

BANGKOK CHRISTIAN

INTERNATIONAL SCHOOL

High School Department

**PARENT/STUDENT
HANDBOOK**

2018-2019



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Suanluang, Bangkok 10250, Thailand
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BCIS QUICK REFERENCE INFORMATION

School Telephone Numbers

School Office	66-2-322-1983, 322-1979
Fax	02-322-1978

School Hours

Office	7:00 am – 4:00 pm
Students	7:30 am – 3:00 pm
Teachers	7:00 am – 3:15 pm

BCIS School Board Details:

School Foundation Board of Trustees

1. Elder Prasit Mangkala	Secretary
2. Mrs. Sumonman Rodnirun	Treasurer
3. Rev. Daeyoung Cha	Chairman
4. Rev. Paitoon Chowwanapong.	Member
5. Rev. Jong Gu Kim	Member
6. Mr. Petchai Tanaphan	Member

School Executive Board

1. Elder Prasit Mangkala	School Licensee/Chair
2. Mrs. Sumonman Rodnirun	School Manager
3. Mr. Supong Wongsithisate	School Director/Secretary
4. Mr. David J. Maksel	Principal
5. Rev. Daeyoung Cha	Member
6. Elder Suchin Leerujanond	Parents Representative
7. Mr. Mark Chen	Teachers Representative
8. Kim Jong Gu	Member

The Director: Mr. Supong Wongsithisate

The Principal: Mr. David J. Maksel

High School Department Head:

Mr. Taran Kerr (Mr. TeeKay)

Elementary Department Head:

Ms. Marife Brian

Kindergarten Department Head:

Mrs. Marla M. Panes

School Administration and Office Staff

School Director	Mr. Supong Wongsithisate
Principal	Mr. David J. Maksel
Secretary to the Principal	Ms. Kwanchanok Chowwanapong
High School Department Head	Mr. Taran Raymond Kerr
Elementary Department Head	Ms. Marife Brian
Kindergarten Department Head	Mrs. Marla M. Panes
EFL Coordinators	Department Heads
HR Manager	Mr. Amorn Tangsirisatian
HS Chaplain	Pastor Jaco Struwig
Guidance Counselor	Mr. Shyam Khatri
Government Liaison/Registrar	Mrs. Wipawadee Onlamoon
Finance Manager/Accountant	Ms. Wipa Thetsalee
Admissions Officer	Mr. Luke Denlinger
Cashier/Korean Liaison	Mr. Brian Park
Secretary	Mrs. Amporn Turmwatcharachai
Receptionist	Mrs. Nuttiya Stark
School Nurse	Mrs. Siripa Nithimutrakul

BCIS HIGH SCHOOL DEPARTMENT QUICK REFERENCE INFORMATION

High School Homeroom Teachers:

EFL 3 : Mr. Jordan Jeffrey (Mr. Jordan)

Grade 7 Honors: Mrs. Theta A. Gabuya (Mrs. Michelle)

Grade 7 Regular: Mrs. Michaela Denlinger (Mrs. Michaela)

Grade 8 Honors : Mrs. Wisipon Dixon (Mrs. Saai)

Grade 8 Regular: Mr. Nate Foster (Mr. Nate)

Grade 9 : Ms. Joycilyn Magpayo (Ms. Joyce)

Grade 10 : Ms. Sarah Baer (Ms. Sarah)

Grade 11: Mr. Sangwook Park (Mr. Park)

Grade 12 : Mr Mark Chen (Mr. Mark)

High School Faculty:

1. **Mrs. Felynit G. Magallanes** (Algebra 1, Chemistry, Physics)
2. **Mrs. Michelle Gabuya** (General Science 1 & 2, Biology, Anatomy)
3. **Mr. Sangwook Park** (Pre-Calculus, Chemistry, Biology, Algebra 2 H, AP Chemistry)
4. **Mr. Mark Chen** (Algebra1, Geometry, AP Physics, AB Calculus, SAT Math I & II)
5. **Mrs. Wisipon Dixon** (Pre-Algebra, Algebra 1, Business Math)
6. **Mr. Dana Larrick** (Language Arts Honors 9- 12, Adv. Literary, Research, Gr.11 Honors Homeroom partner, Music Appreciation)
7. **Mr. Brandon Merritt** (Fine Arts, AP Art, EFL 3 Reading)
8. **Mr. Lumtup Suchada** (Thai – T and Non Thai, Gr.11 R Homeroom partner)
9. **Ms. Hataichanok Plodpai** (Thai–Thai and Non Thai, G10 Homeroom partner)
10. **Mr. Supong Wongsithisate** (ICT for Grades 9-12)
11. **Mr. Ark Osias** (Computer Science for EFL 3 and Grade 7)
12. **Mrs. Gwang Sook Chung** (Korean Language)
13. **Mr. Jaco Struwig** (HS Chaplain, Bible Studies for EFL 3 to 12 except for G10)
14. **Mr. Erastus Edward** (PE, Intro to Marketing, G.9 Homeroom Partner)
15. **Mrs. Pan Yuan Chen** (Chinese)
16. **Mr. Nate Foster** (History G9-11, Geography G7, Int’l Studies, Drama)
17. **Ms. Sarah Baer** (English and Composition for G7,8, LA Regular for Gr. 9 & G10R, Reading Strategies G7&8, Gr7 Homeroom partner)
18. **Rev. Dae Young Cha** (Bible Studies Grade 10)
19. **Ms. Joycilyn Magpayo** (, Home Economics, Creative Writing for 7 & 8, Journalism, Applied Sociology, Writing EFL 3)
20. **Mr. Shyam Khatri** – Guidance Counselor
21. **Mrs. Areephorn Eksakolwong**- High School Librarian
22. **Mr. Jordan Jeffrey** (EFL 3 Conversation, Fluency, SRA, Spanish G7-12)
23. **Mrs. Michaela Denlinger** (G7 Social Studies, G9-10 History, G12Std LA)

The following handbook outlines the school policies, procedures, and regulations of Bangkok Christian International School and is intended to provide all parents, students, teachers, and staff with a general overview of all key and pertinent information relating to the school and school life. It is a continual work in progress contributed to by the BCIS administration, teachers, staff, and parents and is therefore subject to changes and amendments as the school deems necessary. We hope that this handbook will provide all parents and students with a better understanding of the guidelines and policies of the school thereby leading to a safe, enjoyable, and successful learning experience for your children here at Bangkok Christian International School.



FOREWORD

Dear Parents and Students,

Warmest welcome to you all the family of BCIS in the name of Our Lord, Jesus Christ.

In this Bangkok Christian International School Parents/ Students Handbook you will find information that will be helpful to you during your association with our school. A great part of what you will find in these pages is based on the experience of our teachers at various international schools. Each year we will upgrade this information with suggestions from students, parents, teachers and administrators.

BCIS is continually pursuing excellence in its academic programs, while also striving to train leaders in all fields for the 21st century to become decent, God-fearing world citizens. Please read thoroughly and become familiar with all matters in this Handbook. It will facilitate your child's successful studies and make school life orderly and enjoyable.

The administrators and staff of Bangkok Christian International School look forward to innovative ideas and suggestions for the progress of BCIS. Please do not hesitate to communicate your thoughts and ideas to us.

We trust that the School Goals portrayed in the Introduction of this Handbook will assist us all in mutual cooperation. May God richly bless you all.

Blessings,

Mr. David J. Maksel
Principal

YOU AND YOUR SCHOOL

This Bangkok Christian International School Parents / Students Handbook has been prepared to serve as a guide and a general source of information for parents and students regarding the school, its policies, its routine procedures, and its rules and regulations. The information contained in this handbook was current at the time of publication; however, policies and procedures may change during the course of the year.

School Colors

The school colors are blue, yellow, white and red with blue being the dominant color. As in the Christian Flag, these colors exemplify loyalty or devotion to Christ Jesus the Savior of all mankind.

School Motto

"Raising Leaders for the Twenty-First Century"

School Seal

The school seal symbolizes our love and dedication to Jesus Christ, the Savior of the world. The cross at the center of the globe symbolizes our sincere belief that Jesus and His Word need to be at the center of our lives and the world He created for His honor and glory. The golden dove symbolizes the beautiful peace Jesus brings when we allow Him to come into our lives and cleanse us as well as transform us through His life-changing power.



INTRODUCTION

School History

In December of 1995, the Korean Missionary Fellowship in Thailand began to ponder and discuss the need for a new school in Thailand. By February of 1996 the members of the Korean Missionary Fellowship in Thailand made a concrete decision to establish a new school in Bangkok. By July of 1996 the 1st major meeting was held where it was decided that the new school would be centered around core Christian values and beliefs while at the same time being international in scope. The initial goal was to meet the educational needs of Thai and Korean missionary and pastors' children in a true Christian environment that provided quality education at an affordable cost. Later the vision was broadened to include any member of the global community who desired a quality and affordable Christian as well as international education.

In December of 1996, missionary Un Kil Jung was appointed as the Deputy Principal of the newly planned school. Later in the same month various meetings were held with prospective parents interested in a possible new Christian international school in Bangkok. By February of 1997 it was decided that the target date for the grand opening of the new school would be August of that same year. Missionary Un Kil Jung was currently recruiting teachers at the time this decision was made. In June of 1997 it was decided that classroom space would be rented out from an existing Thai government school.

On August 22, 1997, Bangkok Christian International School officially came into existence with its opening ceremony taking place on this day. Missionary Un Kil Jung was officially appointed as BCIS' first principal. Twelve teachers and staff were officially introduced along with BCIS' first 34 students. BCIS has grown from a school of just 34 students, catering mainly to the needs of the Christian missionary community into a rapidly expanding multicultural international school of almost three hundred students and fully qualified staff representing between them nearly twenty different countries.

BCIS is governed by the Bangkok Christian International School Foundation (a Non-Profit Organization) to ensure that BCIS is able to provide an affordable, quality international education for missionaries, pastors, government officers and all of our families. BCIS has now grown into a vibrant school of 350 students from more than eleven different countries with 40 teachers and 20 additional staff members from all around the globe working together to provide a high quality and effective Christian education for our children who are the future of the next generation of leaders and world changers.

School Philosophy

Bangkok Christian International School is founded on the Christian Spirit of love and concern for human dignity. The school fosters a family atmosphere for young people of all races and creeds which lead them to respect and have concern for others, open mindedness, self esteem, and self discipline. These qualities should enable young people to be good citizens and to prepare them for future studies and for the responsibilities of their future lives.

We believe that schools which offer a strong Christian-based academic program and foster the development of moral principles best prepare individuals to meet the challenges and responsibilities in an ever-changing world. Therefore our main goal is to raise up disciples of Jesus Christ who will be the leaders of the 21st Century.

BCIS Mission Statement:

To equip our students to live and serve effectively in our global community by teaching them to apply wisdom through the comprehension, appreciation, and evaluation of our world in light of God's inspired Word.

BCIS Vision:

Raising godly leaders of Christian integrity and values who positively impact all aspects of society for the glory of God.

The BCIS Educational Purpose Statement:

To provide a quality international education within a caring Christian environment, encouraging leadership, independent thought, and the development of lifelong learning skills; to celebrate diversity, promote tolerance and foster understanding between people of all races and cultures.

BCIS STATEMENT OF FAITH

1. We believe that the Bible, both Old and New Testaments, though written by men, was supernaturally inspired by God so that all its words are the true revelation of God; it is therefore without error in the original writings. It is the complete revelation of His will for the salvation of man and the divine and final authority for all Christian faith, life, and conduct.

2. We believe in one God, Creator, and Sustainer of all things, infinitely perfect and eternally existing in three persons: God the Father, God the Son, and God the Holy Spirit. These three are one in essence but distinct in person and function.

3. We believe that the Father is the first person of the Trinity, and the source of all that God is and does. From Him the Son is eternally generated, and from Him, the Spirit eternally proceeds. He is the designer of creation, the speaker of revelation, the author of redemption, and the sovereign of history.

4. We believe that Jesus Christ, without any change in His eternal deity, became man through conception of the Holy Spirit and virgin birth, after which He died on the cross, a perfect and complete sacrifice, in our stead and for our sin according to the Scriptures. He arose bodily 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.

5. 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 sanctify, indwell, guide, instruct, fill, and empower the believer for godly living and service. He restrains sin and Satan until Christ comes again.

6. We believe that Adam, the first man was directly created by God in His own image, but willfully disobeyed God, bringing sin and death into the world. As a result, all persons are sinners from conception, which is evidence in their willful acts of sin; and they are therefore subject to eternal punishment, under the just condemnation of a holy God. 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.

7. 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 are born of the Holy Spirit and by Him are sealed to the day of redemption.

8. 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 that each believer may receive what is due Him for the things done while in the body, whether good or bad.

9. We believe that the return of Christ for all believers is imminent and 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 separated forever from God in hell.

10. We believe that a church is a local assembly of all believers 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 a church is, under the discipline of the Word of God and the lordship of Christ, to carry out the Great Commission to the world.

11. We believe that water baptism and the Lord's Supper are ordinances to be observed by a local church during this present age. They are, however, not to be regarded as a means of salvation. A local church is self-governing and functions through the ministry of gifts given by the Holy Spirit to each believer.

12. 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.

ADMINISTRATION

Campus Policy

Closed Campus Policy

BCIS has a CLOSED CAMPUS policy. Students are to attend all their classes, and they are to take all their meals in the school cafeteria. Students are not to leave the campus before the end of the day without express permission of the Principal or department head. A written parental permission to leave campus must be submitted.

Leaving Campus

No student will be allowed to leave campus during the school day without permission from the department head.

Parents who wish their children to leave school early should send a letter of request to the department head. Before leaving the school, the student must receive authorization from the department head and notify each teacher. The required permission slip can be obtained from the office. Any student leaving campus without prior approval will be subject to disciplinary measures.

During exam weeks, high school students will be released early according to the exam schedule. Students wishing to leave before that time must still have a letter signifying parental permission to do so along with the accompanying permission form from the office.

Emergency Measures

Emergency Closing

Whenever, in the judgment of the school Principal, it would be contrary to the safety of the students to keep the school open, school can be either closed through orders from the Principal, Director or the Ministry of Education. Parents will be notified immediately regarding the emergency closing. Students who take the school bus will be promptly taken back home. Other students will be chaperoned on the campus until parents are notified. Older students may return home on their own with prior parental permission. Please keep our school office updated if you have any changes in your emergency contact information.

Student Accident Insurance

School insurance is provided for all students. The coverage for this insurance is as follows:

- Students are covered during school hours and during school sponsored activities whether in Bangkok or not. Check with the office about coverage benefits.

- Coverage is for 12 months.
- New coverage begins on the first day of school.

Students covered by other insurance should bring a copy of the insurance form from their organization. This will facilitate filing any claims.

Fire Drills

In accordance with school regulations, students will be instructed and trained in evacuating school buildings so that in the event of emergency, they may do so in the shortest possible time without confusion or panic. Drills will be held at least one time per semester during the school term.

First Aid

The school clinic is located on the first floor and is staffed by a full time registered nurse. The primary functions of the clinic are to identify, treat, refer, and follow up students with health problems.

Safety Program

The maintenance of a healthy and safe school environment is a responsibility shared by the Board, Principal, Administration, Teachers, School Nurse, Custodians and students. Every attempt is made to meet fire and sanitation codes, occupational safety and health standards, and other safety regulations of the Ministry of Education.

Lost and Found

Money and items of value that are found or lost should be turned in to, or sought for at, the School Office.

Tuition and Other Fees

Payments and Deadlines

Tuition and all other fees are to be paid at the beginning of each respective semester. Deadlines for tuition payment are specified in the school calendar. For payments made later than the deadline, a penalty fee per student will be charged. Tuition payment may be made by bank deposit, electronic transfer, cash or check. However, no postdated checks will be accepted. A charge will be made for checks that the banks do not honor.

Re-enrollment Fee

As mentioned in the tuition fee handout.

Withdrawal and Other Fees

A student is required to notify the school office/admissions/department head as soon as it is known that he/she will be leaving BCIS. The student should

pick up the *Withdrawal Form* from the office and have it signed by all his/her teachers during his/her last day of classes. The Withdrawal Form should be returned to the office. A two week notice (except in very special cases) is needed to receive the Progress Report, and the transcript. A student's grades will not be released until this form is returned.

The department head or office may conduct an exit interview with the student and/or family. **Requests for official transcripts and school records will not be honored until a student has been officially checked out by the school office and all financial obligations have been met.**

Credit Given on Early Withdrawal

Any student requesting to withdraw from BCIS before the end of the semester and desiring credit must fulfill the following requirements:

- The student must submit a written request to the department head/office at least two weeks prior to withdrawal.
- Documentation from the parent's/guardian's sponsoring organization justifying early withdrawal is submitted to the department head/office.
- The student must have attended at least 80% of the scheduled classes for the entire semester.
- The student has not received any failing grades (F) in the last marked period.
- Required class work, projects, and/or final type examinations (if necessary) have been arranged with the teacher and successfully been completed.

The BCIS Withdrawal certificate indicates credit accrued thus far and determines the student's proper grade placement. Credit is granted only for completed quarters.

Transcripts

Requests for transcripts including required fee of 100 baht (per copy) must be submitted to the registrar/office at least two full working weeks in advance. All the school tuition fees and other fees must be cleared before the transcript can be released.

ATTENDANCE

Admissions

Applicants may be accepted upon presentation of evidence that they are academically prepared to take up the work in the grade into which they wish to enter, are appropriately socially mature, and that the program needed by the students is available. **Every student applicant needs to present 3 years of transcripts or report cards and medical records and a medical certificate**

before acceptance. Students wishing to enroll at BCIS are required to sit an oral interview and take a diagnostic test/entrance examination to determine proper placement as well as establish current English proficiency levels and reading skills. The oral interview and written test will last approximately 2 to 3 hours and will consist of reading, writing, speaking, listening assessments as well as a math assessment. Probation period for new students is one quarter. Please consult the admissions officer for further information.

Attendance Expectations

Regular attendance is one of the most important factors determining success in school and is the responsibility of the individual student and his/her parents. When a student is absent or late to school or class, not only does his/her learning suffer significantly, but the learning of other students is also affected. Parents and students have a responsibility to the entire school community to recognize that extensive absences seriously impact the overall vibrancy of the curriculum for all students. The classroom environment cannot be duplicated. When students are absent, they miss:

- The information that goes on in classroom discussion.
- The nuances that come through in a lecture.
- The possibility to ask questions to clarify homework, lectures, and discussions.
- Ongoing small group work and projects.
- The opportunity to check out books and materials needed for research.

Absence Policy for Junior/High School

To receive full credit for a class, a student must be in attendance for at least 80% of the sessions of that class each semester. Any absences beyond this number will be considered excessive and will be subject to academic consequences. Any student not in attendance for at least 80% or more of a class will not receive credit for that class. If a student misses more than 20% of their classes overall for any one academic year, they will automatically fail that year and repeat the same grade next year.

1st – 36th absences per semester

Work missed can be made up if a proper note with parent signature/a doctor's certificate is submitted to the office. Make-up work must be completed within the allotted time given. ***Note: This is only applicable for EXCUSED ABSENCES.***

36+ absences per semester

No credit will be given or earned for classes taken.

In extraordinary situations that require an extended absence (family emergency, hospitalization), the family should apply to the principal for a waiver.

Skipping Class

Skipping class is considered a major offense and the student will receive detention and/or suspension. An absence from any class for the purpose of make-up or preparation for another class is not permitted. A student who misses 20 minutes or more of a class will be considered absent for that class period. When a student is late he/she is still expected to attend the class or it will be considered a skip.

Leave of Absence

Students absent for school-sponsored functions such as field trips, exchanges, and/or sports tournaments may make-up the work they missed. These types of absences will not be counted against the 80% attendance requirement.

Students absent for school-sponsored functions must fill out a ***Leave of Absence Form*** and submit it to the office before leaving for the event. Any student not submitting the Leave of Absence form prior to leaving will be considered absent and it will be counted toward their absence record.

Parents planning to take a student out of school must have their child complete the Leave of Absence form, and upon completion submit this to the principal before the absence takes place. Parents are strongly urged to avoid non-illness and extended absences, because such absences create an extra burden for students upon their return. Extended absences undermine the value of a consistent work ethic, which the school seeks to instill in its students. Medical appointments and out-of-school commitments should be scheduled for after-school hours, whenever possible. If medical appointments must be scheduled during school hours, please provide a medical certificate from the doctor so that it will be counted as an excused absence. ***Note: Please schedule long or extended holidays OUTSIDE of regular school days.***

Make-up Work

Make-up work is the responsibility of the student. Prior to or upon the student's return to school, full credit can be earned for missed work if completed within the same number of school days or class periods for which the student was absent (e.g. three school days absent yields three school days to make up work for full credit). A teacher may refuse to accept and/or give full credit for work received after the allotted time. It is the responsibility of the student to ask teachers for make-up work and to set times convenient to both teacher and student for make-up tests or quizzes.

Unexcused absences may result in an 'F' or a Zero in all classes on the day of absence and no make-up work or tests will be allowed.

Make-up Classes

Make-up classes will be offered as needed to students receiving an 'F' grade for any quarter. The make-up class will be scheduled by the supporting subject

teacher, in accordance with the department head after school hours. The student will be required to skip all after school activities and make arrangements for a late ride home during the makeup sessions. The student will be required to attend all make-sessions scheduled by the teacher to receive the make-up credit of no more than one letter grade increase. This service is offered with an extra cost to the students outside of the normal tuition cost, which goes to compensate the supporting teacher for their extra time in planning and grading of the make-up sessions. This payment can be made via the office.

Extra-Curricular Eligibility

Students will not be eligible to participate in extracurricular activities on days of missed classes. A student who misses a class period for a medical/dental appointment must bring a note signed by the physician/dentist in order to be allowed to participate in extracurricular activities that day.

Students with a GPA of 2.0 or lower and/or a failing grade may lose eligibility for extracurricular activities for a determined period of time.

Truancy Policy

Students are expected to arrive on time for all classes. The disruption a late student causes for the teacher and other students is inconsiderate and should be avoided. Junior and High School students arriving late to school must report to the office first to receive an admittance slip to enter class. After first period, students must have a note from the teacher if they have a valid reason for being tardy.

Habitual tardiness, like excessive absence, may result in the loss of credit for that class. In general ,three unexcused tardies equals one unexcused absence.

For Junior and High School students, the following are the consequences for more than four tardies per quarter (parents will be notified at each level):

3 unexcused tardies/1 unexcused absence

1st detention

6 unexcused tardies/2 unexcused absences

2nd detention

9 unexcused tardies/3 unexcused absences

1 full day in-school suspension

12 unexcused tardies/4 unexcused absences

1 day out of school suspension (*no credit for work missed*)

15 unexcused tardies/5 unexcused absences

2 days out of school suspension and problem brought before the school administration (*no credit for work missed*)

Note: A total of 36 excused and unexcused absences equals automatic failure for that academic year and no credit awarded. Any student in this situation will be forced to repeat the same academic year the following

school year.

Tardiness Between Periods

Students are to be inside classrooms and seated when the tardy bell rings. When tardiness becomes excessive, and after the teacher has exhausted corrective measures, the situation will be referred to the Principal for disciplinary action.

Teachers who have retained students at the end of a period should inform other teachers to explain the delay by using a Building Pass if necessary.

Residency Policy at BCIS

All students attending Bangkok Christian International School are expected to live with their parents in Bangkok or to live in the dormitories. Any exceptions to the above policy must be approved by the principal and will only be granted under exceptional circumstances.

ACADEMIC PROGRAM

High School Academic Honor Roll Distinction

To achieve this important distinction, students must meet the following requirements:

- Students in High School will receive Honor Roll with a Cumulative GPA of 3.3 to 3.69
- Students in High School will receive High Honor Roll with a Cumulative GPA of 3.7 to 3.99
- Students in High School will receive High Honor Roll with Distinction with a Cumulative GPA of 4.0 or above

Academic Probation (High School)

Any student who receives an “F” in any Core Subject (Math, Science, Language Arts, and History) or less than a 2.0 GPA in the Core Subjects during a reporting period (Quarter) will be placed on Academic Probation. Also, students receiving less than a 2.0 total GPA will be placed on Academic Probation.

Students placed on Academic Probation will not be allowed to participate in extracurricular activities for the following term. Students will be placed in the Academic Support Program for the duration of one Quarter. At the conclusion of the Quarter the new Progress Report will indicate if Academic Probation will need to continue.

A review date will be set at the time the discipline is administered. Specific observable areas to be improved and specific improvement to be made will be established. The student will meet regularly with the counselor to discuss his/her progress and will be assigned to the study hall blocks for four periods

in a week.

The department head, in consultation with the academic advisor or principal, will decide whether the probation will be noted on the student's transcript. The counselor will provide a written report on the student's progress at the review date. This discipline may be administered by the department head.

Academic Support Programs (Learning Support)

Various learning support programs are in place to assist the students with low academic achievement or children with special needs (CSN). We provide assistance to students needing extra time and help with their studies. This help is available at different levels: at the level of the student, classroom, departmentally and institutionally.

At the level of the *student*, we have individual academic progress tracking, advising and at times re-teaching (tutorial) by homeroom teacher or subject teacher/s. "Pull out", "Extra time" "make-up works" are common *classroom learning interventions* in BCIS. The department also organizes remediation activities like required study sessions, peer-tutorial, homework support, study-habit workshop etc.

Counseling services are also provided because ***our first goal is to empower the child to help himself***. The teacher or the counselor will call the attention of parents with children needing extra learning support or further interventions. Parents are always welcome to confer with teachers if they see a need of learning support. The school automatically places students who move from the EFL Intensive Class to a mainstream homeroom class in the Academic Support Program. Also, students on Academic Probation are placed in this program.

Grade Placement

BCIS is committed to promoting educational achievement for all children. It is expected that the majority of students will move through the adopted course of study at the rate of one grade a year.

However, it is recognized that occasionally students, because of health problems, irregular attendance, immaturity for age or other reasons, have difficulty in mastering the academic phases of the school program. It will be more profitable if the student was retained one grade to help develop the mastery of their subjects. In a case where this appears to be the situation, a retention study will be conducted by a team composed of the counselor, teachers, parents, and Academic Director/Principal.

The needs of some students who are advanced in their academic work and who are socially mature for their age may be met more effectively if the students are accelerated one grade. Students will be required to complete a partial assessment case study conducted by the school counselor or Academic Director. A principal-parent-teacher conference shall precede a decision to

accelerate a student. ***Please note that Korean Universities do not allow students to be accelerated one grade.***

Grade placement for High School students are determined solely by credits accrued at BCIS and other schools. The Admissions Officer, Registrar and the Counselor will evaluate credits jointly before placement.

Homework

Homework, an extension of an active learning classroom environment, is considered an important aspect of the student's training toward independent learning and responsibility. One basic goal for giving homework is to develop at an early age the importance of good study habits so that assignments can be done independently without direct teacher or adult guidance.

At all grade levels, homework should be an integral part of the basic curriculum and be planned to correlate closely with classroom course development. Homework helps develop skills necessary for lifelong learning, including:

- Self-discipline
- Productive work habits
- Task commitment
- Time management and organization skills
- Initiative
- Responsibility
- Positive attitudes and enthusiasm towards learning
- Problem-solving skills

Graduation Requirements

Bangkok Christian International School is committed to a challenging college preparatory program, emphasizing social responsibility, self-discipline and international understanding. BCIS students are encouraged to strive for their personal best in all they do. Nearly every student matriculates to a four-year university degree program upon graduation; hence the curriculum is structured for students applying to competitive universities worldwide.

The credit awarding system at BCIS is based on the Carnegie unit, and students must earn twenty-six credits in grades 9-12 to graduate with a BCIS Diploma. Please see the table on the next page.

Graduation Credit Requirements

Course	Credits
Language Arts	4.0
Mathematics	3.0
Science	3.0
Social Studies	3.0
Foreign Languages	2.0
Religious Studies/Ethics	2.0
Computer/ICT	1.0
PE/Health	1.0
Art	1.0
Electives	6.0
Total	26 Credits

Community Service Graduation Requirements

Students are required to complete fifteen hours of community service for each year of study in high school.

Grade Point Average (GPA)

Grade point average is calculated on a semester basis. All course taken during grades 9-12 are factored into the calculation of GPA. Three scales are used when calculating GPA: Regular Class Point Scale, Honors Class Point Scale and AP Class Point Scale.

Generally, GPA is calculated using the Regular Class Points Scale (maximum 4.0). However, certain classes are offered at BCIS which are highly academically challenging and therefore designated as honors classes. GPA for honors classes will be calculated using the Honors Class Points Scale (maximum 4.5). Advanced Placement classes are the most challenging high school classes. To be eligible for the AP Class Points Scale (maximum 5.0) students must study AP classes for the full year and take the AP exam in May.

GPA scores for students who do not take the AP exam, or students who enroll for only 1-semester in AP classes will be calculated using the Honors Class Point Scale (maximum 4.5). A student's cumulative GPA is calculated for only those courses taken at BCIS.

Numeric Average	Letter Grade	Regular Class Point Scale	Honors Class Point Scale	AP Class Point Scale
97-100	A+	4.0	4.5	5.0
93-96	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
79-77	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
63-66	D	1.0	1.5	2.0
60-62	D-	0.7	1.2	1.7
0-59	F	0	0	0

Early Graduation

Early graduation (less than eight semesters of high school work) is generally not allowed, regardless of the total credits acquired. Special dispensation may be granted by the High School department head and the principal after careful review and recommendation by the counselor.

Parent-Teacher Conferences

Parent-Teacher conference days are the week after report cards are issued. The purpose of Parent-Teacher Conferences is to give parents a clear insight into the child's total school experience and to develop a two-way system of communication between parents and the school. At any time during the year, a teacher or parent may request a conference. Appointments for such conferences can be arranged privately through the Administration office or by letter.

Parents always have the right to discuss, with the teacher, their child's progress including the grading policy and how the grade was determined.

Progress Letter/Renweb

Quarterly Progress Letters may be sent to certain students. These are given out halfway through the quarter or approximately four weeks before the grading period closes. The letters may commend students for excellent effort or results, or inform parents of their child's unsatisfactory academic performance or misbehavior in class. These letters are to be read signed by the parent and returned to the Principal's office to be filed in the student's cumulative folder.

Although left to the discretion of the teacher as to whether Progress Letters should be given, it is mandatory that letters be sent for any student earning less than a 'D' Grade. ***Note: Parents are encouraged to keep track of their child's academic progress regularly through Renweb.***

Progress Reports (Report Cards)

All students are issued Report Cards four times each school year or approximately every nine weeks at the end of each quarter. A school year consists of two semesters or four quarters. A ***Quarter Grade*** indicates the student's progress during that particular quarter. Quarter Grades are based on the class participation, and teacher's assessments both formative and summative. Behavior and attitude towards school and learning, factors that can strongly influence a student's progress, are reported to parents when necessary.

Renweb, our school management system, is utilized to provide regular, ongoing feedback regarding students' grades and behavior. Teachers may communicate with parents by email through Renweb regarding quarterly progress reports, academic or behavioral concerns, etc.

Recognition

Recognition Certificates and medals for excellence or for outstanding contribution to classes, clubs, or activities are awarded to students. Honor roll students are awarded with medals and certificates after every semester.

Remedial Services

Remedial Services assist students who would not benefit by retention in the regular classroom and whose performance has been consistently poor over time due to such factors as change in curriculum, low attendance, home situation, etc.

Retention Philosophy

- BCIS is committed to promoting educational achievement for all

children.

- BCIS encourages early identification of an intervention in academic, behavioral, or emotional difficulties.

Position Statement

Retention will be employed:

- When a student suffers serious academic deficits in the year prior to retention.
- When a student shows signs of difficulties due to a lack of opportunity for instruction rather than to a lack of ability and does not have serious social, emotional, or behavioral deficits.

Retention Study — Eligibility

Students to be considered for Retention Study must meet the following conditions:

- Have acquired a cumulative Grade-Point Average (GPA) of 1.0 or less
- Have had absences of more than 20% of full attendance.
- Meeting and consenting among Parents, Students, and Principal.

School Days

Number of School Days = Minimum of 180 days to include teacher workshops and in-service release days.

Student Contracts

Students are expected to perform at grade-level standard or higher and to demonstrate regular attendance and satisfactory behavior. This also includes a demonstrable desire to profit from the educational environment at BCIS. When these standards are not being attained, a process of student/parent conferences, and academic probation will be initiated. **All behavioral and academic contracts will be discussed with the parents, the department head, counselor, and possibly the principal.**

Tutoring

BCIS supports individual tutoring when necessary. First, we recognize that parents are the best after school tutors through our homework program. Secondly, parents may employ other tutors at the comfort of their homes after their child's much needed rest from a long day schoolwork. As the need arises, after school tutorial classes may be organized depending on the needs of the students and availability of teachers. Parents interested in obtaining a tutor for their child should contact the school office, department head, counselor or administration. There are also institutions providing evening or week-end tutorial classes like Kumon, Grammar class, social skills class etc.

ENGLISH AS A FOREIGN LANGUAGE

Assessment

All new students are assessed as they come into BCIS to determine what grade level and program is most appropriate for their needs. Assessment results will be reviewed by a committee consisting of the following:

- Admissions Officer
- Principal
- Department Heads
- Teacher Representative
- Counselor (as needed)

Note: Typically a student in Grades 9-12 or applying for these grade levels with limited or low English proficiency will not be admitted to BCIS, but an alternatively more reasonable suggestions for that student's academic future will be made.

EFL Intensive Classes

The EFL Intensive programs (Elementary & High School) are designed to assist non-native speakers of English to develop their English proficiency to a level that enables them to join the regular academic program at the appropriate level. BCIS' EFL Intensive programs are English course studies. The programs do not follow regular grade level curriculum, however special classes are included.

Placement

Placement in the regular program is determined by the individual students proficiency in the English language based on an exit interview, achievement tests of basic skills, scores on teacher-made tests, in class performances, on an oral interview and accrued credits.

Assessment of students for placement in the regular program or for students exiting EFL to the Regular Program will include:

- Achievement test data gathered yearly in May/June
- Scholastic Reading Inventory Testing
- Exit Oral Interview and Oral Reading Evaluation
- Past education records
- Current academic standing
- Past and present teachers' comments and perception of student's pattern of performance
- Student's age and number of years in the EFL program
- For High School EFL students—the student's grade level and credits earned from previous schooling

Misplacement

In cases where there has been misplacement of a student into the EFL program, teachers are encouraged to submit a referral to the appropriate department head and counselor for child-study and reassessment.

STUDENT EXPECTATIONS

Regulations and Procedures

BCIS' rules are intended to reinforce positive qualities as well as to restrict negative behavior. They respond to changing circumstances and are constantly subject to review for their relevance, adequacy, and appropriateness.

Academic Honesty

Acts by students such as copying themes or homework, copying from each other's test papers, using notes during tests, and/or forging parents' signatures are considered serious offenses and will thus be treated very seriously.

A Honors Diploma candidate found in violation of the academic honesty policy at any time during the completion of the program's requirements will automatically forfeit the right to receive the Honors Diploma and may also face other consequences outlined in the academic honesty policy.

Common forms of Academic Dishonesty

A. Plagiarism: The use of another person's ideas, expressions or writing as if it is your own.

- Copying verbatim – this is the most common form. It consists of an individual copying the words, expressions or ideas directly from another source (e.g. book, article, lab report, or friend) without giving proper credit.
- Paraphrasing – this consists of borrowing ideas from a source and rewriting them in your own words.
- Use of an idea – the adaptation of an idea from another source without giving proper credit. (e.g. when asked to write a story, you borrow an idea from T.V. program, video, article, classmate).

B. Sharing ideas in test situations: e.g. with take home exams, asking/telling students what is on a test/quiz.

C. Cheating on tests and quizzes: e.g. bringing answers into the test room, copying from another student, and unauthorized use of notes or technology.

D. Copying homework: This includes allowing a student to copy from your work or doing the work for them.

E. Taking credit for work you didn't do: e.g. not acknowledging assistance of parent, friend, or tutor.

Discipline for Academic Dishonesty

All cases of academic dishonesty should be reported to the department head.

- First Offense – Teacher concerned to contact parents to inform of the incident. No credit for the work is given.
- Second Offense – Minimum half day in-school working suspension. Parent conference. No credit for the work is given.
- Third Offense – Parents and student to sign an Academic Contract
- Fourth Offense – Students brought before the Academic Advisor/Principal for possible consensual dismissal.

Documentation of Sources

All high school students are expected to document the sources they use with MLA parenthetical references (within the body of the text) and a “work cited” list at the end of research papers.

Because sources on the internet change or are removed quickly, students should make “hard” or “disk” copies of sources taken off the internet. Students should keep copies of these resources until after their paper is returned in case the teacher needs to check a quotation or statistic.

School Activities Code and Contract

The Student Activities Department is responsible for both interscholastic activities and the student government, which are both vital components of BCIS. School activities are a positive learning experience for our students since it gives them the opportunity to embrace a lifestyle dedicated to cooperation, integrity, and self-discipline. Selection to a team or election to an office is both an honor and a privilege, and as such, carries responsibilities commensurate with leadership roles. As leaders and as very visible representatives of BCIS, they have the obligation to present themselves in an exemplary manner. Therefore, they will be required to sign and adhere to a Behavior Contract Code that details the character, behavior, and responsibilities that BCIS expects of each particular role.

Student and Building Safety

For the safety, well-being and supervision of all students, we require that students follow these rules while they are in the building:

- Students are not to go upstairs until after the flag ceremony. We do permit students to drop off their bags at their lockers and then immediately proceed to the basketball court area for the flag ceremony and morning announcements. This being said, students are not permitted to enter the classrooms at this time.
- **Students are not permitted in the classrooms or upstairs during**

the break and lunch times. The only exception to this is teacher supervised academic support or detention. Please understand that safety is always our primary priority.

- At all times students are to walk in the halls and maintain an appropriate voice level and behave appropriately so as not to disturb other classes.
- When in the halls, students are not to touch or disturb any of the items on the walls or in others lockers.
- Students are never to enter unsupervised building areas or classrooms.
- Students are not allowed to use the Elementary corridor on the second floor without special permission from the department head or principal.
- If parents or community members notice anyone who may be loitering on or around our campus at anytime, please notify the office immediately.
- If parents or community members notice any unsafe or suspicious activity in the evenings or weekends anywhere on our campus, please notify our security guard immediately.
- All students must leave the school campus by 5:00 pm unless a school approved activity with a proper form signed by the principal and department head with direct teacher supervision is happening with prior permission.

Care of Personal Property / Security

Students should have their names written on all their personal belongings. Students are expected to take good care of, and be responsible for, their books and personal belongings. Books and personal items are not to be left unguarded. BCIS will not be responsible for money, jewelry, or any items lost or stolen.

Classroom/Campus

Language

All students are **required** to speak English inside and outside of the classroom and are encouraged to speak English always while on the school premises during school hours or any related school activities. Students must make every effort to speak English from the moment they arrive at school until school ends.

Daily Thai Flag Ceremony

All students are required to attend a daily Thai flag ceremony. This is first, for the purpose of showing proper respect as a Thai citizen or a guest citizen in Thailand, as well as serves as a time for teachers to take morning attendance and give important daily announcements. If your child comes late to school

after this ceremony, they will need to sign in at the office and obtain a pass to go to their class.

Daily Morning Devotion

All students are required to participate in daily morning devotions in their respective homerooms which consist of a brief prayer time, worship time and sharing from God's Word.

Weekly Chapel

All students are required to attend weekly chapel services. High School chapel is on Wednesday. At that time, all students are expected to show proper respect during the announcements, the morning prayer, worship, and the Bible message. **Attendance will be taken and recorded.**

DEAR Program and SRI Diagnostic Testing

BCIS and the High School department have adopted the DEAR program which stands for "Drop Everything and Read". For 20 minutes every day in the morning our students will drop everything and spend a solid 20 minutes just pleasure reading from books they choose and love that have been previously approved by their homeroom teacher. The ultimate goal of this is to improve all of our students' reading skills which will in turn help them develop and improve their overall English skills and academic performance. Students' reading levels and skills will be evaluated at various times throughout the year using the *Scholastic Reading Inventory (SRI)* assessment. Information gathered from these assessments will help us diagnose current reading levels, reading difficulties, and effective intervention plans.

SRI, better known as Scholastic Reading Inventory testing, has now been adopted by all departments at BCIS in order to regularly assess students' current reading skills and levels as well as to diagnose any possible reading difficulties and plan appropriate intervention measures to help support and improve reading skills. **This SRI diagnostic testing will be held at least one every quarter to monitor and track students' current reading levels and to choose appropriate level text for them as well as diagnose and provide learning support for evidenced reading deficiencies.**

Safety

Safety is of paramount concern to all. Parents and students are reminded to follow school guidelines for closed campus, student and parent driving, and the use of appropriate play areas.

Courtesy

Courtesy in behavior, language, and manner is expected of students at all times. These regulations apply to all school-related activities on campus and

during field trips.

Drugs, Alcohol, Tobacco, Weapons

Drugs/Alcohol

On Campus

The unlawful use, possession of, buying or selling of alcohol or any narcotics, stimulants, barbiturates, suppressants, hallucinogenic drugs, marijuana, or any other dangerous substances or prescription drugs by any student of the school on its campus or during school-sponsored activities is considered a serious violation. Any student who violates this policy shall be immediately suspended out of school for at least 5 school days and required to undergo family counseling sessions.

Any or all of the following may also occur:

- Contact law enforcement authorities
- Restriction from further school-related activities
- Mandatory behavior contract
- Recommendation for consensual dismissal. School authorities may search any students or their belongings at any time when such a need is determined.

Off Campus

Students found committing any serious violation of the school regulations, including the using, consuming, purchasing, or in possession of any drugs or alcohol whilst off campus and in school uniform thus breaking their normal behavior contract, shall be scheduled for an immediate meeting with DRT and parents. Some of these practices are not only very dangerous for students as well as illegal in Thailand, but also tarnishes God's work at BCIS. Students returning to school after a positive urine test will be subject to additional periodic testing. Consensual dismissal will urge upon a second positive test found during the student's enrollment at BCIS. Any staff member who believes that a student may be under the influence shall immediately notify the Principal.

Tobacco

Smoking presents a health hazard, which can have serious consequences, both for the smoker and the nonsmoker. Students shall not be allowed to smoke, chew, or possess tobacco or nicotine products on school property or during school hours, at school-sponsored events, or at any time under the supervision of school employees, or whilst wearing the school uniform.

Students who violate this policy shall be subject to disciplinary procedures that may result in suspension from school and a mandatory behavior contract. Consensual dismissal from school may result from two or more violations or special circumstances.

The school curriculum shall include lessons on the effects of smoking on the

human body and shall take steps to discourage the use of tobacco.

Parents and visitors are asked to support the school's effort to maintain Bangkok Christian International School as a "Smoke Free Zone." Please refrain from smoking on campus or at any school event or activity.

Prohibited Items

Restricted items may **NOT** be brought to school for any reason. These items will be confiscated and only returned to parents through the office or department head. Occasionally allowed items are only to be brought and used under the direct supervision of the supporting teacher for specific activities only, otherwise will be confiscated.

The following items are either restricted or only occasionally allowed:

PROHIBITED:

- Weapons of any kind
- Firecrackers, lighters, or matches
- Inappropriate pictures, books, comics
- Alcohol, Drugs/Smoking-related items
- Chewing gum

OCCASIONALLY ALLOWED:

- Playing Cards
- Skateboards/Roller-blades
- Magazines – Appropriate only
- Water pistols
- Steel rulers
- Candies

Mobile Phones/Electronic Equipment/Electronic Dictionaries

Students are not allowed to use mobile phones, MP4 players, iPods, or Electronic Dictionaries during class time unless permitted by the teacher for an approved academic activity that involves technology integration. This equipment should **remain in the student's locker or bag and be turned off or silenced during school hours**. Failure to comply will result in confiscation of the equipment by the teacher concerned and deposited with the teacher or at the principal's office for a period determined by the teacher.

*** NOTE: Mobile Phones are not to be used from the time students enter the campus until 3:00 pm. Mobile phones should be put on silent and vibration mode and should be concealed in a pocket or in a bag.**

***Students are not permitted personal use of mobile devices for gaming, personal social networking, watching YouTube videos, etc. during any school hours until 3:00 pm.**

***Teachers have been instructed to and will confiscate mobile phones from students who are breaking the above regulations.**

***Students may receive their mobile devices at the end of the day. For repeated violations of this offense, parents may be requested to come to school to pick up the mobile device in person.**

***Alternatively a letter from a parent or guardian may be requested and presented.**

***Electronic dictionaries may be allowed at the teacher's discretion for low English proficient students in class but will not be permitted during testing or assessment activities.**

The school will not accept any responsibility for the loss of these items.

Serious Violations

Serious violations render a student liable to **immediate suspension and a mandatory meeting with a DRT and Parents.**

- Repeated attempts to skip classes/ unauthorized leaving of school grounds
- Possession of dangerous weapons
- Possession or use of drugs and/or alcohol
- Smoking or possession of cigarettes
- Open defiance of authority
- Fighting— actions that endanger or threaten the safety of others
- Willful damage or destruction of school property
- Gambling of any form
- Possession of pornographic pictures and books
- Hazing— actions that persecute, harass, humiliate, or coerce others
- Chronic failure to comply with the Dress Code
- Excessive use of foul language
- Stealing
- Any sexually suggestive behavior, or any aggressive sexual symbols or actions, as well as any action or body language deemed inappropriate by any member of staff.

Vandalism

It is the intention of BCIS to seek redress of any individual, or the parents of that individual, in the amount of the damage for any act of vandalism committed by that individual.

Vandalism includes, in the present sense, negligent, willful damaging or taking of any school property- for example: writing on tables, desks, inside of lockers, inside of non-consumable school text, etc. Any student, or the parent or guardian of that student, shall be held liable for all property belonging to the school lent to the student or individual and not returned on demand of the school. Such property must be returned in reasonable condition considering the time used and the manner in which the property was used. Any student of the school who commits an act of vandalism will also be liable to disciplinary action by the school.

Weapons

A certified or classified school employee, to maintain order and discipline and to protect the safety of students and school employees, may confiscate any dangerous device, weapon, or explosive. Every employee seizing a dangerous device, weapon, or explosive shall report the incident to a teacher or an administrator immediately and deliver the seized item together with the name(s) of person(s) involved, witnesses, and the location and circumstances of the seizure. The principal shall take such disciplinary action, including suspension up to consensual dismissal, as determined necessary. The parent or guardian will be notified as soon as possible.

Disciplinary Action

Repeated violations of school regulations, procedures, or unwritten conventions will result in the calling of parent-teacher conferences and in some form of disciplinary action. Disciplinary action may include:

- Conference
- Loss of Privileges
- Detention
- Work Detention
- Student Contract (Behavior)
- In-school Suspension
- Out-of-school Suspension
- Damage Reparation
- Consensual Dismissal

DISCIPLINE POLICY

Teachers are responsible for enforcing the discipline policy in their classrooms on a daily basis. Disciplinary options available to the teachers include: warning, loss of privileges, detention, parent-teacher communication, counseling referral, written assignment, and discipline referral to the department head and /or principal.

School Detention

Any member of the BCIS staff may assign a teacher's detention to a student. This detention is served at break, lunch or after school. The detention will be supervised by the teacher who gave out the detention. School events, activities, athletics, or bus-scheduling **are not valid reasons** for missing a detention. Detentions will be given all through the year, including during exam week. If a student is given **three** detentions in any one class, the subject teacher will contact his/her parents to inform them of the situation. **Renweb can be used by parent to keep up to date on students' behavior records.**

During the detention period, students are to sit quietly. No activity such as listening to music, sleeping, etc. is permitted. Students will be given work to do during detention. If a student does not show up to a detention, his/her time will be doubled, and he/she will have to serve both detentions in the next 2 school days.

Students who fail to complete assigned homework assignments must, as requested by a teacher, report to detention with all necessary materials and stay until their assignment is completed.

Discipline Review Team – DRT

The Discipline Review Team is an advisory committee to the Principal. The Principal convenes the DRT when needed, its Chair, and its voting members. It is the responsibility of the department head to have available all pertinent materials for each DRT meeting. The DRT generally includes the principal, counselor, department head, and any and all homeroom teachers deemed key persons in the investigation of the disciplinary issue.

The Discipline Review Team convenes when a student commits a serious violation of the discipline code or has broken the terms of his/her particular Contract (Attendance/Academic, Personal, Disciplinary Probation). The Team recommends to the Principal its conclusion(s). It may recommend disciplinary action, terms of probation, suspension duration, and parent consensual withdrawal from the school.

The Principal may meet with the Discipline Review Team for advice, review and evaluate the Discipline Code and submit recommendations for changes of the Discipline Code. The Principal has the authority to adjust the DRT decision as deemed necessary and has the final say on the final discipline to be administered for a serious “C” violation.

The Principal appoints members to the Discipline Review Team. The disciplinary review team consists of the concerned homeroom teacher, department head, counselor, and principal. At least one parent/guardian and the student should be present at the follow up meeting when all evidence and disciplinary committee findings are presented or else the school will simply notify parents by telephone.

Disciplinary Probation

Disciplinary probation refers to a period of time determined by the Discipline Review Team or Principal, during which a student’s behavior is monitored and evaluated to determine the student’s right to remain at Bangkok Christian International School. After suspension or serious and/or repeated disciplinary problems, the parent/guardian, student, and Principal will sign a probation contract. Failure to adhere to the terms of the contract may result in:

- Consensual Dismissal with Parents from school
- Restriction from specified school sponsored activities.
- Principal/student conference and contract with parent signature.
- A review of the student's enrollment eligibility in severe cases.

The Disciplinary Probation period is a positive attempt to help the student realize that all choices carry consequences and, thus, a growth plan will also be included in this process.

The Disciplinary Probation term officially begins with the issuance of the probation notice. The length of probation will be determined by the Discipline Review Team or Principal and may be extended for any violation listed under conduct and behavior.

Suspension

Suspension is intended to remove the student from peers and the class environment. This separation provides the student time to reflect on his/her behavior and a possible pattern of behavior that will be more positive. A student serving in-school suspension reports to school at the regular time in full uniform. Each teacher will give the student written assignments that he/she must complete under the direct supervision of security. The student will not attend any classes or go out for break. The student will eat lunch in the assigned room.

After two or more suspensions in a semester, a student and his/her parent must appear before the Discipline Review Team.

Consensual Dismissal – Withdrawal from School

A student with parent consent may be dismissed from Bangkok Christian International School for any of the following major violations or repeating any violation listed under suspension:

- Possession or use of any weapons or firearms on school premises or at school sponsored events
- Providing or selling narcotics of any kind (immediate expulsion)
- Inflicting or causing bodily harm to any person on campus
- Assault or battery, or any threat of force or violence directed toward anyone
- Fighting
- Theft of, tampering with, or unauthorized handling of a teacher's gradebook, textbook, handbook, keys, briefcase, or other personal items
- Tampering with fire alarms or extinguishers
- Habitual Unexcused Truancy
- Sexual Assault or Harassment
- Severe Defiance and Rebellious Attitude Towards a Teacher and/or school rules and regulations
- Any infraction considered sufficiently serious by the DRT.

Playground Safety

The following playground rules have been established for the safety of all students:

- No tackling games or play fighting games are permitted.
- No pushing, shoving, rock or sand throwing
- No wall ball or other activity where students are targeted
- Playground equipment or any items brought from home must have the teacher's permission, are brought at the student's own risk, and must be for "open play"
- No "closed" games – anyone can play
- Games must be played in areas as designated by duty supervisors
- The duty supervisors and security guard are to be treated with respect and their directions are to be followed for the safety of all students.

Responsibility

In order to have a school of which all may be proud, it is necessary for everyone to feel a sense of responsibility. Students who deface, damage, or destroy school materials or property will be subject to disciplinary action and required to make financial restitution.

The students in BCIS are expected to conduct themselves, both on- and off-campus, in such a way that the rights of others are not violated. Students will respect constituted authority, conform to school regulations, and accept directions from authorized school personnel.

Failure of a student to comply with established school rules or with any reasonable request made by school personnel may be cause for disciplinary action.

We want our students to be recognized for the good deeds they accomplish and be made aware of the results of their actions that would be detrimental to themselves or those they represent. They must realize that decisions and consequences are part of the learning of responsibility. Dishonesty, unseemly behavior, and the use of controlled substances cannot, and will not be tolerated.

STUDENT DRESS CODE

BCIS students are expected to be appropriately groomed and dressed at all times. Students are required to wear the school uniform during the week as follows:

Guidelines for Modesty, Neatness and Cleanliness

BCIS students are encouraged to send the best possible message with their dress and grooming standards. Students should dress so as to call attention to the total personality and inner beauty or strength rather than to any one part of the body.

Cleanliness is important for good health and appearance. Students are expected to keep themselves neat and well-groomed. Students show positive attitudes toward themselves and the school by looking good.

Appearance

Excessive jewelry worn by girls or boys is unsuitable in the school setting. Expensive jewelry and watches should not be worn to school since they could be lost or stolen and could be a source of danger for students traveling home on their own. Excessive makeup is considered inappropriate.

Uniform

School uniforms of the specified school colors are compulsory. Boys will wear the prescribed shirt and trousers. Trousers are to be worn at least ankle length but not touching the ground. The hem must not be frayed or ripped. It is not permissible to cut the leg seam. Pants and shorts must be worn at the waist, not at the hip. Shirts, whether cotton shirts or polo shirts, must be properly buttoned and tucked in, if old-style. Undershirts must be white with no writing on them when wearing the full proper school uniform on chapel days.

Girls will wear the prescribed blouse and skirt with the blouse tucked in, if old-style. New-style blouses may be untucked. All shirts have the prescribed pocket with the school emblem on the left front side. Clothing excessively too large or too small is unacceptable. Girls are highly urged to consider modesty and purity and will not be allowed to wear uniform blouses without a proper blank white undershirt or t-shirt underneath.

BCIS polo shirts and BCIS skirts, PE shorts, or pants may be worn on Monday, Tuesday, Thursday, and Friday. The full proper BCIS uniform including the white button down shirt, trousers, skirts, and black shoes must be worn and worn properly on all Wednesday chapel days or on any and all special formal dress days as designated by the department. (Example: Easter Service)

All students are required to comply completely with the uniform guidelines at all times, unless specific permission is given for special dress days.

P.E. uniforms are required for P.E. classes and for certain occasions. Only the prescribed BCIS PE uniform will be accepted. This PE uniform also constitutes an important part of the overall PE grade.

The school offers BCIS T-shirts and shirts for purchase. No other T-shirts, or shirts are acceptable. Good conduct is based on respect and consideration for students themselves and for the rights of others.

Jacket/Sweater

The school offers BCIS jackets and sweaters with school emblems for purchase. No other coats, jackets, or sweatshirt will be allowed in class. All sweaters must be worn with a uniform shirt underneath.

Footwear

Clean black dress shoes must be worn on Chapel Days. Rubber thongs, open-toed sandals, backless shoes, or shoes with more than a one-inch heel are unacceptable. **Sneakers or trainers of the student's choice may be worn on the remaining school days other than chapel days.** No house shoes, slippers, or sandals of any kind are allowed.

Hats

Caps or hats may be worn only for plays and other specified occasions. Hats may not be worn in the cafeteria and are generally not permitted in class.

Headwear

No bandanas, wave caps, or visors are allowed on campus. Students may not wear their hoods or hats in class or at school during the school day except for school approved activities such as Sports Day. Girls may wear ribbons, rubber bands, or headbands. No sweatbands are allowed on wrists or head.

Hair

Unusual hairstyles that involve designs, symbols, or words are considered inappropriate. Unusual hair tinting and highlighting or shaving of the head (except on special occasions) may only be done after prior discussion and with the approval of the principal. Students wishing to dye their hair natural colors may do so at any time, but the dying of hair extravagant colors (such as blue, green, etc...) is prohibited unless approved in writing by the principal. Hair that is neat, clean, and fixed in such a way that it does not hang in the face facilitates student learning, as do beards and mustaches that are neatly trimmed. Boys' hair length should be no longer than the collar.

Along with these guidelines, several specific rules have been identified to assist students and parents:

- Skirts and shorts must be worn no higher than two inches from the top of the student's knee. Where skirts are worn shorter than this, the student will be required to wear PE shorts until a skirt of the correct length is worn.
- Visible body piercing is not allowed with the exception of pierced ears

for girls, and no dangling or hoop earrings. Girls are permitted modest earrings in each ear. Any extra earrings will be confiscated for a period. Boys are **NOT** permitted to wear earrings.

- Tattoos are not to be visible during school activities.
- Necklaces may be worn but are not permitted when safety is put at risk. Students must refrain from wearing excessively large necklaces as they pose a threat to their own personal safety during various school activities such as PE and science labs.

Dress Code for Extended School Trips

- Students should not have the appearance of being in a gang and should not wear bandanas or other gang paraphernalia or clothing associated with gang activity.
- Students are not permitted to wear articles of clothing or jewelry that carry motifs advertising or promoting alcohol, tobacco, drugs, sexually suggestive or obscene language or any other message that conflicts with the BCIS ethos.
- Girls are not to wear spaghetti straps. Dresses and tops are not to show cleavage or undergarments. Girls' tops and pants may not be tight-fitting.
- Undergarments must be worn.
- Swimming attire: Boys should wear proper swimwear with lining (no Speedos). Girls should wear modest, one-piece bathing suits (no bikinis.)
- Generally only BCIS Team Color Shirts or BCIS polo shirts are permitted on field trips or special school excursions.

Prom Dress

Proms are exceptions to normal dress code. The basic principles of modesty, neatness, and cleanliness are always applicable; but what is appropriate at a prom might be different from what is appropriate at other times. Jeans, shorts, polo shirts, t-shirts, or other casual attire is not acceptable at proms.

For boys, the key issue is appropriateness. This is a “dress up” occasion with shirt, tie, dress pants, and dress shoes or, possibly, culturally appropriate options.

For girls, appropriateness and modesty are the key issues. Although modesty doesn't change, appropriateness does change depending on the occasion.

Please follow these guidelines when choosing what to wear to the prom.

- Gowns (dresses, outfits) must have straps.
- Gowns must have backs that come to at least bra height.
- Gowns must not be see-through or expose any area of the abdomen (no undergarments should be seen).
- The length of the gown must be floor length to no more than 3 inches above the knee.

Violence

BCIS was founded by a group of missionaries dedicated to the principle of non-violence. No verbal, emotional, psychological, or physical violence will be tolerated anywhere on our campus, either to any individual, culture, race, or belief. Our goal is to actively bring peace to our community and world through nonviolent means. Therefore no weapon or instrument that indicates violence in any way will be allowed on campus. This includes such items as guns — whether real or toy—knives, or similar weapons. Any play or performance using such an instrument must receive permission from the Principal.

STUDENT SUPPORT SERVICES

Guidance and Counseling Services

The Guidance and Counseling Office (GCO) works in collaboration with teachers, parents, administration and auxiliary institutions in meeting the needs of students pertaining to their educational career and wellbeing. The Guidance and Counseling program consists of a variety of services and activities including individual and group counseling, parent and teacher conference, career guidance, college counseling, information services, testing and assessment and referrals to institutions providing learning support and special education program.

The counseling service is available to all students! Our goal is to maximize students' learning and growth congruent to their abilities, needs and developmental stages. We promote Advance Placement (AP) courses and Honors subjects to the fast learners and welcome academic challenges. We also assist those who need individual educational programs (IEP) and differently-paced instruction through sheltered classes for those who are academically struggling due to learning disabilities or adjustment difficulties.

All children are endowed with varied potentials, skills, talents, intelligences and even giftedness. We believe in multiple intelligences, different learning styles even for differently-abled (handicapped) students. In addition to guidance and counseling services, we pray for all our students to know our most reliable guide, God, our Wonderful Counselor. Counseling is the heart of the Guidance services and is interspersed in:

Academic Advisement

The Advisement Program helps students negotiate the choices they and their family must make leading up to graduating with a High School Diploma. This program is focused on tracking periodic academic progress as well as determining learning support intervention.

College and Career Counseling

High School students are oriented to college application procedures and exposed to information pertaining to local and overseas colleges. Students are

exposed to college fairs, career conferences, exhibits, prospectus and online university placement programs like College boards, Common applications, i-advisor, virtual university fairs etc. to help them prepare for college and career life. It is important for a high school student to grow in freedom and responsibility. As the high school student is ushered into adulthood, they gradually assumes responsibility to decide for themselves and for their life.

Consultative Services

The counselor and administrators consult with parents and teachers regarding strategies to help students deal with and resolve personal concerns.

Testing and Assessment

A wide variety of testing and assessment services are also available and will be administered throughout the year to help evaluate student's intellectual functioning level, academic achievement and aptitude based on international standardized norms, psychological state, personality and interests inventory in order to create the best specifically tailored plan to meet each individual child's needs.

Crisis Intervention

Crisis intervention is an immediate response designed to prevent damaging physical and psychological results following a personal, community, or school traumatic situation. It can and should be given by persons who first see the need at the time and place a crisis occurs. A site team composed of administrators, counselors, and teachers is established to implement the crisis intervention action plan.

Referral

Counselors use other professional resources of the school and the communities to refer students when appropriate. GCO works with teachers and parents in referring suspected children with special needs (CSN). We believe that it is very beneficial to have early identification of an intervention/management program for special needs.

NOTE: In providing psychological and guidance services, BCIS will respect the individual child's dignity and parent-child relationship. Confidentiality will be strictly guarded, and it will only be broken on one of the following conditions:

- The child may seriously hurt himself/herself or others.
- The child was abused physically, emotionally, or sexually.
- A written waiver has been signed by the parent of a child under 12 years of age, *or* by the child himself/herself (for children over 12 years of age)

Student Grievances

A grievance is defined as a complaint made by a student to a member of the staff or administration on a charge of an unfair practice.

Students will have opportunities to communicate matters of concern to the faculty and administration as follows:

1. A student should try to convey the problem to the teacher concerned first.
2. If this proves impossible, the student can talk to their Homeroom Teacher in order to solve the problem.
3. If this is also unsatisfactory, the student will be referred to the Department Head who will listen to the student's concerns and if necessary refer the student to the Guidance Counselor and/or Principal depending on the situation.

BCIS administration and staff will honor the students' right of inquiry and the right to express matters of concern through existing processes of communication which do not infringe upon the rights of others.

Concerns, complaints, or suggestions from parents or from the community should be communicated through the appropriate channel. Any concerns or complaints addressed to a member of staff will be forwarded to the relevant administrator. *All concerns, complaints, or suggestions must be signed by an appropriate administrator at the school after being reviewed by the school administration team before any subsequent action is taken.*

SCHOOL SERVICES

Library and Multi-media Center:

The library is open for individual reading and research. Teachers may arrange regular weekly library classes or special library time designated for research projects.

Library patrons are expected to behave with courtesy and respect at all times. Some guidelines for library use are as follows:

- Please enter the library in a quiet and respectful manner.
- Food and drinks (including water) are not permitted in the library.
- Respect everyone's right to use the library. Keep the noise level to a minimum so that students may read and work on assignments without being distracted.
- Library materials must not be removed from the library unless they have been properly borrowed.
- Library materials on loan to one person may not be transferred to another. The person in whose name the loan is made is solely responsible for the safekeeping and due return of items loaned. Take care of your belongings. The library staff will not be responsible for any loss or damage of your personal belongings left unattended in the library.
- Do not tear, cut, or damage library's resources.
- Where an item is lost, returned damaged, or not returned after a

reasonable period of time, the borrower will be charged for the item at replacement cost. An item charged for in this way remains the property of the Library. If an item is not returned because reported stolen, a criminal report will be required.

- The responsibilities of the borrowers concerning damaged or lost materials are as follows:
 - 1) Buy a replacement, which must be the same title, and pay fee charged for any lost or damaged materials.
 - 2) In the case that the borrower cannot find and buy a replacement, the borrower must report and pay twice the costs of the original material.
- Grades, transcripts, and diplomas will not be issued to students who fail to clear their Library accounts.

Borrowing Privileges and Policies

All general references (almanacs, atlases, dictionaries, encyclopedias, and other materials in the circulation section) are to be used only in the library. Magazines and newspapers are to be used only in the library. However, teachers and staff have the special privilege of borrowing magazines for a week.

Borrowing Limits

<u>Patron</u>	<u>Duration</u>	<u>Fine</u>
Faculty & Staff	90 days	5.00 Baht /book /day
Students		
- Textbook	1 semester	
- Reading book	1 quarter	5.00 Baht /book /day
- General book	7 days	

School Bus

School Bus service can be arranged during office hours with the school office. Although the school is not directly responsible for this service, insurance coverage and certain safety measures are required. BCIS facilitates a contract between parents who wish to utilize the school van service with the van service itself, but parents should note that the school, BCIS, is not legally liable or responsible for what happens on school vans since the van company is a separate entity from the school and is responsible for ensuring the safety of the students and establishing the proper rules and guidelines for student behavior on the buses as well as a driver and driving safety guidelines.

Bus riders must follow all required safety precautions in accordance with Thai law and must heed the bus driver's instructions.

Student Supplies

The school maintains a Student Supplies Store where basic student school

supplies and certain items of clothing may be purchased. Students can make purchases at the Student Supplies Store during registration week and during the following times outside of classroom periods— before school, at break and lunch, and after school. This is located at the Student Snack Shop.

Student's Safety and School Hours

Lessons end at 3:00 pm. All students must leave the school premises by 5:00 pm. Students must fill out an appropriate form supplied by the teacher concerned if they wish to stay after 5:00 pm. This form must be signed by both the department head and the principal. A teacher must be present to supervise the approved activity. **If no teacher is present, then students will not be permitted to be at the school after 5:00 pm.**

Dormitory

There are dormitories equipped to house and supervise BCIS students. These dormitories are affiliated with BCIS but are independently owned and run by self-regulating missionaries and pastors. Each dormitory has established its own unique rules, guidelines, and procedures for taking care of students who wish to avail themselves of these dormitory services. Parents desiring to utilize these dormitory services may contact the BCIS school office for further contact information.

Note: Dormitory parents will notify our dorm students' parents of any and all information regarding important school matters and decisions concerning these dorm students.

SCHOOL HEALTH SERVICES

The School Clinic is open from 7:00 a.m. to 4:00 p.m. A full-time nurse runs the clinic. Her primary function is to identify, treat, refer, and follow up pupils with health problems. The School Clinic treats minor injuries and illnesses occurring at school.

Emergency Cases

In the case of an emergency when a student has to be brought to the clinic immediately, the *Building Pass* or *Clinic Pass* may be sent later for the student's health records. The School Clinic gives first aid for emergency.

Minor Ailments

Students who need medical advice or attention before or after school or during break or lunch need not secure a pass. Cases of students who visit the Clinic frequently will be brought to the attention of the Homeroom Teacher or the

Counselor as appropriate.

Medical Checkup

Each *new* student must submit the required medical documentation before enrollment. This will be placed on file in the office, on Renweb, and with the school nurse. Medical clearance for new students also includes the following—

- Tine Test or Chest X-ray (Only one is required.)
- Blood and Urine Analysis

The **Parent Consent Form**, issued at the beginning of each school year, is a request for parental written consent for the school authorities to allow emergency treatment for their child at a specified hospital, should there be a need and/or if the parent or guardian cannot be reached in time.

No student will be admitted to class until all medical forms and documentation have been updated and submitted. The School Clinic maintains an up-to-date health/medical file for each student.

Serious Illnesses and Referrals

A child who has a fever, is vomiting, or has a severe cough and runny nose should be kept at home. A student who becomes ill or injured during the school day should go the clinic/office. If the student is too ill to continue attending classes, he or she may stay in the Health Clinic until parents are contacted. The student may not leave the school campus until he/she has been dismissed by the nurse and/or principal. For minor ailments such as stomachaches and headaches, the nurse may have the student remain in the Health Clinic for observation for up to 20 minutes before sending him/her back to class or home.

The school office must be informed immediately if a child is absent because of a communicable disease such as conjunctivitis (pink eye), chicken pox, lice, impetigo, measles, mumps, etc. The school may need to inform parents of other students if students have been exposed to a communicable disease. When needed, a referral will be made to have the student taken for further check up or treatment in a nearby hospital.

Other Health Services

Fever Scan

Please note that all students will be scanned for possible fever upon entrance to school in the morning by both the school nurse and teacher on duty. If a

student is found to have fever, they will be asked to return home to rest and recommended for a doctor's check up. Please understand that this policy is in place to ensure the safety and good health of all of our students.

Vaccination

Details regarding current vaccinations are sent out to parents for their information and written consent.

Medication

All medication brought into the school needs to be held in the School Clinic and administration assisted by the Nurse or someone designated by the school administration.

Health Talks

Health talks to students in their Religion, Values, Health, or Science classes are given or arranged by the Medical Officer as needs arise.

Health Bulletins

The School Clinic Bulletin Board displays current health news from periodicals or "Medical Alert" notices issued by embassies or community sources.

Emergency Kit

The School Clinic provides an emergency first aid kit and nurse for most off-campus student activities and field trips.

STUDENT ACTIVITIES

Athletics

The Athletics Program provides students the opportunity to develop skills and positive attitudes towards sportsmanship and competition. Basketball, volleyball, football, badminton, and table tennis are played at school.

Clubs, Committees, and Class Activities

Clubs, committees, and class activities tend to vary slightly from year to year depending on the makeup of the student body and the availability of teacher sponsors. All clubs and committees are organized only with the approval of the department heads. Each club or committee must have at least one faculty sponsor. No more than two activities which are not of an educational nature may be organized during class time per quarter.

Special after-school activities require parental permission. Letters to parents regarding activities must be counter-signed by the Department Head and/or

Principal. Special regulations and procedures for school activities have been established. A ***Student Activity Request Form*** must be initiated by the faculty sponsor and submitted to the Department Head before any commitments are made.

Field Trips

Field Trips are organized as part of instruction and enrichment. Attendance is required for school sponsored events outside of school.

Honors Awards (High School)

With the object of instilling pride, unity, and school spirit in the student body, the High School Administration recognizes students who meet or exceed certain criteria.

Performing Arts

Performing choral groups, instrumental bands, and other performing arts groups are available at BCIS. These groups perform for the Annual International Food Fair/Culture Festival, for school events, for various community events in Bangkok, and for interscholastic competitions.

Physical Education

Proper Attire – Parents are reminded that on your child’s physical education days, appropriate clothing should be brought to school. For the safety of the student, sport shoes are required. The BCIS PE uniform is required for all PE classes.

PE Excuses – Physical Education is required of all students. For any student to be excused from PE, the following criteria must be met:

- Temporary Excuse (three days or less) – parents submit a note to the nurse for one specific illness or injury.
- Long-Term Excuse (more than three days) – parents are required to obtain a written statement from the student’s physician to be submitted to the nurse.
- Limited Activity – If the student can participate in any portion of the PE class (i.e., keeping score, carrying equipment, etc.), the note should read, “limited activity.”

Special Programs, Chapels and Assemblies

School assemblies and special programs will be scheduled throughout the year to enhance and enrich student learning. Parents are invited to attend all school assemblies and evening programs and performances. Students are to adhere to appropriate behavioral guidelines and dress code when in any program or

assembly. A special High School chapel is held every Wednesday morning with the Elementary School's chapel held every Tuesday morning. During these chapel times students engage in worship, listen to an inspirational Bible message, participate in special musical performances, and listen to pertinent announcements pertaining to academics and school life. ***Chapel attendance is required as it is a regular academic and spiritual activity of the school.***

Recognition Assembly

Held at the beginning of the academic semester/year, these events recognize students for academic excellence, for outstanding performance in special subject areas, and for outstanding contribution to classes, clubs, or activities from the previous year. Senior students will be recognized at their graduation ceremony in June.

School Field Trip Days

Occasionally throughout the year school-wide as well as individual class field trips are organized to a variety of locations around Bangkok. There is typically one field trip organized per semester. The purpose of these field trips is to enhance and supplement the students' learning that is taking place in the classroom. These excursions enable our students to observe, experience, and analyze what they are learning at school in real life outside of the classroom. Letters are always sent home clarifying all details regarding these field trips. Included in these letters are required parental permission slips which must be filled out and turned in to homeroom teachers before a child is allowed to participate in these various activities.

School Publications

Classes produce the yearbook, the school-sponsored newspaper entitled "The BCIS Chronicle", literary magazines, newsletters, anthologies, and other writings. All school publications by students must obtain approval from the principal and department head in advance.

Special Programs and Events

The highlight of club, committee, and class activities is the staging of dance, drama, and music productions and the display of journalistic, photographic, artistic, literary, scientific, and other talents throughout the year.

Sports Day

One sports day is held annually and is organized by the Physical Education Department. The variety of athletic and sporting events offered on this occasion offers the opportunity for our students to display their athletic gifts and talents, foster teamwork and build school spirit, as well as develop essential knowledge and practice of good sportsmanship.

Talent Shows

Talent shows are produced by each school department at various times throughout the school year to exhibit the depth of talent in the student body. Parents and special guests are invited.

Performing Arts Productions

The elementary school as well as high school typically schedule special performances at Christmas and midway through the second semester around Easter. Musical Performances also take place over the course of the academic year typically on special chapel days, at the ISAT School Fair, at Christmas, Easter Worship Service, and in May during our Graduation Ceremony. All parents are invited to attend these events.

Thanksgiving Food Fair/Culture Day

Each year the Activities Committee organizes a Thanksgiving worship service as well as an International Food Fair. Our aim is to celebrate and give thanks to God for all of His wonderful blessings throughout each year. This very special annual event also provides us with the opportunity for the extended BCIS community to come together for worship, food, and cultural performances that highlight the beautiful diversity of culture and talent that exist in the BCIS community. All parents are invited to participate by sharing any one of their favorite cultural dishes at the Food Fair and by coming out and participating in all of the wonderful activities that take place throughout the day.

Book Fairs

Twice annually BCIS holds Book Fairs in the BCIS main hall. The main purpose and goal of these events is to promote a love for reading and offer all students the opportunity to enhance and develop their reading skills which will in turn increase their potential for success in their various academic programs and endeavors. These book fairs are typically held once each semester in September and March. All parents are invited to attend this very special and important event.

Annual Lock-Ins

Throughout the academic year BCIS holds various youth Lock-In camps. For the Senior High these camps are typically held on the school site or outside of the school campus. The Junior High and Upper Elementary Lock-In camps are held on site at the BCIS campus. The camps normally last one and a half to two days. The purpose of these mini camps is to help our students to develop and mature spiritually, socially, emotionally, and intellectually. The camps also encourage teamwork and cooperation through a variety of team building

workshops and activities. Attendance at these Lock-Ins is completely voluntary but strongly encouraged. Letters will be sent home to the parents requesting necessary permission slips as well as required medical information. Any and all parental assistance and support is welcome and encouraged.

House Team Activities/Events

Each month special house team events and activities are organized by the Student Council. These events include such things as but are not limited to sports competitions, cooking contests, debates, writing contests, art activities, quiz bowls, etc. Team captains from High School under the supervision and leadership of the Student Council organize their teams and carefully select or recruit volunteers to compete in the various events. House Points are awarded and tallied throughout the academic year for each house team which culminates in the presentation of the House Team Champion Trophy at the end of the year awards ceremony to the house team that has collected the most points over the course of the year.

Science Fair

Each year a science fair is held to allow students the opportunity to exhibit their applied knowledge in a variety of scientific fields through a wide range of original and creative projects and experiments.

Sports Banquet

Each year towards the end of the fourth quarter a special awards banquet is held to honor and reward all of the BCIS sports teams and individual athletes for all of their hard work, sacrifice, and successes throughout the academic year. Typically this special event consists of a dinner served by teachers, coaches, and staff followed by an awards ceremony where a wide variety of trophies and certificates are presented in honor of outstanding individual and team athletic achievements.

Graduation Week

The week of graduation for our seniors is filled with activities and special events for the seniors, their parents, staff and invited guests. Detailed information about the dates, times, locations, and formality of the various events is provided to the parents and staff. Special events include the Senior Prom, a special chapel service, Kindergarten and Grade 6 graduation ceremonies, and of course Commencement for our Seniors.

GENERAL GUIDELINES

Visitors

Guests are always welcome on our campus. The following guidelines are to

be followed in order to ensure a successful experience:

- New prospective students or alumni may have the opportunity to visit the BCIS campus in accordance with the guidelines below.
- All guests must relinquish ID to the school guard and receive visitor badges before they are allowed to remain on campus.
- Once a visitor's pass is obtained, the student will then be escorted to the office where the receptionist will contact the appropriate department head to let them know of the visitors preapproved arrival after which they will be escorted by office staff to the appropriate location in the school.
- The friend of a student (former student) may visit classes for one day only if prior permission has been obtained from the student's teachers, department head, and the principal. A formal request must be submitted and signed by the principal and department head. The student or visitor should in no way disrupt or distract the ongoing learning process.
- Parents who wish to visit each of their child(ren)'s classes during a visit to BCIS need to make advance arrangements by contacting the school office first who will then contact the relevant teacher in advance so the time will be convenient, appropriate, and productive for all.
- The visitor should dress in accordance with the school's guidelines for modesty, neatness and cleanliness.
- Visitors will observe the school rules, and will be the responsibility of the host student throughout the time period.
- The school may set limits on the activities of visitors, especially during examination days.
- **Note again: The visitor must obtain prior permission before arrival and then the appropriate and required visitor pass at the guard station before entering the school premises upon arrival.**
- Friends of students may not join out of school field trips, school camps, etc. for safety and liability reasons.
- Former students and friends of students are asked to remain off

campus when classes are in session. If a former student would like to attend a class or special school activity, he/she must get permission from the school principal, department head, and/or supervising staff.

- If a returning student was dismissed from the school or asked to withdraw for any reason, the school reserves the right to enforce stricter guidelines for campus visits and refuse entrance of such a student to the campus.

Change of Address

Students or parents/guardians are expected to notify the Principal and the School Clinic when their address or telephone number is changed so that the school is able to contact the parent or guardian without delay, in case of emergency.

If a student is not living with legal parents, the school must be notified as to the address of residence and guardianship status.

Lockers

All students are issued lockers and are responsible for damage to their lockers. Students who want a key should go to the office to purchase one for refundable when returned or bring their own key from home. Students should not open another student's locker without permission from that student.

Posters

The responsible administrator must approve posters before they are displayed.

Office Services and Etiquette

The school office offers services to students, staff, and BCIS families. It is open from 7:00 a.m. to 4:00 p.m. Monday to Friday.

- Purchase of uniforms may be made through the school shop.
- The office phone is to be used only for emergencies.

Students may not enter the office beyond the receptionist counter without permission. Students are not allowed to go into the staff and guest lounge.

School Property

Students can be held responsible for the damage that occurs to school property and/or equipment through acts of negligence, misuse, or vandalism. A charge will be assessed for the cost of repairs or replacement from the student or parent's account.

Student Behavior and Discipline Policies

*Our discipline policy states clear expectations and consequences and includes periodic parent notification, meetings with grade level teachers, counselor, and administrator intervention, with progressive consequences as infractions increase. **This will be updated in Renweb regularly.**

***Behavior Contract Clause:** Students who consistently and regularly break school rules or who commit an infraction deemed as serious and in danger of bringing the school into reproach or endangering other students will be required to sign a behavior contract drafted by the DRT and signed by both the student and the parent. Failure to meet the stipulations of this behavior contract may in accordance to the requests of the parents result in the consensual dismissal of the student.

VIOLATION CODES

BCIS students are to observe the rules of proper conduct at all times while on the school compound. Any teacher, administrator, or staff member of BCIS may issue a violation or disciplinary consequences to a student at any time for the following violations.

A-Level Violations will be dealt with by the teacher concerned. Repeated offences may affect behavior feedback and student records.

- A1 – Late for class
- A2 – Improper Uniform
- A3 – Missing Homework
- A4 – Plagiarism as deemed minor by a teacher or staff
- A5 – Disrupting class
- A6 – Non-English in class
- A7 – Non-permitted gum or food
- A8 – Swearing / foul or rude language or gesture in class
- A9 – Non-permitted use of electronic device
- A10 – Unprepared for class

B-Level Violations will result in detentions, and negative impact on behavior feedback and student records. Any excessive number of violations will result in meeting with DRT*.

- B1 – Swearing / foul or rude language or gesture in public
- B2 – Non-cooperation / Disrespect to Teacher/Staff
- B3 – Loitering on School Grounds after hours
- B4 – Skipping of Detention
- B5 – Persistent Level A violations

C-Level Violations are much more serious and may result in lengthened or a series of detentions, major negative impact on behavior feedback, and even in and out of school suspensions and possibly expulsion. C-Level Violations will result in mandatory

meeting with DRT and if required, the Principal and Parents. Students will not be allowed to be present during these conferences except at the discretion of the DRT.

- C1 – Skipping Class or Leaving School Grounds during normal hours
 - C2 – Possession of Weapons of any kind
 - C3 – Possession of Drugs/Alcohol/Tobacco
 - C4 – Open Defiance to any staff member
 - C5 – Fighting/ Threatening/ Coercing/ Harassing any Students or Staff
 - C6 – Willful damage or misuse of any school property
 - C7 – Gambling
 - C8 – Possession of inappropriate media of any kind
 - C9 – Plagiarism**/Cheating as deemed major by a teacher or staff
 - C10 – Chronic Failure to comply with Dress Code [5 detentions]
 - C11 – Excessive use of swearing / foul or rude language or gesture
 - C12 – Stealing of any kind of school / teacher / student property
 - C13 – Any suggestive or inappropriate body language of any kind
- *DRT – Discipline Review Team **Automatic zero on the assignment

A Final Note

This Handbook is intended to be as comprehensive as possible; however, situations may arise that are not covered by this handbook. Since this is a guide to rules and procedures, the school administration reserves the right to adjust, modify, as well as add or delete to this booklet as necessary. We sincerely hope you keep this booklet handy and refer to it to answer your questions.

We are looking forward to working with you to provide the best possible year of education for your children – our students. Thank you in advance for your help and cooperation, as together, we achieve this goal.

About the Student Parent Contract:

To the Parent / Guardian:

Every student and parent is required to completely read and sign a Student/Parent Contract. Please take the time to read over this handbook with your students that way everyone may be thoroughly informed as to the policies of BCIS Then please complete and date the contract on the next page and have your student turn it in to the High School Department Head. This will need to be done before the student can fully attend classes and earn a transcript.

Please seek out your student’s Homeroom Teacher or High School Department Head for any further explanation of the policies as stated herein. Please see the contract on the next page:

As a BCIS student:

I hereby certify that I and my parents/guardian have read through the Parent-Student Handbook and that I understand my rights and responsibilities, understand the regulations and policies of BCIS, and hereby agree to abide by and uphold these regulations and policies to the best of my ability.

(Please print clearly in ink)

Student Name _____

Student Signature _____

Date _____

Parent Name _____

Parent / Guardian Signature _____

Date _____

Parent Contact Number 1 _____

Parent Contact Number 2 _____



G Suite

G Suite for Education is an essential part of the curriculum, for all subjects, and students without parental permission will be unable to participate in lessons across the curriculum using G Suite Apps. All email communication is archived and the school's technology acceptable use policy will be enforced. School staff will monitor the use of G Suite Apps when students are at school. Parents/guardians are responsible for monitoring their child's use of applications when accessing G Suite Apps from home. Students are responsible for their own online behavior at all times.

If you would like to find out more about G Suite for Education visit:
<https://www.google.com/edu/>

Agreement

I give my consent for my child to use G Suite for Education and the internet in school I fully support the school and will promote good digital citizenship at home. I understand the my child is responsible for their own ICT use in school.

**Student Name
(Printed):**

Date:

**Parent / Guardian
Signature:**

**Parent / Guardian
Name (Printed):**