



# STUDENT & PARENT HANDBOOK

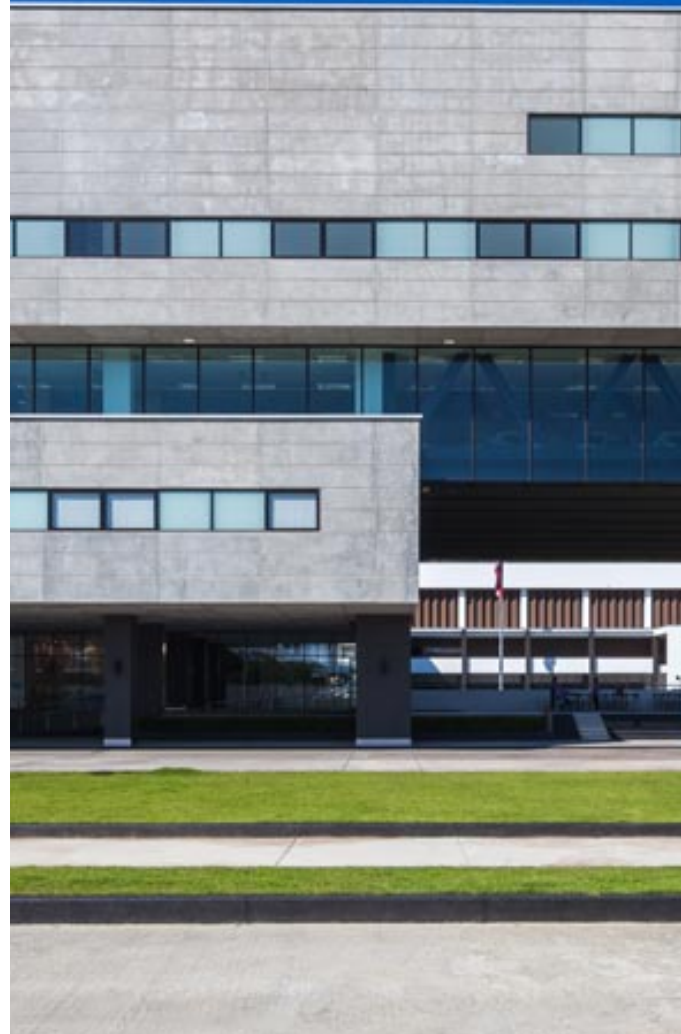
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ENGLISH VERSION

2019 – 2020

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MAHIDOL UNIVERSITY  
INTERNATIONAL DEMONSTRATION SCHOOL



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## OVERVIEW

Mahidol University originated in 1888 as a medical school affiliated with Siriraj Hospital, the first hospital in Thailand. In 1943, the medical school grew into the 'University of Medical Sciences' and in 1969, the university was renamed 'Mahidol University' by H.M. King Bhumibol Adulyadej after his father H.R.H. Prince Mahidol of Songkla. Over the years, Mahidol University has continuously grown and strived for educational excellence. To date, the university has 368 educational programs, covering a wide range of disciplines, including medicine, science, public health, nursing, pharmacy, dentistry, engineering, environment and natural resources, veterinary science, sports science, information and communication technology, management, social sciences and humanities, innovative learning, music and arts.

Mahidol University started its first international degree programs some 50 years ago but it was only in 1986 Mahidol University International College was officially established. Currently, the university has 146 international programs: 52 Doctoral, 66 Masters', 24 Bachelor, and 4 Diploma/Certificate programs. Based on the concept of "Global Quality-Thai Touch", the international programs have attracted students from 40 countries. Moreover, Mahidol University has collaborative student exchange programs with 150 overseas institutions.

As the international programs are flourishing, there have been concerns of having student applicants who are proficient in English, math, and science knowledge to feed into the programs. In 2008, a steering committee was formed to conduct a feasibility study of having an international demonstration school as a feeder school of the university. In 2010 Mahidol University Council approved the founding of the new school and the Board of Director of the new international demonstration school was assigned the responsibility of founding MUIDS, Mahidol University International Demonstration School. MUIDS is committed to

- a) Providing quality education which will enable students to further their studies in the universities of their choices, either in the international programs or in Thai programs.
- b) Facilitating the physical, mental, social, emotional, and moral development of each child as a unique individual.
- c) Being a laboratory of research and applied practices to improve teaching and learning which will benefit society at large.

# MUIDS PHILOSOPHY, MISSION, VISION

## **PHILOSOPHY**

MUIDS is committed to be “Wisdom of the Land” through the application of best practices in education. With the emphasis on experiential and service learning, and social involvement, the schooling process facilitates the whole person development and inculcates a sense of responsibility to serve and make the world a better place to live in.

## **MISSION**

MUIDS provides high quality, life-skills based education to enable students to live happily in a global society and to enter universities of their choice, in and outside Thailand.

## **MUIDS VISION**

MUIDS will be recognized worldwide as a model international demonstration school.

## EXPECTED SCHOOLWIDE LEARNER OUTCOMES

Generated from the core values of Mahidol University and the 21<sup>st</sup> century global literacy skills, the Expected Schoolwide Learner Outcomes are taught at each grade level in ways that are developmentally appropriate.

### 1) STRATEGIC LEARNERS

*How do we learn?*

We can

- a) Recognize what is important to know and understand
- b) Reflect on our learning and how our mistakes help us to improve
- c) Plan how to learn without wasting time
- d) Use technology to do research and to work

### 2) INNOVATIVE THINKERS

*What new ideas and ways of thinking are possible?*

We can

- a) Build on the ideas, explanations, and reasons of others
- b) Apply what we know to analyze, evaluate, and solve problems,
- c) Be creative and original
- d) Use technology to create high quality products

### 3) ARTICULATE COMMUNICATORS

*How do we communicate with others?*

We can

- a) Listen, read, write, and speak for different purposes and using different methods
- b) Tell what we understand and how we understand to different social groups
- c) Use technology and media to clarify, explain, and state our ideas

### 4) MORALLY INTELLIGENT PERSONS

*In what ways do we show we make the right choices?*

We can

- a) Show behavior that is moral, honest, and correct according to our society's rules
- b) Encourage honesty, justice and peace in the community
- c) Show we are hardworking and caring
- d) Use technology in ways that do no harm

### 5) ALTRUISTIC GLOBAL CITIZENS

*How do we show we are good citizens of the world?*

We can

- a) Live a healthy lifestyle and be responsible citizens
- b) Respect other cultures and those who are different from us
- c) Show concern and responsibility for the well-being of the community



d) Use technology to promote community service

6) LEADERS FOR THE FUTURE

*What do good leaders do?*

We can

- a) Build teamwork and leadership to achieve common goals
- b) Work through our differences and accept group decisions
- c) Evaluate how well we work together and give one another helpful feedback
- d) Use technology to solve our problems and do our work together

## THE UNIVERSITY EMBLEM



Mahidol University emblem is comprised of two circles: the inner blue circle and the outer white circle. The inner circle consists of the Royal Coat of Arms of the Chakri Dynasty placed under the great crown of victory (Pra Maha Phichi Mongkut) and intertwined by the Thai letter “ม”, the initial letter of H.R.H. Prince Mahidol’s last name.

- The great crown of victory or Phra Maha Phichi Mongkut signifies the status of the King, one of the most important Royal Regalia of Thailand.
- The Royal Coat of Arms of the Chakri Dynasty consist of the discus (Chakra) and the trident (Trisula) the celestial weapons of God Narayana , signifying the Chakri King is a personification of God Narayana.
- The official color of the school is “blue”, denoting Royal bloodline.

The outer circle is white with the name of the university and the university’s motto written in Pali language: “Attanam upamakare”, translated as the Golden rule in English: Do unto others as you would have others do unto you.

## THE SCHOOL LOGO



The school uses MUIDS, the abbreviation of Mahidol University International Demonstration School, as its logo.

The letters **“MU”** stand for Mahidol University, suggesting that the school is an offspring of Mahidol University.

The letter **“I”** is visually presented as a young tree or a book with two birds soaring in the sky.

- The young tree is the symbol of youth or adolescence
- The book symbolizes academic excellence
- The two birds signify academic success and global competence

The yellow star represents the dot on the letter **“I”** which signifies **“Wisdom of the Land”** (MU vision)

The letter **“D”** stands for Demonstration, suggesting an emphasis on educational research and the professional development of teachers

The letter **“S”** stands for secondary school

The school colors are: navy blue, sky blue, and yellow.

# ADMISSION

The admission process allows the parents of prospective students to learn more about MUIDS in order to determine whether this is the right school for their child. It is important that interested parents receive as much information as possible about the school before submitting their child's application form.

## ADMISSION POLICY

MUIDS is committed to procedures for the recruitment and admission of students which are fair, explicit, and implemented consistently. Hereby declared details of the application, selection, and other processes of the third round as follows:

Admission Process	Round 1	Round 2	Round 3
Application Submission	5 August - 15 September 2019	18 October - 24 November 2019	13 January - 21 February 2020
Exam day	28 - 29 September 2019	7 - 8 December 2019	7 - 8 March 2020
Exam Result Announcement	15 October 2019	20 December 2019	23 March 2020
Tuition Fee Payments	15 October - 30 November 2019	20 December 2019 - 31 January 2020	23 March - 30 April 2020

## ADMISSION REQUIREMENTS

1. An applicant must complete / be studying at the middle school level or equivalent (Mathayom 3) from an academic institute recognized by the Ministry of Education, the Royal Thai Government or
2. Must complete / be studying Grade 9 (in the American educational system) or
3. Must complete / be studying Grade 10 (in the British educational system).

**\*\* According to the item 2. or 3, the applicant who passes the exam is required to submit the middle school certificate (or its equivalent) from the accredited institute within the specified period, so that the applicant will be eligible to enroll for grade 10 of Mahidol University International Demonstration School.**

**\*\*\* In case the applicant finishes his/her education at the level higher than Mathayom 3, Grade 9 or Year 10, he/she will be able to take an examination. If he/she gets admitted, he/she has to start at Grade 10, and cannot use the equivalent certificate to skip to Grade 11 or Grade 12. Moreover, the applicant under the regulations above is not allowed to enroll for the admission.**

## REQUIRED DOCUMENTS

The applicants must apply online by filling out the application form (personal and educational information) and attach the following application documents:

1. Application card with one photograph (1 - 2 inches)
  - Taken in full-face view directly facing the camera
  - Student uniforms or polite attire should be worn in his/her photo
  - Taken within the last 6 months
2. A certified copy of Citizen I.D. or passport
3. A certified copy of the house registration
4. A certified copy of the academic transcript
  - Academic transcript of Mathayom 1 - Mathayom 2 (in the Thai educational system) or
  - Academic transcript of Grade 7 – Grade 8 (in the American educational system) or
  - Academic transcript of Year 8 – Year 9 (in the British educational system)
5. An official letter from the applicant’s school certifying his/her current academic status of Mathayom 3 / Grade 9 / Year 10
6. If the applicant has already graduated from Mathayom 3 / Grade 9 / Year 10, he/she can use the degree certificate and the academic transcript to enroll for the test

**\*\* In case of incomplete online documents, the applicant can submit those documents to the admission committee within the day of the examination. The applicant is not allowed to take the test if he/she does not show all the documents to the committee.**

#### **ENROLLMENT FEES**

The applicant must make a payment of 5,000 baht for each round. One payment of the round cannot be used in the other rounds and the applicant must take the examination in the round that they apply for. Otherwise, the school will consider this as a waiver for the admission and the payment cannot be used in the next round.

**\*\* Under the school process, the school will not give the refund to the applicant in any circumstances.**

#### **PASSING CRITERIA FOR ADMISSION TEST**

A minimum of

- Consideration 450 TOEFL score or above
- Satisfactory performance on the 2.75 Traits Writing Rubric
- Satisfactory performance on the 9 Mathematic of MAPs
- Satisfactory performance on the 9 Reading comprehension of MAPs
- Satisfactory performance on the 2.75 Traits Interview Rubric

#### **ADMISSION TEST SCHEDULE**

<b>Day One</b>		<b>Day Two</b>	
9:00 -11:30	TOEFL	8:00-12.00	MAP Test
13.00 - 14.30	Writing Test	9.00-13.00	Interviews

#### **ANNOUNCEMENT OF SELECTED APPLICANTS**

After the examination result is announced, the applicant who passed the test has to proceed the following processes:

1. The applicant with the original documents of the degree certificate and the academic transcript can make a full payment of tuition fees within the specified date. Any late payment will be regarded as a waiver to study in grade 10 at Mahidol University International Demonstration School.
2. The applicant without the original documents of the degree certificate and the academic transcript on the day of the result announcement or **those who graduated from the other educational systems (not the Thai system)** can make a full payment of tuition fees within the specified date. Any late payment will be regarded as a waiver to study in grade 10 at Mahidol University International Demonstration School. **The applicant must submit all the documents (the degree certificate and the academic transcript or the documents certifying the academic equivalency with the Thai educational system)** to the school registrar within the enrollment confirmation day. Otherwise, the applicant will be disqualified from the school if the applicant's documents do not meet with the school's requirement.

### STUDENTS WHO NEED ADDITIONAL SUPPORT

MUIDS is not equipped with facilities, support programs nor personnel to serve students with or who may have special needs, or students with or who may have behavioral or psychiatric problems.

### STUDENT DOCUMENTS

Students admitted to MUIDS need to have submitted all required and relevant documents. Any changes in address and telephone numbers need to be reported to the office immediately so that student files can be updated. If a student is not living with legal parents, the school must be informed of the guardianship status. Returning students need to update their contact information yearly.

### RE-REGISTRATION

Re-registration occurs on a yearly basis. All families are expected to re-register their children for the following school year no later than the date specified on the monthly calendar. No students will be permitted to begin the new school year unless all financial obligations of the previous school year have been satisfied.

### TUITION REFUNDS

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

More than the 60th day before the semester begins	90%
Less than the 60th day before the semester begins	75%
Up to the 5 <sup>th</sup> day of the semester	50%
Up to the 6 <sup>th</sup> day until the 10 <sup>th</sup> day of the semester	25%
From the 11 <sup>th</sup> day through the end of the semester	No Refund

### NO-RETURN FOR NON-APPEARANCE

Returning students who do not appear at school in the first month of the semester, September or January, without prior notice in writing to the School Director, automatically forfeit their studentship at MUIDS and shall be treated as new students upon returning to the school.

## ACADEMIC PROGRAM

MUIDS is committed to providing academic excellence through a rigorous college preparatory program with English as the language of instruction. Therefore each student and their parent/guardian are required to sign the **MUIDS Language Policy (Appendix 8)** form at the time of registration. The education process is conceived as a joint venture among students, parents, and teachers. Teaching, in line with modern research, is strategically designed to promote better understanding of how students effectively learn new concepts and construct knowledge and understanding.

MUIDS has established a series of standards, benchmarks, and Expected Schoolwide Learner Outcomes (ESLOS) that all students acquire through formal educational process and extra-curricular activities, and are expected to meet by the time they graduate. Teachers develop relevant and challenging instructional units to engage students in learning and developing high level thinking and problem solving skills. Various assessment strategies are integrated into the teaching to measure student progress. Self and peer assessment are also encouraged. To do this, assessment rubrics are developed to identify the desired outcomes and features of an assignment or project. Assessment criteria are shared with students so they can better understand the expectations and strive to meet them.

### HOMEWORK

Homework allows students to practice learned concepts or skills. The purpose of homework is to enhance student achievement; i.e. to help in mastering specific skills, to become self-directed responsible learners, and to develop good study habits. Homework also provides students with opportunities to transfer specific skills or concepts to new situations. The amount of time spent on homework will vary from day to day and according to teachers, adhering to the following guidelines:

- No more than ten minutes of homework per hour of class time will be assigned, understanding that this is a guideline, and some students finish their assignments at faster or slower rates.
  - AP classes are exempt from this guideline
- Homework is meant for reinforcement of learned skills, not as the sole instruction in those skills.

Therefore, it is important that students do not fall behind in their homework nor put off completing assignments until late in the evening and are required complete missed assignments if absent.

## THE SCHOOL YEAR, CLASS SCHEDULES

THE SCHOOL YEAR	
<i>Students attend 180 school days. The school year is divided into two semesters. Each semester has two quarters.</i>	
First Semester	August – December (90 school days)
	First Quarter August - October
	Second Quarter October – December
Second Semester	January – June (90 school days)
	Third Quarter January – March
	Fourth Quarter Mid-March – June
Summer school:	July

### Regular Bell Schedule

7:30-8:25	Period 1
8:30-8:45	Homeroom
8:50-9:45	Period 2
9:45-10:05	Break
10:10-11:05	Period 3
<b>11:05-12:00</b>	<b>Early Lunch</b>
<b>12:05-1:00</b>	<b>Period 4</b>
<i>11:10-12:05</i>	<i>Period 4</i>
<i>12:05-1:00</i>	<i>Late Lunch</i>
1:05-2:00	Period 5
2:05-3:00	Period 6
3:05-4:00	Period 7

### Wednesday Schedule

7:15-7:55	Teacher Time
8:00-8:55	Period 1
9:00-9:55	Period 2
9:55-10:15	Break
10:20-11:15	Period 3
<b>11:15-12:10</b>	<b>Early Lunch</b>
<b>12:15-1:10</b>	<b>Period 4</b>
<i>11:20-12:15</i>	<i>Period 4</i>
<i>12:15-1:10</i>	<i>Late Lunch</i>
1:15-2:10	Period 5
2:15-3:10	Period 6
3:15-4:00	Period 7

\* 3:05 p.m. - 4:00 p.m. is the 7th period activity time. All students are required to attend at least one session per week.



# ASSESSMENT POLICY

At MUIDS assessment is used by both teachers and students to enable the review, planning and improvement of learning. It is fully integrated with the delivery of the curriculum and is an essential component of effective teaching practices. Assessment happens before, during, and after the teaching. Teachers should avoid comparing students' performances; feedback to students should be about what they can do to improve.

The school endorses a wide spectrum of assessment methods, e.g.:

- Self-assessment
- Peer assessment
- Coursework and homework
- Projects
- Portfolio
- Quizzes
- End of topic/unit tests
- Examinations

Some general assessment guidelines:

- Assessment should be on-going, both formative and summative.
- All assessment should be transparent; i.e., the criteria are understood to all students.
- Assessment feedback should be shared with students in a timely and meaningful manner. The nature of the feedback should aim at enhancing the learning process.

## PERCENTAGE GRADE

Grades are a measurement of student effort and achievement in mastering the content, skills, and affective outcomes of the given subject areas. Each department assigns weights to each grading category (e.g. participation) in order to emphasize what is important to know and be able to do. The report grade reflects student attainment of the grade level benchmarks compared with the normal expectations of that grade level:

90-100%	A	Consistently exhibit outstanding performance
85-89%	B+	Exhibit very good Performance most of the time
80-84%	B	Exhibit good performance most of the time
75-79%	C+	Meet requirements, satisfactory
70-74%	C	Meet requirements, fair
65-69%	D+	Experiencing difficulty, but making progress
60-64%	D	Experiencing difficulty, need improvement
40-59%	F	Failing the subject
	I	Incomplete

## STUDENT CONTRACT

Students are expected to demonstrate a desire to learn and a willingness to work hard and perform at their best level. In addition, they are expected to regularly attend classes and display satisfactory behavior. When these standards are not being attained, a process of student/parent conferences, academic and behavioral contracts will be initiated.

A student contract is an agreement between a student, their parent, and the teacher. It spells out the expected behavior, unacceptable behavior, the benefits/rewards for improving behavior, and the consequence for failing to improve behavior.

The contract should be worked out with the parents, the child, and the teacher. It is most effective if both the parent and the teacher work collaboratively to reinforce the student's appropriate behavior as described in the contract. Accountability is an important part of the success of a student contract.

### **SCHOOL-WIDE TESTING SERVICES**

MUIDS coordinates a battery of achievement and writing tests. The results of the tests will be interpreted to parents and the appropriate school personnel. Test information enables counselors and teachers to work more effectively with students, and plays an important role in individual educational planning.

### **MONITORING STUDENT PROGRESS**

Teachers meet periodically to discuss the progress and achievement of students in order to monitor their progress. By midyear, teachers will identify students at risk of failure. In such cases, a student study team will be set up to study, plan, and develop an intervention and future educational plan. Teachers may use the Student of Concern Referral online form if they're concerned about a student's academic progress or social-emotional wellbeing. Students Services team will review the forms weekly and will discuss a student's case.

### **REPORTING STUDENT PROGRESS**

MUIDS is committed to providing a challenging college preparatory program. The curriculum is structured in a manner which will enable students to apply to Thai programs as well as international programs in highly competitive universities. MUIDS students are expected to demonstrate willingness to strive for their personal best in all they do.

Teachers and parents formally communicate student progress throughout the year through the following

- Parent-Teacher Conferences
- Report Cards

### **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences are provided **once** a year. Notices to arrange for an appointment are sent home before the conferences. In addition, at any time during the year, a parent or teacher may request a conference. Appointments for conferences can be arranged individually by letter or phone through the office. The purpose of these conferences is to be two-way communication between the school and parents. Parent-teacher conferences give parents a clear insight into their child's school experience and achievements.

### **REPORT CARDS**

Report Cards for all students are issued at the end of each semester: two times each school year. Parents have the right to discuss with teachers their child's progress, including the grading policy and how the grade was determined.

To be in good academic standing, no more than one F is allowed per semester.

## PARENT INVOLVEMENT

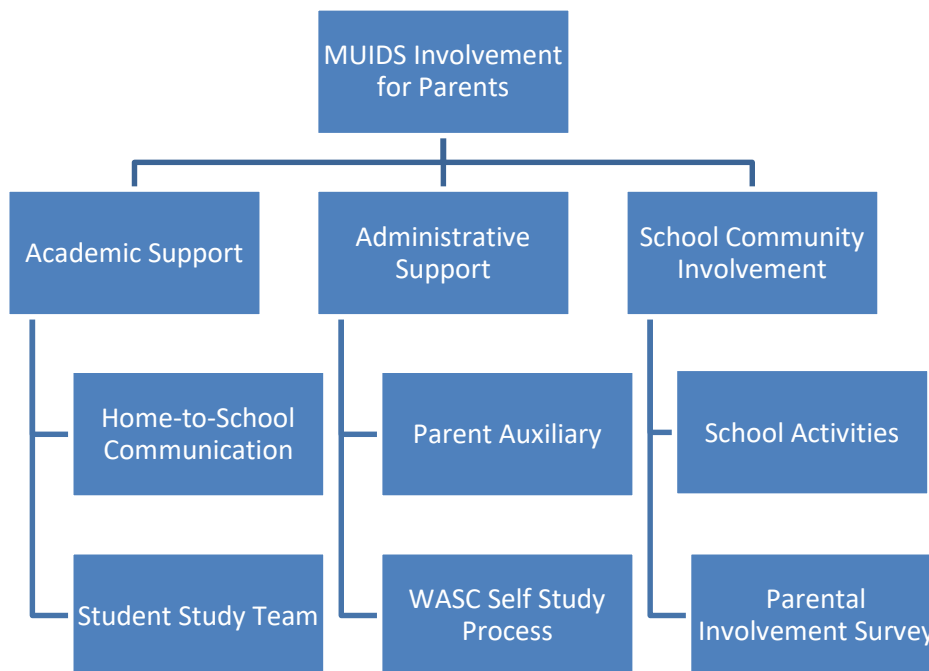
(System of Involvement for Parents)

MUIDS Provides the following three types of involvement for parents:

1. Academic Support
2. Administrative Support
3. School Community Involvement

Each type of involvement is specific to the need of the student, development of the school, and the community. Below you can see the extent to the parent involvement system and how we are continually changing our services to the needs of our students and parent community.

### PARENT INVOLVEMENT ORGANIZATIONAL CHART



### ACADEMIC SUPPORT

In regards to Academic Support, MUIDS provides two types. The first type, Home-to-School Communication, primarily involves communication with parents regarding the academic progress of their students. We provide two formal types of communication which are report cards and Parent-Teacher conferences (PTC). The report cards are provided every semester so parents and students know their academic progress at school. PTCs are also arranged at the end of the first quarter in order for parents to speak one-on-one with teachers and administrators about their child's progress and what they can do to improve their academic achievement.

The other type of academic support is the student study team. The student study team is for students who may have significant difficulties in school involving one or more of the following: difficulties with school work, emotional issues, and/or behavioral issues. In this process, a referral is made by a

teacher, administrator, staff member, or parent. The referred student is then observed by the school counselor who notes any unusual behavior in class. After the observation, the school counselor may consult with teachers and administrators. If it is concluded the student needs additional support, the student will enter a student study team which is comprised of the school counselor, administrator, teachers, parent, and student. The issues regarding the student are discussed and together the study team comes up with an intervention plan to help promote prosocial behavior and academic achievement. Parents are key in this process as the student study team plan must be reinforced at home as well as in school.

### **ADMINISTRATIVE SUPPORT**

Parents are also involved in the administrative operations of the school through the Parent Auxiliary and the WASC Self Study Process. The Parent Auxiliary was created to solicit feedback from parents regarding the building, operation, and improvement of the school. The Parent Auxiliary meets every quarter to discuss the progress of building the school, any concerns that parents may have, and the identification of resources and services from the community to support student learning. This group also plays a vital role for the distribution of school information to other parents as well as the recruitment of parents to be involved in the happenings of the school. The Parent Auxiliary may also plan and contribute to student events to promote school spirit at MUIDS. In order to be a part of the Parent Auxiliary, an application form must be filled out and submitted to the MUIDS administration who then gives it to the Auxiliary president.

### **SCHOOL COMMUNITY**

Finally, parents are also provided opportunities to participate in the school community. MUIDS is developing a student activity program that will allow parents to also participate in school events. While all activities are open for parents to participate in, student activities take place during the work week making it inconvenient for working parents to participate. In light of this, MUIDS has planned more student activities on the weekend so parents can also participate in student events. For example, the sports days were planned with parents in mind so that they can participate in school events. All of the events available for parents to attend can be found in the student activities calendar found on the MUIDS website.

MUIDS is always looking for different ways parents can contribute to the school. In light of this, MUIDS provides a yearly parental involvement survey that solicits what parents think about the school and the types of resources they feel they can offer in support of the school, such as internships and other learning opportunities. This survey is provided to parents at the beginning of each school year. The results of this survey are compiled and used to help plan other ways for parents to be involved at MUIDS.

# WITHDRAWAL

## EARLY WITHDRAWAL

Tuition refunds will be granted in accordance with the schedule published by the finance office.

## TEXTBOOK DEPOSIT

All basic hardcover textbooks are supplied to the student on a loan basis. Students may be required to purchase paperback books for certain courses. At the time of enrollment, new students pay a one-time textbook and damage deposit fee of 50,000 Baht. Upon withdrawal, 50,000 Baht, less any current charges for loss or damage, will be refunded. The textbook refund is available four weeks after students withdraw or graduate from school. If not claimed by then it is no longer refundable.

## LEAVE OF ABSENCE

Students may take leave of no more than 1 school year with the following conditions: sickness (doctor's recommendation required) or studying overseas as an exchange student. The leave of absence is effective on the day the School Director approves the request. Parents of students who need to take a leave of absence are required to fill out and submit the **Request for Personal Leave/Absence Form (Appendix 1)** to the School Director. The acknowledgement and approval of this form by the School Director will reserve the student status for 1 school year. To maintain student status, textbook and security deposits are required to remain deposited at school. If the student does not return the following school year, he/she will be treated as a new student upon their return to the school.

## NOTICE OF WITHDRAWAL

A student is required to notify the Registrar and Counselor as soon as it is known that he/she will be leaving. A **Withdrawal Form (Appendix 2)** must be completed before the last day of attendance. A four week notice is needed to receive the school fee reimbursement.

## CREDIT GIVEN UPON EARLY WITHDRAWAL

Request to withdraw from MUIDS must be submitted before the end of a semester. A written request signed by the parent or guardian is submitted to the Registrar at least two weeks prior to withdrawal. Credit is granted on the following conditions:

- The students completed the semester.
- The student has not exceeded the limit for absence.
- Performance to date warrants a passing grade.

The MUIDS official transcript, indicating credit accrued thus far, determines the student's proper grade placement.

## TEACHER INSERVICE DAYS

Because the school is committed to the continuous improvement of instructional quality, inservice days are set aside as professional development days for MUIDS teachers. Inservice may be arranged in the form of workshops, conferences, or seminars after school hours or on weekends, providing the opportunity for MUIDS teachers to learn from one another and from professional educators from both local and overseas institutions.

On inservice days, teachers reflect and work collaboratively to develop and improve instructional units, teaching, and assessment methods, to ensure that effective and successful learning is taken place in every class. The pooling of expertise and experience helps to keep MUIDS teachers abreast of the latest trends in their field of study and general education matters. Teachers also use these days to dialogue and coordinate efforts among peers and with administrators. Inservice days are clearly marked in the school calendar.

# SERVICES

## TRANSCRIPT AND CERTIFICATE OF ENROLLMENT

Transcript and certificate of enrollment are important documents that we provide for the students. Requests for transcripts and certificate of enrollment (Appendix 15) must be submitted to the Registrar's office after the fee is paid. There is a 3-5 day processing period from the time we receive your transcript request. If you request for the enrollment verification letter, you will need to attach a recent colored photo of size 3x4 cm. dressed in uniform with blue background, one photo per letter. Official transcripts/Certificate of enrollment CANNOT be faxed, emailed or mailed to recipients.

## SCHOOL PUBLICATIONS

Parents, students, and the school community can learn about news and events through the school's website, social media accounts, and other school sponsored communication channels so that our publications may accurately reflect campus life, we request each parent/guardian to sign a **Parent Release Form for Media Recording (Appendix 11)** either at registration or at the beginning of the first term. Parents have the option to allow or disallow MUIDS from using images or recordings of their child.

## MUIDS LIBRARY SERVICES

The MUIDS Library will be open from 7:00 a.m. to 5:00 p.m., Monday through Friday. Using the library is a privilege which may be revoked anytime a student behaves irresponsibly or disrespectfully. During class time, students MUST have a pass, a note, and a purpose to be in the library. No food, drink, gum, or candy is allowed in the library. A student may be asked to leave the library for being disruptive or disrespectful.

- The first offense - no library privileges for 1 week
- The second offense - no library privileges for 2 weeks
- The third offense - no library privileges for the remainder of the quarter

Students may check out 5 items at a time. Items are checked out for a period of 2 weeks. Reference books, such as encyclopedias and dictionaries are to be used only in the library. Students with an overdue book may not check out additional materials until the overdue book is returned. There is a fine for late items. Items overdue by thirty days are considered lost and require immediate payment for replacement. Lost materials are charged; the cost of replacing the item or lost books can be replaced by the student with the same title, or a similar title with the permission of the librarian.

In addition to MUIDS library, students may use and borrow books from all libraries of Mahidol University and are expected to follow the rules, regulations, and procedures of the respective libraries.

## CANTEEN SERVICES

Canteen will be open from 6:30 a.m. to 3:00 p.m. on Monday to Friday.

All students must queue up in an orderly manner when purchasing food.

- All food and drinks must be consumed within the school canteen or provided area only.
- All students must finish their food/drinks before the recess ends.
- All students must help to maintain the cleanliness and tidiness of the school canteen.

## **SCIENCE LABORATORIES**

MUIDS has physics, chemistry, and biology. The science laboratories are managed and maintained by science laboratory technicians under the direct supervision of the Science Department Head. Science teachers schedule classes in the science laboratories regularly. Students are expected to strictly follow safety procedures and regulations.



## TECHNOLOGY USE

All technology use and internet access is provided solely for educational purposes. Students must not access entertainment sites; for example, social networking sites or game sites, except for educational purposes under teacher supervision. Students who violate security responsibilities may lose access to the Internet and the school network. Each student will be held accountable for any inappropriate material found in his/her personal folder, regardless of how it got there.

### MUIDS TECHNOLOGY RESOURCES

The school administration strongly believes in integrating technology in education, and recognizes its potential in supporting our curriculum. Our goal is to provide top-notch technology solutions, which could facilitate in production, research, communication and problem solving. We will make every effort to protect users from any misuses or abuses faced by them while using technology resources at MUIDS. All users should read this policy carefully. The terms therein are applicable to all students, faculty and staff who utilize any of the school's technology resources.

The school will allocate access to the Internet, the school network and a personal computer device to all of its teachers and administrative staff who follow the below mentioned terms of this policy on the use of IT.

Students will receive access to similar services with the exception of receiving a personal computer. It is however mandatory for all students to own an individual personal computer for the duration of their studentship at MUIDS; one which must be portable and brought to class consistently.

IT is essential. Individual email accounts will be provided to all users who follow the terms of the school's IT policy throughout their study term.

### POLICIES & REGULATIONS

- Access to the school's technology resources will be allowed only to users currently affiliated with the school and can only be used solely as part of the educational objectives of the school.
- When using the school's network or computing resources, users must follow the rules & regulations associated with the resource location.
- When in doubt, a user must ask the IT Department before using any technology resource thereby ensuring not to be penalized because of misunderstanding.
- Using internet for anything other than acceptable content (please read 2.1 for details on the content that is not allowed) may result in losing access to all of the school's technology resources.
- Because access to the Internet provides connections to other computer systems located all over the world, users must understand that neither the MUIDS Technology Committee, nor any member of the MUIDS 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. Mahidol University International Demonstration School does not condone the use of such materials.
- Neither the MUIDS Technology committee, nor any member of the MUIDS administration will be responsible for any damages that users suffer. This includes, but is not limited to the loss of data or service interruptions for any reason.

- Vandalism is defined as any malicious attempt to harm or destroy data of 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, 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. If user commit vandalism, he/she may lose access to the school's technology resources, face school disciplinary action, and be reported to the police.

### **UNACCEPTABLE CONTENT**

Users may not send or receive anything that violates the Mahidol University International Demonstration School 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
  - Use of pirated on unlicensed software on MUIDS computers
- Threatening material or messages
- Harassing material or messages
- Material or messages containing personal information such as names, phone numbers, 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 MUIDS, or any of its community members, through the use of technology on or off campus.
- Engaging in bullying, intimidation, or defamation of any MUIDS community member, through the use of technology on or off campus
- Technology used for any personal commercial purpose

### **MUIDS TECHNOLOGY CODE OF CONDUCT**

All computer users agree to:

- Be ethical and courteous and not send hateful, harassing, obscene, discriminatory, or other inappropriate messages, and images.
- Respect the files and data of other users and not change or copy files/data of others without their permission.
- Treat anything created by others (information, graphics, music, sounds, projects, etc.) as their 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, computer systems, or networks and not hack the system.
- Not attempt to access any secure information including Servers and or Administrative account credentials for MUIDS computers
- Not destroy, change, or misuse the hardware or software in any way.
- Use the Internet for educational purposes.
- Respect and protect the privacy of all users. Do not use anyone else's username, password, etc.

## **NETWORK SERVICES**

All users including staff and students of MUIDS will be provided with an individual Internet access account consisting of a username and password that provides Internet and Intranet access within MUIDS.

- Accounts are only to be used by the individual it has been assigned to.
- Accounts only permit that one device be logged onto the network at a time and therefore the account should not be used for handheld or mobile devices by students and or teachers so as to ensure there is no interruption to classes.

## **POWERSCHOOL TERMS & CONDITIONS**

All PowerSchool (including PowerTeacher, GradeBook and ReportWorks) software users must adhere to the following usage guideline.

- Grades can be inputted only by the teacher officially assigned to the specific section where the grades shall not be altered by any other stakeholder of the school including, other teachers, Directors, MUIDS staff, students and or parents.
  - Any alterations to grades will be logged on the PowerSchool Server, which will be audited periodically to ensure the integrity of the schools proceedings.
- Teachers for specific sections are liable for timely allocation and submission of grades, which must be submitted for each quarter within the designated period.
  - Refer to [MUIDS Academic Calendar](#) for deadlines
- The registrar may make grade alterations under the approval and supervision of the MUIDS Director when presented with a grade change form outlining an objective reason for the change.
- Grades assigned to students for individual classes can however be monitored by MUIDS's Directors to ensure completeness of grades and progress reports.
- MUIDS' PowerSchool Servers are both physically and virtually off limits to all members of the staff and student body with the exception of the MUIDS Technology Coordinator.

Violation of any of the regulations as listed above and or tampering with either software or hardware aspects of the servers will be deemed as vandalism and appropriate measures will be taken.

## **LAPTOP PROGRAM**

At MUIDS, technology is taught and integrated into the academic programs of the school. As part of this commitment, all students are required to have and use a laptop computer when appropriate in their classes throughout the school day. Guidelines for use of laptops at school are as follows:

- Students must accept responsibility for their laptops.
- Students should have an awareness of security issues and follow the expected practices for preventing loss and theft.
- Students should avoid leaving their laptops unattended or sharing their computers in situations that encourage loss or theft.

If a laptop computer is lost or stolen, the student should notify the school administration immediately.

# STUDENT ACTIVITIES PROGRAM

In line with MUIDS objective of providing a holistic education, the school offers an extensive student activities program. The student activities program is designed to

- Complement and enrich the academic program
- Provide venues for further development of the Schoolwide Learner Outcomes
- Meet the needs and interests of students that are not provided by the curricular program

MUIDS student activities may be organized in the form of sports, clubs, community services, and projects, classified as:

1. Extra-curricular activities which are not directly linked to the academic subjects but are essential to the development of special talents, creative and technical skills, the development of services and social responsibility, and the development of leadership qualities. Examples of extracurricular activities include, but are not limited to, Student Council, Model United Nations, etc. Students are required to choose at least one extra-curricular activity per semester.
2. Co-curricular or academic support activities which directly enrich and complement various content areas.
3. Sport Programs offering a diverse selection of sports to interest students and athletes. MUIDS athletes will participate in Thai school athletic tournaments, as well as international school athletic tournaments within and outside the country.

All student activities must be sponsored by a teacher and approved by the administration. Fundraising to support student activities must follow school regulations. Fundraising activities vary from collecting funds through food sales, sale of services, performance, to donations from benefactors.

## EXTRA-CURRICULAR ACTIVITIES

### SERVICE LEARNING THROUGH COMMUNITY SERVICES

Community service is a central component to the student activities program at MUIDS. All MUIDS extra-curricular activities are required to have a service learning and community service component. Through our program, students discover that service learning means to share one's knowledge and expertise with the community. Service learning means to connect what students learn in school with the natural sense of caring and concern they have for their world--whether at school, in their community, or in the world. Strategically, students learn that to be Altruistic Global Citizens (MUIDS ESLO) they must reflect, transform, and take action. In so doing, students gain greater insight into themselves, develop respect and responsibility, and at the same time begin to see themselves as partners in progress with their communities and with humankind.

### CLUBS

Student Clubs are vital to providing students the outlet for personal expression and growth. Enrichment clubs such as Model United Nations, Science Club, and Key Club, are designed to help students improve academically, socially, and emotionally. We offer a variety of clubs based on student interest. Below is a tentative list of clubs available to students. To see a detailed description of each organization, please see *Appendix 1* in the *MUIDS Program of Studies* handbook.

### STUDENT COUNCIL

Students are involved in the affairs of school through a representative structure of a Student Council. The student council shares students' ideas, interests, and concerns with teachers, and administration for the benefit of the school and its students. The council also helps raise funds for school-wide activities, including social events, and community projects. Through participation in the student council activities, students learn democratic principles, leadership, and skills that are an extension of their formal education. The aims of these extra-curricular activities are to developing a team concept, defining the group's vision, improving communication skills, and building skills in problem-solving.

### FIELD TRIPS

Fieldtrip are organized to extend and enrich what is learned in school. MUIDS schedules several educational trips during the year. After a field trip has been approved by the administration, a letter providing information and an itinerary will be sent to parents from the teacher who organizes the trip.

MUIDS assumes a significant responsibility in taking these trips. A student's school behavior prior to the trip must be cooperative and positive in order to be eligible for the field trip. Students not attending field trips are expected to be at school.

All field trips require a **Parent Consent Form (Appendix 3)** signed by the parent/guardian to allow permission. The parent permission form must be completed and submitted to the school at least two to three weeks before the date of the trip.

### WEEK WITHOUT WALLS

The Week Without Walls is a 3-5 day excursion that centers on a first-hand learning experience. The Week Without Walls facilitates the development of the Expected Schoolwide Learner Outcomes, and enriches and extends academic learning. In addition, it develops social and cultural awareness, and fosters peer relationships.

The Week Without Walls usually takes place in February and May. All excursions are chaperoned by MUIDS teachers at a maximum ratio of 15:1, students to teachers. In certain locations, there may also be trained and qualified ground staff to assist.

## **CO-CURRICULAR ACTIVITIES – ACADEMIC SUPPORTS**

### PEER TUTORING

MUIDS Peer Tutoring Program is a free-of-charge, one on one basis tutoring lesson offered by academically excellent students for any student who needs support in school subjects including Math, Science, English and other electives. The peer tutors are carefully selected each year, and are trained to be an effective listener and guide. Students who would like to receive tutoring lesson can submit their request form with the counselors. They will be matched with a tutor who has the mutual time preference, and they will meet with their tutor regularly at the library after school. Peer tutors receive a certificate and community service hours in return for their tutoring service once they are officially matched with a student.

### TUTORING POLICY

A teacher who tutors MUIDS students must do so in compliance with the school tutoring policy. In general, tutorial regulations are as follows:

- A MUIDS teacher may never tutor any of his/her students for a monetary fee or other form of remuneration.
- If a tutor from outside the school is used, parents should notify the Deputy Director for Academic Services so that the tutor can coordinate with concerned teachers.
- Tutoring may be arranged by the school for students who intend to attend Thai programs on Saturday.

### **SPORT PROGRAMS**

The sport program provides students with the opportunity to develop their skills and a positive attitude towards sportsmanship and competition. A strong emphasis is placed on the cultivation of important life skills, including cooperation, planning, perseverance and duration. Students who choose to join this program are committed to regular practice.

MUIDS students play many games during the course of a season, competing in tournaments with local, national and regional international schools. Sports available include basketball, soccer, volleyball, and softball.

## STUDENT WELL-BEING

### CLINIC

The clinic will be open from 7:00 a.m. to 4:00 p.m. on Monday to Friday. A nurse is assigned to the clinic of MUIDS to handle basic first aid needs, and medication administration. In case students require more than first aid needs, the clinic aide will do one or more of the following:

- Inform parents or the next contact person, or any older sibling in school, as well as the Deputy Director for Administration office and the Deputy Director for Student Services.
- Depending on the student's condition, the clinic aide will wait for the parents/guardians; or,
- Obtain permission from the parents/guardians to take the student to the MU Clinic; or,
- Accompany the injured student to the hospital and wait until the parents/guardian arrives.

The MU Clinic, located near Gate 6 of Mahidol University, is staffed by qualified physicians, nurses, and a secretary.

### TRANSPORTATION

Under no circumstances should a registered MUIDS student ride in a teachers private vehicle. This applies to school day time, after school and off times such as after 5pm or on the weekends.

### TOBACCO and or E-CIGARETTES

MUIDS premises are considered a tobacco-free area for all students, parents, visitors, and school personnel. The school will ensure that all persons who enter the school are aware of this policy. Students are prohibited from smoking on school grounds or at any school-sponsored activity off campus. Students who choose to ignore this policy will be subject to school disciplinary action.

### DRUG & ALCOHOL-FREE SCHOOL

MUIDS is a Drug and Alcohol Free school. Faculty, staff, and 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 grounds or at any school-sponsored activity off campus. When enrolling, each student and their parent/guardian are required to read and sign the MUIDS **Enrollment Agreement (Appendix 10)** which states that they understand and accept the conditions for substance abuse and meeting the academic standards of MUIDS.

Admission to MUIDS implies consent for students to be subject to random urine testing for drug use. If a student tests positive, the parents or guardians, students, 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. MUIDS reserves the right to draw the conditions of the contract to meet the individual needs of the student.

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. Furthermore, any behavior which endangers 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.

## COUNSELING SERVICES

MUIDS counseling service is aligned with the American School Counseling Association's standards for the profession. This includes interventions in three main areas: individual or group direct counseling services, academic counseling, and college and career counseling.

In addition, our counselors are available to support students for any personal issues they may have, from depression, low self-esteem and peer issues, to issues they may have pertaining to classes, scheduling, and grades. The counseling office encourages students and parents to stop in and use our services as needed. The counselors are standing by to provide a wide variety of services and interventions to the entire school community.

### **NEW AND RETURNING STUDENT ORIENTATION**

At the beginning of each school year, orientations are offered to all new and returning students parents. New student orientation is in the middle of August. Returning student orientation is the first day of school. Topics include academic expectations, school policies, time and task management, the meaning and importance of academic honesty and how MUIDS is different from other international schools. Parents and students are also invited to meet with their child's teachers and counselors to discuss any questions or concerns.

### **EDUCATIONAL AND CAREER PLANNING**

Counselors assist students with realistic goal setting, developing an educational plan, university selection and application procedures. Every Year College and university representatives are invited to speak to students in grades 11 and 12. Parents and students are invited to join the 'Informational Visits' to various campuses of Mahidol University.



## REGULATIONS AND PROCEDURE

### PUNCTUALITY/TARDINESS

Being on time is important. Students need to arrive at school by 7:15 a.m. and must be in all classes on time.

### ATTENDANCE / ABSENCE

All students are expected to be present in class each day. MUIDS Administration understands that students may be absent for unforeseen circumstances. Therefore, to maintain the highest standards and to support the continuity of instruction, students will not earn credit if they exceed the allowed absences. The limits for allowed absences have been reviewed and have been set by the Ministry of Education as follows:

Course Credit	Excused and Unexcused Absences/Semester
5	19
4	15
3	11
2	7
1	3

### GRADE 12, SEMESTER 2

Course Credit	Excused and Unexcused Absences/Semester
5	16
4	12
3	9
2	6
1	3

Five tardies equal one absence, which will count towards the total allowed absences in a course per year. A student is late once the bell rings. If a student is up to 30 minutes late and goes to class with a Late Pass, he/she will be marked tardy. Without a Late Pass the student will be marked absent. To change this absence to a tardy, see *Right of Appeal*.

A student who is more than 15 minutes late to class will be marked as "Absent Late", which will count as an absence.

Absences will not be counted if a student is suspended.

### EXEMPT ABSENCE

*To be considered an exempt absence, an absence must meet at least one of the following criteria: a school sponsored event or activity, a Thai university interview and or ROTC.*

## **EXCUSED ABSENCE**

To be considered an excused absence, an absence must meet at least one of the following criteria: illness, injury, hospitalization, doctor's appointments, a death in the family, religious observance, college visits, and family or personal business that could not be taken care of on a weekend, e.g. visa renewal.

If students know that they will be absent on a particular day, they must come to the Student Services Office to complete a Request for Excused Absence, Leave of Absence, and Late Pass form. After 2 days out of school, students will need a note from a parent or a medical certificate in order to merit an excused absence.

## **READMISSION TO SCHOOL AFTER AN ABSENCE**

After 2 days out of school, the student is required to go to the Student Services Office before the first period class on the first day back to school. The student should produce a note from a parent or a medical certificate and then complete a Request for Excused Absence, Leave of Absence, and Late Pass form in order to receive an Excused Absence for the day/days missed. No student will be re-admitted to class without an Excused Absence form. Any absence without a parent's note or a medical certificate will be considered an Unexcused Absence.

## **MISSED WORK**

It is the responsibility of the student, before or after an absence, to fill in the missed work form and keep that form to track the work they need to complete. Also, the student is expected to ask the teacher for make-up work and to set times convenient to both teacher and student for make-up tests or quizzes. Arrangements can be made for students to complete work at home in the case of illness; please contact the homeroom teacher or the counselor.

## **TARDINESS**

Students who arrive late for the school's day class must sign in and then go to the Associate Dean of Students. If the student was in the Clinic, Student Services, Academic Services, or Administrative Services Office, he/she will be given a Late Pass. No student will be admitted to class without a Late Pass. Students who do not produce a Late Pass will be marked absent. To change this absence to a tardy, see *Right of Appeal*.

## **CONSEQUENCES FOR EXCEEDING ALLOWED ABSENCES**

Exceeding allowed absences will result in the denial of credit. Even if the student has completed the course satisfactorily (D and above), credit will not be given. In such cases, the student may be required to participate in Credit Recovery. If the student has failed two or more core courses due to attendance, he/she will be required to repeat the year.

The Associate Dean will contact the parents for a conference when the student's absences are approaching the maximum allowed.

The Associate Dean will meet with the parents, the student, and the School Counselor. At this meeting, the next steps will be discussed from among various options presented to the parents and student, including repeating the school year.

## **RIGHT OF APPEAL**

If a student believes that there are valid reasons for absences, such as a chronic illness or other extenuating circumstances, the student has the option to appeal his/her attendance record. The student must present to the Dean documents to show that the absence(s) should be repealed, such as a parent's note or a medical certificate verifying a chronic illness. If that step is not satisfactory, an appeal may be filed according to the Grievance Process outlined in the MUIDS Parent-Student Handbook.

## **LEAVING CAMPUS DURING SCHOOL HOURS**

No student may leave the school premises during school hours without the school administrators permission. Parents who wish their children to leave school early should fill the **Request to be Released Early Form (Appendix 5)** and submit it to the Deputy Director for Student Services. Before leaving the school, the student must receive authorization from the Administration. All students are required to attend school events that may be organized after classes have ended for the day.

## **SCHOOL EVENTS ATTENDANCE**

Early leave requests to exit the school after classes are finished at an earlier time during a school events i.e., 1pm will not be permitted. Early Leave during school events will be restricted to medical emergencies, serious illness or death in the immediate family and or appointments such as Thailand university interviews.

The student's parents or legal guardian(s) must arrive at the school in person to pick up their son or daughter at the Student Services Office or the main lobby only after a Security pass has been issued. An MUIDS student cannot exit the campus on their own during a school event. The student's parents or legal guardian(s) must arrive at the school in person to pick up their son or daughter at the Student Services Office or the main lobby only after a Security pass has been issued, this includes dormitory student's parents who do reside in the Bangkok area.

Dormitory students who have an emergency during a school event but their parents or legal guardian(s) do not live within the Bangkok area or a reasonable driving distance will be determined on a case-by-case basis.

## **CODE OF CONDUCT**

The Code of Conduct applies to all students in attendance at instructional and support programs as well as school-sponsored activities and events either on or off campus. The MUIDS code of conduct is categorized in regards to respect. To have a great school, all students must recognize the role they play in creating an academic atmosphere as well as a safe and nurturing culture throughout MUIDS. Each student is responsible for his/her conduct or actions and must accept the consequences for any actions taken.

**Respect for Learning:** Students are expected to

- Comply with all school and classroom rules and conduct themselves in an orderly manner.
- Be punctual and attend assembly, homeroom, and class everyday.
- Complete class work and homework assignments.
- Turn off all electronic devices, e.g. cell phones and pagers, when you enter an academic setting such as; a classroom, library, lab setting, locker room, gym, etc.
- Do not bring items that are inappropriate for educational purposes. Radios, headsets, video cameras, CD players, pagers, dice, cards, water pistols, or any other item which may interfere

with the educational process or may endanger the safety of another person are not to be used during the school day. **NOTE: MUIDS is not liable for any lost or stolen items.**

- Give all authorized medications to the First-Aid Unit personnel with instructions for use.
- Refrain from leaving campus at any time during the school day unless authorized.
- Be honest. Honesty and integrity are of the utmost importance in our school community. You are expected to deal honestly with all staff in your relationships and in your work. (See Academic Honesty Policy)

**II. Respect for Staff:** Students are expected to

- Display ID Badges and Campus Passes.
  - ID Badges: Students will be given one ID badge to start the school year and it must be worn at all times. Students who forget their ID may wear a temporary ID for one day only, after which they must purchase a replacement one for 100 baht. Any student who refuses to comply will be sent to the Dean of Students.
  - Campus Passes: Students are expected to have a campus pass whenever they leave a class, and produce the hall pass when asked by any MUIDS staff member. Students are not permitted to bring and therefore use their phone if they leave class to use the toilet.
- Respect adults in both manner and language. Any words considered to be of insulting, threatening, cursing, swearing, or vulgar in nature directed toward a staff member are prohibited.

**III. Respect for Institution:** Students are expected to

- Keep the buildings, equipment and materials clean, and in good condition. Deposit trash in trash containers provided. Leave the table and floor areas of the cafeteria, common rooms, and hallways clean.
- Take proper care of textbooks, equipment and lockers. Students shall not cause destruction, defacement or damage to property. Students will be required to pay for damages.
- Leave campus promptly at 4:00 p.m. unless in a supervised activity. Students who are not in a supervised activity will be asked to leave campus or will be sent to detention.

**IV. Respect for Self:** Students are expected to

- Respect the school's and community's cultural norms. Maintain high personal standards of behavior while on campus. Students must refrain from public displays of affection.
- Be truthful when interacting with all faculty, staff, administrators, and students. Students shall not lie, or falsify school related materials.
- Attend assigned detentions and other assigned consequences.

**V. Respect for Others:** Students are expected to

- Walk in the hallways and refrain from pushing, shoving, blocking walkways, or causing disturbances.
- Resolve differences and conflicts in a peaceful manner. Fighting, either verbally or physically, is prohibited.
- Respect the possessions of others. Taking or using others' possessions without their knowledge is stealing. Offenders are subject to legal prosecution.
- Use appropriate language at school. Obscenity, obscene gestures, swearing, cursing, whether verbal or written, is considered inappropriate language.

## **DRESS CODE**

Dress appropriately for school. To ensure consistency, all uniform items must be purchased through the school at the Uniform Shop. All students' clothing and appearance are required to be of such character as to not disrupt nor distract from the instructional procedures of the school day.

- The shirt/blouse must not be too tight.
- The length of the shirt/blouse is longer than the waist so it can be completely tucked in. Shirts must be properly buttoned. Pants are to be worn at or above the waist, not "sagging".
- Appropriate-length skirt.
- Students who come to school 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.
- Sandals, rubber thongs, backless shoes, and high heels are not considered appropriate footwear for the student uniform. Unless a student has sustained a foot injury, appropriate shoes must be worn to school. Shoes must cover the student's heel and toes.
- PE uniforms are required for PE classes. Long pants of the PE uniform must be worn in all classes other than PE. On PE days, students must wear athletic shoes (blue, black, or white) with white socks.
- Boys' hair length may not exceed collar length. All hair must be kept clean and neat. Fad, dyed, or engraved hairstyles are not permitted for both boys and girls.
- No headgear is permitted during the school day. This includes all hats, bandanas, sweatbands, all caps, including wool knit caps.
- Jewelry that can pose a safety hazard is prohibited. This includes chains worn as belts or decoration.
- NO Make-Up or Nail-Polish is permitted.

Enrollment at MUIDS presumes that parents agree that their child will adhere to the Student Dress Code. If, in the opinion of the administration, a student's grooming detracts from the decorum of the school, the student could be sent home and parents will be requested to make appropriate adjustments, or disciplinary action will be taken.

## **NO-UNIFORM DRESS CODE**

MUIDS also has a "No-Uniform Day" Dress Code. The school requires students to dress neatly and politely and follow the dress code. Strapless or strap tops, revealing attire, shirts with impolite or improper messages, and inappropriate footwear are not allowed on MUIDS campus. School ID must be worn and visible on No-Uniform Days.

The above requirement applies to all school-sponsored or school-related activities, including dances and field trips in which the uniform is not required.

## ACADEMIC HONESTY

MUIDS students may not cheat or plagiarize. Cheating is the act of misrepresenting one's knowledge. It includes, but is not limited to:

1. Using or attempting to use books, notes, study aids, calculators, computers, cell phones, or other devices during the exams.
2. Copying or attempting to copy from another person's paper, report, lab work, or other work material.
  - a. This is not only "word for word" copying, but also includes the use of another person's idea or theory, and claiming it as your own.
3. Getting, in advance, information about quizzes, tests, or examinations.
4. Doing assignments or projects for another person.
5. Giving unauthorized aid to another person on quizzes, tests, or examination.
6. Using any portion of a paper or project to fulfill the requirements of more than one course, unless the student has received prior permission to do so.

Plagiarism is the act of stealing and passing off the ideas or words of another as one's own:

1. Using the ideas or production of another person without crediting the source.
2. Committing literary theft.
3. Having another person write, or otherwise complete, an assignment and submitting it as your own work.

In the event of cheating or plagiarism the discipline will be as follows:

- For a first offense, the student will receive a zero on the assignment, with no opportunity for makeup, and the parent will be contacted.
- On the second offense, the student will receive a zero for the term, and be obligated to make up the credit through the credit recovery process.
- On the third offence the student will be considered for dismissal from MUIDS, with no refund in tuition.

### COMMUNICATION/HEADSET DEVICES

MUIDS allows the use of mobile phones and pagers, but only outside classrooms, libraries, and sports facilities. They must be switched off during classes, assemblies, and school performances. Students may not bring Walkmans or MP3 players to school. The School will not take responsibility for the loss of any such items.

### POSTERS

Before displaying posters or notices, students must obtain approval from the Deputy Director for Administration. Posters may be displayed only on the approved bulletin or notice boards.

### CARE OF SCHOOL PROPERTY

In order to have a school we are proud of, it is essential for everyone to feel a sense of responsibility. Students who deface, damage, or destroy school material or property can expect strict disciplinary action and be required to pay ensuing expenses.

## **PROHIBITED ITEMS**

Any dangerous device, weapon, or explosive will be confiscated in order to protect the well-being of everyone in the school community.

Students may not bring any items which may be hazardous or distracting to others. Such items included but not limited to:

- Roller-skates, rollerblades, or skateboards
- Pornographic and other inappropriate books, pictures, or magazines
- Firecrackers, lighters, or matches
- Laser pointers
- Water pistols
- Steel rulers
- Paper cutters
- Buttons, badges, bags, shirts, etc. with inappropriate messages
- Playing cards
- Chewing gum

The school reserves the right to confiscate the prohibited items.

## **EXCHANGE POLICY**

The following are the written rules and policies regarding what students must do before going on exchange, and upon return to MUIDS. In addition, the following lists the rights and responsibilities of MUIDS:

- Students may go on exchange for any year.
- Students must pay a fee of 100,000 baht to hold their seat for the year they are on exchange. This amount will be credited to the next year's tuition upon the student's return to school. If the student does not return to the school, the 100,000 baht will not be refunded.
- Students cannot fail any of their MUIDS classes before going on exchange.
- Students must submit a letter from the exchange agency indicating the period of time they will be on exchange.
  - Students can receive equivalent credit at MUIDS for one semester or one year on exchange, providing the student receives credit on the transcript of the exchange school. MUIDS will waive all conflicts between its requirements and the exchange schools, and assume full equivalency.
  - MUIDS reserves the right to approve or deny the student's request depending on the school they want to attend. A prospective exchange student should submit the exchange school's course catalog for review by MUIDS, and the school should be accredited by a recognized body.
- Upon return to MUIDS the student will be enrolled in the following year, assuming the student received full credit in all courses taken at the exchange school.
- MUIDS assumes no responsibility for the courses, transcripts, and grades that were taken while abroad. Students and parents must coordinate with the exchange school should

questions arise regarding their academic record for that particular grade level when applying for university admission.

Please use the preceding information to make the best decision while determining your next steps. Students and parents with questions should contact Student Services.



## DISCIPLINARY ACTION & GRIEVANCES

### Level One Offense

Level one offense includes but is not limited to the following:

- Possession or use of prohibited items;
- Minor problems/behaviors;
- Dress code violation;
- Other school rules.

*Should a student commit a level one offense the following action will be taken:* A teacher or a school administrator will talk with the student, describing the inappropriate behavior and informing the student of acceptable behavior. The teacher directs the consequence. The parent may be notified by the teacher.

### Level Two Offense

Level two offense includes but is not limited to the following:

- Abusive language;
- Cutting class;
- Insubordination;
- Leaving campus without consent;
- Smoking or use of tobacco substances;
- Truancy; or
- Two (2) level one offenses

*Should a student commit a level two offense the following action will be taken:*

A conference is held with the student to discuss the inappropriate behavior and discuss/develop a plan for changing the student's behavior. A **Student Behavior Incident Report (Appendix 7)** is sent home; students and parents sign and return the acknowledgement that they have read and understand the warning. Offense at this level may result in detention.

### Level Three Offense

Level three offense includes but is not limited to the following:

- Bullying
- Academic Dishonesty/Cheating
- Cyberbullying
- Disorderly conduct;
- Forgery;
- Harassment;
- Inappropriate or questionable uses, or both of internet materials or equipment;
- Three (3) level one offenses; or
- Two (2) level two offenses

*Should a student commit a level three offense the following action will be taken:*

A team comprised of teacher, counselor, parent, and student is formed to provide intervention. A behavior contract is developed and signed by all parties. Consequence is as described in the behavior contract. Offense at this level may result in detention or suspension for 1 to 3 days.

## **Level Four Offense**

Level four offense includes but is not limited to the following:

- Assault;
- Burglary, theft, and stealing;
- Gambling;
- Willful destruction of school or student property;
- Possession of pornographic picture books and materials;
- Possession or use of dangerous instruments, substances, or weapons;
- Illegal drug possession;
- Fighting;
- Extortion;
- Intoxicating substances: possession, use, or sale of;
- Sexual offenses;
- Terroristic threatening;
- Four (4) or more level one offenses;
- Three (3) or more level two offenses; or
- Two (2) or more level three offenses;

*Should a student commit a level four offense the following action will be taken:*

Parent, Student, and Administrator conference is required. The Administrator directs the consequence. MUIDS will not tolerate dangerous or illegal behavior. Any student exhibiting such behaviors will be referred for psychiatric assessment and may be suspended from school up to 10 days or immediate expulsion, depending on the seriousness and frequency of the offense, to ensure a safe and orderly environment for learning.

## **BEHAVIOR CONTRACT**

The behavior contract is a simple positive-reinforcement intervention that is widely used to change student behavior. The behavior contract spells out in detail the expectations of student and teacher (and sometimes parents) in carrying out the intervention plan, making it a useful planning document. Also, because the student and or parent usually has input into the conditions that are established within the contract for earning rewards, the student is more likely to be motivated to abide by the terms of the behavior contract than if those terms had been imposed by someone else ([www.interventioncentral.org](http://www.interventioncentral.org)).

At MUIDS, a behavior contract may be deemed necessary by the Deputy Director of Student Services and in consultation with the Deputy Director of Academics, the school Director and the student's counselor a behavior contract will be written. Although MUIDS may follow a standard approach for developing behavior contracts, each behavior contract is written to meet the individual student's needs and objectives, and will be managed on a case-by-case basis.

## **GRIEVANCES**

MUIDS has a direct responsibility for the quality of teaching, learning, and for the promotion of a positive school climate. Therefore, students have the right and responsibility to present grievances concerning teaching, learning, and school climate to the administration and to receive feedback on the action to be taken. The School Director delegates the responsibility for dealing with initial complaints to:

- the Deputy Director of Student Services to deal with concerns relating to school climate and safety

- the Deputy Director of Academic Services to deal with concerns relating to teaching and learning

The complaints will be dealt with in a fair and transparent manner; i.e. the person about whom a formal complaint is made must have the opportunity to hear the details of the complaint and the response to the complaint.

If the complaint cannot be settled at the Deputy Director level, the matter will be forwarded to the attention of the School Director within two weeks in writing, accounting the source of complaints and the investigation process. The School Director will ensure that all perspectives will be heard before a decision is made.

### **MUIDS ANTI-BULLYING POLICY**

MUIDS is committed to creating and maintaining an educational environment free from any form of bullying, harassment, and discrimination whatsoever, in any form. This environment includes the school campus, at school-related activities, and at all school functions both on and off school grounds. In the case of cyberbullying this bully-free environment could extend to the student's home in cases where a computer or mobile phone, or any other device, is used to bother, harass, or intimidate others.

Students who engage in bullying behavior shall be subject to discipline as outlined in the MUIDS school discipline policy. Discipline interventions range from phone calls to parents and lunch detention, to suspension for repeated offenses.

For the purpose of this policy Bullying means the repeated use by one or more students, of a physical act or other communication that is designed to intimidate, harass, hurt, or bother another student or group of students. Bullying by definition is unfair and one-sided. It happens when someone uses power over another and keeps hurting, bothering, threatening, or excluding that individual or group.

**Cyber Bullying** is the use of electronic devices to accomplish the same goal.

#### **Bullying:**

- 1) Causes physical or emotional harm or fear of harm to self or property.
- 2) Creates a hostile environment.
- 3) Infringes negatively on the rights of students at school.
- 4) Disrupts the educational process on the rights of students at school.

A **bully** report may be written and submitted to any counselor or administrator in the school. This report should include the names of the victim(s), the bully or bullies, and, if available, the names of any bystanders involved. Other information, including the time, location, and circumstances is encouraged.

Should a faculty or staff member witness a bullying incident, they are obligated to give either written or verbal report to a counselor or administrator immediately, but no later than one school day after the incident.

All reports will be considered serious, and held as confidential. An investigation by an administrator will be initiated promptly. Parents of the students involved will be notified immediately at the

conclusion of the investigation. After the incident, any retaliation by the bully towards the victim will result in the **strongest consequences**, as are outlined in the MUIDS progressive discipline policy.

### **If a Student is Being Bullied**

1. Students and parents (or guardians of students) may file written reports of bullying. Written reports of bullying shall specify the time and place of the bullying conduct, the number of incidents, the target of the suspected bullying, and the names of potential witnesses. All reports shall be forwarded to the school administration for review. (See Appendix 13)
2. School employees who witness acts of bullying or receive reports of bullying shall orally notify the school administrator or counselor, not later than one (1) school day after such school employee witnesses or receives a report of bullying. The school employee shall then file a written report not later than two (2) school days after making such oral report.
3. The school administration shall be responsible for reviewing any reports of bullying and shall investigate or supervise the investigation of all reports of bullying and ensure that such investigation is completed promptly after receipt of any written reports. Parents will be notified of the investigative results within three school days.

## CAMPUS POLICIES

### STUDENT LOCKERS

MUIDS provides each student with a locker and key for safekeeping of textbooks and personal items necessary for classroom studies. Lost keys will be replaced for a fee. If a student cannot open their locker, the office personnel will open the locker before or after school or during recesses. A small fee will be charged for this service. General locker inspections may be conducted at any time throughout the year at the discretion of the Administration.

### LOST AND FOUND

Students are responsible for their personal property and all school property issued to them for their use. Do not leave books, purses, backpacks and other valuables unattended. Do not carry large sums of money to school. Should students find a private or school property item, take it to the lost and found in the administration office.

In the event of having lost property, check in the lost and found with Student Services Office to see if the article has been turned in. Personal items turned in but not claimed will be donated to a welfare organization at the end of the school year.

Students whose property has been lost, damaged, or stolen must report to their teacher and file a written report in the administration office. The teacher and the administration will attempt to retrieve lost or stolen property and/or punish those found guilty of damaging others' property. However, all personal property is the responsibility of the owner. The school assumes no responsibility for any personal property that is brought to school.

### SCHOOL CAMPUS CCTV

Under no circumstances are students, parents or faculty permitted to view CCTV recording of the campus. A student, parent or faculty member may make a formal request to the school administration for an authorized school official to view the recording and then report what is observed to the student, parent or faculty.

### EVACUATION DRILLS

School evacuation drills address and prepare students and school personnel for situations that occur when conditions outside of a school building are safer than inside a school building. Evacuation incidents may include, but not limited to, fire, earthquake, and bomb threats.

At least once per semester, MUIDS students and personnel will be instructed and trained in evacuating school buildings so that in the event of an emergency they may do so in the shortest possible time without confusion or panic.

## **EMERGENCY CLOSING**

When keeping school open may become a safety issue, it is the judgment of MUIDS administration to announce an emergency closure. School can also be closed through orders from the President of the Board of Directors or from the Ministry of Education.

Parents will immediately be notified by SMS message regarding the emergency closure. Therefore it is essential that parents keep the school updated with new mobile phone numbers. Announcements will also be made online at the school website and Mahidol University Website.

## **CLOSED CAMPUS POLICY**

MUIDS has a 'closed campus' policy. Students are not allowed to leave the campus and must attend all their classes, and take all their meals in the school canteen. Parents are welcome to stay in the antechamber on campus before 7:30 am and after 3:30 pm. At other times an appointment should be made in advance or a request made at MUIDS Gate to see a specified administrator or the school counselor. People with no official business at MUIDS are not allowed on campus

MUIDS campus closes at 4:00 p.m. All students are advised to leave the school ground before the closing hours as no adult supervision is available. On days that there are authorized special events or sport activities, the campus will be closed no later than 6:00 p.m.

## **CAMPUS PASS FOR EARLY RELEASE**

- Students leaving school early must Obtain a "Request for Early Release" (Appendix 5) completed and signed by the Deputy Director for Student Services or another Student Services officer e.g. counselor or Associate Dean.
- Present the signed release form to the Guard
- Sign out at the gate

## **PARKING ON CAMPUS**

The closed campus policy also requires that only authorized vehicles be allowed access into the school campus. Parent/guest vehicles are allowed transient parking in a designated area.

To minimize pollution, all vehicle users are requested to turn off their vehicle engines after parking. MUIDS does not provide parking for student vehicles.

## **VISITORS/GUESTS & ALUMNI**

For security reasons, all guests are required to exchange ID for a Visitor's Pass at the school guard post before entering the campus buildings. While on school premises, visitors/guests are required to display the Visitor's Pass at all times.

Guests arriving at MUIDS must first contact the MUIDS Office. Under no circumstances are visitors allowed to disturb classes in session. Appointments should be made in advance when calling on teachers or administrators.

Students who wish to bring a guest to a school activity must obtain prior permission from the Deputy Director for Student Services with the understanding that the guest is within the proper age group, and will be the responsibility of the host student to make sure that his/her guest will stay within a specified area and observe the school rules.

MUIDS Alumni are asked to sign in with ID etc., but also to register contact information as an ALUMNI so MUIDS can track our Alumni.

## ACKNOWLEDGEMENTS AND VERIFICATION

By signing this page, you are acknowledging and verifying that you have received and taken the responsibility to review this handbook with your child.

**Comments:**

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**Suggestions:**

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**This form must be returned to each child's school within 10 days.**

Parent Name (printed): \_\_\_\_\_

Student Name: \_\_\_\_\_

Student's ID Number or Teacher: \_\_\_\_\_

Student's Grade: \_\_\_\_\_

**Signature of Parent and Date**

.....

(.....)

## Appendix 1 – Request for Excused or Leave of Absence

### Student Request for School Absence For Non-School/Personal Event Only

**Please staple all related documents to the back of this paper.**

<p><u>Student Information</u></p> <p>Please fill in using English only.</p> <p>1. Fill in all of the boxes. Do not leave any boxes empty.</p> <p>2. Attach evidence related to your absence. <u>Example</u>: Sick leave, Attach Medical certificate with this Absence form. (If you do not have it, please use “student leave letter form” from MUIDS).</p> <p>*If No evidence is provided, your request will be <u>denied</u>.</p> <p style="text-align: center;">Any questions please contact Student Services</p>
--

First Name	Last Name	Nickname	Student ID

Date(s) of Absence	Time(s) of Absence	Periods Missed	Student Signature

**Please tell us why you are missing class and where you were/will be:**

**Circle One**

Health	Religious Holiday	Family Business	Non-MUIDS Sporting Event
University Interview	Exam i.e, SAT, IELTS etc	Visa/Passport	Other

Please Explain: this is required. If left blank, request will be denied

>For Administrative use only< DO NOT WRITE IN THIS SPACE

#### Excused and Unexcused count against total % Absence

Excused	Unexcused	Denied	Other - see notes above
Comments:			

Deputy Director of Student Services \_\_\_\_\_



**All students fill this in for all classes missed for both school and non-school events.**

**Student keeps this form so she/he knows the work to complete.**

**Teacher(s): Please comment and sign.**

**Missed Classwork:**

**Students:** Please fill out this form and bring it to your teachers for the classes that you will miss. You keep this form for your reference.

**Teachers:** If a student is absent many days, please write only one time for same subject.

Student Name:	Student ID#	Date(s) of absence:	Day of the Week (A-B-C-D-E):

Period	Subject	Teacher: Write the Class work the student needs to make up. Examples: Read Chapter 5. Do Questions 1-10. Or: prepare for Unit 3 Test on Mon.	Teacher Signature

**Notes:**

## Appendix 2 – Withdrawal Form

Student Name:	Student ID:			
Phone Number:	Email:			
Student Signature:	Date:			
Parent's Name	Parent's Phone Number: Parent's Email Address:			
Parent's Signature	Date:			
Please explain the reason for the withdrawal:				
Deposit	In Charge	Maximum Return	Less damage/Less	Signature / Date
Library & Text books	Library	20,000 baht		
Security	Building / Maintenance	30,000 baht	Locker key: _____ Other: _____	

Original Deposit Receipt received by Financial Department::	Date:	
Registrar's Signature	Date:	
Deputy Director for Student Service's Signature	Date:	
Deputy Director for Academic Service's Signature	Date:	
Director's Signature	Date:	Approved <b>YES</b> <b>NO</b>

## Appendix 3 – Parent Consent Form

### Parent Consent Form for School-Sponsored Trip

Date: \_\_\_\_\_

My child, \_\_\_\_\_, has my permission to attend and participate in the following school sponsored trip/s:

Name of activity/event:	
Purpose of trip and activities:	
Sponsoring group, club, or class:	
Name of Adult sponsor(s)/adviser:	
Locations:	
Departure and return dates/times:	
Transportation (Choose One)	Pick Up at MUIDS    Self Transport/Taxi/Bus MUIDS Dormitory

I authorize the trip sponsor/ employee(s) of Mahidol University International Demonstration School (MUIDS) to allow my child to travel to and from the above referenced activity or event with the sponsoring group, club, or class.

I understand that I may be held responsible for my child's actions during the trip.

I understand that MUIDS and its professional employees cannot be held liable for personal injury or loss or damage to personal property which may result from my child's participation in the above-referenced activity or event.

Parents/guardians are requested to advise sponsors in writing of any special medical conditions or issues that may affect or impact a child's participation in the trip and/or the receipt of emergency medical treatment (e.g., known drug allergies).

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent's Name in Block Letters

#### Emergency Contact Information

**1st Choice**

**2nd Choice**

Name: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_  
(Day)

\_\_\_\_\_ (Night)

\_\_\_\_\_ (Day)

\_\_\_\_\_ (Night)

\_\_\_\_\_ (Mobile)

\_\_\_\_\_ (Mobile)

**Deputy Director of Student Services Initials** \_\_\_\_\_

**Date** \_\_\_\_\_

## Appendix 4 – Tardy Slip & School Pass

<b>Mahidol University International Demonstration School (MUIDS)</b>		
<b>Tardy Slip</b>		
Date:	Time In:	
Name:		
Homeroom Teacher:	Grade:	
Reason:		
<input type="checkbox"/> Excused	<input type="checkbox"/> Not Excused	Staff:

<b>Mahidol University International Demonstration School (MUIDS)</b>	
<b>School Pass</b>	
Date:	Time Out:
Student Name:	
From:	
To:	
<ul style="list-style-type: none"> <li style="width: 25%;">• Library</li> <li style="width: 25%;">• Computer Lab</li> <li style="width: 25%;">• School Office</li> <li style="width: 25%;">• Music Room</li> <li style="width: 25%;">• Bathroom</li> <li style="width: 25%;">• Cafeteria</li> <li style="width: 25%;">• Health Room</li> <li style="width: 25%;">• Counselor's Room</li> <li style="width: 25%;">• Other: _____</li> </ul>	
Other comments:	
Teacher's Signature:	Date & Time

## Appendix 5 – Request to be Released Early

<u>Leave Early Note</u>	<u>-MUIDS Security Pass-</u>		<u>USE PEN ONLY</u>
<b>Student ID:</b> <b>Student Name:</b>	<b>First Name:</b>	<b>Last Name:</b>	<b>Student ID:</b>
<b>Reason:</b> <b>Date:</b> <b>Time:</b>	<b>Reason For Leaving:</b>	<b>Time:</b>	<b>Date:</b>
<b>Verifications:</b>	<b>Verifications:</b>		
<ul style="list-style-type: none"> <li>▪ Parent / Guardian’s E-mail</li> <li>▪ Parent / Guardian’s Call</li> <li>▪ Document proof</li> <li>▪ Dormitory.....a.m. / p.m.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Parent / Guardian’s pick up</li> </ul> Full Name:..... Signature:.....	<ul style="list-style-type: none"> <li>▪ Leave by yourself</li> <li>▪ Parent /Guardian’s E-mail</li> <li>▪ Parent / Guardian’s Call</li> <li>▪ Document proof</li> <li>▪ Dormitory</li> </ul>	
<b>Parent / Guardian Signature</b>	<b>School Administrator Signature:</b>		<b>Date:</b>

## Appendix 6 – Behavior Observation Form

Student's Name: \_\_\_\_\_ Nickname: \_\_\_\_\_ Date/Time: \_\_\_\_\_

Class: \_\_\_\_\_ Teacher: \_\_\_\_\_ Observer: \_\_\_\_\_

### Behavior Checklist

<p><u>Doesn't Pay Attention</u></p> <p><input type="checkbox"/> stares into space</p> <p><input type="checkbox"/> daydreams</p> <p><input type="checkbox"/> fails to follow directions</p> <p><input type="checkbox"/> easily distracted</p> <p><u>Poor Academic Performance</u></p> <p><input type="checkbox"/> gives up or does not complete work</p> <p><input type="checkbox"/> finishes work late</p> <p><input type="checkbox"/> hands in sloppy work</p> <p><input type="checkbox"/> hands in incorrect work</p> <p><input type="checkbox"/> off task – engaged in other activities during work time</p> <p><input type="checkbox"/> only works when directly pressured by the teacher</p> <p><u>Shy and Withdrawn</u></p> <p><input type="checkbox"/> does not interact with peers</p> <p><input type="checkbox"/> does not interact with adults</p> <p><input type="checkbox"/> plays alone</p> <p><input type="checkbox"/> rarely speaks</p> <p><input type="checkbox"/> passive – does not respond when approached</p> <p><u>Too Emotional</u></p> <p><input type="checkbox"/> expresses excessive fear and/or worry</p> <p><input type="checkbox"/> laughs or cries inappropriately</p> <p><input type="checkbox"/> tantrums</p> <p><input type="checkbox"/> afraid of new activities</p> <p><input type="checkbox"/> excessive anger expressions or actions</p> <p><u>Too Dependent</u></p> <p><input type="checkbox"/> seeks excessive praise or encouragement</p> <p><input type="checkbox"/> curries favor</p> <p><input type="checkbox"/> seeks excessive help</p> <p><input type="checkbox"/> afraid to work independently</p> <p><input type="checkbox"/> seeks excessive attention and/or approval</p> <p><input type="checkbox"/> excessively compliant</p>	<p><u>Disruptive</u></p> <p><input type="checkbox"/> verbally interrupts others – talks/shouts out</p> <p><input type="checkbox"/> physically interrupts others – object noise or actions</p> <p><input type="checkbox"/> talks to neighbors</p> <p><input type="checkbox"/> asks inappropriate questions</p> <p><input type="checkbox"/> plays with inappropriate objects</p> <p><input type="checkbox"/> throws objects</p> <p><input type="checkbox"/> uses objectionable language</p> <p><input type="checkbox"/> leaves seat/room without permission</p> <p><input type="checkbox"/> tardy</p> <p><input type="checkbox"/> inappropriate touching of others</p> <p><u>Hyperactive</u></p> <p><input type="checkbox"/> fidgets or squirms in seat</p> <p><input type="checkbox"/> excessively out of seat</p> <p><input type="checkbox"/> runs in the classroom/hallway</p> <p><input type="checkbox"/> short attention span</p> <p><u>Sneaky and Dishonest</u></p> <p><input type="checkbox"/> cheats</p> <p><input type="checkbox"/> lies</p> <p><input type="checkbox"/> steals</p> <p><input type="checkbox"/> blames others for personal actions</p> <p><input type="checkbox"/> talks under breath</p> <p><u>Disrespectful</u></p> <p><input type="checkbox"/> argues with decisions</p> <p><input type="checkbox"/> rude or impudent</p> <p><input type="checkbox"/> noncompliant</p> <p><u>Hostile Trouble Maker</u></p> <p><input type="checkbox"/> provokes fights</p> <p><input type="checkbox"/> engages in fights</p> <p><input type="checkbox"/> calls peers names</p> <p><input type="checkbox"/> teases</p> <p><input type="checkbox"/> hostile comments</p> <p><input type="checkbox"/> damages or destroy property of others</p>
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Notes: \_\_\_\_\_

# Appendix 7 – Student Behavior Incident Report

The purpose of the Student Behavior/Incident Report form is to document any behaviors or incidents on campus that warrants disciplinary action or any behavior that is of concern. This form allows individuals involved in the incident to provide additional information regarding the event.

Date:	Time of Incident:	Location/Class:										
Name(s) of student(s) involved:	Nickname(s):	Student number(s):										
<p><b>Problem Behavior</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> <u>Level One Offense</u>  <input type="checkbox"/> Possession or use of prohibited items;  <input type="checkbox"/> Minor problems behaviors;  <input type="checkbox"/> Dress code violation;  <input type="checkbox"/> Other school rules.                 </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> <u>Level Two Offense</u>  <input type="checkbox"/> Abusive language  <input type="checkbox"/> Class cutting;  <input type="checkbox"/> Insubordination;  <input type="checkbox"/> Leaving campus without consent;  <input type="checkbox"/> Smoking or use of nicotine substances;  <input type="checkbox"/> Truancy; or  <input type="checkbox"/> Two (2) level one offences                 </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> <u>Level Three Offense</u>  <input type="checkbox"/> Bullying  <input type="checkbox"/> Cyberbullying  <input type="checkbox"/> Disorderly conduct;  <input type="checkbox"/> Forgery;    <input type="checkbox"/> Harassment;  <input type="checkbox"/> Inappropriate or questionable uses, or both, of internet materials or equipment;  <input type="checkbox"/> Three (3) level one offenses; or  <input type="checkbox"/> Two (2) level two offenses                 </td> </tr> </table> <p><u>Level Four Offense</u></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Assault;  <input type="checkbox"/> Burglary, theft, and stealing;  <input type="checkbox"/> Gambling;  <input type="checkbox"/> Willful destruction of school or student property;  <input type="checkbox"/> Possession of pornographic, pictures books and materials;  <input type="checkbox"/> Dangerous instrument, or substance; possession or use of;  <input type="checkbox"/> Dangerous weapons; possession or use of;  <input type="checkbox"/> Illegal Drug possession, use, of;                 </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Fighting;  <input type="checkbox"/> Extortion;  <input type="checkbox"/> Intoxicating substances; possession, use, or sale of;  <input type="checkbox"/> Sexual offenses;  <input type="checkbox"/> Terroristic threatening;  <input type="checkbox"/> Four (4) or more level one offenses;  <input type="checkbox"/> Three (3) or more level two offenses; or  <input type="checkbox"/> Two (2) or more level three offenses;                 </td> </tr> </table> <p>Other:</p>			<input type="checkbox"/> <u>Level One Offense</u> <input type="checkbox"/> Possession or use of prohibited items; <input type="checkbox"/> Minor problems behaviors; <input type="checkbox"/> Dress code violation; <input type="checkbox"/> Other school rules.	<input type="checkbox"/> <u>Level Two Offense</u> <input type="checkbox"/> Abusive language <input type="checkbox"/> Class cutting; <input type="checkbox"/> Insubordination; <input type="checkbox"/> Leaving campus without consent; <input type="checkbox"/> Smoking or use of nicotine substances; <input type="checkbox"/> Truancy; or <input type="checkbox"/> Two (2) level one offences	<input type="checkbox"/> <u>Level Three Offense</u> <input type="checkbox"/> Bullying <input type="checkbox"/> Cyberbullying <input type="checkbox"/> Disorderly conduct; <input type="checkbox"/> Forgery;  <input type="checkbox"/> Harassment; <input type="checkbox"/> Inappropriate or questionable uses, or both, of internet materials or equipment; <input type="checkbox"/> Three (3) level one offenses; or <input type="checkbox"/> Two (2) level two offenses	<input type="checkbox"/> Assault; <input type="checkbox"/> Burglary, theft, and stealing; <input type="checkbox"/> Gambling; <input type="checkbox"/> Willful destruction of school or student property; <input type="checkbox"/> Possession of pornographic, pictures books and materials; <input type="checkbox"/> Dangerous instrument, or substance; possession or use of; <input type="checkbox"/> Dangerous weapons; possession or use of; <input type="checkbox"/> Illegal Drug possession, use, of;	<input type="checkbox"/> Fighting; <input type="checkbox"/> Extortion; <input type="checkbox"/> Intoxicating substances; possession, use, or sale of; <input type="checkbox"/> Sexual offenses; <input type="checkbox"/> Terroristic threatening; <input type="checkbox"/> Four (4) or more level one offenses; <input type="checkbox"/> Three (3) or more level two offenses; or <input type="checkbox"/> Two (2) or more level three offenses;					
<input type="checkbox"/> <u>Level One Offense</u> <input type="checkbox"/> Possession or use of prohibited items; <input type="checkbox"/> Minor problems behaviors; <input type="checkbox"/> Dress code violation; <input type="checkbox"/> Other school rules.	<input type="checkbox"/> <u>Level Two Offense</u> <input type="checkbox"/> Abusive language <input type="checkbox"/> Class cutting; <input type="checkbox"/> Insubordination; <input type="checkbox"/> Leaving campus without consent; <input type="checkbox"/> Smoking or use of nicotine substances; <input type="checkbox"/> Truancy; or <input type="checkbox"/> Two (2) level one offences	<input type="checkbox"/> <u>Level Three Offense</u> <input type="checkbox"/> Bullying <input type="checkbox"/> Cyberbullying <input type="checkbox"/> Disorderly conduct; <input type="checkbox"/> Forgery;  <input type="checkbox"/> Harassment; <input type="checkbox"/> Inappropriate or questionable uses, or both, of internet materials or equipment; <input type="checkbox"/> Three (3) level one offenses; or <input type="checkbox"/> Two (2) level two offenses										
<input type="checkbox"/> Assault; <input type="checkbox"/> Burglary, theft, and stealing; <input type="checkbox"/> Gambling; <input type="checkbox"/> Willful destruction of school or student property; <input type="checkbox"/> Possession of pornographic, pictures books and materials; <input type="checkbox"/> Dangerous instrument, or substance; possession or use of; <input type="checkbox"/> Dangerous weapons; possession or use of; <input type="checkbox"/> Illegal Drug possession, use, of;	<input type="checkbox"/> Fighting; <input type="checkbox"/> Extortion; <input type="checkbox"/> Intoxicating substances; possession, use, or sale of; <input type="checkbox"/> Sexual offenses; <input type="checkbox"/> Terroristic threatening; <input type="checkbox"/> Four (4) or more level one offenses; <input type="checkbox"/> Three (3) or more level two offenses; or <input type="checkbox"/> Two (2) or more level three offenses;											
<p><b>Possible Motivation</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Obtain peer attention  <input type="checkbox"/> Avoid tasks/activities  <input type="checkbox"/> Other                 </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Obtain adult attention  <input type="checkbox"/> Avoid peers(s)  <input type="checkbox"/> <b>Unknown motivation</b> </td> <td style="width: 33%; vertical-align: top;"> <input type="checkbox"/> Obtain items/activities  <input type="checkbox"/> Avoid adult(s)  <input type="checkbox"/> </td> </tr> </table>			<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Avoid tasks/activities <input type="checkbox"/> Other	<input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Avoid peers(s) <input type="checkbox"/> <b>Unknown motivation</b>	<input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/>							
<input type="checkbox"/> Obtain peer attention <input type="checkbox"/> Avoid tasks/activities <input type="checkbox"/> Other	<input type="checkbox"/> Obtain adult attention <input type="checkbox"/> Avoid peers(s) <input type="checkbox"/> <b>Unknown motivation</b>	<input type="checkbox"/> Obtain items/activities <input type="checkbox"/> Avoid adult(s) <input type="checkbox"/>										
<p><b>Others Involved:</b></p> <input type="checkbox"/> None <input type="checkbox"/> Peers <input type="checkbox"/> Staff <input type="checkbox"/> Teacher <input type="checkbox"/> Unknown <input type="checkbox"/> Other												
<p>Teachers Comments:</p>												
<p>Teacher's Suggestions and or Comments:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 20%;"><input type="checkbox"/> Time in office</td> <td style="width: 20%;"><input type="checkbox"/> Loss of Privileges</td> <td style="width: 20%;"><input type="checkbox"/> Conference with student</td> <td style="width: 20%;"><input type="checkbox"/> <b>Parent contact</b></td> <td style="width: 20%;"><input type="checkbox"/> Detention AM PM Lunch</td> </tr> <tr> <td><input type="checkbox"/> Restitution</td> <td><input type="checkbox"/> Theme/writing assignment</td> <td><input type="checkbox"/> In-school suspension</td> <td><input type="checkbox"/> Out of school suspension</td> <td><input type="checkbox"/> Asked to leave school</td> </tr> </table> <p>Other: _____</p>			<input type="checkbox"/> Time in office	<input type="checkbox"/> Loss of Privileges	<input type="checkbox"/> Conference with student	<input type="checkbox"/> <b>Parent contact</b>	<input type="checkbox"/> Detention AM PM Lunch	<input type="checkbox"/> Restitution	<input type="checkbox"/> Theme/writing assignment	<input type="checkbox"/> In-school suspension	<input type="checkbox"/> Out of school suspension	<input type="checkbox"/> Asked to leave school
<input type="checkbox"/> Time in office	<input type="checkbox"/> Loss of Privileges	<input type="checkbox"/> Conference with student	<input type="checkbox"/> <b>Parent contact</b>	<input type="checkbox"/> Detention AM PM Lunch								
<input type="checkbox"/> Restitution	<input type="checkbox"/> Theme/writing assignment	<input type="checkbox"/> In-school suspension	<input type="checkbox"/> Out of school suspension	<input type="checkbox"/> Asked to leave school								

Parent's Acknowledgements:

Student's Signature	Date
Parent's Signature	Date
Teacher's Signature	Date
Administrator's Signature	Date

## Appendix 8 – MUIDS Language Policy

Student Last Name	Student First Name
Grade:	

We at Mahidol University International Demonstration School believe that language is the key to learning. It is through language that our students become inquiring, knowledgeable individuals, good communicators and reflective thinkers. We believe that language and culture are interdependent, and by integrating language into every aspect of the curriculum, we emphasize the importance of culture, diversity, and sensitivity towards others. This enhances students' personal growth, cognitive development, and facilitates a global community among our students. We recognize that many of our MUIDS students are learning English as a second language. It is our goal to respect the languages and cultures of all our students, while still encouraging the use of English on our campus. English is a tool for learning at MUIDS. Therefore, we expect English to be the common educational and social language of the school and the language in which all students are able to communicate with each other, regardless of other languages they may speak.

### **MUIDS Language Policy**

In accordance with our philosophy and mission, the purpose of our school is to help our students become global citizens who represent their cultures in the act of crossing borders. In doing so, students demonstrate fluency in both English and their home language, and intercultural competencies in more than one culture. These abilities are evidence of the characteristics and traits described by our Expected School wide Learning Outcomes (ESLOs). Underlying this language policy is the belief that language development is facilitated when it is meaningful and relevant to the context in which a language is spoken. In a multilingual and multi-cultural environment such as MUIDS, specific responsibilities of teachers, students, staff, and administrators are stated below:

Teachers are expected to:

- Integrate language instruction with content instruction.
- Create classroom environments that are supportive to language learning.
- Utilize teaching strategies that facilitate language learning in the content areas.
- Be role models for intercultural communication.
- Develop language instruction that support the attainment of the ESLOs.
- Support the language policy as it is implemented throughout MUIDS.

Students are expected to:

- Speak English in classes as the language of learning, except for Thai and foreign language classes.
- Use spoken language appropriately showing respect for other speakers and listeners.
- Use the home language when communication and understanding is important in class.
- Respect speakers of other languages and cultures to make them feel included.
- Strive to become active learners who are capable of crossing linguistic and cultural borders with ease.

Staff members are expected to:

- Communicate in the appropriate language with all members of the school community.
- Assist communication and understanding between cultures.
- Ensure that the school facilities and environment support language learning.

Administrators are expected to:

- Track the English language acquisition of all students and use this knowledge to devise and disseminate instructional interventions, such as differentiated instruction.
- Promote the acquisition and development of English as an International Language.
- Support language instruction that promotes the attainment of the ESLOs.
- Ensure that the language policy is implemented throughout the school.

Parent's Signature	Date
Parent's Name In Print	



# Appendix 9 - Parental Agreement Form for Release of Medical Information

## Parental Agreement Form for Release of Medical Information

Student Last Name	Student First Name
Grade:	

The school needs to know as much as possible about your child’s health so that we can provide the best care for them. For example, they may need to use the elevator, perhaps not participate in strenuous exercise, or take medication at school, and more.

Thank you for helping us to provide the best care possible for your child.

I give permission for MUIDS personnel to contact my child’s doctor for more information concerning my child’s health.

Parent’s Signature	Date
Parent’s Name In Print	

## Appendix 10 – Enrollment Agreement

### ENROLLMENT AGREEMENT

Mahidol University International Demonstration School's purpose is to foster in our students the life skills which will enable them to be caring and responsible citizens. Discipline is one of the means to achieve and maintain the school's learning environment and promote the intellectual and character development of the students. Mahidol University International Demonstration School attempts to instill self-discipline and inner direction to assist the student in fulfilling his/her present responsibilities and in preparing for his/her future role in society.

Students are expected to maintain a grade average of "C" (GPA 2.0) or higher. When this standard is not met, the student will be placed on "Academic Watch List." The Counselor and teachers will attempt to determine the cause of the problem and will provide appropriate support. In the face of a student's failure to accept responsibility, the school authorities may see the need for a parent-teacher-administrator conference.

The common good of the student body and of the school demands that decisive action be taken in cases of serious or repeated violations of school regulations, procedures, or unwritten conventions. In this case, it may involve:

- Placing the student on a behavioral contract. The student may be put on a period of probationary enrollment. If improvement is not exhibited at the end of the specified period, the student will be withdrawn from the school.
- Referral for psychological assessment and intervention or therapy from outside specialists. If necessary, the student may be suspended from school to ensure his/her safety or the safety of others. If the intervention has been unsuccessful, the student will be withdrawn from the school.

### SUBSTANCE ABUSE AGREEMENT

Mahidol University International Demonstration School enforces a Drug and Substance Abuse policy that prohibits student use of illegal substances, including alcohol, cigarettes, and other nicotine products such as e-cigarettes. This policy provides the School with the right to search student lockers or belongings and to administer to students urinalysis and other drug tests as deemed necessary by the School Administration.

The student may be put on a period of probationary enrollment. If improvement is not exhibited at the end of the specified period, the student will be withdrawn from the school.

### PARENT / STUDENT ACCEPTANCE

Our signatures below also indicate that we have read the Enrollment Agreement and the Substance Abuse Agreement. We accept the above conditions for substance abuse and provide the School permission to administer drug detection tests as deemed necessary by the School Administration.

Parent's Signature	Date	Student's Signature	Date
Parent's Name In Print		Student's Name In Print	Student's Grade

## Appendix 11 – Parent Release form for Media Recording

### PARENT RELEASE FORM FOR MEDIA RECORDING

Student Last Name	Student First Name
Grade:	

I, the undersigned, do hereby grant or deny permission to Mahidol University International Demonstration School to use the image/voice recording of my child as marked by my selection(s) below. Such use includes the display, distribution, broadcast, publication, transmission, or otherwise use of photographs, images, audio recordings, and/or video taken of my child for use in materials that include, but may not be limited to, printed materials such as brochures and newsletters, videos, and digital images such as those on the Mahidol University International Demonstration School Web Site.

- Deny permission to use my child’s image at all.
- Unrestricted usage: I give unrestricted permission for my child’s image/voice to be used in print, video, audio broadcasts and digital media. I agree that these images/audio recordings may be used by Mahidol University International Demonstration School for a variety of purposes and that these images/audio recordings may be used in the future without further notification. I do understand that the child’s last name will not be used in conjunction with any video, audio or digital images.

Parent’s Signature	Date
Parent’s Name In Print	

## Appendix 12 – Request for Schedule and Major Change

<b>Request for Schedule and Major Change</b>		
Student Name:	Student ID:	
Phone Number:	Date of Request	Semester & Year:

**Schedule Change**

What elective/class schedule are you currently registered for?
What elective/class schedule would you like to register to?
Please explain why you would like to change your elective/class schedule.

**Major Change**

What Major are you currently registered for?
What major would you like to change to?
Please explain why you would like to change your major.

**Official Use Only**

Counselor’s Signature	Date:	
Deputy Director for Academic Services Signature	Date:	Approved? YES      NO
Comments:		

## Appendix 13 – Reporting Bullying Behavior

**Bullying Definition:** Any overt acts by a student, or a group of students, directed against another student with the intent to ridicule, harass, humiliate, or intimidate the other student while on school grounds, traveling to or from school, at a school-sponsored activity, or on social media (both during or outside of school hours, and within or outside of school grounds, in which acts are repeated against the student over time.

The report will be investigated no later than the end of the next school day and reported to the parent within 3 days.

Name(s) of student(s) target:		
Parent Name:	Parent Telephone:	Parent Email:

Date of Incident:	Time of Incident:	Location/Class:
Full Name of Alleged Bully:		

Provide a brief description of the incident (Use back-side if necessary):

It is ok to use my name (signature) \_\_\_\_\_

**Anonymous Report:**

Please DO NOT use my name (signature) \_\_\_\_\_

Date Investigated:	By Whom:		
Date Student/Parent Notified of Outcome:	By Whom:		
Bullying Verified:	<table style="width: 100%; border: none;"> <tr> <td style="width: 50%; border: none;">Yes</td> <td style="width: 50%; border: none;">No</td> </tr> </table>	Yes	No
Yes	No		

## Appendix 14 – Accident Report Form

This form is to be completed on each injury which occurs in the school building, on the school grounds, while the student is on his/her way to or from school activities that results in one-half or more day's absence from school or requires a doctor's attention or both. It is recommended that a duplicate copy of this report be prepared for the school's file.

Student Name	Sex:	Grade:
Date of Accident	Time of Accident	Date Accident Reported
<b>Nature of the Accident (circle all that apply)</b> Abrasion      Concussion      Laceration Bite            Cut                    Other (specify) Bruise          Dental                Puncture Burn            Dislocation        Sprain/Strain Chemical Burn   Foreign body in eye Other: _____		<b>Part of Body Injured (circle all that apply):</b> Ankle      Elbow      Hand      Lip      Shoulder Arm        Eye        Head      Mouth    Stomach Back       Face        Hip        Neck     Tooth Chest      Finger      Knee      Nose     Wrist Collar Bone       Foot        Leg        Scalp Other: _____

Where did the incident take place?

How did accident happen? What was student doing? Where was student? List specifically any unsafe act(s) and/or unsafe condition(s). Specify any tool, machine or equipment involved.


Was the parent/ guardian or anyone notified? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, when: Date \_\_\_\_\_ Time \_\_\_\_\_ How \_\_\_\_\_

Is the student covered by accident insurance? Yes \_\_\_\_\_ No \_\_\_\_\_

Person in charge when accident occurred (signature) \_\_\_\_\_

\_\_\_\_\_  
School Nurse

\_\_\_\_\_  
School Director

