

**PARENT/STUDENT  
HANDBOOK  
2017-2018**

**INTERNATIONAL  
COMMUNITY  
SCHOOL**

**Elementary Division**

**Four-year-old Kindergarten to Fifth Grade**

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**Accredited by:**

**WASC (Western Association of Schools and Colleges)  
ACSI (Association of Christian Schools International)  
ONESQA (Office for National Education Standards &  
Quality Assessment of Thailand)**

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## MISSION

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 need wisdom to serve the global community with its fast-paced, ever-changing environment. Therefore, we at ICS plan, execute, and evaluate everything we are and do according to the Bible's enduring truth.

## **In Partnership with Parents**

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

## **To Teach the Whole Student**

Throughout life, but most notably during the childhood years, persons change and grow in spiritual, physical, intellectual, social, and emotional dimensions. ICS acknowledges the great diversity in the personality, talents, and background of each student. ICS prepares students for life-long learning by offering opportunities for exploration and achievement in each dimension while remaining attentive to needs of the whole person. 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 them. 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

respecting differences. Hands-on helping of others equips our students to love their neighbors as themselves, both in Thailand and the world.

**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”**

<b>Guiding Themes</b>	<b>Definitions</b>
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**

**ICS Students are becoming**

**Life-long Learners Who:**

1. Use goal setting processes to monitor their own learning progress

2. Show enthusiastic curiosity about the unknown
3. Pursue habits that promote physical well-being

**Discerning Thinkers Who:**

1. Understand core content of each subject
2. Value truth and accuracy
3. Support arguments with evidence
4. Resolve conflicting views in source documents
5. Solve problems that appear to have no obvious solutions

**Competent Communicators Who:**

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

**Quality Producers Who:**

1. Create intellectual, artistic, practical, and physical products
2. Aim for high standards (take pride in their work)
3. Use technology meaningfully

**Team Players Who:**

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

**Responsible Citizens Who:**

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

**Followers of Christ Who:**

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

## **PROFILE OF ICS**

International Community School began serving the international community of Bangkok in 1993 at its Sathorn area campus and celebrated

its first graduation in 1998. In 2004, ICS opened a campus at Bangna. ICS offers four-year-old kindergarten through 12<sup>th</sup> grade. Students and their families find ICS a delightful oasis of loving care in the midst of a growing Asian metropolis.

ICS offers an American system of education that prepares students for entry into American and English-speaking universities. Our curriculum offers an excellent biblical-based education to students regardless of race, religion, or nationality. ICS does not discriminate in its admission policy on the basis of national, ethnic, religious, or racial origin.

## **GOVERNING BOARD**

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

## **ELEMENTARY INFORMATION**

### **ACADEMIC ASSESSMENT**

Essential supports for academic achievement are behavior, social skills, attitude, and work habits that elementary children are developing.

At the end of each quarter, report cards are emailed to parents and are on RenWeb. ICS will send to parents the information needed for parents to access RenWeb. 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.

The teachers expect all students to turn in their class work when it is due.

## **ARRIVAL**

**Students need to arrive in time to unpack and stand at attention with their class at 7:35 am for the Thai national anthem and prayer.**

Elementary students come directly to the elementary cafeteria upon arriving at school. Students are not permitted to go to other parts of the school or go to their classroom until the supervising teacher dismisses them.

Any student who is not standing in line with his class when the Thai national anthem begins must present to his teacher a tardy slip issued by the elementary office before entering the classroom. Arriving late creates disruption for your child, his teacher, and his class. A student who is tardy misses important announcements and assignments, which can negatively affect his success. **It is the parent's responsibility to ensure that their child arrives at school on time each day.**

Each student must bring their ICS ID card to school daily. The ID card allows the student to enter the campus through the turnstile at the front of the school. Elementary students keep their ICS ID in their school bag during the school day.

## **ACADEMIC ACHIEVEMENT**

As a parent, you can encourage your child's learning by following the suggestions below:

1. Encourage your child to read daily.
2. Look at your child's completed classwork when he/she brings it home and discuss it with your child.
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 out 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.

## **ATTENDANCE**

**It is the responsibility of the parents to make sure their child attends school regularly and comes on time.** Each student is expected to attend school daily unless ill. The school may phone the parent to inquire why a child is absent. The school keeps a record of each student's absences and tardies.

**Excessive absences** can slow down your child's progress and affect grade placement for the next school year. ICS provides an on-campus education and, to receive the most benefit from this, a child needs to attend class.

A parent or guardian must give permission in writing or in person for a student to leave school before the end of the school day. No elementary student may leave the campus by himself. The parent must come to the office and verbally request early dismissal and get a pass from the elementary office. The parent must give this pass to the security guard who will then allow your child to leave campus with you.

## **BEHAVIOR AND CONDUCT**

*The following is a list of expected behaviors for ICS elementary students:*

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. The elementary principal reviews these. The teachers inform the parents about behavior expectations soon after 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 his parents. The teacher will refer students who repeatedly choose to misbehave to the elementary principal for correction.

**Philosophy of Discipline:** ICS strives to provide the best educational environment for student learning and achievement. At times a need may arise for disciplinary procedures and consequences for those students who continue to break classroom/school rules, disrupting learning for themselves and other students. Administrators use the chart below as a guideline and at their discretion to discipline misbehaving students.

CATEGOR Y	EXAMPLES OF INFRACTIONS	1 <sup>ST</sup> REFERRAL	2 <sup>ND</sup> REFERRAL	3 <sup>RD</sup> REFERRAL
<b>A</b>	Dress code violation	Letter to parents	2 <sup>nd</sup> Letter to parents	3 <sup>rd</sup> Letter to parents
	Game/electronic violations	Admin consultation with student	Parent conference with admin/teacher	ISS (In-school suspension) 1-2 days
	Roughhousing			
	Building rules violation			
<b>B</b>	Classroom disruptions	Admin consultation with student	Parent conference with admin/teacher	Parent conference with admin/teacher
	Inappropriate language and/or gesture/behavior	Letter to parents	2 <sup>nd</sup> Letter to parents	3 <sup>rd</sup> Letter to parents
	Insubordination	ISS (In-school suspension) 1-day	ISS (In-school suspension) 2-3 days	OSS (Out of school suspension) 3-4 days
	Unsafe behavior			
	Cheating/plagiarism			Re-admittance conference with building principal
	Communicating a threat			
	Sexual harassment			Recommendation to Headmaster for possible expulsion or withdrawal
	Truancy/skipping class			
Habitual violation of building/classroom rules				

<b>C</b>	Theft/stealing Out of school behavior discrediting or bringing dishonor to ICS Fighting/bullying Public display of affection Minor vandalism Insubordination with disrespect in front of others Sexual misconduct/offensive behavior	Parent conference with admin/teacher Letter to parents ISS (In-school suspension) 1-3 days Counselor referral	Parent conference with admin/teacher 2 <sup>nd</sup> Letter to parents OSS (Out of school suspension) 2-4 days Counselor referral Re-admittance conference with building principal	Parent conference with admin/teacher 3 <sup>rd</sup> Letter to parents OSS (Out of school suspension) 3-5 days Recommendation to Headmaster for possible expulsion or withdrawal
<b>D</b>	Dangerous behavior (intent to cause harm) Major vandalism False fire alarms; bomb threats Possession of weapon Possession of illegal substance – paraphernalia Possession of alcohol on/off campus Violation of Substance Abuse Policy Under the influence of alcohol or illegal substance	Parent conference with admin/teacher/student OSS (Out of school 3-5 days suspension) *Recommendation to Headmaster for possible expulsion or withdrawal		

**Expulsion of a Student from ICS May Occur:**

1. If a student is deemed by the headmaster or his designee to be a threat to the safety and well-being of the students or staff at ICS because the student has harmed or attempted to harm another student or staff member and/or
  - a. The student’s behavior is deemed by the headmaster or his designee 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 not resulted in behavior improvement, the consequences can include counseling of the student by the principal and teacher, meeting with parents, in-school or out-of-school suspensions, and/or a behavioral contract signed by parents, the student, and an ICS administrator.
3. If a student habitually breaks the school rules for conduct and dress as outlined in the ICS Parent/Student Handbook and reasonable and normal attempts by ICS at disciplining and correcting the behavior have not resulted in behavior improvement, the consequences can include counseling of the student by the principal and teacher, meeting with parents, in-school or out-of-school suspensions, and/or a behavioral contract signed by parents, the student, and an ICS administrator.

## **CHEATING AND CONSEQUENCES**

### **Cheating is:**

- Giving, receiving, or looking at information during a test or quiz
- Handing in someone else's work as your own
- Talking during a test
- Copying a friend's homework
- Plagiarism or copying the writing of another person without giving proper credit through using quotation marks and citing references.

**Consequences for Cheating:** are assigned at the discretion of the teacher and/or principal and may include, but are not limited to no credit for the assignment, redoing the classwork or test, in-school suspension, out-of-school suspension, and an additional assignment.

## **COMMUNICATIONS**

*Our partnership with parents* depends on clear communication.

Communication takes place through writing, reading, speaking, and listening. The parent or teacher may bring a translator or third party for support and assistance in communication at any step of the process.

Please follow this process in communicating with school personnel:

1. **Talk directly with the person involved** about your question or concern. Much can be done when the persons directly involved understand the problem and work together to resolve it. When a parent

- has a school-related question or concern about his own child, the parent should first talk with his child's teacher about it.
2. If you do not feel your question or concern has been adequately dealt with at the parent-teacher level, consult with the elementary principal. The elementary principal will consult with the teacher. The principal may choose to meet with the parent and teacher together.
  3. If your concern remains, the parents have the option of consulting with the headmaster. The headmaster will confer with the principal and parent and may call a meeting of all the parties to address the issue.
  4. In case of misconduct by the headmaster, parents may address their concerns in writing to the ICS Board of Directors. The parent generating the appeal must clearly explain the concern and desired action.

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 mistreat your child because you expressed a concern. We must work together "in partnership". Our students, your children, benefit from our efforts to effectively communicate.

## **COMPUTER USE POLICY**

**ICS computer users and/or parent of the child must read, sign, and return to ICS each year a signed computer usage form on-line at RenWeb so that the student is allowed to use the computers at ICS.** Students in grades three, four, and five sign along with their parents.

- The ICS computer network is provided to support educational goals and fulfillment of the ICS mission.
- ICS computers and network are not to be used for the following: downloading or streaming music or video; chatting, instant messaging, using voice and/or video over internet applications; operating a for-profit business; accessing sites for gambling, pornography, illegal drugs, hate groups, cyber-bullying, or any illegal activity, or for any games not specifically related to the curriculum and not assigned by a teacher who is supervising a student.
- Families need to be aware that the internet contains 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, notify your child's principal in writing and do not sign the usage form.**
- General school rules for behavior and communication apply.
- Network storage areas or any communication or application used may be viewed by ICS to ensure that all ICS computer users are in compliance with these guidelines.
- The computer lab is open for student use only when a teacher is present. Students are not allowed in the computer lab or in any room with a computer when a teacher is not present.
- ICS computer users are not guaranteed access to computers and the internet at all times. Teachers who have scheduled a time for computer lab use will have priority over anyone who drops in.
- A username and password is assigned to each computer user. The user will have the same username as long as they are at ICS. Computer users must log on to the ICS computer network using this username and password. ICS computer users **ARE NOT TO SHARE THEIR USERNAME AND PASSWORD** with each other nor attempt to log on to the computer network with a username other than their own.
- No ICS computer user is to 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.
- ICS computer users are not permitted to download and/or install any hardware or software to any ICS computer.
- ICS elementary computer users may not bring computer hardware to school, including laptops, hard drives, etc.
- ICS accepts no responsibility for any loss or damage to any computer hardware or electronic device that students might bring to school. This includes, but is not limited to, laptops, cameras, phones, external storage devices, tablets, etc.
- ICS computer users may bring data CD-ROMS or flash drives to school for working on academic assignments.
- ICS computer users are not to rely on the internet or e-mail as a way to access previously saved work.

- ICS computer users will lose internet privileges if the internet is not used responsibly.
- Students will be charged for black and white printing and for color printing according to the secondary library and computer lab policy.

## **DRESS CODE AND UNIFORMS**

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

### **ICS Uniform for K4 through 5<sup>th</sup> Grade Students 2017-2018**

<b>Girls: regular uniforms</b>	<b>Boys: regular uniforms</b>
Navy blue skirt or skort that reaches to the crease in the back of the knee or navy blue long slacks/pleated pants/long knit PE pants that reach to the ankle or capris that reach to mid-calf. (No leggings, no spandex, and no skin-tight stretch pants.)	Short or long navy blue uniform-type pants or long knit PE pants
First Semester: May wear burgundy, yellow, light blue, or black polo shirt with ICS crest. Second Semester: May wear only burgundy, yellow, light blue, and the new medium blue uniform polo with ICS crest.	First Semester: May wear burgundy, yellow, light blue, or black polo shirt with ICS crest. Second Semester: May wear only burgundy, yellow, light blue, and the new medium blue uniform polo with ICS crest.
<b>Girls: special occasion</b>	<b>Boys: special occasion</b>
Each girl must have a burgundy uniform polo shirt and a navy uniform-type skirt or long slacks to wear for special occasions.	Each boy must have a burgundy uniform polo shirt and navy blue uniform-type pants to wear for special occasions.
<b>Girls- PE</b>	<b>Boys- PE</b>
For Grades K-5: Regular school uniform. For swimming: Modest 1 piece swim suit or 2 piece tankini.	For Grades K-5: Regular school uniform. For swimming (K-12): modest swim trunks with legs (no brief style)

**Girls - Four and Five-year-old  
Kindergarten Only**

Kindergarten girls may choose to wear plain navy blue short pants that reach to within one inch to the crease in the back of the knee on any school day. Short pants may not be tight. (No leggings, no spandex, and no skin-tight stretch short pants.)

Please note that starting school year 2018-19, ICS elementary will switch to only the medium blue polo shirt worn with the current navy blue pants or skirt or capris. The new medium blue polo shirt with ICS crest will be sold through an ICS school store starting sometime in January 2018.

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

**Uniform Guide:**

1. Three button pullover shirts should have at least one button buttoned.
2. Elementary boy's long pants and shorts must be navy blue in color. The waistband must be worn at the waistline.
3. Elementary girl's skirts and skorts must be uniform-type and navy blue. The hemline must be below the crease at the back of the knee. Girls' may wear navy blue long slacks/pleated pants/long knit PE pants that reach to the ankle or capris that reach to mid-calf. No leggings, no spandex, and no skin-tight stretch pants please.
4. Haircuts and hairstyles for boys and girls must not cause a distraction to the students or the learning process.
5. **Shoes worn to school must be closed toe and closed heel** (street shoes). Examples of shoes that are okay are tennis shoes and sneakers. Footwear must be laced or fastened where appropriate and must be free of holes, rips or inappropriate markings. **Students**

may not wear shoes that have blinking lights or that convert to skates.

6. Girls may not wear any body piercing other than earrings. The earrings must not be distracting or dangerous for the activity they are engaging in. Boys may not wear earrings, studs, spacers, or any form of body piercing ornamentation.
7. Hats, hoods, scarves, and sweatbands may not be worn during the school day by boys or girls.
8. Jackets or sweaters, if worn, must have a zipper or buttons all the way down the front.

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

On designated non-uniform days, students may wear clothing other than uniforms. The principal approves each non-uniform day. Non-uniform attire must comply with the modest guidelines applicable to school uniforms. Tops must have sleeves. Girls in 1<sup>st</sup> through 5<sup>th</sup> grades may not wear shorts. If a student wears any clothing deemed inappropriate, the student will be asked to change the clothing or be sent home.

## **END-OF-SCHOOL-DAY PICKUP OF STUDENTS**

**Elementary school ends at 2:20 pm.** Each day the person picking up the student must show the ICS-issued pick-up card, which is **purple** for the 2017-2018 school year. The card shows the child's name and the parent's name. If elementary children are not picked up by 2:40 pm, the supervising teacher will escort them to the elementary 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.**

Elementary students who are picked up by a sibling in secondary school must stay with the older sibling while on campus.

Whenever a student who rides the Montri bus will not be going home on the bus or if a non-bus student is going home with a friend on the bus, the parent must inform the Montri bus company and send a note to tell the teacher. Without such a note, the student will be sent home the usual way. If parents plan for their child to visit another student's home after school, the parent must send a note informing the teacher.

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

## **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 the admission 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 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 the English fluency test and the student's performance in ESL and the mainstream classroom. The school will notify the parents in writing about the placement. Usually students are in the ESL program for one or two years, but sometimes longer, depending on their initial English ability and the progress they are making in learning English.

## **FIELD TRIPS**

Emergency and permission forms must be on file for the student to take part in school-arranged trips away from the school campus. Students wear their ICS uniform. Field trips are planned with great care for the safety of the students. Students must follow all school rules and the directions given by the teachers and chaperones. Misbehavior results in consequences, one of which may be requiring the student to stay home instead of going on a next field trip. Upon the teacher's invitation, parents may serve as chaperones. No other relatives may serve as chaperones, and siblings of the student may not go on the field trip.

## **HELPING YOUR CHILD SUCCEED**

Be sure your child gets enough sleep each night.

Exercise daily develops alertness and strength.

Eating a nutritious and balanced diet that includes vegetables provides fuel for the body. Avoid under eating or over eating.

Times when the parent and child listen and talk together builds a solid relationship.

Monitor your child's use of the internet and devices. Know what they are watching to make sure it is worthwhile and limit the time your child spends viewing.

## **IDENTITY CARD (ID)**

School ID cards are required of all ICS students for the purpose of identification, maintaining security, and entering the campus. A student who loses his school ID will have to purchase a replacement at the front office. Elementary students keep their ID card in their school bag after scanning in upon arrival at school. Parents who wish to enter the school campus need to have a parent school ID.

## **ILLNESS AND INJURY**

The school maintains a health center during school hours. A student with symptoms of illness such as (but not limited to) repeated coughing, above normal temperature, runny nose, pink eye, vomiting, and/or diarrhea will be sent home for care by the parents. **Parents, keep your student at home if he/she has an undetermined rash or spots, above normal temperature, severe headache, pink eye, upset stomach, diarrhea, or other symptoms of illness. Keep your child at home for at least a full day 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 a full day 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 and cleared for returning to class.** ICS may require the student to go home if he still appears not well. If the student has been out sick for an extended time, give a medical certificate to the nurse on the morning of the first day back to school.

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

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

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

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

The school nurse has the discretion to require students to stay home longer if the student still has symptoms and is not well. This list is not

inclusive of all illnesses. For contagious disease, ICS follows the procedures recommended by the Thai Public Health Department.

1. **Influenza or viral diseases:** The student must stay at home for 7 calendar days and may return to school on the 8th day **if all symptoms are gone**. Day 1 is the first day the student had symptoms.
2. **Hand, Foot, and Mouth Disease:** The student must stay at home for at least 7 calendar days and may return to school on the 8th day **if all symptoms are gone, including the rash**. Day 1 is the first day the student had a fever.
3. **Pink eye** (conjunctivitis due to an infection): The student must stay at home for at least two full days 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.

#### **LEAVE OF ABSENCE FOR A YEAR**

If a parent plans to be away from Thailand for a year or part of a year and wants their child to continue at ICS upon returning to Thailand, the parent must get prior approval from the school by submitting a Leave of Absence form available at the admissions office. Talk with the admissions office for details.

In the case of an approved leave of absence for a year, the student's seat in the class will be reserved and the parents are not required to pay the Registration Fee again when their child returns to ICS.

## **LOST AND FOUND**

Items found on the elementary campus are put in the lost and found box kept in the elementary office. If your child is missing something, please look there. Unclaimed items are disposed of periodically.

## **LUNCH FOR ELEMENTARY**

Students bring a lunch from home or eat the school lunch prepared by the caterer. Parents who want their child to eat the hot lunch at school must check this on the re-enrollment form and then pay for it at the same time they pay the school tuition. The caterer serves a nutritious hot lunch, providing western and Asian food. Meal payment will not be refunded under any circumstance, except as noted under Withdrawal.

Lunches from home need to be ones that do not require refrigeration. All students bring their own morning snack from home if they want a snack. Please give students fruit or vegetables or whole grain food for a morning snack. The caterer serves milk at morning snack time to those whose parents have paid for the hot lunch plan. Students may not pay for the hot lunch by the day, week, month, or quarter. Students may not order food delivered to the school from off-campus. All students are to eat lunch sitting at the tables in the elementary cafeteria.

Students may not share snack or lunch food with other students.

**Café in ARC:** Elementary students may **not** buy snacks and drinks from the ARC café during school hours. They are to bring a healthy snack from home.

## **MEDIA CENTER**

Students are to be quiet and respectful in the media center at all times. Each elementary class has a scheduled weekly time in the library/media center to encourage reading. Encyclopedias and specified reference books may not be checked out. Parents may use their ICS ID card as a library card to check out books during library time for parents. The library/media center limits the number of books that a student or parent may check out at any one time. Please ask the librarian for details.

Students must exercise care in handling all books. If a book is lost or damaged, the student must pay for its replacement plus a processing fee. The library/media center collects fines on overdue books. If a student is absent on the day a book is due, the book is due on the student's library day the following week. The library/media center welcomes donations of new or used books.

## **MONTRI BUS SERVICE**

Parents who want to use Montri to transport their child to and from school contract with the Montri Bus Company directly. Montri Bus Company is responsible for the behavior of the students riding the bus and for their promptness in getting to and from school. Parents are to phone Montri directly if you have questions about their service or your child's behavior on the bus.

## **OFFICES**

The elementary school office hours are 7:15 am until 3:30 pm. At the finance office, money transactions may take place between 7:30 am and 3:00 pm. The school office is a place of business. Students must treat the office staff with respect and follow directions given by office personnel.

## **PARENT ORGANIZATION**

The Parent Organization facilitates a variety of activities and services that enrich the education and extra-curricular activities of ICS. Parents are encouraged to get involved. Activities and services support the school's foundational documents and are chosen in cooperation with the school's administration. Activities may vary from year to year.

## **PERSONAL BELONGINGS AT SCHOOL**

The school discourages students from bringing personal items to school. Students must take full responsibility for the security and appropriate use of their own personal items. The school, its staff, and other students are not responsible for replacing personal items of students. The school reserves the right to take away from a student any personal item that is distracting students or detracts from our educational program and mission and then require the child's parent to come to school to reclaim the item. During the school day, elementary students must keep cell phones and other electronic devices silenced and out of sight inside their school bag from the time they arrive at school until they are picked up at the end of school day. Phones are not to be used during the school day without specific permission from a school staff member. Playing video games on

a phone or smart watch or other device is not an appropriate activity at school and on school trips.

Pokémon and Yugio cards are not allowed at school.

## **RECORD REQUESTS**

If a parent requires an official letter or records from the school office, please obtain the request form from the front office, fill it out, and submit to the front office at least two weeks before you need the records. The school will ascertain that all tuition and fees have been paid before releasing records.

## **REPORT CARDS and PROGRESS REPORTS**

ICS emails end of quarter report cards to parents. Progress reports as needed will be emailed or sent home with the student. RenWeb is used for student and parent information. ICS emails parents their username and password and information about how to access RenWeb. The school will not provide the report card of any student whose parents owe money to the school, including library fines.

## **SCHOOL PROPERTY**

Students and others on campus must take reasonable care of all school property. The school may require an individual to pay the cost of repairing or replacing school property damaged by misuse or carelessness.

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

No animals are to be brought onto the campus grounds or into the school buildings. Please keep all pets at home. Some children are allergic to animals, and some animals become unsettled and defensive when so many unfamiliar people are close by. Exceptions may be made upon request from a teacher to the building principal when the purpose of having an animal on campus is for educational reasons.

## **SOCIAL NETWORKING SITES**

Policy for Students Concerning Social Networking Sites (Facebook, Twitter, 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 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 ICS 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 student/s 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 grounds 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.

## **SPECIAL ACTIVITIES AND ENRICHMENT**

Along with a strong emphasis on academics and scholarship, ICS provides informative and fun activities that enhance the students' educational welfare and social development. The school year includes enriching activities that vary from year to year. Examples are international night, musical programs, sports, talent show, and field trips. Some activities and events are for certain grades only, while others are open to all.

Due to its growth at all levels, ICS continues to make a greater effort to meet the needs of our student body. Therefore, we offer an after-school enrichment program led by interested teachers in a subject or activity of his or her choice. The three enrichment sessions during the school year are taught once a week for one hour from 2:35-3:35 pm. Details as to the

dates, program offerings, and grades that may attend will be sent out during the year.

## **STUDENT ACCIDENT INSURANCE**

Even 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. It provides 24-hour, year-round coverage. The coverage is 50,000 baht maximum per accident.

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

- 1. Completed claim form (available at school office)**
- 2. Original medical receipt (from hospital or clinic)**
- 3. Doctor's report (from the doctor)**

The insurance company will mail the reimbursement check to the school. When the check arrives, the school will contact the parent to pick up the check at the finance department.

### **Exclusions (Items Not Covered):**

The insurance does not cover:

1. Dental care, root canal treatment, replacement of or new set of dentures except necessary first aid treatment following an accident.
2. Loss or injury arising from or in consequence of the following:  
Backache due to a herniated disc, prolapsed disc, subluxation or spondylolisthesis, degeneration or spondylosis except if there is a fracture or dislocation of spinal cord resulting from an accident.
3. Loss or injury which occurs:  
While the insured is hunting for animals, racing any kind of car or boat, horse racing, skiing, 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**

Please make sure your child has a cloth pencil case, a water bottle, and a school bag or backpack. Put your child's name on each. At the beginning of the school year, the school provides elementary students with a folder in which to take home papers and basic supplies needed at the start of school. When a child needs additional supplies during the school year, the teacher will notify the parent of the need so the parent can purchase the supplies.

## **SUBJECTS**

Elementary studies include reading, language arts, mathematics, science, social studies, handwriting, spelling, art, music, physical education, computer, Thai for Thai citizens and Thai for Internationals for expatriates. The Bible provides the standards for character development. ICS website ([www.ics.ac.th](http://www.ics.ac.th)) provides more curricular details under academics.

## **TELEPHONE**

Students may use the office telephone only in an emergency. Forgotten lunches, books, or assignments are not emergencies.

## **TEXTBOOKS**

Each school year students are assigned textbooks for the various subjects they take. It is the student's responsibility to take care of these textbooks and return them to the school at the end of the school year. Damaged or lost textbooks require a payment to replace the textbook.

## **TUITION & FEES PAYMENT**

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.

## **UNCLAIMED REFUNDS**

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

## **VISA/EMBASSY VERIFICATION LETTER**

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 the front office of ICS at least **five**

**working days before** you need the letter. ICS issues verification letters only on behalf of students currently attending ICS.

## **VISITING the CLASSROOM**

If parents desire to visit their child's classroom, they need to ask approval from the elementary principal and their child's teacher. Parents should not go directly to the classroom during the school day without permission from the elementary office. The parent is to wear an ICS ID or an ICS visitor ID before entering the building. 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 set a date and time to meet together.

For security reasons, the school monitors visitors. Visitors to elementary classroom must be approved by the elementary principal. Exceptions are applicants being shown the school by ICS Admissions Office personnel. Students from other schools are not allowed to come to class with an ICS student.

## **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.

## **ICS POLICIES IN RESPONSE TO CHILD ABUSE, DISCRIMINATION, HARRASSMENT, BULLYING, AND SUBSTANCE ABUSE**

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

### **Discovery and Reporting**

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

Any ICS student who suffers abuse from an ICS employee, volunteer, or student, or knows of a situation where it has occurred, is to report to an ICS employee who will ask another employee to witness the student’s information with them. Having received information, the mandated reporters will then make a report, sign it and submit it to the building principal or headmaster.
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. Liability will not incur unless it is proven that a false report was knowingly submitted or made with “reckless disregard of the truth or falsity of the report,” and/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 who were involved in the investigation, and 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 by a staff member or students of ICS is substantiated but the behavior 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 of an employee or expulsion of a student 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, expulsion, and referral to the Thai authorities for criminal prosecution, depending on the gravity of the student's actions.

## **ICS Anti-Discrimination Policy**

**Definition** - Discrimination, in general terms, consists of conduct or words or practices, both intentionally and unintentionally, which puts 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 actions or words that occur in the confines of ICS or off campus between any ICS students, teachers, administrative staff, or other school personnel and that negatively affects the learning environment of our student body.

Examples include, but are not limited to:

1. Physical assault.
2. Derogatory name calling, insults and discriminatory jokes.
3. Graffiti and vandalism of belongings or offensive gestures.
4. Provocative behavior such as wearing offensive badges or insignia.
5. Bringing materials such as leaflets, comics or magazines into

- school which promotes discrimination.
6. Incitement of others to behave in a discriminatory way.
  7. Discriminatory comments in the course of discussion in lessons.
  8. Ridicule of an individual for cultural differences e.g. food, music, dress etc.
  9. Refusal to co-operate with other people because of their ethnic origin.
  10. Constant unfounded complaints against another student.

### **Procedures**

1. Educate students on the policy at the beginning of the school year.
2. Treat all complaints seriously.
3. Report incident to building level principal.
4. The principal will meet with all parties involved.
5. The principal will record, on paper, all reports, accusations, and incidents.
6. The incident will be reported to the parents of those involved by letter and/or phone call.
7. The written records must identify the names of all individuals accused of such offenses and the resolution of such complaints or reports.
8. Take corrective/disciplinary action as deemed appropriate.
9. 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 Anti-Harassment Policy**

### **General Statement of Policy**

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

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

### **Sexual Harassment-Definition**

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;
- 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;
- 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;
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.

## **ICS Anti-Bullying Policy**

### **Definition of Bullying**

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, cellular phone, computer (Facebook, MySpace, etc.), or pager. 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 principal is the person 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 alleged victim(s), near victim(s), and perpetrator(s).

### **Consequences**

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

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

### **Malicious reporting**

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

## **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, and/or distribution of harmful or potentially harmful substances on school premises or during any off-campus events sponsored by ICS. Violators of this policy will be subject to discipline that will be based on the severity of the offense and may include suspension or expulsion.

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

**Definitions**

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

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

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

## **ICS ELEMENTARY STAFF and OFFICE STAFF**

<b>Position</b>	<b>Name</b>	<b>E-Mail</b>
Four-Year-Old Kindergarten	Clare Messink	Clare_m@ics.ac.th
K4 Teacher Aide	Maetinee (Mae) Wongjiroj	Maetinee_w@ics.ac.th
Four-Year-Old Kindergarten	Stacie Muri	Stacie_m@ics.ac.th
K4 Teacher Aide	Perla Padernal	Perla_p@ics.ac.th
Five-Year-Old Kindergarten	Angela Jiraniratisai	Angela_j@ics.ac.th
K5 Teacher Aide	Narada (Ying) Jangmook	Narada_j@ics.ac.th
Five-Year-Old Kindergarten	Suzi Pitts	Suzi_p@ics.ac.th
K5 Teacher Aide	Wishuda (X) Petchlam	Wishuda_p@ics.ac.th
1st grade	Paula Khatri	Paula_k@ics.ac.th
1 <sup>st</sup> grade	Katie Cole	Katie_c@ics.ac.th
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