



NORTHBRIDGE INTERNATIONAL SCHOOL
CAMBODIA
A NORD ANGLIA EDUCATION SCHOOL



SECONDARY PARENT AND STUDENT HANDBOOK



2024 -2025



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WELCOME TO THE SECONDARY SCHOOL



My name is Mrs Sarah Newton, and I am proud to lead the dynamic, thriving and successful Secondary section at Northbridge International School Cambodia. Northbridge has a diverse and vibrant school community, consisting of students from around the world.

It is my pleasure to work alongside a talented staff, who inspire our motivated and determined students to achieve great things both inside and out of the classroom.

Our students develop a strong sense of belonging, pride and identity, which is paramount to building a cohesive school community. We believe in a holistic approach to learning, which develops internationally minded young adults who are equipped to meet the demands and embrace the opportunities in the 21st century. Developing lifelong learners ensures that our students are enabled to succeed well beyond their secondary schooling.

We hope that you will find this guide helpful, and we invite you to contact us should you have any unanswered questions or concerns.

The Northbridge team look forward to welcoming you to our beautiful green campus, so that you can experience the wonderful learning environment for yourself.

Ms Sarah Newton

Head of Secondary

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PHILOSOPHY



Our Mission

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

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

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

Our Values

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

*"Caring hearts,
ambitious minds!"*

School Ambition (Vision)

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

"Excellence in everything we do."

Global Campus

The global campus connects the Nord Anglia family of 80+ schools and 80,000 students spanning 30+ countries around the world, giving our students daily access to global opportunities. This allows our students to develop a truly international perspective through outstanding online, in-school and worldwide experiences.

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

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



**GLOBAL
CAMPUS**



**GLOBAL
CAMPUS
WORLDWIDE**



**GLOBAL
CAMPUS
IN SCHOOL**



**GLOBAL
CAMPUS
ONLINE**



OBJECTIVES

Contemporary Learning & Ambition

Everyone will succeed.

Leadership & Service

We will make a positive contribution to our local society.

Community & Balance

Our community will be balanced and demonstrate unity.

Passion & Loyalty

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

Sustainability & Pride

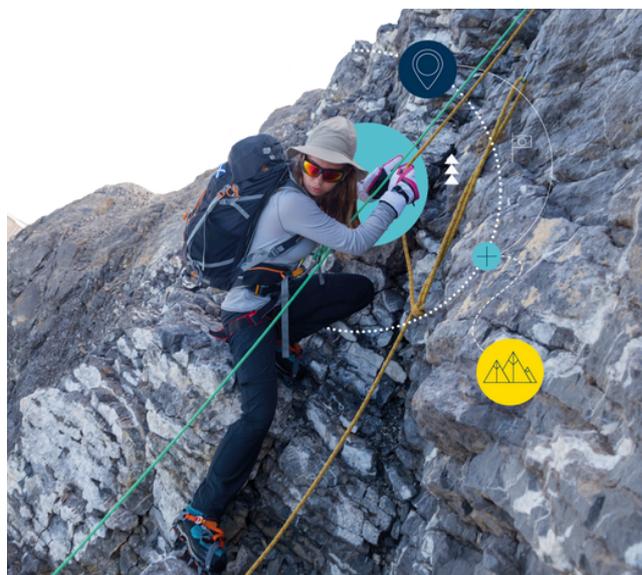
Teaching and learning will be supported and enhanced by a safe, clean and ever-changing environment.

Growth & Reputation

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

Fulfilling our Vision

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



GENERAL INFORMATION

International Baccalaureate Mission Statement

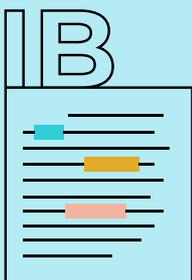
The International Baccalaureate programs aim to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

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

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

The Learner Profile

The IB learner profile is the IB mission statement translated into a set of learning outcomes for the 21st Century. The learner profile provides a long-term vision of education. It is a set of ideals that can inspire, motivate and focus the work of schools and teachers, uniting them in a common purpose. The attributes and descriptors of the learner profile define the type of learner the IB hopes to through its programs. The International Baccalaureate has incorporated the learner profile into all three programs so that it is the common ground on all IB World Schools stand, and contains the essence of what they, and the three programs, are about.



Inquirers

They develop their natural curiosity. They acquire the skills necessary to conduct inquiry and research and show independence in learning. They actively enjoy learning and this love of learning will be sustained throughout their lives.

Knowledgeable

They explore concepts, ideas and issues that have local and global significance. In so doing, they acquire in-depth knowledge and develop understanding across a broad and balanced range of disciplines.

Thinkers

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

Communicators

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

Principled

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

Open-Minded

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

Caring

They show empathy, compassion and respect towards the needs and feelings of others. They have a personal commitment to service, and act to make a positive difference to the lives of others and to the environment.

Risk-takers

They approach unfamiliar situations and uncertainty with courage and forethought and have the independence of spirit to explore new roles, ideas and strategies. They are brave and articulate in defending their beliefs.

Balanced

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

Reflective

They give thoughtful consideration to their own learning and experience. They are able to assess and understand their strengths and limitations in order to support their learning and personal development.

Grade Level divisions and Academic Programmes

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

- **Middle Years Programme (G6-10)**
- **Diploma Programme (G11 & 12)**

The Middle Years Programme:

Grades 6 - 10

Northbridge International School Cambodia is an authorized IB Middle Years Programme (MYP) school, providing a challenging, internationally focused, broad and balanced educational experience for students aged 11 to 16. Students are required to study eight subjects and complete the personal project in Grade 10. The programme is designed to equip students with the basic academic skills needed for the Diploma Programme, further education and their chosen profession, as well as developing the values and life skills needed to live a fulfilled and purposeful life.

The Diploma Programme:

Grades 11 & 12

Northbridge International School Cambodia is an authorized IB Diploma school providing a challenging, internationally focused, broad and balanced educational experience for students aged 16 to 18.

Students are required to study six subjects and a curriculum core concurrently over two years. The programme is designed to equip students with the basic academic skills needed for university study, further education and their chosen profession, as well as developing the values and life skills needed to live a fulfilled and purposeful life. The driving force behind both the MYP & DP is a philosophy about the nature of education, which is expressed in the IB's mission statement, in the IB learner profile and in the fundamental principles on which the curriculum is based and which continue to inspire its development.

Full details of the programmes can be found in our MYP and DP secondary handbooks on the school website.

School Year

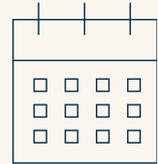
The school year at Northbridge International School Cambodia runs for approximately ten (10) months with 180 student learning days. The year is divided into two semesters (with two terms each) for grading and for fees payment purposes and generally runs from early-August to mid-June.

School Day

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

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

SECONDARY TIMETABLE & LESSON TIMING



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

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

School Communications

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

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

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

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

In the unlikely event of an emergency, information will be communicated to parents via email and telephone. Please make sure the school has your up to date mobile phone number.

Meet the Advisor / 3 Way Conference / Parent-Teacher Meetings (G10, 11 & 12)

At the start of the school year, we hold our “meet the advisor” event. This is an opportunity to understand some of the key systems at school which support your child, and also allows you to get to know your child’s advisor. There are two further 3-way conference meetings to discuss your child’s progress with the advisor. Students in grades 10, 11 and 12 will also have individual subject parent teacher meetings twice per year, to gain more detailed insight into progress. We encourage all parents to contact staff at any time during the year, if they have a query regarding their child’s learning.

School Equipment

Students will be provided with exercise books in every subject at the start of the school year. Subject teachers will issue textbooks and other instructional materials directly to the students. Students are expected to take good care of any materials provided. In the case of loss of or damage to a textbook or library book, the student will be required to pay a replacement fee. There is a set rate for lost items, and parents/students will be informed about this should such an issue arise.

PE Uniform and Swimming Attire Expectations

All new students from Grade 6 – Grade 12 are provided with two sets of clothes for physical education from the Northbridge International School Cambodia School Store each school year. All students are required to wear appropriate athletic shoes for PE. Swimming is taught as a module of the physical and health education program in Grade 6 – Grade 9. Students are expected to come appropriately prepared, with swimsuit and towel on the designated days for swimming lessons. Students will be informed of the day by their PHE teacher.

Library

The school library is located on the ground floor of the administration building, and is open from Monday to Friday 7:30 am - 4:30 pm.

The library also provides online continual access (<http://bit.ly/nisc-library>) to subscription databases, resource lists, pathfinders, and other learning opportunities.

As reading/literacy is a critical skill to support learning across the curriculum, some language lessons may take place in the library. The library supports the MYP Approaches to Learning and DP Extended Essay through the instruction of 21st century information literacy skills.

BYOD. Bring Your Own Device

Students are expected to bring their own laptop device to school every day, to support their learning. We have an Acceptable Use Policy (AUP) that outlines our expectations for technology use, and all new students and parents are required to sign this agreement.

Northbridge International School Cambodia believes that technology plays an essential role in empowering learners to become knowledgeable and active global citizens and inspiring them to be ethical, respectful and compassionate global leaders.

Technology supports students’ engagement in a balanced programme which offers opportunities for social, physical, emotional, artistic, and intellectual development. In order to meet these goals, students need to understand human, cultural, and societal issues related to technology and practice legal and ethical behaviour. Northbridge International School Cambodia Secondary School students are expected to:

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

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

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

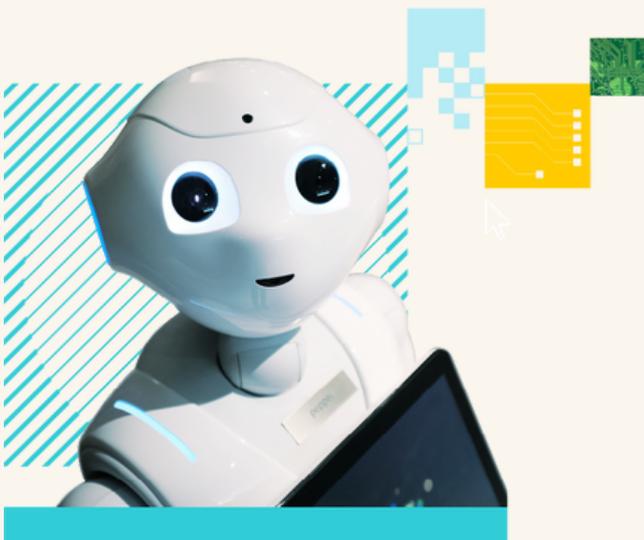
6. We show respect to others.
7. We don't abuse our right of access and don't enter other people's private spaces or areas.
8. We don't use electronic mediums, bully, harass or stalk other people.
9. We show respect for other people in the choice of websites we visit.

Demonstrate personal responsibility for lifelong learning

10. Before we post anything we always consider how sharing information about our life, experiences, or relationships might impact our future.
11. We suitably cite any and all use of websites, books, media etc.
12. We acknowledge all primary and secondary sources.
13. We use software according to its license (free, open source, or purchased)
14. We purchase music and media, and refrain from distributing these in a manner that violates their licenses.

Exhibit leadership for digital citizenship

15. We report any attacks or inappropriate behaviour directed at ourselves, or others and we seek support from our parents, teachers, counselors, and appropriate organizations and authorities.
16. We protect others by reporting abuse, not forwarding inappropriate materials or communications and not visiting sites that are degrading or inappropriate.
17. We report conversations that are inappropriate or unacceptable.



Assessment Grading and Reporting to Parents

Student Assessment

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

Grading and Reporting

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

Opportunities to review learning

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

These are three-way conference meetings (G6-9) and parent-teacher conference meetings (G10-12)

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



RIGHTS AND RESPONSIBILITIES

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

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

The aim of all IB programmes is to develop internationally minded people who, recognising their common humanity and shared guardianship of the planet help to create a better and more peaceful world.

Northbridge International School Cambodia's approach to behaviour management utilizes the IB philosophy by emphasising cooperation, achievement, respect and empathy. An emphasis is placed on:

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

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

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

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

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

Students Rights and Responsibilities

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

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

Teachers Rights and Responsibilities

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

- Speak and act toward students and colleagues with respect and dignity and deal judiciously with them, always mindful of their rights and sensibilities.
- Provide a caring, supportive and safe learning environment.
- Respect the confidential nature of information concerning students and only give it to authorized persons.
- Respect the privileged relationship with students and colleagues and refrain from exploiting those relationships for material, ideological or other advantage.
- Follow the NISC guidance for rewards and sanctions, treating all students fairly and without prejudice.

Northbridge International School Cambodia Community Rights and Responsibilities

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

General Student Rules

- Students are expected to behave in a courteous and responsible manner at all times.
- Students are expected to keep all school areas clean and tidy and to clean up a er they have used an area.
- Public displays of affection between students is considered inappropriate behaviour.
- Mobile phones must be switched off during the school day and be kept in lockers.
- Students are responsible for using their personal locker and ensuring that it is locked.
- Intentional damage to school property or to educational materials or books will be sanctioned accordingly and billed to the student's parents.

- Students are encouraged to not bring expensive personal items or large amounts of money to school. Any such items brought to school are at the student's own personal risk. School cannot be held responsible for the loss of any such items. Lost property is kept in the main secondary office.
- During the school day, students may not leave the school site without permission. Students will need to provide the Secondary Office admin team with a written request from parents to leave school early.
- The possession of illegal drugs, tobacco, alcohol, or weapons at school or official out-of-school activities may result in expulsion.
- Students should behave courteously and show respect for all members of the school community at all times.
- Students who are repeatedly late to school will follow a staged process of sanctions to address this behaviour.

A Supportive School Environment

In order to encourage and facilitate a respectful supportive school environment where all students can learn in a conducive atmosphere, we provide a structured advisory programme, alongside our ILS (International Life Skills) programme. These two programmes are led by the advisors, with specialist counsellor support where required.

The advisory and ILS programmes seek to:

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

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

STUDENT CODE OF CONDUCT

We believe that it is the right of all students and staff at NISC to work in an environment that is conducive to learning. Our students are, on the whole, very well behaved. However, all students are expected to respect our core values and student code of conduct.

How do we positively reinforce good behaviour?

- We make clear our expectations of good behaviour
- We encourage students to take responsibility for their own actions
- We praise, recognise and celebrate positive behaviour in many ways

What we do to reward positive attitudes?

- Instant verbal praise or written comments on work where appropriate
- Use the rewards system including merits
- Share success stories in the student online magazine, parent newsletters, and school social media channels
- Regularly share successes in assembly
- End of semester awards presentations

What we do if a student makes the wrong choice?

- We raise the issue with them using clear and consistent language
- Where appropriate, we encourage students to try to resolve disagreements themselves
- We encourage children to take responsibility for their own behaviour
- Communicate with parents if needed
- Use the consequences system as agreed below:

There are times when stages might be missed depending on the situation. If there are no improvements, or for more serious conduct issues, other consequences will be applied according to our behaviour policy.

	Conduct Code	Conduct Code
Mi1	Student does not meet conduct expectations	<ul style="list-style-type: none"> A verbal warning will be given. At this point, you have the chance to think about your conduct and make a different choice.
Mi2	Student continues to not meet conduct expectations	<ul style="list-style-type: none"> Your conduct will be recorded on iSAMs. You will be given a 10-minute reflection time by your teacher and this will be recorded on iSAMs. Your teacher will talk to you further about your conduct. Your advisor may also speak to you about what happened
Mi3	Student continues to not meet conduct expectations despite warnings.	<ul style="list-style-type: none"> You will be given a 30-minute reflection time by your teacher and this will be recorded on iSAMs. Your parents will be made aware. Your grade level leader may also talk to you about your behaviour
Ma1	Student continues to not meet conduct expectations despite previous warnings and consequences. Student may have committed a more serious behaviour offence.	<ul style="list-style-type: none"> 1 hour reflection time Your parents will be notified and asked to attend a meeting (with either a curriculum leader or your grade level leader) to discuss how we can support you further. A record will be made on iSAMs. Deputy Head Academic will be informed.
Ma2	Student continues to not meet conduct expectations or has committed a more serious behaviour offence	<ul style="list-style-type: none"> 1 hour reflection time Your parents will be notified and asked to attend a meeting (with either a curriculum leader or your grade level leader) to discuss how we can support you further A record will be made on iSAMs. Deputy Head Academic
C1-C3	Student conduct is of a more serious nature and is impacting you and/or other students. Student does not meet NISC expectations.	<ul style="list-style-type: none"> Your parents will be notified and asked to attend a meeting with Miss Sarah, a deputy head and your grade level leader to discuss your conduct. You will be given a fixed term suspension in school or at home A record will be made on iSAMs. It will be held on your school record

Mi – refers to minor conduct

Ma – refers to major conduct

C – refers to critical conduct

Zero tolerances

Should any of the below occur, **or any other behaviour deemed extreme**, a senior member of staff will meet with parents. Outcomes include temporary suspension or permanent exclusion from school.

- Academic misconduct (e.g. viewing/stealing exam materials)
- Fighting
- Theft
- Online behaviours that impact in-school student behaviours
- Dangerous physical behaviour (with or without a weapon)
- Harmful sexual behaviours
- Alcohol offence
- Drugs offence

NISC Academic Integrity Policy

As an International Baccalaureate World School, Northbridge International School Cambodia uses the International Baccalaureate Learner Profile.

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

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

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

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

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

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

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

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

Does not:

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

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

Attendance, Lateness and Absences

Northbridge encourages all parents/careers to work in partnership with the school in order to improve attendance and punctuality. NISC emphasises that parents have the primary responsibility to ensure that students attend school regularly.

Aims & Objectives

Our attendance policy ensures that all members of our school community are fully aware of and clear about the actions necessary to promote good attendance.

Through this policy we aim to:

- Improve students' achievement by ensuring high levels of attendance and punctuality.
- Achieve a minimum of 90% for all students, apart from those with chronic health issues.
- Create an ethos in which good attendance and punctuality are recognised as the norm and seen to be valued by the school.
- Raise awareness of parents, carers and students of the importance of uninterrupted attendance and punctuality at every stage of a child's education.
- Work in partnership with students, parents, and staff so that all students realise their potential, unhindered by unnecessary absence.
- Promote a positive and welcoming atmosphere in which students feel safe, secure and valued, and encourage in students a sense of their own responsibility.
- Establish a pattern of monitoring attendance and ensure consistency in recognising achievement and dealing with difficulties.
- Recognise the key role of all staff in promoting good attendance.

Responsibility of Parents/Carers

Children who are persistently late or absent soon fall behind with their learning. Children who are absent from school frequently develop large gaps in their learning which will impact on their academic progress and their ability to meet age-related learning expectations. A child whose attendance drops to 90% each year will, over their time at school, have missed four whole terms of learning. We expect students to complete all work they have missed due to absences on their return to school.

Punctuality to school

School starts promptly at 8am (or 10am on Mondays). It is the parent/carer's responsibility to ensure that the child(ren) arrive at school on time. The school campus opens from 7:30 am to allow sufficient time for all students to visit lockers, get prepared for their day, and arrive on time for registration in their classroom. Late students arriving after 8am are expected to register with their advisor (8am-8.10am) or at the secondary office (if arriving after 8.10am). A late mark will be recorded on ISAMS. Any student who accumulates multiple late marks will follow a staged sanction approach as below:

Secondary staged approach to lateness

- **1st stage** - After 3 late marks (per semester) the advisor will notify parents via ISAMS e-mail. The advisor will seek clarification with parents as to the reason for lateness and ask parents to resolve the issue.
- **2nd stage** - On 4th late, the advisor will issue a detention (the advisor will discuss the matter with student, and try to find a solution for the lateness)
- **3rd stage** - On 5th late, the Grade Level Leader will issue a detention (the Grade Level Leader will discuss the matter with the student, and try to find a solution to the lateness)
- **4th stage** - On 6th late, the student will be referred to the senior leadership team for a final warning. Every subsequent late mark after the final warning will result in a 1 hour after-school detention. Parents will be notified of this procedure on the day.

Parents/carers should note that any child arriving later than 11:00am will be marked as a half day absence, which will affect the child's attendance figures.

Parents are expected to collect children promptly at the end of the school day or ensure that necessary arrangements are in place for the journey home.

Absences

In the event of an unavoidable absence, we request the parent/carer to notify the school on the first day of absence before 8:00 am or as soon as possible, as well as on every subsequent day of absence. Parents can report an absence by telephoning the secondary school office or emailing the child's advisor. Reasons for absence are recorded on ISAMS, (our management information system) for reference. We request a medical certificate for any extended absences, to be provided on the child's return to school.

Non urgent medical and dental appointments should be arranged outside of school hours. Where this is not possible, parents are expected to provide evidence of the appointment in advance, and the child should attend school before/after the appointment.

To ensure appropriate safeguarding, the parents/-carer of any child who is absent from school without a known reason, will be contacted by telephone after 9:00am.

Illness/Medical absence

If a child is repeatedly absent due to illness, the school may request medical evidence for further absences, in the form of a GP appointment card, a consultant letter, a copy of a prescription etc.

The school will automatically request medical evidence for any illness absence taken immediately before or after a school holiday.

Absence for exceptional circumstances

Missing school days has a direct impact on educational outcomes. The NISC school calendar is published well in advance of each school year and parents/carers are expected to not remove students from school during term time.

If there are exceptional circumstances, parents/carers must request for a leave of absence from the Secondary Office. A leave of absence request form must be submitted 4 weeks in advance of the proposed absence. Any such requests will be considered on a case-by-case basis by the Deputy Head Pastoral and the Head of Secondary. Parents may be invited in for a meeting to discuss the request. Parents will be notified in writing as to the conclusion of their request.

Any such absences will be marked as unauthorised and no work will be provided during an elective absence.

Absence for Other Reasons

Wherever possible, absences for reasons such as religious observance, close family bereavement or weddings should be requested through the leave of absence form in advance, following the same process as above.

Unexplained Absence

Parents of children who have no satisfactory reason for repeated unauthorised absences will be contacted by the school and required to participate in an attendance meeting to discuss absences and appropriate support.

Grade Level Promotion and Student Review Procedure

Advancement from one grade level to the next is dependent upon satisfactory academic progress, and whether or not the academic needs of the child can be met.

If a child is absent (unexplained) for more than 10% of the school year, promotion to the next grade will be under review. In this case, NISC reserves the right to not offer a place in the next grade level. Only under exceptional circumstances will a child repeat a grade level.

Homework Responsibilities

Students are responsible for:

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

Teachers are responsible for:

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

The amount of time a student spends completing homework depends on many factors, particularly when tasks are research-based. As a guide, students should expect to spend the following amount of time each night working on the tasks set.

Grade	Amount of homework per day
6,7, and 8	3 x 20 minutes
9 and 10	3 x 30 minutes
11 and 12	3 x 50 minutes

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

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

Parents are responsible for:

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

Assessment Expectations For Students (from the NISC Assessment Policy)

Our Assessment Philosophy

At NISC the aim of assessment is to support student learning. We use a balanced system of assessment tools and strategies to help us know and understand our students as learners. At NISC assessment is vital in supporting our school philosophy.

Role of Students:

- Engage actively in learning
- Demonstrate their knowledge and understanding, skills, LP attributes and capabilities through a wide range of evidence including assessment tasks
- Use feedback to adjust their learning activities and strategies

- Shape and review their learning by reflection, setting learning goals
- Review their own learning through self-assessment
- Collaborate in peer assessment

Submission of Assessment Tasks

Assessment tasks that are submitted to the teacher after the 'date of submission' will have this self-management challenge noted as part of the task feedback comment.

Students who consistently fail to meet assessment deadlines will be required to attend after school sessions to complete work.

Parents will be notified if a student is consistently submitting assessments after the submission date.

Further support measures will be actioned for any child failing to meet homework deadlines.

Appropriate Dress at School

Student learning is our primary focus as opposed to focusing upon school uniform infringements. That said, we would like to remind students that although we don't have a school uniform, we do have a dress code. To help clarify what is meant by 'appropriate school dress' please be aware that the following can be considered disrespectful to others and should not be on display at school:

- Short shorts
- Underwear
- Bare midriff
- Spaghetti strap tops

Closed toe shoes should always be worn for design or science class as a safety requirement.

Mobile Phones and Electronic Devices

Students in the Secondary School are allowed to use mobile phones and other electronic devices before and after school. The use of technology **is not allowed between lessons at break or lunch unless in the designated areas.**

All students using personal technologies must agree to and adhere to The NISC Acceptable Use Policy. Students unable to use their devices responsibly will lose the privilege. NISC is not responsible for lost or stolen mobile phones and other electronic devices.

If a student becomes unwell during the school day, they should visit the nurse who will assess their health. The nurse will decide on next actions, and if necessary, will contact parents if a student needs to be sent home. Students should NOT contact their parents directly in this situation. Only students who have permission from the school nurse will be allowed to go home.

Student Services and Support

Learning Enrichment Activities Program (LEAP)

The LEAP programme (after school activities) at NISC provides participating students with the opportunity to broaden their interests and skills in areas that complement the regular school program. LEAPs provide a wide range of activities which promote skill development and social and personal growth. The activities include options for students to participate in sports, visual arts, performing arts, coding, language learning and more.

Activities vary with each session depending on scheduling and availability of facilities. Fees are charged for participation in some LEAPs and costs for activities differ. Activity schedules and registrations form are shared electronically with students and parents at the beginning of every session.

Curricular and Residential Visits - Travel Policies

Curricular and residential visits are an important part of the school's educational provision. They play an integral role in the development of students' wider learning experiences and develop skills such as independence and resilience.

All students will participate in an annual two-night Action Learning Camp with students in their grade level. It is expected that all students will participate in planned offsite visits. When an offsite visit (day or residential) is planned, parents will receive a letter via e-mail, with details to include dates, the itinerary with travel details and any associate costs (for optional visits).

Parents are required to sign a permission slip and complete updated medical forms before their child can participate in any offsite visit. Students without permission will be ineligible to attend any offsite visits.

Interscholastic Sports and Tournaments

The ASEAN sports and Activities Conference (ASAC) is our regional sports and activities league. Northbridge teams also compete against other local international schools throughout the season, culminating in the ISAPP season finals.

Tournaments are broken into two divisions: Junior (Grades 6 to 8), 14 years of age or younger by the first day of competition; and Senior (Grades 9 to 12), 18 years or younger by the first day of competition.

Sports tournaments offer students two days of competition against the other ASAC/ISAPP schools as well as the opportunity to make new friends and experience a competitive environment. Students participating in a tournament are expected to take part in all practices leading up to the event. In addition to the practice schedule, athletes will compete against other local teams in preparation for a tournament. A schedule of these games is published at the beginning of each sports season.

Student Lockers

Secondary students are issued lockers. Lockers are mainly located in the secondary school building and should be used to store bags and other belongings during the school day. Students are expected to provide their own lock. The school cannot be held responsible for any personal valuables or other items that are not stored appropriately.

Lost and Found

Lost and found items are kept in the secondary school's main office. Students should not bring valuable jewelry or other expensive non-essential items to school. Northbridge International School Cambodia cannot be held responsible for any lost or broken personal items.

Parent Group

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

Correspondence, Enquiries and Office Hours

NISC school personnel are here to assist you as needed. NISC offices (Main Office, Admissions Office, and Business Office), telephones and email are manned daily from 7:30am until 4:30pm, Monday to Friday except on national holidays.

When school is closed to students, administrative staff are available to answer general queries, supply relevant forms and documents and undertake admissions testing if required.

We encourage parents to meet with teachers and/or members of the secondary school leadership team, however, we do request that you make a prior appointment with 24 hours' notice. This will allow staff to better prepare for any meetings

To communicate with NISC academic staff members, please contact them via e-mail using their NISC e-mail address:

firstname.surname@nisc.edu.kh

Example: *sarah.newton@nisc.edu.kh*

Guidance and Counseling Services

NISC students are supported academically, socially and emotionally by qualified counselors.

The **wellbeing counselor** provides support to all Grade 6 to Grade 12 students, parents, and staff. The counselor meets with individual students and groups, in a supportive and private setting if/as required. Referrals to the counselor can be made by the pastoral team, a student self-referral or via a parent, when there are concerns relating to social and emotional wellbeing.

The **university and guidance counselor** works with the academic team to support students as they exit our school to pursue their studies in higher education or work. This work is also supported by the pastoral team, senior leadership team and DP Coordinator to maximise student successes.

Students in Grades 6 to 11 receive career development lessons, which support in exploring future career pathways and post-NISC college and university opportunities. Students in Grades 11 and 12 are supported with the university and college application processes for destinations worldwide.

Health Services and Requirements

The school's medical centre is overseen by two registered nurses. The medical centre is equipped with medical kits and other items to deal with minor illnesses and injuries. Access to medical care is available throughout the school day.

An ill or injured student may visit the medical centre at any time during the school day, with their teacher's permission (if in a lesson). Students can also go independently during break or lunchtime. Occasionally a member of the pastoral team may refer a student to the school nurse for reasons such as personal health, hygiene, or other wellbeing matters.

In case of serious injury or emergency away from the medical centre, a qualified First Aider will carry out basic first aid procedures whilst the nurse is called. Parents will be notified as soon as possible. If deemed necessary. The student will be transported by school car/bus or a contracted ambulance service (accompanied by a school employee) to the designated medical clinic for treatment. Note: The cost of any ambulance is the responsibility of the parents.

Reminder: Parents are required to provide an additional emergency contact number for each child enrolled at Northbridge International School Cambodia. The school will call the emergency contact in the event neither parent can be reached. It is vital that the school is able to contact a responsible adult in time of an emergency. Please notify us of any change to your contact details.

If your child develops a contagious illness or condition such as influenza, measles, chicken pox or pediculosis (lice), please notify the school nurse or secondary office as soon as possible, so that we can minimise further spread within the school community. When your child is ready to return to school, a medical note must be provided before resuming classes.

Previous Injuries, Chronic Illnesses & Medication

Full disclosure of a student's medical history helps us to best support your child. School personnel will not treat pre-existing injuries or prescribe treatment or medication for students. The school nurse may, however, give Tylenol for minor headaches, earaches, sore throats and to reduce fever, with prior parental consent.

If your child requires specific medication from time to time (e.g. an inhaler for asthma; Benadryl for a known allergy), please send it in a clearly marked bag to the school nurse for safekeeping. Students are not allowed to carry medicine during school hours.

Learning Support (LS) and external resources.

Northbridge International School Cambodia provides Learning Support services on a limited basis to students whose require additional support to access the curriculum in the same way as a neurotypical learner. As an IB World School, we believe a diverse and inclusive learning community enables us to demonstrate the Learner Profile in action.

The secondary team work closely with a variety of external service providers, to include speech therapy, and professional counselling as examples. Referrals will be made by the school team, however all additional required support will be at the expense of the parents.

Food and Drinking Water

Students are strongly encouraged to bring healthy food items to school or eat at the school cafeteria or in Café Blends. Students purchasing food at the cafeteria do so using a school lunch card topped up with cash.

To support our aim of being an eco-school, those students bringing their own food should avoid plastic and one-use packaging. Hot meals can be delivered to the main gate between 10am and 11am.

Drinking water is available from water coolers located around the school campus. Secondary school students should bring their own water bottles.

Transportation: Optional Bus Service

We provide a limited bus service to and from NISC through a local transport company. Requests for the bus service should be made through the main office and are at an additional cost. Fees are charged in advance, on a quarterly basis; any use within a quarter is levied a full quarter's fee. Any changes to transport MUST be submitted in writing by the parent to the secondary office and are at the discretion of the school. No changes will be allowed without prior permission.

Good behaviour whilst using the school bus service is essential to ensure health and safety. Failure to adhere to established expectations may lead to a student being temporarily or permanently removed from the service. In the case of removal due to misconduct, a student will forfeit any refund of bus fees already paid.

Security and Emergency Procedures - Visitors

Visitors to the NISC campus are required to sign in and out at the main security gate. All visitors will receive a visitors pass which must be worn at all times whilst on campus. Brief safeguarding guidance must be read, and an electronic form signed. Visitors are not permitted on campus during school hours unless on official business, in which case they will be escorted by security to the appropriate office.

Emergency Procedures (Fire drill & lockdown)

At Northbridge International School Cambodia, safety is our top priority. Emergencies are occurrences that we all hope will never happen.

Supervised lockdowns and fire drills are practiced periodically throughout the school year to ensure that the community knows what to do.

Everyone on campus must follow procedures centered on the need for a safe and well-executed evacuation or lockdown.

Emergency evacuation routes are posted in each room. Students are expected to follow teacher instructions to ensure their own safety and the safety of others.

In the event of a civil unrest, the school administration will contact local authorities and embassies to determine the seriousness of the situation.

In the event of an emergency or evacuation, parents will be contacted and asked to collect their children. Children will not be released to unauthorized people.

Situations may arise where it is best for NISC students to remain on campus. In this case, parents will be notified by telephone. For this reason, it is extremely important that parents keep the school updated with any changes in home and/or emergency contact telephone numbers.

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

Insurance Coverage

Northbridge International School Cambodia carries public liability insurance, which covers limited student medical treatment for injuries occurring at school; it does not include long-range health care coverage. In addition, the school carries passenger liability insurance coverage for regular bus passengers – those who are signed up for the service only. The school does not carry insurance to cover occasional riders.

Driving Motorcycles and Cars

Students who are the legal age for driving a car (18) or motorbike (16) and who possess a valid driving licence are permitted to drive their own vehicles on school days or to school-sponsored events. A copy of the driving licence must be given to the main office.

For safety reasons all NISC students must wear helmets when driving or riding on a motorcycle to and from the school.

Planned Early Departure from School

Northbridge International School Cambodia is a closed campus. Any student who needs to leave school before 3:30pm, must have written permission from a parent or guardian at least 24 hours in advance. Requests for early departure should be sent to your child's advisor and the secondary office. The secondary school admin team, who will call home to verify. A gate pass will then be issued for the student to leave the school campus.

For health and safety, and safeguarding reasons, no student can leave the school campus without the permission of a parent, admin staff and/or senior staff member during the school day, including to Northbridge Community residences.

If a student feels unwell during the school day, the school nurse or secondary admin staff will contact parents, and arrangements will be made for your child to leave school. Students must not contact parents directly to arrange to go home when ill.

Nannies, Family Caregivers, and Bodyguards

We support our students to operate independently during the school day and as such, nannies, family caregivers, drivers and bodyguards are not permitted on the school campus during school hours. Any such adults must remain at the main security entrance.

Contact information - who do I contact if....?

“My child is unwell and cannot come to school”

Contact your child's advisor
and secondary admin team

“I am worried about my child's wellbeing”

Contact your child's advisor
or school counsellor

“I am concerned about my child's overall progress at school”

Contact your child's advisor

“I am concerned about my child's progress in a specific subject”

Contact your child's subject teacher



CREATE YOUR
FUTURE

