

ISP Middle School Student Handbook 2009-2010

The International School of Panama
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This Student Handbook belongs to:

Name: _____

Grade: _____

August 10, 2009

It is a pleasure to welcome you to Middle School at The International School of Panama.

Middle School is the transition between Elementary and High School. At The International School of Panama our approach to working with adolescents is based on the National Middle School Association's "This We Believe" characteristics:

- High expectations for all members of the learning community
- Students and teachers engaged in active learning
- Curriculum that is relevant, challenging, integrative, and exploratory
- Multiple learning and teaching approaches that respond to their diversity

Our goal is to support students by understanding the developmental needs of adolescents. Our approach to teaching and learning is collaborative and inclusive. Students participate actively in the learning process and develop independence and responsibility.

In Middle School, each child is assigned an "advisory" with a specific teacher. Advisory groups meet every day and Advisors work to create a relationship with students. The Advisor acts as an advocate for the student, provides guidance in problem solving and maintains steady communication with parents so that the team is complete in preparing the student for success in Middle School. Advisory groups also spend time on the development of organizational and social skills.

We look forward to a great year together.

Diane Guevara
Middle School Principal

Dear Students and Parents,

The International School of Panama Student Handbook is provided to help you understand the school's procedures, policies, rules and expectations. In order to prepare each student for a successful school experience, we ask that you set aside some time to review the contents of this handbook together.

After reviewing the material, please complete the form below and have the student return it to their advisor.

Thank you for your cooperation.

Agreement:

We have read and reviewed the ISP Student Handbook in its entirety and understand the expectations of the school. We agree to uphold the rules and regulations outlined in the handbook.

Student Signature: _____

Parent Signature: _____

Date: _____

THE INTERNATIONAL SCHOOL OF PANAMA

**MIDDLE SCHOOL STUDENT HANDBOOK
2009-2010**

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Section *one*

INTRODUCTION



The International School of Panama Mission

The International School of Panama will educate and inspire our students to reach their full potential and contribute to the world as responsible citizens by providing a high quality, broad-based, accredited English language education that is enriched by the diversity of our students and our multicultural community.

ISP Core Beliefs:

- Each individual has intrinsic worth
- Each person is responsible for his or her choices and actions
- All people have a responsibility to contribute positively to society
- Embracing diversity strengthens communities
- Shared values are essential for the well-being of our community
- Quality education expands opportunities for the individual and contributes to the development of our world
- Education is a collaborative effort between family and school and is enriched by the community
- Learning is an essential, life-long endeavor
- Achievement builds self-esteem which leads to further achievement
- Excellence is worth pursuing

THE HISTORY OF ISP

Founded in 1982, The International School of Panama provides an international education for children living in Panama. The first Board of Directors determined that the school would follow an international curriculum that would satisfy Panamanian, US, and third country standards.

The ISP is approved by the ministry of Education in Panama, and is a member of the International Baccalaureate Organization, the International Schools Association for Advancement of International Education, and The Interregional Center for Curriculum. ISP is accredited by the Southern Association of Colleges and Schools. (SACS)

Since its beginning with 43 students in one building, the school has grown to more than 900 students in grades junior kindergarten through twelve.

ISP At a Glance

Student Body of approximately 900
Air-Conditioned Classrooms
14,000 - Book Library
15 CD ROM Library Stations - Internet Wireless Capability
Three Computer Labs - Internet Connected / Mac Lab
Full Service Cafeteria
Infirmary & Full-time Nurse
College and Student Counseling Services
Multi-purpose Gymnasium
320 meter Track
Two Football Fields
Covered Play Shelter and Playground
Full Bus Service
IB Program offered in 11th & 12th grades
Model United Nations Program
Sports, Band, Drama, Student Council, and many other
Co-curricular Activities

Section Two



Guidelines for Student Behavior

Students at ISP are expected to demonstrate **respect, responsibility and positive conduct** in all ways. The ISP student is expected to:

1. Arrive on time to school and to all classes.
2. Attend class daily with all necessary materials and having fulfilled all responsibilities for the class.
3. Demonstrate respect for classmates and teachers and all members of the ISP community.
4. Demonstrate respect for all school rules as outlined in this handbook (and ask for clarification when needed).
5. Undertake all assignments, assessments and projects to the best of his/her ability - with honesty, integrity and a commitment to reaching his/her potential as a student.

HONOR PLEDGE

As a valued member of The International School of Panama I agree to uphold and promote the following principles: Honesty, Trust, Respect, Fairness and Pride.

By this, I agree that I will not cheat, lie, steal or plagiarize. In addition, I will respect school property, other students, their property and their work.

When outside of the school, especially when wearing the school uniform, I will be a worthy Ambassador for ISP by demonstrating good, honest and decent behavior.

Honor Pledge Guidelines

RESPECT: To treat others and property honestly and decently

Examples:

- Not to destroy or damage school property
- Not to destroy or damage other students' property or work
- Not to use racial slurs or "put downs"

PRIDE: Respect and sense of importance or worth

- Complete all assigned work to the best of your ability
- Wear the school uniform properly
- Contribute positively to the learning environment

CHEAT: To act dishonestly in order to achieve a result – by trying to gain an unfair advantage or assisting another person to gain an unfair advantage. Receiving or giving information for a dishonest purpose.

Examples:

- To copy someone else's work or allow other to copy your work, (class work, homework, tests, exams, etc.)
- Asking for, or giving answers to questions before, during or after exams or tests
- Handing in another student's work as you own

LIE: To say something that is untrue with the intent to deceive

Examples:

- Not telling the truth
- When guilty not admitting to being guilty
- Changing a grade on a test, examination, class work, report card or any other graded work
- Forging a parent's signature on weekly reports, progress reports, report cards, notes

STEAL: To take something that does not belong to your or being party to taking something that doesn't belong to you.

Examples:

- Taking someone else's private possessions or taking someone else's school books that re not officially in trust to you form the school

- Taking school property – books, equipment or any other item that does not personally belong to you.

PLAGIARIZE: To steal and pass off the ideas or words of another as one's own (without crediting the source.)

Examples:

- Using other's work, either of past students or essays that might be available over the internet or in books, or other media sources and presenting it as your own
- Using words and phrases that other students have used in their work
- Directly copying phrases, paragraphs, sentences, graphs, research or any other information from books, encyclopedias or from sites on the internet without quoting the source.

Attendance

Regular attendance is considered vital to the academic success of the student.

Attendance Policy and Procedures:

Unless students are sick or there are other compelling reasons why they should be excused, they are expected to be present for all scheduled school days and classes. For excused absences, teachers will make reasonable accommodation for advance assignments and make up work. Students who are absent will be responsible for the work missed during their absence including homework, projects, assignments, quizzes and tests.

At the discretion of the principal, a grade of incomplete may be given to a student with a defined make up period for completing the work. With satisfactory performance the incomplete grade may be replaced with the grade earned.

Vacations scheduled within the annual school calendar will not be considered as excused absences.

Anticipated Absences:

Whenever a student is aware in advance that he/she will be absent from school for any reason, he/she should bring a note from parents stating the reason and the dates. When an absence from school is anticipated, it is the student's responsibility to obtain an Anticipated Absence Form from the MS Office and have it completed by teachers at least three days before departure. Teachers will determine how work missed will be handled.

For chronic absenteeism the principal may require a contract, defining attendance expectations for the students, as a precondition for continued enrollment at the school.

DISCIPLINE

The rules and guidelines outlined in the student handbook are for the well-being of the students and members of the ISP community. Our aim is to establish and preserve a positive learning environment. A student's failure to follow these rules or adhere to these guidelines is grounds for consequences.

Student misbehavior will be classified as one of the following types:

Type A

Disrespect
Tardiness
Lack of materials
Uniform violations
Put-downs
Disrupting class
Vandalism (minor)
Hiding others property
Dishonesty
Inappropriate displays of affection
Use of unauthorized electronic devices in class (phones, music devices, etc.)

Type B

Cutting classes
Unauthorized departure from campus
Entry to unauthorized location on campus
Cheating, Plagiarism or others acts of Academic Dishonesty
Defiance or refusal to comply with a teacher's directive
Bullying and/or harassment
Fighting
Vandalism or destruction of school property
Repetitions of Type A behaviors

Type C

Theft

Smoking on campus

Possession and/or use of drugs and/or alcohol

Assault or acts of physical aggression

Use of a weapon

Repetitions of Type B behaviors

The following disciplinary process applies to the behaviors outlined above. Type C behaviors are subject to immediate suspension and review by the Principal and Director for possible/expulsion.

Disciplinary Process:

Tuesday After-School Detentions: On Tuesdays students will sit silently in an assigned area. At times, students may also work, providing a school service. Detention will take place from 2:40 to 3:40, students will have to take the after school bus home.

- These detentions may be assigned automatically for type B behaviors, flagrant put-downs, and disrespect toward authorities.
- Accumulation of 3 After School Detentions will result in a Wednesday after School Detention.

Wednesday after School Detentions (WAD): Students will work, providing a school service from 12:30 to 2:30. Parents must provide transportation home.

- These detentions may be assigned automatically for type B behaviors, with principal's approval.
- 1st WAD, parents will be notified by letter.
- 2nd WAD, a parent conference will be set up to include advisor, counselor, and principal.
- 3rd WAD, advisor and principal will refer student to director with proposal for suspension or other disciplinary measures.

Parents will be given at least one day advanced notice by letter and a phone call.

All teachers at ISP have the explicit authority to enforce the school's behavioral expectations and school rules. In all discipline situations the principal will make the decision as to appropriate consequences. The

preceding is a guide and does not specify each and every possible situation that may occur.

Suspension:

All suspensions are considered matters of documented record in the middle school. In-school suspensions are recorded in the student's internal file and are considered matters of internal record only. An out-of-school suspension is considered a matter of the permanent record, and a letter is placed in the student's cumulative file.

Suspended students are entitled to make up an and all work missed. Teachers, however, are not expected to re-teach the material missed. Assignments and work are explained and provide to the student.

Students with more than one suspension may be place on a probationary contract, or referred to the Director for dismissal/expulsion from school.

ISP UNIFORM

Uniforms are required for all students at ISP. They are in keeping with public and private Panamanian school culture and should reflect pride in our school community. Additionally, they are an expression of preparedness and a kind of professionalism desired in ISP students.

Although the ISP uniform has a relaxed appearance, it is a uniform and must be worn according to the regulations. Violations will result in appropriate disciplinary actions detailed in the student handbooks.

ISP Uniform Regulations:

1. All students are required to wear a complete school uniform in accordance with the uniform items list. All uniform items must be labeled with the student's name.
2. Uniform items to be purchased and worn to school daily:
 - **Shoes:** Shoes must be all black including soles and laces. Athletic shoes are acceptable and we recommend rubber/slip-proof soles for safety reasons. No open backs or sandals are allowed.

- **Socks:** White socks are required. They must cover the ankle.
 - **Slacks:** Navy blue uniform slacks (available at the uniform shops) or navy chinos (lightweight cotton trousers that are dressier than khakis and do not fade as easily) are required. Slacks with rips or holes, hems that reach the floor or over and/or undersized slacks are NOT allowed.
 - **Culottes:** ISP plaid uniform culottes are available at the uniform shop. The length of the culottes may vary from just above the knee to no shorter than 2 inches (5.0 cm) above the knee.
 - **Skirt:** ISP plaid uniform skirts are available at the uniform shop. The length of the skirt may vary from mid-knee to no shorter than 2 inches (5.0 cm) above the knee.
 - **Shirts:** ISP light blue cotton shirts or solid (teal or burgundy) ISP polo shirts are available at the uniform shop. Only students in grades 11 and 12 have the option of wearing the teal or burgundy shirt with alternating color collar. All shirts must be tucked into pants unless they are hemmed to fall 4"-6" below the navel.
 - **P.E. Uniform:** ISP T-shirts or plain navy T-shirts and ISP or navy PE shorts are required.
 - **Sweatshirts and Sweaters:** Only ISP sweatshirts or plain navy blue sweatshirts or sweaters are allowed.
 - **ISP Caps and Visors:** only ISP caps and visors are allowed and these are highly recommended for P.E. and all outdoor activities. Caps and visors may only be worn outside of school buildings.
3. General Notes about special dress and grooming:
- Students may be requested to wear plain colored T-shirts or sport shirts (i.e. green, red, blue, etc.) for certain activity days.
 - On some field trips, students will be allowed to wear jeans. Torn and over or under-sized jeans are not permitted.
 - Students may wear properly sized, white and/or ISP P.E. T-shirts under their uniform shirts, provided they do not extend outside of the uniform shirt.
 - Hair must be clean, brushed and well kept. Unnaturally colored hair, (i.e. blue, green, red, purple, etc.) is not allowed. At times, for safety, long hair must be pulled back.

- For safety, students should wear a minimum amount of jewelry. Some jewelry, including dangling earrings, must be removed for PE. Female students may wear one or two pierced earrings. Male students may not wear any earrings. Other facial piercings are not permitted.

ANTI-HARASSMENT POLICY

Harassment has a serious detrimental effect on working, studying, and social conditions for staff, students, and visitors to the school. Any incident of harassment will be regarded seriously and may be grounds for disciplinary action, including suspension or expulsion. This policy applies to all members of the school community, staff, and students.

The following are types of harassment and are unacceptable at ISP:

- **Bullying**
- **Stalking**
- **Ethnic/ religious harassment**
- **Sexual harassment**
- **Sexual orientation harassment**
- **Disability harassment**

Examples of harassment include, but are not limited to the following:

- Physical contact such as hitting, kicking, taking or hiding belongings, throwing objects, spiting, hair pulling, pinching
- Excluding someone from social groups in order to intimidate or isolate
- Derogatory name calling
- Written or verbal insults
- Verbal abuse and threats
- Ridicule of an individual
- Imitating or mocking in an insulting way
-
- Incitement of others to harass
- Publishing, (electronic or otherwise), derogatory or inflammatory comments about an individual
- Menacing telephone calls, letters, or e-mails causing the recipient distress

TECHNOLOGY CODE OF CONDUCT

ISP actively promotes the appropriate use of technology in education. We recognize the importance of using information technology in today's world. Every student must have access to information technology as an adjunct to instruction. Students need tech skills not only for their schoolwork, but also in their personal lives. Parent and educators must equip young people to use technology responsibly and to integrate these skills with other essentials, such as critical thinking, literacy, numeracy and citizenship.

Essential to the use of technology is ethical responsibility.

To ensure those students, staff, parents, and other community members can take full advantage of the technologies available at ISP, all users of technology must have proper authorization and adhere to the Technology Code of Conduct as outlined below:

1. All use of technology must be in support of and consistent with the educational purposes of the International School of Panama. It is the user's responsibility to keep all inappropriate materials or files and software dangerous to the integrity of the system, away from the school's technology.
2. Users will not access inappropriate materials when using the school's equipment. Users agree that they will not send or knowingly receive pornographic materials or access pornographic sites. ISP users agree that they will not send or solicit hate mail. Users will not attempt unauthorized access (hacking) into files, programs, or network sites.
3. Individuals are responsible for adhering to the laws for copyrighted materials under Panamanian and international guidelines. Users accept responsibility for personal software when used on school premises. Such software must be appropriate for school use and conform to school policies and procedures.
4. Each user agrees to respect another individuals' work, files, and programs. The modification or destruction of another person's work, files and/or programs is a serious offense.

5. Users agree not to seek password information, modify passwords, obtain copies of files or view files belonging to another person without their express permission. Users agree to not misrepresent themselves or log into programs or networked sites as another person when using the school's technology
6. It is the user's responsibility to obtain proper authorization prior to the addition, removal, or relocation of any equipment or software.
7. It is the user's responsibility to make sure no equipment or software is destroyed, modified, or abused in any way. Users must ensure that all food and drink are kept away from the equipment.

The consequences for failure to adhere to the technology code of conduct will result in restriction or complete loss of access to technology at ISP. Other disciplinary measures deemed appropriate by the school administration may also be applied.

ADDITIONAL GUIDELINES FOR STUDENT BEHAVIOR

Electronic Devices:

ISP strongly discourages students from bringing electronic devices to school. Such devices include I-Pods, cell phones, video games, etc. Such items may not be taken out or used in classrooms or during class times. Teachers will confiscate and turn in to the Principal any electronic device that is used during class time.

While cell phones are often a necessary communication tool, they are not ever to be used or taken out in class.

The school does everything within reason to safeguard private property, but it will not be responsible for lost valuables, or those left unattended or in an unlocked location.

While we discourage bringing these devices to school, appropriate use during breaks and lunch times is acceptable.

Food:

Food is only permitted in the cafeteria and covered walk-way during lunch and breaks. Food is generally not allowed in the classrooms. In certain special cases, and when approved, a teacher may supervise a lunch or activity with food in he/her classroom. All ISP community members are expected to be considerate and clean up their garbage after eating.

Emergency Drills:

ISP holds periodic fire drills and evacuations. Students are expected to follow all rules and instructions, to conduct themselves quietly and respectfully, and to act in complete accordance with the rules and guidelines outlined for such drills.

Visitor Policy:

All student visitors must be pre-approved by the Principal prior to coming on campus, and wear a Visitor's Pass while present. Approval is given if a compelling reason for the visit exists.

Visitors are expected to conduct themselves in accordance with all the behavioral expectations outlined in the handbook, and are expected to dress appropriately.



Section Three

Curriculum and Academic Expectations

Student responsibilities:

Matriculation assumes that the student will achieve a minimum C-average by the end of the first year and exhibit acceptable conduct as described in the Student Handbook. **Students who do not achieve the minimum will be placed on academic warning and may be placed on probation**

or asked to leave the school if minimum requirements needed to maintain at ISP have not been met.

At the time of enrollment, and throughout the year students shall be of good moral character, be amenable to discipline, free from the use of illegal drugs, and not demonstrate any disregard for social and legal regulations, which could create a negative image of the school and its student body.

The student must demonstrate a serious interest in the purpose of school and must comply with its regulations, discipline and traditions.

Grading System

The International School of Panama (Conversion of Percentages to Letter Grades to Grade Point Equivalent GPE)		
Percent	Letter	GPE
98-100	A+	4.4 or above
93-97	A	4.0
90-92	A-	3.7
87-89	B+	3.4
83-86	B	3.0
80-82	B-	2.7
77-79	C+	2.4
73-76	C	2.0
70-72	C-	1.7
67-69	D+	1.4
63-66	D	1.0
60-62	D-	.7
59 & Below	F	0

ISP does not rank students according to grades. Parents are free to consult teachers about grade range and average.

Academic Recognition

Director's List

A student will earn this designation when he/she earns no more than two grades of “B” and all other grades A. No grades of C.

Student Academic Recognition

A student would earn this status when he/she earns 4 grades of “A” and 4 grades of “B”. No grades of C.

Academic Warning / Probation / Retention / Dismissal

A student not meeting the above regulations will receive academic warnings and may be placed on probation at the beginning of the school year or placed on probation at any given time during the year. Failure to meet probation requirements may restrict re-inscription.

Students who fail two courses will automatically be placed on academic probation.

Academic probation status requires the student to correct the deficiency, as maintained by weekly progress reports, which are to be endorsed by the teacher and signed by the parents. It is the parent’s responsibility to monitor the student’s progress.

Probationary status will be lifted when the student achieves the minimum grade average of 70 in the core subjects or exhibits acceptable behavior.

Recuperation/Make-Up of a Failed Course

Students who fail any subject at the end of the year must recuperate or “make-up” work {i.e. follow a study guide and pass an examination on the specified date in August before the beginning of the new year in order to be promoted to the next grade level. A student is allowed to rehabilitate or make-up up to two subjects. If the student continues to fail in the next academic semester, (s) he can be asked to leave ISP at the end of the second quarter.

Students who fail any subject during the first semester must “rehabilitate” {i.e. follow a study guide and pass an examination on a specified date in January.} Failure to pass the exams may put the student on probation during the second semester and home-school communication will be maintained through weekly progress reports.

Dismissal

Students who fail more than two subjects may be dismissed from school or be required to repeat the year. If a student who is repeating a grade level continues to fail during the next academic semester, he/she will be asked to leave after the first semester.

Student re-admission

The right to re-admission for the coming year will be determined during the second semester of the school year. Consideration will be given to academic progress in all areas and conduct both in and out of school.

The school reserves the right to refuse re-admission to any student whose academic progress and / or conduct in or out of school is not satisfactory and hence detrimental to the welfare of the total student population and the well being of ISP.

The director will make the final decision in these special cases after consultation with any teachers involved as well as with the Guidance Counselor. Parents will be notified of the possibility of such action, and the final decision will be communicated to them in writing.



Section Four

Home School Communication

ED-LINE

Teachers use Ed-line to post information about homework, projects, assessments and quarterly plans. All students and parents have access to Ed-line through the school webpage and will be given an Ed-Line access code at the beginning of each school year. Ed-line is a vital communication tool and it is the school's expectation that students and parents make full use of it.

OPEN HOUSE

Open House occurs a few weeks after school has opened. Its purpose is to inform parents about the programs and to discuss general expectations for the grade level.

PROGRESS REPORTS

In order to keep parents fully informed of student progress, in addition to the quarterly report cards, progress reports will be sent to parents during each mid-quarter of the school year, notifying them of student classroom progress. A separate form is sent for each subject, including the reasons for poor performance, and suggestions for improvement before the end of the quarter.

REPORT CARDS

Report cards are distributed four times each year. They are sent electronically and the official report card is given as a hard copy. Grading is based upon tests, quizzes, class participation, reports, projects, etc.

PARENT - TEACHER CONFERENCES

Days are devoted to Parent-Teacher Conferences each year at the end of the first and third quarters – in October and March. Parents should feel free to contact the school whenever there are questions concerning progress or adjustment in school. Conferences may be requested by parents, teachers, counselor, or administration. Conferences requested by parents may be arranged by calling the MS office to schedule an appointment.

WEEKLY NEWSLETTERS

Middle School News is published weekly and sent to parents via e-mail and is posted on the school website.

ISP WEB-PAGE

The school web-page is found at www.isp.edu.pa

The site is meant to be a valuable resource and communication tool for parents and students. This MS student handbook is published on the web-page, as are a variety of school newsletters, and news updates.

TEACHER COMMUNICATION

All ISP teachers have e-mails where students and parents may reach them. Please check the ISP Web-page (www.isp.edu.pa) for your teachers' e-mail address.

STUDENT RECORDS

Parent or legal guardian will, upon written requests, have access to these records. They have the right to question the data of the records and if a difference of opinion is noted, will be permitted to file a letter in the cumulative folder stating his/her position.

To release student records to another school in which the student intends to enroll, the parents or legal guardian must notify the school and specifically request that the appropriate records be released.

Data may be released to educational and other governmental agencies only if the anonymity of the student is maintained.

To release student records to other persons or agencies, written consent must be given by the parent, legal guardian of the student. This consent must state which records will be released, to whom, and the reason for the release. A copy of the student record to be released will be made available to the person signing the release form. All authorizations for release will be kept in the student's cumulative folder.



Section Five

General Information

LIBRARY - MEDIA CENTER

The library media center is open daily from 7:30 a.m. until 3:00p.m., for students, staff and parents. The library/media center is used for reference, required reading, and the pursuit of personal reading interest.

Destiny, the library's web-based catalog of all library materials, is accessible from the library computers.

On-line research databases are accessible from the library computers.

Circulation and Fines

- Books from the general collection are circulated for two weeks and may be renewed as often as needed.
- Some reference books, with the permission of the Librarian, may be checked out at the end of the school day for overnight use and must be returned the next morning.
- Magazines are available for reading in the library but do not circulate.
- Students are expected to return books on time. Students with overdue books will lose the privilege of borrowing or renewing library books until their obligations are fulfilled.
- Students with overdue books will also have report cards withheld until they meet their obligations.
- Students will be held responsible for the cost of lost or damaged books or other library materials checked out in their name.

Library Rules and Procedures

- You must have a pass to visit the library during the school day.
- When you enter the library, you must get your pass signed and sign your name, the time and the name of the teacher who sent you on the sign-in/out sheet.
- When you leave the library, you must get your pass signed again and put the time on the sign-in/out sheet.
- When you visit the library, you are expected to have something to do, whether it is checking out or returning a book, reading, studying or research. If you are not keeping busy, you will be sent back to class.
- Library computers are for school work only. Using the computer for other purposes will result in you being asked to leave the library, and may result in you losing your network privileges.

Library Computers

- Scheduled classes have priority over individual students using the library's computers
- Students may use the computers for research purposes and school assignments
- The expectations, as outlined in the Technology Code of Conduct, apply to the use of library computers.

CAFETERIA

The ISP cafeteria offers snacks and lunch each day. Students are allowed to use the cafeteria during specified break and lunch hours.

Method of Payment

In order to facilitate the use of this service we have implemented a pre-paid card system.

- Each student has received an ID card to be used at the cafeteria
- Cards can be reloaded Monday through Friday from 8:30 a.m. to 1:00 p.m. at the cafeteria
- Accepted forms of payment are checks or cash.
- Refund of remaining balance when students withdraw from school
- \$5.00 fee for lost or stolen cards

This is a **pre-paid** system and students are required to have money in their accounts to be able to use the cafeteria services.

CAFETERIA BEHAVIOR

Good behavior and proper manners are very important in the cafeteria so that all students can eat and relax in a comfortable and orderly environment.

Students should walk not run in the cafeteria.

After eating, students are responsible for throwing away their refuse in the proper containers. Tables are to be left clean for the next students to eat are able to do so in a comfortable environment.

Students are to follow the directions of all teachers/adults supervising the cafeteria.

ISP Bus

Bus Safety Rules and Procedures:

The bus drivers and monitors are charged with the safe transportation of ISP students to and from school and they must have the full cooperation of students on the bus at all times. All ISP rules (and discipline procedures) as outlined in this handbook apply on the bus.

The following are the essential expectations for all student riders:

1. **Respect for other riders**
No rough play, bad language or inappropriate behavior.
2. **Respect for the bus**
No eating or drinking. Treat the equipment with care.
3. **Respect for the driver and monitors**
Follow all directions.

Specifically, students are expected to adhere to the following procedures:

1. Board the bus carefully.
2. Fill all available seats before using fold-down seats.
3. Fasten seat belt.
4. Stay seated while bus is in motion.
5. Keep hands and articles away from windows.
6. Keep aisles clear.
7. Be courteous and respectful to others.

Bus Discipline Policy:

At the discretion of the driver and monitor, a mis-behaving student may be given a Pink Slip, with follow-up from the Principal. A student receiving a third Pink Slip will be suspended from the bus. The duration of the bus suspension will depend on the severity of the offense. Students involved in any Type B or C behaviors on the school bus will receive an immediate suspension from the bus, and suspension from the school when indicated.

If after suspension, serious or continuing offenses on the bus persist, a Parent-Student-Principal Conference will be held. The student may be suspended from the bus for the rest of the school year.

Dismissal and Pick-up:

Dismissal is at 2:40 daily and 12:00 on Wednesdays. Student riders are expected to report promptly to the bus after the dismissal bell. ISP buses leave no later than 2:55, and by 12:15 on Wednesdays.

After School Activities Pick-up:

After School Activities conclude at 4:15 and buses leave ISP no later than 4:30.

Request for Change in Transportation:

To request a change in transportation for a student the following steps must be taken:

- The parent fills out a Transportation Permission Slip. This slip can be found on the ISP web-page or a copy can be requested from the office.
- The Transportation Permission Slip must be filled out and emailed, or taken to the appropriate office where the student will receive a Transportation Approval slip to be given to the bus monitor.
- Hand-written notes are not accepted and students will not be permitted to call home for a last minute change.

Emergencies

When the possibility of an emergency situation arises, such as civil unrest or demonstration that block traffic, the school contacts the US Embassy Security Office to confirm and request that up-dates and security suggestions be provided. Concurrently the school contacts the bus owner to have their drivers monitor the roads and continuously report by radio any activity that might compromise the safety of our students. The Administrative Team is kept apprised of the situation, its progress is monitored and reviewed, and appropriate action is taken when necessary. This action may include early dismissal, (every effort will be made to contact parents by phone before students leave*); changes in the bus routes through more secure areas, the cancellation of after school activities due to the transportation difficulties or keeping students on campus until it is safe to transport them home.

If a bus accident occurs, drivers and monitors will be in touch with the school administration, who will communicate with parents.

In the event of an accident or emergency it is very important that students stay calm, and stay seated until receiving instructions or until help arrives. Students must not get off the bus unless told to by the driver, and must follow the bus driver's instructions at all times.

LOST AND FOUND

Lost and found boxes are located in the Gym and in the teacher workroom in middle school. If a student loses something important he/she should report it at once to the MS office assistant or the Principal

We recommend that student do not bring valuable items to school, such as I-Pods, CD Players or video games. We ask student not to bring large sums of money to school. The school does everything within reason to safeguard private property, but it cannot be responsible for lost items.



Section Six

Getting a Good Start

ORGANIZE, ORGANIZE, ORGANIZE

Getting a good start at the beginning of the school year is important. Start good habits right away. Being organized will help you be successful at ISP. Here are some tips to help you on your way.

Homework

Homework is an important extension of your class work. It is a learning experience as well as reinforcement. It also encourages exploration and creativity. Homework will count as part of the grade.

It helps you to learn to:

- ✓ Work Independently
- ✓ Organize Time
- ✓ Develop Effective Work Habits
- ✓ Develop Self-Discipline
- ✓ Accept Responsibility

You should spend as much time as it takes to get the assignments done properly! You can expect daily homework Monday through Friday

Plan Your Day

Before you go to bed, organize your books and supplies and get your book bag ready for the next day so you are not rushed in the morning. Be sure you have the necessary tools for a successful day in school.

Early to Bed

The habits you develop in August and September will continue throughout the year. Most adolescents need eight to ten hours of sleep each night. What time do you usually go to bed on school nights?

Your Locker

At school your locker is your main organizer. It is your "home away from home". Lockers are provided for your books and clothing. Books and other materials are never to be left in the classroom.

You should keep your locker uncluttered and locked. If you need safe storage of an item in a location other than your locker, you should see your Advisor or another school official. If your locker needs repair, you should report this to the Middle School Assistant.

Remember your locker is school property and you should take good care of it - NO STICKERS, PLEASE!

Lockers are school property and may be searched at any time.

Taking Care of Books and Supplies

You should cover all books. Make sure that your name is on your book cover. You should repair tears to the cover or pages. The books will last longer and you will not be charged a fine when you return them. The care of school material is your responsibility.

Phone Buddy

It is important to have at least one person in your class to call for assignments. If you already know someone who will be your phone buddy, write the information below.

Name: _____

Telephone: _____

If you do not know anyone, your Advisor will help you get a "phone buddy". Write the information above.

Good Study Habits

- a. Use your agenda every day.
- b. Make and keep a study schedule.
- c. Study in the same quiet place every day.
- d. Keep all materials, including a notebook, in a study place.
- e. Plan ahead - work on long term as well as daily assignments.
- f. Always read the directions before starting.
- g. If the assignment seems difficult, read the instructions aloud. If you still don't understand, read them to someone else.
- h. Make certain your assignments are done neatly.
- i. Avoid distractions when studying.
- j. Leave all your work ready to be picked up easily in the morning - in your book bag.

The Place

At home, you may need the discipline of a desk in a room where there are few interruptions. Keep your study area clean, cool, and well lit. Keep your books and materials easily accessible.

The Time

How you manage your time can make a world of difference to your efficiency. Know when and how you function best. Learn your best methods for studying and then set up the conditions for them. Ask yourself these questions: Do you work best before or after meals, indoors or out, in the morning or afternoon?

What To Do If You Feel Boggled Down While Studying

Move... get up and do something (stretch, take a walk, get a drink, take a shower). Then go back and review your notes - to get a fresh start on your subject.

School Counselors

The School Counselor is available to help you in making a successful adjustment throughout your years at ISP. If you are experiencing any problems or if you have any concerns, feel free to seek the aid of your Counselor. Counselors help students with academic and personal counseling.

We hope that you realize the importance of being organized.

Set 3 goals to change or improve your behavior to become more organized.

1. _____

2. _____

3. _____