

## **International School Bangkok Campus Access Guidelines**

In an effort to maintain the unique open campus feel of ISB, along with improving the overall safeguarding of students, employees, parents and property, the following guidelines regarding access to the campus are in place:

### **Campus Access:**

- The campus will be open to the community from 6.40am to 8.00pm each day.
- Students and community members may enter the school via:
  - the front main gate (from 6.40am to 8.00pm each day)
  - the back Sarawanville pedestrian gate (from 6.40am to 8.00pm each day)
  - the Sports Complex Gate (weekdays from 6:40am to 8:00am and 1:55pm to 6:45pm)
  - the ES bike shed gate (weekdays from 6:40am to 8:00am and 12:30pm to 5:00pm)
  - the HS bike shed gate (weekdays from 6:40am to 7:45am and 1:45pm to 3:30pm)
- After 8:00pm students and adults may continue to cross the campus to get to and from Nichada and Sarawanville.
- Visitors (non ISB community members) may only use the front main gate – not the Sarawanville pedestrian gate.
- Adults must present ID to enter campus at all times.
- Middle and High school students must present ID when entering campus after regular school hours.
- Access times will be adjusted for events that run before and after normal opening hours. For example, events that run past 8:00pm, the campus closing time will be adjusted to 30 minutes after the scheduled end of the event (e.g. Spirit Night).
- All buildings on campus will be secured at 6:00pm (or immediately after the event concludes) and access will only be granted to those personnel assigned to the space. Buildings will be opened at 5:00am on school days for ISB staff access. No student or parent will be allowed to access classrooms, offices, or other learning spaces without the assigned staff member present.

### **Campus Use Regulations for Students by Division**

- Regular school supervision hours are as follows:
  - For ES 7:00am to 2:20pm on Weekdays, and 7:00am to 1:10pm on Early Release Days.
  - For MS 7:20am to 2:25pm
  - For HS 7:20am to 2:25pm

- Any Elementary school student on campus outside of regular school hours, who are not participating in a school sponsored event (taking part or supporting), must be actively supervised by an adult in charge, appointed by the family.
  - Middle and High School students may use the following designated areas (if available) outside of regular school hours
  - MS/HS Library (until 4:30pm Monday-Thursday, 3:30pm Friday. Closed Weekends)
  - Track, Field A & D, central tennis courts, and Cafeteria (until 6:00pm)
  - Auxiliary Gym (until 7:45pm)
  - Students may only use other areas of the school for school approved activities with adult supervision, eg. weight room, CC building practice rooms, etc.

## **Emergency Contact**

- Parents should be aware that no adult supervision is provided outside of regular school hours and school sponsored activities. Access to the campus is at own risk.
- Point of emergency contact - security guards are stationed at the;
  - main gate, front of school,
  - sports complex,
  - athletics area breezeway,
  - back gate by Sarawanville
  - emergency numbers are printed on the back of your ID card

Except during school holidays, a school nurse is on campus until 8pm on weekdays and at certain weekend hours when events are scheduled.

## **Visitor Access Guidelines**

All visitors to ISB must have an appointment to be granted access to campus. Those without an appointment will have to wait until the ISB employee they are trying to meet is reached and can confirm their appointment.

For ISB employees who have a visitor coming to campus, you must notify the security office. This may be done by email, to Khun Ratthavit at [ratthavi@isb.ac.th](mailto:ratthavi@isb.ac.th) and should include:

Visitor's name,  
Date and Time,  
Person visiting,  
Contact number.

Once the appointment is confirmed, the visitor must exchange a government issued photo ID for an ISB "Visitor" badge and lanyard. This badge must be worn at all times while on campus. The visitor ID may be issued at the main gate or at the guard post next to the administration office.

Visitors are welcome to visit all common areas of the school. If they intend to be in learning spaces they must be accompanied by an ISB employee.

**AS A REMINDER TO ALL, YOU MUST WEAR AN ISB ISSUED ID AND LANYARD  
WHENEVER ON CAMPUS, AND IT MUST BE VISIBLE AT ALL TIMES**