



School Information

Ruamrudee International School (RIS) is a Pre-school – Grade 12 international school offering a modified American curriculum, as well as the IB Diploma and AP programs. Founded in 1957 by Redemptorist Fathers, RIS is jointly accredited by the Western Association of Schools and Colleges (WASC) and the Thai Ministry of Education. Ruamrudee is a Thai word meaning “Union of Hearts.” At Ruamrudee, we aim to foster “Union of Hearts,” a spirit of family love and caring among the entire community. Emphasis on values and character education is a hallmark of learning at RIS. Our students are encouraged to achieve their full potential while developing skills and attributes that help them to become responsible, global citizens and contributing members of society.

Vision

Ruamrudee International School will be known globally as a hallmark of international education, nurturing intellectual development, moral character, and physical well-being, while fostering compassion through action and shaping the lives of tomorrow's leaders.

Mission

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

Our Seal

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

Our Motto

Shaped like a shield, the RIS Senior pin bears the symbol of a cross, five stars and the school motto, *Ad Astra*, or "To the Stars." *Ad Astra* fires the zeal in Ruamrudians to reach for the best in education and in the development of a truly well rounded individual. Together with the Senior cap and gown, the pin is formally presented at Senior Convocation, which is held at the start of the academic year to impress upon each Senior the responsibilities that come with privileges.

Athletic Mascot and School Colors

RIS Athletic teams are known proudly as "The Phoenix." In Egyptian mythology, the phoenix is a beautiful bird that consumes itself by fire every 500 years to rise anew from its ashes.

As in the Thai National flag, the school colors—white, blue and a dash of red—exemplify loyalty and patriotism with school spirit and moral inspiration.

School Song – “Follow on Ruamrudee”

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

Follow on, all the world's waiting for you.
Follow on, all the saints seem to say.
Follow on, Ruamrudee, you're the future,
Giving hope to those who falter on the way.

Follow on, “to the stars” is your motto
Honest, kind, respectful, serving all.
Ever striving to give the best that's in you.
For God and country rising to the call.

Marching on, leading on, Ruamrudians
Courage high, meeting all that yet may be.
Shining forth your light and inspirations,
You're the Union of Hearts, Ruamrudee!

Parent Auxiliary

The Parent Auxiliary (PA) serves to represent parent interests and concerns, act as a liaison and encourage dialogue, understanding and partnership between parents and the school. The PA organizes, sponsors, and participates in numerous fundraisers and extracurricular activities. Annual elections are held to elect parent volunteers to roles of office. General meetings are held once a month in the Parent Lounge, Godbout Hall. Parents are invited to sit on various committees to provide input on strategic planning, curriculum development, and other important school matters.

Campus Ministry

RIS welcomes and respects students of all beliefs and religions. Students are welcome to attend Catholic services held in the campus chapel, St. Thomas Aquinas Church.

School Day Services

7:15 am – Mass (First Thursday of the month)

Saturday Masses

7:00 pm – vigil Mass (Thai)

Sunday Masses

8:30 am and 11:00 am – Mass (Thai)

10:00 am – Mass (English)

Catholic students study catechism in Religion classes with Sisters from the Congregation of Benedictine Sisters of the Eucharistic King and prepare for the sacraments of First Holy Communion and Confirmation.

Academic Program

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

The HS academic program is dedicated to preparing students for college and university. The program is modeled after an American curriculum, adapted, and enriched to serve our international student population. In addition to its academic orientation, the program emphasizes character education, the development of the whole person, and a commitment to responsibility and global citizenship. Key features of the high school program include:

- International Baccalaureate (IB) Certificate and Diploma courses
- Advanced Placement (AP) courses
- A 60-minute block schedule, which allows for in-depth, experiential learning in labs and classrooms and self-directed study
- Performance assessment in each course and across grade levels. Students are assessed using criteria that approximate real world conditions, requiring problem solving, research, decision-making and clear communication.
- Integration of technology and internet access in each subject area
- Encouragement of the well-rounded person through values and character education, community service, and a wide range of extra-curricular experiences
- A strong visual and performing arts program
- Well-equipped science and computer labs and student resource rooms
- Online research databases accessible from school and home

HS students are encouraged to study the *Program of Studies* to help them make informed choices about their academic pathway and to consult the guidance of their parents, teachers and counselors.

The IB and AP programs are available to all Grade 11 – 12 students. In both of these highly rigorous programs, students are still eligible for an RIS Diploma regardless of their scores on external examinations.

IB Program

The IB is a two-year pre-university course leading either to the IB Diploma or to individual subject certificates, depending on the student's abilities and plans for further education. The IB is a unique and highly respected program recognized by colleges and universities in every continent. Students who successfully complete the IB diploma and wish to pursue higher education in the US or other countries are normally granted advanced placement. To

complete the full IB diploma, six major areas of study must be successfully completed. Students must also study Theory of Knowledge (TOK), a course which unifies and interrelates the other six. Students are also expected to submit an extended essay and undertake a creative, action and service (CAS) program of activities. All IB students sit external exams in the second year of study.

AP Program

The Advanced Placement program, part of the College Board in the United States, offers opportunities for qualified students to earn college credit for work done at the high school level. Academically, AP courses are considered to be college-level in both rigor and depth, and offer excellent preparation for tertiary studies. At RIS, students may take AP courses in Grades 11 - 12, and in some cases, Grade 10. All AP students are expected to sit for external exams, which are administered worldwide each year in May.

Assessment, Grading and Reporting

RIS Assessment Pre-K–12: Core Beliefs

1. The main purpose of assessment is to communicate to parents and students the level of student achievement.
2. Assessment must be fair and equitable.
3. Teachers should use a variety of assessment techniques to inform instruction, check for understanding, and provide valuable feedback.
4. Comprehensive assessment combines formative and summative techniques.
5. Domains such as behavior, attitude, and effort should be assessed and reported separately from actual achievement grades.
6. Assessment results should be made accessible to students and parents as soon as they are available.
7. Students should know and understand measurement criteria before assessment is carried out.
8. Assessment should be used as neither reward nor punishment.
9. Assessment should be clearly aligned with the school's POP's

Definitions

- Assessment is the continual process of gathering and analyzing evidence of student progress for the purposes of evaluation and the provision of meaningful feedback on student achievement, with the ultimate goal of supporting student learning.
- Standards-based Assessment derives from clearly identified criteria upon which learning is measured.
- Evaluation is the assigning of a mark or grade, based on professional judgment of

student progress against objective criteria, to represent a level of academic achievement.

- Formative Assessment is conducted throughout instruction to provide preliminary evaluation and promote learning through regular feedback.
- Summative Assessment is conducted at the end of a specified period of instruction to allow students to synthesize and demonstrate knowledge and skills acquired and refined over time, and to provide comprehensive evaluation of student learning.
- Balanced Assessment integrates formative and summative assessment from a variety of sources and through a variety of methods.
- Diagnostic Assessment is primarily used prior to enrolment to make appropriate decisions regarding admission, placement, and support. Teachers may also design and administer diagnostic assessments at the beginning of a course or unit to determine prior knowledge and skills.
- Reporting is the formal method of informing students, parents, and appropriate outside institutions of student progress through Report Cards, Progress Letters and Transcripts.
- Integrity is adherence to moral and ethical principles, soundness of moral character, honesty.

High School Grading System

The RIS High School grading system follows the National Association of Secondary School Principals (NASSP) standards and guidelines for assigning grades.

On school transcripts, grades shown are as follows (*only IB HL and AP courses are weighted):

HS Grading System

Percent Value	Letter Grade	Regular Grade Point	Weighted Grade Point*
93 – 100	A	4.00	4.50
90 – 92	A-	3.67	4.17
87 – 89	B+	3.33	3.83
83 – 86	B	3.00	3.50
80 – 82	B-	2.67	3.17
77 – 79	C+	2.33	2.83
73 – 76	C	2.00	2.50
70 – 72	C-	1.67	2.17
67 – 69	D+	1.33	1.33
63 – 66	D	1.00	1.00
60 – 62	D-	0.67	0.67
59 or below	F	0.00	0.00

- A “C” grade represents satisfactory completion of all assignments at a minimum level.
- A “B” grade represents work that is very good and shows signs of high achievement.
- An “A” grade is reserved for students whose work achieves excellence and is clearly exceptional.

Grade Point Average (GPA) will be stated on semester report cards and transcripts. Students in grades 9 and 10 who earn a 3.9 or higher will be on the honor roll for that year. Students in grade 11 and 12 students who earn a 4.0 or higher will also be on the honor roll. Students enrolled in AP and IB higher-level courses will receive an additional 0.5 weighting on the GPA for grades C and above, to recognize the difficulty of these courses, particularly within the assessment of student work.

Academic Honor Roll and Recognition

Honor Roll status is granted to students who meet a certain cumulative GPA from both semesters of the previous academic year.

To graduate with Honors Distinction, a student must meet the following requirements:

- Enrollment at RIS for three consecutive high school years (exceptions may be granted to transfer or exchange students upon examination of previous transcripts and the evaluation of other criteria)
- A cumulative GPA of 3.5 each semester for three consecutive academic years

Block Schedule

HS students attend 60-minute block classes. The longer periods encourage experiential learning in all labs and classrooms, and a deeper pursuit of concepts and the research, activities and discussion involved. The blocks of instruction may rotate on a four-day cycle, for teachers and students to be able to meet at different times of the day.

Study Blocks

The modified block structure provides most Grade 11 and 12 students with one study period every other day in addition to breaks and lunch. During this time, students are expected to uphold all school rules and regulations.

The objectives of Self-Directed Study are:

- To provide additional study time
- To develop time management skills
- To increase opportunities to use the library, computer labs, fine art and research facilities
- To provide an opportunity for students to work together, meet with teachers about assignments, or discuss scheduling and college plans with counselors.

Teachers and students must cooperate to make the best use of school time. Instructional time and self-directed study periods run from 7:15am - 2:40pm each class day. Students who abuse this self-directed study opportunity may be placed in a supervised study area.

Flex Blocks

Students also have a flexible time every day where they are expected to meet with teachers, form study groups, meet with clubs, and generally pursue activities that further their learning and contribute to the community.

RIS: A - Z

Anti-Bullying

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

Attendance Policy

Students who attend RIS and earn credit for their courses are those who are present for classes. As such, attendance is critical to every student's academic success. There are two behaviors that impact a student's attendance: Tardies and Absences. For each behaviour, students may be assigned either a reflection or an Attendance Recovery Class.

Reflections are sessions held during lunch under the supervision of faculty and direction of the Dean of Students. The aim is for the student to consider his/her own actions and the environmental factors that contributed to the tardy.

Attendance Recovery Classes (ARC) are opportunities for students to recover credit missed from not attending classes. The duration of the ARC is equal to two hours per class that is missed. ARCs are held on Wednesday and Saturday. Students are responsible for seeking activities/work to complete during the ARC to submit to the teacher to recover the credit. For example, students can come prepared to do work that is outstanding or overdue, complete ongoing work/projects, or study for upcoming assessments. Those students who are in attendance recovery risk losing the privilege of participating in certain extra-curricular activities.

Tardies

If a student arrives to class less than 10 minutes late, the student is considered tardy (T). If a student is tardy to class, advisory, or assemblies seven times in a quarter, they will be issued a reflection. Students who accumulate 14 tardies in a quarter will be issued two reflections. Students who accumulate 21 tardies in a quarter will be assigned an Attendance Recovery Class. See table below for further clarification.

Tardy Attendance Support

Number of Tardies	Outcomes
7	1 reflection
7 more (for a total of 14)	2 additional reflections
7 more (for a total of 21)	Attendance Recovery Class

Absences

When not in attendance, students will be recorded as absent. Absences may be excused, explained, or unexplained. Only school-related absences (SAR) are excused and do not impact attendance records. As such, there is no consequence for this type of absence. However, non-school related absences affect instructional continuity regardless of the cause or the attempts to make up work missed. Therefore, to receive credit for a course, students are required to be present for a minimum of 90% of scheduled instructional days.

Explained absences are those which include documented reasons, such as a medical certificate, signed parent's note or an email from a parent or guardian. These are designated as EA in PowerSchool.

Unexplained absences are any absence that lacks documented reason. Any unexplained absence will result in an ARC. Multiple unexplained absences will result in parent meetings with the Dean of Students. These are designated as UA in PowerSchool.

Skipped classes are when a student is on campus and deliberately/willfully does not attend class. Parents can not explain these absences. Intentional absences result in an immediate assignment to the ARC, regardless of the number of previous absences. These are designated as S in PowerSchool.

Those students who accumulate excessive explained absences (more than 10%) are required to attend an Attendance Recovery Class (ARC) in order to earn credit for the course. Students who have extenuating circumstances (medical, religious, unavoidable causes such as accident or catastrophe) will be considered. See table below for further clarification of when a student is required to attend an ARC based on the number of times a class meets per cycle.

Absence Attendance Support

Meets Per Cycle	# of Absences	Outcome
1 out of 4	3	ARC
2 out of 4	5	ARC
3 out of 4	7	ARC

***Any absence beyond the above levels will result in an addition 2 hours of ARC.

If students do not fulfil the requirements of attendance recovery within the two week time frame, they will receive “no credit” for those classes. Their letter grades will still be displayed on their transcripts, however, they will not receive credit for the class nor will the class be included in their GPA.

Students that continue to be absent beyond the above listed limits, may not be able to recover their credit through the ARC. An individual conversation will be held for any student with this level of absenteeism. ARC is meant to help recover missed learning within a certain number of absences, and does not equally replace the work and learning of a vibrant RIS classroom.

Canteen & Coffee Shops

Students to pay for meals. The Student ID card doubles as a Canteen Card, which can be topped up at the canteen cashier counter or 7-Eleven convenience stores nationwide.

Change of Address

Parents must notify the school of changes in a student's address, telephone number or guardianship status (if student is not living with a legal parent).

Closed Campus

RIS maintains a closed campus policy for the safety and security of its students. Students are not permitted to leave campus during school hours without written permission from their principal, Head of School or parent. Parents may submit a letter of request for their child's early dismissal to the Principal via the HS Office by emailing hsattend@rism.ac.th. Students must receive authorization from the Principal prior to leaving school. The section secretary shall notify teachers of student(s) leaving school prior to the end of the school day. Students sign out at the HS Office and receive a pass which they will give to the guard at the gate. Once a student signs out they are to leave campus and are considered to be under their parents care.

Community Service

Community Service is an integral part of education at RIS. RIS is proud to be part of services that benefit people from all walks of life, and instill the value of caring citizenship. Community service will always be a core element of the school's philosophy that emphasizes academic excellence and caring. From grade level advisement trips and student council initiatives to IB students earning CAS hours and after school clubs devoting their weekends to needy causes, the RIS community is committed to helping others in need.

Dismissal

Students are expected to leave campus after dismissal unless enrolled in a school-sanctioned activity, such as sports, clubs, etc.

Emergency Closings

School may be closed through orders from the Head of School or the Ministry of Education. Refer to the school website www.rism.ac.th or check for an SMS message from the school for further announcements.

Fire Drills

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

Grievance

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

Student or parent complaints, concerns or suggestions will be communicated through the appropriate channels beginning at the teacher level before approaching a counselor or principal. Concerns and issues addressed to the Head of School will be forwarded to the relevant section administrator for resolution. All concerns, complaints or suggestions must be signed by an individual or group for the matter to be acted on.

House System

HS has a similar system to promote school spirit but instead of advisory, students compete by grade levels.

Homework

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

Link Crew

Link Leaders (upperclassmen) are good role models for new and incoming students in their school sections. The leaders' communication skills, leadership potential, responsibility, and personality have helped them succeed in the school environment, and the lessons they have learned should be shared to help others succeed.

Lost and Found

Lost textbooks are returned to the Bookroom, where they may be claimed for a fee. Other items may be turned in or claimed at the security office.

Laptop Program

RIS is committed to integration of technology into its academic programs. As part of this initiative, all Grade 3 - 12 students are required to have their own laptops. Students are responsible for their laptops and treat them with care to prevent damage or loss. Students are made aware of security issues and advised about leaving their laptops unattended or engaging in situations that encourage loss, abuse, theft or access to unauthorized sites or material. Students are responsible for all inappropriate content on their laptop regardless of how it got there.

Missed Work

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

Morning Assembly & Advisory

Students are required to attend morning assembly and advisory on the appointed days. They are expected to show proper respect during announcements, prayer, the singing of the Thai National Anthem, and the raising of the Thai flag. The High School has assembly every Wednesday, and the all school assembly is every Friday.

Morning Assembly and Advisory

Day of Week	Assembly/Advisory
Monday	Advisory
Wednesday	High School Assembly
Friday	All School Assembly

Parent-Teacher Conferences

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

Parents or teachers may schedule an appointment for a conference at any time during the year by making arrangements through the principal's office or by letter. Parents have the right to discuss with the teacher their child's progress, including the grading policy and how the grade was determined.

Peer Tutoring

RIS encourages a peer tutoring system designed for students to help one another learn. Taking place after school in Griffith Library, HS students maintaining a 3.0 GPA or better are paired with younger students who require assistance with assignments or need help in acquiring English proficiency.

Digital Devices

Recognizing the need for parents to be able to contact their children with urgent messages, RIS allows the use of mobile phones, but only outside classrooms, libraries and sports facilities. Mobile

communication devices must be turned off during classes, assemblies and school performances. RIS will not be responsible or liable for replacement of lost items.

Progress Reports

Students and parents can monitor student progress by checking their Power School accounts. Final report cards with grades and comments are issued at the end of each semester. Student progress is best monitored by a collaboration between parents and home. PowerSchool allows parents to keep abreast of their child's progress throughout the semester.

Publications

Student publications provide journalistic, photographic, graphic design, advertising, marketing, communications and co-curricular leadership experience for students. Students produce the yearbook and are encouraged to contribute to *Ad Astra*, the RIS quarterly newsletter. The content of these publications will be non-discriminatory and will conform to accepted rules and conventions of sound journalistic practice.

Punctuality / Tardiness

Parents should ensure that students arrive at school on time. Students are responsible for reporting to class on time and will be marked tardy if not in the classroom when the bell rings. Students arriving after advisory must check in at the office before going to class. Students who are frequently late can expect disciplinary action in the form of a parent conference and other consequences.

Student IDs

Students are issued ID cards at registration. IDs also serve as Library cards, which must be presented to enter the libraries. Students should carry their ID card at all times and be worn visibly on No-Uniform days. This card can be refilled and used at RIS, 7-Eleven, and stores with smart purse logo. In case of loss, cash cannot be refunded. In case of damaged, please bring the card to the cashier at the canteen for issuance of a new card and the balance will be transferred to the new card within 7 days.

Student Uniforms

School uniforms are compulsory for all RIS students. Students are expected to be well groomed and wear their uniform in an appropriate manner. If a faculty member determines that a student's grooming or improper wearing of the school uniform detracts from the decorum of the school, parents will be requested to make appropriate adjustments. Students repeatedly choosing non-compliance with this policy may be disciplined. Uniform (AD116a) stores are open during school hours, 6:45am - 3:15pm

Shirts must be properly fitted and buttoned. Undershirts must be completely white. Hemlines must be no more than 7 centimeters above the knee. Excessively large or small clothing is unacceptable. Students who come to school out of uniform or in uniforms that are excessively large or small will be asked to change into a spare uniform, or to purchase a new uniform at the store.

Clean flats or sneakers are to be worn. Flip-flops, open-toed or backless shoes, and shoes with more than one-inch heels are not allowed for safety reasons. Caps, hats or hoods may be worn only for play, PE, and other specified occasions, but not on *No-Uniform* days. PE uniforms are required for PE classes and certain occasions. Students may wear jackets that are plain blue, black or white, as long as

they do not entirely cover the uniform.

Excessive or expensive jewelry and watches are not suitable in the school setting. Excessive makeup on girls is considered inappropriate. Any hairstyle, which, in the opinion of the administration, disrupts the educational atmosphere and/or detracts from the learning process, is unacceptable.

On *No-Uniform* days, students are to be dressed neatly and politely. Strapless or strap tops, revealing clothing, or clothing that may be offensive or inappropriate, are not allowed at any time. These requirements apply to all school-sponsored or school-related activities in which the uniform is not required.

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

Student Visas

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

Transcripts

Students and/or parents may request school transcripts from the Registrar. Requests must be submitted to the Registrar at least three full working days in advance. No transcripts will be released prior to payment of the transcript fee. Transcripts will be forwarded to other schools/colleges at no charge when the Registrar receives the request directly from those schools/colleges.

Transportation

Parents are responsible for arranging transportation for their children. Private carriers must provide insurance and abide by recognized safety standards. All riders are expected to follow safety precautions and heed bus monitors. A representative from Montri Transport Company is available on campus to help arrange student transportation. To minimize pollution, all vehicle users are requested to turn off their engine after parking.

Taxis

Taxis may enter RIS at Gate 8, through Perfect Place, Ramkhamhaeng 164. Vacant taxis are prohibited from entering RIS through Chokchai Village, Ramkhamhaeng 184.

Shuttle Bus

RIS provides a courtesy shuttle bus service for students, faculty and staff, which travels between the school and the top of Ramkhamhaeng Soi 184. The shuttle runs every school day from 5:45am -7:00am and 2:45pm - 5:00pm, unless otherwise noted.

Student Driving

RIS adheres to the Thai laws for driving. Students who are at least 18 years of age and possess a valid Thai driver's license and carry insurance on their car are eligible to park on campus with parent consent.

Visitors/Guests

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

Student Activities

In addition to a strong academic program, RIS runs extensive extra-curricular activities to provide students with ample opportunities for making new friends, learning new skills and developing organizational and leadership skills. All students are encouraged to participate and expected to abide by the student code of conduct.

Athletics

RIS athletic programs provide students opportunities to develop athletic skills as well as sportsmanship and a positive attitude towards competition. Participants are subject to meeting academic and attendance standards and adhering to the Student Code of Conduct while at off-campus events. RIS is a full member of the South East Asian Athletics and Activities Conference (SEASAC) and the Bangkok International Schools Athletic Conference (BISAC) and joins other international schools in athletic and art competitions throughout the year.

Clubs

All RIS clubs and committees must be approved by a principal and sponsored by a teacher. Classroom activities not of an educational nature may only be organized once per quarter.

Dances

School dances provide opportunities for students to engage with their peers in a safe social setting. All RIS sponsored dances are subject to strict rules to ensure student safety and enjoyment. Students who disregard the Student Code of Conduct during dances will be subject to disciplinary action and possible denied permission to attend future events. The dress code for dances is consistent with the school dress and uniform code.

All dances are held on campus with the exception of the Junior-Senior Prom. MS dances end by 6:00pm and HS dances held on campus end by 10:30pm.

Admission is by advance ticket purchase only, with no tickets sold at the door. Students under suspension, or whose privilege of attendance has been withdrawn, and/or who are not currently registered at RIS may not attend without permission from the Principal. All students and guests must possess a valid student ID or current photo ID. A limited number of guests are allowed to attend, and all guests must carry a pass pre-authorized by the section principal. Guests must be appropriately aged to the students, and not over the age of 20.

Field Trips

Field trips are organized as part of instruction and enrichment. Event organizers are responsible for providing information about the trip and permission forms to parents at least four weeks prior to the scheduled event. In no circumstance will a student be allowed to participate in an off-campus event.

without a signed parent permission form. All overnight trips must follow additional guidelines set by the Thai Ministry of Education.

Student Government

RIS student governments serve as a voice for students and provide a foundation for all student organizations and activities. A student government appointee represents student concerns to the School Improvement Council. Each school section is allowed a Student Council, with an executive committee appointed by student vote and a legislative body comprised of advisor representatives.

Student Councils act as a liaison between students, faculty members and administrators to

- instill pride in the school
- promote the understanding of democracy
- allow students to voice their needs and aspirations
- organize student clubs and extracurricular activities

The Residence

The Residence @ RIS offers a safe, secure and nurturing environment for High School students who opt to live on campus. The fully supervised program complements RIS's rigorous academic program and stresses a holistic education, with a distinctive focus on helping students responsibly balance academics and recreation, health and spirit, and individuality and a commitment to their community.

Trained and experienced residential advisors closely supervise students, and assist them in making a smooth and comfortable transition into the residential life.

Rooted in the belief that the world is held together by connectedness, The Residence offers a caring, nurturing, and supportive environment. A common room offers students a shared space for socializing and group studying, as well as organized social events and special gatherings.

Throughout the week, students have access to RIS's world-class facilities, including opportunities to participate in sports, and the extended day program, community service projects and other school sponsored extracurricular activities. On weekends, residence advisors organize weekend outings, as well as special cultural and recreational activities. Students have the option of attending mass on Sundays in the school chapel.

In addition to supporting students' academic, recreational and social wellbeing, The Residence is concerned with student safety and privacy. Visitors are allowed only during supervised hours, and students may not leave campus unsupervised without prior permission from registered guardians.

Instructional Support

Audio/Visual Support

The Audio/Visual office (AD215) supports classroom technology by providing equipment and the assistance of trained staff. Equipment can be reserved, in advance, for up to five consecutive days, with priority given to classroom instruction. Lost or damaged equipment must be reported immediately. Equipment is for classroom use only and may not be removed from RIS premises. Audio and visual production facilities shall be booked in advance of at least five working days.

Bookroom

Class textbooks are issued through the Bookroom by serial number. Students must present a Student ID, class schedule and receipt of tuition paid, and sign an acceptance of responsibility for all texts to pay for lost or damaged textbooks.

Libraries

RIS libraries are open for individual reading and research, as well as class visits. Teachers may arrange for special library and research skill classes with the librarians.

The **Griffith Library**, for Grades 6 - 12, is open from 6:45am - 4:15pm and the **Elizabeth Library**, for Grades K - 5, is open from 6:45am - 3:30pm.

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

Performing Arts Facilities

State-of-the-art performing arts facilities enable students to participate in the production of dramatic plays, musicals, concerts, and dance as well as the technical aspects of mounting such productions. The Performing Arts Center (PAC) and Godbout Hall are available for these purposes. Productions showcasing student performances and school functions will have priority booking over non-school related events in these facilities.

Sports Facilities

RIS maintains an array of physical education and sporting competition facilities, including a FIFA-certified artificial turf, sports fields, gyms, and an Olympic-sized swimming pool. Rules for use and safety are posted in all facilities. All sports facilities undergo an annual safety inspection program, in addition to regular inspections throughout the year. Students must have proper supervision in order to use facilities.

Discipline and Safety

Student discipline at RIS is based on a preventative and developmental process with clear, logical consequences for student violations. Students engaging in activities that violate school regulations, procedures, or unwritten conventions will be subject to disciplinary action, such as a parent-teacher conference, reflection , in-school or out of school suspension, damage reparation, disciplinary withdrawal, or other disciplinary measures as necessary.

Serious violations with immediate consequences are:

- possession of dangerous weapons
- possession or use of drugs and/or alcohol
- smoking or possession of cigarettes
- open defiance of authority

- fighting and actions that endanger or threaten the safety of others
- willful destruction of school property
- gambling
- possession of pornographic pictures, books and materials
- hazing or other actions that persecute, harass, humiliate, or coerce others
- acts of academic dishonesty or plagiarism
- habitual violation of the Dress Code
- inappropriate public display of affection
- use of foul language
- stealing

Refer to the Grade 6 - 12 Progressive Discipline for more detail. RIS school administrators may recommend disciplinary withdrawal for serious offenses, in which case the parents will be called in for a conference. Under no circumstances will corporal punishment be used on a student.

Drug and Alcohol Free School

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

Admission to RIS implies consent for students to be subject to random urine testing for drug use. If a student tests positive, the parents or guardians, student, and school administration will enter a contract to manage the student's drug use behavior. The terms of the contract requires the student and family to visit a psychiatrist specializing in substance abuse by young people. RIS reserves the right to draw the contract to meet the individual needs of the student in the context of protection for the rest of the school community. Therefore, the policy will be compassionately and realistically applied on a case-by-case basis.

If, at any time, the school determines that the student's drug behavior cannot be managed while the student attends school, the student will be asked to withdraw. Any behavior endangering others, such as buying and/or selling drugs and substances prohibited by the school, or the provision of these substances to other members of the school community, will result in student withdrawal.

All school personnel are required to notify the appropriate section principal if they believe a student may be under the influence of an illegal or prohibited substance. Students and parents are also encouraged to come forward to discuss drug use issues.

Prohibited Items

The following items, which may be hazardous or distracting to others, may not be brought to school. They can be confiscated for the remainder of the day or longer.

- Roller-skates, blades or boards
- Undesirable books, pictures or magazines
- Firecrackers, lighters or matches
- Laser pointers
- Standard playing cards
- Any product containing nicotine

Public Displays of Affection

Students are not to exhibit public displays of affection, including kissing, holding hands and close bodily contact.

Tobacco & Nicotine-Free Campus

RIS is a tobacco-free area for all students, faculty, staff, parents and visitors. Students are prohibited from smoking or using any product containing nicotine on school property, or at any school-sponsored activity off campus. Students who choose to ignore this policy will be subject to school disciplinary action.

Safety in the Classroom

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

Security

Students should label and keep track of their personal belongings. The school is not responsible for lost or stolen items.

Sexual Harassment

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

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

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

Vandalism

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

Violence

RIS was founded by missionaries dedicated to the principle of non-violence. No verbal, emotional, psychological, or physical violence toward any individual, culture, race, or belief will be tolerated on campus or on school-sponsored trips off campus.

Weapons

No weapons or instruments indicating violence are allowed on campus. Forbidden items include guns--real or toy--knives or similar weapons. Any performance using such an instrument must receive permission from the Head of School. Any dangerous device, weapon or explosive may be confiscated by a certified or classified school employee to maintain order and discipline and to protect the safety of everyone in the school community. A report shall be made immediately to a teacher or administrator, who will take any disciplinary action necessary.

Student Rights and Responsibilities

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

Behavioral Expectations

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

Students have the responsibility to:

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

Respect

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

Students have the responsibility to:

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

Learning

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

Students have the responsibility to:

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

Healthy Environment

Students have the right to a clean, safe school.

They have the responsibility to:

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

Student Government

Students have the right to elect their peers to their Student Council.

They have the responsibility to:

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

Grievances

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

Students have the responsibility to:

- participate in discussions that can affect the quality of activities concerning them
- exercise self-control, building self-respect and personal dignity
- conduct themselves according to the code of conduct and accept the consequences that result from actions taken

Student Code of Conduct

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

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

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

Students, faculty and staff are expected to comply with a number of general school-wide operating policies.

Academic Honesty

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

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

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

Plagiarism is an act of fraud that can be defined as:

- stealing and passing off the ideas or words of another as one's own
- using someone else's work without crediting the source
- committing literary theft
- presenting as new and original an idea or product derived from an existing source

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

Behavioral consequences

1st offense - reflection, parent, advisor and counselor contact, record in PS

2nd offense - parent meeting, separation from community

3rd offense - parent meeting, unable to take AP/IB exams at RIS

Responsible Use of Technology

RIS allows access to the Internet, the school network and computers to all of its students who follow the terms of this Acceptable Use of Technology Policy. Access to the school's technology resources will be allowed only for students currently registered at the school, and to be used solely as part of the educational objectives of the school. Email, or access to email will be provided to all students who follow the terms of this Acceptable Use of Technology Policy.

The school's technology resources, for this policy, are defined as Internet access, the school's internal network, the wireless network, the computers, and the related peripheral computer equipment.

All students and parents/guardians should read the following policy carefully. The terms and

conditions herein are applicable to all students of RIS.

Acceptable Use of Technology Policy: Terms and Conditions for Student Internet Use

Students who violate the following terms and conditions may lose access to the Internet, the school network and the school's computers. Students might even be in violation of Thai law for breaking certain provisions of this policy.

1. Acceptable Use

- Only currently registered students may access the school's technology resources solely for the purpose of education.
- When using the school's network or computing resources, students must follow the rules for that particular location.
- Students who use their Internet access privileges for anything other than acceptable use may lose access to the school's technology resources. When in doubt, students must ask their teacher.

2. Unacceptable Use

Students may not send or receive anything that violates the RIS Technology Code of Conduct, Policy Handbook, Parent/Student Handbook or the laws of Thailand.

This includes but is not limited to:

- violations of copyrighted material
- threatening or harassing material or messages
- material or messages containing personal information, such as names or addresses
- obscene or pornographic material or messages
- sexist, racist, or inflammatory material or messages
- advertising items for sale (or any commercial use)
- harming the reputation of RIS, or any of its community members, through the use of technology on or off campus
- engaging in bullying or intimidation of any RIS community members through use of technology on or off campus

When in doubt, a student must ask his/her teacher. Any student who demonstrates such "unacceptable use" may lose privileges to the school's technology resources.

3. Access to RIS Technology Resources is a Privilege, not a Right

The technology staff or classroom teacher may take away a student's privileges to the school's technology resources at any time.

4. Limits on Internet Services

Because access to the Internet provides connections to other computer systems located all over the world, students and parents must understand that neither the Technology Committee, nor any member of the administration, faculty or staff controls the contents of the information on those other systems. Some of the information available is controversial and may sometimes be offensive to some individuals. RIS does not condone the use of such materials. Neither the Technology Committee, nor any member of the administration, faculty or staff makes any guarantee, either expressed or implied, for the Internet service being provided. Neither the Technology Committee, nor any member of the administration, faculty or staff will be responsible for any damages that students suffer. This includes, but is not limited to the loss of data or service interruptions for any reason. Use of any information found on the Internet is at the student's own risk.

5. Security Responsibilities

Security on the Internet is a high priority.

- Students must never send material or messages containing personal information such as names or phone numbers. Students must report to a teacher immediately if any Internet correspondent asks to meet a student in person or offers gifts or money.
- If a student identifies a possible security problem, he/she must notify the classroom teacher at once.
- Students must never demonstrate a security problem to others.
- The school reserves the right to look at all email and files. Messages and information involving violations of the school rules will be dealt with by the school administration. Information involving potential crimes will be reported to the proper authorities.

Students who violate security responsibilities may lose access to the Internet, the school network and the school's computers.

6. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy data on another user or any other agencies or networks that are connected to the system. Disrupting the use of the network by others in any way is also vandalism. Vandalism includes, but is not limited to, the downloading, uploading, or creation of computer viruses, hacking, or purposefully altering the hardware or software configuration of a computer so that the computer does not function as intended.

Students committing vandalism may lose access to the school's technology resources, face school disciplinary action, and be reported to the police.

7. Network Etiquette

When using the Internet, school network and email, students must follow the generally accepted rules of network etiquette, which include, but are not limited to, the following:

- Be polite (do not send, or encourage others to send, abusive messages)
- Do not swear, use vulgarities, or use any other inappropriate language
- Cite references properly (using copyrighted information without proper references is illegal)
- Email is never private. The recipient of your message can easily send it on. Don't send email that you wouldn't want the whole world to see.
- Do not access inappropriate websites. Not all people on the Internet are who they appear to be.
- Do not share personal information over the Internet.
- Files created by others are the sole possession of those people.
- Never access someone else's network folder or email account.

8. RIS Technology Code of Conduct

All computer users agree to:

- Be ethical and courteous and not send hateful, harassing, obscene, discriminatory, or other inappropriate messages/images
- Respect others' files and data by not changing or copying others' files/data without permission
- Treat others' work (information, graphics, music, sounds, projects, etc.) as private property and respect copyrights
- Use the school network in a way that does not disrupt its use for others
- Not develop or distribute programs that invade other computers, systems or networks and not hack the system
- Not destroy, change, or misuse the hardware or software
- Use the Internet for educational purposes
- Respect and protect the privacy of all users, never using someone else's username, password, etc.

English Language Development (ELD) Program

The English Language Development Program (ELDP) recognizes that all students represent multiple levels of proficiency in the English language. RIS assists English Language Learners (ELLs) by offering a combination of sheltered classes, study support classes, and push-in support for subject areas. The program is designed to permit ELL students the opportunities to interact with a variety of teachers and students and increase their English proficiency, while respecting the learning environment of the core classroom. Daily study support is also provided to help students keep pace with their core classes and to provide the opportunity to review and practice the basic components of the English language.

MAP NWEA Testing is used to evaluate and modify students' learning plans. Students who attain the designated proficiency level are evaluated to determine placement in the full mainstream learning environment.

ELL students are enrolled in sheltered English classes and receive at least one study support class per day. In addition, the following modifications will be adopted by school section.

The ES will utilize the push-in/pull-out model.

MS English and science classes will be sheltered, running parallel to the curriculum of mainstream classes, while social studies and math classes will receive push-in support. Students will also receive study support in addition to these classes.

Grade 9 – 10 English classes will be sheltered, and science, social studies, and math classes will receive push-in support. Grade 11 - 12 students will have the option of selecting IB Language "B" classes, which are designed for ELLs, and social studies, science, and math classes will continue to receive push-in support in. All High School classes, across the grade levels, will benefit from study support classes.

Learning Support

A child is considered to have special educational needs if they have significant learning difficulties in comparison to their peers, which means they need extra attention; or if a student has a disability that hinders or prevents the student from using educational facilities generally provided for the same age range. Such learning disabilities may include students with learning disabilities as diagnosed by a school psychologist, students who in the absence of a diagnosis struggles in the classroom, or students who struggle in the classroom due to language difficulties after exit from the ELL program.

RIS recognizes the fundamental right of each individual to an appropriate quality education and the necessity to provide education to children with special educational needs within its regular school system. RIS provides a program where special educational needs students will be given the opportunity to achieve and maintain an acceptable level of learning. This program recognizes that every child has unique characteristics, interests, abilities and learning needs. RIS is sensitive to those needs and feelings of students and their families and ensures that their needs are recognized and addressed.

The Special Education Needs program will be designed to take into account the wide diversity of these characteristics and needs, and will include parents, teachers, counselors, and care-givers at every stage and in all plans made to meet the student's educational needs.

Equality of opportunity for all students is essential and important that students with special needs have the opportunity for learning alongside their peers. For this reason special education needs of students will normally be met in the mainstream classroom setting.

Inclusive orientation is the most effective means of combating discriminatory attitudes, creating welcoming communities, building an inclusive society and achieving education for all; moreover, it provides an effective education to the majority of children and improves the efficiency and ultimately the cost-effectiveness of the entire education system.

School Health Services

School Clinic

The School Clinic (AD114) serves medical emergencies and the health needs of students and employees during school hours. The clinic is staffed by full-time registered nurse(s) whose primary function is to identify, treat, refer, and follow up with students with health issues. The clinic also provides an emergency first aid kit, including accident insurance claim forms, for off-campus student activities.

Accident Insurance Coverage

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

- Obtain a claim form from the school clinic if the accident occurred on the school campus; or bring an original medical certificate duly signed by the attending doctor
- Hand in the completed claim form, attaching original receipt(s) of medical expenses from the clinic/hospital, to the school clinic
- Reimbursement will be made within a few weeks at the faculty services office
- Original receipts for further follow up can be claimed accordingly

Clinic Pass

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

Health Clinic Card

All students are required to file an up-to-date Health Clinic Card with the School Clinic at the beginning of each school year. The card is referred to in times of emergency to contact parents/guardians. Changes in addresses or telephone numbers should immediately be communicated to the clinic. Any medical problems or allergies, etc, are also recorded on this card. *Asthmatic students*

are requested to keep a spare inhaler in the School Clinic.

Health Education

Health education is taught in religion, values, advisory and health and wellness classes. Specific information on health concerns, including alerts from embassies or local authorities, is shared where appropriate.

Medical Check-up

New students are required to submit a medical check-up form in order to register. In addition, all Grade 9 students—new and returning—must undergo a full medical examination to register.

Parent Consent Form

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

Referrals

Referrals to the advisor, counselor, or school psychologist may be made as appropriate for students who visit the clinic frequently with complaints, dizzy spells, or repeated complaints of head or stomachache

Serious Illnesses

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

Vaccinations

Details regarding current vaccinations are sent to parents for their information and written consent. Past vaccinations are recorded on the medical check-up forms upon admission. The clinic shares with parents any information from the Ministry of Public Health in case of outbreak of infection.

Fee Policy Agreement

Payment Deadlines

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

Acceptable forms of payment are:

1. **DIRECT CASH DEPOSIT** to one of these following bank accounts (deposit slip required for registration)
 - Bangkok Bank (BBL)

- TMB Bank (TMB)
 - Kasikorn Bank (KB)
 - Siam Commercial Bank (SCB)
2. **CASHIER'S CHECK**, (drawn on any bank) made payable to Ruamrudee International School
 3. **CREDIT CARD (VISA or MasterCard)** plus additional fees for credit card processing

The Finance Office will not accept cash payments, post-dated checks, personal checks or business checks for tuition and fees. Bank fees for checks not honored will be passed on. For further details, please refer to the Tuition and Fees Policy available at the Finance Office, AD104.

Tuition Refunds

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

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

Textbook Deposit

A one-time book deposit of 40,000 Baht is charged to each new student. Upon withdrawal or graduation, 20,000 Baht will be refunded after all due charges for loss or damage books are paid. Refund of Textbook Deposit is available upon completion of the withdrawal process for up to three months following the beginning of the next semester. If not claimed within that period it will be forfeited.

IB/AP Programs

Students enrolled in the AP or IB program are required to pay additional fees for resource materials and examinations.

Support Services

Students who receive special support services such as Special Needs or English Language Learning (ELD) pay extra fees in addition to the regular tuition.

Leave of Absence

Parents of students who want to take a leave of absence are required to fill out and submit the 'Leave of Absence Form' available from the registrar office before last day of school in each semester. The acknowledgement and approval of this form will reserve the student status for one school year.

Please contact RIS Admissions Office (ext. 359) by May 1st to confirm your child's planned return.

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

- Text book and campus development fund fee deposits will be held in escrow while RIS students are on approved leave of absence. Students on approved leave of absence desiring to re-enroll must inform RIS at least one month prior to the semester of re-enrollment. Students deciding to withdraw after one year leave of absence must inform RIS of their withdrawal intentions no later than one month prior to the new school year to obtain a full refund of textbook and campus development fees.
- Prior to the student commencing leave of absence, a fee of 20,000 baht shall be paid to reserve a place for the student upon return to RIS.
 - Students returning within one year will receive credit of 20,000 baht towards their tuition fee.
 - Students who do not return after one year will not receive any refund.
 - Students who decide to withdraw from school during the leave of absence period will receive 10,000 baht refund.

Withdrawal

Written notification is required by the Section Principal as soon as it is known that a student will be leaving. A *Withdrawal Form* must be completed and submitted to the Registrar prior to the last day of attendance. A two-week notice, except in extenuating circumstances, is needed to receive the Progress Report, the school fee reimbursement, and the transcript. Progress Reports are issued and transcripts given only when students have completed withdrawal procedures.