



**Global English School**  
**Parent / Student Handbook**  
**2015-2016**

*Inspiring to live, learn, and communicate with excellence.*

# **GLOBAL ENGLISH SCHOOL (SATIT CHRISTIAN WITTAYA)**

The Parent/Student Handbook describes the rules and policies of Global English School. These rules and policies which reflect the mission and vision of the school have been created to ensure the academic, social and moral development of each student.

## **SCHOOL OFFICE HOURS**

Monday- Friday 7:30 AM- 5:00PM

Saturday 8:00 AM- 4:00 PM

## **SCHOOL COMMUNICATION INFORMATION**

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## Mission

GES desires to provide the opportunity to pursue excellence in the form of academic achievement and moral character based on Christian ethics while being nurtured in a Christ-centered environment.

## Vision

**GES desires to provide the opportunity to pursue excellence...** The administration, teachers, and staff at GES will do their very best to meet the needs of every student in order to provide each individual with the opportunity to succeed in all aspects of education and life.

**In the form of academic achievement...**GES employs learning resources from North America in order to prepare students to further their education at an International school locally or abroad. As the teachers at GES put forth the effort to provide high academic standards, the students are given the opportunity to work together with their parents in order to maximize learning on the road to academic excellence.

**And moral character based on Christian ethics...** GES strives to equip the students to become responsible members of the community by providing an education and example of moral character based on Christian principals. It is the goal of GES to produce students with a high regard for moral integrity that will help them succeed in life.

**While being nurtured in a Christ centered environment...** Jesus Christ is at the center of all that GES strives to achieve in the lives of its students and staff. It is the goal of GES that students see the love

that Jesus Christ has for them through chapel services, morning devotions and personal relationships with teachers.

## **General Policies at Global English School**

### **Parent-School Communication**

Parent communication is very important to GES. If at any time you do not understand any correspondence from your teacher, please come to the office for a translation or conference with the administration.

Some set practices for communicating with your child's teacher are:

#### **Newsletters:**

The first week of school your child will bring home a newsletter which will provide an overview of the lessons for the new year, the grade level grading policy and classroom rules. You will also receive a newsletter at the end of each month which reports current instruction and upcoming events.

#### **Take-Home Folder**

The following pertains to Primary (G1-6) students only: A "Take-Home Folder" will be supplied for every Primary (G1-6) student. The Take-Home Folder will be the primary avenue of regular communication between teachers and parents. Teachers will place in this folder graded assignment, newsletters, monthly evaluations, and any other letters or documents intended for the parents to see. Parents will be expected to view this folder daily and will be held responsible for information passed through the folder.

#### **Parent-Teacher Conferences**

Parent/ Teacher conferences are a time for parents to review and discuss their child's progress. Participation is strongly encouraged.

Parents will be notified in the monthly newsletter when conferences can be scheduled. Scheduling for the 15 minute conference is done by the office. If a translator is needed, one can be requested during the sign-up process.

### **Appointments with Teachers**

GES teachers welcome the opportunity to visit with parents. To arrange appointments for before/after school:

- Talk to the teacher before or after the school day.
- Contact the school administration who will make an appointment with the teacher.
- Send a note to class with your child stating the time and day you would like to meet.

### **Appointment with Administrators**

GES administrators are generally available on campus before, during, and after school. Parents may ask the front office to contact an administrator if one cannot be located. Appointments can be scheduled through the office for any questions or concerns of a sensitive nature or that may require lengthy discussions.

## **Evaluation**

### **Report Cards**

The academic year is split into two semesters. The first semester is from the beginning of school until the break in December. The second semester is from January through the end of the school year. At the end of each semester a report card is given to each student. Report card grades are based on the following scale:

Grade	Percentage	GPA
A	80%	4.0
B+	75%	3.5
B	70%	3.0
C+	65%	2.5
C	60%	2.0
D+	55%	1.5
D	50%	1.0
F	0%	0

Kindergarten report cards will be sent out six times per year marking student progress according to the following scale:

- N – No evidence of understanding for grade level standard
- 1 – Needs extensive support at school to meet grade level standard
- 2 – Making progress toward grade level standard
- 3 – Frequently demonstrates understanding of grade level standard
- 4 – Mastered the grade level standard
- 5 – Surpassed the grade level standard

### **Monthly Evaluations**

On the last school day of every month, each child will receive a formal Monthly Evaluation. The Monthly Evaluation is a report on the student’s current academic and social/behavioral progress. These reports use a scale of 1 to 5, with 1 being the lowest and 5 being the highest mark. Parents are to read evaluation, sign the envelope, and return both the evaluation to the school by the end of the following week.



## **Failing Grades**

Students whose academic record shows lack of progress in mastering the core subjects (mathematics, English, science, Thai language, and Thai social) will be placed on Academic Warning. A student who is making a 59% (D+) or below will be required to attend CAS and/or Summer School. Students on Academic Warning will be monitored closely by the teacher and administration. Any student on Academic Warning who has not made progress by the time December Report Cards are distributed will be placed on Academic Probation. If a student is placed on Academic Probation the teacher and administration will begin to address the question of whether the student should be advanced the following school year.

The administration retains the right to determine with the help of the classroom teacher(s) whether or not it is in a student's best interest to advance to the next grade level. Parents will be notified when their child is placed on Academic Warning or Probation and met with to discuss strategies for helping their child.

## **Homework and Tutoring**

### **Homework**

Homework is given to reinforce daily instruction and to prepare students for upcoming lessons and tests. Parents are encouraged to encourage their child to complete all homework to the best of his/her ability. When a student is able to do so he/she should do the work independently.

The following pertains to Primary (G1-6) students only Homework assignments will be written in the GES homework book. This book is to be checked and signed by parents daily.

Gr. K-6 homework is to be done in pencil unless otherwise specified.

Gr. 7-12 homework may be completed in pen or pencil unless otherwise specified (colored pencil for maps, etc.)

### **Tutoring**

GES teachers may be contracted to tutor GES students on campus beginning the second or third month of school (First year teachers must have administrative permission to tutor). Contracts are made directly with individual teachers for a recommended price of 250 Baht per ½ hour.

GES teachers cannot tutor non-GES students on the school campus or in teacher housing. Non-GES students can be tutored off campus in location such as a coffee shop or library.

### **Homework Help**

GES provides after-school help for groups of students who need daily assistance with homework. Contact the office to enroll your child in the Homework Help program. Information concerning the fee schedule and payment will be provided. The service does not include studying for regular quizzes and tests.

## **School Book Policy**

Textbooks and library books are loaned to students and remain the property of GES. Students are fully responsible for the textbooks assigned to them. The full replacement cost for lost or damaged books are the responsibility of the student. The school reserves the right to withhold report cards if fees are not paid by the end of the last day of the school year.

## Attendance

### Days Attended

The Ministry of Education sets the number of days per school year and the required number of days attended. Students with inadequate attendance will be required to complete additional work and/or take additional classes to receive credit for the course in question. GES reserves the right to retain students with excessive absences in multiple classes. The number of absences per semester varies depending on the frequency of the course. See the chart below for details.

Course Scheduled	Absences Allowed per Semester
5 times a week	15
3 times a week	9
2 times a week	6
1 time a week	3

### Absences

Excused & unexcused absences will be counted against a student's attendance record. Students will be allowed to make up missed school work for excused absences.

The following are excused (unavoidable) absences under GES guidelines:

- Illness of the student
- Doctor's appointment
- Serious illness/ health issue of an immediate family member
- Death in the family
- Government requirements
- Planned absences

- The school must be informed by a parent/ guardian 2 weeks in advance of any planned absences. Students must also inform their individual teachers.
- If school AND teachers are not informed in advance by a parent/ guardian these absences will NOT be excused and students will not be allowed to make up missed work or tests.
- Planned absences will not be approved or excused if taken over final exam dates (final exams include any final project) which are indicated on the school calendar. Absences on these days will result in a “0” on the final exam.
- If a planned absence is for more than 10 consecutive days, additional homework will be assigned upon returning school. Due dates will be determined at the time the assignments are given.

Unexcused absences are those in which students are absent without parental knowledge or approval and will result in disciplinary action. The administration reserves the right to excuse any absence deemed “unavoidable” even if the reason falls outside of the categories listed above. If your child will be absent please inform the office. Parent notification is required for any and all absences. Excused absences will not be granted without parent notification. If parents do not contact the school they will be called upon for an explanation of the student’s absence.

When a student returns to class after an excused absence, he/she should be ready to turn in assignments and/or take a quiz or test for which he/she had prior knowledge regarding the dates due.

For missed assignments, make-up time will generally be on a “day to day” basis. If the student is absent for one day, work must be turned in the day after the student returns to school.

## Arrival to School

The school day begins at:

Grade	Time
Nursery-Kindergarten 3	8:30 am
Grade 1-6 in CAS	8:00 am
Grade 1-6	8:30 am
Grade 7-12	8:05 am

Students who arrive after the times listed above must go to the office to retrieve a tardy slip before going to their classroom. If the student arrives in the classroom late without a tardy slip the student will be sent to the office by the classroom teacher to retrieve one.

Please note that students with excessive lateness to school will result in both academic and disciplinary consequences. Parents should be aware of their child's attendance records and mindful of their prompt arrival at school on a daily basis.

## Arrival/ Drop-off/ Pickup

Students are not allowed on campus before 7:00 a.m. Once on the campus a student may not leave without a staff member signing the student out and accompanying them off campus with the intention of returning. If a parent signs out a child during school hours, a staff member will get the child from class. In all other cases, students must have proof of custodial permission and have notified both their foreign and Thai teachers before signing out at the office.

Students will not be released to a non-custodial adult unless the office has been notified ahead of time.

Students must be picked up no later than 5.00 pm unless special arrangements have been made at the office.

Once a student has left the campus after 3:40 pm, they may not return that day and will result in automatic detention.

## Dress Code

Every student is to wear the school uniform when on campus.

Specific details about dress code are as follows:

### Regular Uniform

Boys:

- White GES polo shirts or white button-up, short-sleeved shirts with the GES logo; button-up shirts must be tucked in during school hours.
- Standard navy blue dress pants or shorts (just above the knee); all pants must be worn at waist level
- Solid dark color belt
- Black uniform shoes or tennis shoes

Girls:

- Shirts:
  - White GES polo shirts
  - Fully buttoned, white, short sleeved jumper shirts with the GES logo which must be long enough to not reveal midriff when arms are raised.
  - Button-up, white short sleeved shirts with the GES logo which must be tucked in during school hours.
- Maroon skirt
  - Skirt length must be mid-knee or longer on all sides when worn at the waist level
- Black uniform flat shoes or tennis shoes

## **PE Uniform**

Grade 1-6:

- GES maroon polo shirt
- Solid black or dark blue pants or shorts (just above the knee) worn at the waist
- Tennis shoes only (no sandals of any kind)

Students who do not wear the proper attire for PE will receive a deduction from their grade that day and also may not be allowed to participate.

Grade 7-12:

- GES issued PE t-shirt
- Dark colored shorts at least knee length

Grade 7-12 students will change in to PE uniform (described above) during their PE period this uniform must only be worn during PE class. Students found in their PE uniform outside of PE class will be disciplined for being out of dress code.

Grade 7-12 students who fail to bring their PE uniform on PE days will be docked participation points for their PE grade.

## **Special Days**

The following dress code exceptions will be made for school specified "Special Days". All other uniform guidelines should still be followed unless otherwise specified by the administration.

- Pants may be worn, but should not have holes or tears in them. Pants should be worn at the waist. Leggings may not be worn as pants.
- All shirts must have sleeves, be waist length or longer and should not have offensive words or pictures on them.
- Sports-type sandals can be worn (which have a strap around the ankle), but never flip flops.
- Shorts and skirts- same length as regular uniforms

## Other Guidelines

- Outer wear should not have offensive words or pictures (anything referencing violence, drugs or sexual content) on them.
- No visible tattoos
- Piercings:
  - Girls: small earrings only
  - Boys: no body piercing jewelry of any kind
- Hair:
  - Hair must be neat and not cover the eyes
  - Any hair coloring must be of a natural hair color.
  - Boys hair - length should not pass the top of the collar
  - No hats or hoods are allowed to be worn

Administration reserves the authority to address an individual student concerning any dress deemed inappropriate. Violations of the dress code may result in disciplinary action including but not limited to: being sent home from school to change; being asked to change hair color before returning to school; being asked to change into school provided uniform for the day.

## Miscellaneous Student Policies

### Visitors

All visitors must enter the campus through the front office where a sign in will be required. Former GES students or alumni are welcome to visit GES campus outside of school hours (8am-3:40pm).

### Field Trips

The following guidelines are to ensure each child's safety:

1. All students must have a signed permission slip.



2. Permission slips and fees are due up to 1 week before the trip. Please refer to the field trip letter handed out by the teacher.
3. Siblings of students may not accompany the class on the trip.
4. Unless otherwise specified by the teacher, students will be required to wear the school uniform on all field trips.
5. In some cases parents may be asked to come to help aid the teachers during a field trip.
6. In some cases students may not be permitted to participate in field trips for academic or behavior discrepancies.

## **Lunch Rules**

Students are to line up and wait to be served unless they have been directed to serve themselves. Students are to eat politely and are expected to finish their lunch by the time the bell rings. Students are to take their plates to the proper area and clean them off when they are finished. Students are not allowed to be in school buildings during lunch time without direct teacher supervision.

## **Hallways**

Students are not to be in the halls before school, during recess, during lunch, or after school.

## **Playground/Recess Rules**

- Students are expected to properly dispose of all trash on school property.
- No balls are to be kicked or thrown outside of basketball field and soccer field.
- Students are not allowed to climb any trees.
- Students are not to climb fences.
- All equipment must be used for designated purpose only.

- No physical contact sports are allowed on the playground. This includes games with pushing/ jumping on others.
- No students are allowed in the classroom during recess without permission.
- Kindergarten playground is reserved for kindergarten use only. Grade 1-12 students are not allowed on the kindergarten playground at any time.

## **Speaking Thai in Class**

When learning a second language, it is imperative that the learner practices speaking the language. Students are encouraged not to speak Thai in classes taught in English without permission from the teacher. Teachers may incorporate in-class policies to discourage the use of Thai in the classroom. Students are expected to follow these policies.

## **Personal Belongings**

GES and GES personnel are not responsible for any damage to or loss of personal items that a student or parent brings on campus. Students should avoid bringing items of great value to school with them. Administration reserves the right to do random searches of back packs and lockers, and to take any necessary disciplinary action.

## **Electronic Devices**

Electronic devices (cell phones, iPads, handheld games, etc.) are not to be seen or heard during class time. For students in G1-6, electronic devices are not to be used between the hours of 8:30AM and 3:40PM. If an electronic device is seen or heard at inappropriate time it will be taken away. The length of time an electronic device is withheld will be at the teacher's discretion.

## **Cheating or Plagiarism**

Cheating on assignments, tests, etc. will result in a grade of “0” on that assignment and receive a phone call home. Depending on the nature of the act or if it is a repeated offense, it may result in further disciplinary action including possible termination from school.

Plagiarism is the act of presenting another person’s literary, artistic, or musical work as one’s own (The World Book Encyclopedia). For example, a student who copies from reference books, without proper documentation, has committed plagiarism. Consequences for plagiarism are the same as for cheating, see above.

## **Discipline Policy**

GES staff will work together with parents and students to correct behavior problems in the following manner:

- Teachers will set and maintain a Classroom Discipline Policy for their respective classrooms. This policy will be sent home at the beginning of the school year.
- Major offenses will be referred to the administration. These include, but are not limited to, the following: profanity, willing destruction of school property or that of another student or staff member, cheating, lying, fighting, showing disrespect to a staff member, theft, skipping of class, inappropriate public display of affection, use of alcohol, tobacco, drugs or a minor offense that has become habitual (constant talking, making noise, etc.)
- No refunds will be made for tuition paid when a student is suspended for the remainder of the semester or year.
- Student responsible for damage to GES facilities or equipment will be charged for the replacement costs in addition to any other disciplinary actions. The

administration reserves the right to hold report card for any charges not paid by the last day of school.

## GES School Rules

In addition to the various guidelines mentioned above, all GES students are expected to:

1. Attend all classes, arrive on time, and actively engage in tasks.
2. Treat all other students, faculty, and staff with respect and kindness.
3. Know and follow all rules associated with specific classrooms and school areas such as the library, playground, cafeteria, and front office.
4. Abide by the school dress code.
5. Remain on campus in the appropriate classroom, cafeteria, or playground area during school hours unless accompanied or given permission by a school faculty or staff member.
6. Treat school facilities with respect, aim to maintain the value of school property, and use school equipment only for its designated use.
7. Refrain from using cell phones and other electronic devices during school hours (8:30AM- 3:30PM for G1-6)/ class hours (for G7-12).
8. Maintain modest behavior in relationships with the opposite sex. Public displays of affection of any kind are prohibited on campus at GES.
9. Refrain from bringing alcohol and tobacco products, as well as illegal substances on GES campus.
10. Refrain from engaging in or threatening physical violence with any member of the GES community.

Failure to adhere to these expectations will result in the following disciplinary action:

<b>Expectation</b>	<b>Consequence</b>
1	See "Attendance" (p. 10)
2	According to Classroom Discipline Policy
3	According to Classroom Discipline Policy/Area Specific Rules
4	Parents will be notified. Appropriate attire may be provided. Repeated offenses may result in more severe consequences.
5	According to the Administrative Discipline Policy
6	In addition to discipline measures taken by the Administration, students will be financially responsible for damaged property.
7	See "Electronic Devices" (p.18)
8	According to the Administrative Discipline Policy
9	Immediate Suspension. Grounds for expulsion
10	According to the Administrative Discipline Policy. Possible grounds for immediate Suspension. Grounds for expulsion

Note: Severe or repeated offenses in any category may result in Administrative disciplinary action as described below.

### **Classroom Discipline Policy**

This policy will be determined by classroom teachers and presented to parents and students within the first week of school.

## **Administrative Discipline Policy**

First Offense: Administrative Detention and Parent Notification (i.e. phone call).

Second Offense: Administrative Detention, Parent Notification, and Parent Conference

Third Offense: Parent Notification, In-School Suspension, Parent Conference, Signed Behavior Contract

Fourth Offense: Handled according to Behavior Contract. Possible grounds for expulsion.

## **Administrative Disciplinary Related Terms**

Administrative Detention: Detentions given by or on behalf of an administrator will be served after school on Thursdays from 3:40PM-4:40PM.

- Students will be supervised in the classroom. Students are to remain silent. Any other activities are not allowed. Students will not be allowed to leave the room during the prescribed time.
- A copy of each detention form is sent home to be signed by the parent and returned the following day.

Parent Notification: The GES office will contact the parent via phone call on the day of the offense. The office must speak to the parent or guardian directly. Parents/guardians must acknowledge that they are aware of the offense and will address it with their child at home.

Parent Conference: The GES office will contact the parent via phone call and arrange an after school conference to discuss the student's behavior. Those present for the conference will include: parent/guardian, offending student, offended teacher, and administrator.

In-School Suspension: An in-school suspension is a day (or designated period of time) in which students are withdrawn from their regular class schedule and activities. Students will work quietly

in a room supervised by a teacher or administrator. Work will be assigned by the supervising teacher or administrator (work may include school service projects). Students will receive lunch alone in the suspension room and will be given bathroom breaks as needed. Students will receive a "0" for any homework/class work due on in-school suspension days. Missed tests and quizzes are able to be made up.

Behavior Contract: A Behavior Contract is a document signed by the parent/guardian and offending student which is developed in order to guide the student's behavior. Behavior Contracts are developed on a case-by-case basis. Breach of a Behavior Contract may result in expulsion.

Suspension: A suspension is a day in which the student is sent home or asked to stay home from school due to a major offense as described above. A student will receive a "0" for work due on the day of the suspension (including tests, quizzes, and major projects).

Expulsion: Expulsion is removal from enrollment at GES. The reason for the expulsion will be included with transcripts and forwarded to future schools.