



**INTERNATIONAL COMMUNITY
SCHOOL UDON THANI**

**PARENT/STUDENT HANDBOOK
2023 -2024**

214 Moo11, Tambol Na Kha, Amphur Muang,
Udon Thani, Thailand, 41000

www.icsud.ac.th

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WHOLE OF ICS COMMUNITY INFORMATION

OVERARCHING STATEMENTS & POLICIES

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 Thailand as a partner in education in and through the English language using mostly an American curriculum.

To Teach the Whole Student

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

To Know and Apply Wisdom

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

For the Good of Our World

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

And the Glory of God

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

Core Values

Biblical Truth: Looking to the Word of God for guidance

Christ-centeredness: Living to honor the Lord Jesus Christ

Love: Reflecting God in giving of self for others’ good

Growth: Striving to make our best better

Community: Uniting the resources of individuals towards common goals

Integrity: Walking our talk

Respect: Accepting and listening to others

Vision

To continuously excel as a Christ-centered learning community.

Guiding Themes	Definitions
Continuously excel	Committed to developing and improving our curriculum, services, staff, facilities, and student learning
Christ-centered	Committed to Christ, His Word, sharing the Gospel, and discipling students
Learning community	Committed to nurturing emotional, spiritual, physical, intellectual, and social growth in our students, faculty, and staff

Expected Schoolwide Learning Results

The ICS Student is becoming a:

	<p>Follower of Christ</p> <ol style="list-style-type: none"> 1. Understand a Biblical Perspective 2. Imitate Christ's character 3. Submit to Christ's Lordship (voluntary)
	<p>Lifelong Learner</p> <ol style="list-style-type: none"> 1. Use goal setting processes to monitor their own learning progress 2. Show curiosity 3. Pursue habits that promote well-being
	<p>Discerning Thinker</p> <ol style="list-style-type: none"> 1. Understand core content of each subject 2. Value truth and accuracy 3. Support arguments with evidence 4. Effectively engage with problems
	<p>Competent Communicator</p> <ol style="list-style-type: none"> 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
	<p>Quality Producer</p> <ol style="list-style-type: none"> 1. Create intellectual, artistic, practical, and physical products 2. Assess the quality of their own work using accepted criteria 3. Use technology meaningfully
	<p>Team Player</p> <ol style="list-style-type: none"> 1. Develop teamwork skills 2. Relates positively with people of varied cultures in diverse settings 3. Establish and accomplish goals mutually
	<p>Responsible Citizen</p> <ol style="list-style-type: none"> 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. Presently, the school is located in Bangna and is opening its second campus in Udon Thani in 2020.

ICS offers an American system of education that primarily prepares students for entry into American-type universities, but ICS graduates do attend universities in other countries and in Thailand. Our curriculum offers an excellent Bible-based education to students regardless of race, religion, or national origin.

Governing Board

The Board of Directors, consisting of not less than five and not more than nine members, governs International Community School. The Board follows a Policy Governance model that stipulates outcomes for the school. Members of the Board of Directors have no authority to act individually, but rather speak as one voice, in governance of the school. The Superintendent serves as a non-voting member of the ICS Board and is responsible for all aspects of school operations of both Bangkok and Udon Thani campuses.

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 their own child, the parent should first talk with their child’s teacher about it.

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

Step # 3 – If your concern remains, the parents have the option of consulting with the Superintendent. The Superintendent 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 Superintendent, 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.

ICS Welfare Policies

ICS CHILD ABUSE PROTECTION POLICY

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

Definitions

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

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

Prevention of Child Abuse/Neglect

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

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

2. ICS will foster a climate of belief (i.e., it is possible that child abuse could take place) and freedom to report that abuse.
3. All contracted employees shall:
 - a. Participate in appropriate training annually, which will include a review of this policy and indicators of abuse/neglect and appropriate responses.
 - b. Promote a safe, healthy learning environment as they abide by and implement school policy.
 - c. Understand their responsibilities as a “mandated reporter” of child abuse.
4. If a mandated reporter fails to report reasonably suspected child abuse or neglect, she/he will be subject to discipline by ICS up to, and including, termination.
5. Pertinent information on this policy will be distributed to parents and students.

Discovery and Reporting

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

2. Student reports of child abuse

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

3. Contents of reports

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

4. Protection from liability for erroneous reports

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

Consequences/Follow-up

1. If the ICS or external agency's investigation indicates that reasonable grounds do not exist to believe that abuse has occurred, the headmaster will notify all parties involved in the investigation, as well as the board of directors. If ICS has led the investigation, a statement of exoneration will be given to ICS parties wrongly accused of child abuse.
2. If inappropriate behavior is substantiated but does not constitute abuse or neglect, the accused will be subject to appropriate disciplinary consequences at the discretion of the administration.
3. If the investigation indicates that reasonable grounds do exist to believe that abuse has occurred, the headmaster or designee will communicate this and the consequences to be administered to the school's board of directors and if appropriate, to the Thai authorities (such as the police and child welfare agency).
4. The final decision on termination or exclusion 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, exclusion, or referral to the Thai authorities for criminal prosecution, depending on the gravity of the student's actions.

ICS DISCRIMINATION POLICY

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

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

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

Procedures

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

ICS SCHOOL COUNSELING DEPARTMENT CONFIDENTIALITY POLICY

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

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

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

Suicide Prevention - If a student indicates a serious risk of harming himself/herself or others, International Community School reserves the right to require a mental health evaluation and a release of information from a psychiatrist or psychologist before returning to school. Confidentiality will be strictly kept among the headmaster, principal, school counselor, and necessary school personnel. Based upon this evaluation, ICS reserves the right to work with the psychiatrist or psychologist to determine the student's continued attendance at ICS.

ICS HARASSMENT POLICY

General Statement of Policy

It is the policy of International Community School to maintain a working and learning environment that is free of sexual harassment, sexual violence, or bullying, which are all considered 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.

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

Sexual Harassment-Definition

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

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

Sexual harassment may include, but is not limited to:

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

Sexual Violence-Definition: Sexual violence is a physical act of aggression or force or the threat thereof which involves the touching of another's intimate parts, or forcing a person to touch any

person's intimate parts. Intimate parts include the primary genital area, groin, inner thigh, buttocks or breast, as well as the clothing covering these areas.

Sexual violence may include, but is not limited to:

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

Bullying: Definition

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

Bullying may include, but is not limited to repeated:

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

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

Reporting Procedures

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

Reporting

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

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

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

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

Consequences

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

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

Malicious reporting

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

ICS SOCIAL NETWORKING SITES – POLICY

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

- We cannot, nor will we attempt to control what students post on the internet in social networking sites, blogs, or other venues.
- We have no jurisdiction on their communication if it is done off school grounds unless it directly affects ICS and/or the school learning environment in a negative way.
- Any online activity, however, which directly and negatively affects ICS and the learning environment and/or brings the school, its staff or students into disrepute will be considered to be within the jurisdiction of the school and students may be disciplined for such things as cyber-bullying, inciting disorder, or harassment.
- Slandering or maligning of students or staff of ICS by an ICS student will not be tolerated and it will be addressed in line with our harassment policy.
- Posting inappropriate information and/or pictures will not be tolerated and will be addressed within the guidelines of our harassment policy.
- If information comes to the administration or teachers through online means, of a student breaking a school rule or participating in behavior prohibited by school policies, while at school or at a school sponsored event, the administration will deal with it accordingly and has jurisdiction to investigate and discipline the students involved.
- If information comes to the administration or teachers through online means of a student participating in behavior prohibited by school policies, while off school ground and not during a school sponsored event, the administration may contact the parents of the students based on our mission to partner with parents, if the behavior is deemed harmful or potentially harmful to the students or others.

ICS SUBSTANCE ABUSE POLICY

Rationale:

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

The Policy:

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

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

Definitions:

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

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

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

LEARNING

An essential foundational framework that supports all learning of all ages is:

- Getting enough rest and sleep each night; the body needs replenishing.
- Daily exercises; it develops alertness and strength.
- Nutritious and balanced diet that includes vegetables. Eating highly processed foods or overeating harms the body and diminishes capacity to study and learn.
- Healthy and engaging family relationships.
- Limited screen time on devices, especially leading up to bedtime.

Cell Phones & Electronic Devices

In order to foster a healthy community at ICS, mobile phones and other electronic devices are not to be used **during the school day**. Students are not to use mobile phones or devices from 8:00-3:00. The only acceptable use of phones/devices during the school day is for teacher-led instructional purposes in the 6-12th grade where the teacher has given permission. Mobile phones and other devices are not to be used between classes, during break or during lunch.

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

1st Offense - Student may be pick up device from the principal at the end of the school day.

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

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

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

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

1st Offense- Pick up from Principal at the end of the day

2nd Offense- 1 hour detention

3rd Offense- In-School Suspension

Cheating

Defined: Cheating is giving or receiving information about an assessment and/or handing in someone else's work as your own.

- Looking up the answers or looking at someone else's test or paper
- Telling a friend what is on a test, even if a student has turned in his/her test paper.
- Talking during a test may be considered cheating.
- Copying a friend's homework in your own handwriting.
- Plagiarism, or copying the writing of another person (including the internet) without giving proper credit by using quotation marks and citing references.
- Using mobile phones or electronic devices to show or transfer data regarding a test, quiz, project or assignment.
- Using AI to write, create or source any assignment is cheating

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

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

Communicating Student Progress

Essential supports for academic achievement are behavior, social skills, attitude, and work habits that are commonly developed while in elementary school.

At the end of each quarter, report cards are emailed to parents and are on FACTS. Progress reports are emailed periodically as needed.

Parents, please make an appointment with your child's teacher when you have questions about your child's academic progress or behavior.

Elementary students whose academic record shows lack of progress in mastering the content in core subjects (language arts, reading, mathematics, science, and social studies) at mid-year are closely monitored. The parents and teacher discuss how to help the student improve. Lack of progress in two core subjects by the end of the third quarter raises the question if the student is ready for advancement at the end of the school year. During the fourth quarter, the principal and/or teacher will meet with parents of students who have not shown adequate progress to discuss the student's placement for next school year.

Secondary students whose academic record shows lack of progress will be encouraged by teachers to address specific areas to increase success. This communication can come in a variety of formats; one-on-one conversation with the student, a progress report with comments, parent/teacher meetings. Parents are always encouraged to monitor their child's progress at any time by using the FACTS recording software and if there are specific concerns to contact the teacher to make a time to discuss academic progress.

Computers and Electronic Devices*: Student Use Policy

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

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

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

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

English as a Second Language (ESL)

The ESL program is designed to increase English fluency in students who already have some proficiency in English. A student's score on an English language assessment test determines placement in the ESL program. The student is with a small group of students with the ESL teacher for one period per school day. During the fourth quarter of the school year, the ESL department tests ESL students who have been in the ESL since the first semester to determine if they need to continue in the ESL program for the following school year. Main factors considered for placement include the student's score on an English assessment test and the student's performance in ESL and the mainstream classroom. The school will notify the parents in writing about the placement.

K4 through 2nd grade students attend a full English immersion program in the mainstream and specials classrooms during the school day. During the second semester, 2nd grade students who use English as a second language in daily life are assessed for English fluency to determine if they need to be in the pull-out ESL program for 3rd grade.

English Only Policy

To assist students in acquiring English language proficiency and to build community amongst our diverse student body, ICS has an English only policy in all classrooms.

Homework

Elementary School does not specifically assign homework except to encourage **daily reading practice and mental math practice**. Also, as a parent, you can encourage your child's learning (of **ALL** ages) by following the suggestions below:

1. Look at your child's completed classwork when he/she brings it home and discuss it with your child. This is the best way to see what your child is learning and how they are doing in school.
2. Be aware of your child's attitude. Discouragement, anxiety, rebellion and lack of motivation affect your child's academic progress.
3. Limit use of TV and electronics devices. Research shows that excessive television viewing, internet use, video game playing, and video watching lower academic performance. Know what your child is looking at to make sure it is safe and helpful.
4. If you have concerns about your child's behavior or academic progress, make an appointment to talk with your child's teacher.

Secondary School teachers at ICS may use homework to reinforce skills, assess previous learning, and prepare students for future lessons, but not for major assessment.

Time Spent on Homework: The chart below provides an estimate of the amount of time that a secondary 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. English as a Second Language (ESL) students will typically spend more time on homework than indicated on the chart. These average times include homework in several subjects (HS: 3-5 subjects a night). These averages may accumulate if students are not diligent to do their homework when assigned.

Grade	Expected Time Spent on Homework
6 th Grade	60 minutes
7 th Grade	70 minutes
8 th Grade	80 minutes
9 th Grade	90 minutes
10 th Grade	100 minutes
11 th Grade	110 minutes
12 th Grade	120 minutes

Promotion & Retention

The principal uses 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 (this applies to **K4-8th grade only**).

Retention at present grade level:

- Teacher/Education Specialist recommendation.
- Student has 8 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 in attendance at school or in any one course.
- Consultation with the parent.

*Calculation of Academic Probation is based on quarterly grades with a D=1 and an F=2 'academic points'.

CONDUCT & DISCIPLINE

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

The following is a list of expected behaviors for **ALL** ICS students that forms the basis for all other specific classroom expectations and rules:

1. Be safe
2. Be respectful
3. Be responsible
4. Be a problem solver

The Discipline Process: Teachers develop specific classroom rules, rewards, and consequences; reviewed by the principal. The teachers inform the parents about behavior expectations at the start of the school year. Please make an appointment to talk with your child’s teacher if you have questions about the classroom expectations and/or your child’s behavior.

Teachers hold students accountable for acceptable behavior. Teachers follow the management plan before referring a student to the principal. Classroom consequences may include actions such as warning the student verbally, moving the student to a different part of the classroom, conferencing with the student, and reporting the child’s behavior to their parents. The teacher will refer students who repeatedly choose to misbehave to the principal for correction.

Administrative Guidelines For Discipline Referrals

CATEGORY	EXAMPLES OF INFRACTIONS	1 ST REFERRAL	2 ND REFERRAL	3 RD REFERRAL
A	<ul style="list-style-type: none"> • Dress Code Violations • Electronic Violations • Roughhousing • Excessive Absences/Tardies • Building rules violation 	<ul style="list-style-type: none"> • Admin. Consultation with the student • Letter to Parents • Detention 	<ul style="list-style-type: none"> • 2nd Detention • 2nd Letter to Parents • Parent Conference with Administration or Teacher 	<ul style="list-style-type: none"> • 3rd Letter to Parents • ISS (In-School Suspension) 1-2 days
B	<ul style="list-style-type: none"> • Classroom Disruptions • Inappropriate language/gesture/behavior • Insubordination • Unsafe behavior • Cheating/Plagiarism • Communicating a Threat • Habitual violation of building/classroom rules • Public display of affection 	<ul style="list-style-type: none"> • Admin. Consultation with the student • Letter to Parents • Detention • Counselor referral • ISS (In-School Suspension) 1 day 	<ul style="list-style-type: none"> • 2nd Detention • Parent Conference with Administration or Teacher • 2nd Letter to Parents • 2nd Counselor referral • ISS (In-School Suspension) 2-3 days 	<ul style="list-style-type: none"> • Parent Conference with Admin. or Teacher • 3rd Letter to Parents • OSS (Out of School Suspension) 3-4 days • Re-admittance Conference with Principal • Recommendation to Superintendent for possible exclusion or withdrawal

C	<ul style="list-style-type: none"> • Truancy/Skipping class • Theft/stealing/Breaking & Entering/Forced Entry • Out of school behavior, actions, or activities discrediting or bringing dishonor to ICS • Fighting/Bullying • Minor Vandalism • Insubordination w/disrespect in front of others • Sexual misconduct/offensive behavior/harassment 	<ul style="list-style-type: none"> • Parent Conference with Admin. or Teacher • Student conference with Principal • Letter to Parents • ISS (In-School Suspension) 1-3 days • Counselor referral 	<ul style="list-style-type: none"> • Parent Conference with Admin. or Teacher • 2nd Letter to Parents • OSS (Out of School Suspension) 3-5 days • 2nd Counselor referral • Re-admittance conference with Principal 	<ul style="list-style-type: none"> • Parent Conference with Admin. or Teacher • 3rd Letter to Parents • OSS (Out of School Suspension) 3-5 days • Recommendation to Superintendent for possible exclusion or withdrawal
D	<ul style="list-style-type: none"> • Dangerous behavior (intent to cause harm) • Major vandalism • False fire alarms/Bomb threats • Possession of weapon • Possession of illegal substance or paraphernalia • Violation of Substance Abuse Policy • Possession of tobacco, nicotine vaporizers or supplies, e-cigarettes or alcohol on campus or at an ICS off campus event 	<ul style="list-style-type: none"> • Parent Conference with Admin. or Teacher • OSS (Out of School Suspension) 3-5 days • Recommendation to Superintendent for placement in alternative education environment or allow student to withdraw 		

Suspensions

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

Exclusion of a student from ICS may occur:

1. If a student is deemed by the Superintendent 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 Superintendent deems the student's behavior to be a pattern of negative behavior;
 - b. the action(s) is perpetrated with the use of a weapon (any item other than hands used to harm another person);
 - c. the violent actions or single violent act is of an extreme nature.
2. If a student's behavior causes repeated and substantial disruption to the learning environment of the school and reasonable and normal attempts by ICS at disciplining and correcting the behavior have failed. This includes normal classroom discipline, counseling of the students by the principal and teacher, meeting with parents, in-school or out of school suspensions, and behavioral contracts signed by parents, the student, and an ICS administrator.

3. If a student habitually breaks the school rules for conduct and dress as outlined in the ICS Parent/Student Handbook and reasonable and normal attempts by ICS at disciplining and correcting the behavior have failed. This includes normal classroom discipline, counseling of the students by the principal and teacher, meeting with parents, in-school or out-of-school suspensions, and behavioral contracts signed by parents, the student, and an ICS administrator.

GENERAL

After School Activities

For the first year of ICS Udon Thani, it is unlikely that we will have inter-school sports teams and few enrichment activities/classes. We will, however, allow 6-12 grade students to remain on campus, with their parents' knowledge and consent, until 5:00pm. Elementary students (K4-5th grade) may also stay on campus until 5:00 PM, as long as their parents first pick them up from their classroom and remain on campus with them to supervise them. **Note that there will not be direct supervision of students and parents must remain attentive and supervise students to insure their safety.** Activities after school can include students working together on projects, working in the library, playing sports, mentoring groups, or organized ministry events such as fun activities that include singing, games, and often someone sharing about their Christian faith or teaching from the Bible. The benefits of after school activities include further learning, growth and development, and also building of community. While participation in after school activities are encouraged, they are completely voluntary.

Arrival & Departure

Please allow plenty of time to travel to school so your child will not be late and thus cause a disruption to classes and their own and others' education. Students should **arrive** no sooner than 7:30 and no later than 7:50 and go directly to the cafetorium. They are required to use their own ID card for scanning in at the turnstiles. They will remain in the Cafetorium until the first bell rings at 7:50 AM when students in grade 6-12 will be released to go to their lockers and 1st period class. K4-5th grade students will remain in the cafetorium until their teacher comes and takes them to class. They should be lined up with their first period class and ready for the national anthem at 8:00 am or they will be considered late to school. The school day ends at 3:00 pm for K4-12th grade.

On school days, all non-students who are not involved in approved on campus errands/activities must leave the ICS campus by **8:30am**. Community building (aka socialising) at the coffee shop is seen as 'approved' on campus activity provided it does not interfere with learning activities in the cafetorium.

At the end of a school day, elementary students are to remain in their classrooms with their classroom teacher for their parents to pick them up showing their green 'pick-up card'. If elementary children are not picked up by 3:20 pm, the supervising teacher will escort them to the school office. Please pick up your child promptly as school staff have school responsibilities and preparation for the next school day to complete. The school does not provide after-school supervision of students except during elementary school-sponsored activities for participating elementary students. Parents are fully responsible for their elementary-age child after school hours and must watch their child and ensure appropriate playground behavior, if they allow their child to play on campus after school. Elementary students who are picked up by a sibling in secondary school must stay with the older sibling while on campus.

If parents plan for their child to be picked up after school by another parent, the child's parent must send a note informing the teacher.

The campus, including the cafetorium, is not available for private celebrations or events such as student birthday parties before, during, or after school and on weekends.

Secondary students (6-12th grade) are free to leave campus when dismissed from last period class (unless required to see a teacher) but are equally free to stay on campus until it closes at 5pm. Students may choose to work on school work, or be in the library when available, or participate in after school activities. Any student remaining on campus should do so with their parents' knowledge and consent. It is understood that parents will have had this conversation with their secondary school aged child; additional communication to the school is not required.

For the safety of all students, ALL students must **scan out** at the turnstiles when leaving the campus so that we know when they have left ICS.

Using someone else's ID to scan in or out or climbing over or under the turnstiles is not permitted and will result in consequences.

Attendance Policy

ICS is a day school and student attendance is paramount to receiving a quality education. Parents are to notify the school of any and all school absence.

Notifying the school should be in the form of an email (**attendance@icsud.ac.th**) or phone call (**042-118-999**), preferably prior to or on the day of the absence, but must be received no later than ONE WEEK following the absence or the student will be marked as absence unexcused. An unexcused absence will attract disciplinary action.

On any given school day or school activity when a student is absent without notification, the school will attempt to contact the parents. Even if the parent cannot be reached, notification from parents is still required to explain the absence.

Dress Code

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

ICS School Attire for K-12 Students 2022-2023

Elementary School K4-5th grade	Secondary School 6-12th grade
<u>MEDIUM BLUE</u> uniform polo shirt	<u>NAVY BLUE</u> uniform polo shirt
<p><u>GIRLS:</u> regular uniforms</p> <ul style="list-style-type: none"> ● Navy Blue skirt or skort that reaches to the crease in the back of the knee ● Navy Blue long pants ● Navy Blue long knit PE pants or shorts (within 2 inches from the crease of back of knee) or mid-calf capris ● No leggings, spandex, or skin-tight stretch pants <p><u>BOYS:</u> regular uniforms</p> <ul style="list-style-type: none"> ● Navy Blue uniform-style shorts ● Navy Blue long pants ● Navy Blue long knit PE pants <p style="text-align: center;"><i>All navy-blue skirts, shorts and pants must be plain, without any design, decoration or writing</i></p> <p><u>BOYS & GIRLS: PE</u></p> <ul style="list-style-type: none"> ● Regular school uniform ● For swimming: <ul style="list-style-type: none"> ○ Girls: Modest 1-piece swimsuit or 2-piece tankini ○ Boys - Modest swim trunks/shorts with leg (No brief-style swimwear) 	<p><u>GIRLS:</u> regular uniforms</p> <ul style="list-style-type: none"> ● Dark Black or Khaki uniform-type pants ● Dark Black or Khaki capris to mid-calf ● No faded jean material ● No leggings, spandex, or skin-tight stretch pants <p><u>BOYS:</u> regular uniforms</p> <ul style="list-style-type: none"> ● Dark Black or Khaki uniforms type-pants ● Dark Black or Khaki shorts ● No faded jean material, or skin-tight stretch pants <p><u>BOYS & GIRLS: PE</u></p> <ul style="list-style-type: none"> ● ICS PE T-shirt & navy/blue &/or gray athletic shorts of modest length ● For swimming: <ul style="list-style-type: none"> ○ Girls - Modest 1-piece swimsuit ○ Boys - Modest swim trunks/shorts with legs (No brief-style swimwear)

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

1. Pullover shirts with buttons should have at least one button buttoned.
2. Boy's long pants and shorts are to be appropriate color. The waistband is to be worn at the waistline. No denim material allowed.
3. Girl's long pants or capri pants are to be appropriate color. No denim material allowed.
4. Haircuts and hairstyles for boys and girls should not cause a distraction to the students or the learning process.
5. The only acceptable footwear is sneakers and closed toe, closed heel shoes (street shoes). High heels, skate shoes, shoes with blinking lights or sounds etc. are not allowed.
6. Girl's body piercings must not be distracting or dangerous for the activity they are engaging in. Boys are allowed to wear stud/post type earrings, however they are not to wear hoop earrings, gages, spacers, or any form of body piercing ornamentation.
7. Head Coverings: Hats, hoods, scarves, and sweatbands are not to be worn during the school day; unless for obvious established religious reasons/practice.
8. All outer clothing (jackets, sweaters, sweatshirts, vests, etc.), if worn, are to have a zipper or buttons all the way down the front.

9. All students must wear their uniform when they enter the front entrance of the school each day.

* You may purchase uniforms from the uniform shop located at the foyer of ICS campus.

Consequences for dress code infractions: There is a grace period of 1 week at the beginning of the school year to give opportunity for students to adjust completely to the correct uniform requirements. After which time consequences will result (see relevant consequences chart).

Non-uniform Days Must Be Approved by the Principal:

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

Field Trips

ICS encourages field trips that expose the students to education and service opportunities not readily available within the structured classroom. Only relevant students and approved chaperones may attend Field Trips. 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.

General Building Rules

General Areas: Pathways, Hallways, Classrooms, and Cafetorium

- Games and interactions that are safe and foster community and positive interactions are encouraged. Any activity that jeopardises this will be stopped, and appropriate consequences may follow.
- All students are generally responsible for looking after school property and to ensure the proper and safe use of facilities.
- **Strictly** no running on pathways, in the hallways and inside buildings. Running is reserved for the gymnasium, playground and soccer field.
- Please keep areas around restrooms and stairways clear as they are to remain open and easy for others to access and use.

- Students who need to leave campus during the school day must get signed out by a parent at the front office.

Cafetorium

- Students are to put their own plates, cups, trays, etc. in the food/trash receptacles
- Students may only eat their lunch in the cafetorium. Only under special circumstances with permission of a teacher may students take their lunch out of the cafetorium. This is to encourage proper eating habits and a clean and tidy campus.

Gym/Pool

- No food or drinks, with the exception of bottled water, are allowed in these areas

Library

The library is open to students with a pass from teachers during class, or during lunch and break times and after school on days when a staff member is present. 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 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 will be blocked until all overdue books are returned and all fines are paid. Parents also use their ID card as library card to check out books. The library limits the number of books that a student or parent may check out at any one time. Encyclopedias and specified reference books may not be checked out. Please ask the library specialist for more information.

Lost & Found

Students are expected to take care of their personal and school items at all times. Items left out and found on campus overnight are taken to the Lost and Found. Lost and Found is located in the cafetorium. Items not collected are eventually donated to local charities.

Personal Belongings at School

Students are responsible for any and all personal items brought to school. Lockers/bag areas are provided for students in 6-12th grade where students can place personal items and textbooks. Care should be taken to keep all personal belongings secure and protected at all times. This includes, but is not limited to, backpacks, sports bags, musical instruments, badminton rackets, and all electronic devices -- mobile phones, laptops, iPads, video games, iPods, MP3s, etc.

School ID Badges

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

School 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 disciplinary action.

Tuesday After School (6-12th grade)

ICS considers the time period from 3:30 – 4:30 when LifeGroups are formed by students and teachers. These are small groups which are made up of students who wish to join a LifeGroup and teachers who wish to mentor students. Sporting events and all tutoring on Tuesdays should not begin until 4:30.

SECONDARY SCHOOL INFORMATION (6-12)

Academic Probation

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

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

A student placed on the warning level must also:

- Attend a meeting (set by the homeroom teacher) where the consequences will be fully explained and some basic techniques can be implemented to help with organization and study. This would culminate in the student signing an agreement that they understand the consequences and what they must do to avoid full Academic Probation.
- Have a parent meeting arranged at the soonest available time with the homeroom or subject teacher (or both).

Notes:

- Grade 9 students will start with a "clean slate" and Academic Probation will NOT carry over from Middle School.
- The above steps and/or consequences may be adjusted to suit the individual needs of a student.

Additional Attendance Policies (Secondary Only)

Excessive Absences: A student who has missed 10% or more of class instruction for any given subject/course, (or core component), may lose credit for that subject/course. Also, any student who has missed 10% or more of 'school days' in any semester, may lose credit for the entire semester of courses. Partial absences are counted by periods (7 / 8 periods = 1 day) in order to tally number of days missed. Warning letters will go out to the parent prior to reaching this limit. Other consequences may be issued by the classroom teacher/administrator as appropriate. These consequences for excessive absences stand regardless of the reasons for the absence and whether parents have excused the absence or not.

Late-to-School: Students who are not lined up with their class (outside the classroom) for the start of the National Anthem at 8:00am are late. Late students must first report to the office to receive a late-to-school (LTS) admit pass. Students will not be admitted to class without this late-to-school pass. Students missing more than 1/2 of any class are considered absent from that class period. If a student is late to school, it will be recorded in our system regardless of the reason. If a student reaches 10 “LTSs” in a semester, his/her parents will be sent a notification and e-mail informing of the grace limit being reached. The following consequences will apply for infractions beyond 10 LTS: 11 LTS = 30 min after school detention, 14 LTS = 45 minute detention, 16 LTS = 1 hour detention, 20 LTS = In-School Suspension. Further infractions beyond 20 will result in further In-School Suspensions. Within the detentions, the students may be required to write essays during that time.

Late-to-Class: Students who are not sitting in their seats (or equivalent) ready to start class by the time the class bell rings are late (if they do not have a Late Pass from a teacher). The class teacher will keep records using FACTS (TU = Tardy Unexcused). If a student reaches 5 “TUs” in a semester, they will serve a lunch detention, and each TU after that. When 11 is reached, the same consequences as LTS applies.

Missed work:

When a student has missed work, regardless of the reason, they will still have to complete the work. Exceptions to this policy must be approved by the principal.

Make-up missed work is the sole responsibility of the student. For excused absences, full credit may be earned for missed work if completed within the same number of school days or class periods for which the student was absent (e.g. three school days absent yields three school days to make up work for full credit). A teacher may refuse to accept and/or give full credit for work received after the allotted time. However, if certain assessments 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 principal.

If a student’s absence is unexcused, then a zero is recorded for all assessments conducted or due the day of the absence.

If a student/parent knows they will be absent for an extended time period (more than 3 days), that student/parent is expected to inform their teacher ASAP in order to make arrangements for future missed work. This should occur more than 1 week prior to the beginning of missed days of school. The student is expected to keep up with the work missed throughout their time away from school.

Students who start school late in the year due to extenuating circumstances and receive approval from the principal may be expected to make up all assignments and tests from the beginning of the school year in order to receive credit.

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

Extra-Curricular Eligibility: Students may not be eligible to participate in extracurricular activities on the school day in which they have been absent for more than 4 class periods. This includes current and future clubs, sports, intramurals, enrichment, life groups, etc.

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

Capstone Service Project

In the future, ICS UD will develop a Capstone Service Project that will be required in order to graduate from ICS. It requires each student to work with the Capstone Service Coordinator to help guide the student towards completion. This project will entail at least 15 hours of community service, research of a specific problem, a reflective paper of what the student learned, and attendance at a Capstone Service Project Fair in which each student will present their findings orally to a panel of administrators, teachers, and board members.

Lockers

Lockers are the property of ICS and are assigned to secondary school students. Each student is expected to keep their locker neat and orderly. Lockers and school bags are subject to inspection by staff and administrators without notice or prior consent. The student is not allowed to display photos or other materials on the outside of the locker. Magnets are usually acceptable with permission but tape, glue, stickers, and sticky tack are not. While pictures may be displayed on the inside of lockers, those pictures deemed inappropriate by staff or administration will be removed. **Please do not keep money or valuable items in unlocked lockers. Remember that ICS is not responsible for lost or stolen items.** Students are not to use other students' lockers or go into another student's locker. Lockers left open will be periodically closed by school staff. It is expected that students keep their locker combination secret to ensure security.

During PE class, students may use the lockers to keep clothing and personal items, but must lock them with their own lock if keeping anything of value in the locker.

Report Cards

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

SALT Trips

ICS UD will develop SALT Trips in the near future.

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

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

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

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

SALT trips are a combination of service and education. ICS awards only 10 SALT trip community service hours for participation in the projects each year. These hours are reflected on the student's transcripts. SALT trip community service hours are not counted toward the 40 hours of Personal Community Service (PCS) hours requirement for graduation.

The only exceptions for students not attending these trips would be for the following reasons: Funeral/Death in the Family, Visa/Government issues and/or One-time events and family emergencies (graduation of sibling, marriage, etc.). Approval for non-participation must be granted by the principal in advance. Students not attending based upon the exceptions listed above, will write a 6-8 page research paper centered around the socio-economic, historic, religious, scientific, and cultural aspects of the region.

The SALT Projects are ICS initiated where the ICS staff/teachers do the predominant amount of planning, preparations, and logistical work for the grade 6-11 projects.

Schedule

Grades 6-12 run on a weekly 8 periods per day, 45-minute period schedule (Grades 6-8 have a homeroom in a shortened period 8). Each class meets five times per week (except semester courses). The schedule ensures that courses are scheduled at different times of the day throughout the week to ensure variety and equality across courses.

Textbooks

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

HIGH SCHOOL INFORMATION (9-12)

Academics

Credits Required in Determining Class Standing: _____

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

GRADUATION CREDIT REQUIREMENTS

COURSE	CREDITS	COURSE	CREDITS
English	4.0	Computer	1.0
Mathematics	3.0	Foreign Language	2.0
Science	3.0	Speech	0.5
Social Studies	4.0	Religious Studies	2.0
PE/Health	1.5	Electives	4.5
Fine Arts	1.0	TOTAL	26.5
Personal Community Service - 40 hrs. (10 hours per grade in HS)			
Capstone Service Project (CSP) - future requirement.			

College/University Entrance Preparation

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

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

Schedule Change (Add/Drop) Policy

Course selection should be made with careful consideration before the start of each academic semester. It is the responsibility of students and parents to ensure course selection satisfies graduation requirements and the requirements for college entrance.

Occasionally, a change to a schedule is necessary and can be accomplished with the help of the Principal. Adding and dropping classes is permitted during the first week of a semester.

Please note the following conditions when requesting a schedule change:

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

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

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

- The change is necessary to meet graduation requirements
- A prerequisite course is missing
- Credit has already been granted for the course
- Error when inputting schedule and/or awarding credit for class
- Teacher/Administration initiated & approved, based on criteria

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

Driving & Parking on Campus

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

Grade Point Average

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

In regards to the Official Transcript, courses taken/earned outside of ICS and approved by the administration will be reflected on the official transcript for determining credit for graduation requirements. These transferred credits will not be used to calculate the final GPA.

In regards to the Salutatorian & Valedictorian Eligibility, students must have attended ICS from grades 9-12 grades (8 full semesters) in order to be considered for these prestigious awards.

Grading Scale

All courses taken at ICS during the 9th-12th grades are factored into the computation of the GPA. See the grading scale below.

Numerical grades are given for all classes in grades 9 – 12. Grades for students in classes 9 through 12 are computed on a semester basis. These points are to be added up and divided by the total number of points. This will give the precise GPA. Note that grades earned through transfer credits will not be calculated into the cumulative GPA.

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

Honor Pledge - For all major assessments, all students must write at the top or bottom of the assessment "I pledge my honor that I have not given/received help or information for this assessment." Using an Honor pledge such as this allows our students to play a role in making ICS an environment of trust between students and teachers.

The ICS grading scale:

Numeric Average	Letter	Standard Point Scale
98-100	A+	4.0
94-97	A	4.0
92-93	A-	3.7
88-91	B+	3.3
84-87	B	3.0
82-83	B-	2.7
78-81	C+	2.3
74-77	C	2.0
72-73	C-	1.7
65-71	D	1.0
0-64	F	0.0

Graduation Exercise Policy

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

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

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

Personal Community Service (PCS)

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

Additional Notes:

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

Suggested Personal Community Service Plan			
GRADE	SALT TRIPS	PCS HOURS	Total
9 TH Grade	10	10	20
10 th Grade	10	10	20
11 th Grade	10	10	20
12 th Grade	10	10	20
Totals	40	40	80

Semester Exams

Students in grades 9-12 are required to take semester final exams in each academic core class at the end of the semester; second semester final exams for seniors are optional at the discretion of the teacher. No exams will be administered outside of the school's scheduled examination days unless there are extenuating circumstances and then must be approved by the HS Principal. All semester exams will count for 20% of the semester grade. If a student misses

his/her semester exam, he/she must bring in a valid doctor's note in order to retake the exam without penalty. If a student misses an exam due to an unexcused absence, he/she will receive an alternate exam for the course and possible grade penalties.

Transfer Students

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

Teacher's Aide (TA)

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

PARENT INFORMATION

Furlough or Leave of Absence

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

Illness & Injury

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

Parents, keep your student at home if he/she has an undetermined rash or spots, above normal temperature, severe headache, pink eye, upset stomach, diarrhea, or other symptoms of illness. Keep your child at home for at least 24 hours after the temperature has dropped to normal, and the child has not taken any medication for fever. Keep your child at home for at least 24 hours following vomiting or diarrhea.

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

When a student develops a fever at home, parents will be required to keep their child at home for at least 24 hours.

ICS is taking extra precautions in light of the Covid-19 worldwide pandemic. After the child's temperature has returned and remained normal for at least 24 consecutive hours without any medication for fever, the child may return to school and must give the nurse a medical certificate that states the child has no symptoms and is well.

When a student at school develops a fever, he/she will be sent home immediately and will be required to stay at home for at least 2 full days. A medical certificate will be required for the child to return to school.

- The first day back, the student must go to the "Isolation room" at the start of the school day to be checked before entering the school. If the student has been out sick for an extended time or appears not well, he/she will not be allowed back without a medical certificate.
- If a child contracts the COVID-19 virus, he/she must stay home for a period of at least 14 days or until he/she is well, whichever is longer. The child must come back to school with a negative COVID-19 test done within 72 hours of their return to school confirming that he/she is beyond the point of spreading the virus to others.

- If someone within a child's household contracts the COVID-19 virus, the child must stay at home for a period of 14 days. Upon his/her arrival back at school, he/she must give to the school nurse a medical certificate showing negative COVID-19 test results done within 72 hours of his/her return to school confirming that he/she does not have the virus.

Medication Policy for ICS Students

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

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

Note: The ICS nurse will have basic over the counter medication such as tylenol for students as needed so students should not bring these with them to school.

Days Required to Stay at Home for Some Specified Illnesses.

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

1. **Influenza or viral diseases (other than Covid-19):** The student must stay at home for 7 calendar days and may return to school on the 8th day **if all symptoms are gone**. Day 1 is the first day the student had symptoms.
2. **Hand, Foot, and Mouth Disease:** The student must stay at home for at least 7 calendar days and may return to school on the 8th day **if all symptoms are gone, including the rash**. Day 1 is the first day the student had a fever.
3. **Pink eye (conjunctivitis due to an infection):** The student must stay at home for at least 48 hours after starting antibiotic treatment. Eyes must be clear to return to school. Parents must provide a medical certificate verifying treatment given. If no medical certificate is provided, the student must stay home for at least 5 calendar days, with Day 1 being the day the symptoms started.
4. **Lice:** The student's hair must be entirely clear of lice and eggs as determined by the school nurse. If there are still eggs, viable or non-viable, the student may not return to school and must stay home for additional treatment by the parent. The student must be checked by the school nurse before going to class.
5. If there is an epidemic, the school may need to increase the length of time a student or students must stay at home to stop the spread of disease.

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 new student has not had one or more of the required immunizations, the parent must see that their child has the immunizations before the child can start attending ICS.

Office Hours

The school office hours are 7:50am until 3:30pm.

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.

Student Accident Insurance

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

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

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

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

Exclusions

This insurance does not cover

1. Loss or injury arising from or in consequence of the following cause:

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

Student Supplies

Students in grades K4-5 will be supplied with stationary. Students in grades 6-12 are responsible for providing their own stationary, work organizers and such as communicated by subject teachers during Open House at the beginning of the school year. There will also be times during the school year when students will be expected to buy materials for class assignments and projects.

Tuition

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

Visa/Embassy Verification Letter for Students

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

Visiting the Classroom

Parents may access their child's teachers after the school day instructional time is completed without it being necessary to have an appointment or get permission. Making appointments is encouraged as a teacher may be occupied with just such appointments scheduled previously. However, during the school day (7:45am until 3:00pm) parents are **not** to go directly to classrooms unless invited to do so by a faculty member. If a parent desires to visit their child's classroom during these hours, they should first acquire approval from the office. Parents should wear their ICS ID badge or get a visitor's badge before entering the campus. This is a necessary security precaution for the protection of students and staff. If you have a specific concern regarding your child's performance, please contact your child's teacher to establish a mutually agreed upon time for a conference.

Withdrawal

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

Unclaimed Funds

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

ICS Udon Thani Faculty & Staff Directory

Position	Name	E-mail
Thai Director	Krittiya (Lek) Trongtamachai	krittiya_t@icsud.ac.th
Superintendent	Stephen Ladas	stephen_l@ics.ac.th
Principal	Allan Fjording	allan_f@icsud.ac.th
Business Manager	Boonruk (Mooh) Saeteaw	boonruk_s@icsud.ac.th
Admissions	Kittima (Git) Montenegro	git_m@icsud.ac.th
Human Resource&Registrar	Supunnee (Nee) Pargul	supunnee_p@icsud.ac.th
Government Admin Liaison	Nipa Trongtamachai	nipa_t@icsud.ac.th
Elementary Homeroom – K4	Madalyn (Maddy) Grasser	maddy_g@icsud.ac.th
Teacher's Aide – K4	Wawisa (Som) Sathonmueang	wanwisa_s@icsud.ac.th
Elementary Homeroom – K5	Lwe Lah	lwe_l@icsud.ac.th
Thai Teacher & Teacher's Aide	Suphattra (Yim) Phromfai	yim_p@icsud.ac.th
Elementary Homeroom – 2	Makenzie Bass	makenzie_b@icsud.ac.th
Teacher's Aide – K5	Patthaya (Kheb) Deemuangkong	patthaya_d@icsud.ac.th
Elementary Homeroom – 1	Katherine (Katie) Martens	katie_m@ics.acud.th
Elementary Homeroom – 2	Penina Puyu	penina_p@icsud.ac.th
Elementary Homeroom – 3	Arianna (Ari) Pineda	arianna_p@icsud.ac.th
Elementary Homeroom – 4	Shelagh Li	shelagh_l@icsud.ac.th
Elementary Homeroom – 5	Alex Eaton	alex_e@icsud.ac.th
Secondary English	Bailey Smith	bailey_s@icsud.ac.th
Secondary Mathematics	Kayley Fjording	kayley_f@icsud.ac.th
Secondary Science	Robert (Rob) Stitchick	rob_s@icsud.ac.th
Secondary Social Studies	Choochai (King) Hu	king_h@icsud.ac.th
Arts	Lah Poe Shi	lahpoe_s@icsud.ac.th
Bible & Music	Timothy (Tim) Michalek	tim_m@icsud.ac.th
ESL	Nathaniel (Nate) Long	nate_l@icsud.ac.th
ESL	Katie Rooney	katie_r@icsud.ac.th
PE	Taylor Shockey	taylor_s@icsud.ac.th
Thai	Nuengruethai (Nueng) Chaloeemuang	nueng_c@icsud.ac.th
Thai	Suphachai (Aek) Phromfai	aek_p@icsud.ac.th
Swim Teacher (Part time)	Steven Martens	steven_m@icsud.ac.th
Librarian (Part time)	Annelies den Hartog	annelies_d@icsud.ac.th

Front Office

Noppamas(Nong) Kotchalee

noppamas_k@icsud.ac.th