



NORTHBRIDGE INTERNATIONAL SCHOOL  
CAMBODIA  
A NORD ANGLIA EDUCATION SCHOOL

# SECONDARY HANDBOOK

2018-2019



*Caring hearts,  
ambitious minds*



# CONTENTS

WELCOME TO SECONDARY SCHOOL	1
PHILOSOPHY	2
OBJECTIVES	3
GENERAL INFORMATION	4
RIGHTS & RESPONSIBILITIES	10
STUDENT SERVICES & SUPPORT	18
SECURITY & EMERGENCY PROCEDURES	22



# Welcome to the Secondary School

My name is Mr Ben Holman and I am proud to be Head of Secondary School.

Northbridge International School Cambodia has a strong, diverse and dynamic community. It is always my pleasure to work closely with students and parents in developing a strong sense of belonging, pride and identity, which is paramount for any community.

I believe in a simple approach to education, which is to always be ambitious, responsible for ones actions and be accountable to those that you represent. This can transfer to any member of the school community and these core values really ensure that everyone can thrive academically and emotionally.

My approach to leadership is to always be open to new ideas with clear communication and any initiative or project having the sole purpose of, put simply, benefiting student well being.

Please come and visit our beautiful green campus and see the wonderful learning environment for yourself.

**Mr Ben Holman**

Head of Secondary

[ben.holman@nisc.edu.kh](mailto:ben.holman@nisc.edu.kh)





# Philosophy

## Our Mission

*"Inspiring dynamic, respectful and compassionate global citizens"*

An environment of intercultural understanding and integrity. A place where everyone is involved, valued and happy. A hub of innovation, enabling creativity and contemporary learning. A community where individuals succeed and make a difference.

*"We are many communities, but we are one"*

## Our Values

We believe in the active engagement of the whole community. We believe that contemporary learning takes place when we are creative, collaborative and connected. We also believe that we have a shared humanity and we need to demonstrate compassion and ethical responsibility by enriching each other through our differences.

*"Caring hearts, ambitious minds!"*

## School Ambition (Vision)

A dynamic NAE, International Baccalaureate Continuum World School in South East Asia where everyone succeeds.

*"Excellence in everything we do."*

## Global Campus

The global campus connects the Nord Anglia family of 44 schools and over 35,000 students around the world, giving our students daily access to global opportunities. This allows our students to develop a truly international perspective through outstanding online, in-school and worldwide experiences.

*"Global Campus offers learning opportunities that empower, excite, inspire and challenge our students."*

Our students have the opportunity to travel overseas, collaborate with students around the world and benefit from Nord Anglia Education's outstanding global partnerships.



**GLOBAL  
CAMPUS**



**GLOBAL  
CAMPUS**  
WORLDWIDE



**GLOBAL  
CAMPUS**  
IN SCHOOL



**GLOBAL  
CAMPUS**  
ONLINE





# Objectives

## Contemporary Learning & Ambition

Everyone will succeed.

## Leadership & Service

We will make a positive contribution to our local society.

## Community & Balance

Our community will be balanced and demonstrate unity.

## Passion & Loyalty

Our teachers will be reflective, passionate and professional educators who demonstrate loyalty and care.

## Sustainability & Pride

Teaching and learning will be supported and enhanced by a safe, clean and ever changing environment.

## Growth & Reputation

We will become the school of choice for students, parents and teachers.

## Fulfilling our Vision

Students at Northbridge International School Cambodia have the right to learn in a mutually respectful and safe environment. Respect for self, peers, faculty and school is expected of all students. Students are responsible for their choices and actions and are expected to conduct themselves ethically, responsibly, and with compassion. Students are expected to act in a manner that reflects positively on Northbridge International School Cambodia while at school, school events, school trips or in the greater community.





# General Information

## International Baccalaureate Mission Statement

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

Students are responsible for their choices and actions and are expected to conduct themselves ethically, responsibly, and with compassion. Students are expected to act in a manner that reflects positively on Northbridge International School Cambodia while at school, school events, school trips or in the greater community.

“To this end the organization works with schools, governments and international organizations to develop challenging programmes of international education and rigorous assessment. These programmes encourage students across the world to become active, compassionate and lifelong learners who understand that other people, with their differences, can also be right. (International Baccalaureate Organisation)”

## The Learner Profile

The IB learner profile is the IB mission statement translated into a set of learning outcomes for the 21st Century. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose. The attributes and descriptors of the learner profile define the type of learner the IB hopes to develop through its programmes.

The International Baccalaureate has incorporated the learner profile into all three programmes so that it is the common ground on which all IB World Schools stand, and contains the essence of what they, and the three programmes, are about.

### 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.

### 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.

### Thinkers

They exercise initiative in applying thinking skills critically and creatively to recognize and approach complex problems, and make reasoned, ethical decisions.

### Communicators

They understand and express ideas and information confidently and creatively in more than one language and in a variety of modes of communication. They work effectively and willingly in collaboration with others.

### 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.

### 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.

### 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.

### 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 articulate in defending their beliefs.

### Balanced

They understand the importance of intellectual, physical and emotional balance to achieve personal well-being for themselves and others.

### 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.





## **Grade Level divisions and Academic Programmes**

Secondary School is proud to offer the following International Baccalaureate programmes;

### **Middle Years Programme (G6-10)**

### **Diploma Programme (G11 & 12)**

#### **The Middle Years Programme:**

##### **Grades 6 - 10**

Northbridge International School Cambodia is an authorised IB Middle Years Programme (MYP) school, providing a challenging, internationally focused, broad and balanced educational experience for students aged 12 to 16. Students are required to study eight subjects and complete the personal project in Grade 10. The programme is designed to equip students with the basic academic skills needed for the Diploma Programme, further education and their chosen profession, as well as developing the values and life skills needed to live a fulfilled and purposeful life.

#### **The Diploma Programme:**

##### **Grades 11 & 12**

Northbridge International School Cambodia is an authorised IB Diploma school providing a challenging, internationally focused, broad and balanced educational experience for students aged 16 to 18. Students are required to study six subjects and a curriculum core concurrently over two years. The programme is designed to equip students with the basic academic skills needed for university study, further education and their chosen profession, as well as developing the values and life skills needed to live a fulfilled and purposeful life. The driving force behind both the MYP & DP is a philosophy about the nature of education, which is expressed in the IB's mission statement, in the IB learner profile and in the fundamental

principles on which the curriculum is based and which continue to inspire its development.

#### **School Year**

The school year at Northbridge International School Cambodia runs for approximately ten (10) months with 180 student learning days. The year is divided into two semesters (with two quarters each) for grading and for fees payment purposes and generally runs from early-August to early-June.

#### **School Day**

The regular school week runs from Monday through Friday. The length of the school day runs from 8:00am to 3:30pm. Students are supervised from 7:30am when Secondary School gate opens. There is an After School Activities programme from 3:30 to 5:00pm.

Please note that every Monday the school has a delayed start to provide professional and curriculum development time for Northbridge International School Cambodia faculty. School starts at 10:00am and students may report at 9:30am.







# Block Schedule & Lesson Timing

The teaching block schedule runs on a five-day schedule (Monday to Friday).

See the opposite page for a sample timetable

<i>Secondary Timetable</i>					
	Monday	Tuesday	Wednesday	Thursday	Friday
8:00 - 8:10	*10:00 start	Advisory	Advisory	Advisory	Advisory
8:10 - 9:10		1	1	1	1
9:15 - 10:15		2	2	2	2
10:15 - 10:40	10:00 - 10:40 Advisory	Recess			
10:40 - 11:40	3	3	3	3	3
11:45 - 12:45	4	4	4	4	4
12:45 - 1:25	Lunch				
1:25 - 2:25	5	5	5	5	5
2:30 - 3:30	6	6	6	6	6
3:30 - 5:00	After School Activities				



## School Communications

Northbridge is proud of its commitment to digital communication and communicates through blogs, email, social networks and the school website. We have a commitment to protecting the environment and avoid sending paper communication home. It is vital that we have your up-to-date email account in order to communicate with you regularly.

The Northbridge International School Cambodia Facebook page provides informal updates, photographs and videos of school life. There is an annual Yearbook, which is provided to all students every year in June.

Other means of communication include email, telephone calls, student reports and scheduled conferences.

Parents are able to view their child's performance through Managebac and are also encouraged to have direct communication with their teachers. Appointments can be scheduled through the Secondary Office.

For emergency situations that arise without warning, these are communicated to parents via email and telephone. Please make sure the school has your up to date mobile phone number.

## Meet your Teachers

will invite parents to meet teachers. This is held during the early part of the school year to enable parents to meet teachers, administrators, and staff. During the course of the interaction, teachers are provided with the opportunity to explain their course programmes, materials, schedule, and classroom expectations for the school year. We will also share emails and make sure parents have access to Managebac and blogs.

## School Supplies

The School Store supplies the various notebooks students will require for their lessons. Students will receive a 'Back to School' supply pack at the beginning of the school year.

Classroom teachers issue all books and various instructional materials (most of which are shipped from abroad) directly to the students. There is no charge for these materials as long as the items are returned in good order after use. However, in the case of loss or damage of a textbook, library book or workbook, the student must pay a replacement fee. Students will be issued replacements after fees are paid. Fees are levied at the current cost of the lost or damaged book plus 50% for shipping and handling.

## PE Uniform and Swimming Attire Expectations

All students in from Grade 6 – Grade 10 are given two sets of clothes for physical education from the Northbridge International School Cambodia School Store each school year. All students should wear proper, supportive athletic shoes for PE.

Swimming is taught as a component of the Physical Education program. Students are expected to follow their assigned schedules and come appropriately prepared – with swimsuit and towel–on the designated days to be in the pool.





## Library

The Northbridge International School Cambodia Library is located on the ground and first floor makerspace of the Hub building. It is open during the following times:

**Monday-Friday: 7:30 am - 4:30 pm**

The library provides 24/7 access to subscription databases, resource lists, pathfinders, and online learning opportunities. The library supports the MYP Approaches to Learning and DP Extended Essay through the instruction of 21st century information literacy skills.

The librarian works in collaboration with teachers to promote lifelong learning and a love of literacy. The librarian also manages the collection and sets program and collection goals. As a community library, we serve students, teachers and parents. If you have any resources you would like the library to acquire, please communicate your recommendations to the library staff.

The makerspace is a creative environment which, in partnership with MIT, explores all things STEAM.

## **BYOD. Bring Your Own Device**

Northbridge International School Cambodia believes that ICT plays an essential role in empowering learners to become knowledgeable and active global citizens and inspiring them to be ethical, respectful and compassionate global leaders. ICT supports students engage in a balanced program which offers opportunities for social, physical, emotional, artistic, and intellectual development. In order to meet these

goal, students need to understand human, cultural, and societal issues related to technology and practice legal and ethical behavior. Northbridge International School Cambodia Secondary School students are expected to:

### **Advocate and practice safe, legal, and responsible use of information and technology.**

- At school we use technology that supports our learning.
- We keep in mind the amount of time we spend using screens and balance F2F with online interactions.
- We ensure that the information, images and materials we post online will not put us at risk.
- We are careful not to publish personal details, contact details or a schedule of activities.
- We are proactive in protecting passwords, accounts and resources.

### **Exhibit a positive attitude toward using technology that supports collaboration, learning, and productivity.**

- We show respect to others.
- We don't abuse our rights of access and don't enter other people's private spaces or areas.
- We don't use electronic mediums to flame, bully, harass or stalk other people.
- We show respect for other people in the choice of websites we visit.

### **Demonstrate personal responsibility for lifelong learning**

- Before we post anything we always consider how sharing information about our life, experiences, experimentation or relationships might impact our future.
- We suitably cite any and all use of websites, books, media etc.
- We acknowledge all primary and secondary sources.
- We use free and open source or purchase, license and register all software.
- We purchase music and media, and refrain from distributing these in a manner that violates their licenses.





### **Exhibit leadership for digital citizenship**

We report any attacks or inappropriate behavior directed to ourselves or others and we seek support from our parents, teachers, counselors, and appropriate organizations and authorities.

We protect others by reporting abuse, not forwarding inappropriate materials or communications and not visiting sites that are degrading or inappropriate.

We report conversations that are inappropriate or unacceptable.

### **Assessment Grading and Reporting to Parents**

#### **Student Assessment**

Northbridge International School Cambodia believes in using a balanced system of assessment tools and strategies to know and understand our students as learners, including both formative and summative assessments. We believe that assessment is integral to student learning and is vital in supporting the NISC vision and mission.

#### **Grading and Reporting**

Students in the MYP and DP are graded using the IB grade descriptors. Full academic reports go home to parents at the end of each semester and mid-semester reports focusing on Approaches to Learning (Study Skills)

#### **Opportunities to review learning**

Northbridge International School Cambodia Secondary School schedules two formal opportunities for parents to find out more about their child's progress.

- Three-way conference (TWC) – Teacher, Student and Parent conference.

Parents are encouraged to ask the student questions about what they are learning, their work habits, their strengths, and the goals they have set for improvement on an ongoing basis.





# Rights and Responsibilities

Northbridge International School Cambodia aims to promote a positive working and social environment. Members of the school community are expected to be honest and to treat each other with respect and dignity. The International Baccalaureate philosophy actively cultivates this aim throughout its Primary Years Programme, Middle Years Programme and Diploma Programme.

Students at NISC have the right to learn in a mutually respectful and safe environment. Respect for self, peers, faculty and school is expected of all students. Students are responsible for their choices and actions and are expected to conduct themselves ethically, responsibly, and compassionately. Students are expected to act in a manner that reflects positively on Northbridge International School Cambodia while at school, school sponsored events, school trips or in the wider community.

The aim of all IB programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet help to create a better and more peaceful world. Northbridge International School Cambodia's approach to behaviour management utilizes the IB philosophy by emphasising cooperation, achievement, respect and empathy. An emphasis is placed on:

- Students being guided in their understanding that with rights come responsibilities.
- Teachers providing an environment in which positive behaviour is rewarded and inappropriate behaviour is modified.
- Encouraging appropriate behaviour
- NISC's restorative approach to behaviour management.

It is our aim to nurture well-balanced, mature individuals who are able to take responsibility for their own actions and who will grow to be valued members of the international community.

We expect students to behave, both in and out of school, in a courteous manner that will bring respect and honour to the school, their families, and their own communities.

Students have the right to learn in a mutually respectful and safe environment. For this to happen, students must realize that their personal behaviour is a key determinant of the school's environment. An International Baccalaureate student has many responsibilities and expectations. Students should also be aware that performance in the last years of High School is the key to university admission. Universities look not only at grades but also for evidence of maturity and responsibility. A student record with instances of inappropriate behaviour and behaviour consequences (i.e. suspensions, letters concerning malpractice, etc.) would not be to a student's advantage.

Students at Northbridge International School Cambodia are encouraged to recognise that rights bring with them equivalent responsibilities. Student rights are balanced against responsibilities in the following ways:

## **Students Rights and Responsibilities**

- Students have the right to learn and to be free to express their opinions, feelings and ideas.
- They also have the responsibility to work hard, to do their best, to complete assignments and to respect others' opinions, feelings and ideas.
- Students have the right to be happy and to be treated with understanding and respect.
- They also have the responsibility to respect others, to treat them with understanding and not to hurt their feelings.



- Students have the right to hear and be heard and the right to quiet times for learning and studying.
- They also have the responsibility to listen to others, to wait their turn to speak and to be respectful of other's quiet times.
- Students have the right to be safe and secure in school.
- They also have the responsibility to respect others' right to safety, to treat others with the same kindness they would expect themselves and to obey school rules.
- Students have the right to bring their belongings and materials to school and the right to utilize school materials.
- They also have the responsibility to look after their own possessions, to respect other people's property and to use and share school materials in an appropriate manner.

### **Teachers Rights and Responsibilities**

All members of staff in the Secondary School have a professional obligation and commitment towards students. Teachers will:

- Speak and act toward students and colleagues with respect and dignity and deal judiciously with them, always mindful of their rights and sensibilities.
- Provide a caring, supportive and safe learning environment.
- Respect the confidential nature of information concerning students and only give it to authorized persons.
- Respect the privileged relationship with students and colleagues and refrain from exploiting those relationships for material, ideological or other advantage.
- Corporal punishment of any kind is expressly forbidden, including the physical restraint of students, except in cases of ensuring student or personal safety.

### **Northbridge International School Cambodia Community Rights and Responsibilities**

- Parents and guardians at NISC have the right to open communication with teachers regarding their child's progress and needs.
- Parents and guardians have the responsibility to contact teachers if there are issues or concerns regarding their child's progress e.g. Learning Support, ELS and Counselling.
- Parents and guardians have the right to participate in changes to their child's education including being informed about formal assessments and the support their child is receiving.
- Parents and guardians have the responsibility to utilise the school support services, such as the Learning space and counselling services, as needed to provide the best education available for their child.
- Parents and guardians have the right to formalised feedback in the form of written reports and Teacher Led or 3 way Conferences throughout the school year.
- Parents and guardians have the responsibility to raise questions and concerns with teachers at an appropriate time and in an appropriate manner.
- The Northbridge International School Cambodia Community has the right to open communication between all levels of school administration to provide a nurturing and safe atmosphere for students, staff and parents.







## General Student Rules

- Students are expected to behave in a courteous and responsible manner at all times.
- Students are expected to keep all school areas clean and tidy and to clean up after they have used an area.
- Public displays of affection between students is considered inappropriate behaviour.
- Cellular phones must be switched to silent during lesson times and only used during recess.
- Students are responsible for using their provided lockers and ensuring that they are locked.
- Intentional damage to the premises or to educational materials or books will be billed to the student's parents. Penalties for vandalism are severe and, in all cases, the student's parents will be informed.
- Students are encouraged to not bring expensive personal items to school. If such items are brought to school, it is the student's responsibility to keep the items stored in their locked lockers. There is a Lost Property Box in the Main secondary office.
- Students may not leave the school site without permission. Students will need to provide the Secondary School Secretary in the Secondary Office with a written request from the parents who will provide an off- campus pass.
- The possession of illegal drugs, tobacco, alcohol, or weapons at school or official out-of-school activities may result in expulsion.
- Students are to behave in a courteous fashion, use good manners and show respect for teachers and school personnel at all times.
- Students who are habitually late to school will receive a lateness detention of one hour after school.

## A Supportive School Environment

In order to encourage and facilitate a respectful supportive school environment where all students can learn in a conducive atmosphere we provide a structured Homeroom Advisory Programme with homeroom advisors and counsellor support. The Homeroom Advisory Programme seeks to:

- Reinforce student's sense of identity and cultural awareness.
- Develop inter-personal skills and respect for others.
- Foster student recognition and development of universal human values.
- Equip students with the skills to learn and acquire knowledge
- Help students develop personal health awareness
- Give students a support system to help them with personal concerns

The intention is that our homeroom programme, with counsellor support, will lead to students conducting themselves according to our student code of conduct and displaying appropriate behaviour at all times.

## Student Code of Conduct

The School Code of Conduct outlines 2 main types of behaviour: Appropriate and Inappropriate.

### Appropriate Behaviour

- Positive behaviour is demonstrated by students.
- Who are cooperative and considerate of others.
- Who follow school and safety rules.
- Who solve their own problems if possible and seek help when necessary.
- Who are courteous.
- Who work co-operatively as well as independently.
- Who use materials and equipment in an appropriate way.



## Student Code of Conduct

The School Code of Conduct outlines 2 main types of behaviour: Appropriate and Inappropriate.

### Appropriate Behaviour

- Positive behaviour is demonstrated by students.
- Who are cooperative and considerate of others.
- Who follow school and safety rules.
- Who solve their own problems if possible and seek help when necessary.
- Who are courteous.
- Who work co-operatively as well as independently.
- Who use materials and equipment in an appropriate way.
- Who are responsible.
- Who make sensible choices with their behaviour/inappropriate behaviour.

When students disobey school rules, they will always be given the opportunity to explain their actions and to reflect upon what they have done. The teacher involved will counsel students on appropriate ways to deal with a problem. The underlying goals of addressing students' inappropriate behaviour include protecting students and others from harm and helping students understand the reasons for their behaviour and for them to correct their behaviour in the future.

However, if a student chooses not to accept his/her responsibilities or impinges on the rights of others, the school's disciplinary procedure will be as followed outlined below:

### STEP 1: Not Taking Responsibility

Minor offences that do not directly disrupt the teaching and learning of others such as:

- lateness
- chewing gum
- incorrect uniform
- materials not brought to class
- homework not done
- food brought to class
- inappropriate phone use in class
- littering/not cleaning up after self
- leaving valuables unattended (e.g. laptops, phones)
- bringing inappropriate items to school.

### STEP 2: Not behaving respectfully

These include behaviours which disrupt teaching and learning (or repeated Level 1 behaviours) such as:

- disturbing others
- interrupting teacher
- bullying
- frequent lateness to subject class
- absent from class without permission
- lack of academic honesty
- failing to follow instructions
- inappropriate phone use in class

### STEP 3: Serious Offences or Repeated Level 2 Behaviours

These include behaviours which are considered to violate the rights of others and/or are considered dangerous such as:

- violence toward self, others or property vandalism
- fighting
- theft
- lack of academic honesty on an externally moderated piece of work
- possessing dangerous items or weapons
- possessing or accessing pornographic material
- computer hacking, trashing, or tampering in any way with another persons' work or intellectual property
- using, possessing or distributing tobacco, alcohol or other chemical sub-stances on school premises, field trips; in school uniform or any instance that places the school in disrepute.

### STEP 1: Consequences are designed to promote responsible behaviour.

Depending on the behaviour, the following interventions are employed by the teacher:

- Verbal warning - provide feedback regarding behaviour and reminder of rule
- Discuss strategies for improvement
- Stay after class or short break detention
- Email to Homeroom advisor and/or parent
- Removal of item
- Report if necessary to counsellor or Head of Secondary.





### STEP 2: Consequences are designed to allow

students to reflect on their behaviour and plan improvement which may involve the support of the Counsellor, the parents and the teachers.

- Daily report/contract
- Temporary removal from class
- Conflict mediation/counselling
- Academic Behavioural Concern (ABC)
- Parent-Teacher Conference
- After School Detention
- Lunch Detention/loss of break time
- Limiting access to internet if appropriate.

### STEP 3: Consequences are designed to demonstrate that students will lose privileges if they don't respect the rights of others which may involve the Teachers, the Parents, the Counsellors, the Administrators as appropriate.

- In-school Suspension
- Parent-Teacher-Administrator Conference
- No grade for report/automatic failing condition
- Suspension at home
- Ban from using device
- Pay expenses if damage or repairs are necessary
- Referral for outside counselling
- Incident to be reviewed by the Head of secondary and School Head.

### NISC Academic Integrity Policy

As an International Baccalaureate World School, Northbridge International School Cambodia uses the International Baccalaureate Learner Profile. Our students strive to become inquirers, knowledgeable, thinkers, communicators, principled, open-minded, caring, risk-takers, balanced and reflective. Academic integrity encompasses a set of values and skills that are essential for the students' development as principled communicators, who use information responsibly. It is the responsibility of all members of the Northbridge International School Cambodia community to enforce and maintain a high level of academic integrity.

Northbridge International School Cambodia will instruct students on proper research and citation

techniques as well as the responsible and ethical use of information. Students are expected to understand the definitions of plagiarism and cheating and to adhere to the guidelines set forth in this policy. Northbridge International School Cambodia will take disciplinary action to address cases of academic dishonesty.

**Cheating** is defined as seeking an advantage by unfair or dishonest means on an assignment or assessment.

**Plagiarism** is defined by Merriam Webster Online Dictionary as: "...to steal and pass off (the ideas or words of another) as one's own; [to] use (another's production) without crediting the source; to present as new and original an idea or product derived from an existing source".

Plagiarism does not necessarily involve intentional deception, it may include:

- Using another author's words or ideas without giving proper citation or credit.
- Representing someone else's words or ideas as your own (copying directly from another's work).
- Having someone else complete or contribute substantially to the work (such as a sibling, tutor or friend) and turning it in as one's own.
- Failing to properly apply quotation marks to a quotation.
- Giving incorrect information about the source of a quotation.
- Changing words but copying the sentence structure, intent or facts of a source without giving credit.

Specific expectations regarding academic honesty are made of students at all levels of the MYP and DP. The academically honest student is expected to understand the expectations taught during ATL sessions and:

- Document source material in a formal and appropriate manner.
- Use direct quotation appropriately.
- Understand the concepts of plagiarism.
- Acknowledges explicitly and appropriately help provided by another person.





### **Does not:**

- Copy the internal assessment work of other students.
- Give another student his/her own work to copy.
- Present material written by another as his/her own.
- Present artistic or creative work in any medium that has literally been reproduced except in a manner allowed by the teacher or permitted by the examination rules.

Consequences will vary depending on the seriousness and frequency of the offense in question, at the discretion of the Head of Secondary. Academic consequences may range from a warning to no credit awarded for an assignment. In extreme cases no credit may be awarded for the course. In addition to the academic consequences, students may receive discipline consequences ranging from a documented warning to suspension. Extreme cases may result in the student's expulsion from Northbridge International School Cambodia.

### **Attendance, Lateness and Absences**

Attendance is vital for success in the IB MYP and DP. It is the student's responsibility to be present in class and to inform their teachers when they will be away. It is also the student's responsibility to make up missed work and it is not the teacher's role to re-teach the units missed by a student due to absences.

Regular and punctual daily attendance has a positive influence on academic performance and growth, is a demonstration of respect for teachers and other students and is expected of all students. If an MYP or DP student misses more than 10% of a class each semester course credit may be denied. Loss of credit may affect promotion to subsequent Grade levels and/or graduation. Determinations regarding absences and consequences are made at the discretion of the Head of Secondary School. Students arriving more than 20 minutes late to a class will be counted as absent from the class.

Therefore, we strongly encourage parents to plan vacations in conjunction with Northbridge International School Cambodia's scheduled holidays and to make

transportation arrangements that allow students to arrive to school at least 15 minutes before the start of the school day (0945 on Mondays and 0745 Tuesdays – Fridays).

### **Attendance Policy and possible loss of credit**

Subject teachers record class attendance on Managebac at the beginning of each lesson. The number of absences for each subject is indicated on the school Semester report. Parents may also access attendance and other academic information via the Parent access on Managebac. Please contact the IT Director Mr. Alirio if you do not currently have Managebac parent access.

The parent or guardian is expected to inform the school of the reason for an upcoming absence.

When adequate notice is given, arrangements can be made to supply absent students with any assignments or homework they can complete during their absence. Students will be responsible to complete missed assignments and exercises. It is the students' responsibility to inquire with their teachers about work missed during an absence.

All schoolwork given prior to an absence or following an absence is expected to be completed in a timeline established by the teacher. Failure to complete work will be reflected in student's grades.

### **Lateness Policy**

Students arriving late to class miss valuable learning and disrupt the learning of others. As members of the Northbridge International School Cambodia community, it is the responsibility of students to respect themselves, their teachers and peers by arriving promptly for the start of all classes.

Issues of students arriving late to individual classes will be addressed by their teachers. This may include consequences and impact on student grades for chronic cases. Teachers will track student's lates for their classes through Managebac. When buses are late, the Secondary School office will send an email notifying teachers, including student names. These students will not be counted as late. The office will keep track of students late to school.



- 3 - 7 lates to class per semester will earn an after school reflection for each occurrence per subject.
- Additional lates to school will be referred to the Head of Secondary for further consequences, which may include a parent meeting, Friday detentions, suspension from school, student contracts, loss of privileges, or other consequences deemed appropriate at the discretion of the Head of Secondary.

In cases of excessive absences from school, at the discretion of the Head of Secondary, alternative consequences may be used to help the student solve the problem.

### **Homework Responsibilities**

#### **Students are responsible for:**

- Recording assignments appropriately in their Student Planner or digital organizer.
- Asking for assistance from the teacher if the instructions are unclear or are not fully understood.
- Developing a homework routine.
- Completing and turning in assignments on time and to the best of their ability.
- Following up on work with your teacher and peers – after attempting to complete an assignment independently.
- Catching up on homework when absent, including staying apprised of missed work.

#### **Teachers are responsible for:**

- Ensuring that assignments are recorded and added to the Managebac system.
- Giving sufficient time for students to record their homework in their chosen organiser.
- Providing a range of relevant and meaningful assignments and tasks during the school year.
- Modifying expectations, when necessary, to meet the needs of individual students.
- Correcting and providing feedback on homework so that student learning is enhanced.
- Ensuring that assignments are understood by students.
- Encouraging students to seek assistance when necessary.
- Communicating with parents when homework is not completed on time either by email or telephone.

### **Attendance Policy and possible loss of credit**

Subject teachers record class attendance on Managebac at the beginning of each lesson. The number of absences for each subject is indicated on the school Semester report. Parents may also access attendance and other academic information via the Parent access on Managebac. Please contact the Secondary School Secretary if you do not currently have Managebac parent access.

The amount of time a student actually spends ‘doing homework’ depends upon many factors, most noticeably the use of social media whilst doing homework. But as a guide, students should expect to spend the following amount of time each night working on the tasks set.

Grade 6 - 8	60min per night
Grade 9	80min per night
Grade 10	90min per night
Grade 11 & 12	150min per night

The Personal Project in Grade 10 will require a considerable amount of extra time outside of school hours and should be planned for by the student accordingly.

Grade 11 and Grade 12 will require extra time for Extended Essay, TOK, and Review.

#### **Parents are responsible for:**

- Providing students with the time, materials and facilities for work at home.
- Regularly checking the student planner and/ or Managebac calendar.
- Assisting students to develop a homework routine.
- Ensuring that students work on their assignments.
- Encouraging effort, achievement and a positive attitude towards homework.

### **Late of missing homework/summative assessments**

Some homework may be part of summative assessment tasks – completing research,





collecting data, writing assignments, etc. Levels of achievement are NOT deducted for being late (e.g. a '5' is not reduced to a '4' because the work is late). Work marked against specific criteria should reflect a valid assessment of the skill and not measure the lateness of the work.

When a summative assessment deadline is missed, the student receives a zero for that assessment and the parent and homeroom advisor is informed that the student has been provided the opportunity to stay after school with the teacher or in the Learning Space for up to 7 school days to complete the assignment which will then be graded. If the assignment is not handed in after the 7 school days grace period, the assignment remains as a zero.

### **Student Retention - repeating the academic year**

Retention has serious long-term implications and will only be considered in extreme cases where documented classroom interventions have been unsuccessful and where regular communication with parents has failed to remedy academic or developmental concerns.

A final decision to retain a student will be made by the administration through conversations with the parents and in writing following the end of the school year.

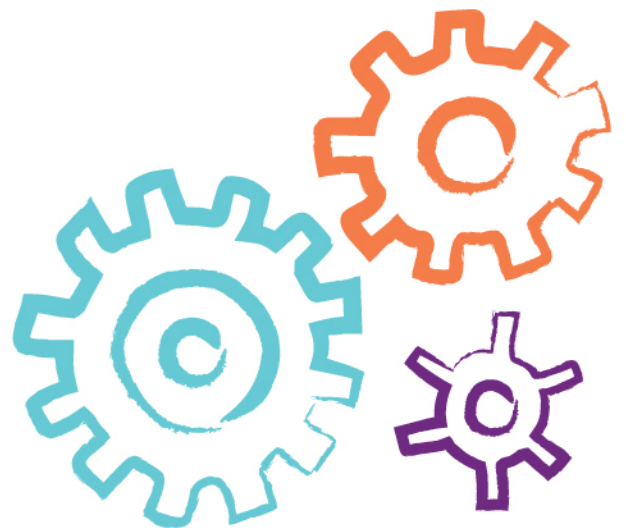
### **Appropriate Dress at School**

At Northbridge International School Cambodia we believe in respect for others and ourselves and choose not to impose a school uniform upon students, rather we allow students to dress in a manner that makes them feel comfortable and prepared to learn. Student learning is our primary focus as opposed to focusing upon school uniform violations. That said, occasionally students will dress somewhat inappropriately and so we would like to remind students that although we don't have a school uniform, we do have a dress code. To help clarify what is meant by 'appropriate school dress' please be aware that the following can be considered disrespectful to others and should not be on display at school:

- Short shorts
- Underwear on display
- Bare stomach on display
- Spaghetti strap tops
- Closed toe shoes should always be worn when having Design class, or science as a safety requirement.

### **Cell Phones and Electronic Devices**

Students in the Secondary School are allowed to use cell phones and other electronic devices before and after school and between classes. All students using personal technologies must agree to and adhere to the Northbridge International School Cambodia Acceptable Use Policy. Students should use the office phone to call parents when they are sick. Students unable to use their personal technology responsibly will lose the privilege. Northbridge International School Cambodia is not responsible for lost or stolen cell phones and other electronic devices.







# Student Services and Support

## After School Activities (ASA) Programme

The After School Activities (ASAs) programme at Northbridge International School Cambodia provides participating students with the opportunity to broaden their interests and skills in areas that complement the regular school programme.

ASAs provide a wide range of activities which promote skill development and social and personal growth. The activities include options for students to participate in sports, visual arts, performing arts, ICT, language learning and more. Activities vary with each session depending on scheduling and availability of facilities. Fees are charged for participation in ASAs and costs for activities differ. Activity schedules and registrations form are available in the Northbridge International School Cambodia Administration office at the beginning of every session.

## Field Trip and Travel Policies

Educational field study trips are an important part of the school's overall co- and extra-curricular programme. They play an integral role in students' intercultural learning experiences. It is expected that all students will participate in planned field trips. When a field trip is planned, parents will receive notice of the trip and related details including any costs associated with the trip. Parents are required to sign a permission slip allowing their child to go on the trip. We also ask parents to sign a local field trip permission slip that will be valid the entire school year. Students without permission will be ineligible to attend the trip. Students should come prepared for varying weather conditions, which includes bringing a hat, sunscreen, and a raincoat when appropriate.

## Interscholastic Sports and Exchanges—MRISA

The Mekong River International Schools Association (MRISA) is our regional sports and activities league, of which Northbridge International

School Cambodia is a charter member. The organization is made up of eight international schools: NISC, International School of Phnom Penh, Vientiane International School, International School of Ho Chi Minh City, Saigon South International School, Hanoi International School, United Nations International School in Hanoi, and the International School Eastern Seaboard in Thailand. Teams compete against other local international schools throughout the season, culminating in the MRISA Sport Exchange. The Sports Exchanges are broken into two divisions: Junior (Grades 6 to 8), 14 years of age or younger by the first day of competition; and Senior (Grades 9 to 12), 18 years or younger by the first day of competition. Sports exchanges offer students two days of competition against the other MRISA schools as well as the opportunity to make new friends and experience different cultures. Students participating in an exchange are expected to take part in all practices leading up to the event. In addition to the practice schedule, athletes will compete against other local teams in preparation for an exchange. A schedule of these games is published at the beginning of each sports season.

Students are expected to cover all travel costs associated with MRISA exchanges, including required travel insurance. When Northbridge International School Cambodia is hosting a MRISA event, it is our hope that our students and their families will support this exchange with their time and energy and/or by providing accommodation for visiting participants. Travel/Health Insurance: Ensuring the safety of children is our top priority. To that end, Northbridge International School Cambodia will require and provide travel insurance for all children when they travel on school sponsored trips outside of Cambodia. The insurance will cover lost luggage, cancellation of tickets, medical care, and emergency evacuation. The cost of the insurance will be added to the expenses for the trip and will not exceed \$35.00.



### **Student Lockers**

Students in Grade 6 through Grade 12 are issued lockers. The lockers are located on the second and third floors of the Secondary School building. Students must not affix permanent attachments (such as labels or stickers) to their lockers. Students must pay for any locker damage and provide their own lock.

### **Lost and Found**

The lost and found is located in the school's Main office. Students should check there for lost articles. We ask that students refrain from bringing valuable jewelry or other expensive non-essential items to school. Northbridge International School Cambodia is not responsible for any loss or breakage to these items.

### **Parent Group**

The Northbridge International School Cambodia Parent Group brings together parents for the purpose of furthering the development of the school, promoting the welfare of the students, enhancing communication and encouraging social interaction between the school families and the school. The Parent Group supports the school in maintaining its standard of excellence and believes that parent involvement enriches the educational experience for all students.

### **Correspondence, Inquiries and Office Hours**

Northbridge International School Cambodia school personnel are here to assist you as needed. NISC offices (Main Office, Admissions Office, and Business Office), telephones, and email are attended daily from 7:30am until 4:30pm, Monday to Friday except on holidays as designated by our school calendar. We welcome meeting with all parents as needed; however, due to the busy nature of the school, we ask that you make a prior appointment before meeting with administrators and teachers. To communicate with Northbridge International School Cambodia, please use the contact information provided at the end of this Handbook.

During the Summer holiday admissions staff are

available to answer your general questions, supply you with appropriate forms and documents and undertake admissions testing if required.

### **Guidance and Counseling Services**

Students are supported academically, socially and emotionally by a qualified school counselor. The counselor provides support to all Grade 6 through Grade 12 students, parents, teachers and staff. The counselor meets with individuals and groups both privately and in classrooms. The counselor provides both social and emotional counseling as well as career and university planning.

The counselor works with the Admissions Office to help students transition successfully into our school and as they exit our school to pursue their studies elsewhere. The counselor also works closely with administrators, the school nurse, coordinators of the Middle Years Program and Diploma Program, and teachers to support students who may need additional guidance. Referrals are made to the counselor when there are concerns regarding students' behavior, social, mental, or physical needs.

Counseling students in Grades 6 through 12 focuses on helping students to continue developing their social skills and exploring their career and university opportunities. Students are assisted with the university selection, application, and acceptance process. The counselor also helps 12th Grade students examine their impending transition from NISC to university.

### **Health Services and Requirements**

The school's Health Room is overseen by a registered nurse. The Health Room is provisioned with medical kits and other items to deal with minor illnesses and injuries. The services of the Health Room are available throughout the school day. For emergency needs, a school vehicle is available for transporting an ill or injured student to a local clinic or to their home. Parents are notified immediately whenever an emergency occurs.





With their teacher's permission, an ill or injured student may check in at the Health Room at any time during the school day. Otherwise, a teacher may refer a student to the school nurse for specific reasons – personal health, hygiene concerns, or other problems related to their health and general wellbeing.

**Reminder:** Parents are required to provide emergency contact information for each child enrolled at Northbridge International School Cambodia. The school will call the emergency contact in the event neither parent can be reached. It is vital that the school is able to contact a responsible adult in time of an emergency. Please help us keep contact numbers current by updating any changes.

In case of serious injury or emergency, a First Aider will first carry out stabilizing first aid procedures while the nurse is notified. Shortly thereafter, the school will notify the parent. If deemed necessary, the school will see that the student is transported by school car or bus or a contracted ambulance service (accompanied by a school employee) to the designated medical clinic for treatment. Note: The cost of any ambulance is the responsibility of the parents.

If parents find that a child has a contagious disease or condition – such as the influenza, measles, chicken pox or pediculosis (lice) – they need to immediately notify the School Nurse or the School Office. Exposure notices will be distributed to affected students, alerting parents and providing them with pertinent information. When the student is ready to return to school, they must bring a doctor's note before resuming class.

### **Old Injuries, Chronic Illnesses and Medication**

Full disclosure of a student's medical history helps us to help you. School personnel are not able to treat pre-existing injuries or to prescribe treatment or medication for students. The school nurse may, however, give Tylenol for minor headaches, earaches, sore throats and to reduce fever, as long as parents have given the school prior permission to do so by completing and signing the Health Form.

In addition, the office staff 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 its need. If your child requires a special medication from time to time (for example, an inhaler for asthma; Benadryl for a known allergy), please send it along in a clearly marked package to the School Nurse to be used as needed. Students are not allowed to carry medicine during school hours.

### **Special Education Needs (SEN)**

Northbridge International School Cambodia provides Special Education Needs (SEN) services on a limited basis to students whose needs can be met in an inclusive classroom setting. As an IB World School, we believe a diverse and inclusive learning community enables us to demonstrate the Learner Profile in action.

### **Cafeteria Food Service and Drinking Water**

All Northbridge International School Cambodia students have a mid-morning break, providing for a snack, if desired. Students may bring snacks with appropriate drinks or buy on school site.

All students in Grades 6 - 12 eat lunch in the Secondary School Cafeteria. Students may bring their lunch from home or purchase a lunch program option.

Students are cautioned against drinking from the general water supply. However, commercially prepared drinking water is available at all times from water coolers located around Northbridge International School Cambodia. Secondary school students should bring their own drinking containers.

### **Transportation: Optional Busing Provision**

For the convenience of students needing transportation to or from NISC, the school sub-contracts bus services through a local transportation company.

Student bus service is applied for through the Main office. Bus transportation is an optional service and fees must be paid in advance. Fees are charged on a per quarter basis; any use within a quarter is levied a full quarter's fee.





Bus students wishing to ride a bus other than their regularly assigned bus **MUST** bring a note signed by a parent or guardian to the school office early at the beginning of the day of the change request. In case of crowded buses, such requests may not be honored. Students are not permitted to ride on a different bus without prior permission. Students who have not signed up for the regular bus service may still ride the bus home on a specific afternoon by following these guidelines:

1. They must make prior arrangements through the school office to guarantee space;
2. A one-way ticket costs \$5.00 per trip. For requested use of the ASA bus (one-way only) by a non-regular bus rider, a fee of \$5.00 per day will be included in the student's ASA fees.



Good behavior by students while entering, riding and disembarking from buses is essential and required. Failure to adhere to established expectations is grounds for discontinuing bus privileges. In case of suspension from riding the bus due to misconduct, a student will forfeit any refund of bus fees already paid.

### Outside Resources

The Head of Secondary, counselor, and teachers work closely to determine available outside resources that may help students who need speech therapy, testing services, hearing tests, professional counseling, etc. Services for students will be at the parent's expense. The school will assist in arranging this referral, if necessary.





# Security and Emergency Procedures

## Visitors

Visitors to the Northbridge International School Cambodia campus are required to check in and out at the security station to receive a visitor's pass. Visitors must display their pass at all times while on the Northbridge International School Cambodia campus. Visitors should not be on campus during school hours without official business and may be directed to the main office.

## Emergency Procedures

At Northbridge International School Cambodia, safety is our top priority. To that end, Northbridge International School Cambodia will conduct regular emergency drills. Emergency evacuation routes will be posted in each room. Students are expected to follow teacher directives to ensure their own safety and the safety of others.

## Fire Drill, Emergency and Evacuation Plans

Emergencies are occurrences that we all hope will never happen. Even so, the school's staff and students prepare for such events. Everyone on campus must follow plans and procedures centered on the need for a safe and well-executed evacuation or lockdown. Safe place and fire drills are regularly practiced under strict supervision throughout the school year.

In the event of a civil unrest, the school administration will be in contact with local authorities and embassies to determine the seriousness of the situation. In the event of an emergency or evacuation, parents will be contacted and asked to come pick up their children. Children will not be released to unauthorized people. Situations may arise where the safety of Northbridge

International School Cambodia students is best served by having them remain on campus. In this case, parents will be notified by telephone. For this reason, it is extremely important that parents keep the school advised of any changes in home and/or emergency contact telephone numbers.

Serious flooding may occasionally disrupt the normal school day. This is not necessarily flooding of the school grounds, but more likely (during the rainy season) flooding of roads and residential areas away from the Northbridge International School Cambodia campus. When flooding occurs, everyone may expect delays in the school buses' schedules. Students riding the school buses will be required to remain on board until they arrive safely at school, home, or at their designated pick-up/drop-off points.

## Insurance Coverage

Northbridge International School Cambodia carries public liability insurance, which covers limited student medical treatment for injuries occurring at school; it does not include long-range health care coverage. In addition, the school carries passenger liability insurance coverage (for 24 hours a day) for all regular bus passengers – those who ride the school bus both ways. The school does not carry insurance to cover occasional riders.

## Driving Motorcycles and Cars

For safety reasons all Northbridge International School Cambodia students are expected to wear protective helmets when driving or riding on a motorcycle to and from the school – on regular school days or for any school-sponsored events. Students who ride their motorbikes to/ from school will need to provide a copy of their driver's license with the main school office staff.

Students who drive a car to and from school – on school days or for school-sponsored events – must be 18 years old (the legal age for car drivers in Cambodia) and possess a valid driving license, a copy of which has been given to the main office.



### **Leaving School Early**

If a student needs to leave school before 3:30pm, they must have written permission from a parent or guardian at least 24 hours in advance for planned events. This should be given to the Secondary School Secretary who will call home to verify. A gate pass will then be issued for the student to leave school grounds.

### **Closed Campus**

Northbridge International School Cambodia is a closed campus. Once on campus, students are not permitted to leave the campus without parental permission and office approval before 3:30pm. This includes going to Northbridge Community residences. Parents are asked to contact the Office Manager if their child plans to leave school early. If a student feels unwell at school, the office staff will notify their parents and arrangements will be made to leave school. Students are not permitted to leave campus without prior parent written notification.

### **Nannies, Family Caregivers, and Bodyguards**

Northbridge International School Cambodia has qualified and trained teachers and teaching assistants who care for your children as they learn to be personally independent and responsible. For that reason, it is our policy that nannies, family caregivers, drivers and bodyguards should not be on the school campus during the school day. If they stay at Northbridge during the school day, they must stay in the driver and bodyguard area at the main security entrance.





*Caring hearts,  
ambitious minds*