



ISS

SINGAPORE CAMPUS

MIDDLE SCHOOL

Realising Potential

PARENT & STUDENT HANDBOOK, 2019 - 20



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Introduction

Greetings and welcome to the 2019-20 academic year.

It is an honour to be a part of the ISS learning community and I look forward to meeting each and every one of you.

Here, in the Paterson Campus we have a wonderful mix of educational opportunity, history, and inclusive learning and all at the doorstep of the heart of Singapore!

Over the course of the year many opportunities will arise to be part of the ISS vision **‘Educating to make a difference’** for students, parents, family, guardians and friends. As a school we hope that you will take up these opportunities to contribute to ISS being internationally recognized as firstly a family orientated educational organization and foremost an internationally recognized lead school.

At ISS we aim to develop worldly learners and it needs the entire community to work together to do this. We look forward to working with you in helping our students realise their potential.

Here’s to a great academic year.

Kindest,

Ms. Susan Tílney

Paterson Principal

Welcome to ISS International School

Our Mission Statement

Our mission is to provide a multicultural educational environment for our students in which they achieve academic success, personal growth and become socially responsible and active global citizens with an appreciation of learning as a life-long process.

We accomplish this through an international and dynamic curriculum delivered by an enthusiastic and experienced faculty and staff in partnership with students, parents and guardians in a caring and supportive community.

Culture Statement

In keeping with the mission, vision and values of the school, ISS aims to help each student reach his/her potential by maintaining an inclusive, nurturing and empowering learning culture.

This culture shall be fostered through ISS's programmes and operations. Our success in achieving our culture shall be measured through formal community feedback and a range of documented evidence.

Beliefs and Values

ISS is a community in which we believe:

- The IB Learner Profile is the core of our teaching and learning practice
- Mutual respect and communication are essential to the educational process
- Our diverse multi-cultural community is essential to our identity
- All individuals are unique and valued
- All individuals are nurtured to achieve their full potential
- Self-esteem is developed in a safe and caring environment
- All individuals reflect on and inquire into their roles and responsibilities as global citizens
- We strive for academic excellence for all students.

The aim of our IB Middle Years and IB Diploma programmes is to develop internationally minded students who, recognizing their common humanity and shared guardianship of the planet, help to create a better and more peaceful world.

The IB Mission Statement

The International Baccalaureate aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

ISS Expectations and IB Students

IB Learner Profile	Expectation
Balanced: They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.	<ul style="list-style-type: none"> ✓ Take at least one ECA ✓ Spend time with others during breaks ✓ Get sufficient sleep ✓ Complete homework early ✓ Commit to Community/Action/Service Activities
Caring: They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service and act to make a positive difference to the lives of others and to the environment.	<ul style="list-style-type: none"> ✓ Help others ✓ Act as a buddy for new students ✓ Maintain a clean school environment ✓ Recycle materials using the appropriate bins
Communicators: They understand and express ideas and information confidently and creatively in more than one language and in a variety of	<ul style="list-style-type: none"> ✓ Ask for help when needed ✓ Clarify homework deadlines if unsure ✓ Inform parents/guardians about school events ✓ Inform the School when late, sick or absent

<p>modes of communication. They work effectively and willingly in collaboration with others.</p>	<ul style="list-style-type: none"> ✓ Check your ISS email account daily ✓ Use online learning platforms to access and submit work
<p>Inquirers: They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.</p>	<ul style="list-style-type: none"> ✓ Ask questions, cross check information sources ✓ Discover new things
<p>Knowledgeable: They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.</p>	<ul style="list-style-type: none"> ✓ Complete all work to the best of your ability ✓ Explore new ideas and concepts ✓ Demonstrate your ability
<p>Open-minded: They understand and appreciate their own cultures and personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking and evaluating a range of points of view and are willing to grow from the experience.</p>	<ul style="list-style-type: none"> ✓ Respect all students and cultures ✓ Allow everyone to have a say
<p>Principled: They act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups and communities. They take responsibility for their own actions and the consequences that accompany them.</p>	<ul style="list-style-type: none"> ✓ Arrive on time to school and classes ✓ Always reference information from another source ✓ Submit all work on time ✓ Be honest ✓ Use technology appropriately ✓ Be prepared for all classes ✓ Adhere to school rules
<p>Reflective: They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.</p>	<ul style="list-style-type: none"> ✓ Review your performance and adapt to improve ✓ Give positive feedback to yourself and your peers
<p>Risk-takers: They approach unfamiliar situations and uncertainty with courage and forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and</p>	<ul style="list-style-type: none"> ✓ Be involved in new activities ✓ Challenge yourself

articulate in defending their beliefs.	
Thinkers: They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems and make reasoned, ethical decisions.	<ul style="list-style-type: none"> ✓ Critically evaluate your work/research ✓ Involve yourself in conversation and debate

Academics at ISS

ISS International School is a three-programme International Baccalaureate (IB) World School. This means that we follow the IB Primary Years Programme (PYP) in the Elementary School, the Middle Years Programme (MYP) in grades 6-10 and the IB Diploma Programme in grades 11 and 12.

Information about the IB Middle Years Programme and our K-12 Curriculum is available on our website using the following links:

IB Middle Years Programme Link:

<http://www.iss.edu.sg/curriculum/middle-school/>

ISS K-12 Curriculum Link:

<http://iss.edu.sg/learning-outcomes/>

Academic Honesty

ISS Students are expected to be principled, therefore, know inherently that they must live up to the spirit of our ISS Academic Honesty Code.

Honour and integrity are qualities that all students should value and model as fundamental tenets of a healthy learning community. Accordingly, our students are expected to demonstrate personal respect for the Academic Honesty Code and to help all members of the ISS community uphold its principles.

All students will submit work that is their own. Students may receive assistance on homework or in class assignments as per teacher-specified guidelines. Recognizing the cultural differences with our community, the ISS curriculum strives to educate students on the values of the Academic Honesty Code, and teach them how to abide by it.

In teaching students about academic honesty we are preparing them for the demands of the IB Programmes (MYP and DP), as well as university and life.

The ISS Language Policy

At ISS International School, students learn language, learn through language, and learn about language in an environment where they are actively engaged in asking questions and solving problems, making meaning, thinking reflectively and building enduring understandings.

ISS recognizes that the acquisition and control of language constitutes genuine empowerment for individuals in society, and that in order to adequately equip students for success in their lives, it is crucial that they develop proficiency and expertise in speaking, listening, reading and writing in a wide range of modes, and registers.

To this end ISS actively promotes additive bilingualism (the side-by-side acquisition of a second language along with a mother tongue), where students develop the ability to communicate effectively in a second language. In line with IB language policy

guidelines, ISS also recognizes that, since language is central to learning, all teachers are responsible for both general and subject-specific language teaching at all levels.

Language of Instruction:

The medium of instruction is English. In addition to its function as such, ISS also promotes the explicit teaching of English language and literature through stand-alone subjects such as Language Arts in the PYP programme and Language and Literature and Language Acquisition in the MYP Programme. ISS is committed to providing students with a programme that is most suited to their present and future needs in the context of an academically challenging environment.

Support for Language of Instruction:

Students join the ISS community from various language backgrounds and with varying needs of support. We support the needs of our linguistically and culturally diverse student body through the following approaches:

Additional Languages:

ISS is committed to a program of languages other than English, which promotes intercultural awareness and understanding, supporting our goal of developing global citizens. As a result, all students from Grades KG to 12 study a language in addition to their mother tongue.

Mother Tongue:

In accordance with IB policy, ISS recognizes the importance of maintaining and developing a student's mother tongue.

The influence of mother tongue development is significant for all learners. It is acknowledged that the development of mother tongue language is crucial for cognitive development, and in maintaining cultural identity.

Mother tongues are supported in many ways by ISS. There are various cultural events in which the mother tongue is celebrated, and its usage is encouraged in a variety of contexts. Students are encouraged to self-reflect and to participate in self-assessment in their mother tongue where appropriate. In addition, our learning resource center provides literature in a variety of mother tongues. ISS promotes cross grade-level and cross-school opportunities for interaction within various mother tongues.

Homework at ISS

The belief at ISS International School is that homework is an important part of becoming a life-long learner and is encouraged to enable students to realize that learning is not confined within the school environment. With encouragement and monitoring by parents they can:

- Establish self-discipline and develop good study habits
- Form a link between home and school
- Have the opportunity to extend learning and reinforce skills.

The time anticipated for completion of written homework tasks on a daily basis will be:

Grade 6 -	Approximately 45minutes to 1 hour + reading
Grade 7 -	Approximately 45minutes to 1 hour + reading
Grade 8 -	Approximately 1 hour to 1.5 hours + reading

Our teachers:

- Assign relevant, challenging and meaningful homework that reinforces classroom learning
- Provide clear instructions and make sure students understand them
- Communicate with other teachers to avoid an overload of homework
- Communicate with parents if a pattern of late or incomplete homework is observed

Our students:

- Write down homework assignments for different subjects in the ISS School Diary
- Ensure all assignments are clear
- Set aside a regular 'homework time' on a daily basis
- Establish a work plan to ensure time for both day-to-day homework and major projects.

Our parents:

- Help to set a regular, uninterrupted study time for your son/daughter on a daily basis
- Monitor your son/daughter organization of his/her daily assignments including computer usage
- Be supportive when your son/daughter gets frustrated with difficult assignments
- Establish a quiet and well-lit study area
- Stay in touch with school/teachers to keep well-informed of your son/daughter's learning progress.

Assessment at ISS

Our mission is to provide a multicultural educational environment for our students in which they achieve academic success, personal growth and become socially responsible and active global citizens with an appreciation of learning as a life-long process. We accomplish this through an international and dynamic curriculum delivered by an enthusiastic and experienced faculty and staff in partnership with students, parents and guardians, in a caring and supportive community.

Assessment plays a crucial role in the achievement of these aims. Assessment is the gathering and analysis of information about student performance. It identifies what students know, understand, can do and feel at different stages in the learning process.

The assessment and reporting processes provide information to students, teachers, parents, and outside specialists who have responsibility for the student.

Assessment Practices

Assessment at ISS is used:

- as a diagnostic process to identify the nature of assistance needed by students and to improve courses and units within the curriculum.
- as a teaching process to provide continuous feedback to students.
- as a means of determining the levels of achievement reached by our students.
- to inform parents of their children's progress.
- to allow the school to monitor the effectiveness of curriculum.

Assessment at ISS is recognised as an integral part of teaching and learning and is closely linked to IB requirements as set out in the guides to the three programmes offered by the school.

ISS recognises and employs two types of assessment, which interact and are mutually supportive:

- **Formative assessment** is an integral part of the learning experience. ISS recognises that the use of assessment in a formative sense, to judge regularly the effectiveness of both teaching and learning processes, is essential in allowing teachers and students to identify strengths and areas capable of improvement.

Formative assessment practices employed at ISS include: short oral and written tests; multiple choice and one-word answer tests; peer and self-assessment; self-evaluation rubrics; debates; role-play; oral feedback from teachers; reflective portfolios; discussions with students; exhibitions of work; cartoons and storyboards.

Objectives addressed by specific assessment tasks are shared with students and feedback is given as soon as possible. However, marks and grades do not derive from formative assessment.

- **Summative assessment** is the judgment made by the teacher of the standard of achievement reached by each student at the end of each stage of the particular programme. Assessment tasks at ISS reflect the objectives and assessment criteria of the programmes and are carefully chosen to measure the achievement level expected for the relevant age group. Summative assessment generates the marks and grades awarded.

All students will be provided with the major assessment task(s) and criteria at the beginning of each unit and are given task-specific rubrics in order to assist them in the planning and creation of summative assessment tasks.

It is both a requirement of the IB programmes and an aim of all ISS teachers that students experience a variety of assessments tasks.

Pre-testing, in either oral or written form, is used to establish the current level of student learning before new units of enquiry are begun.

Each Curriculum Coordinator will review unit assessment tasks with each department or team members at least twice per year.

Exams

Exams are one of the many different types of assessment used to inform student learning. All students will sit exams at the end of Term 2. These exams are set internally and help inform both teachers and students. Middle school exams are just one of the many assessments teachers use to judge the progress of each child.

Grading

Grades at ISS derive from the criteria and objectives as set out by the IB MYP. Students receive their reported grade on a 1-7 scale.

7. An excellent comprehension and application of all materials. Scholarship is outstanding and far exceeds teacher expectation. Shows consistent evidence of analysis, synthesis and evaluation. Attitude is positive and beneficial to the entire class. Improvement is measurable and observable.
6. Above average comprehension and application of material. Work is consistently of a very high standard. Shows consistent evidence of analysis, synthesis and evaluation. Scholarship exceeds teacher expectations. Initiative, originality and creativity are commonly demonstrated. Attitude is positive and beneficial to other class members.
5. Overall performance is good. Comprehension and application of material is above average. Has a consistent and thorough understanding of required knowledge and skills. Scholarship is generally of a good standard. Higher order thinking skills, creativity and initiative are sometimes demonstrated. Attitude and cooperation are proper and beneficial to other class members.
4. Adequate comprehension and application of all materials. May show above standard performance in some areas and below standard in others. Is able to apply the required knowledge and skills effectively. Scholarship is maintained

at a satisfactory level. All work is attempted. Attitude and cooperation are proper and acceptable.

3. Comprehension and application of most material covered barely meet minimum teacher expectations. Has limited understanding of the required knowledge and skills and can apply them only with support. Work in general is of adequate quality or less. Scholarship tends to be weak in most areas. Initiative is usually not evident. Attitude and cooperation are generally satisfactory, but do not necessarily have positive impact on other class members.
2. Comprehension and application of most material are unsatisfactory. Has difficulty in understanding required knowledge and skills even with support. Work in general does not meet the minimum requirements or is not turned in. Initiative is usually not evident. Attitude/cooperation is generally apathetic or neutral.
1. Failure to comprehend or apply most of the material presented. Scholarship is weak in all areas. Has difficulty in understanding required knowledge and skills, even with support. Work in general is often incomplete, not presented or unacceptable. Initiative is not evident. Attitude can be either apathetic or uncooperative.

N/A (Not assessed): The student has not been enrolled for a long enough period of time to be assigned a grade or is taking the class for no grade. Students should normally be enrolled for five weeks or more in a quarter before a teacher can be expected to issue a grade. Exceptions may be made to this time period, either lengthening or shortening the period required before grading, according to the demands of the subject.

INC (Incomplete): The student must present an assignment or assessment in order to receive a grade. Incompletes are most often given to students who have excused absences and permission to complete the work after the end of the quarter or semester. All incompletes must be made up before the end of the next quarter or the grade reverts to what the student has earned without the missing work.

W (Withdraw): Student withdrew from the class. No passing grade or credit given.

Technology @ ISS

ISS International School is a one-to-one laptop school for grades 6-12. All students in grades 6-12 are required to bring their own Apple laptop to school.

All ISS families are required, in the process of admitting their child(ren), to agree to a Responsible Use and Online Media agreement, which stipulates expectations in the use of Technology and how ISS International School uses social media for sharing our teaching and learning practices. This is outlined below and students in violation of these agreements will face appropriate consequences.

Responsible Use and Online Media Agreement

BEING RESPONSIBLE

The student can use their school email account for school related communication and work only.

The student understands their teachers and parents can check their email to see if they are being a responsible user of their school email account.

The student uses devices in school only with their teacher's permission and only when related to schoolwork.

Any passwords the student has are their own and they are to keep them private.

The student is fully responsible for the care of their personal devices at all times.

BEING RESPECTFUL

The student will use devices in school with care and will be careful to treat devices with respect. The student treats everyone online with respect.

BEING SAFE

The student will keep personal information such as full name, home address, phone number or email address private. The student will communicate only with people whose identity they know.

BEING HONEST

If the student sees something inappropriate or if they say something inappropriate or act inappropriately online they will inform their teachers and/or parents.

SCHOOL MEDIA GUIDELINES FOR STUDENTS AT ISS INTERNATIONAL SCHOOL

ISS utilizes many different forms of media to share our learning and teaching.

The guidelines at ISS we follow are:

Students in published media will only be identified by first names.

Information such as full name, home address, phone number or email address will not be put on any form of media.

Communication Tools

Emails

All ISS students will be given an ISS email account. This is their student number at the ISS address, e.g. 12345@iss.edu.sg. All students are required to check this email daily for important messages. This email address may also be used to communicate with and send work to teachers.

Online Learning Platforms

ISS uses ManageBac as an online environment with students. Students will be required to learn how to use ManageBac as the main tool for receiving and submitting assignments. ISS uses Google Suite as its main workflow and organisational platform for documents, presentations, and general creations.

Printing at ISS

In the Middle School, students are allocated a printing quota. This is administered by the IT Department. Students can request more printing quota through Homeroom teachers.

Use of Other Personal Devices

The use of personal devices such as mobile phones and tablets is not permitted during the course of the school day, unless teachers permit their use during specific lessons.

ISS Middle School Code of Conduct

In order to achieve our school's mission to promote academic success, personal growth, social responsibility and global citizenship systems have been put in place to ensure the smooth functioning of our school community. At each school division practices related to all aspects of student life have been created with our ISS school beliefs in mind.

At ISS International School we believe that:

- The IB Learner Profile is the core of our teaching and learning practice
- Mutual respect and communication are essential to the educational process
- Our diverse multi-cultural community is essential to our identity
- All individuals are unique and valued
- All individuals are nurtured to achieve their full potential
- Self-esteem is developed in a safe and caring environment
- All individuals reflect on and inquire into their roles and responsibilities as global citizens
- We strive for academic excellence for all students

ISS Chart for Disciplinary Consequences – Middle School

Level 1-2

LEVEL and DESCRIPTOR	PROCEDURES		STUDENT BEHAVIOUR EXAMPLES
Level 1 <i>Low-level disruption in or out of class.</i>	<i>Staff Involvement</i>	Class teacher, teacher involved, homeroom teacher as appropriate.	<ul style="list-style-type: none"> • Inappropriate clothing in class. • Disrupting others. • Inappropriate classroom or playground behavior. • Unexcused lateness to classes. • Inappropriate behaviour on school vehicles. • Failure to follow teacher instructions. • Poor representation of the school. • Swearing or inappropriate language. • Homework not submitted. • Unprepared for class. • Inappropriate use of electronics. • Plagiarism. • Showing disrespect toward others. • Other similar behaviors.
	<i>Range of possible consequences</i>	Apology- letter or verbal statement. Isolation. Time-out. Detention. Work duty. Confiscation of electronic device. (see acceptable use guide)	
Level 2 <i>Repeated low-level disruption, a more significant single offence or a significant out-of-class offence.</i>	<i>Staff Involvement</i>	Asst. Principal in liaison with teacher	<ul style="list-style-type: none"> • Repetitions of or more serious instances of above. • Deliberate skipping of class (first time). • Repeated or significant poor representation of school. • Physically aggressive/ hurtful behaviour. • Instances of bullying • Harassment. • Similar other incidents.
	<i>Range of possible consequences</i>	Call to parents/guardians. Letter to parents/guardians. Apology (letter or verbal). Meeting with parents/guardians Academic or behavioral contract. Essay. Work duty. Detention. Notice of concern	

Level 3-4

Level 3 <i>Serious infringements of student expectations</i>	<i>Staff Involvement</i>	Asst. Principal. Principal.	<ul style="list-style-type: none"> • Second occurrence of deliberately skipping class. • Association with alcohol/tobacco. • Serious or repeated 'significant poor representation of school'. • Serious or repeated physically aggressive/ hurtful behavior. • Serious or repeated bullying. • Serious incidents involving disrespect of another student's race, culture, religion or background • Similar other serious incidents.
	<i>Range of possible consequences</i>	Letter to parents/guardians. Apology letter from student. Meeting with parents/guardians. Essay. In-school suspension. Out of school suspension.	
Level 4 <i>Extreme infringements of student expectations</i>	<i>Staff Involvement</i>	Principal. Head of School.	<ul style="list-style-type: none"> • Repeated or serious alcohol/tobacco/drug related offences. • Serious or repeated violent behaviour. • Constant, regular bullying. • Similar other extreme incidents.
	<i>Range of possible consequences</i>	Meeting with parents/guardians. Letter to parents/guardians. Letter of apology. Temporary exclusion. Permanent exclusion.	

Student Support

ISS offers a wide range of student services and prides itself on its extensive programme of counseling and pastoral care. Numerous professionals at ISS work together in contributing to the personal and academic success of our students, including our School Counselor, Learning Support Teachers, Guardianship Coordinator, Homeroom Teachers, and our MYP Coordinator. Our strength is our low student to staff ratio, which provides students with a very high level of support at ISS.

Academic Support

Middle School students may volunteer or may be asked to attend the after school support club ROW (Reading, Organization, Writing). In addition, teachers will run extra Math and Science sessions to support student success.

Counselling

The School Counsellor is often the first point of contact when a student has a personal concern. Counselling services are provided for students individually and in groups, on a range of issues such as emotional or psychological problems, family problems,

relationship issues, addiction, peer pressure, bullying, lack of motivation, lack of effort, and stress. Parents and teachers are at times contacted to help the counsellors get a holistic picture of the student. If necessary, the School Counsellor provides referral services to appropriate community agencies.

Kampong teachers do the majority of counselling. More significant counselling matters are brought to the School Counselor, who provides counselling support and referral services.

ISS firmly believes in working in partnership with parents and guardians on the problem solving process that accompanies a "Student Intervention Program". To this end, from the moment a student is deemed 'At Risk', the Student Services Team meets to set the stage for changing the learning circumstances for the student who is having problems.

At ISS, the Student Services Team includes, but is not limited to the following:

Counsellor(s)
Student Support Teacher(s)
Guardianship coordinator
School Nurse
Student Coordinator
Paterson Principal

Using as much data as possible, a plan of action is put into place to bring about the needed change and improvement.

ESL Support

ISS has a very strong English as a Second Language department who support students who are learning English. All non-native English-speaking students applying to ISS Middle School will be subject to an English Entrance Test. Students who do not meet our minimum entry requirements may be placed in an intensive English course. ESL students will be provided in class support in some lessons until their English improves but there is a mandatory additional fee for this. Re-testing is undertaken twice annually.

Guardianship

The Guardianship Coordinator plays a part in caring for ALL students who live in Singapore without their parents in full-time residence in Singapore. The job includes:

- Recruiting suitable guardians for ISS students;
- Being a part of the enrollment process for every new student living in Singapore without his or her parents. This is important as we must ensure that ALL ISS students under guardianship live with an ISS listed guardian so that we can be sure that all guardians fulfill the expectations that we have of them both in terms of caring for the students and by working with the school to maximize the students' chances of success.
- Discussing all potential changes of guardian with students, parents and guardians *before* such changes of guardian occur.

Learning Support

A student with Special Needs is a student with ADHD, Dyslexia, Asperger's Syndrome and other mild learning difficulties. The Learning Support teacher provides

direct support and/or monitoring as appropriate to help these students experience maximum success in their studies.

Parent Workshops/ Coffee Mornings

ISS offers numerous workshops and Coffee Mornings for parents. Some workshops are held during the day, and some are held in the evening. These workshops are a great opportunity for parents and guardians to learn more about various aspects of ISS, from reporting to our laptop programme to assessment to our activities programmes etc. Please refer to our separate Parent Workshop Calendar for more information about our yearly workshops.

Progress Concern Reports

Progress Concerns are one way in which we inform parents of concerns that we have regarding a student's progress. These will be emailed/or sent to parents. A copy of progress concerns is kept on a student's file.

School Nurse

The School Nurse is on duty from 7.30am – 4.30pm daily. Her office is located in the School Office.

The nurse treats minor injuries or illnesses, performs minor first aid, and maintains health details of students. In the event that the nurse needs to send you home, she will first call your parents and ask them to collect you. Alternatively, she will ensure that an adult is home to receive you when you arrive home and send you via taxi with parental consent. She will also ask that you call the school to let us know when you get home.

In the event of a serious injury or illness, the nurse will contact parents or guardians so that you can be transported to a medical facility for further attention. See also "Medication in School".

School Life

Assemblies

Assemblies are scheduled on Fridays. Assemblies are used to celebrate student achievements, community events and give out notices. The Student Council and homerooms sometimes run assemblies.

Attendance

Attendance Policy

There are three types of absences:

1. **Excused Absence** – Students who are absent for a day due to sickness or other emergency must bring a note or medical certificate to school to explain the reason why they could not attend school. Parents/guardians must telephone the school office on the morning of the absence to alert the school as to the absence. Failure to do so makes it difficult to account for all of the students and may compromise the student's safety. After an explained absence, when students complete the work that they missed, grades will be awarded.

Excused absences may be granted for such things as a serious or long-term illness, an accident, to attend the funeral of a close relative, or to sit for an entrance exam. The principal of the school must approve an excused absence in advance. A parent or guardian must apply for the excused absence by email or letter to the school. Upon return from the excused absence, the student must submit written proof of the exam or other event for which the absence was excused. All work missed during an excused absence must be completed within a reasonable time agreed to by the teacher and student.

2. **Unexcused Absence** - No medical certificate or note or telephone call from parent/guardian explaining the absence has been presented to the school. No grades will be awarded for make-up work completed and the student risks further disciplinary action.

Unexcused absences may also take the form of a family event or vacation related absences. In all cases of planned absences, parents/guardians must inform the school via email regardless of whether or not the absence is excused.

Note: The Singapore Immigration Department requires the school to notify them of any student in Singapore on a Student Pass who fails to make 90% attendance in any month. In calculating the 90% attendance, we are permitted to include "Excused" and "Medical" (explained) absences. In addition, any Student Pass Holder absent without a valid excuse for 7 or more consecutive days will be reported to the Immigration Department.

Leaving School Early

Maximum class attendance is encouraged at all times. To support this the following attendance regulations apply:

1. Students are not allowed to leave school before the end of the school day. Approval to do so must be granted in advance by the School Principal or the School Nurse.
2. Visits to the Immigration Office/Doctor/Dentist, etc., should be scheduled outside of school hours wherever possible.
3. Students who have been given approval to leave early must sign the Sign Out Book in the School Office, and liaise with their subject teachers to catch up on missed work. They should also check their email account.
4. For the sake of consistency with the many requests sent to the main office by parents/guardians, students who are absent for more than half of the school day for any reason will be marked “absent” in the school’s official records.

Missing Individual Classes

If a student misses a class by deliberately “skipping class,” he/she will face disciplinary action by the school in addition to being required to make up any work missed.

Sickness During The Day

Any student who is feeling too ill to continue classes should report to the School Nurse. Permission to return home may be granted by the School Nurse or the Principal. In such a case, a student will not be sent home until the school has permission from the parent or guardian to do so.

Unauthorized Absences (Truancy)

Attendance at all assigned classes is mandatory. Any unauthorized absences will be recorded and the school’s Code of Conduct will apply. Offenses should be reported to the principal.

After School

Students may stay after school for any number of reasons including attendance at ECA’s, library research or after school help with teachers. For safety reasons, each middle school student must sign in with a supervising teacher or in the main office in cases of independent library study. It is expected that students should leave the school premises by 3:45pm, unless otherwise stated.

Arts at ISS

All students in Grades 6, 7 and 8 take part in Visual Art, Drama, Music and Design on a rotating basis. Two of these subjects will be studied in the first semester, the other two subjects in the following semester.

There are many opportunities for students to become involved in the Arts outside of the classroom. The School has run a succession of popular musical extra-curricular activities (ECAs) including guitar, drums, and keyboards. There are a variety of drama productions through the year, including plays and the annual United Nations Concert.

Books & Supplies

At the start of each school year, the School will supply an initial set of exercise books/stationery. Individual teachers may request specialized equipment for students to purchase; if this is the case the teachers will inform them.

Students must

- Keep a proper file for each course which includes securing all notes, handouts, tests, and other class materials securely in a file or arch-file.
- Student's name, class, and teacher's name should be displayed at the front of the file.
- The file should be properly organized.

Text Books

These are provided for all subjects such as required. Due to the holistic nature of the MYP, resources are not limited to one specific textbook for every subject. Therefore students will not always be issued textbooks. Any questions about the texts used may be directed to the specific subject teachers.

Buses

If transportation has been arranged by school bus, it should be noted that buses leave school 10 minutes after classes are dismissed (approximately 2:35pm at the Middle School). The school bus service contact is:

Email: schoolbus@iss.edu.sg

Mobile: 9663 6100

Bus concerns should be directed to the above number.

Canteen

The cafeteria is outsourced to a local vendor who provides a variety of food options each day, including an Asian and a European meal option. Alongside this there are a variety of lighter options available. Meals are cooked off-site and transported in. The menu is on the School website 2 weeks in advance.

All students must handle food and drinks responsibly:

- Water is the only permitted drink in the classroom or hall
- Students must discard their own trash in the canteen and from picnic tables
- Cans and plastic bottles should be placed in the recycling containers provided

Change of Address

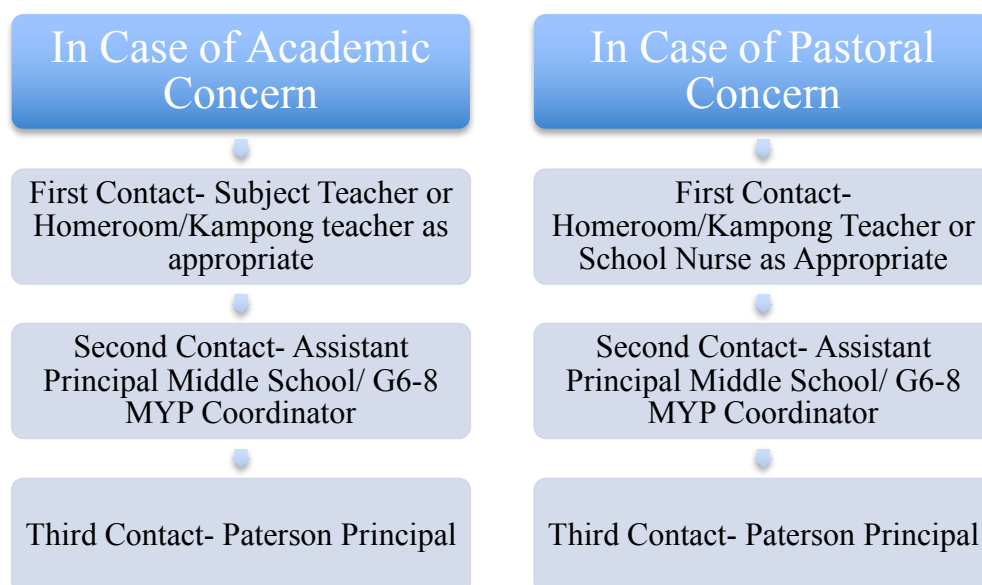
Please advise the relevant school secretary of any change of address, email address or telephone number. It is vital that in the event of an emergency, we should be able to contact parents and guardians immediately. Changes of address forms are available in the school offices and on the school website.

Communication

For all pastoral matters, parents/ guardians should first contact their child's homeroom teacher. For all academic concerns parents should contact the relevant subject teacher or the Grade 6-8 MYP Coordinator. Staff email addresses are available on the ISS website: <http://www.iss.edu.sg/the-team/faculty/middle-school/>

For other matters parents can contact the Assistant Principal (Middle School) or the Paterson Principal.

See the chart below for communication progression protocols.



Service as Action and CAS

All students in grades 6-8 are required to participate in Service as Action activities as part of their academic programme. We do however encourage students to take the initiative to create their own opportunities to become involved.

Daily Routine

07:55	Warning bell- be in Kampongs
08:00	Kampong
08:10	Lesson 1
09:00	Lesson 2
09:50	Morning Break
10:10	Period 3
11:00	Period 4
11:50- 12:15	Lunch 1
12:15- 12:40	Lunch 2
12:45	Period 5
13:35	Period 6
14:25	End of the day

Kampong is every day, from 8:00am to 8:10am. Attendance is taken in Kampongs, and daily announcements are read.

Extracurricular Activities (ECAs)

Various activities are available to students and it is compulsory for students to undertake one. These activities range from sports, drama, music, dance, student council and yearbook publication to charity fundraising and academic clubs such as Math and English as a Second Language. Core ECAs are offered every year and additional offerings are determined every school year based on the students' interests as well as faculty ability to conduct the activities. Outside expertise is sometimes used to enhance the programme. In such cases, additional fees may be charged.

Extracurricular activities are held after school. The School generally provides one-way (sometimes two-way) transportation for students. Snacks, admission charges and other extras are the responsibility of parents/guardians.

Students may also participate in ECA field trips, which are held outside school hours. The purpose of these field trips is to encourage student and faculty interaction and develop students' sense of responsibility and their social skills.

- All students must undertake at least one extra-curricular activity. See our ECA Coordinator (MS) for information on available ECAs.
- Every student is expected to participate in at least one extra curricular activity each term throughout the year.
- Once students register for an ECA they are committed. They are expected to attend every week.

Electronic Dictionaries

Students who have English as a second language are required to provide a translation dictionary. Electronic dictionaries will not, however, be permitted in examinations or specified class assessments.

Email addresses

Email is one of the main forms of communication at ISS, therefore it is essential that all students check their ISS email address daily. The email address will start with the student's database ID number e.g. 12345@iss.edu.sg

Evacuation Plan and Fire Drill

On the emergency map of each campus there is an evacuation plan for the School. All members of the community should familiarize themselves with this and the assembly point in case of an emergency. Red flashing lights will accompany the fire siren.

Fasting

Students who are fasting for religious or health reasons should inform their PHE teachers in order to be excused from certain physical activities. In addition, provision will be made for students to sit in areas other than the canteen during lunch.

Homework Diary

Each student is issued with one Diary/Handbook. The handbook must be kept with the student at all times. Students are not permitted to tear pages from their diaries. Lost or otherwise damaged diaries must be replaced, at a cost of \$30.00 per diary.

- You must bring your homework diary every day and use it to record all of your homework.

- Homework diary should be brought to every class.
- All homework and other work assigned should be copied into the homework diary.

House System (Newton, Somerset, Raffles and Orchard)

All students will be assigned to a house on arrival at ISS. They will then compete in a variety of physical and cultural activities to gain house points. At the end of the academic year the House Trophy will be presented to the winning team.

Illness

Please refer to the attendance section for guidelines if you are ill.

Lateness

Late to school

1. A student who arrives at school after the end of homeroom must report to the School Secretary and sign in late. This is a campus safety requirement.
2. If a student is late for school on more than one occasion in a week, parents/guardians will be informed.
3. A student who is not present at the start of homeroom will be marked as late and this will be recorded on school reports.
4. A student may receive a detention for continued lateness to school/class. Escalating consequences apply for continued lateness.

Library/Learning Resource Centre

We have two libraries at ISS: one in the High School and one on the Paterson Campus. Students have access to the library throughout the school day. It remains open until 4pm each day. Students can also access the resources held and many others on the web through ISS Online at www.iss.edu.sg.

The Library has access to a number of ebooks online that students can download to their laptops for the same duration as lending a regular book. At Paterson there are also ipods available with books preloaded.

Lockdown Procedure

ISS has an emergency lockdown procedure. In the event of the lockdown siren sounding, all persons on campus should make their way to the nearest available room, lock themselves in, take cover under the desks away from the windows and wait for the 'all clear' signal. Students are expected to familiarize themselves with the procedures as outlined in the ISS Emergency Procedures Manual.

Lockers

At the beginning of each year, each student will be assigned a locker, and a locker key. The key must be returned at the end of the year. A \$25 (plus GST) fine is charged for lost keys (to replace the lock system).

Lost and Found

It is important to have all items of clothing properly labeled. This enables found items to be returned to the rightful owner. Labels with the student's name sewn onto all

clothes are a good way to identify clothes. Laptops, Calculators and other electronic devices should be labeled with the student's name.

If you lose anything you need to:

- Check the area you were in. It is possible it is still there, but has just been moved.
- Check the garbage bins nearby.
- Check the bathrooms.
- Check with the School Office.

In the event you have lost your laptop, you must report it immediately to the School Office.

We have a procedure in place to attempt to recover laptops as soon as possible.

Note: Cleaners, maintenance staff, and bus drivers are instructed to submit all lost items to the School Office. If you find anything, please bring it immediately to the School Office. We will ensure it gets back to its worried owner.

Although ISS students are enormously friendly and honest, valuable items are risky to bring to school or to leave around. Students should protect their property by not bringing unnecessary valuables or large amounts of money to school, keeping valuable items that you do need in school such as laptops with you or in your locker (locked) at all times. Items that are unclaimed eventually will be donated to a local charity.

Medication in School

Students must not self-medicate, except in the case of inhaled asthma medication (i.e. mobile Ventolin puffers). In the event that a student must take medication on campus, parent permission must be clearly given in writing, and a doctor's referral letter must also be on file along with a copy of the prescription. The doctor's letter must indicate the nature, purpose, amount, and frequency of the medicine. The clinic does not administer Panadol, Tylenol, ibuprofen or other similar medicine.

Parent/Teacher/Student Three Way Conferences

Conferences are held twice a year. Middle School students are encouraged to attend conferences with their parents.

Physical Education

PE lessons frequently take place off campus. Students will need to be organized to ensure they are changed and at the departure time punctually. All students should wear the ISS PE kit and bring a water bottle to every class. Sunscreen, sunhat, mosquito repellent and other items such as swimming aids should be brought on an "as needed" basis.

School Hours

Paterson Campus: The School day is from 8:00am until 2.25pm. Students must leave the school premises by 15:45 unless accompanied by a teacher, parent, guardian or coach

Attendance is taken during Kampong at 8:00am. Students are considered late to school if they arrive in Kampong after 8:00am. Students who arrive at school after 8:10am must sign in to school at the School Office.

Sports

Students can try out for numerous teams to play in the different seasons. Some sports available include:

- Football/ Soccer
- Volleyball
- Basketball

This list is not exhaustive and if there is enough interest and coaches other sports will be considered. Training for these sports will take place normally twice a week.

Students will be taken to the venues to play by school bus, a return bus is also sometimes provided, but students usually make their own way home after they have finished. Further details regarding the competitive sports programme can be obtained from the ECA Coordinator.

Student Council Leadership

Student Council Leadership ensures that the needs of the greater student body are being addressed and met, as well as channelling their opinions and voices to the appropriate venues. The group of students, traditionally comprising of a President, Vice President, Secretary and Treasurer, with representatives from each grade level, are also responsible for organising such events as discos, new student orientation and school 'free dress' days. Additionally, they may work to implement new initiatives such as healthier choices in the school cafeteria, or the addition of useful appliances to the campus, that they feel are in the best interests of the school.


Taxi Entry to School

At the Middle School, taxis are only permitted inside the campus during morning drop-off prior to school starting or at the end of the day after the buses have departed.

Timetables

Timetables are issued by Kampongs, these contain the subject name, classroom location and teacher.

Sample Timetable

	Monday	Tuesday	Wednesday	Thursday	Friday
	G6.1 ISS International School Singapore				
Homeroom	(Grade 6-8)				
1 8:00 - 8:10	Physical Education	Math	LA LA LA LA LA	Design	Math
2 8:10 - 8:20	Math	LA LA LA LA LA	L&L L&L L&L	Design	Visual Art Drama Music
Break 8:20 - 8:30					
3 8:30 - 8:40	Math	Individuals & Societies	Science	L&L L&L L&L	LA LA LA LA LA
4 8:40 - 8:50	LA LA LA LA LA	L&L L&L L&L	Science	Physical Education	Individuals & Societies
Lunch 8:50 - 9:00					
5 9:00 - 9:10	L&L L&L L&L	Visual Art Drama Music	Physical Education	Individuals & Societies	Pastoral
6 9:10 - 9:20	Design	Visual Art Drama Music	Physical Education	Science	Assembly

Timetable generated 8/6/2017

aSc Timetables

Uniform

ISS dress code requires that students should be responsible for presenting themselves neatly for class and at all times when in school for school functions. Students must be dressed in official uniform within the first week of starting school. Students who continually come to school out of school dress code may be sent home to change, and their parents notified.

Uniform Policy

All students must wear the correct uniform (new style as of 2014-15 school year). School staff shall be the judge of compliance/ noncompliance of school dress code.

Additional ISS Student Uniform Standards

1. Hats may be worn during free dress days, lunch breaks, or during PE.
2. Students should not wear their PE uniform to school as a substitute for their normal school uniform
3. Boys should wear only ISS shorts. Girls are permitted to wear ISS shorts or skirts.

Footwear

Students must wear sensible school shoes or training shoes. Shoes must have a closed toe. Trainer/sport shoes or boots (not calf length) are acceptable footwear. Sandals or

slip-on shoes are not permitted except during the swimming unit or in the event of a medical injury.

P.E. Uniforms

P.E. uniforms are T-shirts with the ISS logo and the official ISS PE shorts. In the interest of safety, no jewelry may be worn during P.E. classes.

Rings, Jewelry, Studs and Hair

The code outlined below applies to all ISS School students.

Earrings and studs are permitted only in ears. All earrings must be discrete in colour and size.

Rings are not permitted on other body parts e.g. nose, eyebrow, etc. The only exception is where rings form a part of cultural attire, e.g., Indian subcontinent female students. This exception would be granted upon receipt of a formal letter of request from parents/guardians.

Nose/Other Studs: only one simple and very small stud is allowed if for religious reasons. Large or decorative studs are not acceptable anywhere.

Hair: Long hair is permitted but must be kept tidy. Hair must be kept out of student eyes at all times; eccentric hairstyles or dreadlocks are not permitted.

Hair colour: Eccentric colours that are a complete change from a student's natural colour are not permitted, in alignment with Singapore expectations in local schools.

Jewelry: Only discrete jewelry may be worn. Large, bulky or colorful necklaces or chains may not be worn.

Tattoos: Tattoos are not permitted, any existing tattoos must be covered at all times.

Free Dress

Free dress is a substitute for school uniform. Students are still expected to be modestly and neatly attired. No ripped or torn clothing and no offensive logos should be worn. Footwear and jewelry adornment must be in compliance with dress code (see "Dress Code" section below). Baggy or ripped clothes, or flip-flop sandals may not be worn. Students may wear hats / caps to school on Free Dress days, but they are not to be worn indoors, or in the halls.

Students who come to school in unacceptable clothing may be sent home to change.

Free Dress Days

On the last Friday of each month and other special days requested by the Student Council in consultation with the School Principal, students are allowed to come to school in "free dress". Students who do this are required to contribute a dry food donation or one dollar that will be used to support Student Council or charitable activities. Contribution amounts may vary.

Valuables

Students should not bring valuable items or excessive cash to school. The school will accept no liability for any such items lost or damaged on or off campus. Should the occasion arise where a student must bring cash to school, then it may be deposited in the School Office and can be collected at the end of the school day or when needed.

Visitors to School (i.e. friends or ex-students)

Please note that visitors (i.e. friends visiting you on campus) must be pre-approved by the Principal. We do not allow students (even ex-students visiting the school) to attend classes; therefore, if approval is given it is usually for lunch or ECA time.

Week Without Walls

Annual participation in the school's Week Without Walls program is an ISS school requirement and participation is recorded formally on student transcripts.

The purpose of Week Without Walls is to encourage community-building, risk taking, and service among our students.

Overseas Week Without Walls trips are organized by grade level. Information booklets are distributed to parents prior to Week Without Walls.

Although every effort is made to organize Week Without Walls programs in safe, stable destinations, international instability and health concerns may arise. The school reserves the right to cancel Week Without Walls programs due to safety concerns. Refunds are not always possible in these situations. ISS and its agents and partners are not liable for loss of funds due to cancellation due to security/safety concerns.

