

# Parent/Student Handbook 2019-2020



171 Pracharat Rd.  
Ampur Muang, Talad Khwan  
Nonthaburi, Thailand 11000  
Telephone: 02-525-1302  
Fax: 02-968-4871

## **Middle School Division** Grades 6-8

Email: [info@gesthailand.com](mailto:info@gesthailand.com)  
<http://www.gesthailand.com>

<b>MISSION</b>	<b>4</b>
<b>VALUES</b>	<b>4</b>
<b>VISION</b>	<b>4</b>
<b>EXPECTED SCHOOLWIDE LEARNING RESULTS</b>	
<b>PROFILE OF GES</b>	<b>5</b>
<b>EDUCATION MODEL</b>	<b>5</b>
<b>COMMUNICATIONS – Addressing Concerns</b>	<b>6</b>
<b>GENERAL INFORMATION</b>	
ACADEMIC PROBATION	
PROMOTION AND RETENTION	
ACADEMICS	7
STUDENT SUPPORT	7
ACADEMIC SUPPORT	7
ENGLISH INTERVENTION PROGRAM	7
ADVANCED MATH TRACK	8
ARRIVAL AND DEPARTURE	8
ATHLETICS AND EXTRACURRICULAR ACTIVITIES	
ATTENDANCE	9
CELL PHONES & ELECTRONIC DEVICES	12
CHEATING EXPLANATION AND CONSEQUENCES	13
COMPUTERS AND ELECTRONIC DEVICES*: STUDENT USE POLICY	
CONDUCT	13
DISCIPLINE	14
REDEMPTIVE DISCIPLINE PHILOSOPHY	18
DRESS CODE SECONDARY STUDENTS	20
PANDA CARD POLICY	21
FIELD TRIPS and INTERNATIONAL EDUCATION EXPERIENCES	22
LEAVE OF ABSENCE	22
GENERAL BUILDING RULES	23
GRADING SCALE	24
HOMEWORK POLICY	24
IMMUNIZATIONS	25
ILLNESS and INJURY	25
LOST AND FOUND	26
LIBRARY	27
OFFICE HOURS	27
PERSONAL BELONGINGS	27
RECORD REQUESTS	27
REPORT CARDS	27
SCHOOL ID BADGES	
SCHOOL LUNCH PROGRAM	28

SCHOOL PROPERTY	28
SECONDARY SCHEDULE	28
STUDENT ACCIDENT INSURANCE	28
STUDENT SUPPLIES	29
SUSPENSION	29
TEXTBOOKS	29
TUITION AND FEES PAYMENT	29
VISA/EMBASSY VERIFICATION LETTER FOR STUDENTS	30
WITHDRAWAL	30
VISITING THE CLASSROOM	30

## **GES POLICIES**

GES CHILD ABUSE PROTECTION POLICY	
GES DISCRIMINATION POLICY	
GES COUNSELING DEPARTMENT CONFIDENTIALITY POLICY	
GES HARASSMENT POLICY	
GES SOCIAL NETWORKING POLICY	
GES SUBSTANCE ABUSE POLICY	
Middle School Teacher List/Schoolwide Staff List	

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## **MISSION**

Nurturing students to have good character and to become global-citizens with Thai ethos who serve their families and communities.

## **VALUES**

### **G - GROWING**

We are lifelong learners who seek to improve ourselves in knowledge and character (Proverbs 3:13-14)

### **E - ENCOURAGING**

We are responsible citizens who joyfully serve, respect, and support our communities to the best of our ability (1 Thessalonians 5:11)

### **S - SINCERE**

We are compassionate individuals who practice humility and integrity in our efforts to impact the world around us (Romans 12:9-10)

## **VISION**

Inspiring to live, learn, and communicate with excellence.

## **PROFILE OF GES**

Global English School (GES), also known as Satit Christian Wittaya, began serving the community of the Greater Bangkok area in 1997, expanding from Panda Kindergarten. GES offers an American system of education that prepares students for entry into international universities locally and abroad. Our curriculum offers an excellent Bible-based education to students regardless of race, religion, or national origin.

## **EDUCATION MODEL**

We are committed to fulfilling the Global English School vision: inspiring to live, learn and communicate with excellence. Our international program promotes independent and critical thinking in our students, encouraging them to take ownership of their learning experience. The unique education model at GES assures parents that their children will be provided with an English-based education without having to compromise the development of their Thai literacy or understanding of Thai history and culture.

- Our teachers are primarily recruited from the U.S. or Canada.
- Students are taught and encouraged to speak in English in the classroom.
- 80% of the classes are taught in English: Math, Science, English Language Arts, PE, Art, and Music.
- 20% of the classes are taught in Thai: Social Studies, Language and History.
- Curriculum is based on U.S. educational materials and resources.
- Curriculum is accredited by the Thai Ministry of Education.

## **COMMUNICATIONS – Addressing Concerns**

Open, effective communication between parents and the school provides opportunities to work together to educate students. Communication takes place in one of four forms; i.e. writing, reading, speaking or listening. The school will provide a translator for support and assistance in communication in any step of the process. Please follow this process in communicating with the school personnel:

Step # 1 – Talk directly with the person about your question or concern. Much can be done when the persons directly involved understand the problem and work together to resolve it. For example, when a parent has a school-related question or concern about his own child, the parent should first talk with his child’s teacher about it.

Step # 2 – If you do not feel your question or concern has been adequately dealt with at the parent-teacher level, you may consult with the principal. The principal will confer with the teacher and respond to you in a timely manner. Often the principal will meet with the parent and teacher together.

Step # 3 – If your concern remains, the parents have the option of consulting with the head of education. The head of education will confer with the principal and parent and may call a meeting of all the parties to address the issue.

The timeliness of communication determines its effectiveness. Please communicate with your child’s teacher at the time that you have a question or concern. Do not wait until a concern becomes a crisis. We want to assure you that our teachers welcome your input. They will not treat your child any differently because you expressed a concern. We must work together “...in partnership”. Our students, your children, benefit from our efforts to effectively communicate.

## **ACADEMICS**

In Middle School, the core courses are English, Math, Science, Thai Language and Thai Social. Special courses are Art, PE & Health, Speech, Geography, Computer, ESL, Choir, Basketball, Soccer, and Study Skills.

## **STUDENT SUPPORT**

Students who need help with behavior management, instructional support, and social skills training can be referred by a teacher to special education department.

## **ACADEMIC SUPPORT**

Academic support at GES Middle School exists to support our students' academic development. During one homeroom per week time is provided and small group or one-on-one interactions with a teacher to address areas in which a student finds challenging or is struggling.

Support Goals:

- Provide a teacher to connect with and support students
- Provide caring communities of learners which fosters belonging and promote GES core values
- Provide timely support in literacy and academic/organisational skills needed for success in Middle School

## **ENGLISH INTERVENTION PROGRAM**

The English Intervention program is based on a students entrance exams scores or English grades on a semester basis. The program is designed to offer your child additional support to help improve their level of English proficiency. English intervention is offered for all grades in Middle School and takes place during their regularly scheduled English period.

If you have any questions regarding the English Intervention program or placement in this program please schedule a time to meet with your child's principal.

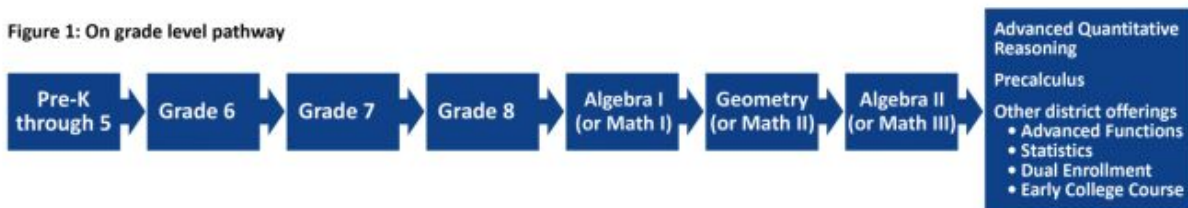
## ADVANCED MATH TRACK

Students who excel in Math throughout Middle School will be able to choose upon the completion of grade 8 whether they want to follow an advanced track in High School. All students at GES in High School will graduate with completing Algebra 2 and have the option of Precalculus or Business Math in grade 12. However, advanced track students will double up on math either in grade 9 or 10 and be able to finish grade 12 with Calculus.

Upon completion of grade 8 your child’s math teacher may recommend the advanced track in High School based on grades and overall GPA.

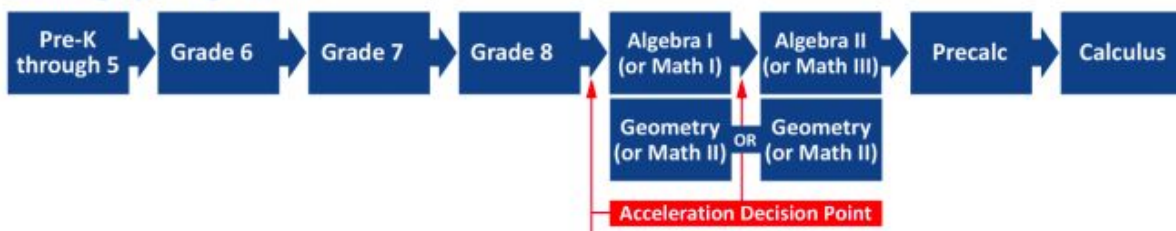
### Normal track:

Figure 1: On grade level pathway



### Advanced track:

#### Doubling Up in High School



## ARRIVAL AND DEPARTURE

Please allow plenty of time to travel to school as local traffic can cause your child to be late and thus cause a disruption to classes and their own education. All students should report directly to the main playground area for the national anthem.

Students are permitted to go up into building 4 starting at 7:30 am and are required to leave at the end of the day by 4:00, unless they are in the library. They should be lined up with their homeroom teacher and ready for the national anthem at 7:45 am or they will be considered tardy. The school ends at 2:40 pm and students are free to leave campus at that time if given permission by their parents/guardians. If students stay on campus after school they should be in building 4 or waiting areas by the school office until 3:00 pm. Leaving and returning to school campus after school is a privilege and can be taken away with three collective offenses. Please see the behavioral matrix for a list of offenses.



## ATTENDANCE

GES is a day school and student attendance is imperative to receiving a quality education. Parents are to notify the school on the day of an absence or if they child will be missing a period or two during the school day. Notifying the school can be in the form of a note, email, or phone call. Notification needs to be received no later than the following school day. PLEASE NOTIFY GES WHENEVER YOUR CHILD IS ABSENT OR HE/SHE WILL MISS ANY CLASSES.  
[info@gesthailand.com; 02-525-1302]

**Tardies:** The intent of this policy is simply to see that students arrive to school on time. The school day begins at 7:45 AM with the Thai National Anthem and opening school prayer. Students who are not lined up with their homeroom class for the start of the National Anthem are late. Before attending classes, the student must first report to the office. This policy applies to students arriving on time to any class during the school day. Tardies can be excused at the parents request following the same reporting procedures as absences. Regardless if the tardy was excused or unexcused if a student is late to class, it will be recorded in our system. If a student hits the maximum number of tardies by class in a semester, his/her parents will be notified, the student will then be required to complete an hour of community service time for every tardy after the maximum amount. If a student is tardy to class but has a pass from another teacher or staff member, the tardy is excused and does not counted against the student.

Course Scheduled	Tardies Allowed per Semester
5 times a week	8
3 times a week	6
2 times a week	4
1 time a week	2

Naturally, when there are unavoidable circumstances that cause a student to be late – inordinately heavy traffic, accident/collision, heavy rain, flooding, etc. -- these are excused en masse as many students are affected and the reason for their tardy is obvious. In these cases tardies will not be counted towards the allowed number per semester. However, in most cases, arriving to school on time is simply a matter of the student leaving early enough from home to avoid traffic delays. When this becomes a recurring problem and tardies accumulate, the school is required to take measures to help remedy the problem.

### Absences

GES desires to encourage positive character development in your children/our students. These would include such qualities as promptness, attentiveness, responsibility, cooperation, and

respect for and adherence to school rules. Attendance at school and arriving on time to school is a very important and positive habit for our students to acquire and maintain. Parents can help by encouraging their child(ren) to be on time to school and attend classes regularly. This helps to serve as a positive reinforcement in developing these desired character qualities.

If a student is absent from school, the important instructional time that was missed cannot be made up. Loss of instructional time also has a direct bearing on academic performance. Any student who has been absent from school for more than a day or two can attest that attempting to make up all of the missed homework, classroom assignments, projects, presentations, quizzes, tests and the instructional material is very difficult.

Making this work up in order to receive a grade in the class is not only required but the work must also be completed within a specified period of time. Planned absences that are 3 days or more must be reported to the school one week before the start date of the absence in order to qualify as excused. If planned absences that are 3 or more days are not reported in a timely manner it is at the discretion of each individual teacher whether the student is allowed to make up the work missed.

Parents are to notify the office whenever their child(ren) is/are absent.

**Excessive Absences:** A student who has missed an excessive number of days in one semester may lose credit for courses affected by the absence. Absences are counted by days. GES is compelled to maintain the standard of the Thailand Ministry of Education standards.

When these hours are compromised, so is the granting of credit.

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.

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

Teacher Procedures:

- An incomplete will be granted when a student EXCEEDS the number listed above.
- RenWeb will be set up to alert when a student is half-way there (except for PE) and again for every absence after that. When this alert is received, the parent will be called and informed of the approaching consequence.
- Teachers will assign a project for the student to complete in proportion to the number of

absences (i.e. a student with 16 absences should theoretically have a less time consuming project than one with 25).

- The project should have a rubric and will be graded for “satisfactory completion”. Satisfactory completion is determined by the individual teacher who has assigned the project.
- Students who receive a “satisfactory completion” for the project will then earn their original letter grade in the class. In other words, the project does NOT get them a passing grade in the class if they have not already earned one but it allows them to receive the credit and take the retest if they do not have a passing grade.
- If a student does not receive a “satisfactory completion” they will receive an incomplete in the class and will not earn the credit. They will then have to retake the class in order to earn the credit. Depending on the grade they are in and the number of classes they receive an “incomplete”, this may mean repeating a year at GES

**Make-up Work:** Make-up work is the sole responsibility of the student. Full credit may be earned for missed work if completed within the same number of school days or class periods for which the student was absent or in a negotiated time frame (e.g. three school days absent yields three school days to make up work for full credit). A teacher may refuse to accept and/or give full credit for work received after the allotted time. However, if tests have been announced, 1-2 weeks before the absence then the student should take the exam on the date of the return and/or at the discretion of the teacher. Any exception to this policy requires approval by the principal.

If a student knows he/she will be absent for an extended time period beyond 3 days, that student is expected to meet with his/her teachers to receive the work he/she will be missing beforehand. The student is expected to keep up with the work missed throughout their time away from school. Returning students who are starting school late are responsible to make up all assignments and tests from the beginning of the school year.

This type of absence may again negatively affect their attendance/class participation grade.

**Special Cases:** In the case that a student is involved in a professional sport, club or group exceptions and agreements can be made at the approval of the principal. All exceptions must be made in advanced and done in person by the students parents or guardians.

**Leaving School Before the End of the School Day:** A parent or guardian must give permission with a note or by e-mail or come in person for a student to leave school before the end of the school day. In the case of written permission, the administration may also call the parent to confirm the request. The student must sign out in the office.

## CELL PHONES & ELECTRONIC DEVICES

All students will comply with the following statements in their usage of personal mobile devices on GES campus:

- Students will not access the school network or school wifi on their personal device without expressed permission and direction from a teacher or staff member.
- Students will not attempt to avoid the school network and/or filtering policies by any means.
- Students will not use personal electronic devices without expressed permission or direction from a teacher or staff member between the hours of 7:30AM and 2:40PM on a regular school day or the adjusted dismissal time on an irregular school day.
- Students must take responsibility for any personal items brought to school.
- Cell phones, laptop computers, and other personal electronic devices are only permitted to be used within a classroom with teacher permission for educational purposes, research, and other classroom activities. These devices are not to be used during break time or during lunch.

Any failure to abide by the above guidelines will be treated as a serious offense and met with the following sequence of consequences.

- First offense: Device will be confiscated and turned into the principal where the offending student can pick it up at the end of the day.
- Second offense: Device will be confiscated and turned into the principal and the offending student's parent/guardian will be contacted to collect the device. The offending student may be out on a device ban for a period of time.
- Third offense: Device will be confiscated and turned into the principal and the offending student's parent/guardian will be contacted to collect the device. The offending student will then be put on a device ban for the remainder of the school year or may be required to hand in daily for the full year.

Note: GES is not responsible for lost electronics on campus.

**Headphone Use During School:** In an effort to cultivate a positive interpersonal school community, headphones, earphones, earbuds and other personal listening devices and speakers are not allowed during the school day. Exceptions to this may include teacher-directed classroom activities. Cell phone consequences will be followed for repeated use.

## **CHEATING EXPLANATION AND CONSEQUENCES**

Cheating is giving or receiving information about a test or quiz and/or handing in someone else's work as your own. In addition to the more obvious deceptions (looking up the answers or looking at someone else's test or paper), cheating includes telling a friend what is on a test. Even if a student has turned in his test paper, talking during a test is considered cheating. Copying a friend's homework in your own handwriting is also cheating. Plagiarism, or copying the writing of another person without giving proper credit by using quotation marks and citing references, is cheating. Using cell phones or electronic devices to show or transfer data is cheating.

Consequences for cheating are assigned at the discretion of the teacher for the first offense which will include a zero on the test/work and possible teacher administered detention. At the second offense, the student caught cheating will receive a zero on the test/work and be sent as a discipline referral to the principal. Consequences for cheating may include, but are not limited to: detention, in-school suspension, and out-of-school suspension.

## **CONDUCT**

Each student is expected to abide by all Secondary School rules in addition to other stated school rules.

The Five Basic Rules:

1. Be Positive – in speech as well as actions.
2. Be Prepared – have the necessary supplies and homework for each class.
3. Be Prompt – be seated and ready to begin class before the bell rings.
4. Be Respectful – treat every student and adult on campus with respect.
5. Be Responsible – in following school rules, telling the truth, bringing letters home to parents, and doing what you said you would do.

Additional Rules:

- Speak in English (Thai Language and Social are an exception)
- No food or candy is allowed in classrooms (outside the cafeteria), unless otherwise directed by the teacher.
- Shoes must be worn in the bathroom, ground floor of any building and outside.

Each teacher may have a classroom discipline plan that will be communicated to both students and parents. This plan will include specific rules, types of recognition for positive behavior, and consequences for inappropriate behavior.

### Flag Behavior and Expectations

- Students must stand at attention during the anthem with hands down at their sides
- Students may not talk once the 7:45 bell rings for the flag ceremony to begin
- Students may not have anything in their hands - no phones, books, water bottles, etc.
- Students may not wear sweatshirts or other attire that covers their school uniform

### Lockers and Surrounding Areas

- Students should keep lockers clean enough for the doors to close completely and at all times
- Students may not hang PE shirts or other items over the doors of their lockers.
- Backpacks and personal items that do not fit in a locker should remain with the student at all times
- Nothing is to be left on the floor in school buildings or around campus

## DISCIPLINE

We strive to cultivate an educational environment optimized for student learning and achievement through well planned lessons. However, at times there is a need to have disciplinary procedures and consequences in place for those students who continually violate classroom/school rules and disrupt the learning of other students. All staff will use the chart below when handling discipline problems.

Behavior	Consequences
<p>Intensity IV</p> <ul style="list-style-type: none"> <li>● Physical aggression with the intent to cause harm</li> <li>● Sexual harassment or Sexual related events</li> <li>● Leaving Campus without permission</li> <li>● Bringing weapons to school</li> <li>● Substance Abuse</li> </ul>	<p>*document all intensity IV behaviors and consequences on Renweb</p> <ul style="list-style-type: none"> <li>● Immediate Administration Intervention and BIP put into place               <ul style="list-style-type: none"> <li>○ Consequences could include out of school suspension, in-school suspension, and/or counseling</li> </ul> </li> </ul>
<p>Intensity III-</p> <p>Category 1 Offense</p> <ul style="list-style-type: none"> <li>● Not following directions/Significant defiance</li> <li>● Inappropriate language (e.g., racial, sexual)</li> <li>● Excessive Swearing</li> </ul> <p>Category 2 Offense</p>	<p>*document all intensity III behaviors and consequences on Renweb</p> <p>Category 1 Consequence/ Corrective Response</p> <ul style="list-style-type: none"> <li>● Student writes an action/remediation plan</li> <li>● Student needs to apologize/make amends</li> <li>● Student needs to model the</li> </ul>

<ul style="list-style-type: none"> <li>● Stealing</li> <li>● Vandalism</li> <li>● Throwing furniture/dangerous materials</li> <li>● Multiple Dress infractions</li> </ul> <p>Category 3 Offense</p> <ul style="list-style-type: none"> <li>● Hazardous behaviors/safety issues</li> <li>● Bullying/Verbally threatening behavior</li> <li>● Cheating on test or major project and the consequence will result in the parent communication from admin and a zero on the assignment</li> <li>● Skipping Class</li> </ul> <p>Category 4 Offense</p> <ul style="list-style-type: none"> <li>● Physically threatening behavior</li> <li>● Physical aggression</li> </ul>	<p>appropriate behavior where the infraction occurred</p> <ul style="list-style-type: none"> <li>● Student needs to model the appropriate behavior with the individuals who were involved</li> </ul> <p>Category 2 Consequence</p> <ul style="list-style-type: none"> <li>● Student needs to repair or replace damaged property and/or items</li> <li>● Letter to parent – written by the student</li> <li>● Time spent in another class</li> </ul> <p>Category 3 Consequence</p> <ul style="list-style-type: none"> <li>● Lunch Detention</li> <li>● Phone contact with parent</li> <li>● Community Service</li> </ul> <p>Category 4 Consequence</p> <ul style="list-style-type: none"> <li>● Parent/teacher conference</li> <li>● Parent/student/teacher conference</li> </ul> <p>Category 5 Consequence</p> <ul style="list-style-type: none"> <li>● In-school suspension</li> </ul>
<p>Intensity II</p> <p><b>Purposeful Actions</b></p> <p>Blatant or premeditated disobedience/disrespect, excessive absences, cheating, lying</p>	<p>Detention, write a paper, 0 points on the assignment, send outside the classroom to work</p>
<p>Intensity I **</p> <p><b>“Mindless” Mistakes</b></p> <p>Tardy, dress code, unexcused absences, food or candy outside the cafeteria, no shoes in the bathroom, mess in cafeteria, flag misbehavior, mess in hallways, common area rule breaking</p>	<p>Panda punch, warning, meeting after school, RenWeb record, send to office,</p>

<p>Lunch Detention</p>	<p>A designated space in the cafeteria. The teacher on cafeteria supervision will supervise the student/s. The student/s will remain at the table until the class bell has rung.</p>
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	<p>Procedure-</p> <ol style="list-style-type: none"> <li>1. Teachers will notify the cafeteria supervisor for that day of the assessed detention.</li> <li>2. Students will have to help clean around the lunch room</li> <li>3. The teacher will send a message home saying the student received lunch detention. (electronically through class dojo or google feature for upper school)</li> <li>4. The teacher who assigned the lunch detention must document the detention on renweb (found on the student's dashboard- under behavior)</li> </ol>
<p>ISS</p>	<p>Intensity III, ISS will be assigned/ planned ahead of time (no more than two days after undesired behavior took place). ISS takes place in the sub office.</p> <p>Procedure</p> <ol style="list-style-type: none"> <li>1. The teacher will privately explain to the student that because of a certain behavior(s), the student has earned ISS</li> <li>2. The teacher will submit a request for ISS to their principal as soon as possible.</li> <li>3. The principal will approve the ISS request by forwarding the request to the sub coordinator (principal will pick severity of ISS).</li> <li>4. The sub coordinator will then plan the sub and day the student will serve.</li> <li>5. The sub coordinator will contact the teacher with information regarding when the ISS will take place.</li> <li>6. The teacher will be responsible for contacting the parents to notify them that ISS will be served for the behavior.</li> <li>7. The teacher will document the event on Renweb. (found on the student's dashboard- under behavior)</li> <li>8. The sub responsible for watching the</li> </ol>



	<p>student during ISS will bring the student to ISS and return the student to class after the student served his/her time.</p> <p>However, for intensity IV behaviors</p> <ol style="list-style-type: none"> <li>1. The teacher will notify the principal by calling them or be walked to office for kindergarten</li> <li>2. The student will need to immediately be removed from the classroom and put either in the office, picked up, or sent to ISS if a sub is available.</li> <li>3. The student will be removed by having the principal pick the student up from class.</li> <li>4. The principal will contact the parents and hand out the consequence</li> <li>5. Principal will update the teacher</li> </ol>
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#### Interventions-

After 2-4 intensity III consequences have been served, the teacher will meet with the sped department to decide on an appropriate intervention program to start with the student in order to replace the negative behavior with a prosocial behavior.

After an intensity IV consequence, the student will immediately start an individualized intervention plan.

#### Note:

- If an infraction in Intensity I is repeated more than 1-2 times, or if there is another indicator that the infraction has transitioned from “mindless” to “purposeful,” some infractions may move from Intensity I to Intensity II
- The following actions are never to be taken with a student for any infraction:
  - Physical punishment
  - Malicious verbal slander
  - “Guilt-tripping” a student
  - Intentionally embarrassing a student in front of other students

## REDEMPTIVE DISCIPLINE PHILOSOPHY

### Redemptive Discipline is...

- Gospel-enriched
  - Rules are not an end in themselves, but are clearly given, and given in grace and with purpose
  - Students are taught what repentance is by design of the discipline plan, and are not encouraged in false ideology that denies the depravity of man, nor the ability to gain favor from God through works
  - Discipline is administered with an attitude of grace, forgiveness, and restoration
  - The end is inward transformation, not outward conformity
- To mirror how God deals with His people
  - Authority is still present, and rules are not nullified
  - The will of God is not condemnation, but restoration
  - Again, God deals with His people with grace, forgiveness, and restoration, but does not contradict what is true, what is loving, and what is righteous
- Identity-dependent
  - Teachers must know who they are in God, and how the Gospel has touched their lives before they can successfully discipline redemptively from a genuine heart
    - See <https://www.redemptiveeducation.org/qualities-of-a-redemptive-educator> for some examples
  - Students must be viewed as “fallen image bearers,” with created qualities that God wants to restore
  - That GES teachers, as followers of Jesus in a Buddhist country, are beacons of light in a dark place, and that our discipline can preach the Gospel to students who need to hear it
- Different from the world
  - Punitive discipline, a popular philosophy which is based on removal of students for poor behavior, focuses on managing behavior, not inward change
  - Psychologically-based discipline, a popular philosophy which focuses on internal, self-control of behavior, further promotes a works-based means to being “good”
  - Behaviorally-focused discipline, a popular philosophy that reinforces positive behavior and punishes bad behavior, has been shown to promote

good behavior as an avoidance of punishment, according to research.  
This is not an example of inward transformation and restored relationship

Rules should be clearly communicated and, ideally, posted. Students are informed of the purpose for every rule, so they see that rules don't have to be followed just to be followed, but for heart and attitude transformation.

If a student breaks a rule, they should be met with the following three steps.

1. A warning (grace).
2. Students write a one page paper (can be hand-written on notebook paper)
  - a. What they did wrong
  - b. Why it was wrong
  - c. How they plan to change
3. If the behavior continues without "repentance" in a class, they get detention

## DRESS CODE SECONDARY STUDENTS

Student appearance affects student behavior and attitudes. Dress must be modest, neat, and appropriate. The Principal has the final say about appropriate appearance, based on the school attire stated below.

### GES School Attire for Secondary (6-12) Students

<b>Girls: regular uniform</b>	<b>Boys: regular uniform</b>
Maroon school issued skirt	Black or Navy Uniform-type, dress and/or khaki material pants or shorts
School issued button up or polo with GES crest	School issued button up or polo with GES crest
<b>Girls: PE Class</b>	<b>Boys: PE Class</b>
T-shirt approved by teacher and shorts must reach fingertip length. For swimming: a modest 1 piece swimsuit	T-shirt approved by teacher and shorts must reach fingertip length. For swimming: modest swim trunks/shorts with legs. No brief-style swimwear.

In an effort to provide an environment conducive to learning that is respectful to the many cultures represented in our community, GES has established a school uniform that allows for flexibility within established guidelines.

#### **Uniform Guidelines:**

1. Button pullover shirts should have at least one button buttoned.
2. Uniform button up tops should be tucked in.
3. Boys should wear a black or navy belt with no logos.
4. Haircuts and hairstyles for boys and girls should not cause a distraction to the students or the learning process. Hair color should not be anything other than a naturally occurring color. Boys hair length should not go past their collars.
5. The only acceptable footwear for students is sneakers and close toe and close heeled shoes (street shoes). Footwear must be laced or fastened where appropriate and must be free of holes, rips, or inappropriate markings.
6. Girls may not wear any body piercing other than earrings. The earrings must not be distracting or dangerous for the activity they are engaging in. Boys are not to wear anything in their ears during the school day or any form of body piercing ornamentation.
7. Hats, hoods, scarves, and sweatbands should not be worn during the school day.
8. All students must wear their uniform when they enter the front entrance of the school each day.

**Non-uniform Days Must Be Approved by the Principal:** On designated non-uniform days, students may wear clothing other than uniforms. The administration must approve each non-uniform day. Non-uniform attire must comply with the general guidelines applicable to school uniforms. If a student wears any clothing deemed inappropriate, the student will be asked to change the clothing or be sent home. This will be considered an unexcused absence.

**Prom/Banquet Attire:** All boys are expected to wear formal attire, i.e. dress shoes, slacks, shirt, tie, and jacket. For girls, all dress lengths must be even or longer than their knees. No mid-drift allowed, i.e. the front of the body must be fully covered. No cleavage or other private areas can be visible.

### **PANDA CARD POLICY**

The purpose of the Panda Card is to help students learn responsibility and accountability for their actions and behavior. The Panda Card is both a system of consequences and rewards (quarterly rewards days) and assists in building a positive school culture of consistency and respect.

Students will receive a whole punch in their card for the following:

- Speaking Thai in a non-thai class
- Speaking English in a Thai class (without permission)
- Profanity in any language
- Not wearing shoes in the appropriate locations
- Misbehavior at flag and not meeting expectations
- Failure to obey school rules for common areas

Teachers may add to this list specific for their classroom and it is to be visible for students.

Students will be shown grace up to 6 times per quarter. After 6 has been reached every 4 over the allowed amount will result in consequences on an individual basis with the homeroom teacher.

If a student loses their Panda Card, they must see the Principal within one school day of the loss and parent confirmation via email, phone or letter of the circumstances will be used to deem student eligibility for rewards days with a replacement card. This is done on a case-by-case basis. If, at any time, students don't have their Panda Card on them and commit one of the infractions above, they will be sent to the principal as it is not possible to verify how many punches they had already received.

There will be a quarterly rewards system in place for those students who abide by this policy throughout the quarter in an exemplary fashion. These rewards may include special lunches, activities and field trips. These days are a terrific way to celebrate and reward positive behavior choices.

## **FIELD TRIPS and EDUCATIONAL EXPERIENCES**

GES encourages field trips that expose students to education and service opportunities not readily available within the structured classroom. A permission slip must be on file for the student to take part in school-sponsored trips away from school premises required by the MOE for each individual field trip.

Regular school uniforms are worn on field trips unless otherwise indicated by the field trip organizer. Dress should be school uniform or conform to the general guidelines for non-uniform days as stated in the dress code section of this handbook. All school rules and additional rules, specific to each trip, will apply on field trips. Misbehavior by a student may result in exclusion from future field trips or other consequences.

## **LEAVE OF ABSENCE**

A Leave of Absence form is available in the Office. A leave of absence may be requested if a student will be absent from GES for no longer than a year, examples include a study abroad program such as AFS, or for personal reasons. In the case of an approved leave of absence, the student's seat in the class for the following year will only be reserved with a deposit, however they are not required to pay the registration fee again when they return to GES.

## **GENERAL BUILDING RULES**

### **General Areas: Common Areas, Hallways, Classrooms, and Cafeteria**

#### **Common Area**

- Students should use the benches for sitting only
- Never stand on, crawl over, or through benches
- Students are not allowed on the balconies or areas on the outside of a building
- Students are not allowed to crawl out of a window or climb on handrails
- Students are not allowed to drop or throw anything over the side of a building unless it is a teacher supervised activity.
- No littering

#### **Hallways**

- No running in the hallways
- No loitering in restrooms or stairways when classes are in session
- No littering in the hallways
- No yelling or playing around

#### **Elementary and Kindergarten Building Area**

- Students are not permitted in the Elementary or Kindergarten buildings unless serving as a TA or directed by a Teacher/Principal to enter the building
- Students who exit campus at any time during the school day without administrative/teacher approval/pass will be considered "truant"

#### **Cafeteria**

- Students are not permitted to yell or make loud outbursts inside or across the room
- Students are to put their plates, cups, trays, etc. in the proper location as well as trash in the proper receptacles
- No food or drinks, with the exception of bottled water, are allowed outside the cafeteria unless directed by teacher/administrator
- No running

## GRADING SCALE

Numeric Average	Letter	Standard Point Scale
80-100	A	4.0
75-79	B+	3.5
70-74	B	3.0
65-69	C+	2.5
60-64	C	2.0
55-59	D+	1.5
50-54	D	1.0
0-49	F	0

## HOMework POLICY

Homework is one way for students to develop independent, lifelong learning skills. Teachers at GES may elect to use homework to reinforce skills, assess previous learning, encourage revision and prepare students for future lessons.

### Homework Policies

- Hand in homework at the beginning of class (before the bell rings). Not handing in homework at this time will result in homework being considered late.
- Late homework can be handed in one day after its due date. It will be graded at 50% credit.
- Homework that is handed in more than one day late will receive 0%.
- Homework that is handed in without a name will receive 0%.
- Homework that is not handed in will be labeled as "Missing" in the gradebook.
- All homework must be clearly labeled with the date and name on the assignment.

### How Parents Can Help

- Ensure that your child has a quiet, well-lit place to study, supplied with needed stationery items.
- Have a positive attitude toward studying, which will encourage a positive attitude in your child.
- If your child requests help with studying, remember to give general guidance without giving specific answers or doing the work for them. If your child struggles to understand the homework, please assist them in contacting their teacher via email or Google Classrooms; a parent email regarding an inability to complete homework due to lack of



understanding is acceptable and will help the teacher to know which students need extra assistance during their next class.

- Ensure the child's after-school schedule permits sufficient time to complete study and to go to bed at a reasonable time for his/her age.

## **IMMUNIZATIONS**

For the health and well being of all of our students, GES requires that each student has had the required immunizations. As part of the admission application, parents complete a health form that includes certification of immunization. If a student has not had one or more of the required immunizations, the parent must see that their child has these immunizations before the child can start attending GES.

## **ILLNESS and INJURY**

GES maintains a nurses office during school hours. A student with symptoms of illness such as (but not limited to) repeated coughing, above normal temperature, runny nose, pink eye, vomiting, and/or diarrhea will be sent home for care by the parents. Parents, keep your student at home if he/she has an undetermined rash or spots, above normal temperature, severe headache, pink eye, upset stomach, diarrhea, or other symptoms of illness. Keep your child at home for at least 24 hours after the temperature has dropped to normal, and the child has not taken any medication for fever. Keep your child at home for at least 24 hours following vomiting or diarrhea.

The first day back, the student must go to the school nurse at the start of the school day to be checked before entering class. GES may require a medical certificate if the student has been out sick for an extended time or still appears not well.

### **Medication Policy**

1. If medication must be brought or sent to the school for the child, it should be taken directly to the school nurse along with the precise instructions written in English or Thai, indicating the following.
  - \* Name of student
  - \* Time and length of administration
  - \* Dosage
  - \* Name of medication
  - \* Reason the child must take the medicationIf the instructions are not clear to the school official, the child may not be allowed to take the medication until a parent is contacted.
2. The school nurse or other staff member must approve exceptions to these policies and a written and signed note should be carried with the medication if such exceptions are appropriate.
3. No student may at any time give or sell another student medication.

4. The medication will be stored and administered by the school nurse or other authorized personnel.
5. A parent wishing to allow their child to have access to common medicines such as non-aspirin pain relievers, cold medicines, or cough drops, should indicate this on the medical form that is filled out during admissions.

### **Days Required to Stay at Home for Some Specified Illnesses**

The school nurse has the discretion to require students to stay home longer if the student still has symptoms and is not well. This list is not inclusive of all illnesses. For contagious disease, GES follows the procedures recommended by the Thai Public Health Department.

1. Influenza or viral diseases: The student must stay at home for 7 calendar days and may return to school on the 8th day if all symptoms are gone. Day 1 is the first day the student had symptoms.
2. Hand, Foot, and Mouth Disease: The student must stay at home for at least 7 calendar days and may return to school on the 8th day if all symptoms are gone, including the rash. Day 1 is the first day the student had a fever.
3. Pink eye (conjunctivitis due to an infection): The student must stay at home for at least 48 hours after starting antibiotic treatment. Eyes must be clear to return to school. Parents must provide a medical certificate verifying treatment given. If no medical certificate is provided, the student must stay home for at least 5 calendar days, with Day 1 being the day the symptoms started.
4. Lice: The student's hair must be entirely clear of lice and eggs as determined by the school nurse. If there are still eggs, viable or non-viable, the student may not return to school and must stay home for additional treatment by the parent. The student must be checked by the school nurse before going to class.
5. If there is an epidemic, the school may need to increase the length of time a student or students must stay at home to stop the spread of disease.

### **LOST AND FOUND**

Items found around campus overnight are taken to the lost and found in the office, near the back hallway. These items are donated once a year to local charities if not collected.

## **LIBRARY**

The library is open to students with a pass from a teacher during class, lunch and break times. It is also open after school on Mondays-Fridays until 4:30 PM. The students use their student ID card as a library card which is required for checking out books. If a book is lost or damaged, the student must pay for its replacement plus a processing fee. The library will collect fines on overdue books. Student report cards and transcripts will be held until all overdue books are returned and all fines are paid. Please ask the library specialist or check school news for details. Encyclopedias and specified reference books may not be checked out.

## **OFFICE HOURS**

The school office hours are 7:15 am until 5:15 pm. At the finance office, transaction may take place between 7:30 am and 5:00 pm, however receipts may be picked until 4:00 pm.

Note: The finance office does not accept cash, any and all payments must be done by bank transfers.

## **PERSONAL BELONGINGS**

Students are expected to take responsibility for any and all personal items brought to school. Lockers are provided where students can place personal items and textbooks. Care should be taken to keep all personal belongings secure and protected. This includes backpacks, sports bags, cell phones, video games, iPODs, MP3s, laptops, iPADs, musical instruments, sports equipment, etc. Security cameras are installed to provide forensic evidence in the case of theft or inappropriate behavior. These, however, are not intended as a cure-all against theft and do not provide coverage for every place on campus. In general, Principals will not check security cameras for items lost while left unattended and out in the open.

## **RECORD REQUESTS**

Student records can be requested by filling out the proper form in the office. When requesting an official letter or records from the school office, please submit a request in writing at least 10 school days before you need the records. The school will determine if all tuition and fees have been paid before releasing records.

## **REPORT CARDS**

GES uses RenWeb for reporting secondary students' academic progress for mid-term reports and end of the term grade reports. The school will hold a report card of any student whose parents owe money to the school. RenWeb is used for providing accurate communication with parents. Parents will receive information about how to access RenWeb to learn more about their child's academic progress.

## **SCHOOL LUNCH PROGRAM**

Each school day the caterer serves a nutritious hot lunch, providing both western and Asian food. Students may not order lunch delivered to the school from off-campus without teacher/administrative approval. Students should only eat in the cafeteria. Students are responsible for cleaning up after themselves and returning dishes and utensils to the appropriate stations in the cafeteria. The school lunch fee is included in tuition payments.

## **SCHOOL PROPERTY**

The school may require an individual to pay the cost of replacing or repairing damage to property resulting from misuse or carelessness. Vandalism to the school's property will also result in discipline. School property consist of the following: lockers, school building, bulletin boards, banners, furniture, textbooks, etc.

## **SECONDARY SCHEDULE**

The secondary schedule runs Monday through Friday, with 7 class periods in one day.

## **STUDENT ACCIDENT INSURANCE**

Though great care is taken to protect students, accidents can occur. Student insurance helps to pay medical expenses incurred by an GES student who is accidentally injured during a school-sponsored activity up to the limit specified in the policy. After contacting the parents, the GES staff will take injured students to the hospital for medical care if necessary. It is the responsibility of the parents to pay for all medical expenses and follow the guidelines below for reimbursement. The Student Accident Insurance Policy provides 24-hour, year-round coverage. The coverage is 10,000 baht maximum per accident. The insurance company will mail the reimbursement check to the school and the school will contact you.

To get reimbursement, you must submit the following to the school office:

1. Completed Claim Form (available at the school office)
2. Original Medical Receipt (from hospital or clinic)
3. Doctor's Report (from the doctor)

## **STUDENT SUPPLIES**

Students in grades 6-12 are responsible for providing pencils, pens, and folders or notebooks to keep their materials organized. These supplies are communicated via the class syllabus and teachers may require specific sizes of notebooks or binders. There also may be times during the school year that students will need to buy supplies or special paper for doing assigned projects.

## **SUSPENSION**

When a student receives an ISS (in-school suspension) or OSS (out-of-school suspension) for behavioral violations, the student must keep up with classwork and homework. They should acquire such work from their teachers when they are notified of the suspension. All assignments are due on the day the student returns to class. It is important for the student to keep up with their class work and not fall behind.

## **TEXTBOOKS**

Each school year students are assigned textbooks for the various courses that they are enrolled. It is the student's responsibility to keep and take care of these textbooks. We recommend that students keep their textbooks in their lockers during the school day to keep it secure. Damaged or lost textbooks will result in fines for replacing the textbook. GES does not loan textbooks at any time for any reason.

## **TUITION AND FEES PAYMENT**

Tuition and fees are payable in baht through the branch of the banks mentioned on the invoice by the date specified in the invoice. (If the student enrolls during the school year, payment is due on the day before the first day of attendance.) Optional payment plans can be requested. Please ask the GES Finance Department for details. All tuition and fees must be paid in full before the student's academic records or other related documents will be released. Various fees and payment schedules can be viewed on our website or contact the Finance Department for more information.

## **VISA/EMBASSY VERIFICATION LETTER FOR STUDENTS**

GES will provide an official letter to verify that a student is attending GES when an embassy or other organization requires such a letter. The parent needs to fill out the request form at GES' front office at least five working days before you need the letter. GES issues verification letters only on behalf of students currently attending GES.

## **WITHDRAWAL**

If a student intends to withdraw from GES, a Notice of Withdrawal form is available in the office. Advance notice of ten (10) school days is requested in order to prepare the academic records for transfer. Tuition fees may be refunded, as stated on the tuition & fee schedule.

## **VISITING THE CLASSROOM**

If a parent desires to visit their child's classroom, they should first acquire approval from the principal. Parents are not to go directly to classrooms when visiting the campus during the school day unless invited to do so by a faculty member. The parent should get a visitor ID before entering the building. This is a necessary security precaution for the protection of students and staff. To prevent disruption of the learning process, it is the policy of the secondary school not to allow any other visitors to come to class with students. However, there are exceptions to this rule with regards to prospective students. If you have a specific concern regarding your child's performance, please contact your child's teacher to establish a mutually agreed upon time for a conference.