

INTERNATIONAL COMMUNITY SCHOOL

~ SINGAPORE ~



HIGH SCHOOL
PARENT/STUDENT HANDBOOK
2011-2012

International Community School

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1: INTRODUCTORY MATERIALS

1:1 ICS VISION STATEMENT

“Transforming lives to impact the world for God’s glory.”

1:2 ICS MISSION STATEMENT

“We are a caring community, committed to provide each student with a quality, holistic education that instills a biblical worldview, a love and respect for all cultures, a zeal for lifelong learning, and a passion for personal excellence.”

1:3 ICS PHILOSOPHY OF EDUCATION

ICS is a Christian school founded upon the belief that God is the source of all truth, and true education is based on His revealed word, the Bible. (John 14:6; John 17:17)

We are dedicated to establishing a godly environment where the Bible is actively integrated into all aspects of school life. (I Corinthians 10:31)

We believe the purpose of education is to cooperate with parents to develop the knowledge and character that will enable students to fulfill their role within God’s plan. (Deuteronomy 6:6, 7)

We believe that education is characterized by a strong, traditional curriculum coupled with a high expectation for student achievement. (II Timothy 2:15)

We believe that respect for authority is an essential ingredient of quality education and character development; therefore our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers. (Hebrews 12:6-11)

Our international atmosphere is an open door for students of all cultures, races, and nationalities. (Revelation 7:9,10)

1:4 ICS STATEMENT OF FAITH

- A. We believe the Scriptures, both Old and New Testaments, to be the inspired Word of God, without error in the original writings, the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life, and conduct.
- B. We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit.
- C. We believe that Jesus Christ, without any change in His eternality, became man through the conception of the Holy Spirit and virgin birth and that He died on the cross, a perfect and complete sacrifice, in our stead and for our sins according to the Scriptures. He arose

from the dead and ascended into heaven where, at the right hand of the Majesty on High, He is now our High Priest and Advocate.

- D. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon belief in Christ; at the time of regeneration baptizing the believer into the one body of which Christ is the head; and to indwell, guide, instruct, fill, and empower the believer for godly living and sacrifice.
- E. We believe that man was directly created by God in His own image but fell into sin. The entire human race is therefore lost, and only through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit can salvation and spiritual life be obtained.
- F. We believe that the atoning death of Jesus Christ and His resurrection provide the only grounds for justification and salvation of all who believe, and that only such as receive Jesus Christ by personal faith are born of the Holy Spirit and by Him sealed to the day of redemption.
- G. We believe in the personal return of the Lord Jesus Christ, and that the hope of His appearing has a vital bearing on the personal life and service of the believer.
- H. We believe in the bodily resurrection of all the dead: of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting conscious punishment.
- I. We believe that the Church is composed of all persons who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head.
- J. We believe that water baptism and the Lord's Supper are ordinances to be observed by the Church during this present age. They are, however, not to be regarded as means of salvation.
- K. We believe that all the saved should live in such a manner as will honor, glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine and sinful pleasures, practices, and associations.

1.5 ICS EXPECTED STUDENT OUTCOMES

Spiritual (SPR):

- 1. ICS students will develop a knowledge and appreciation of God and His Word
- 2. ICS students will appreciate the importance of practicing Biblical character qualities by:
 - 2.1 Learning spiritual disciplines
 - 2.2 Following the model presented by their teacher
 - 2.3 Understanding the importance of Biblical authority and obedience
 - 2.4 Showing the fruit of the Spirit

Academic (ACA):

- 1. ICS students will demonstrate academic excellence by:
 - 1.1 Developing higher level thinking skills
 - 1.2 Communicating with quality written and verbal skills
 - 1.3 Developing conflict resolution and leadership skills

Social (SOC):

1. ICS students will understand their appropriate place as a unique creation of God by:

- 1.1 Appreciating other cultures
- 1.2 Developing a godly self-image within a caring stimulating environment
- 1.3 Living an energetic, wholesome, productive life

1:6 ICS – A BRIEF HISTORY

In May 1992, a group of ten couples, led by Mr. Graham Holderness of St. George's Anglican Church, came together from various denominational, ethnic, and national backgrounds with a common prayer and goal. Their vision was to establish a Christian international school for Singapore. Such schools had previously operated in Singapore but were not then in existence. This group of pioneering parents was drawn from the corporate world, private businesses, mission boards, and interested individuals within the Singaporean expatriate community. They prayed, planned, and worked to carry out this vision of having a Christian school. The original campus was located at # 3 Mount Faber Road. With the property procured, donations were soon to follow in the form of personnel, materials, and finances from interested individuals, companies, and schools.

On 6 September, 1993, the vision became reality as the school opened the doors of its elementary program to the expatriate community of Singapore under its original name of Christian International School, Ltd. (CIS). In 1995 the CIS school board voted to become an affiliate member of the Network of International Christian/Community Schools (NICS), which operates a growing network of Christian international schools in East Asia and throughout the world. That same year the high school program (9th – 12th grades) was added, and the school's name was changed to International Community School (ICS).

During the summer of 1996, ICS was accepted as a candidate for joint accreditation by the Association of Christian Schools International (ACSI) and the Western Association of Schools and Colleges (WASC). The accreditation process consisted of an in-depth self-study of every aspect of the school and culminated in October 1999, when the joint ACSI/WASC team paid an on-site visit to our campus. Shortly thereafter ICS was awarded full accreditation for the maximum term (6 years) by both ACSI and WASC.

In June 2001, ICS relocated to 514 Kampong Bahru Road, just down the road from its former Mt. Faber campus. God miraculously provided this campus after the Singapore Land Authority decided not to continue leasing the school the property on Mount Faber.

As the school grew, the facilities on Kampong Bahru became increasingly limited. After five years it was apparent ICS needed facilities to accommodate not just its rising enrollment but also its expanded programs. God again provided for the school by giving authorities at the Economic Development Board of Singapore a vision for how ICS was serving the expatriate community. They arranged for ICS to lease its current facility at 27A Jubilee Road. ICS features an American-based curriculum and a student body of over 400 children from many different countries.

Today ICS stands as Singapore's only Christian international school.

2: ACADEMICS

2:1 GRADING SYSTEM

The school year is divided into two semesters and each semester is subsequently divided into 2 quarters, for a total of 4 quarters. Students in Grades 9-12 receive numerical grades for all subjects.

<u>Letter Grade</u>	<u>Numerical Grade</u>
A+	98 – 100%
A	94 – 97%
A –	92 – 93%
B +	88 – 91%
B	84 – 87%
B –	82 – 83%
C +	78 – 81%
C	74 – 77%
C –	72 – 73%
D +	70 – 71%
D	67 – 69%
D-	65 – 66%
F	Below 65

2:2 GRADUATION REQUIREMENTS

Total credits that must be earned for graduation: 24

In order to qualify for graduation from ICS, students must complete credits in the following specific subjects:

Math, 3 credits required: 1 - Algebra I, 1 - Geometry, and 1 - math elective. (Only Math courses taken in Grades 9-12 may count toward this requirement. Students who take Algebra I in 8th grade are still required to take Geometry and two additional math electives.)

Science, 3 credits required: 1 - Physical Science (General Physical Science, Chemistry, or Physics), 1 - Biology, and 1 - Science elective (Chemistry, Physics or Anatomy)

Social Studies, 3 credits required: 1 - World Geography **OR** World History, 1 - U.S. History, and 1 - Government & Economics. (U.S. History and U.S. Government & Economics are required for all students who are U.S. citizens or who plan to attend a U.S. university. As the resources and staff permit, non-U.S. citizens who do not plan to attend U.S. universities may take other Social Studies courses designated by the administration in lieu of U.S. History or U.S. Government. Examples of this may be Asian Studies and/or Comparative Governments.)

English, 4 credits required: 1 - English 9, 1 - English 10, 1 - English 11 (includes American Literature), and 1 - English 12 (includes British Literature/World Literature) or AP English. Transfer students may be allowed to take an elective English class to fulfill their four credits of English.

Physical Education and Health, 1 credit required: It is a requirement for every child enrolled as a full-time student (taking 4 classes or more during any given semester) take a PE

class as a part of his/her course load. No more than 2 of the credits required for graduation may be earned in P.E. Health is a required class for graduation.

Fine Arts, 1 credit required: Available options include Music, Drama, and Art.

Foreign Language, 2 credits of the same language are required: Currently, Mandarin and Spanish are offered. (Students already fluent in two languages may be exempt from this foreign language requirement.)

Computer, 1 credit required

Speech, 0.5 credit required

Electives, 5.5 credits:

Biblical Studies counts as an elective credit. No specific number of Bible credits are required for graduation; however, it is a requirement that every child enrolled as a full-time student (taking 4 classes or more during any given semester) take a Bible class as a part of his/her course load. **In addition, all seniors are required to take Senior Worldview and successfully complete the Senior Thesis and Thesis Presentation for graduation.**

2:3 GRADE POINT AVERAGE

To graduate with honors, a student must have achieved a cumulative ICS high school GPA of 3.70 or above. A student must have attended ICS for a minimum of 4 full semesters to be eligible for class valedictorian or salutatorian.

International Community School recognizes the importance of diligence, commitment, and perseverance. In order to encourage our students to complete their high school education with the best possible preparation for college, ICS has instituted the following policy on GPA calculation:

1. Grade Point Averages (GPAs) are computed based on final class grades (semester grades, not quarter grades).
2. ICS will compute and report a transfer student's GPA based solely upon his/her classes completed at International Community School.
3. High school classes that are exempt from GPA include teacher's aide, office aide, library aide or any other high school class that receives a pass/fail grade.
4. Beginning with the year 2005-2006, a weighted GPA will be applied as follows:
 - A. Honors classes will receive grades based on a 4.5 GPA scale.
 - B. Advanced Placement (AP) courses will receive grades based on a 5.0 GPA scale.

The administration will make the final decision as to which advanced courses receive this added credit. Current AP classes receiving weighted GPAs are AP US History, AP English, AP Chinese, AP Psychology, AP Statistics, AP Calculus, AP Chemistry and AP Art.

5. Final official transcripts with final GPAs will be available one week after the 2nd semester report cards are issued.

2:4 TRANSCRIPT RELEASE POLICY

1. ICS will release a transcript only after first securing permission from the Business Office to make sure the student's account is paid in full.
2. If the student's account is paid in full, the transcript will be sent. For current students, a copy of the student's last quarter grades will also be sent.
3. If the account is not paid in full, no transcript or other written details regarding the student's academic record will be sent.
4. ICS will send transcripts to up to three (3) colleges/universities by regular mail at no cost. After three transcripts, a fee of S\$10.00 will be charged for each additional transcript. This fee must accompany the "Request for Transcript" form or other written request.
5. ICS may charge extra fees for multiple copies of report cards, diplomas, reference letters, transcripts, or other certificates. Students must pay for costs incurred in order to send transcripts or other documents by any courier other than regular mail.

2:5 GRADUATION

All school fees must be cleared by 20 May for students to be allowed to participate in graduation ceremonies. Any senior that is deficient of more than 1 credit will not be allowed to participate in graduation ceremonies.

2:6 DROP / ADD POLICY

If a student wishes to drop or add a class from/to his/her schedule the following procedures must be followed:

1. Classes can be dropped and added only during the first week of the semester.
2. The student must request a Drop/Add Slip from the guidance counselor.
3. The student takes the form to the appropriate teachers for their approval and signatures.
4. The form is then returned to the guidance counselor for his/her signature and/or the principal's signature. The guidance counselor may wish to contact the student's parents or guardians for their permission.
5. The student is notified of the result of his/her request.
6. If changes are approved the guidance counselor will change the master schedule and print a new schedule for his/her file and for the student.
7. The drop/add slip will then be filed in the student's permanent record file.
8. Students who drop after the first two weeks will have a "class dropped - passing" notation or "class dropped - failing" notation on their transcript. Students may be required to have parental permission to drop a class after the first two weeks.
9. All AP courses are considered year-long courses and credit is only issued in increments of one for these classes. This means no partial credit will be given for an AP course that is not completed.

2:7 HOMWORK GUIDELINES

Homework is a required element of our curriculum, reinforcing what is taught in the classroom. Teacher-assigned homework activities are meant to reinforce concepts and skills that have already been presented and modeled in the classroom. Students are expected to do homework daily. High school students can expect from 90-120 minutes of daily homework. AP and Honors Courses will require additional time and fall outside these general guidelines.

2:8 EXTRA CREDIT

Please do not request extra credit to help raise your child's grades. If a student is not able to keep up with his/her regular schoolwork, requesting additional work is inappropriate. Extra credit is a privilege not to be given for the purpose of rewarding irresponsibility. Raising grades through extra credit work only masks the problem and gives parents and students a false sense of accomplishment.

2:9 FINAL EXAMS

Students in grades 9–12 are required to take end-of-semester (final) exams in most courses. The grade for a final exam makes up **twenty percent (20%)** of the student's semester grade. **Semester exams are administered during the last 4 days of each semester.** Please ensure that your child is not absent for his/her final exams. Final semester exams can only be rescheduled due to an illness, death in the family, or other family emergency. **Early travel plans or departure requests will not be considered and do not classify as a family emergency.**

2:10 HONOR ROLL

The **Honor Roll** List will consist of students who have earned a grade of 88% or better for all courses for the semester.

2:11 PSAT/NMSQT AND EXPLORE

All grade 10 and 11 students are required to take the Preliminary Scholastic Aptitude/National Merit Scholarship Qualifying Test (PSAT/NMST) in October. There is a required fee for this test. All grade 9 students will take the Explore on the same day as the PSAT testing.

2:12 RETENTION POLICY

Failure of courses at the high school level is dealt with on an individual basis and will impact the student's ability to meet credit requirements for graduation. Students who fail a course they take at ICS **MUST** retake that course at ICS in order for ICS to accept the credit. Exceptions will only be granted for those courses that a student fails at ICS that cannot be made up at ICS in a reasonable time; for example, if a student fails a course that is offered only every other year.

2:13 ACADEMIC PROBATION

ICS realizes that each student is a unique creation of God. As unique individuals, students are gifted in many different ways and come from many different cultural backgrounds. It is our desire as a school that each student be encouraged to do his/her very best for God's glory. All high school students are encouraged to seek help from their teachers before or after school if they have questions or if they are struggling with a certain class.

If a student habitually receives D's or is not making progress toward a diploma, the administration will place the student on Academic Probation. This student will have a quarter (10 weeks) to bring all his/her grades to a C. If the student still fails to show improvement, the administration may ask the student to withdraw from ICS.

2:14 ATHLETIC ELIGIBILITY

Any student who receives an "F" on a quarterly Report Card will not be allowed to participate (practice or compete) in interscholastic athletics during the next quarter. Athletic eligibility will be verified on the quarterly Report Card. The administration may restrict students on academic probation from participating in extracurricular activities (ECAs), including sports events. Students must also be current on their school fees to participate in athletics.

2:15 BLUE AND GOLD DAYS

Blue and Gold Days have been established to help clarify on which day a student has Bible or PE. If a class is scheduled as x135, it occurs on Blue Day, while a class scheduled as x24 occurs on Gold Day. Blue Day will always be the 1st day of school for each semester and would be followed by Gold Day the 2nd day of school and then will rotate daily for the rest of the semester. The color of the school day after a holiday (excluding Christmas Break) is determined by the color of the school day preceding the holiday.

2:16 AP COURSES

ICS offers an expanding Advanced Placement (AP) program to help prepare students for the demands of university education. AP courses follow specific content and learning objectives that are set by The College Board, which allows students to sit for exams at the end of the course. Students who score well on the exam could receive college credit at the discretion of individual colleges and universities.

The following courses will be offered in the 2011 – 2012 school year, conditional on sufficient enrollment in each course. See the course description in the course catalog for the prerequisites for each course.

AP Calculus	AP Psychology
AP Chemistry	AP Statistics
AP Chinese	AP Studio Art
AP English Literature	AP US History

Students will be accepted into AP courses on the basis of having successfully met all prerequisite coursework and the instructor's approval. During the course selection process in the spring, students will have the opportunity to consult with the course instructor and the Counselor to ensure that they are adequately prepared for AP studies.

All students enrolled in an AP designated course must sit for the AP exam. For a student to sit for an AP exam, they must be enrolled in an AP course offered by ICS. Exceptions include students enrolled in Physics will be allowed to sit for the AP Physics Exam and students in AP English Literature will be allowed to sit for the AP English Language Exam.

A student may petition the administration to take an approved online AP course that is not offered onsite by ICS. The student will be responsible for all of the fees associated with the online course.

A student who receives a grade of 71% or lower at any quarter will be dropped from the AP course, unless credit from the course is required for graduation.

2:17 CHAPEL

Chapel is held on Tuesday of every week at 2:35 pm in the gymnasium. Parents are welcome to attend at their convenience. Students are expected to bring a bible and pen to chapel.

2:18 WEEK WITHOUT WALLS

Week without Walls (W w/o W) is the compulsory community service program conducted within the high school. At the beginning of the 1st semester, students will select what trip they would like to participate in during **March 8th to 16th, 2012**. On Thursday afternoons at 2:35 pm, W w/o W teams will meet to prepare for the March trips.

3: STUDENT EXPECTATIONS

3:1 ASSIGNMENTS

All assignments (homework, projects, papers, etc.) should be ready and turned in when the teacher asks for them. If an assignment is late, incomplete, or not ready, the following applies:

One day late:	30% off (this includes work left in lockers)
Two days or more:	left to the classroom teacher's discretion and will be communicated to the student during the 1 st day of school or when the assignment is given.

Assignments that are reviewed in class will not be accepted late.

At times a teacher may not accept a late assignment depending on the circumstances and type of assignment. This will be communicated to the class when the assignment is given.

If late homework becomes a chronic problem, the teacher will notify the parents.

All projects, papers or portfolios are to be turned in on the date the teacher requires. A ½ day excused absence does not remove that requirement. Students must take the initiative to turn their work in on the due date, either when they arrive at school in the afternoon or before they leave if they must leave early. Students should seek clarification from the teacher if they are unsure whether an assignment falls under these guidelines. Certain assignments may fall outside of these guidelines; if so, the teacher will announce the late penalty when the assignment is given.

3:2 ASSIGNMENT NOTEBOOKS

All students are encouraged to keep an assignment notebook in which they consistently record their homework, tests, quizzes, projects, and any other schoolwork that is due. Parents are urged to review their child's notebook periodically to ensure that assignments are being written down and accomplished.

3:3 EDLINE

Parents and students are encouraged to check their Edline accounts weekly to keep current on the progress and material in each class. High school teachers will post grade reports to Edline for each class weekly.

New students and parents will be issued activation codes on the first day of attending classes, while returning students and parents Edline logins and passwords remain the same from the previous school year.

If you have forgotten your Edline login or password, please contact the Academic Office to have your password reset.

3:4 CHEATING/PLAGIARISM

Cheating: Students who have been found cheating on any papers, projects, or tests will be given a zero percent (0%) for the assignment.

Plagiarism: The Webster's Ninth New Collegiate Dictionary, 1989 defines *plagiarism* as: "(v): to steal and pass off [the ideas and words of another] as one's own; use [a created production] without crediting the source;(vi) to commit literary theft; present as new or original an idea or product derived from an existing source; derived from the Latin word *plagiarius* meaning kidnapper."

At ICS students are expected to do a variety of research projects. Each project often receives several grades, one of which is for the final copy of the research paper. In the research process it is expected that students will give credit to the various sources they use to obtain information for their papers. Not giving credit to someone for his/her work can incur very heavy penalties. In university you are likely to be expelled if you are found to have plagiarized a work. In our school there are a variety of penalties depending on a student's grade level and whether or not this is a repeated offense.

All written assignments such as poems, speeches, essays, reports, etc. – no matter the subject written for - shall carry the same consequences as written above in the section for ICS research papers. Plagiarizing is cheating. Cheating is unacceptable and does not honor Christ.

In grades 9 and 10 the student who has plagiarized for the first time will be given the chance to rework the piece including sufficient citing, but the end mark will receive a 25% reduction. In grades 11 and 12 the student who has plagiarized will simply be given a zero (0) for the final copy of the assignment. A second offense by any student will be referred to the school administration.

3:5 BEING LATE TO CLASS

Students in HS are to be in class and prepared when the bell rings. A demerit will be given each time a student is late to class. Demerits are cumulative during the course of a quarter and if a student earns a total of four demerits (for all classes - not just one), he or she will receive an after-school detention. At the end of each quarter, *demerits are erased*, allowing students to begin each quarter with a fresh start.

This late policy does NOT include being tardy to SCHOOL, only to classes for periods B-G. See Morning Tardy policy under the ATTENDANCE section of this handbook.

3:6 BEING UNPREPARED FOR CLASS

Students must be prepared for class by bringing required materials (textbooks, pens, pencils, paper, etc.) with them to each class period. A student should learn to be responsible for his or her own items, and not consistently use a friend's at the friend's expense. If a student is unprepared or borrows materials from a friend, it will be considered a *demerit* and be accumulated with any other demerits. These policies will apply to study hall as well.

3:7 MAKE-UP WORK

Generally, students will have one day for each day absent to make up missed work. However, special circumstances (consistent absences or extended illness) may require a different time schedule. This schedule should be worked out with each individual teacher.

When a student is absent, the student must work diligently with his/her teachers to make up the work as soon as possible, but at least within twice the amount of time which was missed. Such work is the responsibility of the student, not the teacher. When an absence occurs, the student shall receive full credit for make-up work, unless it is turned in past the deadline stated above. If, however, a student misses only the day a test is given or an assignment is due, he/she is responsible to make up the work the first day he/she returns.

Work or tests assigned prior to the absence that fall due on the day of or the day after the absence should be turned in or taken the day the student returns to school. An exception to this would be if the parent wrote a note stating that the student was unable to do any studying at all during his/her illness; the test/assignment could then be delayed by one day.

The absent student is responsible to find out what work he/she has missed and is expected to make up all such work. The student or parent should contact the teacher via email or check the class website for assignments that were missed.

3:8 TEXTBOOKS

The school fees cover the cost for the use of all textbooks. The school expects students to treat all books with care and keep them covered at all times. Book covers should not be taped or glued to the book itself. Loss or damage of textbooks that goes beyond reasonable "wear and tear" will be paid for by the student. Replacement of lost or damaged textbooks will be charged at a rate to replace the textbook plus shipping.

If a textbook is not properly covered any time during the year, the student will receive a *demerit* each day the book is left uncovered. These will be accumulated with any other demerits.

3:9 GENERAL SCHOOL CONDUCT

1. Walk in hallways and staircases; no running.
2. Respect other students, classes and school property.
3. Keep items inside your locker; do not place anything on windowsills or on top of the lockers.
4. High School students are not allowed on playground equipment.
5. **Walk around the parking lot at all times.**

3:10 CLASSROOM CONDUCT

Classrooms are to be orderly places, with objectives to be covered each period. To help with orderliness and efficiency, we ask students to follow the classroom conduct listed below.

1. Be ready to start at the beginning of class.
2. Raise your hand and wait to be called on before speaking.
3. Stay in your seat unless you have permission to leave it.
4. Do your best to pay attention in class.
5. By your conduct, show your respect for the teachers, your fellow students, and yourself.

Because of the limited time for each class period and the importance of teaching the curriculum, discipline problems will be dealt with firmness and grace. Below is one way a teacher may employ discipline within their classroom.

- 1st offense: Warning
2nd offense: Extra written work, due the next day*.
3rd offense: Detention

When a student reaches the third offense, he or she will take home a paper for parents to sign and return, notifying them of the detention.

*If the extra written work is *not* handed in the following day, the student will automatically progress to the third offense and receive a detention.

Once a student has served detention for his/her offense, a “clean slate” is in effect, and the student begins the cycle again. At the end of each quarter, *offenses are erased*, allowing students to begin each quarter with a fresh start.

3:11 STUDY HALL

If you are in a study hall, the following guidelines apply:

1. Students must be in their seats when the bell rings.
2. Students must bring all necessary books to class with them; they will not be allowed to go to their lockers.
3. Because study hall should have a quiet, studious atmosphere, students will not be allowed to talk.
4. Study hall will be held in the assigned classroom.
5. If students run out of work, the teacher will find work for them to do.

3:12 LUNCH CONDUCT

The school has a full-service lunch program, which is operated by Asian-Euro Food Services. Students should return trays, plates, bowls, and utensils to the proper receptacle and throw all trash and litter in the trash cans. Students may engage in recreation on the Elementary Basketball Court and soccer field (Tuesday and Thursday) if not in use by a class and field conditions allow. Students should stay in the canteen or designated recreational areas already mentioned.

Elementary Basketball Court Rules:

- No dunking of balls.
- No kicking of balls or kicking games such as soccer, etc.
- Please return all balls to the cage.
- Please treat equipment respectfully.

Juniors and seniors may venture off campus during lunch. The students will be unsupervised during this time, but they will be expected to conduct themselves in an appropriate manner and are to return to their next period class on time. Students who abuse this privilege will be required to remain on campus during lunch.

3:13 USE OF ENGLISH ON CAMPUS

International parents who send their children to ICS often do so with the express purpose of assuring that their children learn proper spoken and written English. All instruction at ICS is done in English. All documents, signage, and forms are done in English. Therefore, it behooves our students to learn English as soon as possible. Research studies have shown that an effective way for students to acquire a foreign language is through immersion. At ICS, experience has shown that when our ESL students were a small minority of our population, they learned English quickly in order to communicate. However, since our population of ESL students has nearly doubled in the past few years, students are finding more and more opportunities to speak their native language on campus. As a result, we feel our ESL students are taking a longer time to learn proper spoken English. While we realize that God is the One who has provided each nationality with its own language and culture and we do not desire to minimize that truth for each family, we believe we have a responsibility to help all our students learn English well. Therefore, ICS requires students to speak English while on campus with the following exceptions: (1) when specifically requested to speak another language by a teacher, (2) when students are speaking to their parents, (3) during the last ten minutes of lunch period. Students who are overheard speaking a language other than English during regular school hours (except as noted) will be issued a demerit. For those students who continue to violate the school's "English only" policy, other means of discipline may be used.

3:14 CAMPUS CLEANLINESS

Students are to take pride in their campus and keep it clean. All trash should be properly thrown away, and students should pick up stray litter when they see it. If litter problems occur, some student privileges may be lost.

3:15 ELECTRONICS AND NON-EDUCATIONAL ITEMS

Gadgets, skateboards, games, toys, comic books, non-educational magazines, and portable CD players, MP3 players, etc., may be brought to school only if they are **turned off** and kept securely hidden in the student's locker or bag during school hours. **NOTE – Due to handphones causing a continuous distraction, handphones may not be out or used during school hours.**

Large gadgets, games, and toys that cannot be easily stored in a locker or bag (e.g., skateboards) belong at home and not school. Students bring these items at their own risk. Should such items be seen or heard on campus, they will be confiscated and turned into the principal and will only be returned to the parent. The 2nd time the item is confiscated it will be held by the principal for 4 weeks and then returned to the parent. The 3rd time the item is confiscated **it will be donated to a local charity.**

School aids such as handheld computers and electronic dictionaries may be brought to school, provided that they are only used in class, by the owner, and for academic purposes. Otherwise, they are subject to the same type of confiscation as mentioned above.

3:16 FIELD TRIPS

A permission slip listing emergency information must be submitted by a parent for a student to take part in school-sponsored trips away from school premises. Regular school dress applies to field trips unless otherwise indicated by the teacher. Field trips will be planned with great care as to the safety of the students. They will be expected to behave well and follow the directions of the teacher and parents who may be assisting. Misbehavior by a student may result in his/her exclusion from future field trips.

3:17 SENIOR PRIVILEGES

A) Check Outs

Seniors who have study hall scheduled during the last one or two class periods of the day may be dismissed early. Students must come to the office for early check-out.

B) Study Hall

Seniors may be dismissed from their study hall to go to the canteen to study after checking in with the study hall teacher.

C) Exempted from 2nd Semester Final Exams

Seniors are exempted from the 2nd semester final exams. The 2nd semester grade will be an average of the 3rd and 4th quarter grades.

D) Senior Class “T-shirt”

Once a senior class t-shirt is approved by the administration, the seniors may wear the shirt and casual clothing to school on Friday’s as long as they meet modesty requirements of the Dress Code Guidelines on p. 25.

3:18 STUDENT PASSES

Students are required to have hall passes from their teacher any time it is necessary for them to be out of class. This includes permission to use the restroom, visits to the office, etc.

3:19 STUDENT TECHNOLOGY CODE OF CONDUCT (ACCESS & USE)

The International Community School actively promotes the appropriate use of technology in education. To ensure that students, staff, parents and other community members can take full advantage of the technologies available, all use of technology must have proper authorization and adhere to the school’s code of conduct. To access and use technology at ICS, this statement must be signed by each student and his/her parent and kept on file at the school.

1. All use of technology must be in support of and consistent with the purposes of the International Community School. It is the user’s responsibility to keep all inappropriate materials and files, virus-infected media, or other software dangerous to the integrity of the system away from the school’s technology.
2. The school expects that students will not access inappropriate materials. Inappropriate use, materials and/or access include, but are not limited to,

plagiarism, pornography, hate mail, chain letters, unauthorized access (hacking), and email messages that initiate false alarms, etc.

3. Individuals are responsible for adhering to the laws for copyrighted materials under Singapore and international guidelines. All software installed on school computers or on the school's network should be owned by ICS with sufficient licensing agreements.
4. Each user shall respect another individual's work, files, passwords and programs. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent others using the school's technology or other networks. You have full responsibility for the use of your account, **do not share your password or account.**
5. It is the user's responsibility to exercise reasonable judgment to ensure that no equipment or software is destroyed, modified, or abused in any way. Users must ensure that all food and drink are kept away from all equipment.
6. Users should be responsible and not knowingly degrade the performance of the network. For example, electronic chain letters and Internet chat rooms are prohibited for this reason. Audio and Video broadcasts that are not for specific educational purposes are also prohibited during the school day because of the impact on limited bandwidth. In other cases, downloading files from the Internet may also be restricted.

The consequences for failure to adhere to the technology code of conduct may result in restriction or complete loss of access to any and all forms of technology or other disciplinary measures deemed appropriate by the school administration.

3:20 PUBLIC DISPLAY OF AFFECTION

ICS believes that proper, God-glorifying relationships between young men and women should be encouraged. However, the Bible does teach that within each of us is a fallen nature that may lead us astray from proper relationships. The Bible is also clear that we should avoid any contact that may lead to lust or unwholesome thoughts. While we recognize our standards may be outside what modern society encourages and promotes, we do not apologize for maintaining high standards of moral and ethical conduct. ICS requires its students to avoid public displays of romantic affection; however, holding hands is permitted for students in grades 9-12.

3:21 ID CARDS

All students at ICS are required to have an ICS ID card. ID Cards will be issued during the first weeks of school. Students who lose their ID are required to purchase a replacement for a fee of \$10.00. These students should notify the office to order and make payment for the replacement ID.

4: ATTENDANCE

4:1 MORNING ARRIVAL

Students should not arrive at school prior to 7:45am. We would appreciate parents seeing that their children arrive between 7:45 and 8:00 am. High school students should report directly to the canteen when they arrive at school. Students should not go to their lockers, classrooms or other parts of the school until they are dismissed by the 8:00 bell.

Any students who arrive after 8:10 am should report directly to the office to receive a tardy and a late pass.

4:2 MORNING TARDY POLICY

Every incident of a student being late to school will be designated as a "Tardy." Each student is allowed 7 tardies per semester before any disciplinary action will be taken. Since attendance is done electronically, office staff will issue a detention to a student for the 8th tardy. Each additional tardy will result in a detention and a note in the student's permanent record. For the 11th and 12th tardy, the student will be issued a Saturday Detention. Any subsequent tardies will result in a suspension.

- If a student arrives after 10:00am or leaves school before 1:30pm, it is treated as a ½ day absence.
- After the fourth and seventh tardy, the office will send a letter home informing the parents of the number of tardies incurred by their student.

4:3 ABSENTEE POLICY

At no time may a student or students leave the school campus during the school day, unless it is for a supervised school activity or as allowed for senior students (see Senior Privileges).

The number of absences each year will be recorded on the final report card. There is ample time built into the school calendar for vacations. Please try to schedule your travels around these times. If, however, a family has an urgent conflicting activity, the parent should notify the school office as soon as possible detailing the anticipated absence – see below on Pre-arranged absences.

Every student absence is designated as either "excused" or "unexcused." An absence may qualify as **excused** in one of the following ways:

A) Emergency/Illness

In cases of illness or emergency, the parent should call the office before 8:40 a.m. on the day of the absence. After three (3) or more consecutive days of absence due to illness, a medical certificate is required upon the student's return to school. In cases where there is a conflict between a doctor's opinion and that of the school, based on observation of the child in school, the school reserves the right to exclude a child from school until it is deemed appropriate for the child to return to classes.

B) Prearranged:

The parent of the absent student must give advance notice via phone, fax, or e-mail to the office (and to the classroom teacher, if the student is in elementary school) at least 48 hours in advance. Permission will be granted at the principal's discretion and on the basis of the student's academic record, attendance record, and length of time remaining in the semester.

For each **unexcused absence** and **unexcused ½ day absence**, the following disciplinary measures will be taken for high school students:

- A letter sent to the parents and put in the student's permanent record
- A Saturday Detention will be issued.

A high school student is in jeopardy of losing high school credit after ten days per semester of accumulated absences. Students who are absent over four hours in any school day will be counted absent for the entire day for purposes of the student report card. **NOTE: Absences are still tracked by each individual class and the policy on number of days missing a class will be in effect; that is, a student in grades 9-12 who is absent from a particular course fifteen (15) times or more in a single semester will NOT receive any academic credit for that course.**

If a student has a pattern of absences for one particular class, the administration may require a medical certificate confirming the student's illness or may request a conference with the student and/or their parents regarding the absence pattern.

4:4 CHECK-OUT PROCEDURE

Only a parent or legal guardian will be allowed to check students out of school before 3:00 p.m. Any other individual **will not** be allowed to check a student out of school unless specific permission is obtained from the administration as a pre-planned check-out. Parents may call or send a note to communicate permission for their child's early check-out.

Whenever a student checks out early, teachers of any classes not attended will be notified by e-mail. In the event that early check-out is due to illness, the First Aide Officer will be responsible for this notification. Students must sign the check-out sheet in the front office prior to leaving the school campus. The office will mark on the electronic attendance record whether the check-out is excused or unexcused.

Seniors who have study hall scheduled during the last one or two class periods of the day may be dismissed early. Students must come to the office for early check-out.

4:5 AFTER SCHOOL PICK-UP

ICS sponsors several ECAs after school each day and students may sign up for these at the beginning of each semester. Most of these activities will be held on campus; however some may also be held at a sponsor's house or at some other off-site location. Parents are advised to make sure they know where their students are attending ECAs and make arrangements for pick-up of their students. Students who ride private buses home must go immediately to the private bus. Parents of children who would normally ride a school bus must make arrangements for alternate transportation on the days that their child's ECAs meet. In the event of inclement weather, students involved in outdoor ECAs will participate in indoor activities for the same period of time as their ECA would normally meet.

4:6 BUS POLICY

ICS has contracted with a private bus company to provide transportation to and from school for those parents desiring it for their children. Fees for the bus service vary, depending on the distance from the student's home to the school. All payments for the service are arranged between the bus company and the parents.

Responsible behavior will be expected on the bus by all students using the service. Misbehavior on the bus may result in suspension from the bus. Students who are not signed up to ride the bus will not be allowed to board the bus either before or after school. Food or drink is NOT allowed on the bus.

No student who is listed as a bus rider will be allowed to remain on campus after school unless the office has received a note or phone call from the parents ahead of time requesting this. **Bus riders who will not be riding the bus on a particular afternoon must notify the school office that morning via a written note from their parents.** Students are not allowed to use the office phone to gain parental permission for this. The bus company and the school must be given at least two days' prior notice if a student will need to switch to another bus. Students who desire to ride the bus home with a friend are NOT allowed to ride the private bus company vehicle.

The bus company may also have other specific requirements that those who use their service must abide by.

5: DISCIPLINE

We believe that respect for authority is an essential ingredient to quality education and character development; therefore our classrooms are controlled with firm, loving discipline by qualified and dedicated Christian teachers. (Hebrews 12:6-11)

It is our desire that all of our students be controlled with self-discipline in their attitudes and actions. To develop such self-discipline, though, it is necessary for us to teach and train the students in this process.

ICS classroom teachers are tasked with the primary responsibility of ensuring that their students behave in a proper and fitting way. At the beginning of the school year each teacher creates a classroom discipline plan, clearly communicates the rules and consequences to the students, and then consistently implements it. Teachers send these classroom rules/policies home to the parents at the beginning of the school year.

The administration, however, is charged with final responsibility for conformity with school standards. If a student commits a particularly serious offense or has developed a habit of repeatedly committing the same offense, that student may be referred to the principal for special action. Such action may take one of several forms:

- after-school detention
- phone call to or conference with the parents
- special work detention
- Saturday detention with \$30 fine
- out-of-school suspension (see suspension guidelines)
- permanent expulsion from ICS**

5:1 DISCIPLINARY MEASURES

5:1a Detention

Detentions will be held on *Tuesday and Friday* of each week. If a student is issued a detention on Friday or Monday, he/she will serve it on that Tuesday. If a student receives a detention on Tuesday-Thursday, he/she will serve it the following Friday.

Detention will occur from 3:20 to 4:15 in the supervising teacher's classroom and the student will need to bring a pen and writing paper. If a student misses or skips a detention, he/she will be issued a Saturday Detention and will serve the missed detention at a later date.

5:1b Saturday Detention

At times the administration may choose to issue a Saturday Detention to a student as a disciplinary means. This means of discipline is to be used by the administration only and is a means of discipline between detention and suspension. The \$30 fine issued to the student is to pay the teacher or administrator that will be supervising the detention. The detention occurs from 8:30 to 11:00 on Saturday morning.

5:1c Suspension Guidelines

1. Suspensions from school will be treated as excused absences. However, for each day of suspension, students will have one (1) point deducted directly from their semester grade for each class missed. NOTE – at the discretion of the administration, students MAY be given the opportunity to earn back points especially if the punishment would endanger a student's graduation or promotion (also see guideline #5).
2. Suspended students will be given the work they miss. The time they are given to make-up their work will be the same as listed in the handbook for other absences.
3. The administration may suspend students for any of the following as well as for other offences that may not be listed here:
 - Consistent refusal by a student to change his/her behavior. For example: repeated detentions for the same offence.
 - Fighting or bullying
 - Possession and/or use of tobacco products during school hours
 - Destruction of school or personal property
 - Possession and/or use of lighters, matches, or any type of knife or weapon
 - Any illegal activity
4. At times the administration will dismiss students. Students may be dismissed for the following infractions:
 - Abusing, supplying, selling or possessing illegal drugs or drug paraphernalia
 - Possession/use of alcohol products
 - Stealing.
 - Assault or battery.
 - Threatening the safety of other students
 - Possession of a weapon.
 - Serious violation of any country or city ordinance.
 - Fornication, homosexual immorality, or any other sexual immorality
 - Commission of any suspendable infraction while on disciplinary probation.
 - Committing a second, similar suspendable offense within the same school year.
5. These guidelines are in place to guide the administration when working with students. However, exceptions to the guidelines may be made based upon the contrition of the student, the circumstances surrounding the incident, the past behavior pattern of the student, and the involvement of the parents/guardians and the church.

5:1d Expulsion/Dismissal from School

Permanent expulsion/dismissal from ICS may occur for behavior outside of school if it is of a nature that exhibits extremely poor conduct.

The school generally follows its discipline procedures contained herein. However, there are circumstances in which the school administration and/or board may determine, in their sole discretion, that it is appropriate not to follow progressive discipline steps. In cases in which a student has engaged in egregious, immoral, or other unacceptable behavior, the school reserves the right to suspend or expel the student immediately. Please be supportive of the teachers and administration in their decisions, and let your child know that you and the school are on the same team – his/her team. We regularly pray for wisdom when counseling or disciplining children. Your support of the ICS staff will teach your child much about respect for authority. One of the best ways for a parent to support the school is to implement consistent, firm, and loving discipline in the home, teaching respect for authority and not making excuses for the child.

5:2 THREATS OR ACTS OF INTIMIDATION

If a student has been threatened or intimidated, the student should immediately contact the teacher or school principal who will immediately initiate action concerning the threat.

If a parent becomes concerned for the safety of a student, whether physical or emotional safety and/or emotional well-being, the parent should contact the high school principal. The principal will initiate an investigation into the concern and will follow up with appropriate personnel as needed.

5:3 FAN BEHAVIOR AT SPECIAL EVENTS

Although ICS realizes that adults (parents/guardians) are not bound by the same code of conduct as their children enrolled at ICS, it should be noted that all persons attending ICS-sponsored events (social events, athletic events, etc) are expected to abide by all ICS policies pertaining to appropriate behavior. Any persons who exhibit inappropriate, rude, unsportsmanlike and/or unchristian behavior may be requested to leave such events at the discretion of the coach or director in charge of the event and/or any administrator in attendance.

6: DRESS CODE

6:1 GENERAL STATEMENT OF PHILOSOPHY

Proper grooming must be taught along with other rules of manner and morals to help our students understand the importance of living a wholesome productive life. ICS, through its dress standards, seeks every means at its disposal to encourage its students to think and act like Christian ladies and gentlemen. Our uniform serves to give the student a distinctive appearance, encouraging Christian conduct and promoting school pride. It seeks to create an atmosphere conducive to learning. The goal of our dress code is to establish high Christian standards for our school and our students. Of course while no outward appearance will gain any extra standing with God, students must still learn the importance of following dress guidelines. This submission helps students understand the importance of Biblical authority and obedience.

6:2 SPECIFIC DRESS CODE GUIDELINES

School uniforms must be purchased from Lim Meng Keng Dept. Store in Holland Village (211 Holland Ave., #02-18 Holland Road Shopping Centre). Please label all uniforms with the student's name for easy recovery from Lost and Found.

Appropriate school uniforms should be worn at all times, except for special designated “theme dress” days when students may wear other clothing. Whether a normal school day or a special theme dress day, students’ clothing should be modest (cover the top, cover the middle, cover the bottom) and fit properly (not overly tight or overly loose, no low-cut tops, no spaghetti strapped tops, or high-cut shorts/skirts). Students’ overall appearance should be generally conservative in nature, uniform in good repair, adhering to the following specific guidelines:

BOYS: (All shorts and shirts must be purchased from the school-approved uniform provider – see above)

- Navy blue shorts or pants. White button-up or white or yellow polo shirts.
- Undershirts are to be white, tucked in, and have no visible logos/writing.
- Hairstyles must not be extreme. Hair should be above the eyes and neatly groomed.
- No earrings or other facial jewelry.
- Socks must be worn with all shoes except sandals.
- Shoes may be dress shoes, athletic shoes, or sandals (athletic shoes must be worn for PE). For safety reasons, all shoes with shoe strings must be properly tied.
- Head coverings may be worn outside the school building (provided they do not bear inappropriate logos, etc.), but they may not be worn inside.
- No excessive wristbands and necklaces.
- No undergarments should be visible in public on campus at any time.

GIRLS: (All shorts and shirts must be purchased from the school-approved uniform provider – see above)

- Navy blue skirts, capris or regular pants. White button-up or white or yellow polo shirts. Navy blue skirts must reach the top of the kneecap when standing and capris must extend below the knee.
- Hairstyles are to be conservative (not extreme) and cut or pulled away from the eyes.
- No excessive jewelry or heavy make-up.
- No facial jewelry.
- No more than four earrings per ear. Large hooped earrings should be removed for PE and athletic events.
- No navels or midriffs should be visible.
- All undergarments worn under the uniform shirt must be **WHITE OR FLESH-TONE**.
- Shoes may be dress shoes, athletic shoes, or sandals (Athletic shoes must be worn for PE). For safety reasons, all shoes with shoe strings must be properly tied.
- Head coverings may be worn outside the school building (provided they do not bear inappropriate logos, etc.), but they may not be worn inside.

In cases where there is disagreement over terminology or the general appearance of a student, the administration will make the final decision.

PE uniforms (both the shirt and shorts) must be worn for PE by all students. PE uniforms may be purchased at the same supplier as regular school uniforms.

6:3 DRESS CODE VIOLATIONS

The first time a student is caught wearing jewelry and/or accessories that are not in conformity with the ICS dress code; it will be confiscated by a staff member and returned only to the student’s parent. The second time it will be collected **and donated to a local charity**.

For dress code violations involving issues of modesty, the student will be sent to the academic office until the problem is remedied. Any classes missed will be considered as unexcused absence.

For those students who consistently violate the school's dress code, other means of discipline such as loss of privileges, detention or suspension may be used.

7: ENROLLMENT

7:1 ADMISSIONS

International Community School does not discriminate in its admissions on the basis of national, ethnic, or racial origin. The school respects the religious preferences of parents and students. However, parents should understand that the school is operated within the framework of Christian principles. The school maintains the right to refuse admission to students not meeting its academic requirements or to students displaying a lack of willingness to abide by its rules and regulations.

ICS anticipates that all new students who enroll at ICS will be successful and diligent. Secondary students who fail to succeed during their first quarter at ICS may be put on probation. Those secondary students who continue to perform poorly either socially or academically after two quarters at ICS may be asked to withdraw.

Grade placement for incoming new students is determined on the basis of the student's age, the former grade classification at his/her previous school, previous academic performance, and scores on ICS entrance assessments. New students who are coming from schools following a calendar-based school year will of necessity repeat a half-year.

7:2 POLICY ON ACCEPTING STUDENTS LIVING WITH GUARDIANS

While the Biblical mandate is clear concerning the responsibility of parents rearing their own children (Deuteronomy 6 and Ephesians 6), it is also clear that parents must at times seek the help of others to care for their children. Therefore, ICS attempts to aid these families through the following guidelines.

1. Students living with guardians must be either in grade 7 or higher, **or** they must be age 13 or older.
2. Guardians must sign the "Responsibilities of Guardians of ICS Students" form.
3. Guardians must be approved by ICS. ICS prefers that students stay with relatives. Those missionaries that are living/working outside the country **MAY** be permitted to enroll their children if they are living with a guardian that the mission agency or church recommends.
4. The guardians/parents must take the responsibility to get the necessary student passes for the children. (ICS will initiate the online registration with the Immigration and Checkpoints Authority (ICA) and the guardian/parent(s) can access the website (www.ica.gov.sg) to complete the registration.
5. ICS will only allow students to stay with guardians that have a "home stay" situation. Students may not stay in hostels or dormitory situations.

Parents are still responsible to make sure tuition payments are current.

7:3 CHANGE OF ADDRESS

Please notify the school immediately whenever your contact information changes (i.e., home/work phone, hand phone, pager, fax, email address, mailing address). Several times throughout the year we must pass on important information to the parents, and in the case of an emergency, it is extremely important that we have up-to-date contact information.

7:4 WITHDRAWAL

Withdrawal from ICS for any reason must be transacted through the school office by the parent or guardian. A withdrawal form is to be completed, providing the school with forwarding contact information. All money owed the school must be paid before the withdrawal is complete and records can be released. **A written notice is required at least 14 days prior to withdrawing a student from ICS.** Students attending any part of a semester must pay full tuition costs as billed and shall not be granted a refund of any fees.

8: MISCELLANEOUS

8:1 CONFERENCES AND SCHOOL VISITATION

We are delighted to have parents, friends, and prospective parents and students as visitors. The office will make arrangements for the visit, and a staff member will be happy to show visitors around the school campus, if desired. Students with friends who would like to accompany them to school should seek advance permission from the administration and receive a signed campus pass for the day. Any such friends should abide by school rules and adhere to the ICS policy on free dress while on campus. Some confirmation that the parents are aware of the student's visit would be appropriate.

Individually requested parent/teacher conferences are also encouraged but must occur on a scheduled basis outside of class hours. Parents may arrange for these conferences by contacting the teacher with whom they wish to meet. The principal or guidance counselor can be available for any of these conferences, if so desired. Formal parent-teacher conferences are held on a school-wide basis in the fall and are arranged through the office.

8:2 ADDRESSING CONCERNS

Parents are expected to promote and support the policies and personnel of ICS, to speak positively about the school, and to direct any questions or concerns to the appropriate individuals. Complaining and murmuring about school policies or personnel to others in the school is contrary to the Biblical example of Matthew 18 and to the principle of unity among believers. Parents are expected to follow the following guidelines to express their concerns:

- Request a conference with the teacher or other staff member to address the issue
- If a resolution is not attained, schedule a conference with the teacher and principal.
- If the issue is still unresolved, the parent may request a third meeting which would include the director, the principal, and the teacher.
- Finally, if the difficulty remains unresolved, the parent may request a board review of the issue. The problem should be submitted in writing. The decision of the board is final.

Nowhere during this process should anyone not related to the individual concern be involved in the process.

Goal of Matthew 18: Restoration. The desire is for the parent and the teacher, coach, or staff member to be restored in their relationship with one another.

“The mark of spirituality is not whether we are able to expose a brother, but whether we are able to restore him.”

Our goal is for each parent to understand that it is our desire that there be a spirit of unity at ICS through our students avoiding slander, gossip, or whispering about one another. (Prov. 6:16-19)

- a. Slander - telling the truth with a design to hurt.
- b. Gossip - sharing detrimental information with those who are not part of the problem or part of the solution.
- c. Whispherer - one who secretly or privately passes on evil reports to others.

8:3 LIBRARY RESOURCE CENTER

Students are welcome to come to the LRC before school (7:45), during lunch, and after school (until 4:00) to study, research, return books, browse and check out a book, enjoy a magazine, or just read. To check out books students should use their student ID card. A student using another person’s card will lose his/her circulation privileges.

Students must handle print and non-print media and equipment with care and exhibit self-controlled conduct in the LMC. Any student who consistently abuses the LMC rules may lose his/her privilege to check out books, lose privileged use of the LMC for a period of time determined by the Library Media Specialist, or receive a demerit. No food or beverages (including water) are allowed in the library.

Students are allowed to check out materials for two weeks. Grades 6-12 may check out four books. Borrowers should not lend books to others, as they will be responsible for payment if the book is lost.

Students with overdue books are charged .20 per school day until the overdue book is returned. There is a maximum fine of \$2.00. An item is considered lost after ten days. At that point, the student must pay the current retail value including any shipping, if necessary, for the item. If the item is later found and returned undamaged, the cost of the book is refunded, minus a \$10.00 late fee. Parents are not exempt from overdue fines. Students are to return materials before they become overdue. Renewing a book is encouraged if the student still needs to use it.

Online access to information in the library is encouraged. Computers are to be used for school use only. Students who violate this policy will be banned from further use of the computer.

Students may print from the computer for class assignments for a fee. Please ask the librarian about this service if needed.

8:4 LOCKERS & LOCKS

Students are assigned a locker with a combination lock for storage of personal and school-related belongings. The lockers are school property, and the student’s use of them is a privilege. All lockers should be kept neat and clean, with no materials stored on top or

spilling out of them. No lockers should be damaged, decorated on the exterior, or decorated in ways that are permanent or are of questionable morality. The school is not responsible for items lost or stolen that have been placed in the lockers. The school bears no responsibility for items taken from an unlocked locker and/or left unattended. The school reserves the right to search any student locker at any time. Students MAY NOT move their belongings to any locker other than the one assigned to them. If a lock is lost, the student will be charged \$20 for replacement of the lock.

8:5 LOST AND FOUND

Books, purses, clothing, and any other articles of value found lying around the campus will be taken to the school office and placed in the Lost and Found area. Students may visit the office to reclaim any lost items for a fee. Periodically, office staff will dispose of all of the items in Lost and Found through sale or disposal in the trash. Please label all clothing, books, bags, etc., with the student's name for easy identification.

8:6 PARENT-TEACHER FELLOWSHIP

The PTF is a service organization consisting of many parents who are deeply committed to and involved with ICS. The PTF assists with the school's daily program, coordinates the weekly moms' prayer meeting, conducts periodic fundraiser events, and helps out with a myriad of other helpful tasks. Information about how to be involved with the PTF will be distributed via the school newsletter.

8:7 SCHOOL OFFICE

The school office is a place of business. Students should only be in the office when on official business for a teacher or parent. Student use of the office phones is restricted to emergency situations. We recommend that the students have a hand phone for emergencies. Students are not to use the school's photocopy machines to make personal copies without special written permission from a teacher, and students are not to request the office to make monetary change for them.

At no time is a student to be in the Faculty Lounge, Custodian Room, or Storage areas unless accompanied by an appropriate faculty/staff member.

9: SAFETY

9:1 ACCIDENT PREVENTION

Students are expected to walk from one activity to another and to run only in designated play areas. They are not to hit, trip, roughhouse, or fight with other students. Throwing sticks or rocks is not allowed. Sliding down stair rails or concrete slopes are not allowed. Students are also expected to exit the campus properly after school and cross the street safely. Since teachers are entrusted with the safety of the children, all students are to respond immediately and respectfully to any teacher when asked to stop a potentially dangerous activity. In addition, students are not allowed to be in a classroom or the library without an adult present except when on a specific errand for a teacher or the principal. ICS carries insurance for each student that covers up to S\$2000.00 for medical expenses related to accidents at school or on school-sponsored trips within Singapore.

9:2 IMMUNIZATIONS

Students are required to have all immunizations that are listed in the initial registration form before they may attend classes.

9:3 ILLNESS POLICY

Students are required to have all immunizations up-to-date before they may attend classes. The school maintains first aid kits in the office, in the canteen, and in each classroom for minor cuts. Other supplies are kept in the office. Any child with a temperature over 100° F or 37.8° C will be sent home for care by parents. Parents are asked to keep children home if they have a severe cold, undetermined rash or spots, fever over 100°F., severe headache, upset stomach, diarrhea, or other symptoms of illness. **Please keep your child at home for 24 hours following a fever, vomiting, or diarrhea.**

Students who have been diagnosed with “pink-eye” should remain at home until 24 hours after medical treatment.

Students who have chicken pox should remain at home until they have no fever and scabs form on the sores. A physician’s note is needed to readmit the student to class.

Students having lice will be sent home and should remain home until their hair has been treated with medical shampoo and the knits have been removed. Please keep in mind that all clothing, toys, and bed linens should also be treated. The child’s hair should have a second treatment one week after the initial treatment.

9:4 MEDICATION POLICY

1. Students are not to bring any medication to school unless it is absolutely necessary.
2. If a student must bring medication to school, he/she may only bring the dosage required to be taken during normal school hours except in the case of extenuating circumstances. All exceptions must be approved by the administration.
3. The parent must send precise instructions written in English indicating the following:
 - a) Time when medication is to be taken
 - b) Dosage
 - c) Name of medication
 - d) Reason the child must take the medication
 - e) Name & phone number of prescribing doctor for prescription medicine
(If the instructions are not clear to the administering ICS faculty or staff member, the child will not be allowed to take the medication.)
4. All medication must be relinquished to the student’s homeroom teacher upon arrival at school except in cases where the student must maintain the medication on his/her person. This may be due to possible medical emergencies, i.e. students with asthma problems. Exceptions must be approved by the administration.
5. No student may at any time give or sell another student medication.
6. In cases of students in grades K-5, the homeroom teacher is responsible to store and administer the student’s medication at the appropriate time.
7. In cases of students in grades 6-12, the medication will be stored and administered by an authorized faculty member designated by the administration.
8. All medication must be stored in a secure area that is not accessible to students.
9. No medication is administered without first checking the student’s medical form in the office.

9:5 CAMPUS SECURITY

ICS attempts to maintain a “limited access” campus for the safety of the students. Please be sure to show car decal or student ID when coming on campus. Any visitor on campus must report to the guard and then proceed directly to the school office.

10: FINANCIAL POLICIES

10:1 REGISTRATION/ENROLLMENT FEES

ICS requires a registration/enrollment fee to be paid each year for all students. The fee for the current school year is S\$1,200.00. The enrollment fee is an annual fee paid by all students as a means of securing their place in class for the following year. Current students are offered an opportunity to re-enroll & reserve their space in class by payment of the enrollment fee each year during February only. All registrations/re-enrollments after February are subject to available space restrictions. New students are subject to a registration fee once they are admitted for the current school year which is payable in the first semester of attendance in addition to the tuition fees.

Registration fees are non-refundable and do not apply toward tuition.

10:2 RESPONSIBILITY

Families will be held responsible to pay for any damage to school property whether intentional or accidental.

10:3 CAPITAL FEES

ICS does not charge a capital fee. While not currently planned, ICS reserves the right to institute a capital fee in the future.

10:4 TEXTBOOKS

The cost of textbooks is included in the tuition fees. Lost or damaged textbooks will be charged to the students.

10:5 PAYMENT OF TUITION FEES

PAYMENTS

All ICS tuition & fees are stated in Singapore Dollars. ICS accepts payment for school fees in the form of local checks, bank-to-bank, and wire transfers. Checks should be crossed and made payable to “**International Community School (S) Ltd.**” ICS does not accept post-dated checks. For bank-to-bank or wire transfers please ensure the student’s name & ID number are referenced to enable us to credit the account correctly. Please email a bank confirmation advice to icsfinance@ics.edu.sg. All bank charges are to be borne by the remitter.

10:5a Regular Enrollment

Tuition fees are invoiced on **1 July** for the first semester and **1 December** for the second semester or the date of acceptance for students starting after the first day of classes. Invoices are due for payment within 15 days from the date of invoice or the 1st day of attendance whichever occurs first.

10:5b Late Enrollment

Neither Registration Fees nor any other fees are prorated regardless of date of enrollment for new student. New students enrolling in the 2nd half of a semester will receive a 50% discount on tuition fees for that semester only.

Students arriving during the first half of a semester must pay full semester fees. Students arriving during the second half of a semester will be billed for 50% of the semester tuition. Tuition fees are normally due in advance of the first day of attendance unless other arrangements are made with the Business Office.

10:5c Withdrawal Policies

Written notice is required in writing to ICS. Students withdrawing less than 14 days before the beginning of the semester or during the semester are liable for payment of all tuition fees with no refund of any fees for any portion of a semester.

Students withdrawing before the beginning of the semester may request a full refund of tuition fees. Students attending any part of a semester must pay full tuition costs as billed and shall not be granted a refund of any fees. Written notice is required at least 14 days prior to withdrawing a student from ICS.

Accounts with an unpaid balance at the end of a semester are subject to a 10% late charge on remaining balance. **Students with unpaid balances at the beginning of the upcoming semester will not be allowed to start classes.**

ICS will release transcripts or a student's records only after first securing permission from the Business Office to make sure the student's account is paid in full. If the student's account is paid in full, records will be released and the transcript will be sent. For current students, a copy of the student's last quarter grades will also be sent. If the account is not paid in full, no transcript or other written details regarding the student's academic record will be released.

ICS may charge extra fees for multiple copies of report cards, diplomas, reference letters, transcripts, or other certificates. Students must pay for costs incurred in order to send transcripts or other documents by any courier other than regular mail.

REFUND OF FEES

Tuition fees are payable for the whole semester and are not prorated in case of early withdrawal. Refunds of fees, less the non-refundable re-enrollment fee or application fee, are made according to the schedule below. Re-enrollment Fees or Application Fees paid for a student cannot under any circumstance be transferred or applied to another student's account.

Initially enrolled for/during FIRST SEMESTER

Fee Type	Withdrawal Notice Received before 1 August	Withdrawal Notice Received after 1 August
Registration Fee (New Students Only)	100% Refund	No Refund
Tuition Fees	100% Refund*	No Refund

Initially enrolled for/during SECOND SEMESTER

Fee Type	Withdrawal Notice Received before 1 January	Withdrawal Notice Received after 1 January
Registration Fee (New Students Only)	100% Refund	No Refund
Tuition Fees	100% Refund*	No Refund

***After deduction for Non-Refundable Application/Re-enrollment Fees.**

10:5d Time Payments

Time payments may be arranged if approved by the ICS Business Office (subject to limitations). Families making time payments are responsible for all tuition fees for the semester, subject to the conditions stated in the withdrawal policy.

10:6 FINANCIAL ASSISTANCE

A financial assistance program is available for missionaries and vocational Christian workers. The application for financial assistance may be picked up from the business office. Consideration of these requests will be based on available funding and demonstration of need. Financial assistance is granted year-by-year; therefore, a new application must be submitted by 15 March each year.

Applications for financial assistance are reviewed each year in March. Except for newly-arriving full-time missionaries, full-time pastors or full-time seminary students based in Singapore, no additional reviews for financial assistance will occur until the following March. At that time, applications will be accepted for financial assistance for the next school year.

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