

# ISE



INTERNATIONAL  
SCHOOL

SECONDARY SCHOOL  
PARENT - STUDENT HANDBOOK  
2011 - 2012

"A CARING  
INTERNATIONAL  
COMMUNITY  
DEDICATED TO  
STUDENT SUCCESS"



**International School Eastern Seaboard  
Secondary School Parent/Student Handbook  
2011-2012**

**Table of Contents**

Superintendent's Message	2
Vision/Mission/Philosophy	3
Expected School-wide Learning Results	4
School Governance	5
School Background	5
Correspondence	5
School Year	5
Calendar	6
New Student Registration	7
ESL Admissions	8
Special Needs Students	9
Withdrawals	9
Scholarships	9
Communications/Community Relations	10
Emergency Procedures	11
School Policies	11
Use of English only	13
Acceptable use of Technology	14
Guidelines for Student Behavior	16
School Attendance	19
Academic Program	20
Co-Curricular Program	21
School Services	22

## Superintendent's Message

August 15, 2011

Dear Students and Parents,

Welcome to the 2011-2012 school year!

Everyone at the International School Eastern Seaboard (ISE) looks forward to a rewarding year as we share in the process of learning among the "parent/student/teacher triangle." ISE is stronger than ever and offering excellent programs for the students.

Each member of the ISE teaching and non-teaching staff is dedicated to educating every child who attends ISE. We believe in the enormous potential of each child and that we can best reach that potential when a healthy partnership exists between the school and the home. It is vitally important that the entire family is involved in the educational process.

ISE offers an American curriculum with an international viewpoint. This program will challenge each student while allowing for individual differences. The ISE program also provides numerous co-curricular opportunities that provide students opportunities for success and to gain confidence outside the classroom.

ISE has recently been awarded a full term of accreditation through June 2016 by the Western Association of Schools and Colleges (WASC), which assures high standards recognized by North American, Asian and European Universities. ISE is fully recognized by the Thai Ministry of Education, which enables our graduates to attend Thai universities. The school has also recently received a five-year term of accreditation from the Thai Government.

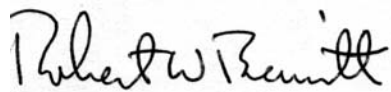
I encourage you to use the material in this booklet to familiarize yourself with our programs and activities. The information will help you understand the requirements, expectations and the ISE philosophy. We encourage your family, students and parents, to take an active role in school events and opportunities available here at ISE. This booklet should be used in conjunction with the Program of Studies booklet you received when you registered for classes.

All of us here at the International School of the Eastern Seaboard - teachers, support staff and administrators - welcome you as a part of the ISE school community. We hope every student will make the most of this school year. I encourage each parent to use available time and talent to assist the school in making this an exceptional international experience for your child.

Please be sure to use this booklet in conjunction with the Program of Studies booklet that each family received during the class registration process.

I look forward to meeting and visiting with you in person as you become involved at the International School Eastern Seaboard.

Sincerely,



Dr. Robert W. Brewitt  
Superintendent

## **Vision Statement**

A caring international community dedicated to student success.

## **Mission Statement**

At the International School Eastern Seaboard, our mission is to prepare an adaptable international student body for lifelong learning by emphasizing higher level thinking skills, successful communication techniques, and global responsibilities within a nurturing and stimulating environment.

## **Philosophy**

We believe all students:

- Have special, unique, creative talents, aptitudes, and gifts
- Can experience success
- Can gain self-confidence
- Can become self-directed learners
- Can adapt to a new school and a community of different cultures

We believe effective teachers:

- Are knowledgeable in their respective content areas
- Have many different styles and unique talents
- Are flexible, nurturing, and willing to take a risk
- Are accountable to the school's mission
- Grow personally and professionally

We believe successful school programs:

- Address the whole child's needs
- Actively involve all students
- Support student growth and success
- Are integrated, dynamic, multi-dimensional and encourage inquiry
- Model compassion
- Develop technologically fluent students
- Prepare the child for a changing world as a creative, critical thinker and problem solver

We believe good schools:

- Provide nurturing
- Celebrate diversity
- Encourage the development of global citizens
- Provide opportunities for student leadership
- Promote a healthy and secure learning environment
- Have a supportive and involved community
- Connect with the rest of the world

## **Expected Schoolwide Learning Results**

**Schoolwide Learning Results are the expected learning outcomes that each ISE student should achieve upon graduation.**

**All ISE students should be:**

**Critical Self-Directed Thinkers who:**

- Exhibit curiosity and question information
- Collect, evaluate and use information from varied sources
- Demonstrate higher order thinking skills through applying, analyzing, evaluating and creating
- Apply learning to real-life situations

**Empowered 21<sup>st</sup> Century Learners who:**

- Value lifelong learning
- Use technology fluently to enhance student learning
- Incorporate technological skills into products and presentations

**Effective Communicators who:**

- Show the importance of English in a global society
- Communicate ideas clearly to varied audiences
- Demonstrate competent verbal, non-verbal, listening and written skills
- Express themselves creatively through various media
- Resolve differences effectively

**Responsible Global Leaders who:**

- Balance social, emotional and physical wellness
- Foster and maintain respect within diverse cultural relationships
- Demonstrate the ability to work collaboratively toward a common goal
- Understand and participate in local and global issues
- Respect themselves and demonstrate confidence in their abilities
- Responsibly protect the Earth's ecological systems

## **SCHOOL GOVERNANCE**

### Board of Directors

The International School Eastern Seaboard is incorporated as a limited liability company in Thailand ISE Ltd. holds the license and the approval from the Thai Ministry of Education to operate an international school (ISE). The Board of Directors of ISE LTD. holds the financial responsibility for the school's operations, buildings, and facilities. This Board reviews programs, initiates policy, and oversees the fiscal management of the school. Currently the Board has assigned Khun Charlie Chuvapitak and Dr. Robert Brewitt to oversee the financial and educational direction of ISE.

## **SCHOOL BACKGROUND**

The International School Eastern Seaboard (ISE) is a private institution that welcomed its first students in August 1994 and is in its eighteenth year of operation. The school is managed by ISE Limited under the regulations of the Ministry of Education. The International School Eastern Seaboard employs a highly trained and experienced staff that is responsible for the operation of the school and instructional program.

The International School Eastern Seaboard is located at the Burapha Country Club residential development. School enrollment for this year is projected at 290 students. Currently ISE has students enrolled from twenty-six different countries. This promotes multi-cultural diversity and a global perspective in the instructional program.

The International School Eastern Seaboard offers an American based curriculum directed primarily toward the education of expatriate students who are temporarily residing in Thailand. The International Baccalaureate Diploma Program (IBDP) is offered to students in Grades 11 and 12.

## **CORRESPONDENCE AND INQUIRY**

Mailing Address:	ISE P.O. Box 6, Banglamung Chonburi 20150	Courier Address:	ISE 282 Moo 5, Tambon Bowin Sriracha, Chonburi 20230
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Phone: Main number:	038-372-591 to 5
Elementary Office:	083-496-6111
Secondary Office:	087-917-1010
Email:	ise@ise.ac.th
Web site:	www.ise.ac.th

## **SCHOOL YEAR**

The school year is 10 months in length with 180 student days. The school calendar runs from mid-August to early June. The secondary school year is divided into two semesters. First semester begins mid-August and extends through December. The second semester begins in January, and runs until June. There is a three-week Winter Holiday and a ten-day Spring Break centered around the Songkran holidays. Most Thai holidays are also observed with school closure. Please consult the school calendar for specific dates.

- Grades 6-12 school hours are 7:55 a.m. to 3:00 p.m.
- Each Wednesday, dismissal for students in grades PreK-12 is at 1:00 p.m.
- The first bell rings at 7:55 a.m. At this time, students should be in their classrooms.

# International School Eastern Seaboard Thailand

## School Year 2010 - 2011

**180 Students Days**



Su	M	T	W	Th	F	S	August 2010							February 2011							Su	M	T	W	Th	F	S
1	2	3	4	5	6	7	12th: H.M. Queen's Birthday							11th: SS Progress Reports (25 days)							6	7	8	9	10	11	12
8	9	10	11	12	13	14	13th: New Family Orientation							25th & 28th: ISE Holiday							13	14	15	16	17	18	19
15	16	17	18	19	20	21	16th: First Day K-12														20	21	22	23	24	25	26
22	23	24	25	26	27	28	23rd: First Day Pre-K														27	28					
29	30	31																									
12 student days																					18 student days						
Su	M	T	W	Th	F	S	September 2010							March 2011							Su	M	T	W	Th	F	S
			1	2	3	4	16th: SS Progress Reports (24 days)							16th & 18th: ES Parent Conference							6	7	8	9	10	11	12
5	6	7	8	9	10	11	17th: ISE Holiday							18th: SS Report Cards & Parent Conference							13	14	15	16	17	18	19
12	13	14	15	16	17	18	20th: Teacher In Service-(No Students)							18th: End of 3rd Quarter (48 days)							20	21	22	23	24	25	26
19	20	21	22	23	24	25								21st: ISE Holiday							27	28	29	30	31		
26	27	28	29	30																							
20 student days																					22 student days						
Su	M	T	W	Th	F	S	October 2010							April 2011							Su	M	T	W	Th	F	S
					1	2	6th & 8th: ES Parent Conference							6th: Chakri Day Holiday												1	2
3	4	5	6	7	8	9	8th: SS Parent Conference & Report Cards							11th-19th: Songkran Holiday							3	4	5	6	7	8	9
10	11	12	13	14	15	16	8th: End of 1st Quarter (38 days)							29th: SS Progress Reports (22 days)							10	11	12	13	14	15	16
17	18	19	20	21	22	23	25th - 29th: Chulalongkorn Holiday														17	18	19	20	21	22	23
24	25	26	27	28	29	30															24	25	26	27	28	29	30
31																											
16 student days																					13 student days						
Su	M	T	W	Th	F	S	November 2010							May 2011							Su	M	T	W	Th	F	S
	1	2	3	4	5	6	12th: SS Progress Reports (20 days)							2nd: Labor Day Holiday							1	2	3	4	5	6	7
7	8	9	10	11	12	13															8	9	10	11	12	13	14
14	15	16	17	18	19	20															15	16	17	18	19	20	21
21	22	23	24	25	26	27															22	23	24	25	26	27	28
28	29	30																			29	30	31				
22 student days																					21 student days						
Su	M	T	W	Th	F	S	December 2010							June 2011							Su	M	T	W	Th	F	S
			1	2	3	4	6th: King's Birthday Holiday							9th: Graduation Day							5	6	7	8	9	10	11
5	6	7	8	9	10	11	17th: Report Cards							10th: Report Cards							12	13	14	15	16	17	18
12	13	14	15	16	17	18	17th: End of 2nd Quarter (44 days)							10th: Last day of school							19	20	21	22	23	24	25
19	20	21	22	23	24	25	1st Semester - 82 days							10th: End of 4th Quarter (50 days)							26	27	28	29	30		
26	27	28	29	30	31		20th - 31st: Winter Holiday							2nd Semester - 98 days													
12 student days														13th: Summer School begins							8 student days						
Su	M	T	W	Th	F	S	January 2011							July 2011							Su	M	T	W	Th	F	S
						1	3rd: - 7th: Winter Holiday							8th: Summer School ends												1	2
2	3	4	5	6	7	8	10th: 2nd Semester begins							15th: Arsarahabucha Day Holiday							3	4	5	6	7	8	9
9	10	11	12	13	14	15															10	11	12	13	14	15	16
16	17	18	19	20	21	22															17	18	19	20	21	22	23
23	24	25	26	27	28	29															24	25	26	27	28	29	30
30	31																				31						
16 student days																											

## **REGISTRATION**

Each year, returning students will be enrolled and classes arranged during the second semester of the preceding school year.

### **New Students**

Parents/Guardians of new students complete the "ENROLLMENT APPLICATION" form that is available on the ISE Website or in the School Office. A separate form must be completed for each student. New families applying for enrollment should make an appointment with the admissions coordinator and schedule a placement interview. The interview results are used to assist in grade placement decisions. Should the screening test and/or school records suggest a need for further testing or evaluation, parental consent must be obtained by the school. Parents are encouraged to discuss the learning styles of their children with the principals to help with placement decisions.

Previous and current school records must accompany all applications for enrollment. Enrollment may be delayed if school records are not presented at the time of application. If necessary, these records must be officially translated into English.

Original copies of the father's or mother's and the child's passports and appropriate visa must be presented to the admissions administrator. A limited percentage of children of parents both holding Thai citizenship will be enrolled in the International School Eastern Seaboard, unless the children have been attending a recognized International School for a minimum of two years and can be placed in the regular English language program.

### **Age and Grade Level Placement**

The Middle and High School will accept students who can be successful in the regular academic program. The Superintendent determines grade placement at the time of admission based on the student's age, evaluation of records from previous schools, and tests administered by the International School Eastern Seaboard. These admissions regulations also apply to students who have been home-schooled.

On September 1<sup>st</sup> of each school year, students in Middle and High school should be the following ages:

Grade 6	11 or 12 years old
Grade 7	12 or 13 years old
Grade 8	13 or 14 years old
Grade 9	14 or 15 years old
Grade 10	15 or 16 years old
Grade 11	16 or 17 years old
Grade 12	17 or 18 years old

Students who have not completed a particular grade level will be placed in that grade again upon admission.

Students applying for admission will be considered on an individual basis. Admissions will be finalized after evaluation of an admissions screening and upon receipt of all previous school records.

All new students and their parents are required to present previous school records and original passports, including an appropriate visa, for admission. The school does not offer a program for students who have come from self-contained special education programs at another school.

The school Superintendent's decision on placement and admissions will be final.

## ESL ADMISSIONS

All students having a parent who is not a native English speaker must be evaluated for ESL services before a recommendation for admission is made. There is an additional fee for enrollment in the ESL program.

All ESL students:

Must demonstrate, through their previous school records, an ability to function at grade level in a language other than English.

Will receive initial screening for: general English language and mathematics proficiency level.

If a prospective student does not meet admission requirements during the initial screening, the student may be re-evaluated after a period of intensive language instruction.

### Acceptance of ESL Students

A recommendation for acceptance of ESL students will be determined by ESL staff based on:

- Previous school records
- ESL testing
- Academic performance
- Student's age

### Enrollment Status of ESL Students at all Levels

- Enrollment will be probationary for the first quarter.
- At the end of one semester the ESL teachers, together with homeroom/core subject teachers, will determine whether or not a student has demonstrated a reasonable rate of language progress and the motivation necessary to develop English proficiency.
- After this determination is made, the student will either be removed from probationary status or continue to be enrolled on a probationary basis. A child study team will monitor the student for an extended probationary period of one semester and will then make a determination.
- Normally, a student may not be enrolled on a probationary basis for longer than two consecutive semesters.
- ESL student's language proficiency will be assessed every semester.
- Students may be placed on probation at any time if they have not demonstrated a reasonable rate of language progress or the motivation necessary to develop English proficiency.

### ESL Student Admissions Levels

ESL students will be admitted to the following grade levels if they demonstrate the level of English language proficiency required at the time they are tested.

<b>Grades</b>	<b>Semester 1</b>	<b>Semester 2</b>
6	Beginner	High Beginner
7	High Beginner	Low Intermediate
8	Low Intermediate	Intermediate
9-10	High Intermediate	Advanced
11+	Independent	

### **ESL Level summary**

- Beginner: has little to some command of English and can respond to routine questions with one or two word answers.
- High beginner: has some command of English and is growing in confidence with his/her knowledge.
- Intermediate: has a good command of English but often has “fossilized” habits in either speech or written grammar.
- Advanced: shows fluency and confidence in English in almost all situations.
- Independent: Thinks and functions in English at a near native speaker level.

### **Special Needs Students**

Children with special needs must be able to cope academically within the regular classroom program. The International School Eastern Seaboard is staffed to support children only with mild to moderate learning disabilities. The school requires that the student be able to participate independently in the regular school program with accommodations and/or modifications recommended by the learning resource teacher. Recommendations on other school options for addressing the severe special needs of students may be received from the school administration.

### **Living with Guardian(s)**

All students must be living with a parent or a responsible guardian who has been approved by the Superintendent. All guardians must submit a letter to the school demonstrating their legal responsibility for the student, and waiving the school of any legal liability for the student after school hours. In cases in which the student is living alone under the less structured supervision of a guardian, the school will investigate the conditions of the living arrangements before granting the student admission to the school.

### **Withdrawal**

A student withdrawing from school must give the School Office a minimum of seven days written notice from the parents. Notice of withdrawal and student clearance slips are available from the school secretary and should be completed before clearance can be given. The school will issue the necessary school records to the family for the new school. The school records will not be released if the student owes money for lost library books, textbooks, school fees, etc. Students must clear up all financial business prior to the last day of school. Report cards will be issued for any quarter for which the student has attended a minimum of five weeks of instruction. Parents should drop by the office on the last day of attendance to check out and to collect the transfer papers.

### **Registration and Midyear Entrance**

Students may enroll at any time during the academic school year. Parents should follow the established school procedures for registration. High school students and their parents should be informed of the number of credits transferred to ISE from their previous high school.

Wherever possible there will be a one-day period between the enrollment of a new student and their start date. This will give teachers and the ESL department time to prepare, thus ensuring the smoothest start for each new student.

### **SCHOLARSHIPS**

ISE offers a limited number of highly competitive scholarships for those students who exhibit financial need and are full IB diploma candidates in grade 12. The application deadline is May 31 of the student’s Junior Year. Please see the Superintendent for details.

## **COMMUNICATION/COMMUNITY RELATIONS**

It is critical that all parents of ISE students take the time to communicate questions, comments, concerns, and ideas to the school staff. We need to hear from you if we are to continue to grow and improve as a school. Please let us know your ideas, and what we can do to help.

### **Channels of Communication**

Both parents and school personnel are concerned with communication between the school and parents. The school communicates with parents through the use of: school notices, student progress reports, scheduled conferences between school personnel and parents, The ISExpress (monthly newsletter), telephone calls, Open House, and other school events.

The International School Eastern Seaboard recognizes the need for communication between and among students, parents, teachers, and the school administration. To assist in achieving this objective, the following general procedures are recommended for all concerned parties:

1. When a problem concerns your child and his or her work in school, the most appropriate person for parents to see is the classroom teacher. An appointment to see a teacher may be made by calling the School Office. Problems of a personal nature or questions about a student's program, his or her overall potential and progress, may also be discussed with the school principal.
2. Problems that cannot be resolved through a conference with the teacher, principal, or coordinator, and questions of a more general nature concerning the operation of the school, may be discussed with the School Superintendent. Appointments may be made by calling the School Office.
3. The Superintendent is the Executive Officer of the school, and is responsible for the organization, operation and administration of the total school program. Questions about school policy should be directed to the Superintendent.

### **Open House**

This program for the Middle and High Schools will be held on August 31, 2011 at 1:15 p.m. to enable parents to meet the school support staff and teachers. During the course of the event, each teacher explains the class program and materials that are to be used during the year.

### **Parent-Teacher-Student Conferences**

Parent-Teacher-Student Conference days in the Secondary School will be held on October 14, 2011 and March 9, 2012. Report cards will be distributed at this time and parents should make every effort to attend the conferences with their child(ren).

Teachers may schedule additional conferences as the need arises. Parents may also schedule conferences as necessary by contacting the teacher or the School Office. Please allow two or three days for the conference to be arranged.

### **Parent Messages**

Parent messages may be delivered to students if they are received in the office by 2:00p.m.

### **Parent-Teacher Association (PTA)**

The International School Eastern Seaboard benefits greatly from the generosity and efforts of a supportive parent community, organized through the ISE PTA. PTA Officers and Pre-Kindergarten/Kindergarten, Elementary, Middle and High School Coordinators serve the school on

the PTA Executive Board for a one-year term, and provide invaluable assistance and support for students, teachers, and the administrators at ISE. There are the positions on the committee of Cultural Coordinator to represent our Thai, Korean and Japanese communities.

The PTA as an organization is governed by a set of by-laws, goals and objectives developed over the past years by the Executive Board in collaboration with the school community. Officers' roles on the Board include President, Vice President, Treasurer, Secretary, HS Coordinator, MS Coordinator, ES Coordinator, Pre-Kindergarten/Kindergarten Coordinator.

### **Parent Involvement**

ISE endorses the concept of active parental involvement. Parents may serve as volunteers for classroom activities, helpers for field days, schoolwide programs, activities, fundraisers, and other appropriate events. The school attempts to formalize this involvement through the PTA with the establishment of a grade level coordinator at each of the Middle and High School levels.

### **Publications**

ISE electronically publishes a monthly newsletter, the ISExpress, to keep parents informed of school events and other information. The school publishes a calendar of schoolwide events distributed to all families. All school booklets and calendars are on the website.

## **EMERGENCY PROCEDURES**

### **Campus Evacuation**

In the unlikely event of civil unrest, the school administration will be in contact with the local authorities and embassies to determine the seriousness of the situation. Should the need arise to send the students home, the school will attempt to secure the necessary transportation to send students safely home. Situations may also arise where the safety of ISE students is best served by having them remain on campus. In either case, parents will be notified by telephone through an Emergency Telephone List. It is very important that parents keep the school advised of any changes in home and/or emergency contact telephone numbers.

**NB: IT IS VERY IMPORTANT THAT PARENTS INFORM THE SCHOOL OF ANY CHANGES IN EMAIL ADDRESSES OR TELEPHONE NUMBERS.**

In the event of a fire or bomb threat, students will follow the prescribed building emergency procedures. Should the need arise to evacuate the students from campus, they will be directed to an appropriate site where transportation home will be arranged.

### **Emergency Contact**

The school has an emergency communication plan to notify all parents in the case of school closure. This communication plan contains the phone numbers of all families and outlines telephone responsibilities for certain individuals. This communication plan is distributed at the beginning of the school year and is updated throughout the year.

## **SCHOOL POLICIES**

### **Parent Access to Campus**

All parents are welcome to visit the campus. Entrance to the campus will be only through the Main Office in the Secondary School. All parents are asked to have a newly issued Parent ID card and wear it at all times when on campus. ID passes are available in the Main Office. If you do not have a current Parent ID Card, please see Khun Pang in the Main Office.

### **After Hours Campus Access**

Public access to classrooms on weekends or after school without prior permission of the teacher or administration is restricted. School guards or cleaners are not allowed to open classrooms for non-school personnel without prior permission from a teacher or the administration. Use of classrooms for school-sponsored activities may be arranged through the teacher and the administration. Expectations for room use should be clearly stated in advance by the teacher, and understood by the activity sponsor.

### **Campus Access**

Because of our concern for student safety, Elementary School students playing on weekends or after school in unstructured activities should be accompanied and supervised by an adult. In the case of Middle and High School students, the school security guards may provide that supervision on the field or in the gym if the students remain outside of the school buildings.

### **Student Phone Calls**

In the case of emergencies, students may use office phones. Cell phones may not be used during the school day.

### **Individual Music Players**

Students are not allowed to use a Walkman, iPod, MP3 player or any other individual device during the school day. Students are allowed to use individual devices to transfer data to the school computers with the permission of the class teacher.

### **Student Golf Cart Usage**

Golf cart operation on campus is limited to adults only or students with a proper Thai driving license.

### **Student Drivers (Automobiles and Motorbikes)**

- The driver must have a valid Thai license.
- Parents must sign a statement indicating that their child is driving to school with their permission.
- Proof of insurance must be provided.
- Other students are not allowed to ride with the driving student unless the parents of the student passenger sign an acknowledgement and waive the school of any responsibility.
- The vehicle or motorbike is to be parked in the upper parking lot.
- The vehicle or motorbike may not be visited during the school day.
- If the vehicle is a motorcycle, the driver and any passenger must have a protective helmet.
- All speed limits and driving laws will be enforced at all times.
- Continued complaints from staff, parents or Burapha residents about careless operation of said vehicles will result in the loss of this privilege.

### **Visitors on Campus**

All visitors to the ISE campus should first report to the School Office. Anyone, parent or visitor, requesting to visit a classroom should clear this first through the School Office. All visitors to campus are asked to park in the upper parking lot. All visitors to campus who do not have a campus access sticker on their vehicle will be asked to surrender their Burapha Golf Club pass or give some identification at the guard booth.

Visitors and parents must wear a visitor's badge, or ISE ID card, at all times while on the ISE campus. A visitor's badge is issued by Khun Rung in the Main Office.

During school days, the School Office will arrange general campus tours for any visitors. On weekends and after school, no visitors will be allowed on campus without an appointment unless they have a Parent ID Card. Please call the School Office to make these arrangements.

If visitors wish to speak to a specific teacher during the school day, the office will first contact the teacher by phone to arrange a time. Please do not go directly into a classroom. Teachers are instructed to ask the visitor to go to the School Office. The intention is to preserve valuable instructional time.

### **Student Visitors**

To protect classroom instruction time, we generally do not allow student visitors to follow their ISE friends from class to class. Visits during student lunchtime can be arranged if the request is made one day in advance. This applies to former ISE students, friends and both local and out-of-country guests. **Please assist us in avoiding uncomfortable situations or disappointed children by never sending in a student visitor to school without prior notification.**

### **Parent Visitation**

We encourage parents to visit classrooms, but we request that you make arrangements with the School Principal and the classroom teacher at least one day in advance. All parents wishing to visit a classroom must first stop by the School Office before going to the classroom.

### **Pets on Campus**

Pets and animals are not permitted on school grounds without advance permission from the school administration. Please tether all pets outside the perimeter fence when visiting the school with your pet. **The school campus is not to be used in the evenings or weekends as a walking area for dogs.**

### **Smoking on Campus**

In the interest of setting an appropriate health example for our students, ISE does not allow smoking on campus by anyone. Smoking by students is not allowed on campus, or at off campus school activities.

### **Alcohol on Campus**

The consumption of alcohol on the school campus is expressly forbidden by school policy. Thai law prohibits alcohol on school campuses.

### **Excused from Physical Education**

If, for medical reasons, a student is not able to participate in physical education classes for a time exceeding three days, a written statement from a physician is required. For periods of less than three days, a note from a parent will suffice. All requests are processed through the school nurse or Physical Education teacher.

### **Health Concerns**

Parents of students with recurring health concerns (allergies, asthma, diabetes, etc.) should inform the School Office and make an appointment to see the nurse as soon as possible after school begins, especially if there are specific restrictions or recommendations for the student. The nurse will then alert the necessary school personnel.

### **Use of English Only**

ISE is an English medium school. Students are therefore expected to speak the English language. English is to be spoken during the entire school day and at all school activities, except in the cafeteria during lunch.

**All secondary school students may have 10% of their grades dedicated to the practice of speaking only English.** If a student, who is capable of conversing in English, chooses to ignore teacher requests to use “English Please”, he or she will be assigned to a silent lunch detention the following day. Should the student continue to not speak English and be sent to the principal, the student’s parents will be required to meet together with the principal and the student to discuss the student’s behavior. A program of behavior modification will be developed to aid the student in speaking English at the appropriate time.

Students who receive ESL support will naturally be given greater consideration and support in the use of both English and their mother tongue.

### **School Dress Code**

At ISE, students are to be appropriately dressed and groomed. Students are required to dress in a manner that will meet with approval in the Thai community.

Students at the International School Eastern Seaboard will wear school uniforms at all times during the regular school day except on “dress down day” which is the last school day of each month. Students are allowed to wear their “ESLR” T-shirts once a month as posted on the school activities calendar. School uniforms are available for purchase at the school bookstore. Although standard sizes for both boys and girls are available, parents are free to special-order altered sizes through the bookstore. Students are encouraged to purchase at least two sets of school and Physical Education uniforms.

Open shoes or sandals should have heel straps but are not encouraged. Athletic shoes are considered ideal. Flip-flops are not to be worn to school. All students are encouraged to wear hats for all outdoor activities, but are not to be worn in buildings. Hats or caps are not to be worn in the cafeteria. Students may wear a school hat or one of their own. The hat must provide protection from the sun for the head and shading for the face.

The Secondary School uniform includes the option to purchase dress slacks for boys and girls, regular shorts for boys and a skirt for girls. A plaid skirt is available for high school girls. The uniform shirt in the high school is a white or blue polo shirt. Jackets and hooded sweatshirts are available for purchase. Students in Grades 6 to 12 may only wear P.E. uniforms in physical education classes. Please arrive at school in your regular school uniform. High School students are encouraged to wear hats or sunscreen for outdoor activities.

### **ISE ACCEPTABLE USE OF TECHNOLOGY POLICY**

The use of ISE’s wireless and landline Internet service is an earned privilege that may be revoked by the school administration or IT coordinator at any time.

Students agree not use this service to violate any applicable law, regulation, or legal precedent. Thus, the use of this service for the following activities is prohibited:

- Transmitting, posting, or uploading defamatory, abusive, or threatening material or language
- Violating intellectual property rights

- Accessing, transmitting, posting, or uploading material that is graphically and/or textually obscene

- Spamming, forging of headers, hacking, or distribution of Internet viruses, worms, and other destructive activities or violations of privacy

- Any other activity that is intended to harm or interfere with the rights of any third party.

Students will maintain active and up-to-date antivirus software on their computer.

Students will not use the ISE wireless Internet connection for server hosting, peer-to-peer file sharing networks (including, but not limited to BitTorrent, Kazaa, and Limewire), or online gaming.

Students acknowledge that they will be sharing a local network with other computers owned by other students, teachers, and ISE. All students will not access these computers without permission.

Students will not use their computer as an access point for other computers that have not been authorized for this network.

Use of the ISE wireless network is prohibited during class time, unless teacher permission has been obtained.

Students understand that their web experience will be partially censored by keyword and website. This list will be updated without notification. If a student is prohibited from accessing a site needed for academic reasons, the student will simply access it at home or from a computer lab.

Students will immediately report any issues with the connection or their computer that may indicate a virus attack, hacking, or phishing scam.

Students understand that their online activities will be logged according to each computer. They are fully responsible for the Internet activity of anyone who uses their computer.

This policy also applies to the use of any desktop computer at ISE. Violation of these policies may lead to revocation of wireless and computer lab privileges, and/or disciplinary action.

### **Computer Lab Use**

The computer labs are available for student use during the school day, except during the lunch period. Students using the labs during their study hall or before/after school must have a pass from their class teacher. Student use of the lab is restricted to classroom work and projects. The use of the printer is restricted to student work and projects and must be limited. For color printing, students should first obtain permission from Ms. Eastlake.

Use of the school computers for personal Email, chat rooms and web browsing that is not school related is prohibited.

### **Lunchroom Rules**

Students may eat in the outside eating area or inside the cafeteria. Students should:

- Use good table manners.
- Clean up their area when finished, disposing of any trash and leftover food.
- Sit on the benches provided.
- Return condiment containers to their original location.
- Not wear hats in the lunchroom.

### **Student Photos**

Throughout the school year student candid photos may be taken. These photos might be used for the yearbook, school publications, or for local press release. If parents do not want their child's photo to be used for any such reason, please notify Khun Pang in the main office at the beginning of the school year.

## **Student Permanent Records**

ISE maintains individual files on all of its students. These files contain registration information, academic performance records, and any other school-related material. Parents may view the contents of the records at any time. Please contact the Secondary School Coordinator.

**Lockers:** Each student in the secondary school will be assigned a locker. It is intended that students will use their locker as a “home base” in which to keep their textbooks, personal items, PE uniforms and other materials.

- 1) No personal possessions to be placed on top of the lockers.
- 2) No decorations on the outside of the lockers.
- 3) Names to appear on paper/card in the appropriate space.

## **GUIDELINES FOR STUDENT BEHAVIOR**

### **Behavioral Expectations**

The International School Eastern Seaboard is a community of students and teachers dedicated to the process of learning. We believe that this process should take place in a safe and caring environment where teachers can teach and students can learn. The development of a student into a mature adult is a gradual process.

One of the characteristics of effective schools that create a sound learning environment is an emphasis on discipline and a safe and orderly campus. For such an environment to exist, it is necessary that students clearly understand what is expected of them and that teachers be involved in helping reinforce student behaviors that demonstrate respect and consideration for the rights of others. Students have a very high regard for justice and fair play, but feel a great sense of unfair treatment when expectations are not made clear.

We wish to be proud of our students. Teachers recognize that most students make every attempt to conduct themselves in an appropriate manner. Every effort will be made by all teachers to help students understand the rules of the International School Eastern Seaboard, and an attempt will be made to balance fairness with consistency.

### **Schoolwide Code of Conduct**

Students will be governed by the rules and regulations of the school. Parents are expected to support the faculty, the policies and programs of the school. At the same time, parents are encouraged to exercise their rights and responsibility to consult with the faculty and administration in any matter pertaining to their child and the school's programs. Students are expected to conduct themselves at all times in a manner that brings credit to the school.

Students should be aware that, as guests in a foreign country, they should be sensitive to the feelings of the Thai community in setting personal standards of appearance and behavior. Teachers, teacher assistants, office personnel, maintenance, cafeteria and transportation workers and all school support staff should be treated with respect and courtesy at all times.

The following behaviors are deemed to be inappropriate for students who are attending the International School Eastern Seaboard. This list is not exhaustive and situations not listed will be handled at the discretion of the school administrators in accordance with school policies and established guidelines. The administration reserves the right to treat each case on an individual basis depending on the nature of the offense. These behaviors are applicable to students on school grounds

at all times and at all school sponsored activities. The following consequences may be progressively applied for the behaviors listed:

1. The use of inappropriate language and obscene gestures is not acceptable.
2. Fighting is not permitted at any time.
3. Students will refrain from willfully defacing, damaging or destroying school property. Any damage caused by a student will be charged to his or her parents.
4. A student should not steal or attempt to steal private or school property.
5. A student should not harass or physically injure another person, nor should a student at any time behave in a manner that could threaten physical injury.
6. Students are not permitted to run, bike or roller blade in the rooms or hallways.
7. The school expressly forbids the use or possession of tobacco, alcohol, narcotics, or other dangerous substances by students on campus at any time or during any school-sponsored event.
8. Students may not possess or use fireworks of any kind, knives, or other dangerous or disruptive items on campus.
9. Students must remain in supervised areas during break times. Students must not engage in aggressive, rough, or dangerous play.
10. Any toys that resemble a weapon in any way (look-alike guns, water guns) or which because of their design could cause injury to a student, are prohibited. Any such items that are brought to school will be confiscated.
11. The use of electronic games, MP3 players or other music/communications devices stereos are restricted for students on Thai Studies Trips and on bus trips. Use of these items on the school grounds during the regular school day is prohibited, unless under a specific teacher's curriculum needs.

**Academic Rules:**

- Complete all assigned tasks to the best of your ability.
- Conduct yourself in a way that supports and encourages learning.

**Social Rules:**

- Keep your hands, feet, and objects to yourself at all times.
- Only touch what belongs to you, unless you get permission first.
- Only use words that you would like to hear said to you.
- Unkind personal remarks are not acceptable.

**Safety Rules:**

- Hats are suggested for outdoor activities, but are not to be worn in buildings.
- Report any safety concern to a supervisor immediately e.g. accidents, snakes.
- Conduct yourself safely at all times

**Discipline Procedures**

To ensure the safety and well being of ISE students, discipline infractions will be defined and dealt with in the following manner.

**Major offenses are defined as:** repeated minor offenses, cheating, stealing, leaving school grounds, possession of weapons, fighting, possession or use of tobacco, alcohol, or drugs, insubordination,

disrespect to any adult, destruction of school or personal property, repeated tardiness to class. Staff members observing these behaviors will report them immediately to the administration.

The staff member observing inappropriate behavior will deal with minor discipline infractions. Major offenses referred to the office by staff members will generally result in the following:

The student will either have a warning or loss of privileges at the discretion of the administration,

or

will result in loss of privileges and a letter sent to the parents,

or

will result in an internal one-day suspension. A letter will be sent home and a referral may be made to the Administrator's Office. A conference may be scheduled with the parent, teacher, and administration,

or

will result in a one-day home suspension and a letter will be sent home. A conference with the parents will be held before the student may return to school,

or

will result in a three-day home suspension and a strong warning letter to the parents about a recommendation for expulsion. A conference will be scheduled with the parents.

**The Administration reserves the right to initiate any of the above steps, based on the severity of the offense.**

Any referral to the office will be noted in the student's annual discipline file. This file is for internal use only and is not part of the student's cumulative record.

Parents are asked to take an active role in the discipline procedure by conferring regularly with their child regarding his or her school behavior.

### **Drug Testing**

The International School Eastern Seaboard has instituted a policy on drug testing. It is our expectation that students will not possess or use illegal substances. It is our belief that such behavior is damaging to the health of students, and disruptive to the school and its programs. Any student in Grades Six through Twelve may be required to cooperate with a random or ad hoc drug test at the request of the school administration. Students testing positive for drug use will receive a suspension from school and will be required to participate in mandatory family counseling. A second positive test will result in expulsion from school. All positive tests are routinely reexamined to ensure the accuracy of the findings.

### **Plagiarism**

Plagiarism is taking the ideas or words of others and presenting them as your own. Turning in schoolwork that has been plagiarized is attempting a form of theft, and is a very serious academic offense. Whether it is intentional or not, any amount of copying what someone else has written without giving the original producer credit for their work is considered plagiarism. This applies to texts published in print, online, manuscripts, as well as the work of other student writers.

There are ample resources within the school to avoid the serious offense of plagiarism. The school utilizes the MLA (Modern Language Association) as a standard paper writing format for citing sources for all school essays. Teachers may require students to submit their papers to a plagiarism checking software before turning in their work for grades.

Library staff and teachers are always available to instruct students in the proper use of citation in order to avoid plagiarism. If there is any doubt on the part of the student concerning this serious issue, they should consult school staff.

To Avoid Plagiarism:

- Acknowledge borrowed material within the text by introducing the quotation or paraphrase with the name of the authority from whom it was taken. At the end of the borrowed material, use parentheses to enclose the citation.
- Use quotation marks for all quoted material.
- Revise all paraphrased material so that it is presented in one's own style and language. The simple rearrangement of vocabulary and/or sentence patterns is not acceptable
- Provide specific documentation for each borrowed item. Others may need to know your sources
- Provide a "Works Cited" list for every source used in your paper, following a consistent style.
- When in doubt, cite sources. Seek clarification from teachers, Resource Center and library personnel.

In addition, you are an accomplice to plagiarism and are equally guilty when you consciously:

- Allow your assignment, in outline or finished form, to be copied and submitted as the work of another.
- Prepare an assignment for another student and allow it to be submitted as his/her own work.

**Penalties for student Plagiarism:** Note – ISE subscribes to an Internet program that searches for possible plagiarism in student work. Student work may be required to be submitted in electronic format to facilitate monitoring for plagiarism.

A letter will be sent to the parents of the student notifying them of the seriousness of each incident and the penalty imposed. The level of the penalty is at the discretion of the teacher. The following are minimum penalties; the individual teacher may increase the severity of these penalties in consultation with the principal:

1<sup>st</sup> offense - grade is lowered 25% on the paper.

2<sup>nd</sup> offense - grade is lowered 50%.

3<sup>rd</sup> offense- student is referred to the Principal for further disciplinary action.

**Cheating on Examinations:** Cheating is viewed as a serious offense. Any student who overtly cheats on an examination, quiz or test by bring in "cheat sheets," taking information from another student or giving information to another student, will lose credit for that examination. The classroom teacher in consultation with the Principal will determine the severity of the penalty. Usually, the student will receive no credit for his/her work.

**Collusion Consequences:** Supporting cheating by another student, e.g. allowing one's work to be copied and submitted for assessment.

1<sup>st</sup> offense: The student will be warned about the penalty for subsequent incidents of collusion and may face other disciplinary consequences. Parents will be notified.

2<sup>nd</sup> offense: The student will receive at most 50% of the grade on the assignment. A letter will be sent home with a copy being placed in the student's file.

## **SCHOOL ATTENDANCE**

It is expected that all students will attempt to be present and on time each day. Students, if late to class, must get a tardy slip from Mr. McDermid. Regular attendance influences the scholastic standing of the student. The school strongly encourages parents to plan vacations in conjunction with the scheduled holidays listed on the school calendar. Should an absence from school be anticipated, please inform the school as much in advance of the student's departure as possible. Students are generally expected to make up all work caused by an absence.

The school secretary will call the homes of students who are absent to check on them. Please be available to receive this call between 8:00 and 9:00 a.m., or call the school if your child is absent.

For short-term absences due to illness, homework may be obtained for Grade 6-12 students who are absent from school by calling the School Office prior to 10:00 a.m. Requests for homework received after 10:00 a.m. cannot always be processed by the end of the school day. The books and assignments should be collected from the Office at dismissal time by a sibling, parent, or friend.

### **Excused and Unexcused Absences**

In school, as in the workplace, regular attendance is necessary. Students in Grades 6 through 12 may be absent due to an illness, a serious family emergency, or a school-sponsored trip, and this results in an excused absence.

In the case of an excused absence, the student must bring a note from home, or the parent may call the school, explaining the nature of the student's absence. Students may make up their homework upon their return to school as negotiated with the teacher if the work was not obtained by notifying the Office before 10:00 a.m. on the day of the absence.

In the case of an unexcused absence, failing marks may be given at the teacher's discretion if a parent does not request work beforehand, or if such work cannot be substituted. This work must be completed during the absence and then submitted immediately upon the student's return to school. More than 15 days of unexcused absence in one school year may result in retention or loss of credit.

### **Checking in and out of school**

Students are not permitted to leave campus without parental permission. If a student is ill at school, the school nurse will notify the parents. An absence pass, obtained from the School Office, is necessary when a student is taken out of school during school hours for dental or doctor appointments, etc. Please be sure to obtain this pass from the Office.

## **ACADEMIC PROGRAM**

### **Homework**

Students in secondary school will be given homework for any of the following reasons:

- To demonstrate independent learning and responsibility
- Because of absence from school
- To gather material for group or individual projects
- Because of an observed need for practice or reinforcement of skills
- To widen reading experiences
- Failure to complete class assignments
- To communicate with the home

In the secondary school, it is necessary that some class assignments need to be completed as homework. Students are expected to demonstrate academic responsibility and maturity by completing homework within the timelines and teacher requirements of the assignment. Homework is given as an extension of learning already started in the classroom. It also enables students to apply and reinforce skills and concepts already taught. Homework is never used as merely "busy work" or as a disciplinary measure.

Students will not necessarily be assigned homework every night. Parents are encouraged to help establish good homework habits. They should provide a well lighted, quiet, comfortable desk or table area in which to work.

### **Thai Studies Trips**

Our Thai Studies class trips will take place from January 24-27, 2012. All members of the class will attend this overnight program. The homeroom teachers will send information home well in advance of these trips. Additionally, classes and grade levels may take educational field trips off-campus. Parents will be informed of the time of departure and arrival, the mode of transportation, and the site(s) to be visited. Appropriate adult supervision will be maintained at all times. Parent or guardian permission must be obtained, in writing, for a student to participate on the trip.

## **CO-CURRICULAR PROGRAM**

### **Sports**

ISE is a member of the Mekong River International School Association (MRISA) that includes seven other international schools in Vietnam, Cambodia and Laos. ISE offers a range of sports opportunities for middle and high school students. Some sports such as basketball, volleyball, soccer and swimming involve competitions within the MRISA group and against other local schools. Other more individualized sports such as tennis and golf are Intramural in nature. ISE is also a member of the Eastern Seaboard Athletic Conference (ESAC) that enables us to compete with teams from local international and Thai schools.

The MRISA association also sponsors activities in the areas of the Cultural Exchanges, Leadership Summit and Model United Nations.

### **Student Council**

High School Student Council is an elected group of students: President, Vice President, Secretary/Treasurer, Communications Representative and Grade Level Representatives, that meets once a week, during school hours, to plan and lead activities in the high school. Student Council provides students with an opportunity to express and develop their leadership skills, learn about financial management and budgeting, practice public speaking and refine their group interaction skills. As well as weekly team building activities, they are responsible for organizing the annual all-school Walk-a-Thon, Secondary School International Day and the Talent Show.

The Middle School Student Council is made up of grade level representatives and plan middle school activities throughout the year. They work in conjunction with the High School Student Council on school-wide events.

### **Activities Block**

For the 2011-2012 school year, all secondary students will participate in student clubs and activities that will be held each Wednesday between 12:00 and 1:00 pm. When students are not involved in a club or activity meeting, they will be in a supervised study hall. The supervised study hall time can be

used to work on homework assignments, long-range projects, meet a teacher for extra help, visit the library or use the computer labs. All students must join at least one club or activity.

## **SCHOOL SERVICES**

### **Child Study Team**

The admissions coordinator conducts admission-screening tests and other tests as needed to determine the educational program of students. Parental consent is obtained for all testing/evaluation other than admission testing. Results of the testing/evaluation are reported to parents.

Referrals to the Coordinator are usually made through the teachers or administration. However, parents may contact the Office directly. Students referred for learning disabilities evaluation, psychological, behavioral, emotional, or other educational concerns, may have their cases reviewed by the Child Study Team convened for this purpose. Referrals for outside psychological evaluations or counseling can be made in consultation with the parents.

### **Food Services**

The school cafeteria menu is posted on the ISE Website. Parents and students are asked to reference the menu when deciding whether or not to purchase a school lunch. Snacks will be available for all students, staff and parents at mid-morning break and after school. Secondary students may bring a lunch from home, or they may purchase a school lunch.

Drinking water is available from the school water coolers. Each student must provide her/his drinking container.

When in the cafeteria the students are expected to observe all school rules:

### **Health Services**

The school employs a registered nurse trained and experienced in handling student health problems. Our infirmary is equipped to handle most health issues found in schools. In addition, for emergency cases, transportation is available and provided by the school to a local area hospital. Parents will be notified immediately should an emergency occur.

If warranted by worldwide or nationwide epidemics, the school reserves the right to conduct an on-going program to take each student's temperature at the beginning of the school day. If the student has a high temperature she/he will be sent to the nurse's office for further consultation. All visitors, likewise, we have a temperature screening upon their arrival at school.

Students may go to the Nurse's Office with their teacher's permission at any time during the school day when ill or injured. Students may be referred by school staff for sickness, vision testing, personal hygiene or other problems related to health.

When a student becomes ill at school, he or she is referred to the school nurse. If the student is possibly contagious or so ill that he or she cannot attend classes, the student is detained in the Nurse's Office. The parents are notified and requested to take the student home. Students are required to provide an emergency name on health forms and the person named will be called in the event neither parent can be contacted. The person to be contacted in case of a problem should be either a neighbor or colleague with whom either parent works. It is vital that the school be able to contact a responsible adult. If parents will be out of country at any time, the class teacher, the administration, and the school nurse should be notified.

In case of serious injury or emergency, the nurse will be notified immediately and first aid procedures carried out. Immediately thereafter, the parent will be notified. If deemed necessary, the student will be transferred to the hospital. In this event, the school nurse will accompany the student to the hospital.

If a student is diagnosed as having a contagious disease, parents should notify the teacher or School Office, who will then notify the Nurse's Office. Exposure notices are distributed to students, alerting parents and informing them of the incubation period for the illness. When the student returns to school, he or she must bring a doctor's clearance to the Nurse's Office before resuming classes.

The school nurse is not permitted to treat pre-existing injuries or prescribe treatment or medication for students. The nurse may, however, give Tylenol for minor headaches, earaches, and sore throats and to reduce fever while waiting for the parent to arrive, unless parents expressly request that the nurse refrain from this practice. In addition, the nurse may administer medicine prescribed by a physician if the student brings a signed note from the parents or doctor with the medication name, dosage, and reason for needing medication. Middle School students are not permitted to carry medicine during school hours, and should be reminded to take their medicine directly to the nurse's office. High School students may be self-medicated with parental consent.

Vision screening will be provided for students in grade seven, or upon staff request. Hearing tests will be arranged for students in grades six and eight. Should students require more extensive examination, the school nurse will notify the parents.

The school nurse may screen any Middle School student for scoliosis by referral or parental request. All seventh grade students will be checked for scoliosis at the time of their vision screening.

### **Student Accident Insurance**

ISE purchases insurance for each student. It is valid from August 1 to July 31 of the following school year. The insurance covers students for any accident 24 hours a day anywhere in the world. There is a 10,000 baht limit for each accident claim. **In Thailand we ask that you bring the ISE insurance card if your son/daughter visits a doctor.** To make a claim, parents must bring the receipt and a doctor's report to the school nurse. The ISE Business Office will contact parents to inform them when they can collect the money.

### **Lost and Found**

The lost and found containers are located in the School Office. Students should check there for lost articles. Students, in general, should not wear valuable jewelry or bring items such as large amounts of cash, cameras, electronic games, toys, etc. to school, as we cannot provide sufficient security to prevent loss or breakage. The school cannot be held responsible in case of loss. Items left on a school bus will be returned to school the next day to be claimed by the student.

### **Transportation (outside of Burapha and Laem Chabang)**

Student school bus service is available for a fee and should be applied for at the time of registration. In addition to the regular bus service, there will be a bus service organized to accommodate the after school activities program. In some cases of limited demand, certain areas might not be serviced. If your child is affected in this way, the school will notify you as soon as possible.

Students who wish to ride on another bus to visit or stay overnight with a friend must have a note from their parents **SUBMITTED TO THE OFFICE ON THE MORNING IN QUESTION**. Under **NO** circumstances will students be permitted to ride on a different bus without a written note. The school is not responsible for the student bus riders who independently choose to leave school with a friend in a private vehicle at regular dismissal time without notifying the Office.

Students who have not signed up for regular bus transportation may not ride the bus home with a friend without prior arrangement for the bus ride through the School Office.

### **Additional Transportation Information**

1. Transportation Company: VP Transport provides a bus service for ISE students. The VP Transport manager is Khun Piak. Khun Piak may be reached by calling him directly at 01-758-6245 and his home number is 038-233-175 or 038-716-167.
2. Every student will have a seat with a seatbelt. Usually, no student will be allowed to ride in the front seat of the bus.
3. Lost and Found: Lost items found on the buses will be returned to the Lost and Found Department in the School Office.
4. Bus Behavior: Road safety is something that can never be emphasized enough. For the past fifteen years, VP Transport has provided the school with a safe, dependable, and efficient transportation service. Their ability to do so is, in part, because of the good behavior of students on the buses. To build on this service, below is a reference of the safety and behavior regulations for the VP Transport bus service used by ISE. The school issues this list at the time of enrollment. **Parents should review these regulations with their children**, keeping in mind that distractions may endanger the safety of students as well as others on the roadway.

The following is acceptable bus behavior:

- Remain seated and have seatbelts fastened at all times
- Keep all body parts inside of the bus; do not extend any part of your body out of the window
- Keep hands and feet to self
- Use appropriate, acceptable language that is not offensive to others
- Do not throw things on or at the bus
- Eating or drinking must be done before getting on the bus
- Get off at your assigned bus stop
- Playing of music requires use of personal headphones
- Be on time. The school bus will NOT wait for more than 3 minutes.
- Use quiet voice levels and polite behavior
- Be respectful to the driver and monitor at all times

All students should return home immediately after school on the 1:10 or 3:10 p.m. buses unless they have a school sponsored activity to attend. Students riding on school buses are expected to obey the monitors and are forbidden to behave in a manner that could endanger the safety of the other passengers or distract the driver. The monitors who supervise the school buses are instructed to report infractions of the safety rules to the bus manager who will then report them to the School office. The bus monitors use a bus discipline form (written in English and in Thai) to report on student behavior.