



# ISM

The International School  
of Minnesota



## STUDENT HANDBOOK 2022-2023

*Education for a changing world.®*

North America | South America | Europe | Africa | Asia

Member of the **SABIS®** Network

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## THE INTERNATIONAL SCHOOL OF MINNESOTA SCHOOL SONG

### Hail to The International School

By Trent Mahr

North, South, East, West  
Oh, hail to The International School.

Learning together, we can face the future,  
With heads held high, with pride in our School,  
Morally strong and mentally able,  
With a quest for knowledge, seeking wisdom and truth.

Building foundations from cultures and nations,  
Through faith and vision, dedication and drive,  
Learning is a task that lasts a lifetime,  
Limited only by our hearts and conscious minds.

Protect these halls and all who learn within them.

History and labs, essays and equations,  
Language like lightening and thunder command,  
Face the rising sun with what lies within us,  
Be proud of our School, forever may She stand.

## MISSION STATEMENT OF THE INTERNATIONAL SCHOOL OF MINNESOTA

Our mission is to provide a top-quality education to a highly diverse student body. The International School of Minnesota (ISM) strives to help all students achieve their full potential, prepare for college success, equip them with the ability and desire for lifelong learning, and strengthen their civic, ethical, and moral values. ISM will maintain high standards of efficiency and accountability throughout its operation.

### Values

ISM strives to develop a safe and nurturing environment to support students on their journey to identify and achieve their full potential. ISM is designed around three core pillars.

### ISM Core Pillars

1. Academic Excellence
2. Life Skills
3. Personal Well-being

### Shared Values

ISM is grounded in a set of shared values that encourages students:

1. To do their best and persevere with enthusiasm and commitment to attain their full potential
2. To learn to be independent and take ownership of their decisions and actions
3. To be inquisitive, forward-thinking, and agile learners ready for a changing world
4. To cultivate an awareness of self and others that is rooted in respect, empathy, and inclusivity
5. To practice honesty and integrity in all areas of life
6. To be socially responsible citizens and active members of their community

## FEATURES OF ISM

### College Preparation for All Students

ISM strives to prepare all its students to enter colleges and universities of the best quality and fit. We believe that a college education is accessible to ALL students enrolled at ISM. The record of college placements by ISM and its sister schools bears this out.

ISM accepts students from preschool to Grade 12. Whether a student enrolls as a lower school student and continues through graduation or enters later as a high school student, they should be prepared for a quality college program. In addition, the student should be well-prepared for assessment measures used for college admissions, such as the SAT, ACT, and Advanced Placement® exams. ISM is highly academically oriented without being highly selective.

### Cultural Diversity

ISM actively recruits cultural diversity in its student body and staff as part of its mission to educate citizens of the world. This includes international students, students whose parents were born abroad, and American minorities. The diversity of the student body gives students the opportunity to meet and know children and adults from many different cultures, religions, and ethnicities.



## Efficiency

There is a great awareness at ISM of the value of time. To increase efficiency, ISM guides students in the proper use of their time. Concepts and skills that students should learn are carefully selected. Teachers then teach these concepts according to a set time plan. Progress is monitored for the attainment of objectives. The continuous feedback from weekly testing is used to detect learning gaps as soon as they form, and the gaps are filled before new concepts are taught. The clear objectives and the absence of gaps accelerate the learning process through the SABIS Point System® of instruction.

The SABIS Point System® of teaching, the computer-aided systems of monitoring, long and short breaks between learning sessions, group work to monitor the progress of each individual, and other techniques are all intended to achieve more with less effort and in less time.

## Accountability

High efficiency and good standards cannot be achieved if individuals are not held directly responsible for their actions and decisions. Administrators and staff bear the responsibility for setting, achieving, and maintaining high standards. The administration, along with SABIS® Academic Quality Controllers and SABIS® Subject Program Coordinators, sets the syllabi for all classes and measures the attainment of objectives through independent testing. Student academic achievement is measured frequently, and a record of each student's involvement in activities is kept in the form of SABIS Student Life Organization® Points.

## BRIEF HISTORY OF SABIS® EDUCATIONAL SYSTEMS

Providing world-class primary and secondary education for over 135 years.

The International School of Choueifat (pronounced SHOYFAT) was founded in 1886 in the village of Choueifat, a suburb of Beirut in Lebanon. It survived two world wars and continued to grow and develop over the years. In the mid-seventies, an expansion program outside Lebanon began. ISM is a member of the SABIS® Network, which is present in over 20 countries.

## EDUCATION FOR A **CHANGING WORLD**.®

**70,000+** STUDENTS

**27,000+** ALUMNI

**8,500+** EMPLOYEES

**20** COUNTRIES

**5** CONTINENTS

## WE BELIEVE THAT:

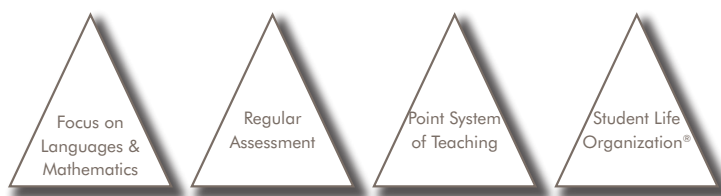
Learning is a lifelong requirement for the maintenance of a free, democratic, and technologically advancing world. We equip students with the knowledge, skills, and attitudes necessary for a life of continuous learning.

A society succeeds to the extent that its members are able to work together to achieve the goals of the individual and the community; therefore, our curriculum is designed to include diverse learning activities intended to teach students how to work effectively.

Low achievement is more often due to gaps in prerequisite knowledge than lack of ability; therefore, we detect learning gaps and ensure mastery of all essential concepts through a unique academic monitoring and examination system.

## SABIS STUDENT LIFE ORGANIZATION®

ISM, as with all schools in the SABIS® Network, firmly believe that education has the power to change the world. There are four fundamentals common to all SABIS® schools.



## STUDENT LIFE ORGANIZATION® Directives

The following five directives represent basic beliefs of ISM and serve as the guidelines of the SABIS Student Life Organization® in its day-to-day operation:

- Always try
- Do your best
- Cooperate and actively help others
- Treat people and property with respect
- Manage yourself

## What is Student Life?

The SABIS Student Life Organization® is a students' mini-society giving them the opportunity to assume real life responsibilities. Students who are selected – not elected– manage the Student Life Organization® and are called Prefects.

The students learn how to organize and manage all aspects of their student life. Initially the Student Life Coordinator teaches them the skills necessary to run their Student Life Organization® department; eventually, students begin to teach each other. Student Life is the means to empower students to make a difference by giving them the responsibility and opportunity to develop important life skills including leadership, cooperation, confidence, creativity, problem solving, communication, and global citizenship.

All students are encouraged to join the Student Life Organization® and to take an active part in their education, both at the academic and the non-academic levels. Working in cooperation with, and complementing the efforts of the administrative and academic staff, prefects are valuable assets to their schools. They help to raise the general standard, promote high social and moral values, and encourage participation in a wide range of additional activities. The Student Life Coordinator allocates 'real-life' tasks to students, and advises and supports them in all of their efforts.

Examples of specific programs in which the Student Life Organization® Department at ISM plays a key role

- Classroom academics
- Classroom, indoor, and outdoor discipline
- Academic Support (Study Groups and peer tutoring sessions)
- Student Life Period (activities, clubs, sports)
- Big Buddy System
- SABIS Academic Monitoring System® (AMS) and Periodic Exam analysis/support
- Special events (Homecoming, International Day, Retreats, dances, etc.)
- Shadow Teaching®
- Student Life Yearbook
- School Spirit Days
- Ambassadors

## Student Life at ISM

Student members of the Student Life Organization® Management Team are given varying degrees of

leadership responsibilities as Student Life Organization® Prefects, Deputy Head and Head Prefects. These prefects, along with the ISM Student Life Coordinator, recruit and supervise students to assist them in planning and carrying out the daily responsibilities and projects within their areas. Even if they are not part of the Student Life Organization® Management Team everyone can and does get involved with some aspect of Student Life at ISM through various other projects or prefecting opportunities.

All students in ISM are a part of the Student Life Organization®, but if a student in grades 6-12 has a desire and a commitment to take a leadership position outside of the classroom, prefects are encouraged to apply for a job in one of the nine Student Life Organization® departments. For higher leadership positions such as a Deputy Head and Head Prefect position, high school students apply with both a written application and an interview with a committee that may include the past and present Head Prefect, the Academic Quality Controller, the Director, and the Student Life Coordinator. This committee will make the final decisions for each leadership position. These decisions are based on the applicant's prior commitment and involvement in the Student Life Organization®, the interview process, their leadership potential, and their academic record.

## Student Life Merit Points

In addition to being rewarded with promotions within the SABIS Student Life Organization®, grades 4-12 students who participate in and contribute to the Student Life program receive Student Life Merit Points. These points appear on their Report Cards and are an indication of a student's contribution to the academic and social environment at ISM.

## Student Life in the Classroom

In each SABIS® classroom, there is an academic team comprised of a Class Prefect, Subject Prefect, Group Leaders and various Class Helpers who provide immediate help to their classmates by assisting their teachers with the SABIS Point System® of teaching.

After a teacher has presented a concept and an accompanying exercise is completed independently by the entire class, the subject prefects will check the work of the students in their groups and offer help when necessary. When group work is required, the Subject Prefect and the Group Leader are working together in making sure the learning is maximized by maintaining discipline in the group, reviewing completed work,

and answering questions. In addition to the valuable contributions that Class Prefects and Subject Prefects make to the learning process, Class Prefects are also the student social leaders in their classrooms. This means that Class Prefects need to set the example for their fellow students by being, for instance, always punctual to class, well behaved, respectful of others, helpful, and proud of their Prefect position. Class Prefects' duties include helping to maintain discipline in the classroom and corridors, making sure that the classroom remains neat and tidy, making sure students are ready for class to begin, taking attendance, and reading special announcements to the class. Class Prefects are assisted in these duties by several prefects, other students who are responsible for such things as keeping the boards clean; making sure students keep their classroom tidy; helping during lineup and times of transition; and any other tasks that a Homeroom Teacher deems fit to implement.

Prefects are selected for these roles based on academic status and civic contributions. The students who successfully carry out their Student Life Organization® responsibilities in the classroom receive extra Student Life Organization® Merit Points in recognition of the extra work and responsibilities they have assumed.

## Student Life Academic Support

The academic support at ISM plays a crucial role in all students' success. Various support sessions take place

during the daily Student Life Period, after school, and during study halls.

## Student Life Period

Student Life Period, is a structured activity or academic support session for all grades 6-12 students. The program is designed to enrich students' social and educational experiences while helping them stay active by offering a wide variety of challenging and enriching activities, academic sessions, prefecting, and leadership opportunities. These activities may include sports as well as clubs for arts and crafts, storytelling, dance, and music, just to name a few. In keeping with the overall goal of the Student Life Organization®, many of these activities are organized and led by student prefects. Below are some guidelines to help in better understanding this program and how it operates.

- Good academic and behavior standards are essential for participation. This means that students who have been assigned to Student Life Organization® Academic Support sessions must miss their activities for that period of time if the activities conflict with the times of their tutorial groups. Academics always take precedence over activities.
- Once enrolled, attendance at activities is mandatory. Activity absences are handled in the same manner as academic absences.
- Student Life Organization® Merit Points are earned for successful participation and leadership in Student Life Organization® Activities.





## Student Life Events

Throughout the ISM year, the prefects from the Activities Department in the Student Life Organization® organize special events, such as dances and activity nights. These events customarily occur after classes or on weekends, with teachers in attendance who provide general supervision. In accordance with the philosophy of the Student Life Organization®, the prefects in charge of these special events are responsible for all aspects of the planning and organizing of these activities. The Student Life Organization® Coordinator, however, does provide the prefects with advice and support during the entire process. Please see the All School Event Calendar for dates and events on the school website.

## STUDENT LIFE ORGANIZATION®

### Retreats

Throughout the ISM year three retreats are organized for the following levels: Grades 4-5, Grades 6-8 and Grades 9-12. The retreats are designed to provide students with unique learning experiences that develop new skills and foster a sense of community among the students. The trips are planned and organized by Student Life Organization® Departments. These two days are considered to be school days and as such, attendance at the retreat is mandatory. Due to the high number of staff chaperones that join us on the retreats, alternative care will need to be provided by parents if their child does not attend. Retreat dates are indicated on the ISM calendar and a Field Trip Consent Form will be sent to parents in advance. Parents are advised to consider these days when planning out of school appointments or other activities.

## SCHOOL PROCEDURES

### The Academic Year

The academic year at ISM is divided into three terms. Within each term, there are instructional days, revision days, and exam days.

During Revision days, which are the days prior to the end of term and end of year exams, no new material is taught. Time is set aside purely for the purpose of reinforcing and strengthening concepts.

End-of-Term Exams are conducted at the end of each of Term 1 and Term 2. They assess students on the concepts taught within that term, while the End-of-Year Exams

are administered at the end of Term 3 as it marks the end of year. It assesses students on all concepts taught throughout the entire academic year. As these exams are critical in assessing students' cumulative understanding, every effort is exerted by ISM staff to ensure that students perform at optimal levels during each exam.

### Daily Schedule and Activities

Students are given their class schedules on the first day of classes.

The school day starts, for all grades, at 8:10 a.m. ECE (PS-PK), Lower School (Grade 1-5), and School (Grade 6-8) ends at 3:30 p.m. High School's school day ends at 3:45 p.m. For students up to grade 8, the day begins and ends with a homeroom period. The high school day begins with a homeroom period. Students must be seated in their homerooms ready for attendance and morning announcements at 8:10 a.m. Period 1 starts at 8:25 a.m. All parents, visitors, and students must use the main entrance if arriving later than 8:10 a.m. School Students are to use the library entrance. There is no student access to classrooms after 4:30 p.m. Please note that the school building officially closes at 6:00 p.m. Unless staying for a supervised and approved after school activity, all students must be picked up or leave ISM by 4:00 p.m.

### Revised Scheduling

A revised schedule is used during the end of term or end of year exams. On occasion, a regular school day's schedule may be revised in order to accommodate special events and field trips.

### Preschool through Grade 5 Extended Day Program

ISM has extended hours before and after the regular school day. The extended hours are:

- Monday - Friday, 7:00 a.m. to 6:00 p.m.
- Closed when school is not in session
- Open summers through a separate registration and fee program, Summer Discovery Camp

The Extended Day Program, supervised by qualified staff, is available before school from 7:00 a.m. until 8:10 a.m., and after school from 3:30 p.m. to 6:00 p.m. Students who wish to benefit from this service need to register. This service will be offered at no additional cost

in the AY21-22, and registration fees will be waived for students in grades PS-5.

If a parent has not phoned or picked up the child by 6:00 p.m., the staff member on duty will call the authorized persons on the emergency card. If no one is reached by 6:30 p.m., the staff member will contact the School Director.

The basic sample daily schedule format for the ISM year is as follows:

## LOWER SCHOOL SCHEDULE

ACTUAL PERIOD	TIME
HR	8:10-8:23
1	8:25-9:10
2	9:15-10:05
Snack Break	10:05-10:15
3	10:20-11:05
<b>*4</b>	<b>11:10-12:25</b>
5	12:30-1:10
6	1:15-2:00
7	2:05-2:50
8	2:55-3:25
HR	3:25-3:30

\*Lower School Lunches & Recess

11:10-11:40: Gr 1-3 Lunch, Gr 4-5 Recess

11:45-12:10: Gr 1-3 Recess, Gr 4-5 Lunch

12:15-12:25: Gr 1-5 Homeroom Reset

## MS & HS SCHEDULE

ACTUAL PERIOD	TIME
0	7:30-8:10
HR	8:10-8:23
1	8:25-9:10
2	9:15-10:05
Snack Break	10:05-10:15
3	10:20-11:05
4	11:10-12:00
<b>*5</b>	<b>12:05-1:10</b>
6	1:15-2:00
7	2:05-2:50
8	2:55-3:40
HR	3:40-3:45
9	3:45-4:30

\*MS & HS Lunch 12:05-12:25

\*MS & HS Study Groups 12:30-1:10

## DISCOVERY KIDS EXTENDED DAY (school year)

Discovery Kids offers a variety of fun activities to spark curiosity and boost learning. With a great mix of indoor and outdoor programs, kids can find an activity they love or discover a new interest. All activities take place on our beautiful 57-acre campus.

## MIDDLE AND HIGH SCHOOL AFTER SCHOOL ACTIVITIES

### Policies & Guidelines

No student shall remain at ISM after 6:00 p.m. unless they are involved in a structured, school-sponsored, after school program/extracurricular activity. If a student is disruptive or violates ISM's code of conduct during the after school period, ISM may require a parent to pick up the student immediately.

### Extracurricular Options

Although activities are planned for all students during extended day hours, special activities and classes, such as music lessons, art, dance, drama, robotics, math league, soccer, basketball, baseball, and swim team, are available on a per-term basis. When a fee is involved, the cost is billed to the student's account. The fee is not refunded if the child drops the activity. An e-brochure describing offerings will be shared home prior to each term. Classes and activities are filled on a first come, first served basis, with new offerings each term. Extracurricular offerings are all subject to a minimum student number to start and continue.

## ATHLETICS

### Athletics Mission Statement

In alignment with ISM's overall Mission Statement, we believe:

- Participation in school athletic programs is a privilege and not a right.
- Sportsmanship needs to have a constant presence in all school-based athletic programs.
- Ethical behavior, dignity, and respect are expected and non-negotiable.

- Collaborative relationships with parents enhance ISM's opportunity to positively impact student success.
- Academic priorities must come before participation in athletic activities.
- Positive role models and an active involvement in a student's life by parents and others are critical to student success.
- High school athletic programs are designed for student participants, and adults must serve in a supportive role.
- The success of the team is more important than individual honors.
- Compliance with school, community, and Minnesota State High School League (MSHSL) rules is essential for all activity participants.
- Participation in school-sponsored athletics must be inclusive, not exclusive.
- Ethical behavior, fairness, and embracing diversity best serve students and school communities.

## Introduction to the Program

ISM provides extracurricular athletic opportunities for its students. Athletics for students in grades 7-12 follow the guidelines set forth by the Minnesota State High School League (MSHSL). The program is supported by the administration of ISM, and its success is ensured by the cooperation and dedication of students, coaches, and parents. In addition, we offer competitive opportunities via our in-house intramural sports programs and academic clubs.

## MIDDLE AND HIGH SCHOOL GUIDELINES FOR PARTICIPATION IN EXTRACURRICULAR ACTIVITIES

Students must be making satisfactory progress towards meeting ISM's requirements for graduation.

- All students participating in Minnesota State High School League (MSHSL) activities are governed by MSHSL rules and regulations. Students participating in MSHSL activities will be given a MSHSL handbook and are expected to be familiar with the MSHSL regulations. If students/families have questions regarding MSHSL rules and regulations, they may contact the ISM Athletic Director.
- Students who receive a failing grade at the end of any term must write and follow an academic plan set in conjunction with the Student Management Coordinator, Student Life Organization®, the Academic Quality Controller grades 6-12, and parents, to include academic support sessions, which will allow them to spend the proper amount of time studying to ensure academic success.
- If a student fails or their class average falls below a 70%, that student-athlete will be placed on an improvement plan and may be suspended from that sport.
- A suspended student can regain their eligibility one of two ways:
  1. Pass the next periodic exam for that class.
  2. Make progress toward improving their grade with an academic progress plan. This requires their teacher and Academic Quality Controller to sign off acknowledging that the student has been doing all their homework, attending study group, behaving acceptably in class, and generally moving in the right direction.
- If sufficient effort and progress, as determined by ISM, is realized, the student may participate in extracurricular activities. This includes, but is not limited to academics, behavior, attendance, etc.
- Students who are absent five or more periods on any given day for any reason are ineligible to participate in all extracurricular activities scheduled after school that same day. For example, a student who is absent until 2:00 p.m. due to illness will not be allowed to participate in a school sponsored activity that evening, i.e., music rehearsals, sports practice or games, Math League, etc. Exceptions to this policy will be considered only upon the advice and consent of the Student Management Coordinator, Athletic Director, and the staff responsible for the activity.
- Students who leave campus any time during the school day due to illness are ineligible to participation in any extracurricular activities scheduled after school that same day.
- If a student should fail a course in two consecutive terms, the student will not be allowed to participate in extracurricular activities. The Student Management Coordinator, Academic Quality Controller, and Athletic Director will work with the student and family to determine an appropriate course of action.

## DIARIES/PLANNERS

Students in grades 3-8 must use the diaries/ planners provided by ISM. Diaries/planners will be checked regularly to ensure that points and assignments are being recorded and that productive time-management habits are being developed.

## RECORDING CLASSES/TEACHERS

According to SABIS® policy, students are not allowed to record classes, lectures, or other students without prior written permission from administration. "Recording" includes using any electronic device (video cameras, computers, laptops, notebooks, tablets, cell phones, iPods, digital recorders, etc.) to record, either vocally or through video form, any class, lecture, teacher, staff member, or student while on campus.

## DROPPING A CLASS

Students in grades 9-12 have until the end of Term 1 to drop a class. This gives the students a chance to experience the classroom atmosphere, the homework load, and exams. On the rare occasion that a student wishes to drop a course, the number of academic courses in which the student is enrolled must not fall below five, the course being dropped is NOT required for graduation, and dropping the course would NOT prevent the student from meeting graduation requirements.

Students must schedule a consultation with the grades 9-12 Academic Quality Controller, teacher, and parents, and submit a written request to drop the course that must be signed by the student, the parent/guardian, the Department Head, and the Academic Quality Controller. \*\*This is to be considered situational and under the discretion and/or recommendation of the Academic Quality Controller, guidance counselor and teacher before being considered for the process of course drop. \*\*

## TESTING

Continuous evaluation of student learning is an integral part of the instructional process. ISM utilizes a systematic testing program. Below is a short description of the SABIS® licensed proprietary evaluation instruments.

## Academic Monitoring System® (AMS)

Intended both to monitor student learning and is considered a teaching tool, and AMS exam is conducted in mathematics, English, and science. AMS tests are objective, criterion-referenced, computer-corrected tests administered on a weekly basis. They are designed to check student learning, mastery, and long-term retention. Test items are intended to evaluate essential concepts.

## Periodic Exams

These exams may include some objective questions for quick check of material taught, as well as short-answer and essay questions requiring students to employ higher order thinking skills and principles of effective writing. These may be any combination of chapter/unit exams designed to measure mastery of concepts taught over a longer span of time. As periodic exam items cover comprehensive course content and evaluate the higher thinking skills, students are expected to go beyond the recall of factual information or math computations. Typically, no periodic exams are administered the first week of each term.

## End-of-Term/End-of-Year Exams

End-of-Term exams are administered at the end of Term 1 and Term 2 to determine mastery of concepts taught over a full term. The End-of-Year exam measures student achievement over the course of the academic year.

The result of the End-of-Term exam accounts for up to 50% of a student's term grade. The result of the End-of-Year Exam can account for up to 50% of a student's overall final grade.

## Make-ups/Retakes

Students who are absent for an exam, sit for a make-up exam. The full grade earned will count. Students who fail an exam, sit for a re-take exam and are granted only 40% excess grades above passing. Students failing an end-of-year exam sit for a make-up exam, and the maximum grade granted is the passing average set for the subject.

Students may not skip any classes or mandatory study groups to take make-up exams or retakes without prior authorization from the Academic Quality Controller. in automatic detention.

## TYPES OF EXAMS

Type of Exam	Makeup (Due to Absence)	Retake (Due to Failing)
AMS	Applicable in Math and English only. <b>The full grade counts.</b>	Applicable to all subjects, all levels. <b>The maximum grade for this exam is 80%.</b>
Periodic	Applicable in all subjects. *Grade 8 (Level J) & below- Makeups for periodics are not required unless advised otherwise by Academic Quality Controller/ Director. *Grade 9 (Level K) and above are required to sit for any missed periodic. <b>The full grade counts.</b>	Grades 1 to 8 sit for retakes in Math & English only. Grades 9 to 12 sit for retakes in any failed periodic.  <b>Maximum grade on this exam is (passing grade + 40% of excess grades above passing)</b>
End-of-Term/ End-of-year	*Grade 6 and above are required to sit for makeups. The full grade counts. *Grades 1 to 5 are exempted if total average and course average are above 90%.	No retakes on end-of-term exam.  If a student fails an end-of-year exam, he/she will sit for a make-up exam during summer.  <b>The maximum grade on the exam is the passing average set for the subject.</b>

## The Reporting of Student Progress

### ISM Grading Scale

ISM's grading scale percentages correspond to the following letter grades:

A+	97-100%	B-	80- 82%
A	93-96%	C+	77-79%
A-	90-92%	C	73-76%
B+	87-89%	D	70-72%
B	83-86%	F	69% and below

ISM employs a grading system that differs from many schools in the United States. The predominant reliance on testing as an assessment of student learning and the calculation of end-of-year grades are unique to

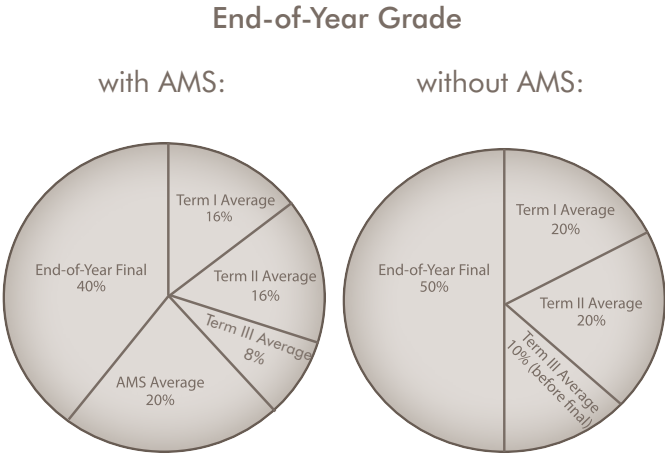
ISM. For this reason, ISM does provide a detailed explanation of its approach to grading to colleges and universities that receive applications from our students.

While all classes are important, some are given more academic weight than others in a student's final comprehensive grade or overall average. Neither the total average of a student nor the average of a single subject with several sub-subjects can be obtained simply by performing a straight average calculation. Different subjects are given different coefficients; different sub-subjects within a single subject (e.g. "Grammar" for French) are given different weights. The averages and reports are produced not by the teacher but by administration via ISM computer and the SABIS® data management system.



At ISM, the three terms are not weighted equally for the end-of-year grade. The end of year exam for Term 3 covers the curriculum for the entire year and represents 40% to 50% of the end-of-year grade. The grading system gives students the entire academic year, not just one term, to master the concepts taught at a grade level.

The calculation of end-of-year grades is broken down by whether the subject employs the Academic Monitoring System® (AMS):



### Interim Reports

Interim reports are issued primarily for students who are failing and for students who are at risk of failing. Interim reports will provide feedback as to how a student is progressing both academically and behaviorally and are intended to help students catch up and do well for the remainder of the term. These reports will be sent out approximately six weeks into each term.

### Parent-Teacher Conferences

Communication between home and school helps bind the student, parents, teachers, and administration into a team working toward a common goal of development and growth for the student. Conferences will be scheduled by the school and shared with parents.

### Report Cards

Report cards are mailed out three times a year at the end of each term. The report card includes the student’s numerical grades for each subject, attendance and behavior records, and an accounting of the student’s involvement in Student Life Organization®. A summative comment regarding attitude, progress, and behavior is included.

**Core College Preparatory Credit** All levels required per department are minimum standards

	Requirements	Required credits earned each year	Credits earned if AP® course
English	Must be taken all years while enrolled at ISM	1.3	1.6
Mathematics	Must be taken all years while enrolled at ISM	1.3	1.6
World Language	Must be taken all years while enrolled at ISM or until successful completion of an AP® class	1.3	1.6
Science	Must be taken for three years while enrolled at ISM. Biology is required to graduate.	1.0	1.3
History/Social Studies	Must be taken for three years while enrolled at ISM. American History required to graduate.	1.0	1.3
Fine Arts	Three courses required to graduate	0.5	--
Computer Science	Two years required to graduate	0.5	0.8
Physical Education	Two years required to graduate	0.5	--
Health	One year required to graduate	0.3	--

## SABIS® DIGITAL PLATFORM

SABIS® Digital Platform is a password-protected web and mobile application featuring tools and resources with advanced and practical features for parents and students in the SABIS® Network schools. The platform allows parents and students to log in and access relevant information tailored to their needs and preferences, keeping them informed, connected, and alerted at all times. As part of the enrollment process, parents will be required to complete the SABIS® Digital Platform Form on Blackbaud. Students and parents will receive log-in and password credentials for SABIS® Digital Platform prior to school start. Student progress is updated every 24 hours and includes the following information:

- Course information and academic performance
- Schedules, school calendar, and announcements
- School reports and attendance information
- Resources and other course specific communications
- Student Learning Environment
- Exam preparations (practice quizzes)

## MINIMUM GRADUATION REQUIREMENTS

Twenty-six (26) units of high school credits are required as a minimum to attain a high school diploma from ISM.

## ATTENDANCE

The successful progress of students depends greatly on prompt and regular attendance. Parents and guardians are essential to good attendance and are responsible for ensuring that children attend school regularly and on time. Students are expected to attend school on a regular, daily basis in order to maximize their success at ISM.

### Procedures for Drop Off

- PS-KG – REQUIRED Parents/Guardians must walk students in.
- Grade 1-5 – Parents/Guardians have the options to walk the child in.

### Procedures for Pick Up

End of school day and Extended Day:

- PS-Grade 5 – Parents/Guardians come to main entrance to pick up students.

### Procedures for Attendance

- Morning attendance is taken at 8:10 a.m. each day
- Students arriving late need to enter the building through the main entrance

- Parents/guardians must notify school (via the All-School Attendance Phone Line or the All-School Attendance Email Address) by 8:10 a.m. every day their child will be absent, arriving late, or leaving early.
  - i. The All-School Attendance Phone Line is 952-918-1802
  - ii. The All-School Attendance Email Address is: attendance@ism-sabis.net
  - iii. Voicemails & Emails need to include the following:
    1. Student's Name
    2. Grade
    3. Date of the absence(s) or tardy
    4. The reason for the absence or tardy
- Parents/guardians of students recorded as unexcused will receive a phone call and/or email from The School the day of the absence.
- If parents/guardians fail to notify The School when their child is absent, the absence will be recorded as unexcused.

## Class Tardies

Students are required to be on time to all of their classes. Attendance is taken every class period. Unexcused class tardies will lead to disciplinary action.

## Excused Absences or Tardies

An excused absence or tardy is one in which no negative consequence is assessed against the student. Administration alone has the authority to deem an absence or tardy as approved or excused, not parents or guardians.

## Examples of Excused Absences or Tardies

- Personal Illness – Students who are ill should not come to school
- In the case of chronic or irregular absence due to illness, including mental health concerns, ISM may request a doctor or health care provider's notice of explanation
- Illnesses contributing to a medical absence exceeding two (2) consecutive days must be supported by a doctor or health care provider's notice of explanation
- **Dental or medical appointments – should be made outside of school time if possible. Appointments should not be scheduled during exam periods or finals**
- Family emergencies – requiring immediate attention
- Religious holidays

- Educational opportunities – with advance approval (in writing) from the School Director

## Unexcused Absences and Tardies

Students who are absent from or tardy to school without a valid excuse or who fail to sign-in in the main office are recorded as unexcused. If parents or guardians fail to notify ISM when a student is absent the absence will be recorded as unexcused.

## Examples of Unexcused Absences and Tardies

While the following reasons may be true, they are not acceptable reasons for keeping a child at home and away from attending school. Examples include, but are not limited to:

- **Vacations:** Please refer to the academic calendar when scheduling vacations
- ISM is not accountable for lost learning and teachers are not responsible for providing early materials or assistance
- \*Exams **MUST** be made up immediately upon return
- Oversleeping — Including sleeping in to catch up on rest after a late evening the night before
- Losing track of time or forgetting something at home
- Staying home to help a parent/guardian with something
- Traffic — Late arrivals due to accidents, weather, or other unforeseen travel issues may be excused at the discretion of administration, but are not guaranteed

## Consequences for Unexcused Absences or Tardies:

### Unexcused Tardies

- Any combination of five or more unexcused tardies to class and/or to school in one term will result in an After School Detention from 3:50-4:30 p.m.
- Excessive patterns of tardiness will result in further administrative action

### Unexcused Absences

- All unexcused absences will be monitored by the Student Management Coordinator and the School Director for immediate disciplinary action.
- A pattern of three unexcused absences may result in a parent conference with administration.

- A pattern of six unexcused absences will result in a parent conference with administration.
- If the pattern continues, the student may be suspended and/or asked to leave ISM.
- After more than seven unexcused absences, ISM may report the student to the legal authorities for truancy. Parents will be informed in writing before such action is taken.

## Permission to Leave School

ISM has a closed campus policy; students are not allowed to leave the grounds except by preapproval under the absences policy. Leaving the school grounds includes entering the parking lot to retrieve items from vehicles, etc.

Permission to leave campus may be given after a telephone call or email to the All-School Attendance Phone Line or All-School Email Address from a parent or guardian requesting early dismissal.

If a student becomes ill at school the student is required to report to the health office. The Health Paraprofessional will call the parents, and the Health Paraprofessional and the parent will decide if the student is to go home. **Students who leave campus because of illness may not return to school to participate in any extracurricular activities after school that same day.**

Anytime a student is allowed to leave campus during the school day, he/she must first obtain a pass from the Student Management Coordinator, or designee. After receiving the pass, the student needs to sign out at the main entrance before leaving. Students returning to school from appointments are required to sign back in at the main entrance.

## Make-up Work

It is the student's responsibility to make up work missed due to an absence. In case of a pre-planned absence, students are expected to complete as much work as possible before leaving or as soon as possible after their return. In the case of illness or some other unplanned absence, students should retrieve the assignments they've missed by logging into the SABIS® Digital Platform, contacting their Academic Quality Controller or meeting with their teacher when they return.

## HOMEWORK POLICIES

### Academic Infractions

Academic infractions are a tool used to monitor student's academic behavior in class.

- Materials Checks Infractions are logged when a student does not have the materials necessary to be a productive student in class. (ex. when a student leaves their book or tablet at home)
- Homework Checks Infractions are logged when a student does not have a homework assignment completed on the day that it is due.

### HOMEWORK (Grades 1-12)

Homework is a valuable tool used to enhance student learning. If a student is not doing their homework, the teacher, Academic Quality Controller and Student Management Coordinator will decide how best to intervene. The purpose of any intervention will be to improve the students study habits and time management skills so that they are well equipped to succeed in later grades.

### Working Detention (Grades 6-12)

- Working detentions are assigned by the Student Management Coordinator to students who repeatedly struggle to complete assignments.
- Working detentions take place on Friday after school. Students will be given brief guidance by their instructor and will be required to work independently and silently for the period.

## UNIFORMS

ISM has a uniform policy that requires students to be in uniform at all times, except on scheduled no uniform days, according to the school calendar, or when special permission is granted by the administration. Practice attire for sports will be determined by the coaches.

### UNIFORM POLICY

All students are to be in uniform except on announced non-uniform or spirit days. T-shirts and Sweatshirts, including with ISM or Husky logos, may only be worn in P.E. or on designated or spirit days.

In an effort to be sustainable and practical due to the timing and availability of items from vendors dealing with supply chain issues due to COVID-19, a one-year grace period is being allowed for uniform items with old school logos and colors.

The school uniform consists of the following:

#### TOPS:

- Burgundy knit polo shirts in short and long sleeve with the school logo (logo shown below and available exclusively from Donald's uniforms [www.donaldsuniforms.com](http://www.donaldsuniforms.com), located under "The International School of Minnesota")
- White knit polo or oxford/blouse in long or short sleeve with the school logo (available from Donald's uniforms with an additional oxford vendor option coming soon)
- Burgundy V-neck long-sleeve sweaters in a pull over or button-up cardigan with the school logo (from Donald's)
- Burgundy fleece with logo (currently out of stock due to COVID-19 supply chain issues)

#### BOTTOMS:

- Black dress pants (no jeans or sweatpants)
- Black dress shorts (not sports shorts)
- Plaid jumpers or plaid skirts to Grade 5 (from Donald's)
- Burgundy knit dress with logo to Grade 5 (from Donald's)
- Gray pleat skirt for Grade 6 and up (from Donald's)

#### SOCKS AND BELTS:

- Black or white shoes with similar color socks are requested
- Black leggings or tights or compression shorts may be worn under skirts and jumpers only
- Black belts are recommended with dress pants

#### SHOES:

- Black leather dress shoes or tennis shoes (all-black or all-white preferred) with non-marking soles
- No light-up tennis shoes, clogs, sandals, backless shoes, flip-flops, heels above two inches, or boots (except as outerwear for coming and going to school and for use on the playground in inclement weather)

#### PHYSICAL EDUCATION (P.E.):

- Burgundy performance full zip and ¼ zip with logo (from Donald's)
- P.E. burgundy T-shirt with new ISM HUSKIES logo (from the school via Donald's)
- P.E. black sport shorts or sport pants
- For Preschool and Pre-Kindergarten: Gray pull-up pants (from Donald's) or black performance pull-up pants

PLEASE NOTE: Uniform items should be labeled (garment tags with child's last name). They need to be in their original condition — without cutting or tearing necks, sleeves, or pant legs, etc. No hats or sweatpants may be worn.

## POLICY FOR NON-UNIFORM DAYS

- No inappropriate or disruptive messages or designs on clothing
- No spaghetti straps, halter, tube, tank tops, or midriff-baring shirts
- Straps on tank tops or dresses must be at least one-inch in width
- No space between shirts and pants/skirts
- No exposed undergarments
- Skirts/shorts cannot be shorter than four inches above the knee
- No overly tight, low-cut and/or revealing clothing
- Caps and hats are acceptable; teachers may request they be removed during class
- No pajamas or slippers

Students not dressed in accordance with the uniform policy will be asked to change. Repeated uniform infractions will lead to disciplinary action. The final decision on any specific article of clothing will be made by the Student Management Coordinator.

## UNIFORM PURCHASE LOCATIONS:

- Used Uniform Store at the school
- Donald's Uniform Store:
  1. Online at [www.donaldsuniform.com](http://www.donaldsuniform.com)
  2. Donald's West, 6407 City West Parkway, Suite 104, Eden Prairie, MN 55344  
Phone: 651-776-2723 Ext. 1
  3. Donald's St. Paul, 972 Payne Ave., St. Paul, MN 55130  
Phone: 651-776-2723 or 1-800-728-8082 Ext. 0
- Land's End school uniforms section for certain items only approved by the school

These stores will have a list and inventory of the ISM uniform items, as well as the school's official logos and branded colors. There may be no substitutions of suppliers or clothing, with the exception of the black dress pants and black dress shorts, which have no school logo. If obtained elsewhere, they must adhere to the Uniform Policy and not have external brand-name labels or marks, rivets, etc.

## General Dress Code Policy:

- Tattoos, Henna art, face paint, etc. may not be visible
- Body piercings may not be visible
- No nose or facial piercings
- Earrings cannot be longer than two inches
- Boys must be clean-shaven; may have neatly trimmed sideburns no longer than the bottom of their earlobes
- Pants may not have rivets or pockets sewn on the outside of the pants (example: jeans or corduroys)
- Pants may not be cinched or have elastic at the ankles
- Skirts/shorts cannot be more than four inches above the knee
- No long-sleeved shirts may be worn under short sleeved shirts
- No colored T-shirts or T-shirts with visible writing are allowed under white uniform shirts
- No hats, caps, kerchiefs, bandanas, or sports headbands may be worn inside the building
- Girls may wear simple, plain barrettes or headbands that are primarily white, black or burgundy
- Hair color, tints, and highlights must fall within the "natural" color range and pattern
- Hair adornments are not allowed (example: feathers, beads, etc.)
- Hair styles must be simple and not distracting
- No decorative neckwear, i.e. scarves, boas, etc.
- Students must keep their shoes on at all times
- Students may not change into non-uniform clothes during or after school
- No outerwear (coats, jackets, hoodies, pullovers, etc. unless part of the approved school uniform) may be worn during the school day

## PERSONAL PROPERTY

### Electronic Devices

The use of personal electronic devices while on campus is a privilege and is subject to the guidelines outlined below. This privilege may be revoked at any time at the discretion of administration. ISM is not responsible for lost or stolen personal electronic devices. Students bring personal electronics to school at their own risk of loss or damage.

### Cell Phones

**Students may not have cell phones in their possession during the school day. Cell phones**



must be turned off and placed in lockers before homeroom every morning.

Parents are asked to refrain from calling or texting students during school hours. If parents have an emergency message for a student, they may call the main office at 952-918-1800 or the Student Management Office at 952-918-1825 and request to have the message delivered for them.

Cameras

Students are not allowed to take pictures of anyone on school grounds without receiving that person’s express permission. Cell phones and cameras are not allowed in bathrooms, locker rooms, or the pool area. Students who take inappropriate photos of others will be subject to disciplinary action.

Personal Game Players

No personal game players may be used by grades 1-5. Grades 6-12 can use game players before and after school.

Laptop Computers

High school students (grades 9-12) are allowed to bring laptops to school.

Confiscated Items

Any personal items violating school policy (cellphones, tablets, cameras, personal game players, and laptops) or other items that prove to be disruptive to the academic environment will be confiscated immediately. Confiscated items will be turned over to the Student Management Coordinator and returned according to the following guidelines.

- First Offense – The student must see the Student Management Coordinator at the end of the school day to retrieve the item.
- Second Offense – A parent or guardian will be required to personally retrieve the item from the Student Management Coordinator.
- Third Offense – The item will be held for one week (seven days) and a parent or guardian will be required to come in, and retrieve it directly from the Student Management Coordinator.
- Fourth Offense – The item will be confiscated with the parent/guardian required to retrieve it. Additionally, the student will not be permitted to bring the confiscated item on to school grounds for the remainder of the term.

STUDENT PARTICIPATION AND BEHAVIOR

ISM’s primary goal is academic achievement for all students. Students that repeatedly detract from the classroom learning environment by: not doing homework, being tardy, or disrupting class time will be given consequences as determined by the Student Management Coordinator and/or the Academic Quality Controller.

Lower School Student Codes

The report card communicates not only academic progress, but also vital information regarding a student’s behavior and ethics in school. This evaluation is labeled Student Behavior Code on the report card and assesses development in the following ten areas:

1. Honesty – to be honest in all that one does, never taking that which does not belong to oneself or taking credit for something one has not created, written, or done.
2. Cooperation/helpfulness – to act or work with teachers and fellow classmates for mutual benefit.
3. Compliance with rules – conformity in fulfilling official requests; action in accordance with a standard or authority.
4. Self-control – restraint over one’s impulses, emotions, or decisions (age-appropriate expectations).
5. Effort – hard work; the total work done to achieve a particular end.
6. Good manners – politeness, good social conduct, and proper etiquette; conduct to be observed in social life.
7. Responsibility toward academic work  
accountability for one’s actions; reliability; something for which one is responsible. Ready to be called to account for obligations and actions.
8. Punctuality – being on time for class; prompt.
9. Wise use of time – exercising sound judgment in the use of time in school and at home.
10. Respect – showing consideration to faculty/staff, students, and property.
11. The students are evaluated on a scale of one through ten, as follows:

0	2	4	6	8	10
never	seldom	sometimes	often	usually	always

Evaluation is conducted by the classroom teacher with input from all specialists that teach the student. The Lower School Academic Quality Controller approves final number assessment, so questions or concerns may be addressed to the Lower School Academic Quality Controller.

## Discipline Policies and Procedural Guidelines

It is the responsibility of the Student Management Coordinator to oversee and follow through on all issues concerning student behavior. Classroom management is the responsibility of the teacher.

### Classroom

Beginning in grade one, teachers will report all class disruptions, inappropriate behavior, late assignments, attendance issues, etc. to the Academic Quality Controller & Student Management Coordinator. These infractions fit into two categories:

- Academic – No homework, missing materials, incomplete assignments, etc.
- Behavior – Class disruptions, inappropriate behavior, uniform infractions, tardies, etc.

Each infraction reported is entered into the SABIS® Student Management System database (SSMS). This information is used to track patterns in behavior or academic performance in order to provide help, guidance, intervention, and discipline where needed. Infractions are then tallied per term and per year, and noted on each student's report card as "Student Management Points."

### Student Management Referrals

A referral is a consequence of inappropriate behavior. A referral is defined as a student being asked to leave a classroom because their behavior is disrupting the learning in that classroom. When a student affects the learning of others, the teacher may have no alternative but to ask that the student be removed from class. Referrals are also used when staff witness behaviors outside of class that are in violation of school rules. Severe behavior issues are immediately referred to the Student Management Coordinator.

### Options, Procedures, & Consequences

Each discipline case will carry its own merit and will be decided according to the facts accompanying the case. Administration will consult the Student Handbook in

determining what level of discipline to impose. A student's age, maturity, previous disciplinary record (prior instances of misconduct and disciplinary measure(s) imposed for such misconduct) and the circumstances surrounding the incident will be considered when deciding the appropriate disciplinary and intervention measures. Effort will be made to discipline students while maintaining them in regular school programs when possible or appropriate. Parents are encouraged to become actively involved in the disciplinary process.

Based on the factors of each case the following procedures and consequences may be implemented:

#### 1<sup>st</sup> Level Action

- After-school detention/community service and conference with the Student Management Coordinator. A "Student Management Infraction Form" may be sent home and be kept on file. The incident may be referred to the School Director.

#### 2<sup>nd</sup> Level Action

- After-School detention(s), community service and/or behavior contracts. This is considered a serious disciplinary issue; a parent may be notified by phone call and/or letter, and a "Student Management Infraction Form" will be sent home to be signed by a parent or guardian and returned to the Student Management Coordinator to be kept on file, and the incident will be referred to the School Director.

#### 3<sup>rd</sup> Level Action

- Major Disciplinary Action – Parent Conference, Behavior Action Plan, Report Book, Suspension, Expulsion, etc. At this stage there is conferencing between all parties involved until a resolution is reached. Notation of the disciplinary action is placed in the student's permanent school record.

ISM reserves the right to modify these guidelines as needed and apply alternative consequences for policy violations and inappropriate behavior based on the unique factors surrounding each individual disciplinary case including, but not limited to, letters of apology and/or commitments to change, restitution, various forms of community service, referrals to social services, suspension of extracurricular activities, special projects assignments, Behavior Action Plans, etc.

### Academic Dishonesty & Cheating

The aim behind the SABIS® educational philosophy is

to allow our students to develop a solid foundation of knowledge and progress towards the achievement of their full potential. This is not possible without honest, objective, and accurate testing. Students are expected to practice academic honesty, the school reserves its right to validate any online exam result. The results will be looked at very closely, and students may be contacted to re-assess their knowledge. Suspicious online exam results may be revoked pending a reassessment to certify the accuracy of the students' grades.

### Examples of Academic Dishonesty include, but are not limited to:

- Plagiarism – Taking the ideas of another and presenting them as one's own
  - Cutting and pasting from the internet without proper citation
  - Copying from a book or other document, etc., without proper citation
  - Collusion – Providing work or answers to another student (both offenders may be subject to the same consequences)
  - False Representation – Presenting the work of a classmate to a teacher and claiming it as one's own
  - Use of Unauthorized Study Aids – Bringing notes, study guides, cheat sheets, etc. to exams without prior permission or approval (including writing answers on one's body)
  - Copying Answers – Copying answers for assignments or exams from another student's work
  - Electronic Devices – Using electronic devices to provide answers for assignments or exams without permission
  - Any other method a student may use to misrepresent their abilities or efforts by using dishonest means to complete assignments or exams
- If it is an exam and a retake has to be rewritten, the student account will be billed \$200 for the retake.
  - The incident form will be signed by the student, parents/guardians, the Academic Quality Controller, and the Student Management Coordinator. A copy of the incident form will be put in the student's file in the Student Management Coordinator's office and in the main office.

### Consequences for Academic Dishonesty & Cheating Levels

**1<sup>st</sup> Offense** – If a student is suspected of cheating, the assignment or exam in question will be confiscated and the incident will be immediately referred to the School Director, Academic Quality Controller, and the Student Management Coordinator for further investigation.

- The student will have to retake or rewrite the exam or assignment in question.
- The student's parent or guardian will be called immediately.

**2<sup>nd</sup> Offense** – If a student committed a second instance of cheating, the assignment or exam in question will be confiscated and the incident will be immediately referred to the School Director, Academic Quality Controller, and the Student Management Coordinator for further investigation.

- The student will have to retake or rewrite the exam or assignment in question.
- The student's parent or guardian will be called immediately.
- If it is an exam and a retake must be rewritten, the student account will be billed \$200 for the retake.
- The incident form will be signed by the student, parents/guardians, the Academic Quality Controller, and the Student Management Coordinator. A copy of the incident form will be put in the student's file in the Student Management Coordinator's office and in the main office.
- The student will have to take all the exams under supervision of the Academic Quality Controller or the Student Management Coordinator for the remaining part of the term.

**3<sup>rd</sup> Offense** – Major Disciplinary Action - If a student continues the act of dishonesty, the assignment or exam in question will be confiscated and the incident will be immediately referred to the School Director, Academic Quality Controller, and the Student Management Coordinator for further investigation.

- Parent / Guardian conference is set immediately.
- A behavior action plan, suspension, or expulsion are considered.
- Notation of the disciplinary action is placed on the student's permanent school record and transcripts.
- If the student remains at ISM, all exams will be taken under the supervision of the Academic Quality Controller or the Student Management Coordinator.
- The student will be suspended from all extracurricular activities for the remainder of the school year.

## Locks and Lockers

The Student Management Coordinator and homeroom teachers shall have custody of all locker combinations. The lockers are property of ISM and only locks owned by ISM may be used on lockers. Unauthorized locks will be cut off and discarded.

The Student Management Coordinator will assign lockers and locks to each student in grades 6-12. Students are required to return the locks at the end of the school year. Students will be charged a \$10.00 fee for lost or unreturned locks. If students need to be issued a new lock because they have given their combination to friends, there will also be a \$10.00 fee. There will be a \$50.00 fee for vandalized lockers.

Students must keep their lockers clean and locked at all times. ISM is not responsible for student belongings brought to or kept at school. Open food or drink is prohibited in lockers.

## Student Driving and Parking

All High School students in grades 6-12 who wish to drive to school or drive from ISM to school sponsored events, or to be transported from ISM to school sponsored events in another student's vehicle may not do so until they have a completed form on file in the Student Management office.

Student drivers are asked to park in one of the student parking spaces on the west side of the north end of the parking lot. Student drivers may not park anywhere else on campus except for short term loading and unloading.

Students who fail to drive safely or follow campus traffic and parking regulations will, on their first offense, lose their privilege of driving to school for a period of time determined by the severity of the infraction.

## DINING SERVICE

### Hot Lunch Program

ISM has a brand new, renovated kitchen facilities staffed by experienced chefs & industry professionals. You will be provided the option to sign-up for ISM's hot lunch program or milk program prior to the beginning of each term. Please note, a refund will not be entitled if you cancel your program participation prior to the end of the term. Non-participating students who have

forgotten their lunch from home will receive a hot lunch and will be charged a fee. We also welcome any visitors who wish to eat lunch at school to purchase our cafeteria hot lunch. Students are not permitted to have food delivered by a third party vendor during the school day. Visitors are not permitted to bring purchased food from an outside food provider when dining with their student.

### Meals and Snacks

In addition to lunch, the cafeteria provides breakfast from 7:15 – 8:00 a.m. and grab and go snacks (for grades 6-12) all day. Parents are welcome to join their students for breakfast. These meals are not included in the hot lunch program and can be purchased using cash.

Snack Breaks are scheduled each morning and again at the end of the day. **Students must bring their own snacks.**

Snacks will be kept in the student's locker until snack time. Students are encouraged to bring nutritious snacks of single portion size; these will help provide needed energy for the child and alleviate waste.

The vending machines are off-limits to Lower School students before and during the school day. High School students can use the vending machines as needed. Lower School students may not use the microwaves without supervision.

### Birthdays

Birthdays are very special days for Lower School students. Each homeroom teacher observes special birthday "traditions" within the classroom. Birthday crowns, hats, stickers or class birthday cards are typical party fare. If you wish to send commercially prepared treats to share with the class, please first consult the section below on "Food Brought to Share". We ask that you please do not send other favors, such as elaborate party bags or balloon bouquets.

### Food Brought to Share

If food is brought from home to share with other children (i.e., for special occasions) it must be commercially prepared and packaged. Special arrangements for class parties must be coordinated and pre-screened through homeroom teachers to ensure safety prior to the celebration.

# ADMINISTRATIVE PROCEDURES

## HEALTH AND SAFETY PROCEDURES

### Mandatory Employee Background Check

ISM performs a criminal history background check, Minnesota Statutes 123B.03, on all individuals employed at ISM and on all individuals, except enrolled student volunteers, providing athletic coaching services or other extracurricular academic coaching services to ISM.

### Special Medical Needs (PS-12)

Parents/guardians with children in Preschool–Grade 12 have the responsibility to inform ISM when their child has any special medical needs or allergies so that ISM can provide appropriate care and support. For students in Preschool and Pre-kindergarten an Individual Child Care Plan (ICCP) needs to be completed. For all students in Preschool–Grade 12 a copy of a physician-signed Action Plan is required if any special needs or allergies are present.

Dietary modification because of special dietary needs shall be made under the direction of a licensed health care provider. Written permission from the child's parent/legal guardian and the child's licensed health care provider is required for children in Preschool and Pre-Kindergarten. Only written permission from a parent/legal guardian is required for children in grades Kindergarten-12.

### Emergency Procedures

Emergency Forms are required to be completed by all parents/guardians. This form contains the following:

- Contact information for both parents/guardians and two other people designated by the parents if neither parent can be reached.
- A medical release, giving ISM permission to act on the parent's behalf to take emergency measures (i.e.: first aid, evacuations, etc.) when judged necessary for the care and protection of the child while under the supervision of ISM.
- Emergency health information – allergies, medications, physician and dentist contact information.

This information is kept in the main office, health office, with the child's homeroom teacher, Academic Quality Controller, Extended Day Coordinator (EDC), and Student Management Coordinator.

Minor student injuries are treated by the Health

Paraprofessional or by other trained staff members. Injuries of a more serious nature will be treated as follows:

- First aid is administered immediately
- Parents or an emergency contact is notified
- In the event of an emergency, ISM reserves the right to call 911 before reaching a parent. In this situation a staff member will accompany and remain with the student until a parent or parental designee arrives

### Medications

Students in Preschool – Pre-kindergarten are not allowed to self-medicate. All necessary medications for Preschool and Pre-kindergarten students will be kept and administered in the health office. Should a Preschool or Pre-kindergarten student have any severer allergy requiring an Epi-Pen, the student's teacher as well as the health office will keep a parent provided Epi-Pen for the student. Students in grades 1-12 are not allowed to self-medicate with the exception of inhalers and Epi-Pens. Inhalers and Epi-Pens may be kept with the student or in his or her locker or backpack. A second inhaler or Epi-Pen is to be turned into the health office.

Medications are stored in the health office and administered by the Health Paraprofessional or other trained staff member with the following requirements: Prescription medications will only be given with written authorization from the child's licensed health care provider and written parent/guardian permission by completing a permission form on Blackbaud portal.

### Prescription Medications

Prescription medications will be given only as prescribed by a licensed health care provider. The prescription must be current, in the original container and may be given only to the child whose name appears on the label. Please ask the pharmacy to split the medication into two containers – one for home and one for ISM. Also include a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form. Nebulizer medications need to be in single dose containers must be brought to ISM in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing licensed health care provider's name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.



## Over-the-Counter Medication

ISM will administer over the counter medications. The parents must supply the medication, which is stored in the Health Office or classroom, and complete a Medication Permission Form found on Blackbaud portal.

Medications must be used according to the manufacturer's instructions. If the dosage differs from the manufacturer's instructions, written instruction from a licensed health care provider will be needed. Original containers must be labeled with child's full first and last name. Outdated medications will not be given. All medications must have a legible label on the container.

ISM does its best to follow the medication instructions given to us, but it cannot be held responsible for forgetting or delaying the giving of medication.

## ILLNESS AND EXCLUSION POLICY

A full-time Health Paraprofessional is available on regular school days in the Health Office. If a student shows symptoms of illness, the student will report to the health office for evaluation and/or exclusion. If the student needs to go home, parents are called. If parents cannot be reached, a person designated on the emergency form is called. It is essential that parents list people on the emergency form who will be able to pick up the student if parents cannot be reached. It is also critically important that ISM maintain accurate phone numbers for all contacts. **Parents or the designated person are required to pick up their sick child within one hour after being notified.** Until you arrive, your child will be monitored, and comfort measures will be provided according to program procedures.

## Communicable Diseases

When a child in our care has been medically diagnosed with a disease that is contagious or reportable to the Minnesota Department of Health, we will notify the appropriate health authorities and follow their recommendations to provide information to parents/guardians of all exposed children. ISM will notify the parent/guardians of exposed children on the same day or within 24 hours by a written notice. A written notice will also be posted in the Staff Workrooms.

Parents/guardians are required by State laws and our health policy to inform ISM within 24 hours, exclusive of weekends and holidays, if their child is diagnosed with

a communicable disease. Special exclusion guidelines may be recommended in the event of an outbreak of infectious disease.

A list of reportable diseases in the state of Minnesota can be found on the Minnesota Department of Health website ([www.health.state.mn.us](http://www.health.state.mn.us)) or in the health office. Although not reportable to the Minnesota Department of Health, a number of illnesses are considered contagious and the Department of Human Services requires that ISM adhere to the exclusion guidelines listed on page 28.

These guidelines are taken from **INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS**, prepared by Hennepin County Community Health Department, Epidemiology Program.

## First Aid

In the event of any injury or illness, trained staff will administer first aid. If staff decides this is an emergency situation, 911 will be contacted. If necessary, the emergency medical service will transport your child to a medical facility, accompanied by a school staff member, who will remain with the child until a parent/guardian or alternate listed on the Emergency form arrives. Staff will not transport children.

## SUSPECTED CHILD ABUSE AND NEGLECT

Minnesota Statute 260E.06 requires ISM to report, based on their training, experience, and observation, any reasonably suspected child abuse or neglect. ISM must report to the appropriate government authority if we know or have a reason to believe that a child is being abused or neglected, or that a child has been neglected or abused within the prior three (3) years.

If you suspect abuse or neglect of a child has occurred at ISM's Preschool or Pre-Kindergarten, reports may be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-6600.

If you believe a possible violation of Minnesota Law that governs childcare centers occurred at ISM's Preschool or Pre-Kindergarten, or if you have a question about whether or not something is a violation, you may call the Department of Human Services, Licensing Division's Child Care Center Licensing Unit at (651) 431-6500.

## FIRE, TORNADO, AND EMERGENCY CRISIS DRILLS

Fire, tornado, and emergency crisis drills are conducted regularly. Procedures and maps are posted in each of the homerooms and other areas of ISM.

## TRANSPORTATION POLICIES

### Parking Lot Rules

- All drivers to school must follow the required traffic pattern for dropping off students and parking
- Observe the 20 mph speed limit on the drive and 5 mph speed limit in the parking lot
- Obey all one-way signs
- There is only one entrance into the parking lot – in the center – then you can either go to the left (south) or to the right (north)
- All cars must stop at all the crosswalks for pedestrians, for the stop signs, in both directions, at all hours of the day
- Please obey the crossing guard – they are here for everyone's safety

If you are not parking your car but are just loading or unloading in the morning or afternoon (during student arrival & departure times), please do so in the parking lot. Do not block the crosswalks or bus zones. Also, do not stop to load or unload on the parking lot side of the driveway, since this causes a traffic hazard and an unsafe situation.

No parking is allowed in the bus lane. In addition to AM arrival and PM departure times, buses arrive and depart throughout the day for field trips. Drivers who leave their cars there for even a few minutes obstruct school buses.

School buses are not allowed to back up; when someone parks in front of them, the buses cannot leave.

### Busing

ISM offers a school-sponsored bus program. ISM oversees the administration of the program, including sign-up, individual requests, and billing.

### Transportation Reimbursement

Families whose children attend a non-public school may apply to their home school district for reimbursement "within district" transportation costs. Each school

district administers its own program and maintains its own procedures for requesting reimbursement. Some districts distribute reimbursements to ISM, and some to families directly. Some districts require that the family contact the district directly to apply for the funds. Please see the Transportation Reimbursement Form in Blackbaud for more information and check with your home district to determine what procedure they follow.

## SCHOOL FACILITIES AND PROPERTY

### Security

1. All doors to ISM will be locked at 8:10 a.m. After that time the only visitor entrance into ISM is through the main entrance. All parents and other visitors are expected to use this entrance.
2. High School students arriving after 8:10 a.m. must enter the building through the main entrance and sign-in through the main office before proceeding to class.
3. Parents should vacate the hallways when class starts at 8:10 a.m. Parents picking up their children will be allowed into the school area when the doors are unlocked at 3:30 p.m.

## THE LIBRARY

Students, families, teachers and staff are strongly encouraged to use the library for academic and/or recreational reading, class projects, research, etc. The library is open before, during, and after school. All students have a library identification number on file at the circulation desk in the library. Families may also request a family library account. Students may only check out books on this account when accompanied by a parent, students are expected to use their personal account when unaccompanied. So everyone may have equal access to materials, the following guidelines must be followed:

- The library is an area to work in quietly
- Everyone is expected to respect others' rights to this quiet environment
- The computers in the library are reserved for library and academic use and may not be used for games
- Copyrighted software installed on any library computer may not be copied
- You may not install software on any library computer's hard drive without permission from the library staff

## Circulation

Fiction and non-fiction books may be checked out for two weeks. Periodicals may be checked out for one week. The most current periodicals may be used in the library or checked out overnight. Non-print materials do not circulate out of ISM and are for classroom use only, though students may view a video in the library for research purposes. Reference books are to be used in the library. Students are permitted to check them out overnight for research.

## Checking Out Library Items

The maximum number of library items allowed to be checked out at a time is as follows:

- ECE students – one item
- Lower School students – three items
- High School students – four items
- Family Accounts – 10 items

Students working on special projects may request permission from the librarian to check out extra materials as needed. It is the student's responsibility to take care of library materials checked out under their name. Please return materials on time and in good condition.

## Lost or Damaged Materials

Overdue notices will be sent to you as a reminder to return the items. If overdue items are not returned or renewed after the second overdue notice is sent, that item will be considered lost. Parents will be notified that the item needs to be returned or replaced or their account will be billed. Items returned damaged must be replaced, and the student's account will be billed as stated below.

## Billing

Lost or severely damaged books are the responsibility of the person in whose name the materials are checked out. The person may either replace the book or will be charged the cost of a replacement copy of the item and a non-refundable fee of \$20.00 fee to cover processing. If the lost or damaged item is from a class set of books, the item must be replaced by the school. In this case the processing fee is \$5.00.

## THE RESIDENCE HALL

Family and ISM students who are not enrolled in the ISM Residential Program may visit the Residence Hall

common areas until 8:30 p.m. only when expressly invited as a guest of a residential student. ISM students who are not enrolled in the ISM Residential Program may not be in the halls beyond this time. Non-ISM guests are generally not allowed in the Residence Hall, and will only be permitted in special circumstances with the permission of the Residence Hall Supervisors. For more information on the residence hall see the Residential Student Manual.

## THE CAFETERIA

1. ISM provides microwave ovens in the cafeteria for High School student use. It is the responsibility of the students using the microwave to clean up after themselves.
2. All ISM students and cafeteria visitors are expected to make an effort to keep the designated eating areas in the school clean.

## WITHDRAWAL FROM SCHOOL POLICY

The school must be notified in writing of a student's intent to withdraw from school after the first day of the school year. The written notification must include a detailed explanation of the reasons for withdrawal from school and the final day of class the student will attend. All withdrawals are subject to review by the business office for determination of any final charges. Notifications must be sent via email to, [RecordsRequests@ism-sabis.net](mailto:RecordsRequests@ism-sabis.net).

## FINANCIAL POLICIES

The following items cover areas most often asked about by parents. If you have further questions or comments, please contact the Business Manager.

### Monthly Statements

1. Charges for items not included with tuition such as non-mandatory field trips, uniforms, athletic supplies, special lessons, tutoring, library fines, etc., are generally billed monthly as incurred. Any discrepancies must be communicated or submitted in writing by letter or Email (if not paying for a charge).
2. Finance charges and late fees may be assessed in accordance with the terms of the service purchase contract.
3. By law, we must collect and pay sales tax on the following items: books (other than books for resale),

including dictionaries, yearbooks, etc.; admission fees for performances, sports events, other activities; graduation announcements, pictures, school supplies, etc.

## Financial Policies

1. Delinquent Accounts – Students whose accounts are delinquent may not be able to charge items to the account, including textbooks, lunch, uniforms, and extracurricular/sports fees. Students may be required to submit payment before receiving these items. Students may not be permitted to take End-of-Term or End-of-Year Exams or may be asked to leave school if the account is not current.
2. Report Cards, School Records, and Attendance at School – Financial accounts must be current to begin a new school year or to receive report cards at the end of a term or the end of a school year. The account must also be current to request that ISM send school records, including transcripts, to schools, colleges, organizations, or to parents or their designees.

## Other Charges

- Field Trips – Unless canceled, mandatory field trips included in the cost of tuition will not be credited even if the student is absent or does not participate for another reason. The cost of non-mandatory field trips will be billed to the account.
- Music Lessons – Students register for music lessons on a yearly basis, but are charged by the term. If termination of lessons is necessary at the end of a term, a written letter or Email must be sent to the Extended Day Music Lessons Coordinator and the student's teacher before the end of the term. Students may terminate lessons during the term but are still charged for the entire term. There are no refunds or credits given for "missed" music lessons even if the student is absent.
- End-of-Term/End-of-Year Exams – A make-up fee will be assessed to students who miss final exams for any reason other than illness or an absence excused in advance by the School Director. Missing school due to a vacation will not be considered an excused absence.
- Library Materials – Lost or severely damaged materials are the responsibility of the person in whose name the materials are checked out. The student's account will be billed the cost of

replacement and a non-refundable fee to cover processing.

- Team Sports Uniforms – Team sports uniforms are assigned to members of teams for the season. They must be returned in clean, undamaged condition at the end of the season. Students who have not returned their uniform in usable condition will be billed double the cost of replacing the item.
- Damage to Property – Student accounts will be billed to replace or repair property damaged by the student.

## Lower School Financial Policies

*Please see the daily schedule and fees section.*

These guidelines are taken from INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS, prepared by Hennepin County Community Health Department, Epidemiology Program.

Condition	Symptoms	Recommendations
<b>Chicken pox</b>	Slight fever, rash that resembles a water blister. The rash usually starts on the body and spreads to arms, legs, and face. The pox start to scab after 3-4 days.	Child must remain at home until all pox are dry and have scabs. Usually about 6 days after rash onset. Parents should check with doctor before giving Tylenol or aspirin.
<b>Eye drainage Conjunctivitis or Pink Eye</b>	Red and irritated eyes. May have discharge from eyes.	Child must remain at home until treatment is received. Child may return 24 hours after treatment begins.
<b>Diarrhea</b>	Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and or watery, bloody, or mucous containing stools.	Child must remain at home until diarrhea stops or a medical exam indicates that it is not due to a communicable disease.
<b>Mouth Sores With Drooling</b>	Watery blisters	A child may attend school after a medical exam indicates the child may return. If the sores are honey colored scabs, be sure to check with health care provider for impetigo.
<b>Impetigo</b>	Blisters or sores that quickly turn into honey colored scabs	Children are considered contagious and should stay home until sores are completely healed or they been on antibiotics for at least 24 hours.
<b>Influenza</b>	Chills, body aches, headache, fever, sore throat followed by cough, runny nose, and possibly stomach ache.	Child must remain at home if a fever is present. Child may attend school unless he/she is not well enough to participate in usual activities.
<b>Fever</b>	100 <sup>o</sup> or higher	Child must remain at home 24 hours after the temperature has returned to normal without fever reducers.
<b>Lice (head)</b>	Scratching of the head. Nits are tiny cream-colored oval eggs that are stuck to the hair. Live lice are small brownish insects that move quickly in the hair.	Child with live lice will not be allowed in school. Child may be allowed back to school 24 hours after treatment has been completed AND no nits are present. Check all members of your family for lice and/or nits.
<b>Mono-nucleosis</b>	Fever, sore throat, swollen glands in the neck.	Child should follow doctor's suggestions for attending school.
<b>Rash with Fever or Behavior change</b>		A medical exam indicates these symptoms are not that of a communicable disease (i.e., chickenpox, fifth disease, measles, roseola, rubella, shingles, strep throat).
<b>Respiratory Infections (Viral)</b>		Child must remain at home until he/she is without fever for 24 hours and is well enough to participate in normal activities.
<b>Ringworm (skin &amp; scalp)</b>	Ring-shaped rash that may have a rough or bumpy edge; center of rash may be clear.	Child may not come to school until 24 hours after being treated.
<b>Scabies</b>	Itchy rash with small bumps usually on the thighs, wrists, elbows, or between fingers. Rash may become infected because of scratching.	Child must remain at home until 24 hours after treatment has been started. Check other family members for rash.
<b>Fifth's Disease</b>	Rash that usually appears on the face; looks like a "slapped cheek". Child may have a fever.	Child may attend school unless he/she is not feeling well enough to participate in usual activities.
<b>Signs/Symptoms of Possible Severe Illness</b>	Uncontrolled coughing, difficulty breathing, or wheezing.	Child should be evaluated by health care provider.
<b>Streptococcal Sore Throat</b>	Fever, sore throat, headache, vomiting, stomach ache, swollen glands	Child must have throat culture to diagnose strep. Child may not return to school until at least 24 hours after antibiotic treatment begins and child is without fever for 24 hours.
<b>Vomiting</b>	Vomiting is defined as one or more episodes in the previous 24 hours.	Child must remain at home until vomiting stops, there is no fever present, and he/she feels well enough to participate in activities.



The International School of Minnesota  
6385 Beach Road  
Eden Prairie, MN 55344  
952.918.1800

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