

BANGKOK CHRISTIAN
INTERNATIONAL SCHOOL

Elementary Department

PARENT/STUDENT
HANDBOOK
2024-2025



*Soi 44, Pattanakarn Road,
Suanluang, Bangkok 10250, Thailand*

Tel.: (662) 322-1979, 322-1983

Fax.: (662) 322-1978

Email: bcisinfo@bcis.ac.th

Website: www.bcis.ac.th



TABLE OF CONTENTS

BCIS QUICK REFERENCE INFORMATION	6
School Telephone Numbers	6
School Hours	6
School Administration and Office Staff	6
School Foundation Board of Trustees	7
School Executive Board	7
BCIS ELEMENTARY DEPARTMENT QUICK REFERENCE INFORMATION	7
Elementary Homeroom Teachers	7
Elementary Subject Teachers	7
FOREWORD	8
YOU AND YOUR SCHOOL	9
School Colors	9
School Motto	9
School Seal	9
INTRODUCTION	10
School History	10
School Philosophy	11
BCIS Statement of Faith	12
BCIS Schoolwide Educational Goals (ESLRs and Core Values)	14
ADMINISTRATION	15
Campus Policy	15
Closed Campus Policy	15
Leaving Campus	15
END-OF-SCHOOL-DAY PICK UP OF STUDENTS	16
Emergency Measures	16
Emergency Closing	16
Emergency Contact Information	16
Accident Insurance	17
First Aid	17
Lost and Found	17
Tuition and Other Fees/Payments and Deadlines	17
Textbooks	17
Library Books	18
Withdrawal Procedures and Other Fees	18
Credit Given on Early Withdrawal	18
Transcripts	19
ATTENDANCE	19
Admissions	19
Attendance Expectations	19

Skipping Class	20
Leave of Absence	20
Make-up Work	21
Tardies	21
Tardiness Between Periods	21
Truancy Policy with Accompanying Consequences	21
Absence Policy	23
Residency Policy at BCIS	24
ACADEMIC PROGRAM	24
Academic Honor Roll	24
Academic Probation	25
Extra-Curricular Eligibility	25
Learning Support Programs (Academic Support Programs)	25
Tutoring	26
ACTS (Advising, Counseling, Teaching, Support)	28
Curriculum and Instruction	28
Grade Placement	29
Retention Philosophy	29
Grading	30
Elementary Assessment Weighting	31
Homework/Assignments (In Class Grades 1-5, Take Home Grade 6)	32
Parent-Teacher Conferences	33
Progress Letters/Behavior Reports	33
Progress Reports (Report Cards)	33
Recognition	34
Student Contract	34
ENGLISH AS A FOREIGN LANGUAGE	34
Assessment	34
EFL Intensive Classes	34
Placement	34
Misplacement	35
STUDENT EXPECTATIONS	35
Regulations and Procedures	35
Academic Honesty	35
Common forms of Academic Dishonesty	35
Discipline for Academic Dishonesty	36
Documentation of Sources	36
Activities Code and Expectations	37
Building Safety	37
Playground Safety	38
Care of Personal Property / Security	38
Classroom/Campus	39
Language	39
National Flag Ceremony	39

Daily Morning Devotion	39
Weekly Chapel	39
Change of Address	39
Safety	40
Punctuality	40
Posters	40
Courtesy	40
Drugs, Alcohol, Tobacco, Weapons	40
Drugs/Alcohol	40
Prohibited Items	41
Tobacco	41
Serious Violations	42
Vandalism	42
Weapons	43
Disciplinary Action	43
DISCIPLINE POLICY	43
Teacher Assigned Work/Service Detention	44
Discipline Review Team	44
Disciplinary Probation	44
Suspension Policy	45
Consensual Dismissal -Withdrawal from School (Education Code...)	45
Responsibility	46
STUDENT DRESS CODE	46
Appearance	47
Uniform	47
Coats/Sweaters/School Jacket	47
Footwear	48
Hats	48
Headwear	48
Hair	48
Dress Code for Extended School trips	49
STUDENT SUPPORT SERVICES	49
Guidance and Counseling Services	49
Academic Advisement	50
Student Profile and Testing Services	50
Consultative Services	50
Crisis Intervention	50
Referral	50
Student Grievances	51
SCHOOL SERVICES	52
Library / Media Center	52
Library Books	52
School Vans	52
Student Supplies	53
Dormitory	53

SCHOOL HEALTH SERVICES	53
Emergency Cases	53
Healthcare Minor Ailments	54
Medical Checkup	54
Serious Illnesses and Referrals	54
Other Health Services/Vaccination	55
Medication	55
Health Talks	55
Health Bulletins	55
Emergency Kit	55
Dental Checkup	55
STUDENT ACTIVITIES	55
Athletics	55
TISAC	56
Clubs, Committees, and Special Departmental/Class Activities (House Team Activities)	56
Performing Arts	57
Physical Education	57
Special Programs, Chapels and Assemblies	57
Recognition/End-of-the-Year Assembly	58
School Field Trip Days	58
School Publications	58
Special Programs and Events	58
Sports Day	58
Talent Shows	59
Visual Arts	59
Performing Arts Productions	59
Thanksgiving/International Food Fair	59
Book Fair	59
Annual Lock-ins	60
Summer Camp	60
Science Lab	60
Sports Award Banquet	60
Graduation Week	61
MAP Testing	61
GENERAL GUIDELINES	61
Visitors	61
Office Services and Etiquette	62
Electronic Equipment/Mobile Phones	63
School Property	63
Student Behavior and Disciplinary Action Communication	63
Student Infractions and Sample Related Consequences	65
A Final Note	66

BCIS QUICK REFERENCE INFORMATION

School Telephone Numbers

School Office 66-2-322-1983, 322-1979

Fax 02-322-1978

School Hours

Office 7:00 am – 4:00 pm

Students 7:30 am – 3:00 pm

Teachers 7:00 am – 3:15 pm

School Administration and Office Staff

School Director	Mr. Supong Wongsithisate
Principal	Mr. David J. Maksel
Secretary to the Principal	Ms. Kwanchanok Chowwanapong
High School Department Head	Mrs. Felynit Magallanes
Elem. Disciplinary Coordinator	Mrs. Yannah Astillero Balleras
Elementary Department Head	TBA (Mr. David helping temporarily)
Kindergarten Department Head	Mrs. Marla M. Panes
EFL Coordinators	Department Head
Human Resources Manager	Mr. Amorn Tangsiriatian
High School Chaplain	Pastor Tom Mast
Guidance Counselor	Mrs. Julianna Panantang
Government Liaison/Registrar	Mrs. Wipawadee Onlamoon
Finance Manager/Accountant	Ms. Wipa Thetsalee
Cashier/Korean Liaison	Mr. Brian Park
Admissions Officer	Ms. Tin Zaw Min (Miss Cheryl)
Secretary	Mrs. Amporn Turmwatcharachai
Receptionist	Ms. Jurarat Khamhaeng

BCIS School Board Details:

School Foundation Board of Trustees

- | | |
|------------------------------|---------------|
| 1. Elder Prasit Mangkala | Secretary |
| 2. Mrs. Sumonman Rodnirun | Vice Chairman |
| 4. Rev. Paitoon Chowwanapong | Member |
| 5. Rev. Jong Gu Kim | Member |

School Executive Board

- | | |
|-----------------------------|---------------------------|
| 1. Elder Prasit Mangkala | School Licensee/Chair |
| 2. Mr. Mark Chen | Teachers Representative |
| 3. Rev. Suchin Leerujanond | Parents Representative |
| 4. Mr. Mahaporn Mangkala | Member |
| 5. Mr. David J. Maksel | Principal |
| 6. Mrs. Sumonman Rodnirun | School Manager/Treasurer |
| 7. Mr. Supong Wongsithisate | School Director/Secretary |

BCIS ELEMENTARY DEPARTMENT QUICK REFERENCE INFORMATION

Elementary Homeroom Teachers:

- | | |
|--|--|
| 1. Ms. Rachel Mae Nimlos | (1st Grade HR 1) Science/Math/SS |
| 2. Ms. Lauren Hudson | (1st Grade HR 2) Reading/LA/SS |
| 3. Mrs. Ayula Ghildiyal (Mrs. Ayu) | (2nd Grade HR) |
| 4. Ms. Sneha John (Ms. John) | (3 rd Grade HR 1) Math and Science |
| 5. Mr. Edwin Seeboonroung (Mr. Ed) | (3 rd Grade HR 2) Reading/LA/Social Studies |
| 6. Mr. Stephen J. Hamilton | (4 th Grade HR 1) Reading/LA/Social Studies |
| 7. Ms. May Zaw Min (Ms. Thea) | (4 th Grade HR 2) Math and Science |
| 8. Ms. Jenna Hegwood | (5 th Grade HR) |
| 9. Mr. Boonchalit Chokdeepusit (Mr. Peter) | (6 th Grade HR 1) Math and Science |
| 10. Mr. Siya Ntuli | (6 th Grade HR 2) Reading/LA/Social Studies |
| 11. Mrs. Myra R. Rivera | (EFL-LP Homeroom Teacher) |
| 12. Mr. Romel Turin Gumobao | (EFL-MP Homeroom Teacher) |
| 13. Mrs. Yannah Balleras | (Grade 1 HR 1 Teacher Assistant) |
| 14. Mrs. Siriluck Patcharanaruemon (Air) | (Grade 1 HR 2 Teacher Assistant) |
| 15. Ms. Christine Naw | (EFL-LP Teacher Assistant) |

Elementary Subject Teachers:

- | | |
|--|----------------------------------|
| 16. Mr. Ezenwa Ahiwe (Mr. Sidney) | (ICT) |
| 17. Ms. Mary Ann Veneracion | (Art) |
| 18. Ms. Chanigarn Wattanart (Mam) | (Thai for Thai) |
| 19. Mrs. Pornpanna Wiwatwongthorn (Tabb) | (Thai for Foreigners) |
| 20. Ms. Jia Wei (Ms. Wei) | (Chinese) |
| 22. Mrs. Jung, Young Ae | (Korean) |
| 22. Mrs. Jo Ann Villarino | (Elem Music and Performing Arts) |
| 23. Mr. David Basumatary | (Bible Studies/IT EFL Support) |
| 24. Mr. Francis Balleras (Francis) | (Elem PE) |
| 25. Mrs. Julianna Panantang | (School Counselor) |
| 26. Mr. Juanito V. Gabuya (Dondee) | (Librarian) |

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



Foreword

Dear Parents and Students,

Warmest welcome to you all and welcome to the amazing BCIS family.

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

B.C.I.S. is continually pursuing not only the excellence of its academic programs, but also striving to help our young people to become decent God-fearing world citizens prepared for the 21st Century leadership in all fields. Please read carefully and be familiar with all items and information in this Handbook. The Handbook will facilitate successful studies and will make school life orderly and enjoyable.

The administrators and staff of Bangkok Christian International School look forward to constructive criticism and suggestions for the progress and development of B.C.I.S. Please do not hesitate to communicate your thoughts and ideas to us. We trust that the School Goals portrayed in the Introduction of this Handbook will assist us all in mutual cooperation. May God richly bless you all.

Blessings,

Mr. David

YOU AND YOUR SCHOOL

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

School Colors

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



INTRODUCTION

School History

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

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

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

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

School Philosophy

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

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

B.C.I.S. 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.

B.C.I.S. Vision:

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

THE B.C.I.S. Educational Purpose Statement:

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

BCIS Statement Of Faith

All prospective faculty should be aware of these statements before applying for any position at B.C.I.S. All current B.C.I.S. faculty and staff are expected to respect this statement of faith.

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

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

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

4. We believe that Jesus Christ, without any change in His eternal deity, became man through conception of the Holy Spirit and virgin birth, after which He died on the cross, a perfect and complete sacrifice, in our stead and for our sin according to the Scriptures. He arose bodily from the dead and ascended into heaven where at the right hand of the Majesty on High He is now our High Priest and Advocate.

5. We believe that the ministry of the Holy Spirit is to glorify the Lord Jesus Christ and, during this age, to convict of sin and regenerate the sinner upon belief in Christ; at the time of regeneration baptizing the believer into the one body of which Christ is the head and to sanctify, indwell, guide, instruct, fill, and empower the believer for godly living and service. He restrains sin and Satan until Christ comes again.

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

through repentance, faith in Jesus Christ, and regeneration of the Holy Spirit, can salvation and spiritual life be obtained.

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

8. We believe in the personal return of the Lord Jesus Christ, and that the hope of His appearing has a vital bearing on the personal life and service of the believer. We believe that each believer may receive what is due Him for the things done while in the body, whether good or bad.

9. We believe that the return of Christ for all believers is imminent and believe in the bodily resurrection of all the dead, of the believer to everlasting blessedness and joy with the Lord, and of the unbeliever to judgment and everlasting and conscious punishment separated forever from God in hell.

10. We believe that a church is a local assembly of all believers who, through saving faith in Jesus Christ, have been regenerated by the Holy Spirit and are united together in the body of Christ, of which He is the head. We believe that a church is, under the discipline of the Word of God and the lordship of Christ, to carry out the Great Commission to the world.

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

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

BCIS Schoolwide Educational Goals (ESLRs and Core Values)

■ Learning-to-Learn Skills

- Students make a commitment to creating quality work and striving for excellence.
- Students use a variety of learning strategies, personal skills, and time management skills to enhance learning.
- Students reflect on and evaluate their learning for the purpose of improvement.

■ Expanding and Integrating Knowledge

- Students connect knowledge and experiences from different subject areas.
- Students use what they already know to acquire new knowledge, develop new skills, and expand understanding.
- Students demonstrate integrated knowledge and skills in applying multi-disciplinary approaches to solve problems or completing tasks.

■ Communication Skills

- Students communicate with clarity, purpose, and understanding of their audience.
- Students integrate the use of a variety of communication forms and use a wide range of communication skills.
- Students recognize, analyze and evaluate various forms of communication.

■ Thinking and Reasoning Skills

- Students gather and use information effectively to gain new information and knowledge, classify and organize information, support inferences, and justify conclusions appropriate to the context and audience.
- Students utilize, evaluate and refine the use of multiple strategies to solve a variety of types of problems.
- Students generate new and creative ideas by taking considered risks in a variety of contexts.

■ Interpersonal Skills

- Students work with others in a variety of situations to set and achieve goals.
- Students manage and evaluate their behavior as group members.
- Students deal with disagreement and conflict caused by diversity of opinions and beliefs.

■ Personal and Social Responsibility

- Students take responsibility for personal actions and act ethically.
- Students respect themselves and others, and understand and appreciate the diversity and interdependence of all people.
- Students demonstrate an understanding of and responsibility for global and environmental issues.
- Students act as responsible citizens in the community, state and nation.

Spiritual Life

- Students know and understand that they are a unique and special creation of God created in His image.
- Students know and understand that all mankind has sinned and fallen short of God's glory.
- Students know and understand that Jesus died on the cross and rose again so that we could be forgiven of and free from our sin and sin's penalty.
- Students know and understand that if we confess with our mouths the Lord Jesus and believe in our hearts that God has raised Him from the dead then we will be saved through His resurrection power.
- Students know and understand that the Bible is the God-breathed and infallible Word of God inspired by God Himself and given to men chosen by God to write down under the inspiration of the Holy Spirit.
- Students have a sincere desire to develop an intimate knowledge of and relationship with God through daily Bible reading, prayer, and meditation on God.
- Students have a desire to live a pure, ethical, and holy life in accordance with the Biblical principles that God has outlined in His Word.
- Students know and understand God's command to go and make disciples of all nations through the sharing of their faith in Jesus Christ and their testimony of a life changed by God's mighty hand.
- Students know and understand that God has a perfect plan for each individual and wants to fulfill that plan in our lives as we willingly trust in and follow Him.

ADMINISTRATION

Campus Policy

Closed Campus Policy

B.C.I.S. has a CLOSED CAMPUS policy. Students are to attend all their classes, and they are to take all their meals in the school cafeteria. Students are not to leave the campus before the end of the day without express permission of the Principal or Department Head. A written parental permission to leave campus must be submitted. **All students must leave the BCIS campus by 5:00 at which time the campus will be closed to all students.**

Leaving Campus

No student will be allowed to leave campus during the school day without permission from the Department Head and a permission slip from the office.

Parents who wish their children to leave school early should send a letter of request to the Department Head and school office. Before leaving the school, the student must receive authorization from the homeroom teacher, Department Head and the school office.

A permission slip must be completed and signed by the homeroom teacher or representative in the administration. The Early Dismissal Permission Slip must then be presented to the Security Guard, and the student (or parent) must sign out at the gate. Any student leaving campus without prior approval will be subject to disciplinary measures.

END-OF-SCHOOL-DAY PICK UP OF STUDENTS

End-of-day Dismissal:

Classes will end at 3pm. Elementary students who have written permission to leave without a guardian will be sent directly from their classes to the flap gate to be dismissed. At 3:05pm, students without permission to leave on their own will be sent to the cafeteria. Parents will form a queue and inform the teacher on duty the name(s) and grade(s) of the child(ren) that they are picking up. All parents are expected to have a visible BCIS Parent ID. Children will be released to their parents and leave through the flap gate. At 3:15pm, remaining children will be sent to wait for their parents/guardians on the bleachers until the parent comes to the gate. Regarding after-school clubs, students who have permission will be dismissed first by the club teacher. Other students will follow and sit on the bleachers until their parents arrive. Students will not be allowed to play on the playground, basketball court, or in the soccer pitch while they wait for their guardians as the school cannot guarantee proper supervision according to our Child Protection Policy.

Emergency Measures

Emergency Closing

Whenever in the judgment of the school Principal and/or Director, 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 through the school website, school Facebook site and by mobile phone SMS. 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.

Emergency Contact Information

Every student must have a completed and up-to-date “Emergency Contact Information Form,” properly signed and on file in the school Office. *Students may only leave campus with an adult whose name is listed on the emergency contact information sheet. These are required to be filled out whenever a student is enrolled in BCIS. This information is saved in the FACTS database.*

Accident Insurance

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

- Students are covered during school hours and during school sponsored activities whether in Bangkok or not. Check with the office about coverage benefits.
- Coverage is for 12 months.
- New coverage begins on the first day of school.

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

First Aid

The school clinic is located on the first floor of the Nazareth building behind our Kindergarten department and is staffed by a full time registered nurse. The primary functions of the clinic are to identify, treat, refer, and follow up pupils with health problems. In the case that a student is very sick while at school, the school nurse in coordination with the homeroom teacher will decide whether the student's illness deems it necessary for the student to be sent home. The school nurse will make the final decision and will notify the parents of the sickness and need to be picked up to return home or visit a local hospital for further treatment.

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 school letters. For payments made later than the deadline, a penalty fee per student will be charged. Tuition payment may be made by cash or check. However, no postdated checks will be accepted. A charge will be made for checks that the banks do not honor. Letters will be sent out regularly at the appropriate time by the school office notifying parents of payment obligations and deadlines. Failure to pay required tuition fees may possibly result in the child/children not being allowed to attend classes until all financial obligations have been cleared by the finance department.

Textbooks

Note: All borrowed textbooks for Grades 1 to 3 that are not consumable must be returned before any report cards or transcripts will be issued to the student. Lost textbooks must be paid for in full before any student records are released.

Library Books

New books may be borrowed for a period of 7 days and old books may be borrowed for up to 7 days as well. There is a fine of 5 baht per day for any books returned late. Students are held completely responsible for whatever happens to library books in their possession. It is expected that they will take care of the books as if they were their own.

Library books that are lost will require reimbursement up to the price of the book as determined by the school or replacement of the identical book purchased elsewhere. ***Lost library books must be paid for in full before any student records are released.***

Withdrawal Procedures 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 parent/student should pick up the ***Withdrawal Form*** from the office and have it signed by the student's parent and appropriate school staff and administration at least two weeks 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/Report Card 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 request to conduct an exit interview with the student and/or family. Official withdrawal from the school will result in an immediate cessation of all school technological services and email service although official academic records will be kept on file. **Requests for official transcripts and school records will not be honored until a student has been officially checked out by the school office (withdrawal form) 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 transcripts and progress reports for the previous three years of study before acceptance to BCIS.** 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.

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 important information that comes 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.

Elementary (Grade 1 through Grade 6)

If a student is sick he/she should stay home. When he/she returns to school a note must be sent explaining the absence. The school does not excuse absences. The purpose of the note is to let the teacher know that the child was in his/her parents' care. The student may be asked to complete assignments missed during the absence.

If your child needs to be excused from Physical Education, please send a note with him/her as well as a certified doctor's appraisal. **Students will not be excused from Physical Education without a note from the parent and a certified medical excuse issued by a certified physician.**

Vacations should be scheduled during school holidays and when school is not in session. If you have to take your child out of school for an extended absence, please talk with the principal and department head before finalizing plans. **The school office, principal, department head and homeroom teacher should be informed in writing of the length and reason for the absence.** Make sure you understand the impact the absence will have on your child's learning.

Please note that if a student misses more than 36 total days in a school year he or she cannot legally complete and pass their current grade level according to the latest education laws.

Students cannot compensate for missed participation and interaction with teachers and classmates that is caused by lost class time. Active participation and interaction with peers are vital components in academic achievement and are a part of each student's grade. We expect students to be in school and to be on time for classes, seminars, or special events held during regularly scheduled classes.

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. **Five unexcused tardies are equal to one absence.**

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 their attendance record. Students who are absent for school-sponsored functions must fill out a Leave of Absence form and submit it to the homeroom teacher and 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 submit a note of explanation from the parents and signed

by the parents. Upon completion of this form and submission to the homeroom teacher and school office, the absence can then be allowed without penalty. 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 if at all possible.

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. **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. The same applies to out of school suspension periods.**

Tardies

Elementary students may receive tardies if they are late returning from recess or special classes. Continued tardiness will be reported to the department head and/or principal for discipline. A student arriving after 7:40 without a valid excuse is considered late and will receive disciplinary action as a result.

On Tuesday and Wednesday, students are to line up outside for the daily Thai National Flag Ceremony at precisely 7:35 and the ceremony will begin promptly at 7:40. On all other days students will have their flag ceremony in their classrooms. The flag ceremony will take place on the elementary floor on Tuesdays in the case of inclement weather.

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/or Principal for disciplinary action.

Just a reminder that a student receiving an unexcused tardy for class five times is equivalent to a one day absence.

Truancy Policy with Accompanying Consequences

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. Elementary School students arriving late to school must report to the office first to receive an admittance slip to enter the class. After the first period, students must have a note from the teacher if they have a valid reason for being tardy.

For Elementary 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 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 (*no credit for work missed*)

For Elementary 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 the 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.

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 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 hour 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 sanctioned dormitories or host homes. Any exceptions to the above policy must be approved by the principal and director and will only be granted under exceptional circumstances.

ACADEMIC PROGRAM

Academic Honor Roll

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

- Enrollment at B.C.I.S. for at least one full quarter.
- Cumulative GPA of 90% or higher in all core subjects for "A" honor roll.
- Cumulative GPA of 80% to 89% in all core subjects for "B" honor roll.
- Certificates will be awarded quarterly for students who meet the requirements for "A" and "B" honor roll in each homeroom. "A" Honor Roll students will also receive a medal in addition to their certificates.

Elementary

The instructional program for the elementary grades 1 through 6 is delivered in self-contained classrooms. An emphasis is placed on Reading, Language Arts (Spelling/Vocabulary Building, Grammar, and Writing), Mathematics, Social Studies, and Science. Elementary students also participate in other classes like Bible, Music, Art, IT, Thai, Korean and Physical Education. An after-school club program is offered for students on Tuesdays and Thursdays from 3:15 p.m. to 4:00 p.m. Students are also given the opportunity to participate in sports and a variety of cultural activities through TISAC, Thailand International Schools Activities Conference, which BCIS is a member of.

Academic Probation

Any student who receives an “F” in any Core Subject (Math, Science, Language Arts, and History) during a reporting period (Quarter) may be placed on Academic Probation. **Also, students receiving less than a 60% total GPA will be placed on Academic Probation.**

Students placed on Academic Probation will not be allowed to participate in extra-curricular activities until significant progress is made and an academic contract is agreed upon and signed by the student, homeroom teacher, department head and parent. Students will be placed in the appropriate Learning Support Program for the duration of several weeks up to 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 academic contract is administered. Specific observable areas to be improved and specific improvement to be made will be established. The student will meet regularly with the homeroom teacher and counselor to discuss his or her progress.

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 homeroom teacher or counselor will provide a written report on the student’s progress at the review date. This academic probation and subsequent contract may be administered by the homeroom teacher with approval from the Department Head.

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 60% or lower and/or a failing grade may lose eligibility for extracurricular activities for a determined period of time. These extracurricular activities include sports and other special student activities. A student who finds him/herself in this situation will be issued an academic contract with a timeline to be signed by the student, parent, and homeroom teacher. Satisfactory progress towards completing this contract will result in the student once again becoming eligible for sports and extracurricular activities.

LEARNING SUPPORT PROGRAMS (Academic Support Programs)

Various learning support programs are in place to assist the students with low academic achievement or children with special needs (CSN). These help are 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 outs”, “Extra time”, “make-up work” are common *classroom learning interventions* in BCIS. The department also organizes some classes and activities after school as *remediation programs* such as Reading Theater, Math tutorial, Homework Support , peer-tutorial, 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 usually calls the attention of parents of children needing extra learning support or further interventions. Parents are always welcome to confer with teachers if they see a need for learning support. However, we emphasize the fact that tutorial is NOT the only solution to academic deficiencies. At times, after counseling, teacher’s patient follow-up or increased parental monitor, the student’s motivation increases and we see remarkable progress in studies.

The Guidance and Counseling Office (GCO) provides assessment, management and referral services for students with special needs. The English as a Foreign Language (EFL) Department, Drop Everything And Read program (DEAR) and sometimes additional remedial classes are institutional learning support arms of BCIS. On top of these, it is our joy to pray for our struggling students by name as we believe in divine help and transformation by our Almighty God.

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

ACTS (Advising, Counseling, Teaching, Support)

The Academic Support Program (ACTS) provides students with extra time and help with their studies. Students placed in Academic Support (ACTS) may receive additional tutoring as deemed necessary by the homeroom teacher and counselor.

Students may be placed in the Academic Support Program at the written request of their parents. The school automatically places students who move from the EFL Intensive Class to a mainstream homeroom class in the Academic Support Program. Also, students on Academic Probation are placed in this Program. An academic contract with specific targets for improvement will be established by the homeroom teacher and counselor and must be signed by the student, homeroom teacher, and parent. Counseling services will be made available and possible Individual Education Plans (IEP) will be established to address the specific needs of the student.

Curriculum and Instruction

The Curriculum and Instruction at BCIS is continually undergoing extensive review by AdvancED and the ONESQA (Office for National Education Standards and Quality Assessment) educational review team of the Thailand Department of Education. A team of experts from AdvancEd, our international accreditation body, based in the United States conducts a thorough on site engagement review every 5 years, but we are responsible for reporting to them every year on the school's progress and development. We are happy to report that AdvancEd has noted that our teaching and learning in the classrooms received some of the highest marks and commendations that they have ever seen in our last on site review. Praise God! Parents and students as key stakeholders in the BCIS community may be asked throughout the year to help with providing feedback through surveys and interviews in order to provide key evidence of BCIS' growth and development for future inspections and reporting. All cooperation is very much appreciated and helpful. We are proud of the efforts of all our staff and BCIS stakeholders and of our constantly evolving school curriculum and school improvement. We endeavor to keep pace with the new technologies, theories, and best practices to ensure the highest education quality and standards.

Grade Placement

B.C.I.S. 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 and will profit more from school if retained one grade. 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 Department Head.

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 Department Head with possible assistance from the school counselor and principal. A principal-parent-teacher conference shall precede a decision to accelerate a student. **Parents please be reminded that Korean Universities do not allow students to be accelerated one grade or to skip any grades.**

All students enrolling in BCIS are required to go through a comprehensive interview and testing process by our admissions officer to determine the most appropriate placement for any particular child's academic and language needs. A student's age, prior report cards and transcripts, oral interview, reading test, basic subject skills test and learning needs assessment are all part of the process for consideration of grade/class placement. Students whose English proficiency and skills are found to be lacking or limited will be recommended to spend a minimum of one year in an EFL intensive program to develop the necessary English language skills necessary for effective learning and progress in a mainstream classroom.

Retention Philosophy

- B.C.I.S. is committed to promoting educational achievement for all children.
- B.C.I.S. 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 such as receiving an overall GPA of less than 60%.
- 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.
- When retention of the student is deemed the best possible course of action for the further benefit and development of the child to meet his or her most critical individual needs.

Retention Study — Eligibility

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

- ❖ Have acquired a cumulative Grade-Point Average (GPA) of 59% or less
- ❖ Have had absences of more than 20% of full attendance requirements. (36 total)

Grading

The grading system used in the BCIS elementary department is a percentage and letter-grade system. + and – grades may be used when deemed appropriate. The following is an explanation of grades as used on the Report Card:

Percentage	Grade
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-88
B-	80-82
C+	77-79
C	73-78
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 and below

After the End of Year Grade has been established and recorded on the Report Card, the Grade Point Average (GPA) is calculated.

Grading for students receiving special support services will be modified to correlate to their program progress. *(See the Department Head and/or the counselor for details.)*

Elementary Assessment Weighting

The elementary department strongly values fair and ethical assessment that is valid and reliable and truly reflects the key and critical components of the child's overall evaluation both formal and informal. The following table outlines the assessment categories and weightings that the elementary homeroom classes equally and consistently employ as our assessment and evaluation policy. Please see the chart on the next page for a breakdown.

Assessment Categories	Chapter/Unit Tests	Quizzes/Projects	Assignments	Portfolio	Participation	Projects
Math	20%	20%	25%	10%	15%	10%
Science	20%	20%	25%	10%	15%	10%
Social Studies	20%	20%	25%	10%	15%	10%
Reading	20%	20%	25%	10%	15%	10%
Language Arts	20%	20%	25%	10%	15%	10%

***Note: Elementary subject classes such as Art, Music, Physical Education, etc. may have their own slightly adjusted weightings appropriate for their classes and curriculum including but this must first be approved by the Department Head and finally the Principal.**

All additional subjects or subject classes will be included in the overall final percentage grade.

Homework/Assignments (In Class Grades 1-5, Take Home Grade 6)

Homework/Assignments, 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 (only G6)/in class assignments (in class G1-5)** should be an integral part of the basic curriculum and be planned to correlate closely with classroom course development. **Math homework will be given at all Grade levels as regular daily Math practice is necessary to develop the necessary skills for success and progress at the next subsequent level.** The quantity or quality of homework cannot be measured directly by the time spent on doing it since different students will spend different amounts of time. Homework/assignments help 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

Homework/Assignments are an integral part of every child's learning process and is a vital extension of in school learning that is continued individually usually outside of the class and plays a very significant role in developing responsible and effective study habits as well as a personal drive for continual learning, practice and improvement. Therefore homework/assignments are a regularly scheduled and graded learning activity as well as a teaching strategy that merits a significant percentage of each class' overall grade. **That being said, BCIS does understand the need for younger children to have adequate time for outdoor play, proper and sufficient rest, go to bed at an appropriate time, and the opportunity for a child to be a child and have time to do the things that children love and that are an integral part of their growth and development. Therefore, Grades 1 to 5 will have only Math homework sent home or required to be completed at home unless they have quizzes or tests to study for and an occasional reading assignment in their other subjects. In these grade levels, sufficient time will be given to complete their "assignments" in school and any decision of the child to bring work home will be of their own will and not mandated or graded by the school. That being said, we do encourage parents to take some time to read with their child in English each night as research has clearly shown that this kind of activity definitely boosts school academic growth and achievement.**

For Grade 6, a reasonable amount of "homework" or now referred to as "assignments" will be given for the student to complete at home to develop their work ethic and study skills necessary for preparation for a top quality and rigorous High School academic program. Should you have any additional questions or concerns, please feel free to contact the Elementary Department Head for further clarification.

Each class communicates these assignments and other classroom announcements with parents through Google Classroom, Seesaw and FACTS. The Google Classroom features, Seesaw and FACTS help enable and empower our students to responsibly organize and reflect on daily assignments as well as inform parents of what their children are learning and doing. Please talk with the homeroom teachers or the department head about the Google Classroom procedures and protocols.

Although parental assistance and support is strongly encouraged and very much appreciated by all teachers in regards to assignments/homework, it is requested that parents please refrain from completing assignments for their children or allowing personal tutors to do so. This will not help the child develop personal responsibility for their own work and of course will not enable them to progress in their learning.

Parent-Teacher Conference

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

Two weeks a year special parent/teacher conferences are held in the last week of both October and January after school based on first come first serve appointments made with the school office. These two specific weeks of parent/teacher conferences are to allow for very cherished and vital communication with and feedback to parents on student behavior and academic performance.

Parents always have the right to discuss with the teacher their child's progress including the grading policy and how the grade was determined. Evidence for any academic grades should always be available through Grade Quick and Student Portfolios upon request by the parents. Please make an appointment first through the school office.

Progress Letters/Behavior Reports

Quarterly Progress Letters or Behavior Incident Reports 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 homeroom teacher and counselor 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.

Progress Reports (Report Cards)

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

Recognition

Recognition Certificates for excellence or for outstanding contribution to classes, clubs, or activities may be awarded to students in their individual classes or publicly during chapel services. A formal awards/recognition ceremony is held once each year at the end of the school year in June to reward students for outstanding academic achievement, perfect attendance, and exemplary character.

Student Contract

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 B.C.I.S. When these standards are not being attained, a process of student/parent conferences, academic and behavioral contracts, and probation will be initiated. Failure to uphold agreements may result in retention or consensual withdrawal.

ENGLISH AS A FOREIGN LANGUAGE

Assessment

All new students are assessed as they come into B.C.I.S. 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
Department Heads
Teacher Representative
Counselor (as needed)
School Administrators

EFL Intensive Classes

The EFL Intensive programs are designed to assist non-native speakers of English to develop their English proficiency to a level that enables them to join the regular mainstream academic program at the appropriate level. B.C.I.S. EFL Intensive programs are English course studies. The programs do not follow regular grade level curriculum per say but do attempt to offer academic support and instruction in areas such as Math and Science. EFL classes do incur an additional cost.

Placement

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

Assessment of students for placement in the regular program will include:

- Achievement test data gathered yearly in May/June
- Oral Interview and possibly MAP Testing
- Oral Reading Test/Evaluation
- Previous education records/transcripts
- Current academic standing
- Past and present teachers' comments and perception of student's pattern of performance and behavior
- Student's age and number of years in the EFL program
- Reading and various Other Language/English Assessments

Misplacement

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

STUDENT EXPECTATIONS

Regulations and Procedures

B.C.I.S. 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 assignments/homework, copying from each other's test papers, using notes during tests, cutting and pasting material from the internet and calling it their own work(plagiarism), and/or forging parents' signatures are considered serious offenses and will thus be treated very seriously. Depending on the case, it could lead to an automatic in or out of school suspension but regular procedures for academic dishonesty are listed below.

An Honor Roll 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 Honor Roll and may also face other consequences outlined in the academic honesty policy. Cheating may also affect the student's scholarship as well.

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. in take home exams, asking/telling students what is on a test/quiz.

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

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

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

Discipline for Academic Dishonesty

All cases of academic dishonesty should be reported to the Department Head.

- First Offense – Parents are contacted and informed of the incident. No credit for the work is given. (depends on severity) An in school suspension will be given.
- Second Offense – Minimum two day in-school suspension. Parent conference. No credit for the work is given.
- Third Offense – Students brought before the Academic Advisor/Principal followed by an out of school suspension with no credit for work given on all subjects affected by the suspension period.

Documentation of Sources

All students are expected to document the sources they use with MLA/APA parenthetical references (within the body of the text) and a “works cited” list at the end of research papers. Students are required to give credit to whom credit is due by citing all information used that is not their own and the source of that information. Homeroom teachers at the various grade levels will instruct and guide students on how to do this appropriately at each respective grade level.

Because sources on the internet change or are removed quickly, students should make “hard” or “soft” 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.

Activities Code and Expectations

B.C.I.S. is dedicated to interscholastic activities and student government/leadership roles as vital components of B.C.I.S. School Activities will be a positive learning experience for our students if they can recognize that they may achieve their highest personal potential only by embracing a lifestyle dedicated to cooperation, integrity, and self-discipline. In addition, selection to a team or election to an office or a leadership role is both an honor and a privilege, and as such, carries responsibilities commensurate with leadership roles. As leaders and as very visible representatives of B.C.I.S., they have the obligation to present themselves in an exemplary manner.

Building Safety

For the safety and supervision of all students, we ask that students follow these rules while they are anywhere on the school premises:

- (At this time, students go directly to their homeroom when arriving at school in the morning.)
- 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 appropriate form for this.)
- At all times students are to walk in the halls and maintain an appropriate voice level 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 on display.
- **Students are never to enter unsupervised building areas.**
- If parents or community members notice anyone who may be loitering on or around our campus, 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 and school office.
- Students are required to line up in their classrooms before proceeding downstairs for break or lunch and likewise are required to line up neatly and quietly before proceeding back to class following break or lunch. The same

system is employed in the morning before going upstairs to begin the day's studies. They must walk orderly in a single file line according to the arrows on the stairs to avoid traffic congestion in the hallways.

- Students are required to play in the playground with safety first and foremost in their minds. Such things such as horseplay, rock or sand throwing, entering sealed off areas, any form of bullying, climbing on trees or on basketball poles will not be permitted at any time.
- The upper half of all classroom windows are to be kept clean and clear of all posters, curtains, or any display of any kind to protect both the students and the teacher in an open, transparent and safe environment.

Playground Safety

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

- No tackling games or play fighting games are permitted.
- No pushing, shoving, rock or sand throwing
- No wall ball or other activity where students are targeted or that poses a threat to the building's safety
- 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.
- **No food or drink is to ever be brought onto the basketball court or into the playground.**
- **Absolutely no forms of bullying will be tolerated!**

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, digital tools and personal belongings. Books and personal items are not to be left unguarded or just lying around the school campus. **B.C.I.S. will not be responsible for money, mobile phones, jewelry, or expensive items lost or stolen. BCIS will also not be held responsible for any students' electronic devices that have been lost, stolen or broken.**

Classroom/Campus

Language

***All students are required to speak English within the school premises at all times.** English is the medium of instruction and communication at all times while on the school premises with the exception of the elective language classes. **The only exception to this is foreign language classes.**

National Flag Ceremony

A required daily Thai National Flag Ceremony will take place daily each morning. Students are required to line up in front of the flagpole in the courtyard by 7:35 on Tuesdays and Wednesdays weather permitting and in their classrooms on other days. The flag ceremony will then begin promptly at 7:40 after which all students will quietly and orderly return back to class. In the case of rainy weather on Tuesdays, the flag ceremony will take place on the elementary floor just outside student classrooms.

Daily Morning Devotion

All students are required to participate in a daily morning devotion time in their respective homerooms which consists of a brief prayer time and sharing from God's Word. Announcements will also be made at this time. The morning devotion time will immediately follow each morning's national flag ceremony with the exception of Tuesday which is elementary chapel day.

Weekly Chapel

All students are required to attend weekly chapel services. Elementary chapel is on Tuesday. At that time, all students are expected to show proper respect during the announcements, the morning prayer, worship, the Bible message and concluding announcements. Formal BCIS uniforms with white shirt, tie, and **black school shoes** are required on this day.

Change of Address

Students or parents/guardians are expected to notify the School Office 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 and update all contact information in the Renweb School management software.

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

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. All parents and students regularly entering the school campus are required to have their flap gate scanned in cards in order to enter and leave the campus. This can be set up at the beginning of the year through one of our office staff at the school office.

Punctuality

Parents should ensure students arrive at school on time. Excessive tardiness interferes with everyone's learning. Students consistently arriving late miss a vast amount of very important announcements and learning. **Any student who is late to school which means arriving after 7:40 must first visit the office to pick up a late slip and must present this late slip to the homeroom teacher before they are permitted to enter class.** The homeroom teacher will determine if their tardiness is excused or unexcused. Regular unexcused tardiness will result in appropriate disciplinary action. Teachers should notify the office immediately regarding any students who are not present for homeroom devotion. The office will follow up the absence by contacting the parents about the whereabouts or condition of the child. The office will then give feedback to the teacher about their findings at which time Renweb will be updated to reflect the students true status for that day.

Posters

The responsible administrator or department head must approve posters before they are displayed anywhere in the school.

Courtesy

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

Drugs, Alcohol, Tobacco, Weapons

Drugs/Alcohol

The unlawful use, possession of, buying or selling of 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 for ten 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.

Students returning to school after a positive urine test will be subject to additional periodic testing. Consensual dismissal will result upon a second positive finding during the student's enrollment at B.C.I.S. Any staff member who believes that a student may be under the influence of drugs/alcohol shall immediately notify the Principal.

Prohibited Items

The following items, which may be hazardous or distracting to others, may not be brought to school (Exceptions as indicated). These items will be confiscated if found.

- Weapons of any kind including toys (Special Exception: PA classes or skits)
- Toy guns or knives (*unless being used as props for approved performing arts activities*)
- Firecrackers, lighters, or matches
- Roller-skates / skateboards / roller-blades (Restricted to club activities periods only)
- Inappropriate pictures, books, magazines
- Water pistols/guns including toy guns or BB guns (unless being used for a pre approved activity such as Songkran)
- Steel rulers
- Drug/Smoking-related items
- Chewing gum
- cutters of any kind
- regular playing cards including other card games such as Dungeons and Dragons like game cards involving spells and sorcery

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.

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.

Vaping is also not permitted under any circumstances and is against the law in Thailand. Smoking and/or vaping is a suspendable offense.

Serious Violations

Serious violations render a student liable to immediate suspension and a mandatory behavior contract. Among the more serious violations are—

- Possession of dangerous weapons or any item capable of inflicting dangerous bodily harm
- Possession or use of drugs and/or alcohol
- Smoking or possession of ecigarettes or cigarettes
- Open defiance of authority
- Fighting— actions that endanger or threaten the safety of others
- Willful damage or destruction of school property
- Gambling including playing cards or card games with betting
- Possession of pornographic pictures and books
- Bullying/Hazing— actions that persecute, harass, humiliate, or coerce others
- Acts of academic dishonesty
- Chronic failure to comply with the Dress Code (more than 3 warnings)
- Public display of inappropriate affection or behavior
- Use of foul language (cursing)
- Stealing
- Possession of fake guns or knives

Vandalism

It is the intention of B.C.I.S. 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. 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 may 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 explosives. Every employee/teacher seizing a dangerous device, weapon, or explosive shall report the incident to the Department Head and 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
- Time out / Detention
- Work or Community Service Detention
- Loss of Privileges
- Student contract
- 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, detention, parent-teacher communication, counseling referral, written assignment, and discipline referral to the Department Head.

Teacher Assigned Work/Service Detention

Any member of the faculty may assign a teacher's detention to a student. This detention is served at break or lunch and may consist of completing a service task, sitting quietly in a classroom or assisting with cleaning of the campus. School events, activities or athletics are not valid reasons for missing a service detention. The students will receive and be permitted to eat their food and drink during any break or lunch detention as required by law. **Teachers giving detention must and will supervise that detention to ensure safety and compliance with disciplinary procedures.**

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

Discipline Review Team

The Discipline Review Team is an advisory committee to the Principal. The Principal convenes the team when needed, is Chair, and is a voting member. It is the responsibility of the department head to have available all pertinent materials for each gathering.

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 disciplinary review team recommends to the Principal its conclusion(s). It may recommend disciplinary action, terms of probation, suspension duration, and withdrawal from the school better known as consensual dismissal.

The Principal may meet with the Discipline Review Team for advice, review and evaluation of the Discipline Code and submit recommendations for changes of the Discipline Code.

The Principal approves members to the Discipline Review Team following recommendations by the Department Head. The disciplinary review team consists of the concerned homeroom teacher or teachers, department head, counselor, and principal. At least one parent/guardian and the student (when appropriate) 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/behavior contract. Failure to adhere to the terms of the contract may result in:

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

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 Policy

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 and ensures safety of all is the focus during the restorative process.

A student serving in-school suspension reports to school at the regular time in full uniform. Each teacher will give the student service assignments that he/she must complete under the direct supervision of appropriate teachers and staff. The student will not attend any classes or go out for break. The student will eat break and lunch in the assigned room. These are sometimes referred to as working or service suspensions.

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 (Education Code ...)

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

- 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 serious bodily harm to any person on campus
- Assault or battery, or any threat of force or violence directed toward anyone

- Physical Fighting/Violence
- Sexual Harassment
- Theft of, tampering with, or unauthorized handling of a teacher's gradebook, textbook, handbook, keys, bags, or other personal items
- Tampering with fire alarms or extinguishers
- Habitual truancy that has not improved after proper interventions and warnings
- Use of excessive foul and abusive language to threaten, bully, or harass
- Serious and consistent academic negligence that has not improved after appropriate interventions
- Any theft or stealing of any kind
- Bullying (See Child Protection Policy.)
- Any infraction considered sufficiently serious by the Discipline Review Team

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 B.C.I.S. 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, abusive and foul language and the use of controlled substances cannot, and will not be tolerated.

STUDENT DRESS CODE

B.C.I.S. students are expected to be appropriately groomed and dressed at all times. Students are required to wear the appropriate school uniform on the correct days.

Guidelines for Modesty, Neatness and Cleanliness

B.C.I.S 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. Boys and girls may wear wristbands/bangles if it is not distracting, but these should be removed when they can become potentially dangerous to others during certain activities. Excessive makeup is considered inappropriate.

Uniform

School uniforms of the specified school colors are compulsory. Boys will wear the prescribed shirt and shorts. BCIS shorts must be worn at the waist, not at the hip. The formal white BCIS dress shirt must be properly buttoned and tucked in except during break and lunch recess. The exception to this is the BCIS polo shirt which may be worn on all Mondays, Wednesdays, Thursday and Fridays. The BCIS polo shirts can be purchased in the office. The last Friday of every month is a non-uniform day with the parameters to be decided by the Student Council body, departments or individual homerooms. No inappropriate dress will be tolerated on non-uniform day and violation of this may result in a student being sent home early. All non uniform days must be approved by the school principal.

Girls will wear the prescribed blouse and skirt with the blouse tucked in, if appropriate. All shirts have the prescribed pocket with the school emblem on the left front side. Clothing excessively too large or too small is unacceptable.

Boys and Girls are required to wear socks whenever they are wearing the full BCIS proper uniform. Girls are required to wear all white socks whenever they are wearing the full BCIS proper uniform. This is mainly every Tuesday but will apply to any particular day when students are required to wear the full proper BCIS uniform.

P.E. uniforms are required for P.E. classes and for certain occasions. Wearing proper PE attire is required during all P.E. classes and is part of the P.E. grade. The school offers B.C.I.S. T-shirts and shirts for purchase. No other T-shirts, or shirts are acceptable. Good conduct is based on respect and consideration for students themselves and for the rights of others and this includes uniform.

BCIS Team-colored shirts are available for purchase in the school office and are used regularly for elementary house team activities and field trips.

Coats/Sweaters/School Jacket

The school offers the B.C.I.S. school jacket with school emblem for purchase. **No other coats, jackets, or sweatshirts will be allowed in class.**

Footwear

Clean black dress/school shoes must be worn every Tuesday. Sneakers or other appropriate footwear is acceptable only on Mondays, Wednesdays, Thursdays, and Fridays, but rubber thongs, open-toed sandals, backless shoes, or shoes with more than a one-inch heel are unacceptable. Tennis shoes/or any comfortable shoes with low heels may be worn on the rest of the week days. **No house shoes, slippers, or sandals of any kind are allowed except for special non-uniform days.**

Hats

Caps or hats may be worn only for plays, P.E. in the sun, Sports Day, and other specified occasions only. Hats are never permitted in the classroom during regular study times. Hats may not be worn in the cafeteria.

Headwear

No bandanas, wave caps, or visors are allowed on campus. Students may not wear their hoods or hats in class. Girls may wear ribbons, rubber bands, or headbands. No sweatbands are allowed on your wrists or your head unless it is an approved school or sporting activity.

Hair

Unusual hairstyles that involve designs, symbols, or words are considered inappropriate. Unusual hair tinting and highlighting or shaving of the head (except on special occasions) may only be done after prior discussion and with the approval of the Department Head and Principal. Hair that is neat, clean, and fixed in such a way that it does not hang in the face facilitates student learning, as do beards and mustaches that are neatly trimmed. Boys' hair length should be no longer than the collar. Hair dye is acceptable as long as it is not distracting or an outrageous color or design.

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

- Skirts and shorts must be tailored to within two inches of the top of the student's knee.
- Visible body piercing is not allowed with the exception of pierced ears for girls, and no dangling earrings. Girls are permitted one normal sized earring in each ear. Boys in Elementary are **NOT** permitted to wear earrings at school.
- Tattoos are not to be visible during school activities.
- Necklaces may be worn but are not to be visible during school activities. Students must refrain from wearing excessively large necklaces as they pose a threat to their own personal safety during various school activities such as PE and science labs.

Dress Code for Extended School Trips

- Students should not have the appearance of being in a gang and should not wear bandanas or other gang paraphernalia or clothing associated with gang activity.
- Students are not permitted to wear articles of clothing or jewelry that carry motifs advertising or promoting alcohol, tobacco, drugs, sexually suggestive or obscene language or any other message that conflicts with the B.C.I.S. ethos.
- Girls are not to wear spaghetti straps. Dresses and tops are not to show cleavage. Girls' tops and pants may not be tight-fitting.
- Undergarments must be worn at all times.
- Swimming attire: Boys should wear proper swimwear with lining (no Speedos). Girls should wear modest, one-piece bathing suits.

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 whole being. 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.

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 Advanced Placement (AP) courses and Honors subjects for those who are fast learners and welcome academic challenges. We also assist those who need individual educational programs (IEP) and differently-paced instruction through remedial or support classes for those who are academically struggling due to learning disabilities or adjustment difficulties.

GCO is an integral arm of the school's learning support. 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.

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. We give high regard for healthy norms and trust the God of the impossible for things beyond our control. As such, we do not only counsel and guide but we also pray for and with all our students to help them know our most reliable guide, God, and Wonderful Counselor.

Counseling is the heart of the Guidance Program and is interspersed in:

Academic Advisement

The Advisement Program helps students negotiate the choices they and their family must make leading up to graduating from elementary school and the eventual path they will take through high school. This program is focused on tracking periodic academic progress as well as determining learning support intervention.

Student Profile and Testing Services

BCIS is moving towards electronic profiling of students' information, progress report and future portfolio as prescribed by AdvancEd accreditation protocols. The goal is to make students' information readily available for teachers as well as parents. This is to complement students' inventory compiled at GCO over the years. Some of this information is kept in Renweb/FACTS and some is kept in the counselor's personal files.

A wide variety of testing services are also available and will be administered throughout the year to help evaluate and assess a 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.

Consultative Services

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

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.

NOTE: In providing psychological and guidance services, B.C.I.S. 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 parent or student to a member of the staff or administration regarding a complaint of an alleged unfair practice or other serious concern. Clear and indisputable evidence should be presented with any grievance made.

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.

Students and parents will have opportunities to communicate matters of concern to the faculty and administration. B.C.I.S. administration and staff will honor the students' and parents' right of inquiry and the right to express matters of concern through existing processes and protocols 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 department administrator. These then may be forwarded on to the school senior administration if the concern or grievance is unable to be resolved at the departmental level. All concerns, complaints, or grievances should be formally typed and signed by an individual for the matter to first be considered and possibly acted upon. We highly encourage making an appointment with the appropriate teacher or administrator depending on the nature of the grievance and having an in person face to face discussion following the initial submission of any written concern or grievance. We feel open and respectful conversation about any matter of concern is the best method for trying to solve any alleged problems or issues of concern. The school reserves the right to accept or reject the grievance depending on the nature of the grievance and the way it is presented and if the person alleging such grievance follows the stated school protocols and channels of communication.

SCHOOL SERVICES

Library/Media Center

The library/media center are open for individual reading and research. Weekly computer classes or research time is scheduled for each class by the homeroom teacher.

It is expected that all students will respect and take excellent care of all computer equipment and only utilize it for appropriate and approved educational activities.

Use of the computer lab to send non academic personal emails, surf Facebook, or play video games is not permitted. Viewing inappropriate content on the web is strictly forbidden and will incur severe penalties.

Teachers may arrange regular weekly library/media center classes for research projects.

All materials must be checked out at the circulation counter before being taken from the library. **Students will be required to pay fines or replacement costs for materials that are overdue, damaged, or lost.**

Library users are expected to respect the rights of others by complying with Media Center/Library Regulations and by treating all materials with care. Chronic offenders face disciplinary action and/or the loss of library privileges.

Library Books

New books may be borrowed for a period of 7 days and old books may be borrowed for up to 7 days as well. **There is a fine of 5 baht per day for any books returned late.**

Library books that are lost will require reimbursement up to the price of the book as determined by the school or replacement of the identical book purchased elsewhere.

School Vans

School Van 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. The school, B.C.I.S. facilitates a contract between parents who wish to utilize the school van service with the van service itself, but parents should not that the school, B.C.I.S. 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 driver and driving safety guidelines.

Van riders must follow all required safety precautions in accordance with Thai law and must heed the bus monitors.

All students are expected to behave on school vans as they would be required to behave while on the school premises.

Student Supplies

The school maintains a Student Supplies Stock where basic/minimum student school supplies and certain items of clothing may be purchased which is located in the school office. Students can make purchases at the school office during registration week and during the following times outside of classroom periods— before school, at break and lunch, and after school.

Dormitory

There are currently several dormitories or house stays equipped to house and supervise BCIS students. These dormitories/house stays are affiliated with BCIS but are independently owned and run by self-regulating missionaries and pastors. Each dormitory/house stay 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 B.C.I.S. 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 ***Clinic Pass or student condition summary form*** will be sent later for the student's health records.

The School Clinic gives first aid for emergencies. In the case of serious accidents or injury the school will transport the student to the nearest hospital for appropriate and professional medical aid and care. The parents of the child will be notified of the child's condition and whereabouts by the school nurse.

Healthcare Minor Ailments

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

Medical Checkup

Each *new* student is required to have a complete medical examination at the time of registration. A medical form for this examination is included in the registration packet.

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.

Both old and new students are required to hand in at the School Clinic at the time of registration a completed Health Clinic Card. The Health Clinic Card is updated at the beginning of each subsequent school year with the signature of the examining physician and the seal of the hospital/clinic. No student will be admitted to class until all medical forms 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 immediately to the school clinic. 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 Department Head. For minor ailments such as stomachaches and headaches, the nurse may have the student remain in the Health Clinic for observation before sending him/her back to class or home.

Note: Students diagnosed with health conditions that make it necessary for them to return home immediately will not be released until receiving a permission slip from the nurse signed by the nurse, the homeroom teacher, department head, and principal. This slip must state the reason why the child is being sent home and parents will be contacted by the nurse only or approved translator. Students must go home with legal parents or guardians and will not be permitted to leave the school premises alone.

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/Vaccination

Details regarding current vaccinations are sent out to parents for their information and written consent. Flu vaccinations are offered regularly at discounted prices each year to help students guard themselves against flu breakouts.

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 PE, Health, or Science classes are given or arranged by the Medical Officer/Nurse 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 kit for off-campus student activities and field trips, and in most cases a certified nurse will be present during all off campus school related and sanctioned activities.

Dental Checkup

A yearly dental checkup is provided to all students. The school nurse will provide details well in advance of the visiting dentist detailing services being offered.

STUDENT ACTIVITIES

Athletics

The Athletics Program provides students the opportunity to develop skills and positive attitudes towards sportsmanship and competition. Basketball, soccer, badminton, tennis, table tennis, baseball, kickball, and a wide variety of other sports activities and games are played at school during the PE program and also at recess and lunch times.

TISAC

BCIS is a member of TISAC, Thailand International Schools Activities Conference, which provides our students with a number of wonderful opportunities to compete in various sporting activities and sports seasons throughout the year as well as additional cultural and extracurricular activities such as chess, Battle of the Bands, orchestra, quiz bowls, and much more. TISAC currently consists of approximately 15 member schools and affords our students the great chance to compete in a friendly and non-threatening environment in a number of sports and activities while at the same time helping them to develop their physical fitness and sportsmanship. TISAC's objectives and aims are detailed below:

Objectives of TISAC

The purpose of TISAC is to provide a well-rounded program of sporting, non-sporting and cultural activities for member schools in a framework that will achieve recognized educational objectives whilst bringing together students to enjoy friendly and competitive opportunities to develop their talents.

Aims of TISAC:

TISAC aims to help students at member schools develop:

- a) Physically, by learning skills and improving conditioning
- b) Psychologically, by learning to control emotions and develop feelings of self-worth
- c) Socially, by learning how to cooperate in a competitive context and by learning appropriate standards of behavior

Clubs, Committees, and Special Departmental/ Class Activities (House Team Activities)

Clubs, committees, and class activities tend to vary slightly from year to year depending on the makeup of the student body and the variety of talents and skills of teacher facilitators. **Clubs are held every Tuesday and Thursday after school from 3:10 to 4:00.**

All clubs and committees are organized only with the approval of the Department Heads. Each club or committee must have at least one faculty in charge and no more than two (exceptions) in order to maximize clubs that we can offer and student participation. Typically an after school club will be limited to a maximum of 15 students.

Special after-school activities require parental permission. These typically vary from semester to semester. Circulars/letters to parents including a permission slip/sign-up sheet (online) regarding activities must be returned to the school and countersigned by the Homeroom Teacher after the parents have signed giving their initial permission.

Special regulations and procedures for school activities have been established.

Special elementary house team activities are organized each month and will take place on one designated day of each month. Points accumulated during these house team activities will be accrued throughout the year and will eventually lead to an ultimate house team champion. The purpose of house team activities is to provide students with an alternative and fun way to develop their team building skills and sportsmanship as well as character.

Performing Arts

Performing choral groups (choir), instrumental bands/ensembles, worship teams, music clubs and other performing arts groups are available at B.C.I.S. These groups perform for special school events, chapel, special performances, for various community events in Bangkok, and for interscholastic competitions. The elementary music coordinator may be contacted for further details regarding this topic.

Physical Education

Proper Attire – Parents are reminded that on your child’s physical education days, appropriate clothing (PE Uniform) should be brought to school and worn during PE. For the safety of the student, **sports shoes/sneakers are required.**

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” and should be supported by an appropriate physician’s referral, evaluation, and feedback.

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, programs and performances. Students are to adhere to appropriate behavioral guidelines and dress code when in any program or assembly. A special High School assembly is held every Wednesday morning with the Elementary School’s assembly held every Tuesday morning. Weekly assemblies or chapels generally consist of a brief time of worship accompanied by a short word of encouragement and Bible message which is then followed by important announcements for the week. During

this time students engage in worship, listen to an inspirational message, participate in special musical performances, and listen to pertinent announcements pertaining to academics and school life.

Recognition~End-of-the-Year Assembly

Held toward the end of the academic year, these events recognize students for academic excellence, for outstanding performance in special subject areas, and for outstanding contribution to classes, clubs, or activities. Trophies, Plaques and Recognition Certificates are presented before farewells are exchanged.

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 student's 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.

Field Trips are organized as part of instruction and enrichment. Attendance is required for events out of school that are directly connected to and part of the regular curriculum.

School Publications

The School and /or HS Classes produce a yearbook, the school-sponsored newspaper, newsletters, 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 musical productions and the display of forensic, 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. This usually takes place during the beginning of semester 2 and is detailed on the school calendar each year. 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

A talent show is produced by the school and participated in by students several times per year with the major elementary talent show being held at the end of Quarter 4 annually to exhibit the depth of talent in the student body. Parents and special guests are invited.

Visual Arts

Art Projects as well as several ongoing art events and activities provide students with ample opportunities to display and cherish creative works of art and artistic expression and will be displayed at various times of the year on the elementary art bulletin board and in various approved areas around the school.

Performing Arts Productions

The elementary school typically schedules special performances especially 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/International Food Fair

Each year the Student Council in conjunction with the school's activities coordinator and subsequent Activities Committee organize 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 tries to host 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 October and April. Books are offered at discount prices during these times. All parents are invited to attend this very special and important event designed to promote a love and passion for reading.

Annual Lock-Ins

Throughout the academic year BCIS holds various youth Lock-In camps for both boys and girls. The 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.

Summer Camp

Summer Camp programs are occasionally held for the upper elementary. This camp usually takes place at various sites outside of Bangkok such as the Baptist Center in Pattaya, Kanchanaburi, and Khao Yai National Park. The purpose of these camps is to offer our students a fun and exciting extracurricular learning experience in varied settings at carefully selected locations. These camps are an extension of but not limited to the school curriculum being taught at the various grade levels. These camps also seek to promote social and spiritual development and growth through a wide variety of interpersonal team building activities and games. Letters detailing all pertinent information regarding these camps are sent to parents well in advance of the camp dates and include required permission slips.

Science Lab

An Elementary Science Lab is fully operational and equipped to provide regular hands-on discovery learning activities such as science experiments, science labs, and special science projects. It is a main goal of BCIS to provide the most realistic, hands-on learning experiences possible because we know that students learn best by doing. The goal of the science lab is to provide engaging and realistic opportunities to work through the scientific method through constructive real life experiments and learning activities. Typically each homeroom will engage in at least one hands-on science activity in the science lab per week.

Sports Awards 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 elementary students, particularly Grade 6, is filled with activities and special events for the students, 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 annual Elementary Awards Ceremony, a special elementary wide field trip, and the Grade 6 Graduation Ceremony.

MAP Testing

Note: Students' reading levels and skills will be evaluated at various times throughout the year using MAP Reading Fluency Information gathered from these assessments will help us diagnose current reading levels, reading difficulties, and effective intervention plans.

MAP Growth Testing is an online, adaptive benchmark and progress monitoring assessment that efficiently measures oral reading fluency, literal comprehension, and foundational skills. It uses advanced technology to enable group testing, automatically record and score each student, and deliver instructionally useful data. It has now been adopted by all departments at BCIS in order to assess a student's current skills and levels in English and Math as well as to diagnose any possible reading difficulties and plan appropriate intervention measures to help support and improve reading skills.

MAP testing will usually take place in September and in April to monitor and track students' current Reading and Math levels and to choose appropriate leveled text for them as well as diagnose and provide learning support for evidenced reading deficiencies and Math struggles.

GENERAL GUIDELINES

Visitors

Guests are always welcome on our campus. The following guidelines are to be followed in order to ensure a successful experience:

- All guests must relinquish ID to the school guard and receive visitor badges before they are allowed to remain on campus.

- 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 School Principal.
- 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.
- The visitor must obtain the appropriate and required visitor pass at the guard station before entering the school premises.
- All parents entering BCIS must use the school issued parent ID card. If a parent comes without this, then they need to turn in a form of ID at the security station and receive a visitor's pass. Lost ID cards will incur a 150 baht charge for replacement.

Former 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 office, Department Head, and School Principal. 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 or to refrain from allowing visits.

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 office.
- The office phone is to be used only for emergencies.

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

Electronic Equipment/Mobile Phones

Students are not allowed to use mobile phones on campus during the school day except for permitted academic exceptions (7:00 a.m. to 3:00 p.m.). These items are not allowed in sight of teachers and other students during school hours **unless permitted by their teacher for appropriate academic activities or projects as technological support and integration in learning activities as deemed necessary and beneficial.** This equipment should remain in the student's cubbie or bag throughout the school day and be on silent mode. Failure to comply will result in confiscation of the equipment by a staff member and/or principal for a period of no less than one week. Student wifi is available from 7:40 to 3:00 pm.

Note: Tablet computers are required for technology integration for daily student-centered learning activities, but personal games, personal use of Youtube or Tiktok and social networking will not be permitted during school hours or at any time on our school campus. Playing video games is not permitted by Elementary students at any time while students are on the school campus. The only exception to this may be a Christmas party or end of year class party where appropriate games and activities may be permitted.

**All confiscated items must be picked up from the homeroom teacher or at the office by a parent or guardian or after the presentation of a letter from a parent or guardian or repeated offenses.*

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 parents' account.

Student Behavior and Disciplinary Action Communication

All elementary teachers possess relevant behavior/incident forms which will be filled out and filed away in a student's permanent record file whenever serious or repeated violations of school rules and policies occur. These behavior incidents will be recorded in the Renweb school management system.

A copy of the report will be sent home to parents for their signature and one copy will be kept with the school counselor in the counseling office.

*Each student begins each quarter with zero (0) detentions.

*At 10 detentions accumulated over the course of a quarter, a student and his/her parent must go before the Discipline Review Team and will be placed on probation.

*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.

***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 disciplinary review team and signed by both the student and the parent. Failure to meet the stipulations of this behavior contract may result in the consensual dismissal of the student.

Student Infractions and Sample Related Consequences

Please note that each violation of school code and policies is unique to the situation and surrounding circumstances in which it occurred therefore disciplinary action may vary from time to time depending on each individual case and its context. This list below is intended simply as a **general** guideline only and may be adjusted when deemed necessary.

Level I: Detention 20 minutes	Level II: Referral (Worth 2 Detentions) 40 minutes	Level III: In lieu of Suspension In-School Suspension 1 to 2 days	Level IV: Suspension from School OS 1-3 days
To be assigned by teacher or Department Head	To be assigned by teacher or Department Head	To be determined by the disciplinary review team/Principal	To be determined by the disciplinary review team/Principal
Examples include:	Examples include:	Examples include:	Examples include:
Being Disruptive in Class	Lying	Behavior endangering others/Bullying	Damaging school property and/or vandalism
Misrepresentation of facts/dishonesty	Rude Behavior	Cheating/Plagiarism	Serious Disruption of school activities
Failure to complete assignments/homework	Inappropriate conflicts with other students	Inappropriate conflicts with students/staff	Insult, profanity, or vulgarity towards another
Excessive talking	Substitute teacher referral	Pattern of negative behavior such as stealing, fighting and serious horseplay	Continued Blatant and Severe Disrespect/Defiance
Minor inappropriate conflicts with others	Teacher referral	Possession of inappropriate materials, 1 st offence	Possession of drugs/alcohol/Smoking/Vaping
Speaking other languages besides English during school hours			
Possession/Use of electronic devices outside of permissible parameters	Disrespect/Defiance	Continual Truancy	Possession of aerosol can, weapons, firecrackers, and devices of arson
Not having required class materials	No show to an assigned detention	Damaging school property and/or vandalism 1 st offence	Repeated pattern of serious negative behavior/stealing
Failure to show for time owed to a teacher	Profanity	Insult, profanity, or vulgarity towards others	Sexual Harassment/severe bullying or harrassment
Gum/food outside of allowed parameters	Horseplay	Blatant and Severe Disrespect/Defiance	Theft/Fighting/Extortion
Violation of Dress Code		Inappropriate/Deviant Behavior	Harassment/Threats/Intimidation/Bullying
After 2 suspensions in one semester, a student will be brought before the Discipline Review Team and placed on probation as well as be required to sign and adhere to a mandatory behavior contract.			

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.

