



AIT International School

Parent Handbook

2016-2017

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Mission Statement

The mission of AIT International School is to provide a holistic education in a stimulating and caring international environment that will help build a positive attitude towards learning. Our educational principles are based on values that will support the growth of a reflective and responsible member of our society.

Educational Principles

To integrate school values in all school activities. Values form the core of all school activities: policies and decision-making, curriculum priorities, teaching and learning practices.

To educate through real life situations. The content of education springs from the students themselves and their relations with the world around them.

To encourage effective communication. Communication is a two-way process. Effective communication can help us to avoid conflict and to solve problems. Open and honest communication is also important for making friends and having healthy relationships.

To respect freedom of expression. Freedom of expression upholds the rights of all to express his/her views and opinions freely. Freedom of expression is a cornerstone of democratic rights and freedom.

To support holistic development. Holistic development recognizes the importance of the whole while realizing that the parts are dependent on each other. Holistic education's perspective is concerned with the development of every person's intellectual, emotional, psychological, physical, social, cultural, creative, artistic, and spiritual potentials.

To encourage creativity. Approaching problems differently and unconventionally from a new perspective.

To foster self-motivated learning. When we approach learning willingly we can regard learning as a personally significant process. It enhances social inclusion, active citizenship and personal development.

To foster responsibility. We are accountable for our actions and their consequences.

To positively contribute to the community. Close partnership with parents, students, AIT, and teachers ensures good partnership. A sense of belonging encourages a sense of his/her own worth and positive contribution to the community.

Core Values

Communication

Cooperation

Creativity

Equality

Freedom of Expression

Integrity

Reflectivity

Responsibility

Safety

Security

History and Development of AITIS

AIT International School was founded within the academic framework of Asian Institute of Technology (AIT) by special agreement with the Thai Ministry of Education, in 1974. At that time, the school was named *AIT Child Center*, and it offered education for children from the age of 5 to 12 years old. It was emphasized in the statement of the AIT President to the Institute's Trustees in 1975 as follows: "The Child Center has an important role in attracting more faculty to live on campus".

In March 1980, a group of parents started a day-care service for younger children (from 2.5 years to 5 years of age). Later, as the number of children increased, the service was developed and became known as *Playschool*. The Playschool obtained a License in April 1996 and was officially registered as *AIT Playschool*.

In 1996, the Administrative Evaluation Team recommended the merging of Playschool and Child Center and the act was approved by the AIT President on July 25, 1996. This move unified and simplified the school management structure and led to an academically and administratively better coordinated operation.

Since 2000, the school was known as *AIT Community School (AITCS)*, and it was divided into Junior School (former Child Center) and Pre-Kindergarten (former Playschool).

On November 4, 2009, the president of the AIT gave the school permission to officially use the name *AIT International School*. Today, AITIS is divided into two sections: Pre-Kindergarten and Elementary school. Majority of students are still children of AIT employees and students, but since 2007, the school has increasingly received students from outside the AIT Community.

Curriculum Overview

In AITIS learning is understood as an active, situational process; a process that is based on previous learning and results in building of new knowledge, skills, attitudes and preferences.

AITIS follows a recently updated international curriculum that is based on AITIS core values and educational principles. The curriculum is designed to develop enjoyment of and commitment to learning and it aims to help pupils become responsible and caring citizens who work for the common good and are committed to sustainable development at a personal, local, national, and global level. The curriculum promotes an enquiring mind and capacity to think independently, creatively, critically, and rationally.

All instruction is in English and our certified teachers are either native speakers or highly fluent in English. Our teachers are our biggest asset and they are given opportunities to continually honor their craft through professional development. We offer Thai for native speakers as well as Thai for beginners to help students adapt to living in our beautiful host country.

Pre-Kindergarten section curriculum (Nursery –Kindergarten)

Pre-Kindergarten consists of Nursery, Pre-K 1, Pre-K 2 and Kindergarten classes. AITIS Pre-Kindergarten section curriculum focuses on all-round development of the child's physical, social, emotional and cognitive development. The Pre-K curriculum forms a theme-based entity to provide children with a broad variety of experiences that will enable them to develop their skills for smooth transitions through Kindergarten.

At the beginning of each school year and school semester respective class and subject teachers will provide families with more detailed plans including overall themes and focus areas.

Elementary School section curriculum (Grade 1 – Grade6)

Elementary School consists of G1 – G5 classes. The AITIS Elementary school section curriculum includes the following subjects: Value education (G1-G5), Counselling (G4-G5), Language Arts, Mathematics, Science, Information and Communication Technology, Social Studies, Arts: Music and Visual Arts, Library lessons, Thai language, Physical Education (G1-G5).

At the beginning of each school year and school semester respective class and subject teachers will provide families with more detailed plans including overall themes and focus areas.

Secondary School section curriculum (Grade 6)

Secondary School consists of G6 classes upwards. The AITIS Secondary school section curriculum includes the following subjects: Language Arts, Mathematics, Science, Information and Communication Technology, Social Studies, Arts: Music and Visual Arts, Library lessons, Thai language, Health and Physical Education, and Counselling.

At the beginning of each school year and school semester respective class and subject teachers will provide families with more detailed plans including overall themes and focus areas.

Teaching Methods

In AITIS, the approach in teaching is child-centered. This means that the teacher takes into account the different learning styles and backgrounds of the children when planning and deciding about educational activities. Adapting different teaching styles and strategies allow all children to use their potential and influence their own learning.

The teaching methods used are many and varied: they range from informal instruction situations such as class discussions or small group discussions to direct teaching, textbook reading, worksheets, essays, portfolios, projects, field trips , guest speakers, inquiry-based learning such as problem solving, information processing strategies such as brainstorming and mind mapping activities, and role playing activities. All teaching methods promote the AITIS educational principles; they provide an inspiration to:

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- Integrate AITIS values in all activities
- Educate through real-life situations
- Encourage effective communication
- Respect freedom of expression
- Support holistic development
- Encourage creativity
- Foster self-motivated learning
- Foster responsibility
- Positively contribute to the community

GENERAL INFORMATION FROM A TO Z

Absences

If you know your child is/will be absent, contact directly your son's/daughter's class teacher or the school office. This should be done within 24 hours of the absence. Provide a written excuse upon the student's return to school. Students are responsible to make up all work missed while they are absent. When a student's absences are excessive, the teacher will notify the Principal.

Leave of absence for more than two weeks is seen as exceptional and it will need Principal's approval.

Administration and Organization

AIT International School functions as a Unit of AIT and it is under the supervision of AIT Vice President for Administration. The AIT International School Director is AITIS Principal. All AITIS staff members are under the direct supervision of AITIS Principal.

Position	Name	Main responsibility areas	Contact details
Principal/Head	Mr. Kevin Mauritson	Educational leadership; Administrative and operational oversight; Budget and development	mauritson@ait.asia 02-524-5993
Elementary School Coordinator	Ms. Megha Gurung	Elementary school admission test; Instructional materials and equipment; Student discipline; Elementary school substitute teachers; Assemblies.	megha_gurung@ait.asia 02-524-6171
Pre-Kindergarten Coordinator	Mrs. Neerja Deshpande	Pre-K admission tests; Pre-K substitute teachers; Instructional materials, toys and equipment, AITIS stationary.	despande@ait.asia 02-524-5899
After School Activities Coordinator	Mr. James Tolentino Gonzales	After School Activities.	james@ait.asia
Special Education and Counselling	Mrs. Hasmina Guiani Ambor	Assessing special education needs; Individual education planning and support; Guidance and counselling.	hasmina@ait.asia
Administrative Officer	Ms. Jeeranan Sethakriangkrai (Khun Jeeny)	Student database and Certificates; School fees; Work contracts; Work and purchasing orders.	jeeranan@ait.asia 02-524-5984
Office Attendant	Ms. Kingkan Kohklang	Photocopying, printing, and distributing documents and mail. First aid and First aid kit.	kkohklang@ait.asia 02-524-5984

After School Activities

After School Activities (ASA) are additional opportunities for growth and development, supporting the AITIS formal instructional program. ASA will give students an opportunity to pursue special interests that contribute to their holistic well-being. AITIS offers a wide selection of ASA that are

supervised by dedicated AITIS staff or outside professionals, and are held within AITIS school premises.

Every school year, we offer ASA sessions for our G1-G6 students from August to May. In order to cover the activity costs, we will charge a nominal fee from the participating children. All fees include instruction, material and equipment necessary for the activity.

Please pack a snack for your child that she/he can enjoy before or after the activity.

Assessment and Reports

AITIS uses different forms of assessment: observations, tests, activities, projects, portfolios, self-evaluations, peer-evaluations, and presentations. All Elementary and Secondary school students receive Progress Reports at the end of the first semester and all AITIS students receive a Report Card at the end of the school year.

Portfolios

Portfolios are purposefully selected collections of student work representing a range of student performance. In Pre-K section, teachers compile 'Evaluation Portfolios' for each child to document progress towards AITIS standards. From KG to Grade 5, we use 'Growth Portfolios' to identify student's strengths and weaknesses and to show their skills growth and development over time. Grade 6 students, in turn, prepare 'Showcase Portfolios' that contain samples of their best works aiming to showcase their accomplishments and perceptions of favorite, best or most important work for secondary school admission.

Progress Reports

Progress reports will be issued at the end of the first school semester for all students from Grade 1 to Grade 6. AITIS Progress Reports provide information and feedback to you regarding the progress your child is making towards specific learning objectives set to each grade level; academically and socially.

Grade 1 to Grade 6 children's progress will be evaluated in different areas as follows: Effort Evaluation: Excellent (E), Very Good (VG), Good (G), Satisfactory (S), and Needs Improvement (I) and Achievement Grades: (A+, A, B+, B, C+, C, D, and F).

Report Cards

Report cards will be given out at the end of the school year for all students from Nursery to Grade 6 with exceptions made only for Grade 6 students (and some Grade 5 students) who will need their Report Cards sooner in order to apply for their secondary education. If your child will leave AITIS in the middle of the semester, please contact the school office at least one month prior to the leaving date.

Pre-K section achievement will be evaluated in different areas as follows: Achieved (A), Developing (B), and Needs Practice (C). G1-G6 effort and achievement are both evaluated as follows: Effort Evaluation- Excellent (E), Very Good (VG), Good (G), Satisfactory (S), and Needs Improvement (I) and Achievement Grades - (A+, A, B+, B, C+, C, D, and F).

Attendance Policy

Daily and punctual school attendance is essential for each student's positive academic development. Students are expected to be in school, in class, and ready for instruction according to their time table. Parents' assistance is required in making sure children come to school on time every day. Please try not to organize doctor's appointments, holidays etc. during the school time.

The school accepts responsibility for children at 8:00 hrs.

Parents are requested to pick their children up on time as the school staff are not assigned supervision duties after children are dismissed. The school does not provide supervision for elementary school students after 14:45 hrs. unless they have enrolled in After School Activities. For any after-school activity, a special sign-up from parents is needed.

Books, Supplies and Materials

AITIS provides textbooks, workbooks, and other instructional materials for the classroom use. Students are expected to take good care of the above items. Lost or damaged books or other school materials (beyond the normal wear and tear) will need to be replaced or paid.

Students are expected to bring their private stationary and notebooks as advised by the respective Class and Subject teacher. The AITIS notebooks can be purchased in AIT Bookshop. Please consult your child's teacher before buying the notebook as there are three different types of notebooks on sale.

Calendar

AITIS school year is from August to June. The school year 2016-2017 Calendar and the Co-curricular Calendar can both be found at the back of this handbook. The calendar can also be accessed on AITIS website www.aitis.ait.asia.

Co-curricular Activities

Numerous Sports and Recreational activities are lined up throughout the year for our students. Activities like the Monsoon Marathon, School Camp, Sports Day, Treasure Hunt, and more, create a fun filled, exciting and healthy venue where they can exhibit and apply not just their learned motor skills, but their positive sociological and psychological skills as well.

The list of scheduled co-curricular activities can be found at the end of this handbook. Please be reminded that the list is a draft and is liable to change.

Communication

Please inform the school immediately if any of your contact information changes. This applies to home and work telephone numbers, e-mail addresses, and home location. We need to keep our databases up to date as we may need to contact you urgently.

From School to Home

AITIS provides numerous means for parents to receive information about school events. During the school year, the school communicates regularly with parents through emails, AITIS Bulletin, AITIS Parents' Notice Board, and Friday Folders and chit-chat books.

Parents emailing list

All AITIS Parents are included in the parents emailing list that is administered by the school. Please note that the list is not a public list and parents cannot use this list to send messages.

Friday Folders

One of the weekly communication tools between your child's teachers and you which we use in AITIS is called Friday Folder. Friday Folders carry important school announcements and teacher's notes regarding the weekly education activities recorded in a chit-chat book. At the end of a specific unit, the teacher also sends samples of your child's completed work related to the unit. This practice will also allow you to form a holistic picture of the study unit and its objectives and also about the progress your child has made. Our Pre-K section teachers will also send home children's activity books. Parents are requested to review the contents of the folder on a regular basis, sign the form on the folder, and return it through their child on following Monday.

AITIS Bulletin

AITIS Bulletin is published once a month. It will be sent to all families as a pdf document by email and it can also be accessed on the school website. If you wish to receive a black-and-white hard copy of the AITIS Bulletin, please send a message to the school office.

From Home to School

Parents are encouraged to maintain ongoing open communication with the AITIS staff responsible for their child's education and well-being. This can best be done through Friday Folders and chit-chat books and/or emails. The school also organises two Parent-Teacher Conferences per year; one in each school semester to discuss about the progress and well-being of your child. Parents are also welcome to book an appointment time with their child's teachers throughout the year by email or by calling to the school office during school hours.

Issues of Concern

For your child's well-being and for the school to be able to handle your concerns as soon as possible, it is imperative that issues of concerns are addressed promptly to the appropriate staff member. Parents are to first address the AITIS staff member involved directly (e.g. class teacher or subject teacher).

Grievance Procedure

It may happen that parents have questions or concerns that cannot be addressed or answered using the above procedures and/or parent does not think their concern is still resolved. In such case, the following procedure should be followed:

- Parents should request to meet the respective Grade Level Coordinator who will act as a mediator.
- If, after mediation, parent is still dissatisfied with the resolutions, actions, etc., the parent may bring their concern to the Principal.

If a parent needs to raise a concern or complaint about the school's general operations, parents are requested to contact the Principal directly.

AITIS expects that all parties, when addressing concerns and complaints will

- maintain confidentiality
- act in good faith and in a calm and courteous manner
- acknowledge that their common goal is to achieve an outcome acceptable to all parties
- show respect and understanding of each other's point of view and value difference
- recognise that all parties have rights and responsibilities which must be balanced
- acknowledge that decisions are always based on what is best for AITIS students in general

In order for the school to be able to fully investigate a complaint, the school does not consider or proceed with anonymous complaints. Anonymous complaints also raise natural justice issues for respondents who have a right to know the particulars of the allegations made against them.

A concern or complaint is considered to be resolved when the parent and the respective AITIS staff member agree on an appropriate response or remedy. Possible responses and remedies include:

- an explanation
- an agreement on ways to manage differences
- an apology or expression of regret
- an admission of fault
- the provision of counselling or other support

It may not always be possible to fully resolve all concerns or complaints to the parent's satisfaction. If the complaint remains unresolved at the completion of all the above procedures, the Principal may refer the complainant to AIT VP-Administration.

Counselling

AITIS Counsellor gives guidance and counselling for AITIS students for early intervention and responds to students who are experiencing immediate on-going problems, concerns, or crisis which interfere with their learning. All teachers are given instructions of the school referral procedures, and students and parents are also able to individually book a time for meeting with the Counsellor.

Disciplinary Policy

When a student breaks a school rule, there are consequences. The consequence is always related to the misbehaviour. Parents will be contacted if a serious behavioural problem occurs.

Disciplinary action procedure:

- Verbal warning
- Contacting parents
- Informing relevant school section Coordinator
- Informing Principal
- Calling a parent-teacher conference

In serious offenses, a student might be suspended for maximum of five school days. Serious offenses include:

- Posing a danger to the physical well-being of other pupils or self
- Injuring or bullying another person (or threatening to hurt another person)
- Continued and wilful disobedience
- Intentionally damaging or stealing private or school property (or threatening to do so)
- Sexually harassing another person
- Using racial or ethnic slurs, profanity, or obscene language
- Severely disrupting school or classroom activity
- Leaving the school without permission or cutting classes excessively

A student facing suspension will receive an oral or written notice of the charges and of the evidence, and is entitled to an informal hearing with the student's parent/guardian.

An immediate suspension can be imposed only when a student is disruptive after a serious incident and only for the remainder of that school day. Before immediate suspension, the school will notify the parent/guardian. The informal hearing will be then arranged at a later date. While suspended, a student may be required to attend counselling and complete regular schoolwork at home.

Dress Code

There is a dress code for all students attending AITIS. The purpose of a dress code policy is to give students a sense of unity, belonging and pride in our school, to ensure that students are safely dressed for school activities, and to encourage equity.

Hair should be neatly groomed and kept out of the eyes. Shoulder length or longer hair should be kept tied back from the face. No unnatural hair colours are accepted, such as pink, blue, or green.

The School Uniform:

Boys: White school shirt and green school shorts with a black or brown belt, black shoes, and white socks.

Girls: White school shirt and green school shorts or skirt, black shoes, and white socks.

All children are expected to wear the Physical Education (PE) uniform according to their respective House color and trainers (athletic shoes) during PE classes. All uniforms can be purchased from AIT Bookstore.

English as a Second Language (ESL)

The school implements a partial pull-out ESL policy wherein all children are placed in mainstream classes. The child will obtain support teaching in English in a small group. Instruction is particularly designed to his/her age level and abilities. In AITIS, ESL instruction will be offered in three different levels as follows:

1. **Beginners group:** The child has no, or very limited, English language skills and thus, cannot follow the regular classes.
2. **Intermediates group:** The child has limited English language skills and thus, cannot follow all regular classes.
3. **Advanced group:** The child has adequate English language skills but cannot follow all regular classes.

At the end of a semester, by the recommendation of the ESL or Class Teacher, a student can be given an assessment test and based on the results, he/she can be promoted to the next ESL group level: from a Beginner to Intermediate; and from Intermediate to Advanced group.

Equipment from Home

Students are encouraged not to bring any unnecessary items or equipment from home to school. No expensive items, such as jewellery, electronic devices are allowed to be brought to school. The school takes no responsibility for items that are lost.

No skateboards, roller skates/blades or scooters are allowed to be used in the school area, including the parking area, during school hours, and immediately before and after school hours.

Festivals and Celebrations

AITIS honours both Thai and international celebrations and festivals. In order to help our students learn and appreciate the rich multicultural life of our community, AITIS welcomes parents to share their national and cultural celebrations with the school community. Parents are requested to kindly inform their child's class teacher or the Principal in advance to help us facilitate the celebration, adjust our schedule if needed, and to give us time to inform our school community.

Please inform your child's class teacher if there are any events which you may not want your child to take part in for example due to religious convictions.

Field Trips

All children are expected to participate in field trips as part of AITIS curriculum. Field trips are planned to give children an opportunity to explore the world in a different setting than the traditional school classroom. Notification of a field trip regarding the destination, date, and other relevant information will be sent home with your child before every trip. There is a nominal fee for field trips. Parent or guardian must sign a separate permission slip for each trip.

General Rules

In AITIS, we:

1. Do not use any vulgar, profane or obscene words in any language.
2. Are courteous and respectful of each other.
3. Walk – do not run – in the classroom, in the assembly area and in the corridors.
4. Do not stay inside the classrooms without teacher supervision.
5. Eat and drink in the designated areas: at the Canteen or in lunch classroom.
6. Park bicycles in the designated area properly.
7. Leave chewing gum at home.
8. Keep our school clean – we throw all trash in trash bins.
9. Line up quickly and quietly in Assemblies.
10. Are responsible and clean up our own mess.
11. Play safely and don't fight – or pretend to fight.
12. Do not bring pets or other animals to school except when allowed for science projects.
13. Keep belongings to ourselves.
14. Come to all classes prepared to learn.

Health

Each student will be given a Medical Form to be filled at the time of enrolment. Medical information needs to be updated at the end of each school year. The information will be maintained with the student's records at the school. It is very important that an updated emergency contact number is provided to the school so that parents can be reached at all times.

First aid is provided at the school in case of minor injuries and illness. Most AITIS staff members are trained to give first and secondary care, and their skills are updated regularly. In a case of more severe illness or serious accident during the school day, parents/guardians will be notified immediately. If necessary, emergency services of AIT Clinic (located inside the AIT campus) will be obtained and the parents/ guardians will be informed accordingly.

Parents are advised to keep their child at home in case of sickness (fever, diarrhoea, vomiting, eye infection, cough, etc.) wherein a child cannot participate in the entire day program. The class teacher must be informed of any medication, illness or condition which may have an effect on the student's school work.

Homework Guidelines

Homework extends classroom learning and develops independence and sense of responsibility. All students from Kindergarten onwards need a Home Assignments Notebook. Every day, the students must enter their homework tasks in their Home Assignment Notebook (the respective class teacher will help Kindergarten students). This notebook also acts as a daily link between the school and home.

Every child works and learns at a different pace. Approximate homework times are as follows:

KG and Grade 1	15 – 20 Minutes
Grade 2 and 3	20 – 40 Minutes
Grade 4, 5, and 6	40 – 60 Minutes

It is important to develop good study habits by setting aside regular time for your child to study at home. Please provide guidance to your child if needed, thus ensuring that completed and accurate assignments are returned by the due date. Students are responsible to make-up any assignment missed during their absence. If your child has problems in doing his/her homework, please inform your child's class teacher. The school has established ESL and Special Education programs to help and assist students with difficulties.

House System

AITIS Elementary school children are placed in a House system on admission to the school. There are four Houses: Red, Yellow, Blue, and Purple. All students are required to wear house colour PE shirts (available in AIT Bookstore). Each House is organised by a House Master (a teacher) and assisted by a House Captain (a student from Grade 5 or 6).

The House System encourages social interaction, healthy competition, team building, and discovery of self-identity. The school organises various House activities and competitions throughout the year. The Houses collect points from most activities and the House with most points will be awarded a House Trophy after the last whole Elementary school activity of the year.

Insurance

The AITIS has a Group Accident Insurance with Dhipaya Insurance Public Co. Ltd that applies to any official school trip that includes an overnight stay. The Insurance covers losses or injuries arising from physical injury, which is caused by an accident.

The medical cover is 10,000 baht and 100,000 baht for loss of life/permanent disability. For more details, please contact the school office. Any amounts in excess of the above must be paid for by the parents.

Language Policy

The official language of AITIS is English which, is our language of instruction. English is used inside and outside the classrooms and it is also the communication language of the school. In case language assistance or translation is needed, we request our parents to contact the school office or the school PTA Chair.

The linguistic and cultural diversity is considered to be both a strength and a rich resource in the promotion of language learning. AITIS encourages the development of the mother tongue and first languages* of its students through an ethos of acceptance and celebration of linguistic diversity within the community.

* The *mother tongue* language is the one that a student identifies with as their culture of origin and it is also the language used at home. The *first language* is the one that the individual is most proficient in.

Library

All classes from Pre-K1 to Grade 6 have one weekly Library lesson with the Library teacher. Students are allowed to borrow books for home loan and at all times they are encouraged to use the library to find information for a range of purposes.

The school library is open for parents and students to read and/or borrow the books on Mondays, Tuesdays, and Thursdays from 3:00 to 4:00 hrs. Students are responsible for the books they borrow. Therefore, if a book is lost or returned in damaged condition, it must be replaced or paid for.

Lost and Found

The lost and found box is located at the school office, where lost items may be claimed. It is always wise to label personal items with the child's name, so that it can easily be identified.

Office

AITIS office hours are from 7:30 to 11:45 hrs. and from 12:45 to 16:30 hrs.

AITIS Office	Position	Name	Email, phone number
	Principal	Mr. Kevin Mauritson	mauritson@ait.asia 02-524-5993
	Administrative Office	Ms. Jeeranan Sethakriangkrai (Khun Jeeny)	jeeranan@ait.asia 02-524-5984
	Office Attendant	Ms. King	kkohklang@ait.asia 02-524-5984

Parental Support

In AITIS, we strongly believe that parents play a vital role in the education of their child. When parents have questions about any matters such as class/home assignments, tests, behaviour, and/or curriculum, they are encouraged to schedule an appointment to see their child's teacher.

AITIS also encourages support from parents in all school activities, including co-curricular activities, such as fund raising events, Language Arts Week, Visual Arts Day, etc. Parents are also welcome to share their expertise and interests with the AITIS children and staff during the school hours or after school e.g. as leads of After School Activities. Please contact our After School Activities Coordinator or your child's class teacher. One excellent way to support the school is also to join in the school Parent-Teacher Association (PTA). The PTA needs volunteers to assist them with various events throughout the year.

Parent-Teacher Association (PTA)

PTA is an official organisation of the school and it is composed of all parents of students attending AITIS and school teachers. The membership fee of 150 baht is collected in the beginning of every semester with the tuition payments. AITIS PTA encourages active involvement of all parents for the wellbeing of students. PTA can be contacted by email pta@ait.asia. PTA is run by PTA Council elected in the beginning of the school year.

Parent-Teacher Conference (PTC)

PTC is your chance to get detailed feedback on your child. It helps teachers communicate regarding the areas your child is excelling in and to give specific ideas of how to support and improve your child's development and performance. PTC's are organized twice a year: one during the first semester and one during the second semester. Your child's class teacher will inform you about the exact dates and times.

Safety and Security

Schools are required to care for the safety and welfare of the students under their care. This duty requires the school to take the necessary and reasonable steps to ensure student safety from known, and reasonably foreseeable, risks of harm or injuries. In AITIS, this duty of care concerns all staff.

AITIS has crisis plans in place to meet emergencies that could arise during the course of the school year. The Principal and staff review these annually. Fire drills are held regularly and procedures are frequently reviewed. Evacuation routes are posted prominently in every classroom and hallway and each grade has an exact assembly point in the school yard.

The School has emergency procedures to evacuate the building in case of fire or other emergencies. The procedures are available in the school office for parents to review. All rooms have instructions posted inside on emergency procedures to ensure that students and staff are familiar with these instructions.

Safety rules for bicycles and cars

Bicycles should be parked in the designated area provided for bicycle parking only. It is advisable to use bicycle locks for security reasons. Parents should instruct their children to ride the bicycle on the left side of the road and observe traffic rules.

Car parking is provided next to the portable classrooms. No cars should be parked between the building ST 11 and ST 12 as the above space is part of the school emergency exit route. Parents are requested to drive slowly and cautiously at all times while driving in the school vicinity.

School Hours

Pre-Kindergarten section (Nursery-KG):

Morning: 8:00 - 11:45 hrs.

Snack break: 9:25

Lunch break: 11:45-12:45 hrs.

Afternoon: (Monday-Thursday) 12:45 - 14:45 hrs. (Friday) 12:45 to 14:05 hrs.

Day-care: (Monday-Thursday) 14:45 - 16:30 hrs. (Friday) 14:05 to 16:30 hrs.
(Nursery – Pre-K2)

Elementary and Secondary School sections (Grade 1-Grade 6):

Morning: 8:00 – 11:45 hrs.

Break: 9:25 - 9:45 hrs.

Lunch Break: 11:45 -12:45 hrs.

Monday-Thursday afternoon: 12:45 - 14:45 hrs.

Friday afternoon: 12:45 to 14:05 hrs.

After School Activities: 15:00-16:00 hrs.

Staff members are assigned to take supervision duty from 7:45 hrs. each morning. For safety reasons, parents are discouraged from sending their children to school before this time. Staff members will not be assigned to undertake supervision duties after school hours.

Semester-End Exams

Grade 5 and 6 exams

AITIS conducts semester-end exams for students of grade 5 and 6. These exams consist of Language Arts, Science, Social Studies and Mathematics and are designed to facilitate better transition of students from AITIS to other schools.

School Readiness Assessment

As part of our guidance and counselling program, we conduct school readiness tests for all students. The School Readiness Test is planned in cooperation with our Special Education teacher, Health and Physical Education teacher, teachers, and the Principal.

The tests are based on age-related development milestones, critical indicators of the children's degree of school readiness. A developmental milestone is a skill that a child acquires within a specific time frame. They develop in a sequential fashion, which means that a child will need to develop some skills before he or she can develop new skills. The critical indicators, in turn, are Cognitive Development (which includes intellectual, perceptual, language and numerical development, reasoning ability, memory, and general knowledge); Physical, sensory and motor development; and emotional and social development. The information gained from the School Readiness Test will be shared with the child's parents and is strictly confidential and will only be used for placement purposes.

Snack and Lunch

Grade 1-6 students are allowed to go home during the lunch time. All students going to AIT Cafeteria or AIT Centre need a special sign-up from parents.

For Pre-Kindergarten students, morning snacks are provided by the school and paid by the parents.

We encourage children to bring healthy food to school. No candies or carbonated drinks are allowed except with permission on special occasions.

If parents wish to send some food with their child to be shared with his/her classmates e.g. for birthday celebrations, the class teacher should be informed *at least three days prior to the date* in order for the school to be able to inform the canteen staff.

Special Education

Special Education is part of AITIS additional support services designed to assist students who need additional support and help in managing curriculum requirements and in participating fully in school life. Special Education teacher will work in close collaboration with parents.

Our school is able to admit and serve students with mild learning difficulties who demonstrate the ability to access and benefit from our regular curriculum and program with limited assistance (up to four lessons per week) from our Support Learning Program. Students with special learning needs will be admitted on the basis of the admissions committee's review of the following:

- Previous school records and placements of the student
- Assessments of current academic achievement level, motor assessment test, emotional and social assessment
- Individual Educational Plan (IEP)

Admission to one grade level may not ensure continued enrolment in the next school grade level as the school may not be able to meet the individual educational needs of a student with learning

difficulties as they progress through the grade levels due to the increased level of academic requirements at progressive grade levels.

AITIS does not offer modified grades or alternative diplomas and does not provide physical or occupational therapy services.

AITIS is not able to admit students with:

- Low cognitive functioning
- Physical disability that hinders accessing of all AITIS facilities
- Conduct disorder
- Both learning disabilities and limited English language proficiency

Shadow Teacher

In AITIS Pre-Kindergarten section under certain circumstances, the school allows parents to hire a *shadow teacher* for their child to act as support to the child during the classroom set-up and to facilitate in participating appropriately in class activities. For more information, please contact the AITIS Special Education teacher.

Student Council

Student Council is run by students and is designed to provide a forum for students to voice school related matters to school administration and to help promote school spirit and leadership among students. The Council is open for grade 4-6 students. The President (a Grade 6 student), the Vice President (a Grade 5 student), and the Secretary of the Student Council are elected in the beginning of the school year. All other Student Council members are selected by respective class members; two from each class, one boy and one girl. AITIS Counsellor serves as advisor for Student Council.

Summer Camps

AITIS organizes student camps during the summer holidays. Summer camps are fun-filled learning and educational activities targeted to give students a boost in key skills in Language Arts, Mathematics, Science, Visual Arts, and physical activities.

The Principal will send a summer camp pre-registration form to the parents in the beginning of May. The final camp list will be published after the pre-registration deadline is over. Based on the pre-registrations, the school will decide which camps will be offered. Priority will be given to those children who filled and sent the pre-registration form by the given deadline.

Tardiness

Pupils who arrive late disrupt the class and often miss important concepts. Pupils who are late should present a note from parents or guardians explaining reasons for lateness. In lieu of a note,

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parents may also telephone the class teacher or the school office if they wish to. Tardiness is reported daily on our attendance book.

If a student is late for more than three times per semester, the student will follow the school's disciplinary action procedure.

Teaching Staff

Pre-Kindergarten class teachers	Grade	Class teacher	Email	Assistant/Aid
		Mrs. Neerja Despande (Pre-School Coordinator)	despande@ait.asia	
	Nursery	Mrs. Rathna	rathna@ait.asia	Khun Pimpa Boonrod,
	Pre-K1-A	Mrs. Leila	leila@ait.asia	Khun Nattaya Suansin
	Pre-K1-B	Miss Ara Viquiera	ara@ait.asia	Khun Prangjit Yamyai
	Pre-K2-A	Mrs. Manjiri	manjiria@ait.asia	Khun Monta Thanusiri
	Pre-K2-B	Mrs. Janice	jjane@ait.asia	Khun Amorthip Meenil
	KG – A	Mrs. Yemi	yaduloju@ait.asia	Khun Nantaphan Glinhom
	KG – B	Miss Bles	pineda@ait.asia	Khun Mayuree Kaewsawarng

Elementary school class teachers	Grade	Class teacher	Email
	G1-A	Mrs. Debra	brown@ait.asia
	G1-B	Mrs. Nanette	nanettegatela@ait.asia
	G2-A	Mr. Elvis	elvis@ait.asia
	G2-B	Mrs. Karthy	graced@ait.asia
	G3-A	Mrs. Abbie	abbieguanzon@ait.asia
	G3-B	Mrs. Anushree	Anushree-pal@ait.asia
	G4	Mrs. Marichu	lmarichu@ait.asia
	G4	Mrs. Rhea	
	G5	Mrs. Jennifer	
	G6	Mrs. Farzana	farzana_aasim@ait.asia

Subject teachers	Subject	Teacher	Email
	Music	Mrs. Divina	avinca@ait.asia
	Computer	Mrs. Vinita	vinita@ait.asia
	Library	Mrs. Huong	huong@ait.asia
	Thai A	Mrs. Sarita	saritap@ait.asia
	Thai B Pre-K section PE	Ms. Aporn	aporn@ait.asia
	Elementary school section Health and PE	Mr. Anjelo	anjelo@ait.asia

Special support teachers	Area	Teacher	Email
	Special Education/ Counselling	Mrs. Hasmina	hasmina@ait.asia
	Afterschool Activities	Mr. James	james@ait.asia
	ESL	Ms. Megha Elementary Coordinator	megha_gurung@ait.asia

Elementary School Assistant teachers	Grades	Name	Email
	G1	Miss Janya	Janyad@ait.asia
	G2	Mrs. Neeta	neeta@ait.asia
	G3	Mrs. Sarojani	sarojani@ait.asia

Transfer and Withdrawal

If you need to transfer/withdraw your child from the school, AITIS requires one month prior notice in writing from the concerned parents/guardians. The notification should indicate the student's last day of attendance.

The parents and guardians would be issued a 'clearance form' from the office indicating that all the fees and debts have been paid and all the items (textbooks, Library books etc.) belonging to the school have been returned before the withdrawal is effective. Without the filled and signed clearance form, the School will not be able to issue the Student's Leaving Certificate.

Transition Program

As part of our Guidance and Counselling program, in order to facilitate the transition from Pre-Kindergarten into Elementary school section, and from Elementary school into Secondary school, AITIS has established a special transition program for Kindergarten parents and for Grade 6 students and parents.

The Pre-K transition includes a session at the end of the Kindergarten school year. The Grade 6 program includes a character building camp during the first school semester, a teenage life booklet, a transition afternoon, and organised selected secondary school visits in the beginning of the second school semester.

Character Building Camp is an overnight trip outside the school premises and it is full of team building, socialisation and communication activities.

Teenage Life booklet. The Grade 5 and 6 Health education contains issues related to the psychological and social changeover from childhood to adulthood, often referred to as puberty. We also have gathered this information in a teenage life booklet that will be sent home with the invitation to the transition afternoon (see below).

Transition Afternoon. We will invite representatives from several international schools to come and introduce their secondary and high school sections. The event will also offer you an opportunity to ask questions related to secondary school studies.

Secondary School Visits. With the help of international schools offering secondary education in greater Bangkok, the school will organise secondary school visits for our Grade 6 students. Grade 6 students and parents will be informed about the visits; transportation and lunch is usually organised by the respective secondary school.

Visiting the School

Parents are welcome to visit the school at all times. If you have a special talent or interest which you would be willing to share with a group of students, please let us know. You may have some resources or you may be able to visit a class to share some of your own knowledge and experience relating to some of the units or projects.

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Parents are advised to *contact the respective class room teacher beforehand* as our class room sizes are relatively small and the classes might have special activities that require all the space available. When arriving in and leaving the classroom, visitors are requested to be punctual in order to avoid interrupting the class activities.

CO-CURRICULAR ACTIVITIES 2015 - 2016

FIRST SEMESTER			
MONTH	DATE	DAY	ACTIVITY
August	7	Fri	Orientation Morning for New Students & KG
	10	Mon	First Day of First Semester
	21	Fri	House Day
	25	Tues	PTA Meeting
	31	Mon	Student Council Election Day
September	11	Fri	Monsoon Marathon (Half Day)
	15	Tues	PTA Opening Meeting / Election Day
	24-25	Thurs-Fri	G. 6 Team building
October	3	Sat	Leadership Day (<i>Student Council Only</i>)
	7	Wed	Teacher's Day
	15	Thurs	UN Day and International Day of the Girl Child
	19 - 23	Mon-Fri	Mid Semester Break
November	12	Thurs	Drama Club Performance
	20	Fri	PTC (<i>Holiday for Students</i>)
	25	Wed	Loy Krathong
	30 Nov -2 Dec	Mon-Wed	Mid-Year Exams for G. 5-6
December	4	Fri	Field Trip
	11		Sports Day (Half Day)
	14 Dec - 1 Jan		Semester Break