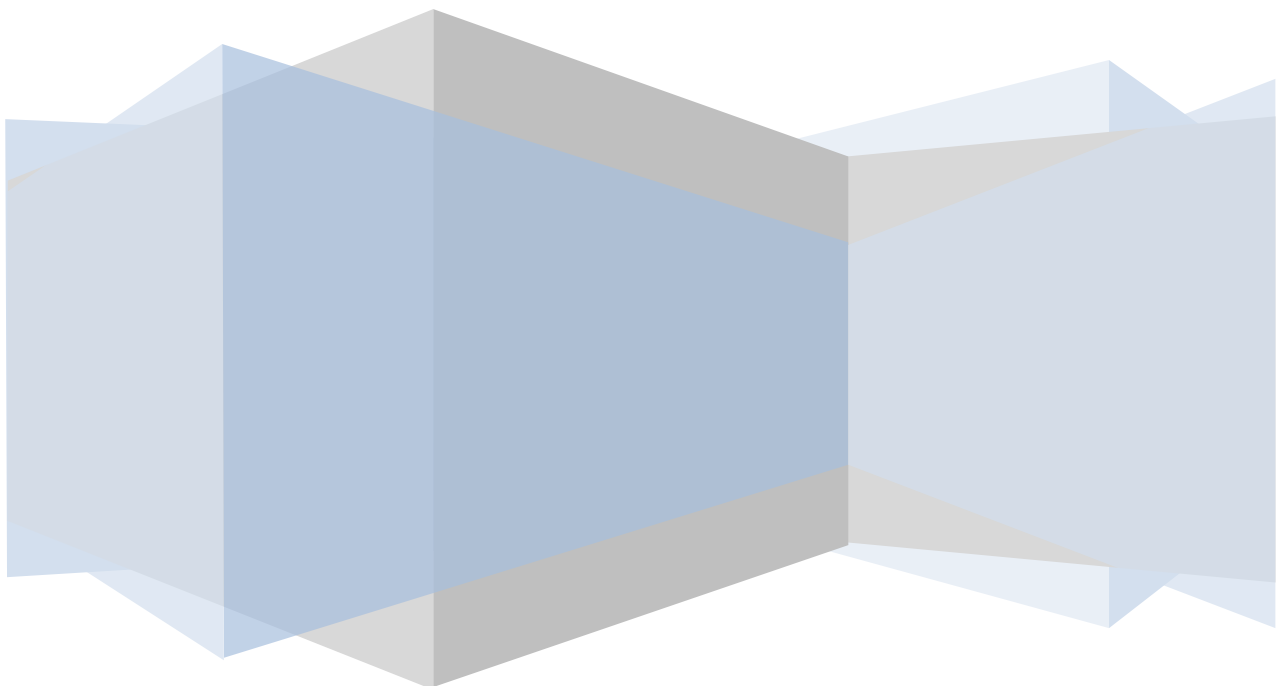


# Parent and Student Handbook

2017-2018



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## **INTRODUCTION**

This handbook is intended to serve as a guide to parents and students concerning the policies, procedures, and the daily operation of Kevalee International School. Please take time to read the handbook and become fully acquainted with its contents.

## **SCHOOL BACKGROUND**

**Kevalee International School** was established in 1996 as a small international kindergarten school. Our services were later expanded to cover preparation of students seeking admission into other well-known international schools in Bangkok at any level. Our school, licensed by Thailand's Ministry of Education, and accredited by the Western Association of Schools and Colleges (WASC) in the USA, was founded by Mrs. Juliana Kevalee, a head of school who has more than 40 years of experiences at well-known International Schools, including 30 years of teaching experience at RIS.

Situated in a peaceful suburb of Bangkok, Kevalee has attracted the attention of parents seeking a warm, caring atmosphere and student-centered small-sized classes. Kevalee has gradually grown to cater to international students of all ages and diverse backgrounds, helping them to acquire knowledge and skills essential for academic success.

To serve growing market demand from parents for quality and high standard education at an affordable cost, in 2007 Kevalee expanded the curriculum to Grade 12, with a new campus on Hathairaj 37 Road, Klongsamwa. Kevalee is committed to providing excellent and quality study programs to our students, preparing them for further studies at university level, both in Thailand and overseas.

## **VISION**

Kevalee International School will be a recognized educational center of excellence serving the needs of international students and families in Thailand and its neighboring countries. Kevalee International School will emphasize student performance and prepare students to meet the challenges of the future with confidence and a strong moral sense.

## **MISSION**

Kevalee International School will equip each student with skills and knowledge for personal excellence in order to become a responsible citizen in the global community.

## PHILOSOPHY

We believe that:

- Every child has an equal right to receive the best educational opportunities. School needs to monitor each child's social, emotional and academic development for a successful future
- Learning is essential for the individual and society to grow. School is the place to provide best-practice teaching methods and strategies that meet the needs of each child.
- It is important for each child to develop self-esteem and be proud of his/her cultural heritage in order to become good citizenship in school and in the international community.
- An optimum learning environment for each individual child and cross-cultural experiences will help the child to develop his/her potential, in order to be successful in the professional world.

## SEAL

The school seal shows a star with eight points and the name *Kevalee* in the center. The star represents the student. Every student is a “star”. The eight points signify the diversity of directions and the variety of opportunities open for students to explore and discover. The word ‘Kevalee’ is a symbol of family spirit and stands for:

K nowledge  
E xperience  
V irtue  
A chievement  
L ove  
E xploration  
E quality

## COLORS

The color of the school is blue with a tinge of white and silver on the edge. Blue, color of the sky, represents the vast expanse of knowledge and experiences that will prepare students for life-long learning. White is a symbol of virtues. Silver stands for the shining light of knowledge that guides our way.

## **SCHOOLWIDE LEARNER OUTCOMES - SLOs:**

### **1. Creative and Self-directed learners who:**

- 1.1 produce quality work appropriate to demands of 21st Century skills
- 1.2 utilize and manage time and workload efficiently
- 1.3 work independently to complete tasks with priority
- 1.4 demonstrate curiosity, initiative and enthusiasm for learning as a lifelong process

### **2. Effective English communicators who:**

- 2.1 comprehend thoroughly when listening to and reading from a variety of sources
- 2.2 articulate thoughts and ideas effectively using oral, written and nonverbal skills
- 2.3 utilize multiple media, technologies and artistic forms to enhance communications

### **3. High-Level thinkers who:**

- 3.1 apply knowledge and skills to solve problems in real life situations
- 3.2 utilize critical thinking and problem-solving strategies in a variety of settings
- 3.3 develop skills using the available resources and technologies to make good decisions and face uncertain challenges

### **4. Collaborative contributors who:**

- 4.1 effectively perform duties, share responsibilities and graciously accept consequences thereof
- 4.2 practice cooperative learning and teamwork
- 4.3 develop and maintain positive relationships within diverse settings

### **5. Responsible and caring individuals who:**

- 5.1 appreciate his/her history, culture and heritage and embrace diversity
- 5.2 show responsibility for health, safety, security and the environment
- 5.3 develop integrity and character to become responsible world citizens
- 5.4 behave with compassion toward others and resolve conflict in a constructive manner
- 5.5 practice a balanced approach towards use of social media with greater awareness of ethics

## **ENGLISH LANGUAGE POLICY**

**The school promotes an immersion second language philosophy whereby:**

1. English is the primary medium of instruction.
2. English is usually acquired in addition to students' home languages.
3. English develops as a process over time through purposeful use in listening, speaking, reading and writing tasks across all curricula areas.
4. The acquisition of English provides students the opportunity to grow beyond a single cultural community.
5. Literacy in the first language is recognized as an important part in the development of students' self-esteem and cultural identity and is a key component of successful learning of and in English.
6. English is the common language of the school and therefore is used socially, inside and outside the classroom, so as to include all students.

**Families are encouraged to:**

1. Have a positive attitude towards English and the first language.
2. Promote the advantages of learning other languages.
3. Develop mother tongue literacy skills in the home or after school.
4. Encourage and support their children's second language acquisition.
5. Communicate with other parents to exchange ideas and reduce isolation.
6. Supply multilingual materials in the home.
7. Be knowledgeable about language-immersion in order to support the schools' efforts.
8. Be prepared to make the long-term commitments that success requires.
9. Have realistic expectations of their children and the school; appreciate that the process of second language acquisition generally takes five to seven years.
10. Participate in the Kevalee Parent Association's efforts to support the language policy.

**Students use English throughout the school day to:**

1. Acquire information by listening to oral presentations, interpreting print and graphic material, and observing and recording practical experiences.
2. Convey information by telling stories and explaining ideas.
3. Think logically through inference, hypothesis, analysis, prediction and evaluation.
4. Accomplish practical tasks either individually or by collaborating in small groups.
5. Make decisions by identifying alternatives, evaluating evidence and determining appropriate actions.
6. Work creatively by using ideas and materials inventively.
7. Communicate with adults and peers for academic and social purposes, politely and responsibly, showing self-control and respect for others.

### **Practical Implementation of the Language Policy:**

The school promotes and encourages the consistent use of English inside and outside class by using positive reinforcement techniques, such as verbal praise, reward and recognition, rather than punitive strategies, such as fines.

Since the school accepts students with very low English, flexibility and understanding is necessary in applying the consistent use of English policy.

Normally English will be the only language used by teachers and students in the classroom, but under certain circumstances, specifically to provide initial support for a new student with very low English, teachers are able to utilize native language assistance from other students during class time.

### **Admission and Grade Placement:**

Admission of new students is based on the appropriate age for the entering grade and completing the previous grade in their last school. Following a brief interview with an Administrator, the student will be given a placement test in Reading, Writing, and Mathematics. The purpose of this test is to determine the student's level of achievement in English, Mathematics and if any support services may be needed to achieve success at Kevalee.

### **School Calendar:**

The school year is divided into two semesters, each with about 180 school days. The First Semester runs from August to December. The Second Semester begins in January and ends in May. Summer Program for skills development and enrichment in the areas of English and Math mixed with fun activities in a nurturing atmosphere is offered during June and July. School closes on all Thai national holidays, and at Christmas and Easter.

### **Academic Program : “Education the Whole Child”**

At Kevalee International School, we are in essential agreement that a complete system of education emphasizes not only academic achievement but also the development of the whole child - physically, socially and emotionally. We utilize seven key elements for educating the whole child:

- Academic Learning
- Language Skills
- Focused Attention
- Self-Discipline Development
- Emotional Skills
- Social Skills
- Physical Health

Teaching and learning is student-centered. Students participate in class activities and learn by ‘doing’ rather than merely memorizing. The focus is on developing students’ original, critical, and creative thinking.

Kevallee follows a modified American style curriculum with a multi-cultural focus. English is the language of instruction and all our students are English Language Learners. As most of them come from non-English speaking homes, the English/Language Arts Program is geared to meet the needs of our students and to help them succeed in all the subject areas. Those at the beginning level of English proficiency are given extra language support before, during, and after class.

### **Campus Schedule:**

Regular Office Hours	7:30 a.m. to 4:30 p.m.
Assembly Time at	7:45 a.m.
Dismissal Time at	3:10 p.m.
Snack Time	3:10 p.m. to 3:30 p.m.
Extra Class	3:30 p.m. to 4:20 p.m.
School Van leaves at	3:30 p.m. / 4:30 p.m.

### **Kindergarten**

Period	Time
1	8:10 - 8:35 am
2	8:35 - 9:00 am
Milk Break	9:00 - 9:30 am
3	9:30 - 10:15 am
4	10:15 - 11:00 am
Lunch & Wash	11:00 - 12:00 am
Rest / Nap	12:00-12:40 pm / 12:00-1:30 pm
5	12:40 - 1:30 pm
6	1:30 - 2:20 pm
7	2:20 - 2:50 pm
Snack	2:50 - 3:10 pm



**Grades 1 - 12**

Period	Time
Homeroom	8:00 - 8:10 am
1	8:10 - 9:00 am
2	9:00 - 9:50 am
Milk Break	9:50 - 10:10 am
3	10:10 - 11:00 am
4	11:00 - 11:50 am
Lunch	11:50 am - 12:40 pm
5	12:40 - 1:30 pm
6	1:30 - 2:20 pm
7	2:20 - 3:10 pm
Snack	3:10 - 3:30 pm

**Closed Campus Policy:**

Kevalee has a closed campus policy. Students who have to leave school before the dismissal time must obtain an Off-Campus Pass and sign out in the administration office. To obtain the Off-Campus Pass, students must have parents'/ guardians' permission either by phone call, written notice or personal contact. The Off-Campus Pass must be completed and signed by the School Director and Homeroom Teacher then be presented to the security guard at the gate. Leaving the school without the Off-Campus Pass will result in disciplinary action.

**Pick Up Policy:**

Students must normally be picked up by their parents/guardians. Should parents/guardians arrange for someone else to pick up the students from school, please inform the administration office. It will be necessary for the person collecting the students to present his/her identification card at the administration office before receiving the students. Parents must inform the administration office should the students be required to take a taxi home (applicable only to students of Grade 6 and above).

## Staying Late After School Policy:

School is open from 7:30 a.m. to 4:30 p.m. Parents are expected to pick up their children before 3.30 p.m. for security reasons. Students take extra classes must be picked up not later than 4:30 p.m. A Late Fee of 100 baht per hour will apply to any student remaining at the school after 3.30 p.m. / 4:30 p.m.

## Visitors/Guests:

For security reasons, visitors are required to exchange ID for a visitor badge from the school security guard before entering the campus. Visitors will not be allowed on campus without an appointment and under no circumstances are visitors allowed to disturb classes in session. Nannies are welcome to bring students to school, but during the school day, nannies and drivers are not allowed to stay on the campus. Alumni are welcome to visit school. However, they cannot disrupt the learning activities. All visits by alumni must be approved by the administration office.

## Grading System:

### Grades 1-5

Letter Grade	Range	Grade Meaning
O	100 - 90	Outstanding
G	89 - 80	Good
S	79 - 70	Satisfactory
N	69 - 60	Needs Improvement

### Grades 6-12

Letter Grade	% age Range	Grade Point Average
A	100 - 93	4.00
A -	92 - 90	3.67
B +	89 - 87	3.33
B	86 - 83	3.00

B -	82 - 80	2.67
C +	79 - 77	2.33
C	76 - 73	2.00
C -	72 - 70	1.67
D +	69 - 67	1.33
D	66 - 63	1.00
D-	62 - 60	0.67
F	59 - 0	0.00
P	Pass	
WF	Withdrawn (Failing)	

## Course Requirements:

### Grades 1 - 8

Students must have 80% attendance. Students are required to complete courses as specified in the curriculum structure. Middle school students who receive grade “F” in any of the 4 core subjects are required to improve their grades or make up credit during after-school classes or summer program. Homeroom teachers may recommend after-school classes or summer program for elementary students. Parents are strongly advised to support the recommendations.

## Graduation Requirements:

### Grades 9-12

To be eligible for graduation students must have:

- attended Kevalee high school for at least grades 11 and 12
- completed a four-year high school program, grades 9, 10, 11, and 12
- maintained 80% attendance for each year of high school at Kevalee
- earn 26 credits in accordance with the table below (extra credits may be made up at summer school)

Table of credits:

<b>Subjects</b>	<b>Number of Credits</b>
<b>English</b>	<b>4.0</b>
English 9	1.0
English 10	1.0
English 11	1.0
English 12	1.0
<b>Mathematics</b>	<b>3.0</b>
Math 9	1.0
Math 10	1.0
(Integrated Math / College Preparation Math)	1.0
<b>Science</b>	<b>3.0</b>
Physical Science	1.0
Biology	1.0
(Physics /Chemistry / Health Science/ Environmental Science)	1.0
<b>Social Studies</b>	<b>3.0</b>
Modern World History	1.0
Asian Studies	1.0
(Psychology / Business Studies)	1.0
<b>Ethics / Religion</b>	<b>2.0</b>
<b>Physical Education</b>	<b>1.0</b>
<b>Electives (any combination)</b> (for Thai Students Electives)	<b>At least 10.0</b>  (at least 6.0 + 4.0 from Thai Studies)
<b>Total number of credits required for graduation</b>	<b>26.0</b>

## Academic Schedule Overview:

### Kindergarten 1 & 2:

Activity	Time per day	Days per week
Integrated Learning (Language Arts, Math, Science, Social Studies)	90 mins	5 days
Thai Language and Culture	50 mins	5 days
Theater Arts/Music	50 mins	1 day
Sensory Development Activities	50 mins	1 day
Motor Skills Activities	50 mins	2 days
Circle Time	30 mins	5 days
Phonics and Reading Skills	50 mins	1 day
Rest Time	90 mins	5 days

### Kindergarten 3

Activity	Time per day	Days per week
Integrated Learning (Language Arts, Math, Science, Social Studies)	90 mins	5 days
Thai Language and Culture	50 mins	5 days
Grade 1 Preparation	50 mins	5 days
Theater Arts/Music	50 mins	1 day
Sensory Development Activities	50 mins	1 day
Motor Skills Activities	50 mins	2 days
Circle Time	30 mins	5 days
Phonics and Reading Skills	50 mins	1 day
Rest Time	40 mins	5 days

**Elementary (Grades 1-5)**

Subject	Number of 50-minute periods per week
Language Arts (English)	9
Mathematics	5
Science	4
Social Studies	4
Thai Language and Culture	5
Physical Education	1
Theater Arts/Music	1
Visual Art	1
Values and Health	1
Library	1
Elective Activities	3

**Middle (Grades 6-8)**

Subject	Number of 50-minute periods per week
Language Arts (English)	9
Mathematics	5
Science	4
Social Studies	4
Thai Language and Culture	5
Physical Education	1
Theater Arts/Music	1
Visual Art	1
Values and Health	1
Information Technology	1
Elective Activities	3

## High School (Grades 9-12)

Subject	Number of 50-minute periods per week
Language Arts (English)	5-10
Mathematics	5
Science	5
Social Studies	5
Thai Language and Culture	5
Electives	5-10

## Student Behavior:

The guidelines for schoolwide student behavior expectations are that students shall:

- treat adults and fellow students with courtesy and respect
- respect school property and other people's personal belongings
- avoid behavior that will disrupt classes or assembly
- abstain from cigarettes, alcohol and illegal substances
- wear the school uniform in the correct fashion throughout the day
- refrain from inappropriate language and public displays of affection
- report on time to assembly, homeroom, and all classes
- leave at home all objects that are not appropriate for school, are expensive, or may cause harm to others

Ultimately, the decision of the School Director is final in all matters concerning student behavior management.

## **Students' Rights and Responsibilities:**

### **Learning:**

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

Students have the responsibility to make the most of their opportunities, work hard, be punctual and appropriately prepared for class, and contribute to the creation and maintenance of the classroom climate. They have the responsibility to attend all school assemblies, homeroom, and classes unless formally excused by the school. They also have the responsibility to ensure that all work is their own and that they have not used unfair practices in producing work assignments or tests.

### **Respect:**

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

Students have the responsibility to show respect to their peers, the school staff, teachers and administrators through courteous language and appropriate behavior.

### **Code of Behavior:**

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

Students have the responsibility to follow the school codes of behavior, and to show consideration for others by avoiding disruptive behavior, the use of obscene language, and inappropriate displays of affection.

### **Health and Safety:**

Students have the right to a clean, safe school.

They have the responsibility to maintain a healthy lifestyle and school environment free from cigarettes, drugs and alcohol, and to keep themselves clean and tidy.

### **Student Representation:**

Students have the right to elect and be represented by their peers on a Student Council.



They have the responsibility to support the initiatives of recognized student groups within the school and to foster school spirit by taking part in school activities.

### **Grievances:**

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

Students have the responsibility to participate in discussions that can affect the quality of activities that concern them, and to exercise self-control, building self-respect and personal dignity. Each student is responsible for his/her conduct and actions and must accept the consequences for any actions taken.

### **Technology - Student Acceptable Use Policy:**

Student access to the school's technology resource is allowed only for registered students and is to be used ethically and solely as part of the educational objectives of the school.

Unacceptable use includes but is not limited to:

- Threatening or harassing content/messages and any form of cyber-bullying
- Obscene, pornographic, or violent content or messages
- Sexist, racist, or inflammatory content or messages
- Advertising items for sale, or any other commercial use
- Playing non-educational games
- Violations of copyrighted material
- Destroying or corrupting data belonging to others

Security on the Internet is a high priority. Students must never send material or messages containing personal information such as names, phone numbers, or addresses. If a student identifies a possible security problem, he/she must notify the classroom teacher at once.

The school cannot accept responsibility for students' own devices (phones, laptops, I-pads, etc.) brought to school. These devices may only be used outside class time, except in the case of high school students for educational purposes with the permission of the teacher.

## **Role of Parents:**

### **Communicate:**

Talk with your child about the school day. Show interest in your child's life in school. Attend school functions and special events. Join with other parents in the Kevalee Parents' Association.

### **Set up routines:**

Draw up a home routine for your child. Try to have consistent meal times, bed times and morning procedures. Have a quiet place for your child to do homework and to keep his/her school materials.

### **Encourage your child:**

Show confidence in your child. Focus on effort as well as achievement. Try not to compare your child's progress with his/her siblings or peers. Believe in your child's strengths and value him/her for what he/she does well.

### **See the bigger picture:**

Problems sometimes happen. Try to respond thoughtfully, because the way parents react to a problem can make things better or worse.

### **Understand the process:**

Learning a new language generally takes 5-7 years. Support your child to learn English and his/her first language as well.

## **Parent Teacher Ongoing Communication:**

The school encourages ongoing communication between parents and teachers since the students' needs are best met by close collaboration between home and school. However, to avoid disruption to school operations, parents are requested to make an appointment through the school administration to meet with a teacher. This will also enable the office to make arrangements for translation, if required, at a mutually convenient time.

## **Parent -Teacher Conferences:**

Twice a year, after the first and third quarters, in October and March, parents are invited to come to school to receive the quarter report card and meet with their child's teachers - the homeroom teacher for elementary students, and homeroom and subject teachers for middle and high school students. Translation is provided for parents who may need it. The Parent-Teacher Conference is an important opportunity for parents to get up-to-date information on students' progress, and also share any concerns they may have with teachers. There is also an opportunity to meet with the administrators on these days.

## **Parent Concerns:**

The administration operates an open-door policy for parents who have concerns about their child's progress or behavior. However, it is preferable if possible to make an appointment by telephone to ensure that the Head of School, Director, or Assistant Director is available.

## **Parent Association:**

Kevalee values parent involvement in the life of the school. The KPA (Kevalee Parent Association) exists to foster good relations between home and school, develop activities to involve all school stakeholders, raise funds for specific enhancements to the school program, and provide a voice for parents in school development issues. Given the size of the school population, parents are urged to take part in the KPA and support its activities.

## **Tuition Fees:**

Please refer to the Tuition Fees posted in the administration office for the current Academic Year. Students who receive additional classes after school pay extra fees. Tuition and all fees are paid before the beginning of each semester. School will inform the parents of the deadlines for payment of fees. In the event of student withdrawal, written notice should be sent to the Head of School one month before the end of the semester.

## **Student Absence:**

Parents / Guardians should inform the administration office on the day of absence, and students must bring a signed parent's note or letter to the administration office on the day they return to school:

- A physician's statement is required for any absence longer than 2 days

- Parents will be contacted when a student has been absent for 2 days without any informing from the parents.

### **Punctuality and Tardiness:**

School encourages parents to send students to school on time. Students are also expected to be in all classes on time. Student lateness of 3 times will be considered as 1 day's absence.

### **Missed Work:**

When a student is absent from school, he/she is responsible to ask the teacher for make-up work and to set times for make-up tests or quizzes.

### **Academic Honesty:**

Students at Kevalee must do their own work. Cheating, copying, or plagiarism on classwork, homework or tests and forging signatures will not be tolerated. These will be regarded as serious offences that will lead to grade deduction and parent conferences.

### **Dress Code:**

Students are required to wear the school uniform every day and the P.E. uniform when they have P.E. class. Students are not allowed to wear or bring valuable jewelry to school. The school expects students to be neat and tidy in their appearance and to present a good image of the school at all times both inside and outside school.

### **Student Identification Cards:**

Every student is issued a school ID card. Students should carry their ID card at all times. ID cards must be worn on field trips. Lost/stolen or damaged cards must be reported immediately to administration office. Replacement ID cards are available with a fee of 100 baht.

### **Personal and School Property:**

To support the need for parents to be able to contact their children with urgent messages, the school allows the use of mobile phones, but only outside classrooms and libraries. Mobile phones must be switched off during classes, assemblies and school activities and performances. In case of improper use, teachers will bring mobile phones to the administration office and parents will have to come and get them back. Also, the school cannot take responsibility for the loss of valuable

items such as cell phones, I-pads, cameras, music players, jewelry, computers, etc. It is necessary for everyone in the school to feel a sense of responsibility to the school community. Students who destroy or damage school property are required to pay for the expenses occurred to repair or replace that property. They must also show respect to other people's personal belonging.

### **Lost and Found :**

Any item found within the school by students and personnel must be given the administration. In case of lost items, students can check the Lost and Found Box and claim the item with the staff in the administration office. Unclaimed items will be donated to a charity.

### **Bullying:**

Kevalee promotes a secure, safe environment in the school for every student. Any kind of bullying - verbal, physical, psychological or cyber - are unacceptable. Acts of bullying reported will be investigated and acted upon. The administrators, teachers and staff help to develop an atmosphere of trust where students can report incidents of bullying with the expectation that they will be dealt with.

### **Student Driving:**

Kevalee students are allowed to drive to school and park on campus if they are 18 years old and possess a valid Thai driver's license. Request for permission must be approved first from School Director. Parents are to be fully responsible for any costs from accident or damage while the students are driving to/from/in the school. Car stickers must be obtained from the administration office for 50 baht. Students are not allowed to transport other students without permission from the parents of those students. Driving privileges will be revoked, however, if dangerous or inappropriate driving is exhibited. The driving of motorcycles to and from school is forbidden.

### **First Aid and Illness:**

There is a first-aid area equipped with a single bed. In case of feeling unwell or minor injuries, students can receive first aid or be given an opportunity to rest. The school will notify the parent/guardian in case of illness which requires the student to go home and/or see a doctor. In such cases the parent/guardian will be requested to pick up the student as quickly as possible. In case of emergency, if the parent or guardian cannot be reached in time, the student will be treated at the nearest hospital. In order to do so, parents are required to sign the Parent Consent Form to allow the school to take this course of action if there is a need. Twenty-four hour accident insurance is provided for all students and details are available from the office on request.

## **Safety & Security:**

A security guard is on duty during the school day. Emergency evacuation notices are posted throughout the school, and evacuation drills are conducted at least once per semester. Teachers are assigned to oversee arrival and departure of students and conduct their classes in a safe manner to prevent accidents and injuries. Parents are encouraged to help protect students from prolonged exposure to the sun and heat during physical education classes and play time by having them bring a hat or cap to school. Students are not allowed to bring weapons, explosives or any dangerous devices to school.

## **School Services:**

### **Textbook Loan**

Textbooks are supplied students on a loan basis. Fines will be charged for any lost or damaged books.

### **Library**

Students in grades 1-5 have a regular weekly library class to enhance their learning. Teachers may arrange special library classes for research projects or special activities. Students are expected to respect the rights of others by complying with policies and treating all materials with care when they use services in the library. All books and materials must be checked out from the librarian at the counter prior to being taken from the library. Fines or replacement fees will be charged for overdue, damaged, or lost books and materials.

### **Library Borrowing Policy:**

- All students may check out up to 3 books at a time.
- The borrowing time is one week.
- Students may renew books once if not required by another student.
- Overdue books will be charged 5 baht a day. Students will not be allowed to borrow any new books until all overdue books are returned and paid for.
- Lost or damage books that need replacing must be paid for. A 20% surcharge is added to the cost of the book to cover freight and library processing.
- At the end of the school year or upon leaving the school, all student library accounts must be cleared.

### **After-School Classes**

Tutorial classes are available for extra English, Math, and Thai language from 3:30-4:20 p.m.

### **Photocopying**

Emergency printing and copying service is available for students at the administration office. A charge of 5 baht per page (black & white), 10 baht (color & black and white), and 20 baht (full color) will be charged. The money collected will be donated to charity. The office staff always tries to help students but school printing and copying takes priority over students' requests.

### **Canteen**

Food and water are served in the canteen. All students pay set lunch fee for milk, lunch and snacks provided by the school. Students are required to follow the canteen rules in order to help keep the school clean and be considerate of other users:

- Students wait in service line for their turn to get food and water
- Food, dishes, utensils, glasses, etc may not be taken outside the canteen
- After eating & drinking, students should clear the table by bringing their used dishes and glasses to the trash container provided and separate litter properly

Students can buy extra snacks and beverages at the shop in the canteen. The school provides trash containers for different kinds of trash. Students can help support the recycle project "Trash to Cash" by using the right containers. School will sell the trash once or twice a semester and the money will be used to support student community service.

### **Transportation**

The school can provide student transportation. A fee will be charged per semester depending on the distance and route.

### **Events and Activities:**

At Kevalee International School, students participate in several activities that help them to be proud of their cultural heritage, to understand the host country culture, and to appreciate significant events and festivals celebrated in many countries around the world.

### **Morning Assembly**

All students are required to attend the assembly every morning.

## **Sports**

In addition to the regular PE Program and participation in a variety of sports and games, an annual School Sports Day is held in February or March.

## **Field Trips**

Teachers plan day trips to supplement or enhance their lessons. Students go on social and educational field trips with a clear understanding of the purpose of the trip and expected behavior.

## **Community Service & Fund Raising**

Kevalee has several projects and activities throughout the year to raise funds to support school development and community service. Some activities may be initiated and organized by teachers, students or parents. All projects and activities must be approved by the School Director.

### *No-Uniform Day*

Students pay a small fee for not wearing the regular uniform to school. Students are required to dress neatly and politely. Shirts with improper messages are not allowed in school. School ID must be worn and visible on No-Uniform days.

### *Sports Day & Food Selling*

Parents will bring foods, desserts, snacks and beverages to school for selling on Sports Day. The money collected will be used for sports equipment.

### *Kevalee Fair*

The aim of the fair is to give our students an opportunity to present their projects in Language Arts, Math, Science, Social Studies, Art etc. to the parents and honored guests. Students also work together with their teachers and classmates to raise funds by preparing games and prizes for all the members in the school community. The funds raised is used to support student community service.

## **Festivals and Celebrations**

January	- Chinese New Year / Teachers' Day
February	- Valentines' Day
March	- Easter
April	- Songkran
May	- End-of-Year Program
August	- Queen's Birthday / Mothers' Day
September	- International Day
October	- Halloween
November	- Loy Krathong / Thanksgiving
December	- King's Birthday / Fathers' Day / Christmas Program