

Ramkhamhaeng Advent International School



STUDENT HANDBOOK

2024 edition



Student Handbook

Revised July 2024

This handbook contains information for students and parents about Ramkhamhaeng Advent International School. It is designed to serve as a guide for students and parents to better understand the school's mission, philosophy, and the educational programs that the institution offers.

Every student should be well versed with its contents and strictly adhere to all the policies and practices of the school as stated herein.

Table of Contents

General Information	3
Admission & Registration	6
Financial Information	9
Academic Information	11
High School	18
Support Programs	30
Support Services & Facilities	34
General School Policies & Guidelines	42
Fundamental Principles of Behavior	52
School Procedures on Discipline	55
Child Protection & Safeguarding Policy	56
Personal Data Protection Policy	57
Other Important Information	58
Notes to Parents	59
Contact Information	60
Student Handbook Agreement	

General Information

Introduction

Ramkhamhaeng Advent International School (RAIS) is the perfect example of a miracle. This privately owned Christian coeducational institution serves the needs of many in and around Bangkok, Thailand. It was established in 1999 and is situated in 1 Soi Ramkhamhaeng 119, Sukhapibal 3 Road, Huamark, Bangkapi, Bangkok 10240, Thailand.

How It All Began

In December 1998, Mr. Udom Srikureja, a Seventh-day Adventist businessman was strongly overwhelmed by God to convert his speaker factory into an international school. Humbly responding to the call of the Divine, Mr. Udom Srikureja began the preparations and renovations. Teachers were hired, books were ordered, and sought the approval of the Ministry of Education. Just three months later, with the full support and encouragement of the Thai Ministry of Education, the Thailand Adventist Mission, and other well-wishers, RAIS opened its doors and welcomed its first batch of students. Thus, today Ramkhamhaeng Advent International School, owned and managed by G. J. Education Co. Ltd., stands as a monument to the power and glory of God.

Mission Statement

Ramkhamhaeng Advent International School is committed to giving each student a quality, well-rounded Christian education, emphasizing academic excellence and character development.

Philosophy of Education

Ramkhamhaeng Advent International School seeks to provide a well-rounded Christian education that focuses on academic excellence and the development of strong moral values. The educational philosophy is firmly grounded in the Seventh-day Adventist system of education, the largest Protestant school system in the world. This philosophy is summarized as follows:

“True education means more than the perusal of a certain course of study. It means more than preparation for the life that now is. It has to do with the whole being.” E. G. White, Education, p. 13.

What is envisaged in essence is a restoration process of wholeness in humanity by building and healing towards Godlikeness through harmonious development, growth, and health of the physical, mental, social, spiritual, and emotional faculties.

“It prepares the student for the joy of service in this world, and for the higher joy of wider service in the world to come.” E. G. White, Education, p. 13.

E.G. White also maintains that love, the basis of creation and of redemption, is the basis of true education. The Bible reveals God as the source of all knowledge and wisdom and is the Creator of all life. Through its teachings, students learn that God loves each of them individually and plans only for their best interest.

Viewing each child as a unique creation of God, teachers recognize that students at all levels of schooling possess individuality and encourage the development and use of the specific talents of the children to become individuals of principle, qualified for any position in life. Through positive reinforcement, the faculty seeks to assist each student in achieving his/her academic and other potential.

Accreditation & Membership

The Accrediting Commission for Schools, Western Association of Schools and Colleges (ACS WASC)
RAIS has been accredited by the Western Association of Schools and Colleges (ACS WASC) since May 2004. As a part of the accreditation process, RAIS involves all the major stakeholders—teachers, parents, and the students--in conducting ongoing self-study that is annually reviewed, formulated, evaluated, and revised for standards and procedures to keep its accreditation.

Ministry of Education (MOE)

RAIS is operated with the approval of the Ministry of Education of Thailand, as per guidelines provided by the Teachers Council of Thailand (Khurusapa).

Office for National Education Standards and Quality Assessment (ONESQA)

RAIS has been accredited by the Office for National Education Standards and Quality Assessment (ONESQA) of Thailand since 2005.

The Office of the Private Education Commission (OPEC)

The Office of the Private Education Commission (OPEC) of Thailand, periodically visits RAIS for the purpose of evaluation.

International Schools Association of Thailand (ISAT)

RAIS is a member of ISAT. The underlying principle of ISAT is to act as a link between its member international schools and the Ministry of Education and the Office of the Private Education Commission.

International Organization for Standardization (ISO 9001: 2015)

One of the major achievements of RAIS is the ISO 9001:2015 certification. We are one of the first schools in Thailand to receive ISO certification since 2017.

East Asia Regional Council of Schools (EARCOS)

The East Asia Regional Council of Schools (EARCOS) is an organization comprising 216 member schools across East Asia. EARCOS promotes professional development that positively impacts learning for all. RAIS is a member of EARCOS.

ESLRs: Expected Schoolwide Learning Results

It is the goal of RAIS to prepare students for their future in a global community as well as to possess sufficient skills to enrich their lives and the lives of others. Students will share responsibility in the educational process and discover their talents and abilities through the paths of study and growth.

1. Right Communication

- Articulate effectively and use creative language in spoken and written communication.
- Use various sources of technology and utilize technical terms in different fields of study.
- Listen and understand spoken information.
- Perform for others meaningfully and aesthetically.

2. Right Thought

- Critically evaluate significant concepts within a given situation.
- Apply problem solving skills in real life situations.
- Create and invent.

3. Right Attitude

- Set and achieve personal and collective goals.
- Be responsible for personal actions.
- Be cooperative.

4. Right Conduct

- Make objective decisions based on sound Christian/moral principles.
- Respect culturally diverse ideas.
- Use appropriate etiquette.

5. Right Lifestyle

- Live and let others live a healthy lifestyle.
- Care and help others care for the environment.
- Present oneself in a modest, dignified, and appropriate manner.
- Be individuals with sound mind, body, and spirit.

Admission & Registration

Admission Requirements

Any student who desires a quality English education and willingly supports the Christian values and mission of RAIS is welcome to apply. To qualify for admission, all students are required to pass a mandatory entrance exam. Students below the required standards for English will be placed in the English as a Foreign Language (EFL) program provided that all other requirements are satisfactory. Prior to admission, the candidate must also attend an interview following the written examination.

Age Requirements of Applicants

The following age requirements must be met before enrollment:

- Nursery students must be at least **two** years of age.
- K1 students must be at least **three** years of age.
- K2 students must be at least **four** years of age.
- K3 students must be at least **five** years of age.
- Grade 1 students must be at least **six** years of age.

Any request for exceptions to these regulations should be made in writing to the Registrar.

Application Procedure

A student who wishes to apply to RAIS should take the following steps:

1. Visit the school to see the facilities.
2. Purchase an application form and pay the application fee (this is non-refundable).
3. Submit a completed application form in addition to the following documents at the registrar's office:
 - A copy of the student's passport/birth certificate
 - A copy of residence certificate
 - Two passport size photos of the student. (1" x 1.5")
 - Two passport size photos of each parent. (1" x 1.5")
 - Photocopy of both parent's Thai ID for Thai nationals and passport for other nationalities.
 - Previous school records (report cards or official transcripts and recommendation letters)
 - Health records (signed by a certified physician)
4. Make an appointment for an admission/placement test.
5. Take the necessary test to determine placement. Students who need to enrich English language will be placed in the EFL program.

Placement tests

Grade level placement for any student entering RAIS is based on the school's evaluation of the student's educational achievements and competency in English. Placement may be reviewed.

Both written and oral tests are conducted only in English. The applicant's proficiency in the English language and mathematics is based on:

- **English Language Skills:** Language/Speaking, Reading, Writing, Vocabulary, Spelling
- **Mathematics Skills:** Computation, Problem Solving, Word Problems

An interview with the school counselor will also be conducted to have an initial behavioral assessment. There will be a week of monitoring and observation in the classroom. If a student encounters challenges, the parent will be required to provide extra support depending on the student's need. Students with special needs will be admitted under the SEN program based on the categories of needs.

Policy on Placement of Students in Grade Level Sections

The public relations officer informs parents during the admission process of the grade level sections the student will be placed in. However, the school may opt to split classes into additional sections during the school year due to an excessive number of students. The school administration retains the authority to determine the final section assignments for students.

Registration Procedure

Students who are accepted should follow these steps for enrollment:

- Register on the designated dates at the registrar's office.
- Present the tuition and fee form to the Public Relations Officer at the reception desk and receive the student's ID in order to make the financial payment.
- Pay the school fees at the cashier's office. (*For further information on payment options, please refer to Educational Fees, page 9*)
- Purchase school uniforms and school supplies from the school convenience store.
- Collect required textbooks from the bookroom.

Transcripts and Letters of Recommendation

Students requiring transcripts and letters of recommendation must do the following:

- Obtain the form from the registrar's office.
- Fill in the form and submit the request to the registrar's office.
- Collect the transcript/letter from the registrar's office after three working days.
- If three or more copies of transcripts/letters are requested from the registrar, a fee will be charged. (For more information, please contact the registrar's office at 02-3700316-7, ext. 106, 107.)

Visa Services

Students requiring visa service must do the following:

Visa Application Process (Non-ED / Non-O General & Transferred Students)

- RAIS Visa Office supplies the necessary documents addressed to the Thailand Immigration Office. This process may take up to 5 working days in preparation of documents.
- Parent collects the documents from the RAIS Visa Office.
- Parents must contact the Thailand Immigration Office to submit the documents for Non-ED Visa application.
- Thailand Immigration Office issues a 90-day Non-ED Visa for student.
- During 45 - 60 days of the 90-day Non-ED Visa, student/parent must contact RAIS Visa Office to further apply for a 1-year Non-ED Extension Visa. Parent who wishes to apply for his/her Non-O Visa can do so at this time.
- RAIS Visa Office supplies necessary documents for Non-ED Extension / Non-O Visa application.

Student's Visa Renewal

Foreign students are requested to submit all the necessary documents for visa renewal one month before the expiration of their current visa.

Bank Account Services

Students who wish to open a bank account must do the following:

- Request for a certification letter from the registrar 3 days in advance.
- If the letter is requested 3 days in advance, the service is free.
- If the student needs the certification letter the next day, there is a 100 baht fee required.
- If the student want the letter immediatley, the fee is 200 baht.
- With the letter in hand, the student can then go open a bank account. The prefered bank is Bangkok Bank.

Financial Information

Application Fee: A one-time application fee is charged to each student. This must be paid before the application process begins and is non-refundable.

Registration Fee: A yearly registration fee is charged to each student. To guarantee a place for the coming school year that begins in August, the registration fee must be paid in advance. Furthermore, the registration fee is non-refundable.

School Fees: When a student is accepted for admission at RAIS, he/she will receive a letter outlining the registration schedule, the tuition, and other fees due. The fee structure is available at the information center.

The tuition fee remains the same for the academic year but is subject to change from year to year. If a student opts to withdraw from school, please refer to the Refund Policy.

Educational Fees: These fees cover the cost of tuition, student accident insurance, use of textbooks and materials, field trips and specialized instruction such as computer, science, library, music, and art.

- All educational fees are due and payable at the beginning of each semester.
- Payments may be made in one of the following ways:
 - Credit card/Debit card (2% service charge)
 - Online E-Invoice Service from TTB Bank (payment via SMS notification)
 - Payment Option 1: Online Credit Card/ Debit Card (2.19% Service Charge)
 - Payment Option 2: PromptPay QR Payment via mobile banking application.
 - PromptPay QR Code payment via Mobile Banking Application.
- A late fee of 100 Baht per day is charged if payment is not on time.
- Fees are not pro-rated for late enrollment.
- All fees are subject to change.

Refund Policy (Tuition only)

1. 90% is refundable if withdrawal is done before school starts.
2. 75% is refundable if withdrawal is made during the first 2 weeks of school.
3. No refund is given if a withdrawal is made after the second week of school.

**Kindly present receipts for refund purposes. There is a 10% penalty for failure to present the receipts.

Admission Fee: Non-refundable

Re-registration Fee: Non-refundable

General Fees: Non-refundable

Book deposit

When a student first enrolls at RAIS, a book deposit is required. This deposit is returned in full when the student completes his/her studies at RAIS, or if textbooks are returned in the same condition as when first taken. The deposit will not be returned if it is not collected within 30 days of the withdrawal from the school.

Lost or Damaged Books

If a student loses or damages a book during the school year, the student is expected to pay 200% of the cost of the book or replace it with a new one.

Withdrawal

When a student withdraws from school, the following steps are to be taken:

- Have a parent/guardian personally sign the withdrawal record book.
- Collect duplicate withdrawal forms from the registrar's office.
- Complete withdrawal form by securing signatures as applicable.
- Submit the original book deposit receipt, a copy of the bank account number and Thai ID card or copy of passport of father or mother with signature along with the withdrawal form to the Registrar's Office. (The process takes a maximum of seven (7) working days to get the documents from the registrar and the refund from the Business Office.)
- If the refundable deposit is not picked up within 30 days after withdrawal, the deposit is forfeited.

Students who drop/add subjects

To drop/add a subject/credit, the student is charged the following fees:

- Credit fee
- 500 Baht fee per dropped/added subject

Students who add subjects within the first week of school are exempt from the fees.

Academic Information

Curriculum

The curriculum of RAIS, follows the American system of education to meet international standards and achieve the learner outcomes with global competencies:

- The curriculum is based on Common Core State Standards for mathematics and English Language Arts (ELA) and the Next Generation Science Standards (NGSS) for science.
- The CSTA K-12 Computer Science plus VEX Robotics laboratories provide a vigorous computer science course offering.
- For moral and personality development, Higher Value Education Series (K-12) is being used and it is developed by The Education department of Southern Asia Division of Seventh- day Adventists.
- RAIS offers Advanced Placement (AP) courses approved by the College Board, USA, and RAIS is a registered center for AP AND SAT examinations.
- The Social Studies curriculum standards are based on the College, Career, and Civic Life (C3) Framework for Social Studies State Standards. The C3 Framework emphasizes the acquisition and application of knowledge to prepare students for college, career, and civic life through inquiry and investigation. Additionally, Thai history and culture are incorporated into the curriculum.
- For music, Trinity College London qualification achievement levels focused on performance skills are being used.
- For the rest of the subjects, RAIS curriculum is aligned to the California Content Standards while implementing the Thai language and culture requirements authorized by the Office of Private Education Commission (OPEC) of Thailand.

The curriculum is annually updated to meet the demands of ever-changing knowledge in the field of education. The course description, instruction, and assessment are carefully planned and constructed so that the teachers and the learners are properly guided.

NURSERY		
Values Education	Science	Language Arts
Music & Movement	Storytime	Math

KINDERGARTEN 1-3

Values Education	Science	English Language Arts
Social Studies	Music	Math
Arts & Crafts	Storytime	Physical Education
Thai Language & Culture	Chinese (K2-3)	Computer Science (K3)

ELEMENTARY SCHOOL (G1-5)

Values Education	Science	English Language Arts
Social Studies	Music	Math
Arts & Crafts	Reading Program	Physical Education
Thai Language & Culture	Chinese	Computer Science

MIDDLE SCHOOL (G6-8)

Values Education	Science	English Language Arts
Social Studies	Music	Math
Arts & Crafts	Reading Program	Physical Education
Thai Language & Culture	Chinese	Computer Science
STEM		

HIGH SCHOOL (G9-12)

Please refer from page 16 onwards.

Assessment

Assessment of student learning is incorporated as an integral part of the teaching learning processes. It reflects a diversity of approaches and criteria motivating and supporting constructive learning and the achievement of goals rather than interpersonal competitiveness and the ranking of individuals. Cooperation and teamwork, participation in classroom activities, taking the initiative to learn and helping others learn. Attendance is also integrated into the assessment program.

Promotion Policy

Students who successfully complete all the requirements are promoted to the next grade level.

- Should a student receive a final grade with one “F” for any subject in the year, but maintain a CGPA of at least 1.30, he/she may be promoted to the next grade level under the condition that he/she takes summer school.
- Should a student receive a final grade with two “F’s” in any two subjects in the year, but maintain a CGPA of at least 1.50, he/she may still be promoted to the next grade level under the condition that he/she takes summer school.
- Should a student receive a final grade with three or more “F’s” in any three or more subjects in the year, he/she may NOT be promoted to the next grade level but will be detained in the same grade level.
- A student who is retained the second time in the same grade level will be asked to withdraw from school or may make special arrangements with the Principal.

Pending Grades

A student who has a pending grade in a particular subject due to incomplete quizzes, assignments, tests, exams, or projects must complete the requirements within the prescribed period set by the teacher in consultation with the academic principal. Otherwise, the student will get an “F” grade in that subject.

Grading key

Letter Grade	Grade Point	Remarks	Grade Key
A	4.00	Excellent	95-100
A-	3.70	Almost Excellect	90-94
B+	3.30	Very Good	87-89
B	3.00	Good	83-86
B-	2.70	Fairly Good	80-79
C+	2.30	Fair	75-79
C	2.00	Sastisfactory	70-74
C-	1.70	Minimum Satisfactory	65-69
D+	1.30	-	60-64
D	1.00	Poor	55-59
D-	0.70	-	50-54
F	0.00	Failure	0-49

Preschool Grading System

Preschool grades focus on developmental milestones rather than letter grades, emphasizing growth and learning in a holistic manner. Assessment of student performance in nursery and kindergarten classes is continuous and carried out authentically throughout the quarter. It is our aim to keep parents informed about their children's progress through weekly reports and samples of student work throughout the school year. At the end of each quarter, parents receive a comprehensive report book detailing student progress, along with a portfolio showcasing their work, which complements the progress presented in the report book.

Grade Computation

Quarterly Grades are computed based on the following criteria:

- Summative Assessment – 35% (Quarterly Exams, Projects)
- Quiz/test – 20%
- Classwork – 20% (includes board work, group research, recitation, English speaking etc.)
- Homework/Project done at home – 15%
- Attendance – 10%
- Total – 100%

Grade 1 and 2 students do not have to take the quarterly final examination, instead, they are required to complete projects.

Grade Computation for G1 & G2

Grading Criteria	Percentage Breakdown
End of Quarter Exam	N/A
Quiz / Test	35%
Classwork <i>individual work, group work, class participation, English speaking, etc.</i>	40%
Homework	15%
Attendance	10%
Total	100%

Grade 1 and 2 students do not have to take the quarterly final examination, instead, they are required to complete projects.

Grade Computation for G3 - G5

Grading Criteria	Percentage Breakdown
End of Quarter Exam	35%
Quiz / Test	20%
Classwork <i>individual work, group work, research projects, class participation, English speaking, etc.</i>	20%
Homework	15%
Attendance	10%
Total	100%

Grade Computation for Chinese Classes

Grading Criteria	Percentage Breakdown
End of Quarter Exam	N/A
Quiz / Test	25%
Classwork <i>individual work, group work, research projects, class participation, etc.</i>	50%
Homework	15%
Attendance	10%
Total	100%

MyGrade

MyGrade is an online grading and communication platform, where parents and students may login and check students' grades and attendance regularly. The school encourages parents and students to check MyGrade to keep abreast with the student academic performance. You may visit www.mygrade.school to login with the username and password provided by the school. The MyGrade user guide video is found on the school website.

Measurements of Academic Progress (MAP)

The Measures of Academic Progress (MAP) is a norm-referenced assessment that measures student growth over time. MAP assessments, combined with other data points, provide detailed, actionable information about each child's unique learning path. These tests cover a continuum of skills in Mathematics, Science, Reading, and English Language, from low to high skill levels.

Key Benefits of MAP Assessments

- **Identify Instructional Levels:** MAP assessments help teachers determine the instructional level of each student.
- **Contextual Performance:** They provide context for understanding where each student is performing in relation to local or state standards and national norms.
- **Targeted Instruction:** MAP reports enable teachers to better tailor instruction based on students' strengths and needs.

These MAP tests are provided and administered by the Northwest Evaluation Association (NWEA) in the USA. At RAIS, this test is administered online to students from grades 4-10.

Co-Curricular Activities

Co-curricular activities complement academic learning, providing students with opportunities to develop diverse skills and interests. At RAIS, there are several co-curricular activities students can participate in.

- ISAA- International School Athletic Association Tournaments
- Model United Nations (MUN)
- World Scholars Cup
- TEDxYouth@RAIS
- International Fair and Festival
- Fundraising Activities
- Career Preparatory Camp
- Community Service Club and Outreach Ministry
- SAT Club
- Debate Club
- Guidance Club (Peer Counselor)
- Anti - Bullying Club
- Junior & Senior Banquet
- Music Recital
- Adventurer & Pathfinder Club

High School

The journey to college begins the moment you step foot in high school. At RAIS, we offer a diverse academic program that helps you discover your passions and excel on standardized tests.

Not only do we nurture your academic abilities, but we also encourage you to get involved in community work that hones your teamwork and leadership skills. We believe in the potential of every student to achieve greatness.

Students who successfully complete Grade 8 are promoted to Grade 9. Grade placements for transfer students in high school are determined by credits earned from other schools that are transferable to RAIS.

Classification of High School Students

- **Freshman:** A student of Grade 9 who has successfully completed eighth grade in a curriculum approved by the administration.
- **Sophomore:** A student of Grade 10 who has successfully completed a minimum of 7 units of high school credits prior to the current school year.
- **Junior:** A student of Grade 11 who has successfully completed a minimum of 12 units of high school credits prior to the current school year.
- **Senior:** A student of Grade 12 who has successfully completed a minimum of 18 credits prior to the current school year.

Curriculum

The curriculum of RAIS is based on Common Core State Standards for mathematics and English Language Arts (ELA) and the Next Generation Science Standards (NGSS) for science. For the rest of the subjects, RAIS uses the American curriculum while implementing the Thai language and culture requirements from the Ministry of Education (MoE). RAIS offers Advanced Placement (AP) courses by the College Board, USA, and is a registered center for AP examinations. The curriculum is annually updated to meet the demands of ever-changing knowledge in the field of education. The course description, instruction, and assessment are carefully planned and constructed so that the teachers and the learners are properly guided

Assessment

Assessment of student learning is incorporated as an integral part of the teaching learning processes. It reflects a diversity of approaches and criteria motivating and supporting constructive learning and the achievement of goals rather than interpersonal competitiveness and the ranking of individuals. Cooperation and teamwork, participation in classroom activities, taking the initiative to learn and helping others learn. Attendance is also integrated into the assessment program.

Types of High School Diplomas Offered at RAIS

RAIS offers five types of diploma for high school students. They are the following:

- **High School Diploma** requires a minimum overall CGPA of 2.00. A student with CGPA below 1.50 will receive a certificate of attendance.
- **High School Diploma (Communication Arts)** requires a minimum overall CGPA of 2.50.
- **High School Diploma (Business)** requires a minimum overall CGPA of 2.75.
- **High School Diploma (Medicine and Engineering)** requires that the students take a rigorous academic program, maintaining an overall minimum CGPA of 2.75.
- **High School Diploma (Computer Science)** requires that the students take a rigorous academic program, maintaining an overall minimum CGPA of 2.75

Graduation Requirements

Students are required to successfully complete 28 academic credits and 4 units of Thai Language and Culture to earn a high school diploma and to graduate from RAIS.

High School Study Program

Below are the required subjects and assigned credits for each diploma.

 HIGH SCHOOL STUDY PROGRAM Course Outline						Name		Grade	
Subject Areas	Medicine & Engineering	Computer Science	Business	Com Arts	General	GRADE 9	GRADE 10	GRADE 11	GRADE 12
						SY:	SY:	SY:	SY:
English	4	4	4	4	4	<input type="radio"/> English I	<input type="radio"/> English II	<input type="radio"/> English III <input type="radio"/> AP Language & Composition	<input type="radio"/> English IV
Religious Studies	4	4	4	4	4	<input type="radio"/> Religious Studies I	<input type="radio"/> Religious Studies II	<input type="radio"/> Religious Studies III	<input type="radio"/> Religious Studies IV
Language Arts	2	2	2	2	2			<input type="radio"/> Speech	<input type="radio"/> Journalism
Social Studies	2	2	2	2	2			<input type="radio"/> World Geography <input type="radio"/> World History <input type="radio"/> AP Human Geography	<input type="radio"/> World Geography <input type="radio"/> World History <input type="radio"/> AP Human Geography
Mathematics	4	3	3	2	2	<input type="radio"/> Algebra II	<input type="radio"/> Geometry	<input type="radio"/> Pre Calculus <input type="radio"/> Statistics	<input type="radio"/> AP Pre Calculus <input type="radio"/> AP Statistics
Science	4	2	2	2	3	<input type="radio"/> Physical Science	<input type="radio"/> Biology <input type="radio"/> AP Biology	<input type="radio"/> Chemistry <input type="radio"/> AP Chemistry	<input type="radio"/> Physics <input type="radio"/> AP Physics
Commercial Arts	2	2	5	3	3	<input type="radio"/> General Business	<input type="radio"/> Accounting	<input type="radio"/> Economics <input type="radio"/> Marketing <input type="radio"/> Business Mgmt	<input type="radio"/> Macro <input type="radio"/> AP Macro <input type="radio"/> AP Micro
Information Technology	3	5	3	3	3	<input type="radio"/> Computer I	<input type="radio"/> Computer II	<input type="radio"/> Computer III <input type="radio"/> AP Computer Science Principles	<input type="radio"/> Computer IV <input type="radio"/> AP Computer Science Principles
Thai Language & Culture	4	4	4	4	4	<input type="radio"/> Thai L&C 9	<input type="radio"/> Thai L&C 10	<input type="radio"/> Thai L&C 11	<input type="radio"/> Thai L&C 12
PE & Health/AP ES	1.4	1.4	1.4	1.4	1.4	<input type="radio"/> PE I <input type="radio"/> Health <input type="radio"/> AP Env. Es.	<input type="radio"/> PE II		
Fine Arts	0.6	0.6	0.6	0.6	0.6		<input type="radio"/> Music <input type="radio"/> Art		
Electives	1	2	1	4	3			<input type="radio"/> Psychology <input type="radio"/> Photography	<input type="radio"/> Chinese <input type="radio"/> AP Psychology
TOTAL CREDITS	32	32	32	32	32	8 credits	8 credits	8 credits	8 credits
Minimum CGPA Required	2.75	2.75	2.75	2.50	2.00	GPA =	GPA =	GPA =	GPA =

			Remarks:
STUDENT	COUNSELOR	REGISTRAR	

FM-OF-RG-15 REV.NO.4 DATE 1/8/2022

I. HIGH SCHOOL DIPLOMA

SUBJECT AREAS	CREDIT/S	SUBJECTS
Religious Studies	4	*Religious Studies I, *Religious Studies II, *Religious Studies III, *Religious Studies IV
English	4	*English I, *English II, *English III, *English IV
Language Arts	2	*Speech, *Journalism
Mathematics	2	*Geometry, *Algebra II, Pre Calculus, Calculus, Statistics
Science	3	*Physical Science, *Biology, *Chemistry, Physics
Social Studies	2	World Geography, World History, AP Human Geography
Commercial Arts	3	*General Business, *Accounting, Economics, Marketing, Business Management, Macroeconomics
Information Technology	3	*Desktop Publishing *Multimedia, *(Web Design, Programming, AP computer Science)
PE / Health	1.4	Health, P.E (Gr.9-10)
Fine Arts	0.6	Art, Music
Electives	3	Psychology, Chinese, Photography, any of the above subjects
Total Number of Credits	28	Minimum CGPA 2.00

*Required Subjects

II. HIGH SCHOOL DIPLOMA (COMMUNICATION ARTS)

SUBJECT AREAS	CREDIT/S	SUBJECTS
Religious Studies	4	*Religious Studies I, *Religious Studies II, *Religious Studies III, *Religious Studies IV
English	4	*English I, *English II, *English III, *English IV
Language Arts	2	*Speech, *Journalism
Mathematics	2	*Geometry, *Algebra II, Pre Calculus, Calculus, Statistics
Science	2	*Physical Science, *Biology, Chemistry, Physics
Social Studies	2	World Geography, World History, AP Human Geography
Commercial Arts	3	*General Business, *Accounting, Economics, Business Management, Marketing, Macroeconomics
Information Technology	3	*Desktop Publishing *Multimedia, *(Web Design, Programming, AP computer Science)
PE / Health	1.4	Health, P.E (Gr.9-10)
Fine Arts	0.6	Art, Music
Electives	4	Psychology, Chinese, Photography, any of the above subjects
Total Number of Credits	28	Minimum CGPA 2.50

*Required Subjects

III. HIGH SCHOOL DIPLOMA (BUSINESS)

SUBJECT AREAS	CREDIT/S	SUBJECTS
Religious Studies	4	*Religious Studies I, *Religious Studies II, *Religious Studies III, *Religious Studies IV
English	4	*English I, *English II, *English III, *English IV
Language Arts	2	*Speech, *Journalism
Mathematics	3	*Geometry, *Algebra II, Pre Calculus, Calculus, *Statistics
Science	2	*Physical Science, *Biology, Chemistry, Physics
Social Studies	2	World Geography, World History, AP Human Geography
Commercial Arts	5	*General Business, *Accounting, *Economics, *Marketing, *Business Management, Macroeconomics
Information Technology	3	*Desktop Publishing *Multimedia, *(Web Design, Programming, AP computer Science)
PE / Health	1.4	Health, P.E (Gr.9-10)
Fine Arts	0.6	Art, Music
Electives	1	Psychology, Chinese, Photography, any of the above subjects
Total Number of Credits	28	Minimum CGPA 2.75

*Required Subjects

IV. HIGH SCHOOL DIPLOMA (MEDICINE & ENGINEERING)

SUBJECT AREAS	CREDIT/S	SUBJECTS
Religious Studies	4	*Religious Studies I, *Religious Studies II, *Religious Studies III, *Religious Studies IV
English	4	*English I, *English II, *English III, *English IV
Language Arts	2	*Speech, *Journalism
Mathematics	4	*Geometry, *Algebra II, *Pre Calculus, *Calculus, Statistics
Science	4	*Physical Science, *Biology, *Chemistry, *Physics
Social Studies	2	World Geography, World History, AP Human Geography
Commercial Arts	2	*General Business, *Accounting, Economics, Marketing, Business Management, Macroeconomics
Information Technology	3	*Desktop Publishing *Multimedia, *(Web Design, Programming, AP computer Science)
PE / Health	1.4	Health, P.E (Gr.9-10)
Fine Arts	0.6	Art, Music
Electives	1	Psychology, Chinese, Photography, any of the above subjects
Total Number of Credits	28	Minimum CGPA 2.75

*Required Subjects

V. HIGH SCHOOL DIPLOMA (COMPUTER SCIENCE)

SUBJECT AREAS	CREDIT/S	SUBJECTS
Religious Studies	4	*Religious Studies I, *Religious Studies II, *Religious Studies III, *Religious Studies IV
English	4	*English I, *English II, *English III, *English IV
Language Arts	2	*Speech, *Journalism
Mathematics	3	*Geometry, *Algebra II, *Statistics, Pre Calculus, Calculus,
Science	2	*Physical Science, *Biology, Chemistry, Physics
Social Studies	2	World Geography, World History, AP Human Geography
Commercial Arts	2	*General Business, *Accounting, Economics, Business Management, Marketing, Macroeconomics
Information Technology	5	*Desktop Publishing *Multimedia, *Web Design, *Programming, *AP computer Science
PE / Health	1.4	Health, P.E (Gr.9-10)
Fine Arts	0.6	Art, Music
Electives	2	Psychology, Chinese, Photography, any of the above subjects
Total Number of Credits	28	Minimum CGPA 2.75

*Required Subjects

The normal class load is 7 credits per year. A student with a GPA of 2.50 and above may register for 7 credits per school year.

Transfer of Credits

Some subjects taken in Thai programs during M3 or M6 (G12), or GCE may be credited for graduation. Students must present their official certificates/transcripts to the registrar for evaluation of credits before registration.

Procedure for Change of Program

To add, drop, or change subjects, there is no charge levied during the first week of school. After the first week of school there is a charge for each subject dropped or added. Subjects dropped within the last two weeks before the quarter exams automatically receive a grade of “F”.

Grading key for high school

Letter Grade	Grade Point	Remarks	Grade Key
A	4.00	Excellent	95-100
A-	3.70	Almost Excellect	90-94
B+	3.30	Very Good	87-89
B	3.00	Good	83-86
B-	2.70	Fairly Good	80-79
C+	2.30	Fair	75-79
C	2.00	Sastisfactory	70-74
C-	1.70	Minimum Satisfactory	65-69
D+	1.30	-	60-64
D	1.00	Poor	55-59
D-	0.70	-	50-54
F	0.00	Failure	0-49

Graduation Requirements

To graduate from high school, the student must be able to pass the required minimum cumulative grade point average (CGPA) as shown on the High School Study Program charts.

Students with CGPA of 3.70 and above are awarded the Gold Cord, while those with CGPA of 3.30-3.69 are awarded the Silver Cord. The Red Cord is awarded to students who studied at RAIS from Grade 1 to 12.

Valedictorian/Salutatorian Selection Criteria

The valedictorian and salutatorian are selected each year from graduating class. The valedictorian is the highest achiever of the graduating class; the salutatorian is considered the second highest student.

The following criteria will be used to determine valedictorian/salutatorian:

- Candidates must attend classes at RAIS from grade 9.
- The criteria is based primarily on the cumulative GPA from grade 9 -12.
- The number of Advanced Placement classes taken
- Level of participation and dedication in extracurricular activities
- Display a positive behavior
- Good public speaking skills and abilities
- At least 80% attendance
- Approval from teachers, sponsors, and RDOC I

Honors Courses

RAIS offers opportunities to students who want a more challenging curriculum and are willing to put in the extra effort needed to demonstrate their academic motivation. We have provision for Honors courses from grades 9 through 12. These courses help cultivate the analytical skills and help students gain a deeper understanding of the subject matter.

- Honors classes are advanced academic courses designed for high-achieving high school students.
- These classes cover the same material as regular classes, but at a faster pace and with an emphasis on in-depth analysis and critical thinking.
- Honors classes often have smaller class sizes and may require additional assignments or projects.
- Taking Honors classes can be a great way for motivated students to challenge themselves and stand out on college applications.

However, it is important for students to carefully consider their workload and ability to handle the demands of Honors classes before committing to them.

Honors students will receive an increase of half a point (.5) in their Grade Point Average (GPA) calculations for the Honors course.

Eligibility for Honors Courses

- Students who complete all prerequisite classes with "Exemplary" achievement are automatically eligible to enroll in the Honors Course.
- Students who complete all prerequisite classes with "Meeting" achievement are eligible to enroll in an Honors Course with the recommendation of the teacher from the prerequisite class.
- Students who complete all prerequisite classes with "Approaching" achievement are eligible to enroll in an Honors Course with the recommendation of the teacher from the prerequisite class and the Honors Class Teacher. The student must also have approval from the HS Principal and the HS Counselor
- The Honors Course Student Agreement Form must be signed by the student and the student's parent/guardian.

Advanced Placement (AP)

The AP program offers high school students the equivalent of first year university study in a variety of areas. Individual courses go into great depth and thoroughly prepare students to take the external AP examination administered by the College Board of the United States. The exams are taken to earn either advanced standing or university credit in the USA, Canada, and many other countries. The program is highly regarded throughout North America and is the most common form of advanced study offered by high schools in the United States. Students applying to competitive schools in the US, Canada, or Australia should consider AP to be a necessary component in preparing for admission.

While AP coursework is demanding, it is beneficial to students, even those who do not perform well on the external exam. A recent US study found that students who take AP courses but do not earn a passing mark on the external AP exams still do better in college than their classmates who did not take AP courses.

The Advanced Placement program is designed to give students freedom in choosing courses that maximize their potential in selected subjects. At RAIS students may take up to 8 AP courses - one in Grade 10, five in Grade 11 and two in Grade 12, although a total of four or five exams would be a demanding program for most students.

The AP Program offers students an intensive academic experience as well as the flexibility and freedom to focus on their strengths. In addition, the AP International Diploma is available as an option for students applying to universities outside the United States. To find out more about the AP Program, visit the www.collegeboard.org

AP COURSES OFFERED		
Biology	Physics I	Chemistry
Environmental Science	Precalculus	Calculus AB
Statistics	Macroeconomics	Microeconomics
Human Geography	Psychology	Computer Science Principles
Language & Composition		

Note: An RAIS diploma is required for graduation. However, if a student completes AP exams they will gain these qualifications but these will stand separately to their diploma GPA. RAIS is registered as a center for AP exams.

Admission to AP Courses

AP courses require long-term commitment from students. For this reason, students must demonstrate the following before being admitted to any AP courses:

- A high level of motivation and good grades across most subject areas.
- A high level of achievement in courses deemed prerequisite or cognate to the selected AP courses.
- An understanding and acceptance of the increased homework demands.
- Written parent approval.

A commitment to complete all course requirements, including external examinations. All students enrolled in AP courses should prepare to register for and sit the external exams. Payment for exams is considered part of the family's financial obligations; payment is due in the last week of September and is non-refundable. Any student who, for any reason, does not sit an AP exam, will be moved to RAIS non-AP subjects.

Requirements For AP Designation

To receive the AP designation and have their grades calculated on the AP grading scale (which is 1.0 higher than the regular scale), students must complete both semesters of an AP course. All students enrolled in AP courses are required to take the AP exam in May and earn a minimum score of 2 to receive the AP designation.

Please be aware of the following requirements and scenarios:

- If a student does not earn a minimum score of 2 on their final exam, an Honors designation will appear on their transcript and their grades will be calculated on a 4.5-point scale rather than the usual 5.0 scale.
- If a student withdraws from an AP course during the semester, their grading scale will be adjusted to the Honors scale for that semester and the AP designation will be removed from the course title on their transcript.
- If a student has paid the fee for an AP exam but does not take the exam, their grading scale will be adjusted to the Honors scale for the semester and the AP designation will be removed from the course title on their transcript. The student will not receive a refund for the exam fee, as the school will incur the cost of returning the unused test booklet to the College Board program.
- To take an AP exam, a student must be enrolled in the corresponding AP course at RAIS for the entire academic year and must take the exam in the same year as the course.
- RAIS students may take an AP exam for a course that is not offered at the school through self-study. To do so, students must notify the AP Coordinator of their intention to take the exam by the payment deadline and receive final approval from the AP Coordinator. An additional fee will be charged to cover administrative and proctoring costs, and the total exam payment is due by the advertised AP exam payment date.

Weighted Grade Points

Weighted GPA is calculated after adding extra points for honors or Advanced Placement courses. Basically, this means that an A in these courses receives 5 points rather than 4 and a B receives 4 rather than 3, so the overall GPA can exceed 4.0.

Percentage Value	Letter Grade	Standard Grade Point	Honors Grade Point*	AP Grade Point*
95-100	A	4.00	4.50	5.00
90-94	A-	3.70	4.20	4.70
87-89	B+	3.30	3.80	4.30
83-86	B	3.00	3.50	4.00
80-79	B-	2.70	3.20	3.70
75-79	C+	2.30	2.80	3.30
70-74	C	2.00	2.50	3.00
65-69	C-	1.70	2.20	2.70
60-64	D+	1.30	1.80	2.30
55-59	D	1.00	1.50	2.00
50-54	D-	0.70	1.20	1.70
0-49	F	0.00	0.50	1.00

All courses taken at RAIS during high school are included in the calculation of a student's GPA. Grades for AP or Honors courses will be factored into the GPA using the AP or Honors scale.

For example, if a student earns a numerical grade of 85 (3.0 on the standard GPA scale) in an AP class, the grade will be recorded as 85 on their report card. However, when calculating the GPA, the 85 will be counted as 4.0 using the AP GPA scale instead of 3.0. Please note that grades earned through transfer credits will not be included in the cumulative GPA.

The GPA will be calculated using the secondary grading scale. All high school courses are associated with either a Standard, Honors or AP (Advanced Placement) grading scale.

It is to be noted that any grades taken outside of RAIS, either online or a course transferred from another school will not be considered.

SAT & IELTS Preparatory Classes

In line with our dedication to academic excellence and student success, RAIS has integrated Scholastic Assessment Test (SAT) and International English Language Testing System (IELTS) preparatory courses into the high school curriculum. These courses aim to give our students a competitive advantage in the college admissions process, enhance their standardized testing skills, and develop their English language proficiency.

All high school students are required to enroll in these preparatory courses as part of their regular schedule. This initiative aims to promote college readiness, ensure equal opportunities for higher education, and offer comprehensive guidance and support throughout the preparation period.

The inclusion of SAT and IELTS preparatory courses in the curriculum underscores our dedication to preparing students for global academic challenges and opportunities. We believe that these mandatory courses will serve as a cornerstone in our students' educational journey, equipping them with the necessary skills and knowledge to excel in their future academic endeavors.

Promotion Policy

Students who successfully complete all the requirements are promoted to the next grade level.

- If a student receives a final grade with one "F" in any subject for the year, but maintain a CGPA of at least 1.30, he/she may be promoted to the next grade level on the condition that he/she attends summer school.
- If a student receives a final grade with two "F's" in two subjects for the year, but maintain a CGPA of at least 1.50, he/she may still be promoted to the next grade level on the condition that he/she attends summer school.
- If a student receives a final grade with three or more "F's" in three or more subjects for the year, he/she may NOT be promoted to the next grade level and will be required to repeat the same grade.
- A student who is retained the second time in the same grade level will be asked to withdraw from school or may make special arrangements with the Principal.

To support academic success and ongoing educational development, the following policy is in place for student progression and summer school enrollment:

Grade-Level Advancement with Conditional “F” Grade

A student who receives a final grade of “F” in any subject during the academic year, but maintains a Cumulative Grade Point Average (CGPA) of at least 1.30, may be promoted to the next grade level. However, this promotion is conditional upon the completion of a summer school course in the subject where the failing grade was earned.

Mandatory Summer School Enrollment

Enrollment in summer school is mandatory for students who meet the criteria. The decision to enroll must be made promptly (2 days) following notification from the registrar regarding the failed credits.

Notification and Enrollment Process

The registrar’s office will notify the student of their academic standing and the requirement to enroll in summer school. This notification will occur as soon as possible to allow adequate time for the student to make necessary arrangements.

Summer School Completion Requirement

Successful completion of the summer school course is required to validate the student’s promotion to the next grade level. Failure to complete the summer school course satisfactorily will result in a review of the student’s academic standing and may impact their progression.

Policy Enforcement

This policy is in effect to all students who currently enrolled. It is the student's responsibility to understand and follow this policy to ensure their academic advancement.

Academic Probation

Academic probation is a process intended to alert students of low or failing grades. It is a temporary phase that provides an opportunity for students to grow, learn, and develop essential skills for future success. Academic probation for a student is based on quarterly grades. Students can be placed either in warning level or full academic probation based on the number of D’s and F’s they score.

The following requirements must also be met by a student who has been placed on academic probation:

- Attend a meeting (arranged by the High School Head and Guidance Counselor) where the consequences will be thoroughly discussed and organizational and study strategies can be implemented.
- The student would then sign a document acknowledging that they are aware of the implications and what must be done to prevent being placed on full academic probation.
- Parents and guardians of the students will also be informed, and staff will have access to a list for their use.

Cellphones and Electronic Devices

In High School, we encourage students to bring their own devices to school, allowing them to use their personal computers to access academic resources and run school apps while on campus.

Students will have access to a dedicated Wi-Fi network that will allow them to connect to the internet and use the school's website, applications, and educational materials.

However, under this program, students are still subject to the policies on code of conduct with regards to technology as stated below. Teachers reserve the right to monitor students' devices during classes.

PERMITTED DEVICES	PROHIBITED DEVICES
Laptops	Mobile Phones
Tablets	Smartwatches
School-owned Devices	Earpods/Headphones

Student Exchange Program

If a student wishes to take a year out for a student exchange program, an academic credit system will assess a student's progress in their studies based on the following criteria:

- learning outcomes
- number of hours spent on the course work.
- number of credit points earned.

Policies and Procedures:

- All students who want to join the Student Exchange Program should register their names.
- Complete an agreement form to commit and prepare themselves to take up the required subjects during their study program.
- See the guidance counselor for further updates and information on the courses that they need to take during the exchange program.
- The school registrar will verify their grade/diploma requirement courses and the number of credits the student needs to fulfill to graduate from high school.
- The high school head will authorize and bring the list of exchange students to RDOC1 for approval.

Military Training Program

Ramkhamhaeng Advent International School (RAIS) is committed to supporting the government-mandated military training for high school students. The administration has made several adjustments to ensure that students can successfully participate in this program while maintaining their academic responsibilities.

Enrollment and Duration

Students are required to enroll in the military training program when they reach grade ten. The training is conducted once a week for a few months and continues for three consecutive years.

RAIS is dedicated to ensuring that students receive comprehensive support throughout their training, helping them to develop into responsible and capable individuals.

Schedule Adjustments

To accommodate the needs of students undergoing military training, RAIS ensures that students can attend training sessions without compromising their education.

Transportation and Supervision

RAIS provides transportation with a chaperon for students each time they attend training. This ensures the safety and well-being of our students during their travel to and from the training site.

Support Programs

ENGLISH AS A FOREIGN LANGUAGE (EFL)

Definition

The EFL program at RAIS is a student support program that serves the needs of students from non-English speaking backgrounds. Emphasis is placed on listening comprehension, speaking, reading, and writing.

Goal

The primary goal of the EFL program is to equip students with the English proficiency necessary for successful integration into mainstream classes.

Curriculum

EFL		
Values Education	Reading	Writing
Listening	Speaking	Grammar
Spelling	Science	Math
Computer Science	Music	Physical Education
Arts and Crafts		

EFL Entrance Criteria

The registrar's office administers an entrance test and interviews all students who wish to be students at RAIS. Based on the performance of the students in the entrance test and interview, the admission committee recommends the students to join the mainstream or EFL classes.

If a student is recommended to be in the EFL program, he/she will be placed in EFL levels based on the age and the grade level completed.

As per the school policy, students are required to be in a level for a year before a decision is taken to promote them to regular grades or transfer them to the next higher level in EFL.

EFL Promotion/Exit Criteria

Test– During the fourth quarter, the admission test is conducted by the Admissions office.

Scoring – The Admissions office grades the test, with a passing score set at 60%.

Interview – The section head conducts both pre-interviews and post-interviews, during which students are graded.

Promotion

The promotion committee will decide based on the grades from the three quarters, interview results, admission test scores, and teachers' recommendations. If the results are satisfactory, students will be promoted to mainstream classes. If not, they will advance to the next level in the EFL program.

Transitional Period: Summer School

All EFL students promoted to regular grade levels are required to attend summer school. This helps them become familiar with the regular grade-level curriculum during the summer, ensuring an easy transition to regular grades.

Progress Reports

Report cards of each student's progress are issued after the final exams at the end of each quarter. Only parents/guardians are authorized to collect the report cards during parent-teacher conferences.

SPECIAL EDUCATIONAL NEEDS (SEN) PROGRAM

As a caring community, Ramkhamhaeng Advent International School (RAIS) accepts students who have the right to education regardless of their status and condition. Students with special educational needs are welcome for as much as the school can provide the necessary needs in achieving its education.

Purpose & Objectives

RAIS believes that every child deserves a chance to learn in a safe, quality, and caring environment conducive to holistic growth. Therefore, RAIS supports students with special needs who demonstrate potential for success in our inclusive program. We ensure provision of individualized curriculum, environmental and social accommodations, as well as intervention and support.

Policies & Conditions

Inclusion of Students with Special Needs

Students with special needs will be accepted to join RAIS if parents will abide by and agree with the school policies and guidelines for SEN students.

- Parents should provide complete information about students, especially those diagnosed with any special needs condition, for the purpose of support and intervention.
- For those students who are not diagnosed but exhibit conditions that may affect their learning may be recommended for observation, assessment and further evaluation, leading to intervention if necessary.
- Students who submit diagnostic reports to the school will qualify for accommodation and intervention policies.
- For SEN students requiring support or shadow teachers, parents are required to pay special fees for this service. If any parent disagrees with this policy, they may choose to withdraw their child.
- Parents are expected to attend regular parent - teacher conferences to discuss student progress.
- SEN under social pass arrangement will receive a progress report quarterly. Students who complete grade 12 under this arrangement will be allowed to march in the commencement program, however they will not receive any diploma offered by the school.

Modification and Accommodation

Accommodation is a support service provided to help students with learning needs to have access to the same curriculum as his/her peers. While modification is used to assist students in achieving the curriculum at the same level as their peers despite learning needs.

- Provision of curriculum and instructional modification
- Environmental and social accommodations
- Intervention and support
- Referrals

Condition 1: Pull-out / Push-in Support

This condition applies to students with low to average developmental delay, mild to moderate autism spectrum disorder, attention deficit hyperactivity disorder (ADHD), attention deficit disorder (ADD), and/or other learning difficulties. These students may benefit from participating in push-in or pull-out classes.

Condition 2: Full Time Shadow or Support Teacher

This condition applies to students with mild learning difficulties, who may benefit from inclusion in regular mainstream classes with a full-time shadow teacher assigned to support them both inside and outside the classroom during school hours.

Condition 3: Full time Special Educational Needs Class

Students with severe behavioral conditions and/or autism spectrum disorders will be placed in full SEN program.

Special Educational Needs (SEN) Categories

- Academic – refers to students with low to mild learning challenges and difficulties that may affect the academic performance in core subjects such as mathematics, science, English language arts and social studies.
- Social/Behavioral Skills – refers to students with mild to severe behavior challenges such as an inability to focus, inattention, repetitive defiant behavior, destructiveness, an inability to build social skills, depression, impulsivity, hyperactivity, and aggressiveness.
- Personal and Learning Skills – refers to students with low to mild disabilities that may affect learning and daily life activity such as visual, speech and language deficiency, fine and gross motor delay, and basic learning and social skills.

Support Services & Facilities

THE GUIDANCE DEPARTMENT

The guidance and counseling department is an integral part of the student services at RAIS. Its primary function is to facilitate students in exploring their identities and potential, while ensuring the emotional health and stability of all RAIS students. Our goal is to help students maximize their school years and make informed decisions about their futures. This is achieved by providing support to foster growth and development in various areas of life, including educational planning, personal relationships, and social integration.

The guidance and counseling department provides the following services:

GUIDANCE CURRICULUM	RESPONSIVE SERVICE
Personal/Social Development Academic Development Career Development Information Drive Orientation Program Guidance Class	Parent Conferences Referrals Classroom Observation

INDIVIDUAL PLANNING	SYSTEM SUPPORT
Guidance and Counseling Consultation Student Assessment	Community Outreach After School Program Benevolent Services

The Counselors

The guidance counselors assist students in achieving academic success and personal-social development, ensuring that today's students will become well-adjusted adults tomorrow. This is accomplished by providing support to foster student growth and development in various aspects of life, including educational planning, career choices, and personal relationships.

Our counselors will collaborate closely with parents, teachers, and administration to ensure the maximum success of each student.

LIBRARY

The library is a place for research, quiet study, and leisure reading. Students are encouraged to use the available materials, internet facilities, and other library services to enhance and enrich academic activities. These resources help promote educational growth and academic excellence.

General Rules

- Present your school ID when borrowing library resources and using a computer.
- Leave your shoes and bags in the cubby holes provided outside the library except for valuable items (wallets, phones, laptops, etc.).
- Always observe silence in the library premises.
- Set your phones to silent mode in the library.
- Help keep the library clean and in order.
- Place books in the book cart after use.
- Remove personal belongings from the tables to make room for other patrons.
- Be polite in dealing with librarians.
- Food and drinks are not allowed inside the library.
- The librarians have the right to ask a student to leave if inappropriate behavior is not corrected after the warnings.

Library Hours & Services

Library Service Hours: 07:40 - 16:30 from Mondays through Thursdays and 07:40 - 15:30 on Fridays. Book lending services end 30 minutes before the library closes.

- Books should be returned on or before the due date printed on the receipt. A fine for late return is 5.00 Baht per day including Saturdays, Sundays and holidays.
- Books can be borrowed for 7 days and may be renewed if the patron wishes to extend the length of his/her borrowing time. Renewal is up to (3) three times as long as no reservations are made for the title. Please be aware that students that have overdue fines cannot borrow books until the fine has been paid.
- Library materials that are not returned after 30 days of their due dates are considered lost. Borrowers should replace the lost materials with the same title and quality or pay 150% of their current value.
- Periodicals (newspapers, magazines, and journals), general reference materials (dictionaries, encyclopedias, almanacs, and atlases) and digital collection are for in-house use only.
- Please inform the librarian immediately if the checked out books are lost.
- Borrowers are responsible for the cost of replacing lost or damaged materials.

Borrowing limits

GRADE LEVEL	# OF BOOKS
Nursery, K1–K3	1
Grades 1–4 / EFL A	2
Grades 5 –8 / EFL B / EFLC	3
Grades 9–12	5

Note: Journals and Magazines are In-House Use Only

Computer & Internet use

Students are encouraged to be thinkers and researchers of good knowledge. Therefore, the library provides students with internet access. Students must bear in mind that all computers are for research purposes only. Only one user per computer is allowed at a time.

Early Learning Center

This center is available for Nursery, Kindergarten 1-3, Grades 1-2, and EFL A students only. Teachers accompanying their classes are welcome to read to their students while in the center. The center holds a wide variety of books that serve as effective tools in teaching young students to improve their reading skills.

HEALTH CLINIC/MEDICAL SERVICES

The health clinics are located on the first floor of Building B and E. RAIS always has school nurses on duty during school hours to provide emergency and medical assistance. The responsibilities of the school nurses are to administer first aid in emergencies, treat minor injuries, and take care of illnesses occurring at school. The parents or legal guardians will be asked to authorize the school administrators and the nurses to make decisions in life-threatening situations. This authority is exercised only after all efforts to contact the parents or guardians by telephone or other means have failed.

If a student has the symptoms of fever or vomiting before coming to school, the student should remain at home where he/she can recover more effectively. This will also help to contain the illness so it will not be spread to other students. (For more details, see Illness and Injury.)

The health clinic staff, with qualified, registered nurse, provide evaluation, and basic first aid for acute health problems occurring during the course of the school day. This service is available to all students from K-12 and teachers and staff.

The health clinic hours are 07:00 - 16:00 on Monday through Friday, except during lunch hours.

- Bldg. E health clinic is closed from 10:55 - 11:40
- Bldg. B health clinic is closed from 11:40 - 12:25

Health Clinic Pass

Students must obtain a Health Clinic Pass from their teacher before coming to the clinic unless it is a true emergency. Upon assessment, the students are either sent to the nearest hospital or back to class after receiving the needed treatment. Students must return their Health Clinic Pass to their teacher before coming back into the classroom. The nurse's treatment and the time spent in the clinic are indicated on the pass.

Furthermore, to maintain order in the clinic, it is necessary that we have established rules for the clinic. Respect of these rules is expected and appreciated. The rules are as follows:

- All students must have a clinic pass before coming to the clinic.
- Only students feeling ill will be allowed to the clinic. Students staying longer or going home will be at the discretion of the school nurse. No student will be permitted to stay an entire period, unless deemed necessary by the school nurse.
- The clinic is not to be used for socializing.
- Students not adhering to these rules will be asked to leave once and may be sent to the principal.
- Repeated visits to the clinic may be indicative of an attendance problem, and the principal or school counselor will be notified.

In-Patient Use

The health clinic permits only those who are sick or ill to rest in the room for a period. Patients who are seriously sick are advised to go home with their parents. Everyone who enters the clinic is expected to be quiet. Consistent visits to the clinic without valid reason will be addressed accordingly.

Sickness Leave

Every effort is made to keep students in school whenever possible. However, in certain cases, parents or legal guardians are contacted and advised to take the child home if any of the following happens:

- It is determined that your child is too ill to remain in school.
- If their child's condition persists within 1 to 2 hours after home medication was given.
- If the child has these symptoms: active vomiting or diarrhea, a fever above 37.5oC, a condition that may be contagious, an injury or illness that requires further evaluation by a physician.

A student, who is advised to go home by the nurse, must be picked up from the health clinic by a parent or guardian, who must sign a campus leave form. Parents are encouraged to provide their child with a face mask if the child has a cough or cold to prevent spreading illness to others.

Medical Certificates

Students who have contracted a contagious disease or have been absent for 3 or more consecutive days are required to present a medical certificate confirming their restored health upon returning to school.

Exemption from Physical Education (P.E.) Class Due to Physical Injury

Exemption from class is issued for one day only by the school nurse. A doctor's certificate is needed for the additional days.

Prescription Medication

The school nurse is not licensed to diagnose any sickness and administer medicine to sick students. The only medicines given to students are those prescribed by the student's doctor. However, the school nurse may administer over-the-counter medication, with parental consent, in case of emergency.

Home Medication

If medication is ordered by a student's physician and is to be taken during school hours, the nurse administers the medication in compliance with the following policy:

- The medication must be properly labeled as to the name of the student, name of medicine, dosage, time the medication is to be taken, and the physician's name.
- There should be a note from the parent authorizing the health clinic staff to administer the medication.
- Insulin is the only prescribed medication that can be administered by injection.
- If your child uses an inhaler for asthma symptoms, please bring one to the clinic to keep on hand throughout the school year.

Accidents & Hospitalization

In the event of accidents or major sustained injuries occurring on school premises or during school related activities outside the premises, the school is responsible for taking the student to the hospital after notifying the parents. If the parents cannot be reached, the school reserves the right to choose the hospital for treatment or hospitalization. To be eligible for accident insurance, the student must present his/her school ID and the accident insurance card to the hospital.

Accident Insurance

Each student is covered by accident insurance, with cards kept by the school nurse. These cards are used in the event of accidents that occur at school or during school-related activities.

Record Keeping

The health clinic maintains a record of services provided to students, teachers, and staff. Consequently, anyone who receives medical attention from the clinic must sign their name in the medical record form.

Teachers must sign each time they use the travel first aid kit for outdoor trips such as field trips, pathfinder camps, and other activities.

General Medication and Allergies

Parents should inform the school nurse about the condition:

- When their child is taking home medication at school
- If their child has any drug allergies and name of the medicine
- If their child has congenital disease, or any special health problems

PUBLIC RELATIONS OFFICE (PR)

The PR office is located in Building A. It aims to provide information and assistance to parents, students, and visitors. Any request to a teacher, a section head, or the principal can be made here. Friendly and helpful staff members are always ready to serve your needs. The PR office can be reached at 02-3700316, ext. 0/101/102. The operating office hours are as follows:

DAYS	HOURS
Monday - Thursday	07:00 - 17:00
Friday	07:00 - 16:00
Sunday	08:00 - 12:00

After-School Classes

RAIS offers co-curricular activities and classes after school hours. Students interested in registering for these classes can apply at the PR office.

Use of School Van

RAIS offers school van services with experienced drivers and assistants to transport students between their homes and school. Safety is our top priority, and it is essential that all students using the school van service understand and comply with the rules and agreements:

Rules & Agreements

- Students must arrive on time at the designated pick-up point.
- Students must wait for the driver's signal before boarding/exiting the van.
- Students must take a seat promptly and fasten their seat belts. Failure to do so may result to a payment of a fine amounting 5,000 baht to the police. Always stay seated while on board.
- Don't be late getting to the van after classes dismiss. The van will wait only 15-20 minutes after school, with an estimated departure time of 15:00.
- Always maintain cleanliness by not littering or throwing any objects inside or outside the van.
- Be respectful to others and always follow the instructions of the van driver and the assistant. Any verbal aggression or disrespectful behavior towards drivers and van assistants will be handled appropriately.
- If the area in front of a student's house is flooded and the school van cannot enter, parents shall take their children to school themselves or arrange a meeting place that is not flooded.
- Students are responsible for their own belongings; please ensure to check before leaving. The school will not be held responsible for lost items.
- No refunds will be provided for missed or unused services.
- The school reserves the right to modify and update the rules without prior notice, such as appointment times or the number of students in the van.

SUPERVISORS

The school provides 6 supervisors to assist students, parents, and the community in general. This helps keep the flow of the school running smoothly as our supervisors are hands-on and always make sure that everything is going accordingly around the school campus at any given time of the day.

SUPPORT FACILITIES

RAIS provides the following facilities to support and enhance instruction and learning. Students are expected to take care of these facilities. Those who vandalize school property will face disciplinary action and may be subject to a fine in accordance with the school's vandalism policy:

- Science Laboratories
- Computer & VEX Robotics Laboratories
- Art Rooms
- Music Rooms
- Book Room and Copy Centers
- Auditoriums
- Gymnasiums
- Dance Studio
- Home Economics Labs
- Playrooms
- Courts for Sports Activities
- Multi-Purpose Play Area
- Football Field
- Outdoor Playground
- Photography Studio
- Boarding Facilities
- Cafeteria and Snack Bars
- RAISSTA Café

General School Policies & Guidelines

The school's policies and guidelines are intended to ensure that students receive their education in a safe and supportive environment. Students are expected to follow the established rules and regulations and to show respect toward administrators, faculty, and staff.

RAIS expects students to arrive at school on time and ready to learn. Punctuality for all appointments is the student's responsibility. Participation in all educational programs is mandatory. If a student is unable to attend, they should seek assistance from their homeroom teacher or principal.

English Speaking

At Ramkhamhaeng Advent International School, English is the primary language for instruction and communication. Students are encouraged to use English at all times on campus, except during Thai and Chinese classes.

Understanding that language usage enhances cognitive development, students should:

- Build their knowledge and comprehension of English through intentional and meaningful listening, speaking, reading, and writing.
- Progressively develop their skills in speaking, listening, reading, and writing English.
- Strive to express themselves confidently in English across a range of situations.

Student ID Card

- Each student is given a student identification card (ID card) that should be carried at all times, including during off-campus activities. This is a card equipped with RFID technology.
- If a student loses their ID card, a replacement fee of 200 baht will be charged. The student must pay this fee at the cashier's office and then present the receipt to the school photographer to have a new photo taken.
- If the student would like to get the ID card the next day, a fee of 300 baht is charged. However, if the student would like to get the ID card immediately, a fee of 400 baht is charged.
- Students can add or top up money to their ID cards to buy food at cafeteria, food stall at building B and RAISSTA.

Morning Assembly

All students are required to attend the morning assembly/flag ceremony held every school day starting at 7:30 a.m. Attendance is checked during this time. All students must be in line at the assembly area when the first bell rings at 7:25 a.m. The morning activities include singing of the national anthem, morning devotion, "thought of the week", announcements, and a short presentation when the school celebrates special occasions. After the assembly, students should go to their classrooms in an orderly manner.

Regular School Schedules

HOURS	SCHEDULES
07:00	Arrival
07:25	First Bell
07:30	Second Bell
07:30	Flag Ceremony
07:40	First Period Begins
09:10	Morning Break
Session 1: 10:55 - 11:40 Session 2: 11:40 - 12:25 Session 3: 12:25 - 13:10	Lunch Break
14:40	School Ends
14:45	After-School Activities Starts

Note: Students who arrive at the school after 07:30 will be marked late.

Preschool Schedule

Hours	Schedule
Before 08:00	Arrival
08:00 - 08:15	Greeting
08:15 - 08:30	Flag Ceremony
08:30 - 09:05	First Period Begins
09:05 - 09:20	Snack Break / Play Time
09:20 - 11:05	Classes
11:05 - 11:50	Lunch Time
11:50 - 13:15	Nursery - K2: Nap Time / K3: Play Time
13:15 - 14:25	Classes
14:25 - 14:40	Free Play / Homeroom
14:40	School Ends

Arrival - Pick Up & Drive-In Times

To ensure student safety during drop-off and pick-up, parents are encouraged to use the designated areas where the school personnel are available to assist. Alternatively, parents may park their vehicles in the Big C parking lot and walk with their child to school.

DRIVE-IN TIMES	
05:00 - 08:30	Drop-Off Only, No Parking
08:30 - 14:00	On-Site Parking Allowed
14:00 - 15:30	Strictly No Drive-In
15:30 - 17:00	On-Site Parking Allowed

Student Campus Leave

All students are required to remain on campus during school hours. No student may leave during school hours without written parental permission received by the respective office concerned.

Student Campus Leave Form A (Available in the Principal's or the PR's Office)

If a student needs to leave the school campus due to an emergency or appointment, he/she may only do so with prior approval from their parents. Additionally, the student must obtain signatures from both the homeroom teacher and the principal.

Student campus Leave Form B (Available in the Nurse Clinic)

If a student is too ill to remain at school and the school nurse recommends going home, the student will be assisted in obtaining signatures from both the homeroom teacher and the principal before leaving.

Campus and Classroom Visits

Parents and visitors are welcome to visit our school. To provide safety and ensure uninterrupted instructional time for students, RAIS requests that the following guidelines be observed:

- All visitors must sign in and out at the Public Relations Office and wear a visitor's pass on the school's premises.
- If you wish to meet with any of your child's teachers or an administrator to discuss their work or behavior, or any other aspects of the school, please arrange for a conference at a mutually convenient time through the PR office.

Grievance Procedure for Students

- For concerns related to academics or behavior, students should first report them to the homeroom teacher.
- If the issue continues, the homeroom teacher will consult with the section head for academic concerns and the guidance counselor for behavioral issues.
- If the problem remains unresolved, the principal will escalate the matter to the RAIS Development and Operations Committee, which will take official action to address the issue.

Grievance Procedure for Parents

- If you have concerns about academics or behavior, start by reporting them to the homeroom teacher.
- If the issue continues, the homeroom teacher will then consult with the section head for academic issues and the guidance counselor for behavioral concerns.
- If the problem remains unresolved, the principal will escalate the matter to the RAIS Development and Operations Committee, which will take the necessary official action to resolve the issue.

Home-School Communication

RAIS values maintaining open communication between the school and home. To facilitate this, various communication methods have been established, including letters, surveys, memoranda, and newsletters for students and parents. These should be given to parents promptly. Reply slips must be signed by parents and returned to the teacher by the following day or as soon as possible.

Other information is communicated on the bulletin boards located between building A&B, on the school website [www.rais.ac.th], SMS, LINE, Facebook, and Instagram.

Channels of communication, suggestions, or enquiries can be reached to us at:

- Website [www.rais.ac.th]
- Email [info@rais.ac.th]
- Phone [+66 2370 0316-7]
- LINE ID [[@rais](#)]

Parent-Teacher Conferences

RAIS conducts parent-teacher conference scheduled after quarter exams (except in the 4th quarter). Parents are requested to come by school to meet with their children's homeroom, activity, and subject teachers to discuss progress made over each quarter.

Attendance Policy

RAIS has a high regard for academic excellence. School attendance and time spent in study have a significant relationship to achievement. It is important that good attendance patterns and work habits be established early.

As per requirement of the Thailand's Ministry of Education regarding attendance, RAIS then enforces the 80% attendance completion and 20% allowable unexcused absences for middle school and high school students quarterly.

Daily class attendance is important. If a student is to be absent, an official request must be made well in advance with the principal. Parents or students may call the office to inform the school about the absence. Students who are absent more than 3 consecutive days without notifying the school, the school will contact the parents of such absence. Please follow the procedure detailed below:

- **Sickness** - Students must submit a medical certificate upon their return to the school within three days of their return. Students will automatically be excused from attendance. The student must catch up on all the missed work upon returning to school.
- **Visa/Official Expatriate Business** - Students must submit a leave request to the PR for such business. Students will automatically be excused from attendance. The student must catch up on all the missed work upon returning to school.
- **Family Trips/Functions** - If a request has been made and approved, attendance will be excused. However, all missed work must be completed in an arranged time with each of the relative subject teachers. If a request has not been made and approved in advance, the student will not be excused from attendance, classwork, tests, and exams.
- **Competitions, Academic/Sports Tournament** - Students who have to participate in any school related events or competitions, must submit a leave request to the teachers. Students will automatically be excused from attendance. The student must catch up on all the missed work upon returning to school.
- **External, Personal Competitions** - If a student requests to attend external competitions not organized by the school, an official request must be made in advance with official documents from the organizers. If approved, all missed work must be completed in an arranged time with each of the relative subject teachers.
- **Death/Emergency in the Family** - Students must submit a leave request to the PR for such an emergency. Students will automatically be excused from attendance. The student must catch up on all the missed work upon returning to school.

Attendance Policy for Summer School

If the student is absent for 3 days without approval, he/she will not be eligible for academic credits.

Anticipated Absence

In the event of an anticipated absence, the following procedure must be followed:

- A written request from the parent must be submitted to the office at least one week in advance of the anticipated absences such as personal reasons, university appointments, external tests, exams, interviews, immigration requirements, doctor's appointments, etc.
- The student will obtain an official request form from the PR Office, and the student is then responsible for having it signed by their parents and submitting it to the front office.
- If the request is approved, the student is responsible for completing the missed work and receiving credit for it.

Unanticipated Absence

In the event of an unanticipated absence, an excuse letter for absences must be submitted within three days of returning to school, otherwise the absences will not be excused.

Illness and Injury

If a student becomes ill at school, he/she must obtain a Health Clinic Pass from his/her teacher before visiting the nurse in the health clinic. If necessary, parents will be notified for advice on whether the student should be picked up or not. If the student has a fever or shows other signs of illness, he/she should stay at home until fully recovered. After the child's absence, please send a note for our records to excuse the absence. Teachers will provide opportunities for students to make up missed work, but if the assignments are not completed, the student will not receive credit for them.

All injuries must be reported to a teacher or the health clinic. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the clinic will follow the school's emergency procedures.

Missing Classes while in School

Missing classes without permission is a major offense. Staying outside the classroom while classes are going on is considered as missing classes. Students caught missing classes will be reported immediately to the supervisors and the principal for necessary action.

Examination Guidelines

The following guidelines are for all students to follow during examination days:

- Every student is required to be present for all examinations.
- Dictionaries, calculators, and other materials may only be used with the teacher's permission.
- All cell phones must be handed over to the teacher before the examination begins.
- Cheating in any form during examinations is strictly prohibited. Anyone caught cheating will receive an automatic "F" grade for that exam.
- Students are expected to spend a minimum of one hour on their exam. With the teacher's permission, they may leave the classroom and must do so quietly, either for a break or to go home.

- Students are not permitted to loiter in the hallway during examinations.
- If a student is unable to take the scheduled examination due to sickness or any unfortunate circumstances, the examination may be rescheduled for him/her provided that a medical certificate providing information about his/her health condition is stated or a letter from a parent about the death of the family member is given.
- If a student cannot take the scheduled examination due to illness or other unfortunate circumstances, the exam may be rescheduled. A medical certificate detailing the student's health condition or a letter from a parent regarding the circumstances must be provided.

Dress Code

Students who are neatly and appropriately dressed present a more positive image. The RAIS dress code includes three uniforms (regular, pathfinder, and the PE uniform). All students are required to wear appropriate school uniforms while on school premises, field trips, and for all school functions. Only white undershirts are allowed which must be neatly tucked in. RAIS uniform shirts, trousers, pants and skirts are available for purchase from the school store.

School Uniforms

Preschool Students



Elementary Students



Middle School &
High School Students



Adventurer/Pathfinder Uniforms

Grade 1-4



Adventurer Uniform

Grade 5-8



Pathfinder Uniform Type A

Grade 5-8



Pathfinder Uniform Type B

House Color Shirts

House color shirts are not acceptable during PE classes, unless requested by PE teachers.

Hair Styles and Other Accessories

Students are expected to present themselves in a modest and dignified manner as mentioned in our ESLRs.

Hair: Faddish/punk hairstyles and hair dyes or heavy gels are not allowed.

- Boys: Hair must not touch the shirt collar or cover the forehead and ears.
- Girls: Hair should be well-groomed and must not cover the face. Nails should always be trimmed and in natural color.

Nails: should always be trimmed and in natural color.

Jewelry: Jewelry, including rings, bracelets, amulets, necklaces, earrings, tongue rings, and fashionable decorative items, are prohibited for school wear. All male students are not allowed to wear earrings.

Hats: Hats of any kind should not be worn.

Uniform Violations

When a student is not dressed according to the proper uniform code, a uniform violation notice will be issued. Students may be asked to go home and can only attend regular classes when in complete uniform. These notices will be filed in the Principal's Office.

Field Trips

Students participate in an educational field trip once per semester. Below are the guidelines they need to follow.

- Students must wear school uniform.
- If a student is not joining the field trip, he/she needs to attend school. A special class assignment will be given to him/her. No refund will be made if a student is not joining the field trip.
- If a student misbehaves during a trip, the parent will be contacted and asked to come and pick the child up at the site at the parent's own expenses.
- If a student is involved in any criminal activity, whether as a victim or perpetrator, during the trip, the school and parents will be notified immediately, and appropriate consequences will follow.
- The school will provide chaperones to assist the homeroom teachers in supervising the students.
- Parents are not allowed to join the field trip.
- Students may be denied participation in the field trip if they fail to present a consent slip from their parents, do not meet certain academic standards, or are under disciplinary action.
- Students must adhere to the rules and regulations set by the teacher to prevent any untoward incidents.
- Parents who wish to take their child home after the field trip must submit an official request. If approved, they may take their child home directly from the trip.

Use of Cell Phones and Electronic Devices

The school discourages the use of cell phones and electronic devices during class hours. Students are required to deposit their devices with the teachers at the beginning of class and collect them afterward. If a teacher needs these devices for instructional purposes, they may be used during that class. *For more details, please refer to our School Phone Policy?*

RAIS Social Media Guidelines

RAIS recognizes the educational benefits of modern technology and acknowledges the role of social media in everyday life. However, the school remains aware of potential issues that may arise. Any social media or online platform, such as social networks, blogs, photo-sharing platforms, websites, forums, and wikis. Examples include, but are not limited to, Facebook, Instagram, X, YouTube, and other communication types. Any form of aggressive, intentional behavior carried out repeatedly over time through electronic means against a victim who cannot easily defend themselves will result in disciplinary action.

Permissible Disciplinary Sanctions and Corrective Actions in Response to Social Media Issues

Disciplinary sanctions and corrective actions will vary based on the severity of the damage caused to the person, property, or institution. These may include, but are not limited to, one or more of the following:

First Offense

- A written/verbal warning
- Mandatory counseling
- Voluntary apology to the victim

Second Offense

- In house suspension
- Parent conferences
- Short-term or long-term suspension from the school
- Exclusion from participation in school-sponsored functions, after school programs and/or extracurricular activities
- Adult supervision on school premises

Last Offense

- Voluntary Withdrawal, Dismissal

Bag Check

To create a safe and healthy environment, random checks of students' bags for any unwanted substance or weapons may be carried out by the school authorities.

Changing Of Section Due to Behavior Issues

The school reserves its right to choose or decide on moving students to another class due to behavior issues after going through the process of deliberation by the RAIS Development and Operation Committee (RDOC) and Leadership Committee.

Fundamental Principles of Behavior

Ramkhamhaeng Advent International School believes in the ability of its students to make appropriate decisions regarding their behavior and interaction with others. In keeping with the school's Fundamental Principles of Behavior, the following guidelines should be observed:

Principle 1: Respect of Self

- Practice personal hygiene.
- Eat wisely, sleep well, and exercise for fitness.
- Always strive for the best.
- Remain free from the use of drugs and alcohol. No student shall possess, use, transmit, distribute, conceal, or be under the influence of narcotics, alcoholic beverages, hallucinogenic drugs, amphetamines, barbiturates, marijuana, inhalants, intoxicants, cigarettes, e-cigarettes or any other paraphernalia that could be used with any of the above. Any student found guilty of involvement with drugs will be immediately expelled from the school.
- RAIS prohibits smoking, use or possession of tobacco in any form, including, but not limited to, cigarettes, cigars, clove cigarettes, chewing tobacco, e-cigarettes, snuff, and any other tobacco, by any student in any area at any time under the control of the school or any activity conducted by any school within the district. Immediate and severe action will be taken against offenders.

Principle 2: Respect of Others

- Listen while others are speaking.
- Speak appropriately and use courteous words. Vulgar, profane, or obscene speech in any language is unacceptable.
- Playing, running, loitering or loud boisterous behavior in the corridors is not permitted. Students shall not be involved in any type of disruption or interference within the classroom, hallways, premises or during extracurricular activities.
- When attending school programs, proper attitude and appropriate behavior must be practiced.
- Offer positive support and comments to fellow students. Give help when it is needed.
- Respect others especially visitors, by making way for them on the pavement and on the stairs.
- Show consideration and concern for individuals of all nationalities by respecting their views and opinions.
- Show respect for other people's choices or decisions in accordance with the school goals and mission. No student shall commit any act or force another to do anything that could risk causing mental or physical damage to any person or any property.

- Show respect for others' belongings. Students must not remove or take any item from another student, school employee, school building, or school grounds without permission from the owner or the school.
- Ask others to stop disrespectful behavior. Gambling, name calling, teasing, and such behaviors are not acceptable.

Principle 3: Respect of Learning and School Activities

- Always speak English.
- Be punctual to class with the necessary materials.
- Complete assignments (classwork, homework, and projects) on time.
- Avoid disruptions during learning activities.
- Respect the library as a study or resource center and follow all rules therein.
- Students are not allowed to eat in the corridors and classrooms.
- Skateboards, roller shoes, roller blades, and scooters are not allowed on school premises.
- Chewing gum in any part of the school's premises is unacceptable.
- Behave in a decent and upright manner. No student shall intimidate or be a party to the intimidation of another student for the purpose of sexual interest, engage in any form of exhibitionism, or engage in any act of sexual misconduct during school or school-sponsored activities, on school grounds, in the van, or in transit to or from school. No student shall possess or distribute sexually explicit materials of any kind.

Principle 4: Respect of the Environment and Safety Measures

- Dispose of litter in trash bins. Keep school premises free of litter.
- Keep lockers and personal areas neat and in order.
- Leave each room as clean as it was found.
- Use resources wisely and mindfully.
- Use recycling containers for appropriate items
- Take care of school property.
- Playing with deck cards is not allowed in school. Moreover, occult and satanic items, such as Ouija boards and Tarot cards, and spiritualistic role playing, are not allowed.
- Respect fire safety measures. Students must not trigger a false fire alarm or issue a false fire warning. Such actions are serious offenses and will result in severe consequences.
- When in need, ask kindly. Students shall not ask another student for money or items of value by threatening or through verbal or physical harassment.
- Behave as a civilized individual. Students must not be involved in fighting of any type for any reason. Furthermore, students should also refrain from provoking each other.

- Students must not engage in any behavior that could threaten another student, teacher, school employee, or anyone else at school or during school activities. Additionally, they should not possess or use any items that could cause disruptions or violate safety rules while at school or school events.
- Students of any age or grade must not possess, handle, transmit, or conceal objects commonly classified as weapons or dangerous items (e.g., lighters, pellet guns, toy guns or knives, bullets, shell casings, guns, blades, razors, ice picks, fireworks, etc.). Possession and/or use of a weapon will result in the student's immediate expulsion. Safety is a top priority on school premises. Students are required to report knowledge of dangerous weapons or threats of violence to the principal's office. Failure to report such knowledge may result in disciplinary action.
- Aim to do what is right. Students shall not repeatedly violate school rules or guidelines set forth by the teachers, supervisors, administrators, or other authorized personnel.

Principle 5: Respect of Leadership/Authority

- Remember to “wai” to elders such as the school administrators, teachers, office staff, and parents.
- Be a cooperative group member.
- Accept leadership roles in group activities.
- Follow directions given by teachers and administrators.
- Support fellow students who take on leadership roles.
- Participate in activities for the well-being of others.
- Carry or wear a pass when you are outside the classroom during class hours.
- Leave the classrooms, hallways, restroom areas and the school premises by 16:00 unless you are given permission by the school principal to stay longer.
- Students are not allowed to stay inside the classrooms without a teacher’s supervision.
- Seek the teacher’s permission before using the classroom projector, laptop, or computer.
- Take care of school property. Students should not be involved in damaging, defacing or destruction of school property or private property (teachers’, students’, visitors’ or school personnel’s) on school premises. Vandalism will not be tolerated.

Student Well-being

Student safety is the responsibility of students as well as faculty and staff. Everyone must know the emergency procedures such as fire drills and accident reporting procedures. If a student is aware of any dangerous situation or accident, he/she should notify the staff immediately.

School Procedures on Discipline

The primary goal of discipline is to cultivate self-discipline in each student, enabling them to manage their behavior both in and out of school, and later in adulthood.

Students must uphold dignified conduct and always observe decorum. It is important to follow school rules when commuting to and from school, on school premises, at school-sponsored events, and on school transportation. RAIS students are encouraged to adhere to the rules and regulations wherever they are. Students may be disciplined for misconduct, regardless of where or when it occurs.

Disciplinary Procedure

If the severity of students' behavior reaches a certain limit, the section heads hold the right to either give an official verbal warning or not depending on the severity of the incident, and in some cases, if the Leadership deems it necessary, a student's parents may be called instantly for a meeting to decide if a student may be dismissed from the school without warnings. In these cases, the Leadership will meet to make the final decision.

Examples of behavior that would lead to instant dismissal:

- extreme violence to another student, or a teacher or member of school staff
- the possession of illegal substances or a deadly weapon

The school's primary aim is to educate both the hearts and minds of students. Therefore, whenever possible, keeping students in school and engaged in learning is the preferred approach.

Some behavior that warrants referral to the section head:

- Elementary School: violence, stealing, cheating, bullying, the possession of illegal materials, damage to school or other student's property, poor uniform, regular bad language.
- Middle School & High School: violence, stealing, cheating, bullying, possession of illegal materials, damage of school or other student's property, public displays of affection, poor uniform, regular tardiness, skipping classes, regular bad language, threatening behavior to the teacher or other students (verbal and non-verbal).

Child Protection & Safeguarding Policy

This policy is designed to protect all children in the school from harm. Any students that are being hurt, there are people who can help and stop the hurt or fear.

Students should tell someone you trust:

- Parents or guardians
- Grandparents or other trusted family members
- A trusted friend

However, there are people in the school who have a special responsibility to assist the child if someone is hurting them or their friends. Students can go directly to any of these people.

- Their Homeroom Teacher
- The RAIS Safeguarding Coordinator
- The Designated Safeguarding Lead
- The Child Protection Officers (CPOs)

It is extremely important that students should feel brave, confident, safe, and secure always while at RAIS. Students should never hesitate to share a problem with someone they trust. Students must not be judged for sharing their concerns, and their privacy will be protected.

Always be honest when sharing a concern or problem. Making up stories or problems can cause more harm and will lead to serious consequences for the person who does so.

Child Safeguarding Policy	Need to Talk Form
	

Personal Data Protection Policy

In accordance with the Personal Data Protection Act, B.E. 2562 (2019), RAIS expects all students and parents to adhere to the following guidelines to ensure the personal data of all students, parents, faculty, staff, and visitors remains secure:

- **Consent for Sharing Photos/VDOs:** Any pictures or videos taken at school or during school-related activities may be shared on the school's social media unless the individuals have given written consent to opt out of photo or video exposure.
- **Protecting Personal Information:** Parents or students must not share any information nor photos that could cause harm to another student, other parent, faculty member, or visitor. Parents and students must be mindful before sharing any information publicly.

RAIS has implemented a strict data protection policy in accordance with the Personal Data Protection Act, B.E. 2562 (2019). Parents can be assured that the data is protected by RAIS and any data used by the school is strictly in accordance with the Personal Data Protection Act. When students leave the school, the data will be retained for internal records.

Any questions regarding RAIS's Data Protection Policy, please inquire at the Public Relations Office or visit the school website at www.raia.ac.th/school-policies.



Other Important Information

Drug Testing

RAIS reserves the right to randomly select any student, or any student suspected of using illegal drugs, to undergo the standard drug testing program. A student with positive test results will be suspended while the Leadership Committee studies and assesses the situation to determine the necessary steps.

School Events and Student Activities

To make the learning experiences of our students more meaningful and balanced, RAIS has developed several activities throughout the academic year to help enhance the curriculum in various ways and promote Thailand's culture and traditions.

Programs and activities have been set and they are shown in the school's calendar. Students are expected to attend, participate, and support these programs. During these events, proper behavior should be maintained. (*see school's calendar*)

Note to Parents

At Ramkhamhaeng Advent International School, we believe that students benefit the most from our program when parents are actively involved in the educational process. Our goal is to establish a strong home-school relationship with every parent in our school community. To achieve this, we hope that you will:

Support your sons and daughters by...

- setting realistic standards for their performance in every area of school life
- monitoring their progress closely and contacting the school if problems arise
- encouraging interest and involvement in a wide variety of activities

Support the school by...

- reading all communication which is sent home to learn as much as possible about the school and its programs
- taking advantage of opportunities made available to parents for involvement and participation in school events and programs
- offering suggestions for ways to improve the school

It is our goal to...

- keep you informed about your child's/children's progress, events, and activities at the school
- continue to work to make the home-school partnership as strong as possible

As part of our commitment to partnering in the education of our students, we maintain frequent communication through written and oral reports. You will receive notification announcing special events, as well as notes, emails, and phone calls regarding your child's successes or any concerns in their school life. You are very welcome to visit our website for current updates and information at www.rais.ac.th

Contact Information

At Ramkhamhaeng Advent International School, our goal is to maintain open and direct communication. Like any organization, questions, concerns, and conflicts may occasionally arise. To resolve these issues effectively, we ask parents to follow the procedure outlined below:

CONCERN	CONTACT
<ul style="list-style-type: none"> Your child's progress and/or achievement level in a particular class 	<ul style="list-style-type: none"> The homeroom teacher The section head
<ul style="list-style-type: none"> Your child's personal problems (e.g., medical or family situations, behavior, friends, adjustment, etc.) or anything that might affect their performance 	<ul style="list-style-type: none"> The guidance counselor
<ul style="list-style-type: none"> Concerns about school policies and procedures, or subjects offered, your child's class schedule, academic requirements, or instructional methods 	<ul style="list-style-type: none"> The principal The registrar
<ul style="list-style-type: none"> Your child's security, safety, behavior, and/or discipline 	<ul style="list-style-type: none"> The homeroom teacher The section head The principal
<ul style="list-style-type: none"> Your financial matters 	<ul style="list-style-type: none"> The school finance manager The school manager
<ul style="list-style-type: none"> The school support services, such as transportation, food, and facilities 	<ul style="list-style-type: none"> The school manager
<ul style="list-style-type: none"> Your child's medical needs during school hours 	<ul style="list-style-type: none"> The school nurse
<ul style="list-style-type: none"> Concerns or queries on information about school events, appointments, and other issues 	<ul style="list-style-type: none"> The public relations officer (PR) LINE: @rais School website Email: info@rais.ac.th

Note: The school requests that parents make appointments in advance to ensure the availability of the person(s) they wish to meet. Please contact our Public Relations Office at 02-370-0316-7 ext. 0 to schedule an appointment.

RAIS STUDENT HANDBOOK AGREEMENT



2024 edition

STUDENT'S DETAILS	
Full Name	
Nickname	
Date of Birth	
Student ID#	
Terms of Agreements: <ol style="list-style-type: none">1. I have read the entire student handbook and agree to adhere to its requirements.2. If I violate any of the rules stated in this handbook, I agree to accept the consequences of my actions.3. I fully understand that adhering to the procedures in this handbook will benefit not only myself but also all the students in the school.	Student Signature with Date Signed

FOR PARENT		
<input type="checkbox"/> I agree to abide by the terms and conditions written in the RAIS student handbook and to willingly work together with the school for the overall wellbeing of my child.		
	Parent 1	Parent 2
Parent's Name		
Signature		
Date		



Students and parents must sign this Agreement, cut out the page on the dashed line, and submit to the homeroom teacher at the beginning of the academic year.