



**INTERNATIONAL COMMUNITY  
SCHOOL**

**PARENT/STUDENT HANDBOOK  
2019-2020**

**High School Division  
Grades 9-12**

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**Accredited by:  
WASC (Western Association of Schools and Colleges),  
ACSI (Association of Christian Schools International), and  
ONESQA (The Office for National Education Standards  
and Quality Assessment – Public Organization)**

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# International Community School Calendar 2019/2020 Tentative

## July 2019

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 16 School Offices Closed: Asalha Bucha Day
- 26 School Offices Closed:  
Substitute to The King's Birthday

## August 2019

S	M	T	W	T	F	S
			1	2	3	
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 5 MS/HS Open House
- 6 MS/HS 1st Day of School
- 6 ES Open House
- 7 ES 1st Day of School
- 12 NO SCHOOL:HM The Queen Mother's Birthday
- 28 In-Service Day (Dismissal@1.30 p.m.)

## September 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- 5 Mid 1st Quarter
- 12 NO SCHOOL:Teachers/Staff work day
- 13 NO SCHOOL:Staff Fun Day

## October 2019

S	M	T	W	T	F	S
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 5 SAT Test
- 8 End of 1st Quarter
- 11-13 HS Eagles Camp
- 14 NO SCHOOL:Substitute to King Bhumibol Adulyadej Memorial Day
- 16 PSAT Test
- 17 K-8th Parent/Teacher Conference Day  
(No classes for K-8th grade students)
- 21-25 NO SCHOOL:Fall Break

## November 2019

S	M	T	W	T	F	S
				1	2	
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 15 NO SCHOOL:Teachers/Staff work day
- 18 Mid 2nd Quarter
- 27 In-Service Day (Dismissal@1.30 p.m.)
- 29 NO SCHOOL:Thanksgiving Day

## December 2019

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 5 NO SCHOOL: King Bhumibol's Birthday and National Father's Day
- 7 SAT Test
- 13,16-19 HS Final Exams
- 20 End of 2nd Quarter  
Dismissal@11.15 a.m. (No Lunch Served)
- 23-31 NO SCHOOL: Christmas Break

## January 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 1-10 NO SCHOOL:Christmas Break
- 13 NO SCHOOL:Teachers/Staff work day
- 14 School Resumes
- 31 Re-enrollment Forms Due and Capital Fee

## February 2020

S	M	T	W	T	F	S
					1	
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

- 7 ES Field day
- 10 NO SCHOOL:Substitute to Makha Bucha Day
- 14 Mid 3rd Quarter
- 24-27 HS&MS SALT Trip
- 28 NO SCHOOL:School Holiday

## March 2020

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 2 In-Service Day (Dismissal@1.30 p.m.)
- 14 SAT Test
- 19 End of 3rd Quarter
- 20 Early Dismissal@1.30 p.m.
- 24 Capstone Project Fair
- 25 HS PSAT Grade 9
- 31 ES&MS Stanford Test

## April 2020

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 1 MS Stanford Test
- 1-3 ES Stanford Test
- 3-5 MS Ignite Camp
- 6 NO SCHOOL: Chakri Day
- 13-17 NO SCHOOL: Spring Break
- 22 In-Service Day (Dismissal@1.30 p.m.)
- 30 Mid 4th Quarter

## May 2020

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 2 SAT Test
- 4 NO SCHOOL:Coronation Day
- 4-15 AP Tests
- 6 NO SCHOOL:Visakha Bucha Day
- 22 Senior Chapel Service
- 23 Senior Graduation
- 28 NO SCHOOL:Teachers/Staff work day
- 29 HS Final Exams

## June 2020

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 1-5 HS Final Exams
- 3 NO SCHOOL:HM The Queen Suthida's Birthday
- 4 MS Moving-up day/Awards
- 5 Last Day of School  
Dismissal@11.15 a.m.  
(No Lunch Served)
- 6 Curriculum Mapping for Select SACT

■ NO SCHOOL

○ Start of Semester

★ Last Day of School

□ Early Dismissal

## **MISSION STATEMENT**

Based on the Bible, in partnership with parents, we teach the whole student to know and apply wisdom for the good of our world and the glory of God.

## **PHILOSOPHY OF EDUCATION**

### **Based on the Bible**

Information changes, but wisdom endures. Such wisdom can be found in the Bible, which outlines the entire framework of human history and sets the highest moral standards for all human endeavors. As followers of Christ, all board members, administrators, and faculty believe this. Alumni of ICS will need wisdom to serve the global community with its fast-paced, ever-changing environment. Therefore, we at ICS plan, execute, and evaluate everything we are and do according to the Bible's enduring truth.

### **In Partnership with Parents**

Wisdom from the Bible leads us to commit ICS to honoring the integrity of the family and the authority of parents over their children. Parents bear the primary responsibility for their children's education. Parents establish the home environment, train children, choose the school, communicate with teachers, and monitor their children's progress. By mutual agreement, ICS serves families of the international community in and around Bangkok as a partner in education in and through the English language using mostly an American curriculum.

### **To Teach the Whole Student**

Throughout life, but most notably during the school years, persons change and grow in each dimension: spiritual, physical, intellectual, social, and emotional. In addition, ICS acknowledges the great diversity in personality, talent, and background of each student. Above and beyond preparing students for higher education, ICS also prepares students for life-long learning by offering opportunities for exploration and achievement in each dimension, remaining attentive to needs of the whole person. Seeing themselves also as whole persons, teachers and parents play critical modeling and instructing roles, guiding students in multi-dimensional growth.

### **To Know and Apply Wisdom**

The flood of information in our world continually increases. Global citizens must know how to recognize truth and error, sort right from wrong, and sift the important from the trivial. God has blessed each and every student with a most complex and versatile tool: the human mind. ICS dedicates itself to equipping students to skillfully filter, sort, and apply information in and through a variety of experiences.

### **For the Good of Our World**

Students at ICS have a unique opportunity to learn to serve others. To serve others, one must understand others. Our classrooms reflect the world's rich diversity of ethnicity, religion, and culture. With Jesus Christ as our model of compassionate understanding, we engage our students in respectful, empathetic dialog as a means of navigating and negotiating differences. In addition to this method, hands-on helping of others equips our students to love their neighbors as themselves, in Thailand and the world at large.

### **And the Glory of God**

**With God's glory as our ultimate goal, we delight to see his character, his love, and his wisdom reflected in and through our school community.**

## **EXPECTED SCHOOLWIDE LEARNING RESULTS**

The ICS Student is becoming a...

Lifelong Learner

Discerning Thinker

Competent Communicator

Quality Producer

Team Player

Responsible Citizen

Follower of Christ

### **CORE VALUES**

Biblical Truth

Community

Growth

Integrity

Respect

Love

Christ-Centeredness

### **VISION**

To continuously excel as a Christ-centered learning community

## PROFILE OF ICS

International Community School (ICS) began serving the international community of Bangkok in 1993 at its Sathorn campus and celebrated its first graduation in 1998. Presently, the school is located in Bangna.

ICS offers an American system of education that prepares students for entry into American-type universities. Students are able to matriculate to other English-speaking universities. Our curriculum offers an excellent Bible-based education to students regardless of race, religion, or national origin.

## GOVERNING BOARD

The Board of Directors, consisting of not less than five and not more than nine members, governs International Community School. The Board follows a Governance Policy model that stipulates outcomes for the school. Members of the Board of Directors have no authority to act individually. The Board speaks as one voice, expressing its governance of the school. The school administrator serves as an ex-officio, non-voting member of the Board of Directors.

## COMMUNICATIONS – Addressing Concerns

Open, effective communication between parents and the school provides opportunities to work together to educate students. Communication takes place in one of four forms; i.e. writing, reading, speaking or listening. The parent or teacher may bring a translator or third party for moral support and assistance in communication in any step of the process. Please follow this process in communicating with the school personnel:

**Step # 1** – Talk directly with the person about your question or concern. Much can be done when the persons directly involved understand the problem and work together to resolve it. For example, when a parent has a school-related question or concern about his own child, the parent should first talk with his child's teacher about it.

**Step # 2** – If you do not feel your question or concern has been adequately dealt with at the parent-teacher level, you may consult with the principal. The principal will confer with the teacher and respond to you in a timely manner. Often the principal will meet with the parent and teacher together.

**Step # 3** – If your concern remains, the parents have the option of consulting with the headmaster. The headmaster will confer with the principal and parent and may call a meeting of all the parties to address the issue.

**Step # 4** – In case of malfeasance by the headmaster, parents may address their concerns in writing to the ICS Board of Directors. The parent generating the appeal must clearly outline the grievance and the recommended redress.

The timeliness of communication determines its effectiveness. Please communicate with your child's teacher at the time that you have a question or concern. Do not wait until a concern becomes a crisis. We want to assure you that our teachers welcome your input. They will not treat your child any differently because you expressed a concern. We must work together "...in partnership". Our students, your children, benefit from our efforts to effectively communicate.

## GENERAL INFORMATION (Grade 9 – 12)

### ACADEMIC PROBATION

Rationale: Academic probation is a process designed to give students adequate warning of low or failing grades and to give school personnel an opportunity to develop a plan to help struggling students develop a plan for success in his/her classes.

Calculation of Academic Probation is based on quarterly grades with a D=1 and an F=2. If a student accumulates 3 or more points in a quarter, they are placed on the warning level and restricted to 1 extra-curricular activity for that quarter. If a student accumulates 3 or more points over 2 consecutive quarters, they are placed on full Academic Probation which means they are not to take part in extra-curricular activities for that quarter.

A student placed on the warning level must also:

- Attend a meeting (set by the Learning Support (LS) teacher and/or principal) where the consequences will be fully explained and some basic techniques can be implemented to help with organization and study. This would culminate in the student signing an agreement that they understand the consequences and what they must do to avoid full Academic Probation.
- The student must also report their mid-quarter grades to the learning support teacher to discuss any possible issues/challenges they have.

A student on Full Academic Probation must also:

- Have a parent meeting arranged at the soonest available time with the LS teacher/ Principal and counselor (or combination of any 2).
- Attend an initial meeting with the LS teacher that will outline their requirements (meeting with all teachers) and continue to attend until all of these requirements are met (This meeting will be set by the LS teacher either during lunch or after school - students will be allowed to use this time to meet requirements ie meet with a teacher after checking in with LS teacher).
- Report mid-quarter grades to the LS teacher to discuss any possible issues/challenges.
- **Students who fail to meet these will face further consequences with the division principal.**

Students who qualify for both the warning level and full probation will be notified as soon as possible after quarter grades are released. Notification will also be sent to the students parents/guardians and a list made available to staff for reference purposes.

Notes:

Grade 9 students will start with a “clean slate” and Academic Probation will NOT carry over from Middle School.

The above steps and/or consequences may be adjusted at the discretion of the LS teacher and/or counsellor with approval of the building principal to suit the individual needs of a student.

## **AFTER-SCHOOL ENRICHMENT PROGRAM**

Due to ICS' growth at all levels, selected activities are offered to provide enrichment opportunities for our students. ICS offers an after-school enrichment program led by interested teachers in a subject or activity of his or her choice. There will be three 6-week enrichment sessions throughout the year, taught once a week for one hour from 2:35 pm – 3:35pm. The dates and program offerings will be sent out throughout the year.

## **ARRIVAL and DEPARTURE**

Please allow plenty of time to travel to school as Bangkok traffic can often cause your child to be late and thus cause a disruption to classes and their own education. Students should remain in the lobby or commons areas of the school and are not permitted to go to their classroom, lockers, or other parts of the school until the first bell rings at 7:12 am. They should be lined up with their first period class and ready for the national anthem at 7:22 am or they may be considered tardy. The school day ends at 2:20 pm and students are free to leave campus at that time.

## **ATHLETICS and EXTRA-CURRICULAR ACTIVITIES**

Interscholastic athletics and extra-curricular activities are an integral part of the total educational program at ICS. Participation is, however, a privilege that carries with it the responsibility to behave in a manner that favorably reflects on themselves, the group, their family, and ICS and does not harm their academic pursuits.

Eligibility Requirements:

1. Students must be a member in good standing of the ICS student body (academic and otherwise).
  - Academics come before athletics and other extracurricular activities, however ICS acknowledges the discipline and social values of these activities. As such, student athletes must follow the Academic Probation guidelines found on page 8. In the event that a student goes onto Academic Probation in the middle of an athletic season, the building principal, Learning Support teacher, counselor and team coach will make a decision regarding participation for the remainder of the season.
2. A copy of the ICS Athletics Permission Form must be on file with the athletic director, coach or activity advisor in order for students to participate.
3. A copy of the ICS Athlete Code of Conduct must be on file with the athletic director, coach or activity advisor in order for students to participate.

Information and additional forms relative to each program are available from the athletic director, coach or activity advisor.

## **ATTENDANCE POLICY**

ICS is a day school and student attendance is paramount to receiving a quality education. Parents are to notify the school on the day of an absence or if their child will be missing a period or two during the school day. Notifying the school should be in the form of an email or phone call. Notification needs to be received no later than ONE WEEK following the school day missed or the student will be marked as absent unexcused. Whenever a student is absent and ICS has not been notified, the secondary school secretary, will attempt to contact the parents to confirm an absence or to let the parents know their child did not make it to school. However, any failure on the part of the secondary school secretary to contact the parent does not nullify the

attendance policy. PLEASE NOTIFY ICS WHENEVER YOUR CHILD IS ABSENT OR HE/SHE WILL MISS ANY MORNING CLASSES. [Gift\\_C@ics.ac.th](mailto:Gift_C@ics.ac.th) or 02-338-0777, Ext. 0752.

**Late-to-School Tardies:** The intent of this policy is simply to see that students arrive to school on time. The school day begins at 7:22 AM with the Thai National Anthem and opening school prayer. Students who are not lined up with their class (outside the classroom) for the start of the National Anthem are late. Before attending classes, the student must first report to the secondary office to receive a late-to-school admit pass from the secondary school secretary. Students will not be admitted to class without this late-to-school pass. Students arriving later than 7:50 AM are considered absent (AU) from their first period class. This policy applies to students arriving anytime during the school day.

There will be no excused or unexcused "Lates to school (LTS)." If a student is late to school, it will be recorded in our system. **Every teacher will have classroom policy in place, which may discipline every tardy.** If a student hits 10 "LTSs" in a semester, his/her parents will be sent a notification and warning e-mail. The following consequences will apply for infractions beyond 10 LTS: 11 LTS = 30 min detention, 14 LTS = 45 minute detention, 16 LTS = 1 hour detention, 20 LTS = In-School Suspension. Further infractions beyond 20 will result in further In-School Suspensions. Within the detentions, the students may be required to write essays during that time.

Naturally, when there are unavoidable circumstances that cause a student to be late – inordinately heavy traffic, accident/collision, heavy rain, flooding, etc. -- these are excused en masse as many students are affected and the reason for their tardy is obvious. However, in most cases, arriving to school on time is simply a matter of the student leaving early enough from home to avoid traffic delays. When this becomes a reoccurring problem and late-to-school tardies (LTS) accumulate, the school is required to take measures to help remedy the problem.

**Class Tardies:** All Classroom teachers draft their own tardy policies. A student's grade may be negatively impacted for each tardy to class. Other parts of the policy may vary from teacher to teacher and class to class.

## **Absences**

ICS desires to encourage positive character development in your children/our students. These would include such qualities as promptness, attentiveness, responsibility, cooperation, and respect for and adherence to school rules. Attendance at school and arriving on time to school is a very important and positive habit for our students to acquire and maintain. Parents can help by encouraging their child(ren) to be on time to school and attend classes regularly. This helps to serve as a positive reinforcement in developing these desired character qualities.

If a student is absent from school, the important instructional time that was missed cannot be made up. Loss of instructional time also has a direct bearing on academic performance. Any student who has been absent from school for more than a day or two can attest that attempting to make up all of the missed homework, classroom assignments, projects, presentations, quizzes, tests and the instructional material is very difficult. Making this work up in order to receive a grade in the class is not only required but the work must also be completed within a specified period of time. Absences will be excused for sickness, university-related events, or family crisis/special events.

Parents are to notify the secondary office whenever their child(ren) is/are absent. [Gift\\_C@ics.ac.th](mailto:Gift_C@ics.ac.th) 02-338-0777, Ext. 0752.

**Excessive Absences:** A student who has missed an excessive number of days (10 or more) in one semester may lose credit for courses affected by the absences. Absences are counted by periods (5 periods = 1 day). ICS is compelled to maintain the standard of the Thailand Ministry of Education standards. ICS, as an accredited educational institution, grants educational credit for a prescribed number of hours of classroom instruction. When these hours are compromised, so is the granting of credit. If a student approaches 7 absences in a given semester warning letters will go out to the parent and consequences may be given as well. Excessive absences may also result in the loss of a student's ability to participate in extra-curricular activities.

**Make-up Work:** Make-up work is the sole responsibility of the student. For excused absences, full credit may be earned for missed work if completed within the same number of school days or class periods for which the student was absent (e.g. three school days absent yields three school days to make up work for full credit). A teacher may refuse to accept and/or give full credit for work received after the allotted time. However, if certain projects or tests have been announced 1-2 weeks before the absence then the student should turn in the project, assignment or take the exam on the date of the return and/or at the discretion of the teacher. Any exception to this policy requires approval by the HS principal.

If a student knows he/she will be absent for an extended time period beyond 3 days, that student is expected to meet with his/her teachers to receive the work he/she will be missing beforehand. The student is expected to keep up with the work missed throughout their time away from school.

Students who start school late due to extenuating circumstances and receive approval from the HS principal are expected to make up all assignments and tests from the beginning of the school year, Day 1.

**College/University Visits:** We understand that seniors desiring to study in Thailand may need to be absent from school to interview at a prospective university. Students must have a letter signed by the parent or an e-mail sent to the secondary school secretary giving permission to leave the ICS campus for the specified day.

**Extra-Curricular Eligibility:** Students will not be eligible to participate in extracurricular activities on the school day in which they have been absent for more than 3 class periods. This includes clubs, sports, intramurals, enrichment, life groups, etc.

**Leaving School Before the End of the School Day:** A parent or guardian must give permission by phone, e-mail or come in person for a student to leave school before the end of the school day. In the case of email permission, school personnel may also call the parent to confirm the request. The student must sign out in the secondary office and receive a "Permission to Leave Campus Pass."

## **CAPSTONE SERVICE PROJECT**

In order to graduate from ICS, a student must complete his/her Senior Capstone Service Project. Each student will work with the Capstone Service Coordinator to help guide the student towards completion. This project will entail at least 15 hours of community service, research of a specific problem, a reflective paper of what the student learned, and attendance at a Capstone Service Project Fair in which each student will present their findings orally to a panel of administrators, teachers, and board members.

## CELL PHONES and ELECTRONIC DEVICES

In order to foster a healthy community at ICS, mobile phones and other electronic devices are not to be used during the school day. High school students are not to use mobile phones or devices from 7:20-2:20. The only acceptable use of phones/devices during the school day is for teacher-led instructional purposes. Mobile phones and other devices are not to be used between classes, during break or during lunch.

When brought to school, mobile phones and other devices should be silenced, put on vibrate only, or turned off during the school day. In addition to class time, this also includes chapels, homerooms, assemblies, Triple T, special meetings, or any other times deemed appropriate by the faculty or administration. Phone rings, alarms, or any other audible sounds generated by the mobile phone or electronic device are not permitted.

If a phone rings or a student uses a phone during the school day without permission, it will be confiscated and given to the high school principal. The following consequences will be administered for students using mobile phones during the school day.

1<sup>st</sup> Offense- May be picked up from the HS principal at the end of the school day.

2<sup>nd</sup> Offense- The phone must be checked in and out everyday with the high school secretary for 10 days.

3<sup>rd</sup> Offense- The phone must be checked in and out everyday with the high school secretary for the remainder of the semester.

**Headphone Use During School:** In an effort to cultivate a positive interpersonal school community, headphones, earphones, earbuds and other personal listening devices are not allowed during the school day. Exceptions to this would include: Teacher-directed classroom activities and teacher-approved use during Guided Studies.

Headphones being used during inappropriate times will be confiscated and the following consequences will be administered:

1<sup>st</sup> Offense- Pick up from HS Principal at the end of the day

2<sup>nd</sup> Offense- 1 hour detention

3<sup>rd</sup> Offense- In-School Suspension

## CHEATING EXPLANATION AND CONSEQUENCES

Cheating is giving or receiving information about a test or quiz and/or handing in someone else's work as your own. In addition to the more obvious deceptions (looking up the answers or looking at someone else's test or paper), cheating includes telling a friend what is on a test. Even if a student has turned in his/her test paper, talking during a test may be considered cheating. Copying a friend's homework in your own handwriting is also cheating. Plagiarism, or copying the writing of another person without giving proper credit by using quotation marks and citing references, is cheating. Using mobile phones or electronic devices to show or transfer data regarding a test, quiz, project or assignment is cheating.

Consequences for cheating are assigned at the discretion of the teacher for the first offense, which may include a zero on the test/work and possible teacher-administered detention. At the second offense, the student caught cheating will receive a zero on the test/work and be sent as a discipline referral to the building principal. Consequences for cheating may include, but are not limited to: detentions, in-school suspension, out-of-school suspension, and possible expulsion.

With all that is good with technology today, it has created new ethical challenges for teachers and students. One of these challenges deals with cheating. These technological tools offer a compelling temptation to cheat in class. Consequently, in an effort to promote evidence of a student's own work, integrity, honesty, and positive character qualities, the HS policy regarding technology in the classroom is as follows:

During ALL major tests, all students are to place ALL technology (including, but not limited to mobile phones, ipods, ipads, laptops, smart watches or other wearable technology, etc.) in a backpack or similar bag. When instructed by the classroom teacher, all backpacks/bags must be placed at the front of the classroom before taking a test. Thereafter, any technology detected on a student by the classroom teacher (that is not in the backpack/bag) will be confiscated and the student will receive a zero on the test whether it was used for cheating or not.

### **COMPUTERS AND ELECTRONIC DEVICES\*: STUDENT USE POLICY**

Each ICS computer user must read, sign, and return the computer use policy form to ICS the first year of Enrollment in order to be allowed to use both school and personal computers and other devices at ICS. These other devices can include, but are not limited to, smartphones, tablet computers, E-book readers, digital cameras, smartwatches and audio MP3 players.

- The ICS computer network is provided to support educational goals and fulfillment of the ICS Mission.
- Devices and the ICS network should not be used for the following: operating a for-profit business, accessing sites for gambling, pornography, illegal drugs, hate groups or any illegal activity.
- Personal devices may only access the internet via wireless connection and in no manner can personal devices be wired to the ICS network or allowed access to network resources and printing services.
- Downloading or streaming music or video, chatting, instant messaging, using voice and/or video over internet applications or playing games is not permitted unless it is specifically related to the curriculum and assigned by a teacher who is supervising a student.
- Families should be aware that the Internet might contain items that are offensive. The faculty and staff of ICS will make reasonable efforts to ensure that students do not access offensive material while at school. Such efforts may include monitoring software, public location of computers, and spot checks of student Internet activity. ICS cannot guarantee that children will never access inappropriate material while using the Internet.
- ICS supports and respects each family's right to decide whether or not their child should have access to the Internet at school. **If you do not want your child to have Internet privileges at ICS, please notify the principal in writing and do not sign this form.**
- General school rules for behavior and communications apply.
- There is NO EXPECTATION OF PRIVACY when using personally owned devices. Network storage areas or any communication, or application used on any devices may be monitored, logged and reviewed by ICS to insure that all ICS computer users are in compliance with these guidelines.

- The computer lab is open for student use only when a teacher is present. Students are not allowed in the computer lab or in any room with a computer when a teacher is not present.
- Students are not guaranteed access to computers and the Internet at all times.
- A username and password is assigned to each student. The student will have the same username as long as they are at ICS. Students must log on to the ICS computer network using this username and password. Students **SHOULD NOT SHARE THEIR USERNAME AND PASSWORD** with each other, nor should they attempt to log on to the computer network with a username other than their own.
- No student should attempt to bypass any security measures on the ICS computer network or attempt to do anything that would disrupt the smooth functioning of the ICS network.
- Students are not permitted to bypass any security measures or to download and/or install any hardware or software to any ICS computer.
- ICS accepts no responsibility for any loss or damage to any computer hardware or electronic device that students bring to school.
- Students may bring external storage devices such as flash drives to school for working on academic assignments.
- Students should not rely on the Internet or e-mail as a way to access previously saved work.
- ICS computer users will lose computer and/or Internet privileges if they are not used responsibly.
- Use of personal devices during the school day is at the discretion of teachers and staff. Students must use devices as directed by their teacher.
- Students bring their devices to use at ICS at their own risk. It is their duty to be responsible in the upkeep and protection of their devices.
- ICS is in no way responsible for:
  - Personal devices that are broken while at school or during school-sponsored activities
  - Personal devices that are lost or stolen while at school or during school-sponsored activities
  - Maintenance, upkeep, and technical support of any device (such as keeping it charged, installing updates or upgrades, or fixing any software or hardware issues, viruses or malwares issues etc.)

*\*Electronic Devices include, but not limited to laptops, smartphones, tablet computers, e-book readers, digital cameras, audio MP3 players, smartwatches.*

## CONDUCT AND DISCIPLINE

ICS wishes to foster an educational environment optimized for student learning and achievement through well planned lessons, activities and events. However, at times there is a need to have disciplinary procedures and consequences in place for those students who continually violate classroom/school rules and disrupt the learning of other students. Administrators use the chart below when handling discipline problems.

### ADMINISTRATIVE GUIDELINES FOR DISCIPLINE REFERRALS

CATEGORY	EXAMPLES OF INFRACTIONS	1 <sup>ST</sup> REFERRAL	2 <sup>ND</sup> REFERRAL	3 <sup>RD</sup> REFERRAL
<b>A</b>	<ul style="list-style-type: none"> <li>• Dress Code Violations</li> <li>• Electronic Violations</li> <li>• Roughhousing</li> <li>• Excessive Absences/Tardies</li> <li>• Building rules violation</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Consultation with the student</li> <li>• Letter to Parents</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Detention</li> <li>• 2<sup>nd</sup> Letter to Parents</li> <li>• Parent Conference with Administration or Teacher</li> <li>• Counselor referral</li> </ul>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Letter to Parents</li> <li>• ISS (In-School Suspension) 1-2 days</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• Classroom Disruptions</li> <li>• Inappropriate language/gesture/behavior</li> <li>• Insubordination</li> <li>• Unsafe behavior</li> <li>• Cheating/Plagiarism</li> <li>• Communicating a Threat</li> <li>• Habitual violation of building/classroom rules</li> <li>• Public display of affection</li> </ul>	<ul style="list-style-type: none"> <li>• Admin. Consultation with the student</li> <li>• Letter to Parents</li> <li>• Detention</li> <li>• Counselor referral</li> <li>• ISS (In-School Suspension) 1 day</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Detention</li> <li>• Parent Conference with Administration or Teacher</li> <li>• 2<sup>nd</sup> Letter to Parents</li> <li>• 2<sup>nd</sup> Counselor referral</li> <li>• ISS (In-School Suspension) 2-3 days</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• 3<sup>rd</sup> Letter to Parents</li> <li>• OSS (Out of School Suspension) 3-4 days</li> <li>• Re-admittance Conference with Building Principal</li> <li>• Recommendation to Headmaster for possible expulsion or withdrawal</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Truancy/Skipping class</li> <li>• Theft/stealing/Breaking &amp; Entering/ Forced Entry</li> <li>• Out of school behavior, actions, or activities discrediting or bringing dishonor to ICS</li> <li>• Fighting/Bullying</li> <li>• Minor Vandalism</li> <li>• Insubordination w/disrespect in front of others</li> <li>• Sexual misconduct/offensive behavior</li> <li>• Sexual Harassment</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• Student conference with Building Principal</li> <li>• Letter to Parents</li> <li>• ISS (In-School Suspension) 1-3 days</li> <li>• Counselor referral</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• 2<sup>nd</sup> Letter to Parents</li> <li>• OSS (Out of School Suspension) 3-5 days</li> <li>• 2<sup>nd</sup> Counselor referral</li> <li>• Re-admittance conference with Building Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• 3<sup>rd</sup> Letter to Parents</li> <li>• OSS (Out of School Suspension) 3-5 days</li> <li>• Recommendation to Headmaster for possible expulsion or withdrawal</li> </ul>
<b>D</b>	<ul style="list-style-type: none"> <li>• Dangerous behavior (intent to cause harm)</li> <li>• Major vandalism</li> <li>• False fire alarms/Bomb threats</li> <li>• Possession of weapon</li> <li>• Possession of illegal substance or paraphernalia</li> <li>• Violation of Substance Abuse Policy</li> <li>• Possession of tobacco, nicotine vaporizers or supplies, e-cigarettes or alcohol on campus or at an ICS off campus event</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• OSS (Out of School 3-5 days Suspension)</li> <li>• Recommendation to Headmaster for possible expulsion or withdrawal</li> </ul>		

#### Expulsion of a student from ICS may occur:

1. If a student is deemed by the headmaster to be a threat to the safety and well-being of the students or staff at ICS because they have harmed or attempted to harm another student or staff member and/or:
  - a. the student's behavior is deemed, by the headmaster, to be a pattern of negative behavior;

- b. the action(s) is perpetrated with the use of a weapon (any item other than hands used to harm another person);
  - c. the violent actions or single violent act is of an extreme nature.
2. If a student’s behavior causes repeated and substantial disruption to the learning environment of the school and reasonable and normal attempts by ICS at disciplining and correcting the behavior have failed. This includes normal classroom discipline, counseling of the students by the principal and teacher, meeting with parents, in-school or out of school suspensions, and behavioral contract signed by parents, the student, and an ICS administrator.
  3. If a student habitually breaks the school rules for conduct and dress as outlined in the ICS Parent/Student Handbook and reasonable and normal attempts by ICS at disciplining and correcting the behavior have failed. This includes normal classroom discipline, counseling of the students by the principal and teacher, meeting with parents, in-school or out-of-school suspensions, and behavioral contract signed by parents, the student, and an ICS administrator.

**DRIVING and PARKING on CAMPUS**

Any student who drives a car or motorcycle on school property must be licensed and insured. A copy of the driver’s license and insurance documentation should be presented to the high school principal who will keep a copy. Parking on campus is a privilege that can be revoked at any time for inappropriate conduct.

**DRESS CODE for Students**

Student appearance at school affects student behavior and attitudes. Dress must be modest, neat, and appropriate. The principal has the final say about appropriate appearance, based on the school attire stated below.

**ICS School Attire for K-12 Students 2018-2019**

<b>Girls: regular uniforms</b>	<b>Boys: regular uniforms</b>
Black or khaki long pants or capris that reach to mid-calf (No denim, legging, spandex, or skin-tight stretch pants).	Black or khaki uniform-style shorts or long pants. (No denim, legging, spandex, or skin-tight stretch pants).
ICS Polo Shirt	ICS Polo Shirt
Closed-toe and heel shoes.	Closed-toe and heel shoes.
<b>Girls: PE Class</b>	<b>Boys: PE Class</b>
ICS PE t-shirt & approved PE shorts For swimming: a modest 1 piece swimsuit or 2 piece tankini	ICS PE T-shirt & approved PE shorts For swimming: modest swim trunks/shorts with legs. No brief-style swimwear.

Perceptions are an important consideration for outside observers, guests, prospective students, parents, and the ICS community as a whole. “*...Man looks at the outward appearance, but the LORD looks at the heart.*” (1 Samuel 16:7) In an effort to provide an environment conducive to learning that is respectful to the many cultures represented in the ICS community, ICS has established a school uniform that allows for flexibility within established guidelines.

**Uniform Guidelines During The School Day (and as required by staff at outside-of-school activities):**

1. Three button pullover shirts should have at least one button buttoned.
  2. Boy's long pants and shorts are to be black or khaki in color. The waistband is to be worn at the waistline. No denim material allowed.
  3. Girl's long pants or capri pants are to be black or khaki in color. No denim material allowed.
  4. Haircuts and hairstyles for boys and girls should not cause a distraction to the students or the learning process.
  5. The only acceptable footwear is sneakers and closed toe, closed heel shoes (street shoes). Very high heels are not allowed.
  6. Girls body piercings must not be distracting or dangerous for the activity they are engaging in. Boys are allowed to wear stud/post type earrings, however they are not to wear hoop earrings, gages, spacers, or any form of body piercing ornamentation.
  7. Head Coverings: Hats, hoods, scarves, and sweatbands are not to be worn during the school day.
  8. All outer clothing (jackets, sweaters, sweatshirts, vests, etc.), if worn, are to have a zipper or buttons all the way down the front.
  9. All students must wear their uniform when they enter the front entrance of the school each day.
- \* You may purchase uniforms from the uniform shop located on the ICS campus.

**Consequences for dress code infractions:** Students will be given 2 warnings per semester. After 2 warnings the following consequences will result. 1. ½-hour detention. 2. 1-hour detention. Multiple dress code violations will result in further consequences including suspensions.

**Non-uniform Days Must Be Approved by the Principal:**

On designated non-uniform days, usually referred to as dress-down days, students may wear clothing other than uniforms. The administration must approve each non-uniform day. Non-uniform attire must comply with the general guidelines applicable to school uniforms. If a student wears any clothing deemed inappropriate, the student will be asked to change the clothing or be sent home. Dress on Fridays is considered a normal uniform day with the exception that ICS approved sport, club, event-shirts may be worn. These shirts should display the ICS name or logo.

**High School Banquet Attire:**

All boys are expected to wear formal attire, i.e. dress shoes, slacks, shirt, tie, and jacket. For girls, all dress lengths must be even or longer than their arms when their arms are at their side. No mid-drift allowed, i.e. the front of the body must be fully covered. No cleavage or other private areas can be visible.

**ENGLISH ONLY POLICY**

To assist students in acquiring English language proficiency, ICS has an English only policy in all classrooms.

**ESL PROGRAM**

The ESL program provides direct instruction to the ESL students. Students in ESL classes meet three days a week for a total of 210 minutes of instruction. ESL teachers collaborate with core teachers in order to help students meet standards and benchmarks for the ESL courses/program. It is designed to increase fluency in students who already have some proficiency in English and to give more in-depth study for their core classes. A student's score on the admission English language assessment test and other assessments determines placement in the ESL program. During the fourth quarter of the school year, the ESL department tests ESL students to determine if they need to continue in the ESL program for the following school year. Students may

be in the ESL program for one, two, or more years, depending on their initial English ability and on their progress.

## **FIELD TRIPS**

ICS encourages field trips that expose the students to education and service opportunities not readily available within the structured classroom. An Emergency Form and Parental Authorization Form must be on file in the office for the student to take part in school-sponsored trips away from school premises in addition to the permission slip required by the MOE and ICS for each individual field trip. Regular school uniforms are worn on field trips unless otherwise indicated by the field trip organizer. Dress should be school uniform or conform to the general guidelines for non-uniform days as stated in the dress code section of this handbook. All school rules and additional rules, specific to each trip, will apply on field trips. Misbehavior by a student may result in exclusion from future field trips or other consequences.

## **INTERNATIONAL EDUCATIONAL EXPERIENCES**

As an International School with the goal to develop ICS students who are responsible global citizens, we are uniquely placed to encourage student participation in international educational opportunities, partnering with learning communities who also share our core values. International Education Experiences will be considered on a case-by-case basis by the leadership team according to set criteria (benefits and costs). Students eligible for such experiences will be chosen for their capacity to be ambassadors for ICS and ICS' core values as responsible citizens, team players, competent communicators and quality producers. Their ability to undertake responsibilities in learning activities, research or projects prior to, during and after the International Educational Experience as well as proven ability to manage workload or requirements of the experience and/or missed work while away will also be essential in their selection.

## **FURLOUGH or LEAVE OF ABSENCE**

A Furlough/Leave of Absence form is available in the Admissions Office. A leave of absence may be requested if a student will be absent from ICS for a year of furlough, a study abroad program such as AFS, or for personal reasons. In the case of an approved leave of absence, the student's seat in the class will be reserved and they are not required to pay the registration fee again when they return to ICS. The school waives the Annual Capital Fee for the year a student is on leave for Furlough. However, AFS or a Leave or Absence requires payment of the Annual Capital Fee and paying the Annual Capital Fee for the upcoming school year.

## **GENERAL BUILDING RULES**

General Areas: MS/HS Commons, Hallways, Classrooms, and Cafeteria

- Students are to refrain from playing cards or card games in the classroom unless they have permission from their teacher.

MS/HS Commons Area

- Students should use the benches around the building for sitting only
- Students are not allowed on the balconies on the other side of benches
- Students are not allowed to crawl out of a window
- Students are not allowed to climb on handrails
- Students are not allowed to drop or throw anything over the side of a building unless it is a teacher supervised activity.

- No littering in the MS/HS Commons Area

#### Hallways

- No running in the hallways
- No loitering in restrooms or stairways when classes are in session
- No littering in the hallways
- No shouting in the hallways

#### ES/MS/HS Building Area

- Students are not permitted in the ES building unless serving as a TA or directed by a Teacher/Principal to enter the building
- Students who exit the ICS campus at any time during the school day without administrative/teacher approval/pass will be considered "truant"
- Snacks should be eaten in the cafeteria and commons areas only

#### Cafeteria

- Students are to put their plates, cups, trays, etc. in the food/trash receptacles
- Students are allowed to also eat at the outside tables near the HS commons area
- Students may only take food up to the 2<sup>nd</sup> – 4<sup>th</sup> floors if they are attending an approved meeting with a teacher or special occasion approved by a building principal

#### Performing Arts Center (PAC)

- No food or drinks, with the exception of bottled water, are allowed in the PAC
- No running

## GRADING SCALE

All courses taken at ICS during the 9<sup>th</sup>-12<sup>th</sup> grades are factored into the computation of the GPA. If a student takes an AP course or Honors course, then the grade will be factored using the AP or Honors scale. For example, if a student makes a numerical grade of 85 (3.0 on the standard GPA scale) in an AP class, then the grade reflected on the report card will be 85. However, in the calculations of the GPA, the AP GPA scale will be used; the 85 will be counted as 4.0 instead of 3.0. See the grading scale below.

Numerical grades are given for all classes in grades 9 – 12. Grades for students in classes 9 through 12 are computed on a semester basis. In determining a student's GPA, the student's grade is assigned a standard, honors or AP point depending on the course grading scale. These points are to be added up and divided by the total number of points. This will give the precise GPA. Note that grades earned through transfer credits will not be calculated into the cumulative GPA.

In regards to the GPA Calculation, ONLY grades for courses earned during a student's study at ICS will count toward the GPA calculation. Grades for courses taken outside of ICS (online, and/or course transferred from another school) will not be considered into the GPA calculation but will be reflected on the transcript. The GPA will be calculated using the secondary grading scale. All high school courses are associated with a standard, honors or AP (Advanced Placement) grading scale.

**Honor Pledge - For all papers, tests, essays, and quizzes all students must write "I pledge my honor that I have neither given nor received aid for this paper/examination" at the top or bottom of the assessment.**

Using an Honor pledge such as this allows our students to play a role in making ICS an environment of trust between students and teachers.

Below is the ICS grading scale that has standard, honors and AP.

<b>Numeric Average</b>	<b>Letter</b>	<b>Standard Point Scale</b>	<b>Honors Point Scale</b>	<b>AP Point Scale</b>
98-100	A+	4.0	4.5	5.0
94-97	A	4.0	4.5	5.0
92-93	A-	3.7	4.2	4.7
88-91	B+	3.3	3.8	4.3
84-87	B	3.0	3.5	4.0
82-83	B-	2.7	3.2	3.7
78-81	C+	2.3	2.8	3.3
74-77	C	2.0	2.5	3.0
72-73	C-	1.7	2.2	2.7
65-71	D	1.0	1.5	2.0
0-64	F	0.0	0.5	1.0

## HOMEWORK

Teachers at ICS may use homework to reinforce skills, assess previous learning, and prepare students for future lessons.

**Time Spent on Homework:** The chart below provides an estimate of the amount of time that a student may be expected to spend on homework each evening. The actual amount of time spent on homework will vary depending on the individual student and the classes they are taking (AP and honors courses will require significantly more homework than others). English as Second Language (ESL) students will typically spend more time on homework than indicated on the chart. These average times include homework in several subjects (HS: 3-5 subjects a night).

Grade	Expected Time Spent on Homework
9 <sup>th</sup> Grade	90 minutes
10 <sup>th</sup> Grade	100 minutes
11 <sup>th</sup> Grade	110 minutes
12 <sup>th</sup> Grade	120 minutes

## ILLNESS AND INJURY

ICS maintains a health center during school hours. A student with symptoms of illness such as (but not limited to) repeated coughing, above normal temperature, runny nose, pink eye, vomiting, and/or diarrhea will be sent home for care by the parents. **Parents, keep your student at home if he/she has an undetermined rash or spots, above normal temperature, severe headache, pink eye, upset stomach, diarrhea, or other symptoms of illness. Keep your child at home for at least 24 hours after the temperature has dropped to normal, and the child has not taken any medication for fever. Keep your child at home for at least 24 hours following vomiting or diarrhea.**

**The first day back, the student must go to the school nurse at the start of the school day to be checked before entering class.** ICS may require a medical certificate if the student has been out sick for an extended time or still appears not well.

## Medication Policy for ICS Students

Students may not bring medication to school unless it is absolutely necessary. If a student must bring medication to school, the medication must be taken directly to the school nurse or school official along with instructions **written in English or Thai**, indicating the following:

- \* Name of student
- \* Time and length of administration
- \* Dosage
- \* Name of medication
- \* Reason the child must take the medication

## Days Required to Stay at Home for Some Specified Illnesses.

The school nurse has the discretion to require students to stay home longer if the student still has symptoms and is not well. This list is not inclusive of all illnesses. For contagious disease, ICS follows the procedures recommended by the Thai Public Health Department.

1. **Influenza or viral diseases:** The student must stay at home for 7 calendar days and may return to school on the 8th day **if all symptoms are gone**. Day 1 is the first day the student had symptoms.
2. **Hand, Foot, and Mouth Disease:** The student must stay at home for at least 7 calendar days and may return to school on the 8th day **if all symptoms are gone, including the rash**. Day 1 is the first day the student had a fever.
3. **Pink eye** (conjunctivitis due to an infection): The student must stay at home for at least 48 hours after starting antibiotic treatment. Eyes must be clear to return to school. Parents must provide a medical certificate verifying treatment given. If no medical certificate is provided, the student must stay home for at least 5 calendar days, with Day 1 being the day the symptoms started.
4. **Lice:** The student's hair must be entirely clear of lice and eggs as determined by the school nurse. If there are still eggs, viable or non-viable, the student may not return to school and must stay home for additional treatment by the parent. The student must be checked by the school nurse before going to class.
5. If there is an epidemic, the school may need to increase the length of time a student or students must stay at home to stop the spread of disease.

## LOST and FOUND

Students are expected to take care of their personal and school items at all times. Items left out and found on campus overnight are taken to the Lost and Found. Lost and Found is located outside the office of the HS principal's secretary. The HS principal's secretary will contact students whose items are identifiable. Items not collected are eventually donated to local charities.

## LOCKERS

Lockers are the property of ICS and are assigned to secondary school students for the period of one academic school year. Each student is expected to keep his locker neat and orderly. Lockers and school bags are subject to inspection by faculty and administrators without notice or prior consent. The student is not allowed to display photos or other materials on the outside of the locker. Magnets are usually acceptable with permission but tape, glue, stickers, and sticky tack are not. While pictures may be displayed on the inside of lockers, those pictures deemed inappropriate by the faculty or administration will be removed. **Please do not keep money or valuable items in unlocked lockers. Remember that ICS is not responsible for lost or stolen**

**items.** Students are not to use other student's lockers or go into another student's locker. Lockers left open will be periodically closed by school staff.

## **MEDIA CENTER**

The library/media center is open to students with a pass from teachers during class, during lunch and break times. The students use their student ID card as a library card, which is required for checking out books. If a book is lost or damaged, the student must pay for its replacement plus a processing fee. The library/media center will collect fines on overdue books. The charge will be 2 baht per book each day the book is overdue and if a student is absent on the day a book is due, the book becomes due on his/her first day back at school without penalty. For parents, the charge will be 5 baht per book each day the book is overdue. Access to students' grades through RenWeb will be blocked until all overdue books are returned and all fines are paid. Parents also use their ID card as library card to check out books. The library/media center limits the number of books that a student or parent may check out at any one time. Please ask the library media specialist or check school news for details. Encyclopedias and specified reference books may not be checked out. For more information about the Media Center please see the brochures and/or media specialist.

## **OFFICE HOURS**

The school office hours are 7:00 am until 3:30 pm. At the finance office, money transactions may take place between 7:15 am and 3:00 pm.

## **PARENT TEACHER ORGANIZATION (PTO)**

The Parent Teacher Organization comes alongside the school by providing a variety of activities and services to enrich the education and extra-curricular activities of ICS. Parents and teachers are encouraged to come to the monthly meetings and get involved in making ICS a better place. Check the school calendar for meeting dates.

## **PERSONAL BELONGINGS at SCHOOL**

**Students are responsible for any and all personal items brought to school.** Lockers are provided where students can place personal items and textbooks. Care should be taken to keep all personal belongings secure and protected at all times. This includes, but is not limited to, backpacks, sports bags, musical instruments, badminton rackets, and all electronic devices -- mobile phones, laptops, iPads, video games, iPods, MP3s, etc. CCTV cameras are installed to provide video evidence in the case of theft or inappropriate behavior. These, however, are not intended as a cure-all against theft and do NOT provide coverage for every location on campus.

## **RECORD REQUESTS**

We are happy to serve you and will work to provide the necessary documents that you need as with any student. However, we do limit the number of additional records requested. We will prepare and send up to 10 transcripts (along with accompanying documentation) upon request free of charge. Additional copies/paperwork will result in a minimal fee to cover all the costs associated with these requests.

When requesting an official letter or records from the school office, please submit a request in writing at least two weeks before you need the records. The school will determine if all tuition and fees have been paid before releasing records.

## REPORT CARDS

ICS uses RenWeb for reporting secondary students' academic progress for end of the quarter grade reports. Parents should refer to Renweb to keep up with the progress your child is making and is not necessarily indicative of the final grade for the quarter. The school will hold the report card of any student whose parents owe money to the school. RenWeb is used for providing more accurate and up-to-date communication with parents. Parents will receive information about how to access RenWeb to learn more about their child's academic progress.

## SALT PROJECTS

Understanding the biblical concept of serving along with Jesus' model that He came to serve and not to be served (Mark 10:45), we designed the SALT (Serving and Learning Together) Projects to give our students educational and service opportunities that are not readily available or conducive to the regular classroom.

The purpose of these projects is to expose the students to people and activities in the various regions of Thailand in order to serve and develop their worldview about helping those around them. The service could involve tasks such as teaching English to students in remote areas, building houses or buildings for communities in need, helping with orphanages or other organizations, painting schools/churches, cleaning up beach areas, etc.

The educational component will consist of activities that could involve the socio-economic, historic, religious, scientific and cultural aspects of the region. Each evening of the trip, the teachers/chaperones culminate the day's service with devotionals related to following the example of Jesus Christ. SALT Projects will last from 3-4 school days during 3<sup>rd</sup> quarter. The Senior Trip also takes place during this time.

The cost of the SALT trips for grades 9-11 is included in the tuition. ICS supports a portion of the cost for seniors (grade 12) as their trip is more recreation-based. Additional funding is raised by the senior class each year for their Senior Trip.

SALT Projects are a combination of service and education. ICS awards only 10 SALT Project hours for participation in the projects each year. These hours are reflected on the student's transcripts. Travel and sleep time are not considered a part of the hours. **The only exceptions for students not attending these projects would be for the following reasons: Funeral/Death in the Family, Visa/Government issues and/or One-time events and family emergencies (graduation of sibling, marriage, etc.).** Approval for non-participation must be granted by the HS principal in advance. Students not attending based upon the exceptions listed above, will write a 6-8 page research paper centered around the socio-economic, historic, religious, scientific, and cultural aspects of the region.

The SALT Projects are ICS initiated where the ICS staff/teachers do all the planning, preparations, and logistical work for the projects. SALT Project hours are not counted toward the Personal Community Service (PCS) hours requirement for graduation.

## PERSONAL COMMUNITY SERVICE (PCS)

ICS implemented the Personal Community Service requirement in the 2007-2008 school year as a practical application of one aspect of fulfilling our mission-"for the good of our world". Students are required to accumulate a minimum of 40 hours in order to meet the graduation requirement.

### Additional Notes:

It is recommended that students plan ahead and accumulate at least 5-10 hours per year in order to not have the burden of trying to get 20 hours during their last year of high school. Student have a choice to have all of their hours be covered by the Senior Capstone Service Project or a minimum of 15 hours.

Suggested Personal Community Service Plan			
GRADE	SALT PROJECTS	PCS HOURS	Total
9 <sup>TH</sup> Grade	10	10	20
10 <sup>th</sup> Grade	10	10	20
11 <sup>th</sup> Grade	10	10	20
12 <sup>th</sup> Grade	10	10	20
<b>Totals</b>	<b>40</b>	<b>40</b>	<b>80</b>

## SCHOOL ID BADGES

School ID badges are required of all ICS students for the purpose of identification, maintaining proper security and entering the campus. A student who forgets or loses his/her school ID will have to purchase a replacement at the front office for 300 baht. Students need to keep their IDs 'on their person' at all times.' IDs may be on a lanyard clip or in student's pockets. Students without an ID 'on their person' will receive a warning for a first offense followed by detention for subsequent offenses. Parents who wish to enter the school building will also need to have a school ID badge or visitor pass.

## SCHOOL LUNCH PROGRAM

Each school day the caterer serves a nutritious hot lunch, providing both western and Asian food. ID badges will be linked to an account that each student will have. Students will deposit money for lunches with the school cashier. The amount deposited will be entered into the student's ID badge for purchasing lunch. Students may bring lunches that do not require refrigeration from home. Students can eat in the cafeteria or outside on the benches or cement tables. This does not include school hallways. Students are responsible for cleaning up after themselves and returning dishes and utensils to the appropriate stations in the cafeteria. Senior students have off-campus lunch privilege on Fridays. This privilege may be revoked at any time for inappropriate actions or behavior.

## SCHOOL PROPERTY

The school may require an individual to pay the cost of replacing or repairing damage to property resulting from misuse or carelessness. Vandalism to the school's property will also result in discipline. School property consist of the following: lockers, school building, bulletin boards, banners, furniture, equipment, textbooks, musical instruments, laptops, computers, etc.

## **SCHEDULE**

Grades 9-12 run on a Day 1-5, 70-minute block schedule. Each class meets three times per week. The Day 1-5 schedule ensures that a few individual classes won't be missed more than others, depending on where holidays fall on the calendar. For example, If Monday is Day 1 and Tuesday is a holiday, Wednesday will be Day 2, and so on.

## **STUDENT ACCIDENT INSURANCE**

Though great care is taken to protect students, accidents can occur. Student insurance helps to pay medical expenses incurred by an ICS student who is accidentally injured up to the limit specified in the policy. If the injury happens on campus or a school-sponsored trip, after contacting the parents, the ICS staff will take injured students to the hospital for medical care if necessary. It is the responsibility of the parents to pay for all medical expenses and follow the guidelines below for reimbursement. The Student Accident Insurance Policy provides 24-hour, year-round coverage. The coverage is 50,000 baht maximum per accident.

**To get reimbursement, you must submit the following to the school office:**

- 1. Completed Claim Form (available at school office)**
- 2. Original Medical Receipt (from hospital or clinic)**
- 3. Doctor's Report (from the doctor)**

The insurance company will mail the reimbursement check to the school and the school will contact you.

### **Exclusions**

This insurance does not cover

1. Loss or injury arising from or in consequence of the following cause:
  - Dental care, root canal treatment, replacement of or new set of Dentures except necessary first aid treatment following an accident.
  - Backache as a result of Herniated Disc, Prolapsed Disc, Subluxation or Spondylolisthesis, Degeneration or Spondylosis except if there is a fracture or dislocation of spinal cord as a result of an accident.
2. Loss or injury which occurs:
  - While the Insured is hunting for animals, racing of all kinds of car or boat, horse racing, ski playing or racing, skate racing, boxing, parachute jumping (except for the purpose of life saving), boarding or traveling in a hot-air balloon, bungee jumping, mountain climbing with equipment, or diving with oxygen tank and breathing equipment underwater.

## **STUDENT SUPPLIES**

Students in grades 9-12 are responsible for providing lined paper, pencils, pens, and folders or notebooks to keep their materials organized. A list of supplies is provided every summer prior to the upcoming school year. There also may be times during the school year that students will need to buy binders or special paper for doing assigned projects.

## SUSPENSIONS

When a student receives an ISS (in-school suspension) or OSS (out-of-school suspension) for behavioral violations, the student must keep up with class work and homework. They should acquire such work from their teachers when they are notified of the suspension. All assignments are due on the day the student returns to class. As a suspension will count as an unexcused absence, any assignments/tests/projects missed on the day of the suspension will be considered late and will be subject to a grade deduction from each teacher. It is important for the student to keep up with their class work and not fall behind. They may also be required to write essays during their time in the suspension.

## TEXTBOOKS

Each school year students are assigned textbooks for the various courses in which they are enrolled. It is the student's responsibility to keep and take care of these textbooks. We recommend that students keep their textbooks in their lockers during the school day to keep it secure. Damaged or lost textbooks will result in fines for replacing the textbook.

## TUESDAY AFTER SCHOOL

ICS considers the time period from 2:30 – 3:30 on Tuesdays as ministry time. LifeGroups are formed by students and teachers. These are small groups which are made up of students who wish to voluntarily to join a LifeGroup and teachers who wish to mentor students. Sporting events and all tutoring on Tuesdays should not begin until 3:30.

## TUITION

Tuition and fees are payable in baht through any branch of the banks mentioned on the invoice by the date specified in the invoice. (If the student enrolls during the school year, payment is due by 11:00 am on the day before the first day of attendance.) Optional payment plans can be requested. Please ask the ICS Finance Department for details. Tuition and fee payment should be paid by the due date to avoid a late charge. Accounts that are fourteen (14) calendar days overdue may require the student to remain home until the tuition and other fees are paid in full. All tuition and fees must be paid in full before the student's academic records or other related documents will be released. If a student enrolls during the school year, payment for tuition is due by 11:00am two days before the first day of attendance.

## VISA/EMBASSY VERIFICATION LETTER FOR STUDENTS

ICS will provide an official letter to verify that a student is attending ICS when an embassy or other organization requires such a letter. The parent needs to fill out the request form at ICS' front office at least **five working days before** you need the letter. ICS issues verification letters only on behalf of students currently attending ICS.

## VISITING THE CLASSROOM

If a parent desires to visit their child's classroom, they should first acquire approval from the building principal. Parents are not to go directly to classrooms when visiting the campus during the school day unless invited to do so by a faculty member. The parent should wear his or her ICS ID badge or get a visitor's badge before entering the building. This is a necessary security precaution for the protection of students and staff. Any visitors who will be inside a high school classroom must have permission from the high school principal. If you have a specific concern regarding your child's performance, please contact your child's teacher to establish a mutually agreed upon time for a conference.

## WITHDRAWAL

If a student intends to withdraw from ICS, a Notice of Withdrawal form is available in the Admissions Office. The signature of the parent or guardian is required. Advance notice of ten (10) school days is requested in order to prepare the academic records for transfer. Tuition fee may be refunded, as stated on the tuition & fee schedule.

## UNCLAIMED FUNDS

Any refunds not claimed within three (3) months are forfeited to the school.

## ACADEMICS

### Credits Required in Determining Class Standing

Freshman, grade 9	less than 6 credits
Sophomore, grade 10	6 credits minimum
Junior, grade 11	12 credits minimum
Senior, grade 12	18.5 credits minimum

## GRADUATION CREDIT REQUIREMENTS

COURSE	CREDITS	COURSE	CREDITS
English	4.0	Computer	1.0
Mathematics	3.0	Foreign Language	2.0
Science	3.0	Speech	0.5
Social Studies	4.0	Religious Studies	2.0
PE/Health	1.5	Electives	4.5
Fine Arts	1.0	Personal Community Service	40 hrs.
Capstone Service Project (CSP)			
<b>Total Credits Required for Graduation</b>			<b>26.5</b>

## COLLEGE/UNIVERSITY ENTRANCE PREPARATION

Choosing the right college/university is a time consuming and complex process that requires considerable thought. It is not something that can be done well at the last minute, during the senior year. Students should begin their college planning early during high school to ensure they are well prepared and have met all the requirements of the universities and colleges to which they plan to apply. Recommended minimum entrance requirements for most colleges and universities are as follows.

COURSE	UNITS/YEARS
English . . . . .	4 or more
Mathematics . . . . .	3 or more
Science . . . . .	3 or more
Social Studies . . . . .	3 or more
Foreign language . . . . .	2 or more

Colleges review a student's overall four-year academic record and test scores on the SAT I and SAT II. Colleges generally look for students who are in the upper half of their class, took challenging subjects, and participated in school activities.

## COURSE INFORMATION

### Advanced Placement (AP) Program Philosophy

The Advanced Placement (AP) Program is a cooperative educational endeavor between secondary schools and colleges and universities. It gives high school students exposure to college level material through involvement in an AP course, and then gives them an opportunity to show what they have learned by taking a comprehensive AP Exam. Colleges and universities may then grant credit, placement, or both for these subjects. As these courses are quite demanding, ICS does not recommend that students take more than 4 AP courses in one academic year.

Students interested in enrolling in an AP course at ICS should consider the financial costs, the time commitment for activities such as extra reading, homework and study, after school study sessions, as well as meeting the AP admission criteria as they make their choices. AP courses are yearlong courses (2 semesters) that prepare students to take the AP exam. In order to receive AP designation and AP grading scale (1.0 higher than the regular grading scale) the student must start and complete both semesters. All students enrolled in AP courses are required to take the AP exam in May and achieve a score of 2 in order to get that AP designation. Please see below for conditions.

Please note these added requirements and scenarios:

- If a student does not achieve a score of 2 or greater on their final exam, the transcript will display an *Honors* designation and the grading scale will be calculated on a 4.5 rather than 5.0 scale.
- If a student drops an AP course after the first semester, then the student's grading scale will be changed to the Honors grading scale for the semester and the AP designation (course title) will be changed accordingly on the transcript.

- If a student has paid the AP exam fee and doesn't take the exam, then the student's grading scale will be changed to the *Honors* grading scale for the semester and the AP designation (course title) will be changed accordingly on the transcript. The student must inform the AP Coordinator at least two weeks before the exam date to be eligible for a partial refund since some cost is involved for shipping and handling purposes, otherwise, no refund is offered.
- If an ICS student wishes to take an AP exam for an AP course offered at ICS, the student must be enrolled in or have previously taken the related AP course for a full year at ICS.
- ICS students can take an AP exam if the related AP course is not offered at ICS; students typically prepare for these exams through independent self-study. Students must inform the AP Coordinator of their intent to take the exam by the exam payment due date and final approval must be given by the AP Coordinator. Also, an added fee will be issued to cover required administrative and proctoring costs and total exam payment is due by the advertised AP exam payment date.

## Factors Considered for Enrolling into AP Courses

Students interested in enrolling in an AP course need to talk with their School Counselor and the appropriate AP teacher. Consideration for enrollment in an AP course is based on evidence of preparation and willingness to accept the challenge of a rigorous academic curriculum. More specifically, students are counseled according to the following factors:

- Meeting the prerequisites of the AP course
- Academic performance in the prerequisite course
- Teacher's recommendation
- Performance on the AP spring assessment (if applicable)
- College and career aspirations

The School Counselor and AP teachers provide academic counsel according to the above factors for students desiring to enroll in AP courses. The Principal, in consultation with the AP Coordinator, School Counselor, AP teacher, and when needed, the parent, makes the recommendation regarding students' acceptance into an AP course based on the factors listed above. The reason for these factors is to ensure that ICS is providing the best objective counsel for students regarding enrollment in AP courses.

## Honors Courses

ICS offers Honors mathematics/science courses to provide exceptional and highly motivated students the opportunity to enrich their educational experience. Through participation in an Honors course, students will increase both the scope and the depth of their learning. Honors students will thoroughly develop their capacity for critical thinking, analysis, and evaluation for the given course. By tackling greater intellectual and mathematical challenges, students will gain a deeper understanding and appreciation of mathematics and its usefulness in the world today.

**Online/Correspondence/Independent Study Courses:** Special circumstances may necessitate online, correspondence or independent study options. The school counselor can provide these options. Requests must be submitted to the high school counselor for approval. Up to 2.5 credits can be taken during a student's high school career for the sole purpose of fitting more classes into their ICS schedule or jumping up a level in a

certain course. Students may register to take online courses with ICS-approved online class providers such as Sevenstar Academy. One of the following criteria need to apply for taking online classes: ICS does not offer the course at ICS, a student needs to make up a class they had failed previously, they would like to fast track to a higher level course (per principal approval), a student needs a certain class that cannot be scheduled in order to meet ICS graduation requirements, or if there is a scheduling conflict and taking a class online would allow them to take a desired class at ICS (fine arts, PE, lab sciences, languages, etc.) They cannot be taken for the purpose of graduating early. We require that all Bible classes be taken at ICS and that PE A and PE B be taken at ICS as well. Finally, a student must receive a 70% or higher on his/her online class in order for it to count as credit at ICS. If a student wishes to take an online class to jump up a level in that subject area, he/she must receive prior approval from the high school principal. Additionally, students that wish to jump ahead in a subject must also earn a score of 70% or better on a final exam given by the appropriate ICS teacher. Failure to pass the online class and the final exam with a 70% or better will result in the student taking the class at ICS to receive credit.

**\*Students may NOT take lab-based Science courses online due to the lab requirements that cannot be done online. .**

### **Schedule Change (Add/Drop) Policy**

Course selection should be made with careful consideration before the start of each academic semester. Students and parents should be familiar with requirements for graduation and the requirements for college entrance when planning the course of study.

Occasionally, a change to a schedule is necessary and can be accomplished with the help of the student's assigned School Counselor. Adding and dropping classes is permitted during the first week of a semester.

Please note the following conditions when requesting a schedule change:

- One schedule change is permitted per student per semester. Make sure the change provides the final result desired because a student may not be able to *undo* the changes. Exceptions to this must be approved by the HS principal.
- Swapping class sections from one block to another is not permitted; schedule changes must involve adding or dropping a course.
- In the event that a student drops a course *after the first week of class*:
  - A withdrawal code will appear on the transcript: WP if passing or WF if not passing the course
- No new classes may replace a dropped academic class after the first week of the semester; students are placed in Guided Studies. *Exception: a student who wants to move out of a Guided Studies into another class after the first week of the semester, in which case the student must obtain teacher approval of the class they want to add.*
- Students do not have to wait to see a Counselor but can request a schedule change via the *Add/Drop Form* found outside the School Counseling Office. Submitting this form counts toward the one schedule change permitted per semester if the change is possible.

Please note: requesting to drop or add a course does not constitute approval to drop or add.

Final approval to add or drop a class after the first week will be granted in unusual circumstances as listed:

- The change is necessary to meet graduation requirements
- A prerequisite course is missing

- Credit has already been granted for the course
- Error when inputting schedule and/or awarding credit for class
- Teacher/Administration initiated & approved, based on criteria

**Scheduling Priority:** In order to provide students with the opportunity to enroll in the classes needed, scheduling priority will be given based on grade level. For example, seniors will have scheduling priority over all underclassmen, juniors will have scheduling priority over sophomores and freshmen and sophomores will have scheduling priority over freshmen.

**Senior Year Course Load Requirements:** Seniors must take at least 6 academic courses per semester during their senior year. They must do this regardless of their academic progress toward meeting the graduation requirements.

**Intensive Studies:** For students who have been receiving extra support in the Middle School and still will need that extra support in High School, we will do our best to put them into an Intensive Studies course with our Learning Support Teacher. We will work hard to meet the needs of all of our students in order to provide an opportunity for the to be successful.

## GRADE POINT AVERAGE

ICS uses a 4-point scale for determining GPA. Students who earn a 3.5 grade point average or higher, during their high school career, will be recognized as honor graduates.

In regards to the Grade Point Calculation (GPA), ONLY grades earned during a student's study at ICS will count toward the GPA calculation. Courses/grades taken outside of ICS (online, and/or course transferred from another school) will not be considered into the GPA calculation.

In regards to the Official Transcript, courses taken/earned outside of ICS and approved by the administration will be reflected on the official transcript for determining credit for graduation requirements.

In regards to the Salutatorian & Valedictorian Eligibility, students must have attended ICS from grades 10-12 grades (6 full semesters) in order to be considered for these prestigious awards.

## GRADUATION EXERCISE POLICY

ICS is a 4-year high school and students who meet the graduation policy may obtain their diploma and transcripts. Students do not have to participate in the graduation ceremony to obtain their diploma. Participation in the graduation ceremony is considered a privilege that students must earn as a result of meeting the following requirements.

- Completion of 26.5 credits toward graduation (depends on year requirements)
- Fulfillment of financial obligations relating to ICS fees, fines and equipment
- Fulfillment of attendance requirements and obligations
- Demonstration of behavior that meets the expectations of appropriate school conduct

A student's ability to participate in the graduation ceremony will be determined by the high school principal based on student's compliance with ICS code of conduct. If it is determined that a student has not earned such a privilege the student and their parents/guardians will be notified as soon as possible.

### **Graduation Speeches**

Sharing the Valedictorian and Salutatorian Speech is a great honor. This privilege goes to the students who finished number one and two respectively in the graduating class, based on Grade Point Average (GPA). The speech should be approximately 3-5 minutes in length. The speech is meant to encourage and commemorate the graduating class. The speech is not meant to be a platform for an individual student to promote the himself/herself. The speech should be focused on the class as a whole, individual lessons learned, and words of advice or encouragement offered to the graduating class. The speech needs to be submitted to the counselor and high school principal at least one day before graduation day. The counselor and high school principal have the right to change any aspect of the speech, if a part is deemed inappropriate or unnecessary.

### **PE/HEALTH CREDIT FOR SPORTS PARTICIPATION**

High School students competing at the JV and Varsity level (U-17 & U-19) may receive **0.25** credit per sport, per season toward meeting the **1.5** PE/Health graduation credit. The student must start and finish the sport's season. Students will be allowed to receive a maximum of **0.50** credit toward the required **1.5** PE/Health credit for after school activities. Students must take PE A and PE B during their High School career.

### **SEMESTER EXAMS**

Students in grades 9-12 are required to take semester final exams in each academic core class at the end of the semester. Second semester final exams for seniors are optional at the discretion of the teacher. No exams will be administered outside of the school's scheduled examination days unless there are extenuating circumstances and then must be approved by the HS Principal. All semester exams will count for 20% of the semester grade. If a student misses his/her semester exam, he/she must bring in a valid doctor's note in order to retake the exam without penalty. If a student misses an exam due to an unexcused absence, he/she will receive an alternate exam for the course.

### **TRANSFER STUDENTS**

Students transferring to ICS in grades 9 through 12 may transfer a maximum of seven credits for each academic year that they have completed. Following verification and review of transfer records, the registrar/school counseling department will determine the specific classes that will be accepted to meet high school graduation requirements and the credits that can be awarded from each class accepted. Grades of "D" and "F" will not be accepted for transfer credit.

### **TEACHER'S AIDE (TA)**

Students enrolled in the TA course may be removed from the program and placed in a Guided Studies if there are complaints about the quality of their work. In this situation, the student's transcript will not display any indication of the TA course or grade.

## ICS POLICIES

### ICS CHILD ABUSE PROTECTION POLICY

It is the policy of International Community School to maintain a school environment free from the effects of child abuse or neglect. No staff member, volunteer, or student may engage in any activity at anytime constituting child abuse or neglect. All ICS mandated reporters (all paid ICS faculty and staff) must report to the headmaster, assistant headmaster or principals any suspected child abuse or neglect that they believe occurred or may have occurred, either in or outside of the school setting.

#### Definitions

Child abuse/neglect describes inappropriate, immoral, and/or unethical behavior of an adult toward a student or a minor under 18 years of age, or of a child toward another child where there is a difference in power based on age, or physical, intellectual, or emotional capacity. It can be perpetrated with or without consent of the victim, can happen in a one-on-one encounter, or in a group setting. However, not all inappropriate behavior constitutes abuse/neglect. In determining whether a particular behavior constitutes child abuse/neglect, the behavior should fit into one of the following categories:

1. Physical abuse. Physical injury inflicted by other than accidental means upon a child by another person and includes willful cruelty, unjustifiable punishment, or willful infliction of physical pain. Normal parental discipline such as spanking on areas of the buttocks or legs for normal discipline which does not leave bruising or marks which persist for more than 24 hours is not considered child abuse.
2. Sexual abuse. Committing or allowing to be committed any sexual offense against a child as defined in the criminal code, or intentionally touching, either directly or through clothing, the genitals, anus or breasts of a child for other than hygiene or child care purposes.
3. Neglect. The negligence or lack of proper care of a child by a person responsible for the child's welfare resulting in circumstances that cause harm to the child's health or welfare.

#### Prevention of Child Abuse/Neglect

1. Screening
  - a. ICS will not hire teachers or staff who have a record of child abuse or harassment. The contracting process will include background and reference checks.
  - b. Applicants for employment will agree in writing with the terms of this policy as part of the annual orientation process.
  - c. Non-employed parties (including teacher substitutes, non-staff coaches and volunteers who serve regularly) will agree in writing to the terms of this policy.

Note: Generally, volunteers will be supervised by a board-contracted staff member and should not be left alone with children.

2. ICS will foster a climate of belief (i.e., it is possible that child abuse could take place) and freedom to report that abuse.
3. All contracted employees shall:

- a. Participate in appropriate training annually, which will include a review of this policy and indicators of abuse/neglect and appropriate responses.
  - b. Promote a safe, healthy learning environment as they abide by and implement school policy.
  - c. Understand their responsibilities as a “mandated reporter” of child abuse.
4. If a mandated reporter fails to report reasonably suspected child abuse or neglect, she/he will be subject to discipline by ICS up to, and including, termination.
5. Pertinent information on this policy will be distributed to parents and students.

## Discovery and Reporting

### 1. Mandated reports

- a. At ICS, all employees are mandated reporters and must report suspected child abuse or neglect to the headmaster, assistant headmaster or principals. A mandated reporter shall:
  - i. Make a report whenever she/he has knowledge of, or observes, a child whom the mandated reporter knows or “reasonably suspects”\* has been the victim of child abuse or neglect to the building principal or the headmaster.
    - \* “Reasonable suspicion” means that it is objectively reasonable for a person to entertain a suspicion, based upon facts that could cause a reasonable person in a like position, drawing, when appropriate, on his or her training and experience, to suspect child abuse or neglect.
  - ii. Prepare and submit a signed, written report thereof within 24 hours of receiving the information concerning the suspected abuse to the headmaster, assistant headmaster or principals. Forms for reporting are available from any school office.
- b. The reporting duties under this section are individual and no supervisor, administrator, or board member may impede or inhibit the reporting duties and no person making a report shall be subject to any sanction by ICS for making a report based on a reasonable suspicion.
- c. Reporting the information regarding a case of possible child abuse or neglect to another employee, co-worker, or person other than the headmaster or principals shall not be a substitute for making a mandated report to the headmaster or principals.

### 2. Student reports of child abuse

Any ICS student who suffers abuse from an ICS employee, volunteer, or student, or knows of a situation where it has occurred, is to report to an ICS employee who will ask another employee to witness the student’s information with them. Having received information, the mandated reporters will then make a report, sign it and submit it to the building principal, assistant headmaster or headmaster. These forms are available in each school office.

### 3. Contents of reports

Reports of suspected child abuse should be made on a report form that is available in each office. The mandated reporter shall make a report even if some of the information is not known or is uncertain to him or her.

### 4. Protection from liability for erroneous reports

A mandated reporter or other individual whose report turns out to be false shall not incur liability for reports made in good faith. A person will not be held liable unless it is proven that a false report was

knowingly submitted or made with “reckless disregard of the truth or falsity of the report,” or with malicious intent.

## Consequences/Follow-up

1. If the ICS or external agency’s investigation indicates that reasonable grounds do not exist to believe that abuse has occurred, the headmaster will notify all parties involved in the investigation, as well as the board of directors. If ICS has led the investigation, a statement of exoneration will be given to ICS parties wrongly accused of child abuse.
2. If inappropriate behavior is substantiated but does not constitute abuse or neglect, the accused will be subject to appropriate disciplinary consequences at the discretion of the administration.
3. If the investigation indicates that reasonable grounds do exist to believe that abuse has occurred, the headmaster or designee will communicate this and the consequences to be administered to the school’s board of directors and if appropriate, to the Thai authorities (such as the police and child welfare agency).
4. The final decision on termination or expulsion shall be made by the headmaster, in communication with the board, but it is expected that:
  - a. Employees found to have engaged in child abuse/neglect shall be terminated and may be referred to the Thai authorities for criminal prosecution.
  - b. Non-board-contracted parties (including teacher substitutes, non-staff coaches, and volunteers who serve regularly) found to have engaged in child abuse/neglect shall be prohibited from providing further services for ICS and may be referred to the Thai authorities for criminal prosecution.
  - c. ICS students found to have engaged in child abuse/neglect will receive a consequence deemed appropriate by the school’s headmaster in consultation with the principal, investigators, the school lawyers or other parties as necessary. Disciplinary action may vary from a letter of apology, mandated counseling, suspension, expulsion, or referral to the Thai authorities for criminal prosecution, depending on the gravity of the student’s actions.

## ICS DISCRIMINATION POLICY

**Definition** - Discrimination, in general terms, consists of conduct or words or practices, both intentionally and unintentionally, which put people at a disadvantage because of their race, nationality, religion, disability, culture, sex, or ethnic origin.

**Examples** of discrimination based on color, nationality, religion, disability, culture, or ethnic origin would include but are not limited to the following. These involve actions or words that occur in the confines of ICS or off campus between any ICS students, teachers, administrative staff, or other school personnel, which negatively affects the learning environment of our student body.

- a. Physical assault.
- b. Derogatory name-calling, insults and discriminatory jokes.
- c. Graffiti and vandalism of belongings or offensive gestures.
- d. Provocative behavior such as wearing offensive badges or insignia.
- e. Bringing materials such as leaflets, comics or magazines into school, which promotes discrimination.
- f. Incitement of others to behave in a discriminatory way.
- g. Discriminatory comments in the course of discussion in lessons.
- h. Ridicule of an individual for cultural differences e.g. food, music, dress etc.
- i. Refusal to cooperate with other people because of their ethnic origins.

j. Constant unfounded complaints against another student.

### **Procedures**

- Educate students on the policy at the beginning of the school year.
- Treat all complaints seriously.
- Report incident to building level principal.
- The principal will meet with all parties involved.
- The principal will record, on paper, all reports, accusations, and incidents.
- The incident will be reported to the parents of those involved by letter and/or phone call.
- The written records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports.
- Take corrective/disciplinary action as deemed appropriate.
- The focus of anti-discrimination policies is conciliation rather than punitive, with the goal of educating young people about the unacceptable nature of discriminatory behavior.

### **ICS SCHOOL COUNSELING DEPARTMENT CONFIDENTIALITY POLICY**

In accordance with the American School Counseling Association (ASCA) and the American Association of Christian Counselors (AACC) ethical guidelines, the ICS School Counseling department will adhere to the following policies regarding counsel:

1. Any information disclosed to a teacher, counselor, administrator, or any other ICS employee serving in a counseling role, may be shared with administrative and/or teaching staff if deemed to be in the interest of the student's welfare.
  - 1.1 Student will be notified of any disclosure to be made.
  - 1.2 When the student's disclosure "indicates a clear and imminent danger to the student or others" (ASCA Delegate Assembly, 2004), the student may or may not be notified prior to disclosure.
  - 1.3 Every attempt will be made to involve the student in the process of a breach of confidentiality.
  - 1.4 Counselors will consult appropriate professionals when in doubt as to the necessity of disclosure of any confidential information.
2. Any information disclosed to a teacher, counselor, administrator, or any other ICS employee serving in the counseling role, may be shared with the parents and/or legal guardians if deemed to be in the interest of the student's welfare.
  - 2.1 Student will be notified prior to any disclosure.
  - 2.2 Every attempt will be made to involve the student in the process of breach of confidentiality to the parent or guardian.
  - 2.3 Counselors will consult appropriate professionals when in doubt as to the necessity of disclosure of any confidential information.

As a school, we desire to meet the academic, social, and emotional needs of our students. In doing so, we often fill multiple roles in our students' lives. In order to make them comfortable about personal disclosure and to ensure that ICS staff follows ethical standards concerning those disclosures, these guidelines have been set forth. This policy is in place for parents, students, and staff to understand the limits of confidentiality during the counseling process.

Suicide Prevention - If a student indicates a serious risk of harming himself/herself or others, International Community School reserves the right to require a mental health evaluation and a release of information from

a psychiatrist or psychologist before returning to school. Confidentiality will be strictly kept among the headmaster, principal, school counselor, and necessary school personnel. Based upon this evaluation, ICS reserves the right to work with the psychiatrist or psychologist to determine the student's continued attendance at ICS.

## **ICS HARASSMENT POLICY**

### **General Statement of Policy**

It is the policy of International Community School to maintain a working and learning environment that is free of sexual harassment, sexual violence, or bullying, which, are various types of harassment. It shall be the violation of this policy for any pupil, teacher, administrator, or other school personnel to harass, threaten to harass, or attempt to harass a pupil, teacher, administrator, or other school personnel through conduct or communication of any type of harassment defined by this policy.

The school will act to investigate any complaints, formal or informal, verbal or written, of sexual harassment, sexual violence, or bullying and to discipline or take appropriate action against any pupil, teacher, administrator, or other school personnel who is found to have violated this policy.

### **Sexual Harassment-Definition**

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of obtaining or retaining employment, or of obtaining an education, or
- submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education, or
- that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or education, or creating an intimidating, hostile or offensive employment or educational environment.

### **Sexual harassment may include, but is not limited to:**

1. unwelcome verbal harassment or abuse;
2. unwelcome pressure for sexual activity;
3. unwelcome, or inappropriate sexually motivated patting, pinching or physical contact, other than necessary restraint of pupil(s) by teachers, administrators or other school personnel to avoid physical harm to persons or property;
4. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt threats concerning an individual's employment or educational status; and
5. unwelcome sexual behavior or words, including demands for sexual favors, accompanied by implied or overt promises of preferential treatment with regard to an individual's employment or educational status.

**Sexual Violence-Definition:** Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

### **Sexual violence may include, but is not limited to:**

1. touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the opposite sex;
2. coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts;
3. coercing, forcing or attempting to coerce or force sexual intercourse or a sexual act on another; or
4. threatening to force or coerce sexual acts, including the touching of intimate parts or intercourse, on another.

### **Bullying: Definition**

The repeated negative action by one or more students toward another student or group of students. Implied is an imbalance of strength and power where the victim is unable to defend himself or feels helpless.

### **Bullying may include, but is not limited to repeated:**

1. unwelcome physical contact, (such as shoving, hitting, tripping, etc);
2. coming in contact with and/or taking victim's property;
3. using words, either written or spoken in any language, to hurt or humiliate;
4. attempting to damage relationships maintained by the victim;
5. trying to isolate a person by persuading others to reject him;
6. gestures or expressions that are insulting, crude, rude, or in any way derogatory;
7. unwanted teasing, taunting, or gesturing;
8. name calling;
9. starting or spreading rumors/gossiping;
10. purposefully embarrassing or humiliating someone;
11. reactive behavior in which a person bullies because someone else bullied him; and
12. electronic communication aimed to hurt and humiliate another student or group of students.

"Electronic communication" means communication transmitted by means of an electronic device, including, but not limited to, a telephone, mobile phone, tablet, or computer. The school is within their rights to impose consequences for acts of harassment, intimidation, or bullying that occur off school grounds, such as cyber-bullying (e.g., the use of electronic or wireless devices to harass, intimidate, or bully), when it is deemed that the pupil's physical or emotional safety and well-being is at risk or for reasons relating to the safety and well-being of other pupils or staff members.

### **Reporting Procedures**

Any person who believes he or she has been the victim of harassment by a pupil, teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute harassment toward a pupil, teacher, administrator or other school personnel must report the alleged acts immediately to the building principal or the headmaster. The school encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment directly to the headmaster.

### **Reporting**

The building principals are the people responsible for receiving oral or written reports of harassment at the building level. Any adult school personnel who receive a report of harassment shall inform the building principal immediately.

Upon receipt of a report, the principal must notify the headmaster immediately, without screening or investigating the report. The principal may request, but may not insist upon, a written complaint. A written statement of the facts alleged will be forwarded as soon as practicable by the principal to the headmaster. If the report was given verbally, the principal shall personally reduce it to written form within 24 hours and forward it to the headmaster.

- If the complaint involves the building principal, the complaint shall be made or filed directly with the headmaster by the reporting party or complainant.
- If the complaint involves the headmaster, the principal receiving the report will act as the headmaster and will work with the board of directors to complete the investigation, temporary action, and follow up.

The headmaster should also notify the victim's parents as soon as reasonably possible about the allegations and the investigation process. The headmaster may also provide referrals for counseling and referrals for care to the alleged victim(s), near victim(s), and perpetrator(s).

## **Consequences**

Disciplinary action against a student may vary from a letter of apology to the person harassed, mandated counseling, expulsion, or criminal prosecution, depending on the gravity of the student's actions.

Disciplinary action for a staff member may range from a letter of apology, mandated counseling, to dismissal and/or criminal prosecution, depending upon the gravity of the employee's actions.

## **Malicious reporting**

Any person may be subject to the same consequences as an offender if the investigators determine that the report was made with "reckless disregard for the truth or falsity of the report," or that they are deemed to have submitted a claim of harassment with malicious intent.

## **ICS SOCIAL NETWORKING SITES – POLICY**

Policy for Students Concerning Social Networking Sites (Facebook, Twitter, Line, etc.)

- We cannot, nor will we attempt to control what students post on the internet in social networking sites, blogs, or other venues.
- We have no jurisdiction on their communication if it is done off school grounds unless it directly affects ICS and/or the school learning environment in a negative way.
- Any online activity, however, which directly and negatively affects ICS and the learning environment and/or brings the school, its staff or students into disrepute will be considered to be within the jurisdiction of the school and students may be disciplined for such things as cyber-bullying, inciting disorder, or harassment.

- Slandering or maligning of students or staff of ICS by an ICS student will not be tolerated and it will be addressed in line with our harassment policy.
- Posting inappropriate information and/or pictures will not be tolerated and will be addressed within the guidelines of our harassment policy.
- If information comes to the administration or teachers through online means, of a student breaking a school rule or participating in behavior prohibited by school policies, while at school or at a school sponsored event, the administration will deal with it accordingly and has jurisdiction to investigate and discipline the students involved.
- If information comes to the administration or teachers through online means of a student participating in behavior prohibited by school policies, while off school ground and not during a school sponsored event, the administration may contact the parents of the students based on our mission to partner with parents, if the behavior is deemed harmful or potentially harmful to the students or others.

## ICS SUBSTANCE ABUSE POLICY

### **Rationale:**

ICS recognizes that the sale, distribution, use, or abuse of harmful or potentially harmful substances may seriously impede the educational process and threaten the welfare of the entire school community.

### **The Policy:**

ICS prohibits being under the influence of or the use, abuse, possession, sale, or distribution of harmful or potentially harmful substances on school premises or during any off-campus events sponsored by ICS. Violators of this policy will be subject to discipline that will be based on the severity of the offense and may include suspension or expulsion.

Note: Please see the "Medication Policy for ICS Students" in the Parent-Student handbook for guidelines for required medicine use at school.

### **Definitions:**

**"SUBSTANCE"**: any substance which can cause a condition of intoxication, inebriation, excitement, euphoria, dulling of the brain or nervous system, or potential harm, including, but not limited to: alcohol, tobacco, energy drinks, over-the-counter or prescription medication, strength and performance enhancing substances, substances exuding toxic vapors or fumes, or any other substance which may be improperly used to cause intoxication, inebriation, excitement, euphoria or dulling of the brain or nervous system.

**"SUBSTANCE USE"**: means the consumption or use of any substance for purposes other than for the treatment of sickness or injury as prescribed or administered by a person duly authorized by law to treat sick and injured human beings.

**"UNDER THE INFLUENCE"** of substances means that the pupil is observed in the use of a substance or exhibits physical and/or behavioral characteristics that indicate the inappropriate use of a substance.

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HS English	Brad McKenzie	Brad_M@ics.ac.th
	Dan Pinsent	Dan_P@ics.ac.th
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	Mark Coopriider	Mark_C@ics.ac.th
	William Gill	William_G@ics.ac.th
HS Math	Jeremy Sutter	Jeremy_S@ics.ac.th
	Jim Perry	Jim_P@ics.ac.th
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	Sarah Seckler	Sarah_S@ics.ac.th
HS Science	Allan Fjording	Allan_F@ics.ac.th
	Daryl Holst	Daryl_H@ics.ac.th
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	Eunice Pyon	Eunice_P@ics.ac.th
	Johnny Pyon	Johnny_P@ics.ac.th
	Kayley Fjording	Kayley_F@ics.ac.th
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	Zach Harms	Zach_H@ics.ac.th
	Tim Baumgartner	Tim_B@ics.ac.th
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HS Student Ministries	Daniel Pun	Daniel_P@ics.ac.th
HS Computer/Business	Mark Sentovich	Mark_S@ics.ac.th
	Bryan Bonner	Bryan_B@ics.ac.th
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Secondary Strings/MS Choir	MaryBeth Khamis	MaryBeth_K@ics.ac.th
HS Choir/Theatre Arts	Gersom DeKoning	Gersom_D@ics.ac.th
HS Art	Tyler Smith	Tyler_S@ics.ac.th
	Denise Cross	Denise_C@ics.ac.th
HS Thai	Kittikhun (Yohun) Muangta	Yohun_M@ics.ac.th
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	Krittiya Trongtamachai	Krittiya_T@ics.ac.th
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HS Life Skills	Julia Biasi	Julia_B@ics.ac.th
Secondary Media Specialist	Becky Baumgartner	Becky_B@ics.ac.th
	Sujimon Supphaophas	Sujimon_S@ics.ac.th
Service Learning Coordinator	Mike Holden	Mike_H@ics.ac.th

HS English as a Second Language	Ben Radin	Ben_R@ics.ac.th
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Middle School Secretary	Chuenkwan (o) Thongruang	O_T@ics.ac.th
HS Principal Secretary	Prapassara (Gift) Chirasrirungson	Gift_C@ics.ac.th
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Headmaster	Stephen Ladas	Stephen_L@ics.ac.th
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