



INTERNATIONAL  
COMMUNITY SCHOOL  
BANGKOK

Middle  
School

Parent  
**AND** Student  
Handbook

2024 - 2025

# PARENT/STUDENT HANDBOOK

2024/25



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## **Middle School Division** Grades 6-8

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**Accredited by:**

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

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## **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, students 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.....

Discerning Thinkers

Lifelong Learners

Quality Producers

Competent Communicators

Team Players

Responsible Citizens

Followers of Christ

### **CORE VALUES**

Biblical Truth

Community

Growth

Integrity

Respect

Love

Christ-Centeredness

### **VISION**

To continuously excel as a Christ-centered learning 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 physical 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 that appear to have no obvious solutions



## **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. Relates 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

## 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. The school is located in Bangna with a second campus in Udon Thani which opened in 2020/21.

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 the 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. Please write out your concern or question so the principal understands the exact nature of your inquiry. 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 or Head of Schools, parents may address their concerns in writing to the ICS Board of Directors. The parent generating the appeal must clearly outline the grievance and the recommended redress.

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



## GENERAL INFORMATION

### ACADEMIC PROBATION

During the course of the school year, a student may perform poorly in their academic classes and therefore be placed on academic probation. For the purpose of calculating academic probation, an **F** counts as two points and a **D**, as one point. An accumulation of three points places a student in Grades 6-12 on academic probation for the following quarter. Students on academic probation are required to meet with the MS Counselor and attend academic counseling. Parents and students may also meet with the MS Principal. Students are also limited to participation in one extracurricular activity during the warning level or Partial Academic Probation (first quarter on Academic Probation). The MS counselor will inform the parents of any student being placed on academic probation. Parents are encouraged to work with their child's teachers and the guidance counselor to implement a plan for improvement. If the student reaches or is close to earning 12 academic points in one school year or fails a half year or full year course then the administration may require a successful summer school course, tutoring, and/or educational assessment by a school psychologist before promoting the student to the next grade level. Disciplinary consequences will be issued for students not in compliance with the requirements below. **Academic probation applies to all four quarters and therefore is carried over to the following school year including the transition to high school. If a child is on academic probation for 2 quarters or more in a row, that child is not allowed to participate in any after school sports or other extra-curricular activities.**

#### Partial Academic Probation Requirements

- Daily assignment book check with Advisor
- Weekly meeting with MS Counselor
- Participation restricted to a single after school activity

#### Full Academic Probation Requirements

- Daily assignment book check with Advisor or Counselor
- Advisory Block time (Days 3-5) with MS Counselor as needed
- No after school activities or sports
- Parent Interview
- Referral to Learning Support Teacher for review

### PROMOTION AND RETENTION

ICS building principals use the following criteria in helping to determine whether or not a student should be promoted to the next grade level or retained in the present grade level.

#### Retention at present grade level:

- Teacher/Education Specialist recommendation.
- Student has 12 or more academic points in core subjects.
- Student fails 2 core subjects (math, science, social studies, LA, reading).
- Student does not have a diagnosed learning disability.
- Student has less than 150 days of attendance at school.
- Consultation with the parent.

### CREDIT RECOVERY

Students must attain a passing grade (D or above) in all core subjects to move to the next class level. They must attain a ½ credit per semester for a total of 1 credit by the end of the year. Core subjects are defined as

Language Arts, Math, Science and Social Studies. Any student without a full credit will be required to complete credit recovery online via an online learning school agreed upon by the Principal at the parent's cost. Upon completion and receipt of the student transcript from the online organization, ICS will add the course and credit to the student report card. As this is done on a semester basis, students will be notified of required online credit recovery in January and June after semester report cards are published. This is in addition to tuition to be paid directly to the online school.

## **ACADEMICS**

In Middle School, the core courses taken each year are Language Arts, Math, Science, and Social Studies. Special courses are Thai, Art, Advanced 2D and 3D Art, PE, Foundations, Values, Choices, Computers, ESL, Drama, Strings, Band, Choir, Mandarin 8, Spanish 8, French 8, Independent PE, Robotics, Creative Writing, Global Issues, Academic Support, and Intensive Studies (by recommendation only). High school equivalent classes taken while a student is enrolled in middle school will be listed on the student's transcript and may grant advanced standing or prerequisites but High School credit toward graduation will not be granted (Foreign Languages, Algebra and ICP).

## **ADVISORY BLOCK**

The advisory program at ICS Middle School exists to support our students' social and academic development. In providing space and small group interactions with an adult mentor (advisor), students build a sense of belonging in small communities. These small groups meet daily for twenty minutes (Day 2-5) except on Day 1 when they meet in chapel with the full middle school and Day 3 when they meet for middle school assembly.

**Advisory Mission Statement:** The ICS MS Advisory Program connects students with safe mini-communities and an adult advocate in a distributed care model, focussed on spiritual, personal and academic growth, accountability structures, team building activities and communication.

## **AFTER-SCHOOL ENRICHMENT PROGRAM**

ICS offers an after-school enrichment program led by interested teachers in a subject or activity of his or her choice. There are 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 through the Headmaster's office and paid through QR code.

## **ALGEBRA 8 (MIDDLE SCHOOL)**

If a student takes Algebra during their 8<sup>th</sup> grade year, the class can be used as a high school prerequisite for upper math classes but no high school credit will be given. In order for a student to be admitted into the 8<sup>th</sup> grade algebra class, the student must meet the criteria below. Students who do not meet the criteria will be enrolled in Pre-Algebra in preparation for Algebra I in Grade 9.

### **Criteria:**

1. Teacher recommendation based on student achievement: a student demonstrates a high level of achievement in grade 7 Math class (over 92% average in Q1-3 with no quarter under 85%) or successfully completes PreAlgebra 7. Quarter 4 grades and/or a teacher recommended placement test may be considered in the calculation of achievement if class size and teacher recommendation allow.
2. Class size and scheduling constraints are a consideration and constraint.
3. Note: except in the case of teacher recommendation, work completed during online learning due to school closure will not be used to meet this requirement.

The first quarter of Algebra 8 is considered a probationary period and if an 8<sup>th</sup> grade Algebra student does not hold an average of 72% or above in Algebra I in the first quarter, the student will be moved to PreAlgebra 8 as they are clearly struggling with the level required for this course. Continuing forward, students who struggle to attain a passing grade (65% or above) in any of the first 3 quarters, may either be moved to PreAlgebra 8 or will have to retake Algebra for credit during their 9<sup>th</sup> grade school year. This will be done to lead them to a place of success in the HS Math program.

### **Online Algebra I (Middle School)**

If an 8<sup>th</sup> grader enrolled in Pre-Algebra wishes to take an Algebra I online class as a prerequisite for high school math classes, he/she must:

- Demonstrate a high level of academic achievement in Pre-Algebra
- Obtain prior approval from his/her current math teacher
- Obtain prior approval from the middle school principal
- Meet with the HS Guidance Counselor responsible for online learning to register

The student will be eligible to begin in 2nd semester and will finish no later than 31 July of that same calendar year. In order to receive Algebra 1 credit, the student must maintain a grade of 65% or higher for the online course as well as take and pass the ICS Algebra I final exam. Failure to do so will result in the student retaking the class for credit during their 9<sup>th</sup> grade school year.

### **ARRIVAL AND DEPARTURE**

Please allow plenty of time to travel to school as Bangkok traffic can cause your child to be late and thus cause a disruption to classes and their own education. All students should report directly to the front foyer area or common areas on the ground floor of the secondary school (Bedford Building) upon arrival to school. Students 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 will be considered tardy. School ends at 2:20 pm and students are free to leave campus at that time. Early departure requires written or verbal (phone) permission from a parent or guardian. Students must sign out at the middle school office.

### **ATHLETICS AND EXTRACURRICULAR ACTIVITIES (INCLUDING SCHOOL PLAYS AND MUSICALS)**

After school 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. 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, students who are on academic probation will be required to attend academic counseling in order to remain eligible for **one** activity. In the event that grades do not improve, this privilege will be revoked.
2. Written parental permission must be on file with the athletic director, coach or activity advisor before trying out for a team/play/activity.
3. Information and additional forms relative to each program are available from the athletic director, coach or activity advisor.
4. Behavioral concerns or disciplinary incidents will lead to students losing their extracurricular and/or

athletic team privileges.

## ATTENDANCE

Student attendance is paramount to receiving a quality education at ICS. Parents are to notify the school on the day of an absence or if their child will be missing a block or two during the school day. Notifying the school can be in the form of a note, email, or phone call. Notification needs to be received no later than the following school day. Whenever a student is absent and ICS has not been notified, the MS secretary will make every attempt possible 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 MS secretary to contact the parent does not nullify the attendance policy. PLEASE NOTIFY ICS WHENEVER YOUR CHILD IS ABSENT OR HE/SHE WILL MISS ANY CLASSES. [[O\\_T@ics.ac.th](mailto:O_T@ics.ac.th); 02-338-0777, Ext. 0734]

**Late-to-School Tardies:** The intent of this policy is simply to ensure that students arrive at school on time. Late arrivals are disruptive to teachers/class learning and late students miss valuable learning 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 MS office to receive a late-to-school admit pass from the MS secretary. Students will not be admitted to class without this late-to-school pass. Students arriving later than 7:50 AM are considered absent (A) 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. If a student hits 10 “LTSs” in a semester, his/her parents will be sent a warning email and after the next one, the student will be given detention. The following consequences will apply:

11<sup>th</sup> LTS = 30 minute detention

12<sup>th</sup> LTS = 1 hour detention

14<sup>th</sup> LTS = 2 hour detention

16<sup>th</sup> LTS = In School Suspension

During detentions, the students may be required to write essays during that time or provide school-based community service.

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.

## 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 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.

Parents are to notify the secondary office whenever their child(ren) is/are absent either unexpectedly or in advance. [O\_T@ics.ac.th; 02-338-0777, Ext. 0734]

**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 absence. Absences are counted by periods (5 periods = 1 day). ICS is compelled to maintain the standard of the Carnegie unit for credits and the Thailand Ministry of Education standards. Because the standard of the Carnegie unit for credits is non-negotiable, 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.

**Make-up Work:** Make-up work is the sole responsibility of the student. 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 or in a negotiated time frame with the teacher (e.g. three school days absent yields three school days to make up work for full credit). A teacher may refuse to accept and/or give full credit for work received after the allotted time. However, if certain projects or tests have been announced, 1-2 weeks before the absence then the student should turn in the project, assignment or take the exam on the date of the return and/or at the discretion of the teacher. Any exception to this policy requires approval by the teacher or MS principal.

If a student knows he/she will be absent for an extended time period beyond 3 days, that student is expected to meet with his/her teachers to receive the work he/she will be missing in advance. The student is expected to keep up with the work missed throughout their time away from school. Returning students who are starting school late are responsible to make up all assignments and tests from the beginning of the school year. This type of absence may again negatively affect their attendance/class participation grade.

Parents are to notify teachers *and* the MS office three days 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.

**Extra-Curricular Eligibility:** Students are not eligible to participate in extracurricular activities the school day in which they have an absence due to sickness which includes clubs, sports, intramurals, enrichment, life groups, etc.

**Leaving School Before the End of the School Day:** A parent or guardian must give permission with a note or by e-mail or come in person for a student to leave school before the end of the school day. In the case of written permission, the administration may also call the parent to confirm the request. The student must sign out in the MS office.

## **BYOD DEVICE POLICY**

Our Bring Your Own Device Policy (BYOD) allows for 7<sup>th</sup> and 8<sup>th</sup> graders to bring their own computing device to school but **only when requested by teachers. Students must take responsibility for any personal items brought to school.** Cell phones, laptops, computers, and other personal electronic devices are only permitted to be used within a classroom with teacher permission for research or other classroom activities. Students are expected to adhere to the ICS computer use policy (See below) at all times when using technology in the classroom. Any misuse of these devices will result in a halt of privileges and further consequences.

## PHONE USE POLICY

Starting in 2024/25, ICS Elementary and Middle School students will not be allowed the use of any smartphone devices on campus before, during or after school hours without teacher supervision or permission or unless using them for communication purposes with their family in designated “communication zones”.

- In Elementary, the ES office will be the allocated “ES Communication Zone”
- In Middle School, the middle school commons will be the allocated “MS Communication Zone”
- Middle School advisors should give students time to check for messages from parents before leaving an advisory at the end of each day.
- A supervised study / computer space will be available from 2:30-3:30PM for MS students after school Mondays-Thursday.
- ES or MS Students may always ask a staff member or teacher if they require the use of their phone outside of those zones for communication purposes only.

This policy is supported by research into the effects of social media and smartphone use

- *Examples: [Analysis of UNESCO’s report on cell phone use in schools](#)*
- *[Surgeon General’s Advisory on technology use by young people](#)*
- *[Screenagers](#) movie and [research on phone use and mental health](#)*

**First offense:** If a phone rings or a student uses an electronic device or is seen with an electronic device during the day without permission, it will be confiscated and the student can pick it up from the building principal at the end of the day. **With a second offense,** the teacher will hand the phone over to the building principal and the principal may keep the phone and/or electronic device until the parent comes to pick it up from the principal or may require the student to submit the phone to the office each day for a period of time. A lunch detention will be generally issued. **On the third offense,** the phone/electronic device will be held by the building principal until the end of the semester or may be required to be handed in daily for an indeterminate amount of time. In addition, an after school detention will be generally issued.

Please note: while we will attempt to assist, the school is not responsible for any lost electronics on campus. Please leave electronics at home for safety.

**Headphone Use During School:** In an effort to cultivate a positive interpersonal school community, headphones, earphones, earbuds and other personal listening devices and speakers are not allowed on campus for middle school students. Exceptions to this may include teacher-directed classroom activities. Disciplinary consequences will be issued for repeated use.

**Smartwatches:** Smartwatches should be put on silent so notifications do not interrupt learning and will fall under the same confiscation policy as phones should they be distracting or should students use them to send or receive messages. Smartwatches must be handed to teachers prior to testing or assessments.

**Overnight Trips and Field Trips:** These trips are considered school time. As such, phones may be prohibited on these trips including on bus transportation. For camps or overnight trips, phones will be handed to chaperones at the beginning of the trip and will be given out during select times for students to contact parents prior to lights out. No phones or other devices are allowed to remain with the students overnight.



## **Athletics Phone Policy**

U14, U12, and U11 teams are prohibited from using phones at practices, home games, away games, and during transit. Students need to ask permission to use their phones. Consequences include warnings, game time loss, and reports to the building principal. Middle school students on ACSC, Varsity, & JV teams must have their parents sign a phone usage policy. (Equivalent to High School Students).

## **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 test paper, talking during a test is 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 cell phones or electronic devices to show or transfer data is cheating. Using AI technology to generate text or create any assignment without teacher consent is cheating (see section on Generative AI Use below).

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 a detention to re-do the work. The student's name will be recorded in case of additional incidents. This record does not reset each year. 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 detention, in-school suspension, out-of-school suspension, and possible expulsion.

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

Each ICS computer user must read, sign, and return the computer use policy form to ICS the first year of Enrollment in order to be allowed to use both school and personal computers and other devices at ICS. These other devices can include, but are not limited to smartphones, tablet computers, E-book readers, digital cameras, 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, any illegal activity.
- Personal devices may only access the internet via wireless connection and in no manner can personal devices be wired to the ICS network or allowed access to network resources and printing services.
- Downloading or streaming music or video, chatting, instant messaging, using voice and/or video over internet applications or playing games is not permitted unless it is specifically related to the curriculum and assigned by a teacher who is supervising a student.
- Families should be aware that the Internet might contain items that are offensive. The faculty and staff of ICS will make reasonable efforts to ensure that students do not access offensive material while at school. Such efforts may include monitoring software, public location of computers, and spot checks of student Internet activity. ICS cannot guarantee that children will never access inappropriate material while using the Internet.
- ICS supports and respects each family's right to decide whether or not their child should have access to the Internet at school. **If you do not want your child to have Internet privileges at ICS, please notify the principal in writing and do not sign this form.**
- General school rules for behavior and communications apply.

- There is **NO EXPECTATION OF PRIVACY** when using personally owned devices. Network storage areas or any communication, or application used on any devices may be monitored, logged and reviewed by ICS to 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.
  - The use of a personal device is not to be a distraction in any way to teachers or students. Personal devices must not disrupt class in any way.
  - Misuse or disruption caused from personal devices may result in one or more of the following consequences:
    - The device may be taken away by the teacher.
    - The device may be taken away and kept at the principal's office until a parent picks it up.
    - The student may not be allowed to use personal devices at school.
    - The student may receive a disciplinary referral resulting in an in-school suspension or out-of-school suspension.
  - 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.
  - Any damage to a school computer must be reported to the IT department and the device may have to be sent for a repair quote. After school insurance is applied, the parent will be responsible for the costs of repair.
  - ICS is in no way responsible for:
    - Personal devices that are broken while at school or during school-sponsored activities
    - Personal devices that are lost or stolen while at school or during school-sponsored activities
    - Maintenance, upkeep, and technical support of any device (such as keeping it charged, installing updates or upgrades, or fixing any software or hardware issues, viruses or malwares issues etc.)
- Students will be charged for black and white and color printing according to library and computer lab policy.

*\*Electronic Devices include, but are not limited to laptop, smartphones, smart watches, tablet computers, E-book readers, digital cameras, and audio MP3 players.*

## **CONDUCT**

Each middle school student is expected to abide by all of the Middle School Rules in addition to other stated school rules. Each Middle School teacher will have a classroom discipline plan that will be communicated to



both students and parents. This plan will include specific rules, types of recognition for positive behavior, and consequences for inappropriate behavior.

## COURSE CHANGES

Elective lists will be posted for the following school year during May. Students may make one change at that time. After school commences, students may contact the MS counselor to assist with one further course change (electives only) in the first two days of school. Math and Science class changes will only be considered for new students who did not have a full year previously at ICS for determination of placement. This is only done in consultation with the Principal and relevant teachers.

## DISCIPLINE

ICS believes the educational environment should be optimized for student learning and achievement through well planned lessons. 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. If the severity of the infraction is significant, consequences will be enforced from a higher referral category.

## ADMINISTRATIVE GUIDELINES FOR DISCIPLINE REFERRALS

CATEGORY	EXAMPLES OF INFRACTIONS	1 <sup>ST</sup> REFERRAL	2 <sup>ND</sup> REFERRAL	3 <sup>RD</sup> REFERRAL
<b>A</b>	<ul style="list-style-type: none"> <li>• Dress Code Violations</li> <li>• Electronic Violations</li> <li>• Roughhousing</li> <li>• Excessive Absences/Tardies</li> <li>• Building rules violation</li> </ul>	<ul style="list-style-type: none"> <li>• Administrative Consultation with the student</li> <li>• Letter to Parents</li> <li>• Detention</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Detention</li> <li>• 2<sup>nd</sup> Letter to Parents</li> <li>• Parent Conference with Administration or Teacher</li> <li>• Counselor referral</li> </ul>	<ul style="list-style-type: none"> <li>• 3<sup>rd</sup> Letter to Parents</li> <li>• ISS (In-School Suspension) 1-2 days</li> </ul>
<b>B</b>	<ul style="list-style-type: none"> <li>• Classroom Disruptions</li> <li>• Inappropriate language/gesture/behavior</li> <li>• Insubordination</li> <li>• Unsafe behavior</li> <li>• Cheating/Plagiarism</li> <li>• Communicating a Threat</li> <li>• Habitual violation of building/classroom rules</li> <li>• Public display of affection</li> </ul>	<ul style="list-style-type: none"> <li>• Admin. Consultation with the student</li> <li>• Letter to Parents</li> <li>• Detention</li> <li>• Counselor referral</li> <li>• ISS (In-School Suspension) 1 day</li> </ul>	<ul style="list-style-type: none"> <li>• 2<sup>nd</sup> Detention</li> <li>• Parent Conference with Administration or Teacher</li> <li>• 2<sup>nd</sup> Letter to Parents</li> <li>• 2<sup>nd</sup> Counselor referral</li> <li>• ISS (In-School Suspension) 2-3 days</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• 3<sup>rd</sup> Letter to Parents</li> <li>• OSS (Out of School Suspension) 3-4 days</li> <li>• Re-admittance Conference with Building Principal</li> <li>• Recommendation to Headmaster for possible expulsion or withdrawal</li> </ul>
<b>C</b>	<ul style="list-style-type: none"> <li>• Truancy/Skipping class</li> <li>• Theft/stealing/Breaking &amp; Entering/ Forced Entry</li> <li>• Out of school behavior, actions, or activities discrediting or bringing dishonor to ICS</li> <li>• Fighting/Bullying</li> <li>• Minor Vandalism</li> <li>• Insubordination w/disrespect in front of others</li> <li>• Sexual misconduct/offensive behavior/Sexting</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• Student conference with Building Principal</li> <li>• Letter to Parents</li> <li>• ISS (In-School Suspension) 1-3 days</li> <li>• Counselor referral</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• 2<sup>nd</sup> Letter to Parents</li> <li>• OSS (Out of School Suspension) 3-5 days</li> <li>• 2<sup>nd</sup> Counselor referral</li> <li>• Re-admittance conference with Building Principal</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• 3<sup>rd</sup> Letter to Parents</li> <li>• OSS (Out of School Suspension) 3-5 days</li> <li>• Recommendation to Headmaster for possible expulsion or withdrawal</li> </ul>

D	<ul style="list-style-type: none"> <li>• Dangerous behavior (intent to cause harm)</li> <li>• Major vandalism</li> <li>• Sexual Harassment / abuse (including possession, creation or sharing of pornographic material)</li> </ul> <p>Other Harassment or significant bullying</p> <ul style="list-style-type: none"> <li>• False fire alarms/Bomb threats</li> <li>• Possession of weapon</li> <li>• Possession of illegal substance or paraphernalia</li> <li>• Violation of Substance Abuse Policy</li> <li>• Possession of tobacco, nicotine vaporizers or supplies, e-cigarettes or alcohol on campus or at an ICS off campus event</li> <li>-Any conviction of a crime concerning student safety.</li> </ul>	<ul style="list-style-type: none"> <li>• Parent Conference with Administration or Teacher</li> <li>• OSS (Out of School 3-5 days Suspension)</li> <li>• Recommendation to Headmaster for possible expulsion or withdrawal</li> </ul>		
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**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. violent actions or single violent acts are 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.

**DRESS CODE SECONDARY STUDENTS**

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

**ICS School Attire for Secondary (6-12) Students**

<b>Girls: regular uniforms</b>	<b>Boys: regular uniforms</b>
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 or	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 or

large logos). Shorts must be at least mid-thigh* in length.	large logos). Shorts must be at least mid-thigh* in length.
Blue polo shirt with ICS Crest.	Blue polo shirt with ICS Crest.
<b>Girls: PE Class</b>	<b>Boys: PE Class</b>
ICS PE t-shirt & approved athletic shorts For swimming: a 1 piece swimsuit	ICS PE T-shirt & approved athletic shorts For swimming: modest swim trunks/shorts with legs. No brief-style swimwear.

In an effort to provide an environment conducive to learning that is respectful to the many cultures represented in the ICS community, ICS has established a school uniform that allows for flexibility within established guidelines.

### Uniform Guidelines:

1. Professional, uniform-style shorts must be mid-thigh length. \*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.
2. Uniform-style shorts or pants are not to be of athletic material and should be plain in block colors with no large logos or text.
3. Button pullover shirts should have at least one button done up.
4. Haircuts and hairstyles for boys and girls should not cause a distraction to the student(s) or the learning process.
5. The only acceptable footwear for students is sneakers and close toe and close heeled shoes (street shoes). Footwear must be laced or fastened where appropriate and must be free of holes, rips, or inappropriate markings. Students with injuries requiring sandals should bring a medical certificate to the nurse for a permission form.
6. Students may not wear any body piercing other than earrings. The earrings must not be distracting or dangerous for the activity they are engaging in and long earrings for girls must be removed before PE or other athletic activity. Boys may only wear plain stud earrings. Students should not have body piercing ornamentation.
7. Hats, hoods, scarves, and sweatbands should not be worn during the school day without permission.
8. All students must wear their uniform when they enter the front entrance of the school each day. They may wear PE uniform to school if they have their PE class first block; otherwise, students should always wear their formal uniform to school and change before and after PE.
9. Students are to wear tan or dark black pants. Faded denim and ripped material is not allowed.

\* You may purchase uniforms from the uniform shop located at ICS campus

### Non-uniform Days:

On designated non-uniform days, usually referred to as “free dress” days, students may wear clothing other than uniforms. The administration must approve each non-uniform day. Non-uniform attire must comply with the general guidelines applicable to school uniforms including shorts and skirts to “mid thigh length” or “finger tip length” and no midriff showing shirts. Most non-uniform days will be “tops only” meaning that students should wear normal uniform bottoms. If a student wears any clothing deemed inappropriate, the student will be asked to change the clothing or be sent home. This will be considered an unexcused absence. Dress on Fridays is considered a normal uniform day with the exception that ICS approved sport, club, event-shirts may be worn as our “Eagle Spirit Days”. These shirts should display the ICS name or logo.

## EAGLE AWARD PROGRAM

The Eagle Award Program (EAP) is a year long program offered to Grade 8 students in their final year of middle school. The ICS MS Eagle Award Program is intended to recognise Grade 8 students who pursue improvement goals for the betterment of their future and our community. Students pursue the four core goals of the EAP in their final year of middle school: skill development, wellbeing, community service and public speaking. Through participation in seminars and "checkpoints", they progress through achieving 3 self-initiated goals and 1 final presentation over the course of 9 months. The program ends with a formal presentation of learning shared to teachers and parents by the end of May/beginning of June. Students who complete the full program are given certificates during the Moving Up Day ceremony. Eligibility for the program is mostly self-selective; however, students must maintain a B- average in each class while completing the program to ensure that the extra hours of the program do not interfere with core learning.

## EAGLE CARD POLICY

The purpose of the Eagle Card is to help students learn responsibility and accountability for their actions and behavior. The Eagle Card assists in building a positive school culture of consistency and respect while giving students opportunities to improve behaviors. The card is a system of rewards and warnings.

Warnings are given for the following which are classroom-wide behaviors that impact upon student learning or disrupt the classroom learning culture:

- **Uniform** - Each Eagle Card has three "U"s. Students who are "out of uniform" or not adhering to the uniform guidelines listed above will have their card signed and dated. Consequences of repeated warnings will be lunch detention and/or contact with parents.
- **On Time to Class** - A student is tardy to class when they fail to be in class before the bell rings at the start of a class. Each Eagle Card has three "T's," which stand for tardy. When a student is tardy the teacher or staff member present will sign one of the "T's". If a student is tardy to class but has a pass from another teacher or staff member, the tardy is excused.
- **Prepared** - Each Eagle Card has three "P"s, which stand for prepared.
- **NOTE:** Students will receive a lunch detention whenever they have had three warnings in any category. Three lunch detentions will result in an after school detention and cancellation of celebration days. Further infractions will be dealt with according to the discipline chart.

The Eagle Card also includes three positive target goals (learning, responsibility and exploration) which mirror the three core Middle School goals and assist advisors and students to track, monitor and celebrate goal setting in these categories. There will be a quarterly celebration of students who achieve target behaviors on their Eagle Card. These celebration days may include special lunches, homework passes, activities and field trips such as bowling or skating. These days are a special way to celebrate positive behavior choices and goal achievement.

If a student loses their Eagle Card, they must see the MS Principal within one school day of the loss and parent confirmation via email or phone will be used to deem student eligibility for rewards days with a replacement card. This is done on a case-by-case basis. If, at any time, students do not have their Eagle Card on them and commit one of the infractions above, they will be given lunch detention as it is not possible to verify how many signatures they have already received. All after-school detentions will be held from 2:30 pm – 3:15 pm.

Students receiving after-school detentions for any reason will not be eligible for celebration days.

## **ESL PROGRAM**

The ESL program provides direct instruction to the ESL students. Students in ESL classes meet three days a cycle for a total of 195 minutes of instruction. The ESL class 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, MAP testing 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 multiple years depending on their initial English ability and on their progress. See the ESL Handbook for further information. Students may be re-tested for ESL support should they not continue to demonstrate language proficiency and may be referred by the Student Support Department after review of classroom grades, the Annual Writing Assessment or other measures of academic achievement. If a student demonstrates significant improvement in all areas except written language, they may be recommended to pass out of ESL but required to enroll in a Middle School Language Arts Core class the following year to continue to support their growth in literacy.

## **FIELD TRIPS and INTERNATIONAL EDUCATION EXPERIENCES**

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

As an International School with the goal to develop ICS students who are responsible global citizens, we may encourage student participation in some international educational opportunities, partnering with learning communities who also share our core values. **International Education Experiences (as available)** will be considered on a case-by-case basis by the leadership team according to set criteria (benefits and costs).

Students eligible for such experiences will be chosen for their capacity to be ambassadors for ICS and ICS' core values as responsible citizens, team players, competent communicators and quality producers. Their ability to undertake responsibilities in learning activities, research or projects prior to, during and after the International Educational Experience as well as proven ability to manage workload or requirements of the experience and/or missed work while away will also be essential in their selection.

## **FURLOUGH OR LEAVE OF ABSENCE**

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

## GENERAL BUILDING RULES

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

### MS/HS Commons Area

- Students should use the benches around the building for sitting only
- Never stand on, crawl over, or through benches
- Students are not allowed on the balconies on the other side of benches
- Students are not allowed to crawl out of a window or 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

### Hallways

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

### ES/MS/HS Building Area

- Students are not permitted in the ES building unless directed by a Teacher/Principal to enter the building or when there is lightning in the area so they can safely walk towards the ARC under cover.
- Students who exit the ICS campus at any time during the school day without administrative/teacher approval/pass will be considered "truant"

### Cafeteria

- Students are not permitted to yell or make loud outbursts inside or across the room
- Students are to put their plates, cups, trays, etc. in the food/trash receptacles
- Students are allowed to eat at the outside tables in the commons areas except where that privilege has been revoked by the building principal due to litter
- Students may only take food up to the 2<sup>nd</sup> – 4<sup>th</sup> floors if they are attending an approved meeting with a teacher or special occasion approved by a building principal

### Performing Arts Center (PAC)

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

## GRADING SCALE AND REPORTING

Numeric Average	Letter
98-100	A+
94-97	A
92-93	A-
88-91	B+
84-87	B
82-83	B-
78-81	C+
74-77	C
72-73	C-
65-71	D
0-64	F

- Percentage grades will be finalized each quarter and summarized on quarterly report cards. Semester 1 grades are given by averaging Quarters 1 and 2, and Semester 2 grades average Quarters 3 and 4.
- An Honor Roll designation is given each quarter to students whose total class grades are averaged at over 92% (rounded). Pass/fail classes are not calculated for honor roll purposes.

## **HOMEWORK POLICY**

### **Philosophy of Homework**

Homework is one way for students to develop independent, lifelong learning skills. Teachers at ICS may elect to use homework to reinforce skills, assess previous learning, encourage revision and prepare students for future lessons.

### **How Parents Can Help**

- Ensure that your child has a quiet, well-lit place to study, supplied with needed stationery items.
- Have a positive attitude toward studying, which will encourage a positive attitude in your child.
- If your child requests help with studying, remember to give general guidance without giving specific answers or doing the work for them.
- If your child struggles to understand the homework or if homework is taking them longer (over a period of time) than the time guidelines below, please assist them in contacting their teacher via email or Google Classrooms; a parent email regarding an inability to complete homework due to lack of understanding is acceptable and will help the teacher to know which students need extra assistance during their next class and feedback to teachers about the homework load in classes is welcomed.
- Ensure the child's after-school schedule permits sufficient time to complete study and to go to bed at a reasonable time for his/her age.

### **Time Spent on Homework**

The chart below provides a general estimate of the amount of time that a student may be expected to spend on homework each evening. The actual amount of time spent on homework will vary depending on the individual student and the classes they are taking. For example, English as Second Language (ESL) students will typically spend more time on homework than indicated on the chart. Please contact the teacher or MS Counselor if you have concerns over excessive homework time. These average times include homework or study in several subjects (4-5 subjects a night).

**6<sup>th</sup> Grade – 60 minutes**  
**7<sup>th</sup> Grade – 70 minutes**  
**8<sup>th</sup> Grade – 80 minutes**  
**9<sup>th</sup> Grade – 90 minutes**  
**10<sup>th</sup> Grade – 100 minutes**  
**11<sup>th</sup> Grade – 110 minutes**  
**12<sup>th</sup> Grade – 120 minutes**

## **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.

## **ILLNESS and INJURY**

ICS maintains a health center during school hours. A student with symptoms of illness such as (but not limited to) repeated coughing, above normal temperature, runny nose, pink eye, vomiting, and/or diarrhea will be sent home for care by the parents.

**Parents, keep your student at home if he/she has an undetermined rash or spots, severe headache, pink eye, upset stomach, diarrhea, or other symptoms of illness.** Students are to remain at home for 24 hours after they are no longer showing signs of viral or bacterial illness such as fever, vomiting, or diarrhea without medication.

### **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. Students do not need to check in after any 7 day or longer school break (Christmas, Songkran, October).

### **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 nonvisible 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.

### **Medical Certificate:**

It is recommended for students to show a medical certificate if the student has been out sick for 3 consecutive days.

### **Medication Policy for ICS Students**



1. If medication must be brought or sent to the school for the child, it should be taken directly to the school nurse along with the precise 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

If the instructions are not clear to the school official, the child may not be allowed to take the medication until a parent is contacted.

2. The school nurse or other staff member must approve exceptions to these policies and a written and signed note should be carried with the medication if such exceptions are appropriate.
3. No student may at any time give or sell another student medication.
4. The medication will be stored and administered by the school nurse or other authorized personnel.
5. A parent wishing to allow their child to have access to common medicines such as non-aspirin pain relievers, cold medicines, or cough drops, should indicate this on the emergency medical form that is filled out at the beginning of the year.
6. If long-term medication is changed, the parent must give the school nurse a doctor's certificate stating the change. ICS cannot assume responsibility for any reaction from medication that parents have sent to be taken at school nor can ICS be held responsible if the parent does not send sufficient supply for the prescribed medication for the day.

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

The school nurse has the discretion to require students to stay home longer if the student still has symptoms 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. 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.

## **INTRODUCTION TO CHEMISTRY AND PHYSICS (ICP - GRADE 8)**

In order for a student to be admitted into the 8<sup>th</sup> grade Intro to Chemistry and Physics class, the student must meet the following criteria. For students who do not meet the criteria, they will be in the 8<sup>th</sup> grade Science class in preparation for Intro to Chemistry and Physics in Grade 9.

### **Criteria:**

1. Teacher recommendation based on student achievement: a student demonstrates a high level of achievement in Grade 7 Science class (over 92% average in Q1-3 with no quarter under 85%), **and is eligible for Algebra 8. Quarter 4 grades may be considered in the calculation of achievement if class size and teacher recommendation allow.**
  1. Class size, student work habits, teacher recommendation and scheduling constraints are also considered.
  2. Note: except in the case of extended closure or teacher recommendation, work completed during online learning due to school closure will not be used to meet this requirement.

The first quarter of ICP 8 is considered a probationary period and if an 8<sup>th</sup> grade ICP student does not hold an average of 72% or above in the first quarter, the student will be moved to Science 8 as they are clearly struggling with the level required for this course. Continuing forward, students who struggle to attain a

passing grade (65% or above) in any of the first 3 quarters, may either be moved to Science 8 or will have to retake ICP for credit during their 9<sup>th</sup> grade school year. This will be done to lead them to a place of success in the HS Science program.

## **LOST AND FOUND**

MS items found around campus overnight are taken to the lost and found on the second floor, near the Middle School principal's office. HS Lost and Found is located in the office of the HS principal's secretary. ARC Lost and Found is kept behind the ARC Cafe and Cafeteria Lost and Found is kept outside the Cafeteria. These items are donated regularly to local charities if not collected around the end of each month.

## **LOCKERS**

Lockers are the property of ICS and are assigned to secondary school students for the period of one academic year. Each student is expected to keep their locker neat and orderly and keep their locker combination private. 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 and glue are not. While pictures may be displayed on the inside of lockers, those pictures deemed inappropriate by the faculty or administration must 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 another student's lockers or go into another student's locker or disciplinary consequences will be applied.**

## **WRITTEN AND DIGITAL MATERIAL BROUGHT ON CAMPUS**

ICS values a safe, respectful learning community. Students are responsible to ensure that any written, electronic or visual material brought to campus or shared with other ICS students is appropriate (non-sexual in nature without graphic, gratuitous violence or aggressive, racist or rude language) and supports this community culture. This includes novels, magazines, social media posts, photos, videos, drawings, anime or other literature. Any inappropriate materials will be confiscated by teachers and must be collected by parents who will be notified. Consequences may be issued depending upon the circumstances by the MS Principal.

## **MEDIA CENTER**

The media center is open to students with a pass from teachers during class, during lunch and during break times. It is also generally open after school on Mondays-Thursdays until 4:00 PM. The students use their student ID card as a library card which is required for checking out books. If a book is lost or damaged, the student must pay for its replacement plus a processing fee. The library/ media center will collect fines on overdue books. The charge will be 2 baht per book each day the book is overdue and if a student is absent on the day a book is due, the book becomes due on his/her first day back at school without penalty. For parents, the charge will be 5 baht per book each day the book is overdue. Access to students' grades through 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. The library/media center limits the number of books that a student or parent may check out at any one time. Please ask the library media specialist or check school news for details. Encyclopedias and specified reference books may not be checked out. For more information about the Media Center please see the brochures and/or media specialist.

## **MOVING UP AND AWARDS CEREMONY**

The MS Awards Assembly generally happens on the same day as Moving Up Day in the final week of school.

At that time, a wide variety of awards are presented based upon Quarters 1-3 academic averages and overall behavior.

Types of Awards (subject to change):

- *Academic Achievement Awards*: these are given to the top student by average in every subject area.
- *ESLR Awards*: these are optionally given to students who have demonstrated a passion, interest, or improvement in a subject.
- *Academic Honors Awards*: these are given to all students with an average over 97% (rounded) for Quarters 1-3 in each grade level.
- *Academic Excellence Award(s)*: this is given to the top student in each grade level.
- *Service Leadership Awards*: these are optionally given by the MS Principal in consultation with the Service and Learning Coordinator generally to Grade 8 students and based upon service leadership demonstrated by students during SALT trip, on-site service events, off-site service events, SMLiT and Student Ambassador programs.
- *Character Leadership Awards*: This award is given to a group of middle school students in each grade (the number determined by the number of advisories which is generally 7 per grade level) who have exemplified respect, encouragement, kindness, self-control, compassion, faithfulness, and honesty as personal traits throughout the school year.
- *Summa Cum Laude Awards*: these are Grade 8 student awards given to students who have been at ICS for all three years of Middle School and have an overall cumulative average of 97% rounded.
- *Eagle Award Program Completion*: these awards are given to all Grade 8 students who have completed all four target goals during their final year of middle school as part of the Eagle Award Program.
- *Overall Eagle Award*: This award will be given to one middle school student in Grade 8 who has exemplified respect, encouragement, kindness, self-control, compassion, faithfulness, and honesty as personal traits, but also to his or her classmates, teachers, and all other students and staff at the school. Priority will be given to a student who has completed the full Eagle Award Program.
- *Jacob Award*: The Jacob Award will be given to one middle school student who has shown outstanding perseverance throughout the school year in any area of his or her life.

## OFFICE HOURS

The middle school office hours are 7:00 am until 3:30 pm.

## PERSONAL BELONGINGS

Students are expected to take responsibility 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. This includes backpacks, sports bags, cell phones, video games, all electronic devices, laptops, musical instruments, badminton rackets, etc. Security cameras are installed to provide forensic 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 place on campus. Each student is responsible for their own personal belongings. **In general, principals will not check security cameras for items lost if left unattended outside of lockers.**

## RECORD REQUESTS

We are happy to serve you and will work to provide the necessary documents that you need as with any student. However, we do limit the number of additional records requested. We will prepare and send up to 10 transcripts (along with accompanying documentation) upon request free of charge. Additional

copies/paperwork will result in a minimal fee to cover all the costs associated with these requests. When requesting an official letter or records from the school office, please submit a request in writing at least two weeks before you need the records. The school will determine if all tuition and fees have been paid before releasing records.

## REPORT CARDS

ICS uses FACTS/Renweb for reporting secondary students' academic progress for end of the quarter grade reports. The school will hold the report card of any student whose parents owe money to the school. FACTS/Renweb is used for providing accurate communication with parents. Parents will receive information about how to access FACTS/Renweb to learn more about their child's academic progress.

## SALT TRIPS

Understanding the biblical concept of serving along with Jesus' model that He came to serve and not to be served (Mark 10:45), ICS 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 world view about helping those around them. The service involves tasks such as teaching English to students in remote areas, building houses for Habitat for Humanity, helping with orphanages, painting schools/churches, cleaning up beach areas, etc. Each evening of the trip, the teachers/chaperones culminate the day's service with devotionals related to following the example of Jesus Christ.

The MS SALT trips will be for 3 days during Quarter 3. The cost of the SALT trips for Grades 6-11 is included in the tuition. The SALT Projects are ICS initiated and ICS staff/teachers do all the planning, preparations, and logistical work for the projects.

SALT Projects are a combination of service and education. **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 (graduation of a sibling, marriage, etc.).** Approval for non-participation must be granted by the MS or HS principal in advance. Students not attending based upon the exceptions listed above, will write a 6-8 page research paper centered around the socio-economic, historic, religious, scientific, and cultural aspects of the region. The research paper needs to be double-spaced and follow the MLA 7 format and submitted to the Building Principal a maximum of one week after the SALT trip week.

## 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. Students need to keep their ID's on their person at all times. Parents or others 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 a variety of food choices. ID badges will be linked to an account that each student will have. Students will deposit money for lunch through the SchoolBright app or in person at the finance office. The amount deposited will be entered into the student's ID to use for purchasing lunch. Students may bring lunches that do not require refrigeration from home. **MS**

**students may not order lunch delivered to the school from off-campus.** 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.

## **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 materials, bulletin boards, banners, furniture, computers, textbooks, desks etc.

## **SECONDARY SCHEDULE**

Grades 6-8 run on a Day 1-5, 65-minute block schedule. 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. Individual student schedules may be found using FACTS/Renweb. The school calendar (google calendar) found on both the FACTS website and the school website which tracks the Day 1-5 schedule.

## **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 during a school-sponsored activity up to the limit specified in the policy. 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. The insurance company will mail the reimbursement check to the school and the school will contact you.

**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)**

### **Exclusions**

This insurance does not cover

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

## **STUDENT SUPPLIES**

Students in Grades 6-12 are responsible for providing lined paper (sometimes referred to as Elepad paper), pencils, pens, and folders or notebooks to keep their materials organized. These general supplies are

communicated via the supplies list prior to the summer and on the individual class syllabus documents. There also may be times during the school year that students will need to buy supplies for assigned projects. Other materials will be provided by the school.

## **SUSPENSION**

When a student receives an ISS (in-school suspension) or OSS (out-of-school suspension) for behavioral violations, the student must keep up with classwork 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. It is important for the student to keep up with their class work and not fall behind.

## **TEXTBOOKS**

Each school year students are assigned textbooks for the various courses that they are enrolled in. 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. Life Groups and Growth Groups are formed by students and teachers. These are small groups which are made up of students who wish to volunteer to join a life group and teachers who wish to mentor students in the HS or MS. Sporting events and all tutoring on that day of the week will not begin until 3:30.

## **TUITION AND FEES PAYMENT**

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.

## **UNCLAIMED REFUNDS**

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

## **VISA/EMBASSY VERIFICATION LETTER FOR STUDENTS**

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

## **VISITING THE CLASSROOM**

If a parent desires to visit their child's classroom, they should first acquire approval from the building principals. Parents are not to go directly to classrooms when visiting the campus during the school day unless invited to do so by a faculty member. The parent should get a visitor ID before entering the building. This is a necessary security precaution for the protection of students and staff. To prevent disruption of the learning process, it is the policy of the secondary school not to allow any other visitors to come to class with students. However, there are exceptions to this rule with regards to prospective students. 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 fees may be refunded, as stated on the tuition & fee schedule.

## **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 any time constituting child abuse and/or neglect. All ICS mandated reporters (all paid ICS faculty and staff) must report to the building principals or the Head of Schools or a designee (the Headmaster) 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.
  - b. Applicants for employment will agree in writing with the terms of this policy, as part of the annual orientation process.
  - c. Non-employed parties (including teacher substitutes, non-staff coaches and volunteers who serve regularly) will agree in writing to the terms of this policy.  
Note: Generally, volunteers will be supervised by a board-contracted staff member and should not be left alone with children.
2. ICS will foster a climate of belief (i.e., it is possible that child abuse could take place) and freedom to report that abuse.
  3. All contracted employees shall:
    - a. Participate in appropriate training annually which will include a review of this policy and indicators of abuse/neglect and appropriate responses.
    - b. Promote a safe, healthy learning environment as they abide by and implement school policy.
    - c. Understand their responsibilities as a “mandated reporter” of child abuse.
  4. If a mandated reporter fails to report reasonably suspected child abuse or neglect, she/he will be subject to discipline by ICS up to, and including, termination.
  5. Pertinent information on this policy will be distributed to parents and students.

## Discovery and Reporting

1. Mandated reports
  - a. At ICS, all employees are mandated reporters and must report suspected child abuse or neglect to the headmaster 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. Forms for reporting are available from any school office.
  - b. The reporting duties under this section are individual and no supervisor, administrator, or board member may impede or inhibit the reporting duties and no person making a report shall be subject to any sanction by ICS for making a report based on a reasonable suspicion.
  - c. Reporting the information regarding a case of possible child abuse or neglect to another employee, co-worker, or person other than the headmaster or principals shall not be a substitute for making a mandated report to the headmaster or principals.
2. Student reports of child abuse
 

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



### 3. Contents of reports

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

### 4. Protection from liability for erroneous reports

A mandated reporter or other individual whose report turns out to be false shall not incur liability for reports made in good faith. A person will not be held liable unless it is proven that a false report was knowingly submitted or made with “reckless disregard of the truth or falsity of the report,” or with malicious intent.

## Consequences/Follow-up

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

## ICS 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.

## **ICS DISCRIMINATION POLICY**

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

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

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

### **Procedures**

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

## **ICS 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 Guidance 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 follow 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.

## **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.

**Sexting Policy**

Sexting may include:

- Images or videos generated by students that are of a sexual nature or are indecent.
- Shared sexual images between students and/or adults via a mobile phone, handheld device, computer, tablet or website.
- The sending of texts, electronic communication or e-mails that are sexual in nature.
- The sending or possession of nude photos (print or online) to any other classmate, both solicited and unsolicited or welcomed or unwelcomed.

It is to be noted that possession of nude photos of minors (under 18) is considered a criminal act both in Thailand and in the US.

If a student receives an unsolicited nude photo or a photo that is sexual in nature from another student, he or she is to report it immediately to the building principal.

- If it is determined that the student reported the photo immediately to the building principal and deletes the photo without sharing the photo any further, he/she will not receive disciplinary measures.
- If that student does not report it and is found with it in his or her possession or shares it in any way, that student will receive disciplinary action.

If any student is caught "sexting" with another student, students may receive disciplinary measures. If a student is found distributing a nude photo or a photo that is sexual in nature to other students, that student will receive serious disciplinary action, which may include out of school suspension or expulsion. This would also fall under the sexual harassment policy below.

If any act of sexting is reported to a teacher or staff member, the teacher/staff member must fill out a Student Incident Report Form.

**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 mobile phones, computers or social media. 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 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 student, teacher, administrator or other school personnel, or any person with knowledge or belief of conduct which may constitute harassment toward a student, teacher, administrator or other school personnel must report the alleged acts immediately to the building principal or the headmaster. The school encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school office, but oral reports shall be considered complaints as well. Nothing in this policy shall prevent any person from reporting harassment directly to the headmaster.

## **Reporting**

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

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

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

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

## Consequences

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

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

## Malicious reporting

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

## ICS SOCIAL NETWORKING POLICY

### Policy for Students Concerning Social Networking Sites

- We cannot, nor will we attempt to control what students post on the internet in social networking sites, blogs, or other venues unless it directly affects ICS and/or the school learning environment in a negative way.
- We have no jurisdiction on 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 or brings the school and 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.
- 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, stupefaction, 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, stupefaction 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.

## **MIDDLE SCHOOL TEACHER AND STAFF LISTS**

### **Teachers**

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Allen Jordan	PreAlgebra 8, Algebra 8	Allen_J@ ics.ac.th
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## Staff

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