



**RIS**  
**RUAMRUDEE**  
**INTERNATIONAL SCHOOL**  
RATCHAPRUEK CAMPUS



# STUDENT & PARENT HANDBOOK

2021–2022

RUAMRUDEE INTERNATIONAL SCHOOL RATCHAPRUEK  
STUDENT HANDBOOK  
2021–2022

Administered  
by the Redemptorist Fathers of Thailand

Accredited  
by the Thai Ministry of Education  
The Western Association of Schools and Colleges (WASC) - *Candidacy  
Status*



RIS  
RATCHAPRUEK

999 Moo 4 Bang Kruai-Sai Noi Road, Nonthaburi 11000, THAILAND  
Telephone: +66 (0)2 030 0533

Email: [communications@risr.ac.th](mailto:communications@risr.ac.th)

Website: [risr.ac.th](http://risr.ac.th)

Facebook: @RISRatchapruek

Instagram: @RISRatchapruek

LINE: @RIS Ratchapruek

## RIS RATCHAPRUEK LEADERSHIP 2021–2022

Rev. Davidjieng Ketsurin, C.Ss.R      School Director  
[david@risr.ac.th](mailto:david@risr.ac.th)

Ms. Sudarat Tanattanawin      Assistant School Director  
[sudarata@risr.ac.th](mailto:sudarata@risr.ac.th)

Ms. Patricia Martinez      Principal/Director of Learning  
[patriciam@risr.ac.th](mailto:patriciam@risr.ac.th)

### DEPARTMENT HEADS AND COORDINATORS

Ms. Sudarat Tanattanawin      Assistant School Director (Strategy and  
Operations)  
[sudarata@risr.ac.th](mailto:sudarata@risr.ac.th)

Ms. Patricia Martinez Orozco      Pre-K–Grade 12 Principal  
[patricia@risr.ac.th](mailto:patricia@risr.ac.th)

Ms. Sara Mercer Curbelo      Head of Student Support  
[saramc@risr.ac.th](mailto:saramc@risr.ac.th)

Ms. Courtney Konyon      Head of PR, Marketing & Admissions  
[courtneyc@risr.ac.th](mailto:courtneyc@risr.ac.th)

Mr. Jiraphat Satjayakorn      School Manager  
[jiraphats@risr.ac.th](mailto:jiraphats@risr.ac.th)

Mr. Remo Bryan Nyffenegger      Strategy & Operations Coordinator  
[remon@risr.ac.th](mailto:remon@risr.ac.th)

Mr. Kalen Bruce      School Psychologist  
[kalenb@risr.ac.th](mailto:kalenb@risr.ac.th)

## **SCHOOL INFORMATION**

The RIS Ratchapruek Student Handbook is intended to assist students with their school life and extracurricular activities.

Ruamrudee International School Ratchapruek Campus (RISR) is a Pre-K–Grade 8 international school offering a standards-based, American curriculum. Founded in 1957 by Redemptorist Fathers, RIS is accredited by the Western Association of Schools and Colleges (WASC) and the Thai Ministry of Education. Ruamrudee is a Thai word meaning “union of hearts.” At Ruamrudee, we aim to foster a “union of hearts” — a spirit of family love and caring — among the entire community. Values and character education are a hallmark of learning at RIS. Our students are encouraged to achieve their full potential while developing the skills and attributes that help them become responsible, global citizens and contributing members of society. We offer a robust choice of programs, stewarded by a teaching staff rich in expertise, creativity, and compassion. As it has been for the last 65 years, our goal is to develop creative, compassionate, critical thinkers who are committed to leading happy, healthy lives while helping others to do the same.

### **RIS Vision**

Ruamrudee International School will be a hallmark of international education, nurturing intellectual and moral character, fostering compassion through action, and shaping the lives of tomorrow’s leaders.

### **RIS Mission**

Ruamrudee International School is a Catholic school that provides an interfaith, inclusive and academically rigorous education for students to be successful and compassionate individuals.

### **RIS Seal**

The RIS seal portrays a globe and the school’s initials. The lines of longitude represent the international character of RIS, while the impression of a church and flag signify the Christian spirit of family love that helps prepare students to be responsible citizens of the world.

## RIS Principles of Phoenix

### Head (Knowledge)

*We are*

- creative
- critical thinkers
- open-minded

### Hands (Skills)

*We are*

- effective communicators
- collaborative
- resourceful

### Heart (Values)

*We*

- embrace diversity
- lead happy and healthy lives
- help others

### RIS School Song

“Follow on Ruamrudee” (Sung to the tune of “Columbia, the Gem of the Ocean”)

*Follow on, all the world's waiting for you. Follow on, all the saints seem to say.*

*Follow on, Ruamrudee, you're the future, Giving hope to those who falter on the way.*

*Follow on, “to the stars” is your motto*

*Honest, kind, respectful, serving all.*

*Ever striving to give the best that's in you. For God and country rising to the call.*

*Marching on, leading on, Ruamrudians Courage high, meeting all that yet may be.*

*Shining forth your light and inspirations, You're the Union of Hearts, Ruamrudee!*

## **Campus Ministry**

RIS Ratchapruerk welcomes and respects students of all beliefs and religions. Students are welcome to attend Catholic services held in the campus chapel.

## **Special Traditions**

In addition to our curriculum activities, RISR enjoys its own special traditions. Parent volunteers are essential to the success of these events. If you would like to assist with any one of these traditional events, or others, contact the classroom teacher. Please understand that some of these events are subject to change.

### **AUGUST**

- New/Returning Parent Orientation and Registration

### **SEPTEMBER**

- Back to School
- School Photos
- Week Without Walls

### **OCTOBER**

- Fall Carnival/Halloween Parade
- Parent Teacher Conferences

### **NOVEMBER**

- Loy Krathong

### **DECEMBER**

- Holiday Concert

## **JANUARY**

- Outreach
- Wai Kru Ceremony
- 100<sup>th</sup> Day Celebration

## **FEBRUARY**

- Chinese New Year
- Literacy Festival
- Foundation Day

## **MARCH**

- Parent Teacher Conferences

## **APRIL**

- Games Day

## **MAY**

- PreK Promotion
- KG Promotion
- Grade 5 Bridging
- Grade 8 Transition

## **JUNE**

- Celebration of Learning
- Summer School

## **ACADEMIC PROGRAM**

RIS Ratchapruek is committed to providing the highest quality education to our students and works, in partnership with parents, to prepare our students for productive and meaningful lives in a rapidly changing world. Drawn from the most current English language development models, our curriculum promotes multicultural learning and draws upon the many unique education opportunities offered by living in the Kingdom of Thailand.

### **PreKindergarten (PreK)**

Pre-K 2, Pre-K 3, and Pre-K 4 classrooms follow a Reggio Emilia philosophy, utilizing an Emergent Curriculum model. Engaging learning experiences are flexibly planned around student interests, with individual student developmental needs taken into consideration. Student learning occurs through exploration and discovery, with continual focus on students becoming respectful and responsible members of their community.

The following areas are covered in Pre-K 2, Pre-K 3, and Pre-K 4: Approaches to Learning, Social Emotional Development, Language and Literacy, Mathematical Thinking, Scientific Inquiry, Social Studies, Creative Arts, and Physical Health and Safety.

### **Elementary School (ES)**

One of the primary goals of the ES is to build self-confident, independent students through promoting and nurturing intrinsic motivation. We believe students will succeed if they:

- believe that what they are doing is valuable to them
- feel safe in their environment
- feel that they are moving forward
- have a sense of belonging
- are enabled to learn
- are meaningfully involved in the development of their learning

Students who realize success through these motivating factors will grow in self-confidence. In turn, they will have the confidence to take risks, knowing they have the potential to succeed. They may encounter setbacks along the way, but with strong self-confidence they will persevere.

The following courses and subject areas are covered in KG–Grade 8: English Language Arts (Listening, Speaking, Reading, and Writing), Mathematics, Science, Social Studies, Religion and Values (begins in Grade 1), Art, Music, Library, PE, Thai Language or Thai Culture, Technology, and Health.

Additionally, all students in Grade 5 take a wheel of exploratory courses that include Health, Information Technology, Mandarin, and Spanish.

## **Middle School (MS)**

The RISR Middle School Program is developmentally responsive, challenging, empowering, equitable, and inclusive. Students and teachers engage in active, purposeful learning. The curriculum is challenging, exploratory, experiential, integrative, and relevant. Teachers use multiple learning and teaching approaches and varied, ongoing assessments to support student development of skills and knowledge.

- **Developmentally responsive:**  
Using the distinctive nature of young adolescents as the foundation upon which all decisions about school organization, policies, curriculum, instruction, and assessment are made.
- **Challenging:**  
Ensuring that every student learns and every member of the learning community is held to high expectations.
- **Empowering:**  
Providing all students with the knowledge and skills they need to take responsibility for their lives, to address life's challenges, to function successfully at all levels of society, and to be creators of knowledge.
- **Equitable and Inclusive:**  
Advocating for and ensuring every student's right to learn and providing appropriately challenging, inclusive and relevant learning opportunities for every student.

## **Assessment, Grading and Reporting**

*RISR Assessment Pre-K–Grade 8: Core Beliefs*

We believe that assessments are designed to:

1. Reflect learning experiences related to our guaranteed, viable curriculum
2. Be aligned to documented course standards
3. Allow students with varied abilities to demonstrate their level of mastery in multiple ways
4. Provide students with opportunities to demonstrate mastery of the standard
5. Have a clearly communicated purpose and method
6. Be created collaboratively
7. Engage students
8. Be developmentally appropriate

We believe that the evaluation of student performance: Is based upon previously determined rubrics, criteria, mark schemes, and other evaluative tools.

Allows for multiple opportunities for learners to demonstrate their knowledge, skills, and understanding

1. Assesses behaviors separately from academic standards
2. Is a result of professional collaboration and moderation to ensure consistency, reliability, and fidelity in the assessment of student learning

We believe that effective feedback should:

1. Be timely, continual, and actionable
2. Provide a description of what students need to do in order to meet a learning goal in relation to their current level of achievement
3. Be based on skills or knowledge required to achieve standards and/or Habits of Mind
4. Constitute a system of consistent communication to students and parents

We believe that student reflection should:

1. Be developed by explicitly teaching reflective skills that are essential for students to think deeply about their performance
2. Provide ongoing opportunities to act on feedback from assessments to strengthen learning
3. Help students know what skills they have mastered, allow them to plan their progress, and set realistic and timely goals
4. Be student-centered and habitual
5. Develop students' goal-setting skills and build ownership of their own learning

We believe that teacher reflection should:

1. Be used to plan subsequent instruction that is based on evidence of student learning
2. Be an ongoing and vital part of the learning process
3. Happen both individually and collaboratively

We believe that reporting consists of:

1. Teachers using their professional judgment to select which assessments constitute the body of evidence (to report on)
2. Curating the “best” evidence that is current, relevant, accurate, and supportive of learning
3. Clear and consistent communication to all stakeholders

Elementary and Middle School

RISR employs portfolios to document student learning in the Pre-K program and Grade Level Expectations using a letter-grade system for KG–Grade 8 students, as follows:

### **Grade Level Expectations**

- E – Exceeding (ES) Exemplary (MS)
- M – Meeting Expectations
- P – Progressing Towards Expectations
- B – Below Expectations
- N – Not Evaluated/No Evidence

Students in KG–Grade 8 use grade-level standards as well as additional comments to report student progress and/or areas that need improvement.



## RISR: A-Z

### Anti-Bullying

RIS Ratchapruerk takes proactive measures to create and maintain an environment that supports every student's right to feel comfortable and safe at school. Bullying behavior is defined as repeated violent, nonviolent, verbal, or nonverbal actions that cause fear, distress, or harm committed by an individual or group towards a less powerful individual or individuals.

### Attendance

All students are expected to be present each day school is in session. Daily attendance reports are sent to teachers and administrators. Regular attendance is the responsibility of students and their parents. RIS Ratchapruerk will hear appeals for exceptions due to extenuating circumstances.

Regular attendance at school is a key element of academic success. Parents are asked to plan outside activities (dental appointments, family trips, etc.) around the school schedule and calendar. Students are expected to arrive at school punctually as classes start at 7:30 am and run until 3:00 pm daily.

### Absences

If a student is absent for the day or part of the day, call or notify by email the School Office as well as email the homeroom teacher and state the reason for the absence. Homeroom teachers will coordinate homework on an individual basis. For absences of three or more days, a doctor's note is required. Absences due to health problems or family loss are considered excused absences. Mini trips or extended vacation are considered unexcused absences. Parents are responsible to communicate with the classroom teacher to collect homework. Students are responsible for completing missed homework.

An extended absence severely disrupts a student's learning program. However, we acknowledge that extended absences are sometimes unavoidable. Please inform the teacher and the principal well in advance of any anticipated extended absences (five days or more) in writing or by email. If a family decides to take additional vacation time, the homeroom teacher is not required to prepare homework in advance. Please be aware that extended absences could prevent RISR from making a proper assessment or *any* assessment on your child's report card. Many of the homework assignments require the student's presence for completion and, thus,

will have to be modified due to missed class time. If a child has accumulated many absences, the principal reserves the right not to promote him/her to the next grade level.

If a child is absent for more than two consecutive days, parents are asked to inform the school of the reason for the absence. Other than in cases of serious illness, parents will be contacted when their student has reached three consecutive days of absence. Students returning from absences are required to submit a letter signed by his/her parent or guardian, providing date(s) and reasons for absence. If the student is returning from an illness due to exposure to a contagious disease, the student must first report to the School Clinic before returning to the classroom.

### **Biting**

Biting is not an expected behavior for students, but sometimes it does happen. We understand that. Our goal is to help identify what is causing it and resolve the issues. If the issues cannot be resolved this policy serves to protect the children that are bitten.

When biting occurs:

For the child that was bitten: first aid is administered. They will go directly to the nurse and parents will be notified by the nurse and by the homeroom teacher. An "injury occurring at school" form will be filed.

For the child that bit: The homeroom teacher will speak with the child about his/her behavior. The student will be placed in timeout for 1 min = their age. Parents will be notified.

### **Birthday and Holiday Celebrations**

If your child wants to celebrate his/her birthday with the class, we ask that you provide enough treats for the entire class. These celebrations are short (usually celebrated at recess or in the last fifteen minutes of the school day), as we need to keep all non-instructional class minutes to a minimum. Teachers must be informed well in advance of any celebrations planned. "Nut free" cupcakes, cookies or individually wrapped treats are appropriate and should be provided with paper plates and napkins. Please be aware of any allergies in your child's grade level.

Only when there is an invitation for every child in class may invitations for any party be distributed at school. All others must be handled off RISR campus. Please be willing to teach your child discretion for the feelings of those not invited.

## **Canteen**

RIS Ratchapruerk uses a prepaid card system for students to pay for meals. The Student ID card doubles as a Canteen Card, which can be topped up at the canteen cashier counter or at BTS stations and stores with the Rabbit logo nationwide.

A set lunch, inclusive of snacks, is compulsory for all students in PreK-2 to Grade 1.

Students are offered a complete, balanced hot meal. A detailed menu will be posted monthly via the parent newsletter and in the canteen. Parents who do not wish to purchase lunch from the cafeteria should send a balanced, healthy meal with their child every day. In the extreme case a child comes to school without lunch or money parents will be notified.

The cafeteria is equipped to provide daily lunches and to serve food for various events and activities during the year. Proper behavior in the cafeteria means exhibiting good restaurant dining manners. Students must use hand sanitizer or wash their hands upon entering the cafeteria. They are to proceed in a single file through the serving line, and once they have received their food, they are to remain seated until they are done eating. All students are expected to dispose of their own trash and to return the trays before leaving the cafeteria.

## **CCTV**

Tapes/DVDs storing the recorded footage and the monitoring equipment will be securely stored in a restricted area. Unauthorized access to that area will not be permitted at any time. The area will be locked when not occupied by authorized personnel. A log of access to tapes/images will be maintained.

Access to the CCTV system and stored images will be restricted to authorized personnel only, namely RISR administrators, i.e. School Director, Principal/Director of Academics, Assistant School Director (Strategy & Operations) and the Facility & Safety Manager who is directly responsible for all school safety measures.

CCTV footage may be accessed as follows:

- Following a request by the Principal/Director of Academics when a crime or suspected crime has taken place and/or when it is suspected that illegal/anti-social behaviour is taking place on campus/ property, or
- To any other statutory body charged with child safeguarding; or
- To assist RISR Administrators and Facilities & Safety Manager in establishing facts in cases of unacceptable student behaviour, in which case, the parents/guardians will be informed; or
- To data subjects (or their legal representatives), pursuant to an access request where the time, date and location of the recordings is furnished to RISR or
- To individuals (or their legal representatives) subject to a court order.
- Per permission of RISR Administrators, to the school's insurance company when pursuing a claim for damage done to the insured property.

Information obtained through video monitoring will only be released when authorized by the Principal/Director of Academics following consultation with the RISR administrative team.

If the parents request CCTV images for a specific investigation, such requests should be made in writing and only the Principal/Director of Academics or School Director or Assistant School Director (Strategy & Operations) can authorize the request.

*Access requests:* On written requests, any person whose image has been recorded has a right to be given a copy of the information recorded which relates to them, provided that such an image/recording exists i.e. has not been deleted and provided also that an exemption/prohibition does not apply to the release. Where the image/recording identifies another individual, those images may only be released where they can be redacted/ anonymized so that the other person is not identified or identifiable.

The Facility and Safety Manager should provide all the necessary information to assist RISR in locating the CCTV recorded data, such as the date, time and location of the recording.

In giving a person a copy of their data, the school may provide a still/series of still pictures, a tape or a disk with relevant images. However, other images of other individuals will be obscured before the data is released.

## 1. RESPONSIBILITIES

The Facility and Safety Manager will:

- Ensure that the use of CCTV systems is implemented
- Oversee and coordinate the use of CCTV monitoring for safety and security purposes within RISR
- Ensure that all existing CCTV monitoring systems will be evaluated
- Ensure that the CCTV monitoring at RIS is consistent with the highest standards and protections
- Review camera locations and be responsible for the release of any information or recorded CCTV materials stored
- Maintain a record of access (e.g. an access log) to or the release of tapes or any material recorded or stored in the system
- Ensure that monitoring recorded tapes are not duplicated for release
- Ensure that the perimeter of view from fixed location cameras conforms to this policy both internally and externally
- Provide a list of the CCTV cameras and the associated monitoring equipment and the capabilities of such equipment, located at the school to the administration
- Approve the location of temporary cameras to be used during special events that have particular security requirements and ensure their withdrawal following such events.
- Give consideration to both students and staff feedback/complaints regarding possible invasion of privacy or confidentiality due to the location of a particular CCTV camera or associated equipment
- Ensure that all areas being monitored are not in breach of an enhanced expectation of the privacy of individuals within the school and be mindful that no such infringement is likely to take place
- Ensure that cameras are non-intrusive in terms of their positions and comply with the principle of “Reasonable Expectation of Privacy”
- Ensure that monitoring tapes are stored in a secure place with access by authorized personnel only
- Ensure that images recorded on tapes/DVDs/digital recordings are stored for a period not longer than 28 days and are then erased unless required as part of a criminal investigation or court proceedings
- Ensure that when a zoom facility on a camera is being used, there is a second person present with the operator of the camera to guarantee that there is no unwarranted invasion of privacy
- Ensure that camera control is solely to monitor suspicious behaviour, criminal damage etc. and not to monitor individual characteristics
- Ensure that camera control is not infringing an individual’s reasonable expectation of privacy in public areas

## **Change of Address/Contact Information**

It is very important that parents notify RIS Ratchapruerk whenever there are changes in a student's/parent's address, telephone number, or guardianship status (if the student is not living with his/her legal parent).

### **Child Safety Statement**

RISR is a student-centered international school, embracing American educational philosophy, principles, and values. Through excellence in teaching and diverse educational experiences, RISR challenges all students to realize their unique potential academically, intellectually, socially and ethically – to thrive as responsible global citizens. RISR works diligently to provide a place of belonging, trust, and care for all its students. Staff members are committed to educating students and the community about child safety and responsible personal and social behaviors.

Child abuse and neglect are violations of children's human rights and are obstacles to the child's education as well as to their physical, emotional, and spiritual development. Whenever RISR staff members have reasonable cause to believe that a child is suffering or is at significant risk of suffering abuse or neglect, they must report the suspected incidents of child abuse or neglect to appropriate school personnel. Authorized personnel, within the parameters of best educational practices, school regulations, and local law, will follow up on all referrals.

### **Closed Campus**

RIS Ratchapruerk maintains a closed-campus policy for the safety and security of our students. Students are not permitted to leave campus during school hours without written permission from the Principal/Director of Academics or parent. Parents may submit a letter of request for their child's early dismissal to the School Office via the student's homeroom teacher or by [weenac@risr.ac.th](mailto:weenac@risr.ac.th). Students must receive authorization from the Principal/Director of Academics before leaving school. The school communications officer shall notify teachers of student(s) leaving school prior to the end of the school day.

### **Community Service**

The RIS Ratchapruerk community is committed to helping others in need. Our school is proud to instill the value of caring citizenship and to be part of services that benefit people from all walks of life. Community service that emphasizes

academic excellence and caring will always be a core element of our school's philosophy.

## **Communication**

RISR is committed to fostering a respectful school culture that enables honest and reflective dialogue. We collectively take responsibility for nurturing a positive learning environment that supports the development of every child's Head, Hands, and Heart.

Constructive school communication is essential for a healthy school environment. It nurtures empathetic and positive assumptions about all stakeholders in a shared effort toward student success. This policy clarifies what constructive communication looks like at RISR. It also offers parents and faculty guidelines for which communication channels are appropriate and most helpful when looking for information, to attain clarity on a matter, or to address differences of opinion.

An overall culture of positive assumption, mutual respect, and open dialogue is nurtured when community members feel safe and respected, can pose respectful questions as individuals or a group, and when there is an open-door approach to sharing concerns in a reflective, responsive, and principled way.

All parties should act with integrity and honesty, with a sense of fairness and justice, and with respect for the dignity, rights, and needs of all members of the community. Any community member who feels that a communication is not meeting these expectations should remove himself/herself from the interaction and seek support from an appropriate school administrator.

### Communications Platforms

RISR uses several communication platforms to engage and share information with our parents. Each platform has a different function and is outlined as follows:

1. Website – A repository for general school information, including calendars, major announcements, and policies.
2. Email – The official tool of communication for the school for general announcements, as well as communication with individual parents. Please make sure your email address is accurate/updated on our school's database.
3. Weekly Teacher Newsletter – Information and updates about upcoming all-school, section-specific, and athletic events.

5. PowerSchool – Accessible for high school and middle school students and parents to check attendance and updates on academic progress.
6. Facebook/Instagram/LinkedIn – Used to celebrate and announce events and share photographs and videos.
7. Seesaw – Used by ES classroom teachers for parent communication for full class and individual students.
8. OFFICIAL LINE – Used for logistical communication for athletic teams, travel groups, and/or other small-group organizational needs.

### **Building Trust**

Trust is fundamental to a school. Once trust is built, individuals can master the healthy and respectful conflict that moves organizational ideas forward, commit to and develop accountability for their respective role, and focus attention on student learning. Trust, at its core, is achieved by consistently doing the right thing, acting and communicating with honesty and integrity, and assuming others are seeking to do the same. Timely communication is also extremely important, and we are committed to providing notice and/or responses in as reasonable a timeframe as possible.

### **Raising Concerns and Questions**

To ensure prompt and effective dealing with concerns or questions, the following channels are to be followed:

1. Concerning learning, classes, or conduct
  - a. Communicate directly with the teacher or coach concerned, preferably in person or via email.
  - b. If not resolved, see the relevant Principal or Director of Athletics.
  - c. If not resolved, see the School Director.
2. Concerning a general student matter in elementary, middle, or high school
  - a. Communicate directly with the relevant Assistant Principal, preferably in person or via email.
  - b. If not resolved, see the section Principal.
  - c. If not resolved, see the School Director.
3. Concerning a matter with athletics or the extended day program
  - a. Communicate directly with the coach/teacher of the associated team/activity.

- b. If not resolved, see the EDP Coordinator, Weekend Academy Director or Athletic Director.
  - c. If not resolved, see the School Director.
- 4. Concerning a grounds/building maintenance or hygiene matter
  - a. Communicate with the office of the relevant school section who will inform an appropriate member of staff to respond.
  - b. If not resolved, see the relevant section Principal.
  - c. If not resolved, see the School Director.
- 5. Concerning matters related to child protection
  - a. Communicate with an appointed member of the Child Safeguarding Committee.
  - b. If not resolved, see the relevant section Principal.
  - d. If not resolved, see the School Director.
- 6. Concerning an admissions or public relations matter
  - a. Communicate directly with the School Advancement Office, preferably in person or via email.
  - b. If not resolved, see the Director of the School Advancement Office.
  - c. If not resolved, see the Principal, Director of Strategy and Operations or School Director or designee.
- 7. Concerning a financial matter
  - a. Communicate directly with the Finance Office, preferably in person or via email.
  - b. If not resolved, see the Director of Strategy and Operations.
  - c. If not resolved, see the School Director.

#### Translation

Translation will be provided for Parent Teacher Conferences and in emergency situations.

#### Making Compliments

We appreciate the incredible efforts that members of our community make on an ongoing basis. To make a compliment, please use the above channels, as appropriate.

#### Curriculum Coffee

Parents are welcome to join Curriculum Coffee meetings. The meeting serves the purpose of communicating curriculum, upcoming events and happenings at RISR. Educational innovations are discussed, recent developments school-wide are

introduced and upcoming calendar events are explained. Curriculum Coffees are another form of communication at RISR.

## **DATA PRIVACY PROTECTION**

In our effort to safeguard the personal data of our families and especially students enrolled at RISR, we seek the parental or legal guardian consent for the collection and processing of personal data.

Student and parent personal data will be used to complete the enrollment and admission process of the student while student's data will also be used to document and assess the student's participation in the academic programs, co-curricular and extracurricular activities of the RISR Athens. Personal data collected will be restricted to a minimum and will remain in the possession of RISR for as long as the student is enrolled at the school, or for 10 years after graduating from the school. After that, all collected data will be deleted from all electronic or physical storage systems of RISR.

Please be advised that RISR has taken all necessary organizational and technical measures to safeguard your child's personal data in its possession.

## **Dismissal**

The end of the school day is at 3:00 pm. Students are expected to leave campus by 3:15 pm unless they are enrolled in school activities such as athletics, or extended day program (EDPs), etc. Supervision of ES students remaining on campus beyond 3:15 pm or at the conclusion of a school-sponsored sport or EDP, is the full responsibility of their parent or guardian.

## **Early Dismissal**

Parents who need to pick up their children early for a legitimate reason must inform the homeroom teacher and the School Office. Parents must sign out their child in the School Office. A campus pass is required. In the event that a child is picked up by a parent or other primary caregiver, out of the routine schedule (as in case of separation, divorce or travel), the School Office and the homeroom teacher must be notified via email.

## **Emergency Closings**

School may occasionally be closed by orders from the School Director, Assistant School Director or the Ministry of Education. Refer to the school website [risr.ac.th](http://risr.ac.th) or check for official school emails for further announcements.

### **Extended Day Program**

RISR believes that participation in a co-curricular activity is important to a student's development.

EDP is primarily run by teachers or our staff. Classes typically run from 3:00-4:00 pm and we strongly encourage all RISR students to get involved.

Supervision for students attending EDP classes will meet in designated locations at 2:50 pm. Students will be escorted to after school sessions so they can begin promptly at 3:00 pm. This will ensure all students are monitored and safety precautions are adhered to during transitions.

All EDP information will be made available on our website and via email at the beginning of each quarter. Information on registration, fees and the exact schedule of the activities will be made available online.

A sample of EDP activities offered at RISR includes: Basketball, Soccer, Swimming (Various Levels), Culinary Arts, Chinese Language and Culture, Chess, Robotics, Arts, etc.

### **Fire Drills**

Fire drills are conducted periodically and carried out by all students and employees as if they were a real emergency. Fire evacuation routes and procedures are posted in classrooms and offices.

### **Emergency Drills**

Evacuation drills are conducted regularly and have undergone a review annually by the administration. Students are taught to leave the buildings quickly and safely for any type of campus emergency.

Students are expected to:

- Be familiar with exit routes

- Respond quickly, cooperate, and give attention to their teacher or supervisor
- Walk quickly and silently
- Stay in formation to the left and right sides of the corridor and staircase as they proceed to the exit
- Remain clear of the building as directed by teacher or staff
- Remain quiet once outdoors and cooperate fully with attendance taking procedures.

It is imperative that we have your current address and phone number/s (including cell phones) plus the number of someone else to reach, on file, in case of an emergency. If any of your numbers (home, work, emergency) change, please inform the School Office.

### **Grievance**

A grievance is defined as a complaint charging an unfair practice that is made by a student to a member of the faculty or administration. RIS Ratchapruek administration and staff will honor that student's right of inquiry and rights to express matters of concern through avenues of communication that do not infringe upon the rights of others.

Student or parent complaints, concerns, or suggestions will be communicated through the appropriate channels, beginning at the teacher level, before approaching a counselor or an administrator. Concerns and issues addressed to the Principal/Director of Academics will be forwarded to the relevant party for resolution. Please see the RIS Ratchapruek

### **Homework**

Homework is considered an important extension of class work. Administrators, in consultation with teachers, determine guidelines for assigning homework.

### **Lost and Found**

Lost textbooks and other items may be turned in or claimed at the School Office or in designated Lost and Found areas.

## **Laptop/iPad Program**

RIS Ratchapruerk is committed to integrating technology into our academic programs. Students are assigned their devices and must treat them with care to prevent damage or loss. Students are made aware of security issues and are advised about leaving their devices unattended or engaging in situations that encourage loss, abuse, theft, or access to unauthorized sites or content. Students are responsible for all inappropriate content on their devices, regardless of how it got there.

## **Missed Work**

Students are responsible for asking teachers about missed work and for arranging to make up tests or quizzes.

## **Morning Assembly**

Students, faculty and staff are required to attend morning assembly on appointed days (Mondays) and are expected to show proper respect during announcements, prayer, the singing of the Thai national anthem, and the raising of the Thai flag.

## **Personal Property**

The school cannot assume responsibility for the loss of personal property, and the school does not carry insurance to cover the loss of student property. To avoid losing personal items, students should not bring expensive jewelry, large sums of money, expensive devices or other valuable or personal objects to school.

## **Parents**

Due to the rigor of our program, parents need to take an active role in guiding schoolwork and organizational skills. Besides creating a quiet study area, parents can help to foster a positive academic attitude by engaging their children in dinner discussions about what transpired during the day's classes. Having resource materials handy and limiting T.V. viewing and non-academic computer use can also help. It is vital to not allow screen time at least an hour before bedtime. Encourage your children to read for pleasure. Take time to share responses to books and articles you have read in common. The monthly school newsletter and weekly

classroom newsletters are vital as it sends a clear message to students that we are all working together for their success. In short, we need to be on the same team. If you have concerns or questions, go to the teacher, and talk with him or her first. Should there be any further concerns after consulting with the teacher, the chain of communication is as follows: Head of Student Support, Principal, Assistant School Director and finally School Director.

### **Parent Auxiliary**

RISR has an active and enthusiastic Parent Auxiliary. A combined PA, serving preschool, elementary and middle school meets monthly and work collaboratively to support RISR. There are representatives who serve each class. The PA supports social activities, fund-raising events, and informational programs. All parents are invited to participate in the PA in some capacity and attend monthly meetings.

### **Parent-Teacher Conferences**

Parent-Teacher Conferences (PTCs) promote a two way communication between parents and teachers and give parents a clear insight into their child's total school experience. Progress Reports for the quarter are issued at the same time as the conferences.

Parents or teachers may also schedule an appointment for a conference at any time during the year by letter/email or by making arrangements through the School Office. Parents have the right to discuss their child's progress with the teacher, including the grading policy.

### **Portable Communication Devices**

Mobile phones are part of modern society and the majority of students will now own a mobile phone, a smart watch, and/or a calling enabled device.

We also understand that for family safety considerations students may carry a mobile phone in order to contact parents/guardians after school/before school. Student use of cell phones, PDAs or other electronic devices during the school day is a privilege. We have outlined guidelines below for elementary, middle school, and high school students in accordance with the school's Principles of Phoenix.

Adherence to the guidelines below is essential to maintaining an appropriate academic environment and the integrity of the classroom. Abuse of this privilege

will result in logical consequences beginning with removal of devices for a period of time, parent conference, and/or suspension of other school privileges for specified periods of time.

In line with the "Personal Data Protection Act, B.E. 2562 (2019)" and the RISR Constructive Communication Policy, the purpose of Mobile Phone Policy is to:

1. Clarify the school position on mobile phones and personal devices.
2. Ensure that staff, students and parents are fully conversant with the policy and understand the reasons for the policy.
3. Support our behavior management approach, which aims for outstanding behavior and safety of students across the school.
4. Ensure that student welfare and safeguarding incidents associated with mobile phones are minimized.

#### Elementary School

Students are allowed to carry cell phones to school. However, phones must be turned off and stored out of sight during school hours and inside the school site. A child who brings a cell phone to school is responsible for their own property. Phones may not be used to talk, take pictures, play games, record or text while on school campus, including before school, after school, at recesses and/or on bus field trips

#### Middle School

Students are allowed to carry cell phones to school. Use of cell phones and all functions within the cell phone (i.e. cameras and all other applications) are prohibited in the entire school site unless expressly permitted by a staff member for educational purposes. School site – this is defined as “inside the school gates.”

The use of ‘Smart’ or Apple watches – the use of these is not allowed when they are effectively used as mobile phones, cameras, recorders, messaging, email. Features such as workouts, activity, health monitoring are allowed. Students who bring any device to school are responsible for their own property.

#### High School

The respectful, non-disruptive use of cell phones is permitted during lunch period and in any other school area except classrooms (unless permitted by the teacher for educational purposes), labs, restrooms, all physical education areas, canteen, and all school office areas. As soon as the threshold of the classroom or any prohibited area is crossed, during the school day, cell phones need to be put

away and made undetectable (i.e., silenced without vibration). Violation of the cell phone rule as stated above will result in the confiscation of the device according to the following ladder of disciplinary action below.

The use of 'Smart' or Apple watches – the use of these is not allowed when they are effectively used as mobile phones, cameras, recorders, messaging. Features such as workouts, activity, health monitoring are allowed. Students who bring any device to school are responsible for their own property.

### **Progress Reports**

Students and parents can monitor student progress by checking their PowerSchool accounts. Final Progress Reports with grades and comments are issued at the end of Quarter 1 and Quarter 3. Student progress is best monitored by a collaboration between parents and teachers. PowerSchool allows parents to stay informed about their child's progress throughout the year.

### **Punctuality / Tardiness**

Parents should ensure that students arrive at school on time. No arrivals will be admitted prior to 7:15 am. Students are responsible for reporting to class on time and will be marked tardy if not in the classroom by 7:45 am. Late students must obtain a pass from the School Office. Students arriving after homeroom must check in the School Office before going to class. Students who are frequently late can expect disciplinary action in the form of a parent conference and other consequences.

### **Report Cards**

Report cards are sent to parents two times a year, at the end of each semester. A student must be enrolled at least five weeks to receive a complete report card.

In the event a child leaves RISR prior to the end of the school year, the final report card may be mailed to the family on the last day of school if parents provide a forwarding address.

### **Snakes on Campus**

Course of Action when Snake is seen:

If a snake is seen in or around the buildings or grounds by either parent or child they are to:

- Assume it to be venomous.
- Immediately tell any nearby people and stay well away from the snake while someone alerts a teacher they have seen a snake. If there is no teacher, the student will tell one of the teacher's aids or a responsible adult.
- The informed adult should immediately inspect the site of the snake sighting from a safe distance. If the snake is not visible anymore don't try to flush it out. No adult or child should try to kill or catch the snake. Snakes can move quickly and it is paramount to ensure your safety and the safety of nearby children. Treat the snake as venomous until it is identified by an expert on snake identification.
- After a quick assessment is made, the informed adult is to ensure all children are kept safely away.
- As soon as the safety of children and adults is established the notified adult will immediately contact Facilities and Safety

#### First aid for snakebites

If you or another person are bitten:-

Assume ALL snakes are venomous, and take the following action:

Do not panic. Try to remain calm, lie down and immobilize the bitten area. It is unlikely that the bite will be life threatening.

Have another member of staff call Facilities and Safety and the Clinic and seek medical help while you do the following:

- Apply a bandage but do not block circulation. Take a broad bandage and bind along the limb starting at the bite area, at the same pressure as for a sprain. Then bandage down the limb and continue backing up the entire limb over and above the bite area.
- This will help prevent the spread of the venom through the body. Do not remove the bandage.
- It is often easier to go over the top of clothing such as jeans rather than remove clothing. In an emergency, strips of clothing or pantyhose can be used instead of a bandage.
- Immobilize the limb with a splint. Lie down and keep the limb completely still until help arrives. Do not elevate the limb or attempt to walk or run. Movement will encourage the spread of the venom through the body.
- Do not attempt to catch the snake. All too often, the snake will bite again if an attempt is made to catch it. Identification of the snake species can be

obtained through samples of the patient's blood or urine, and from venom around the bite area.

- If the species of snake still remains uncertain, a poly-antivenin may be used, which is suitable for treatment of all venomous snakebites.
- Do not wash the wound. Venom left on the skin will help doctors identify the snake and administer the appropriate antivenin.
- Do not cut the wound. This will spread the venom into the bloodstream and can cause more serious injuries than the snake bite itself.
- Seek medical help. An antivenin may be required.

### **Student-Led Conferences**

RISR is excited to have student-led conferences during the spring. Students and teachers jointly select finished work to be shared, and the students independently take the lead to tour their parents through a portfolio of their yearly learning and through a variety of learning activities. Students and parents reflect upon the successes achieved and challenges ahead. Students take ownership of their academic progress while parents dialogue with their child about schoolwork and assessment.

### **Student IDs**

Every student is issued a Student ID card at registration. Students should carry their ID card at all times and it should be worn visibly. Student ID cards also serve as library cards, which must be presented to borrow library books. The ID cards can be refilled and used at RIS Ratchapruerk, BTS stations, and stores throughout Thailand with the Rabbit logo. If lost, cash that has been loaded on an ID card cannot be refunded. In case of damage, please bring the card to the Uniform Room and the balance will be transferred to a new card.

### **Student Uniforms**

School uniforms are compulsory for all RIS Ratchapruerk students. Students are expected to be well groomed and to wear their uniform in an appropriate manner. If a faculty member determines that a student's grooming or improper wearing of the

school uniform detracts from the decorum of the school, parents will be requested to make appropriate adjustments. Students who repeatedly choose not to comply with this policy may be disciplined.

All uniform items are available for purchase from the school. To ensure consistency, all uniform items must be purchased through the school.

For safety reasons, flip flops and “cros” types of shoes should also be avoided. A PE uniform is also required for P.E. classes. The P.E. attire includes sports shoes and RISR P.E. outfit worn on the days of P.E. You may purchase the school and P.E. uniforms at the beginning of the year.

There will be times when students will be asked to dress for an occasion such as a field trip or a special day at school. Students should plan to wear special clothing to the Christmas Concert, Grade 5 Bridging Ceremony or Grade 8 Transitions.

Parents should be sure all clothing and items worn or brought to school are labeled with the child’s name. Please check our Lost & Found located in the School Office periodically. Unclaimed clothing is given to charity throughout the school year.

### **Student Visas**

Requests for a letter certifying that a student is enrolled at RIS Ratchapruek for the purpose of applying for student visas outside the country must be submitted to the School Advancement Office well in advance of holiday travel and no later than three full working days in advance. There is no charge for student certification letters.

### **Transportation**

Parents are responsible for arranging transportation for their children. To minimize pollution, all vehicle users are requested to turn off their engine after parking.

### **Telephone/Email**

Please remember that a teacher’s day is quite full and may extend into the evening. An email is the quickest way to get in touch with a teacher or staff member. Additionally, the phone is another way of getting in touch with a teacher or staff member. Call the School Office to leave a message. The teacher or staff member

will return your call as soon as they are able to do so. Therefore, it may take a day to get back to you.

### **Visitors/Guests**

All visitors must secure the administration's permission to enter prior to their visit. Each security gate receives a daily list of authorized visitors. In exchange for a visitor ID, visitors must present a valid piece of identification (driving license, passport, etc.), which is returned upon sign out.



## **STUDENT ACTIVITIES**

In addition to a strong academic program, RIS Ratchapruek runs extensive extracurricular activities to provide students with ample opportunities for making new friends, learning new skills, and developing organizational and leadership skills. All students are encouraged to participate and are expected to abide by the Student Code of Conduct.

### **Athletics**

RIS Ratchapruek Sports program provides students opportunities to develop athletic skills, as well as sportsmanship and a positive attitude towards competition. Student athletes must continue to meet academic and attendance standards and adhere to the Student Code of Conduct while at off-campus events.

### **Clubs**

All RIS Ratchapruek clubs and committees must be approved by an administrator and sponsored by a teacher.

### **Field Trips**

Field trips are organized as part of instruction and enrichment. Event organizers are responsible for providing information about the trip and permission forms to parents at least four weeks prior to the scheduled event. Under no circumstance will a student be allowed to participate in an off-campus event without a signed parent permission form. All overnight trips must follow additional guidelines set by the Thai Ministry of Education.

### **Student Government**

RIS Ratchapruek student government serves as a voice for students and provides a foundation for all student organizations and activities. A student government appointee presents student concerns to the Head of School. A Student Council with an executive committee is appointed by student vote and a legislative body composed of homeroom representatives.

RIS Ratchapruek Student Council acts as a liaison between students, faculty members, and administrators to:

- instill pride in RIS
- promote an understanding of democracy
- allow students to voice their needs and aspirations
- organize extracurricular activities

### **Student Council**

The Student Council plays a significant role in the life of the RISR students. Student Council representatives are selected by their classmates. Meetings are held once a week. Student council representatives work with faculty and are encouraged to assume the position of spokespeople for their classmates. Students are encouraged to make suggestions to their representatives concerning the school.

### **Visitor/Guest Policy**

We make every effort to keep the classroom private so that maximum teaching and learning can take place. Serious learning is being done in the classroom and teachers appreciate professional space and respect. For that reason, visitors are not allowed in a classroom unless they have previously communicated with the Admissions Office. Prospective students are invited to visit the school and prior to making proper arrangements with the teachers are needed.

**RIS**  
RATCHAPRUEK

## **INSTRUCTIONAL SUPPORT**

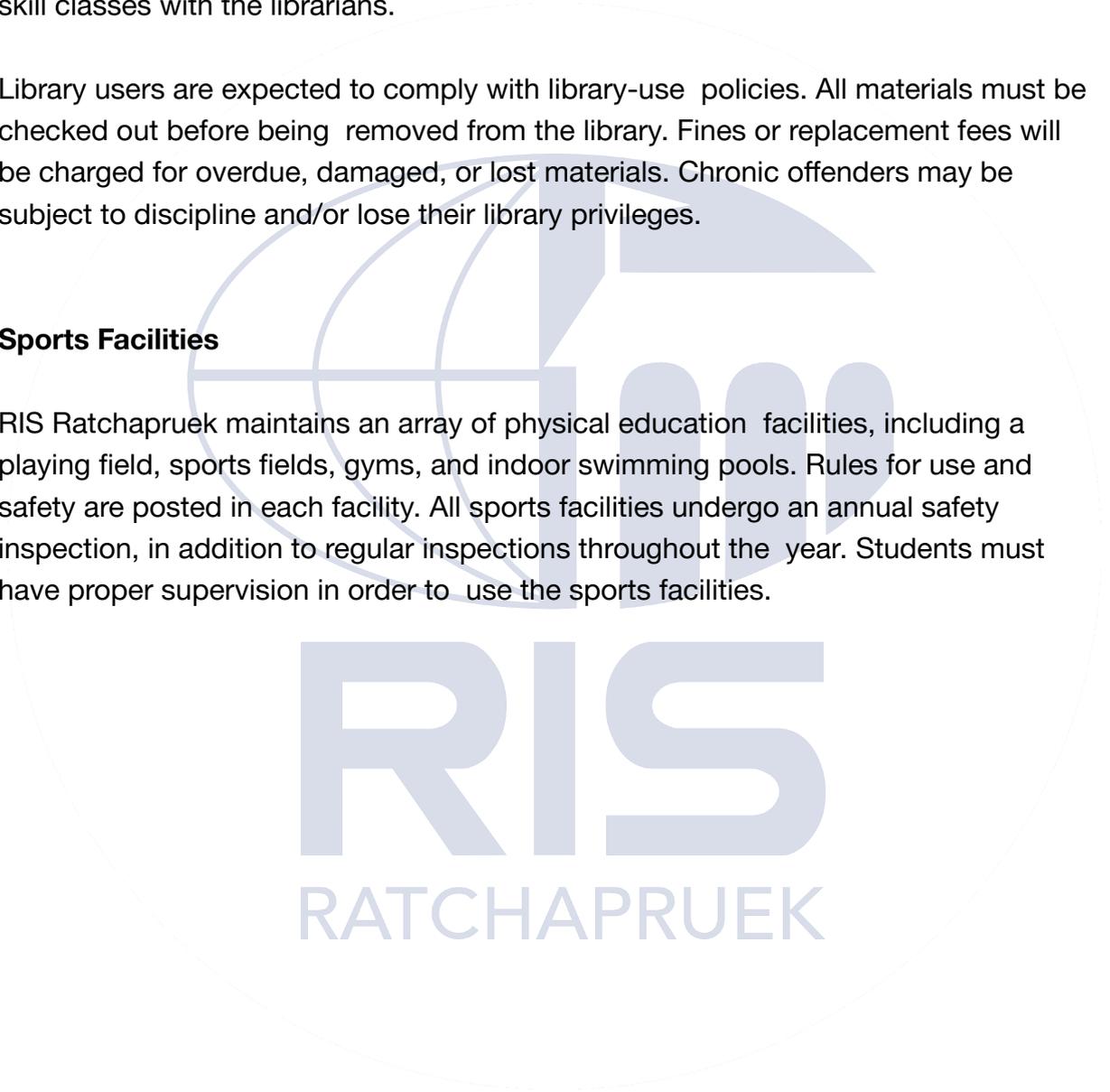
### **Libraries**

RIS Ratchapruerk library is open from 7:30 am – 3:30 pm for individual reading and research, as well as class visits. Teachers may arrange special library and research skill classes with the librarians.

Library users are expected to comply with library-use policies. All materials must be checked out before being removed from the library. Fines or replacement fees will be charged for overdue, damaged, or lost materials. Chronic offenders may be subject to discipline and/or lose their library privileges.

### **Sports Facilities**

RIS Ratchapruerk maintains an array of physical education facilities, including a playing field, sports fields, gyms, and indoor swimming pools. Rules for use and safety are posted in each facility. All sports facilities undergo an annual safety inspection, in addition to regular inspections throughout the year. Students must have proper supervision in order to use the sports facilities.



**RIS**  
RATCHAPRUEK

## DISCIPLINE AND SAFETY

Student discipline at RIS Ratchapruerk is based on a positive, preventative, and developmental process with clear, logical consequences for student violations that are focused on restorative justice practices. Students engaging in activities that violate school regulations, procedures, or unwritten conventions will be subject to appropriate consequences, such as: opportunities for problem-solving and extra learning, parent-teacher conferences, damage reparation, in-school suspension, disciplinary action, and/ or other measures as necessary.

Serious violations with immediate consequences are:

- open defiance of authority
- fighting or actions that endanger or threaten the safety of others
- willful destruction of school property
- gambling
- possession of pornographic images, books, or other materials
- hazing or other actions that persecute, harass, humiliate, or coerce others
- acts of academic dishonesty or plagiarism
- habitual violation of the school dress code
- inappropriate public display of affection
- use of inappropriate language
- stealing

### Positive Behavior Interventions and Supports

Positive Behavior Interventions and Supports (PBIS) is an approach to supporting students to be successful in schools. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of proactive procedures and practices to prevent problem behavior for all students and improve school climate. The goal of PBIS is to prevent the development and establishment of problem behaviors and maximize academic success for all.

PBIS is a framework for assisting school personnel in adopting and organizing evidence-based behavioral interventions into an integrated continuum that enhances academic and social behavior outcomes for all students. PBIS IS NOT a packaged curriculum, scripted intervention, or manualized strategy. PBIS IS a prevention-oriented way for school personnel to, (a) organize evidence-based practices, (b) improve their implementation of those practices and (c) maximize academic and social behavior outcomes for students. PBIS supports the success of ALL students.

PBIS is a system of supports and interventions that help people enhance and improve their productive social behavior while reducing any problematic behavior they may use. PBIS implementation in schools focuses on three levels or tiers of interventions. The PBIS approach concentrates on essential features and data based decision-making in schools. Schools apply essential features in PBIS by establishing clear expectations and then teaching, modeling, and reinforcing behaviors that match the expectations across all school settings. Sustained use of essential PBIS features has been found to enhance social and academic outcomes of students.

### **Drug and Alcohol-Free School**

RIS Ratchapruerk is a drug and alcohol-free school. Faculty, staff, and students are prohibited from taking, being under the influence of, or possessing drugs or alcohol, either for their own consumption, or trafficking or selling to others while on school premises or at any school sponsored activity off campus. Such substances include narcotics, stimulants, barbiturates, hallucinogenic drugs, marijuana, medication not prescribed by a registered medical practitioner, tobacco, and alcohol. Faculty, staff, or students who choose to ignore this policy will be subject to school disciplinary action.

### **Prohibited Items**

The following items, which may be hazardous or distracting to others, may not be brought to school. If they are brought on campus, they may be confiscated for the remainder of the day or longer:

- roller skates, blades, or boards
- undesirable books, pictures, or magazines
- firecrackers, lighters, or matches
- laser pointers
- chewing gum
- water pistols
- steel rulers
- computer games
- playing cards

## **Tobacco-Free Campus**

RIS Ratchapruek is a tobacco-free campus for all students, faculty, staff, parents, and visitors. Those who choose to ignore this policy will be subject to school disciplinary action.

## **Safety in the Classroom**

RIS Ratchapruek teachers conduct their classes in the safest manner to prevent unnecessary injuries. Lab coats, safety goggles, and other protective equipment shall be worn when in science labs. Care is taken regarding heat and sufficient water breaks in PE classes.

## **Security**

Students should label their personal belongings. RIS Ratchapruek is not responsible for lost or stolen items.

## **Sexual Harassment**

Harassment is an act by which conditions are altered to create an intimidating, hostile, or an otherwise offensive employment or educational environment in which any reasonable person could justifiably complain. The defining feature of harassment is that the behavior is offensive and unwanted by the victim.

Any person in a supervisory position who uses or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of an employee is engaging in sexual harassment. Similarly, any adult or minor associated with RIS Ratchapruek who makes deliberate or repeated unwelcome verbal comments, gestures, or physical contact of a sexual nature is also engaging in sexual harassment. Sexual harassment can be described by four basic categories: verbal comments, nonverbal gestures, printed material, and physical contact.

RIS Ratchapruek does not condone any amount of behavior of this nature and will take disciplinary actions as necessary to safeguard our students, faculty, and staff.

## **Tardiness**

Students are expected to be in their classrooms ready to learn at 7:30 am. Chronic tardiness interferes with classroom routines and causes children to miss important learning activities. If students miss more than two hours of school, they will be marked as a half day absence. Students coming to school late will be marked for unexcused tardiness. If students miss more than two hours of school, they will be marked as a half day absence. Students coming to school late will be marked for unexcused tardiness.

## **Vandalism**

It is the school's intention to seek compensation from any student, or that student's parents, in the amount of the damage for any act of vandalism committed by that student. Vandalism includes negligent, willful damage or taking of any school property. Any student, or student's parent or guardian, shall be held liable for all property belonging to the school lent to that student or individual and not returned on demand of the school. Such property must be returned in reasonable condition, considering the time used and the manner in which the property was used. Students committing acts of vandalism will be held financially liable and subject to disciplinary action by the school.

## **Violence**

RIS Ratchapruek was founded by missionaries dedicated to the principle of nonviolence. No verbal, emotional, psychological, or physical violence toward any individual, culture, race, religion, or belief will not be tolerated on campus or on school-sponsored trips off campus.

## **Weapons**

No weapons or instruments indicating violence are allowed on campus. Forbidden items include real or toy guns, knives, or similar weapons. Any performance that features such an instrument to be used as a prop must receive permission from the Principal/Director of Academics. Any dangerous device, weapon, or explosive will be confiscated by an administrative, faculty, or staff member to protect the safety of everyone in the school community. A report shall be made immediately to a teacher or administrator, who will take any disciplinary action necessary.

## **MIDDLE SCHOOL AND HIGH SCHOOL PROGRESSIVE DISCIPLINE POLICY DRAFT**

RISR utilizes a school wide approach to setting behavioral expectations outlined in the Positive Behavioral Interventions and Supports (PBIS) Handbook. PBIS is a system of support and interventions that help people enhance and improve their productive social behavior while reducing problematic behavior. It is a tiered approach that establishes clear expectations prior to teaching, modeling and reinforcing behaviors that match those expectations. PBIS is our initial attempt at defining behaviors. When students require additional support, interventions and behavior plans are implemented.

The outline below is a guideline for discipline situations which may require additional methods outside of PBIS. The progressive outline details the steps involved to addressing these occurrences. Though it is suggested to follow the steps outlined, the consequences for potentially dangerous infractions (either to self or others), even on the first offense, may result in any of the described consequences. Parent or police contact may be made for all situations dependent upon the severity. (For the Middle School ONLY – All initial offenses will be sent to the counselor or school psychologist.)

In alignment with PBIS principles, RISR relies on restorative justice practices to help students resolve conflict on their own. Such practices should be embedded throughout the progressive discipline process. These practices must be in alignment with individual student needs and abilities based upon the identified behavior.

Discipline infractions are divided into two categories, Minor and Major. These categories are further explained in the PBIS Handbook. NOTE: Minor infractions can become major and treated as such for repeat violations, or extenuating circumstances. However, discretion must be exercised when making this decision.

### **Minor Infractions**

*Violating the School Dress Code, Misuse of Electronic Devices, Cheating or Plagiarism (Level 1/2), Forgery or Lying, Inappropriate Display of Affection, Insubordination, Profanity or Inappropriate Language or Gesture, Truancy or Excessive Tardiness, Horseplay or Aggressive Behavior.*

Refer to the PBIS Handbook for the Correction Menu to address Minor Referral behaviors. When these become chronic behaviors, the documentation must be submitted to the Student Support Office. This documentation will be used by the Student Support team to create an individualized behavioral plan to support the

student needs. The Student Support team is responsible for updating the behavior plan to accommodate for any additional behavioral changes.

### **Major Infractions**

Not always identified as chronic behaviors but are unsafe behaviors atypical to the student's expected behavior.

*Assault, Extortion, Cheating or Plagiarism (Level 3/4), Cyber-bullying, Harassment, Sexual Harassment, Sexual Misconduct, Use or Possession of Drugs or Alcohol on School Grounds or during School-Related Trips, Theft, Possession of Weapons, Under Age Driving, any other criminal behavior.*

### **Progressive Discipline Consequences:**

1. Written Warning and Parent Contact, and possible Police Contact
2. Written Warning and Mandatory Parent Meeting, Time of Reflection, and possible Police Contact
3. Refer to the Head of School (to ensure the safety of staff and students).
  - Possible Actions include restitution, psychoeducational evaluation and/or alternative educational setting

### **Definitions of Plagiarism:**

- Level 1: Minor plagiarism also referred to as level 1 and 2 plagiarism, involves cases of small quantities of work in which there has been no acknowledgement or there is inappropriate acknowledgement. Examples include the following:
  - Citation of a few sentence
  - Paraphrasing someone else's work and passing it as one's own
  - Using one's name on someone else's phrases
  - Self-plagiarism (using one's previous work)
  - Failure to put in quotations mark, or providing incorrect information about source
  - Inaccurate citation/ Incomplete citation
  - Collusion (where a student has willingly provided assignment(s) to another student)
  - Student(s) copying another's work in an examination
- Level 2: Major plagiarism also referred to as level 3 plagiarism or serious plagiarism offenses occur when a significant fraction of the entire work was written by someone else. Examples include the following:

- Direct duplication of works of another, including copying material, ideas or concepts from somewhere else whether published or unpublished
- Presenting someone else's assignment as your own for assessment
- Claiming individual ownership of work done by a group
- Selling/buying term papers
- Submitting custom written papers
- Using fictitious citations in a work
- A supervisor publishing a student's work and claiming lead authorship.

What is restorative justice and why should it be our first attempt at resolution?

- Restorative justice practices are used as the promotion of prosocial behaviors through the development of social and emotional skills (e.g., empathy, awareness, and responsibility), with the broader goal of building a safe school community that focuses on student well-being.
- The American Psychological Association (APA) Zero Tolerance Task Force [14], analyzed policies focusing on punitive responses to behaviors. They highlighted the negative consequences of these practices: intensification of the inequality of treatment among categories of students, higher likelihood of recurrence of deviant behavior, increased dropout, and higher likelihood of future crime. To address these consequences, it is critical that schools promote alternative disciplinary methods, like restorative approaches and practices, to substitute punitive practices.
- It is essential to think of an approach that is promoted throughout the school, that should be focused not only on repairing harm in the event of conflicts and harmful/violent behaviors (e.g., bullying), but also on building and cultivating relationships, promoting both relational/emotional and peaceful conflict management skills, nonviolent communication, a sense of security, respect, well-being.
- Involvement of the school community in the resolution of conflicts that may arise is based on the idea that members of the community need and want to repair the harm suffered and/or acted upon and that they have the skills and opportunities to do it, promoting the development of creative resolution

strategies, nonviolent communication, and non-judgmental listening.



## STUDENT CODE OF CONDUCT

Students are expected to conduct themselves in a manner that is considerate and that does not violate the rights of others. Students will be expected to respect constituted authority, conform to school regulations, and accept direction from authorized school personnel. Students choosing not to follow established school rules or comply with any reasonable request made by school personnel may face disciplinary action.

RIS Ratchapruerk counts on our students to take pride in being members of the school community, which in turn creates a healthy school environment. Thereby, RIS Ratchapruerk expects that all students will:

- treat adults and fellow students with courtesy and respect
- respect school property and other people's personal belongings
- avoid behavior that will disrupt classes or assembly
- wear the school uniform in the correct fashion throughout the day
- refrain from inappropriate language and public displays of affection
- report on time to assembly, homeroom, and all classes
- refrain from bringing inappropriate materials to school that might cause harm to others
- speak English, our language of inclusion, while on campus

Students, faculty, and staff are expected to comply with the schoolwide operating policies.

### **Academic Honesty**

Students are expected to face academic demands and challenges in an honest, organized fashion. Students need to do their own work if they are to learn successfully, take pride in their achievements, and be given due credit. RIS Ratchapruerk believes that cheating and plagiarism can cause damage to individuals and the community as a whole.

Cheating is the act of gaining an unfair advantage or misrepresenting one's knowledge. It includes, but is not limited to:

- Wrongfully using or taking the ideas or work of another, such as giving or receiving unauthorized aid from another person on assignments, papers, quizzes, or tests; plagiarizing; or getting advance information about quizzes or examinations
- Using unauthorized materials or devices on papers, quizzes, tests, or examinations
- Using any portion of a paper or project to fulfill the requirements of more than one course, unless prior permission has been granted
- Intentionally misrepresenting the need for extra time on any assignments, papers, quizzes, or examinations in order to gain more information
- Choosing to be absent on the due date of a paper, project, quiz, or test
- Lying about any of the above

Plagiarism is an act of fraud that can be defined as: • stealing and passing off the ideas or words of another as one's own

- Using someone else's work without crediting the source
- committing literary theft
- Presenting as new and original an idea or product derived from an existing source

Both cheating and plagiarism are serious offenses that will be dealt with accordingly.



## **STUDENTS' RIGHTS AND RESPONSIBILITIES**

RIS Ratchapruerk faculty, staff, and students are engaged in or support teaching and learning in an educational environment. To successfully carry out the mission of RIS, an environment of tolerance, civil conduct, and respect for the rights of others is required. To this end, RIS Ratchapruerk endeavors to provide a safe environment that is conducive to the personal and intellectual growth of our students, faculty, and staff. This environment is free from discrimination, injustice, and violence and is characterized by understanding, respect, peace, tolerance, trust, openness, and fairness. Reasonable steps are taken to ensure that students are aware of these rights and responsibilities.

### **Behavioral Expectations**

Students have the right to expect clear notice about what is expected of them within the school and to receive equitable, fair treatment.

Students have the responsibility to:

- follow the Student Code of Conduct
- show consideration for others by avoiding disruptive behavior, the use of inappropriate language, and inappropriate displays of affection

### **Respect**

Students have the right to voice their opinions on matters that directly affect the quality of their education, to be treated as individuals, and to be free from discrimination of any type. They also have the right to expect to be given instructions by adults firmly yet courteously.

Students have the responsibility to:

- show respect to their peers and to school staff, teachers, and administrators through courteous language and appropriate behavior

### **Learning**

Students have the right to a meaningful, challenging education that is appropriate to their learning level and to give feedback on courses taken.

Students have the responsibility to:

- make the most of their opportunities
- work hard
- be punctual and appropriately prepared for class • contribute to the creation and maintenance of a positive classroom climate
- attend all school assemblies, homeroom/advisories, and classes unless formally excused by the school • ensure that all work is their own and that they have not used dishonest practices in producing assignments or tests

## **Healthy Environment**

Students have the right to a clean, safe school.

Students have the responsibility to:

- maintain a healthy lifestyle free from cigarettes, drugs, and alcohol
- keep themselves clean and tidy

## **Student Government**

Students have the right to elect their peers to their section's Student Council.

Students have the responsibility to:

- support the initiatives of recognized student groups within the school
- foster school spirit by taking part in school activities

## **Grievances**

Students have the right to present grievances to the administration and to expect to receive feedback on the action to be taken.

Students have the responsibility to:

- participate in discussions that can affect the quality of activities that concern them
- exercise self-control and build self-respect and personal dignity
- conduct themselves according to the Student Code of Conduct and accept the consequences that result from actions taken

## **Schoolwide Technology Responsible Use Policy**

### Technology and Learning Vision Statement

We learn to use technology while we grow as learners and creators who participate in and contribute to our learning communities. Technology empowers us with more choice, augments our skills and abilities, and connects us with others in our own

community and beyond. RIS Ratchapruek cares for the needs of our community members and seeks to encourage each member's personal growth during the process of learning with technology.

### Community's Role

Technology allows us to extend who we are now and further who we are becoming. We recognize that all interactions, whether digital or face-to-face, have an impact on our life and the lives around us. Thus, each person associated with RIS Ratchapruek should seek to make daily interactions a positive experience to further the learning process and inspire everyone to pursue constructive curiosities and interests. The RIS Ratchapruek community promotes proper and purposeful technology use, self-regulation, and constructive participation. Through this participation, RIS Ratchapruek students learn how to develop healthy practices and identities as members of the immediate school community and citizens of the world at large. RIS Ratchapruek curricular and extracurricular programs seek innovative opportunities to integrate technology in ways that support, facilitate, and augment individual development.

### Individual's Role

As an RIS Ratchapruek community member, students agree to develop the skills and behaviors that support and help to incorporate the RIS Ratchapruek Head, Hands and Heart principles in their academic and personal life.

### Responsible

Take care of and use available technology with a constructive purpose and help others do the same.

### Imaginative/ Innovative

Think and create in new ways using a variety of resources.

### Safe

Use strategies and methods to stay safe online and promote digital practices that protect myself and others.

Communicative / Collaborative

Do my best to communicate effectively and work well with others.

Active

Take ownership of my own learning and advocate to further my personal growth.

Respectful

Pursue honesty at all times in order to respect myself and others

Excellent

Work to develop and maintain a positive digital presence.

Strong

Develop a healthy digital lifestyle and seek to advocate for the needs of others.



**RIS**  
RATCHAPRUEK

## English Language Development (ELD) Program

The English Language Development Program (ELD) recognizes that all students represent multiple levels of proficiency in the English language. RIS Ratchapruerk assists English Language Learners (ELLs). The program is designed to permit ELL students with opportunities to interact with a variety of teachers and students and increase their English proficiency, while respecting the learning environment of the core classroom. Daily study support is also provided to help students keep pace with their core classes and to provide the opportunity to review and practice the basic components of the English language. WIDA and NWEA's Measures of Academic Progress (MAP) Testing is used to evaluate and modify students' learning plans.

The ES uses a push-in/pull-out model, with the majority of support taking place within the mainstream classroom. ELD teachers and homeroom or subject teachers collaborate to provide access to core content and support students as they learn academic English. Parents of students assessed as needing support in the Newcomer program will be notified during the enrollment process.



## **Learning Support (LS) Program**

RISR uses Multi Tiered Systems of Support (MTSS) to aid in the learning and development of students. Learning and behavioral needs are targeted through direct interventions targeting the identified areas. Procedures for qualifying for such supports can be found in the MTSS Manual.

The Student Support Office focuses on Learning Support (LS), Gifted and Talented Education (GATE), English Language Development (ELD) and the Social-Emotional Learning (SEL) of students.

In the event that the school cannot conduct a specific assessment or an assessment in the desired language required to suit the student's needs, the school will submit a written request to the parent to arrange external assessments and/or translation. When necessary, RISR may request that families proceed with additional evaluations through the support of a third party organization. RISR trusts the professional evaluations supported through Dr. Kamolchanok at Manarom Hospital. Such evaluations will be at the discretion of Administration and the Student Support Office.



## HEALTH SERVICES

### School Clinic

The School Clinic serves medical emergencies and the health needs of students and employees during school hours. The clinic is staffed by full-time registered nurse(s) whose primary function is to identify, treat, refer, and follow up with students with health issues. The clinic also provides emergency first-aid kits, including accident insurance claim forms, for off-campus student activities.

### Accident Insurance Coverage

Comprehensive (24-hour), worldwide accident insurance coverage is provided for all students up to 50,000 baht yearly. In case of injury due to an accident, the procedure to file a claim is as follows:

- Obtain a claim form from the school clinic if the accident occurred on the school campus, or bring the original medical certificate signed by the attending doctor.
- Hand in the completed claim form, attaching original receipt(s) of medical expenses from the clinic/hospital, to the school clinic.

### Health Services

The health and safety of your child at school is of utmost concern. A registered full-time nurse and an aide on campus administer emergency first aid treatments and care for sudden illnesses. In addition, several staff members including the PE Teacher are trained and certified in EFR and CPR/First Aid.

The nurse conducts regular vision, hearing and lice checks and maintains a health record for every student. If the child needs to be taken home, the nurse will call you directly. If the student is severely injured and we cannot reach anyone at home, the student will be taken directly to the nearest hospital for proper treatment. The School Nurse can be reached at: \_\_\_\_\_.

All students are required to have a physical examination by a certified physician prior to their enrollment which must be updated when moving from Preschool to Elementary and Middle School. Any students who do not have their physical examination completed will not be allowed to start school.

Please note the following: Prescription medication will *NOT* be administered by the nurse without parent permission and accompanied by a note which clearly states the dosage and time the medicine should be given. Non-prescription oral

medication may be administered to students *only* when parent consent has been obtained by phone on each occasion.

A child recovering from an illness should not return to school until she/he is well enough to participate in the full, regular school day, including recess, lunch, and PE classes. Students must be fever free for at least 24 hours before returning to school.

Students cannot attend any EDP activities or P.E. including swimming without an updated physical examination form.

### **Clinic Pass**

Except in obvious emergencies, students requiring clinic services must present a pass signed by their teacher for the period. Students will not be readmitted to class without a validated pass from the school clinic.

### **Health Clinic Card**

All students are required to have on file at the school clinic an up-to-date Health Clinic Card at the beginning of each school year. No student will be admitted to class until all medical forms have been updated and submitted. The health card is referred to in times of emergency to contact parents and/or guardians. Any changes in address or telephone numbers should be immediately communicated to the school clinic. Any medical problems or allergies, etc., are also recorded on this card. Asthmatic students are requested to keep a spare inhaler at the school clinic.

### **Health and Wellness Education**

Health and wellness education makes a significant contribution to the aspects of the RIS School Vision regarding nurturing students' physical well-being and intellectual development by empowering students' commitment to their holistic health. The purpose of the health curriculum at RIS Ratchapruerk is for students to learn how to make appropriate decisions regarding their physical, spiritual, emotional, intellectual, social, and environmental well being—for themselves and others. This aligns with the RIS School Principles of students being “committed to leading happy and healthy lives and helping others to do the same.”

### **Medical Check-ups**

New students are required to submit a medical check up form in order to register at RIS Ratchapruek. New students must undergo a full medical examination as part of registration.

### **Parent Consent Form**

The Parent Consent Form serves as the parents' written consent for school authorities to allow emergency treatment for their child at a specified hospital. This course of action will be taken only if there is an urgent need and/or if the parent or guardian cannot be reached.

### **Referrals**

Referrals to the homeroom teacher, counselor, or school psychologist may be made, as appropriate, for students who visit the school clinic frequently with repeated ailments, dizzy spells, or complaints of headaches or stomach aches.

### **Serious Illnesses**

In case of serious illness, the clinic will notify the parent and/or guardian to pick up the student and seek further examination at the hospital. Students who have been admitted to the hospital must provide a medical certificate upon returning to school or a clearance form after suffering from a contagious disease.

### **Vaccinations**

Details regarding current vaccinations are sent to parents for their information and written consent. Past vaccinations are recorded on a student's medical check-up form upon admission. The school clinic will share with parents any information from the Ministry of Public Health in case of an infectious disease outbreak the clinic shares with parents any information from the Ministry of Public Health in case of outbreak of infection.

## FEE POLICY AGREEMENT

### Payment Deadlines

Tuition and fees are due and payable in June for the first semester and in November for the second semester. Payment deadlines are specified in the school calendar. Late tuition payments will be charged a 500 Baht/day late fee.

### Acceptable forms of payment are:

1. DIRECT CASH DEPOSIT at any branch of Siam Commercial Bank (SCB)
2. CASHIER'S CHECK (drawn on any bank) made payable to "Ruamrudee International"
3. CREDIT CARD (VISA or MasterCard) & DEBIT CARD Additional fees apply for credit card and debit card processing.

For further details, please refer to the Tuition and Fees Policy Agreement available at the Finance Office and posted on the school's website.

### Tuition Refunds

Tuition refunds will be granted in accordance with the following schedule:

- From the 1st school day to the 5th day of the semester = 75%
- From the 6th school day to the 10th day of the semester = 50%
- From the 11th school day to the 15th day of the semester = 25%
- From the 16th school day to the end of the semester = No Refund

### Support Services

Students who receive special support services such as Learning Support (LS) or English Language Development (ELD) are required to pay extra fees in addition to the regular tuition.

### Leave of Absence

Parents of students who want to take a leave of absence are required to fill out and submit the Leave of Absence Request Form, which is available from the school office. The acknowledgement and approval of this form will reserve the student's status for up to one school year, or two consecutive semesters.

Please contact RIS Ratchapruerk Admissions Office by April 1st to request a Leave of Absence for the following fall semester and by October 1st to request a Leave of Absence for the following spring semester.

Students may be granted a leave of absence of no longer than one school year upon approval by the Principal/Director of Academics, with the following conditions:

- Textbook and Campus Development Fund fee deposits will be held in escrow while RIS Ratchapruerk students are on approved leave of absence. Students on approved leave of absence who wish to re-enroll must inform the Admissions Office for the registration procedure by April 1 for the first semester of the new school year, or by October 1 for the second semester of the current school year. Students deciding to withdraw after a one-year leave of absence must inform RIS Ratchapruerk of their withdrawal intentions before the new school year starts to obtain a full refund of the Textbook and Campus Development Fund fees.

- Prior to the student commencing a leave of absence, a fee of 20,000 baht must be paid to reserve a place for the student upon returning to RIS Ratchapruerk.

◇ Students returning within one year will receive a credit of 20,000 baht towards their tuition fee.

◇ Students who decide withdraw from school during the leave of absence period will receive a 10,000 baht refund.

◇ Students who do not return after one year will not receive any refund, except the Campus Development Fund, if they enrolled before the 2021-2022 school year.

### **Withdrawal**

A Withdrawal Request Form must be completed and submitted to the school office before the last day of attendance. Two weeks' notice, except in extenuating circumstances, is needed to receive the student's academic records, school fee reimbursement, and transcript. Academic records are issued and transcripts given only when students have completed the withdrawal procedures.

RUAMRUDEE INTERNATIONAL SCHOOL  
RATCHAPRUEK CAMPUS

999 Moo 4 Bang Kruai-Sai Noi Road, Nonthaburi 11000 THAILAND

T: +66 (0)2 030 0533 | E: [info@risr.ac.th](mailto:info@risr.ac.th) | W: risr.ac.th

Fb: @RISRtchapruerk | IG: RISRatchapruerk

Student Handbook 2021–2022 25

