

# Middle School Student Handbook

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*International School Bangkok, 2016-2017*

## Welcome

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Welcome to the Middle School at International School Bangkok. We are so glad you are here. Please read over this handbook so you can be familiar with all the opportunities our school offers. We have designed our programs, schedules, groupings, and classes with you, the middle school student, in mind. Middle School is a special time in your life. Your teachers, advisors, counselors, coaches, and administrators are here to support and guide you to make the most of your middle school years.

Our vision, mission, and definition of learning below describe the school we want to be.

### Our Vision

To be a model of excellence in educating students for success in the world community

### Our Mission

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

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

### Our Values

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

<i>Respect</i>	<i>Care</i>	<i>Integrity</i>	<i>Responsibility</i>
<i>Courage</i>	<i>Commitment</i>	<i>Balance</i>	<i>Gratitude</i>

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*Respect*  
*Courage*

*Care*  
*Commitment*

*Integrity*  
*Balance*

*Responsibility*  
*Gratitude*

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# The Basics

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## Middle School Structure

### Houses

The Middle School is a big school. We want you to get to know your classmates, your teachers, and your school community. To make our school feel smaller, we first divide our students by grade level. Each grade is unique in their learning and social needs. To make our learning groups even smaller, we divide each grade level into two houses. We do our best to ensure both houses have a diverse mix of students. We refer to these houses as Black and Gold. Each house has a group of teachers assigned to it; they are there to help you have the best school year possible.

### Advisory

Eighty students is still a large group of people. 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 is a smaller unit within each house. These families of approximately eleven students begin every day together. One teacher serves as the advisor for each Advisory. Advisory is where you learn about the weekly events and announcements, plan for your Middle School activities, grow in social skills and study habits, and develop an inclusive, safe, supportive community within our school. Each Advisory member is expected to participate fully and to model our values; this is where you set the tone for your school day. It's an important time!

### School Hours

Everyday except Tuesdays, school starts with advisory at 7:20 and ends at 2:25. On Tuesdays, school starts with a regular class at 7:20 and ends at 2:05. Tuesdays are shorter days to allow teachers to do important weekly training that keeps us up to date on the best ways to teach you. Classes are still the same length on Tuesdays as the other days.

Mondays, Wednesdays, Thursdays, Fridays	7:20 – 2:25
Tuesdays	7:20 – 2:05

### Schedule

Your schedule rotates through a four-day cycle. This allows you to learn in your classes at different times, thus avoiding sleepy mornings in the same subject week after week. You need a chance to learn at your peak learning time in every academic class. A typical day begins with twenty minutes of Advisory. After that, the sixth grade operates on a different schedule than the seventh and eighth grades. When you read schedule charts, make sure you are looking at your specific grade level. Sometimes special events, assemblies, and activities call for changes to the schedule. You'll know about these special schedules in advance, and again, your Advisory teacher will help you know where to go.

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The end of this handbook shows each grade’s schedule. It may look overwhelming at first. Don’t worry; your Advisory teacher will help you know where to go each day and after a week or two, you’ll have it all under control.

### After School

Students are welcome on campus most days until 3:50. You are encouraged to get involved in scheduled after-school clubs, activities, performances, and sports. You may also stay after school to meet with teachers, or study in the library. You should not be anywhere in the high school or elementary school buildings. If you need to be on campus past 3:50, you can be at the available athletic facilities or library but not around the classrooms.

### Bus Departures

If you take the bus home, you have three departure times to choose from:

1. First bus departure 2:35 (2:15 on Tuesdays)
2. Second bus departure 3:50 (3:30 on Tuesdays)
3. Third bus departure 5:10 (5:10 on Tuesdays)

The first bus drops off at your address, however, the second and third busses drop off at the “top of the soi”. They do not take you to your door.

### Attendance

We want you at school. Our teachers plan great lessons for you every day. If you are not here to participate, you miss significant learning opportunities that may impact your overall achievement. You can’t participate in after-school activities if you are absent from school that same day.

#### 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,
- Emergencies, or
- Religious holidays

Travel or home leave during the school year is not an excused absence.

#### Absence Procedures

If you are going to be absent, your parents should contact the MS Office secretary. When you return, 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 giving us the reason for the absence. If you know about your absence ahead of time, contact the teachers of the classes you will miss before the absence in order to collect and complete your work in advance.

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Take responsibility for your absence by checking Haiku or contacting your teachers to know what assignments you missed. You will be given sufficient time to complete any missed assignments or assessments.

#### 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. Your parents may call or send you to school with a note. Anytime you arrive late, please check in directly with the MS Office secretary before heading to your locker or class. Because we are a closed campus, anytime you need to depart early you must sign out at the Middle Office.

If you know about your absence ahead of time, contact the teachers of the classes you will miss before the absence in order to collect and complete your work in advance.

#### Tardies

You are expected to be on time for Advisory and 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”. If you are repeatedly tardy, you will need to meet with a counselor or the Dean of Students to develop a plan to ensure you are in class on time.

#### 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.

If you require prescription medications to be taken at school, your parents will need to give your medication to the nurse for him or her to administer 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.

#### Counselors

The Middle School wants you to feel safe and supported as you journey through these unique years. Our counselors understand the changes and complexities of being a Middle School Student. The counselors help with a variety of academic issues: student schedules, learning help, and preparation for the transition to high school. However, they do a lot more than just support you as a student. They are also resources to help in dealing with whatever adolescence might throw at you. Whether it’s a disagreement with friends, anxiety over schoolwork, or a problem at home, the counselors can provide guidance. Each grade level has a counselor assigned to it; you are always welcome to see them.

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## The Library

The library welcomes you. ISB Main Library supports the school's mission by facilitating the effective, creative and ethical use of information and 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. They help you become effective and efficient users of information. The library hours are 6:45 - 4:30 from Monday to Thursday and 6:45 - 3:30 on Friday.

Please visit the Main Library Site at <http://www.isb.ac.th/learning-isb/academics/hs/library> for further information including access to the catalogue and news.

## Bookstore

You can get everything from computer thumb drives, to assignment organizers, to ISB uniforms, PE uniforms and calculators at the campus Bookstore. The Bookstore is on the first floor next to the Health Center, below the Library.

## School Supplies

Before classes begin at the start of the year, you need to buy your school supplies. These are at the bookstore in prepackaged bundles. You just need to tell the bookstore your grade level, and they will give it to you.

## 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.

Whenever you use technology at the Middle School, you are agreeing to our Technology Acceptable Use Policy. It is important that you understand this policy and that you take your role as technology user seriously. You are expected to model respectful, responsible, computer use at all times.

## ID Card

Bring your ID card to school every day. You use your card to do many things at ISB:

- Check out books from the library,
- Pay for food in the cafeteria
- Pay for things at the bookstore
- Unlock both your main locker and P.E. locker.

If you lose your 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 telling the cashier your ID number, or you may borrow money from the MS Office and pay us back later.

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

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## Uniforms

Our school uniform helps create a comfortable and focused learning environment and identifies you as part of the Middle School team. It is a reflection of the seriousness of purpose for your academic experience. Our uniform is intended to minimize distraction so that you can be comfortable, and focused on your learning. Unless otherwise stated, you need to wear your uniform for the entire school day. Please keep the following in mind:

- All uniforms must be purchased at the ISB Bookstore or made by the ISB-approved tailor.
- You show respect for the school by wearing uniforms that fit properly, are clean and pressed with no holes, tears, frayed areas, or patches.
- School uniforms must be worn as purchased and may not be altered.
- An ISB sweatshirt (purchased at the ISB Bookstore) may be worn over an ISB uniform shirt. No commercial logos or designs are permitted.
- A solid white undershirt or white ISB t-shirt with no commercial logos or designs may be worn under your official ISB uniform polo shirt.
- For your safety, shoes must be worn at all times. Only appropriate and safe footwear with heels lower than 4cm or 1.5 inches are permitted.
- Single plug flip-flops, beach or sport sandals are not permitted. Sandals must have a back strap.
- In case of disagreements of what is acceptable uniform the Principal or Dean makes the final decision.

## 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.
- Tongue or other body piercing jewelry is not permitted.
- Hats and sunglasses may be worn outside or during PE; sunglasses and hats are not permitted indoors unless under a doctor's orders.

## 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 multi-cultural school setting.

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

## Special Dress/ Holiday Dress/ Game and Performance Attire

You can wear jerseys, club, and performance recognition shirts in the place of the ISB uniform polo shirt on special occasions as approved by the administration. On

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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/holiday dress requirements.
- Wear a full costume that aligns with the school dress code and the spirit/holiday dress requirements.
- Please do not consider spirit/holiday 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.

#### P.E. Uniforms

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

- The official ISB P.E. uniform is to be worn in P.E. classes only
- ISB P.E. shorts should be between mid-thigh and to the knees in length
- Socks and athletic shoes are required.
- Hats, caps, sunglasses, and sunscreen are strongly encouraged for all outdoor activities.
- Bring your water bottle to class everyday.
- Come to and go from school in full school uniform unless you have P.E. class the first or last period of the day.

#### Items Such As Phones Or Personal Electronic Devices

You don't need your phone at school. If you need to make a phone call home, please use the phone in the MS Office. If you bring your phone to school, it should be put on silent mode or turned off, and left in your locker until after school because they often cause a disruption to learning. Phones not in lockers during the school day may be confiscated and turned into the Principal or Deans.

Personal electronic devices should be treated like phones. You don't need to bring them to school. If you do, please leave them in your lockers until the end of the school day.

#### Visitors

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 him or her to join you for a school day, you will need to gain permission from a Principal or Dean and from each teacher whose class the guest will visit. Please make sure your guest is dressed appropriately. If possible, let them wear an ISB uniform on the day of the visit. Because our first priority is that student learning not be interrupted, we sometimes limit the number of visits to campus.

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## Transportation

### Bicycle Safety

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 around the classroom buildings, sidewalks, walkways, on the grass, fields, or other areas on campus except for the service road. All bicyclists are required to wear a helmet that is strapped on campus. It is our hope that you will be safe whenever you ride a bike by wearing your helmet at all times.

### Skateboards and Other Wheeled Transport

Because we have a busy campus, we cannot allow skateboards, wheely shoes, roller blades, push scooters, roller skates, or similar gear on campus. Please do not bring these items to school.

### 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.

### Bus Safety

Safe, comfortable bus service is available to all students for getting to and from school, and 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. Your bus driver has an important job transporting a busload of energetic students to school and home. We need you to help your driver:

- 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 2:30 (before 2:10 on Tuesdays).

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

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## Home Learning

Because ISB Middle School has a rigorous and challenging program, you will have some home learning on most school days. Completing your home learning is one of the keys to your academic success. We also want to allow you time to pursue your own passions and develop a healthy, balanced lifestyle. The home learning guidelines (see the appendix) are written to help you find that balance.

## Assessments, Reporting Progress, and Report Cards

### Standards-Based Assessments:

We believe that the purpose of assessments 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, 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.

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## ISB MIDDLE SCHOOL

### ATTAINMENT OF LEARNING GOALS

Students are assessed upon their current level of attainment of our ISB academic learning goals, including the key knowledge, skills, and understandings identified by our ISB curricular standards and grade-level benchmarks using the descriptors listed below. Progress may be assessed between levels (example: Meeting/Excelling) when the student has attained one level for some goals and the other level for other goals in a particular learning area.

DEVELOPING	APPROACHING	MEETING	EXCELLING
Student demonstrates limited understanding of important concepts and key skills	Student demonstrates understanding of some important concepts and key skills, while understanding in other areas is still developing	Student demonstrates a thorough understanding of important concepts and proficiency of key skills	Student demonstrates an advanced understanding of important concepts and proficiency of key skills and may show evidence of learning that is creative, sophisticated, and/or highly reflective

## ISB MIDDLE SCHOOL

### HABITS AND ATTITUDES FOR LEARNING

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 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:					
<table style="width: 100%; border: none;"> <tr> <td style="border: 1px solid black; background-color: #008080; color: white; padding: 2px;">Approaching</td> <td style="border: 1px solid black; background-color: #008080; color: white; padding: 2px;">Meeting</td> <td style="border: 1px solid black; background-color: #008080; color: white; padding: 2px;">Excelling</td> </tr> </table>			Approaching	Meeting	Excelling
Approaching	Meeting	Excelling			

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.

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## Beyond The Classroom

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ISB Middle School is about more than just 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.

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 sports and activities programs online, in the student bulletin, or in the MS Activities Office.

### School Sponsored Events

The Middle School provides opportunities for you to learn in unique settings. This allows you to expand your comfort zones, take new risks, and grow closer to your school community members.

### Field Trips

When an opportunity arises for you to participate in an enriching experience outside of school, your teachers may organize a field trip. 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.

### Class Trips

You need every opportunity to learn about yourself and your abilities in Middle School. Your teachers want to provide safe and caring learning environments outside of the classroom walls so that you stretch yourself to try new things and expand your boundaries of comfort as a global citizen.

The Class Trips are overnight excursions away from school with your learning team. Each grade enjoys a separate trip. These journeys help you get to know your classmates and teachers in new ways. As your team prepares for its adventure, you will receive information from your Advisory teacher on how you can prepare, pack, and contribute to the success of the event.

### 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.

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<i>Courage</i>	<i>Commitment</i>	<i>Balance</i>	<i>Gratitude</i>

- *BISAC: Bangkok International School Athletic Conference* allows ISB school teams to compete with other international schools. BISAC is the most competitive level and students usually try-out to make the teams. In Middle School you may play for U11, U13, U15 and U17 teams depending on your age. For more information on BISAC 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.

### Activities

The ISB Middle School offers many activities both during the day and after school. Each semester a new guide to the club offerings is published. You can view it online or pick up a copy in the MS Activities Office. In addition, pay attention to the student bulletin for information on club meeting times and offerings. The clubs offered at the Middle School are widely varied to make sure that there is something for everyone.

### Service Learning

Creating Caring Global Citizens is part of our school's mission, and at the Middle School, we give you opportunities to create positive change in our world. You can join many clubs and service trips devoted to improving the world around us. Through these activities, you will also discover many of your own hidden talents and passions.

### 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 see the Principal or a Dean for approval 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.

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- 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.

### Social Events

Celebrating with friends is one of the great things about your Middle School years. You need opportunities to make new friends, get to know old friends better, and just enjoy yourself. As a result, the school offers social events after the regular school day.

As with any school-sponsored event, we want you to have the best time possible in a safe environment. You're expected to model the ISB Values. Dress codes, permission slips, and opportunities to pre-purchase tickets will be made available to you prior to each school event. If you live in Bangkok, transportation there after the event is available for a small fee.

### 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. The supervised areas are

- The cafeteria,
- Field D,
- The Auxi gym,
- And the library.

### Food and Beverages

Some more notes about food on campus:

- 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.
- ISB is a nut-free campus. We have many students at our school with serious nut allergies. In order to keep them safe, we do not allow any kind of nuts on our campus. This includes the snacks and lunches that you might bring to school.

### Hallways

Hallways can be crowded during peak times. For everyone's safety and comfort you should not run, shout or play around in the hallways. Also work with those that have a locker around you so everyone can get what he or she needs and get to their next class.

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## 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 Lost and Found is one of the first places you want to check. The PE office also has a Lost and Found for items that are collected in the locker rooms or on the sports fields. Once a month, the PTA displays all items left in the Lost and Found. Items that are not collected at this time are donated to those in need, when possible.

<i>Respect</i>	<i>Care</i>	<i>Integrity</i>	<i>Responsibility</i>
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## A Safe and Caring Environment

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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 members of a community make decisions that do not align with our values. When this happens with a student, he or she will undergo a process that will give them an opportunity:

- To accept responsibility for their actions.
- 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 nature of the behavior 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.

### Types of Conflicts 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 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, running or shouting in the hall, unsafe play, and 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 can lead to more serious consequences.

#### Category Two

This category covers incidents at the middle level of concern. Examples include, but are not limited to, excessive tardiness, rude behavior, use of profanity, cutting class, dangerous behavior, and disruptive behavior on the bus. These are referred to the administration; 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, and in serious or repeated cases, suspension, at the discretion of the Principal or Deans. If the student is suspended, the parents, the Head of School and the student's teachers will be notified. The student may be asked to complete a Values Learning Plan relating to the incident.

#### Category Three

This category represents the most serious discipline cases in the school, those which threaten the community's moral fabric and/or put people at risk. Acts of

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intimidation, fighting, drug and alcohol use, stealing, lying, and cheating are examples of Category 3 behaviors. We are fortunate that such incidents are rare. Following a thorough investigation and a Values Learning Plan, offenders are disciplined accordingly and the Head of School may be notified. The school counselor is involved and outside counseling may be recommended. In order to best support the student, his or her teachers may be notified. These cases are referred to the administration, parents are contacted and a parent conference may be arranged. 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.

### Consequences For Conflicts With 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 call, parent conference, loss of privileges (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 exclusion from a class, and in serious or repeated cases, expulsion (permanent removal from school). Disciplinary decisions are based on balancing the welfare of the student and that of the broader school community.

#### Values Learning Plan

Students involved in a discipline incident may be asked to draft a Values Learning Plan (VLP), in addition to other consequences. The format of the VLP 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 offences students may need to conference with the adults in their life, including parents, an administrator, counselor and 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.

#### Suspension

Membership at ISB is dependent on learning and living by our values. In support of this expectation, a student may be suspended 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.

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The length of a suspension is relative to the severity of the incident 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 is in the 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 on suspension may complete and turn in any work they miss as a result of their time away from classes.

### Expulsion

A case may arise where a threat to safety, consistent record of misbehavior, or breach in conduct is so significant that a student will be required to leave school 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 decided upon by the Head of School.

## Examples Of Conflicts With The 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.

### 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 in order to fulfill job or school responsibilities damages the school atmosphere.

You should report acts of harassment to teachers, counselors, school administrators, or other adults in the school. 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 Principal. Depending on the type of harassment and

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whether or not the harassment is a repeat offense, disciplinary action may be taken.

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 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), rumors, damaging, or threatening. ISB becomes involved when 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, you must 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 other others feel excluded or uncomfortable.

#### Skipping Class

A missed class results in a visit to see the Principal or Dean 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

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be responsible for cleaning, repairing or replacing the damaged item, and may be subjected to additional consequences.

### Theft

The ISB community is founded on the values of respect and responsibility. 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 and 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

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 offences the student will be sent to the office. In addition:

- The teacher will always inform the Principal or Dean of Students. and a record is kept of the cheating behavior.

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- The Principal or Dean of Students will be involved if the teacher requests his/her support or if it is the second time a student is engaged in cheating.
- When the Principal or Dean of Students is involved, a Values Learning Plan will be developed by the student which will identify appropriate consequences.
- Students will not earn any credit for assignments completed by cheating.
- Students may be given the opportunity to be re-assessed on the work.

### 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 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 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. The student may also be suspended for up to ten school days.

#### Second offence:

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.

#### 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

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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. When the staff and students hear intermittent ringing of the fire bells, they should recognize it as the signal to “Lock Down”. 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 directly informed of the school closure through the use of our staff phone tree, and SMS service.
- Staff members will immediately initiate contact with all of their students through their Haiku 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 Haiku account;
  - Given directions and/or assignments.

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# Appendix

## The Schedules By Grade Levels

### MS GRADE 6 SCHEDULE 2016 - 2017

DAY 1	DAY 2	DAY 3	DAY 4
7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE
7:45 - 8:50 ENCORE 671	7:45 - 8:50 ENCORE 672	7:45 - 9:10 CORE C63	7:45 - 9:10 CORE C64
8:55 - 10:00 ENCORE 61	8:55 - 10:00 ENCORE 62	9:10 BREAK 9:20	9:10 BREAK 9:20
10:00 BREAK 10:10	10:00 BREAK 10:10	9:20 - 10:45 CORE C61	9:20 - 10:45 CORE C62
10:10 - 11:35 CORE C61	10:10 - 11:35 CORE C62	10:50 - 11:55 ENCORE 61	10:50 - 11:55 ENCORE 62
11:35 LUNCH 12:10	11:35 LUNCH 12:10	11:55 LUNCH 12:30	11:55 LUNCH 12:30
12:15 - 1:40 CORE C63	12:15 - 1:40 CORE C64	12:35 - 1:40 ENCORE 671	12:35 - 1:40 ENCORE 672
1:45 - FLEX PERIOD - 2:25			
Monday X1	Wednesday X3	Thursday X4	Friday X5

<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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## MS GRADE 7 SCHEDULE 2016 - 2017

DAY 1	DAY 2	DAY 3	DAY 4
7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE
7:45 - 8:50 ENCORE 671	7:45 - 8:50 ENCORE 672	7:45 - 8:50 ENCORE 781	7:45 - 8:50 ENCORE 782
8:55 - 10:20 CORE C71	8:55 - 10:20 CORE C72	8:55 - 10:20 CORE C73	8:55 - 10:20 CORE C74
10:20 BREAK 10:30	10:20 BREAK 10:30	10:20 BREAK 10:30	10:20 BREAK 10:30
10:30 - 11:55 CORE C73	10:30 - 11:55 CORE C74	10:30 - 11:55 CORE C71	10:30 - 11:55 CORE C72
11:55 LUNCH 12:30	11:55 LUNCH 12:30	11:55 LUNCH 12:30	11:55 LUNCH 12:30
12:35 - 1:40 ENCORE 781	12:35 - 1:40 ENCORE 782	12:35 - 1:40 ENCORE 671	12:35 - 1:40 ENCORE 672
1:45 - FLEX PERIOD - 2:25			
Monday X1	Wednesday X3	Thursday X4	Friday X5

<i>Respect</i>	<i>Care</i>	<i>Integrity</i>	<i>Responsibility</i>
<i>Courage</i>	<i>Commitment</i>	<i>Balance</i>	<i>Gratitude</i>

## MS GRADE 8 SCHEDULE 2016 - 2017

DAY 1	DAY 2	DAY 3	DAY 4
7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE	7:20 - 7:40 HOMEBASE
7:45 - 9:10 CORE C84	7:45 - 9:10 CORE C81	7:45 - 8:50 ENCORE 781	7:45 - 8:50 ENCORE 782
9:10 BREAK 9:20	9:10 BREAK 9:20	8:55 - 10:00 ENCORE 81	8:55 - 10:00 ENCORE 82
9:20 - 10:45 CORE C82	9:20 - 10:45 CORE C83	10:00 BREAK 10:10	10:00 BREAK 10:10
10:50 - 11:55 ENCORE 81	10:50 - 11:55 ENCORE 82	10:10 - 11:35 CORE C82	10:10 - 11:35 CORE C83
11:55 LUNCH 12:30	11:55 LUNCH 12:30	11:35 LUNCH 12:10	11:35 LUNCH 12:10
12:35 - 1:40 ENCORE 781	12:35 - 1:40 ENCORE 782	12:15 - 1:40 CORE C84	12:15 - 1:40 CORE C81
1:45 - FLEX PERIOD - 2:25			
Monday X1	Wednesday X3	Thursday X4	Friday X5

<i>Respect</i>	<i>Care</i>	<i>Integrity</i>	<i>Responsibility</i>
<i>Courage</i>	<i>Commitment</i>	<i>Balance</i>	<i>Gratitude</i>

## 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.

### 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.

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.

### 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

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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, and any weekend during the year designated as an ISB Activity Free Weekend.

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

### 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.

My responsibilities as an ISB parent are to:

- Take an active interest in my child's home learning, understanding that home learning time is a guideline for each grade level, and that on occasion, my child may not have any home learning assigned. If, on a regular basis, my child is taking a longer time to complete work at home than the grade level time guideline offers, I will contact the teacher(s) to provide them with that feedback.
- Encourage healthy habits for my child, and establish routines that promote a balance between home learning, free time, and sleep.

<i>Respect</i>	<i>Care</i>	<i>Integrity</i>	<i>Responsibility</i>
<i>Courage</i>	<i>Commitment</i>	<i>Balance</i>	<i>Gratitude</i>

## Teachers List By House

		<b>Black</b>	<b>Room</b>	<b>Gold</b>	<b>Room</b>
<b>6</b>		Jean Williams	323	Mike Rutherford	216
		John Switala	322	Laura Everett	217
	<b>Counselor:</b> Carmel Kean	Jonathan Steenwijk	324	Stacie Melhorn	218
		Murray Kingdon	321	Martin Herrmann	215
		Paula Carroll	320	Louise Saddington	214
		Cyril Plantecoste	319	Piyanuch	212
		Trista Meisner	110	Mark Jaspers	112
				Kentaro Udagawa	8-129
		<b>Black</b>	<b>Room</b>	<b>Gold</b>	<b>Room</b>
<b>7</b>		Mark de Oliveira	310	John Kenney	209
		Roger Everett	311	Sabina Vogt	210
	<b>Counselor:</b> Karen Kinsella	Michelle Ahoy	315	Jerome Banks	208
		Matt McGovern	314	Lindsey Serrano	207
		Danielle Rosendaal	312-A	Alissa Gordon	210-A
		Joe Barnes	318	Tommy Kaewngam	213
		Coleen Mann	8-140	Brent Poling	8-119
		<b>Black</b>	<b>Room</b>	<b>Gold</b>	<b>Room</b>
<b>8</b>		Pam Pine-Petthong	301	Jill Miller	204
		Eric Burnett	302	Stephen Romary	205
	<b>Counselor:</b> Colleen Coady	Bruce Melhorn	307	Rosanne Major	203
		Don Huttner	306	Brenda Perkins	206
		Pam Werner	305	Lori Boll	204-A
		Gaby Jimenez	317	Jia-Jin Chu	211
		Lien Indigne	309	Adam Kirk	309
		Miguel Zambrano	Tech Rm	Michael Sharp	8-201

<i>Respect</i>	<i>Care</i>	<i>Integrity</i>	<i>Responsibility</i>
<i>Courage</i>	<i>Commitment</i>	<i>Balance</i>	<i>Gratitude</i>

## After School Schedule

### Start And End Times

<b>START &amp; END TIMES</b>	<b>Mon, Wed, Thurs, Fri</b>	<b>Tuesdays</b>	<b>ERD</b>
<b>ELEMENTARY SCHOOL</b>	07:35 - 14:20	07:35 - 14:05	07:35 - 13:10
<b>MIDDLE SCHOOL</b>	07:20 - 14:25	07:20 - 14:05	07:20 - 13:10
<b>HIGH SCHOOL</b>	07:20 - 14:25	07:20 - 14:05	07:20 - 13:10

### Bus Times

<b>BUS TIMES</b>	<b>Mon, Wed, Thurs, Fri</b>	<b>Tuesdays</b>	<b>ERD</b>
<b>1st Bus ES/MS/HS</b>	14:35	14:15	13:20
<b>2nd Bus ES/MS/HS</b>	15:50	15:30	14:30 ES 15:30 MS/HS
<b>3rd Bus MS/HS</b>	17:10	17:10	17:10

<i>Respect</i>	<i>Care</i>	<i>Integrity</i>	<i>Responsibility</i>
<i>Courage</i>	<i>Commitment</i>	<i>Balance</i>	<i>Gratitude</i>