Personal Memoranda

Name
Grade
Address

Telephone (Home)
Mobile (Mother)
Mobile (Father)
Email

By signing this, I agree to the terms and conditions contained in this handbook.

Student Signature
Grade

Parent Signature

Homeroom Teacher Signature

Important Contacts

Emergency Contact 1. Name
Mobile

2. Name
Mobile
### School Semester and Holidays

#### Semester 1

<table>
<thead>
<tr>
<th>Start</th>
<th>Wednesday, 20th August, 2014</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Closed</td>
<td>Thursday, 2nd October</td>
</tr>
<tr>
<td></td>
<td>Friday, 3rd October</td>
</tr>
<tr>
<td>School Closed</td>
<td>Monday, 20th October, 2014</td>
</tr>
<tr>
<td></td>
<td>to Friday, 24th October, 2014</td>
</tr>
<tr>
<td>End of 1st semester</td>
<td>Tuesday, 16th December, 2014</td>
</tr>
<tr>
<td>School Closed</td>
<td>Wednesday, 17th December, 2014</td>
</tr>
<tr>
<td></td>
<td>to Tuesday, 6th January, 2015</td>
</tr>
</tbody>
</table>

#### Semester 2

<table>
<thead>
<tr>
<th>Start</th>
<th>Wednesday, 7th January, 2015</th>
</tr>
</thead>
<tbody>
<tr>
<td>School Closed</td>
<td>Monday, 23rd February, 2015</td>
</tr>
<tr>
<td></td>
<td>to Friday, 27th February 2015</td>
</tr>
<tr>
<td>School Closed</td>
<td>Friday, 6th March, 2015</td>
</tr>
<tr>
<td>School Closed</td>
<td>Monday, 6th April, 2015</td>
</tr>
<tr>
<td></td>
<td>to Friday, 10th April, 2015</td>
</tr>
<tr>
<td>End</td>
<td>Friday 12th June, 2015</td>
</tr>
</tbody>
</table>
School Transportation Contact Details
All our buses can be contacted on the following Nos;

<table>
<thead>
<tr>
<th>Route No</th>
<th>Mobile No</th>
</tr>
</thead>
<tbody>
<tr>
<td>ISH-1</td>
<td>8008202930</td>
</tr>
<tr>
<td>ISH-2</td>
<td>8008202931</td>
</tr>
<tr>
<td>ISH-3</td>
<td>8008202932</td>
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<tr>
<td>ISH-4</td>
<td>8008202933</td>
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<tr>
<td>ISH-5</td>
<td>8008202934</td>
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<tr>
<td>ISH-6</td>
<td>8008202935</td>
</tr>
<tr>
<td>ISH-7</td>
<td>8008202936</td>
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<tr>
<td>ISH-8</td>
<td>8008202937</td>
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<tr>
<td>ISH-9</td>
<td>8008202938</td>
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<td>ISH-10</td>
<td>8008202939</td>
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<td>ISH-11</td>
<td>8008202940</td>
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<tr>
<td>ISH-12</td>
<td>8008202941</td>
</tr>
<tr>
<td>ISH-13</td>
<td>8008202942</td>
</tr>
<tr>
<td>ISH-14</td>
<td>8008202943</td>
</tr>
</tbody>
</table>

Utpal Mahanty  9959978323 (Administration Officer -Operations)  u.mahanty@ishyd.org

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 maximises 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, and an evolving and progressive curriculum, with world-class facilities.

The core values of ISH are:
❖ Internationalism
❖ Preparation for Independence
❖ The Creation of a Positive Learning Experience

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

In line with the International Baccalaureate’s Student Learner Profile, ISH is committed to developing internationally minded students who recognise 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 to 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.

**Courageous** 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, spiritual & emotional balance to achieve personal well-being 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.
School Organisation
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.

Leadership Team
The Principal leads and manages all aspects of the school. The Head of School is Dr. Oli Tooher-Hancock. Dr. Tooher may be reached by e-mail: o.tooher@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 the Elementary Principal. Mrs. Verghese may be reached by e-mail: s.verghese@ishyd.org.

The Secondary School comprises Grades 6-12 (11–18 year old students). Ms. Lily Nair is the Secondary Principal. Ms. Lily Nair may be reached by e-mail: l.nair@ishyd.org.
# Staff List

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alisha Jerry</td>
<td>Asst Teacher – Reception</td>
<td><a href="mailto:j.alisha@ishyd.org">j.alisha@ishyd.org</a></td>
</tr>
<tr>
<td>Alka Mendiratta</td>
<td>Teacher - Grade-3/Head of Math</td>
<td><a href="mailto:a.mendiratta@ishyd.org">a.mendiratta@ishyd.org</a></td>
</tr>
<tr>
<td>Amanda Kirkham</td>
<td>Head of Humanities</td>
<td><a href="mailto:a.kirkham@ishyd.org">a.kirkham@ishyd.org</a></td>
</tr>
<tr>
<td>Anil Tiwari</td>
<td>Network Administrator</td>
<td><a href="mailto:a.tiwari@ishyd.org">a.tiwari@ishyd.org</a></td>
</tr>
<tr>
<td>Beena Mathew</td>
<td>Chemistry</td>
<td><a href="mailto:b.mathew@ishyd.org">b.mathew@ishyd.org</a></td>
</tr>
<tr>
<td>Beulah Mercy</td>
<td>Cashier</td>
<td><a href="mailto:b.mercy@ishyd.org">b.mercy@ishyd.org</a></td>
</tr>
<tr>
<td>Chittari Raju</td>
<td>PE</td>
<td><a href="mailto:c.raju@ishyd.org">c.raju@ishyd.org</a></td>
</tr>
<tr>
<td>Chittari Paul</td>
<td>Asst. Teacher-PE</td>
<td><a href="mailto:p.chittari@ishyd.org">p.chittari@ishyd.org</a></td>
</tr>
<tr>
<td>Chitra M Prasad</td>
<td>Teacher - KG 2</td>
<td><a href="mailto:chitra.prasad@ishyd.org">chitra.prasad@ishyd.org</a></td>
</tr>
<tr>
<td>Chetan Prasad</td>
<td>Economics/Math/College Counsellor</td>
<td><a href="mailto:c.prasad@ishyd.org">c.prasad@ishyd.org</a></td>
</tr>
<tr>
<td>David Schalm</td>
<td>Humanities</td>
<td><a href="mailto:d.schalm@ishyd.org">d.schalm@ishyd.org</a></td>
</tr>
<tr>
<td>Hanumanth Rao</td>
<td>Accounts Officer</td>
<td><a href="mailto:h.mallak@ishyd.org">h.mallak@ishyd.org</a></td>
</tr>
<tr>
<td>Irena Constantin</td>
<td>Student Counsellor/Psychology</td>
<td><a href="mailto:i.constantin@ishyd.org">i.constantin@ishyd.org</a></td>
</tr>
<tr>
<td>Joanna C Cornelius</td>
<td>Teacher -Reception</td>
<td><a href="mailto:j.cornelius@ishyd.org">j.cornelius@ishyd.org</a></td>
</tr>
<tr>
<td>Jonathan Hewitt</td>
<td>Music Coordinator</td>
<td><a href="mailto:j.hewitt@ishyd.org">j.hewitt@ishyd.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>-----------------------------------------</td>
<td>---------------------------</td>
</tr>
<tr>
<td>Karanpreet Singh</td>
<td>Art – Elementary</td>
<td><a href="mailto:k.singh@ishyd.org">k.singh@ishyd.org</a></td>
</tr>
<tr>
<td>Lincy Saji</td>
<td>Personal Asst. to the Head of School</td>
<td><a href="mailto:l.saji@ishyd.org">l.saji@ishyd.org</a></td>
</tr>
<tr>
<td>Leah Holliday</td>
<td>Teacher- Grade -3</td>
<td><a href="mailto:l.holliday@ishyd.org">l.holliday@ishyd.org</a></td>
</tr>
<tr>
<td>Leela Kondath</td>
<td>Learning Support/ESL – Elementary</td>
<td><a href="mailto:l.kondath@ishyd.org">l.kondath@ishyd.org</a></td>
</tr>
<tr>
<td>Lily Nair</td>
<td>Secondary Principal / History</td>
<td><a href="mailto:l.nair@ishyd.org">l.nair@ishyd.org</a></td>
</tr>
<tr>
<td>Lyzandra Lewis</td>
<td>Librarian</td>
<td><a href="mailto:l.lewis@ishyd.org">l.lewis@ishyd.org</a></td>
</tr>
<tr>
<td>Mangala Pachika</td>
<td>Teacher - Grade-4/Head of Social Sciences</td>
<td><a href="mailto:m.pachika@ishyd.org">m.pachika@ishyd.org</a></td>
</tr>
<tr>
<td>Margaret Hewitt</td>
<td>Teacher - KG2 /Early Childhood Coordinator</td>
<td><a href="mailto:m.hewitt@ishyd.org">m.hewitt@ishyd.org</a></td>
</tr>
<tr>
<td>Maria Christina Peji</td>
<td>ICT</td>
<td><a href="mailto:t.peji@ishyd.org">t.peji@ishyd.org</a></td>
</tr>
<tr>
<td>Meera Sampath</td>
<td>Diploma Programme Coordinator/ English/TOK</td>
<td><a href="mailto:s.meera@ishyd.org">s.meera@ishyd.org</a></td>
</tr>
<tr>
<td>Michael Hancock</td>
<td>Head of PE/Athletics Coordinator</td>
<td><a href="mailto:m.hancock@ishyd.org">m.hancock@ishyd.org</a></td>
</tr>
<tr>
<td>Madhavi Latha</td>
<td>Lab Assistant</td>
<td><a href="mailto:m.latha@ishyd.org">m.latha@ishyd.org</a></td>
</tr>
<tr>
<td>Namrata Bhushan</td>
<td>Learning Support</td>
<td><a href="mailto:n.bhushan@ishyd.org">n.bhushan@ishyd.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position/Role</td>
<td>Email</td>
</tr>
<tr>
<td>-------------------------</td>
<td>-----------------------------------</td>
<td>------------------------------</td>
</tr>
<tr>
<td>Niloufer Patkar</td>
<td>Teacher - Gr-5/Head of Science</td>
<td><a href="mailto:n.patkar@ishyd.org">n.patkar@ishyd.org</a></td>
</tr>
<tr>
<td>Nandini Sonig</td>
<td>Marketing and Admissions</td>
<td><a href="mailto:n.sonig@ishyd.org">n.sonig@ishyd.org</a></td>
</tr>
<tr>
<td>Nandita.M.</td>
<td>HR/Purchase</td>
<td><a href="mailto:n.manga@ishyd.org">n.manga@ishyd.org</a></td>
</tr>
<tr>
<td>Narmada</td>
<td>School Nurse</td>
<td><a href="mailto:b.narmada@ishyd.org">b.narmada@ishyd.org</a></td>
</tr>
<tr>
<td>Patrick Dempsey</td>
<td>Head of Technology</td>
<td><a href="mailto:p.dempsey@ishyd.org">p.dempsey@ishyd.org</a></td>
</tr>
<tr>
<td>Prarthana Chakravarthy</td>
<td>Asst. Teacher - KG 2</td>
<td><a href="mailto:c.prarthana@ishyd.org">c.prarthana@ishyd.org</a></td>
</tr>
<tr>
<td>Parvati Gupta</td>
<td>Teacher - KG 1</td>
<td><a href="mailto:p.gupta@ishyd.org">p.gupta@ishyd.org</a></td>
</tr>
<tr>
<td>Rahmat Kareem</td>
<td>IGCSE Coordinator/Head of Math</td>
<td><a href="mailto:r.kareem@ishyd.org">r.kareem@ishyd.org</a></td>
</tr>
<tr>
<td>Ranganath Daruri</td>
<td>Math – Secondary</td>
<td><a href="mailto:r.daruri@ishyd.org">r.daruri@ishyd.org</a></td>
</tr>
<tr>
<td>Rebecca Lozano</td>
<td>Spanish/Science – Secondary</td>
<td><a href="mailto:r.lozano@ishyd.org">r.lozano@ishyd.org</a></td>
</tr>
<tr>
<td>Renaud Milhoux</td>
<td>Middle School Coordinator/Physics</td>
<td><a href="mailto:r.milhoux@ishyd.org">r.milhoux@ishyd.org</a></td>
</tr>
<tr>
<td>Sridevi Natarajan</td>
<td>Teacher- Grade 1</td>
<td><a href="mailto:s.natarajan@ishyd.org">s.natarajan@ishyd.org</a></td>
</tr>
<tr>
<td>Saley Paul</td>
<td>Asst Teacher- KG 1</td>
<td><a href="mailto:s.paul@ishyd.org">s.paul@ishyd.org</a></td>
</tr>
<tr>
<td>Shanthi Chittari</td>
<td>Asst Teacher – Toddler</td>
<td><a href="mailto:s.chittari@ishyd.org">s.chittari@ishyd.org</a></td>
</tr>
<tr>
<td>Sheila Ramesh</td>
<td>Head of Languages/CAS Coordinator</td>
<td><a href="mailto:s.ramesh@ishyd.org">s.ramesh@ishyd.org</a></td>
</tr>
<tr>
<td>Name</td>
<td>Position</td>
<td>Email</td>
</tr>
<tr>
<td>-----------------------</td>
<td>---------------------------------</td>
<td>-----------------------------</td>
</tr>
<tr>
<td>Shaheen Sheikh</td>
<td>English/TOK</td>
<td><a href="mailto:s.sheikh@ishyd.org">s.sheikh@ishyd.org</a></td>
</tr>
<tr>
<td>Sunita Mary Verghese</td>
<td>Elementary Principal</td>
<td><a href="mailto:s.verghese@ishyd.org">s.verghese@ishyd.org</a></td>
</tr>
<tr>
<td>Sunita Rao</td>
<td>Whole School Secretary</td>
<td><a href="mailto:s.rao@ishyd.org">s.rao@ishyd.org</a></td>
</tr>
<tr>
<td>Teresa Fowler</td>
<td>Teacher - Grade 2</td>
<td><a href="mailto:t.fowler@ishyd.org">t.fowler@ishyd.org</a></td>
</tr>
<tr>
<td>Urmila Mahajan</td>
<td>Teacher - Grade 5/ Head of English</td>
<td><a href="mailto:u.mahajan@ishyd.org">u.mahajan@ishyd.org</a></td>
</tr>
<tr>
<td>Utpal Mahanty</td>
<td>Administration Officer-Operations</td>
<td><a href="mailto:u.mahanty@ishyd.org">u.mahanty@ishyd.org</a></td>
</tr>
<tr>
<td>Vandana Gupta</td>
<td>Head of Science/Biology</td>
<td><a href="mailto:v.gupta@ishyd.org">v.gupta@ishyd.org</a></td>
</tr>
<tr>
<td>Vijaya Kumari</td>
<td>Teacher - Toddler</td>
<td><a href="mailto:v.kumari@ishyd.org">v.kumari@ishyd.org</a></td>
</tr>
<tr>
<td>Victor Jaya Kumar</td>
<td>Art – Secondary</td>
<td><a href="mailto:j.victor@ishyd.org">j.victor@ishyd.org</a></td>
</tr>
<tr>
<td>Vera Morozenko</td>
<td>French/ICT</td>
<td><a href="mailto:v.morozenko@ishyd.org">v.morozenko@ishyd.org</a></td>
</tr>
<tr>
<td>Venugopal Odeti</td>
<td>Spanish</td>
<td><a href="mailto:v.odeti@ishyd.org">v.odeti@ishyd.org</a></td>
</tr>
<tr>
<td><strong>Whom do I see?</strong></td>
<td><strong>Where do I go?</strong></td>
<td></td>
</tr>
<tr>
<td>-------------------</td>
<td>--------------------</td>
<td></td>
</tr>
<tr>
<td><strong>If I have …………</strong></td>
<td><strong>Teacher then relevant Coordinator</strong></td>
<td></td>
</tr>
<tr>
<td>An academic issue</td>
<td>Homeroom Teacher/Counsellor</td>
<td></td>
</tr>
<tr>
<td>Social and Emotional concern</td>
<td>College Counsellor</td>
<td></td>
</tr>
<tr>
<td>College Applications</td>
<td>Admissions office first then inform</td>
<td></td>
</tr>
<tr>
<td>To leaving school permanently</td>
<td>Divisional Head</td>
<td></td>
</tr>
<tr>
<td>A Late in the morning</td>
<td>Sign in at office</td>
<td></td>
</tr>
<tr>
<td>Proposals for change</td>
<td>Student Council Advisors</td>
<td></td>
</tr>
<tr>
<td>After School Activities question</td>
<td>Athletics Director</td>
<td></td>
</tr>
<tr>
<td><strong>If I want to…………</strong></td>
<td><strong>Where do I go?</strong></td>
<td></td>
</tr>
<tr>
<td>Ask for excused absence</td>
<td>School Office for form</td>
<td></td>
</tr>
<tr>
<td>Turn in absence excuse</td>
<td>As above</td>
<td></td>
</tr>
<tr>
<td>Photocopy papers</td>
<td>See appropriate teacher</td>
<td></td>
</tr>
<tr>
<td>Ask for a formal recommendation</td>
<td>College Counsellor first and then teacher of choice</td>
<td></td>
</tr>
<tr>
<td>Do a bake sale</td>
<td>Student Council</td>
<td></td>
</tr>
<tr>
<td>Know how many days of school I can miss</td>
<td>See student handbook</td>
<td></td>
</tr>
<tr>
<td>Leave school because I’m feeling sick</td>
<td>Nurse for slip/School Office</td>
<td></td>
</tr>
<tr>
<td>Leave before end of semester (not permanently)</td>
<td>Divisional Heads</td>
<td></td>
</tr>
<tr>
<td>Go in a bus after an activity (if I’m not signed up)</td>
<td>Always sign up!</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If not, Transportation Coordinator</td>
<td></td>
</tr>
<tr>
<td>Sign up to use the bus</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Get a new school ID</td>
<td>School Office</td>
<td></td>
</tr>
</tbody>
</table>
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 8:05am and finishes at 2.50pm. 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 four teaching periods of eighty-five minutes each.

A Morning Snack Break lasts from 9:40am-10:00am.

Lunch is from 11:45am-12:30pm in the Early Childhood Programme and 12:55pm-1:25pm in the Elementary School and Secondary School. Students can enroll in After School Activities (three days a week) that run from 2:55pm-3:45pm.

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 approximately 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 2:55pm. 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:**

- Use of inappropriate language
- Inappropriate behaviour while in the bus
- 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 Administration Officer-Operations(Transport) Mr.Utpal Mahanty- Mobile 9959978323; email id: u.mahanty@ishyd.org

**CHANGE OF CONTACT INFORMATION**

Please advise the school office of any change of address, telephone number, or e-mail address. It is vital that the school be able to contact parents and guardians immediately in case of an emergency.
**ISH HANDBOOK**

Each student is issued one copy of the handbook that you are reading.

**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. No Transfer certificate/Bonafide/Transcripts will be given unless all dues are cleared including Books and ID Cards.

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 Handbook. 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 (PE) 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.

Girls are required to wear a one-piece swimsuit, and all boys are required to wear a swimsuit that is above knee length. The only deviation from this is if students are wearing sun safe suits – these may be either one piece or the 2-piece variety, which covers the entire stomach region. At all times, the swimsuit needs to be modest, culturally sensitive and safe. Whilst swimming all students wear a swim cap as this aids us in keeping the pool clean and thus, less chance of students getting sick.

In all PE classes, long hair must be tied back to maintain safety.
Valuables & Lost Property

Students are strongly advised against bringing valuable items such as 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 around will be turned in to the School Office.

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 Head of School or Division Principals 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. All medicines should be kept with the nurse and she will administer it to the student. If your child is taking medication, please contact the nurse.

**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.

Communication

Good communication is an essential component of everyday life at ISH. The ISH Newsletter is the main form by which the ISH keeps members of the community apprised of upcoming and past events. ISH Newsletter 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.

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 Principal 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 Division 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.
Tardies

Regular and punctual attendance is required to enable each student to take full advantage of the educational programmes at ISH. It is an expectation for students to be on time in the morning and for all classes during the day. If a student arrives after homeroom, they are to report to the school office and receive a tardy note for their first period. If a student is consistently late, they will face consequences (to be determined during the course of the school year 2014-2015).

Communication regarding Student Progress

Written Reports are issued twice each school year. The reports comment on the students’ performances and note areas for improvement. Interim reports are issued in the middle of each semester. These provide a snap-shot of the student Approaches to Learning (ATL’s) and also level of achievements for students in grades 9-12.

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.

Homework

At the International School of Hyderabad, we regard homework as an integral part of the curriculum – it is planned and prepared alongside all other aspects of learning.
Purpose of Homework:
· reinforcement of the day/week’s lesson and content;
· expanding on the skills and content learned from class;
· self practice;
· instill a sense of responsibility;
· instill time management skills;
· practice for independent study skills.

Guidelines:

Homework will be set at the teacher’s discretion when deemed necessary. The estimated time allotted to complete a set homework should be proportional to the number of days between the setting and the submission of the homework.

Responsibilities:

· Parents are responsible for checking the completion of homework and the setting of the homework via the School's Communication Platform (SCP: Gmail, Google Calendar, EDMODO) and/or the planner.
· Parents must also provide a peaceful and monitored environment where a child may do their homework.
· Students must access SCP/diary on a daily basis and turn in their homework on time, completed to the best of their ability. The work must be individual unless stated otherwise.
· Teachers will set relevant and appropriate homework when deemed necessary and provide constructive feedback to the students. The homework must be meaningful and of quality.

We ask that parents monitor their child’s work to ensure that they are coping with the demands of homework, and that they are completing work to a high standard.

Homework will not be assigned during holidays, except for High School students as the demands of the ISHDP, IGCSE and IBDP will require increased investment. **However independent leisure reading is strongly recommended.** Weekend or long weekend homework may be assigned for all students.
Late submissions:

Teachers expect homework to be done properly and punctually. Failure to do homework is treated seriously and, when homework is missed consistently, the subject teacher will notify parents and decide on an appropriate course of action.

Steps to follow with students who have not completed homework:

a) 1st incomplete homework: verbal caution
b) 2nd incomplete homework: verbal caution + email sent to parents
c) 3rd incomplete homework: meeting with parents to discuss the students’ attitude towards learning.

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 2014-15.

Field Trips

Field trips are an important part 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 organises 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.
Service Learning

Service Learning has been integrated into the ISH School curriculum. Service Learning is a vital part of the ISH experience; it enables students to enhance their personal and interpersonal development through experiential learning. The engagement with Service Learning facilitates a personal journey of self-discovery, the experience can be profound and life changing.

To ensure the success of the Service Learning program, ISH has assembled a team of Service Learning Coordinators who will run this program throughout the school.

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 Thursdays from 2:55pm–3:45pm. 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, sporting activities & community service.

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

Student Council

The Student Council 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 organise 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.
Code of Conduct for Students

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

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

❖ the prevention of bullying & violence
❖ the elimination of discrimination based on culture, race, gender, disability
❖ the acceptance of differences

A student who is experiencing difficulties in following any part of 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:

- Clean
- Neat
- Appropriate

**Appropriate dress includes:**

- Sensible footwear and clothes that allows the student to move easily, freely and safely.

**Inappropriate dress includes:**

- Clothes that resemble loungewear, pyjamas, or underwear.
- Styles in dress that differ extremely from conventionally or culturally accepted standards.
- Dress that causes distraction because of extremes in style, fit, colour, pattern or fabric.
- Dress that is provocative.
- Blouses/shirts/pants that expose any portion of underwear, or midriff are not allowed.
- Low-cut, strapless, see-through and/or backless blouses/shirts are not allowed.
- 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.

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 authorisation 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 for personal use during instructional time.

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.

**Digital Citizenship Agreement**

The International School of Hyderabad (ISH) is equipped with computers, devices, software and Internet access that is freely available to all students. This technology culture and modern teaching strategies have been deployed to enhance student learning, promote collaboration and facilitate the creation and sharing of knowledge locally and globally. In order to promote responsible digital citizenship and use of information technology (IT), students are expected to adhere to the following rules and guidelines.
Being a Responsible User

The use of information technology at ISH is focused on educational purposes. However, since ISH supports BYOD (bring your own device), students’ personal machines can also be used for recreational purposes. It is important that students know the expectations for the use of technology at school.

- School technology and on-campus Internet access is solely for academic purposes.
- Only teacher-approved software and websites are allowed to be accessed.

Being Prepared to Learn

Being a responsible member of the ISH community means students come to school prepared to learn. It also means they bring their machines in a state that is ready to be useful. Students should prepare their devices by ensuring the following:

- The battery is fully charged before coming to school
- There is sufficient storage available for school use.
- The machine is in operating condition.
- The machine’s data (documents and other work) has been backed up.
- Students use their machines in a way to preserve battery life.
- Unnecessary software, running in the background is turned off (including torrents).

Ethical and Respectful Use

Students are encouraged to model good online citizenship by making sure their actions and choices do not disrupt the learning environment for themselves or others. This requires that students do not view or install inappropriate content, do not try to bypass network protocols, do not attempt to login on or modify other student accounts and do not attempt to access other machines over the network. Students should be aware that individual teachers will have different criteria for the use of IT in their classrooms and adhere to them.

Community Awareness

All students are members of the greater ISH community and have a social obligation to protect community resources, such as bandwidth. Participating in activities that use up excessive bandwidth, such as peer-to-peer file sharing, torrents or poorly designed video-streaming services is strictly prohibited at school.

Monitored Use

The ISH network is monitored regularly by both staff and software. If the network is being used inappropriately, a student’s activity may be individually monitored without prior notice or parental notification. ISH reserves the right to take disciplinary action in the case of misuse of IT on campus.
Statement of Intent

1. Respect & Protect Yourself.
   a. I will select online names that are appropriate.
   b. I will consider the information and images that I post online.
   c. I will consider what personal information about my life, experiences, experimentation or relationships I post.
   d. I will not be obscene.
   e. I will ensure that the information and materials I post online will not put me at risk.
   f. I will not publish my personal details, contact details or a schedule of my activities.
   g. I will report any attacks or inappropriate behavior directed at me and I will seek support from appropriate people or organizations.
   h. I will protect accounts and resources by not sharing passwords.

2. Respect & Protect Others.
   a. I will show respect to others.
   b. I will not use electronic mediums to flame, bully, harass or stalk other people.
   c. I will show respect for other people in my choice of websites,
   d. I will not visit sites that are degrading, pornographic, racist or inappropriate.
   e. I will not abuse my rights of access and I will not access other people's accounts.
   f. I will protect others by reporting abuse, not forwarding inappropriate materials or communications.
   g. I will moderate unacceptable materials and conversations, reporting conversations that are inappropriate or unacceptable.

3. Respect & Protect Intellectual property.
   a. I will not copy other people’s work and claim it as my own.
   b. I will suitably cite any and all use of websites, books, media etc.
   c. I will acknowledge all primary and secondary sources.
   d. I will validate information.
   e. I will abide by the rules of fair use.

- ISH is not responsible for the loss or damage of personal property
- ISH does not take responsibility for personal media or information transmitted to a third party by a student of their own free will, nor does it take responsibility for any repercussions that may occur from said action.
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 Head of School or her designee.

Any student whose appearance and/or behaviour 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 Division 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 Division Principals are authorised to handle disciplinary issues and act on behalf of the Head of School 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 Counsellor

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

Meeting with Parents/Guardians

Parents/guardians may be required to meet with the relevant divisional principal, who will make the final decision for the consequence of the given infraction.

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, plagiarising, 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 favours; 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 behaviours 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.

*Procedures for consequences of inappropriate behaviour will be developed further during the school year 2014-2015, with input from StuCo, faculty and administration.*

ISH is YOUR school. If you have any ideas for improving this set of guidelines and procedures, please contact your Student Council representatives, who will then pass it along to the school administration for attention.

*Here’s to a wonderful school year!*
ISH

2014 – 2015

Handbook for Student & Parent