

# International School of Hyderabad

C/o ICRISAT, Patancheru 502 324, Andhra Pradesh; India

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When school is in session, the Main ISH Office is generally open Monday-Friday from 7:45am-4:30 pm.

When school is not in session, the Main ISH Office is generally open Monday-Friday from 9:00 am-2:00 pm

## School Philosophy

ISH frames its education around a vision, mission, and several core values.

### **The vision of ISH is:**

To provide high quality holistic education in an inspiring learning environment that maximizes the potential of each individual to become a responsible global citizen.

### **The mission of ISH is:**

To develop responsible global citizens through proactive and adaptable professionals through an evolving and progressive curriculum, with world-class facilities.

### **The core values of ISH are:**

- v Internationalism
- v Preparation for Independence
- v The Creation of a Positive Learning Experience

Pursuant to these values, ISH emphasizes respect, tolerance, intercultural & social awareness, and a love of learning in a positive, encouraging environment.

## School Profile

The International School of Hyderabad (ISH) is a nurturing, dynamic international school in which each individual is valued and challenged. ISH provides a well-balanced, non-sectarian English medium education and does not discriminate on the basis of race, religion, nationality, gender or sexual orientation.

ISH believes that each student is unique. We aim to create a challenging, rewarding and stimulating environment, where each student learns effectively, develops greater self-esteem, and realizes more of her/his potential. To achieve these aims, the school takes an individualized and personalized approach to learning. ISH emphasizes learning how to learn, learning by doing, and critical thinking skills. The school provides high-quality holistic education in an inspiring learning environment that maximizes each individual's potential to become a responsible global citizen.

ISH has developed a curriculum from the Early Childhood section up to the end of Grade 8 that incorporates best practices from the American Education Reaches Out (AERO) & UK National curriculum, Australian, and European education systems. In Grades 9-10, ISH follows the IGCSE, an international curriculum developed and administered by Cambridge International Examinations. In Grades 11-12, ISH follows the International Baccalaureate Diploma Programme (IBDP). All school students also pursue the ISH diploma.

ISH prepares students for universities overseas. Many ISH students attend universities in the United States and Canada that have competitive admission requirements. Although the majority of the students at ISH are from abroad, ISH is able to admit Indian citizens who wish for an international education.

ISH is a non-profit organization formally managed and sponsored by the International Crops Research Institute for the Semi-Arid Tropics (ICRISAT), also a not-for-profit organization. ISH is accredited by two foreign accreditation agencies: the New England Association of Schools and Colleges (NEASC) and the Council of International Schools (CIS).

Presently, the International School of Hyderabad (ISH) enrolls about 260 students from 25 countries. The vast majority of ISH students are foreign nationals, with about half of them being U.S. citizens. The parents of ISH students work for the consular missions in Hyderabad and for multi-nationals including Microsoft, Deloitte, Google, and Infosys. ISH employs over 42 teachers drawn from 10 countries, creating a student/faculty ratio of less than 1:6. The school's preferred class size is 15.

# School History

ISH was established by a group of parents in 1972. In 1982, the International Crops Research Institute for the Semi-Arid Tropics (ICRISAT) received permission to operate a school to provide education for children of its employees. The charter was later amended to allow ISH to admit children of expatriates living in Hyderabad. In 2002, the Ministry of Foreign Affairs granted ISH permission to admit a limited number of Indian nationals. At present about 20% hold Indian passports.

For many years ISH operated on the premises of ICRISAT Social Club in Banjara Hills. In 2006, ISH commissioned a purpose-built Secondary School on the ICRISAT Campus on the outskirts of the city. The new Secondary School was completed in 2007. In 2009, the Elementary School moved to temporary buildings on the main ICRISAT campus. Later in 2009, ISH broke ground on a purpose-built Elementary School next to the Secondary School. The whole of the new Elementary School building was completed by June 2012.

ISH was the first school in India to be accredited by CIS and NEASC. ISH was also the first school in Hyderabad and the first school in Andhra Pradesh to be authorized to offer the IB Diploma. The first cohort of IB students graduated from ISH in June 2007.

## Facilities

Facilities at ISH include science laboratories, music rooms, libraries, art rooms, computer rooms, sick room/infirmary and a canteen.

Sport facilities include a swimming pool, football and cricket fields, tennis courts, basketball courts, badminton courts, an outdoor multi-purpose area, and a multi-purpose hall. The ICRISAT campus offers opportunities for other outdoor pursuits including cross-country running and cycling.

Computers and the Internet offer valuable tools to enhance the education of ISH students. Elementary School and Secondary School students have Internet access in dedicated computer lab. Students also have Wi-Fi access to the Internet.

# School Organization

The formal responsibility for ISH lies with ICRISAT. The Director General of ICRISAT, Dr. Dar, has delegated the day-to-day operation of ISH to the Principal/ Head of School.

## Advisory Board

The formal responsibility of managing ISH lies with the Director General of ICRISAT. The Director General has delegated the day-to-day operation of the school to the Principal and Special Advisor to the Director General of ICRISAT for Educational Affairs. ICRISAT has established an Advisory Board to support the work of the Principal in managing ISH. The Advisory Board consists of four appointed members. Two of these members are appointed by the Board, one is selected to represent ICRISAT parents, and one is appointed by the Director General of ICRISAT.

The school's charter, the school's philosophy, the Advisory Board, and the rules & regulations of ICRISAT guide the running of the school.

## School Leadership Team

The Principal leads and manages all aspects of the school. The Principal/ Head of School is **Ms. Oli Toohar-Hancock**. Ms. Toohar may be reached by e-mail: [o.toohar@ishyd.org](mailto:o.toohar@ishyd.org).

The school is divided into two distinct divisions: an Elementary School and a Secondary School.

The Elementary School comprises Toddler-Grade 5 (2-11 year old students). **Mrs. Sunita Verghese** is Head of Elementary/Vice-Principal. Mrs. Verghese may be reached by e-mail: [s.verghese@ishyd.org](mailto:s.verghese@ishyd.org).

The Secondary School comprises Grades 6-12 (12-18 year old students). It is in turn divided into 2 divisions: Middle School (Grades 6-8) and High School (Grades 9-12). **Ms. Lily Nair** is Head of Secondary/Vice-Principal. Ms. Lily Nair may be reached by e-mail: [l.nair@ishyd.org](mailto:l.nair@ishyd.org).

STAFF LIST FOR 2013-2014

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## Whom do I see if I am a Parent

- About school fees - Business Office
- When a report does not arrive - Divisional Head
- Update school records - Admissions office
- An issue with student performance in class - relevant teacher/counselor
- Student support- personal, emotion and social -counselor
- Individual teacher conference - relevant teacher
- PE Program - Head of PE
- Community Service: CAS Coordinator
- Extra Curricular activities and athletics: Head of PE
- About the IGCSE - IGCSE Coordinator
- About the DP - IBDP Coordinator
- Attendance, prearranged absences - Divisional Head
- Buses - Transport Coordinator
- Behavior - relevant teacher
- About Student Support - Counselor
- About ESL - Relevant ESL Coordinator
- About ISA - Head of English
- If my child is absent - school office
- Kn.Transcripts/Bonafides - Divisional Head
- School Lunch Club - School Office
- Parent IDs - School Office
- Unsure whom to see? Homeroom teacher/ Contact relevant Divisional Head

## For the Students

### If I have .....

An academic issue

Social and Emotional concern

College Applications

To leaving school permanently

A Late in the morning

Proposals for change

After School Activities question

### Where do I go?

Teacher then relevant Coordinator

Homeroom Teacher/Counselor

College Counselor

Admissions office first then inform

Divisional Head

Sign in at office

Student Counsel Advisors (secondary only)

Head of PE

### If I want to.....

Ask for excused absence

Turn in absence excuse

### Where do I go?

School Office for form

As above

Photocopy papers	See appropriate teacher
Ask for a formal recommendation	College Counselor first and then teacher of choice
Do a bake sale	Student Council
Know how many days of school I can miss	See student handbook
Leave school because I'm feeling sick	Nurse for slip/School Office
Leave before end of semester (not permanently)	Division Head
Search for something I've lost	Lost and Found
Ask for excuse for missing an exam	Shouldn't! (If must, coordinators)
Change courses or classes	IGCSE/DP Coord)
Go in a bus after an activity (if I'm not signed up)	Always sign up!
	If not, Transportation Coord
Sign up to use the bus	Transportation Coordinator
Get a new school ID	School Office

## **Student Council**

The Student Council operates in the secondary school and provides a voice for the students and gives them meaningful leadership opportunities. The Student Council suggests improvements, helps ensure that students make responsible decisions, and helps organize social and fund-raising events. The Student Council consists of a President, Vice-President, Secretary, Treasurer, and Class Representatives. Secondary School students elect the members of the Student Council at the start of each year.

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

The Parent-Teacher Association (PTA) is a volunteer forum for:

- v Fostering good relations between parents and teachers
- v Encouraging a spirit of cooperation & pride
- v Assisting in the organization of special events

Special events in the past have included a welcome orientation for parents new to the school, social gatherings, workshops, seminars, exhibitions, auctions, concerts, fund-raising, and holiday celebrations. The choice and focus of activities each year depends on the interests of the people who choose to participate.



## Student Profile

In line with the International Baccalaureate's Student Learner Profile, ISH is committed to developing internationally minded students who recognize their roles as guardians of the planet and who help to create a better, more peaceful world. Additionally, ISH students should possess the traits described below.

**Inquiring:** ISH students 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:** ISH students 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.

**Thinking:** ISH students exercise initiative in applying thinking skills critically & creatively to pose and approach complex problems, and make reasoned, ethical decisions.

**Communicative:** ISH students 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:** ISH students act with integrity and honesty, with a strong sense of fairness, justice and respect for the dignity of the individual, groups, & communities. They take responsibility for their own actions and the consequences that accompany them.

**Open-minded:** ISH students understand and appreciate their own cultures & personal histories, and are open to the perspectives, values and traditions of other individuals and communities. They are accustomed to seeking & evaluating a range of points of view, and are willing to grow from the experience.

**Risk-taking:** ISH students approach unfamiliar situations and uncertainty with courage & forethought, and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

**Balanced:** ISH students understand the importance of intellectual, physical & emotional balance to achieve personal wellbeing for themselves and others.

**Caring:** ISH students 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.

# Calendar

The School Calendar may be found on the ISH website: [www.ishyd.org](http://www.ishyd.org) and will be updated on a regular basis.

## **Instructional Days**

The school year usually runs for 180 days from mid-August until the beginning of June. The school year is divided into two semesters, with vacations in October, December, February, and April.

The school day starts at 8:15am and finishes at 2.40pm. Students who are late to school miss vital parts of the programme. It is an expectation for them to arrive on time. A school day consists of seven teaching periods of forty-five minutes each.

A **Morning Snack Break** lasts from 09:45am - 10:30 am in the Early childhood programme, 10:30am-11:00am in the Elementary School and from 10:40am-11:00am in the Secondary School.

**Lunch** is from 11:45am 12:30pm in the Early Childhood Programme, 12:30pm-1:10pm in the Elementary School and from 12:30pm-1:10pm in the Secondary School.

Students can enroll in After School Activities (three days a week) that run from 2:50pm-3:40pm.

## **Holidays/Vacations**

The School has four extended holiday periods. The dates are announced well in advance of the start of the school year.

Fixed holidays include Mahatma Gandhi's Birthday (October 2nd) and Republic Day (January 26th). Other holidays are often calculated and declared by the government and religious authorities only days before they occur. So, the school often finds itself having to announce some holidays on very short notice.

# Transportation

ISH provides a bus service that runs on various routes throughout the city for all students. Students are picked up between 7:00am-8.00am and taken to drop-off points at the end of the school day. A student not participating in an After School Activity on a given day will be transported to her/his drop-off points, with the bus leaving the ISH Campus at around 2:50pm. A student participating in an After School Activity on a given day will be transported to her/his drop-off points, with the bus leaving the ISH Campus at around 3:50pm.

When making bus routes, there are two competing interests: having passengers walk short distances from/to their homes versus having short commuting times for all passengers on the bus. Pick-up/drop-off points are selected by balancing these competing interests.

The school bus service is provided to children who are at least 3 years and whom the class teacher and the administration feel are ready to go on bus. Nearly all students take school transport to and from school. Parents of Toddlers need to provide a car seat. The bus service is included in the fees for all other students at ISH. A student who uses the school's transport will only be allowed to ride on her/his own bus and to get off at her/his own stop. Any change in their current bus stops will have to be emailed to the Transport Manager, so that he can look into the matter. Special requests at the last minute to change buses will not be accommodated, unless communicated in advance and only if seats are available on that bus.

Students are expected to sit in their seats with their seatbelts fastened and not disturb others on the bus.

**Suspension from using school transport will be enforced in any of the following situations: -**

- o Use of inappropriate language
- o Inappropriate behavior while in the bus
- o Disrespect to the monitors/drivers

**First Offence:** A warning letter to parents

**Second Offence:** One day suspension off the bus

**Third Offence:** One week suspension off the bus

**More than 3:** No school transport allowed for the rest of the academic year.

Each bus has a bus monitor. Students are expected to follow the instructions of the bus monitors and drivers. Any special requests regarding transportation should be addressed to the Transportation Co-ordinator Mr. Ravi Kumar at [r.kasa@ishyd.org](mailto:r.kasa@ishyd.org) Mobile # 80008906660.

# School Supplies & Belongings

## **Textbooks & Stationery**

ISH secondary school provides textbooks free of charge for all courses that require them and collects the textbooks at the conclusion of the course. Textbooks are school property and should be treated respectfully; student should not write in textbooks. Students must pay for any lost, stolen or damaged text or library book. Report cards and other student privileges may be withheld when payment is not received.

Each student will receive basic stationery supplies when they begin the school year. These stationery items generally include some pens, some pencils, a pencil sharpener, a ruler along with an ISH Diary/Planner. Stationery that a student wants later in the school year will need to be supplied by the student and her/his parents/guardians.

## **Physical Education (P.E.) Outfits**

Students are expected to wear a change of clothes for P.E. For P.E. students need to wear their ISH P.E. t-shirt or polo shirt, shorts, socks and training shoes. The P.E. outfits can be purchased at the School Office.

For swimming, students should wear a bathing suit and have a towel in a bag labeled with their name. Hats and goggles are optional. Students with long hair should use hair ties.

The sun in India is strong. ISH encourages children to wear hats when outside. Getting into the habit of applying sunscreen every day is recommended. It is mandatory in the summer, that students in the Elementary school wear hats while playing outside.

## **Valuables & Lost Property**

Students are strongly advised against bringing valuable items such as I-Pods, jewellery, or large amounts of cash to school. In the event of loss or theft, the school cannot be held responsible.

Students should take responsibility for their belongings. That said, the Elementary and Secondary Schools do maintain lost & found boxes.

Items that are found lying about should be turned in to the School Office.

# Communication

Good communication is an essential component of everyday life at ISH. ISH News is the main form by which the ISH keeps members of the community apprised of upcoming and past events. ISH News is e mailed to teachers, parents, and secondary students at the end of the day Friday. It is also available on-line on the ISH website: [www.ishyd.org](http://www.ishyd.org).

Communication should be with the person most directly associated with an issue. Requests for appointments should generally be e-mailed to the person most concerned.

## Communicating Absences

Just as parents/guardians expect communication from the school, the school expects communication from parents/guardians if a student is absent. For short term absence the parents/guardians should email the school office. The transport office should also be informed in advance about their absence.

Parents/guardians must e-mail the division head to ask for permission to take their children out of school for periods of more than a few days.

If a student knows that she/he will be absent, the student should ask her/his teachers for work to do during the time she/he will be away from school.

## Attendance

ISH is able to effectively deal with students only to the extent that the School has contact with them. School is a participatory process and students can only participate if they are there in the classroom with their teachers and fellow students. Courses tend to be structured in such a way that one unit builds on work done in a previous unit. Missed school days can lead to a student falling behind.

To ensure effective continuation of studies and to ease the burden on the students and faculty, parents/guardians should review the school calendar before making travel plans. Parents/guardians are encouraged to take leave during school holidays. It is fully understood and appreciated that, because of employer leave arrangements, some children may be away when the school is in session.

Attendance at school is mandatory except for reasons of illness, bereavement, or special circumstances approved by the relevant Vice-Principal.

In Grades 9-12, a student who is absent for more than 10% (18 school days) during a school year may not receive credit or grade for the course. All absences are part of the 18-day limit.

## **Communication regarding Student Progress**

Written Reports are issued twice each school year. The reports comment on the students' performances and note areas for improvement.

In the Elementary School and Middle School, learning for the sake of learning is stressed and no letter or numerical grades are awarded.

Students in Grades 9 and 10 receive a written comment and a letter grade between A\* and G, according to the IGCSE criteria. Information about the IGCSE and grades in Grades 9 & 10 may be found in the ISH IGCSE Booklet.

Students in Grades 11 & 12 receive a numerical grade between 1 and 7. Information about the IB Diploma and grades in Grades 11 & 12 may be found in the ISH IBDP Booklet.

Student progress is also reported during Parent-Teacher Conferences, held twice during the school year, once in the middle of First Semester and once in the middle of the Second Semester. These conferences give parents the opportunity to hear about their children's performance in detail. In the Secondary School, these Conferences are student-led, so that the student identifies her/his own strengths, areas she/he needs to improve, and strategies for improvement.

## **Health & Safety**

ISH strives to provide safe and secure educational experiences. At school, a school nurse is on hand to treat bumps, bruises, cuts, and to administer first aid. An ICRISAT doctor is also available.

### **Student Illnesses and Accidents**

ISH has an Accident Reporting Policy. That policy distinguishes between minor injuries/ailments and significant injuries/ailments. The school will attempt to make contact with parents/guardian only in the case of significant accidents.

Students who become ill or suffer an injury during school hours will be referred to a nurse or doctor in accordance with established procedures. If the illness or injury is very serious, an ambulance may be called. Fees resulting from the above will be the responsibility of the parent/guardian.

If it is necessary to send a student home during the school day, the school will contact the parent/guardian. The parent/guardian will then need to make arrangements to collect the student from school. Under exceptional circumstances, the Principal or division heads may make other arrangements.

In the case of an extended period of absence due to illness or injury, parents should provide a doctor's note to the division office.

Parents/guardians should not send a student to school when she/he is not well.

### **Student Medications**

The school nurse should be contacted if a student needs to take medicine at school.

### **Communicable Diseases**

To return to school after recovering from a communicable disease, a student should provide a note from a medical doctor approving the return to school. The note should include a statement that the student is no longer at risk to other students.

If a student, member of staff, or visitor displays symptoms of a communicable disease, the school may remove the individual from the campus for the protection of other members of the community

The school nurse will run regular head lice checks during the course of the school year. It is important that we maintain a "lice free school" She will also provide necessary information about treatment etc.

### **Sun Protection**

ISH is committed to protecting students from the sun and students are encouraged to follow the guidance below.

- Wear hats & proper clothing that protects against the sun particularly during the hot season.
- Wear sunscreen whenever they are in the sun. The sunscreen should be applied to all exposed skin.

### **Water**

- ISH provides safe drinking water while students are at school.
- Students may bring a water bottle to school. The water bottle should bear the student's name. Students can drink from their water bottles as needed.

### **Emergency Drills**

ISH holds periodic fire drills and lock-down drills to ensure that students, teachers, and staff are prepared for emergencies.

### **Emergency Situations**

In case of emergency, the school will contact parents by e-mail, text message services (SMS), and/or telephone.

### **Security**

Security guards control entry and exit to the campus. ISH issues ID cards to students, parents, & drivers. Students and parents need to show their ID cards at the ICRISAT gate and to display those ID cards while they are on campus.

For the security of all students and staff, visitors must check in at the office before visiting a classroom or seeing a student or a teacher.

Random bag checks may be carried out on the school premises and when entering and exiting ICRISAT.

Parents who wish to take a student from the school during school hours should inform the relevant school office.

## **Curriculum**

Curriculum is learning that is planned, guided and implemented by the school.

### **Early Childhood Programme**

The Early Childhood Programme from Toddler to Kindergarten 2 aims to give all children the opportunity to experience the very best possible start for their education. At this level, the main focus is on ensuring that children establish solid foundations on which they can build on in the Elementary School.

The Early Childhood Programme at ISH makes a positive contribution to children's early development and learning. The early years are critical in children's development. Children during this time develop rapidly physically, intellectually, emotionally and socially. The Early Childhood Programme develops listening, speaking, physical wellbeing, concentration, persistence, co-operation, socialization, creativity, literacy, numeracy, and understanding of the world.

### **Elementary School Programme**

The Elementary School aims to develop an international student with the attributes and dispositions described in the student profile. The Elementary School balances understanding, the acquisition of knowledge and skills, the development of positive attitudes, and the opportunity for positive action.

The Elementary School Programme identifies a body of knowledge for students to learn in six subject areas: language, social studies, mathematics, science & technology, the arts, and personal, social & physical education.

In order for students to be well prepared for life beyond school, skills in thinking, research, social communication, and self-management are developed in the process of structured inquiry or topic work.

The Elementary School Programme promotes and fosters a set of attitudes as described in the student profile, which are addressed explicitly within the curriculum: appreciation, commitment confidence, creativity, curiosity, empathy, enthusiasm, independence, integrity, respect, and tolerance.



Structured inquiry is used as a vehicle for learning. This is usually done through topic work where students engage in interdisciplinary inquiry for a substantial part of their learning time. These topics help students to acquire and apply trans-disciplinary skills while developing an understanding of core concepts.

The Elementary School encourages students at all levels to take books home, either to read alone or to share with their families. Reading on a daily basis is encouraged. Parents can have a significant impact on children's reading skills by being supportive and reading books with their children.

### **Middle School Programme**

The Middle School takes a holistic approach to teaching & learning. The Middle School Programme has students make links between disciplines so that they see knowledge as an interrelated whole.

The Middle School Programme has students making a difference through service and learning in real-life settings. Within school, students are made aware of different perspectives, identities, and cultural practices. Such awareness fosters greater tolerance, respect, empathy, and understanding.

Subjects offered in the Middle School include English, French, Spanish, Social Studies, Science, Math's, ICT, Art, Music and Physical Education.

### **High School Programme**

In High School, students study subjects in considerable depth and have considerable choice of subjects to study.

Courses in Grades 9 & 10 prepare students for the International General Certificate of Secondary Education (IGCSE). Both the curriculum and the methods of assessment are appropriate for a wide range of abilities and lead to a qualification that is equivalent in standards to the British GCSE and international O-Level examinations. IGCSE provides a solid foundation for further education. Over one million candidates in 157 countries now take these IGCSE examinations each year. The IGCSE is recognized by universities and colleges throughout the world. Information about the IGCSE may be found in the ISH IGCSE Handbook.

The core curriculum for each subject is within the ability range of most students. The core curriculum provides a full overview of the subject and is appropriate for students expected to achieve grades of C to G. An extended curriculum, which comprises the core curriculum plus a supplement, offers a more advanced course of studies.

Courses in Grades 11 & 12 prepare students for the International Baccalaureate Diploma, the most widely recognized credential for students in their last 2 years of high school. Both the curriculum and the methods of assessment are appropriate for a wide ability range and lead to a qualification that is equivalent in standard to the British A Level, Advanced Placement (AP), Baiter, Matura and the +2 programme in India. The IB Diploma is offered in more than 70 countries across the world.

IB Diploma holders gain admission to selective universities around the world. Information about the IB may be found in the ISH IB Handbook.

While most students study IGCSE courses in Grades 9 & 10 and IB courses in Grades 11 & 12, students in Grades 9-12 have the option to study for the ISH High School Diploma. Information about the ISH Diploma may be found in the ISH Diploma Handbook.

## **Assessment**

Assessment is a continuous process of gathering and interpreting evidence to make judgments about student learning. Assessment identifies what students know, understand and can do at different stages in the learning process. Assessment helps teachers to plan, guide and implement learning.

In the Elementary School, students are assessed internally, against criteria that measure the objectives for each subject. Learning for the sake of learning is stressed and no letter or numerical grades are awarded in the Elementary School or in the Middle School.

Each year, students in the Elementary School and Middle School take a Standardized Test, as a comparable measure to other international schools. The tests help ensure the rigour of the curriculum and help identify areas of strength and weakness. The Standardized Test taken by the Elementary & Middle School students is ISA (International Schools Assessment)

Students in Grades 9 and 10 receive a written comment and a letter grade between A\* and G, according to the IGCSE criteria. Information about the IGCSE and grades in Grades 9 & 10 may be found in the ISH IGCSE Booklet.

Students in Grades 11 & 12 receive a numerical grade between 1 and 7. Information about the IB Diploma and grades in Grades 11 & 12 may be found in the ISH IB Diploma Booklet.

## **Foreign Languages**

The general language of instruction at ISH is English. To help students learn other languages, ISH offers French & Spanish Classes.

The school also offers an After-school Activity in Indian Culture for the Elementary School that teaches students some basic Hindi.

## **Homework**

Homework is an integral part of the curriculum. It is prepared alongside all other programmes of learning. ISH aims to ensure that homework is set to enhance, complete or extend the work done in school. Where appropriate, homework tasks are differentiated and relevant to the needs of individual students.

Students may be given practice work to reinforce skills they have learned or need to have reinforced. Students should not spend long periods of time on homework and should avoid staying up late to finish it.

Parents can help their child by setting aside a time and quiet place for homework to be completed. Parents of Elementary and Secondary School students are encouraged to use the Homework Diary to communicate with the teacher about difficulties or misunderstandings with the homework set.

*(Homework policy will be reviewed this school year).*

### **Academic Honesty**

ISH's mission encourages all students to be responsible. An important aspect of being a responsible student is to practice academic honesty.

*Any academic dishonesty will have consequences for students. A detailed definition of academic honesty and how to prevent it will be forthcoming this school year.*

### **Field Trips & Weeklong Secondary School Trip**

Field trips are an important parts of the student experience. One requirement of enrolment at ISH is that parents must sign a permission slip at the beginning of the school year allowing their child(ren) blanket permission to participate in local field trips. The cost of field trips is often the responsibility of parents.

The school organizes one week long trip per year for Secondary Students. The week long trip is not included in the school fees. Special effort is made to keep the cost of the trip modest and within the reach of all families. Attendance is strongly recommended.

### **Creativity, Action, and Service (CAS)**

CAS has been integrated into the ISH Middle and High School curriculum through After School Activities, offering students the opportunity to engage in activities related to all the three components. CAS is an integral part of the ISH experience and there is a CAS requirement of all ISH students in the Secondary School. CAS enables students to enhance their personal and interpersonal development through experiential learning. The engagement with CAS facilitates a personal journey of self-discovery and CAS experience can be profound and life changing. To ensure the success of the CAS, ISH has a CAS Committee and a CAS Coordinator. The CAS Committee consists of students in the Secondary School. CAS performance is reported on the student's semester report cards and on the school's transcripts.

### **After School Activities**

A dynamic After School Activities Programme is offered to Elementary (Grades 1-5) and Secondary School students. The After School Activities are offered on Mondays, Tuesdays, and Wednesdays from 2:50pm-3:40pm. Students may choose not to be involved in the activities, or may choose to be involved in the activities on one day, two days, or three days.

After School Activities offer a wide range of instructional and recreational activities to students to develop a variety of interests not covered in the regular curriculum. Students who sign up for an After School Activity are expected to attend for the whole of the semester. All activities are led

by staff or qualified instructors. After School Activities include music, badminton, swimming, community service,

After School Activities in the 1st semester generally start in the 3rd or 4th week of school and finish at the end of December. After School Activities in the 2nd semester generally start in the 1st or 2nd week of the 2nd semester and finish in the month of April.

## **Support Services**

### **Counseling**

ISH offers some counseling for students who wish to or need to talk through issues in a supportive, non-judgmental environment. Students experiencing learning or behavioral difficulties may be referred to the counselor.

### **College Advising**

The ISH College Advising Programme advises High School students & their parents/guardians about choosing courses, identifying colleges that will be a good match for the student's skills and interests, and applying to colleges. Further information about ISH College Advising may be found on the ISH webpage.

### **English as a Second Language (ESL)**

ISH has established an English Support Programme for those students who have little or no English skills. This programme offered at varying levels for all students whose first language is not English.

### **Learning Support**

The school recognizes that students with special needs may require different types of support. Depending on the circumstances, ISH provides this support either within the classroom environment or out of it.

ISH believes that all children, including those with exceptional needs and gifts, can be educated in accordance with their specific needs and to the best of their abilities. The small class sizes at ISH are very conducive to supporting and addressing these needs within the classroom environment.

ISH defines special needs as difficulties or exceptional gifts in the areas of listening, thinking, speaking, reading, writing, spelling, and/or computing, as well as in the social, emotional, or behavioral domains.

## Code of Conduct for Parents

Education requires a healthy partnership between the school, parents, and students. Accordingly, the Principal may recommend the removal of a student if a parent(s) or guardian(s):

- 1) has/have failed to meet the obligations to the school that they accepted upon enrolling their child;
- 2) has/have been persistently uncooperative with the school staff, policies, regulations, or programme; or
- 3) has/have interfered in matters of school administration or discipline to the detriment of the school's ability to serve students.

## Code of Conduct for Students

The International School of Hyderabad expects students, to behave appropriately. Appropriate behavior includes:

- v arriving at school on time
- v attending all classes regularly and being in class on time
- v bringing required materials to class
- v completing assignments on time
- v having a good work ethic
- v showing respect for oneself and for others
- v defending the rights of others
- v respecting school property & the property of other students
- v cleaning up after oneself
- v working collaboratively & cooperatively
- v taking responsibility for one's actions or inactions
- v following the school's dress code
- v acting in the interests of the school

These expectations apply when students are on school grounds, are on school transport, or are at a school-sponsored activity/event.

Each student has the right, to develop his/her abilities to the fullest; to be respected as an individual; and to have appropriate and effective means of expressing her/his opinion. Each student is expected to accept the responsibilities that are implied by those rights.

To protect these rights, ISH is committed to:

- v the prevention of bullying & violence

- v the elimination of discrimination based on culture, race, gender, disability
- v the acceptance of differences

A student who is experiencing difficulties in following any part on this Code of Conduct is encouraged to discuss these difficulties with an adult.

### **Dress Code**

ISH does not have a school uniform. That said, ISH does have a dress code. The dress code helps maintain a positive learning environment free from distractions.

ISH expects students to come to school in clothes that are:

- v Clean
- v Neat
- v Appropriate

#### **Appropriate dress includes:**

- v Sensible footwear that allows the student to climb and run safely.
- v Clothes that allow the student to move easily and freely.

#### **Inappropriate dress includes:**

- v Clothes that resemble loungewear, pajamas, or underwear.
- v Styles in dress that differ extremely from conventionally or culturally accepted standards.
- v Dress that causes distraction because of extremes in style, fit, color, pattern or fabric.
- v Dress that is provocative.
- v Blouses/shirts that expose any portion of the waist, hips, or midriff are not allowed.
- v Low-cut, strapless, see-through and/or backless blouses/shirts are not allowed.
- v Clothes that reveal a student's underwear.
- v Clothes that have inflammatory, suggestive, racial, or other inappropriate writing, advertisement, or artwork. This includes offensive words and designs, violence, sex, playboy symbols, hate groups, tobacco products, drugs, and alcohol.
- v Mesh, nylon, or athletic shorts worn in the classroom. These types of shorts may be worn only during P.E.

All ISH teachers are charged with enforcing the student dress code.

Parents and guardians are expected to help ensure that their children are dressed appropriately.

### **Eating at School**

Students who join the school's Meal Programme receive a snack and lunch each school day. The Meal Programme is by the quarter and students cannot join the School's Meal Programme for less than a quarter.

Students should eat in the designated eating areas.

There is a snack break in the morning and a lunch break in the afternoon. For snacks, a sandwich, fruit, and juice generally suffice.

Water fountains are provided on campus.

### **Leaving the School Grounds**

Students may not leave the premises during school hours unless the School Office has received authorization in the form of a written note or phone call from parents or guardians.

Students in the Elementary School may leave school only if an adult escorts them. Students in the Secondary School who have received permission from the Head of Secondary or the Secondary Office to leave school need to sign in at the School Office upon their return.

### **Telephones & Music Players**

Students are not allowed to use mobile devices during instructional time (The current exception to this is that Secondary school students may use it during art class).

The office has telephones that may be used for local calls home.

The school cannot be held responsible for mobile devices brought on to the ISH campus.

*(The use of electronic devices/mobile phones will be reviewed during 2013-14).*

### **Computer Use**

The school employs a range of approaches to try to safeguard student users from inappropriate material including filtering and monitoring software.

ISH students should not seek unauthorized access to websites or software that incorporates any form of illegal activity or any activity deemed to be in conflict with the philosophy of the school. Such activities include, but are not restricted to, the uses of computers below.

- v Accessing sites which encourage gambling, racism, or violence
- v Accessing web sites displaying pornography
- v Accessing on-line non-educational games
- v Chatting on the Internet
- v Illegally downloading copyrighted materials
- v Spreading viruses
- v Hacking into other computers or accounts

*(A digital citizenship agreement (DCA) will be developed in 2013-14).*

## **Alcohol, Tobacco, & Drugs**

Students are forbidden to use, or be involved in any way with the use of alcohol, tobacco or non-medicinal drugs while on the ISH or ICRISAT campus or at any School function or on any school-sponsored trip. Non-medicinal drugs include drugs and similar substances which are not prescribed by a doctor to treat a medical condition of the student and which involve a high risk of addiction and/or incapacitation such as stimulants, depressants, hallucinogens, narcotics, ... as determined by the ISH Principal or his designee.

Any student whose appearance and/or behavior on ISH premises, at a school function, on any school-sponsored field trip leads to a reasonable suspicion of forbidden substance use or involvement shall be referred to the relevant Vice-Principal.

A first case of tobacco use will result in immediate suspension from school for one day and from After-School Activities for one week. A second case of tobacco use will result in immediate suspension from school for at least three days and from After School Activities for at least one week. A third case will result in immediate suspension from school and after school activities, for at least five days, and/or recommendation for expulsion.

A first case of non-medicinal drug use or alcohol use will result in immediate suspension from school and from After School Activities for at least five days and/or expulsion. A second case will result in immediate expulsion.

## **Consequences for Student Misconduct**

Each employee of the school is responsible for developing strategies consistent with the Student Code of Conduct. Students can be involved in the development of these strategies.

The Vice-Principals are authorized to handle disciplinary issues and act on behalf of the Principal in matters of discipline.

If a student is suspended or expelled, there will be no refund of school tuition & fees regardless of what time of year the suspension or expulsion takes place.

Below are some possible consequences for student misconduct. Repeated infractions of the Student Code of Conduct may lead to progressively harsher consequences.

### **Referral to the Counselor**

A student who is experiencing difficulties in abiding by the Student Code of Conduct may be referred to the Counselor to explore any underlying reasons for a student's behavior.

### **Reprimand**

A verbal or written reprimand is one possible consequence for a first time offence or for a minor infraction.



### **Changing Clothes**

Students found in violation of the dress code will be asked to change their clothes or to wear clothes provided by the school.

### **Denial of Computer Use**

Non-compliance with the school's policy on computer use may be dealt with through the existing student behavior policy and/or by denying a student Internet or computer access for a specified period.

### **Denial of Bus Use**

A student who does not heed the instructions of a bus monitor, teacher, or driver on the bus or who acts in violation of the bus rules may be denied use of school transport for a specified period of time up to one year.

### **Denial of Participation in After School Activities**

A student may be denied the privilege of participating in After School Activities for a specified period of time.

### **Being Sent Home**

A student may be sent back home for a variety of reasons including if the student arrives late at school without a valid reason, if the student violates the dress code

### **Meeting with Parents/Guardians**

Parents/guardians may be required to meet with the relevant Vice-Principal.

### **Detention**

Detention is one of the many forms of discipline to address inappropriate behavior

After school detention will be held once a week (the day will be determined based on staff availability) from 2:50pm-3:40pm. After school detentions may be given for actions including, but not limited to, the actions below.

- v Misbehaving in class, on school grounds, or on the bus
- v Racial or ethnic slurs
- v Inappropriate language
- v Bullying
- v Gum chewing
- v Habitual tardiness
- v Possession or use of nuisance items
- v Running in the hallways
- v Pushing/shoving/hitting
- v Showing disregard for the belongings of others
- v Making inappropriate gesture.

- v Throwing food or other items
- v Not cleaning up after oneself

Parents/guardians will be provided with notice of After School Detention. On the day of the detention, parents/guardians will need to provide their own transportation for the student at 3:40pm.

In the Secondary school, detention may be assigned during a student's break or lunch period.

## **Suspension**

Suspension may be appropriate for actions including, but not limited to, the actions below.

**Assault/Battery** - Causing, attempting to cause, or threatening to cause physical injury to another person, including a school employee.

**Weapons** - Possessing, selling, or otherwise providing any weapon including knives, explosives, pellet guns, paintball guns, and BB guns. Prohibited too is the use of any object in a threatening manner. Possession of any type of firearm will result in immediate expulsion.

**Academic Dishonesty** - Any student caught cheating, plagiarizing, or assisting another student to cheat will result in suspension.

**Extortion** - Making threats with the intent to obtain money or something of value.

**Property Damage** - Causing or attempting to cause damage to school property or private property. Parents/guardians are responsible for any losses or damage to property of the school, or the property of another student or staff caused by a student.

**Theft** - Stealing or attempting to steal school or private property, or receiving stolen property. Parents may be required to pay for damages.

**Obscenity** - Committing an obscene act or sexual act, even if consensual.

**Disruption or Defiance** - Disrupting school activities or otherwise refusing to follow instructions.

**Sexual Harassment** - Making unwelcome advances; requesting sexual favors; and/or verbal, visual or physical conduct of a sufficiently severe sexual nature; and/or or creating an intimidating, hostile or offensive educational environment.

**Hate Crimes** - Causing, threatening to cause, attempting to cause, or participating in acts of hate against people or property. This includes but is not limited to negative behaviors that target members of a particular gender, race, ethnicity, religion, sexual orientation or the mentally or physically challenged.

**Harassment** - Harassing, intimidating, or threatening a student or group of students, or school personnel, with the actual or expected effect of disrupting class work, or creating substantial disorder, or creating a hostile environment.

The number of days a student will be suspended will depend on the severity of the offence.

### **Expulsion**

Students who pose a continuing danger to persons or to property or who pose an ongoing threat to the academic progress of the school community may be removed immediately from the school. A hearing will be held with the appropriate parties if a student is expelled.

Updated: August, 2013