

International Community School

~Singapore~

2010-2011

Middle School Parent/Student Handbook



International
Community
School

Finding our Fullness in Him
Colossians 2:9-10

INTERNATIONAL COMMUNITY SCHOOL

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Dear Middle School Parents,

Middle school students are full of energy, passion, and a curiosity to learn more. All of these factors make this group capable of significantly impacting the world. Because these students are living through a time of great change in their lives, bodies, and minds, the ICS Middle School employs knowledgeable teachers who are committed to creating a safe environment where each student is valued, supported, and safe to ask questions.

Our staff works diligently to provide each student with a challenging academic program. At ICS, we understand that every student learns in a different way, so we used a variety of teaching strategies and lessons to reach every child.

As we model and teach students to pursue excellence for the glory of God students are challenged to use their strengths and academic knowledge to serve others. At ICS we provide many opportunities for students to serve their school, community, and other countries.

Thank you for entrusting your children to us for their education. Our middle school faculty are honored to work alongside parents as they guide their young adolescents through these challenging and fruitful years.

Sincerely,



Noelle Fleischmann
Middle School Principal

ICS VISION STATEMENT

Transforming lives to impact the world for the glory of God.

ICS 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 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)

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 - 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 350 children from many different countries. Today ICS stands as Singapore's only Christian international school.



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

ATTENDANCE

MORNING ARRIVAL

We would appreciate parents seeing that their children arrive between 7:45 and 8:00am. Students should not arrive at school prior to 7:45am. Students should report directly to the canteen when they arrive at school. During morning arrival students must stay in the canteen area until 7:50am. Between 7:50 and 8:00 students may play on the middle school basketball court, visit the library, or remain in the canteen. Students should not go to their classrooms or other parts of the school until they are dismissed by the 8:00 bell. Once students have arrived on campus in the mornings, they are not allowed to leave.

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

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.

CHECK-OUT PROCEDURE

Only a parent or legal guardian will be allowed to check students out of school before 3:10 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 aid attendant 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.

ABSENTEE 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. 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.

For each **unexcused** absence, the following disciplinary measures will be taken:

- A detention will be given
- A letter sent to the parents and put in the student's permanent record

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

1. Emergency/Illness

In cases of illness or emergency, the parent should call the office before 8:30 a.m. on the day of the absence. After three 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 attendance clerck 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

2. Prearranged

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

EXTENDED ABSENCES DUE TO ILLNESS

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.

PHYSICAL EDUCATION

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.

ECAs and AFTER SCHOOL PICK-UP

To promote safety and ample time for studies, students should leave campus by 3:30 unless with a teacher or participating in an Extra Curricular Activity. ICS sponsors several ECAs after school each day. Students may sign up for these activities. ECA sign-up forms will go home with students and will be due the following week. 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 at 4:30pm. Students who ride private buses home must go immediately to the private bus. Parents of children participating in an ECA, 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. If a middle school ECA is cancelled, at least one day notice will be given via email or the daily announcements.

BUS CONDUCT

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. Food or drink is NOT allowed on the bus.

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 have other specific requirements that those who use their service must abide by.

ACADEMIC POLICIES

The school year is divided into two semesters (four quarters). Report cards of student grades and absences are issued to parents at the end of each quarter. Progress reports are sent to parents at the midpoint of the quarter if the student's average is near or below 72 or below the expected level of performance.

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

Teacher comments will appear on quarterly report cards. These comments will be selected by each teacher from a list of prewritten comments.

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: 20% off (this includes work left in lockers)

Two days or more: to be decided by the teacher

Passed the end of the quarter: No credit

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

**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. If the student is absent the whole day, the assignment is due the first day back. 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.

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 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.

SECONDARY BELL SCHEDULE

Monday, Wednesday, and Friday
(50 minute periods with 5 minute passing)

| | |
|---------------|-------------|
| 8:10 – 9:05 | Period A |
| 9:10 – 10:00 | Period B |
| 10:05 – 10:55 | Period C |
| 11:00 – 11:50 | Period D |
| 11:55 – 12:25 | MS/HS Lunch |
| 12:30 – 1:20 | Period E |
| 1:25 – 2:15 | Period F |
| 2:20 – 3:10 | Period G |

Tuesday and Thursday
(45 minute periods with 5 minute passing)

| | |
|---------------|-----------------------|
| 8:10 – 8:55 | Period A |
| 9:00 – 9:45 | Period B |
| 9:50 – 10:35 | Period C |
| 10:40 – 11:25 | Period D |
| 11:30 – 12:15 | Period E |
| 12:20 – 12:50 | MS/HS Lunch |
| 12:55 – 1:40 | Period F |
| 1:45 – 2:30 | Period G |
| 2:35 – 3:10 | Chapel/Special Period |

BLUE and GOLD DAYS

Blue and Gold Days have been established to help clarify on which day a student has electives or PE and Spelling and Grammar for 7th and 8th grade. If a class is scheduled as x135, it occurs on Blue Day, while a class scheduled as x24 occurs on Gold Day. The first day of school each semester will always be a blue day and will be followed by a Gold Day, the second 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.

CHAPEL

Chapel is held on Thursday of every week at 2:35 pm in the Multipurpose Room (A204). Parents are welcome to attend at their convenience. Students should bring a bible while leaving their bags and backpacks in their lockers to lessen distractions and to allow for more room.

HOMEWORK 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. Middle school students can expect from 30-60 minutes of daily homework.

HONOR ROLL

The Honor Roll will consist of students who have earned a 90% for all courses during the quarter. Pullout ESL students will be eligible for the Honor Roll, provided they achieve the required grades in all mainstreamed classes. After each quarter a Middle School Honor Roll list will be posted on the Middle School bulletin board. A certificate will be issued at semester for students who have maintained Honor Roll for all of semester 1 or/and semester 2.

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.

ACADEMIC INTERVENTION

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. In order to help those students who may struggle with academic performance, ICS has instituted this academic intervention policy to help students maintain acceptable grades.

Students may be placed on academic intervention for receiving an **F** or two **D's** during a quarter (9 weeks). At the end of a semester, the student may be removed from academic intervention by having at least a **C** in each class for one quarter.

The school administration will inform the parents when any student is placed on academic intervention. Middle school students on academic intervention will be monitored by their classroom teachers, principal and/or the study skills teacher.

MIDDLE SCHOOL ACADEMIC INTERVENTION PLAN

The Student's Part:

1. To have his/her parent check his/her assignment notebook each evening.
2. To ask the teacher for help when he/she is having difficulty.
3. To complete the assignments to the best of his/her ability and turn them in on time.

The School's Part:

1. The Study Skills teacher will monitor the student's progress. These meetings will take place during the Study Skills (elective class). It is the student's responsibility to come to this class prepared with work. The teacher will keep record of the student's progress and give feedback to the principal and parents.

The Parents' Part:

1. Please check your child's assignment notebook when he/she comes home and help schedule his/her evening to get all the work done. Sign the book when all assignments have been completed.
2. Check your child's grades and upcoming assignments by using your edline account.
3. Communicate with the school when you have concerns. We want to partner with you for your child's success.

Additional information:

Students will be evaluated for Academic Intervention at the end of a quarter. If a student enrolls in school after the beginning of a quarter they will be given the rest of the partial quarter in which to acclimate and adjust to the ICS academic environment. They will then be evaluated at the following quarter.

A teacher may use personal judgment, with administrator's approval, in deciding whether or not a student will go into or be removed from the AI program. In general, ESL students who receive a grade below C in one or more classes will not be placed on AI or restricted from after-school activities. They may however be required to meet with a mentor twice a week.

Parents of students who consistently remain on Academic Intervention will be required to meet with the administration. The policies stated herein may be altered as deemed necessary by the school administration, based on the student's academic performance, behavior, attitude and adherence to these guidelines. Please note that a student who is on Academic Intervention for two continuous quarters will be put on **Academic Probation**. This student will have a quarter (9 weeks) to bring all his/her grades to a C. If the student still fails to show improvement, the administration may ask the parents to seek additional psychological testing for specific learning disabilities, the school may ask the student to withdraw from ICS, be placed in a lower grade level, or to be retained in the grade for the next school year.

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 Intervention from participating in extracurricular activities (ECAs), including sports events. Students must also be current regarding their school fees to participate in athletics.

CHEATING and PLAGIARISM

Cheating on any assignments such as a test, homework, project, quiz, essay etc., no matter the subject written for, shall carry the same consequences. Cheating is unacceptable and does not honor Christ. The following are common forms of cheating.

Cheating:

Sharing answers: *Copying another student's work whether with their permission or without permission.*

Cheating on tests or quizzes: *Cheating on a test or quiz could involve looking at another student's paper, using extra information without teacher permission, or sharing answers.*

Taking credit for work you did not do: *Not acknowledging the help of a parent, tutor, sibling, classmate, or teacher. This also includes someone else completing or helping to complete the student's work to the extent that the work is beyond what the student would be capable of doing.*

Telling/Asking what is on a test: *Asking or telling what question, answer, or information was on a test or quiz.*

Plagiarism:

Direct copy: *Copying word for word what someone else has already written.*

Paraphrase: *Taking someone's writing and changing some vocabulary words but keeping the same sentence structure.*

Taking the idea: *Taking someone's creative idea and not giving credit for it.*

*** Remember you can use other people's ideas and words **IF** you give credit by correct citation.

When a student is found to be cheating on a test or quiz he/she will lose credit for, at a minimum, that section of the quiz or test. The principal and parents will be contacted by the teacher. If a student chooses to cheat a second time, consequences will be decided at the principal's discretion.

A student who has plagiarized for the first time will be given the chance to rework the piece. The principal and parents will be notified and no end mark reduction will be given. A second offense will result in an end mark reduction and punishment will be at the discretion of the teacher and principal.

RETENTION

Failing semester grades (the average of two quarter grades) in two major subjects (Math, Language Arts, Social Studies, or Science) will result in the necessity of repeating the grade. Reading below grade level can be considered as failure of a major subject.

RESOURCE PROGRAM

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 8th 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. (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. (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.

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 12th 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.

ENGLISH AS A SECOND LANGUAGE (ESL) PROGRAM

The ICS English as a Second Language department provides ESL students a safe, student-centered environment where they are encouraged and given the tools necessary to increase their English language fluency and confidence.

Students whose first language is not English are given a language assessment when applying to ICS. Upon acceptance to ICS, students are placed in an ESL class if the language assessment indicates that English language instruction is needed.

Students may exit the ESL program after attaining a level of proficiency on the language assessment, ESL teacher's approval, and principal's approval.

STUDENT CONDUCT

To maintain a school of excellence and become students of integrity, it is important that ICS students develop self-control and self-discipline. Through loving discipleship ICS student will be held accountable for the following maxims.

STUDENT CONDUCT MAXIMS

1. I am responsible for being ready to start at the beginning of class.
2. I am responsible for the self-control it takes to raise my hand and wait to be called on before speaking in class.
3. I am responsible for trying my best to pay attention and give full effort in every task.
4. I am responsible for following all school rules to the best of my ability.
5. I am solely responsible for my conduct. By my conduct I show respect for teachers, my fellow students, and myself.

GENERAL GUIDELINES WHILE AT SCHOOL

- Walk in hallways and staircases; do not run.
- Respect other students, classes and school property.
- Keep items inside your locker; do not place anything on top of the lockers.
- Clean up after yourself in the canteen, hallway, and classroom.
- Stay off balcony ledges.
- Middle School students are to stay off elementary playground equipment.
- Walk around the car park, not through.

BEING LATE TO CLASS

Students 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.

BEING PREPARED 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 may result in a demerit. These policies apply to electives as well.

ANTI-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 years. 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. It is highly

recommended that parents model and monitor appropriate behaviors and actions 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 ICS administrator for ICS to determine whether a violation of bullying has taken place.

Bullying may include:

- **Verbal** - name-calling, sarcasm, spreading rumors, teasing
- **Emotional** - excluding, tormenting (i.e. hiding books, threatening gestures), being unfriendly, racial taunts, graffiti, gestures, 'staring out'.
- **Physical** - pushing, kicking, hitting, pinching or any use of violence. Property damage would also fall under this category.
- **Sexual** - unwanted physical contact or abusive comments.
- **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 taken place. The 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(s), 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.
- The 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 be talking about the issues of bullying in the classroom, at assemblies, and one on one with students. Everyone deserves to be safe and successful at school.

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 leave the Canteen only after ten minutes of the designated lunch period. After eating students may engage in recreation on the Middle School basketball court and soccer field; if not in use by a class and if field conditions allow. Students may also go to the Library after the ten minutes. Students should stay in the canteen or designated recreational areas already mentioned until the dismissal bell rings.

Lunch Time Recreation Rules:

- No dunking of balls.
- No kicking of balls or kicking games (soccer) on the basketball courts. (unless verbal permission is given by a monitoring teacher)
- Return all balls to the monitoring teacher.
- If there is thunder or lightning, all students must get off the soccer field and basketball courts.
- Treat equipment respectfully. It is a privilege to use the playground equipment.

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 Middle School students to avoid public displays of romantic affection.

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. All students should refrain from playing non-educational games on school computers. 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.

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator. If a student accidentally accesses inappropriate material she or he should back out of that information at once.

USE OF ENGLISH ON CAMPUS

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. 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:

- when specifically requested to speak another language by a teacher
- when students are speaking to their parents
- 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 given a warning. The second time they 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.

DRESS CODE AND GROOMING

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.

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 "free/theme 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)

- Navy blue shorts or pants. White button-up or white polo shirts.
- Undershirts are to be white, tucked in, and have no visible logos/writing.
- Hairstyles must not be extreme. Hair should be out of the eyes and groomed neatly.
- 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.
- 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)

- Navy blue skirts, capri pants, or regular pants. White button-up or white polo shirts. Navy blue skirts must not be shorter than the top of the kneecap when standing.
- 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.
- 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 students. PE uniforms may be purchased at the same supplier as regular school uniforms.

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 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.

ID CARDS

All students at ICS are required to have an 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.

SCHOOL AND 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.

GADGETS, GAMES, AND TOYS

Gadgets, handphones, cameras, games, toys, comic books, non-educational magazines, MP3 players, ipods, and 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. Students bring these items at their own risk. Should such items be seen or heard during school, 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. Large gadgets, games, and toys that cannot be easily stored in a locker or bag (e.g., skateboards) belong at home and not school.

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.

LIBRARY MEDIA CENTER

Students are welcome to come to the LMC 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. Students who wish to check out books should return a signed copy of the "Student Media Center Rules." These forms are kept on file in the library media center. 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. Black and white printing is \$.20 per page and \$.50 for a colored print.

LOCKERS

Middle school students are assigned lockers 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 of them 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. As the school provides each

student locker with a lock, the school bears no responsibility for items taken from an unlocked locker and/or left unattended. The school encourages student to keep valuables at home, on their person, or locked in their locker. 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. A lost lock will result in a \$20 fine for lock replacement.

LOST AND FOUND

Books, purses, clothing, and any other articles of value found lying around the campus will be taken to the 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.

SCHOOL OFFICE

The school office is a place of business. Students should only be in the office when on official business. Student use of the office phones is restricted to emergency situations. Students can make phone calls from the guard house. 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.

TEXTBOOKS

Textbooks are loaned to students and remain the property of ICS. The student is fully responsible for the textbooks assigned to him/her. 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. All textbooks must be covered with paper or plastic. Due to the damage that stretchy covers cause on the binding of books, middle school students may not cover text books with these covers. If a textbook is noted to not be properly covered any time during the year, the student will receive a demerit for each day the book is left uncovered.

Middle school students are required to buy a school agenda (an assignment notebook). These may be purchased from the school office for \$10.

DISCIPLINARY MEASURES

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 school. 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. These classroom rules/policies will be available to the parents during Open House and posted on Edline.

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.

In general, disciplinary action will begin with a warning and then take one of the following forms:

DEMERIT

A demerit is defined as a “lack of merit.” Teachers may issue a demerit for misconduct, being unprepared for class, tardiness to class or inappropriate language. A student who accumulates four demerits will be issued a detention. At the end of each quarter *demerits are erased*, allowing students to begin each quarter with a fresh start.

DETENTION

Detention will be held on *Tuesday* and *Friday* of each week from **3:20 to 4:15** in room **B304**. Students must be on time and come prepared with paper and a writing utensil. If a student is issued a detention on Friday or Monday, he/she will serve it on Tuesday. If a student receives a detention on Tuesday-Thursday, he/she will serve it on Friday. Parents will be notified of a student’s detention via an email from the Academic Office. Students who misbehave in detention will be given another detention to serve. If a detention is missed the principal will decide whether to give the student two detentions to serve or a Saturday Detention.

Once a student has served detention for the accumulation of four demerits, the demerits are cleared. To earn another detention a student must accumulate four more demerits. At teacher discretion, a detention may be given to the student directly with no demerits if the behavior is dangerous or repetitious. If a student serves two detentions during a quarter for misconduct, he/she will meet with the principal to talk over his/her behavior.

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 student should report to the Academic Office by 8:30 Saturday morning. Saturday detention will last from 8:30 to 11:00.

SUSPENSION

An “in-school” suspension will be served on school grounds in a supervised area away from classes. Students who receive “off-campus” suspension will not be permitted to come on campus during their suspension.

1. 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

1. 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.
2. Suspensions from school will be treated as excused absences. However, for each day of suspension, students will have two percentage points deducted directly from their quarter grade for each class missed.
3. 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.

EXPULSION/DISMISSAL

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

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

CORPORAL PUNISHMENT

At ICS, we make use of many different disciplinary tools, one of which is corporal punishment. It is only on rare occasions that we feel the need to resort to this method of discipline, but we do feel that it is a biblically sanctioned method (Proverbs 13:24; 22:15). Spankings at ICS are administered only by the principal or his designee, after repeated warnings to the student, with parental permission, and in the presence of a staff member as a witness. Parents of students who are in danger of receiving spankings will be contacted by the school.

CONCLUSION

Please note that by signing the Handbook Form from the ICS Parent Packet, you are stating your understanding of the policies stated within this handbook. As in all areas dealing with your child, please 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.

COMMUNICATING AND VISITING

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 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.

CHANGE OF ADDRESS AND PHONE NUMBER

Please notify the school 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.

CONFERENCES AND SCHOOL VISITATION

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.

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 principal 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.

EDLINE

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

New students and parents will be issued activation codes during the second week 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.

To help make viewing grades more clear the ICS Middle School has standardized the following Edline symbols.

- ** Means the assignment is missing. This factors into the grade as a 0.
- X Means the assignment is excused. This assignment does not affect the student's grade.

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. All parents and students should refrain from talking or interacting with the coach or players during game, time-outs, half time, or practice.

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.

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.

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.

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.

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 PARENT ANNOUNCEMENTS

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

HEALTH

IMMUNIZATIONS

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

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, undetermined rash or spots, fever over 100°F or 37.8° C, 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.

MEDICATION

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 provider may dispense Panadol 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.

Any student bringing prescribed medication to school is to leave the medication with the school health care provider. 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.

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 First Aide Station.

EMERGENCY PROCEDURES

In the case of a medical emergency, the health care provider will contact the parents to discuss how to proceed. If the injury requires immediate attention, 995 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.

SAFETY

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

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) 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 AGREEMENT

International Community School is dependent upon school fees for its operation. For specifics, please consult the tuition & fee information sheet located in the school brochure, or ask office personnel.

REGISTRATION FEES

ICS requires a registration fee to be paid each year for all students. The fee for the current school year is S\$1,200.00. This fee covers the entire school year from August to June and is not subject to prorating based on late enrollment in the school year. Registration fees will be billed with tuition on a student's invoice and must be paid at the same time tuition is due. Students enrolling in the last quarter of the school year will not have to pay an additional registration fee for the next school year.

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

DEPOSIT

ICS does not require payment of a deposit.

CAPITAL FEES

ICS does not currently 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

Regular Enrollment

Tuition fees are billed/collected each semester. Fees are to be paid in advance of the beginning of the semester unless approval has been obtained from the Business Office for time payments or delayed payments (company-paid accounts only).

Late Enrollment

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

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.

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.

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.

Late or Non-Payment of Fees

Students starting at the beginning of a semester are to pay tuition fees in advance unless other arrangements are made with the Business Office. Students with unpaid fees or late time payments will not be allowed to continue at ICS. Students will not be allowed to start a new semester if unpaid fees remain from the prior semester.

For families making time payments, payments must be made according to the payment agreement. Failure to make payments may result in students not being allowed to continue at ICS until payments are brought up to date.

No school records will be released if a balance due remains on an account, unless arrangements have been made with the Business Office. No mid-semester report cards will be issued if payments have not been received equivalent to at least 50% of the required semester fees. No end of semester report cards will be issued until all fees are paid. Students are not allowed to participate in athletics unless fees are up to date.

A 10% late fee will be assessed for any fees not paid by the end of a school semester.

ESL FINANCIAL POLICIES FOR NEW ESL STUDENTS FOR 2008-2009

For ESL students, the following policies are in effect:

1. No time payments are allowed (exception: consideration may be given to full-time missionaries, full-time pastors or full-time seminary students based in Singapore).
2. A one-year commitment is required. Fees equivalent to the tuition for 1.5 semesters must be paid at the beginning of the first school semester. The remaining 50% must be paid prior to the beginning of the second semester.
3. No refund is given for withdrawal from the ESL program prior to completing the one-year commitment. If a student is moved out of the ESL program to mainstream during the first or second quarter, the ESL policies remain in effect until the end of the second quarter.
4. Annual ESL fees of S\$1,550.00(exclusive of GST) must be paid in advance of the beginning of the first semester. These fees are also not refundable.

FINANCIAL ASSISTANCE

ICS has a history of assisting full-time vocational Christian workers based in Singapore or full-time seminary students based in Singapore, with tuition discounts for their children enrolled at ICS. ICS also attempts to assist a limited number of other families with verified financial need as funding allows.

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.

PEOPLE YOU MAY NEED TO CONTACT

| | | |
|-----------------------------------|--------------------|--|
| Director | Don Cole | dcole@ics.edu.sg |
| Middle School Principal | Noelle Fleischmann | nfleischmann@ics.edu.sg |
| Academic Administrative Assistant | Beatrice Ng | bng@ics.edu.sg |
| Accountant | Elena Psepolschi | epsepolschi@ics.edu.sg |
| Business Manager | John Kennedy | jkennedy@ics.edu.sg |
| First Aid Station | Sarah Sward | ssward@ics.edu.sg |
| Attendance Clerk | Patricia Colino | pcolino@ics.edu.sg |
| Office Manager | Mae Ellen Phua | mphua@ics.edu.sg |
| Librarian | Marjorie Kennedy | mkennedy@ics.edu.sg |
| Counselor | Sam Fleischmann | sfleischmann@ics.edu.sg |

MIDDLE SCHOOL TEACHERS

Core Subjects

| | | |
|------------------|--|--|
| Nathan Adams | English (7 th and 8 th) | nadams@ics.edu.sg |
| Helen Brownell | Social Studies | hbrownell@ics.edu.sg |
| Miriam Burnett | Bible | mburnett@ics.edu.sg |
| Katie den Hartog | Science | kdenhartog@ics.edu.sg |
| Tara Johns | English (6 th and 7 th) | tjohns@ics.edu.sg |
| Kara Stucky | Math | kstucky@ics.edu.sg |
| Danny Whittaker | 8 th grade Algebra | dwhittaker@ics.edu.sg |
| Miriam Word | ESL | mword@ics.edu.sg |

Electives

| | | |
|-------------------|--|--|
| Emily Ackerlund | Drama | eackerlund@ics.edu.sg |
| Alicia Bandy | 6 th PE | abandy@ics.edu.sg |
| Kendra Cumberland | Resource | kcumberland@ics.edu.sg |
| James Kuang | 7 th and 8 th PE | jkuang@ics.edu.sg |
| Alice Lee | Mandarin | plee@ics.edu.sg |
| Alaina Lee | Music | alee@ics.edu.sg |
| Stephen Moore | Art | smoore@ics.edu.sg |
| Josh Kennedy | Computer | jkennedy@ics.edu.sg |
| Paula Peng | Mandarin | ppeng@ics.edu.sg |

INTERNATIONAL COMMUNITY SCHOOL PRIDE

ICS Mascot - Knight

ICS Colors - Blue and Gold

ICS Alma Mater - *The Knights in Gold and Blue*

THE KNIGHTS IN GOLD AND BLUE



We clasp our hands, one by one.

Our hearts are joined in love.

We make our pledge of loyalty

To Him who dwells above.

And as we learn His instruction here,

Our thoughts shall always caress

The love for each and every year

We share at ICS.

Bless our noble Alma Mater

Glorious to view,

It started with a ray of hope

A dream to be pursued

And as we learn His instruction here,

Our spirits are renewed

To make allegiance with the

Knights that wear the gold and blue.