

CHIANG MAI INTERNATIONAL SCHOOL (CMIS) STUDENT-PARENT HANDBOOK

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Who We Are

Our Vision

Educational excellence in a caring community committed to Christian values, equipping international students for lives of learning and positive contributions locally and globally.

Our Mission

Chiang Mai International School (CMIS) belongs to the Church of Christ in Thailand. CMIS recognizes that each person is loved and valued by God. Our school builds character and stimulates students to develop and use their gifts, while recognizing, appreciating, and encouraging the gifts of others.

1. CMIS fosters high quality academic achievement, inspiring students to life-long learning, and equipping them for further study and the pursuit of worthwhile vocations around the world.
2. CMIS celebrates the richness and variety of an international community in a Thai setting. The school encourages students, parents, and staff to appreciate the culture and people of Thailand, and to enjoy strong international relationships throughout life.
3. CMIS teaches and models the Christian worldview, demonstrates the love of God in community life, and encourages the development of good character. At CMIS, students can make their own informed response to what is taught in an environment where opinions, differences, and other worldviews are discussed with mutual respect.
4. CMIS is a caring community which nurtures a sense of belonging and mutual responsibility for the well-being, safety, and healthy lifestyles of staff, students, and their families.

Educational Objectives

1. **To foster an atmosphere where students will enjoy relationships and learning,** students are taught and encouraged to:
 - form healthy friendships that are affirming, inclusive, and tolerant of difference;
 - develop appropriately in academic, emotional, and social spheres; and
 - participate, be inquisitive, and try new experiences.
2. **To stimulate students' growth at each grade level and in all areas of the curriculum,** students are taught and encouraged to:
 - develop and utilize their intellectual, artistic, practical and physical skills;
 - strive to maximize their academic achievement;
 - demonstrate continuous improvement in their work;
 - meet or exceed the agreed curricular standards for their grade and subject level; and
 - read, write, and discuss at levels appropriate to their ages and stages of development.
3. **To encourage the development of students' abilities in critical, analytical, and independent thinking, demonstrated in fluent oral and written communication,** students are taught and encouraged to:
 - communicate effectively through verbal presentations, seminars, debates, and classroom discussions;
 - communicate effectively in diverse written forms such as essays, poetry, posters, and assignments;
 - listen and respond appropriately to oral communication;
 - apply problem-solving strategies to real life situations; and
 - analyze, synthesize, and evaluate information individually and cooperatively in order to accomplish a specific purpose.
4. **To encourage participation and to develop skills in the creative and performing arts and in sports and other physical activities,** students are taught and encouraged to:
 - develop their gross and fine motor skills;
 - demonstrate cooperation, leadership, and teamwork;
 - strive towards independent and creative thinking;
 - value and appreciate others' ideas and opinions;
 - apply knowledge and skills to all physical activity;
 - develop individual talents and demonstrate acquisition of skills in practice and performance; and
 - demonstrate sportsmanship and sports etiquette.

5. **To cultivate and demonstrate attitudes and behaviors showing care and respect for others, the environment, the country, and the world in which we live**, students are taught and encouraged to:
 - develop and demonstrate awareness of and sensitivity towards peoples of different cultures and needs;
 - act in an ethical and responsible manner;
 - willingly participate in caring for the environment of the school, and to carry that attitude into their community; and
 - willingly participate in serving the community.

6. **To facilitate students’ abilities to evaluate and use appropriate technology and educational materials in all subjects**, students are taught and encouraged to:
 - understand basic technology operations and concepts for hardware and software;
 - understand the social, ethical, and human issues surrounding the use of information and technology development;
 - apply critical thinking, information gathering, synthesis, and creative design processes to tasks involving technology;
 - demonstrate problem-solving and decision-making skills with technology; and
 - communicate information effectively using technology.

Accreditation and Member Organizations

Our school is approved by the Ministry of Education in Thailand, and has been accredited by the Western Association of Schools and Colleges (WASC) since 1985. We are a member of the East Asia Regional Council of Overseas Schools, the International Schools Association of Thailand, and are recognized by the Association of Indian Universities.

Board of Trustees

CMIS is owned by the Foundation of the Church of Christ in Thailand, and is operated through an appointed nine-member administrative advisory board.

History of CMIS

Missionaries returning to work with the Church of Christ in Thailand (CCT) after World War II established a school for their children in Chiang Mai. Classes began on June 1, 1954 with eight students. In 1958, construction began on the present campus for the “Chiang Mai Children’s Center.” Student numbers grew as more expatriate families seeking an English-language education for their children moved to Chiang Mai.

In 1984, representatives of the Thai Foreign Ministry and the CCT agreed that the formal establishment of an international school in Chiang Mai was a necessary step to achieving the school’s legal status. Classes began in September 1985 for Kindergarten to Grade 8 under the new name “Chiang Mai International School.” High school grades were progressively added from 1992 to 1995.

Today CMIS is a dynamic international school with over 400 students, but it is still small enough to retain a friendly and relaxed campus environment. It also remains true to the traditions of its founders, serving missionary families and maintaining the heritage and values of the Christian faith at the heart of the school, while welcoming children of all faiths, cultures, and ethnic backgrounds from the growing international community in Chiang Mai.



School Shield

The school shield was designed by the long-time British Consul General in Chiang Mai, the late Mr. W.A.R. Wood, author of *Consul in Paradise*. The cross and honeybee represent the motto beneath our school shield “ora et labora,” which means “by prayer and by work.” The red band across the top of the shield represents sacrifice.

School Song

“Today we sing a song of joy for we are young and free.
In Northern Thailand girls and boys can grow in liberty.
To work and pray, to sing and play with friends from many a land,
To prove that peace is possible if all walk hand in hand.

Learning *from each other* as the Thai school days go by. **
We proudly represent today International School Chiang Mai.

Learning *from each other* as the Thai school days go by. **
We proudly represent today International, *International, *
International School Chiang Mai.” * = clap hands

วันนี้เราร้องบทเพลงชื่นบาน
เพราะเราเยาว์วัยและเสรี
ถิ่นไทยเหนือนี้มีเด็กหญิงและชาย
ทุกคนได้เติบโตอยู่ในเสรี
อธิษฐานและทำงาน ขยันขันและเล่น
เล่นกับเพื่อนจากต่างถิ่นต่างแดน
ทำให้ได้เห็นสันติภาพเป็นไปได้อ
ถ้าเราจับมือแล้วเดินด้วยกัน
เราเรียน *จากกันและกัน* แต่ละวันที่ผ่านพ้นไป
เรามีใจที่มาร่วมเป็นหนึ่งใจ โรงเรียนนานาชาติเชียงใหม่
เราเรียน *จากกันและกัน* แต่ละวันที่ผ่านพ้นไป
เรามีใจที่มาร่วมเป็นหนึ่งใจ โรงเรียนนานาชาติ โรงเรียนนานาชาติ
โรงเรียนนานาชาติเชียงใหม่ (ปรบมือ)

Academics

Curriculum Structure

Our teachers provide instruction that is closely aligned to an American standards-based curriculum; but in acknowledging the diversity of our students and teachers, we also seek to enhance the curriculum by incorporating best practices from around the world.

Elementary School (Kindergarten to Grade 6) –

Kindergarten

Kindergarten operates as a full-day program. The curriculum includes number concepts, English letter sounds, pre-reading skills, simple printing, crafts, art, music, physical education, library, and Thai language and culture.

Grades 1 to 6

The curriculum is focused on student learning and provides a challenging and developmentally appropriate program of studies. Classroom teachers instruct the core subjects of Language Arts, Mathematics, Science, and Social Studies. Students also receive instruction from specialist teachers in Art, Music, Computers (3-6), Library, Physical Education, and Thai language and culture.

English as a Second Language (ESL)

The ESL program has been designed to meet the needs of students in Grades 1 to 6 who have been identified through admissions assessment, or by their teachers, as being in need of additional English-language support. All ESL students are fully integrated into a regular age/grade appropriate classroom, and receive approximately one hour of “pull out” English instruction each day. The goal of the ESL program is to assist students to quickly become more confident and successful in their use of the English language, in both academic and social situations. A supplementary tuition fee is charged for ESL.

Middle School (Grades 7 and 8) –

Students in middle school receive instruction in the core courses of English, Mathematics, Science, and Social Studies, and a combination of electives in the specialist areas of Art, Music/Drama, Computers, Physical Education, and Thai Language or other Foreign Languages such as French, Spanish, and Mandarin.

High School (Grades 9 to 12) –

The high school curriculum offers courses designed to prepare students for academic success in college and beyond. All students undertake instruction in the core areas of English, Mathematics, Science, Social Studies, and Foreign Languages (French, Spanish, Mandarin). Thai students are expected to take Thai GL (Grammar and Language) courses for all four years. Additional subjects studied are chosen from the areas of Physical Education, Art, Performance Arts/Music, Computers, and independent study projects. College-level Advanced Placement (AP) courses are also offered.

Advanced Placement (AP) Program

The U.S.-based AP program offers students the opportunity to undertake college-level courses while still in high school. Students who obtain a passing grade on an AP exam are eligible to earn credit or gain advanced standing in a related first-year college courses at more than three thousand colleges and universities in the U.S. and Canada. In addition, three hundred world-class universities in more than 30 countries also recognize AP in their admissions process by granting incoming students credit, placement, or both on the basis of their AP exam grades. The AP courses offered at CMIS vary from year to year, based on student interest and teacher availability.

For more information about the high school curriculum or the AP program, please contact Mr. Nathen Rhead, High School Curriculum Coordinator/Careers Counsellor at: hscurriculum@cmis.ac.th. For general information about the AP program visit: <http://www.collegeboard.com/student/testing/ap/about.html>.

Study Hall

Study hall is a time for students to finish homework, prepare for tests, complete independent study courses, and continue to improve upon all areas of their academic performance. Students in Grades 11 and 12 may be approved to take study hall classes as one of their scheduled options. If a student does not use their study hall time wisely, they will be required to negotiate a more suitable timetable option in lieu of study hall.

Grading Scale

The grading scale with the Grade Point Average (GPA) equivalents is as follows:

A+ = 97-100%	= 4.0 GPA	C+ = 77-79.9%	= 2.4 GPA
A = 93-96.9%	= 4.0 GPA	C = 73-76.9%	= 2.0 GPA
A- = 90-92.9%	= 3.7 GPA	C- = 70-72.9%	= 1.7 GPA
B+ = 87-89.9%	= 3.4 GPA	D+ = 67-69.9%	= 1.4 GPA
B = 83-86.9%	= 3.0 GPA	D = 63-66.9%	= 1.0 GPA
B- = 80-82.9%	= 2.7 GPA	D- = 60-62.9%	= 0.7 GPA
		F = less than 60%	= 0 GPA

Graduation Requirements

One credit is awarded for each one-semester course completed with a passing mark of D-. A minimum of 45 credits is required for graduation. Students may transfer no more than 12 credits per year from another school.

Subject	Required Credits
English	8
Social Studies	6
Science	6
Mathematics	6
Foreign Language*	4
Computer Science	2
PE / Health	2
Elective Courses**	11

* Thai passport holders must complete four years of Thai study in Grades 9 to 12.

** Courses taken over and above the required credits in any one subject area are considered elective credits.

CMIS offers an Honors Graduation Diploma for students who successfully complete three AP classes, and maintain a GPA of at least 3.0. A Graduation Diploma is awarded to those who have successfully completed fewer than three AP courses.

The titles of Valedictorian and Salutatorian are awarded to the two Honors graduating students who have the highest GPAs.

Community Service Requirements

High school students (Grades 9 – 12) are required to complete 60 hours of community service over the course of their four years in high school. The number of required hours (15 per year) will be adjusted for students until the 2009 – 2010 school year. Transfer students are expected to complete a pro-rated number of community service hours based on the year of high school they began attending CMIS. (e.g., a student entering CMIS as a Grade 11 student will only be required to complete 30 hours of community service.) For more information about the Community Service Program, visit: www.cmis.ac.th.

Assessment and Report Cards

Academic progress is measured through a variety of ongoing assessments, and is reported informally through work sent home and notes in the student planner, and formally through the report cards issued at scheduled times throughout the year. CMIS also administers external assessments including: the International Schools Assessment (ISA), Stanford Achievement Test, Practice Scholastic Aptitude Test (PSAT), Scholastic Aptitude Test (SAT), and the Advanced Placement (AP) College Board exams.

Parent-teacher conferences are scheduled to coincide with the first and third reporting periods. If they have questions or concerns at any time, parents are encouraged to contact their child’s homeroom teacher through the student planner, or by leaving a phone message or note at the office.

CMIS students in Grade 8 may be evaluated in April or May to determine their suitability for our high school program. If Grade 8 teachers have concerns about a student’s ability to succeed at the high school level, the final determining factors will include teacher recommendations, a writing test, the student’s grade point average, and their standardized test total score.

Students in Grades 10 to 12 are strongly encouraged to take the Scholastic Aptitude Test (SAT), preceded by the Practice Scholastic Aptitude Test (PSAT). SAT scores, together with a student’s GPA, are widely recognized as the selection criteria for university and college entrance worldwide. In addition, students who choose to take courses at the AP level and who take the AP exams will enhance their potential for university acceptance at prominent institutions.

Please refer to the school calendar, website, and other notices issued by the school for exact dates and times of external assessments, report cards and parent-teacher conferences.

Class Schedules

Elementary Class Schedule

Homeroom	7:40 – 7:49
Period 1	7:49 – 8:32
Period 2	8:35 – 9:18
Recess	9:18 – 9:33
Period 3	9:36 – 10:19
Period 4	10:22 – 11:05
Lunch	11:05 – 11:45
Period 5	11:50 – 12:34
Period 6	12:37 – 1:21
Recess	1:21 – 1:36
Period 7	1:38 – 2:22
Homeroom	2:25 – 2:35

High School Class Schedule

Homeroom	7:45 – 7:52
Period 1	7:55 – 9:05
Period 2	9:10 – 10:20
Break	10:20 – 10:32
Period 3	10:35 – 11:45
Lunch	11:45 – 12:25
Period 4	12:30 – 1:30
Period 5	1:35 – 2:35

Attendance and Absence Policy

Students are expected to be in attendance for all homeroom times, classes, assemblies, and scheduled events. All absences, late sign-ins, or early sign-out situations are to be reported to the school office and a note from home is required in each circumstance, except for medical emergencies confirmed by the school nurse. Homeroom teachers take attendance daily, and high school teachers take attendance each period.

When students return to school after an absence, parents or guardians must provide the child's homeroom teacher with a note explaining the absence. If parents anticipate the need for a student to be late or absent, they are asked to notify the school office or homeroom teacher in advance. The school office will contact parents or guardians to follow up on unexcused absences. For extended absences where extra work or assignments may be required, please advise the school as early as possible before the absence in order to enable teachers to prepare work, where feasible.

In order to be eligible for credit, or to pass into the next grade, a student is required to attend school for a minimum of 80% of the semester, and to have been granted approved leave for all absences. Unexcused absences may call into question a student's progress, and in extreme cases, may even jeopardize their enrollment at our school.

Punctuality

Parents are asked to ensure that students arrive at school on time, for security reasons and so that instruction time is not lost. Students are expected to be on campus for the first bell at 7:40 a.m., but should not arrive before 7:20 a.m., as teacher supervision is not provided before that time. Students arriving after the bell are expected to report to the school office to sign in, and will be asked to provide their full name, arrival time, and the reason for their tardiness. The student will then be issued a late pass. Students are expected to be on time to all classes, including homeroom.

Students should leave campus promptly after school unless they are engaged in a school-sponsored after-school activity. Teacher supervision is not provided after school, thus it is expected that all students will be picked up in a timely fashion after classes end at 2:35 p.m. Students waiting to be picked up after school or extracurricular activities should wait in the stone table area.

Homework Guidelines

Homework is independent study of the curriculum at outside of the classroom, and is given to: reinforce material that has been taught by the teacher; help a student to develop independent work habits; for test preparation; and for a student to practice skills beyond the time allotted in the classroom. Assigned homework has a valid educational purpose, and is designed to be completed by a student in a reasonable amount of time with little or no parental supervision, although parent interest is encouraged. Teachers will communicate their ongoing expectations concerning homework through notes and the student planner.

Services, Facilities and Procedures

Cafeteria

A private company runs the cafeteria services for our students, and provides a variety of dishes at reasonable prices. Students who do not wish to purchase lunch from the cafeteria may bring their own lunches with them in the morning. Parents and guardians are asked not to deliver lunches to students during the morning break or at lunch time; however, they may come and eat lunch in the cafeteria with their child on any day. (Please remember to sign in as a visitor at the school office.) Students who require special meal provisions are asked to contact the school office to make necessary arrangements. Any feedback or suggestions regarding the cafeteria should be submitted in writing to the school office, or may be sent by e-mail to our cafeteria liaison, Mrs. Christina Jupio at: cjupo2002@yahoo.ca.

Students in elementary school should be aware of the following guidelines:

- At morning recess, students in Grades 1 to 3 are not to buy snacks except milk or fruit. (They may bring a healthy snack from home for morning recess.)
- Snacks should be purchased at the beginning of a recess or lunch break, and not during the last five minutes.
- Soda pop may only be purchased during afternoon recess, not at lunchtime.
- French fries may only be purchased as an accompaniment to a main meal.

Communication/Messages

Students may receive emergency messages at school through the school office staff; however, the school cannot accept responsibility for delivering non-urgent messages to students. Messages for teachers may also be delivered through the school office, although teaching commitments may prevent teachers from returning a call until lunchtime or after school.

Facility Use and Booking

The school office maintains a master calendar for campus events and facility bookings. Please contact the office to obtain a request form for the use of facilities for after-school activities, or to obtain information about their availability.

Finance Office

Fees may be paid at the finance office in the administration building on school days between the hours of 8 a.m. and noon, and 1:00 to 3:30 p.m. Tuition fees for each semester must be paid in full within 10 calendar days of the first day of the semester. Tuition and ESL fees will be charged on a pro-rated basis for enrollment of less than a full year according to the following formula: 2% of the semester fees per day for the first 49 days of enrollment. Full semester fees are charged for enrollment of 50 days or more.

Library

The library is open from 7:30 a.m. to 3:45 p.m. each school day, including recess and lunch breaks. Students are welcome to use the library after school to study or do homework. Students in Grades K to 6 attend regular library periods during which they are taught library skills and are allowed to borrow books. Students in Grades 7 to 12 conduct individual or class research in the library.

The lending period for books is two weeks. Overdue fines are five baht per book per day, charged on days the library is open, but not on weekends or holidays. If students have an excused absence from school, they should see the librarian to be excused from fines. Students are responsible to pay for their lost or damaged books, and anyone who has library fines, overdue books, or lost or damaged books will not receive their report card until those matters are dealt with.

Parents are also encouraged to make use of the library, and may borrow up to ten books for a three-week period. The library always welcomes donations of appropriate books in good condition.

Lockers

Each student in Grades 7 to 12 is assigned a locker in the high school building. Students should maintain their lockers in the same condition in which they were issued to them, and must not damage or deface them in any way. The school reserves the right to open and search any locker at any time.

Lost and Found

Please be sure to label your child's personal belongings clearly, and include their grade. Found items are routinely turned into the school office where they are held for a period of up to four months, after which the unclaimed items are disposed of or donated to charity. In the case of lost textbooks, students are fined 50 baht when they collect their books from the office.

Newsletter

CMIS issues a weekly newsletter that contains important information about events in our school community. The newsletter is distributed on Fridays via e-mail, and is also archived on the school website (www.cmis.ac.th). A hard copy of the current newsletter is posted on the bulletin board by the stone tables, and a limited number of copies are also available from the school office.

Parent Teacher Group (PTG)

The PTG is a forum for sharing ideas and concerns about the school. The group's objectives are to: promote communication between parents, teachers, and administrative staff; promote cooperation between parents and the school board; promote understanding and goodwill between CMIS and the community at large; and promote and actively support the educational programs of CMIS. The PTG also fundraises to support school programs and activities, and annually rewards a deserving Grade 12 student with a scholarship.

Teachers, administrators, and parents or guardians of CMIS students are all automatically members of the PTG. Officers are elected every year by those present at the May meeting. If you would like to take an active role in the school by influencing policies, organizing events, and getting to know other parents, please come to the meetings which are held on the first Monday of every month.

School Office

The school office in the administration building is open from 7:30 a.m. until 4:00 p.m. on school days. The phone numbers are: 053 242 027 and 053 306 152. Our office manager Mr. Pitak Potong may be reached at extension 104, and his assistant Mrs. Supatra Intha is at extension 105.

Senior Lounge

CMIS has set aside a furnished room for students in Grade 12. Seniors choosing to use this room may do so during their scheduled study hall periods, after first informing the study hall supervisor and signing out of study hall.

Student Council

The student council (Grades 7 to 12) is an important organization that acts as a liaison between the faculty, administration, and students, and contributes to the betterment of our school. Some of the activities sponsored by our student council are: spirit days, fundraisers, dances, bake sales, and various school improvement initiatives. Through student council, students are encouraged to voice their concerns, or suggest improvements to the administration. At the same time, the student council provides an opportunity for students to experience participatory student government. Elections for student council are held early in the first semester of each school year.

Student Withdrawals

A written request for withdrawal form must be submitted to the school office at least two weeks prior to a student's last day of school. Report cards and transcripts will be released upon payment of all outstanding fees and the return of uniforms, textbooks, library books, and all other school property.

Supplies

Tuition fees cover student texts, but do not include personal school supplies such as pencils, pens, and notebooks. Students receive a list of required supplies from their teachers during the first week of school.

Some basic stationery supplies are sold from the school supply room at the back of the administration building on school days at the following times: 7:30 a.m. to 8:00 a.m.; 9:30 a.m. to 9:45 a.m.; 11:30 a.m. to 12:00 noon; and 2:30 p.m. to 3:00 p.m.

Telephone Use

There is a public pay phone on campus (near the stone tables) for student use. Our school office staff is available to assist students who need to call home for emergencies. Students may use their mobile phones before school, during lunch or recess breaks, and after school.

Visitors to Campus

All visitors, including parents whose arrival is scheduled, must check in with the security guard at the gate before proceeding to the school office. Once at the school office, they must sign in on the visitor log and obtain a visitor's badge. Students who would like a guest to accompany them to classes must obtain approval from the school administration at least two days prior to the visit.

Website

Please visit www.cmis.ac.th for regularly updated information about the programs, events, and activities at CMIS.

Health, Safety and Security

Closed Campus

We have a responsibility to ensure the health, safety, and well-being of all students while on campus. For this reason, no student is permitted to leave the campus during the school day except when accompanied by a parent, or with (written or verbal) parental approval as confirmed by the school office or the administration. A student who leaves campus without permission will be subject to disciplinary consequences.

Emergency Procedure

Every room in the school is equipped with an emergency escape route map. Students will participate in school-wide emergency escape and lockdown drills at various times throughout the year.

Emergency School Closures

If the school must be closed due to an emergency, class and homeroom teachers will contact the parents or guardians of their students by phone. At such times, a recorded message can be accessed via the school telephone number, and an emergency notice will be posted on the school website.

Food Handling Policy and Bake Sales

Students must wear gloves or use utensils when handling food during bake sales. Students handling money must not handle food.

Health Office

The health office at CMIS is staffed by a full-time registered nurse and a health officer, and is equipped to handle minor incidents and illnesses. A child should not be sent to school if they do not feel well, or if they have an infectious condition. Parents are asked to notify the health office promptly if their child has an infectious condition such as head lice, pinkeye, measles, or chicken pox. If a child becomes ill or is injured at school, the parents will be notified as quickly as possible.

- **Emergency Information**

CMIS requires that parents or guardians complete the emergency information form that is distributed to all students during the first week of classes. Any special health concerns your child has should be noted on the form, as well as specific instructions relating to administering of medications, and up-to-date parent or guardian contact information. Note: It is essential that emergency phone numbers and medical information be updated at the health office as necessary throughout the year.

- **Medication**

Elementary students who require medication during the day should deliver it to the health office upon arriving at school in the morning. The medication should have an accompanying note containing the child's name and class, the dosage, and times of administration. High school students may self-administer their prescribed medication, or may leave it with the nurse.

Playground

Areas for play are defined for reasons of safety, security, and supervision, and include: the library sala, lunch sala, playground equipment, the stone table area, the basketball courts, and the soccer field. During recess, students are not permitted to remain in the elementary or high school buildings unless prior permission has been granted by a teacher or administrator.

Students should play in a safe manner. Teachers on duty will exercise their own discretion concerning the suitability of games. The areas around the Thai classroom building, the library stairs, school entrance, and lunch sala are not to be used for playing active games. Students should not climb on buildings, basketball goals, or trees.

Students are expected to return sports equipment to the appropriate equipment cages. If a ball has to be retrieved from off campus, students should seek assistance from the teacher on duty.

Student Accident Insurance

If you are interested in purchasing student accident insurance, the school office can provide information concerning three different levels of coverage offered by a reputable company.

Student Vehicles

Students who drive a motorcycle to or from school must have a valid driver's license and must wear a helmet. (Note that Thai law and common sense demand that helmets be worn by both drivers and passengers.) Additional passengers are not to be carried without the express permission of the parents of the driver, the parents of the passenger, and the Principal. Parking stickers for motorcycles are available from the school office. Since there is insufficient parking space on campus, students must park their cars on an outside street.

Valuables

Students should avoid bringing valuables to school in order to eliminate the possibility of loss or theft.

Vehicles on Campus

If you have school business to attend to between 8:00 a.m. and 2:00 p.m., the security guard will direct you to a parking space on campus. Please refrain from parking on campus during peak times, as there is a shortage of available parking spaces. To ensure an efficient flow of traffic when picking up or dropping off students, please proceed around the driveway loop using the proper entrance and exit gates.

Behavioral Expectations

Behavior Code

The behavioral standards upheld by our school are based on Christian teachings, values, and ethics. Students are expected to abide by all school rules and regulations. In the event of changes or additions to rules during the school year, students and parents will be advised through the school newsletter.

Our students are encouraged to use common sense at all times, and to avoid discourteous or dangerous behavior. As a school, we are committed to nurturing self-esteem and mutual respect; therefore, we look to our students, and indeed to all members of our community, to demonstrate positive attitudes and appropriate behavior, to act responsibly, and to be considerate of all people and their property.

1. Students are not permitted to possess, use, or supply tobacco, drugs, or alcohol on the school campus or during school-sponsored events.
2. Stealing, lying, and cheating are serious breaches of school conduct with resulting serious consequences.
3. Students should take pride in their school facility. Damaging school property or resources is considered a serious offense.
4. Students should not loiter in unsupervised areas.
5. Food, snacks, and drinks are permitted in the cafeteria and lunch sala only during the school day; litter is to be disposed of appropriately.
6. Students are not allowed to chew gum during school hours.
7. All objects that are hazardous to others or that interfere with school operations should be left at home. Items such as toy guns, water pistols, weapons, fireworks, electronic gaming devices, skateboards, inline skates, matches, lighters, knives, and weapons are not allowed at school.
8. In order to avoid disruptions to the learning environment, students must turn off mobile phones and personal music devices during class time.

Bullying Policy

Our students have the right to a safe and caring environment that promotes learning, personal growth, and positive self-esteem. The school is committed to providing this type of environment, and believes that everyone is responsible to help maintain it.

Bullying – behavior that is hurtful, threatening, demeaning, or frightening to others and is repeated over time – can take many forms including physical, verbal, or sexual harassment, or exclusion. It is everyone’s responsibility to report bullying, whether they are experiencing it themselves, or if they see it being inflicted upon someone else. If bullying occurs, a student and/or their parents should make immediate arrangements to have a confidential talk with the homeroom teacher, the principal, or the counsellor. Appropriate action will then be taken to ensure that the bullying ceases.

Computer, Network, and Internet Services – Acceptable Use Policy

Our school provides computers, networks, and internet access to support and enhance curriculum and learning opportunities. CMIS retains control, custody, and supervision of all computers, networks, and internet services owned or leased by the school, and reserves the right to monitor all computer and internet activities by students. Students should have no expectation of privacy in their use of school computers, including e-mail and stored files.

Student use of the school’s computers, networks, and internet services is a privilege, not a right. Students are required to sign an acceptable use agreement that indicates their intention to comply with all rules given by their

teacher or other supervisor when using school computers, networks, and internet services. Unacceptable use or activity may result in suspension or cancellation of computer privileges, and may involve other disciplinary action.

Dishonesty in Academic Work

CMIS defines academic dishonesty as taking answers from others, willingly giving answers to others, or plagiarism in regard to any school assignments or evaluations. Academic dishonesty is a serious offense – it represents a form of stealing, and has ethical and moral implications. Our school will not tolerate any form of cheating or plagiarism. A failing grade will be given on the test or assignment in which the cheating occurred, the offense will be recorded on the student's file, and parents will be notified.

Dress Code

Our students are not required to wear uniforms to school, but they are required to wear a CMIS polo shirt on field trips and for special events, and school-issued athletic attire for PE class. We recognize the effects that dress and grooming have upon student behavior and their commitment to learning. We further recognize the role of parents in assisting their children to make appropriate choices regarding clothing, accessories, and personal appearance. In order to maintain an atmosphere conducive to learning, and to help prepare students for a working environment, we require our students in all grades to exercise modesty and good taste with respect to their personal appearance. We also acknowledge the need to dress in a way that is respectful of Thai culture. This precludes the wearing of excessively tight, skimpy, or revealing clothing, or clothing bearing inappropriate messages.

PE Attire

Students are required to wear CMIS T-shirts and shorts for PE classes. These items are available for purchase from the supply room at the back of the administration building. Students are also required to wear suitable sports footwear for PE, and will be expected to change into clean-soled gym shoes when they participate in PE classes in the gymnasium.

Probation

High school students who display unsatisfactory academic or behavioral performance may be placed on probation. The aim of probation is to remind students of our expectations, and to assist them in meeting them. Failure to meet agreed upon levels of academic or behavioral improvement may place the probationary student's enrollment in jeopardy. A high school student is placed on academic probation when they have a GPA of less than 1.7. A student may be placed on behavioral probation by the administration in the event of a serious disciplinary incident, or as a result of repeated behavioral infractions. A student on academic or behavioral probation may not participate in any athletic event or other extracurricular activity while they are on probation, and/or for a specified period of time determined by the administration. A student placed on academic or behavioral probation for two full quarters may be required to withdraw from school.

Substance Policy

We believe a healthy educational environment is a drug-free environment, and our philosophy centers on prevention and education with regard to the use of all dangerous drugs, tobacco, and alcohol. Further, we believe the majority of our students choose not to use these substances, and we strive to reinforce those positive decisions whenever and wherever possible. The primary purpose of this policy is to promote abstinence. The policy is also in place to assist parents and guardians in providing guidance and treatment for students who are involved in illegal drug use.

The unlawful use, possession of, purchase, or trafficking in illegal drugs, prescription drugs, tobacco, alcohol, or any other dangerous drug by any student registered at CMIS is strictly prohibited. This prohibition extends to students who are assisting students or others in the use, purchase, or sale of drugs.

Clubs and Extracurricular Activities

CMIS offers its students opportunities for development outside of the classroom. Each year parents, teachers, and community members volunteer to lead a variety of sports, clubs, and activities, which have included: arts and crafts, badminton, basketball, Boy Scouts, fencing, Friday clubs and activities, futsal, gymnastics, house system activities, intramural sports, Kendo, performing arts groups, rock climbing, SAT preparation, senior first aid, soccer, strategic games, street hockey, strength training, student council, swimming, ping pong, Tae Kwon Do, tennis, Thai clubs, track and field, and volleyball. Please visit the school website for current information.

Athletic Awards

An awards presentation evening is held in June to celebrate the achievements of CMIS athletes, as well as to publicly thank the coaches, parents, and supporters of CMIS for their efforts in promoting our school's athletic program. Please see the school website for a complete list of athletic awards and recipients.

Environmental Group

All CMIS students are encouraged to take an active interest in caring for the natural environment. High school students will be leading activities both on and off campus with a focus on reducing waste, improving our recycling efforts, and promoting energy efficient technology on campus.

Events Outside of CMIS

Our students may be invited to participate in events not directly sponsored by CMIS, such as Thanksgiving programs, musical or theatrical productions, and other special events in the community.

Special Events

Throughout the year, the school holds special events ranging from grade-level assemblies to school-wide activities. The newsletter will provide details of the coming year's activities, which may include the following:

- **Activity Day** – Students in Grades 7 to 12 participate in a variety of off-campus activities, sports, and adventures led by teachers and parents.
- **Assemblies and Class Presentations** – Classes at different grade levels prepare and present dramas, songs, poetry, stories, and other activities related to the curriculum.
- **Christmas Program** – Classes at all grade levels are featured in musical and dramatic performances each December.
- **Elementary Sports Days** – Children are grouped into sports houses and compete in running, jumping, and throwing events that are based on skills taught in PE lessons. These competitions are held on separate days for Grades K to 3, and Grades 4 to 6. Parents are invited to watch or assist with the days' events.
- **International Day** – This is our way of celebrating the diversity of our school community. CMIS students and parents spend the day sharing information about their home countries through song, dance, crafts, sports, games, music, and food. This event takes place every two years, and will next be held in February 2008.
- **Thai Day** – Every two years, a day is set aside to honor the country in which we live. Teachers, parents, staff, and community members work together to make this day a significant celebration of Thailand's culture. Thai Day was last celebrated in February 2007.

Sports Program

A variety of sports at various levels of competition is offered to students in all grades. Our desire is for students to have an opportunity to sample many different competitive and recreational sports, and to be encouraged to develop their own specific athletic talents for a lifetime of fitness activities.

We are a founding member of the Chiang Mai Athletic Conference (CMAC) and have endeavored to organize our sporting year to coincide with the schedules of other international schools, as well as to meet the range of needs and interests of our students. The other CMAC schools are:

American Pacific International School (APIS)
Chiang Mai German Christian School (CDSC)
Grace International School (GIS)
Lanna International School of Thailand (LIST)
Nakorn-Payap International School (NIS)
Prem Tinsulanonda Center for International Learning (Prem)

Our program for most sports consists of scheduled games and tournaments with the schools of CMAC, but there are also certain sports for which games and tournaments are scheduled with non-CMAC member schools.

Sports Codes of Conduct

The purpose of these Codes of Conduct is to provide guidelines, in accordance with the Chiang Mai Athletic Conference (CMAC) and Chiang Mai International School (CMIS) Mission Statements, for how individuals are expected to function when participating in or observing the CMIS after-school sports program.

Players should

- be in good academic standing as prescribed by the CMIS administration, and as set forth in the student handbook;
- attend all practices, games, and end-of-season tournaments, and provide their coaches with adequate notice if they must be absent;
- attend all games wearing the official team uniform;
- listen to the coach at all times;
- refrain from using drugs, tobacco, and alcohol at all times;
- treat all other players, coaches, officials, and spectators with respect regardless of their school, race, gender, and ability;
- respect the officials and accept all decisions they make;
- play hard, but fair, and always demonstrate good sportsmanship towards the opposition;
- win with grace and accept defeat with dignity; and
- remember that sporting events are for the fun and enjoyment of all.

Coaches should

- place the emotional and physical well-being of their players ahead of a personal desire to win the game;
- treat each player as an individual, remembering that within a team there is a large range of skills and experience;
- do their best to provide a safe playing environment for all players;
- do their best to organize practices that are fun and challenging for players;
- lead by example in demonstrating fair play and sportsmanship;
- encourage an athletic environment that is free from drugs, tobacco, and alcohol, and personally refrain from their use at all sporting events;
- be knowledgeable about the rules of the sport they coach, and teach those rules to all their players;
- treat referees and officials with respect at all times; and
- remove from competition any player, regardless of their skill, who does not follow the Players' Code of Conduct.

Spectators should

- encourage good sportsmanship by demonstrating positive support for all players involved in competition;
- place the emotional and physical well-being of any player ahead of a personal desire to win;
- insist that their child plays in a safe and healthy environment;
- support coaches and officials working with any player in order to encourage an enjoyable and positive experience for all;
- encourage an athletic environment that is free from drugs, tobacco, and alcohol, and to refrain from their use at all sports events;
- remember that the game is primarily for the students, and not for adults;
- treat other spectators, players, coaches, and officials with respect regardless of their school, race, gender, or ability, and encourage all players to do the same;
- require their child to follow the CMIS Players' Code of Conduct; and
- respect the rules, regulations, representatives, and environment of each host school.

Disciplinary Procedures for Athletics

It is expected that all athletes representing CMIS will abide by the Players' Code of Conduct at all times. Any breaches of this code of conduct will result in the following disciplinary procedures being taken against the athlete:

For minor infringements during training, games, or tournaments, the coach will be responsible for taking appropriate disciplinary action. This may involve the athlete being suspended for part of their training, or taken out of a game for a period of time deemed suitable by the coach. It is the responsibility of the coach to inform the Athletics Director of

any such disciplinary procedures having been taken. If there are further infringements by the athlete, the coach should immediately remove them from their training session, game, or tournament, and report the incident to the Athletics Director. The Athletics Director will then interview the athlete in the presence of the coach to determine whether any additional disciplinary action is necessary, such as imposing a ban on the athlete's participation in a number of games or tournaments, or even into the next athletic season. Any such action taken by the Athletics Director will be reported in writing to the athlete's parents, and will also be recorded on the athlete's file.

If an athlete's actions are considered to be of a serious nature, then the Athletics Director will invite the athlete's parents to school to discuss the matter, and may choose to impose a ban on the athlete's participation in the CMIS sports program, or to extend a ban which has been previously imposed. This disciplinary procedure will be recorded on the athlete's file, and will be reported to the Principal.

Any serious incidents which bring into disrepute the name of Chiang Mai International School will immediately be brought to the attention of the school administration. Such incidents will result in the athlete's temporary or permanent removal from the CMIS sports program, and may also jeopardize the student's continued enrollment at our school.

Athletes should also be aware that their academic performance and their conduct in school may affect their participation in the sports program. Any student who has received a school suspension will not be eligible for any training, games, or tournaments for the duration of the suspension.