



INTERNATIONAL
COMMUNITY SCHOOL
BANGKOK

High
School

Parent
AND Student
Handbook
2025 - 2026



**INTERNATIONAL COMMUNITY
SCHOOL**

**PARENT/STUDENT HANDBOOK
2025-2026**

**High School Division
Grades 9-12**

1225 Parkland Rd. Bangna, Bangkok, Thailand 10260

Telephone: 02 338-0777 Fax: 02 338-0778

E-mail: info@ics.ac.th

<https://www.ics.ac.th>

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)**

TABLE OF CONTENTS

MISSION STATEMENT	4
PHILOSOPHY OF EDUCATION	4
ICS CORE VALUES	6
ICS VISION STATEMENT	6
PROFILE OF ICS	7
GOVERNING BOARD	7
COMMUNICATIONS – Addressing Concerns	7
COMMUNITY CODE OF CONDUCT	8
GENERAL INFORMATION	9
ACADEMIC PROBATION	9
AFTER-SCHOOL ENRICHMENT PROGRAM	9
ARRIVAL AND DEPARTURE	9
ATHLETICS AND EXTRACURRICULAR ACTIVITIES	10
ATTENDANCE POLICY	10
LATE-TO-SCHOOL TARDIES	10
CLASS TARDIES	11
ABSENCES	11
EXCESSIVE ABSENCES	11
MAKE-UP WORK	11
COLLEGE/UNIVERSITY VISITS	12
EMERGENCY CLOSURE	12
EXTRA-CURRICULAR ELIGIBILITY	12
LEAVING SCHOOL BEFORE THE END OF THE SCHOOL DAY	12
BANQUET	12
CAPSTONE SERVICE PROJECT	12
CELL PHONES AND ELECTRONIC DEVICES	12
HEADPHONE/EARBUD USE DURING SCHOOL	13
CHEATING EXPLANATION AND CONSEQUENCES	13
CLUBS	14
COMPUTERS AND ELECTRONIC DEVICES*: STUDENT USE POLICY	14
CONDUCT AND DISCIPLINE	15
ADMINISTRATIVE GUIDELINES FOR DISCIPLINE REFERRALS	15
EXPULSION OF A STUDENT FROM ICS MAY OCCUR:	16
DRIVING AND PARKING ON CAMPUS	16
DRESS CODE FOR STUDENTS	16
ICS SCHOOL ATTIRE FOR 6-12 STUDENTS	16
UNIFORM GUIDELINES DURING THE SCHOOL DAY (AND AS REQUIRED BY STAFF AT OUTSIDE-OF-SCHOOL ACTIVITIES)	17
CONSEQUENCES FOR DRESS CODE INFRACTIONS	17
NON-UNIFORM DAYS MUST BE APPROVED BY THE PRINCIPAL	18
HIGH SCHOOL BANQUET ATTIRE	18
EMAIL	18
ENGLISH ONLY POLICY	18
ESL PROGRAM	18
FIELD TRIPS	18
INTERNATIONAL EDUCATIONAL EXPERIENCES	19
FURLOUGH OR LEAVE OF ABSENCE	19
GENERAL BUILDING RULES	19
GRADING SCALE	20
HONOR PLEDGE	20
HOMEWORK	21
TIME SPENT ON HOMEWORK	21
ILLNESS AND INJURY	21
MEDICATION POLICY FOR ICS STUDENTS	21
CHECK-IN SYSTEM	22
DAYS REQUIRED TO STAY AT HOME FOR SOME SPECIFIED ILLNESSES	22

IMMUNIZATIONS	22
LOST AND FOUND	23
LOCKERS	23
MEDIA CENTER	23
OFFICE HOURS	23
PARENT TEACHER ORGANIZATION (PTO)	23
PEER TUTORING	23
PERSONAL BELONGINGS AT SCHOOL	24
RECORD REQUESTS	24
REPORT CARDS	24
SALT PROJECTS	24
SOCIAL MEDIA	25
PERSONAL COMMUNITY SERVICE (PCS)	25
SCHOOL ID BADGES	25
SCHOOL LUNCH PROGRAM	26
SCHOOL PROPERTY	26
SCHEDULE	26
STUDENT ACCIDENT INSURANCE	27
STUDENT SUPPLIES	27
SUSPENSIONS	27
TEXTBOOKS	27
TUESDAY AFTER SCHOOL - PROTECTED TIME	28
TUITION	28
VISA/EMBASSY VERIFICATION LETTER FOR STUDENTS	28
VISITING THE CLASSROOM	28
WITHDRAWAL	28
UNCLAIMED FUNDS	28
ACADEMICS	29
GRADUATION CREDIT REQUIREMENTS	29
COLLEGE/UNIVERSITY ENTRANCE PREPARATION	29
COURSE INFORMATION	29
ONLINE/INDEPENDENT STUDY COURSES	30
SCHEDULE CHANGE (ADD/DROP) POLICY	31
SCHEDULING PRIORITY	31
SENIOR YEAR COURSE LOAD REQUIREMENTS	31
ACADEMIC STUDIES	32
GRADE POINT AVERAGE	32
GENERATIVE ARTIFICIAL INTELLIGENCE USE POLICY	32
GRADUATION EXERCISE POLICY	33
GRADUATION SPEECHES	34
PE/HEALTH CREDIT FOR SPORTS PARTICIPATION	34
SEMESTER EXAMS	34
TRANSFER STUDENTS	34
TEACHER'S AIDE (TA)	35
ICS CHILD ABUSE PROTECTION POLICY	35
ICS DISCRIMINATION POLICY	37
ICS SCHOOL COUNSELING DEPARTMENT CONFIDENTIALITY POLICY	37
ICS HARASSMENT POLICY	38
ICS SOCIAL NETWORKING SITES – POLICY	40
ICS SUBSTANCE ABUSE POLICY	40
ICS HIGH SCHOOL FACULTY AND STAFF DIRECTORY	42
Faculty	42
Staff	43

International Community School Bangkok

Calendar 2025/2026

Tentative

See the most updated calendar on our website: <https://www.ics.ac.th/events>**July 2025**

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		

- 4 School Offices Holiday
 10 School Offices Closed: Asalha Bucha Day
 25 School Offices Closed: King Maha Vajiralongkorn's Birthday

August 2025

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						

- 4 MS/HS Student-Parent Orientation
 5 ES Student-Parent Orientation
 5 MS/HS 1st Day of school
 6 ES 1st Day of school
 12 NO SCHOOL: Queen Sirikit's Birthday
 23 SAT Test
 28 Late Start Teacher/Staff Inservice

September 2025

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				

- 4 Mid 1st Quarter
 12 NO SCHOOL: Staff Family Day
 26 NO SCHOOL: Teacher/Staff Inservice Day

October 2025

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	

- 4 SAT Test
 7 End of 1st Quarter
 10-12 MS Ignite Camp
 13 NO SCHOOL: King Bhumibol Adulyadej Memorial Day
 17 ES/MS Parent Teacher Conference Day (No classes for K-8th grade students)
 20-24 NO SCHOOL: October Break
 29 Late Start Teacher/Staff Inservice

November 2025

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						

- 8 SAT Test
 14 Mid 2nd Quarter
 17 NO SCHOOL: Teacher/Staff Inservice Day
 28 NO SCHOOL: Thanksgiving Day

December 2025

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 Adulyadej's Birthday and National Father's Day
 6 SAT Test
 12-18 HS Final Exams
 19 End of 2nd Quarter Dismissal@11:15 a.m. (No Lunch Served)
 22-31 NO SCHOOL: Christmas Break

January 2026

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						

- 1-11 NO SCHOOL: Christmas Break
 12 NO SCHOOL: Teacher/Staff Work Day
 13 School Resumes
 30 Re-Enrollment Forms and Capital Fee Due

February 2026

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

- 9 Late Start Teacher/Staff Inservice
 13 Mid 3rd Quarter
 17 NO SCHOOL: Lunar New Year Holiday
 24-27 HS&MS SALT Trips

March 2026

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 NO SCHOOL: Substitute to Makha Bucha Day
 14 SAT Test
 19 End of 3rd Quarter

April 2026

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		

- 3 NO SCHOOL: Good Friday
 10 NO SCHOOL: Substitute to Chakri Day
 13-17 NO SCHOOL: Songkran Break
 23 Late Start Teacher/Staff Inservice
 29 Mid 4th Quarter

May 2026


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						


- 2 SAT Test
 4 NO SCHOOL: Coronation Day
 22 Senior Chapel Service
 23 Senior Graduation
 28-29 HS Final Exams

June 2026

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				

- 1-4 HS Final Exams
 1 NO SCHOOL: Substitute for Queen Suthida's Birthday (Teacher/Staff Work Day)
 3 MS Moving Up Day/Awards
 4 Last Day of School Dismissal@11:15 a.m. (No Lunch Served)
 5 1/2 Day Teacher/Staff Work Day
 6 SAT Test

 NO SCHOOL

 Start of Semester

 Last Day of School

 Early Dismissal/Late Start

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 the 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

ICS Students are becoming



Followers of Christ Who:

1. Understand a Biblical perspective.
2. Imitate Christ's character.
3. Submit to Christ's Lordship (voluntary).



Lifelong Learners Who:

1. Use goal setting processes to monitor their own learning progress.
2. Show curiosity.
3. Pursue habits that promote well-being.



Discerning Thinkers Who:

1. Understand core content of each subject.
2. Value truth and accuracy.
3. Support arguments with evidence.
4. Effectively engage with problems.



Competent Communicators Who:

1. Listen and read carefully to understand others.
2. Speak and write effectively for others' benefit.
3. Select media that best carry the message to the intended audience.



Quality Producers Who:

1. Create intellectual, artistic, practical, and physical products.
2. Assess the quality of their own work using accepted criteria.
3. Use technology meaningfully.



Team Players Who:

1. Develop teamwork skills.
2. Relate positively with people of varied cultures in diverse settings.
3. Establish and accomplish goals mutually.



Responsible Citizens Who:

1. Respect and submit to proper authority.
2. Know what's going on in our world.
3. Use time, energies, and talents to help others.

Core values serve as the public guiding principles for teachers and staff that shape the culture, behavior, and overall educational experience within the school.

ICS CORE VALUES

Biblical Truth

Community

Growth

Integrity

Respect

Love

Christ-Centeredness

ICS VISION STATEMENT

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.

COMMUNITY CODE OF CONDUCT

Purpose

Our mission statement at ICS is “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.” It is in the spirit of “partnership with parents” that we value the importance of a mutually supportive relationship between the school and the parent community. We all desire that children learn in a safe environment. The education of a child is best served when the school and parents share a commitment to work together, keep positive lines of communication in place, and have a mutual respect for each other. This document is meant to provide a clear understanding for all parents, guardians, and visitors to our school about conduct expectations while interacting with ICS teachers/staff, fellow parents, and students, and the wider community.

General Agreement

We, the teachers, administrators, staff, parents/guardians, and visitors of ICS, commit ourselves to following these principles, while recognizing the unique roles we each have in the education of children:

1. We recognize that the education of each child is the shared responsibility of the parent, student, staff, and school community.
2. We work together for the benefit of all students.
3. We all, as members of the school community, deserve to be treated with respect, dignity, and with a spirit of professionalism.
4. We exhibit a positive example for students in our language and behavior among members of the school community and at school sponsored events.
5. We seek resolution and reconciliation when conflicts arise among parents/ICS employees, parents/parents, parents/students, and any other stakeholders.

Prohibited Language

1. Abusive, threatening, profane or harassing communication, either in person, by email or text/voicemail/phone/Line/FB messenger or other written, digital or verbal communication to the school, to other parents, to students, to teachers, and any other stakeholders.
2. Gossip or criticism that disparages the reputation of the school or its employees, including platforms such as Line, Whatsapp, Facebook, Instagram, Twitter, or any other social media sites.
3. Defamatory, offensive, and derogatory comments regarding the school or school staff or other parents made publicly to others.

Prohibited Behaviors

1. Disruptive behavior that interferes or threatens to interfere with school operations, including the effective operation of a classroom, sporting event, performance, or any other after-school activity.
2. Threatening to do bodily harm to a teacher, staff member, parent, or student.
3. Threatening to damage school property or the property of any parent, student, teacher, or staff member.

Communication Standards

1. When you have a serious concern on a school matter, please contact the school directly rather than solely depending upon the interpretation of parents or other non-official school sources.
2. Any concerns that you may have regarding school matters must be made through the appropriate channels laid out in our handbooks so that they can be dealt with fairly, appropriately and effectively for all parties involved.

GENERAL INFORMATION

(Grade 9 – 12)

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. Students may never exit the turnstiles without an adult or a pink "Permission to Leave Campus Pass" from the HS Secretary's office. The school day ends at 2:20 pm and students are free to leave campus at that time.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

Interscholastic athletics and extracurricular 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 10. In the event that a student goes onto Academic Probation in the middle of an athletic season, the building principal, Academic 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 high 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 high school secretary to contact the parent does not nullify the attendance policy. PLEASE NOTIFY ICS WHENEVER YOUR CHILD IS ABSENT OR IF HE/SHE WILL MISS ANY MORNING CLASSES. 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 at 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 HS office to receive a late-to-school pass from the high school secretary. Students will not be admitted to class without this late-to-school pass. Students arriving later than 8:00 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 “Late 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 reaches 10 “LTS”s 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. During 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 tardiness is obvious. However, in most cases, arriving at school on time is simply a matter of the student leaving early enough from home to avoid traffic delays. When this becomes a recurring 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 for 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 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 messages 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 extracurricular 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 week 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 for 2 or more days, that student is expected to **get an Extended Leave form from the Counseling office** and 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.

Parents are to notify teachers *and* the HS office **one week minimum** prior to pre-arranged absences. Students may be awarded a zero by teachers on assessments when prearranged absences have not been communicated in advance to teachers.

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, a phone call by the parents or an e-mail sent to the secondary school secretary giving permission to leave the ICS campus for the specified day.

EMERGENCY CLOSURE

In the event of an emergency requiring an immediate school closure, ICS is committed to ensuring timely and effective communication with parents and students. ICS will notify families promptly through official communication channels, including email, SMS, and school social media accounts. During emergencies, normal dismissal procedures will be followed to the extent possible to ensure the safety and security of all students. Any deviations from standard protocols will be clearly communicated, and ICS will provide detailed instructions to guide families through the process.

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 pink "Permission to Leave Campus Pass."

BANQUET

The Banquet is a HS event and is open to ICS students in grades 9-12 and their invited ICS guests who are in grades equivalent to 9-12 (withdrew from ICS within the same school year as current students, during their HS years). If they attended ICS in ES or MS, they will not be allowed to attend. All guests are required to be in compliance with school behavior and banquet dress guidelines. If bringing a guest, students must complete the guest approval form that must be approved by the HS Principal. No students from other high schools or students that are older than G12 will be allowed to attend. Decisions for past HS students will be based on their behavior record.

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 finger tips when their arms are at their side. No midriff allowed, i.e. the front and sides of the body must be fully covered. If the back of the dress is open, it should not dip too low. Cleavage should not be overly visible and general modesty should be kept in check. Girls are advised to have their dresses checked ahead of time by the HS Principal or Secretary if there are any concerns about it being appropriate.

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, board members and/or local community members.

CELL PHONES AND ELECTRONIC DEVICES

In order to foster a healthy community at ICS, phones, earbuds/headphones or other personal devices are not to be used during the school day, including between classes, during break or during lunch. Phones should be silenced or turned off and all devices put away by 7:22am. For students in Grades 10-12, phones or tablets with a stylus are permissible for academic use with teacher approval, however it is not required that a student brings a device to school. Personal laptops may only be used with teacher permission- a teacher will provide these devices for class use if they are needed. After the learning activity has finished, devices should be put away. In the classroom, Grade 9 students will only use school-issued devices with teacher permission but no personal devices will be permitted. If a student needs to use their phone any time during the day, it should be with teacher or staff permission (ie. student needs to make a phone call during lunch- ask a teacher for permission to do so with supervision). Otherwise, phones and other devices should stay off and away until 2:20 pm. Having a device out implies planned use so any adult may collect any device that they see inside of or outside of the classroom during the school day. There are laptops available for check-out in the Media Center during lunch and after school.

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 student needs to make an urgent call or send a message, they should find a teacher or staff member's classroom or office nearby, ask for permission and then make the call under supervision. 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 or secretary. The following consequences will be administered for students using mobile phones during the school day:

1st Offense- May be picked up from the HS Office at the end of the school day.

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

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

At the end of a semester, if a student has only had 1 offense, they will have a clear record for the next semester. However, if they have already had 2 or 3 offenses, they will immediately move to the 2nd offense step and be required to turn their phone in.

HEADPHONE/EARBUD 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 (in ears/on head/around neck/etc) during inappropriate times will be confiscated, regardless of whether or not a student was listening to anything at the time. Consequences will be identical to device infractions (see above).

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. Using AI to write, create or source any 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, course failure 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, earbuds, 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 or off to the side 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.

CLUBS

See [ICS Club Handbook](#).

COMPUTERS AND ELECTRONIC DEVICES*: STUDENT USE POLICY

Each ICS computer user must read, sign, and submit the computer use policy form on Facts 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.
- 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 ensure 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:
 - o Personal devices that are broken while at school or during school-sponsored activities
 - o Personal devices that are lost or stolen while at school or during school-sponsored activities
 - o 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.)

Students will be charged for printing according to Media Center policy.

**Electronic Devices include, but not limited to laptops, smartphones, earbuds, 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 ST REFERRAL	2 ND REFERRAL	3 RD REFERRAL
A	<ul style="list-style-type: none"> • Dress Code Violations • Electronic Violations • Roughhousing • Excessive Absences/Tardies • Building rules violation 	<ul style="list-style-type: none"> • Administrative Consultation with the student • Letter to Parents • Detention 	<ul style="list-style-type: none"> • 2nd Detention • 2nd Letter to Parents • Parent Conference with Administration or Teacher • Counselor referral 	<ul style="list-style-type: none"> • 3rd Letter to Parents • ISS (In-School Suspension) 1-2 days
B	<ul style="list-style-type: none"> • Classroom Disruptions • Inappropriate language/gesture/behavior 	<ul style="list-style-type: none"> • Admin. Consultation with the student • Letter to Parents 	<ul style="list-style-type: none"> • 2nd Detention • Parent Conference with Administration or Teacher 	<ul style="list-style-type: none"> • Parent Conference with Administration or Teacher • 3rd Letter to Parents

	<ul style="list-style-type: none"> • Insubordination • Unsafe behavior • Cheating/Plagiarism • Communicating a Threat • Habitual violation of building/classroom rules • Public display of affection 	<ul style="list-style-type: none"> • Detention • Counselor referral • ISS (In-School Suspension) 1 day 	<ul style="list-style-type: none"> • 2nd Letter to Parents • 2nd Counselor referral • ISS (In-School Suspension) 2-3 days 	<ul style="list-style-type: none"> • OSS (Out of School Suspension) 3-4 days • Re-admittance Conference with Building Principal • Recommendation to Headmaster for possible expulsion or withdrawal
C	<ul style="list-style-type: none"> • Truancy/Skipping class • Theft/stealing/Breaking & Entering/ Forced Entry • Out of school behavior, actions, or activities discrediting or bringing dishonor to ICS • Fighting/Bullying • Minor Vandalism • Insubordination w/disrespect in front of others • Sexual misconduct/offensive behavior/Sexting 	<ul style="list-style-type: none"> • Parent Conference with Administration or Teacher • Student conference with Building Principal • Letter to Parents • ISS (In-School Suspension) 1-3 days • Counselor referral 	<ul style="list-style-type: none"> • Parent Conference with Administration or Teacher • 2nd Letter to Parents • OSS (Out of School Suspension) 3-5 days • 2nd Counselor referral • Re-admittance conference with Building Principal 	<ul style="list-style-type: none"> • Parent Conference with Administration or Teacher • 3rd Letter to Parents • OSS (Out of School Suspension) 3-5 days • Recommendation to Headmaster for possible expulsion or withdrawal
D	<ul style="list-style-type: none"> • Dangerous behavior (intent to cause harm) • Major vandalism • Sexual Harassment/abuse -Possession, creating or sharing of pornographic material including AI images • False fire alarms/Bomb threats • Possession of weapon • Possession of illegal substance or paraphernalia • Violation of Substance Abuse Policy • Possession of tobacco, nicotine, vaporizers or supplies, e-cigarettes, lighters, marijuana or alcohol on campus or at an ICS off campus event -Any conviction of a crime concerning student safety. 	<ul style="list-style-type: none"> • Parent Conference with Administration or Teacher • OSS (Out of School 3-5 days Suspension) • Recommendation to Headmaster for possible expulsion or withdrawal 		

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 contracts 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 contracts 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 or secretary 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, professional and appropriate. The principal has the final say about appropriate appearance, based on the school attire stated below.

ICS SCHOOL ATTIRE FOR 6-12 STUDENTS

Girls: regular uniforms	Boys: regular uniforms
Black or khaki professional, uniform-style shorts, long pants, or capris that reach to mid-calf. No faded denim, athletic material, leggings, spandex, or skin-tight stretch pants.) Shorts must be at least mid-thigh* in length.	Black or khaki professional, uniform-style shorts or long pants. No faded denim, athletic material, leggings, spandex, or skin-tight stretch pants. Shorts must be at least mid-thigh* in length.
ICS Polo Shirt	ICS Polo Shirt
Closed-toe and heel shoes (street shoes)	Closed-toe and heel shoes (street shoes)
Girls: PE Class	Boys: PE Class
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 and professional in appearance, 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. Faded denim and ripped material is not allowed. Pants must be plain, without any design, decoration, or writing.
3. Girl's long pants, shorts or capri pants are to be black or khaki in color. Faded denim and ripped material is not allowed. Pants must be plain, without any design, decoration, or writing.
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. Examples of shoes that are okay are tennis shoes, flats and sneakers. Footwear must be laced or fastened where appropriate and must be free of holes, rips, or inappropriate markings. Students may not wear slippers, house shoes, Crocs or sandals. If a student has a foot injury that requires non-school shoes, they need to have a note or email from a parent and then get a note from the nurse for each day that alternate shoes are needed.
6. Girls' body piercings must not be distracting or dangerous for the activity they are engaging in. Facial piercings are not allowed with the exception of a small nose stud. 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 students must wear their uniform when they enter the front of school each day. Please use the bathrooms in the CB to change before coming through the turnstiles.

You may purchase uniforms from the uniform shop located in the Commercial Building.

Professional, uniform-style shorts

1. Shorts - Black or khaki uniform-style shorts (No denim, spandex, athletic or skin-tight material).
2. Short length for boys and girls - Shorts should be professional and at least mid-thigh* length.

Students will be given 2 warnings per school year. After 2 warnings, a 3rd offense will result in students no longer being able to wear shorts as part of their school uniform, only pants.

**Mid-thigh is a length that falls approximately halfway between the hip and the knee. For most people, this is no shorter than 3-4 inches above the knee. However, the exact length of mid-thigh may vary depending on a person's height, body type, and clothing size. In the context of uniform guidelines for shorts at school, mid-thigh refers to a length that is professional and appropriate for a school setting, while still allowing for comfort and mobility.*

CONSEQUENCES FOR DRESS CODE INFRACTIONS

Students will be given 1 warning per school year. After a warning, the following consequences will result:

1. ½-hour detention
2. 1-hour detention and student will likely not be allowed to participate in any free or special dress days for the remainder of the school year.
3. 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 “free dress” days, students may wear clothing other than uniforms. The HS Principal must approve each non-uniform day. Non-uniform attire must comply with the general guidelines applicable to school uniforms including shorts and skirts to mid-thigh length and no midriff showing, low-cut or see-through shirts. Tops must cover the shoulders, back, and midriff. Sleeveless tops are acceptable if they have straps that are at least 2 inches wide. (No spaghetti straps and tube tops). Most “free dress” days will include tops but students will need to wear uniform bottoms. Please check the description of the event carefully. If a student wears any clothing deemed inappropriate, the student will be asked to change the clothing (counting as a behavior referral) or be sent home. This will count as an unexcused absence. Dress on Fridays is considered a normal uniform day with the exception that ICS approved sport, club or 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 finger tips when their arms are at their side. No midriff allowed, i.e. the front and sides of the body must be fully covered. If the back of the dress is open, it should not dip too low. Cleavage should not be overly visible and general modesty should be kept in check. Girls are advised to have their dresses checked ahead of time by the HS Principal or Secretary if there are any concerns about it being appropriate.

EMAIL

A school Gmail account is provided for each Secondary student to use as a communication tool for appropriate school use. Use of this account, along with Gmail chat may be monitored and checked at any time. Students may never use the Teacher or Staff pre-set email groups to send mass emails. Doing so will result in an automatic detention.

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 Contact Form must be submitted through Facts/RenWeb for the student to take part in school-sponsored trips away from school premises in addition to the permission slip required by 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. Teachers may choose to collect cell phones in advance in order to minimize distractions, encourage conversation and relationship building and ensure privacy is maintained. 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. (Examples of these sorts of experiences might be ACSC Tournaments and Service Conferences outside of Thailand.)

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 or AFS. **A leave of absence that is personal or business related requires payment of the Annual Capital fee.**

Stipulations for Approval of Leave of Absence

The school reserves the right to approve or deny leave of absence requests based on the following criteria:

1. Academic Standing

The student must be in good academic standing at the time of the request.

2. Behavior and Disciplinary Record

The student must have a satisfactory behavioral record and no major unresolved disciplinary issues. Upon return, students must present satisfactory behavior records from the school they attended abroad.

3. Timely Submission

The Furlough/Leave of Absence form must be submitted by the end of February.

4. Defined Return Date

The request must include a clear plan for return, including the intended term or school year of re-enrollment.

5. Duration of Leave

A leave of absence is typically granted for one academic year. Extensions may be considered on a case-by-case basis but are not guaranteed.

6. Program Verification (for study abroad)

For programs like AFS or similar, documentation verifying enrollment and participation in the program must be submitted with the request.

7. Academic Advancement Requirement

Upon return, the student must demonstrate that they have met the required academic standards for advancement to the next grade level. This should include the submission of official academic records showing that a student has met the academic goals and requirements as noted on the LOA approval.

GENERAL BUILDING RULES

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

- Students are not to be using technology in these areas except before and after school or unless a teacher is present and has given express permission

MS/HS Commons Area

- Students should use the benches around the building for sitting only, never to stand on
- 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. HS students need to use the walkway along the soccer field to get to the ARC.
- Students who exit the ICS campus at any time during the school day without administrative/teacher approval/pass will be considered "truant". Anything past the front turnstiles is considered off campus, including the CB.
- 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 MS/HS commons areas
- Students may only take food up to the 2nd – 4th 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

Secondary Playscape

- The secondary playscape is only intended for students from Grades 4-12. Younger students should not be on the playscape for their own safety. Students should be careful, respectful and aware of others in their behavior on the playscape.

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 (over 37.5), runny nose, pink eye, vomiting, and/or diarrhea will be sent home for care by the parents. Please keep them at home if they have these symptoms.

MEDICATION POLICY FOR ICS STUDENTS

Students may not bring medication to school unless it is absolutely necessary. If a student must take medication at school, the parent must bring the medication 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

When the medication is to be given daily long term, the parent must give the school nurse a doctor's certificate stating the above information. If a long term medication is changed, the parent must give the school nurse a doctor certificate stating the change. ICS cannot assume responsibility for any reactions from medication that the parents send from home and request the school official to give during the school day nor can ICS be held responsible if the parent does not send sufficient supply of doctor prescribed medication for each day.

CHECK-IN SYSTEM

Students are required to come for check in with the nurse if they have had HFM, Chickenpox, Lice, Pink Eye or fever. They do not need to check in for any diseases or conditions listed below if they have stayed home for the required day count unless a teacher notices symptoms of concern. Students do not need to check in after any 7 day or longer school break (Christmas, Songkran, October).

DAYS REQUIRED TO STAY AT HOME FOR SOME SPECIFIED ILLNESSES

Students are to remain at home for at least 24 hours after they are no longer showing signs of viral or bacterial illness such as fever over 37.5, vomiting without medication. For diarrhea, students in grades 3-12 may return to school after 12 hours of no symptoms without medication, K4- grade 2 students must wait 24 hours. The school nurse has the discretion to require students to stay home longer if the student still has symptoms unless a doctor's certificate has been provided allowing them to return. This list is not inclusive of all illnesses. For contagious diseases, including Covid-19, ICS follows the procedures recommended by the Thai Public Health Department.

VIRAL AND BACTERIA DISEASES: CHECK IN AT THE CLINIC TO RETURN

- **Hand, Foot, and Mouth Disease, Chicken Pox:** 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.)
- **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. It is recommended that the treatment is repeated in 2 weeks to clear all non-visible eggs.
- **Pink eye (conjunctivitis due to an infection):** In order to return to school, the student's eyes must be clear or at least 24 hours after starting the treatment. If the eyes are pink due to allergies, the student must have a medical certificate to confirm allergies.

VIRAL AND BACTERIA DISEASES: FOLLOW DAY COUNT AND THEN NO NEED TO CHECK IN AT CLINIC TO RETURN

- **Covid-19:** If a parent reports a student's positive ATK result to ICS, they may return to school with one of the following:
 - after 5 calendar days from the onset of symptoms
 - or doctor recommendation.

- **Influenza:** The student must stay at home for 5 calendar days and may return to school on the 6th day. (Day 1 is the first day the student had symptoms.)
- **Rotavirus and Norovirus:** Students are recommended to stay home 5-7 days until symptoms (vomiting, diarrhea, fever over 37.5, stomach cramps) are gone. (Day 1 is the first day the student had symptoms.)
- **RSV:** Students are recommended to stay home at least 7 days as prescribed by doctor.

Gastroenteritis from bacteria infection: Students are recommended to stay home until all symptoms (vomiting, diarrhea, stomach cramps) have gone.

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.

IMMUNIZATIONS

For the health and well being of all of our students, ICS requires that each student has had the required immunizations. As part of the admission application, parents complete a health form that includes certification of immunization. If a student has not had one or more of the required immunizations, the parent must see that their child has these immunizations before the child can start attending ICS.

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. The Lost and Found is located outside the office of the HS secretary and also outside of the Cafeteria by the Strings room. The HS secretary will contact students whose items are identifiable. Items not collected are donated to local charities **at the end of each quarter**.

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. Students are responsible for cleaning off any residue left behind on lockers. 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 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 also be 2 baht per book each day the book is overdue. Access to students' grades through Facts/RenWeb will be blocked until all overdue books are returned and all fines are paid. Parents also use their ID card as a library card to check out books. Students may check out as many books as they may reasonably read, however, the media center limits the number of books that a parent may check out at any one time. For more information about the Media Center please see the 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.

PEER TUTORING

High School students may sign up to be a peer tutor and receive personal community service hours or payment for their services. They must register using the request form sent out by the secondary counseling offices at the start of the year. This does not guarantee a match but they will be placed on a list advertising their availability. The payment amount for paid tutoring is 250b/hour. Students may complete up to 12 hours of tutoring to be used towards their Personal Community Service hours. They should read the Community Service Handbook to make sure they understand the requirements. They must fill out a Community Service Peer Tutoring Hours Log form which can be collected from the MS or HS Counseling offices. Tutoring must take place at the Counseling Conference Room (Mrs Cee) or the Media Center (Mrs Becky/Ms Sujimon) so that they can get their log signed. Logs and reflections must be submitted to Mr Mike by the end of the semester to get credit.

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 and accessories. 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. Parents and students will not be permitted to view CCTV footage.

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 use the link provided on our school website 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 Facts/RenWeb for reporting secondary students' academic progress for end of the quarter grade reports. Parents should refer to Facts/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. Facts/RenWeb is used for providing more accurate and up-to-date communication with parents. Parents of new students will receive information about how to access Facts/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 3rd 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. The Senior Trip will take place within Thailand- no overseas trips will be approved.

At ICS, we believe that SALT Projects are an important aspect of our students' learning and growth. Students' time serving is honored with up to 10 hours of community service. These hours are reflected on the student's transcripts. Travel and sleep time are not considered a part of the hours. SALT Project hours are not counted toward the Personal Community Service (PCS) hours requirement for graduation.

SALT trips are counted as learning days and students are expected to participate. **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. While it is impossible to replace the experiences of the SALT trip, students need to make up the missed serving and learning opportunities. Students are responsible to serve for 10 hours and reflect upon those hours within 1 month of the SALT trip. Please follow the personal community service guidelines. Upon completion of service, students must complete the community service reflections in the PCS form. The hours will be included on the student's transcript but not included toward the Personal Community Service hours requirement for graduation.

The SALT Projects are ICS initiated where the ICS staff/teachers do all the planning, preparations, and logistical work for the projects.

SOCIAL MEDIA

ICS social media platforms are dedicated to sharing content directly related to school activities, competitions, events, and achievements. Non-school related activities, such as external athletic and academic competitions, will not be posted.

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. Seniors will earn at least 15 hours for their Senior Capstone Project but will not attend a SALT trip.

Suggested Personal Community Service Plan			
GRADE	SALT PROJECTS	PCS HOURS	Total
9 TH Grade	10	10	20
10 th Grade	10	10	20
11 th Grade	10	10	20
12 th Grade		10	10
Totals	30	40	70

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 a 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. Money can be added to a student account through the SchoolBright app. The amount deposited/added will be entered into the student's ID badge for purchasing lunch. Students may bring lunches that do not require refrigeration from home. Food app deliveries are not allowed except to Seniors students with permission, on Fridays. Parents can drop off lunch from home for their student. 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 consists 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.

SENIOR LUNCH PRIVILEGE

Seniors can earn the privilege of eating lunch off campus on Fridays from 12:30 - 1:05 PM after the first few weeks of the school year. The opportunity granted by ICS for seniors to eat lunch off campus may be revoked *at any time* if these stipulations are violated.

1. Seniors will swipe in and out of campus through the turnstiles using their ID badges. Seniors will also check out and check in with an ICS staff member at the turnstiles. For emergency and security reasons, it is imperative for ICS to know where students are -- on or off campus.
2. Seniors may only eat **within walking distance** of ICS. This refers specifically to restaurants accessible via Soi 37 - the food kiosks, shops, 7/11, restaurants by Parkland and SC Group gas station -- and those on school property.

3. Seniors may also order food of their choosing and enjoy eating their ordered lunch off campus. No food may be ordered for underclassmen.
4. Seniors are to walk to and from their selected lunch site. Other forms of transportation are reserved for before or after school, i.e. cars, taxis, buses, motorcycles, bikes, etc.
5. Any of the following will result in this Senior privilege being revoked either one week at a time or indefinitely **and** carry the corresponding disciplinary action by the HS Principal.
 - a. Not returning to school on time prior to the 1:05 PM bell
 - b. Not returning to school for the remainder of the school day
 - c. Ordering food for a non-Senior student
 - d. Inappropriate language or actions that discredit, dishonor, or negatively reflect on ICS
 - e. Falling behind on graduation requirements or other responsibilities
6. It is important to note that although this is an off-campus privilege, it is during the school day and all applicable school rules and policies will be enforced. **One senior student can negatively impact this privilege for all seniors.**

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:
 - a. Dental care, root canal treatment, replacement of or new set of Dentures except necessary first aid treatment following an accident.
 - b. 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:
 - a. 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 at the start of each school year in the course syllabus. 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 - PROTECTED TIME

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 join a LifeGroup and teachers who wish to mentor students. Sporting events and all tutoring on Tuesdays should not begin until 3:30.

ICS sets aside Tuesday afternoons from 2:30 - 3:30 as student ministry time. This is when such things as life groups and growth groups may meet. Although during this hour ICS maintains an open campus for students who are not in ministry activities, teachers and staff should not schedule tutoring, make-up work, sports, meetings, rehearsals or any other student activities that would make students attending ministry groups feel pressured to skip their groups. Also, any events scheduled after ministry groups must allow enough time for students in ministry groups to transition.

TUITION

Tuition and fees are payable in baht through an application called 'School Bright'. The application accepts both bank transfer through QR code and credit card. Please see more details about the School Bright application and payment instruction in the following link: <https://www.ics.ac.th/school-bright-app>

Tuition and fee payment should be paid by the due date to avoid a late charge. The late charge is 2% of the total invoice amount with 1 month due date extension. Accounts that are more than 1 month 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.

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 **or previous ICS student** desires to visit their child's classroom, they should first acquire approval from the HS principal. Parents and guests 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

ACADEMIC PROBATION

Rationale: Academic probation is a support 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 Partial Academic Probation, and will be restricted to 1 extra-curricular activity for that quarter and will meet with the counselor every two weeks. 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 any extracurricular activities for that quarter and will also meet with the counselor every two weeks. There will also be a meeting with parents, the student, counselor and Principal to discuss.

A student placed on the Partial Academic Probation level must also:

- Attend a meeting every two weeks with their counselor where the consequences will be fully explained and some basic study techniques can be implemented to help with organization and study. They may be asked to meet with the Principal, as well.
- The students' mid-quarter grades will also be reviewed by the Student Support Team 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 Student Support Team.
- Attend a meeting every two weeks with their counselor where the consequences will be fully explained and some basic study techniques can be implemented to help with organization and study. They may be asked to meet with the Principal, as well.
- The students' mid-quarter grades will also be reviewed by the Student Support Team to discuss any possible issues/challenges they have.
- Students who fail to meet these will face further consequences with the principal.

Students who qualify for either Partial or Full Academic 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 selected staff for reference purposes.

Notes:

Academic probation applies to all four quarters and therefore is carried over to the following school year including the transition to high school. The above steps and/or consequences may be adjusted at the discretion of the Student Support Team with approval of the building principal to suit the individual needs of a student.

ACADEMIC STUDIES

For students who have been receiving extra support in Middle School and still will need that extra support in High School, we will do our best to put them into an Academic 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 them to be successful.

GRADUATION CREDIT REQUIREMENTS

COURSE	CREDITS	COURSE	CREDITS
English	4.0	Computer	1.0
Mathematics	3.0	Foreign Language	2.0
Science	3.0	Religious Studies	2.0
Social Studies	3.0	Electives/other	6
PE/Health	1.5	CPS/Personal Community Service	40 hrs.
Fine Arts	1.0		

Total Credits Required for Graduation	26.5
--	-------------

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. 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 5 AP courses in one academic year. In order to take more than the recommended amount, permission needs to be received during a meeting with the HS Principal.

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 prepares students to take the AP exam. In order to receive AP designation and AP grading scale (1.0 higher than the regular Standard 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 minimum 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 before the College Board's exam order deadline (typically early March) to be eligible for a *partial* refund since some cost is involved for exam shipping and handling purposes, otherwise *no* refund is offered; full refund available if processed before the initial payment due date (typically first semester).
- 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.

- For further details including the payment timeline, please see the High School Course Handbook.

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 (as noted in the Handbook).
- Teacher's recommendation.
- 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, foreign language, engineering and performing arts 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 content-based challenges, students will gain a deeper understanding and appreciation of learning and its usefulness in the world today. Students taking an honors-level course will be graded using the Honors Grading Scale, an increase of half a point (.5) in calculation of their Grade Point Average (GPA) in recognition of course difficulty.

GRADING SCALE

All courses taken at ICS during the 9th-12th 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 courses 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.

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

Numeric Average	Letter	Standard Point Scale	Honors Point Scale	AP Point Scale
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

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 9-12 (8 full semesters) in order to be considered for these prestigious awards.

GENERATIVE ARTIFICIAL INTELLIGENCE USE POLICY

Introduction

This policy outlines the appropriate use of ChatGPT or other Generative Artificial Intelligence (Gen AI) technologies within the ICS school community to ensure appropriate, responsible, ethical, and educational utilization of this type of technology. These are powerful tools that can provide valuable assistance to students and educators when used responsibly. However, it is essential to establish and continually adapt guidelines to maintain a safe and productive learning environment.

Scope

This policy applies to all students, teachers, administrators, and staff members who have access to Gen AI technologies within the school setting, whether through school-provided resources or personal devices.

Policy Guidelines

1. Educational Use:
 - a. Gen AI technologies could be used for educational purposes, such as:
 - i. Research assistance
 - ii. Homework/classwork support
 - iii. Creative writing/content production
 - iv. Learning new concepts

- v. Problem solving
- 2. Academic Integrity:
 - a. Gen AI technologies should not be used to produce academic work, such as essays, assignments, or assessments, where original thought and effort are required.
 - b. Plagiarism, cheating, or any form of academic dishonesty involving Gen AI technologies is strictly prohibited.
- 3. Responsible Conduct:
 - a. All users are expected to engage with Gen AI technologies respectfully and responsibly.
 - b. Students are expected to adhere to the following guidelines when using Gen AI technologies :
 - i. Refrain from harassment, bullying, or discriminatory language.
 - ii. Refrain from sharing personal or sensitive information.
 - iii. Refrain from promoting or engaging in illegal activities.
 - iv. Refrain from disrupting the learning environment.
 - v. Refrain from using to complete assignments, quizzes, or exams in a manner that violates academic integrity.
 - vi. Use only for educational purposes, such as research assistance, essay planning, or studying.
 - vii. Properly cite any information obtained from Gen AI technologies in accordance with school citation guidelines.
- 4. Detection of Improper Use:
 - a. Improper use of Gen AI technologies may be detected through various means, including but not limited to:
 - i. Plagiarism detection software.
 - ii. Reports from teachers or other students.
 - iii. Monitoring of online activity.
 - iv. Work that is unexpectedly above a student's production in class.
- 5. Reporting Misuse:
 - a. Users who encounter misuse or inappropriate behavior while using Gen AI technologies should report it to a teacher or administrator immediately. Confidentiality will be maintained for reporting parties.
- 6. Consequences for Improper Use:
 - a. The improper use of AI will result in following the relevant division's cheating and plagiarism policy in the handbook.
- 7. Privacy and Data Security:
 - a. Students should not share personal information or any confidential school-related data with Gen AI technologies. The school will take appropriate measures to protect the privacy and security of user interactions with the system.
- 8. Updates to the Policy:
 - a. ICS will regularly update this policy to reflect changes in technology, best practices, or emerging issues related to Gen AI technologies.

By adhering to this ICS Generative AI technologies Use Policy, we aim to create a positive and productive learning environment where technology serves as a valuable tool for education. Responsible use of Gen AI technologies contributes to the development of digital literacy skills and prepares our students for success in an increasingly digital world.

Updated- June, 2024

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)
- Completion of a passing Capstone project
- 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 the 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 eligible 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 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 another appointed adult 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.

HOMEWORK & TIME SPENT ON HOMEWORK

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

The chart below provides an estimate of the amount of time that a student may be expected to spend on homework each evening, excluding AP classes. 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 th Grade	90 minutes
10 th Grade	100 minutes
11 th Grade	110 minutes
12 th Grade	120 minutes

HONOR PLEDGE

For all papers, tests, essays, and quizzes all students will 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.

MODIFIED DIPLOMA

A Modified Diploma program may be discussed for students diagnosed with a disability that precludes full completion of graduation credits. This process will be in consultation with an administration, learning support teacher, counseling, parent and external professional team. Permission to grant a modified diploma track will be made with approval from the Headmaster.

ONLINE/INDEPENDENT STUDY COURSES

Special circumstances may necessitate online or independent study options. The school counselor can provide these options upon approval from parents and the High School Principal. Up to 2 credits can be taken during a student's high school career. Students may register to take online courses with ICS-approved online class providers such as Sevenstar Academy. Students must register for the online course by the end of third quarter (around the end of March) if the online course will be used as a prerequisite for the following school year. One of the following criteria needed to apply for taking online classes: ICS does not offer the course in our curriculum, a student needs to make up a class they had failed previously, they would like to fast track to a higher level course, 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. They cannot be taken for the purpose of graduating early. We require that all Bible, lab science and PE courses be taken at ICS. 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 the online course is a prerequisite for another ICS course, they must **earn the prerequisite grade** as listed in the Course Handbook. 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. Exams for online courses may only be taken **one time**.

SCHEDULE CHANGE (ADD/DROP) POLICY

Course selection should be made with careful consideration before annual Course Registration. Students and parents should be familiar with requirements for graduation and the requirements for college entrance when planning the course of study. Students will register for classes in early February. Selection of courses at this time is what is used to create the master course schedule so it is in the best interest of students to select courses carefully at this time. After registration is completed and the master schedule created, students will receive a copy of their schedule for the next semester. At that time, they will also be given the opportunity to schedule an appointment with their academic counselor to request changes to the schedule. This can be done one time. The final schedule will be available on Facts on Open House day for the next school year. Any further changes can be made during **Add/Drop Week** (first 5 days of each semester) based on seat availability. Students need to make an appointment with their counselor using the online scheduling link each provides.

Please note the following conditions when requesting schedule changes:

- One Schedule Change meeting 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.
- 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.

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 pre-registration. 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 during pre-registration.

SENIOR YEAR COURSE LOAD REQUIREMENTS

Seniors must take at least 6 academic courses per semester during their senior year in order to maintain a full-time student status. They must do this regardless of their academic progress toward meeting the graduation requirements.

PE/HEALTH CREDIT FOR SPORTS PARTICIPATION

High School students competing at the JV and Varsity level 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. In order for a student to receive .25 PE credit through athletics, he or she must complete a minimum of 25 hours of sport activity, participate in at least one competition and get the signature of the coach (Sports Credit Form) by April 30 of that school year. Students may not receive credit for two sports in the same season. **The maximum amount of PE credit a student can earn during a school year through sports is 0.75. JV/V Tennis, clubs in or outside of ICS, private lessons, individual outside sports, and participating as a manager for an ICS sports team does NOT qualify for this PE credit.**

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. This does not apply to AP classes for Semester 2 (only Semester 1). 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 and then they may arrange to take an alternate version of the exam early. 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 or may receive a "0" for the score. Students will wear the school uniform on exam days.

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, parent 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 or use unsupervised volunteers who have a record of child abuse or harassment. The contracting and volunteer approval processes will include background and reference checks. Applicants for employment will agree in writing with the terms of this policy as part of the annual orientation process.
 - b. 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 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
 - a. 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
 - a. 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. 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 provide a written record, 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 Students 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.

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.

Student safety is our top priority at ICS. Should a safety concern arise, trained ICS staff will follow established procedures to evaluate the student's level of risk. If a student is assessed as being at moderate or high risk of harming themselves or others, participation in extracurricular activities may be limited. In these cases, ICS will determine whether the school has the resources to safely support the student's involvement. Students assessed as high risk will not be permitted to participate in off-campus or overnight school-sponsored activities until their risk level has been formally reassessed.

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.
6. the sharing or creation of pornographic or sexual images including the use of any person's likeness through generative AI in a sexual manner.

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 receives 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, Instagram, 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, marijuana, 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.

ICS HIGH SCHOOL FACULTY AND STAFF DIRECTORY

Faculty

Name	Position	Email
Aimee Seaman	French	Aimee_S@ics.ac.th
Andrew Leighton	Social Studies	Andrew_L@ics.ac.th
Ben Miles	English	Ben_M@ics.ac.th
Ben Radin	English as a Second Language	Ben_R@ics.ac.th
Brad McKenzie	English	Brad_M@ics.ac.th
Brian Hazlett	Math	Brian_H@ics.ac.th
Chingyu Ngamvirojcharoen	Mandarin	Chingyu_N@ics.ac.th
Christian Sarazen	Band	Christian_S@ics.ac.th
Dan Pinsent	English	dan_p@ics.ac.th
Daniel Pun	Computer/Business	Daniel_P@ics.ac.th
Daryl Holst	Science	Daryl_H@ics.ac.th
Deborah Ward	Science	Deborah_W@ics.ac.th
Eunice Pyon	Science	Eunice_P@ics.ac.th
George Weber	PE/Health	George_W@ics.ac.th
Gersom DeKoning	Theatre Arts	Gersom_D@ics.ac.th
Jack Barr	Athletic Director	Jack_B@ics.ac.th
Jason Weimer	Computer / Business	Jason_W@ics.ac.th
Jeremy Sutter	Math	Jeremy_S@ics.ac.th
Jessica Kastner	English	Jessica_K@ics.ac.th
Jing Liu	Mandarin	Jing_L@ics.ac.th
Johnny Pyon	Science	Johnny_P@ics.ac.th
Jonathan Finley	Bible	Jonathan_F@ics.ac.th
Jonathan Preg	Art	Jonathan_P@ics.ac.th
Julia Biasi	Life Skills	Julia_B@ics.ac.th
Julia Low	Social Studies / Science	Julia_L@ics.ac.th
Kamyee Ladas	Art	Kamyee_L@ics.ac.th
Karly Aust	Spanish	Karly_A@ics.ac.th
Keith Sheridan	Math/Engineering	Keith_S@ics.ac.th
Kittikhun (Yohun) Muangta	Thai	Yohun_M@ics.ac.th
Krittiya Trongtamachai (Lek)	Thai	Krittiya_T@ics.ac.th
Ladda Prasertsintanh	Thai	Ladda_P@ics.ac.th
Lyn Holden	Math	Lyn_H@ics.ac.th
Paul Muri	Science	Paul_M@ics.ac.th

Rachel Smith	Science	Rachel_S@ics.ac.th
Rick Vang	Learning Support	Rick_V@ics.ac.th
Saara Nordblom	String Orchestra	Saara_N@ics.ac.th
Sean Harrison	Social Studies	Sean_H@ics.ac.th
Tim Baumgartner	Philosophy / Religion	Tim_B@ics.ac.th
Vicki Sullivan	Math	Vicki_S@ics.ac.th
William Gill	English	William_G@ics.ac.th

Staff

Name	Position	Email
Amber Quick	HS Principal	Amber_Q@ics.ac.th
Aungsana Kinghirunwatana	School Director	Aungsana_K@ics.ac.th
Becky Baumgartner	Secondary Media Specialist	Becky_B@ics.ac.th
Nipaporn (Som) Wongs	Nurse – Secondary	Nipaporn_W@ics.ac.th
Heather Overstreet	HS School Counselor (A-L)	Heather_O@ics.ac.th
Isaree Thanaphatchotikul	Director's Secretary	Isaree_T@ics.ac.th
Jack Barr	Athletic Director	Jack_B@ics.ac.th
Jason Cockayne	Student Ministries	Jason_C@ics.ac.th
Jennifer Lembright	College and Career Counselor	Jennifer_L@ics.ac.th
Luc Lemley	Headmaster	Luc_L@ics.ac.th
Maria Janpisutkul	HS School Counselor (M-Z)	Maria_J@ics.ac.th
Mark Coopriider	Secondary Assistant Principal	Mark_C@ics.ac.th
Mike Holden	Service Learning Coordinator	Mike_H@ics.ac.th
Porntip (Kay) Sriwathanangkul	Headmaster's Secretary	Porntip_S@ics.ac.th
Prapassara (Gift) Chirasrirungson	HS Principal's Secretary	Gift_C@ics.ac.th
Prasana (Aom) Sirichan	Receptionist	Prasana_S@ics.ac.th
Scott Hayden	Director of Curriculum and Instruction	Scott_H@ics.ac.th
Somporn Tangsirisan	Registrar	Somporn_T@ics.ac.th
Stephen Ladas	Head of Schools	Stephen_L@ics.ac.th
Sujimon Supphaophas	Media Center Assistant	Sujimon_S@ics.ac.th
Teereda (Cee) Wongstapornphat	School Service Coordinator	Teerada_W@ics.ac.th
Tim LaDuke	Aquatics Instructor	Tim_L@ics.ac.th
Yuttakorn (Jimmy) Kriengparinyakij	Office Staff (Main) ROTC	Yuttakorn_K@ics.ac.th