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KEERAPAT INTERNATIONAL SCHOOL

STUDENT HANDBOOK

INTRODUCTION

Keerapat International School, Bangkok, Thailand with the acronym “K.P.I.S.” was founded in 2005. KPIS provides a well balanced, affordable high quality education to Thai children as well as those of expatriate with curriculum basically patterned after the “Curriculum Frameworks and the Content Standards for California Public Schools” developed by the California Department of Education.

The main thrust of the curriculum is the acquisition of basic cognitive and social skills needed for success in life and the balanced knowledge and skills that will make the students competitive with graduates of the best educational institutions anywhere in the world. Specifically, KPIS aims to develop the potential of each student, through the provision of high quality educational opportunities, in order that he/she may cope with the rapid advances of technology in the 21st century and be a future leader in this global community.

KPIS has been granted full recognition by the Thailand Ministry of Education since 2005 and full accreditation by the Western Association of Schools and Colleges (WASC), State of California, U.S.A. and the Office for National Education Standards and Quality Assessment (ONESQA) in February 2009.

THE SCHOOL

PHILOSOPHY

The future citizens of the "global village" should be equipped with the necessary inquiry and critical thinking skills in order for them to cope with the rapid advances in technology while retaining their respective cultural identities.

VISION

To be an international school providing a well balanced education that will enable our students to become morally and ethically responsible and productive citizens in a globally competitive information - based society.

MISSION

To provide students with the educational foundation that will equip them with the knowledge, skills and attitudes needed for harmonious living in a culturally diverse society.

OBJECTIVES:

1. To train the mind and build the intellectual strength of students in order for them to become life-long learners.
2. To provide students with a balanced education that will fully enhance the development of their potentials - physically, intellectually, socially and spiritually.
3. To enable students to build strong harmonious relationships with their families and peers while strengthening their resiliency for responsible and ethical decision making.
4. To promote intercultural understanding through respect and tolerance of persons from diverse cultures in the global community.
5. To create and maintain a challenging learning environment that fosters among students a genuine understanding and confidence that success can be achieved through hard work and sustained effort.

THE SCHOOL SEAL, MOTTO, COLORS AND TEAMS

The School Seal



The school seal portrays at the center, the Globe and in each of the four quadrants, the Lighted Torch encircled by Laurel Leaves, the Dove with Radiance of Lights, Opened Book and the “Wai.” The acronym “KPIS” and the complete name of the School, “Keerapat International School” are found on top and bottom of the seal, respectively.

The Globe at its center symbolizes the school commitment to promote intercultural understanding through affordable and high quality education that will develop its students to be future citizens of the “global village.” The Lighted Torch represents the torch of knowledge which signifies the school’s sincere quest for truth and knowledge and like the torch of knowledge, the more it is shaken it shines all the more, which the school takes its pride as symbolized by the Laurel Leaves. The Dove with Radiance of Light symbolizes the school’s mission to develop students as vanguards of peace and harmonious living. The Opened Book is the school’s obligation and dedication to inculcate the value of integrity while providing knowledge and skills to its students as they are being prepared to take their role in the global community. The school loyalty and assurance to the preservation of the Thai culture and tradition is depicted in the symbol of “Wai” which represents Thai people’s spirituality, one of the most revered gestures in the culture of the Thai people to show respect.

The School Colors

The School colors are Maroon and Silver Grey. The color Maroon epitomizes courage, bravery and strength while the color Silver Grey symbolizes security, confidence, reliability, integrity, maturity, modesty and intelligence, which are among the values the School is committed to inculcate to students as it establishes a significant niche in the field of global education.

The School Motto

The School motto is “Knowledge Plus Insight is Strength.” This motto carries the School’s initials “K.P.I.S.” which sums up the School source of vigor. Such vigor is achieved only with the combination of knowledge and insights which the students are expected to possess while being molded to be citizens of the global community.

The School Competition Teams

The School Competition Teams, both for academic and sports competitions, adopt the animal symbol of “Golden Elephant” known for its commitment, strength and astuteness, which symbolizes the school’s dearly adhered values.

KPIS CORE VALUES

The School adopts the core values which are embodied in the acronym “K.P.I.S.” with the following meaning:

K - KNOWLEDGE

Knowledge is the sum of all the translated sense experiences or a range of what has been perceived, discovered or learned that goes with familiarity, awareness, or understanding gained through experience or study. Through knowledge, the full and integrated development of the values of each human person is assured. All teaching and learning activities at KPIS are therefore directed towards the development of these basic values in order that the students not only understand but, more importantly, have the capacity to make wise choices in their own lives.

P - PEACE

The acquisition of peace as a value is an integral part of the socialization that begins at home and extends to school, community and nation. KPIS is socially and morally obliged to train and motivate both students and teachers in education of peace as a value, which becomes an integral part in the teaching-learning process that tackles not only history of nations and international conflicts, the economics of peace and cooperation but also the attitudes toward people of other nations and the role of children, teacher and parents in promoting peace as well, which helps develop in them a spirit of sharing and cooperation. The School believes that the ultimate development of human society is built on and sustained by the value of peace imbibed by people during their formative years. As a mandate, the School promotes the value of peace, in partnership with parents and teachers, through writings and pictures, story telling, art, drama and music and social activities to sensitize children to the value of peace as they gain more insights into the understanding and application of peace and its importance for their own development.

I - INTEGRITY

The academic community at KPIS is committed to provide programs that will enable students to gain a deep understanding of individual and social ethics. This is to prepare them to successfully grapple with the fundamental questions of truth, honor, justice, and personal accountability and responsibility.

S- SPIRITUALITY

Our highly complex society needs not only well educated minds but more importantly, minds that could perceive life as more important ("higher"), more complex or more integrated with one's world view; as contrasted with the merely sensual. The students will be taught to fully understand humankind's ultimate nature and purpose with emphasis on the foundational characteristics of spirituality which are Faith, Hope and Love as well as having frame of reference that keeps all problems, anxieties, fears and needs in perspective so that students would be able to recognize that human consist not only of physical matter but also have a spiritual dimension that needs daily care in order to survive.

THE EXPECTED SCHOOL-WIDE LEARNING RESULTS (ESLRs)

The school has adopted the following Expected School-wide Learning Results:

Effective English Communicator

Upon completion of studies at KPIS, every student will possess the ability to read, write, and speak the English Language with proficiency. KPIS students will be able to effectively communicate complex thoughts, feelings, ideas, opinions and thoughts in a concise and formulated manner to peers and adults. They are expected to possess strong listening skills which demonstrate a clear understanding of the English language.

Knowledge Seeker

Upon completion of studies at KPIS, every student will exhibit independently motivated learning skills. When given an educational task they will demonstrate self-confidence, self-discipline, and focus on self-directed learning. KPIS students crave for knowledge will express themselves both in and out of the classroom and when academically challenged, they will be able to independently gather information, organize thoughts and make informed conclusions.

Critical Thinker

Upon completion of studies at KPIS, every student will be able to identify, analyze, discriminate, prioritize and apply information to make responsible decisions and be able to apply critical thinking skills to challenges in the real life.

THE CURRICULUM

KPIS curriculum is basically patterned after the “Curriculum Frameworks and the Content Standards for California Public Schools” developed by the Curriculum Frameworks and Instructional Resource Division of the California Department of Education.

The main thrust of the curriculum is the acquisition of basic cognitive and social skills needed for success in life and the balanced knowledge and skills that will make the students competitive with graduates of the best educational institutions anywhere in the world. Specifically, KPIS aims to develop the potential of each student, through the provision of high quality educational opportunities, in order that he/she may cope with the rapid advances of technology in the 21st century and be a future leader in this global community.

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Nursery to Kindergarten Program

Nursery

Subjects	Number of periods per week
Morning Assembly	5
English	1
Science & Numbers	2
Music & Movement	2
Alphabet & Pre Phonics	3
Gymnastics & Discovery	2
Sand Play	1
Crayon Art	1
Play Dough	1
Banking	1
Painting	1
Arts & Crafts	1
Story Time	4
TOTAL	25

Pre K1

Subjects	Number of periods per week
Morning Assembly	5
Math	2
Science	1
English	1.5
Thai	2.5
Music	2
Phonics and Printing	2.5
PE	2
IT	1
Chinese	2
Art	2
Play Time	2.5
Quiet Time	2
Learning Center	1
Library	1
Circle Time	1
TOTAL	31

Pre K 2

Subjects	Number of periods per week	
	Semester 1	Semester 2
Morning Assembly	5	5
Math	2.5	2.5
Science	1.5	1.5
English	1.5	1.5
Thai	2.5	2.5
Music	2	2
Phonics and Printing	2.5	2.5
PE	2	2
IT	1	1
Chinese	2	2
Art	2	2
Play Time	1.5	1.5
Reading	2	2
Learning Center	1	1
Library	0.5	0.5
Moral	1.5	1.5
Quiet Time	-	2.5
Spelling	-	2.5
TOTAL	31	36

Kindergarten

Subjects	Number of periods per week
Morning Assembly	5
Math	4
Science	3
Language Arts	2
Thai	4
Music	2
Phonics and Printing	2
PE	2
IT	1
Chinese	2
Art	2
Social Studies	2
Reading	2
Learning Center	1
Writing	2
TOTAL	36

Elementary Program (Grade 1-6)

Subjects	Number of periods per week
Language Arts	10
Mathematics	5
Science	5
Social Studies	3
Thai	4
Chinese	2
Physical Education	2
Music	1
Visual Arts	1
Information Technology	1
Health	2
TOTAL	36

Secondary Program (Grade 7-12)

Subjects	Number of periods per week	
	(Grade 7-10)	(Grade 11-12)
Language Arts	5	5
Mathematics	5	5
Science	5	5
Social Studies	5	5
Thai Studies	4	4
Chinese	2	
Physical Education	2	
Music	2	
Visual Arts	2	
Information Technology	2	
Health	2	2
ELECTIVES: *Music, Arts, PE, Chinese	-	2
Environmental Science		5
Business Studies	-	3
TOEFL /Research	-	2
Career Planning	-	1
TOTAL	36	36

*Choose 2 electives of 2 periods per week

Standardized Tests

1. Bracken School Readiness Assessment

The Bracken School Readiness Assessment is an individualized test of cognitive skills for kindergarten students. Concepts are tested using oral and visual means. It is administered at the beginning and end of the year. This is an individualized test so the length of actual testing period depends on the child.

The test is administered by an Academic Staff other than the teacher. This test will require the student to be absent from class for one class period.

2. TOLD (Test of Language Development)

TOLD is an individually administered test that assesses the spoken language skills of students in the elementary level. It is administered once a year sometime in August or early September. The test has no specific time frame and is administered by an Academic Staff other than the teacher.

3. Stanford Achievement Test (SAT 10)

The SAT 10 is a standardized test aimed at measuring a student's academic performance in various subjects such as reading, language, spelling, listening comprehension, science, and social science. This test is administered every year in late April or early May. Teachers administer this test with the help of a proctor. The test may take as long as one week. The test has a script which the teacher has to follow verbatim.

This test is scored externally and the result is made available to teachers, parents, and students. The result is used by administrators and teachers to help understand where students are and what they know and how students could be best helped to achieve their maximum potential in terms of academic standards.

The reading section has selections taken from original children's and young people's authors. It also includes literary, informational, and functional reading selections. Subtests that measure phonemic awareness, decoding, phonics, vocabulary, and comprehension are also incorporated.

The mathematics section includes Problem Solving to assess ability to solve problems and reason mathematically, as well as mathematics procedures to assess computational fluency.

Prewriting, composing, and editing stages of writing process are measured in the Language section. Students are faced with real editing situations in this section.

The spelling portion is based on phonetic and structural principles taught at each grade level. It mirrors words that are commonly misspelled by students as found in their writing.

The use of reasoning skill is assessed in the Science level. The content progresses from general concepts in the early years to more course-specific content.

Finally, the Social Science reflects current Social Studies practice and research. It strongly emphasizes critical thinking skills and gives equal attention to History, Geography, Political Science, and Economics. A balance between national and international issues is reflected in the test.

THE SCHEDULE

At There are seven (7) fifty-minute periods from Monday to Thursday. A special eight (8) period schedule is used on Fridays. There is a 30-minute lunch period for pre-K and K, and a 50-minute lunch for grades 1 – 12. In addition, there is a 10-minute pre-class Flag ceremony and attendance taking period each morning. The tables below show the class schedules at every level.

Table 1

Nursery to Kindergarten
Class Schedule

Nursery		PK1 - K	
Schedule	Activity	Schedule	Activity
08.00 – 08.15	Assembly	08.00 – 08.15	Assembly
		08.15 – 08.30	Circle Time
08.40-09.05	Circle Time	08.30-09.20	Period 1
09.05-09.30	Circle time	09.20-09.35	Break
09.30-09.45	Snacks	0.9.35-10.25	Period 2
09.45-10.15	Period 3	10.25-11.15	Period 3
10.15-11.00	Period 4	11.15-12.05	Lunch
11.00-11.25	Lunch	12.05-12.55	Nap time/ Period 4
11.30-13.45	Sleep	12.55-13.45	Period 5
13.45-14.00	Snack		
14.00-14.30	Period 5	13.45-13.55	Break
14.30-15.00	Period 6	13.55-14.45	Period 6
		14.50-15.40	CLUBS

Table 2
Class schedule (Grades 1-12)

Mon- Thu Schedule			Grade Level	Period	Activity	Friday Schedule	
07.30	To	07.40	G 1-12	10 minutes	Assembly	07.30-07.40	10 minutes
07.40	To	07.50	G 1-12	10 minutes	Homeroom	07.40-07.50	10 minutes
07.50	To	08.40	G 1-12	50 minutes	Period 1	7.50-8.35	45 minutes
08.40	To	09.30	G 1-12	50 minutes	Period 2	8.35-9.20	45 minutes
09.30	To	09.45	G 1-12	15 minutes	BREAK	9.20-9.35	15 minutes
09.45	To	10.35	G 1-12	50 minutes	Period 3	9.35-10.20	45 minutes
10.35	To	11.25	G 1-12	50 minutes	Period 4	10.20-11.05	45 minutes
11.25	To	12.15	G 1-6	50 minutes	Lunch	11.05-11.50	45 minutes
11.25	To	12.15	G7-12	50 minutes	Period 5	11.05-11.50	45 minutes
12.15	To	13.05	G7-12	50 minutes	Lunch	11.50-12.35	45 minutes
12.05	To	12.55	G1-6	50 minutes	Period 5	11.50-12.35	45 minutes
13.05	To	13.55	G1-12	50 minutes	Period 6	12.35-13.20	45 minutes
						13.20-14.05	45 minutes
13.55	To	14.05	G1-6	10 minutes	Break Period	14.05-14.15	10 minutes
14.05	To	14.55	G1-6	50	Period 7	14.15-15.00	45 minutes
13.55	To	14.45	G7-12	50 minutes	Period 7	14.05-14.50	45 minutes
15.00	To	15.50	G1-12	50 minutes	Remediation/ Clubs	15.00-15.50	50 minutes

After 14.45 hours students may not enter a classroom or any school building except for those students that are in after-school-detention, or students that are enrolled in the KPIS after-school-care-program. Unless a student needs to use the restroom, students should be in the play areas such as the soccer field, gymnasium, or the school yard.

Clubs will run from 15.00 hours to 15.50 hours. Some clubs are outsourced and students will pay extra to attend any activity of their choice.

All high school students are required to have a minimum GPA of 2.0 before they will be permitted to participate in any school wide activities. This covers such activities such as the school band, the football team etc. Please ensure that your grades are up to date and available for verification on request.

ASSESSMENT, GRADING, AND REPORTING

Assessment

Assessment is an integral part of teaching and learning. It gives teachers information on a student's depth of knowledge of concepts learned and the quality of learning that they received. Moreover, it should be used often to improve the learning process.

Teachers are highly encouraged to use varied assessment tools to cater to the needs of students. The list provides some assessment strategies.

1. Teacher Observation
2. Interview
3. Selected Response
 - Multiple choice
 - True/false
 - Matching type
 - Fill in the blanks
4. Product
 - Essays
 - Logs
 - Journals
 - Graphs
 - Portfolios
 - Projects
 - Concept Maps
 - Research Paper
5. Performance
 - Oral presentation
 - Demos
 - Drama
 - Presentation
 - Artworks
 - Projects
 - Poems
 - Recital

Grading System

The academic year is divided into two semesters consisting of two quarters each. At the end of each quarter, all nine-week averages shall be calculated on a percentage system for each component which includes participation, classworks, projects, homeworks, and quizzes.

In Elementary School, these grades will constitute 80% of the quarter grade while the remaining 20% will be taken from the end-of-quarter examination.

In Middle and High School, these grades will constitute 70% of the quarter grade while the remaining 30% will be taken from the end-of-quarter examination.

The percentage allocation in determining quarter grades for each subject is as follows:

Elementary School	
Participation	- 10%
Classwork	- 30%
Projects	- 10%
Homework	- 10%
Quizzes	- 20%
Quarter Exam	- 20%
TOTAL	- 100%

Middle and High School	
Participation	- 10%
Classwork	- 20%
Projects	- 10%
Homework	- 10%
Quizzes	- 20%
Quarter Exam	- 30%
TOTAL	- 100%

Incomplete Grades

A student receiving an incomplete and/or a zero for a missed assignment or examination has two (2) weeks to convert the incomplete grade to an earned grade. In unusual cases, where the student has missed a large quantity of work, the time may be extended. The teacher must communicate to the student the nature of the outstanding work and the time limitation for completing the work.

HIGH SCHOOL GRADUATION REQUIREMENTS

In order to graduate from High School, the student must meet the following requirements:

A student is required to complete a total of 27 credits to graduate. Students receive 0.5 credits for semester courses and 1 credit for year-long courses. Credits must be distributed among course areas as follows:

No	Subject Area	General Requirements for Graduation		Science Track Requirements for Graduation	
		Thai Students	Non-Thai Students	Thai Students	Non-Thai Students
1	English	4	4	4	4
2	Thai	4	-	4	-
3	Foreign Language	-	2	-	2
4	Mathematics	3	3	4	4
5	Sciences	3	3	4	4
6	Social Studies	2	2	2	2
7	Technology	1	1	1	1
8	Business	-	-	-	-
9	PE/Health	2	2	2	2
10	Fine Arts	1	1	1	1
11	Electives	7	9	5	7
Total Credits Required		27	27	27	27

In addition to the 27 credits above, students are required to complete 100 hours of Community Service from Grade 9 through Grade 12; 25 hours per year on average. Students in grades 9 and 10 must take a minimum of 7 (seven) courses each semester. Students must earn a minimum of 5 credits each year to move to the next grade level.

Moreover, the student needs to maintain a minimum GPA of 1.0 and needs to pass all core subjects. The student should score a minimum of 500 (paper-based) /173 (computer-based) / 61 (internet-based) in TOEFL.

The counselor will assist each secondary student with their parents to develop a graduation plan to best meet the student's needs and fulfill the requirements for graduation. A plan will be developed prior to beginning high school (in grade 8) and monitored throughout the high school years by the counseling office.

Students transferring to KPIS are required to submit official academic transcripts of records from the former school(s) before classes are scheduled for them.

Grade level advancement for students in grades 9-12 shall be earned by course credits. For a two-semester course in which both semesters are completed in the same school year, each semester's grade stands on its own. A student who fails a course for a semester is required to attend summer school to obtain the credit for the course.

Class rank

Class rank is determined averaging the GPA from the two semesters. Based on GPA, a distinction of valedictorian or salutatorian is recognized.

Valedictorian

The recipient of this honor would be the student who has achieved the highest GPA, have met the requirements for Graduation, have demonstrated respectful behavior in school as well as in the community at large; have not been suspended from school for a major offense within the last two academic school years; maintained an attendance rate of 90% or better in the senior year; and have been enrolled at KPIS for at least 2 academic years in High School.

Salutatorian

The recipient of this honor would be the student who has achieved the second highest GPA, have met the requirements for Graduation, have demonstrated respectful behavior in school as well as in the community at large; have not been suspended from school for a major offense within the last two academic school years; maintained an attendance rate of 90% or better in the senior year; and have been enrolled at KPIS for at least 2 academic years in High School.

In addition to the above mentioned criteria, the Class Valedictorian and Salutatorian will also be determined based on membership to extracurricular activities and work education and community service.

Reporting System

The purpose of any system of reporting to parents is to strengthen the home-school partnership and to inform parents concerning the child and his or her progress. The degree to which parents are informed of the policy of the school system, its programs, and the assessments of students' strengths and weaknesses is important in establishing a positive attitude toward school and a cooperative relationship between school and home.

- **Distribution**

In accordance with established policies for all KPIS students, progress report cards are issued four times a year at nine-week intervals. In addition to the progress reports, a parent-teacher conference shall be scheduled once every semester.

- **Academic Alerts**

Academic Alerts are reports sent to parents of students who are having trouble coping with their studies or who might be a potential for a failing grade due to; missing deadlines for handing in work or missing after school classes. The Academic Alert helps students by flagging up problems before they seriously affect students' grades.

A parent conference maybe requested to come up with a plan to help the student attain success. Once the plan is agreed upon and signed by both parent and the teacher, then it will be put into action. Progress will be monitored and reported accordingly.

A copy of the plan will be sent to the School Division Head who will oversee that the plan is carried out as agreed upon

Academic Alerts will be issued to parents by the homeroom teachers (who will coordinate with subject teachers) and will tell students what is wrong and what they are required to do to make their grades better. If students do not take the action required they will eventually receive a low grade or possibly "F".

- **Parent-Teacher Conference**

Parents' active involvement in their child's education has a great influence in the child's performance in the classroom. Parents who understand the types of demands placed on their child and who are knowledgeable about the capabilities of that child, are in better position to offer aid and support, as needed, to help the child realize his or her potential.

In recognition of the important educational contributions that result from parent-teacher conferences, these meetings are scheduled twice a year, at the end of the first and third reporting period. Teacher and/or parent may request additional conferences at any time to discuss student progress and other concerns.

A successful conference results when everyone present participates and the purpose of the conference is accomplished.

ACADEMIC ACHIEVEMENT

Kindergarten

Kindergarten students are graded descriptively.

Letter Grade	Descriptive Interpretation
O	Outstanding
G	Very Good
S	Satisfactory
N	Needs Improvement

Lower Elementary

In the lower elementary, student's academic achievement will be represented by the letter grades O, G, S, N, U and I. The table below will be used to transmute values into letter grades, grade point equivalents and descriptive interpretation.

Grading Standard (Grade 1 - Grade 3)

Letter Grade	Value	Grade Point	Descriptive Interpretation
O	90.0 - 100	4.0	Outstanding
G	80.0 - 89.9	3.0	Good
S	70.0 - 79.9	2.0	Satisfactory
N	60.0 - 69.9	1.0	Needs Improvement
U	Below 60.0	No Credit	Unsatisfactory
I	Incomplete	No Credit	<p>Incomplete was given for one of the following reasons:</p> <ul style="list-style-type: none"> • The student has missed school repeatedly during the marking period due to illness, special needs or for other administratively excused absences. • IES student has not developed adequate English proficiency to be appropriately graded in a mainstream class. <p>* Incomplete grades must be rectified within two weeks of the close of the marking period.</p>

Upper Elementary and High School

In the upper elementary, middle and high school, the letter grades A, B, C, D and F will be used. A plus or minus sign may be assigned to indicate an assessment with a higher degree of precision. The table below will be used to transmute values into letter grades, grade point equivalents and descriptive interpretation.

Grading Standard (Grade 4 - Grade 12)

Letter Grade	Value	Grade Point Average	Descriptive Interpretation
A+	96.7 - 100	4.0	Excellent
A	93.3 - 96.6		
A-	90.0 - 93.2		
B+	86.7 - 89.9	3.0	Very Good
B	83.3 - 86.6		
B-	80.0 - 83.2		
C+	76.7 - 79.9	2.0	Good
C	73.3 - 76.6		
C-	70.0 - 73.2		
D+	66.7 - 69.9	1.0	Fair
D	63.3 - 66.6		
D-	60.0 - 63.2		
F	Below 60.0	No Credit	Failed
I	Incomplete	No Credit	<p>Incomplete was given for one of the following reasons:</p> <ul style="list-style-type: none"> • The student has missed school repeatedly during the marking period due to illness, special needs or for other administratively excused absences. • IES student has not developed adequate English proficiency to be appropriately graded in a mainstream class. <p>* Incomplete grades must be rectified within two weeks of the close of the marking period.</p>

Character Development

One of the most important responsibilities of KPIS elementary and secondary schools is the task of educating students to appreciate and practice work ethics (effort) and ethical values (behavior) that provides long-term solutions to address moral, ethical, and academic issues such as student absenteeism, discipline problems and poor academic performance. Character Education is integrated in the school curriculum with a goal of fostering ethical, responsible, and caring young individuals by modeling and teaching good character through an emphasis on universal values that we all share.

The table below shows the indicators and scale for determining EFFORT and BEHAVIOR ratings.

Effort	Rating	Behavior	Rating
Comes to class well-prepared		Attends classes regularly and on time	
Listens attentively and gives attention to details		Adheres to truth and is worthy of trust	
Follows directions accurately and promptly		Expresses feelings, thoughts and needs in a socially acceptable and polite manners	
Participates in class discussions and takes part in classroom activities		Shows self-discipline and is responsible for own actions	
Works independently and seeks help only when needed		Organizes materials, workplace and personal belongings	
Works well in group setting, planning and carrying out activities		Treats fellow students and teachers with respect at all times	
Puts excellent thought and neatness in daily works		Treats the property of the school and others with respect	
Completes and submits work on time		Practices sportsmanship and knows the value of fairness	
Uses time wisely and constructively		Observes school rules and regulations	
Displays good study habits		Practices good grooming and personal hygiene	

Rating Scale:	
5 Consistently exhibits skills	- OUTSTANDING
4 Exhibits skills most of the time	- VERY GOOD
3 Meets requirements	- SATISFACTORY
2 Experiencing difficulty but making progress	- FAIR
1 Experiencing difficulty	- NEEDS IMPROVEMENT

Expected School-Wide Learning Results

Students in Grades 1 -12 will be assessed in four different academic areas:

- Language Arts
- Mathematics
- Science
- Social Studies

The teachers will independently rate each student based on the three identified ESLR:

#1 EFFECTIVE ENGLISH COMMUNICATOR

#2 KNOWLEDGE SEEKER

#3 CRITICAL THINKER

Teachers will assess the students using the rating scale below.

Rating System:

4	Exceeds criteria at this level A student who demonstrates 8 -10 indicators of each ESLR
3	Satisfactorily meets the criteria at this level A student who demonstrates 5 - 7 indicators of each ESLR
2	Partially meets the criteria at this level A student who demonstrates 2 - 4 indicators of each ESLR
1	Emerging performance A student who demonstrates 0 - 1 indicators of each ESLR

Student's progress will be reported at the end of each quarter. The ESLR progress report forms that the teachers will use are shown on the succeeding pages.

**Elementary Division
Expected School-Wide Learning Results**

ESLR Indicators

Effective English Communicator	Knowledge Seeker	Critical Thinker
* Initiates a conversation	* Chooses a free activity; reading research etc.	* Demonstrates curiosity
* Writes in different genres	* Finishes assigned task with little or no assistance	* Listens and responds to speakers
* Reads for meaning and Pleasure	* Expresses thoughts in different ways	* Organizes and processes symbols, pictures, graphs, etc.
* Follows instructions and directions	* Collects, evaluates and uses information from varied sources	* Draws from knowledge to make evaluations
* Orders and summarizes key Points	* Takes risks	* Makes an objective conclusion
* Adapts and selects communication for different people and contexts	* Ask questions- Why? How? Etc.	* Considers multiple viewpoints before drawing conclusions
* Shows confidence when speaking to peers and adults	* Does not always accept the norm, looks for alternatives	* Uses different problem solving strategies
* Receives, interprets and applies communication from others	* Follows set routines independently	* Gives reasons and defends own point of view
* Understands and interprets ideas creatively	* Uses the computer to research needed information	* Contributes and functions in various group roles
* Uses multiple ways to show competence as an active listener, speaker, reader and writer	* Uses his/her own method to solve a problem	* Employs high level thinking skills: Compares, Contrast, Predicts, etc.

**Middle School Division
Expected School-Wide Learning Results**

ESLR Indicators

Effective English Communicator	Knowledge Seeker	Critical Thinker
* Expresses ideas clearly in both spoken and written communications	* Sets own goals	* Uses variety of strategies
* Uses different forms of communication, including nonverbal form, formally and informally	* Takes responsibility for own learning (e.g. homework)	* Generates alternative courses of action and compares the possible consequences of each alternative
* Adapts and selects communication for different people and contexts	* Prioritizes tasks	* Takes responsibility for own decisions and actions
* Demonstrates attentive listening by clarifying messages received (e.g., paraphrasing, questioning)	* Manages time effectively	* Learns from previous experiences
* Uses technology, appropriate tools and resources to research, collect, plan, analyze organize and share information	* Know a variety of learning styles and preferred learning styles	* Explains and appropriately defends personal points of view
* Orders and summarizes key points	* Has confidence in own abilities	* Appropriately challenges opinions of others
* Presents and compares ideas	* Knows personal strengths and weaknesses and techniques for overcoming weaknesses	* Evaluates information and opinions
* Asks appropriate questions	* Knows strategies to focus attention and deal with distractions	* Makes objective conclusions
* Uses reading skills and strategies to understand a variety of reading materials	* Plans and experiments with Ideas	* Asks critical and challenging questions
* Participates and interacts well in group discussions	* Is rarely absent or late and comes to class prepared to learn	* Employs high level thinking skills: Evaluates, Generalizes, Imagines, Judges, Predicts

**High School Division
Expected School-Wide Learning Results**

ESLR Indicators

Effective English Communicator	Knowledge Seeker	Critical Thinker
* Listens actively and is tolerant of varying points of view	* Self-starting: consistently completes tasks without prompting	* Locates, organizes, and processes information from a variety of sources
* Listens to gain basic information, analyze information and to follow directions	* Takes responsibility for own learning (e.g. homework)	* Applies thinking and reasoning skills in interpreting information
* Adjusts writing to the purpose and audience	* Completes individual assignments with no copying or cheating	* Able to evaluate and justify conclusions
* Organizes ideas in a manner that supports the message in both written and spoken communication	* Reflects on own strengths and weaknesses and modifies work accordingly	* Able to interpret varying viewpoints on an issue
* Uses language concisely and coherently	* Gives constructive feedback	* Asks critical and challenging questions
* Reads, speaks, and writes in English at or close to assigned grade level	* Organizes work, sets, and meets deadlines	* Identifies, analyzes, discriminates, prioritizes and applies information
* Effectively participates in group discussions	* Manages time effectively	* Makes responsible decisions
* Uses a computer to send and receive messages	* Shows willingness to go beyond stated expectations of the assignment	* Applies critical thinking skills to real life challenges
* Can accurately take notes in a lecture type setting	* Has confidence in own Abilities	* Demonstrates the self-reliance and ability to finalize answers for himself/herself
* Can initiate a conversation in almost any setting	* Plans and experiments with Ideas	* Employs higher order thinking skills: Evaluates, Generalizes, Imagines, Judges, Predicts, Applies a Principle, Hypothesizes

Record of Attendance

KPIS has set a policy on attendance, absences and tardiness in order to comply with the course requirements and the prescribed number of school days by the Ministry of Education. Effective accounting and reporting procedures shall be developed to keep parents or guardians informed of a student's absence from class. Teachers are required to record student's daily attendance and report to the Division Head or Secretary to the Heads whenever a student is absent without adequate excuse. The Secretary to the Heads shall notify the parents/guardians each time a student is absent for unexcused days.

Attendance policies shall be firm but fair so that each student has a reasonable opportunity to meet the minimum requirements. Policies shall accommodate extenuating circumstances created by emergencies over which the student has no control. Alternative programs shall be established to provide educational options for any student who severely fails to meet minimum attendance requirements.

Examination

There are four major examinations at KPIS as indicated in the school calendar. Teachers are to write and check their own subject exams. Each subject examination will last 50-80 minutes. The exam needs to be comprehensive to reflect what has been learnt for that quarter. Exam papers with answer key will be submitted to the Head of School Division for approval two (2) weeks before the examination date. Once approved, teachers will have to photocopy their exam paper.

Design exam questions that contain various types such as fill-in-the gaps, matching type, multiple choice, true or false, short answers, essays, etc... There must be a balance of objective and subjective type of questions. Rubrics for grading short answers and essays as well as points/marks allocated for each section of the exam should be included.

Teachers are expected to show graded exam papers to students before grades are submitted to HOD. Graded exam papers, blank exam paper and answer key are submitted to the Curriculum office two weeks after the examination.

Intensive English Studies (IES) reporting, entrance and exit procedures

On enrollment, students whose English is assessed to be below required minimum to join mainstream Language Arts classes are placed in IES. The IES teachers will provide monthly assessments of student progress. After each semester a recommendation will be made by the IES teacher on whether a student can be moved to mainstream Language Art classes. The recommendation together with Standardized test scores will be used by the Heads of Department and the Director of Academics to make a final determination.

Additional fee will be charged for IES students.

AWARDS AND RECOGNITION

Star Awards

Star Awards is an award given to KPIS students who have made an exceptional contribution in different categories namely: Academic, Citizenship, Sportsmanship, Fine Arts, and Most Improved.

The candidate for any of the category must be a registered KPIS student for one academic year during which the award is given and must meet the criteria set. A student for every grade level (K-12) will be selected for each category. The selection will be made by designated staff.

Academic Award

The candidate for Academic Award will be nominated by the registrar and the homeroom teacher.

Kindergarten

- Teacher assessment
- In class performance
- 90 % of class work and homework submitted
- Speaks English all the time
- 95% attendance rate or better

Elementary & Secondary

- Highest GPA in class (GPA of 3.8 & above)
- 90 % of class work and homework submitted
- Speaks English all the time
- 95% attendance rate
- Independent

Citizenship Award

The candidate for Citizenship Award will be nominated by the homeroom teacher.

- Have positive attitude
- Good member of the class
- Helps others in and out of class
- Makes a significant contribution
- Speaks in English and encourages others to speak in English

Sportsmanship Award

The candidate for the Sportsmanship Award will be nominated by the PE teachers.

- Competes fairly, honest, and polite
- Has an acceptable behavior
- Displays enthusiasm in sports
- Team player
- Represents the school/team in sports events
- English speaking

Fine Arts Award

The candidate for Fine Arts Award will be nominated by the Fine Arts Teacher.

- Produces work of high quality
- Takes pride in his/her own work
- Takes care of the equipments
- Respects others' views
- English speaking

Most Improved Award

The candidate for Most Improved Award will be nominated by the homeroom teacher.

- Quality of skills has improved
- Improved grades
- English has improved

SUMMER SCHOOL

KPIS organizes 2 types of Summer Program: the Academic Summer Program and the Summer Fun Camp. The Academic Summer program includes: Academic Enhancement Course, High School Credit Course, and Skill Enhancement Course. The Summer Fun Camp includes: Young Learners and Junior Learners.

1) ACADEMIC SUMMER PROGRAM

a) Academic Enhancement Course

Students from G 1- 12 who have low grades (C- and below) during the academic year have the chance to revisit the same curriculum content at a modified setting to maximize their potential and improve on the grade.

b) High School Credit Course

High School Students who have credit deficiency either due to mobility or failing grade are highly encouraged to take the program. The program would help students earn the credits required for graduation. This would also help students who may want to have a shorter year in High School or who may wish to have free periods and concentrate more on their chosen subjects or enroll in advanced courses.

c) Skill Enhancement Course

Skill enhancement is for students who are not recommended for Academic Enhancement Course and would like to take extra lessons in any particular subject such as: Music, Art, PE, Mathematics etc...

CURRICULUM COVERAGE

a) Academic Enhancement Course

The coverage will be based mainly on content and skill that students need more attention to be able to function well in the next grade level.

b) High School Credit Course

Student will have to follow the prescribed KPIS Curriculum for the particular subject enrolled. The subject will be taught everyday for 6 weeks.

c) Skill enhancement

Coverage will be based on students chosen course and skill.

ASSESSMENT

All students (except transferees) enrolled for academic summer will receive grades for the subject/s enrolled. Like the normal academic year, students will be graded on class work, homework, projects, participation, quizzes, and examination. Two examinations (midterm and final) will be administered for High School Credit Course while one examination will be taken for Academic Enhancement Course and Skill Enhancement Course.

GRADING FOR ACADEMIC ENHANCEMENT COURSE

Total Grade	Increment
90-100	4 steps
80-89.9	3 steps
70-79.9	2 steps
0-69.9	1 steps

2) SUMMER FUN CAMP

The Summer Fun Camp is for students aged 4-12.

a) Young Learners

This is for students aged 4-7 years old (PK 2 – G. 2). Students will learn the core subjects (English, Math, Science, Social Studies, and Arts) through many fun activities.

b) For Junior Learners

This is for students aged 8- 12 (G 3- G 7). Students will be engaged in different hands-on activities such as cooking, swimming, and creating

GENERAL RULES ON CONDUCT AND DISCIPLINE

Discipline is a term used to refer to actions resulting from failure to meet scholastic standards and from infractions of rules and regulations duly promulgated by the school and of the laws of the land. Rules and regulations are intended to achieve order and harmony among and between segments of the school. Without such order and harmony, the school administration cannot uphold the objectives of the school.

A. CONDUCT

1. Norms of Conduct

All KPIS students, in the exercise of their rights and in the performance of their obligations, must act, think and speak in accordance with the values, which the school stands for.

The KPIS students must be responsible such that they can be reliable people who do what is supposed to be done as well as people who are accountable for their choices and actions. They must strive for personal improvement, and will at all times, think of their safety as well as the safety of others.

The KPIS students are trustworthy and act with integrity by having the courage to do the right thing, being honest by doing what they say they will do, and by communicating directly and respectfully with and for others.

The KPIS students are compassionate, and are kind to themselves, the environment and others. They are also willing to share ideas and feelings.

The KPIS students are prudent, respectful and considerate who honors the ideas and feelings of others. KPIS students always act with the thought that everyone is equally important. This egalitarian belief makes them practice self-control and deal non-violently with conflict.

2. Persons in Authority/ Role of Teachers in Discipline

In view of the fact that school administrators and teachers exercise, in relation to the students, authority in "*loco parentis*," they will have the right and duty, in case of violations of school rules and regulations committed in their presence, to apprehend and refer the offender to the proper school administrator for appropriate action. However, in the case of minor offenses committed in their presence, school administrators and teachers may impose reasonable disciplinary measures in the interest of good order and discipline.

The teacher/team teacher is directly responsible for maintaining classroom discipline and management. He/she is the extension of the personality of the school administration: often the only person whom the students know and deal with during their time spent in the School.

3. Conduct Rules On:

a. Minor Offenses

(1) Violation of Classroom Rules

Every student is bound to follow all the school rules and regulations, including the classroom rules which are provided by the teachers for more effective and efficient classroom management. Any student who violates any of the classroom rules will be subject to disciplinary action.

(2) Non-scanning of KPIS School Identification (ID) Card

Every student must have a KPIS Identification (ID) card which must be carried, scanned before and after school for attendance and displayed when requested. Any student, who does not properly display the school ID card or uses the school ID card of another persons or lends his/her school ID for somebody else's use, will receive disciplinary sanction.

(3) Violation of School Uniforms Policy

The wearing of the prescribed school uniform is compulsory unless the student has a written approval from the Head of School Division, which must be shown on demand.

(4) Littering

Snacks and drinks should be consumed only within canteen areas or the vicinity of authorized food and drink dispensers. Empty bottles and wrappers have to be properly disposed of in trash cans, and not thrown onto courtyards, lawns, or classrooms.

(5) Curfew and Loitering

The school campus shall be cleared of all unauthorized students and teachers by 18.00 hours. Kindergarten and Elementary students must be fetched immediately after class, or after the remediation period or after-school activities. Secondary students should go home immediately after their class dismissal and not linger about the campus unless they are attending after-school activities. In the case of after-school activities, the students should stay at the venue of their after-school activity. Loitering along the hallways and corridors is strictly prohibited.

(6) Unauthorized Removal of Announcements on Bulletin Boards

Announcements will be allowed only on bulletin boards; walls or fences shall not be used for posting announcements. Posters or notices may be put up or displayed with the approval of the Head of School Division. It is the responsibility of the organization to remove its postings after their expiration date. Posters and streamers from outsiders must be approved by the Director for Academics. Unauthorized removal of approved announcements on the bulletin board as well as illegal posting of any materials on the walls or fences of the school will be dealt with disciplinary action.

(7) Violation of School Campus Traffic and Parking Rules

For order and safety, the school provides traffic rules within its campus. Any student or person violating campus traffic and parking rules will be dealt with by disciplinary action(s).

(8) Refusal to Obey Rules Implemented by Security Guards

The school security guards are agents of persons in authority. Any student or person who refuses to follow legal orders made through agents of persons in authority is liable to appropriate disciplinary action.

(9) Membership to Unrecognized Student Organizations

Only duly recognized student organizations are allowed to use the name and seal of the school and its facilities, and may sponsor activities with prior approval of the Director for Academics. Members of any student organization not recognized by the school and using the name and seal of the school will be dealt with by disciplinary action.

b. Major Offenses

(1) Violation of KPIS Computer Use Policy

The school respects all computer software copyrights and complies with the terms of all software licenses to which it is a party. To maximize student learning and protect the intellectual, moral, and ethical well-being of students, the school provides rules for proper and legitimate use of its computer facilities. Any student who violates the school computer use policy will be dealt with by disciplinary action without prejudice to prosecution under the existing laws of Thailand.

(2) Discourtesy to School Officials

KPIS students are expected to exhibit good manners, politeness, and courtesy to everybody, not only to people in authority. Respect to authority is one value that the school believes its students must adhere to at all times. Any student who exhibits abusive behavior or discourtesy towards school officials, including teachers and administrative/academic staff, will be dealt with by appropriate disciplinary action.

(3) Vandalism

Everyone is enjoined to exercise due care in the use of school property. Vandalism is the willful destruction of any school property which includes, but not limited to such acts, as tearing off or defacing any library book, magazine or periodicals; writing on the walls and on pieces of furniture; breakage of windows, showcases, cabinet doors, electrical, mechanical or electronic and computer devices, musical instruments, sports equipment. Any of the aforementioned offenses committed by a student or any person will be dealt with by disciplinary action.

(4) Theft or Damage to Other's Property

Any student or person found guilty of theft or deliberate damage to another person's property will be given disciplinary sanction without prejudice to prosecution under existing laws of Thailand.

(5) Engaging in Indecent or Immoral Conduct

The school believes that decency and morality are basic foundations of a good society. Propriety of conduct and speech, proper behavior and modesty are typical qualities of the people at KPIS. Students who are guilty of indecent or immoral conduct will be dealt with by disciplinary action.

(6) Threats, Coercion, Infliction of Injury and Bullying

Any student or any person who bullies, threatens, coerces, intimidates, compels another student to be absent from his/her classes, participates in any illegal activity, restrains any person from participating in any legal or valid activity, inflicts upon any person bodily pain or causes injury to any person will be dealt with by disciplinary sanction without prejudice to prosecution under the existing laws of the land.

(7) Cheating / Plagiarism

Cheating is defined as obtaining or attempting to obtain, or aiding another to obtain credit for work, or any improvement of evaluation of performance, by any dishonest or deceptive means. Cheating includes, but is not limited to: lying; copying from another's test, unless such discussion is specifically authorized by the teacher; taking or receiving copies of an exam without the permission of the teacher, using or displaying notes, "cheat sheets," or other information devices inappropriate to the prescribed test conditions; and allowing someone other than the officially enrolled student to represent same.

The school will impose academic sanction to student(s) found guilty of cheating offense. Possible disciplinary actions include, but are not limited to, an F (Failed) grade in the particular subject and may be disqualified to further attend in the subject; requires special counseling; special paper or research appointments; loss of student teaching or research appointments or loss of membership in organizations. However, if a student appeals the charge of cheating, he/she may be permitted to remain in the class throughout the period of the appeals process until the final decision is rendered as a result of the further investigation and re-evaluation of pertinent documents.

A student caught cheating will be sent to the Disciplinary Coordinator/Head of School Division, who may impose the aforementioned disciplinary sanction(s). The student, who is proven guilty of cheating, will receive a zero for the test, quiz or assignment on which he/she has cheated.

(8) Gambling

Gambling in any form inside the school is STRICTLY PROHIBITED. Any student found guilty thereof shall be disciplined with the appropriate disciplinary sanction.

(9) Abuse of Permits and Facilities

The school grants permission for the use of the facilities upon written request from a student, student organization or any person with legitimate purpose to use such facilities. Permission to engage in any activity using any school facility is strictly bound by the conditions stated on its approval. Any departure from such condition(s), intentionally or unintentionally, will automatically void the permit issued to any requesting party and makes the responsible person(s) liable to disciplinary action.

(10) Behavior Unbecoming KPIS Students

Students are bound to conduct themselves with dignity and proper behavior inside/outside the school campus especially when they are wearing school uniform and/or using the name of the school. Report(s) of misconduct committed by a student, either inside or outside the campus, will make the student liable for disciplinary sanction.

(11) Truancy

Truancy is being absent from school neither with school permission nor a parent or guardian's knowledge or permission. This applies to both hourly and daily attendance. The school considers truancy to be a serious offense. School administration will take firm measures if truancy occurs, and it will involve the parents in disciplining the student, without prejudice to other disciplinary sanction(s) that the school may further impose.

c. Intolerable Offenses

(1) Carrying Deadly Weapons/Use of Explosives

The possession of any deadly weapon and the bringing in or use of explosives of any kind inside the school campus is unlawful and therefore, ABSOLUTELY PROHIBITED. Any student caught in possession thereof, will be dealt with by severe disciplinary sanction(s) without prejudice to prosecution under existing laws of the land.

(2) Forgery/Alteration of School Documents

Any student found guilty of forgery, alteration or misuse of school documents, records or credentials and who knowingly furnishes false information to the school in connection with official documents filed by him/her and making, publishing or circulating false information about the school and its officials, teachers and/or co-students will be dealt with by severe disciplinary sanction without prejudice to his/her prosecution under the existing laws of the land.

(3) Taking or Possessing or Soliciting Prohibited/Illegal Drugs

Any student found under the influence or taking prohibited/illegal drugs and/or possessing or soliciting thereof while in the School premises will be dealt with by severe disciplinary sanction without prejudice to prosecution under the existing laws of the land.

(4) Smoking & Drinking Any Intoxicating Drinks within School Premises

Keerapat International School is a "Smoke-Free Zone" and "Liquor-alcohol Free Zone." Any student or person caught smoking within the school premises, especially inside the classrooms, library, laboratories, auditorium, etc. is liable to appropriate disciplinary sanction. Likewise, any student or person caught drinking liquor or any intoxicating drink in the school premises or entering the school campus under the influence of liquor or intoxicating drinks shall be subject to disciplinary sanction.

(5) Violation of laws of Thailand

Everyone is bound to obey all laws, ordinances, ministerial orders, rules and regulations in the Kingdom of Thailand specifically with regards to, but not limited to, defamation and retaliation against groundless criticism including public disclosure of private facts which arises where one person reveals information which is not of public concern and the release of which would offend a reasonable person or the school. Any student or person caught violating any law will be dealt with by disciplinary action without prejudice to prosecution under the laws of Thailand.

B. DISCIPLINE

Disciplining students is the responsibility of the classroom teacher, who may impose minor disciplinary sanction. No corporal punishment is allowed to be imposed on students. Parents should be kept informed of disciplinary situations that may lead to withholding of privileges, detention and/or suspension. When necessary, a student will be referred to the Disciplinary Coordinator/Head of School Division for imposition of more severe disciplinary sanction(s). Such referral will require documentation from the teacher concerned.

1. Disposition of Disciplinary Cases

KPIS strives to academically educate students and train them of proper behavior and attitude. Students who are expected to graduate from KPIS are assured of the strong foundation on the values of respect, prudence, peace and integrity. It is with this premise that the school established the disciplinary process to help inculcate these values.

Students who violate the laws of Thailand inside the School premises or are found wanting in the observance of the responsibilities herein set forth, or are otherwise guilty of unjustified action of behavior prejudicial to good order and discipline shall be subject to commensurate disciplinary sanction(s).

The investigation and imposition of sanctions for violations of school rules of conduct shall pertain generally to the Disciplinary Committee, who shall be guided by the familiar rules of due process in administrative proceedings.

With respect to infraction of the laws of the Thailand and all cases covered by the Thailand Ministry of Education Orders. The results of the investigation and the recommended sanction(s) shall be forwarded to the Office of the President within the reasonable time frame in consideration of the gravity and seriousness of the offense(s).

- a. The Following people are responsible for the observance of disciplinary process in various levels:

- (1) First level: Classroom Teacher/Team Teacher or Teacher on Duty
- (2) Second level: Discipline Committee and/or Head of School Division
- (3) Third level: Director for Academics

At all levels of investigation, the basic principles of due process must be observed and since these are administrative proceedings, substantial evidence rather than its preponderance is sufficient to arrive at a conclusion and recommendation.

- b. There are three (3) classifications of offenses as follows:

- (1) Considered minor offenses are violation of classroom rules, violation of computer use policy and violation of KPIS uniform policy and other closely related offenses;

- (2) Considered major offenses are violation of school rules, fighting, cheating, theft, smoking and drinking on campus, and vulgarity or profanity of any sort and in any language and other closely related offenses;
- (3) Considered intolerable offenses are possession of instruments that may be viewed as weapons, use of illegal drugs, violation of laws of the Kingdom of Thailand and what may bring dishonor and disrespect to the reputation and good name of the school.

The sanctions which may be imposed on students for violation of any of the Rules of Conduct of the School shall include any of the sanctions listed below. The Disciplinary Committee may recommend any disciplinary sanctions.

2. Disciplinary Sanctions

The following sanctions imposed on students for discipline purposes are defined as follows:

a. Verbal Warning

A verbal reprimand when a student's behavior violates the KPIS General Rules on Conduct and Discipline which are classified as minor offenses. A subsequent repetition of the violation of the same offense may be given a more severe sanction.

b. Disciplinary Warning

An official written warning that the student's behavior is in violation of the KPIS General Rules on Conduct and Discipline, may be handed to student and/or parent and that if the student is subsequently found in violation of the same rule, subsequent sanction may be more severe.

c. Detention

Detention is a disciplinary sanction imposed to students who have violated three (3) times the KPIS General Rules on Conduct and Discipline in the same minor offense or have violated two (2) times the same major offense and may be increased as regards the number of hours/days of detention at school, as warranted by the case. The duration of detention could be as follows:

1. Detention after school, in which the student will stay at school from 15.00 hours to 15.50 hours for one (1) to three (3) days, doing extra work, under the supervision of the detention teacher.
2. All day detention, in which the student will stay at school in the detention room doing homework and in-house service, under the supervision of the detention teacher.

d. Parent Conference

Students who have violated three (3) times the KPIS General Rules on Conduct and Discipline in the same minor offense, their parent will be called by the school for a conference to discuss the case and the measure(s) that the School will undertake as further sanction to discipline students. The parents will be required to sign

documents that will oblige them to instill discipline to their child and such documents shall form part of the students' School record.

e. Renders In-school Service

Community service is a disciplinary sanction imposed to students who have violated the KPIS General rules on Conduct and Discipline committing major offense(s). The duration of the community service could be as follows:

- a. 3-day in-school service.
- b. 5-day in-school service.

f. Disciplinary Probation and behavioral contract (daily progress report)

Disciplinary probation status shall be for a specific length of time extending from a week to a number of semesters. Restrictive conditions may be imposed and vary according to the severity of the offense. Restrictive conditions may include, but may not be limited to the following: loss of good standing, which may become a matter of record; ineligibility to receive any school award, scholarship, loan, honorary recognition, or initiation into any local or national organizations, and denial of the privilege to occupy a position of leadership or responsibility in any school student organization, publication, or activity, or ability to represent the school in an official capacity or position. Under disciplinary probation, the student may continue to attend classes and is given a chance to show capability and willingness to live in accordance with school rules. However, if the student is subsequently found in violation of a rule while on disciplinary probation, the school may suspend or give notice of non-readmission in the succeeding semester.

In school suspension: may be held as needed in the Office of the Disciplinary Coordinator.

g. Disciplinary Suspension

A student involved in an offense warranting consideration of action more serious than disciplinary probation or one involved in repeated misconduct may face suspension. The length of the suspension period shall be defined by the Committee on Discipline and may extend from days to weeks as the school's preventive act to defuse, resolve or neutralize worsening or provoking condition. During the period of suspension, a student may not attend classes and may not otherwise be present on school premises unless authorized in writing in advance under conditions approved by the Director for Academics. Further, an overlay will be placed on a student's record during the period of suspension. In determining if and to what extent suspended students shall be authorized to be on school premises, the Director for Academics or designee shall consider whether the suspension creates an undue hardship on the suspended student in regard to considerations that include, but are not limited to, the medical needs of the student.

h. Disciplinary Non-readmission

When an offense is of such severity that the school will not allow the student to re-enroll, a full report will be placed in the permanent record of the individual concerned. Further, an overlay note will be permanently placed on the students records.

The following are the disciplinary sanctions which may be imposed upon erring students commensurate with the nature and gravity of the violations of school rules and regulations or of the laws of Thailand. Should a fourth offense occur of any of the offenses (minor, major, or intolerable) the Committee on Discipline will recommend further actions to be approved by the Director for Academics.

Table 1: Minor Offenses and Sanctions

Classification of Offenses	Disciplinary Sanctions		
	Minor Offenses	First Time	Repeated Occurrences
1. Violation of Classroom Rules	Verbal Warning by the classroom teacher	Teacher determined discipline.	Notification to Disciplinary Coordinator/Head of School Division
2. Violation of KPIS Uniform Policy	Verbal Warning by the classroom teacher and record in Tardy card	Teacher determined discipline.	Notification to Disciplinary Coordinator/Head of School Division
4. Curfew and Loitering	Verbal Warning by the classroom teacher	Teacher determined discipline.	Notification to Disciplinary Coordinator/Head of School Division
5. Unauthorized Removal of announcements on Bulletin Boards	Verbal Warning by the classroom teacher	Teacher determined discipline.	Notification to Disciplinary Coordinator/Head of School Division
6. Violation of School Campus Traffic Rules	Disciplinary Warning	Teacher determined discipline.	Notification to Disciplinary Coordinator/Head of School Division
7. Refusal to obey Campus Rules Implemented by Security Guards	Disciplinary Warning	Teacher determined discipline.	Notification to Disciplinary Coordinator/Head of School Division
8. Membership to Unrecognized Student Organization	Disciplinary Warning	Teacher determined discipline.	Notification to Disciplinary Coordinator/Head of School Division

Table 2: Serious Offenses and Sanctions

Serious Offenses	First Time	Repeated Occurrences	Chronic Occurrences
1. Discourtesy to school officials	Disciplinary Warning	Detention and Parent Conference	In school suspension
2. Vandalism	Disciplinary Warning	Detention and Parent Conference	In school suspension
3. Theft or Damage to Other's Property	Disciplinary Warning	Detention and Parent Conference	In school suspension
4. Engaging in Indecent or Immoral Conduct	Disciplinary Warning	Detention and Parent Conference	In school suspension
5. Violation of KPIS Computer Use Policy	Verbal Warning by the classroom teacher	Disciplinary Warning	In school suspension
6. Threats, Coercion, Infliction of Injury or Bullying	Disciplinary Warning	Detention and Parent Conference	In school suspension
7. Cheating/Plagiarism	Disciplinary Warning, zero tolerance (student receives zero grade)	-	-
8. Gambling	Disciplinary Warning	Detention and Parent Conference	In school suspension
9. Abuse of Permits and Facilities	Disciplinary Warning	Detention and Parent Conference	In school suspension
10. Comportment Unbecoming KPIS students	Disciplinary Warning	Detention and Parent Conference	In school suspension
11. Truancy	Disciplinary Warning	Detention and Parent Conference	In school suspension

Table 3: Intolerable Offenses and Sanctions & Parent Conference

Intolerable Offenses	First Time	Second Time	Third Time
1. Carrying Deadly Weapons/Use of Explosives	Non-readmission in the succeeding term/Academic Year	-	-
2. Taking or Possessing or soliciting Prohibited/Illegal Drugs on or near school campus or during school functions.	Non-readmission in the succeeding term/Academic Year	-	-
3. Forgery/Alteration of School Documents	Non-readmission in the succeeding term/Academic Year	-	-
4. Smoking and Drinking Intoxicating drinks within School Premises	Non-readmission in the succeeding term/Academic Year	-	-
5. Violation of the laws of Thailand i.e. Defamation to School	Non-readmission in the succeeding term/Academic Year	-	-

In the case that the erring student or the parent of the erring student would like to contest the sanctioned disciplinary action, they must submit a written request to reconsider the action(s) to the Disciplinary Coordinator, who will be responsible to call on a special Disciplinary Committee meeting which will then make further recommendations to the Director for Academics.

GENERAL INFORMATION

On Accident Insurance

Though great care is taken to protect students, accidents may occur when least expected. The School has an accident insurance policy for all students. Student insurance helps to pay medical expenses incurred by students, who are injured due to an accident during a school-sponsored activity, up to the limit specified in the policy. The student accident insurance provides 24-hour/year-round coverage.

On Assignments

Each student is responsible for recording daily homework for each subject. The following suggestions can help parents to follow up their child's academic progress:

1. Please check and sign the student's homework book daily to ensure that the child is completing his/her homework and preparing for all examinations.
2. Check over child's homework for errors or sloppiness. Homework reinforces concepts learned in class. If homework is done carelessly, the child will not benefit from using the material taught.
3. Be alert to subtle changes in your child's attitude. Discouragement, anxiety, rebelliousness, and laziness as well as the total home environment could affect the child's academic progress. Research shows that the excessive amounts of television viewing, computer game playing, and video watching lowers academic performance.
4. Encourage the child to read.
5. Concerns about the child's behavior or academic progress, may be communicated to the teacher or Head of School Division.

On Attendance

KPIS students are expected to attend their classes regularly and punctually. To earn academic credit for any subject, the student must attend at least eighty (80%) percent of the class attendance for the whole semester. Less than eighty (80%) percent attendance will disqualify any student from earning academic credit for any subject. In the case of illness, the parent of a sick student must inform the Head of Department. It is preferable that the parent bring the child to school on the returning day along with a doctor's certification or a written explanation of the absence of the child.

When a student is late for more than 10 minutes in coming to School and/or attending classes (07.40 hours), he/she must go to the Disciplinary Coordinator or front office to secure a tardy slip. The tardy slip must be presented to the teacher for that class prior to allowing the student to attend in his/her class. Teachers need to keep tardy slips for reference

When the student is habitually late for more than three (3) times, the Disciplinary Coordinator may require the presence of the parents prior to making decision on the case of student tardiness. Sanction(s) for tardiness are as follows:

1. Tardy students will be given a verbal warning after the first time

2. Subsequent tardiness will be dealt with by the Head of School Division or the Disciplinary Coordinator and will result in parent conference.

On Clubs (Student Organizations) and Special Meetings

Occasionally, a teacher may want to schedule a special meeting or after-school activity, with approval from the school Head of School Division, for a selected group of students and/or with participation of some teachers. Students must attend to these activities when required by the teacher and/or the Head of School Division.

On Communication to Address Concerns and Resolving Conflicts

Effective communication between the school and parents is essential to accomplish the school mission of educating children; "... in partnership with parents ... "The school encourages communication with parents, teachers and Head of School Division/ Director for Academics for any matters concerning students.

Communication may be in the form of written letter, personal conference and through telephone/electronic devices.

On Computer Use

KPIS school wide computer network facilities on campus are intended for academic purposes only. The students are not guaranteed access to computers and the Internet at all times. The school exerts reasonable efforts to ensure that students do not access offensive material. Such efforts may include filtering software, public location of computers, and spot checks of student work. Ultimately, parents are responsible for setting and conveying the standards that their children should follow when using the Internet at home. Listed below are rules on the use of computers. Violation of any of these rules will result in appropriate disciplinary sanction (refer to Table 2).

The teacher's presence is required in the Computer Laboratory whenever the students desire to use it. Only students with permission may be allowed to use the computer laboratory and its facilities after 15.00 hours. The students shall help maintain the cleanliness and orderliness within the Computer Laboratory and must switch off lights and air-conditioners all computers, computer peripherals after use and must immediately leave the computer laboratory after the session. No by-standers are allowed in the computer laboratory.

The following rules must be observed:

1. The students must not use computer resources for illegal purposes, including: harassment of other users; destruction of or damage to equipment, software, or data belonging to other users; intentional disruption or unauthorized monitoring of electronic communications; and unauthorized copying of copyrighted materials.
2. Students must refrain from unethical use, including but not limited to:
 - a. violation of computer system security;
 - b. unauthorized use of computer accounts, access codes or devices, or network ID numbers assigned to others;
 - c. intentional use of computer telecommunication facilities in

- ways that unnecessarily impede the computing activities of others;
- d. use of computing facilities for private business purposes;
 - e. academic dishonesty;
 - f. violation of network usage policies and regulations; and
 - g. violation of other users' privacy
3. The students must be aware of computer viruses and other destructive computer programs, and must take steps to avoid being victimized or unwitting vector.
 4. The students must respect the confidentiality and privacy of individuals whose records may be accessed.
 5. The students must observe ethical restrictions that apply to data to which they have access, and to abide by applicable laws or policies with respect to access, use, or disclosure of information.
 6. The students are forbidden to access or use any institutional data for their own personal gain or profit, or the personal gain or profit of others, or to satisfy their personal curiosity.
 7. All computer facilities must be used for academic purposes only.
 8. The school encourages all students to use school computer facilities as appropriate.
 9. The students are responsible for good behavior within the computer laboratory wherein general school rules for behavior and communications apply.
 10. Network storage areas will be treated like school lockers; i.e. teachers may review/inspect files and communications to insure that students are using the system responsibly.
 11. Students should not share their username and password with others nor should they attempt to logon to the computer network using the username and password of others.
 12. Students should not attempt to bypass any security measures on the KPIS computer network.
 13. Students should not download or transfer large files of any type or intentionally do anything that would disrupt the smooth functioning of the School computer network.
 14. Students should not always rely on the Internet or e-mail as a way to access previously completed works. Disruption in Internet signals may prevent them from accessing these works.
 15. Students are not permitted to check their personal e-mail at school.
 16. Students are not permitted to use a chat room or instant message program unless specifically directed by teacher to do so.
 17. Students are not allowed to play games, check sports scores, or use the Internet for entertainment or recreation while at school.
 18. Students are not permitted to listen to music of any type on headphones using the computer during school unless specifically directed to do so by the teacher.
 19. Students should clean out old or unwanted files regularly
 20. Students may be charged for using printers at school. Students should check their work carefully before printing and check that they are not printing unnecessary pages. If an assignment needs to be printed out, students should make every effort to print the work at home.

21. Copying and pasting from the internet or any other electronic source to assignments without the proper citations is plagiarism and will be treated as such.

On Computer Software Policy

The School respects all computer software copyrights and complies with the terms of all software licenses to which it is a party. The Information Technology Department is charged with the responsibility of overseeing the following guidelines, which all students are obliged to observe:

1. The students should not copy any software for use either on campus unless the Information Technology Department has given authorization to do so with the software licensor.
2. All computer software acquired by KPIS must be installed only by the Information Technology Department.
3. Students are not permitted to add any hardware or software to any computer.
4. Students may not download or install any shareware or freeware programs on the computers.
5. Personal owned software is not allowed to be installed in the School Computer units.

On Daily Morning Schedule

Parents and/or authorized representative are encouraged to bring their children to school not earlier than 07.00 hours or later than 08.00 hours for Kindergarten students and not later than 07.20 hours for Elementary and Secondary students.

All students should report directly to their respective common areas, Building 1 for Kindergarten students and Building 2 for Elementary and Secondary students, upon arrival at school. Students must keep the common area clean and orderly at all times.

Students in the Elementary and Secondary Divisions may go to their classrooms and lockers before 07.20 hours, however, they must be in their respective places at the assembly in Building 2 at 07.30 hours for the flag ceremony. Their classes begin at 07.40 hours.

Kindergarten students must be at the assembly in Building 1 at 08.00 hours. The flag ceremony begins at 08.00 hours.

Any student who is not in line with the class and teacher at 07:30 hours for the flag ceremony is required to report to the Disciplinary Coordinator to fill a tardy slip indicating the reason for being late. These tardy slips need to be given to the homeroom teacher to gain access to the class.

On Dismissal Time

All KPIS students are expected to go home immediately after school. Parents or authorized representatives should plan to pick up students at the dismissal time during school days. Students are not permitted to be at the school after dismissal time unless they are involved/enrolled in clubs, tutorials, detention or community

service. Students may only wait in designated areas such as the breezeway, soccer field and kindergarten play area.

Elementary students need to be fetched not later than 16.00 hours. There will be a supervision fee of ₱500/hour to be charged to parents who failed to fetch their children after 14.55 hours. A fraction of an hour is equivalent to one (1) hour.

After class dismissal or after-school activity, students are allowed to play on campus. However, for elementary students, parents/guardian or authorized representative must supervise them while at play.

Only students with school bus service privilege will be allowed to board the school bus to and from the school. No student will be allowed to board the school bus without permission from the Head of School Division.

On Educational Field Trips

An educational field trip is defined as a KPIS organized tour from the campus in order to engage in studies that are part of the academic program. Such trips may be scheduled during normal class hours or for extended periods outside of class, such as weekends. Most commonly, academic field trips are required and essential to the content of the academic subject, but on occasion a division will organize an optional field trip that is intended for enrichment only. The guidelines for educational field trips are as follows:

1. No subsistence allowance may be paid to a student whose participation in an authorized field trip arises from his/her enrollment in the subject.
2. Students will be required to pay for all actual costs of the educational field trip.
3. Students are obliged to follow rules on safety as prescribed by the teacher concerned and/or organizer of the event.
4. Students must verify their names as included in the "List of Participants" to the Educational Field Trip with corresponding correct information on their addresses and telephone numbers as well as the person to be contacted in case of emergency.
5. Unless otherwise prescribed, student-participant must wear the school official uniform. Field trips are planned with great care for the safety of the students. Students are representing the school and must behave well and follow the directions of the teachers and parents who are assisting. Misbehavior by a student may result in his/her exclusion from future field trips or other consequences.

On Extra-Curricular Activities

Students are encouraged to get involved with the School's extra-curricular activities, which are informative and fun activities that enhance the students' educational and social development. The extra-curricular activities may include enriching activities such as international night, middle school and high school community service projects, the Christmas program, spring program, field trips, etc.

On Gymnasium use

The School gymnasium will be available for use from 07.30 hours to 15.00 hours on regular school days. The following rules shall govern the use of the gymnasium:

1. No food or drinks.
2. No gum or candy.
3. No street shoes.
4. No cleats. (Knobby or spiked soles of shoes)
5. No bicycles.
6. No skates or skateboards.
7. No roller blades.
8. No toys.
9. No hanging on the basketball rims.
10. No spitting.
11. No reckless or dangerous play.

Students who fail to comply with these guidelines will result in the loss of privilege to use the facility and/or disciplinary action. The teachers and teachers on-duty have the authority and obligation to enforce these rules and may remove any violators of these rules from the gymnasium.

On Illness and Injury

The school clinic is open from 07.00 hours to 16.00 hours. A school nurse on-duty campus will immediately attend to anyone who may need medical/nursing care. A doctor is on call and visits the school periodically.

Any student with a body temperature over 100 degrees Fahrenheit or 38 degrees Celsius will be sent home for care by parents. The parent concerned is required to come to school to fetch the sick student.

On Immunizations

Parents need to submit a record of immunizations as part of the admission application. Upon notice from KPIS, the parents must ensure that the child receives the immunization(s) needed for the child's protection. If the immunizations are not started within fourteen (14) days from the time the notice is sent to the parents, the child will not be allowed to return to school, starting the 15th day, until the immunization(s) have begun.

On Leaving the School Prior to Dismissal Time

Parents/Guardian or authorized representative must submit a written request indicating the reason for their son/daughter to leave the school prior to dismissal time to the Discipline Coordinator for approval. Moreover, the student will have to fill in the "Leave Early Form" and secure the signatures needed. The form could be obtained at the Front Office and the completed form will be shown to the school guard stationed at the gate before leaving the school campus.

Only for valid reason(s), as may be determined by the Discipline Coordinator or Head of School Division, can a student be allowed to leave the school earlier than

the dismissal time. Parent (or authorized representative who should present to the Teacher/Head of Department or Director for Academics, the parent ID and his/her ID) must be at the school to fetch their son/daughter on time as specified in the approved request.

On Library and its Resources

The KPIS library stores a collection of information, sources, resources, and services which is organized and maintained for use by teachers and students. It is located at the 2nd floor of the Administration Building. The Library services can be availed by teachers and students from 08.00 hours to 16.00 hours from Monday to Friday and by arrangement on holidays.

Computers in the library are available for academic purposes only such as library catalogue, few multimedia applications are already loaded, and Internet access. The students may cut out articles and pictures from magazines, provided permission must be secured from the librarian. The following must be observed in the use of the library:

1. Students may borrow books, magazines, journals and other selected library resources for a maximum period of one (1) week at a time. However, students can request for an extension to borrow the same book for only one (1) more week. Thereafter, if the student requests to borrow the same book, he/she must wait for another week. The student will be held responsible for anything lost while in their possession. Books that are more than one (1) week overdue are considered lost. Students will be charged with the cost of book which is determined using the current exchange rate and adding a percentage for shipping and handling are responsible for any lost materials. Payments could be in cash at the Office of the Finance.
2. Students must exercise care in handling all books.
3. The school, upon endorsement of the librarian, will collect fines on overdue books.
4. Reference shelf in the Media Center containing educational resource books may be used by the students with permission from the librarian.
5. The students' use of library resources during summer and holidays may be permitted if the students are enrolled in Summer School or given permission by the School.

On Lockers

Lockers are the school property, which are rented to secondary school students for the period of one academic year. The following rules govern the use of student lockers:

1. Each student must keep his/her locker clean and orderly.
2. The school has the authority to inspect student lockers and school bags at any time without notice or consent of the student-user.
3. The student is not allowed to display photos or other materials on the outside of the locker.
4. While pictures may be displayed on the inside of lockers, they should not violate moral and ethical norms.

5. Inappropriate use of the lockers could result to the loss of locker privileges for duration of time as may be determined by the school. Money or valuable items are not allowed in the lockers.
6. Students from Grade 7 to Grade 12 are required to pay the locker fee, including deposit fee for locker key, prior to the use of student lockers.

On Lost and Found Items

Each student is responsible to care for his/her belongings. Books, purses, clothing, and any other articles of value found on campus are taken to the Office of the Director for Academics – Lost and Found Section. List of lost and found items will be posted at the bulletin boards. Claimants must present reliable evidence of ownership of the item(s). The school is not liable for the loss of any personal items.

On Make-up Work

Students who are absent from school are responsible for getting their missed assignments from their teachers. All tests, quizzes, and assignments missed during an absence must be made up within one day per day(s) absent of the student's return to school. Any other arrangements must be made with the individual teacher.

On Matriculation Fees

School matriculation fees, which are due on or before the first day of school, are payable either in cash, check or bank transfer. Parents may avail of optional payment plans offered by the School. For all inquiries about matriculation fees, please see the Director for Finance. Accounts over thirty (30) days overdue may be charged with appropriate interest rate.

On Medication

1. Students are not allowed to bring medication to school unless it is absolutely necessary and prescribed by first class physician.
2. The parents must send medical certification and the precise medicine instruction written in English and Thai for each medicine indicating the following:
 - name of student
 - name of medication
 - time and length of medical administration
 - usage and dosage of medicine
 - reason the child must take the medication
3. All prescription medications for Nursery to Grade 6 students must be given to the school nurse upon arrival at school except in cases where the student must maintain the medication on his/her person. This may be due to possible medical emergencies, i.e. students with asthma problems.
4. Students are not allowed to give or sell any medicine/drug to anybody.
5. For Nursery to Grade 6 students, the medication will be stored and administered by the school nurse or other authorized personnel.

6. All medications for Nursery to Grade 6 students must be stored in appropriate and secure area that is not accessible to anyone other than the authorized person(s).
7. Should the student wish to visit the nurse during class time, then the teacher should issue a clinic pass to the student who takes the pass to the nurse who signs the form and records this information in the log book.
8. Should the student wish to visit the nurse during lunchtime, then the teacher on breezeway duty should issue a clinic pass from the office to the student who takes the pass to the nurse who signs the form and records this information in the log book.
9. If the student visits the clinic more than twice in a week occurring to the nurse log book, the nurse will report this to the school secretary who will inform the head of department for appropriate action.

On Office Hours

The office hours in the School start from 07:00 hours until 16.00 hours. However, the Finance Department will be opened to receive payments for school fees from 07.30 hours to 15.00 hours.

On Pagers, Mobile Phones, Electronic Devices and Personal Belongings

Pagers, mobile phone (cellular phones) and other electronic devices should be placed in the silent mode and kept in backpacks at all times and may only be used during break and lunch period. Should the teacher see student from any grade using an electronic device during the hours of 7am to 3pm the teacher will confiscate the device. Teachers may require certain electronic devices during planned classes. The following disciplinary sanction(s) will be imposed to any violators when sounded during class time:

1. First Offense-to be confiscated by the teacher and given to school division head then returned only to the student concerned after-class hours.
2. Second Offense- to be confiscated by the teacher and turned over to the school division head, who will keep such device(s) until the end of the week until student concerned will personally claim it.
3. Third Offense- to be confiscated by the teacher and turned over to the Disciplinary Coordinator, who will keep such device and will be returned only to the parent of the student concerned at the end of the Academic Year.

On Parent-Teacher Gathering (PTG)

The Parent-Teacher Gathering (PTG) is intended to facilitate parent participation in school. It is organized by the school administration in collaboration with the Parent Teacher Association (PTA) every quarter. The gathering provides a good opportunity to obtain feedback and suggestions from parents about the improvement of the school.

Parents are enjoined to actively participate in all the PTG meetings, activities and projects. The PTG usually happens in the morning (8.00 am - 10.00 am).

On Photocopiers/Printers

Photocopiers are for administrators, teachers and staff usage only. However, students may be allowed to use them for a fee.

On Request for Official School Record

When requesting for school official records such as academic transcript of records, diploma, certification etc., the students, parents or authorized representative must fill up the School "Document Request Form" available at the Office of the Registrar and pay the corresponding fee(s). The requested record(s) will be released after one (1) week from the submission of the accomplished "Document Request Form" and payment of corresponding fee(s).

On School Uniform and Good Grooming

Students are required to wear the KPIS Official School Uniform and observe good grooming during regular school days throughout the whole Academic Year. The Official School Uniform is described as follows:

1. For Girls:

- a. Pre-school students (PK-1 to K)
 - Maroon colored jumper.
 - The student's first name (1st line) and nick name, in parenthesis (2nd line), are embroidered on the right side opposite the logo. The size of the embroidery shall be 0.8 cm. high in the color of dark silver grey
 - Black leather shoes should be worn with the school uniform
- b. Grades 1-5 students
 - Maroon colored with white stripes shirts and the KPIS logo on the left pocket with maroon necktie.
 - Dark Silver Grey skirts with the length reaching to the crease below the knee
 - When wearing the School Uniform, the shirt must be tucked in the skirt
 - Black leather shoes should be worn with the school uniform
- c. Grades 6-12 students
 - Maroon colored with white stripes shirts and the KPIS logo on the left pocket with maroon necktie.
 - Dark Silver Grey skirts with the length reaching to the crease below the knee
 - When wearing the School Uniform, the shirt must be tucked in the skirt.
 - Jerseys must be worn on occasion (i.e. secondary school assemblies, formal official events).
 - Black leather shoes should be worn with the school uniform

2. For Boys:

a. Pre-school students (PK-1 to K)

- Maroon colored with white stripes shirts and the KPIS logo on the left pocket with maroon necktie.
- Maroon colored shorts
- The student's first name (1st line) and nick name, in parenthesis (2nd line), are embroidered on the right side opposite the pocket. The size of the embroidery shall be 0.8 cm. high in the color of dark silver grey.
- Black leather shoes should be worn with the school uniform

b. Grades 1-5 students

- Maroon colored with white stripes shirts and the KPIS logo on the left pocket with maroon necktie.
- Dark Silver Grey shorts
- When wearing the School Uniform, the shirt must be tucked in the shorts.
- Black leather shoes should be worn with the school uniform

c. Grades 6-12 students

- Maroon colored with white stripes shirts and the KPIS logo on the left pocket with maroon necktie.
- Dark Silver Grey trousers
- When wearing the School Uniform, the shirt must be tucked in the trousers
- Jerseys must be worn on occasion (i.e. secondary assemblies, formal official events)
- Black leather shoes should be worn with the school uniform

3. Physical Education (PE) Uniform for boys and girls:

- Silver grey colored T-shirt with the KPIS logo on the left pocket.
- Maroon colored shorts
- For Pre-school students: the student's first name (1st line) and nick name, in parenthesis (2nd line), are embroidered on the right side opposite the pocket. The size of the embroidery shall be 0.8 cm. high in the color of maroon.
- Trainers/Athletic shoes should be worn with school uniform

However during the activity days or any day(s) that the school may designate, the students can wear their desired attire but must observe the following:

Attire must be modest, neat, and appropriate. The Heads of School Division have the final say regarding the appropriateness of student dress and/or grooming.

The following are the guidelines:

1. Conservative hairstyles are required for all students in all grades. Natural hair color of the students should be maintained. This means that boys are to have hairstyles that are off their ears, eyebrows and the collar of a dress shirt and follows the natural contours of the head. Girls must see that their hair does not fall over their eyes.
2. Shoes with high heels, flip-flops and sandals are not allowed. Wearing any kinds of earrings, studs, body jewelry in any part of the body is not allowed for boys. Girls may wear earrings/studs, conservatively with one earring in each ear only.
3. Tattoos are not allowed.
4. Students may wear the KPIS jerseys as appropriate.

On designated days, students may wear clothing other than uniforms. Non-uniform attire and backpacks must not have language or symbols that promote drugs, alcohol, tobacco or profanity. Skirts should be at appropriate lengths, shirts and blouses must have sleeves; blouses and dresses must have a modest neckline.

School uniforms will be checked at morning assembly and throughout the day by teachers, the Disciplinary Coordinator and the Head of Department. If a student comes to school without a complete uniform they will be given a warning. If the same student comes to school a second time without a complete uniform their parents will be called and they will not be allowed to attend classes until dressed appropriately.

On School Team(s) Practice (i.e. Sports/Athletic Games/Music)

Co-curricular activities are an integral part of the KPIS educational program. Students are encouraged to participate in all activities including membership to School Teams at KPIS.

Practice of School Teams normally commences at 15.00 hours each practice day and the student-members must regularly and punctually attend and observe the following:

1. Stay inside the school campus for the entire duration of the practice sports/games specifically within the venue where the sports/game is being held.
2. Should not loiter around the school nor get out of the school campus.
3. Always follow orders from the teacher/coach in-charge of the practice sports/game.
4. Students are not allowed to return to the classrooms after practice.
5. Must immediately leave school premises as soon as the practice is over, unless otherwise ordered to stay longer.
6. Must meet the following requirements for student-members:
 - i. Be students in good standing.
 - ii. Have GPA equivalent to 2.0 or higher
 - iii. Must have recommendation letter from the teacher/coach
 - iv. Must have written approval from the Head of School Division
 - v. Must have written permission from the parents

7. Any students that have detention must consult and seek approval of the Disciplinary Coordinator/Head of School Division.

On School Property/Facilities/Services

School property is for educational use of all school stakeholders, students, parents, staff, teachers and administrators who are enjoined to take extra care in the use of school property. The cost of the damage to school property may be charged to anyone who caused the damage, intentionally or unintentionally or simply due to carelessness or misuse.

On Swimming Pool use

The swimming pool will be available for use from 07.30 hours to 15.00 hours on regular school days. The following rules shall govern the use of the swimming pool:

2. Students are not allowed to use the swimming pool without the teacher and lifeguard supervision.
3. Students are required to inform the teacher concerned and/or consult the student clinic nurse on duty when not feeling well prior to the use of the swimming pool.
4. Proper swim wear is required to every user of the swimming pool:
 - a. Swimsuit for females
 - b. Swimming trunks for males.
5. No swimsuit/swimming trunks means the student must sit in the designated area while lesson is being taught.
6. Students are required to take a shower before and after using the swimming pool.
7. Any signs of thunder and/or lightning students must leave the pool immediately.
8. No food or drinks are allowed in the pool area.
9. The following behavior is not allowed in the swimming pool area including the bathhouse:
 - a. pushing
 - b. running
 - c. fighting or fighting over swimming aids
 - d. walking or fighting (sumo game) on the center pool divider,
 - e. dunking
 - f. jumping off others
10. Use shoe rack outside the pool area for shoes and socks. Be careful on the pool area stairs with wet feet.
11. No electronic toys or water pistols.
12. Lockers are provided to secure personal belongings. All locks must be removed from the locker at the end of the day or they will be forcibly removed by the School. Items left in lockers after the end of the day will be placed in the lost and found box.
13. (Three (3) whistles!!!) When you hear three whistles students are to leave the pool immediately and gather at the safety point in front of the lockers. Wait for instructions from the teacher.
14. Use the toilet before swimming. Swimmers who are not toilet trained, are not allowed to swim.

15. Practice safe entry and exit from the pool.
16. No diving.
17. Back flips are not allowed.
18. No pretending to drown or 'calling for help' as a joke is allowed.
19. Students who are non-swimmers and weak swimmers must stay in the shallow end of the pool.

On School Lunch Program

Each school day, the School serves a nutritious hot lunch, providing both Western and Asian cuisines. Students may not bring lunches from home, except those with specially prescribed diet, and should eat lunch at the school canteen. Students may not bring or eat food in any classroom with the exception of teacher sanctioned parties. They may not order lunch delivered to the school from off-campus.

On Student Withdrawals

Parents are enjoined to inform the Admissions' Office, in writing and fill up the "Notice for Withdrawal Form" for any plan of withdrawal of their children at least two (2) months prior to the beginning of the next semester. The student must secure the school clearance, which may include payments of required school fees, for student's academic records to be released.

Refund of tuition fees, paid by the student who has withdrawn from the school, may be allowed based on the following:

1. If the withdrawal is within seven (7) days from the first day of school, the school will refund fifty (50%) percent of tuition fees and meal fee for the current semester.
2. After seven (7) days from the first day of school, the school will not allow refund of fee(s) for the current semester.
3. If payment is made for one (1) Academic Year, the parent must inform the school at least two (2) months prior to the opening of the second semester. Only tuition and meal fees for the second semester will be refunded and discount privileges will be cancelled.
4. Deposit for undamaged/lost books will be returned within one (1) month from the time the "Notice of Withdrawal Form" has been submitted and the whole process of withdrawal is completed.

On Telephones

Students may use the office telephone for emergency purposes only. Forgotten lunches, books, or assignments are not considered as emergencies.

On Textbooks

The parents will receive the "Book Acknowledgment Letter," after textbooks are issued to them by the school. The purpose of this letter is for the parents to be acquainted with the books their children will be using with an acknowledgement of their receipt. Textbooks are school property and students must care for them as such. Students must not write on, fold or tear out any page of the book. Any lost

textbook will be charged to students immediately to secure a new one while any damaged book will be charged to the students at the end of the Academic Year and must be paid before any grades or transcripts will be issued.

On Time Spent on Homework

The actual amount of time spent on homework will vary depending on the individual student's habits and the class load. The Intensive English Studies (IES) students will typically spend more time on homework. The amount of time spent on homework will be appropriate to the grade level of the child.

On Visiting the Classrooms

For security reasons, parents are enjoined to inform the Head of School Division when they intend to visit their children in school and are not to go directly to their child's classroom. The school designates specific days during which parents are invited to visit classrooms. Parents who have a specific concern regarding the child's performance may set an appointment with the Head of School Division or the teacher.
