

# International Community School (Singapore)

2011-2012 Elementary Handbook

*All things are possible with God  
Philippians 4:13*



**International  
Community  
School**

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Dear ICS Parent,

As we embark on a new school year, the words of Paul encourage us to seek God's best for our lives and for those we are called to serve. Paul exhorts us in the radical statement that we can do all things through Christ who strengthens us. Implicit in this statement is that we have all been gifted in different ways to accomplish what God to do in and through us, but it must be Christ who strengthens us to accomplish his purposes. Your children have been equipped and they will accomplish a significant amount this year. But, if we truly want to partner together to see all God wants for your children, we must turn to Christ for strength. In this spirit of Philippians 4:13, let's have an EPIC year-Everything Possible In Christ!

Joyfully Partnering With You in Christ,  
Kelley  
K-8 Principal

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#### **VISION STATEMENT**

The vision statement of International Community School – Singapore is transforming lives to impact the world for the glory of God.

#### **MISSION STATEMENT**

The mission of International Community School - Singapore is 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.

#### **ICS PHILOSOPHY STATEMENT**

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, ethnicities, and nationalities. (Revelation 7:9-10)

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### **ICS STATEMENT OF FAITH**

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.

We believe in one God, creator of all things, infinitely perfect and eternally existing in three persons: Father, Son, and Holy Spirit. We believe that Jesus Christ, without any change in His eternality, became man through the conception of the Holy Spirit and virgin birth, 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.

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.

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.

We believe that the atoning death of Jesus Christ and His resurrection provide the only ground of justification and salvation for all who believe, and that only such as receive Jesus Christ by personal faith is born of the Holy Spirit and by Him is sealed to the day of redemption.

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.

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 and conscious punishment.

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. 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.

We believe that all the saved should live in such a manner as will honor and glorify and not bring reproach upon their Savior and Lord, and that it is commanded of God to remain separate from false doctrine, sinful pleasures, practices, and associations.

## **ICS EXPECTED STUDENT OUTCOMES (ESOs)**

### **Interpersonal:**

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

### **Curricular:**

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

### **Spiritual:**

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

## **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 (9<sup>th</sup> – 12<sup>th</sup> 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. In April 2009, ICS had a Mid-term Accreditation visit from an ACSI/WASC team. The team highly commended ICS for its growth and excellence in providing a well-balanced education for children of the Singapore community.

ICS features an American-based curriculum and a student body of over 300 children from many different countries. Today ICS stands as Singapore’s only Christian international school

## **ACADEMIC POLICY**

### **GRADING POLICY**

The school year is divided into two semesters (four quarters). Grades are electronically recorded weekly and available for parents’ viewing on our web based Edline program. Passwords and instructions for Edline usage are provided through the individual school offices. Report cards of student grades and absences are issued to parents at the end of each quarter. Parents are asked to sign and return the empty envelope to the Elementary office with a week of receiving the report card.

Students in Grades 1–5 receive marks of A, B, C, D, or F in academic subjects (i.e., language arts, math, science, social studies, Bible) and E, G, S, N, or U for all non-academic subjects (i.e., art, music, computer, P.E., library). Junior Kindergarten and Kindergarten use the E, G, S, N, or U scale for all subjects.

<u>Letter Grade</u>	<u>Numerical Grad</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	65 – 71%
F	Below 65

Conduct grades for all students follow the E, G, S, N, U scale.

- E = Excellent
- G = Good
- S = Satisfactory
- N = Needs Improvement
- U = Unsatisfactory

### **CRITERIA FOR REPEATING A GRADE**

**Jr. Kindergarten and Kindergarten:** May be held back if they do not exhibit necessary reading readiness skills, and/or age-appropriate developmental maturity.

Note: Jr. Kindergarten students are not prepared for and will not advance to Grade 1. The successful completion of JK will result in promotion to K5.

**First and second grades:** May be held back if they have made unsatisfactory progress in reading and fail to complete the necessary reading levels. The lack of age-appropriate developmental maturity may also cause a student to be retained.

**Third through fifth grades:** May be held back if they fail two major subjects (Math, Language Arts, Social Studies, or Science). Reading below grade level can be considered as failure of a major subject.

**Elementary ESL students** may also be held back in grades 3-6 if they are failing math and if they are not making sufficient progress in their ESL classes. Students being promoted from 6<sup>th</sup> to 7<sup>th</sup> grade must be reading at the 5<sup>th</sup> grade level or higher. Students in grades 3-5, who do not test out of ESL after two years, may not be able to re-enroll for the following school year.

If a child does not meet the requirements for passing into the next year during a repeat year, they will not be able to enroll at ICS for the following school year.

The principal reserves the right to retain or pass a student after reviewing all relevant factors and options, and it is deemed in the best interest of the student.

## **Special Resource Policy**

ICS realizes that each student comes to our school with varying abilities and areas of need. The Special Resource Program exists to assist students whose needs are greater than those of their peers. Students with special needs desiring to be admitted to ICS must meet with the special resource teacher prior to acceptance to ICS. In some cases acceptance at ICS may be contingent upon acceptance into the Special Resource Program. Acceptance into the special resource program is at the discretion of the admissions director, the principal, and the special resource teacher.

While ICS seeks to serve the needs of families in Singapore to the best of our abilities, we also acknowledge the limitations of the programs we are able to offer at this time. ICS will not accept students with special needs requiring services in a self-contained classroom, students requiring a full-time or part-time one-on-one aide, or students with severe emotional/behavioral needs.

The Special Resource Program offers the following services to students in Pre-Kindergarten through 8<sup>th</sup> grade who are able to receive the majority of their education in the general education classroom:

- ❖ **Direct Pull-Out Services:** The Special Resource Teacher will work with the student in the Special Resource classroom for one to five periods per week lasting 15-46 minutes each. The Special Resource Teacher will work in conjunction with the Educational Team to develop an IEP. (A fee for Special Resource Services Applies.)
- ❖ **Direct Push-In Services:** The Special Resource Teacher will work with the student in the general education classroom for one to five periods per week lasting 15-46 minutes each. The Special Resource Teacher will work in conjunction with the Educational Team to develop an IEP. (A fee for Special Resource Services Applies.)

- ❖ **Consult Services:** The Special Resource Teacher will meet with the classroom teacher to discuss accommodations that can be made within the classroom to assist the student academically. The special resource teacher will write a Statement of Accommodations for the student, which will be updated as needed and will be used during transition from classroom to classroom.
- ❖ **Shadow Teachers:** For students who require significant support throughout the school day, ICS may require that the student be provided with a shadow teacher. ICS works in relationship with Live N Learn to provide shadow teachers who offer extended support throughout the school day as needed. In some cases, acceptance at ICS may be contingent upon placement of a shadow teacher through Live N Learn. Parents must deal directly with Live N Learn regarding application and payment of all applicable fees for the hire of a shadow teacher.

### **Referral Process**

When a classroom teacher suspects that a student may have a special resource related problem he/she will follow the referral process listed below:

1. The classroom teacher must identify a possible solution/accommodation to alleviate the problem and must document the use of this solution for two weeks.
2. If no improvement is observed, the teacher must identify an additional solution/accommodation and document the use for an additional two weeks.
3. If no improvement is observed after the second solution is tried, the teacher must bring the documentation of both attempts to the principal and the special resource teacher.
4. The respective principal will then schedule a meeting with the parents, the classroom teacher(s) as applicable, and the special resource teacher.
5. At this meeting the team may recommend that a professional evaluation/assessment be completed for the student by an independent professional, at the parents' expense.
6. Once the results of the assessments are received, the educational team will again meet to determine the services necessary for the student to be successful in the general education classroom.
7. The educational team will create an IEP for the student as deemed necessary.

### **Terms**

- **General education classroom:** Any non-special education classroom grade Pre K through 12<sup>th</sup> grade
- **Educational Team:** Team that makes decisions for the good of the student, including the parents, classroom teacher, administrative staff, and special resource teacher
- **Special Resource Teacher:** Full-time staff trained in special education
- **IEP:** Individualized Education Plan is a plan written specifically for the student it services. Goals are written for the student to accomplish throughout the year and accommodations are written pertaining to the services received in the general education classroom.

### ASSIGNMENTS: HOMEWORK & NOTEBOOK

In an effort to reinforce learning through practice, review, and remediation and to teach the student responsibility and good study habits, the school will require a certain amount of homework. Teachers try to assign an appropriate level of homework for the grade level that they teach. For each grade level, students are assigned approximately ten minutes of homework, i.e. 10 minutes for 1<sup>st</sup> grade and 20 minutes for second grade. Homework time that is needed often varies according to the personality and habits of the particular student. Students in grades 1-5 are required to buy a school Agenda (an assignment notebook). These may be purchased from the school office. Please check this notebook for teacher notes or other communication. The amount of homework is based on the grade level of the students. Homework assignments not done and/or not turned in will affect the student's grades. Below parents may find a few suggestions for helping their child with homework:

1. **No one, except the student is allowed to do homework assignments. Parents, siblings, and other adults who do homework for the child defeat the purpose of homework.**
2. Parents may assist the students by providing a time and place with an atmosphere that is conducive to study and concentration.
3. Parents may require their child to bring home his/her textbooks in weak subject areas and study for a few minutes each evening beyond any written homework he/she may have.
4. Parents should check the student's assignment notebook to ensure that he/she is completing all of the assignments and preparing for all tests, quizzes, projects, etc. (Each student in grades 1 – 6 is required to write down all homework and other assignments. Parents and teachers may also use the assignment notebooks for sending written messages to one another).
5. Check over your child's work for errors or sloppiness. Be sure to check it even if it was done at school.
6. Be alert to subtle changes in your child's attitude. Discouragement, anxiety, home problems, rebelliousness, and laziness are factors, which may influence your child's academic progress.

### ASSIGNMENTS: IN-CLASS

The student is expected to complete daily assignments at school unless the student and the teacher have an agreement that the work may be completed after school or at home. Assignments will be given to students as clearly as possible. The student must take responsibility for understanding and completing all assignments.

### ASSIGNMENTS: LATE-WORK

A letter grade may be taken off for every day an assignment is late. Teachers may require the student to stay in during recess or after school to complete late work. The goal is not to defeat but to focus on what the student can do.

### ASSIGNMENTS: MAKE-UP

When a student is absent from school, he/she is responsible for getting the make-up work from the teacher and completing the assignments. Any work not made up will result in a zero for that assignment. Make-up time will be on a "day for day" basis. If the student is absent one (1) day, work must be turned in the day after the student returns to school. The maximum time limit for make-up work will be five days for extended excused absences, unless otherwise agreed upon by the teacher and administration. All students are required to make up all work whether the absence is excused or unexcused. This includes tests missed during the absence. To request homework assignments, please contact the teacher.

Unexcused absences seriously affect students' grades. Missed work must be completed; however, a zero will be entered in the grade book. When a test is missed, the student must take it and will receive 70% of the grade earned. Further action will be taken if work is not completed.

### AWARDS

At the end of the year, awards will be given out to all students who displayed an excellence in subject areas and overall performance.

Principal's Honor Roll award will be given at the end of each semester to grades three through five. Principal's Honor Roll recognizes students who have successfully carried an "A" average for a full semester and have high conduct grades.

The ICS Order of the Knight award is given out at the end of the year to one student in each class. This is the school's highest award and the criteria are:

**Christian Witness** – The student must have a clear Christian testimony concerning salvation.

**Character** – The student must have good work skills and study habits, be on time, be considerate, demonstrate integrity, and be cheerful (Fruits of the Spirit).

**Academics** – The student's GPA for both semesters must be an "A" average. See Principal's Honor Roll.

**Attendance** – The student is allowed 4 excused absences for the year. This does not include prearranged absences for school activities. Mid-year transfer and ESL students are not eligible.

**Service** - The student served the school community and/or local community (neighbor, clubs, church) in a volunteer capacity or showed a willingness to lend a helping hand when needed.

### REPORT CARDS

Report cards are issued on a quarterly basis. The accompanying envelope is to be signed and returned within one week of its issuance. Students will be charged S\$2.00 for a report card envelope not returned.

Grades can also be checked weekly on the ICS web-based program Edline. Parents are advised to contact the appropriate teacher if they have questions about grades and/or missing work.

Please keep in mind that final semester report cards cannot be issued until all financial obligations are up-to-date.

### TEXTBOOKS

Textbooks are loaned to students and remain the property of ICS through the principal's office. The student is fully responsible for the textbooks assigned to him/her. Lost or damaged books must be monetarily compensated for before student records can be released. The student is to assume full responsibility for his/her textbooks. All textbooks must be covered.

## ATTENDANCE POLICY

School attendance is an absolutely necessary component of the educational process. Please know that your child's absences do affect his/her academic performance. Too many absences throughout the school year could be cause for retention in a grade level. Our desire is for your

child to be as academically successful as possible. We ask for your cooperation with our attendance guidelines.

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.

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

#### ABSENCES: EXCUSED

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. If a student is absent from school, he/she must bring a note written and signed by his/her parents explaining the absence. The note should be given to the student's teacher and should include the reason for and dates of absence. Failure to submit a note by the second day after returning from an absence will result in the absence being unexcused. A phone call by the parent prior to or immediately after the absence would also be acceptable. Additionally, if a student is out of school with a contagious disease, he/she is expected to bring a re-admittance slip from the attending physician upon returning to school to ensure that the child is no longer contagious.

Reasons for absence from school that will be considered excused:

1. Illness of student
2. Death in the family
3. Dental, medical or optometry appointments, when accompanied by a written excuse from the doctor. These should be made outside school hours whenever possible.
4. Visa/passport requirements

When a student is absent for three consecutive days due to illness, the parent should contact the school for homework assignments. This is to prevent excessive make-up work for the student upon return.

#### ABSENCES: PREARRANGED

The parent of the student must give advance written notice via letter or e-mail to the office at least 5 days 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. Parents and/or the student must get assignments from teachers so that the student's work may be completed and returned after the absence. Assignments must be completed for the absence to be excused. All student absences, excused or unexcused, count toward the allowable ten days/semester.

#### ABSENCES: UNEXCUSED OR EXCESSIVE

If an absence is not excused, missed work must be completed; however, a 0 will be entered in the grade book. When a test is missed, the student must take it and will receive 70% of the grade earned. Further action will be taken if work is not completed.

Students who are absent more than ten days in one semester may be ineligible for promotion to the next grade. The number of absences will be recorded in the student's permanent recorded each year.

## DISMISSAL

All elementary children who do not ride the school bus must be picked up by 3:25 p.m. or should depart the school when dismissed (around 3:10 p.m.) to walk home or to board their designated city bus/subway for transportation home. As much as we would like to be able to allow children to stay after school, they must be supervised while on school grounds, and their teachers often have additional classroom work and meetings to attend.

Early Release (ER) is at 12:30 after the Elementary lunch.

Exceptions to the policy include students who ride ICS school buses, who are in detention, who get extra help, and who are participating in after-school activities. ICS sponsors several ASAs after school each day. Students may sign up for these each quarter. 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 ASAs 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 ACSs meet. In the event of inclement weather, students involved in outdoor ASAs will participate in indoor activities for the same period of time as their ASA would normally meet.

## EARLY CHECK OUT

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 of elementary students must come in person and should go directly to the office when wanting to check out their child.

## TARDINESS

Regular attendance is vital to the student's academic achievement as well as for his/her general well-being and adjustment to the school and its routines. All students must come to class on time, fully prepared for class. School starts at 8:15 for Elementary students and the school day is over at 3:10. Students should not arrive at school prior to 7:45am. We would appreciate parents seeing that their children arrive between 7:50 and 8:13am. Any students who arrive after 8:20am should report directly to the office to receive a tardy and a late pass. Elementary students (Grades Pre-K through 5) will NOT serve detention for accumulated tardies. Tardies will, however, be noted on the student's permanent record as well as the quarterly report cards.

## 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 free policy 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 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 first quarter and are arranged through the office.

## **BEHAVIOR/DISCIPLINE POLICY**

### **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:

1. Request a conference with the teacher or other staff member to address the issue
2. If a resolution is not attained, schedule a conference with the teacher and principal.
3. If the issue is still unresolved, the parent may request a third meeting which would include the director, the principal, and the teacher.
4. 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. The goal of Matthew 18 is **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 gently and considerately work 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. (Proverbs 6:16-19)

Slander - telling the truth with a design to hurt.

Gossip - sharing detrimental information with those who are not part of the problem or part of the solution.

Whisperer - one who secretly or privately passes on evil reports to others.

### **BEHAVIOR: CLASSROOM**

The classroom environment must be conducive to learning. Therefore, classroom discipline is administered to teach a child respect for authority and to provide the best possible atmosphere for learning. All students are to be subject to the authority of ALL staff members. Students must be respectful to teachers, teachers' aides, secretaries, drivers, and visitors at all times. Students are expected to follow classroom rules and to be prepared for class.

Each classroom has a list of rules, rewards, and consequences. Therefore, the students know what behaviors are expected of them and what the consequences or rewards are for following the classroom rules. When minor problems arise, the teacher will administer the necessary discipline. The teacher will enlist the help of parents when the student has chosen to continually disregard the classroom rules.

At times it may be necessary for the teacher to send a student to the principal's office. For a series of minor problems or major offenses the school administrator will determine the appropriate corrective consequences. Major offenses include, but are not limited to the following: profanity, willful destruction of school property or that of another student, bullying, cheating, lying, fighting, and blatant disrespect to a staff member, theft, the use of alcohol or tobacco, or a minor offense that has become a habit. Depending on the misbehavior, discipline will be administered. Discipline may take several forms such as: after-school detention, parent conference, suspension ("in school" or "off-campus"), or expulsion.

Elementary detention: Students who exhibit poor behavior or academic standing may receive a detention. The detention will be served during an elementary ASA time (3:15 to 4:30). Parents will be noticed two days prior to the detention being served. The student will be expected to work on prescribed classroom or homework. Students will need to be picked up at 4:30 and if

they ride a bus, the parent must make provision for their pick up. If a student is sent to detention more than two times a meeting with the principal will be set up to discuss the next course of action.

Elementary "in-school" suspension: Students who receive "in-school" suspension will remain on school grounds in a supervised area away from classes for the allotted time. The student will complete all class work, tests, and projects but may only receive credit at the rate of 80% for a maximum grade.

Elementary "off-campus" suspension: Students who receive "off-campus" suspension will not be able to attend classes for up to three days or longer. The student must complete all class work but will receive a zero for it. Tests and projects are to be made up, but the student receives only 70% of the grade earned.

Please note that by signing the "Contract between International Community School and Parents" form at registration, you are stating your understanding of this agreement and are assuming your cooperation in these matters. As in all areas dealing with your child, you are welcome to contact the teacher or the office regarding any questions concerning the discipline of your child. We desire to work with parents in educating their children and appreciate their support and participation in the area of discipline.

### BEHAVIOR: BUS

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.

Here is the list of Bus Rules.

1. Students are to remain seated in their assigned seats with the safety belts fastened until the bus arrives at school or their stops.
2. Eating and drinking are not allowed on the bus.
3. Students are not to distract the driver in any way.
4. Throwing any item inside the bus or out the window is not allowed.
5. Students are not to extend anything (including hands, head, or feet) out of the window.
6. Students are not to use profanity, yell, or make obscene gestures to motorists, pedestrians, or each other.
7. The school's discipline policy applies to all students being transported on the school bus.
8. Students must be authorized to ride the school bus.
9. Students who desire to ride the bus home with a friend are NOT allowed to ride the private bus company vehicle.

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

### PROCESS FOR A STUDENT WHO VIOLATES BUS RIDING POLICY

1. First visit to the office – The student's misbehavior will be communicated to the parents by either phone call or Rule Violation Form and a behavior contract will be issued stating the consequences and guidelines.

2. Second visit to the office – The student will be suspended from riding the bus for three consecutive school days.
3. Third visit to the office – The student will be suspended from riding the bus for the duration of the semester.

Please note that students who are bus riders will be expected to ride the bus home unless the office staff has received either a note or phone call from the parents. If parents choose to call in this request, we ask that you assist us by calling in before 12:00 p.m. on full days and 9:00 a.m. on half-days. ICS cannot allow students to switch buses for any reason. We cannot arrange for students to ride home with another student who rides a bus. Since most buses are full, we do not have space to allow students who do not normally ride a certain bus to take it on special occasions.

If a student is to be picked up by an adult that is not the student's legal guardian, the elementary office needs written documentation from a parent or legal guardian at least twenty-four hours in advance that includes the student's and other party's name, the phone number of each party involved, and the dates effective.

### BEHAVIOR: FANS /GUESTS AT SCHOOL 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. Parents are not allowed to talk with the coach during the game and will refrain from sitting on the team bench and/or coaching from the sidelines.

### PERSONAL PROPERTY

The school is not responsible for lost, stolen, or damaged possessions. Toys can be disruptive to learning and should not be brought to school. Toy guns, swords, and knives are classified as weapons and may not be brought to school at any time-NOT EVEN AS PART OF A COSTUME. They will be taken away. Gadgets, games, toys, comic books, skateboards, and other like items should not be brought to the school. If seen, they will be taken away. Parents may collect them later from the Elementary office. Chewing gum is not permitted during any part of the day.

### PHYSICAL HARM & BULLYING

ICS believes that every student has the right to be treated with respect and to feel safe within the learning environment. Students who are free from bullying are able to give their education the full attention and effort needed for success. Research indicates that bullying behavior negatively impacts not only the learning environment of a school but can lead to long-term social and emotional problems for all involved. At ICS, bullying will not be tolerated and we believe that it is everyone's responsibility to be educated on the facts and report bullying behavior that happens within the school community. Bullying includes, but is not limited to: repeated harassing, intimidating, teasing, or threatening. Cyber-bullying is bullying using e-mail, instant messages, text messages, or other internet media. ICS, in an attempt to Define, Identify, and Deal (DID) with cases of bullying within the school, has formulated a comprehensive plan to address the issues of bullying. In school-related cases, the school will examine the facts, interview the necessary persons, and work with all parties to provide a safe and secure environment to learn. Engaging in such activities **may** result in permanent expulsion from ICS and/or police action. It is highly recommended that parents model and monitor appropriate behaviors and actions in dealing with issues of bullying and harassment. For more information about our DID program see Appendix B.

## HEALTH & ABUSE POLICIES

### EMERGENCY PROCEDURES

In the case of a medical emergency, the health care professional will contact the parents to discuss how to proceed. If the injury requires immediate attention, 999 will be called and a staff member will accompany the student to the hospital. Parents will be contacted about the details of the injury and asked to meet the staff member at the hospital.

### ILLNESS

Any sickness or condition deemed contagious by the school will require the student to return home until normal health is restored or the child brings a re-admittance slip from his/her attending physician. Parents are asked to keep children home if they have a severe cold, lice, undetermined rash or spots, vomiting, severe headache, diarrhea, fever over 100°F or 37.8°C, or other symptoms of illness. ***Please keep your child at home for 24 hours following a fever, vomiting, or diarrhea.***

If the student becomes ill with fever or other symptoms during the day, he/she will be sent to the health services office. The health care provider will contact the parents and request that they come and pick up the child from school. The health care officer may dispense Tylenol and Pepto Bismol tablets when the child comes to the office with a note from the teacher. The child's enrollment form (on file in the office) will be checked to make sure that parental permission has been given. No other medicine will be given.

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. Please keep in mind that all clothing, toys, and bed linens should also be treated. The child's hair should have a second treatment three days after the initial treatment. A third treatment should be given one week later to kill all eggs.

Students are required to have a medical certificate from a doctor to be excused for more than one day from a Physical Education class. If a child is not able to participate in a PE class they will need to also sit out during recess on that same day.

### IMMUNIZATIONS

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

### MEDICATION

Any student bringing prescribed medication to school is to leave the medication with the school health care professional. A note from parents should accompany the medication, which includes complete instructions for dosage and times, as well as a phone number where parents can be reached for verification. It is the responsibility of the student to be aware of the times the medication is to be taken and to visit the office at such times. It is suggested that only the medication needed for that day be brought.

### ISSUES OF ABUSE

In an effort to assure that all students at ICS are properly cared for by both staff and volunteers, ICS will institute policies and or practices modeled after the "Best Practice Standards for Child Safety" developed by the Child Safety and Protection Network. Such policies or practices may

include required courses on recognizing abuse, screening for those who work with children, required reporting procedures, and investigative processes.

## *ICS Elementary Uniforms*

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.

**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 "free dress" days when students may wear other clothing. Whether a normal school day or a special free 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)**

- K-5 – G5 Navy blue Bermuda-length shorts and white button-up/yellow dry-fit shirts with school logo
- Undershirts are to be white, tucked in, and have no visible logos/writing.
- Hairstyles must be conservative. Hair should be cut above the eyes and off the collar.
- No earrings or other facial jewelry.
- Socks must be worn with all shoes except sandals.
- Shoes may be dress shoes, athletic shoes, or sandals with heel straps (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.
- Jewelry may consist of no more than one bracelet (not including a watch), and one necklace.
- 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)**

- K-5 – G5: Navy blue Bermuda-length shorts or pants and white button-up polo/ yellow dry-fit shirts with school logo.
- JK-G2 : navy blue jumpers or skirts with attached bicycle shorts.
- 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 two earrings per ear. Large hooped earrings should be removed for PE and athletic events.
- No navels or midribs should be visible.
- Shoes may be dress shoes, athletic shoes, or sandals with heel straps (Athletic shoes must be worn for PE). For safety reasons, all shoes with shoe strings must be properly tied.
- No undergarments should be visible in public on campus at any time.
- 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.

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 excluded from class until the problem is remedied. For those students who consistently violate the school's dress code, other means of discipline such as detention or suspension may be used.

\* \*The administration reserves the right to modify the elementary dress code policy

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.



## Procedure and Guidelines

### CANCELLATION of SCHOOL

The school will make every possible effort to call, email, and text message parents before 6:45 a.m. Always keep in mind that we have students coming from many different areas. Even though the roads may not be extremely hazardous in your immediate vicinity, they may be in other areas where our students live. Our first concern is for the safety of all of our students, so please take this into consideration if the school cancellation causes an inconvenience for your family.

### CHANGE OF ADDRESS AND PHONE NUMBER

The school needs to be notified whenever a student's address or phone number is changed. There are many times throughout the year when the school will need to contact parents with information (i.e. school cancellations) or in case of an emergency. It is extremely important that the office is given up-to-date phone numbers and addresses.

### COMPUTER USAGE

Students are encouraged to utilize the computer facilities at ICS. However, the student should keep the following in mind:

1. Students may not bring a diskette, CD-R, CD-RW from home and place it in a computer.
2. Students are not allowed to access school machines to check personal email.
3. Students should not surf any websites that are not glorifying to God.

Anyone who violates the policy is subject to stern disciplinary action up to and including the following:

- Compensating the school for any damage to computer equipment.
- Being barred from using ICS computer equipment.
- Expulsion

Please see Appendix A for details and policy in regards to STUDENT TECHNOLOGY CODE OF CONDUCT

### CONFERENCES WITH THE TEACHER

ICS Elementary has one parent/student/teacher conference at the end of the first quarter. The purpose is to have the student explain with the parents how he/she is doing academically and behaviorally in school. The teacher will send out conference notes so that parents can sign-up for a time to meet with the teacher. We encourage both parents to attend. These conferences should last approximately 20 minutes.

Any parent who would like a conference with his/her child's teacher outside of the scheduled yearly conference is asked to arrange for a conference time in advance. Since teachers have certain duties and responsibilities before and immediately after school, they are not always free for a conference. You may set up a conference by calling the school office. **Please do NOT drop by the class during school time to talk with the teacher.**

### FIELD TRIPS

Each student participating in a field trip must turn in the General Waiver-Field Trip form, medical emergency treatment release, and required fees to the office. No student will be allowed to take part in school-sponsored activities without these items.

Regular school dress codes apply to the field trip unless otherwise indicated by the teacher. Students are expected to behave well and follow the directions of the teachers and parents who may be assisting. Misbehavior by a student may result in his/her exclusion from future field trips.

### GAMES, GADGETS, and TOYS

ICS is not responsible for lost or stolen items. Students bring these items at their own risks. Teachers may confiscate items if rules are not obeyed and the parent will be required to come and pick the item up at the Elementary Office. Gadgets, games, toys, comic books, skateboards, and other like items should not be brought to the school. Pagers, hand phones, and music players may be brought to school only if they are turned off and kept secure in the student's bag at all times. They may not be used during school hours. Toy guns, swords, and knives are classified as weapons and may not be brought to school at any time-NOT EVEN AS PART OF A COSTUME. They will be taken away.

### LIBRARY

Each elementary class will have a weekly, scheduled time in the library to check out materials and to develop reading, research, and other library skills. Students are asked to exercise care in the handling of our library books. A Kindergarten through 3<sup>rd</sup> grade student may check out up to 2 books at a time. Fourth and fifth graders may check out up to 3 books at a time. The parents of students may check out up to 5 books at a time. Encyclopedias and certain reference books may not be checked out.

A fine of \$1.00 will be charged for each school week a book is late. If a student is absent on the day a book is due, the book becomes due on his first day back at school without penalty. If a book is damaged or lost, parents will be notified and the student must pay to have the book replaced plus the shipping cost. Report cards will be held until all overdue books are returned and all fines and charges are paid.

Parents are given the opportunity to place a book in the library in honor of their child's birthday. Selections can be made with the assistance of the librarian and purchased through the school to ensure the books are library bound. Quality books will be designated with a book plate bearing the name of the child and his or her birthday. Parents are also encouraged to donate additional books as they are able.

### 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.

### LUNCH PROGRAM

The school has a full-service lunch program, which is operated by Asian-Euro Food Services. Students in Pre-K through grade 3 will need to order lunches in advance. Lunch order forms will be emailed monthly. Parents need to fill out the order form and enclose the appropriate amount of money in an envelope with the order form and return it to the school in the weekly folder. Students in grades four through fifth will receive an advance menu in their weekly folder but those students do not need to order in advance. Students in grades 4 and 5 should bring monies daily to purchase their lunch in the cafeteria.

Note: Breakfast items may be purchased in the cafeteria from 7:45 to 8:10 each morning. Beverages and snack items, such as fresh fruit and ice cream, are available for purchase throughout the day. Please note that carbonated beverages and sweets are only available for purchase after school or with permission of a teacher/staff member.

### PARTIES

Teachers will schedule and coordinate a monthly birthday party with their room mother. Birthday children may bring party favors to give to ALL the students in the class. Individual gifts are discouraged to prevent hurt feelings. Also, parents are welcome to attend and assist with the

party. No invitations to parties outside of school may be distributed in a class unless all boys and girls in that class are included. Please confer with the school health care staff to verify allegories of students in the call.

Official occasions for school parties follow: Thanksgiving, Christmas, Easter, and the End of the year. All other parties must be approved through the Elementary Office. ICS is not responsible for parties held after school.

#### PHYSICAL EDUCATION AND RECESS

The school requires that a student participate in physical education. If for any reason the student is unable to participate in physical activity during recess or physical education class, a note from the parent to the teacher is necessary. The note should explain the reason, and must be accompanied by a letter from the doctor if the excuse is for a prolonged period of time.

#### PLAYGROUND RULES

1. Food and drinks are not allowed.
2. Real or play fighting is not permitted.
3. Students should help keep the playground neat and clean.
4. The student must first get the teacher's permission before leaving the playground area to retrieve a ball or other object.
5. Students are not to climb or play in trees, on fences, or walls
6. No jumping off any equipment.
7. Students must wait their turns at all times. No cutting in lines.
8. Tackle football is not permitted.
9. Students must come to their line immediately when the teacher blows the whistle or calls for the line-up.

#### Elementary Basketball Court Rules

1. No dunking of balls
2. No kicking of balls or kicking games such as soccer, etc.
3. Please return all balls & toys to their proper place.
4. Please treat equipment respectfully.

#### School Safety

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 or teacher's assistant 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.

#### SCHOOL BOUNDS

Students are to stay on the school property at all times during the school day. Students should report directly to the designated area when they arrive at school. Students should not go to their classrooms or other parts of the school until they are dismissed by the supervising teacher. Once students have arrived on campus in the mornings, they are not allowed to leave.

#### 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.

#### SCHOOL & PERSONAL PROPERTY

Students are encouraged to develop a respect for property, whether it is theirs or that of someone else. 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. A student will be required to pay for any damage done whether intentional or accidental, to school, or personal property, and possibly be subject to severe disciplinary action.

#### TELEPHONE

Students may use the office phone in cases of emergency. Forgetting lunches, books, assignments, or instruments, or changing plans are not emergencies and will not be considered reasons for calling home.

#### TRANSLATIONS

When translations are provided by ICS in a language other than English, the English version is always the official version. Translations are provided as a courtesy, and are not the official version.

#### 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 ethnicity with its own language and culture and we do not desire to minimize the importance of culture and language 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 required to sign a form in the Principals' Office affirming their non-use of English. Detention will be assigned after the third incident of non-use of English. For those students who continue to violate the school's "English only" policy, other means of discipline may be used.

#### VISITORS

To provide for the safety and security of everyone at ICS, only authorized visitors are allowed on campus. Restricting unauthorized visitors helps maintain safety standards, protect against theft, and ensures security of equipment, etc. Please be sure to show car decal or student ID when coming on campus. Students are expected to have their school ID with them each day at all times. Lost ID's will be replaced at a cost of SD\$10 each.

All visitors should enter ICS and report to the main office immediately. Authorized visitors will be required to sign in and wear a visitor badge at all times. The visitor or parent will receive directions or be escorted to his/her destination.

Before the visitor exits the building, he/she is required to return to the main office to turn in the visitor badge and sign out.

#### **WEEKLY FOLDERS/PARENT COMMUNICATION**

Each ICS JK-5 student will be issued a weekly folder. This folder will be sent home to the parents via the student every Wednesday afternoon as a means of enhancing communication between school and home. The folders will contain any and all correspondence from the school to the parents, including memos from the office, teachers and PTF, graded schoolwork of the students, and lunch order forms.

Parents should anticipate the arrival of their child's folder each Wednesday evening, and should ask their child for it, if necessary. Parents are to read through the contents of the folder, keeping the memos, signing the graded schoolwork, and completing the lunch order form (with enclosed exact payment in a sealed envelope). The folder should then be returned to school the following day via the student (along with any signed schoolwork and completed lunch orders). Penalties will apply to students who forget to promptly return their folders.

ICS also communicates regularly via e-mail. All parents are required to have a valid e-mail address on file with the school.

## **SAFETY POLICY**

### **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 or teacher's assistant 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.

### **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. Students are expected to have their school ID with them and displayed visibly each day.

### **DAMAGE RESPONSIBILITY**

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

# **ENROLLMENT POLICY**

## **ADMISSIONS POLICY**

International Community School does not discriminate in its admissions on the basis of national, ethnic, or racial origin. Although ICS respects the religious preferences of parents and students, it should be understood that the school is operated within the framework of Christian principles. Therefore, all students are required to participate in the Bible classes and chapel services.

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 will be successful and diligent. Grade placement for incoming new students is determined on the basis of the child's age, the child's former grade classification at his/her previous school, the child's previous academic performance, and the child's scores on ICS entrance tests. Generally, a child must be 6 years old by September 1 in order to be eligible for first grade, 7 years old by September 1 to be eligible for second grade, and so forth. New students who are coming from schools following a calendar-based school year will of necessity repeat a half-year. Since the stresses associated with moving to a new school (and many times a new country) are already quite challenging, we support students repeating a half-year.

### **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 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.
3. The guardians/parents must take the responsibility to get the necessary student passes for the children. (The office of student records will initiate the online registration with the Immigration and Checkpoints Authority (ICA) and the guardian/parent(s) must access the website ([www.ica.gov.sg](http://www.ica.gov.sg)) to complete the registration).
4. 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.

### WITHDRAWAL

1. ICS will release a school records only after first securing permission from the Business Office to make sure the student's account is paid in full. A fourteen-day (14) minimum notice should be given prior to the withdrawal of the student.
2. If the student's account is paid in full, the school records 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 school records or other written details regarding the student's academic record will be sent.
4. ICS may charge extra fees for multiple copies of report cards, diplomas, reference letters, or other certificates. Students must pay for costs incurred in order to send school records or other documents by any courier other than regular mail.

## **FINANCIAL POLICY**

### 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.

### RESPONSIBILITY

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

### 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.

### TEXTBOOKS

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

## 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](mailto:icsfinance@ics.edu.sg). All bank charges are to be borne by the remitter.

### 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 1<sup>st</sup> day of attendance whichever occurs first.

### Late Enrollment

Neither Registration Fees nor any other fees are prorated regardless of date of enrollment for new student. New students enrolling in the 2<sup>nd</sup> 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.

### 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**

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

Initially enrolled for/during **SECOND SEMESTER**

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

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

**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.

**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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## **APPENDIX A**

### **STUDENT TECHNOLOGY CODE OF CONDUCT (ACCESS AND 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.

## **APPENDIX B**

### **ICS BULLYING POLICY (DID)**

International Community School - Singapore believes that every student has the right to be treated with respect and to feel safe within the learning environment. Students who are free from bullying are able to give their education the full attention and effort needed for success. Research indicates that bullying behavior negatively impacts not only the learning environment of a school but can lead to long-term social and emotional problems for all involved. At ICS, bullying will not be tolerated and we believe that it is everyone's responsibility to be educated on the facts and report bullying behavior that happens within the school community.

Schools in general have seen a rise in bullying incidences over the last couple year. ICS, in an attempt to Define, Identify, and Deal (DID) with cases of bullying within the school, has formulated a more comprehensive plan to address the issues of bullying. In school-related cases, the school will examine the facts, interview the necessary persons, and work with all parties to provide a safe and secure environment to learn. It is highly suggested too that parents model and monitor appropriate behaviors and action in dealing with issues of bullying and harassment.

#### **DEFINE**

ICS- Singapore defines bullying as:

*a form of repeated, persistent, unjust, and aggressive behavior directed at an individual or individuals with intention to cause fear, distress, and/or harm to another person's body, feelings, self-esteem, or reputation*

All of these factors must be identified by the leadership of ICS for ICS to determine whether a violation of bullying has taken place.

Bullying may include:

- a. Verbal - name-calling, sarcasm, spreading rumors, teasing
- b. Emotional - excluding, tormenting (i.e. hiding books, threatening gestures), being unfriendly, racial taunts, graffiti, gestures, 'staring out'.
- c. Physical - pushing, kicking, hitting, pinching or any use of violence. Property damage would also fall under this category.
- d. Sexual - unwanted physical contact or abusive comments.
- e. Cyber- inappropriate messaging, photos, and electronic communication.

\* All staff, administration, pupils, and parents should have a clear understanding of what constitutes bullying through the in-school bullying education programs.

## **IDENTIFY**

When a student reportedly or visibly exhibits signs of bullying or harassment, collection and documentation of relevant data will be gathered and an evaluation will be filled out to determine whether bullying has actually taking place. Consequence for a student who commits an act of harassment or bullying shall be unique to the individual incident and will vary in method and severity according to the nature of the offense.

All members of the school community are encouraged to report any act of violation of this policy. If any individual believe harassment/bullying is happening, the procedure for reporting is:

Write down the alleged behavior with time, place, names of witnesses, and your contact information. Then hand it to a teacher or school staff. They will report the issue to the principal and the counselor, who will determine the course of action to take. The investigation will be completed within four school days of the report or complaint being made. Information and the results of the investigation will be confidential to those directly involved in the case. No information should be talked about to other members of the school community. A record of the case and any action taken will be placed in the offending student's permanent file.

## **DEAL**

Once it has been determined that bullying is indeed happening, the principal, the classroom teacher, the school counselor, and the parents of both parties will be made aware of the findings. All matters will be confidential among the involved parties.

The following guidelines may be taken:

- Observation of students and if needed, temporary to permanent separation.
- Work with children in classrooms and during pull out sessions to discuss bullying behavior and consequences.
- Collaborate with parents in addressing the problem of bullying, especially in the resolution of cases in which action is to be taken by both the school and parents.
- Offending party will be put on a behavior plan. The parents of each party will be given information regarding plans for the other student on a need-to-know basis.
- The offending party will offer a verbal and written apology and explanation to the victim
- Other appropriate consequences may take place, e.g., loss of privileges, classroom detention, in-/out of –school suspension long-term counseling.
- Expulsion may be considered depending on the severity of the offense.
- If necessary and appropriate, police will be consulted.

ICS prohibits reprisal or retaliation against any person who reports an act of harassment or bullying. The consequences and appropriate remedial action for a person who engages in reprisal or retaliation shall be determined by the administrator after consideration of the nature, severity and circumstance of the act.

**Awareness is the key to stopping bullying. ICS will address the issue of bullying in the classroom, at assemblies/chapel, and one-on-one with students. Everyone deserves to be safe and successful at school.**