

# Americana Chinese International School



## Student and Parent Handbook 2023 - 2024

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## INTRODUCTION

*Students and parents are responsible for knowing and following the contents of this handbook. The handbook will be reviewed annually. The administration reserves the right to make additions and deletions, as it deems necessary, for the safety and/or welfare of all students.*

## GENERAL POLICIES AND PROVISIONS

### **English Language Encouragement**

Speaking only in English helps students begin speaking English internally. The only way to become fluent in a language is by being immersed in the language. Therefore, it is the school's policy that English language is to be spoken in the classroom and during subject periods at all times (except Thai and Chinese classes). Furthermore, staff encourage students to speak English while at lunch, during break times and other non-academic activities throughout the day.

### **Emergency Contact Information**

The school must keep an updated file of the name, address, telephone number and e-mail of the person to contact for each child in the event of an emergency. Please contact the school at (052) 135-069 as soon as possible in the event that this information changes for your child after the school year has started.

### **Campus Passes**

All students who are out of class must have a pass from a staff member. Students must have a pass to leave designated areas at lunch time, between classes, and before or after school. In addition, students should receive a pass from a teacher if they will be late to their next class to excuse their tardiness in the event that said student(s) tardiness is caused by needing to remain in a teacher's class for longer than the allotted class period.

### **Identification Card**

All students are required to have a student identification card. Student ID cards are provided through pictures taken during orientation. Replacement cost for a lost ID card will be 150 THB. ID cards may be required in specific cases such as in the attendance office, library, and when picking up textbooks and yearbooks.

### **Textbook Contract: Parent/Student**

As a condition to the enrollment of one's child in ACIS, parents/guardians agree to pay for any and all lost or damaged textbooks, workbooks and library books. Students in grades K3 & up will have their books checked out to them directly through their classroom teacher. The condition of the books will be accounted for, and the student (and subsequently, the student's parents/guardians) will be responsible for damages or loss of the textbooks.

Americana Chinese International School provides textbooks as part of the Textbook Fee. It is the responsibility of each student to take care of the books issued. Students should check all of their textbooks as they are issued for water damage or other forms of damage. Damaged textbooks should be reported to the textbook administrator. Students and/or parents are required to pay for books lost, damaged or stolen. Some teachers may check out books, usually supplemental books used in departments, directly to students.

- Charges will be assessed for badly damaged books, including, but not limited to, badly torn pages, missing pages (due to tearing), badly damaged spine, badly damaged cover, badly dog-eared, badly marked pages, edges (ink) and/or obscenities marked in pencil.
- If the book is unusable, the student will be charged the full cost of the book for water or fire damage, missing pages, obscenities marked in ink, and/or marking that renders a page unreadable.
- Lost textbooks must be paid for (or deducted from the deposit) before a new book will be issued.

### **Suggestions, Comments, and Concerns Process**

As with any other organization, we would like to have any issues resolved at the level that is closest to your student's day. Any suggestion, comment, or concern should be addressed initially with your child's teacher. You should receive a response to your inquiry within 72 hours. In the event that you are not satisfied with the teacher's response or the time frame established has not been met, we invite you to contact our Parent Liaison. You will receive an opportunity to meet with this staff member directly and file a complaint, **in writing**. Complaints will be addressed directly to the Thai Director or Principal, on behalf of the school's administration. The Senior Management Team should respond to your suggestion, comment, or concern within 72 hours.

In the event you are not satisfied with the Senior Management Team's response or timeliness of response, the next step would be to address your concern to the ACIS Board. It is recommended that you write a letter to the school board clearly stating your suggestion, comment, or concern.

Identify in the letter that you have taken action and attempted to resolve the issue with your child's teacher and the Thai Director or Principal. The Board will respond within 14 days of receiving the letter.

**Academic Performance Standards**

Students are expected to perform to California Common Core grade level standards.

If a student receives a grade lower than 50% on any given assessment, the teacher will re-teach and re-assess the student.

A 90%-100%	The student consistently demonstrates mastery of the grade level standards. With relative ease, the student grasps, applies and extends processes and skills for the grade level. At or above grade level expectations.
B 80%-89%	The student demonstrates understanding of the grade level standards and can apply concepts in a variety of contexts; meeting grade level expectations.
C 70%-79%	The student is beginning to, and occasionally does, meet grade level standards. The student is beginning to grasp and apply concepts and skills for their grade level. Approaching achievement of grade level standards.
D 60%-69%	The student is not meeting grade level standards and is working below grade level. Limited achievement of grade level expectations.
F 59%-below	The student is not meeting grade level standards and is working far below grade level. Limited achievement of grade level expectations. The student is not working to his or her potential.

**Academic Acceleration**

Assignment to a higher-grade level will occur only after careful assessment of the student’s ability, intellectual growth, emotional development, social competence, and academic achievement. Any change in a student’s grade level must be in the student’s best interest. In some unique cases, parents/guardians may seek grade level advancement for a student in grades K3 & up. The needs of each individual student are of utmost importance and must be met in the most effective manner possible; therefore, K3 & up grade level acceleration will be considered when compliance with all of the following criteria is completed: receipt of written request to the Principal from the parent/guardian requesting their student “advance” a grade. The Principal should receive this written request no later than the end of the first semester; recommendation from the current grade level teacher as to in-class/grade performance in core subjects (Language Arts, and Mathematics). The developmental readiness of the student will be confirmed by in-class observation and external testing; review of available norm-referenced tests to determine academic ability with the proposed grade level placement as determined by Curriculum Assessments and Benchmark testing and the discretion of the Principal; current grade level norm referenced test (pre and post), and the post test for the grade level to be “skipped”; the school may contact a psychologist or counselor who may perform an emotional and social readiness evaluation of the student’s ability to deal with issues and students in the proposed grade placement; conference with the Principal and parent/guardian; and the academic placement will be made by the Principal prior to the start of school, and formally communicated to the parents/guardians via letter to their home address. A student may be accelerated if he or she meets all of the following requirements (scores are for end of the year exams of the grade being skipped):

1. Reading Assessment 90%
2. Math Assessment 90%
3. Other materials such as social maturity, observation records and student work
4. A school district representative recommends acceleration of the student
5. A parent of guardian approves acceleration of the student
6. STAR Reading score: (grade level being skipped +.9)
7. STAR Math score: (grade level being skipped +.9)

**Academic Honesty/Plagiarism**

To be successful in school, all students are expected to do their own work. In the event a student or group of students plagiarizes on an assignment or test, consequences will be imposed. ACIS defines plagiarism as the practice of taking someone else's work or ideas and passing them off as one's own. Using this definition, plagiarism includes, but is not necessarily limited to, taking someone else’s work from a written text, online source, or from a peer’s work. Please refer to the consequences below when a student is found to be guilty of academic dishonesty/plagiarism:

First incident: student(s) involved receive a warning and the teacher calls the parents/guardians.

Second incident: student(s) receives a zero (0) on the assignment or test, parents/guardians are called, the teacher writes a disciplinary referral for the incident.

Third incident: student(s) face possibility of suspension and may be recommended for expulsion according to the guidelines in the zero-tolerance policy.

**Homework**

Homework is an integral part of the education program at ACIS. It is an extension of the classroom lessons and should directly relate to class work. Homework reinforces skills and concepts that are taught and helps develop good study skills and habits. It also informs parents/guardians what is being taught in the classroom.

Homework is typically issued to students in grades K3 & up. Its frequency is based on students’ grade level. For example, K3 should receive homework approx. 1- 2 times per week. G4 – G7 classes should receive homework each day in at least 2 subjects. Homework, no matter what grade level, should be completed in approx. 15 minutes per subject (this statistic is contingent on individual student English proficiency).

Please contact your student’s teacher(s) for missed homework assignments during absences via email or note. You can also check

online with the teacher's website.

Students who do not complete homework may be assigned recess or lunch detention by their teacher in order to reinforce specific skills & standards being learned in the classroom as well as personal responsibility & organization.

### **Kindergarten 3 Graduation/Promotion Requirements**

In order to participate in the graduation ceremony, the following requirements must be met:

- Academic: Each student must be recommended for graduation/promotion by the classroom teacher(s).
- Behavior: The student must not receive more than two (2) out of school suspensions during the year. Any expulsion or pending expulsion will mean an automatic loss of promotion privileges.

### **Progress Reports**

Progress reports are generated halfway through each semester to advise the parent of their student's progress. This gives the student the opportunity to improve his/her grade before the report card is issued. Other progress reports may be sent home in addition to this progress report. Parent/teacher conferences are scheduled two times per year. Progress reports will be distributed at mandatory parent/teacher conferences. If a parent/guardian is unable to attend the scheduled conference, they should contact the school to make alternate arrangements with their child's teacher. Parents/guardians may schedule times to meet with teachers on a regular basis to discuss their student's progress, and they are encouraged to do so.

### **Report Cards**

Parents of Pre-K & up will collect report cards from the school and will also have access through their SIS Parent Portal.

### **Benchmark Tests (STAR 360)**

The school utilizes benchmark testing to track a student's progress related to Mathematics and Reading proficiency. Scores will be reported to each student's family, in writing, throughout the school year. The school invites parents/guardians to contact appropriate school personnel for further explanation or information regarding how the parent or guardian can best assist the school and the student in improving the student's performance on these tests.

### **Students with Disabilities**

Students learn in a variety of ways with most students learning effectively in a traditional school setting. Students with disabilities may be eligible to receive special services. These services are based on assessment and determined by the Student Support Team (SST), which includes the student's parent, homeroom teacher & TA, as well as the Vice Principal. Some special services are designed to meet the unique educational needs of students with disabilities and are provided at no cost to parents. Such services may include support, instruction and accommodations in the general education program or may be provided in other settings. However, should the school staff not be able to accommodate a student with disabilities the parents will be required to provide a 1:1 aide for their student at an additional cost. Additionally, students who consistently cause class disruptions or have consistent behavior issues, will be required to have an aid at the parent's expense. These private aides are expected to abide by ACIS staff & academic policies. For more information, please contact the School Director or Principal.

Parents of school age children who suspect their child may have a disability and who may need special education services should contact the Vice Principal.

### **Academic Requirements to Participate in School Athletics**

Students must have a 2.0 GPA with no D's from the previous grading period. Students must attend the entire school day of a game day. Only verified doctor or dentist appointments are acceptable excuses. Students must abide by all mandatory check-ins for eligibility. This check-in will be held by the coach or coaches and verified by the Director of Athletics. Check-ins consist of a review of a student's grades to ensure they meet GPA and other grade-related requirements.

Students who have grades below the GPA requirement or who have less than a 60% in any particular class will be temporarily suspended from athletics and required to attend tutoring until they have fulfilled all academic requirements for participation; even while suspended, students must attend all meetings and competitions unless directed to attend academic mediation.

### **Independent Study Contracts**

#### **Short Term Independent Study Contracts**

Independent Study Contracts allow students to complete their class work and homework assignments away from the school campus while not being considered absent during these days. The following conditions must be met to participate in the short-term independent study: The minimum number of days of participation is 5 (five) and the maximum is 20 (twenty). If the student is absent after 20 days, he/she may be dropped from school rolls. The parent must complete the application request 3 school days prior to the planned leave. The Principal must approve the request. The student and parent must sign the appropriate form and pick up assignments before independent study begins. Assigned work must be completed and returned the day the student returns or designated day or return, whichever comes first. If the assigned work is not returned on time, the student will not receive credit.

## **Independent Study Contract for Military Families**

ACIS may grant up to five days of excused absences for military-connected students whose parents are unable to have their child attend school due to mandatory military obligations. The conditions under which the school may approve excused absences are: (1) the absence is pre approved; (2) the student is in good standing; (3) the student has a prior record of good attendance.

## **Clubs/Organizations Requirements**

Students are encouraged to participate in the various extracurricular activities approved by the Principal and sponsored, supervised or directed by faculty members. Students or teachers interested in chartering a new student organization should first discuss proposed goals with the Vice Principal. Charter of a club or similar organization requires Principal approval of bylaws, sponsorship by a faculty member, and establishment of a regular schedule of meetings to be held at the school. An established organization's charter may be revoked for lack of a faculty sponsor, failure to hold regularly scheduled meetings, or failure to abide by club bylaws and school policy. Please refer to campus websites for additional information and updates as well as the list of clubs and organizations available for membership.

## **ATTENDANCE**

School attendance is vital to students' achievement. Students who develop patterns of good attendance are much more likely to be successful both academically and socially. Every student is expected to attend school on a daily basis, unless there is a valid justification for his or her absence. Do not allow your child to have "parent permitted truanancies." They may include the following: personal business, car problems, no clean clothes and rain.

### ***Attendance Matters!***

- When students attend school, they get better grades, score better on standardized tests and are more likely to go to college.
- It is our responsibility to teach students the importance of attendance while they attend ACIS, so they are prepared for the future.
- Employers say good attendance demonstrates responsibility and is a key factor in the hiring and promotion of employees.

### ***Parents Influence Attendance - Get Involved!***

- Parents and guardians are responsible for ensuring that their children go to school and arrive on time.
- Make every effort to plan family vacations for non-school days only.
- Make every effort to schedule non-emergency medical and dental appointments after school hours.
- Make sure your child's school has your accurate daytime contact information, including cell phone number and/or email address.
- Communicate often with your child's teachers regarding attendance.
- Gain access to "Parent Portal" and monitor your child(ren)'s attendance records. Ask your school Student Information System Administrator about the "Parent Portal".
- Make your school aware of any problems that may be causing your child to miss school.

### **Attendance Recognition Program**

Individual attendance accolades will be awarded to students with perfect attendance throughout the school year.

### **Students on Campus Before/After School**

Students are not allowed on campus before 7:30 a.m. unless requested by a teacher or due to other accommodations approved by administration. Once on campus, students are not allowed to leave without permission. Students arriving after class has begun must report to the Receptionist Office for a tardy pass to prevent from being marked absent. School officially ends at 3:35 p.m. for PK-K3 and 3:45 p.m. for G1-G9 students (all students K1 & up have optional clubs from 3:45-4:45 offered Monday, Tuesday, Wednesday and Thursday). This after-school program is optional and has an additional fee per semester, per club. There are no clubs on Fridays, teachers are professionals who require trainings. There will not be supervision after 4:45pm on Monday and Friday. Please be on time to pick up your student. Students are to leave campus directly after school, unless they are staying for an authorized activity. If students are staying for an activity they are to remain with their teacher until they are released to the activity. **All students must be picked up at the conclusion of their school day or after-school activities. There are no EXCEPTIONS.**

### **Absence**

School personnel may require satisfactory explanation from the parent/guardian of a student or a medical professional, either in person or by written note, whenever the student is absent for a portion or all of a school day or tardy.

### **Absences- Excused**

A student shall be excused from school when the absence is:

- Due to his or her illness (note from parent),
- Due to quarantine under the direction of a Doctor,
- For the purpose of having medical, dental, optometric or chiropractic services rendered (physician's note required),
- For the purpose of attending the funeral service of a member of his or her immediate family,
- For the purpose of completing visa-related procedures,
- For the purpose of engaging in an extracurricular activity or otherwise personal reason that has been pre-approved by the School Director or Principal

A physician's note is required for all absences **3 or more continuous** days. Without this, the absences will be considered UNEXCUSED. After **10 EXCUSED** absences, a physician's note will be required for each subsequent absence.

A student absent from school for the above excused reasons shall be allowed to complete all assignments and tests missed during the absence that can reasonably be provided and, upon satisfactory completion, shall be given full credit. The teacher of any class from which a student is absent shall determine what assignments the student shall make up and in what period of time the student shall complete such assignments. The tests and assignments shall be reasonably equivalent to, but not necessarily identical to, the tests and assignments that the student missed during the absence.

#### **Absences - Unexcused**

Any absence for reasons other than listed as EXCUSED ABSENCES are deemed unexcused.

#### **Absences for Religious Purposes**

Students who are members of religions that observe religious holidays that fall on school days may be excused from school by making prior arrangements, as specified by the school Principal and with written parental/guardian request.

#### **Absences and Make-Up work**

It is the responsibility of the student to request make-up work from the teacher and to return it on the day it is due. Please contact teachers via email for make-up work.

Students are responsible for making up work covered or assigned during his/her excused absence. All make-up work should be assigned no later than the day the student returns from the absence. Teachers have been given the authority to determine adjustments to due dates and submission requirements for assignments, assessments, and other classwork that was missed during absences.

#### **40 Day Rule (80% Requirement)**

In order for a student to successfully promote to the next grade level, they are required to attend 80% of the year. Students who have missed more than 40 days fall below this, and therefore: **ARE NOT** eligible to promote. These students **MUST** repeat the grade.

#### **Make-up Classes for Excessive Absences**

In order to assist in making up classes missed due to excessive absences, the school provides alternative ways for students to make up work or regain credit due to absences, this is an extra cost. Missed classes will be made up hour-for-hour. A student may also attend tutorials, if approved by the Principal in advance, to make up 50% of their hours owed.

#### **Tardy Policy**

ACIS school day begins at 8:00AM for G1 - G9 and 9:00AM for PreK - K3. Students G1 & up who are more than 5 minutes late are considered tardy (8:05 for G1 - G9 & 9:20 for PreK - K3). Tardy students must sign in at our receptionist office and receive a pass before going to the nurse's office to be checked in. Students without a pass will not be allowed in the classroom. *Students who receive 3 tardies in 1 week will serve after-school detention.*

There is no excused tardy- UNLESS, a physician's note with the start date, return to school date and reason for tardiness is submitted to administration.

#### **Detention Policy**

Students assigned detention will report to the assigned room at 3:45 p.m. and remain until 4:45 p.m. Students will be given a 24-hour notice so that they may make arrangements for transportation. I have read ACIS's detention policy and understand the school's detention policy. I will comply with the information herein. Please refer to the complete policy on page 8.

#### **Photo Release (Implied Consent)**

I grant permission as the parent/legal guardian, for school use of pictures in which my child is included, and relinquish all title to said photographs, negatives, and reproduction. (Includes public media) **If you do not give consent, please notify** info@acis.ac.th.

#### **Acceptable Use Policy (AUP) For Student**

##### *(Student/Parent Technology Agreement)*

I have read ACIS's Acceptable Use policy on page 19 of this School Handbook. I agree to follow all of the rules. I understand that if I break any of the rules or misuse the technology resources, I may lose the privilege of using the resources either for a short time or for the entire school year. I also understand that I will have to pay for any damage that I cause. I understand that my use of the technology resources is not private. I understand that school officials may read, delete or change any of my files.

#### **Acceptable Use Policy (AUP) For Parent(s)/Guardians**

I have read the ACIS's Technology Use policy on page 18 of this School Handbook and explained it to my child. I understand that violation of these provisions may result in disciplinary action taken against my child, including but not limited to suspension or revocation of my child's access to the school's technology resources. I understand that my child's technology usage is not private and that the school will monitor my child's use of technology resources. I consent to the school's interception of or access to all communications sent, received or stored by my child using the school's technology resources. I agree to be responsible for any

unauthorized costs arising from my child's use of the school's technology resources. I agree to be responsible for any damages incurred by my child.

### **Cell Phone Policy**

I have read ACIS's cell phone policy and understand the school's cell phone policy. I will comply with the policy on page 19 of this handbook.

## **BEHAVIOR & DISCIPLINE**

ACIS faculty and staff support an environment that teaches students, through the daily curriculum, skills to resolve conflicts and take responsibility for their actions. The school employs a character education instruction called "Character Counts", a program comprised of six units or components: trustworthiness, respect, responsibility, fairness, caring, and citizenship. Students watch videos, participate in discussions about the meaning of each behavioral trait, and receive reward coupons for demonstrating these character traits. Teachers incorporate classroom management, token economies, and incentive programs based on school rules. Progressive disciplinary measures begin in the classroom when students are disruptive or demonstrating poor citizenship. A leveled discipline structure is applied to students who continue to make poor choices in conduct. Progressive measures ranging from redirection, classroom removal and/or Academic / Behavior Plans are employed. These measures are accompanied by parent notification and / or parent conferences.

Consequences and disciplinary action are based upon the student's past behavioral trend and severity of infraction. Discipline measures are applied, firm, fair, and consistent throughout the school year. All students are required to conform to school regulations, obey all directions, refrain from the use of profanity and vulgar language, and be diligent in study and respectful to faculty, staff and peers. Teachers are empowered to deal with student misbehavior in their classrooms. Teachers also hold students accountable in other areas of school, such as playgrounds, hallways, etc . Violations or non-compliance of the school-wide discipline policy will be taken seriously.

ACIS faculty and staff assume responsibility to provide a safe learning environment for all students that promotes character development and good citizenship. School representatives will document positive and negative behaviors. The student is responsible for his/her own behavior. Students may be referred to the Vice Principal or discipline administrator for assistance regarding specific behavioral issues. The administrator will help identify the problem and establish steps to help the student correct the problem. Parents/guardians are expected to support the school's plan of action regarding student behavior. In certain cases, parents/guardians may be required to attend a portion of the school day in his/her child's classes. Parents or guardians are liable for all damages caused by any student's misconduct that results in injury to other students or school personnel or causes damages to school property.

### **Expected Schoolwide Learning Results: SPARK**

Self-directed learners who:

- Acquire a deeper knowledge through active exploration of real-world challenges and problems.
- Find appropriate solutions as an individual or in collaboration with others.
- Demonstrate effective listening skills by responding to questions, participating in discussions, and following instructions.

Project-based learners who:

- Think, speak, read, and write clearly in English and Chinese.
- Identify and solve problems by applying critical thinking skills and mathematical reasoning.
- Connect classroom learning to its applications in the outside world.

Active learners who:

- Access, analyze, synthesize, and apply information to solve problems, express insights, and present ideas accurately and creatively.
- Actively pursue knowledge through a variety of resources incorporating the use of technology.
- Use technology as a tool to research, organize, evaluate, and communicate information.

Responsible and independent citizens who:

- Exhibit personal and academic integrity.
- Embrace and celebrate diversity.
- Show honesty, ethics, and responsibility toward themselves and others.

Knowledgeable learners and problem solvers who:

- Use effective questioning and reflection to advance and evaluate learning.
- Exercise sound reasoning and understanding to analyze problems and reach solutions.
- Demonstrate a commitment to learning as a life-long process.

All students are required to adhere to these expectations. In cases when students do not meet these expectations, the incident may be documented, and a referral made to the administrator responsible for discipline in their school. A referral will result in, but is not limited to, one or more of the following consequences:

ACIS operates using a combination of punitive and restorative discipline practices, based on student needs. We have different methods of addressing behavior, depending on students' grade level. The following pages outline the various negative behaviors that are not condoned at ACIS, along with prescribed consequences.

## Kindergarten Disciplinary Levels

*Leveled Behaviors:*

*Responses:*

### Level 1 Behaviors

1. Disturbing instructional times
2. Not following classroom rules
3. Habitual crying



*\*Parent Notification*

- Warning / Count Down
- Address by name
- Distraction
- "Opposite" Response
- "Teacher Silence"
- Walk the Hallway

### Level 2 Behaviors

1. Repeated Level 1 behaviors
2. Refusal to follow instructions
3. Disrespectful to teacher or peers



*\*Parent Notification*

- Removal to "Cool Down" zone
- Re-direction

### Level 3 Behaviors

1. Repeated Level 2 behaviors
2. Physical harm to self, peers, or teachers



*\*Parent Notification*

- Removal to "Cool Down" zone
- Family Liaison & Vice Principal are informed and Academic / behavioral plan is created

### Level 4 Behaviors

1. Repeated level 3 behaviors
2. Failure to comply with ACIS student code of conduct



*\*Parent & Administration Notification*

- Review of academic / behavioral plan
- Consideration for temporary or permanent removal from classroom

# Elementary & MS/HS Disciplinary Levels

*Leveled Behaviors:*

*Responses:*

## Level 1 Behaviors

4. Disturbing instructional times
5. Not following classroom rules
6. Repeated tardiness
7. Inappropriate language



*\*Administrative Notification*

- Warning & re-direction conversation about classroom rules; warning of specific consequences



## Level 2 Behaviors

4. Repeated Level 1 behaviors
5. Refusal to follow instructions
6. Disrespectful to teacher or peers
7. Misuse of technology and / or violation of Acceptable Use policy



*\*Parent Notification (by teacher of DoS, based on circumstances)*

- Loss of break time / reflective exercise
- Time spent in "Cool Down" zone
- Classroom removal by TA to Vice Principal (DoS) office for intervention counseling



## Level 3 Behaviors

3. Repeated Level 2 behaviors
4. Bullying
5. Physical harm to self, peers, or teachers



*\*Parent Notification*

- Immediate classroom removal by teacher to DoS or Principal office
- DoS will inform parents and issue after-school detention
- Academic/behavioral plan created



## Level 4 Behaviors

3. Repeated level 3 behaviors
4. Failure to comply with ACIS student code of conduct



*\*Parent & Administration Notification*

- Immediate classroom removal by teacher to DoS or Principal office
- Parent Conference and review of academic / behavioral plan
- Consideration for temporary or permanent removal from classroom

## Parent Notification & Conferences

Parents will receive notification of leveled negative behavior and disciplinary action through the SIS and/or phone call/electronic communication from the teacher and/or administration. Parents may be required to attend a conference if their student has received 3 minor infractions within an appropriate timespan or 1 major infraction to discuss the behavior and agree on a prolonged plan to encourage future positive behavior from the student. Parents who wish to schedule appointments with individual teachers regarding behavior and/or academics may do so. These conferences will be scheduled before or after school or during a teacher's conference/planning time. Please call ahead to schedule a conference at least 24 hours prior to the desired conference date. This will allow all parties involved to appropriately prepare for the conference. Joint meetings with a student's teacher(s) may be scheduled through the teacher or administration.

**The aforementioned list of negative behaviors and consequences is not exhaustive of all possible negative behaviors or consequences.**

## Student Conferences

If a student receives a written referral from a faculty member, he/she will discuss the problem with the administrator responsible for discipline in their school. The student is responsible for his/her own behavior. The administrator responsible for discipline in their school will help identify the problem and establish steps to help the student correct the problem.

**Classroom Detention (CD)**, to be implemented by individual teachers in cases of Leveled 2-4 violations during recess, break times, lunch periods (students will not be deprived of food during this instance) or possibly after school period from 3:45 – 4:40. 24 hours notice will be given in order for students to have secured transportation home for the day.

#### **Disciplinary Conferences: Parent/Teacher Conferences**

If a student has difficulty overcoming a problem, then the school feels a responsibility to involve the parent. Parents may wish to schedule appointments with individual teachers. Parent conferences may be scheduled before or after school or during a teacher's conference/planning time. Please call ahead to schedule a conference at least 24 hours prior to the desired conference date. This will allow all parties involved to appropriately prepare for the conference. Joint meetings with a student's teacher(s) may be scheduled through the counselor, teacher, or administration.

**Academic / Behavioral Plan (ABPL)**, is a document utilized in cases involving a student who needs help controlling specific negative behaviors. In order for an ABPL to be applicable and put into action, an official conference involving the student, parents, teacher and administration is scheduled. During that meeting, the student's target behavior is discussed, and a plan for behavior improvement is created and agreed upon by all parties. Failure by the parents to attend this and other related conferences carries significant consequences including the student's suspension from school or possible expulsion.

#### **Parent Visits for Student Behavior**

If a teacher is having behavioral problems with a student, the teacher may require the child's parent/guardians to attend a portion of the school day and attend his/her child's classes with them.

#### **Parent's Liability for Student Behavior**

Parents or guardians are liable for all damages caused by any student's misconduct that results in injury to other students or school personnel or causes damages to school property. Parents/guardians are also liable for any school property loaned to a student and not willfully returned. Following due process procedures, the school may withhold the grades, diplomas, or transcripts of the student until such damages are paid, or the property returned, or until completion of a voluntary work program in lieu of payment of monetary damages.

#### **Student Search and Video Surveillance**

A student may be videotaped/audiotaped by the school for the purpose of safety, for co-curricular, extracurricular, classroom activities, or for media coverage. If other audiotapes or videotapes are to be made, parental permission will be obtained. Video cameras may be in use on buses and on school grounds to help ensure the safety of the students. The school principal or designee may search the person of a student (including backpack, purse, bag, etc.) or the student's locker if there is a reasonable suspicion to believe the student may have a concealed weapon, narcotics, stolen property, or contraband. Evidence gathered from video surveillance tape systems in posted areas is specifically admissible in discipline hearings, as no one has a reasonable expectation of privacy in those circumstances.

#### **Grounds for Suspension or Expulsion**

A student may not be suspended from school or recommended for expulsion unless the principal of the school in which the student is enrolled determines that the student has committed an act as defined pursuant to one or more subdivisions:

1. (a) Caused, attempted to cause, or threatened to cause physical injury to another person; or (b) Willfully used force or violence upon the person of another, except in self-defense.
2. Possessed, sold, or otherwise furnished any firearm, knife, explosive, or other dangerous object unless, in the case of possession of any such object of this type, the student had obtained written permission to possess the item from a certificated school employee, which is concurred in by the principal or the designee of the principal.
3. Unlawfully possessed, used, sold, or otherwise furnished, or been under the influence of, any controlled substance: an alcoholic beverage, or an intoxicant of any kind.
4. Unlawfully offered, arranged, or negotiated to sell any controlled substance: an alcoholic beverage, or an intoxicant of any kind, and then either sold, delivered, or otherwise furnished to any person another liquid, substance, or material and represented the liquid, substance, or material as a controlled substance, alcoholic beverage, or intoxicant.
5. Committed or attempted to commit robbery or extortion.
6. Caused or attempted to cause damage to school property or private property.
7. Stolen or attempted to steal school property or private property.
8. Possessed or used tobacco, or any products containing tobacco or nicotine products, including, but not limited to, cigarettes, cigars, miniature cigars, clove cigarettes, smokeless tobacco, snuff, chew packets, and betel. However, this section does not prohibit use or possession by a student of his or her own prescription products.
9. Committed an obscene act or engaged in habitual profanity or vulgarity.
10. Unlawfully possessed or unlawfully offered, arranged, or negotiated to sell any drug paraphernalia.
11. Disrupted school activities or otherwise willfully defied the valid authority of supervisors, teachers, administrators, school of officials, or other school personnel engaged in the performance of their duties. **Note:** Defiance is the refusal to obey lawful authority. All staff and volunteers filling specific staff positions are required to provide proper supervision of our students. A student may be suspended and/or expelled if he/she disrupts school activities or otherwise willfully defies the valid authority of staff members, volunteers, teachers, or administrators performing their duties.
12. Knowingly received stolen school property or private property.

13. Possessed an imitation firearm. An "imitation firearm" means a replica of a firearm so similar in physical properties to a firearm as to lead a reasonable person to conclude that the replica is a firearm. Displaying an imitation weapon at a school can result in a misdemeanor or fines.
14. Committed or attempted to commit a sexual assault or committed a sexual battery.
15. Harassed, threatened, or intimidated a student who is a complaining witness or witness in a school disciplinary proceeding for the purpose of either preventing that student from being a witness or retaliating against that student for being a witness or both.
16. Unlawfully offered, arranged to sell, negotiated to sell, or sold the prescription drugs.
17. Engaged in, or attempted to engage in, hazing. For purposes of this subdivision, "hazing" means a method of initiation or pre-initiation which is likely to cause serious bodily injury or personal degradation or disgrace resulting in physical or mental harm to a former, current, or prospective student.
18. Engaged in an act of bullying, including, but not limited to, bullying committed by means of an electronic act directed specifically toward some student or school personnel. **Note:** Cyber bullying is bullying that is conducted via electronic communication technology (e.g., texts, e-mails, blogs, postings, burn page). A person who engages in cyber bullying at school or school-related activities and events is subject to disciplinary action even if the bullying occurred on a personal electronic device. Cyber bullying that occurs off-campus but compromises the safety or instructional environment of the school may fall under the school's jurisdiction.
19. A student who aids or abets, in the infliction or attempted infliction of physical injury to another person may be subject to suspension.
20. A student is found to be living on their own, without the presence of a parent/guardian/caretaker. **All ACIS students must live in the same home as a parent, guardian, or caretaker (this includes homestays). There are no exceptions.** According to Thai Law, adulthood occurs when a child reaches the age of 20 years old. Students not living with their parents must have a legal guardian – defined as an adult that is not the child's parent who is legally allowed to care to care for the child *in loco parentis*. This person (or people) is required to ensure the child receives medical care, attends school, and accommodates for other basic necessities. Home visits will be conducted by ACIS faculty for any student who is suspected of living on their own.
21. Committed sexual harassment. **Note:** Sexual harassment includes, but is not limited to, unwelcome sexual advances, unwanted requests for sexual favors, or other unwanted verbal, visual, or physical conduct of a sexual nature made against another person of the same or opposite gender.

Types of conduct which are prohibited in the school and which may constitute sexual harassment include, but are not limited to: unwelcome leering, sexual flirtations, or propositions; sexual slurs, epithets, threats, verbal abuse, derogatory comments, or sexually degrading descriptions; graphic verbal comments about an individual's body, or overly personal conversation; sexual notes, jokes, stories, drawings, pictures, or gestures; spreading sexual rumors; teasing or sexual remarks about students enrolled in a predominantly single-gender class; massaging, grabbing, fondling, stroking, or brushing against the body; touching an individual's body or clothes in a sexual way; purposefully cornering or blocking normal movement; and displaying sexually suggestive objects.

#### Investigation of Complaints at School (Site-Level Grievance Procedure)

The Principal or designate shall promptly investigate all complaints of sexual harassment. In so doing, he/she shall talk individually with: student who is complaining, the person accused of harassment, anyone who witnessed the conduct complained of, and anyone mentioned as having related information.

The Principal or designee shall write a report of his/her findings, decision, and reasons for the decision. If the Principal or designee verifies that sexual harassment occurred, this report shall describe the actions taken to end the harassment, address the effects of the harassment on the student harassed, and prevent retaliation or further harassment. Within two weeks after receiving the complaint, the Principal or designee shall determine whether or not the student who complained has been further harassed.

#### Disciplinary Measures

Any student who engages in sexual harassment of anyone at school or school-related activities is in violation of this policy and shall be subject to disciplinary action. For students in grades 4 and 5 disciplinary actions may include suspension and/or expulsion, provided that in imposing such discipline the entire circumstance of the incident(s) shall be taken into account.

22. Hate Violence: The student has caused, attempted to cause, threatened to cause, or participated in an act of hate violence based on race, religion or sexual identification.
23. Harassment, threats, or intimidation directed against school personnel or students that is sufficiently severe or pervasive to have the actual and reasonably expected effect of materially disrupting classwork, creating substantial disorder, invading rights of either school personnel or students by creating an intimidating or hostile education environment.
24. Made terrorist threats against school officials and/or school property. "Terroristic threat" shall include any statement, whether written or oral, by a person who willfully threatens to commit a crime which will result in death, great bodily injury to another person, or property damage in excess of 35,000 baht, with the specific intent that the statement is to be taken as a threat, even if there is no intent of actually carrying it out, which, on its face and under the circumstances in which it is made, is so unequivocal, unconditional, immediate, and specific as to convey to the person threatened, a gravity of purpose and an immediate prospect of execution of the threat, and thereby causes that person reasonably to be in sustained fear for his or her

own safety or for his or her immediate family's safety, or for the protection of school property, or the personal property of the person threatened or his or her immediate family.

The principal may use their discretion to provide alternatives to suspension or expulsion, including, but not limited to, counseling and an anger management program, for a student subject to discipline under this section.

### **Behavioral Requirements to Participate in School Athletics**

Students who receive 4+ Classroom Detentions from school will not play the following game. Students who receive an out-of-school suspension will be removed from the team. School service, detention, and other disciplinary action will result in a loss of playing time.

Students are expected to be role models for the school. They will sign an Athletic Code of Conduct when accepted to the team. Any violations of this code may result in suspension from the team.

## **COMMUNICATION & CHAIN OF COMMAND**

### **School Information, ACIS LINE, ACIS Website, ClassDojo, Remind & Facebook**

A primary source of communication is written letters to each student's home. These letters will be sent home as often as necessary to provide you with school information and updates. Please remember to check your student's backpack each night. These letters will contain everything you need to know concerning class and school activities. Advance notice of all-important events, including permission slips, will be sent home via the ACIS LINE page (LINE ID: @ACISChiangmai).

Additional information about school activities and events will be posted regularly on the school's web and Facebook pages: <https://www.acis.ac.th> and <https://www.facebook.com/acischiangmai/>.

### **Chain of Command**

As a parent, your first conversation should be with your student's teacher. If you cannot resolve it with the teacher, schedule an appointment with the Family Liaison or Principal. Contacting the admissions staff, school owner or other staff will result in delays, misinformation and unresolved concerns.

## **DRESS CODE**

### **Uniform Requirements**

It is essential that school guidelines be such that an atmosphere of learning is created. It is impractical to list every possibility of dress and grooming. It shall be the responsibility of the professional staff to determine the appropriateness of attire for all school occasions. Dress regulations should discourage the extremes and the fads that may lead to disruptions. Such regulations will provide appropriate standards for the general appearance of students, foster good physical and mental health, and encourage students in appropriate dress habits. The faculty and the administration will enforce the policy governing dress and grooming uniformly. All students have the responsibility to wear clothing that contributes to their own health and safety as well as those of others. Students are required to be clean and well groomed, and their dress must be modest and non-disruptive. The following examples of dress are considered inappropriate and should not be considered all-inclusive:

- Hair coloring and/or hairstyles that are disruptive to the instructional process are prohibited.
- Hats/bandanas/scarves/headbands/hoodies of any kind are not to be worn inside the building, by boys or girls. Hooded sweatshirts are permissible as long as the hood does not cover the student's head. Students should not have hats/bandanas in their possession during the school day. If brought into the school, they must be stored in the student's locker. Hats worn in the building will be confiscated and can be claimed by the parents or returned to the student at the end of the school day if it is the first offense. For subsequent offenses, items will be returned to parents only.
- Sunglasses are not to be worn in the building.
- Dog collars and spikes cannot be worn as jewelry.
- Undergarments must not show.
- Chains of any length or size (including wallet chains) are not allowed.
- Body piercing are inappropriate for school related activities.
- Tattoos may not be visible. Students with tattoos must wear clothing that covers their tattoos, and if tattoos are in places that are not covered by the school uniform, opaque make-up must be used.

If the student's dress or grooming is objectionable under these provisions, on the first dress code violation, the principal (or designee) shall request that the student make appropriate corrections and notify the student's parent or legal guardian of the necessary correction. If both the student and parent or legal guardian refuses, the principal (or designee) shall take appropriate disciplinary action. The student may be suspended for a period of time determined by the principal (or designee) for violations of the dress code. If the dress code violation cannot be corrected immediately the student may be placed in In-School Suspension until the end of the school day or suspended Out of School. Subsequent dress code violations will result in disciplinary action as outlined in the discipline section of this handbook.

Absence from class due to inappropriate dress or grooming will be counted as unexcused.

Dress Code regulations for students are in effect for all student activities.

### **Extra-Curricular Dress**

The principal (or designee), in conjunction with the sponsor, coach or other person in charge of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

All students will be required to wear specified school attire. The students are expected to follow the adopted dress code policy and to exercise good hygiene every day. The administrator will make the determination if the student is in violation of the dress code. A dress code violation will result in, but is not limited to, one or more of the following consequences: warning, detention, call to parents in case of questionable dress (not covered in the rules listed below).

**Shirts** may be:

- collared ACIS polo shirts or PE shirt on PE days
- ACIS Spirit Shirts (purchased from the school)

Shirts may not be pinned, tied tight, or rubber-banded behind the back or off to the side.

**Undershirts** must be plain, solid color (no lace or see-through) underneath the required uniform shirt. Turtleneck shirts may be worn under the uniform shirt during cold weather periods.

**Sweatshirts, Hoodies and Jackets** may be any color. If the sweatshirt or jacket has logos, they must be school-appropriate with no alcohol, tobacco, profanity or drug logos. Sweatshirts, hoodies and jackets may not be worn over the head in any buildings.

**Shorts and Skorts** are uniform style navy blue, light blue and plaid. Jeggings, Leggings, or Tights may only be worn under a uniform skirt.

**Length and Size:** Shorts, skorts, must be longer than the finger tips when arms/hands are held straight down at the side. All uniforms must be the appropriate size. Uniform items intentionally worn to be excessively loose or excessively tight are not permitted, regardless of waist size.

**Shoes:** Students are to wear safe, athletic-type shoes, with traction soles that may be Velcro or with laces that tie. Shoes are to be tied securely to the feet. At no time are bare feet, open-toe shoes, high heels, wedges, Heelys, mules, slippers, or flip flops to be worn for safety reasons. Shoes must be appropriate for daily PE and comfortable for physical activity.

**Hats or Beanies** with an appropriate logo or plain may be worn outside. Hats and Beanies are not allowed to be worn inside.

**Jewelry:** A single post earring in one or both ears may be worn. For safety reasons, no dangling or hoop-style earrings are allowed. Body piercing (except for ears) is not allowed. One necklace may be worn inside the blouse or shirt. No "Dog Collar" necklaces. A bracelet, wrist watch, and ring may also be worn.

## **EVACUATIONS, DRILLS, AND LOCKDOWN**

### **Evacuation of the Building/Fire Drills**

Evacuation drills are preparation for the reality of fire or imminent disaster. The school administration, faculty, and staff expect each student's absolute cooperation in following all school rules and emergency procedures set forth in this section of the handbook.

Students are to remain with the teacher who facilitates the evacuation. In leaving the building, students are to move in a safe and orderly manner away from the building to the outer perimeter of the campus that is closest to the exit point. Close all doors as you evacuate. Students are to take nothing except their valuables. Students are urged to consider the seriousness of drills.

False alarms may occur from time to time as a result of a system malfunction. In such cases, everyone will be notified via the school intercommunication system. Without such notification, students should assume the alarm is valid and move to evacuate the building. A false alarm intentionally initiated by anyone will result in suspension and possible expulsion.

No person should re enter the building until the all-clear signal is given.

For a Comprehensive Procedures Manual regarding Evacuations and Drills, please visit: <https://www.acis.ac.th>.

**Evacuation/Drill Instruction: The following procedures will be used in the event that it is necessary to evacuate the building for any reason.**

Evacuation Signals

- When the alarm sounds, all students and building personnel will leave the school.
- Silence is to be maintained during the drill.
- Everyone is to exit as quickly as possible, but do not run.
- The drill should be treated as seriously as a real emergency by all concerned. This is essential to the safety of everyone.

- If any exit is blocked, leave by the next closest exit.
- If a fire occurs during a change of classes, use the nearest exit.
- After the drill is over, return to your room by the same route that was used in vacating.
- Be aware of the location of fire extinguishers and fire alarms. Know the nearest one at all times.
- Directions for fire drill and evacuation procedures are posted in each classroom.

### **Lockdown Procedures**

If staff and students are directed to lockdown and/or evacuate a specific area of the school, it is of the utmost importance that you cooperate and follow all directions carefully. We ask that you give your full attention to the adult in charge of your supervision at the time such an announcement is made, as order and safety are of the highest priority in these situations.

## **MISCELLANEOUS INFORMATION**

### **Birthday Celebrations**

Families should contact the classroom teacher to make arrangements for a child's birthday. Any birthday celebrations, and food/items brought into school associated with said celebrations, must be approved in advance by the child's teacher and administration. Parents/guardians must sign in at the front gate and obtain a visitor badge to be worn during their visit.

### **Intimate Contact**

Intimate physical contact is not allowed. This includes, but is not limited to, holding hands, excessive hugging, kissing, lap sitting, and leaning on each other. Students, who engage in such activities, will be disciplined in accordance with ACIS disciplinary policy.

### **Items Not Permitted on Campus**

The following items are forbidden on campus without prior approval by ACIS staff: unshelled peanuts or sunflower seeds, gum, electronic toys and devices, radios, tape recorders, electronic music players, Game Boys, rollerblades, Heelys, toy water guns (devices capable of discharging water), balloons, trading cards, CD players, hair spray, make-up, perfume, aftershave, cologne, aerosol containers, or any potentially dangerous items. Items forbidden on campus that are lost or stolen are not the responsibility of the school and will not be investigated by the school or its officials. Items brought to school on the above list will be confiscated when seen by a member of the school staff. A parent or guardian must pick up the items.

### **Lost and Found**

Any items found on campus should be taken to the lost and found located in the "Information" office. The item(s) found on campus may belong to someone else. It does not automatically belong to the person who found it. The lost and found will be cleaned out every 2 weeks. Items not claimed will be donated or discarded. All items brought to school should be clearly labeled with the child's name. The school is not responsible for replacing lost or damaged student belongings.

### **Personal Belongings**

Do not leave personal belongings unattended. The school is not responsible for lost or stolen items. Money should always be turned in to the teacher or carried on the person and never put in backpacks or left in the desk or classroom. The school is not responsible for lost money.

### **Playgrounds / CourtYard / Basketball Court / Soccer Field**

General playground guidelines are posted near the playground area: be kind to others, reach out and make new friends, play only in the designated areas, share equipment with others, return equipment to designated bins or racks, follow directions of the adult, stay outside unless an adult gives you permission to enter the building, stop playing when the whistle is blown or the bell rings, play without touching others (pushing, shoving, kicking, karate movements, tackling, or other perceived fighting movements), do not use inappropriate language.

Various game rules are also posted. Playing with balls during recess and lunch periods is allowed on the basketball courts, soccer field, and on the playground. Balls must be kept away from the trees and/or the landscaping. Buildings may not be used for wall ball.

Do not hang on the trees, pull on the leaves or other plants. Rocks are to be left on the ground. Please treat all plants and trees with care. Abuse of any landscape material will be subject to disciplinary action.

### **Trips/School Sponsored Activities**

Field Trips can be a very worthwhile educational experience as long as sponsors have students' cooperation. Due to the large responsibility placed on school officials during any such travel, there may be special rules placed on the group.

All participation in such excursions is based on academic attendance and behavioral records. The principal in collaboration with trip chaperones will make final decisions regarding participation. It is a privilege, not a right, to participate in such school-sponsored trips. The school provides bus transportation for school activities, students must ride the provided bus unless prior approval from the Thai Director is secured.

Students need to understand that their complete cooperation is expected so that the trip is enjoyable for everyone. It must also be understood that violations of major rules could make a student subject to being sent home at the expense of the parents, and possible removal from any activities in which the student would have otherwise represented the school. Sponsors of such trips will make parents and students aware of the special and existing rules when asking for parent permission for student travel. No refund can be expected for advanced trip deposit for students who cannot participate at the last moment due to loss of eligibility or other causes.

Students making any type of trip sponsored by the school must obtain waivers signed by the parent. The necessary waiver forms are supplied by the particular sponsor involved. For each club/sport that a student is involved in, a separate travel card/waiver must be on file with the sponsor/coach. A master list of confirmed waivers is kept in the Nurses office located on Floor 1.

### **Use of the Office Phone**

Any student that is not feeling well at any time during the day, including after school, needs to check into the school nurse. The nurse will call home and see that care is given until the child is taken home. (Refer to pg. 15 "First aid and Illness during School Hours") Students may not use the phone: to see if they can go home with, or bring home, a friend or to have their work or other forgotten items brought to school. Phone calls from parents/guardians to the classroom during the school day are disruptive to the teacher and students and are NOT allowed. \* If possible, please inform your child of transportation changes in the morning before school.

### **Visitation/Observation**

All campus visitors must have the consent and approval of the principal/designee. Permission to visit must be given at the time requested if at all possible or within a reasonable period of time following the request. Children who are not enrolled at the school are not to be on the campus unless prior approval of the principal has been obtained. Visitors may not interfere with, disrupt or cause substantial disorder in any classroom or school activity.

Smoking and the use of all tobacco products is prohibited on all School property including vehicles at all times, by all persons, including employees, students, and visitors at any school site, or attending any school-sponsored events. Parents and visitors violating this policy will be fined 2,000 THB. Students will be disciplined using the aforementioned consequences.

Visitors are expected to:

- Follow the established school policy in requesting a classroom visitation
- Complete a visitor's permit upon arrival at the site
- Enter and leave the classroom as quietly as possible
- Not converse with the students, teacher and/or instructional aides during the visitation
- Not interfere with any school activity
- Keep the length and frequency of classroom visits reasonable
- Follow the school's established procedures for meeting with the teacher and/or principal after the visit, if needed
- Learn and follow the school-wide behavioral expectations
- Return the visitor's permit to the point of origin before leaving the campus.
- Refrain from taking photos or videos that contain ACIS students or faculty, such photos are strictly forbidden

Any individual who disrupts a school site or fails to follow school rules and/or procedures is subject to removal from the school site and may be further restricted from visiting the school.

### **Yearbook Pictures**

Pictures are taken once each school year for the entire student body. These pictures are taken for the school yearbook at no charge to the student. However, if students are interested, they can order a packet of pictures for personal use. There will be a charge for this packet. Information is sent home with the student schedules during the summer. Senior pictures will be scheduled during the school year.

## **HEALTH AND SAFETY**

### **First Aid and Illness during School Hours**

First Aid is administered in case of minor injuries. If illness or a serious accident occurs during the school day, every attempt is made to notify the parent/guardian at once. Any student not able to return to class due to illness or injury must be picked up from the school within 60 minutes of parent/guardian or emergency contact notification. If you cannot be reached, our only recourse is to use our judgment in seeking medical attention for your student. In the event you will be out of town during any school day, you must notify the office before school begins and give office personnel an emergency phone number of a person willing to take charge of and pick up your student in the event your student becomes injured or ill.

ACIS has a nurse's room where an ill or injured student can lie down. The school will contact the parent to have the child picked up. Every student must have emergency information listing the family's choice of doctor/hospital and noting where parents/guardians or other responsible adults can be reached in case of emergency on file at the school. If your phone number changes, please update the emergency information in the office.

### **Immunizations**

A student may not be admitted to school unless he/she has been fully immunized in the manner approved by Thailand. The required immunizations are available from your physician.

### **Medication**

Children may take medication, which is prescribed by a physician, and get help from school personnel during the school day if:

1. The school designee has received a written statement from the physician detailing the medication name, method, amount, and time schedules by which the medication is to be taken; and
2. The parent, guardian or caregiver submits a written statement indicating his/ her desire that the school assist his/her child in taking the medication; and
3. The parent signs a release statement on a special form available from the school.

Children may carry and self-administer a blood glucose level test and diabetes care, inhaled asthma medication and auto-injectable epinephrine if the above - listed rules 1 - 3 are met. If your child is on a continuing medication regimen for a non-episodic condition, you are required to notify the school designee of the medication being taken, the current dosage, and the name of the supervising physician.

**Note: No medication (including Tylenol and Aspirin) will be administered by school personnel without parent and/or doctor's written permission; however, parents and guardians may come to the school and administer medications to their child(ren).**

Doctor's instructions must be renewed each year. Any changes in medication, amount, or means of administering require new doctor's instructions.

ACIS recognizes that some students have asthma graded as moderate or severe and may need to carry their own inhalers in order to have immediate accessibility. Parents/guardians who are aware of this need must follow steps 1-3 in the above "Medication" section to allow students to carry inhalers.

ACIS recognizes that some students have allergies of such severity that they may require an emergency anaphylactic injection during the course of the school day. Parents/guardians who are aware of this foreseeable need may have the medication stored at the school in accordance with the medication policy. The medication will be made available for trained school staff, paramedics or parent administration. With appropriate permission from the student's physician and parent/guardian, students may self-inject the medication and/or may be assisted by staff to self-inject the medication.

### **Sun Protection**

When outdoors, students may wear sun protective clothing, including, but not limited to hats. Students may also apply sunscreen during the day without a doctor's note or prescription.

## **MEALS & NUTRITION**

### **School Lunch**

ACIS provides lunch for families who have paid the fee. Students may also bring a lunch from home each day. Students have 45 minutes for lunch. All food must be eaten in designated areas inside the Cafeteria or outside where tables and benches are provided. No items are allowed in any other part of the building. Parents may bring food for their own student but cannot provide food for other students. No energy or soda drinks are permitted on campus.

Please be sure that your student has adequate food for lunch and snacks for the full school day. The school office personnel cannot provide these items for your student.

## **PARENT PARTICIPATION**

### **Volunteer Hours**

Families can be involved in a multitude of ways, including but not limited to:

- shopping/gathering resources for the curriculum
- joining the Parent Teachers Group (PTG)
- co-sponsoring a club with a teacher

### **Other Ways to Be Involved**

- review student homework after they finish it
- complete annual parent surveys
- Attend Parent Teacher Conferences

## Communication

- Parents who have questions or concerns about their child should email or call their child's teacher, or schedule a time to meet to talk in person
- Use proper protocols when problems arise between parent and staff; and
- Exercise discretion when posting on the internet or speaking about staff, other parents, or other children in front of your own children or with others.
- If a parent or student decides to post information on the Internet (i.e., personal blog, Facebook, Twitter, etc.) that discusses other students, other parents or staff the following information applies:
  - There are laws in place to protect children and adults from cyber bullying;
  - Parents and students that make discriminatory, defamatory, libelous or slanderous comments when discussing the School, the students and/or employees could face legal consequences;
  - Parents and students must comply with all School policies, including, but not limited to, rules against unlawful harassment and retaliation against students, families and employees.

## USE OF TECHNOLOGY

### Electronic Devices/Cell Phones/SMART Devices/MP3 Players/ Electronic Portable Games Policy: PreK - G9

Electronic Devices/Cell Phones/SMART devices/MP3 Players/ Electronic Portable Games etc. may not be used and must be stored in a backpack during school hours, while on school grounds, between the hours of 7:30 am- 4:45 pm. Students **MAY NOT** use their phones on campus before school, during breaks, passing periods, lunch (on campus) or after school. Students are encouraged to speak with their friends face-to-face rather than by text message.

Repeat offenses will result in further disciplinary consequences and a parent will be required to obtain the confiscated electronic device from the Principal. The student assumes all responsibility for any electronic devices brought to school. Americana Chinese International School is not responsible for lost/stolen items.

ACIS will not investigate stolen cell phones or other electronic devices. ACIS will not pay for phones that are lost, stolen, or misplaced by staff members after confiscation. All risks associated with the possession of electronic devices is the sole responsibility of the device's owner.

*ACIS does encourage the use of specific translation devices (**NOT** including cell phones) called e-translators or translator pens for EAL students. For help in locating and purchasing these devices, please contact our principal ([brittany.yandell@acis.ac.th](mailto:brittany.yandell@acis.ac.th)).*

### Acceptable Use Policy

The future our children will live in depends on their ability to use technology. ACIS is providing students with access to and experience with cutting-edge technology. Each student has daily access to technology and receives instruction in the appropriate use of this technology. While ACIS regularly updates blocking software to limit access to inappropriate resources and information, it is impossible to restrict access to all controversial materials. Student work is also monitored. Students are to follow all rules and regulations governing technology and Internet conduct. Any violations of these rules and regulations will result in disciplinary action. Students are responsible for their use of technology and technological resources and must sign an Acceptable Use Agreement annually.

Computers and the Internet are found in every classroom and the school's computer lab. Students use computers for school projects and research. Teachers help students learn to use computers and the Internet properly, so they will be prepared for the future. ACIS will work to protect students from any dangerous or inappropriate material found on the Internet. It is the student's job to use the computer properly and responsibly.

Furthermore, students in Grades 4 & up receive routine opportunities to bring their own devices, such as laptops and tablets, from home. If your child is in the applicable grade, please review and sign the waiver provided in the appendix of this handbook, if you agree to allow your child to bring a device from home for academic purposes. Students are NOT allowed to have a device at school without signing the waiver. Students without permission to bring a device at school will be granted access to the school's computer lab, as necessary, for the completion of specific assignments.

**Personal Responsibility:** Students are expected to know that the computer must be used correctly.

- Students are expected to know that school rules must be followed on the computer network.
- Students are expected to know that if anything is not right or makes me uncomfortable, I will tell the person in charge.
- If a student finds something that is not appropriate on the Internet, they are expected to leave it right away and tell an adult.
- Students are expected to understand that all the rules described in the discipline matrix apply when they are using the computer and/or the Internet.

**Acceptable Use:** Students are expected to understand that computers should be used for learning, research and creating classroom projects. The purpose of using the Internet in our school is to support research and education by providing access to unique resources and the opportunity for collaborative work. Transmission of any material in violation of school policy or any Thai regulation is prohibited. This includes but is not limited to: copyrighted material; threatening or obscene material; or material protected by trade secrets.

- If a student copies anything from the Internet or software program and pastes it into their project, they are to give credit to the author.
- Students are expected to follow the rules of the network.
- Students are expected not to try to buy, sell or advertise anything on the school network.
- Students are expected to understand that the computer belongs to the school and are not to change the way the computer desktop looks or works.
- Students are expected not to download any commercial software from the Internet.

**Network Etiquette and Privacy:** Students are expected to abide by the generally accepted rules of network etiquette. The following are not permitted: sending or displaying offensive messages or pictures; using obscene language; accessing personal email; harassing, insulting or attacking others; sharing confidential information (name, personal address, phone number); damaging computers, computer systems or computer networks; violating copyright laws; using others' passwords; trespassing in others' folders, work or files; intentionally wasting limited resources; employing the network for commercial purposes; downloading of files; and purchasing of items, materials, goods, etc.

**Services:** ACIS has no control over the Internet. Teachers and staff will work with students to protect them from inappropriate material on the Internet. They will also teach students how to save and protect their work so that they are successful computer-users.

**Vandalism:** Vandalism will result in the cancellation of privileges. Vandalism is defined as any malicious attempts to harm or destroy data of another user, Internet, or any of the networks that are connected to the Internet. This includes, but is not limited to, the uploading or creation of computer viruses, attempts at gaining unauthorized access, or changing online materials without permission.

**Privileges:** Using the computer network is a privilege students' must earn and keep. If students don't use the computer correctly, students will face disciplinary action and their parents/guardians will be notified.

**Security:** Security on any computer system is a high priority, especially when the system involves many users. If a student feels they can identify a security problem on the Internet, they must notify the teacher/administrator in charge. Students shall not use another student's log in. Attempts to logon to the Internet as anyone but themselves may result in cancellation of user privileges. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet.

**Updating:** With the rapidly changing nature of technology and information resources, it may be necessary to update and/or modify this Acceptable Use Policy (AUP). Each user will be required to review and sign this policy annually. All users are responsible for notifying the designated system administrator or any ACIS staff member of changes in personal information that may compromise the integrity of the user's Acceptable Use Policy.

**Digital Citizenship:** Access to ACIS-provided materials and technologies from any location will be subject to ACIS discipline guidelines and procedures.

ACIS makes no warranties of any kind, whether expressed or implied, for the service it is providing. ACIS will not be responsible for any damages you suffer. This includes loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by its own negligence or your errors or omissions. Use of any information obtained via the Internet is at your own risk. ACIS specifically denies any responsibility for the accuracy or quality of information obtained through its services.

## Parent Teacher Group

The ACIS **Parent Teacher Group** (PTG) is a forum for sharing ideas and discussing solutions to help the school manage and overcome challenges. The group's objectives are to promote communication between parents, teachers, and administrative staff; to promote cooperation between parents and the School Board; to promote understanding and good will between ACIS and the community at large; and to promote and actively support the educational programs of ACIS. Teachers, administrators, and parents / guardians of ACIS students automatically become members of PTG when they join the school.

All parents are invited to attend PTG meetings, held on **the first Monday of every month**. By taking an active role in the school, influencing policy, organizing events, and offering resources, time, and skills, not only will all the children benefit but the entire community will grow, becoming stronger and more effective at the same time.

### Roles and Responsibilities

#### 1. PTG Committee

PTG Committee is a leadership committee of elected members, chosen by the PTG, whose positions rotate every year or two years. The main aims of the PTG committee include:

- To develop and maintain mutually positive relationships between parents and the school
- To share information, suggestions and advice, and provide feedback on the operations and programs of the school
- To raise funds to support special school activities
- To support the school on special occasions
- To help promote and support the school vision, mission, and values
- Meet quarterly

PTG committee positions include: President / Chair, Vice President, Secretary, Treasurer, & Public Relations.

#### 2. PTG Representatives

PTG Representatives are parents willing to make a public commitment to attend all monthly PTG meetings and represent the unique grade level of their children. PTG representatives take a more active role in PTG in that they agree to be present and give a voice to other parents in their grade level who may not be able to attend monthly meetings but want to remain active in sharing ideas. *PTG representatives are NOT involved in the specific leadership of the PTG. It is highly recommended that individuals who wish to be PTG representatives, have children enrolled in ACIS for **at least** 1 year so that they are familiar with the school's policies and procedures.*

## Mandatory Study Hall Program

### Principle & Explanation

Mandatory Study Hall is utilized to provide students an opportunity to make up missing homework/classwork assignments. We recognize that many of our middle school students are still developing organizational skills and appropriate work ethic. In order to facilitate that development, ACIS, in honor of our mascot the Phoenix, is dedicated to giving students opportunities for improvement.

Specifically, study hall is issued to middle school students that have been reported by their teachers for not turning in formative assessments (classwork / homework).

### Personnel in Charge

System manager: Bee Sriwai, Academic coordinator

Classroom supervisors: Ryan Yandell STEM teacher & Melih Soytekin G4/G5 homeroom

System oversight: Brittany Yandell, school principal

### Policy & Procedure

1. Middle school subject teachers are required to this [Google form](#), each week by Friday, for any student with missing work dating as far back as March 1, 2023.
2. On Monday, Bee will arrange a schedule for all students for the week and will issue official letters to parents, informing them of the day(s) each student needs to attend. The classroom supervisors will receive notice with the student names they will supervise on each day.
3. Available study hall days include Tuesday, Wednesday, & Thursday
4. Days of participation supercede student after-school activities (including clubs & CMAC practices)
5. While study hall is in session, students are to work quietly on their work. Noise & conversation should be limited; students must be engaged in school work or they must report to Mr. Clary for a follow up date of detention.
6. A student must continue to report to study hall each day until the listed assignments are made up.

## **School Detention Policy (applicable to students G4 & up)**

### **Purpose:**

This policy outlines the procedures and expectations for students who are assigned detention as a consequence for Level 3 behaviors or above, as defined in the school's Disciplinary Levels. Detention is intended to provide an opportunity for reflection and growth following behavioral incidents.

### **Requesting Detention**

In order to sign a student up for detention, complete the following form: <https://forms.gle/GfJBRtwEchUjcTTp6>. Administration will process to sign up, inform parents and schedule the detention.

### **Detention Schedule:**

Students assigned detention for Level 3 behaviors or above will serve detention on Monday, Wednesday, and/or Thursday of each week, regardless of after-school activities.

### **Detention Time:**

Detention will take place from 3:45 PM to 4:30 PM on the designated days.

### **Detention Supervision:**

Detention sessions will be supervised by school staff designated by the administration.

### **Detention Activities:**

During detention, students will be assigned either to complete a reflective exercise. The assignment will be determined by the supervising staff based on the nature of the infraction and the individual student's needs.

### **Expectations During Detention:**

1. Students are expected to arrive promptly at the designated detention area.
2. Students must follow the instructions of the supervising staff.
3. Students will be assigned a reflective exercise.
4. Students should conduct themselves in a respectful and silent manner during detention.

### **Completion of Detention:**

1. Students will be released from detention promptly at 4:30 PM.
2. It is the responsibility of the supervising staff to ensure that students are released on time.

### **Missed Detentions:**

Failure to attend a scheduled detention without valid reasons may result in further disciplinary consequences in accordance with the school's disciplinary policy.

### **Documentation:**

The supervising staff will maintain records of students assigned to detention, including the date, reason, and any actions taken during the detention session.

### **Communication with Parents:**

Parents will be informed of their child's detention assignment via the school's Engage Notification system.

### **Appeals and Parent Concerns:**

1. Any parent who is concerned about their child receiving detention may contact the school administration through the Teaching Assistant (TA) of their child's class or through the classroom teacher.
2. Parents can schedule a meeting to discuss the incident, the reason for detention, and any related concerns. The school administration will work collaboratively with parents to address these concerns and provide clarification as needed.

This detention policy is intended to provide students with an opportunity for reflection and personal growth while addressing inappropriate behavior. It aligns with the school's commitment to maintaining a safe and respectful learning environment.

## Device Permission Form

### G4 - G9 Only

Dear parent,

We would like for your student to bring a mobile device (tablet or laptop) to school for specific classroom lessons.

While devices are at school, they are required to remain in each student's cubby, unless actively using it for our class assignments. Students are not to be playing on these devices during break time, lunch, or any other time that does not directly coincide with our planned class assignment. This is to avoid theft, damage and/or excessive screen time throughout the school day.

If you have a device that you allow your student to bring, please fill out the following information:

Device Description:

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I \_\_\_\_\_ (parent name) give permission for my student  
\_\_\_\_\_ (student name) to bring the above-described device to school for  
educational purposes. I will not hold the school accountable for any theft or damage of this  
Device.

I \_\_\_\_\_ (student name) will use this device only for its intended use, as  
explained by my teacher. I will follow my teacher's rules regarding its use. I will be  
responsible with this device and treat it with care to avoid theft or damage.

Parent Signature:

Student Signature:

\_\_\_\_\_  
Teacher: Signature:

---

COMPACT: SCHOOL, PARENT AND STUDENT



**School Responsibilities:**

We, as school officials, will support our students learning in the following ways:

1. We will provide high-quality curriculum and instruction in a supportive and effective learning environment.
2. We will hold parent-teacher conferences during which this compact will be discussed as it relates to the individual child's achievement.
3. Provide parents with frequent reports on their children's progress.
4. We will provide a safe learning environment for all students.
5. We will communicate positive and negative behaviors routinely with parents and guardians.
6. We will take necessary steps to carry out appropriate consequences for students who violate our code of conduct.
7. We will impart positive character attributes and citizenship upon students and hold them to the standards of those attributes.
8. We will make ourselves available through scheduled appointments to meet with parents regarding their student's behavior and well-being.
9. Our doors will remain open for any student who needs help or needs someone to talk with.

**Parent Responsibilities:**

We, as parents, will support our children's learning in the following ways:

1. I will support the school's mission of imparting positive character attributes upon my student.
2. I will support any plan of action that ACIS requires in order to improve negative behaviors with my student(s).
3. I will communicate with the school regarding my student's behavior, absences, and any other extenuating circumstances.
4. I will participate in any necessary meetings regarding the academics, behavior and well-being of my student.
5. I will make sure that homework is completed.
6. I will provide my child(ren) with all materials they will need during the year; including but not restricted to paper, pencils, pens, and notebooks.

**Student Responsibilities**

I, as a student, will share the responsibility to improve my academic achievement.

Specifically:

1. I will do my best on all classroom assignments.
2. I will do my homework every day and ask for help when I need to.
3. I will give my parent or guardian all notices and information received by me from my school every day.
4. I will show respect to my teachers and other students.
5. I will be a good steward and take care of my school, and its students.
6. I will be prepared for school by having all needed supplies for each class.
7. I will follow all school rules.
8. I will follow the school's cell phone policy.
9. I will follow the school's English only policy.

*I agree to abide by this Compact, in order to promote Americana Chinese International School as having an environment where we can "Spark Inspiration." In addition, I acknowledge that I have received, read, and understand the contents of the ACIS Parent/Student Handbook and will comply with the information, policies, and provisions contained herein.*

**Signing the Compact serves as a record that I have read and understand the contents of the Student/Parent Handbook.**

\_\_\_\_\_  
(Student Signature and Date)

\_\_\_\_\_  
(Administrator signature and Date)

\_\_\_\_\_  
(Parent Signature and Date)



# Americana Chinese International School

## 2023 - 2024 CALENDAR

	Holiday (No School)
	Major School Events
	Mini Day (1/2 Day)

JULY 2023						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 03-27 Summer School
- 28 **King Rama X B - day**

JANUARY 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 01 **New Year's Day**
- 01-05 **Christmas Break**
- 08 **First Day Semester 2**
- 12 **Children's Day (14th)**
- 30 Clubs/Tutoring Begin
- 31 **Spirit Day : 100th Day of School**

Note : All ACIS staff PD on January 5th

AUGUST 2023						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 01-09 Teacher Training
- 10-11 **Orientation**
- 12 **Queen Mother's B-day**
- 14 **First Day Semester 1**
- 21-25 STAR 360 Benchmark I
- 25 **Spirit Day : Twin Day**
- 28-31 Writing Benchmark I
- 28 PE Swim lessons begin

FEBRUARY 2024						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

- 09 **Chinese New Year**
- 12 **Observance Chinese New Year**
- 13-16 STAR 360 Benchmark III
- 14 Valentine's Day
- 19-23 WRITING Benchmark III
- 23 **Spirit Day : Pajama Day**
- 27-01 Literacy Week

SEPTEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 05 Clubs/Tutoring Begin
- 08 **Mini Day Staff PD Student dismissal at 12:00, Staff PD Spirit Day : Crazy Socks**
- 22

Note : Professional Development; student data review

MARCH 2024						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 01 Global Employee Appreciation Day & Dr. Seuss B - day
- 4 **STEM Expo(Global Engineering Day)**
- 15 **Thai Day**
- 21-22 Progress Reports
- 21 **Parent / Teacher Conferences Mini Day student dismissal at 12PM**
- 22 **Parent/ Teacher conferences; No school for students**
- 25-29 **Mid-Term Break**

Note : 22th Parent conferences are 1 full day, there will be no school for students on this day.

OCTOBER 2023						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 04 **Chinese Cultural Day**
- 05-06 Progress Reports
- 05 **Parent / Teacher Conferences Mini Day student dismissal at 12PM**
- 06 **Parent Conferences, No school for students**
- 06-13 **Mid-Term Break**
- 13 **King Rama IX Remembrance Day**
- 23 **Chulalongkorn Day**
- 27 PE Swim lessons end
- 31 Halloween Activities

Note : 06th Parent conferences are 1 full day, there will be no school for students on this day.

APRIL 2024						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

- 01-19 **Mid - Term Break**
- 06 **Chakri Day**
- 13 **Songkran (13-16)**
- 22 **Classes Resume**
- 23 Earth Day Activities (22nd)
- 29 PE Swim lessons begin

Note : All ACIS staff PD on April 19th.

NOVEMBER 2023						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

- 02-03 **Sports Days (Olympics)**
- 13-17 Star 360 Benchmark II
- 17 **Spirit Day : Neon Day**
- 20-24 Writing Benchmark II
- 21 Spelling Bee
- 24 **Thanksgiving Feast Mini Day Student dismissal at 12:00**
- 27 Loy Kratong Mini Day Student dismissal at 12:00

MAY 2024						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 04 **Coronation Day**
- 16 Clubs / Tutoring End
- 17 **International Day**
- 20-24 STAR 360 Benchmark IV
- 22 **Visaka Bucha Day**
- 27-31 Writing Benchmark IV

DECEMBER 2023						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

- 05 **HM Late King Rama IX Birthday/ Father's Day**
- 08 **Christmas Program**
- 10 Constitution Day
- 15 **Mini Day -Students dismiss at 12:00**
- 18-22 Report cards : online
- 18-31 **Christmas Break**

JUNE 2024						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- 03 **Queen Suthida Birthday**
- 13 **Fine Arts Expo**
- 14 PE Swim lessons end
- 21 **Mini Day - Last Day for PK-G8**
- 21 **K3 Graduation 9:00 AM**
- 21 **8th Promotion 3:00 PM**
- 24-28 Report Cards : Online

Semester 2 Days : 97

Semester 1 Days : 83