



Residential Life Program

Staff Handbook

Sakthong House & Odden Hall

Updated June 2020



APIS MISSION

APIS, as a community, passionately educates, inspires, nurtures and maximizes each student's potential to become a global citizen and a happy, life-long learner.

APIS VISION

Our students will graduate as empathetic, self-reliant, internationally minded citizens.

APIS VALUES

Community: Working together to create an environment that supports one and all

Diversity: Acceptance and appreciation of people and their beliefs

Responsibility: Accountability for our actions towards others; committed to treating all with respect and integrity

Balance: In mind, body and character

Introduction and Welcome

American Pacific International School on-campus residence is for international students in grades 3-12. We are a small facility and this allows residential advisors to develop close relationships with students as they navigate their way through their pre-teen and teenage years and pursue their educational goals at American Pacific International School.

The residential facilities consist of two residential houses, Sakthong House for boys and Bundarik Hall for girls. Within the school grounds is a soccer field, basketball courts, tennis courts and a swimming pool. Each residence has a residential advisors apartment, which helps create a family environment. The residences contain a kitchen, common room and bedrooms with shared bathroom facilities. Wireless internet service is available for residential students.



We are committed to making students' living environment safe, friendly, warm and caring.

We strive to make American Pacific International School more than just a place to sleep and study; we want it to be a second home to residential students. We hope students will feel comfortable interacting with us and contribute to make American Pacific International School an ideal community. We expect behaviors of students to be conducive to a group-living situation. The Residential Life Program Handbook outlines the expectations and policies by which the rules are fairly enforced, to promote respect for each person's welfare and property. Students are expected to put forward their best efforts academically and to practice self-discipline, sound judgment, and good manners.

The residence is an excellent option for students from a variety of backgrounds. Some students have parents living in Thailand. Other students come from a variety of countries in Asia and United States. For students whose parents do not live in Thailand, HR will assist students in obtaining a Visa once the student has been accepted into the residence.

Additionally, the residence is a great stepping stone for senior students who may need more independence from their families, while still being closely supervised, before they take the big leap to the freedoms of college life.

We welcome you to your new home at American Pacific International School. The residence is your place to retreat, study and relax. We hope your days at American Pacific International School will be a memorable living and learning experience!

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American Pacific International School | 2020-2021 CALENDAR



July

27 SLT Retreat
New Staff Arrival
28 King Rama X Birthday
New Staff Orientation
30 PYP/MYP/DP Introductions
31 Safeguarding – New Staff

JULY 2020						
S	M	T	W	Th	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

January

1 New Year Day
11 Teacher PD Day
(No School for Students)
12 Class begins – Semester 2

JANUARY 2021						
S	M	T	W	Th	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

August

3-8 All Staff Orientation
10 Classes begin
1st Day School
12 Mother's Day (No School)

AUGUST 2020						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

6 International Fair
26 Makha Bucha Day
(No School)

FEBRUARY 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

September

21 Teacher PD Day
(No School for Students)

SEPTEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

March

12 Q3 Ends
MC Conference (SLC)
(No School for MC Students)
31 Last day before break

MARCH 2021						
S	M	T	W	Th	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

October

9 PC Conference (PTC)
13 King Rama IX Memorial Day
(No School)
16 MC Conference (PTC)
(No School for MC Students)
Q1 Ends
17-25 October break
23 Chulalongkorn Day

OCTOBER 2020						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

April

1 – 18 April Break
1 – 10 PC Camp
6 Chakri Day
13 – 15 Songkran
19 Class Begin
23 Thai Day
30 PC Conference (SLC)
(No School for PC Students)

APRIL 2021						
S	M	T	W	Th	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

November

1 Loy Krathong
2 Half Day School (TBD)
PC & MC Celebrations
9-13 Grade 6-11 CWW

NOVEMBER 2020						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

May

4 King Rama X Coronation Day
(No School)
17 Teacher PD Day
(No School for Students)
26 Visakhabucha Day
(No School)
31 May – 4 June Grade 12 CWW

MAY 2021						
S	M	T	W	Th	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

December

4 Father's Day & Tree Lighting
5 Father Day
18 Half Day School – Q2 Ends
19 Dec – 10 Jan December Break

DECEMBER 2020						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

June

3 HM the Queen's Birthday
11 Grade 12 Graduation
18 Last Day School
(Half day for Students)
(Full Day for Staff)

JUNE 2021						
S	M	T	W	Th	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

RESIDENTIAL STAFF CONTACT INFORMATION

Residential Director (RD)

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LIVING IN A RESIDENTIAL SETTING

THE CONCEPT OF RESIDENTIAL LIFE – BALANCING ACADEMIC AND HOME LIFE

There are many reasons why parents choose a residential school for their children. For some it is because they live too far away for the daily commute, but for many their reasons include the additional “education plus” that becoming a resident student fosters. Students become part of a community that allows them to develop strong personal bonds with their peers that may last a lifetime. They develop independence and good collaborative skills. They learn to manage their time well independently and they learn the importance of a healthy lifestyle that includes exercise and an open-minded approach to life.

A good residential program supplements the academic program and encourages students to do well at school and to gain benefit from being away from home. There is ongoing dialogue between the academic and the residential staff to ensure that students are supported in their academic and personal lives, with the opportunity to receive extra help in areas where they need it.

Most of our residents at APIS are not native speakers of English and so the residential community is an important resource in helping them develop their English language skills. Boarders spend the majority of their waking hours in their boarding community where the Residential Advisors (RA's) will play an influential role in determining the quality of their lives while on campus.

GENERAL INFORMATION

Communication

Open honest communication is the key to a successful residential program. Not just with the students but with fellow RA's and the Residential Director. This is particularly difficult when the only time you may see your working partner is at the team meeting. Therefore making sure that there are good open communication channels with your partner will minimize the risk of misunderstandings or the students playing you off against each other.

To this end we have several communication tools.

- Daily Log which is on a shared drive where information about any events, activities, behaviors is recorded so that shift handover can be seamless.
- A dedicated team drive (APIS Rez Life) where all information for the year is kept. This includes house reports, student reports, forms, outings etc. S
- Student record. Each child has a page where RA's add information weekly to help build up a profile of each child.
- Weekly staff meetings which not only deal with daily and weekly business but also provide each of us with the opportunity to grow professionally in our understanding of the job and our understanding of the students.
- email which is the main channel of communication throughout the whole school and we have our own chat group through 'Slack'. Both email and Slack are there for the purpose of business communication and should be kept separate from your personal chatting. Any email or Slack message that is for an individual should be sent to that individual not to the whole group. Likewise, only 'reply all' if the response is for the whole group.

All matters pertaining to residential should be communicated to the Residential Director. Individual decisions, acted upon, do have an impact on the whole residential program and

can cause disharmony. Communication with students is key to developing a positive rapport with them that is open and honest. Some simple steps: Be available, Be seen, Be a listener. Be genuine. Be honest. Be you.

(It can weeks and months to build a relationship and seconds to destroy it!”)

Channels of Communication

Issues that need Board approval or action will be communicated from the Head of School to the Board.

Staff concerns about a student:

1. Communicate with the Student
2. Communicate with the Residential Director and raise the matter at staff meeting
3. Residential Director to communicate with the Parent
4. Depending on the concern - consult with the Counselor, ELL teacher or Learning Support Specialist

Staff concerns about a colleague:

1. Communicate with the colleague directly
2. Communicate with the Residential Director
3. Communicate with the Head of School

Staff concerns about an administrator:

1. Communicate with the administrator
2. Communicate with the Head of School/School Director

Staff concerns about a parent:

1. Inform the Residential Director
2. Communicate with the parent
3. Communicate with the Head of School

Staff concerns about housing, visas, reimbursements, leave, flights, transportation:

1. Communicate with Human Resources
2. Communicate with the Residential Director
3. Communicate with the Head of School

Staff concerns about facilities:

1. Speak to the office staff for minor items
2. Speak to the Residential Director for major items

Student concerns about a teacher, peer or class:

1. Communicate with the Residential Director
2. Communicate with the teacher
3. Communicate with the Principal and Counselor

Parent or Residential Advisor concerns about a teacher:

1. Communicate with the Residential Director
2. Communicate with the teacher
3. Communicate with the Head of School

Should there be any concerns, it is your professional responsibility to follow the proper channels of communication with discretion and respect.

Accommodation

As a rule, Residential Advisors (RAs) live within the Houses to which they are assigned. Each RA apartment is slightly different, but all have a bedroom and bathroom. Rooms include furnishings, air-conditioning and basic utensils. Apartments are furnished in a similar fashion to the students' rooms. The school offers an electricity allowance that can be exceeded. Normal usage is covered by the school allowance, so please turn off lights and a/c when you are not in your rooms.

APIS has a swimming pool and a variety of sports facilities, including tennis courts, soccer field, covered basketball court, and small uncovered basketball and volleyball courts. No students are to come into the RA's apartment. Never have a student in your room 1:1.

Climate

The climate in Chiang Mai is tropical and the school is located in a mountain environment. The weather is hot and humid for much of the year, but cooler from December to February. This means that clothing for both hot and cool weather is necessary (including socks and jackets for the cool season and sun hat and light clothing for the hot season). The average low temperature during the cool season is 20 Celsius (65 Fahrenheit); however, it can still be quite warm during the day. There is also a rainy season from April to October. Suitable footwear and an umbrella or raincoat is needed for the heavy rain during this time.

Staff Dress

During school hours RAs should wear appropriate clothing when seen around school, Building A, and the Dining Hall. This means you should be neat and clean (no shorts) as others are in professional attire.

When accompanying students on outings, please dress conservative casual. RAs are to wear the appointed staff shirt provided by the school for student safety reasons.

During out of school hours, dress can be more casual. However, RAs should always be aware of the sensibilities of Thai culture and should never wear dirty or torn clothing, slogans that are offensive, clothing that is provocative or see-through. At the pool, a one piece bathing suit is necessary.

Electronics and the Internet (phone use/abuse)

As you are aware, laptops are very expensive items. The school and staff do not take any responsibility for damage to or loss of such items. Each house will have a computer that is designated for RA use.

The school provides internet for staff and students and in the residential life program.

RAs should bring their own phone and ensure it is unlocked before they leave their home country. RAs will receive a small phone allowance at the beginning of each month. Much of the communication between staff and students is through texting (SMS, Line, WeChat, etc.), so having a smartphone is important. As RA's are role models for students please limit time spent on the phone in front of students. No gaming in the presence of students. No phones in the cafeteria at dinner time.

Equity

All students should be treated equally. Having favorites and treating students differently is noticed by students and reflects poorly upon the Residential Advisor making their ability to lead quite difficult.

Child Protection

Child abuse and neglect are concerns throughout the world. Child abuse and neglect are violations of a child's human rights and are obstacles to the child's education as well as to their physical, emotional and spiritual development. American Pacific International School (APIS) endorses the UN Convention on the Rights of the Child, of which our host country, Thailand is a signatory.

Schools fill a special institutional role in society as protectors of children. Schools need to ensure that all children in their care are afforded a safe and secure environment in which to grow and develop, both at school and away. Residential Advisors, having the opportunity to observe and interact with children over time, are in a unique position to identify children who are in need of help and protection. Residential Advisors must be alert to the possibility of abuse by other students, visitors and members of residential and school staff. As such, Residential Advisors have a professional and ethical obligation to identify children who are in need of help and protection, and to take steps to ensure that the child and family avail themselves of the services needed to remedy any situation that constitutes child abuse or neglect.

All staff employed at APIS are required to report suspected incidents of child abuse or neglect whenever the staff member has reasonable cause to believe that the child has suffered or is at significant risk of suffering abuse or neglect. (Please refer to the APIS Child Protection Policy)

Do not keep photos of students on your personal device. Download them to the photo folder on the drive and then delete them from your device.

Meals

The menu offered at APIS is a mixture of Thai and Western food. At each meal an array of options are offered, including several main dishes, fresh fruit, and a salad bar. We also have vegetarian options. There are opportunities throughout the day when meals may be supplemented with healthy snacks. Students and staff have the option to purchase other snacks at our school shop during meal times. Tap water in Thailand is not drinkable. Only fill your water bottle from the water dispensers. RA's are to make sure that students are eating properly, not just what they are eating but also their table manners. RA's need to be aware if a student is not coming to meals and find out why. There is a standard list of eating etiquette that is to be encouraged within each house. Appendix A

Laundry

Each House has a laundry room with at least one automatic washing machine and dryer, drying racks, iron, and ironing board. These are available free of charge, but washing powder must be purchased outside. RA's should use these when students are at school as they are in demand when students come out of school.

Health Services

If you are feeling unwell you may consult our school nurses who are on duty 24/7 and they can advise where you should go to see a doctor. If you are on duty and are feeling unwell please contact the nurse and the RD.

Saving Energy and Water

Please follow these energy and water saving guidelines and encourage your students to take responsibility and monitor this.

- Please only use air conditioning and lights if really necessary
- Set air conditioning between 23 and 25 degrees Celsius with doors and windows shut
- Please turn off lights and air conditioning when leaving the room for longer than half an hour
- Please turn off your computer completely at the end of the day
- Please reuse plain and colored paper for student rough work and art projects.
- Turn off water when not in use (ex:brushing teeth, washing hands, showering)

Leaving Campus

RAs are off-duty during the day from about 9:00 a.m. until 3:00 p.m. However, this varies depending on what is happening during the day. If you would like to go down into the town of Chiang Mai, the taxi service can be quite expensive: about 1000-1500 baht (\$30-45) for a trip to Chiang Mai. Some RAs rent a motorbike from one of the many outlets in Chiang Mai. The cost is approximately 3000 baht per month. Motorbikes can be rented on a day-to-day or month-to-month basis. Some buy motorbikes from the secondhand markets.

Leave Policy and Professional Growth Plan

Leave Policy - Refer to the faculty Handbook. Professional Growth Plan – See Appendix D.

Saving Money

RAs will find it is possible to live very cheaply so there is ample opportunity to save money. Normal use of electricity is paid for, as are wifi and water. Use of washing, drying, and ironing facilities are free as well. Three meals a day are provided when school is in session. When accompanying students on outings, entrance fees and lunch/dinner money are provided.

Absences

If you are unable to complete your shift because of illness, it is your responsibility to notify the Residential Director so that your shift can be covered. If you have an event coming up, you are able to swap shifts with your partner but make sure the RD is notified.

Alcohol, Tobacco & Prohibited Substances

School staff should not consume any alcoholic beverages while on duty, nor should they be under the influence of alcohol while on school premises.

Under Thai law, all school campuses are designated “No Smoking” areas. Staff and students are expected to be aware and to abide by this law.

Thai law is very strict in the case of illegal substances such as marijuana and any hallucinogenic drugs, often targeting foreign travelers. Staff possessing or showing the influence of such substances will be subject to severe consequences.

Student/parent handbook

Make sure you are familiar with all sections of the student/parent handbook as you will need to refer back to this.

Newsletters

Each month the RD prepares a newsletter. For most of our families English is their second language so the newsletter is primarily a photographic diary of the previous month. Any photos you take of activities should be placed on the drive in the monthly folder.

Doing The Rounds

Every morning, walk through the building checking every room has the fans, lights and AC are turned off. Curtains and windows are open. Rooms are to be left tidy with shoes and clothes put away, beds left tidy. Once done the students can collect electronics and go to breakfast. After breakfast go to each room checking. Once satisfied, rooms are then locked.

In the evening students hand in electronics at the house delegated time. Check, then bed time which means get organized for bed and quiet time. Light out is to be adhered to and there should be no movement after that. Walk throughout the building. check that electronics are locked up, and exterior doors are locked, fans, lights and AC in the common room and office are turned off.

GENERAL STUDENT INFORMATION

Residential students either share a bedroom or have their own. They have a shared bathroom with others of the same gender. They are provided with a bed, a chest of drawers, closet space, shelf space and a towel rack. Each house has a kitchen equipped with an oven, microwave, refrigerator and a variety of kitchen cooking tools. Areas inside the house and outside are available for student use. In addition, students have access to a television and supervised use of internet-ready computers.

Students can use the swimming pool but only if there is adult supervision. Students are not allowed to go alone. The other sports venue can be used as well but each house will decide if students can go without an adult. Please note : If students go unsupervised , the RA needs to do random checks.

Alcohol, Tobacco & Prohibited Substances

Under Thai law it is an offence to buy, sell, consume or provide alcohol or vape to minors under the age of 18 years. Students who do not comply with this regulation are subject to consequences including notification to parents, loss of privileges and, in the case of repeated offences, suspension or expulsion.

Under Thai law, all school campuses are designated “No Smoking” areas. Staff and students are expected to be aware and to abide by this law. There are penalties for students who do not comply.

Thai law is very strict in the case of illegal substances such as marijuana and any hallucinogenic drugs, often targeting foreign travelers. Staff and students possessing or showing the influence of such substances will be treated very severely.

Service Learning

Students in the residential life program have the opportunity to participate in Service Learning. The students participate in partnership with organizations throughout the year. Students are also encouraged to find projects themselves that are not only meaningful to

them, but also ongoing. These service learning projects can include working with students in the Grade 4 - 7.



The residential program, as a whole, has been working with Wildflower Home. We play games, plan crafting activities for the children and work in their self-sufficient gardens.

We are working to develop a partnership with the local community and offer help on a regular basis. This is still being developed.

Electronics

Most of our students have a phone, tablet, and/or laptop. These items are needed but shouldn't consume our students' lives. For some, these can hinder their relationships and their ability to succeed in school. Each house has their own policies regarding how much time students are allowed to have their electronics. We have had issues with students not turning in "all" their electronics when they are supposed to. It's not unusual for students to have 2-3 phones. Some will turn in a broken phone as their "real" phone.

At the beginning of each quarter, RAs will inventory what electronics each student has. They will then take a photo of each student with all their electronics and electronics area. This will help the RAs keep track of who has turned in their electronics.

Each evening all electronics, including phones, iPads, tablets, electronic dictionaries, laptops, etc. are turned in and accounted for. One warning is given for turning them in late and after that the student will lose them for a period the next day. The hours for electronics must be strictly adhered. **Students in grade 4 to 8 are not to take their phones to school unless the RA has been notified in advance by the teacher. Sunday 1:00 - 2:00 PM is E-Free time for everyone. (No electronics)**

Electronic Use in Individual Houses

PYP students – Grade 4 - 7

Grade 4-6 students cannot take their phones to school. Each evening, students can have their electronics from 6:00pm until 8:15pm. when they turn them in for the night. (grade 7 turn them in at 8:45 pm)



On the weekends there are designated times for when the students can have their electronics. All RA's need to adhere to these times for consistency. Chrome books must be turned in after school. Students can get their Chromebooks may be issued for study hall but not their phones.

On Saturdays, students can get their electronics after activity at 12 p.m. If there is an outing planned for earlier in the day, they are allowed to get them earlier. On Sundays, students may get their electronics after breakfast and after they clean up their rooms. RAs will need to check to make sure their room and bathroom are neat before they can get their electronics.

Also on weekends, PYP students are not to have their electronics all night. RAs can allow students to have their electronics for a longer period of time, but there must be specified times given for when the students must turn them in.

MYP and High School students

The High School students can have their electronics most of the time but Grades 8 must turn in their electronics at 9:00 pm each week night. Grade 9 & 10 must turn in their electronics at 9:30 p.m. each weeknight. Grades 11 & 12 are allowed to keep their electronics overnight unless they have D's or F's in any class. At the beginning of each quarter, if a student in Grades 8, 9 or 10 has at least a 3.5 GPA (and no D's or F's), and acceptable behavior, they can petition to keep their electronics overnight. To petition, the student must submit a written paragraph asking why they feel they are responsible enough for this privilege. They will also need permission from their parents. No phones at school for Grade 8.

Student Health Services

There are two full-time school nurses on duty on campus—covering 24 hours a day, 7 days a week—who attend to routine or minor illnesses. In more serious cases, students will be taken to the hospital or a medical clinic. All medicines/prescription drugs must be declared to the Nurses and Residential Staff.

Students are not allowed to carry any medication with them or keep any medication in their rooms unless prior distribution is authorized by the nurse. Parents should inform either the Nurse or the Residential Staff of any medication prescribed at home, that the students need.

Visits to the nurse for routine matters should be restricted to break times and free time. When students are ill during the evening or night, students should contact the residential staff member on duty first, and it will be determined if the nurse should be contacted. Staff should inform the nurses of any ill students.

No students will stay in the Houses during the school day—all students who are not well enough to attend school/activities will stay in the infirmary. Residential students who are ill with a contagious disease will be kept away from the school population. If possible, they will go home during their illness. If that is not possible, then students will be nursed in the isolation room in Bundarik

Student Laundry Services

There is a laundry service available for residential students for a fee. The laundry service is included in the tuition fee for student's grade 4 - 6 and it is recommended that grade 7-12 students also use the service (extra fee for underwear). Laundry is collected and returned on Monday, Wednesday and Fridays. Students who use this service need to make sure that they

don't send all of their school uniforms to be washed. This is sometimes used as an excuse for why they don't have any clothes to wear for school.

Those students who wish to wash their own laundry, assistance will be provided on how to use the machines. Students who wash their own clothes will need to purchase their own supply of washing powder and fabric softener. The demand to use the machines is particularly high over weekends. It is important that students and staff plan when they need to do their laundry to avoid running out of clean clothes.

RAs will need to monitor this with students to make sure they are getting their clothes done in a timely manner.

Outings

Generally, students have one off-campus outing a week that may involve a bus trip and an activity and often either lunch or dinner off campus. As Chiang Mai is a major tourist destination, there are many opportunities available, but there are also many dangers. RAs need to be alert to these dangers and be able to ensure that exposure to them are minimized. On outings RA's are on constant supervision duty.

During down time while at work, RAs should research what events or festivals are in the area. Most trips should have a minimum ratio of one adult to 10 students. In the case of outings that involve students in physical activities with an element of risk, or students being divided into smaller groups, the ratio should be 1:5. Each outing should have a minimum of two staff members to accompany students and cover in case of an accident. Paperwork for money for outings needs to be handed in by Wednesday and money collected on Friday afternoon.

All accompanying staff costs, within this ratio, will be covered by the school through students' miscellaneous accounts.

RAs and the Residential Director will plan the first semester's activities during staff orientation before school starts. During the first quarter, RAs will need to gather ideas from the boarding students to plan the last semester's outings.

When accompanying students on outings, please dress conservative casual. RAs are to wear the appointed staff shirt provided by the school so that they can easily be identified by students.

Meals/snacks

Students are provided with three meals a day and it's important that the RAs encourage them to eat healthy. The RAs will accompany their students to each meal. Grade 4-6 RAs sit at the table together with their students.

There are opportunities throughout the day when meals may be supplemented with healthy snacks. Students have the option to purchase other snacks at our school shop during meal times. Food, snacks, candy, drinks should not be consumed in the dorm rooms, only in the common room. Water is permissible. For younger students snacks are to be kept in labeled containers in a designated area area. **No food to be consumed outside of the kitchen or common room**

Student Responsibilities

Most of our students come from environments where they have not had daily responsibilities or chores. To help them develop a sense of responsibility and commitment to the overall house each House is to develop a set of daily chores or jobs that students must be responsible for. Eg. Keeping the common room tidy, clean the kitchen, clean the grounds around the house etc. These work on a rotating schedule so that there is fairness as some tasks require more attention than others.

RA's are to check that students are performing their tasks in a timely manner. Students will need help as to when to perform these jobs. Develop a brief bullet point job description and put next to the job site. Each student is responsible for keeping their rooms tidy, making their beds daily and folding/hanging clothes.

Pride Program

To help students develop responsibility and have some pride in their home away from home the Pride Program is in place. Each house determines when and if they participate and what the criteria will be. At each Monday's house meeting a trophy is awarded to the student(s) demonstrating achievement of the criteria or showing pride in their house. At the following weeks meeting that student hands it over to the next recipient. Winners are recorded and at the end of the year the 2 house leaders are recognized. Examples of a house program may be, most consistently tidy room. Showing the best team spirit for the week. The criteria does not need to be fixed for the year. It is preferable if the criteria varies so that different students have the opportunity to shine.

Damage

Students can be held responsible for the damage that occurs to the residence and other student property and/or equipment through acts of negligence, misuse, or vandalism. A charge will be assessed for the cost of repairs or replacement from the student or parent's account.

Students & Money

Students have two accounts to be used for activities and spending money. One is their Miscellaneous Account that is used for outings, school events, book fairs, etc. for which a bill is sent to their parents at the end of the year with all the forms attached. The other account is their personal School Bank Account where we encourage students to keep their spending money and withdraw it as needed. This money should be treated as pocket money or an allowance. Students may need between 200 and 500 Baht per week, depending on the weekly activities. We encourage students to keep larger sums of money in the school bank as the school cannot accept responsibility for any money kept in the student's possession.

Grade 4-6 students are only allowed to withdraw 300 baht per week. Grade 7-8 students are only allowed 500 baht per week.

Mentoring

Each Sunday for one hour grade 8 - 10 students are scheduled to work with a grade 4 - 7 student to mentor them. The younger students must come with books to read. The mentor is to listen to them read and check for understanding for the first 20 minutes. The second 20 minutes the mentor provides an academic based activity developed upon the students needs. The last 20 minutes is a relationship building activity created by the mentor.

Study Hall

All teachers living on campus are expected to do one evening study hall duty each week, supported by an RA. If a teacher doesn't arrive, first call them to remind them and if they don't answer, call the Residential Director.

The teacher's role is to help in Study Hall by assisting with homework and answering questions. They should help keep students focused on their work as well. The most common supporting role will be helping with English and possibly proofreading. Please try to support the students by helping them to identify their own mistakes and explaining why they are mistakes. If you don't know something, don't be afraid to say, "I don't know. Why don't we check together?"

It is important to stay in contact with teachers, especially regarding those students who are struggling.

Remember, in this role your primary aim is to help students learn for themselves. This is not the same thing as helping them get a better grade.

Allow only a few minutes for students to settle down to serious work.

Cell phones are not allowed in Study Hall. If they say they have their homework on their phones, then remind them to email it to themselves. Computers are allowed but not to watch movies or videos. In each area, it is best to have the students sitting so you can easily see what they are working on. Some will try to turn their desks or sit so you can't see. Regularly check what students are working on.

The student who has nothing to do or has finished his work can read a book in English or play a word game with you or a teacher. This should be done quietly so as to not disturb other students.

Study Hall for Individual Grades. This school follows the Primary and Middle Years Programs PYP, MYP)

Grade 4 – 6 6:30 – 7:30

Study Hall takes place in Elementary school. Elementary students sometimes don't have enough homework for a whole hour and it is difficult for young students to sit still for a full hour. (The Elementary guide recommends 30 minutes per night) If the students don't have much work to do, start with a short ESL activity to get everyone thinking in English, encourage a 30 minute study period, break it up with another activity to allow them to burn off a little energy, and finish with a 20 minute reading session. See the RD for ideas.

Grade 7 - 8 6:30 – 8:00

Study Hall takes place in high school. Once they are finished with their homework, students can either read a book or play a word game with an RA; but do so quietly. It is important that students not interrupt others who are working.

Grade 9 – 10 6:30-8:00

Study Hall takes place in the high school. Grades 11 & 12 are allowed to study in their rooms. This privilege is reviewed each quarter and students with a GPA lower than 3.3 will also be required to attend Study Hall. You need to check regularly on students who are working in their rooms: doors must not be locked. If you feel a student is not working you can ask them to work downstairs. Also, if the students are being distracting then they may need to do study hall in their common room. Students are not allowed to go to the Art Room during study hall.

Encourage all students to speak English in study hall.

Academic progress and reporting to parents

As pseudo parents and acting in a role of loco parentis we have a responsibility to know about each child's academic progress and be able to report that to the parents. As such we have to communicate with the teachers. For PYP students all assignments, newsletters and teacher communication can be found on "Seesaw". For grade 7 up all information on student assignments is found on both Seesaw and "Google Classroom". Through these tools we are able to know assignments, due dates, events and school information our job is to support them in meeting their deadlines and work commitments. It is the RAs responsibility to keep a check on each student's academic progress.

RA's are to monitor student progress and identify any students at risk. At the end of quarter 1 and 3 there are conferences. If the parents are unable to attend the conferences then the RA will attend and take notes. Each quarter we send out a report to parents. Quarter 1 and 3 are social/emotional/academic (if the parent could not attend the conference). Quarter 2 and 4 are social/emotional reports.

Students Leaving Campus

Residential students may go off campus with someone other than their guardian or parent for weekends if they meet the following conditions:

- Request to go off campus sent to RD by 8:00pm Wednesday
 - Parent permission emailed or texted via WeChat, Line, or Facebook by Wednesday 8:00pm
 - Host family permission sent in by Wednesday 8:00pm
 - Residential Director consent given
 - The sign out form must be completed in full on the day when a student leaves
1. If a family member is signing them out they will need to come to the office and sign them out.. Likewise when they return they are to sign the student back in with the security guards.
 2. If signing out to another person's home the parents must have been in communication with the host family to ensure that adequate supervision will be provided in all activities. The host parent needs to come to the office and present some form of identification. This will be copied by office staff, signed by the host parent. The host parent then signs them out. Upon return the host parent will need to sign the student back in with the security guards.
 3. If a senior student is signing out for the weekend with parent permission, they will need to sign out at the office and then sign back in with security guards upon their return.

Any student who does not follow this procedure will be denied weekend sign out for the remainder of the quarter.

Students in Grade 11 and 12 may leave campus for a few hours during the day on the weekend without an adult if all permissions are obtained. They may also leave campus for short periods if they wish to dine outside but only after getting RA approval. This is a privilege and will only be granted if students show they are responsible and have earned the privilege. Food can be ordered from local restaurants and delivered to the front gate.

Students below Grade 11 must be collected and returned to school by an adult.

Students in Grade 8-10 may leave campus for a maximum of 90 minutes to go through the Suan Bua Resort or up the road, to the shops in the village. There are a few restaurants and stores. Students must be in groups of at least three and they must carry a pass given to them by their RA. A 90-minute pass will be granted to students once during the week upon request, Monday - Thursday. Also, grade 8-10 students can go each day on the weekend, Friday - Sunday. If there is an outing then off campus passes are not given for that day.

NB: Tree Restaurant is off limits to all staff and students.

Weekly Residents Staying on Campus

Weekly residents may stay on campus for the weekend if arrangements are made by Wednesday with Residential Staff and the Residential Director is informed. Students will be charged a fee as agreed by the school. Students that stay on campus for academic purposes or for functions arranged by the school can remain on campus free of charge.

Senior Students philosophy

Grades 11 and 12 are considered "Senior Students" and have the privileges and freedoms that go with that title. Privileges that come with being a Senior Student include later lights-out and the ability to keep electronics at night. However, there are responsibilities that go with these privileges.

Senior students are expected to be good role models for other students. They should take care of their academic responsibilities (reflected in acceptable grades) and their resident responsibilities. Resident responsibilities include taking care of their rooms and common area duties, as well as managing their times for lights out, laundry, being out of the residence on time, participating in activities, etc. We also have high expectations for the behavior for our Senior Students. We expect them to be respectful, honest, and to follow the rules at school and in the residence. Senior Students that cannot abide by their responsibilities may lose some of their privileges.

Rules and Regulations Student expectations can be found in the APIS student handbook.

BEGINNING & END OF QUARTERS/SEMESTERS

ALL RA's are expected to be back to campus and ready to work the day before school starts at 8 a.m. At the end of the quarter/semester the RA's holiday starts the day after all students have left.

Occasionally students stay at school the evening after the last day of class if there are no direct flights. In this case, the RAs need to be available. ALL RA's are required to be on duty the last day of school and the day before school starts. If there are parent/teacher conferences, the RAs are required to go with students to check on their progress and get feedback from teachers. This information can then be used for the Residential Reports which are emailed home

At the end of Quarter 1 & 3 (October & Spring breaks), students are expected to pack up, leave all shelves and desk/drawer tops clear and leave rooms tidy. All items should be put away

either in their closets or in their desks. Students & RA's will need to check the rooms before students leave. This allows the housekeepers to clean the rooms more thoroughly.

At the end of each semester (December and June), students are expected to pack up everything and leave their rooms entirely empty. They are allowed to put things in their closet during the December break but everything else needs to be cleared. At the June break students have to pack up everything into **1-2 large boxes, no more**. They should tape and sign their name across the tape. Students need to be aware that **the school is not responsible for anything left behind**. Anything left in the room after they leave will be removed. Students should be encouraged to send as much as possible home, either with them as checked luggage or by mail.

If the house is being used for a Spring or Summer Camp, then all the students in that House will be required to pack up everything. A Check Out Sheet and repair order (if necessary) are to be completed before RA's are able to leave for every holiday.

If the students do not tidy their rooms properly, it will be your job to tidy them. Also, if students leave items either not packed or stored, it will be assumed it is to be discarded. At the end of the year create donation and throwaway boxes for students to use. Encourage students to go through all the belongings and dispose of things they don't or haven't used.

PREPARATION BEFORE STUDENTS ARRIVE

At the beginning of each quarter, staff needs to ensure the House is ready to receive students. A prepared House gives students a sense of welcome when they arrive and fosters a feeling of belonging.

1. Students' name tags need to be attached to
 - Doors and Snack box (where required)
2. Prepare all bulletin boards in your house. Make it look interesting and inviting
3. Update calendars
4. Make sure you have copies of all forms needed
5. Make sure you have all stationery supplies
6. The kitchen should have all the essentials such as:
 - a. Plates, bowls, cups, forks, spoons; enough for all students
 - b. Basic needs for cooking or snacks. Eg. Flour, sugar, salt, butter , fruit (whatever is in season), eggs, bread, spread
 - c. Frying pans (2) Pots (1 small, 1 large)
 - d. Utensils such as spatula, turner, knives (2 small, 1 large) Mixing bowls (2
 - e. Blender (1)
7. Bed linen and cleanliness is the responsibility of the housekeeping staff but RAs need to check to make sure it has been completed for each student.

DAILY RESPONSIBILITIES

1. **The House should always be supervised when students are present.** If students want to swim, an adult staff member must accompany them. When there are outings and not all the students want to participate, there needs to be an adult who stays behind. Weekday evening duty starts at 3:30pm, RAs should be available to meet students as they arrive home from school.
2. **Students need to attend all meals.** This is especially true for teens. RAs should go to meals. (Not linger talking in the dining hall)
3. **RAs need to ensure that students meet their commitments.** This includes being on time for the first class/activity of the day. RAs must support the school's academic and activity programs. Being on time for special activities and outings. Making sure that they keep their rooms tidy, Making sure that they carry out their house responsibility.
4. **Students need to hand in all their electronics at night.** Each house will have a locked cupboard/room where electronics will be stored. RAs should take a photo of each student with all their electronics at the beginning of each quarter (unless there are no changes) and post them in the electronics cupboard/room. These areas must be locked each evening at lights out and unlocked in the morning as students leave their houses.
5. **RAs should check on students regularly during the day/evenings and provide age appropriate activities.** RAs need to know how many students are in the house at all times. A room to room check should be done every 1.5-2 hours. There should be a system developed of checking in/out for each house that can easily be used by students and checked by RA's
6. **Study Hall** is required all nights when there is school the next day. A teacher will be assigned to each study hall time by the RD, and RAs should be active and engaged with students during this time.
7. **Physical activity is important.** RAs need to encourage physical activity with all students. A required "All Play" happens every Sunday at 4 p.m. with all students engaging in at least an hour of exercise. Senior Students (Grades 11 & 12) must participate in this also, as well as being encouraged to learn to manage their time in a manner that includes time for exercise.
8. **House communication:** Each house has a white board and/or bulletin board where house events can be displayed as well as a calendar. Each house needs to make sure students know all the upcoming events. These need to be updated regularly. Houses will also have weekly house meetings every Monday with a standard agenda that is posted the day before and students can add to it. This is a time for updates on events and activities, reminders of rules, Pride Program winners and compliments, time for two way dialogue as to what the students might like to see happening, reports back from students, AOB. Houses may establish their own messaging system. Do not underestimate the power of face to face communication. Electronic messaging is fine for some things.

9. **Quiet time and lights out:** RAs should collect electronics from students no later than one hour before lights out. This hour between turn-in and lights out should be used to prepare for bed, take care of last minute duties, read, etc. ALL showers should be done ½ hour before lights out, no exceptions. Lights out should be strictly adhered to, however there may be occasions when a student requests a “late lights” in order to complete school work. This should only be allowed if a student used their study hall time wisely.
10. Any questions from RAs can be directed to the residential director. Never assume anything. If ever in doubt, ask!



SCHEDULES – Week days and Week end

	Grade 4-6	Grade 7-8	Grade 9-10
WAKE UP: shower, dress, tidy room, gather school materials	6:30	6:45	7:00
Out of the houses by	7:25	7:45	8:00
Stop serving breakfast		8:10	
Dining room closes		8:15	
Classes start		8:30	
Break		10:30-10:45	
Lunch	12-12:40	12:45-13:20	
Classes end		3:30	
Activities (Tuesday, Wednesday, Thursday)		3:30 - 4:20	
Return to residence, change clothes		3:30 or 4:30	
Dinner		5:30 - 6:30	
House meetings (Mondays)	3:40	3:40	3:40
Study Hall	6:30-7:30	6:30-8:00	6:30-8:00
Hand in electronics and then take showers Quiet time ½ hour before lights out and in their room for the night	8:15	8:45	9:30
Lights out	9:00	9:30	G9&10=10:30 G11&12=11:00

Saturday		Sunday	G. 4-6	G. 7 - 10
7:30-9:00	Breakfast	8:00-9:00	Breakfast	
9:00-10:00	Clean room		Clean Room	
10:00-11:30	Saturday Morning Activities (on campus)	11:00-12:00 Mentoring		
12:00	Lunch			
TBD Saturday Outing and Dinner		12:00-13:00	Lunch	
21:30 Lights Out G. 3-6		13:00-16:00	(Shop, Village, etc.)	
22:00 Lights Out G. 7-8		16:00-17:30	All Play (All students and staff) Shower	
22:30 Lights Out, G 9-10		17:30-18:00	Dinner	
		18:00-18:45	E-Time	
			Study Hall 18:45-20:00	Study Hall 19:00-20:30
			Bed 20:30	Bed 21:00
			Lights out 21:00	Lights out 21:30

TASKS & HOUSEHOLD RESPONSIBILITIES

Shift	Tasks
Mon-Fri Mornings (A.M.)	<ul style="list-style-type: none"> ● Students should be woken up an hour before they head out the door. Of course, some may need more time. ● Unlock Electronics Room/cupboard before students leave for the day. If students can't be out by their designated time, then keep their electronics for the day. ● Lock Electronics Room before you go to breakfast. Your breakfast time can depend on your house and your routine. ● Do a final room check after breakfast. Please make sure all lights, fans and air cons are off and curtains and windows are open before you lock up. Air cons can be quiet, so double check they are off. ● RA meeting – Monday at 9:30 am with Residential Director (RD)

	<ul style="list-style-type: none"> • Turn in weekly forms to the RD at the Monday meeting. Purchase order (food, supplies), Repair orders, Weekend stay reports (Weekly Boarders staying for the weekend), Laundry report (end of the month), Timesheets (monthly) • Reconcile weekend receipts and money with Ms. Nang • Update all bulletin/white boards with the weekend plans. • Check and update Daily Log and Student Record
Mon - Fri Evenings (P.M.)	<ul style="list-style-type: none"> • Weekday evening duty begins at 3:00pm • Unlock bedrooms at 3:20pm on Mondays & Fridays, and 4:20pm on Tuesday, Wednesday, and Thursday when ASA's are on • Be visible to greet students as they return to the dorm from school. Please take note and locate any students that are missing • On Mondays, check with students regarding who may be signing out for the weekend. Remind them to get permissions by Wednesday 8:00pm • Do a room check around 4:30 to make sure everyone is back from school. For High School, this is a good time to remind them of dinner at 5:30pm • RAs will walk with elementary students to dinner and sit with them • Check assignments due before study hall and make a note of any students with overdue work. • House meetings are on Mondays in the common room areas at 3:40pm • On Monday nights, have students sign the miscellaneous expense forms for the upcoming weekend outing; have them sign even if they aren't sure they'll be going • Have students get their dirty laundry ready for the next morning. • Remind students they need to get completely ready for bed by quiet time. • Remind those who have duties to complete them as soon as it closes.
Mon. Wed. Frid. A.M.....	<ul style="list-style-type: none"> • Laundry – Have students put dirty clothes in laundry bags and put out at the collection point. Check laundry list and mark those who leave laundry out and turn in sheet to Ms. Nang at the end of the month Help younger students check their laundry list against what was returned
Tuesday P.M.	<ul style="list-style-type: none"> • Signed miscellaneous expense forms turned in to Ms. Nang for weekend outings
Wednesday P.M.	<ul style="list-style-type: none"> • Remind those wanting to check out to get permission to the RD by today. Update all bulletin/white boards with the weekend plans.
Friday P.M.	<ul style="list-style-type: none"> • Go to each student's room and ask them what homework they have for the weekend and when they plan on getting it done. Keep a track of this. Check Seesaw and Google Classroom
Saturdays	<ul style="list-style-type: none"> • Do first room checks about 7:30 am, have students go to breakfast and be ready for Saturday morning activities at 10:00 am. (Grade 11&12 can opt out) • Check G11&12 are awake before you leave for activities. • Prepare for outing and have a list of names of those going. Along with contact information • Organize the office and common room as needed.

	<ul style="list-style-type: none"> ● Always be looking for possible future outings ● When on site check on students throughout the day at least every 1.5-2 hours. ● Encourage all students to participate in some form of activity and to go to meals. ● Check with all students to see if they have clean uniforms for the week. If not, have them wash them today and not wait until Sunday. ● Check and update Daily Log and student report with any celebrations, concerns or issues ● Check with all students to see if they have clean uniforms for the week. If not, have them wash them today and not wait until Sunday. ● Check and update Daily Log and student report with any celebrations, concerns or issues
Sundays	<ul style="list-style-type: none"> ● Do first room checks at 8:00 a.m. and encourage students to go to breakfast. ● Print forms that are needed. ● Change the white boards to reflect the next week's schedule of special events and post responsibility schedule and Pride Program criteria. Where applicable. ● On Sunday night, have students sign the weekly stay report if any of them stayed then hand in forms to Ms. Nang in Building A on Monday morning. ● Prepare ALL forms <ul style="list-style-type: none"> ○ Purchase Orders: Check the fridge and cabinets for items that may be needed to purchase for next week. This includes kitchen items and office supplies. (Some supplies like sponges and batteries are in Bldg. A's supply area.) ○ Repair Orders: Ask students if there is anything that needs to be repaired in their room or the house. Fill out the form for each request. ○ Laundry Report: Make sure the Laundry report is filled out from the week before. ○ Prepare miscellaneous expense form ● Update Student Record ● Check to see who may have a birthday and order a cake mix or bake from scratch. Order supplies. ● Check assignments and teachers comments ● Check and update Daily Log.

WEEKEND NOTES

- Weekends are more relaxed and a good time to connect with students.
- During activity they are not to go to their dorms.
- For Saturday outings students need to check they have money. If they did not go to the school bank they would have no money. They are not to borrow money. RA's are not to lend them money.
- During the weekend, students are encouraged to be involved in physical activity e.g. swimming, basketball, tennis, badminton, etc. This may require you to lead them in a walk, taking them swimming, playing frisbee, etc.
- Sundays are good days for students to clean their rooms and catch up on their homework. If students are not keeping their rooms orderly, taking their electronics away until they get it done may help.
- Items needed for activities (e.g., food for a cooking activity, sport or art equipment) must be ordered early in the week before the activity. Forms turned in at Monday meetings is best.
- Handover on any school closure day is 1:00 unless negotiated otherwise.

SENIOR LEADERSHIP TEAM

The Senior Leadership Team (SLT) is made up of the Head of School, Thai Director, Principal, etc. They will be available in case of emergencies if the Residential Director is not available. The SLT member on duty should be able to be on site within 30 minutes of an emergency call. The phone numbers of the SLT should be posted in your office or in your book for reference. **Emergencies are issues that affect health or safety and which cannot wait until the next day.**

- Injury or illness when the Nurse cannot be contacted, or a student needs to be accompanied to hospital
- Maintenance issue that is an emergency
- Severe weather resulting in landslide, flood, severe damage to windows or roof requiring evacuation of students from their rooms
- Disciplinary issues that cannot be handled by RAs, for whatever reason

Any urgent problems concerning operational functions (power, water, safety) should be directed to the School Director.

Individual Houses

Residential Living for Grade 4 – 7

Residential Life Program is a home away from home, with staff attending to the needs of the entire child, not just the academic needs. Our purpose is to create a safe and happy environment where children feel free to explore their world and learn skills that will help them throughout their lives. These skills include looking after themselves, making friends, and accepting responsibility. We want our children to see the world as an exciting place, full of interesting people and ideas.



The staff is in close communication with teachers to ensure that residential students are well-supported as their academic responsibilities increase. We also help resident students hone the skills that they need to succeed in life. From teaching our students to manage their time well, eat right and get enough sleep, to exposing them to enriching cultural activities and having positive interactions with their peers. The younger students develop good decision making skills and practice good habits that will prepare them for the challenges of high school and beyond.

Residential Living for Grade 8 - 12

The grade 8 to 12 resident students, as young adults, are expected to develop independence. As an international school, with students from various places in the world, we encourage the resident students first and foremost to show tolerance and respect for each other. To develop the qualities necessary to display empathy for one another and to look beyond themselves. The resident students live in twin bedrooms and if space permits, senior students have a room to themselves. Each house has its own laundry and common room, with bathrooms on each floor. In the common rooms, students can socialize, watch TV and prepare snacks in the well equipped kitchens where fresh fruit, eggs, milk and bread are available. Study rooms are also available so that students have spaces which may assist them in better concentrating on their work.

MISCELLANEOUS INFORMATION

- Resident students are not allowed in the house during the school day. Everything they need for the day should be taken with them in the morning.
- Resident students are expected to shower daily.
- Resident students must inform house staff when they are leaving the House for any reason.
- Resident students may not leave campus grounds. For grade 9-12 they may request a 90 minute pass from RAs. A 90 minute pass allows them to go through Suan Bua Resort

to the shops in the village. They must go in groups of 3 or more. Passes must be returned when students return to the House. Grade 7-8 may request a 90 minute pass once a week as long as they go with an RA or RD and in a group of 3 or more.

- When students go on outings off campus they are expected to be especially aware of their behavior and dress while in public and remember that they are ambassadors for the school.
- **Food:** Residential students are expected to be on time for meals and to eat healthy, including vegetables. Water is available at all meals. Milk or juice is available at breakfast only. Residential students may eat a snack before bedtime as long as it has no sugar or caffeine. Students are expected to wash their dishes after use.
- **Study Hall:** Residential students are expected to be on time for study hall. Students who complete their homework can read, either a book or magazine in English. Students are to leave their desk area neat.
- **Bedtime:** Residential students need to tidy up after themselves before bedtime. Lights out denotes time for sleep. Being considerate of their room-mates.
- **TV, electronic games, computer games, telephones:** There are time limits on the use of these items. Overuse can interfere with making friends, getting enough exercise and sleep, and participating in activities. All electronics will be turned in before bedtime, with the exception of Grades 11 & 12.
- **Speaking English:** Resident students are expected to speak English to staff, and to each other during House activities. Resident students are encouraged to speak English at all times as English is the language we all have in common.
- **Respect:** Resident students are expected to use respectful language and a respectful tone of voice when speaking to other students and to adults. Hurting others physically or emotionally is not allowed.

WHAT STUDENTS CAN EXPECT FROM YOUR RESIDENTIAL ADVISOR

As APIS care givers, we strive to create caring, safe, nurturing environment for all students. We believe that learning to follow rules and respect others are part of a person's education. You can expect us to be fair, treat students with respect and listen to their questions, concerns, and views. As in a home, Residential Advisors may need to enter the rooms when students are not there to be sure the A/C or lights are off, windows are shut, etc. If Residential Advisors have reasonable evidence that expectations of APIS residential are breached, we may search the room with the



Student present.

WHAT IS EXPECTED FROM STUDENTS



We believe that our expectations for students' behavior reflects the expectations of most parents. While we would like to view discipline as a learning experience and give students a chance to correct their mistakes, some actions are very serious and must be treated as such. To keep parents informed of their child's ability to follow residential policies, residential report cards will be sent to parents at the end of each quarter and on an as needed basis for the rest of the year. Most students are able to adapt to a

group living situation and function successfully. If someone is unable to adapt, Advisors will work with him/her; but if the situation does not improve, we may ask a student to leave residential and make other living arrangements

CONCLUSION

This handbook describes how American Pacific International School residential program is managed. The procedures are designed to make living away from home as pleasant as possible. As Residential Advisors and with support from the school counselor we are here to help the students adjust to their new home. Evening study time gives them a regular period of peace and quiet. Free hours allow time for enjoying the many on and off campus recreational and cultural activities. Living away from home, especially for the first time, is often a very difficult experience, yet it usually evolves into an important period of personal growth. Often very close friendships form which last for many years. We hope students make the most of this unique opportunity to get a great education while living in the American Pacific International School residence.



American Pacific International School

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Appendix A

International Eating Etiquette

When students and RA's are in the Cafeteria please observe International Etiquette.

- Walk in the Cafeteria at all times
- Remain seated while eating
- Do not eat off the plate
- Do not drink from the bowl
- Do not play with your food or interfere with others while they
- Use the correct tools (knife, fork, spoon, chopsticks)
- Do not talk with food in your mouth
- Talk only to those nearby
- Only take as much food as you intend to eat
- Use good manners – say please and thank you
(Grade 4 – 6 sit together with the RA's. Grade 7-12 can sit anywhere)
- Limit phone use at mealtimes, no gaming. **NO PHONES** at dinner time



Appendix B

Sign-out Policy

Full residential students may go off campus with someone other than their guardian or parent for weekends if they have the following information completed by Wednesday at 8:00 p.m.

1. Parent permission must be given to Residential Advisors (RA) by email, text, Line, Wechat, etc.
2. Host family permission must be given to RA by email, text, Line, Wechat, etc.
3. RA will share all communication with the Residential Director (RD)
4. The RD will communicate the list of boarders leaving campus by Thursday morning to the School Director and security
5. All residential students who leave campus **MUST** be picked up by his/her family or the host family and **signed out in security office**
6. Students must return to campus by Sunday at 8:00 PM and sign in at security office

When leaving with a parent / guardian, we require a minimum of 24-hour notice.

All transportation is the responsibility of the host family and/or parent

For the safety and security of your children, APIS residential students will not be permitted to be signed out on a weekend or holiday to a hotel unless they are accompanied by a parent or registered guardian.

Money Policy

Students are advised to keep only small amounts of cash on them in the boarding houses, as the school cannot take responsibility for any money lost or stolen.

Elementary students are only allowed to keep 300 Baht and middle school students 500 Baht in the boarding houses.

The School Bank is open every Thursday for students to withdraw money. If the elementary or middle school students would like to withdraw larger amounts, we first require authorization from the parents.

Medicine Policy

Residential Staff should be informed of any medication students are prescribed and instructed to take by their doctors.

All medicines / prescription drugs must be declared to the nurses and Residential Staff. Students are not allowed to carry any medication with them or keep any medication in their rooms unless prior distribution is authorized by the nurse.

RESIDENTIAL STUDENTS ARRIVAL AND DEPARTURE POLICY

All residential students must make their travel arrangements so that they are at school until the last day of each term.

Students are required to return to APIS the day before each term starts. This allows enough time for students to settle back into their rooms, unpack and be well rested and ready for classes the following day. If students need to arrive back on campus early permission must be granted in advance from the Residential Director as boarding staff supervision will have to be arranged. Student's academic record is affected if they are leaving early or coming back late.

Residential students flying in or out will only be delivered or collected from the airport the day school finishes and the day after school finishes and, the day before school starts and the first day of school. Early or late departures or arrivals will need to make their own way to school.

Residential facilities close at 6:00 P.M. the day after school has been dismissed. We reopen at noon the day before the school resumes. All students should return before 10:00 P.M.

All students must submit their travel plans to the Residential Director at least a week in advance.

Arriving or leaving by:

CAR - dates of arrival and departure and approximate time of collection and return.

AIR - date of departure and arrival, flight number and times of flights

Residential Director - Mr. Clive

Email : clive.herde@apis.ac.th

Line : 09 86682780

WeChat : openup2me

Appendix C

PROGRESSIVE DISCIPLINE

Disciplinary procedures will be progressive in nature. The following steps will be utilized to address identified inappropriate behaviors. The severity of the behavior will determine which level of intervention the student will enter. Procedures are designed to promote positive behavior with emphasis on clear expectations.

Student Behavior	Intervention	Person Responsible
Level 1		
Student Misconduct: <ul style="list-style-type: none"> Student does not follow a school and/or residential rule 	<ul style="list-style-type: none"> Conference with the House Residential Advisor 	House Residential Advisor
Level 2		
Student Misconduct: <ul style="list-style-type: none"> Student repeatedly does not follow a school and/or residential rule 	The follow will occur: <ul style="list-style-type: none"> Parent notification Other options to be considered: <ul style="list-style-type: none"> Loss of privileges Coaching Form/reflection sheet/apology letter, written essay, identify school rules Mediation/conflict resolution 	House Residential Advisor Residential Director
Level 3		
Student enters at a Level 3 when involved in: <ul style="list-style-type: none"> Fighting – physical aggression/hitting Continued disruptive behaviors Insubordination – repeatedly not following residential advisors directions Profanity – inappropriate language Threats or intimidating acts Theft 	The follow will occur: <ul style="list-style-type: none"> Parent notification Loss of privileges Coaching Form/reflection sheet/apology letter, written essay, identify school and/or residential rules Other options to be considered: <ul style="list-style-type: none"> Behavior contract Mediation/conflict resolution Referral to building counselor Community Service 	House Residential Advisor Residential Director

Level 4		
Student enters at a level 4 when involved in; <ul style="list-style-type: none"> • Fighting – repeated physical aggression/hitting • Extreme disruptive behavior • Insubordination – repeatedly not following teacher directions/school rules • Profanity – repeated use of inappropriate language • Threats or intimidating acts • Theft – chronic/repeated • Vandalism – deliberate damage to school property • Possession and/or use of illegal property – alcohol, tobacco, guns, knives, etc. 	The following will occur: <ul style="list-style-type: none"> • Parent notification • Parent/student conference with building principal • Loss of privileges • Reflection sheet/apology letter • Involvement of administration, school counselor and/or director Other options to be considered <ul style="list-style-type: none"> • Behavior contract • Mediation/conflict resolution • Short term suspension (1-5 days) • Payment of damages • Community Service 	Teacher Principal Director
Level 5		
Student enters at a level 5 when involved in: <ul style="list-style-type: none"> • Fighting – unwarranted physical assault • Repeated threats or intimidating acts • Possession, use or distribution of illegal property – alcohol, tobacco, weapons, etc... 	The same as level 4 plus the addition of: <ul style="list-style-type: none"> • Short term suspension Other options to be considered: <ul style="list-style-type: none"> • Long term suspension (more than 5 days) • Principal/Director may permanently remove the student from school. 	Teacher Principal Director School Board

- Students can be held responsible for the damage that occurs to the school and other student property and/or equipment through acts of negligence, misuse, or vandalism. A charge will be assessed for the cost of repairs or replacement from the student or parent’s account.

Appendix D

Residential Advisors Professional Growth Plan

Rationale

The professional growth and performance development program for Residential Advisors is designed to assist in planning for and taking advantage of opportunities for professional growth and is tied to our school goal of increasing professional development. It is also intended to help focus your work on enhanced opportunities for our APIS students, to recognize the good things you are doing and to assist you in reflecting on your practice.

This plan is to be completed on the provided document so that the teacher and administrator can track progress. Goals may either be for a semester or for the year.

- The goals are to be a personal professional goals that are tied to student growth and/or the residential life program. This is an area that you, as an RA feel the need for growth as a professional.

- Everyone is required to develop goals that are S.M.A.R.T. The key characteristics of S.M.A.R.T. goals are as follows:
 - S = Specific and Strategic** – Goals should be specific so that at the end of the evaluation cycle educators and evaluators can determine whether they have been achieved. Goals should also be strategic, i.e., serve an important purpose.
 - M = Measurable** – Goals should be measurable so that progress toward a goal can be evaluated and managed.
 - A = Action Oriented** – Goals have active, not passive verbs. The action steps attached to the goals indicate who is doing what.
 - R = Rigorous, Realistic, and Results Focused (the 3 Rs)** – Goals should make clear what will be different as a result of achieving the goal. A goal needs to describe a realistic yet ambitious result. It needs to stretch the educator toward improvement, but it should not be out of reach.
 - T = Timed and Tracked** – A goal needs to have a final deadline, as well as interim deadlines by when key actions will be completed and benchmarks will be achieved. Tracking the progress on both action steps and outcome benchmarks is important, as they help educators know whether they are on track to achieve the goal, and give educators information they need to make midcourse corrections.
- During the 1st quarter, RA's will meet with the RD to present the goals and work collaboratively on setting up action steps.
- During the 4th quarter, there will be a final meeting where you can share what you have accomplished over the year. In conjunction with this meeting the RA and RD will complete and discuss the summative evaluation form. Copies of both the PGP and Summative Evaluation will be placed in the RA's cumulative records in HR.
- Administrators or Residential Director reserve the right to make any adjustments in requirements for individual RA's: including regular house visits, coaching opportunities or scheduled observations.

Appendix E

From February to April each year Chiang Mai experiences Smokey season. This is a time when there is a lot of burning off. As a result there is a lot of smoke which hangs around. The school takes appropriate health precautions by installing filters in the air conditioners, putting air purifiers in the common rooms and providing masks for staff and students. The following table outlines the procedures for poor air quality. All staff are to install the Air Visual App on their phones.

Air Quality Index Chart and Procedures for APIS Residential Life Air Pollution Procedures

- We will use AirVisual on each campus - Current Reading Mode - will be the one source we use for campus indication of AQI.
- Building Administration will monitor the air quality and will inform staff of appropriate next steps as outlined below.

AQI/ Classification	Description	School Procedures	Communication
0 - 50 Good	Air quality is considered satisfactory, and air pollution poses little or no risk	<ul style="list-style-type: none"> • No Restrictions 	None

51 - 100 Moderate	Air quality is acceptable; however, for some pollutants there may be a moderate health concern for a very small number of people.	<ul style="list-style-type: none"> • No Restrictions 	None
101 - 150 Unhealthy for Sensitive Groups	Although the general public is not likely to be affected at this AQI range, people with lung disease, older adults and children are at a greater risk from exposure.	<ul style="list-style-type: none"> • ALL Students - make indoor space available • Staff - RA's monitor students with pre-existing conditions. 	None
151 - 200 Unhealthy	Everyone may begin to experience some adverse health effects, and members of the sensitive groups may experience more serious effects.	<ul style="list-style-type: none"> • ALL Students - Indoors, limit outdoor exposure, Field Trips canceled, CMAC and Events to proceed with caution. • Staff - RA's keep sensitive groups inactive, minimize heavy physical activity, limit outdoor exposure 	<p>Procedures Reminder posted on School Website</p> <p>RA's of canceled activity participants notified</p>
201 - 300 Very Unhealthy	This would trigger a health alert signifying that everyone may experience more serious health effects.	<ul style="list-style-type: none"> • ALL Students - Stay indoors and limit activity levels. CMAC/Events canceled, students required to wear masks outside • Staff - Staff doing any labor outside MUST wear N95 face mask. 	<p>Procedures Reminder posted on School Website,</p> <p>Inform community of canceled activities /events</p>
300 & over Hazardous	This would trigger health warnings of emergency conditions. The entire population is more likely to be affected.	<p>School may be canceled a decision will be made before the day starts. No mid-day closures.</p> <ul style="list-style-type: none"> • ALL Students - No Movement, Stay in current room. Students are required to wear masks outside of classrooms. All events and activities canceled. • Staff - Staff MUST wear N95 face mask when traveling outside 	<p>Procedures Reminder posted on School Website</p> <p>Inform community of canceled activities /events</p>

*The descriptors are taken from the US Environmental Protection Agency (EPA) classifications.

- All Residential Staff to have the Air Visual App on their devices, monitor air quality and follow the procedures
- School closures (if necessary) will be announced the night before – There will not be any mid-day closures. During school closures students will be taken on an outing where possible
 - Planned outings during smoky season will be indoor activities only

