advance of an anticipated absence as possible so that your teachers may be informed.

***What To Do After You Have Been Absent:*** If you have been absent for all or any part of a school day, to excuse your absence, upon your return to school, bring a note to the MS Office secretary signed by your parent or guardian, or have your parent/guardian phone or email the MS Office secretary indicating the date(s) and/or time of the absence and the reason for the absence.

***Make-Up Work:*** The following will be expected from you regarding any work you missed while absent:

***Excused Absences:*** If you have an excused absence from class, you will be allowed to make up missed work according to the following guidelines:

- **It is your RESPONSIBILITY to contact teachers prior to an anticipated absence or on the first day back in school following an absence. Failing to do so may prohibit you from doing make-up work.**
- Returning after excused absences, you will be given sufficient time to complete missed assignments and tests. Make-up time is usually equal to the number of days absent in the case of illness.
- Keep the phone number of friends from each class handy to contact when you are absent. They can help you keep on top of your assignments. If you are absent from school for two days or more, the office can ask your teachers to write out your assignments. Your parents may call the office to arrange this service.

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- If you become ill during the school day, you will be sent home only if the MS Office secretary or ISB school nurse notifies your parent or emergency contact.

***Unexcused Absences:*** After an unexcused absence (missing a class or part of class without appropriate permission) you will be allowed to make up missed work, but no credit will be given. Your grade, therefore, for assigned work or tests from that day will likely be negatively affected.

***Late Assignments:*** Teachers, houses, and teams will inform you as to their individual policies on late assignments.

***Behavior:*** As an ISB student, you are expected to always behave in a **CARING, RESPECTFUL, and RESPONSIBLE** manner. In general, any **profanity, vulgarity, and obscene gestures** are unacceptable and not tolerated. Profanity involves using inappropriate language or directing vulgar language or obscene gestures toward another individual or group.

***Classroom:*** Each teacher establishes and enforces standards for students under his or her supervision, provided that the classroom rules are reasonable and consistent with the general welfare, philosophy, and purposes of the school. Any student or parent with questions concerning in-class rules should contact the appropriate teacher.

***After School Guidelines:*** Students are welcome on campus most days until 3:30pm. You are strongly encouraged to get involved in scheduled after school clubs, activities, and sports. You may also stay after school to meet with teachers, use the computer labs, or study in the library. You should not linger in the building after school or be anywhere in the high school or elementary school buildings without permission. If you have a need to be on campus past 3:30pm, the classroom buildings are off-limits; only the available athletic facilities, library, and cafeteria are open to you.

***Bicycles and Motorized Vehicles:*** Bicycles may be ridden to school and parked at the covered bicycle racks provided. **Students are advised to properly lock their bicycles.** Bicycles **should not** be ridden inside the classroom buildings and walkways, on the grass, or other areas on campus except for the service road.

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**Only students with a valid Thai driver’s license may drive any motorized vehicle. This means that no middle school student should be driving in the proximity, onto, or within the school campus, any motorized vehicle, including scooters. If a middle school student is riding on a motorcycle or scooter as a passenger, they must be wearing a helmet.**

***Bus Regulations:*** Students using ISB bus/van transportation on a daily basis, or students using these services on an occasional basis (such as during field trips) are expected to follow any rules posted in the bus/van, to maintain appropriate behavior at all times, and to follow any direction given by the bus monitor, driver, or teacher(s) present. Thinking of the safety of all passengers, any behavior or action which may cause distraction of the driver will not be tolerated.

***Emergency:*** In the event of a school emergency, ISB will contact all parents by SMS (text messaging your cell phone). The SMS will explain the emergency and advise you on school related matters. Please check your mobile phone each morning. In emergency situations information will also be available on the school website. Access the school website and follow the link under Parents and Alumni. You will need to know your ID number. Your ID number is the number on your ISB ID card.

***Field and Class Trips:*** As an ISB Middle School student, you will have opportunities to be involved in class and field trips both within Thailand and out of country. To participate in a school-sponsored field trip, you must complete and return a permission form. You are RESPONSIBLE for notifying your teachers of your upcoming absence. All students on trips must use the transportation provided by the school. You are expected to be in dress code for ISB field or class trips.

You are held RESPONSIBLE for your conduct while attending any field or class trip. During these times, you are still subject to all regulations of the school and will be governed accordingly.

If you have a record of disciplinary problems, you may be prohibited by the chaperones (with concurrence of the Middle School administration) from attending any trip.

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**Food and Beverages:** Food and beverages may be purchased in the ISB Cafeteria using your ID card (cash is not accepted). Money can be deposited onto your ID card via your online account, through the Bookstore, or via the Kiosk located in the cafeteria.

- Students may not order food or beverages from off-campus and have them delivered to the school without special permission from the MS Administration.
- Your trash in the cafeteria must be disposed of properly; failure to do so may result in disciplinary consequences.
- Gum chewing is not allowed in the classroom buildings, library and other designated areas.

**Guardianship:** If your parent(s) or guardian(s) are going to be away for more than two days, please advise the school in writing of the names and telephone number of the person RESPONSIBLE for you. In case of emergencies or school concerns, having this contact on file is critical.

**Guests / Visitors:** As an ISB student host, you are RESPONSIBLE for your guests while on campus and for seeing that they follow the same regulations that apply to ISB students. Guests wishing to visit you during the school day may do so if they attend all classes with you on that day but are limited to two days. Guests will not generally be permitted to visit just for the lunch break. A guest pass must be filled out and approved by the Principal or Vice-Principal. Guests may be allowed to attend dances or activities, but also need guest pass permission to do so. We welcome guests interested in your life at ISB. In this light, all visitors on business are required to check in with the security guard and then proceed to the appropriate school office. Visitors must be appropriately dressed and must adhere to ISB policies and regulations.

**ID Card:** Your ID card should be carried with you at all times when you are on campus. You need your card to check out books from the library, pay for food in the cafeteria (see Food and Beverage section), and to lock your locker in the PE Locker Room. You can also use your card to pay for items you buy in the Bookstore. In December, we will be getting new student lockers; you will need your card to lock/open your locker. If you lose your card or destroy your picture on the card, you will need to pay for a replacement card to be issued through the Library.

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**Leaving Campus:** In order for you to leave the school campus during the school day, you must have prior written permission either from your parents or guardians and the approval of the MS Office. Even with permission, you must check out with the Middle School Office before departing and be issued a gate pass. Should you need to leave the school grounds for emergency reasons, your parents or guardian will be contacted before your departure from school. A parent may personally request early dismissal by telephoning or by coming to the Middle School Office. Note that you are also not permitted to leave the school campus after arrival in the morning. The parking lot is considered part of the school campus.

**Locks and Lockers:** You will be assigned a lock and locker at the start of school for storage of your books, book bags, and valuables. You may customize the interior of your locker, but you are not permitted to write on lockers (inside or out) or place stickers or decorations on the outside of lockers without prior approval from the administration. Do not share the combination to your lock. You may, however, under special circumstances exchange the lock for a different one if you feel others know your combination. You will be charged for any lost/damaged lock. Do not leave your valuables unattended in your bookbags– use your locker!

**Lost and Found/Theft:** You should report lost or missing items immediately to the MS Office where you will be asked to complete a Missing Items Form. Any items found, should be turned in to the MS Office immediately. Students should clearly label their personal belongings with their name. Students are advised not to bring valuable items to school, which have no use in the classroom setting.

**Any found items** will be held in the MS Office for a period of 3 days and then will be sent to the Central Lost and Found (located on the ground floor of the Building and Grounds building right behind the tennis courts). Students should check these two locations for any lost items. Here are some suggestions which should help prevent loss/theft of your personal items while at school:

- Don't bring valuable items to school that are of no use in the school setting.
- Large items that can't be stored in your locker may be left in the MS Office.
- Don't leave your personal belongings unattended.
- Lock your P.E. and regular lockers. Ask for a new lock if you suspect others know your combination.
- Report loss or suspected theft to the MS Office immediately.

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- Check for any the lost items in the H.S., M.S. and P.E. offices. After 3 days check the Central Lost and Found location for found items.

***Social Guidelines:*** Although the school cannot set rules to govern a student's behavior in his or her home, the following suggestions provide for appropriate social standards.

- Parents are advised to be at home when students entertain. They are also advised to be available during a party and should be aware of its progress until it ends.
- Students are expected to understand and RESPECT the rights of other nationalities and especially the culture of the host country when appearing in public or representing ISB.

***Substance Abuse:*** Smoking, alcohol use, and any form of substance abuse is not tolerated 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 no-smoking campus. This includes roadways and open areas surrounding the ISB campus. As a Middle School student you may be subjected to ad hoc breath analysis, urinalysis, or drug hair testing. Random and ad hoc drug hair testing of five grade 8 students occurs every two weeks.

## **ISB Middle School Self Reporting of Substance Abuse - Policy**

**If a student self reports prior to a drug test being administered the following policy will be in effect:**

1. Student will be required to complete a minimum of six counseling sessions within a period of six weeks with a counselor acceptable to ISB and to follow up with any recommended continued counseling. The cost is the RESPONSIBILITY of the parent/guardian.
2. A summary report from the counselor upon completion of the six required counseling sessions needs to be submitted to the ISB Middle School administrators.
3. No additional disciplinary action will be taken.

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**If a student “self reports” after the initiation of a drug test, the following policy will be in effect:**

1. Student will be required to complete a minimum of six counseling sessions within a period of six weeks with a counselor acceptable to ISB and to follow up with any recommended continued counseling. The cost is the RESPONSIBILITY of the parent/guardian.
2. A summary report from the counselor upon completion of the six required counseling sessions needs to be submitted to the ISB Middle School administrators.
3. The student may be suspended for up to ten school days.
4. Student will be expelled from school on the next positive Drug Test during the students remaining time at ISB.

***Technology Acceptable Use Policy:***

Technology has become an integral part of a progressive learning environment. ISB spends considerable time and resources maintaining and upgrading the technology throughout the school.

***Use of this technology is a privilege for ISB students, and misuse of the equipment or resources can result in loss of this privilege or other disciplinary measures deemed appropriate by the school administration.***

Students are encouraged to use this technology in various learning activities and to comply with the following ISB Middle School policies:

***Computers and School Network Policies:***

- Applications, operating systems, and related files will be set up and changed only by the computer department or Ed Tech staff.
- Concerning the network, students will only access areas within computers which have been set up for the user. Students should not share passwords.
- Computers will only be used for activities appropriate to a school environment and within the laws of Thailand.

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- All non-ISB laptops and other devices with wireless access must be registered with the Ed. Tech Office in order to get access to the school network. This helps protect the school network from viruses and unauthorized access.
- Students are provided with personal network space in which to save their work. This space is treated by ISB administration like a school locker. It is respected as belonging to an individual, but it is open to inspection by ISB administrators should there be due cause (e.g. virus, inappropriate content, exceeding storage limits, etc.).
- For obvious reasons, ISB goes to great lengths to keep its network virus-free. Students are part of this network and must assume responsibility in helping to ensure that it continues to run efficiently and effectively for everyone. Students may not boot ISB computers with their own disks, nor copy system or executable files onto the computers. Additionally, we strongly recommend and request that student's home computers be kept up to date in anti-virus protection. Viruses from home are quickly transferred to school through USB drives and corrupted files. It is the user's responsibility to ensure that their USB drives do not bring harmful files into the school network.

#### **Specifics relating to the above Computer and School Network Policies:**

- Students will not alter any aspect of a computer or a lab set up.
- Students will not add any programs to a computer. (If a student believes the school could benefit from a particular program, he or she may discuss this with the Ed Tech Staff for permission first.) ISB is careful to only use licensed software.
- Students will not alter or remove keys from the keyboard, or tamper with the computers in any way.
- Students will not alter, copy, or delete another student's work.
- Students should never use someone else's password and/or access their account without permission. Any attempts to "hack" into accounts or determine other's passwords will be treated as vandalism and be dealt with seriously.
- Students have full responsibility for the use of their own accounts. They should not share their password or account information with others.

#### **Internet Policies:**

- Only sites which are appropriate to a school environment may be accessed.
- Only school related e-mail may be used during the school day. All e-mail must contain appropriate language and content.

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- Chat rooms may only be used with the permission of a teacher.
- Graphics and text retrieved from the Internet must comply with copyright laws and sources must be properly documented.

**Specifics relating to above Internet Policies:**

- Students mistakenly accessing inappropriate sites must exit the site immediately.
- Students will not download programs from the Internet without a teacher’s permission.
- Students will not use the Internet in ways which significantly reduce the performance of the network. (Chat rooms, large downloads, streaming video, etc.)

**Social Networking:**

Online safety is a personal responsibility. It is important that students are aware of the implications of their actions online, both on themselves and on others. The actions students take in social networking areas like MySpace, Facebook, or others, can impact their university applications, job searches, and overall reputation. It can also provide sensitive information to online predators.

Students should keep themselves and the people they know safe by carefully screening who their online “friends” are and what information they share.

**Cyber-Bullying:**

Cyber-bullying is not tolerated at ISB. ISB becomes involved when student’s online activities impact at-school life and community. In other words, if the actions of students outside of school have an effect on students feeling unsafe or uncomfortable at school, then ISB administration will act and remedy this. Additionally, if members of ISB staff or its community are targeted, then the school administration will get involved.

**Note:** Ed Tech Staff and middle school teachers have the right to monitor all computer work and activity.

**Textbook Loan:** Each teacher distributes textbooks for his/her courses. These are to be returned to your teacher at the end of the course. Replacement costs will be assessed if books are damaged or lost. Students losing a textbook during the school year will pay for

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its replacement before being issued a second textbook. Should the lost book be found, the replacement cost will be reimbursed to the student.

**Theater Guidelines:** Usually a teacher will escort you to the theater and direct you to the specific section reserved for your grade level. As an audience member for many events held in the Chevron Theater both during and after school, you are expected to follow these general guidelines:

- Check the time of a given performance and arrive on time to see it.
- Leave food, drink, book bags, papers, pencils, and other paraphernalia outside the theater.
- Enter the theater quietly and take your places quickly and calmly. Never climb over seats.
- It is rude and distracting when audience members talk with one another during performances or presentations. Please show your RESPECT for the performers and presenters by remaining quiet during their presentation.
- Listen to the tone of a given performance and respond accordingly. Whistling and hooting are inappropriate in a concert or performance setting.
- Generally it is best to join into a given performance only when asked to by the performers.
- Above all, and at all times demonstrate RESPECT for the performers and fellow audience members of a given performance.

## **Dress Code**

Students are expected to wear the prescribed dress every school day except on designated special dress days. The dress code is in effect during the school day from when you first arrive at school up to 3:30pm, with the exception of sports or with special permission.

Definitions and General Remarks: All articles of clothing must be purchased at ISB, or, bottoms may be made by the approved ISB Tailor (please contact the ISB Head Mistress' Office for name and address of tailor). Uniforms must fit properly, be clean, and properly pressed with no holes, tears, frayed areas, or patches. As long as prior permission has been granted by the MS Principal or Vice-Principal, the National Dress of the student's country will be acceptable. These regulations on external clothing outline what is permitted. They

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are not an attempt to list all that is not permitted. The rule-of-thumb is this: if it is not listed as permissible, then it is not permitted. The student who attends ISB accepts that the MS Principal or Vice-Principal is the final arbitrator in all cases.

**ISB Shirt:**

- Must be a white or green ISB shirt purchased from the ISB Bookstore.
- Other articles of clothing worn under the shirt must not be visible at the sleeves or waist, or through the uniform.
- ISB approved shirts must be worn under ISB sweaters or jackets.
- Team shirts of any kind cannot be substituted for the required school shirt unless prior approval has been given by the MS Principal or Vice-Principal.

**Shorts/Skorts - boys and girls:**

- Must be black or khaki in color and purchased from the ISB Bookstore or made by the approved ISB Tailor
- Must fit properly (not excessively baggy or tight)
- Must be fastened at the waist or hips
- Must not be greater than 8cm above the knee as measured from the floor while the student is kneeling
- Wearing PE shorts to regular classes, other than PE class, is not allowed

**Skirts – girls:**

- Must be black or khaki in color and purchased from the ISB Bookstore or made by the approved ISB Tailor
- Must fit properly (not excessively baggy or tight)
- Must be fastened at the waist or hips
- Must not be greater than 8cm above the knee as measured from the floor while the student is kneeling
- May have up to two slits but each not longer than 8cm

**Pants - boys and girls:**

- Must be black or khaki in color and purchased from the ISB Bookstore or made by the approved ISB Tailor
- Must fit properly (not excessively baggy or tight)
- Must be fastened at the waist or hips
- May not touch the floor

**Footwear:**

- Sneakers, street shoes, or sandals with a back strap must be worn
- Single plug thongs or flip flops are not permitted
- Footwear must be laced where appropriate and must be free of holes, rips or inappropriate markings
- Footwear should not be elevated more than 5cm

**Accessories:** Permitted accessories include only the following and must be discrete:

- Belt of appropriate width encircling the waist once.
- Boys may wear a single stud earring in each ear; hoops or dangling earrings are not permitted for boys.
- Girl's earrings should not be distracting or present a safety hazard
- Noiseless bracelets, neck chains that are not noisy or distracting, ankle-bracelet, and/or finger rings.
- ISB sweater or jacket purchased from the Booster Cart only.
- A watch.

**Not permitted accessories:**

- Tongue jewelry and other forms of piercing (with the exception of earrings).
- Hats

**P.E. Uniform:**

- The P.E. uniform is to be worn for P.E. classes only
- A gray ISB P.E. T-shirt shall be worn with black ISB P.E. shorts
- Socks are required with running shoes or athletic footwear suitable to the activity

- No jewelry is to be worn without the approval of the P.E. Department
- Recommended students wear a hat in P.E. class every day and bring a water bottle to class unless told otherwise by their P.E. teacher.
- Arrival to and from school must be in full school uniform unless you have P.E. class first or last period of the day in which case P.E. uniform may be worn to/ from school

**Alternate Dress Days:** These days are a privilege and not a right. The Student Dress Regulations shall apply throughout the school year except on days designated by the administration as Alternate Dress Days. The administration will allow Alternate Dress Days from time to time in consultation with the Student Council. On Alternate Dress Days, the general rules and guidelines on manner of dress as outlined below will apply:

**Manner of Dress:** Commonly accepted standards of modesty and neatness will ensure that student dress and appearance is appropriate and non-offensive in a multi-cultural school setting.

- Midriffs, backs and shoulders must be covered
- Clothing should fit properly and be presentable (not ripped, ragged, or cut-off)
- Clothing does not promote violence, drugs, alcohol, have profanity, or any sexual innuendo
- Shorts/skorts and skirts must not be more than 8cm above the knee as measured from the floor while the student is kneeling

## Discipline Code

ISB Middle School students take pride in their self-control and self-discipline. Unfortunately however, situations arise where certain behaviors are deemed unacceptable. ISB rules apply during any ISB off campus, evening, extracurricular event or activity, too. You are RESPONSIBLE for your actions so please consider the following carefully to avoid any consequences.

We do expect all students to be RESPONSIBLE CITIZENS of ISB and to understand that there are always consequences for one's actions. Students need to think about what is, or isn't appropriate, in the following areas, and to ask a teacher, counselor, or administrator if they are not sure.

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**Safety:** All students and adults should be able to work and learn in a safe and positive environment. To insure that ISB is a safe and positive place, ISB students behave responsibly. ISB students do not:

- commit any acts that physically or psychologically harm themselves, any other student, or any adult (or have the potential to).
- bring to school, have in their possession, or use, any item, material, or substance that can physically or psychologically harm themselves, any other student, or any adult (or have the potential to).

**Property:** At ISB, students RESPECT the property of others, be it school property, an adult's personal property, or, an individual student's property. ISB students do not:

- commit any acts of vandalism that damage or destroy any ISB property, personal property of any other student, or adult (or acts that can potentially damage any property).
- possess, take, or use any item, material, or substance that does not belong to them unless they have prior approval from the owner of that property.

**Behavior:** At ISB, students behave in a CARING, RESPECTFUL, and RESPONSIBLE manner to help insure ISB has a positive learning environment. ISB students do not:

- disrupt or obstruct the functioning of the school through any physical, psychological, or emotional methods.
- use any profane, vulgar, or other improper language.
- physically contact another student or exhibit public display of affection.

**Citizenship:** At ISB, students are RESPECTFUL of Thailand's laws and customs and always aim to be positive CITIZENS and role models in the community. ISB students do not:

- commit on, or off-campus, any act considered illegal under Thai Law.
- commit any acts which portray a negative image of the ISB community.

**Two areas we would like to highlight and focus special attention to are the areas of Academic Dishonesty and Harassment – we expect ISB students will not get involved in any of the following:**

**Academic Dishonesty:** We define this as any kind of cheating committed by students. It can include:

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**Plagiarism:** Copying, adopting, or reproducing another person's ideas, words, or statements without giving credit to the original author, including another student's homework.

**Fabrication:** Making up and including in any form of assignment, false data and/or information, including false bibliographies.

**Deception:** Giving your teacher a false excuse for missing a due date or falsely claiming to have submitted work to the teacher.

**Cheating:** Any attempt to give or get any assistance during a quiz or test without the teacher's knowledge; for example, showing/looking or passing/receiving answers to/from another student, looking at any form of notes written on paper, table surface, or on a student's hands, arm, leg, etc.

**Sabotage:** Interfering or trying to prevent other students from completing their work.

As a general rule, incidents of academic dishonesty have resulted in the reduction or issuing of a zero credit on that specific student work.

**Anti-Harassment Code:** The Middle School is committed to create a harassment-free learning environment, a safe, non-threatening environment in which students can learn and teachers can teach.

**Harassment includes:**

- Physical contact - hitting punching, kicking, or invading another's personal space. Any act of violence against a person is the ultimate form of harassment.
- Verbal harassment - being aggressive, intolerant, teasing and taunting, making denigrating comments (racial, sexual, religious, or personal), swearing, spreading rumors, or bullying (a conscious effort to hurt, threaten, or frighten someone).
- Body language - using unacceptable body gestures and mannerisms towards others.
- Sexual - jokes, unwanted contact, leering, gestures, or drawings.
- If someone continues to harass you, you must be strong and tell someone (a teacher, your advisor, a counselor, an administrator) who is obliged to stop it.
- Cyber-Bullying – sending via any form of electronic device, be it while at school

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or from outside of ISB, messages that are aggressive, hurtful, intolerant, teasing, denigrating (racial, sexual, religious, or personal), rumors, or threatening. ISB becomes involved when student's online activities impact at-school life and community. In other words, if the actions of students outside of school have an effect on students feeling unsafe or uncomfortable at school, then ISB administration will act and remedy this. Additionally, if members of ISB staff or its community are targeted, then the school administration gets involved. Cyber-bullying is not tolerated at ISB in any format.

**Inappropriate Items:** Students should not bring to class any items that could lead to the disruption of the class; if brought to school, they should be left in your locker during the school day:

- Gum - chewing gum is not allowed during school hours.
- Any type of music device is only allowed before school, after school, or with a teacher's special permission.
- Mobile phone use is only allowed before school, after school, or with a teacher's special permission. During the school day, phones should be either put on silent mode or turned off, and left in your locker until after school. If you need to make a phone call home, you should be doing so through the phone in the MS Office.
- Items considered dangerous and a threat to others such as any weapon, form of weapon, or explosives must not be brought to school.

## **Disciplinary Consequences**

Each of your teachers will make clear with you their classroom expectations, rules, and consequences for students who choose to not meet the classroom expectations.

For any student referred to the MS Office, depending upon the circumstances, the following forms of discipline may be administered for rules infractions: lunch or after school detentions; loss of privileges; parent conference; restrictions from activities after school hours or field trips during school hours; reimbursement or payment for damage of school property; Saturday School; Social Probation; In-School Suspension; Out-of-School Suspension; Expulsion; or

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any other measure deemed appropriate for the infraction as determined by the MS Principal and/or Vice-Principal.

Following is the consequence ladder that will be followed for any student referred to the MS Office for any dress code violation:

### **Consequence Ladder for Dress Code Violations:**

1st – 3rd violation      After school detention + letter home for each violation  
4th – 6th violation      2 after school detentions + letter home for each violation  
7th – 9th violation      1 Saturday School + letter home for each violation  
10th infraction In-School suspension and Parent Conference

### **Consequences for Unexcused Tardies:**

Your teachers will keep track of your attendance to their class and inform you when they have recorded you as tardy. It is your responsibility to provide your teacher with a note excusing the tardy. Upon receiving your third unexcused tardy onward in any specific class, your teacher may contact the MS Vice-Principal whereupon you will be scheduled for detention as follows (referrals are cumulative and don't need to be from the same teacher or class):

1st to 3rd office referral-----After school detention + letter home for each referral  
4th – 6th office referral-----2 after school detentions + letter home for each referral  
7th – 10th office referral-----1 Saturday School + letter home for each referral  
11th office referral-----In-School suspension and Parent Conference

**Detentions (After School):** A student assigned to an after school detention by the administration will remain after school from 2:15 to 3:15pm. The student should bring study materials to work quietly and independently during this time. **If a student misses a detention without a valid excuse, an additional detention will be assigned.**

Detentions will be served the next school day from when assigned. Parents may request a postponement of the detention with the administration for reasons such as a doctor's appointment or other commitment that cannot be changed.

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Students are RESPONSIBLE for returning to the MS Vice-Principal (signed by a parent/guardian) any detention notice letter sent home.

**Social Probation:** Being frequently in violation of school rules and regulations will place you on social probation. This means that you may be prohibited from participating in all special and after school activities, including BISAC trips and events. Probationary status will be reviewed after the time specified in the probation contract. You and your parents will be informed in writing and through conferences of the reasons for social probation and of any specific behaviors you need to monitor. Just like academic probation, you may be expelled from ISB if you do not show the required improvement.

**Substance Abuse:** Students with positive drug test results, or who abuse any legal or illegal substance, will be suspended for up to 10 school days and required to undergo counseling sessions. Students returning to school after a positive drug test result will be subject to additional tests. Expulsion will result should a second positive test result occur at any time during enrollment at ISB.

**Saturday School:** Saturday School will be assigned to a student the first time he/she commits an infraction of a more serious nature, for repeatedly committing the same infraction a number of times, or for having a number of missing/incomplete assignments/project(s). Rather than have a student miss valuable class time, a student will attend Saturday School from 8am to 12pm where they will have an opportunity to work independently, and/or read a book in a quiet setting.

**Suspension:**

A suspension will be handed out for any behavior that is either so serious that the student needs to receive a strong reminder never to do it again, or the student has been warned about it many times but has not corrected the situation. The number of days of suspension will be determined by the administration. There are two types of suspension. Most commonly, an In-School suspension will be given. Out-of-School suspension may be used if it is felt that it is in the best interest of the school and the student to not be on campus. It is the student's RESPONSIBILITY to make up any tests, quizzes, or work missed during the time of suspension.

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**A consequence for both types of suspensions:**

The student is not allowed to participate in school activities during the days of suspension. This includes after school and evening activities. If you are suspended, you may also be placed on social probation and may be subject to further restrictions. The Principal or Vice-Principal will contact or meet with your parents or guardian, and you will need to meet with your counselor.

**Further consequences for an In-School suspension are:**

The student will serve the suspension in an isolated area of the middle school office from 7:20-2:05 for each day of suspension. The student is expected to be working throughout this time. During this time, the student will complete a disciplinary action plan. This plan will identify the disciplinary problem. Then the student will develop ways to correct the problem and will identify a plan of action to avoid any similar situation. This will be reviewed with the administration. In addition, a student may work on any homework or classroom work sent down by the teachers. Lunch and bathroom breaks will be taken when there is no social contact with other students. Should you receive an In-School suspension, you are expected to complete required class work missed during the suspension. Full credit and/or grades will be issued.

**Further consequences for an Out-of-School suspension are:**

The student loses the opportunity to be on campus for the days of suspension. The student will be under the parent’s supervision. The time at home should be used for thinking, writing, and communicating to his/her parents about the misbehavior. During this time, the student will complete a disciplinary action plan. This plan will identify the disciplinary problem. Then the student will develop ways to correct the problem and will write a plan of action to avoid any similar situation. This will be reviewed with the Principal and the student’s parents. Parents are encouraged to provide service activities for the student at home. If you receive an Out-of-School suspension, you receive no credit for work due or assigned for each day suspended, but you are still expected to make up the work missed.

**Expulsion from ISB:**

If you are involved in any major infractions, you may be expelled from ISB on the first offense based upon the recommendation of the administration and a majority vote of the School Board. You may also be expelled after three suspensions for rules infractions or for continual inappropriate behavior. Expulsion for academic reasons may occur if you are on academic probation and do not show necessary improvement after two consecutive quarters.

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**Please Note:**

1. Your locker or personal belongings can be searched by school administrators at any time.
2. If a student vandalizes, (damages, breaks, writes on, or maliciously ruins) either any school property, or any individual person's property, he or she will pay to have the item repaired or replaced in addition to receiving some other form of possible discipline.
3. ISB reserves the right to include disciplinary information about you on official school transcripts should this be necessary to protect the integrity of the school. Disciplinary actions taken by the building administrators that have long-term consequences for a student (i.e. expulsion recommendations, future restrictions while attending ISB) may be appealed to the superintendent.

## **MS Activities/Athletics Office (SOAR Center)**

**Student Activities:** ISB believes that it is important for every student to participate in a variety of activities. At this stage in your life, academics certainly demand a large part of your day. The Middle School believes that pursuing new interests or even burning off restless energy is critical, too. Being involved in school activities helps you to gain new friends, explore your own interests, discover new abilities, and simply have fun. Colleges look closely for a rich history of extracurricular activities in student records, as well. We highly encourage each middle school student to participate in at least one activity each semester.

The ISB Middle School offers many activities both during the day and after school. The Activities/Athletics Office publishes an updated list each fall, as well as publishing updates in the Weekly Newsletter and Daily Student Notices. Recent activities included Adventure Biking Club, MUN Pages, Global Issues Network, Guitar Madness, Chess Club, Orphanage Care Givers, and many more.

**Student Athletics:** The co-curricular sports program at International School Bangkok offers you the experience of wholesome recreation in team and individual activities. In our intramural program, the emphasis is on participation, team play, and learning. Recent offerings included basketball, tennis, badminton, age group swimming, cross-country and track & field. In addition, ISB's membership in BISAC allows a more competitive situation

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for those students who desire that exposure. These sports include basketball, soccer, volleyball, cross-country, tennis and track & field. The Middle School Student Daily Bulletin announces club meeting dates/times.

**Middle School Pre-Participation Physical Exam (M-PPE):** A pre-participation physical examination (MS-PPE) is required of all MS student-athletes who take part in the Under 15 BISAC program. A MS-PPE form is available in the SOAR Center and must be completed, signed, and turned in before athletic activity may begin. It is also available for download <http://inside.isb.ac.th/middle/documents-for-download/> . In order to simplify this process, doctors from Bumrungrad Hospital will be on campus for two days before the first season to perform physical exams for a nominal fee (400 baht or less). At the beginning of each season, a list of students who have a current MS-PPE on file in the MS SOAR Center will be forwarded to the coaches. Only those students may participate and be placed on a team's roster. The MS-PPEs will be valid for one school year.

Outside of ISB's program, the BBSA (Bangkok Baseball/Softball Association), the NBBL (North Bangkok Basketball League), the NBSL (North Bangkok Soccer League), and the Panther Swim Club have extensive programs open to Middle School Students.

**Social Events:** Most Middle School socials and special activities take place directly after school. Specific times are announced in advance. Transportation to Bangkok is available for a nominal fee.

1. You must prepay for most middle school social events and secure parent permission. Permission slips and money are due usually one week before the event.
2. As an ISB student, you may invite one middle school age guest to an ISB social event (except for year-end socials – no guests allowed) by making a written request in the Middle School Office. The Principal or Vice-Principal must approve the request.
3. You may not leave the event early without the permission of the adult in charge.
4. All ISB rules are in effect at all middle school social events.
5. Dress code is usually in effect, but for special socials, regulations may vary, depending on the occasion. Read your permission slips where any modifications to the dress code for the event will be outlined.

6. As ISB Middle School students (Grades 6-8), you may not attend High School dances, even as guests. The reverse is also true; HS students may not attend MS social events.
7. Please arrange prompt pick-up after an event either at school or at the designated bus drop off spot.

**Student Voice and Participation:** This year, we will be instituting the VIP Group (Voice Inspired by Pizza). Weekly lunch meetings will be held where any MS students interested in giving voice to their opinions, concerns, and ideas may participate. Sometimes the agenda will be open, and sometimes the meetings will have a focused purpose (i.e, planning for a Social). These meetings will be facilitated by the SOAR Center and the Guidance Counselors.

## Student Services

**Bookstore:** Everything from computer disks to assignment organizers to PE uniforms and calculators are available at the campus Bookstore. The Bookstore, located on the first floor Main Street, is next to the Health Center. Before classes begin at the start of the year, you need required team, house, or ESL specific supplies. These items are available from the cashier and prepackaged in bundles. Note, in addition to general supplies and a PE uniform, you are required to purchase the ISB approved school uniform.

**Guidance and Counseling Office:** A staff of two counselors is available in the Middle School Counseling Center located adjacent to the Middle School Office. You are encouraged to see your counselor for help involving questions of academic planning, class scheduling, or confidential personal counseling for any matter of concern. What can a counselor do – listen to your problem or concern, help you sort through your feelings, explore ways to solve your problem, and help you decide what to do! You don't even have to give names, and your conversation is confidential, just between you and the counselor. If you would like to talk with your counselor, schedule an appointment with their secretary for a time before school, at break, lunch, or after school.

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**Health Center:** The Health Center is located directly across from the first floor Main Street entrance to the Middle School. The primary role of the nurse is to give first aid and to treat minor injuries and illnesses occurring at school. Except for lunchtime and in the case of an emergency, you should report to the nurse from a class with a pass issued by your teacher. An admit slip will be given to you by the nurse before you return to class.

**Main Library:** The Main Library, located across the Middle School Office, is open from 7:00 to 4:30 Monday-Thursday, 7:00 to 3:30 Friday, and 9:00 to 12:00 most Saturdays. It is usually closed on long weekends and school holidays.

Access the on-line Main Library Catalog to find books, periodicals, dvds, and other audio-visual materials at <http://isbml.isb.ac.th>

**It is important that you comply with the following library procedures and rules:**

- You and your parents may borrow up to eight books for a period of two weeks. You may renew books unless they have been requested. You may also place a hold on a book that is currently checked out by logging on to Destiny.
- Your ISB photo id (SmartCard) is your library card. You must have your SmartCard to check out library materials, laptop computers, and for photocopying and black and white and color printing/photocopying (the SmartCard must have cash value on it).
- You will not be permitted to check out additional materials until overdue or lost books are returned or paid for. School records are held until overdues are cleared.
- You are responsible for abiding by the school's Acceptable Use Policy for the Use of Computers, the Internet, & ISB Network and the Main Library's Laptop Loan Agreement. Failure to do so will result in the suspension of borrowing privileges.
- Food and drinks may not be brought into the library.
- Bookbags and backpacks are stored in the designated cubbies located inside and outside the library when you are working or have a class inside the Library. The Main Library's cubbies are NOT your lockers. Keep valuables (money, ID cards, etc.) with you.

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Ask Mrs. Kelsey or any library staff member if you have questions in finding information, using the library's resources and computers, and if you want some book recommendations.

For more information about the Main Library, access

**<http://www.isb.ac.th/Library>**

Also access the Middle School Library blog at

**<http://inside.isb.ac.th/mslibrary/>**

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