

BANGKOK CHRISTIAN
INTERNATIONAL SCHOOL

High School Department

**PARENT/STUDENT
HANDBOOK**

2023-2024



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BCIS QUICK REFERENCE INFORMATION

School Telephone Numbers

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

School Hours

Office 7:00 am – 4:00 pm
Students 7:40 am – 3:00 pm
Teachers 7:00 am – 3:15 pm

BCIS School Board Details:

School Foundation Board of Trustees

1. Mrs. Sumonman Rodnirun	Vice Chairman
2. Elder Prasit Mangkala	Secretary
3. Rev. Paitoon Chowwanapong	Member
4. Rev. Kim Jong Gu	Member

School Executive Board

1. Elder Prasit Mangkala	School Licensee/Chair
2. Pastor Suchin Leerujanond	Parents Representative
3. Mr. Piti Thangsareemankong	Teachers Representative
4. Mr. David J. Maksel	Member
5. Mr. Mahaporn Mangkala	Member
6. Mrs. Sumonman Rodnirun	School Manager
7. Mr. Supong Wongsithisate	School Director/Secretary

School Administration

The Director:

Mr. Supong Wongsithisate

The Principal:

Mr. David Maksel

Secretary to the Principal:

Ms. Kwanchanok Chowwanapong (Ms. Cindy)

High School Department Head:

Mrs. Felynit Magallanes

Elementary Department Head:

TBA

Elementary Lead Teacher

Mrs. Ayula Ghildiyal

Kindergarten Department Head:

Mrs. Marla M. Panes

High School Faculty:

1. Mrs. M (Felynit G. Magallanes) (HS Department Head) (Algebra I, Chemistry)
2. Mrs. Theta Gabuya (General Science, Biology, Anatomy)
3. Mr. Sangwook Park (Algebra II, Chemistry, Ap Pre-Cal, Pre-Calculus, Biology, AP Chemistry)
4. Mr. Mark Chen (AP Calculus AB/BC, AP Physics C - Mechanics, SAT Math Preparation, and SAT Math Intensive, Geometry, Physics)
5. Mrs. Wisipon Dixon (Intro to Algebra, Pre-Algebra, Geometry, Algebra II)
6. Mrs. Christine Stacey (English Literature and Composition II, British Literature, World Literature)
7. Ms. Nichole Jan Gabuya (AP Art-2D, Art-2D, Advance Arts 2D, Reading Strategies, Fine Arts 1, Fine Arts II, ICT07 Photoshop Design, \Yearbook)
8. Mr. Lamthap Suchada (Thai for Foreigners, Thai Culture for Thai)
9. Ms. Hataichanok Plodpai (Thai Language for Thai, Thai Culture for Thai)
10. Mr. Spong Wongsithisate (ICT for Grades 9-12)
11. Mrs. Gwang Sook Chung (Korean Language)
12. Ms. Sun Hee Kim (AP Music Theory, HS Vocal Ensemble, HS Performing Arts, Music Appreciation, JH Choir, Intro to Drama, Intro to German, Orchestra)
13. Mr. Tom Mast (HS Bible Studies and HS Chaplain)
14. Mr. Erastus Edward (Kobe) (HS Physical Education and Athletics Coordinator)
15. Mrs. Yuan-Chen, Pan (Mrs.Chen) (AP Chinese Language and Culture, Intro to Mandarin I&II, Mandarin I-III)
16. Ms. Parisa Patamanate (Int) (World Geography, Ancient Civilization, World History I)
17. Mr. David Dixon (American Literature, English Literature & Composition III, ELT Prep)
18. Mr. Chad (Chayathorn Purungrit) (World Literature, World History II, Basic Sociology, Debate.Public Speaking, Apologetics)
19. Mr. Gi Eung Yoon (Gi) (HS Instrumental Ensemble, Intro to Drama, Korean for Foreigners, Praise and Worship)
20. Mrs. Jemimah Samonte Zanoia (English Literature and Composition I, Creative Writing Skills, Advanced Writing Skills, Journalism, SAT Reading)
21. Mrs. Areephorn Eksakolwong (HS Librarian/Thai Language for Thai)
22. Mr. Sunyaluck Singhanart (Arm) (ICT Specialist) Middle School ICT
23. Mrs. Julianna Panantang (School Counselor, College Prep, Home Economics)

School Office Staff

- | | |
|---------------------------------|------------------------------------------|
| 1. Mr. Amorn Tangsirisatian | (Human Resources and Facilities Manager) |
| 2. Mrs. Cheryl (Tin Zaw Min) | (Admissions Officer) |
| 3. Ms. Wipawadee Onlamoon | (Registrar/Government Liaison) |
| 4. Ms. Wipa Thetsalee | (Finance Manager) |
| 5. Mrs. Amporn Turmwatcharachai | (Assistant Secretary) |
| 6. TBA | (Marketing Coordinator) |
| 8. Ms. Nipaporn Wongs | (School Nurse) |
| 9. Mr. Juanito Gabuya | (Media Specialist) |
| 10. Mr. Sunyaluck Singhanart | (IT Specialist) |
| 11. Mr. Kittikoon Wongsithisate | (Assistant to IT Specialist) |
| 12. Mr. Byoung Kwon Park | (Korean Liaison) |
| 13. Miss Jia Wei | (Chinese Liaison) |
| 14. Mrs. Areephorn Eksakolwong | (Librarian) |
| 15. Mr. Soonthorn | (Technician) |

FOREWORD

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 pertinent information relating to the school and school life. This handbook has been developed by the BCIS administration, along with contributions from teachers, staff, and parents. Therefore, this handbook is subject to any changes and amendments as the school deems necessary at any time during the academic year. We hope that this handbook will provide all parents and students with a clear 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.

YOU AND YOUR SCHOOL

This Bangkok Christian International School Parents / Students Handbook has been prepared to serve as a general source of information for parents and students regarding the school. 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 Godly Leaders for the Twenty-First Century"

School Seal

The school seal symbolizes our love and dedication to Jesus Christ. 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 & 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 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.

ADMINISTRATION

Campus Policy

Closed Campus Policy

BCIS has a CLOSED CAMPUS policy. Students are to attend all their classes, and they are to eat all their meals in the school cafeteria.

Leaving Campus

Students are not to leave the campus before the end of the day without express permission of the Principal or 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.

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.

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 and reminder emails. 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 admissions officer 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 on or before his/her last day of classes. The Withdrawal Form should be returned to the Admissions Officer directly. A two week notice (except in very special cases) is needed to receive a Progress Report, and the transcript. A student's grades will not be released until this form is returned and all relevant fees have been paid and are up to date. The Department Head and finally the Principal will be notified of this withdrawal by the admissions officer.

The Admissions Officer will 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 Admissions Officer at least two weeks prior to withdrawal.
- Documentation from the parent's/guardian's sponsoring organization justifying early withdrawal is submitted to the Admissions Officer and 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 and only after payment has been made in full.

Transcripts

Requests for transcripts including a 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 and listening assessments as well as a math assessment. The 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/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 academic year (or 1st – 18th 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.**

18+ 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 Department Head and finally 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, obtain all required signatures**, 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 may be offered at the discretion of the teacher 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 the make-up sessions. This payment will be 500 baht per hour and can be made directly to the teacher. These make-up classes must first be approved by the Department Head and Principal.

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 the first period, students must have a note from the homeroom teacher if they have a valid reason for being tardy.

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):

5 unexcused tardies- 1st working detention- Parents will be notified of the first working detention via written communication.

10 unexcused tardies- 1st in-school suspension- Parents are asked to meet with the Department Head about further consequences of the student's excessive tardiness.

15 unexcused tardies- 2nd in-school suspension- Parents are asked to meet with the Department Head about further consequences of student's excessive tardiness.

20 unexcused tardies 1st out-of-school suspension- Parents are asked to meet with the Department Head and the Principal about further consequences.

25 unexcused tardies-2nd day out-of-school suspension and problem brought before the school administration

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

2 unexcused absences-1 day in-school suspension- Parents are asked to meet with the Department Head about further consequences of student's excessive absence.

3 unexcused absences- 2nd in school suspension- Parents are asked to meet with the Department Head and the Principal about further consequences.

4 unexcused absences- 1st out of school suspension- Parents are asked to meet with the Department Head and the Principal about further consequences.

5 unexcused absences- 2nd day out of school suspension and problem brought before the school administration (*no credit for work missed*)

Note: A total of 5 unexcused tardies equals 1 unexcused absence. Any student who accumulates a total of 36 absences (combined excused & unexcused) in any one academic year will be required to repeat the same academic year the following school year.

Tardiness Between Periods

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

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

Absence Policy

Because we are concerned about your child's safety and well-being, we ask that you notify the school by phone the morning the student is absent by 8:00 AM. Failure to do this will result in the student receiving an unexcused absence.

Types of absences are:

Excused: An absence due to illness, doctor's appointment, or serious illness or death of a family member. Students must go to the teachers and request make-up work immediately upon their return. The number of days absent plus one will be allowed for every consecutive day missed. The first three consecutive absences will only require a phone call to be excused. However, any absence after three consecutive absences will require a call and a doctor's note upon the return of the student to be excused.

Explained: An explained absence (not an absence due to illness, doctor's appointment, serious illness, or death of a family member) is when a parent/guardian takes the student out of school with the Department Head and Principal's prior knowledge and approval. Students will be required to obtain assignments for classes to be missed and an absence form will need to be completed prior to leaving the school. The student will then be given the same number of days they missed to make up their missed work and turn it in. Failure to follow this policy will result in the absence being recorded as an unexcused absence.

Extra-Curricular Activity Absences (School Related): Students are permitted to have activity absences. An activity absence is any absence that is school related or school sponsored. Extra-curricular activities include, but are not limited to, field trips, competitive events, school sports and athletic programs, school sponsored and approved education related activities and student lead activities connected to and approved by the school administration.

Extra-Curricular Activity Absences (Non-School Related): Students are permitted non-school related activity absences under special circumstances. These special activities such as sports or music related personal events are permissible, but a letter of request is required from the parent at least three days in advance of the absence. Extra-curricular activities include, but are not limited to special sporting trips, musical trips, missions trips, etc.

Unexcused Absence: An absence in which the student is out of school that does not qualify as excused or explained. This includes repeated regular absences that are not reported or explained and that have not received any kind of approval. Once the student has obtained or exceeded 15 unexcused tardies the student will be brought to the Head of Department for disciplinary action. When a parent does not call to report an absence by 8:00 AM the morning of an absence, the school

will attempt to reach the parents at home or work. The Principal can determine and reserve the right to change an absence from excused to unexcused or from unexcused to excused.

Note: Please note that any more than 10 absences in any one semester may possibly affect students required contact hours for studies as stipulated by American education standards and the definition of required in class study time as it relates to credits awarded. Should this be the case, a meeting will be set up with the student and the parents to explain any concerns and possible repercussions.

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. Exceptions should also have an approved guardian that they are living with.

ACADEMIC PROGRAM

High School Academic Honor Roll Distinction

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

1) For students in G.7-8

- Students will receive Honor Roll for a Cumulative GPA of 3.20 to 3.49
- Students will receive High Honor Roll for a Cumulative GPA of 3.50 to 3.79
- Students will receive High Honor Roll with Distinction for a Cumulative GPA of 3.80 or above

2) For students in G.9-12

- Students will receive Honor Roll for a Cumulative GPA of 3.50 to 3.79
- Students will receive High Honor Roll for a Cumulative GPA of 3.80 to 4.19
- Students will receive High Honor Roll with Distinction for a Cumulative GPA of 4.20 or above

An Overview of Studying in Standard, Honors, or AP Classes

BCIS is an American School System which provides education based upon the American Curriculum and American style of education. The Common Core State Standards are used for all Reading/LA and Math classes. Junior High School follows the normal standard college prep track as a typical student would in the US. They have core subjects and electives that are all on a basic standard college prep track.

According to individual needs and in support of each student's unique skill sets, abilities, and plans in Grades 9-12, there are three different types of classes or class tracks offered: Standard classes, Honors classes, and AP classes. All elective classes that study twice a week will be considered as Standard classes. All core subjects such as Math, Science, Language Arts, and Social Studies will offer Standard or normal College Prep classes and Honors classes. Starting from Grade 10, there will be some AP or Advanced Placement offered that are basically entry level college classes offered in High School that have the highest rigor and content expectations and can also be used to attain some intro college level credit depending on how the student performs in that AP class. AP classes are required to have five sessions per week.

The difference between Standard Courses and Honors Courses are as follows:

- 1) Honors courses cover the same content as Standard courses but provide more depth and insight into the subjects. Honors courses offer more challenging content, faster pacing, and go more in depth than the standard college prep course. This means studying takes more time, projects require more work, and tests are more challenging.
- 2) In some cases, Honors classes generally refer to higher-level classes that proceed at a faster pace and cover more material than standard classes. In this case, Honors classes are usually reserved for talented high school students who excel in certain subjects and meet the required criteria before being placed in an honor course. Passing an honors class is an excellent way for high school students to demonstrate their academic competency and discipline as well as their readiness for a future rigorous college program.

Criteria for Admission to Honors Classes:

All HS students at BCIS have an opportunity to choose to study in any courses or track depending on their successful completion of prerequisite courses and whether or not they meet the required criteria for any particular program. Below is the requirements or criteria for entering an Honors class:

- Student must attain and meet the required academic performance of prerequisite course(s) – typically, a grade of 90% and above for a Standard level course or grade of 85+ for a previous Honors course,
- Teacher's recommendation backed by a follow up counselor's agreement and support of the initial recommendation,
- Consultation with and support of the parents,
- College and career desires and ambitions will be considered,
- *In some special cases*, a diagnostic or placement test may be given to help determine a particular student's readiness for an Honors course.

When a student participates in an Honors course, the student will increase both the breadth and the depth of their learning. This will in turn increase their capacity for critical thinking, analysis, and evaluation also known as key higher order thinking skills. By engaging in tougher intellectual and academic challenges, the students will attain a much deeper understanding and appreciation of the subject matter and how it can effectively apply to our world today. Students taking an Honors level course will be graded using the Honors Grading Scale. This is normally a 4.5 scale which rewards the student as recognition of a much more difficult and challenging course.

AP Courses Overview

The primary difference between Honors and AP is that AP courses result in college credit. In order to receive college credit for a completed AP course, the high school student must pass the AP exam with a score of three or higher. Most colleges require a score of at least four, with a maximum score of five being the highest possible score.

Students who enroll in AP courses are highly recommended to take AP exams in May. These exams (and all AP classes) are standardized and created by the College Board. In this respect, they are more similar to actual college courses, except that they are typically even more demanding. They usually require more reading, more challenging exams, and higher expectations overall.

A student who wants to enroll in an AP course at BCIS should consider the following factors: the large time commitment as AP courses require lots of extra study time, possible after school study sessions, and properly meeting the required AP program criteria. If a student wants to achieve an AP designation and grading scale on their transcript, they must complete both semesters of the AP course and take the AP exam in May while receiving a score of 3 or greater. Please be aware of these additional requirements and possibilities:

- BCIS only allows students to enroll in a maximum of 5 AP classes per year.
- If a student does not earn a score of 3 or greater on their AP exam, their transcript will show only an Honors designation and the grading scale will be calculated on a 4.5 instead of a 5.0 scale.
- We recommend that a student complete their AP course if they have started it. That being said, if a student decides not to take the exam then their AP designation will be dropped and the scale will revert back to a 4.5 scale with the student only receiving an Honors designation on their transcript.
- If a student has already paid the AP exam fee and later decides not to take the exam, then the student's grading scale will be changed to the Honors grading scale for the semester and the AP designation or name of the course will be changed accordingly on the transcript.
- A student who decides to not take the AP exam for an approved reason must let the AP Coordinator know before the College Board's exam order deadline if they want to receive a partial refund. Please understand that the refund will be partial at this point because some cost is involved for shipping the exams. Once the exam order deadline has passed, no refund will be given.
- A full refund for exam fees is only available if it is processed before the initial payment due date which is normally on November 15 of each year.
- If a BCIS student would like to take the AP exam, the student must be enrolled in that AP course offered at BCIS for the full year and the exam must be taken in the same year

that the AP course is offered and being taken.

- BCIS students are permitted to take AP exams for AP subjects that are not offered at BCIS. Normally the students following this path will prepare for these exams on their own through self-study. Students must inform the AP Coordinator of their intention to take the exam before the exam payment due date and final approval must be received from the AP Coordinator. Additional costs will be assigned that are related to administrative and proctoring costs. The total exam payment will be due by the posted AP exam payment due date set by BCIS as instructed by the College Board.

Criteria for Admission to AP Classes:

All HS students at BCIS have an opportunity to choose to study in any courses or track depending on their successful completion of prerequisite courses and whether or not they meet the required criteria for any particular program. Below is the requirements or criteria for joining an AP class:

- Student must attain and meet the required academic performance of prerequisite course(s) – typically, a grade of 90+ for a Standard level course or grade of 85+ for a previous AP level course
 - Teacher’s recommendation with agreement and support of the AP Coordinator
 - Consultation with and support of the parents
 - College and career desires and ambitions will be considered.
 - *In some special cases*, a diagnostic or placement test may be given to help determine a particular student’s readiness for an AP course.
-
- Performance on the AP spring assessment designated by the AP teacher (when available)

The Principal, in consultation with the AP Coordinator/School Counselor, Department Head and AP teacher as well as parents where applicable can also recommend a student for an AP class based on the criteria detailed above. Careful consideration of these criteria and requirements is done to ensure that BCIS is providing the best possible advice and counseling for students in regards to enrollment in AP courses.

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 all 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 for learning support. The school automatically places students who move from the ELS 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/Assignments

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.

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 courses taken during grades 9-12 are factored into the calculation of GPA. Three scales are used when calculating GPA: Standard Class Point Scale, Honors Class Point Scale and AP Class Point Scale.

Generally, GPA is calculated using the Standard 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 must take the AP exam in May. In special cases, with the approval of the school principal, students will not 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	Standard 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 school office or by email. Generally parent/teacher conferences are held formally twice per year.

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/FACTS

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 school 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 FACTS.***

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 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.

FACTS, our school management system, is utilized to provide regular, ongoing feedback regarding students' grades and behavior. Teachers may communicate with parents by email through FACTS 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.

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 at least one of the following conditions:

1. Have had absences of more than 20% of full attendance in one academic year or 36 days out of 180 days.
2. Have acquired a cumulative Grade-Point Average (GPA) of less than 0.70 in any academic year.
3. Have acquired a cumulative Grade-Point Average (GPA) between 0.70 and 1.00 in any academic year; however, 50% of quarter grades and semester exams for all core subjects of both semesters are failing.
4. For 7th and 8th graders, students can be retained but it must be by the consent of parents, students, and the principal.
5. After parents and students sign the agreement on the last page of this Parent/Student Handbook, this will be recognized as consent by the parents and students.
6. For High School students, if students do not earn 26 credits (according to the Credit Requirements for Graduation), then students cannot graduate with a BCIS Diploma.

Make-up Grades

1. Students can ask for a make-up grade if they fail any subject, or their Semester GPA is 0.00 in any subject. This is the first condition.
2. Under the first condition, if students fail only the Semester Exam, they must pay a 1,500 Baht fee per subject for retaking each Semester Exam.
3. If students fail only one quarter of a semester, then they must make-up 14 hours for a core subject and 7 hours for an elective subject.
4. If students fail the Semester Exam for one quarter, then they must follow both the 2nd and 3rd procedures noted above.
5. If students fail the whole semester including both quarters and the semester exam, students must re-study those subjects. There will be 60 hours for a core subject, and 30 hours for an elective subject.
6. For every subject, the make-up fee is 500 Baht per hour.
7. In the case that students fail too many subjects, students must take online classes from qualified virtual schools or online schools that have been approved by the school principal. Parents must pay these extra expenses on their own.

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 of school work. 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 alternatively more reasonable suggestions for that student's academic future will be made.

Academic Placement

Assessment of students for placement in the standard program that are transferring in from other schools are as follows:

- A recommendation from the student's previous teachers
- Measure of Academic Progress Testing (MAP)
- Oral Interview and Oral Reading Evaluation
- Past assessments
- Current academic standing
- Student's age and number of years spent studying English
- Student's grade level and credits earned from previous school or schools

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.

An 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 taking 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, other source, tutor, etc.

F. Utilizing AI such as ChatGPT to construct an entire response or even an entire paper. Using AI in this matter to produce homework or to write student's papers for example will not be tolerated and will face serious consequences.

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. The student has a conference with the counselor and Department Head.
- Second Offense – Minimum half day in-school working suspension. Parent conference. No credit for the work is given. The student has a conference with the counselor and Department Head.
- Third Offense – Parents and students to sign an Academic Contract. The student will receive a full day in school work suspension. The student has a conference with the counselor and Department Head.
- Fourth Offense – The student is brought before the Academic Advisor/Principal for possible consensual dismissal after discussing with an assembled disciplinary review team.

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. If a teacher needs to see a student under any circumstances during break or lunch, the teacher should submit a request for permission from the Department Head. (Use the appropriate form for this.)**
- 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 other lockers.
- Students are never to enter unsupervised building areas or classrooms. They are also never to be left unsupervised in classrooms.
- Students are not allowed to use the Elementary corridor on the second floor or the Kindergarten area 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 any time, 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 Expectations and Procedures

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. The 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.**

Advocacy Program

BCIS' advocacy program is used to promote student empowerment, achievement in various areas of their lives. Our school counselors and educational leaders advocate for student's academic, career, personal/social, and spiritual developmental needs. They work to ensure these needs are addressed. The advocacy program seeks to identify external and internal barriers and provides every student various strategies and resources to respond to those barriers. In order to accomplish this, the counseling department will provide school counseling core curriculum (classroom instruction and group activities), individual student planning (career planning), and responsive services (counseling and crisis response).

MAP Testing

MAP, or Measure of Academic Progress, is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child's academic growth. MAP tests are tailored to an individual's current achievement level, which gives each student a fair opportunity to show what he or she knows and can do. Because the computer adjusts the difficulty of the questions as the test progresses, each student takes a unique test. The testing information is important to teachers because it indicates what a student's strengths are and helps diagnose what support or adjustments may be needed in any specific area. Teachers can use this information to help them guide instruction in the classroom. It is given to students up until Grade 9.

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 manners are 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 Behavior Expectations

Students found committing any serious violation of 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 be urged 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, Electronic Dictionaries, or other electronic devices during class time unless permitted by the teacher for an approved academic activity that involves technology integration. 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. However, Electronic or app based 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 or damage to any of these items.**

Failure to comply will result in confiscation of the equipment by the teacher concerned and deposited with the teacher or at the Department Head's office for a period determined by the teacher. 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.

Serious Violations

Serious violations render a student liable to **immediate suspension and a mandatory meeting with the 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/ecigarettes/vaping
- Open defiance to 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/Bullying— 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. This includes any form of proven sexual harassment.

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 assignments, and discipline referrals 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. **FACTS can be used by parents to keep up to date on students' behavior records.**

During the detention period, students can be directed 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 detention, his/her time will be doubled, and he/she will have to serve both detentions in the next 2 school days.

Discipline Review Team – DRT

The Discipline Review Team is an advisory committee to the Principal. The Principal convenes the DRT when needed as well as 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, Department Head, Discipline Coordinator, Counselor, 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, Discipline Coordinator, 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 parents must appear before the Discipline Review Team.

Consensual Dismissal – Withdrawal from School

A student with parent notification 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 (violence)
- 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.

Outdoor Recreation Area Safety

The following outdoor recreation area rules have been established for the safety of all students:

- No tackling games or 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 guards are to be treated with respect and their directions are to be followed for the safety of all students.

Violence

BCIS was founded by a group of missionaries dedicated to the principle of non-violence. No verbal, emotional, psychological, or physical violence will not 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.

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 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 FACTS 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. These are examples of violations and their deemed levels of seriousness. **Please note that these may be adjusted at any time as needed or as deemed necessary.**

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

- A1 – Late for class
- A2 – Improper Uniform
- A3 – Plagiarism as deemed **minor** by a teacher or staff
- A4 – Disrupting class
- A5 – Non-English in class or out of class while on campus
- A6 – Non-permitted gum or food
- A7 – Non-permitted use of electronic device
- A8 – Unprepared for class

B-Level Violations will result in detention, 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 gestures in school or in public that brings the school into disrepute by doing so in school uniform, etc.
- B2 – Non-cooperation / Disrespect/defiance to Teacher/Staff
- B3 – Loitering on School Grounds after hours without permission
- 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 a 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/ Use of Drugs/Alcohol/Tobacco/Vaping
- 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 or prohibited 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 gestures
- C12 – Stealing of any kind of school / teacher / student property
- C13 – Any suggestive or inappropriate body language or contact of any kind including any proven form of sexual harassment.
- C14 – Cyber bullying or any other kind of bullying towards BCIS students, staff, teachers, or family members

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 may be considered inappropriate.

Headwear and Prescribed Uniform

No bandanas, wave caps, or visors are allowed on campus. 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 the old-style shirt. 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/shirts 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 should wear 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 Chapel 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. An official doctor's note is required for any temporary exemption.

Jacket/Sweater

The school offers BCIS jackets and sweaters with school emblems for purchase. No other coats, jackets, or sweatshirts will be allowed in class. All sweaters must be worn with a BCIS 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 unless it is a special and approved non uniform day.

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. Students with hoodies may not wear their hoods or hats in class or at school during (a non-uniform day) 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 during regular classes but are permitted for PE.

Hair

Unusual hairstyles that involve designs, symbols, or words are considered inappropriate. Students wishing to dye their hair may do so, but the dying of hair with extravagant or very distracting colors is normally not acceptable unless approved 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.

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 and extravagant body piercing such as nose earrings or eyebrow earrings are not permitted.
- Pierced ears for girls and earrings are permitted. Girls are permitted modest earrings in each ear. Boys are permitted one earring in a maximum of one ear which should be small and not distracting. (Example: small stud, small circle earring)
- 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 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 unless there is an approved exception.

Prom Dress

Proms are exceptions to the 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.

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 programs.

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 assume 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 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:

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 the 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 it was reported stolen, a criminal report will be required.
- The responsibilities of the borrower 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.
 3. 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>Late Return Fine</u>
Students		
- Textbook	1 semester/year	
- Reading book	7 days	5.00 Baht /book /day
- General book	7 days	

School Bus/Van

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.**

Tutoring Programs

Tutoring

B.C.I.S. 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 of 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.

BCIS Tutorial Programs Summary

Program 1: Optional Academic Learning Support (Mercy Service)

This program is designed for weak or struggling students. Teachers of students that achieve only a "D" or "F" average in any particular subject in school may be offered the chance to receive support in those subjects where they are failing depending on teachers' availability. If parents accept this offer of additional, special learning support, they will agree to pay the teachers 500 Baht per hour for this service. This will start after the 1st quarter test results and grades are reviewed. For the students' benefit and to help them focus on their academic studies first, the students might not be able to join the after school clubs or might not be able to be members of the sports team or join the student council activities until they achieve an average of a "C" or higher. However, this is a kind of second mile service from the school for the student so it is based upon the mutual agreement with the parents. Only core subjects are offered support in this program. Teachers must keep reporting the progress of these students to the department head. The department head will report to the Principal accordingly. Please see the Elementary Parent Student Handbook for details regarding the Elementary Academic Probation policies and learning support services although this same "Mercy Service" program will apply in each of the departments when it comes to tutoring.

Program 2: Parental Request for Tutoring

In this program the parents at any time can request either through the teacher or through the office additional support and tutoring for their child. The final arrangements and payment though must be made through the office before the tutoring begins. The parents can choose how often they want his/her child to have tutoring and set up the arrangements through the office. Parental requests for tutoring will require a fee of 500 Baht per hour. Teachers will receive the full 500 baht per hour.

Program 3: Community Service Hours Supplement for Grade 10-12 students

To promote HS students having a community service mindset and a desire to help and support the younger students in Grades 1-3, the Grade 10-12 students will be given the opportunity to offer learning support to the younger students in primary school. To do so they can apply to the High School Department Head to be a tutor. Only students who are doing very well academically can qualify to be a 43 tutor. There is no payment to the students in this program but he/she will be rewarded with community service hours for each hour completed. The parent who requests for this program must pay 500 Baht per hour to the school. The distribution of the payment received will be as follows: 500 Baht to the BCIS Scholarship Fund

Program 4: Student Work Study

This program will be offered to only the students who achieve good grades, exhibit good behavior, and have real financial problems. The student can apply to the High School Department Head for a review of his/her academic and behavior and a check through the office/finance manager of their real financial status. The parents who request this program will pay 500 Baht per hour. The distribution of the payment received will be as follows:

- 400 Baht to the student's receivable account
- 100 Baht to the school

Dormitory

There may be 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 *Nurses Pass* may be sent later for the student's health records. The School Clinic gives first aid for emergencies.

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 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 FACTS, 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 to 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 a 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 countersigned 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

At the beginning of the academic semester, these events recognize students for academic excellence, for outstanding performance in special subject areas, and for outstanding contribution to classes, clubs, etc. 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

High School classes produce the yearbook, the school-sponsored newspaper entitled “The BCIS Chronicle”, and other writings. All school publications by students must obtain approval from the Department Head and Principal 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:

Note: 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 visitor's pre approved 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.
- 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.

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 BCIS Policies Agreement:

To the Parents / Guardians and Students:

Every student and parent is required to completely read and agree with the policies and regulations of BCIS from the time you sign your application form. Please take the time to read over this handbook with your students. This way everyone will be thoroughly informed as to the policies of BCIS.