

2019-2020 Secondary Handbook



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FOOTPRINTS INTERNATIONAL SCHOOL

*Learners Today,
Leaders Tomorrow*

Secondary Student Handbook (Grade 6-12)

School Year 2019-2020

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Our Mission

Footprints International School (FIS) empowers our learners to discover their potential in their nurturing environment through innovative instruction, challenging and collaborative activities, and exposure to diverse perspectives.

Our Vision

A community of responsible, determined, and compassionate learners who make meaningful contributions to humanity

Secondary Student Learner Outcomes

Responsibility

- I take ownership of, self-regulate, and take initiative in my own learning.
- I can take responsibility for my own actions and think about their effect on people and the world around me.
- I am able to explore, analyze, evaluate new ideas, and accept leadership roles.

Determination

- I demonstrate an enthusiasm for learning by being engaged and can take risks in my learning.
- I can deal positively with receiving and giving praise, criticism and feedback by demonstrating resilience and grit.
- I can identify and accentuate my own strengths, while simultaneously working on growth areas for self-improvement.

Compassion

- I can listen and respond effectively to others and resolve conflicts effectively.
- I contribute to a community of kindness – by celebrating and accepting diversity, and demonstrating respect for myself and others.
- I can recognize and have an appreciation of skills and talents outside of traditional skills.

Code of conduct

It is expected that FIS students embody the school vision at all times. Additionally, we expect students to:

- come to school on time and be prepared with their homework and learning materials
- be dressed properly for PE with appropriate clothing and footwear
- wear their uniform, except on casual dress days
- be respectful of people, property, and themselves
- treat others like they would want to be treated – on and off school property, including how they conduct themselves on the Internet
- not engage in bullying, and to not be a bystander of bullying
- be tolerant of all individuals regardless of race, religious beliefs, sexual orientation or disability

Uniforms and casual dress days

FIS places a high value on school climate and student success. Our mandatory student FIS Uniform Policies promote the concepts of community, responsibility, pride, respect, and safety in the learning environment for students.

Wearing school uniform and black shoes are compulsory at FIS. FIS school uniforms are classified into two types, school and sports uniforms. School uniform will be worn for academic activities or purposes. Sports uniform includes PE, Table Tennis, Football (soccer), Volleyball uniform, etc. which have been designed for those specific purposes.

Shoes and socks, which are considered to be part of the uniform, must be the ones that cover students' feet. **Boys must wear black leather shoes, and girls are to wear black leather shoes with the academic outfits.** However, flip flops and sandals are not allowed. For sports/ PE, students are required to wear based on the types of sports they play. Sneakers for table tennis, football, and volleyball must be white while sneakers for PE can be black or white. If students do not wear the sports uniform, they are not allowed to join the class by staying in the office for the whole session. *(See Figure 1)*

After the sport/PE classes, students must change the sports uniform to school uniform.

On the last Friday of each month, students can wear casual dress as a way to express themselves. Please note that spaghetti straps are not acceptable, and shirts must cover midriffs.

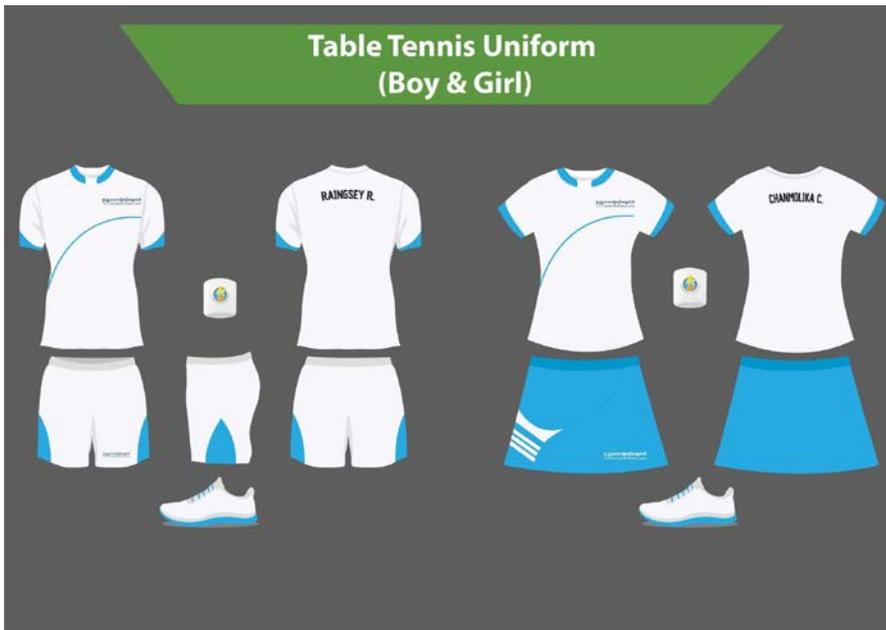
When attending field trips, students must wear the yellow FIS T-Shirt. Failure to be in uniform may result in not being able to attend the field trip.

Figure 1.1: School uniform for Secondary students



Figure 1.2: Sports uniform for Secondary students





FIS Uniform and Tardiness Policies therein apply to all FIS students. To ensure effective enforcement, FIS office staff and teachers will closely monitor its students.

For all programs, a daily checklist will be used to monitor the effectiveness of the implementation. FIS teachers will use the daily check list provided by the office. Students will only receive the mark for the day when they both came on time with their uniform, and all teachers will follow the same procedure.

Uniform and Tardiness Policies implementation procedure:

Step 1. Recognize students who are both on time with their uniform.

Step 2. Give a mark on the daily check list for students who both come on time with their uniform. At the end of every term, each class will be reviewed based on **FIS Uniform and Tardiness Policy for Primary and Secondary Students**, which is stipulated in a separate paper.

Step 3. At the end of every term, each campus will also be reviewed based on **FIS Uniform and Tardiness Policy for Primary and Secondary Students**, which is stipulated in a separate paper.

Tardiness and early leaving

FIS expects students to be on campus before 8:00am. Classes start promptly at 8:00am. Students that enter the school grounds after 8:00a.m. are expected to proceed to the office and get a tardiness slip. The tardiness slip needs to be given to the teacher to enter the class after 8:05 a.m. The office will record the tardiness in the system.

Students who need to leave school early have to proceed to the office and get an early leave slip to show to the security guards at the front gate. Parents must confirm this with the office before this request is granted.

With or without excuse, if a student is tardy three or more times this will be considered as one absence.

Tardiness Policy implementation procedure:

Step 1. If the student is late, the office will call the parent that the child will stay outside of the classroom until the class starts the next lesson.

Step 2. Principals will inform the parents that whoever has more than 10 tardy and receives FIS scholarship (through Academics or FISFA) now will not receive the scholarship for the following year regardless of their status.

Step 3. If the student is late for more than 10 times, the FIS Positive Behavior Committee and Management Team have the option of terminating the child's enrollment at FIS.

Absences

If a student is taking a planned leave from school, it is the responsibility of the student to alert the teachers three days in advance and come to the office for permission. If a student is taking an unplanned leave, parents must inform school. If the student fails to do this three times, the student will be considered absent. This will be added to the absence record and the student will get a mark of zero if the absence is on an examination day or assignment date. Students and parents might be requested to meet the Principal or/and Head of Campus.

It is the responsibility of the student to approach the teacher to get missed work. Teachers can then provide the work the student will miss in advance. Students are expected to be responsible for making up all missed work. Missed assignments will result in a zero.

Students that miss work due to illness can make up all exams. Students that miss school and inform the school in advance that they are taking a leave can also make up missed examinations.

If students are absent 30-35 times per year, they will NOT be eligible to apply or get any kind of scholarship. If students are absent 36-40 time per year, school will NOT issue recommendation letter for them at any purpose (overseas scholarship, visa,...). If students are absent more than 40 times per year, they might NOT be eligible to enroll at FIS for the next school year.

Scholarship policy

All kinds and levels of scholarship students must perform academically, which is 70% and above of every subject and program. If not, the scholarship will not be valid.

The scholarship students must NOT break any rule in this handbook or other rules set by the school. After breaking the rule for three times, the scholarship will not be valid.

Sanitation and Hygiene

Students are expected to look presentable and maintain a respectable level of hygiene (uniform, hair, nails, shoes,...). Students must organize their belongings in an orderly fashion after usage (school supplies, chair, table, lockers, books, cabinets,...). Students have to wash their hands before eating or after going to the bathroom.

Students must put their litter properly into the trash bins. If students spill or stain something, they must clean it by themselves. Students have to leave the bathroom clean for the next users. If they refuse to do, they must stay in the office for the rest of the day.

School Property

Students have to protect the school property. Scratching, cutting, staining, or marking on tables, chairs, walls, or other school assets are prohibited. Using all kinds of school properties with intention to destroy or damage are NOT welcome. Failure to obey the rules can result in being out of class or returning home or paying the cost of the damages.

- ***Unauthorized use of school facilities or services***

The unauthorized use of school property, including but not limited to school buildings, spaces and grounds; school documents and records; or school furnishings, equipment and materials, is a violation of school policy and is subject to disciplinary action.

- ***Unauthorized entry or access***

Unauthorized entry into or presence within enclosed school buildings or areas, including sport facilities, construction repairing areas, and student rooms or offices, even when unlocked, is prohibited.

Behavior Management Secondary Campus Merit and Demerit System

The system below will provide rewards for positive behaviors and consequences for negative behaviors.

Merits

- Students who demonstrate the Student Learner Outcomes and positive behavior can earn merits.
- To earn merits, students must exhibit positive behaviors on a **CONSISTENT BASIS**.
- Some positive behaviors may be evaluated at the end of the semester (e.g. perfect attendance, no tardiness, kept lockers clean, etc.)
- All learners will start with 0 merit points. Every positive behavior has a numerical point. The learner starts each semester afresh and has to accumulate new points.
- Earned merit points correspond to Citizenship grade given at the end of the semester.
- Students with the top merits points demonstrating the SLO's will be given certificate/s of recognition of their positive behavior at the end of the semester.
- Merits points will NOT cancel out demerit points.
- Merit entries will be submitted through prepared Google form.
- SLO merits can be submitted once any day within the semester.
- End-of-semester merits will be submitted by the advisory/subject teacher and staff by filling out the prepared spreadsheet for each class at the end of the semester.

SLO	Embodiment of the SLOs		Points	Submitted by
Responsibility	1	Demonstrating leadership	5	Subject/Advisory Teacher
	2	Learner did more than was expected (completed extra class work or homework)	5	Subject/Advisory Teacher
	3	Setting and achieving a personal milestone (done in collaboration with an educator)	5	Subject/Advisory Teacher
Determination	4	Positive attitude towards school work (diligence)	5	Subject/Advisory Teacher
	5	Significant academic improvement (overall semester grade)	5	Advisory teacher
	6	Demonstrating respect (value others opinions and property, listens to peers and superiors)	5	Subject/Advisory Teacher
Compassion	7	Demonstrating trustworthiness (returning lost items, honesty)	5	Subject/Advisory Teacher
	8	Demonstrating fairness	5	Subject/Advisory Teacher
	9	Demonstrating caring (holding the door, saying please and thank you, assisting a classmate)	5	Subject/Advisory Teacher
	10	Speaking up and taking initiatives against bullying	5	Subject/Advisory Teacher
End-of- semester Evaluation				
1	Maintains presentable and respectable level of hygiene	5	Advisory teacher	
2	Performing well during lunch duty	5	Staff	

3	No tardiness for any classes	5	Staff
4	Perfect attendance	5	Staff
5	Wearing proper uniform	5	Staff
6	Any positive or special support to school personnel	5	Teacher/Staff
7	Supporting and / or participation in any sport or cultural event	5	Advisory teacher
8	Being in the top 5 of subject achievers	5	Subject teacher
9	Free of any demerits within the semester	5	Behavior Management Committee
10	Keeping classroom and school clean and organized (picking up litter around the school)	5	Advisory Teacher
11	Kept Locker clean and organize	5	Advisory teacher

MERITS	Highest possible score (given by 9 teachers once in a semester)
SLO merits (10)	$450/10= 45$
End-of-Semester merits	55
Total	100

Merit Points	Citizenship Score
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0-10	10
15-20	20
25-30	30
35-40	40
45-50	50
55-60	60
65-70	70
75-80	80
85-90	90
95-100	100

Certificates

1. Top 3
2. Perfect attendance
3. Most improved
4. Creative and independent learner
5. Collaborative and effective team leader
6. Respectful and responsible individual
7. Clear and powerful communicator

Demerits

Teachers and administrators are expected to handle minor discipline incidents in the classroom as well as in common areas of the school such as hallways, cafeteria and during assemblies. While verbal reprimands are usually appropriate and sufficient to correct minor misbehavior, some incidents may be disruptive enough or persistent enough to warrant interventions such as losing privileges, staying after class, or receiving demerits.

Major infractions may result in disciplinary action that is not addressed through the use of demerits.

The demerits are designed to document and track repeated minor disciplinary infractions. Accumulation of demerits by students who consistently disrupt the learning environment will eventually result in administrative discipline.

- All disciplinary actions are to the discretion of the school. The school will acknowledge the age of the learners when deciding on a sanction.
- All learners will start with 0 demerit points. Every unaccepted behavior has a numerical point.
- Demerit entry is submitted after several verbal warnings.
- If a learner reaches 10 demerit points he/she will receive a detention during his/her lunch on a Friday of the same week.
- A learner's points will be NOT re-adjusted to 0 once detention was done.
- Demerit entries will be submitted through prepared Google form.
- Demerit summary is checked every Thursday afternoon. Any student who has accumulated 5 points will be given a Teacher Written Warning.

Students who demonstrate the following NEGATIVE BEHAVIORS CONSISTENTLY will earn DEMERITS:

Demerit		Points
Level I Offenses		1-2 points
1	Unauthorized use of mobile phone	2
2	Destroying school property	2
3	Willful disobedience of reasonable requests	2
4	Disrespect for authority	2
5	Disturbing class (Excessive talking, walking around without permission, disturbance from inside or outside of class)	2
6	Eating in class	1
7	Leaving class without permission	2
8	Horseplay in classroom	2
9	Sleeping	1
10	Profanity/Vulgar/Obscene gestures	2
11	Not bringing learning materials to class	1

12	Unexcused tardiness and leaving early in class	2
13	Showing public display of affection (PDA)	2
14	Littering	2
15	Violating code of conduct in the science and computer lab	2
Level II Offenses		3-5 points
16	Unauthorized use of school facilities or services	3
17	Disrupting normal operations of the school (disconnecting wifi cable and other electronic devices, playing with school phone, etc.)	5
18	Unauthorized entry or access (enclosed building, construction repair areas, offices, etc.)	3
19	Possession of inappropriate materials (drugs, playing cards, pornographic films/pictures, dangerous weapon, etc.)	5
20	Stealing	3
21	Bullying (swearing, teasing, taunting, cyber bullying)	5
22	Cheating (copying answers, plagiarizing)	5
23	Peer harassment (physical)	5
25	Truancy	5
26	Gambling	5

Penalties for accumulated Demerits

The following corrective measures will be used in cases where school rules are breached:

- Warning (counseling, reprimand, etc.)

- Loss of privileges (use of mobile phone)
- Parental conference (the school reserves the right to inform the family of any infraction)
- Assignments or extra duties may be given to the offending student by the Committee
- Detention after school, during lunch or on Saturdays
- Suspension
- Losing entitlement to apply for and get FIS scholarship and losing right to get recommendation letter from FIS.
- Expulsion

Each time a student violates the rules, she/he will be subjected to corrective measures. The school may not accept the student for the next academic year based on past records of misbehavior by the student.

WARNING

A Teacher Written Warning will be given to the student and serves as a notice that his/her behavior is unacceptable and does not match with the school's standard of behavior and that any further violations will result to corresponding corrective measures.

Written warning for having 5 accrued demerit points	
Name: _____	Class: _____
Unaccepted	behaviors:

<i>I understand that further violations of the school policy will result to corresponding corrective measures.</i>	

Student signature	
Issued by: _____	

DETENTION

Detention will be held during lunch. The student/s will be given 10 minutes to eat their lunch and must proceed to detention immediately after. During detention, student may have to do a chore, study the Code of Conduct, or do an applicable assignment relating to the transgression. Parents will receive notification of the detention date in advance. No exceptions will be made. Students are not allowed to eat, sleep, or leave detention class for any reason.

Failure to attend detention without a valid excuse may result in an out of school suspension.

SUSPENSION

A written Notice of Suspension will be given to the student after a meeting with the Principal. The student will not be given the opportunity to make up work that he/she missed during the suspension. During suspension the student is responsible for getting his/her work assignments from his/her friends and is expected to be up to speed on all lessons upon his/her return.

EXPULSION

A decision to expel any student will be put in writing, and will include the reasons for the expulsion.

Demerit Points	Corrective Measure
5	Teacher Written Warning
10	Detention during lunch (Student Written Reflection), Loss of privileges
15	Detention during lunch, parental phone call
20	Student conference with the parent, teacher(s) and Principal, Detention (longer)
25	In school suspension, parental phone call
30	Parental Intervention / Conference ,Out of school suspension (Any student who is subject to out of school suspension or has more than thirty (30) demerits during the school year will be ineligible to apply for and get FIS scholarship
More than 50	Expulsion

Disciplinary action for major infractions

Major Infractions	First Offense	Second Offense
Possession of explosives, guns, knives, or any sharp and pointed weapons	Suspension	Expulsion
Cheating	Informing parents, detention	Suspension
Fighting, brawling	Informing parents, detention	Suspension
Purposely deceiving school authorities	Informing parents, detention	Suspension
Physical or verbal assault on school personnel	Informing parents, detention	Suspension
Possession of tobacco, drugs or alcohol	Suspension	Expulsion
Stealing	Suspension	Expulsion
Vocalizing and executing false alarms	Suspension, reparation of any damage	Suspension, reparation of any damage
Disrupting normal operations of the school (disconnecting wifi cable and other electronic devices, playing with school phone, etc.)	Informing parents, detention	Suspension

FIS students must be respectful, compassionate, and responsible individuals. They have to mutually respect and value people from different walks of life (friends, peers, cleaners, handyman, safety guards, teachers, parents, staff, management team,...).

- ***Assault, endangerment, infliction of physical harm***

Physical restraint, assault, or any other act of violence or use of physical force against any member of the community, or any act that threatens the use of physical force is forbidden.

- **Bullying and intimidation**

Any form of bullying and intimidation are prohibited. Bullying includes any electronic, written, verbal, or physical act or a series of acts of physical, social, or emotional domination that is intended or any reasonable person should know would cause physical or substantial emotional harm to another student or group of students. Intimidation is any verbal, written, or electronic threats of violence or other threatening behavior directed toward another person or group that reasonably leads the person(s) in the group to fear for her/his physical well-being.

Anyone who attempts to use bullying or intimidation to retaliate against someone who reports an incident, brings a complaint, or participates in an investigation in an attempt to influence the judicial process will be subject to disciplinary action.

- **Disorderly conduct**

Students at FIS have the right to express their views, feelings, and beliefs inside and outside the classroom. However, these freedoms of expression extend so far as conduct does not impinge on the rights of other members of the community or the orderly and/or essential operations of the school. Disorderly conduct is NOT permitted. Violation of the orderly operation of the school includes, but is not limited to:

1. Excessive noise, which interferes with classes, school offices, and other community activities;
2. Unauthorized entry into or occupation of a private work area;
3. Conduct that restricts or prevents faculty or staff members or students from performing their duties, including interruption of meetings, classes, or events;
4. Failure to disperse when a building, office, or campus space is closed; and/or
5. Other conduct that disrupts the normal operations of the school.

- **Discrimination**

Discrimination, including harassment, is defined as unreasonable, unwelcome conduct that is based on an individual's sex, race, color, age, religion, national or ethnic origin, sexual orientation, gender identity or expression, medical condition, veteran status, disability, or other classifications.

- **Retaliation**

FIS will not tolerate any retaliation. Retaliation against any person or group who makes a complaint, cooperates with an investigation, or participates in a resolution process is a violation of school policy. Retaliation can take many forms, including continued abuse or violence, bullying, threats, and intimidation.

Hair

Students are expected to keep short and neat but hairstyles can be very much up to interpretation in terms of how smart or appropriate they may be in a school setting. Therefore, FIS would like to make clear what are the “conventional hair styles” as detailed in our school policy and those cuts which would not be appropriate for school.

- Color: Natural hair colour is encouraged. Highlights and hair dye, tipped or dipped hair are not allowed.
- Cut: Hair cut should not be shorter than grade 3. Graduated or stepped haircuts –hair which is shaved less than a grade 3 at the sides and long on top are forbidden. Too long hair (below the collar) is strictly prohibited. No fringes/ long bangs that obstruct the eyes are allowed.
- Designs: The school does not permit children to have ‘extreme’ haircuts with designs. Any kind of line or pattern shaved into the side or top of the head are prohibited. Hairstyles and haircuts which are deemed too extreme designs such as tramlines, shaved lines, stars, extreme patterns ‘V’ styles, Mohican cuts are forbidden.

Smoking

FIS students are prohibited from any form of smoking anytime and anywhere.

Lunch duty

In line with our school vision, FIS students are expected to be responsible. Each month, one class will be assigned to help clean the area after lunch. This will rotate. Students will be expected to help wipe down tables and chairs, stack tables and chairs, and sweep the floor. A schedule will be posted in the lunchroom.

Snack and drink

Students are not allowed to buy or order food or drinks from outside of the school. Students may not go outside of the school to buy food or drinks. Thus, students should bring their own snack from home. All kinds of food should be ready for serving within the reasonable time allocation. Eating healthy food and drinking water is strongly encouraged. Any kind of coffee is not allowed.

Moreover, there is a small snack bar at the Tuol Tum Pung (TTP) campus that will be open at specific hours. Students are welcome to purchase snacks from the snack bar. The school is not

responsible for lost money, and students are encouraged to bring a reasonable amount of money to school for purchasing snacks.

Students must finish eating their snack before starting their class.

Study Halls

Study halls are a time for students to do homework, study, work on class work or group work, and read silently. It is expected that students work independently and responsibly during this time. This will not be considered as free time. If a teacher requests a student to visit them, they will issue a hall pass to the student for them to give their study hall teacher.

Student Council

Students elect a Student Council annually. It is made up of a Present, Vice President, Treasurer and Secretary. Students are democratically elected from among their peers. Each grade in the school also nominates two representatives to act on behalf of their grade level. The Student Council is governed by a constitution, which outlines all the terms and conditions of the positions. The purpose is to involve students in the decision making at FIS, and provide opportunities for collaboration and leadership. The Student Council meets once or twice a month, depending on the events and activities being organized.

Lockers

Students will be given a locker at the beginning of the school year. The students are responsible for keeping the key safe. If a student forgets their key, the office can open the locker so they can retrieve their books. If the key is lost, the student has to pay \$5 for key replacement. Food cannot be stored in the lockers. Students have to return the locker key to the office at the end of the school year.

Cell Phone and Electronics Policy

Students are allowed to bring electronics to school. However, they must be stored in the student's locker from 8:00am until 4:45pm. If a student brings an electronic device into the classroom, the teacher will confiscate the device and the student will need to retrieve it from the office at the end of the day. If observed repetitive incidents, parents will be asked to meet with the Principal. The School is not responsible for lost or damaged electronics. On Fridays, students are allowed to have out their electronics from the time they finish lunch until 12:45pm.

If teachers require students to use cell phones for research or academic use, then the time frame will be determined by the teacher.

Bring your own device for grades 9-12

Students in grades 9+ are expected to have a tablet or laptop that can access the Internet. Students will be using these devices for research, note taking, and projects. Teachers will inform students when they need to bring their laptop/tablet.

Required items

Students are required to have the following items:

- Calculators (must be scientific calculators in Grade 8-12)
- USB
- Sneakers for PE class (not wearing sneakers will result in a lower grade)

Kindles

FIS has a limited amount of Kindles to be used for educational purposes. Students will be able to check out Kindles from the library similar to the way they check out a book. Additionally, teachers may request a student to read a book or article from the Kindle for a class assignment. Before a student may borrow a Kindle they must have signed the Kindle Agreement which requires a student and parent signature. The agreement outlines that if the Kindle is lost or damaged, the student must reimburse the school for the Kindle.

Students are allowed to bring in their own e-Reader.

Library usage

Students have designated library time during study hall and during afternoon break time. At that time they can borrow up to two books from the library. Students cannot check out new books until previously borrowed books are returned (so no more than two books should be out at a given time to a student). Books are allowed to be out of the library for two weeks. If a student wants to extend the deadline, they must bring the book to the librarian and re-check out the book. If a book is lost, the student must pay \$8 for the lost book.

Moving around the school

Students are given five minutes between classes to move around the school, access their locker and use the restroom. Students should only use floors where their classes are held, and cannot be in a room without an adult present. If an adult is not present, students are not allowed to enter the room. When on the stairs, students should keep to the right, to prevent

students from running into each other.

After lunch, students are to go to the ground floor for the remainder of their lunch break. Students are not allowed to go to classrooms or other areas of the school.

Homework

It is important that students complete assigned homework. Students are given study hall time to help decrease the amount of work they need to do outside of school hours. Not doing homework will negatively impact a student's grade. If a student consistently does not do their homework, a meeting will be held with the Principal, the student and their parents. Detention can be given out for students that consistently do not do their homework.

Public displays of affection

Students are not allowed to show public displays of affection (PDA) while on school grounds. PDA includes holding hands, kissing, or hugging.

Safety policy

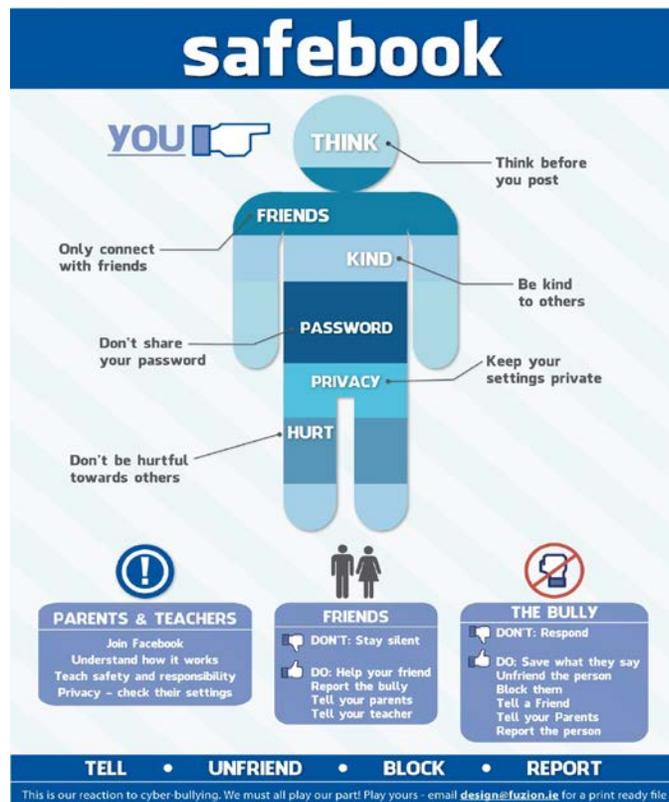
Students are responsible for their own safety. Students shall not touch electrical sockets, climb on any part of the school building, run in the corridors or stairwell, and enter any unauthorized areas.

If an accident occurs, students must rush for help, but should not panic. They can approach their teachers, staff, principal and head of campus, peers, or anyone who are close to them. They can use the phone or school extensions to call the office.

Staying Safe Online

FIS wants all students to be safe online, whether at school or at home. How to stay safe online is a topic covered during IT and health. Here are some helpful reminders for staying safe.

Figure 2: *Staying safe online*



Staying safe on Facebook

- ❖ Only accept friend requests from people you know! Don't say yes to strangers!
- ❖ Keep your privacy settings high! Make sure that only your friends can see your profile!
- ❖ If someone is bothering you on Facebook: Ignore them, Block them, and Report them! Tell a parent or teacher if you're concerned!
- ❖ Never share your password with anyone! Facebook will never ask you for it in a message! Don't fall for scam!
- ❖ Never, ever meet someone in real life if you just meet them on Facebook! Tell your parents if someone asks to meet you!

Safer Internet

1. Use a different password for each account and use long passwords!
2. Be careful when downloading! The easiest way to get a virus is by downloading a bad program!
3. Never give out your password, even if you get an official sounding email!
4. Be careful about advertisements! Avoid clicking on them, many are scam!
5. Be aware of your Facebook App! A lot of them can access your personal information! Check to see what you are providing!
6. Watch out for Phishing! This is when people try to get your personal information by having you log in to a fake website!

Reasons to be safe online

1. Real life dangers: *If you meet with someone you only know on Facebook, you could be kidnapped!*
2. Identity theft: *People might try to steal your financial information through email!*
3. Privacy problem: *If your privacy settings on Facebook aren't high, anyone can see and steal your pictures! Be careful about picture you put up. People might be able to see where you work, your school, and even your phone number!*
4. Spying companies: *Companies want your private information so they can advertise to you! Make sure that Facebook Apps (like games or quizzes) don't have access to anything!*
5. Phishing: *Never belief an email or message that says a company needs your email and password. It's probably someone trying to get your sensitive information!*

Parent-Student -Teacher Conference (PSTC)

The parents, students, and teachers will meet three times a school year to discuss the student's academic growth. This will be an opportunity to raise any concerns about the student's grades or behaviour problems as well as discuss the strengths and achievements of the student. The PSTC schedule will be shared before the conference.

Cambridge International Examinations

Cambridge International Examinations (CIE) is used in 160 countries by 10,000 schools to help prepare students for their future. FIS uses Cambridge International Examinations, which provides our learning objectives for Grades 6+. FIS is registered with Cambridge and uses Cambridge endorsed textbooks. Please see the chart below for more information.

Grade level	CIE stage	CIE program name	Annual assessment
Grade 6	Stage 7	Secondary 1	Progression test
Grade 7	Stage 8	Secondary 1	Progression test
Grade 8	Stage 9	Secondary 1	Progression test
Grade 9	IGCSE	Secondary 2	School given test
Grade 10	IGCSE	Secondary 2	IGCSE
Grade 11	A level	Advanced	AS/A levels
Grade 12	A level	Advanced	AS/A levels

Please note that for Secondary 1, CIE offers learning objectives and tests in Math, Language Arts (first or second language) and Science. Social Studies, health, IT, art, PE and music are designed by the school since CIE does not offer them at this time. These learning objectives are primarily adopted from Singapore.

In Secondary 2, CIE offers over 70 courses. FIS is currently teaching CIE English Language Arts, History, Geography, Biology, Chemistry, Physics, French and Math. At the end of Grade 10 we will urge students that want to go abroad to sit 4-6 subjects for the IGCSE examinations. Students may also sit a subject that the school does not offer if they study independently. For example, a Korean student could sit the Korean language exam. In Grades 11-12, students will narrow their focus and be encouraged to sit 7 AS-levels by the end of Grade 12, while continuing to study their other core subjects. This is what is expected for university admission abroad.

Progression tests are provided by CIE at no charge. IGCSE tests and A/As level tests are charged per subject. The cost changes annually, and will depend on how many subjects the student chooses to sit. Parents are responsible for the cost of the examinations. In Grades 9+, guidance counseling will be provided to students and parents to help guide decision making on whether to sit the exams, and if so, which exams to sit. This will primarily depend on the student's future plans for university. If planning to study abroad it will be necessary to sit the CIE exams, and do well. University admission varies from country to country and institution to institution. FIS will do everything to help students prepare for exams required by different countries and universities.

Please note that textbooks given the beginning of Grade 9 are used for 2 years (Grades 9-10) and students will be expected to keep them in good shape.

Please see the appendix for more information regarding Cambridge.

Grading Policy

In the secondary level students are expected to participate fully in class and try their best. The grading distribution for secondary recognizes effort and attitude, in addition to academic performance. Each semester teacher will follow the guidelines below to award a student a number grade for each core subject. That number grade is then recorded with the school, and converted into a letter grade for the report card. Report cards are given out each semester. Halfway through each semester, teachers will issue mid-semester reports to all students. This informs parents and students of their progress during the semester. It is required that the parents sign and return the report to acknowledge they have received and understand it.

Graduation Requirements at Footprints International School: Grades 9-12

FIS Diploma Requirements: Students must obtain 24 credits to qualify for graduation:

4 Credits English Language Arts:

- **2 years IGCSE First Language or ESL**

- **2 years AS/A-levels English course**

4 Credits Mathematics:

- **2 years IGCSE Mathematics Core or Extended**
- **2 years AS/A-level Mathematics course**

4 Credits Science:

- **2 years IGCSE Science Core or Extended**
- **2 years AS/A Levels Science course**

4 Credits Social Studies:

- **2 years IGCSE Global Perspectives (1 Credit)**
- **2 years IGCSE 20th Century History (1 Credit)**
- **2 years AS/A-levels Social Studies course**

1 Credit Physical Education:

• Students receive one hour weekly of PE instruction each year which equals .25 credits per year. Additionally, sports or physical education courses may be counted as electives

2 Credits Foreign Language:

- **2 years IGCSE French or Mandarin**

2 Credits of Electives:

- **Students must complete two semesters of electives, which equals 2 credits.**
- **Students must take on semester of debate or public speaking. One must be completed during grades 9-10, and the other must be completed in grade 11-12.**

2 Credits Fine Arts:

- **Students must complete 1 semester of music or fine arts electives which equal 2 credits.**

1 Credit Health Education:

- **Students receive one hour weekly of Health instruction each year, which equals .25 credits per year. This may include career exploration topics in upper grades.**

Total credits: 24 to graduate

In addition to the graduation requirements all students must complete **60 hours** of documented community service. Students must complete 15 hours of approved community service hours per year, as well as completing documentation requirements outlined in the FIS community service program.

Any hours above 15 hours per year must be approved in advance to receive credit for the next year. This may include career exploration topics in upper grades.

Service Learning:

Students are encouraged to care about each other and their environment. Service plays an important role in our students' learning experience. Therefore, it is a part of the graduation requirements for students to participate in direct service within the school, the local community and abroad during all grades of high school.

Certificate of Attendance:

A certificate of attendance may be granted to students who have completed four years of high school, but who do not meet the specific graduation requirements for an FIS diploma.

Credit	Subject	Description:
4	English	2 years IGCSE First Language or ESL
		2 years AS/A Levels English
4	Mathematics	2 years IGCSE Math Core or Extended
		2 years AS/A Levels Math
4	Science	2 years IGCSE Core or extended
		2 years AS/A Levels Science
4	Social Studies	2 years IGCSE Global Perspectives (1 Credit)
		2 years IGCSE 20 th Century History (1Credit)
		2 years AS/A Levels Social Studies

1	Physical Education	.25 yearly
2	Foreign Language	.25 yearly
2	Electives	2 semesters (one must be debate and one public speaking)
1	Health Education	. 25 per year
2	Fine Arts	Music or Fine Arts Electives
Total 24		

Promotion Policy for Grades 6 through 12

Students who fail one or two subjects (end-of-year average) must complete the following before being permitted to move onto the next grade level.

- Sit for and pass make-up exams in August for both classes attend and pass with a grade of C or better a pre-approved summer school program.
- Attendance at a non-FIS Summer Program must be approved in advance by the headmaster or his designee.

Weighing Scale Grades 6 - 12	Percentage of Total Grade
Tests and Quizzes	30%
Semester Exam	20%
Homework and Classwork	20%
Projects	20%
Class Participation	10%

Any grade below a D- is considering failing and the student may be asked to repeat the course.

For co-curricular classes and electives such as health, music, art, IT and PE students the following key is used to award a grade. (Note: French is marked the same as core subjects):

Component (Electives/Co-curricular)	Percentage
Tests and quizzes	40%
In class work	40%
Citizenship- Embodiment of the school mission, vision and values	20%
Total	100%

Cheating and plagiarism

FIS has a zero tolerance policy towards cheating or plagiarism, in any form. Students caught cheating or plagiarizing will be awarded a zero for the exam, quiz or assignment they are working on.

Cheating includes copying answers, or discussing answers outside of class when a test is ongoing. Plagiarism is when an individual copies work and presents it as their own without quoting or giving the author credit. Any material that is not original should be referenced and/or quoted appropriately. FIS uses MLA (Modern Language Association) for referencing and sourcing work. Please see the Purdue website or the Language Arts Teacher for more information (<https://owl.english.purdue.edu/owl/resource/747/01/>).

Penalty

If any FIS student breaks any rule in this handbook, they are subject to, in addition to what has been stipulated in specific part, receiving verbal advice, staying in the office, losing the entitlement to apply for and get FIS scholarship, losing rights to get recommendation letter or legal documents from FIS, or expulsion from FIS.