

Secondary School

Student-Parent Handbook

2022-23

edexcel 

International  UNIVERSITY of CAMBRIDGE
International Examinations

A Levels



Table of Contents

1. Introduction to Lanna International School	5
Welcome from the Head of School	5
School Year Outline Calendar 2021-22	6
The School Day	7
Lanna International School Staff	8
2. Learning at LANNA	10
Vision Statement	10
Mission Statement	10
Schoolwide Learning Outcomes	10
Recognition & Accreditation	11
3. Curriculum and Programmes	12
A Levels (Years 12 & 13)	12
IGCSEs (Years 10 & 11)	12
Lower Secondary (Years 7 to 9)	12
Examination Entry	13
Homework	13
Online Learning Programme in Secondary	13
Distance Learning	14
4. Student Support Services	16
Counselling	16
Learning Support	17
English Support	17
5. Sports, Trips and Activities	18
Sports Opportunities	18
Non-Sport Opportunities	18
Additional After School Activities	18
Field Trips	18
Costs of Planned Secondary School Trips and Courses:	19
6. School Organisation	20
The School Year	20
School Management	20
House System	20
Student Council	20
7. Admission and Placement	22
Admission of Students	22
Placement of Students	23
English Proficiency	23
8. Communication	24
Student Planner	24

Reporting to Parents	24
Communication/Complaints Policy for Parents	24
Student Complaints, Concerns and Counselling Procedures	25
Parent Teacher Organisation (PTO)	25
Parent Advisory Council (PAC)	25
9. Grading and Awards	26
Semester Grading	26
Learning Behaviours Displayed	26
Assessment of Classwork/Homework Grade	26
End of semester Examination Grade	26
Common Grade Scale	27
Grade Point Average (GPA)	27
GPA Calculations	28
Graduation Requirements	28
Awards	28
10. Attendance and Absences	30
Attendance	30
Absence and Sickness Notification	30
Absence from Physical Education	31
Lateness/Tardiness to Class or School	31
Leaving Campus	31
11. Code of Conduct	33
Student Code of Conduct	33
Safeguarding Children - Code of Conduct for Parents	34
Smoking or Vaping on or Around the School Premises	35
Interrogations and Searches	35
Computer/Electronic Device Use Policy and Standards	36
Academic Honesty	36
School Email Use	37
One-to-One Laptops	37
Mobile Phones	38
Digital Gaming	38
Improper Use of digital Devices	38
School Bus Policy	39
School Uniform	40
Uniform for students in Y1 to Y11:	40
Uniform modifications for Y12/13 students only:	40
P.E. Uniform	41
Basic Student Equipment	41
Guns and Weapons (including toys/replicas)	41
Disciplinary Actions	42
12. Student Protection, Safety and Health	43
Child Protection at LANNA; Creating The Right Atmosphere	43
Photography of Students at School	43

School Nurse	44
Safeguarding Belongings	44
Visitors in Classrooms	45
Emergency Drills	45
Motorcycle Helmets and Driving Licenses	45
Duties and Supervision	45
13. School Library Service	46
The Library Service Mission:	46
The Library Service	46
Secondary Library	46
Lost or Damaged Library Books and Equipment	47
14. Students Transferring Schools	48
Students Transferring from LANNA	48

1. Introduction to Lanna International School

Lanna International School Thailand was founded in 1993 to serve all families in the Thai and international communities of Chiang Mai who desire a non-sectarian, international education for their children. From the beginning, LANNA has encouraged applications from students of diverse cultural, linguistic and spiritual backgrounds.

Today, LANNA's students in Foundation Years through to Year 13 represent a wide variety of nationalities and cultural backgrounds. LANNA believes that the diversity of its student body is one of its greatest strengths, supporting the school's mission to prepare its students to be responsible world citizens.

Welcome from the Head of School

Dear Parents and students;

Sawadee Krub.

Firstly a special LANNA welcome to our new families to the LANNA community. Lanna International School is commonly referred to as LANNA so when you see this in future readings you can relate it to the school.

To our returning families a warm and grateful embrace to welcome you back and continue your journey as part of the LANNA community.

This Parent/Student Handbook is a valuable resource for both parent and the student as it provides initial information on almost everything that happens at LANNA.

Please take time to read through the booklet. We have made it electronic in line with our beliefs towards sustainability and the fact that these booklets contain many items that may change in time so electronically we can adjust as required and resend to you all.

Our 30 year LANNA history is filled with many accomplishments and amazing stories. This year we look forward to marking an incredible 30 years of educational service to Chiang Mai and our LANNA family. I look forward to continuing these accomplishments with you all during the 22/23 Academic Year and marking our 30 year milestone.

May it be a year of post pandemic opportunities to reconnect our community and continue offering our students the very best educational experiences we can.

I look forward to meeting you over time on campus.

Thank you

Rob Stewart

Head of School

School Year Outline Calendar 2022-23

To see our complete and current calendar of events visit: <https://www.lannaist.ac.th/calendar>

	Monday	Tuesday	Wednesday	Thursday	Friday
Aug	1	2	3	4	5
	8 Induction (new staff)	9 Induction (new staff)	10 Orientation (all staff)	11 Orientation (all staff)	12 Mother's day
	15 Parent Meetings (all staff)	16 Term starts for students	17	18	19
	22	23	24	25	26
	29	30	31		
Sep				1	2
	5	6	7	8	9
	12	13	14	15 Student Half Day	16
	19	20	21	22	23
	26	27	28	29	30
Oct	3	4	5	6	7
	10	11	12	13 Rama 9 Memorial day	14
	17	18	19	20	21
	24 Chulalongkorn Memorial Day Observed	25	26	27	28
	31				
Nov		1	2	3	4
	7	8	9	10	11
	14	15 Student Half Day	16	17	18
	21	22	23	24	25
	28	29	30		
Dec				1	2
	5 Father's Day	6	7	8	9
	12 Constitution Day Observed	13	14	15	16
	19	20	21	22	23
	26	27	28	29	30
Jan	2	3	4	5	6
	9	10	11	12	13
	16	17	18	19	20
	23	24	25 Student Half Day	26	27
	30	31			
Feb			1	2	3
	6	7	8	9	10
	13	14	15	16	17
	20	21	22	23	24
	27	28			
Mar			1	2	3 CM Schools PD (@CMIS)
	6 Makha Bucha Day	7	8	9	10
	13	14	15	16 Student Half Day	17
	20	21	22	23	24
	27	28	29	30	31
Apr	3	4	5	6 Chakri Day	7
	10	11	12	13 Songkran Day	14 Songkran Day
	17	18	19	20	21
	24	25	26	27	28
May	1	2	3	4 Coronation Day	5
	8	9	10	11	12
	15	16	17	18	19
	22	23	24	25	26
	29	30	31		
Jun				1	2
	5 Visakha Bucha Day Observed	6	7	8	9
	12	13	14	15 Parent Meetings (all divisions)	16 Teacher Work Day (all staff)
	19	20	21	22	23
	26	27	28	29	30

- = School holidays
- = Thai national holiday observed (school closed)
- = School closed from lunch for Teacher Professional Development

The School Day

LANNA's school day begins promptly at 8.15.

All Secondary Students should be in their homeroom by 8.15am ready to have the morning attendance register taken. Any students arriving after 8.15, but before the end of homeroom at 8.25, will be recorded as late (tardy). Students who arrive after 8.25, and therefore miss homeroom registration altogether, are recorded as a half day absence from school.

Secondary School Day (Years 7 to 13):

Monday; Wednesday; Friday		Tuesday; Thursday	
8.15 – 8.25	Homeroom	8.15 – 8.25	Homeroom
8.25 – 9.05	Period 1	8.25 – 9.05	Period 1
9.05 – 9.45	Period 2	9.05 – 9.45	Period 2
9.45 – 10.25	Period 3	9.45 – 10.25	Period 3
10.25 – 11.05	Period 4	10.25 – 11.05	Period 4
11.05 -11.25	Morning Break	11.05 -11.25	Morning Break
11.25 – 12.05	Period 5	11.25 – 12.05	Period 5
12.05 – 12.45	Period 6	12.05 – 12.45	Period 6
12.45 -1.30	Lunch Break	12.45 -1.30	Lunch Break
1.30 – 2.10	Period 7	1.30 – 2.10	Period 7
2.10 – 2.50	Period 8	2.10 – 2.50	Period 8
2.50 – 3.40	Period 9		

Lanna International School Staff

Licensee

Khun Surin De Muth

Head of School

Mr Rob Stewart

Early Years Principal

Ms Kate Fenton

Senior HR Officer

Ms Yuki

EYs-Y2 Admissions

Ms Yada

Registrar

Mr Nokk

Maintenance Manager

Mr Aod

Asst Account & Finance Mgr

Ms Natt

Purchasing/Inventory

Ms Nim

School Nurses

Ms Lucy, Ms Rose, Mr Boy

Director

Aim-on Thongbai (Aoy)

Secondary Principal

Mr Kevin Pugh

Finance and Accounting Manager

Mr Robert Vickers

Visa/HR Admin

Ms Poy

Y3-Y13 Admissions

Ms Jeab

Admin Coordinator

Ms Yadt (Secondary)

IT Manager

Mr Nick

Account Receivable

Ms Jah

Event Coordinator

Ms MuMu

Librarians

Ms Joanna, Ms Erin, Ms Orn, Ms Kate

COO & School Manager

Ms Dear

Primary Principal

Ms Sarah Reynolds

Graphic/Photographer

Mr Tiw

IT Support

Mr Arm, Mr James

Account Payable

Ms Noon

Receptions/Students Visa

Ms Pao

Secondary Subject Specialist Teachers

English: Ms Claire (HOD),

Ms Anna, Ms Fiona,

Mr Conor, Mr Sean

Mathematics: Mr Suresh

(HOD), Mr Roland,

Mr Scott, Mr Theunis,

Mr Jason

Sciences:

Mr Chris (HOD),

Mr Adam, Ms Tu Lay,

Mr Phil, Ms Marta,

Ms Aun, Ms Pam

Foreign Languages:

Ms Ketty (French),

Mr Gao (Chinese)

Physical Education:

Mr Ashley (AD), Ms Nicola

Computing:

Mr Kieran, Mr Gary

Drama: Ms Kelly (HOD)

Art: Ms Lucy, Ms Susan,

Ms Nid

Music: Mr Lindsay

Thai Language: Ms Emmy

(HOD), Ms May, Ms Noi,

Ms Ang

Geography: Ms Sarah (HOD),

Mr Matthew.W

History: Mr Huw

Global Perspectives:

Mr John, Mr Dan

Business & Enterprise:

Mr Austin, Mr John

Sociology:

Mr Matthew.N

Examinations Officer:

Mr Matthew.N

Curriculum Coordinator:

Ms Claire

STEAM Coordinator:

Ms Ashley

PSHE Coordinator:

Mr Ben

House Coordinator:

Mr Matt.W

LQ Coordinator:

Mr Nathan

MUN and Debating

Coordinator: Mr John

International Award

Coordinator:

Mr Lindsay

Head of Sixth Form:

Mr Nathan

Head of KS3 & KS4:

Mr Matt.W

Counselling:

Mr Ben, Ms Nicole

Student Support:

Mr Simon

SENCO:

Ms Rebekah

Accelerated English (AEP)

Ms Karen

HOD = Head of Department; AD = Athletics Director

Secondary Homeroom Teachers

AEP Ms Karen

7-L Ms Sue

8-L Mr John

9-L Ms Kelly

10-L Mr Sean

11-L Mr Roland

12-L Ms Tu Lay

13-L Ms Ketty

7-I Mr Gary

8-I Ms Lucy

9-I Ms Marta

10-I Mr Adam

11-I Ms Anna

12-I Mr Suresh

13-I Ms Claire

7-S Mr Chris

8-S Mr Dan

9-S Mr Phil

10-S Mr Austin

11-S Mr Lindsay

12-S Mr Mat N

13-S Mr Huw

2. Learning at LANNA

Vision Statement

We aim to provide **academic excellence** within a **caring community**.

Mission Statement

We follow a broad British curriculum and seek to enable our students to achieve their full potential and become creative, responsible and successful citizens.

Schoolwide Learning Outcomes

LANNA's "Schoolwide Learning Outcomes" are cross-curricular learning outcomes which are pertinent to all classes taught at LANNA. In planning lessons and activities, you should consider not only the curricular objectives of the course, but also these more global outcomes.

In every class at LANNA, our students will be:

EXPLORERS & LEARNERS

- ❑ Think critically and creatively in solving problems, evaluating information and making decisions.
- ❑ Work individually and cooperatively in exploring and sharing ideas, setting priorities and reaching goals.
- ❑ Use a variety of appropriate resources, including information technology, to obtain information for academic and personal use.
- ❑ Participate in educational and extra-curricular activities within LANNA's culturally diverse school community.

COMMUNICATORS

- ❑ Communicate effectively and clearly, verbally and in writing, and be able to represent information and ideas visually.
- ❑ Become proficient users of spoken and written English for social and academic purposes and for self-expression.

GLOBAL CITIZENS

- ❑ Demonstrate awareness and sensitivity with respect to their own and others' cultures and abilities.
- ❑ Become responsible global citizens, recognizing how the actions of individuals and society have consequences.

CONFIDENT & HEALTHY INDIVIDUALS

- ❑ Demonstrate self-esteem, self-reliance and integrity grounded in knowledge and understanding of self and others.
- ❑ Value and appreciate the importance of nutrition, physical fitness, personal health and well-being.

Recognition & Accreditation

Lanna International School Thailand is licensed by the Thai Ministry of Education and is fully accredited by The Western Association of Schools and Colleges (WASC) for Foundation Years through to Year 13. Accreditation requires continual self-evaluation, frequent reports, and periodic external review.

WASC is an American accreditation organisation responsible for accrediting international schools in Asia, as well as schools in California and Hawaii.

Accreditation is affirmation by professional peer evaluators that:

- ❑ a school is what it says it is,
- ❑ the school does what it does in accordance with criteria set by the academic community, and
- ❑ the school is committed to continuous improvement.

The Thai Ministry of Education has certified that our Year 2 is the equivalent of Thai Prathom 1 with comparable increments throughout the different levels up to Year 13. A student graduating from LANNA will receive upon application to the Thai Ministry of Education a certificate indicating that his/her diploma is the equivalent of a student graduating from a Thai school.

LANNA has been a registered Cambridge International Examinations centre since 2005. LANNA is also a member of the East Asia Regional Council of Overseas Schools (EARCOS).

3. Curriculum and Programmes

For details of all Cambridge Assessment International Education (CAIE) programmes of study, and to download learning resources, visit the CAIE website: <https://www.cambridgeinternational.org>

for Edexcel visit : <https://qualifications.pearson.com>

A Levels (Years 12 & 13)

One of the most recognised and respected high school qualifications in the world, Cambridge International Advanced level (A level) is widely viewed as representing a “gold standard” and is accepted as proof of academic ability worldwide. Good grades at A level can be the key to admission to the world’s major English speaking universities.

A level courses take two years to complete and students are free to select up to four subjects from the following options offered at LANNA: English Language, English Literature, History, Mathematics, Biology, Chemistry, Physics, Geography, Sociology, Business Studies, Drama & Theatre, French, German, Chinese, Art & Design, Physical Education, Applied Information Technology, General Studies.

Each A level course occupies nine 40-minute teaching periods each week. A level courses at LANNA are offered from Cambridge International Examinations (CIE) and Edexcel – both are fully accredited UK examination boards.

IGCSEs (Years 10 & 11)

Students in Years 10 and 11 follow externally set and assessed courses based around a highly regarded system known as the International General Certificate of Secondary Education (IGCSE). Students at LANNA are able to choose their IGCSE courses from a broad range of options.

Our IGCSE courses and examinations are provided by Cambridge Assessment International Education(CAIE). The two year programme of IGCSE courses is designed to develop high academic standards and they are academically demanding courses, leading to formally recognised IGCSE qualifications. The programme is globally recognised to be one of the best academically rigorous programmes of study for students of this age.

Lower Secondary (Years 7 to 9)

Our lower Secondary curriculum builds on the Primary curriculum and continues to develop skills and knowledge across a wide range of subjects. These three years form an important bridge from leaving the Primary school in Year 6 to beginning exam classes in Year 10.

During Years 7 to 9 all students at LANNA study: English, Mathematics, Science, STEAM, Geography, History, Global Perspectives, Computing, Art, Physical Education, Music, Drama, Personal Social & Health Education, Thai, and French or Chinese (taught by native speakers).

Students’ experiences during Years 7 to 9 enable them, towards the end of Year 9, to make informed decisions about the subjects that they will study at IGCSE level in Years 10 and 11.

Examination Entry

As a school we aim for all students to achieve at the highest possible levels. For IGCSEs, A Levels, and other examination courses that are externally assessed the aim is always to enter students for the external assessment that is scheduled for the end of their courses of study. The only caveat to this is where it is clear from the evidence gathered during the course that a student has no realistic chance of gaining a pass grade for a particular subject. In those circumstances the student will normally not be entered.

The decision to not enter for a subject should normally be made through a consultation process involving the student, parents and teacher - and be in the best interests of the student. Removing the pressure to prepare for an examination at which they are unlikely to be successful, and allowing them to place greater focus in other areas that are more likely to lead to a successful outcome can be a positive decision. In the case of disagreements on entry the Head of Department may join the discussion, along with the Secondary Principal, if required. Final decisions on entry are as determined by the Secondary Principal.

Homework

At LANNA, homework:

- reinforces and extends what has been taught;
- links the school and home and provides an opportunity for parents to become involved with the school work of their children;
- is recorded by the students in their homework diary;
- is evaluated in a timely fashion, and is not used as a form of punishment.

Homework is an important aspect of the educational process. Teachers plan homework to develop successful and independent learning behaviours. We would like the support of parents in ensuring that students complete the tasks assigned to them. Students who persistently fail to complete these tasks are not meeting the school's expectations and are not abiding by its code of conduct.

Time expected for homework shall be in accordance with the age, year and developmental level of the student. Homework is set, as appropriate, fitting closely with learning carried out in school. As such there are no set days for homework and amounts set will vary from week to week.

Online Learning Programme in Secondary

Whenever possible, we aim to have our regular school days on our open school campus. At times, however, events beyond our control may force a closure of the school. For situations such as these, we have put in place plans that allow students to continue their learning virtually.

LANNA Secondary aims to follow **a full synchronous learning programme** during campus closure. That is to say, the full regular schedule is followed with Homeroom and subject classes following the regular schedule, for all classes where this is reasonable to do so.

The key variations from our regular campus schedule are that:

- All timetabled classes aim to finish 5 minutes or so earlier to allow students to leave their screens/visit the bathroom/get a drink, etc. - whilst still being on time to their next class

- Wednesday P10 Activities/Leadership courses do not go ahead as scheduled

Google Classroom becomes our central hub.

All students have a school email account and access to the Google suite of programmes (Google Classroom, Google Docs, etc.). All lessons begin in Google Classroom, with an opportunity for the teacher to take a register and give directions for the day's class.

Ahead of classes beginning all students receive invites to a virtual "Google Classroom" from each of their teachers. It is important that students accept each of these, in order to become a member of each virtual class and have access to their lessons.

Teachers will do their best to provide all required resources in an online format, but book collection may be required for some. If the school facilities are open for individual access, students or parents may be able to retrieve student materials (instruments, textbooks, library books, etc.).

All students are expected to participate in Online learning. We recognise that heightened self-direction is an element of Online learning and expect that the learning activities for students in Years 7, 8 and 9 will require no, or little, more time than that designated for that subject or class during the school day. For older students, following IGCSE and AS/A Level programmes they will have additional work to complete beyond the school day.

Key Expectations of our Students during Online Learning

- Be online for each class, at the scheduled lesson start time (communicating with the teacher if they arrive late)
- Be wearing appropriate clothing for classes (uniform not required, but no pyjamas, etc. either - suitable day wear that would be appropriate in a school setting)
- Be set up appropriately at a table or desk (not lying in bed or lounging on the floor)
- Microphone and camera on when connecting to live classes, whether through Meet, Zoom, or any other platform
- Keep email (and Hangouts that's part of it) open at all times during the school day. This is an important line of school communications and whilst we are online is the only way they will receive important messages outside of their individual Google Classrooms.
- Contact their Homeroom teacher, and other teachers, if there are problems. There are many problems that students may have with working from home - family obligations, internet issues, etc. It is extremely helpful if these issues are communicated in a timely manner, rather than waiting for teachers to ask what has been happening. Be proactive!

Distance Learning

In exceptional circumstances, Distance Learning can be provided for enrolled students who are unable to attend school for face-to-face learning. Distance Learning is not provided whilst the campus is closed and Online Learning is in operation; at these times all enrolled students are expected to participate in the Online Learning Programme, as described above.

Distance Learning is provided to allow absent students to keep up with key subject learning objectives through completing set tasks and assignments. These are set by the subject teachers and communicated to the student on a regular basis. It is vital that any student temporarily taking part in Distance Learning monitors their email and Google Classrooms and maintains regular contact with their

teachers, submitting assignments as required, communicating any issues with their teachers in a timely way, etc.

The Distance Learning that we are able to offer to Secondary students whilst the school campus is open is not a full replacement for the face-to-face learning programme and does not involve being a part of the "live" lessons. All students involved in Distance Learning should be seeking to return to Chiang Mai and full time face-to-face learning at the first opportunity.

4. Student Support Services

There are a range of services at LANNA, aimed to support students' classroom learning.

Student Support Services Vision:

Every student at Lanna International School Thailand will be supported in order to fulfil their own potential.

Counselling

The Counselling Support Service is for students who are experiencing emotional difficulties or problems that fall outside day to day classroom provision or Special Educational Needs provision.

The aim of the school counselling services is to help students have more effective education and socialisation within the school community. Possible counselling topics are coping with changes, transitions, self-esteem, friendship and relationship issues, study skills, stress management, fears or worries, academic pressure, conflict resolution, social skills, adjustment to school or culture, etc. These services are available at no cost. However, these services are not intended as a substitute for medication, psychological counselling or diagnosis, which are not the responsibility of the school.

Onward referrals are made in situations that cannot be dealt with within our school system. These are made to appropriate agencies including external counselling services, social services and local hospitals. All referrals would be made in conjunction with the student, Head of School, Counsellor and parents/guardians.

Secondary School referrals can be made by teaching staff, the Head of School, Secondary Principal, parents, or self referrals. The goal of the counselling support service for secondary students is to address and restore the well-being and emotional health of the student; parental/guardian involvement is therefore at the discretion of the Counsellor and/or the Head of School.

Student Mentors were introduced into Secondary school in 2016-17 and form an additional layer of support that our students may choose to take advantage of.

The Counsellor in consultation with the Divisional Principals will agree when parental consent will be sought for a pupil to access counselling. Parent consent will be sought when it is thought to be in the best interest of the student. Children aged 14 and above are not required by the BACP (British Association for Counselling and Psychotherapy) to seek consent for counselling from their parents.

Counselling Support Sessions are confidential between the Head of School, School Principal, Counsellor and student. The only exception to this is where it is felt to be a serious threat of danger to the student or others. This policy is in keeping with general counselling good practice.

Counselling sessions are offered on a six session basis which usually take place once per week for a duration of 30 to 40 minutes. This is done with the view to extend for a further four sessions if it is felt to be beneficial to the student.

Learning Support

Lanna International School recognises that each student is unique. Students have different learning styles and abilities. LANNA offers learning support to students who require extra help and attention to be successful in the classroom. The Secondary SENCO works collaboratively with teachers and the school counsellor to identify students with extra learning needs and to plan appropriate programmes to meet their needs. Learning support can be in the form of in-class, pull-out support to work out on a specific skill, one-on-one, small group instruction and monitoring. Parents are strongly encouraged to take an active role in the planning and implementation of learning support for their children. For details of LANNA's Learning Support programme see the Student Support Services Handbook.

English Support

Students entering the school with a low level of English are eligible to receive English Support. During the admissions process, initial testing may recommend placement in one or more of the following small-group programmes: Extra English or After School English Teaching (ASET).

The aim of both programmes is to provide support in English language learning to enable pupils to be able to cope with the school's curriculum independently. Class numbers are kept small to enable targeted, intensive support.

Extra English comprises 4 lessons per week. Lessons take place during the school day, during modern foreign language time. Extra English therefore takes the place of either Thai, Chinese or French. Extra English is our main program for English Support, and for some pupils, this will be sufficient in advancing their English skills.

Some students, however, will need even further support; these pupils will be enrolled in ASET in addition to Extra English. ASET comprises of 2 lessons per week. Lessons take place after school, with slightly different times/days depending upon the teacher.

Placement in Extra English and ASET is reviewed on a semester basis, and parents will receive reports on progress. Pupils will be part of the programmes until it is determined that the child is able to cope with the demands of the school curriculum independently.

Students with a very low level of English joining the school in Years 7-9 may be admitted into the Accelerated English Programme (AEP). This one year programme is designed to provide a fast-track opportunity for Lower Secondary-age students to improve their language skills. The aim is for pupils to reach a level where they may be accepted into LANNA's mainstream classes at the end of the year.

Please, in the first instance, contact your child's homeroom teacher if you have concerns about their English level.

5. Sports, Trips and Activities

Sports Opportunities

Sports activities for Secondary School students are scheduled during most of the school year. LANNA's extensive sports programmes support student connectedness by developing a sense of community among the players, their fans, and LANNA's parents and families. Our sports programmes also connect our students with the communities of other international schools in the Chiang Mai area.

LANNA is a member of the Chiang Mai Athletic Conference (CMAC) and as such takes part in a wide variety of sport/athletic competitions with other Chiang Mai international schools. These include football, basketball, futsal, volleyball, table tennis, badminton, cross-country running and swimming. Many of these sports also feature in our very well supported in-school programme of lunchtime inter-house competitions. Training, on pre-arranged days (usually Tuesdays and/or Thursdays), normally begins at 2:50pm and ends at 3:40 to 4.20pm, matches often finish at 5pm, or much later in some cases.

Non-Sport Opportunities

In addition to the many sporting activities offered at LANNA we also offer a rich variety of non-sporting activities for students in all Years. These activities provide students the opportunity to interact with teachers and students from other Years in the school, and contribute to building a strong LANNA community.

Students have the opportunity to get involved with activities that include: dramatic productions (on stage or back stage/production), Student Council (as a class representative or taking on a major position), the LANNA Quarterly student magazine (many roles available), Model United Nations delegate, army cadets, chess club, musical groups/choirs, and the Duke of Edinburgh's International Award. All of these in addition to the regular scheduled Wednesday afternoon "activities" time, and supplemented by a great many additional activities that are announced from time to time.

Additional After School Activities (ASAs)

As the school grows we aim to make better use of the school facilities after school and at weekends, for those interested to get involved. At the moment we offer a wide range of activities, as detailed above, at no (or minimal) cost to our students and that will continue to be the case. We are building on these strong foundations, offering an increasingly wide range of specialised paid options (ASAs) as well. Expect to receive regular updates on our offerings during the school year.

Field Trips

Each year a considerable number of field trips are organised for LANNA students. These trips are planned to support curricular learning and LANNA's Schoolwide Learning Outcomes. In the past these trips have included trips within Thailand and also to neighbouring countries. Parent volunteers sometimes assist with these field trips, as well as with other special events.

Parents/Guardians must sign a permission slip for all of these activities in order for students to be able to take part - failure to provide the permission slip by the set deadline will mean the student will not be allowed to go on the trip.

Costs of Planned Secondary School Trips and Courses:

This is an overview of scheduled trips and courses for which there are significant costs involved. It is intended to provide parents with advance information of likely costs - to help you better plan, and avoid surprise bills. Note, however, that from time to time other opportunities with significant costs, that are not included here, may be made available to students.

It is expected that all LANNA students will take part in the relevant events listed below, except where they are listed as optional. When trips involving whole year groups are out of school there will be no alternative classes available within school.

- Y7 to 13 (an optional trip for all Secondary students; January each second year): School Weekend Camp at Ob Khan National Park – around B1,200
- Y7 (all students; November/December each year): Science 2 night trip to Thaton field study centre – around B6,000
- Y9 (all students; November/December each year): Science overnight trip to Doi Inthanon observatory and forest – around B1,250
- Y10 (all students; February/March each year): Science + Humanities 3 night trip to Thaton field study centre - around B7,500
- Y12/13 (an option for those that need an SAT qualification; various dates available): SAT Examination - around B6,000 paid to CollegeBoard (www.collegeboard.org)
- Y13 (all non-native English students seeking university places; various dates available): IELTS Test (fee of B6,300 payable directly to British Council)

Notes:

Payment for trips/courses is normally required 2 to 3 months in advance of the scheduled date.

Deposits and payments for trips are non-refundable. Partial refunds are always given where the actual cost of a trip is less than the fee initially charged to students.

The above costs are indicative only for parents' awareness. The actual cost of the activities may be different from that published above and not all trips may go ahead as scheduled.

6. School Organisation

The School Year

The school year is divided into two semesters (August - January and January - June). All Secondary students receive three reports per year: A mid-semester report, during the first semester, focusing on learning behaviours displayed, and two summative end of semester reports (January and June).

School Management

LANNA is a proprietary school owned by Canadian International Education Organisation (CIEO) along with the original owner, Khun Surin.

The Head of School has been delegated the responsibility for day-to-day operation of the school. The Head of School consults with the School Director and other members of the leadership team on educational matters. The leadership team is made up of the Head of School, the Business Manager/Chief Operating Officer (COO), the School Director, the Licensee, Early Years, Primary and Secondary School Principals.

On management issues, the Head of School consults with the School Business Manager/COO, Finance Manager, School Director, Licensee, and the Chairman of the Executive Board. The Executive Board consists of representatives of the school administration, the Parent Teacher Organisation, the teaching faculty, the Owners (CIEO), and the community.

House System

At LANNA, each student and faculty member is placed into one of four groups (or Houses). Each House includes students from all year groups. Students elect House Captains towards the beginning of each academic year.

LANNA's House system promotes a sense of identity and positive school spirit, provides a structure for cooperation across the years, and facilitates internal competition of all kinds. The four Houses are Red, Blue, Green and Yellow. House meetings and House activities are scheduled throughout the year and the House trophy is awarded to the winning House at the awards assembly held in June.

Students are required to buy at least two House T-shirts, from the school, in their House colour. The shirts are to be worn during physical education lessons and House events.

Student Council

LANNA's Secondary Student Council provides leadership opportunities and fosters student responsibility. Participation in the Student Council is open to students from Year 7 to Year 13. The Council is made up of a representative from each year, elected by his/her peers, and a president elected by all students in Years 7 to 13. For some of their meetings the Secondary student council meet in two parts – a middle school council and a senior council.

The Student Council has the responsibility of improving the quality of student interaction, morale and social life. It also communicates the needs of the student body to the faculty and administration. The Student Council, in conjunction with the faculty advisor, plans events and programmes that would be of

interest to the students and the school community. Student Council activities have included community service projects as well as social events. There is also a Primary Student Council represented by students from each of Years 4 to 6.

7. Admission and Placement

Admission of Students

All admissions to Lanna International School are provisional. After a 90 day probationary period, the admission becomes final. Factors considered in making admissions to Lanna International School include age, previous schooling, English language proficiency, educational achievement, ability of the school to offer an appropriate educational programme and provide any additional support required.

Parents are required, as part of the admissions process, to provide official documentation including transcripts, report cards and test scores from their child's previous school(s). If previous school records are submitted in a language other than English, they must be accompanied by an official English translation. The Head of School may delay or deny admission if such documentation is not provided.

Entrance testing and interviews are by arrangement with our admissions team (admissions@lannaist.ac.th). Tests vary in length according to the Year level a student is applying for, but testing and an interview with the assessor will normally take from 2 to 3 hours.

All applicants are required to undertake an English language assessment as part of the admissions process. Where appropriate, students may also be required to undertake mathematics testing, non-verbal reasoning testing, and/or other assessments designed to determine any special needs/support the student may require.

Parents are encouraged to inform the school of any academic problem a child might be experiencing. The school will accept students with learning difficulties if it is felt that we can provide an appropriate programme for that student. In some cases this may mean additional help through our Student Support Service. Where this applies parents are required to agree to meet the costs of this additional support as a condition of acceptance.

Normal ages for admittance to LANNA Secondary Year Groups are:

UK "Year Group" (as used at LANNA)	Age range at time of entry (at September 1st)	USA "Grade" equivalent
7	11 to 12	6
8	12 to 13	7
9	13 to 14	8
10	14 to 15	9
11	15 to 16	10
12	16 to 17	11
13	17 to 18	12

Lanna International School reserves the right to refuse admission to any student if space is not available, or for educational reasons. Admission and placement of students is the responsibility of the Head of School.

Placement of Students

Placement of students is decided by the Secondary Principal based on a number of factors. These factors include age, previous school records, test results and the students' abilities and needs, including English language proficiency. Special cases regarding placement will be considered on an individual basis.

Students requiring Learning Support services will be main-streamed in regular classes with learning support to meet the student's individual educational needs. LANNA reserves the right to reassign a student at any time if it is felt that the initial placement was inappropriate.

English Proficiency

English is the main language of instruction at Lanna International School. Although admission is open to students of any nationality, full participation in the school's instructional programmes requires proficiency in the English language. Students without appropriate English language skills will not be admitted to the mainstream school.

Minimum standards of English:

- ❑ for Years 6 and 9 to be promoted to Years 7 and 10 respectively: assessed to have age appropriate (or very close to) English reading, and writing skills (assessed by the NGRT assessment and/or other assessments).
- ❑ for Year 11 to be promoted into Year 12: a pass grade on the IGCSE English Second language mock exam.
- ❑ Students with limited English proficiency may be required:
 - ❑ to participate in the English Support programme. The English Support programme offers additional English development classes in place of French or Chinese classes..
 - ❑ to participate in additional support classes (Years 7 to 9). The student is taken out of a certain subject to receive extra help that they need.
 - ❑ to participate in additional English tutoring (ASET) outside of regular school time

8. Communication

Every attempt is made to keep parents informed about all important school related issues. This is almost exclusively via email, so it is vital that all parents provide the school with a valid email address and monitor that address for the many school emails that will be received.

Student Planner

Students are provided with a student planner for recording assignments and making notes on things that they need to plan for. Maintaining an accurate record of all homework and meeting all homework deadlines is an important responsibility of LANNA students.

Reporting to Parents

All students at LANNA receive three report cards a year. In the Secondary School, students receive a progress report midway through the first semester (learning behaviours focused) and a final summative report at the end of each semester.

Parent-Teacher-Student interviews are held following the issuing of end of first semester reports. Parents are encouraged to come to those meetings, along with their child, especially when it is indicated on the report card that one or more teachers would like to see the parents to talk about the student's progress. If the date is inconvenient, parents can contact teachers via email to reschedule the meetings.

Students whose parents are in arrears in respect to school fees will not receive reports or any official documentation until the fees have been paid.

Reports are provided to parents and students in digital form via the digital Parent Portal. All Secondary school parents receive login information from the school. Should you have any problem accessing the Portal for your child please email our tech support: technology@lannaist.ac.th

Communication/Complaints Policy for Parents

Lanna International School takes any complaints or concerns that parents may have very seriously. Parents are encouraged to mention these to the teachers at school as early as possible to enable the school to address an issue before it may become more serious.

Lanna International School will ensure:

- That parents wishing to raise a concern know how to do so,
- Respond to concerns within a reasonable time and in a courteous manner,
- Take action where appropriate.

How should a parent raise a concern and what happens next?

If a parent has a concern or complaint, it should be raised in the first instance with the child's homeroom teacher. This can be in the form of a letter, an e-mail or by requesting a meeting. We would ask that all communications are conducted in a non-aggressive and courteous manner. This pertains to teaching and non-teaching staff in equal measure.

If a parent is not satisfied with the response of the homeroom teacher, or feels the matter is sufficiently sensitive or serious, they should contact the relevant Principal. A homeroom teacher may also immediately refer the issue to their relevant Principal, should they feel the issue raised with them is outside of their scope to resolve.

Should a parent feel that their concern has not been satisfactorily dealt with by the relevant Principal, the matter may then be referred to the Head of School and/or the School Director. Should the matter remain unresolved it may, as a final stage, be referred to the school's Executive Board.

In many circumstances, the person contacted will need to discuss the issue with one or more colleagues and consider further information. Every effort will be made to resolve the issue in a timely manner.

Confidentiality

Parental concerns or complaints will be treated with respect and in a confidential manner. It is the school's policy that parent complaint will not adversely reflect on their children in any way. Anonymous complaints will not be pursued.

Student Complaints, Concerns and Counselling Procedures

The principles which apply to parental complaints also apply to the concerns from students. Teachers at LANNA International School believe that pupils should be able to raise concerns with any member of staff with whom they feel comfortable. The teachers and staff at Lanna International School are determined to ensure that all students can turn to them with any problem.

Parent Teacher Organisation (PTO)

There is a very active Parent Teacher Organisation at Lanna International School. The PTO seeks to build a strong LANNA community, to foster goodwill among its members, to sponsor social events, and to organise special events to raise funds for the school. The PTO wishes to support the school in any way possible. There are three general meetings each year. PTO meetings are announced in advance and parents and teachers are encouraged to attend.

Should you wish to contact the PTO you may in the first instance email the president (ptopresident@lannaist.ac.th) or come along to one of the many PTO events and talk to other members.

Parent Advisory Council (PAC)

The Parent Advisory Council (PAC) is a body that aims to work together with the LANNA Leadership Team and thus to be a collaborative, engaging and dedicated voice for LANNA students and the LANNA community. Membership is open to parents willing to be ambassadors for the school and who truly believe in the mission and purposes of the PAC. There are 15 parent membership positions and 8 key roles within the PAC. The mission of the Parent Advisory Council (PAC) is to create a supportive environment in which the lives of all children and families at LANNA will be affected in a positive manner

9. Grading and Awards

Semester Grading

Reports with summative semester letter grades are issued to Secondary School students at the end of each semester (mid-semester reports focus on describing learning behaviours displayed so-far; no summative grading at this stage).

The overall semester (letter) grade awarded for each curricular area is an amalgamation of the semester grades awarded for: Learning behaviours displayed (20% of final grade); Assessment of classwork/homework (normally 40% of final grade; 80% in classes with no end of semester examination); End of semester examination (normally 40% of final grade).

Learning Behaviours Displayed

The learning behaviours grade reflects the student's approach to their studies. Criteria assessed are: concentration/focus; working with others; effort applied to work; class participation.

Students are assessed according to how frequently they display these learning behaviours in positive ways: Always, Mostly, Sometimes, Rarely, Never.

The letter grade reported for learning behaviours is calculated where "Always" equates to an A grade (GPA value 4), "Mostly" equates to a B grade (GPA value 3), "Sometimes" equates to a C grade (GPA value 2), "Rarely" equates to a D grade (GPA value 1), "Never" equates to an F grade (GPA value 0).

Assessment of Classwork/Homework Grade

The classwork/homework grade reflects the student's understanding and mastery of the main course objectives. It is based on classwork and homework produced during the semester. The letter grade awarded is directly linked to the Secondary School's Common Grade Scale (see below). Grades are awarded from A through to F.

End of semester Examination Grade

The end of semester examination grade reflects the student's performance on the final examination only. Grades are awarded from A through to F in-line with the Secondary School's Common Grade Scale (see below).

Failing Grades: Where Secondary School students fail classes they may be required to complete make-up work (where they have failed the coursework element of a class) or make-up exams (where they have failed the examination element of a class). This may mean that students are required to come into school at times when other students are not in school (e.g. during term breaks). Where it is deemed necessary by The Administration students may also be asked to attend personal counselling sessions.

Common Grade Scale

LANNA Secondary School's Common Grade Scale:

Grade	In assessment...
A	...has been able to demonstrate the acquisition of all of the relevant knowledge and has been able to show a very high level of understanding of that knowledge. <i>and/or</i> ...has been able to show a very high level of competence when demonstrating the skills and processes covered.
B	...has been able to demonstrate the acquisition of most of the relevant knowledge and has been able to show a high level understanding of that knowledge. <i>and/or</i> ...has been able to show a high level of competence when demonstrating the skills and processes covered.
C	...has been able to demonstrate the acquisition of some of the relevant knowledge and has been able to show a good level of understanding of that knowledge. <i>and/or</i> ...has been able to show a good level of competence when demonstrating the skills and processes covered.
D	...has been able to demonstrate the acquisition of a little of the relevant knowledge and has been able to show a limited level of understanding of that knowledge. <i>and/or</i> ...has been able to show a limited level of competence when demonstrating the skills and processes covered.
F	...has not been able to demonstrate any significant acquisition of the relevant knowledge or any real understanding of that knowledge. <i>and/or</i> ...has not been able to show any significant development of the skills or processes covered.

Grade Point Average (GPA)

Grade Point Averages are computed according to the following:

A	= 4.0	B	= 3.0	C	= 2.0	D	= 1.0
A-	= 3.7	B-	= 2.7	C-	= 1.7	D-	= 0.7
B+	= 3.4	C+	= 2.4	D+	= 1.4	F	= 0

Courses offered on a pass/fail basis are not included in the GPA calculation. A GPA of at least 2.0 over the course of a year is normally required for promotion to the next year.

GPA Calculations

The LANNA timetable consists of a 43 period week, but not all of these periods are used for the study of subjects that are awarded credit towards the final GPA (no GPA credit is awarded for PSHE, Activities, and Study Periods). The credit for any particular subject is therefore based on the following formula:

Number of periods per week that the subject is studied / Number of periods utilised for the study of subjects that are awarded credit

An example: If Mathematics is studied for 7 periods per week, and each week 39 periods are awarded credit towards the final GPA (after allowing for PSHE, and Activities) the Credit Value for Mathematics would be $7/39 = 0.179$. If the student gained a "B" in Mathematics, worth 3.0 points (see table above) then the contribution of Mathematics towards the GPA for that semester would be 0.537 (0.179×3.0). By adding together the contribution of all subjects for which credit is awarded a final semester GPA score is obtained.

Graduation Requirements

The decision on the granting or withholding of a LANNA Diploma rests with the LANNA Administration. The granting of a LANNA Diploma at the end of Year 13 will be in accordance with the following:

- ❑ LANNA is an IGCSE and AS/A level school. Therefore all LANNA students are required to follow the full IGCSE and AS/A level programmes during their time with us, at the highest level possible, and sit examinations as appropriate to their level.
- ❑ Students must have completed all of the courses that they have followed to an acceptable standard (normally, having obtained a GPA of 2.0 or above and passed all classes); as determined by The Administration in consultation with classroom teachers.
- ❑ Students must have met the behavioural standards of the school while a student here and as determined by The Administration.
- ❑ Unauthorised absences may not exceed more than 10 days each school year. For significant levels of sickness a written report from a doctor will be required.

Awards

Each year, Secondary teachers select a student to receive the *Deelman Citizenship Award*. This is awarded to a student who has demonstrated leadership within the school community, shown initiative, been actively involved in school, encouraged school spirit, had a positive attitude to academic work, and shown awareness and sensitivity with respect to their own and other's cultures and abilities. This award is announced at the Awards Assembly in June.

The *EARCOS Global Citizenship Award* is presented annually to the student who embraces the qualities of a global citizen, exhibiting among many qualities an open mind, awareness and empathy, a concern and care for others, a strong commitment to engagement and action to making the world a better place and the ability to communicate effectively with people from all walks of life. EARCOS recommends strongly that the student be from Year 12. EARCOS provides the student with a commemorative plaque and certificate.

The *Pornpim Award for Drama* is presented to the student who has made the greatest progress in drama during the year.

Athlete of the Year awards are presented to one boy and one girl each year. The PE department also present a *Commitment to Sport* award to one boy and one girl each year.

Most Improved Student awards are presented to one middle school student and one high school student each year, as voted for by their teachers.

The House Cup is presented to the the House Captains of the winning house over the entire year, and the captain's names are engraved onto the cup.

Each year a *Valedictorian* is selected by the administration (normally the student with the highest GPA). This person receives a plaque and has their name engraved on the school record of graduates.

Many other awards are also presented for significant contributions to groups and activities, such as taking a role within the Student Council, working on the LANNA Quarterly (our school magazine), and myriad other reasons for which teachers choose to show appreciation for what students have done during the year.

10. Attendance and Absences

Attendance

Good attendance is of prime importance for the educational development of the student. A student should never be absent unless absolutely necessary. Missed instruction, discussion and group interaction can never be totally made up.

The school's instructional programme is based on the assumption that students will attend school on a regular basis. Since irregular or insufficient attendance seriously disrupts a student's studies and the instructional programme, the the following actions may result from poor attendance:

- ❑ Years 7 to 12: Students whose cumulative unauthorised absence amounts to more than 10 days over a school year may be denied promotion to the next year.
- ❑ Year 13: Students whose cumulative unauthorised absence amounts to more than 10 days over the school year may not be given the opportunity to graduate.
- ❑ Years 7 to 12: Attendance of less than 80% in any one semester may result in the denial of promotion to the next year, or a parent being asked to remove the student from the school.
- ❑ Years 13: Attendance of less than 80% over a school year may result in a student not being given the opportunity to graduate.

Absence and Sickness Notification

There is a difference between authorised and unauthorised absences. Absences from school or class for the following reasons will be considered authorised, allowing the student to make-up missed work and assignments for credit:

- ❑ Genuine Illness: notified by the parent, or following a phone call to them
- ❑ Family emergencies
- ❑ Religious observances
- ❑ Other acceptable reasons, with school permission obtained in advance e.g. family holiday, medical/dental visit, visa /passport renewal

Students attending other school related activities or programmes must have prior approval from their teachers to miss class. In some cases students attending authorised activities will be recorded as having been present in school, even though they were not actually at school. This includes:

- ❑ Study Leave: planned time off school to study for examinations
- ❑ Visits/Trips/Sporting Events (with educational value; normally trips/visits organised by the school)

When a student is absent from school it is the responsibility of a parent/guardian to inform the school by telephone or email before 8:15am. Please use (053) 806-230 to report the absence, or email registration@lannaist.ac.th.

Students absent on the day of an examination without informing the school will receive 'F' for that examination. If a student is absent because of sickness, he/she can not take part in any after school activity that day.

Should a child be absent from school for a sickness that is transferable to others, it is important that the school nurse is notified (rosepilapil@lannaist.ac.th). This is to ensure the health and safety

of other children that may have come in contact with this child. Appropriate communication of any health risk will be provided to parents by the school.

If there is no telephone communication and an email or letter is not provided, absences will be considered unauthorised. A pattern of unauthorised absences will lead to disciplinary actions such as detention, conference with parents, and removal from the school. Examples of when an absence becomes unauthorised include:

- ❑ absence with no contact from home to explain it;
- ❑ holiday with no arrangements made with the school in advance;
- ❑ absence for what the school considers an unacceptable reason.

Absences are recorded on a half day basis. The morning half day is based on attendance at homeroom (**thus a student who does not attend homeroom will be recorded a half day absence, even if they arrive for period 2**). The afternoon half day attendance is based on attendance to the first class after lunch (period 8).

Absence from Physical Education

If a student is unable to participate in physical education (PE) for a medical reason, a note from a parent is required. Without a note the class grade will be lowered. Long-term absence from PE requires a medical certificate.

Lateness/Tardiness to Class or School

Students are expected to be at school and in class on time. Lateness is extremely disruptive to class lessons. It is a discourtesy to both the teacher and fellow students. Students arriving at school late must report to the office, they will be recorded as tardy (with time of arrival).

Students arriving at school late should contact those teachers whom they did not meet that morning to collect assignments and make up work missed.

A pattern of excessive tardiness will be viewed as a serious discipline problem and disciplinary action will be taken (monitoring, detention, conference). Parents will be informed by the Head of School/ Secondary Principal should this occur.

Secondary students are expected to be in their homerooms when the homeroom bell rings at 8:15am. Arrival between 8.16 and 8.25 will be recorded as "late", whilst not arriving by 8.25 will be recorded as absent for the morning half day.

Students who become ill during the school day should get a note from the teacher and report to the nurse, who will contact the Secondary Principal and the parents should the student need to return home.

Leaving Campus

Permission to leave campus during the school day may be granted by the Head of School / Secondary Principal. Parents wishing to have their children leave school early must give the school a note stating the time of the student's departure or the arrival time of the parents.

Y7 to Y11

Students in **Years 7 to 11 should not leave the campus** during the school day without first having obtained permission from the Head of School or the Secondary Principal and signed out at the main office. **All students in Years 7 to 11 will therefore need to eat school lunch or bring a packed lunch.** They are not able to go to nearby shops and food stalls to purchase food and drinks.

Y12 and Y13

Students in Years 12 and 13 may leave the school campus at break and lunchtime (not during study periods) as long as they **sign out (and back in again) at the main school gate.**

If they travel by motorcycle they must have the necessary licence and insurance. They must always wear a helmet and carry a maximum of one passenger, who is wearing a helmet and has provided the Secondary Principal with parental permission to travel on another student's motorcycle.

All students who are off campus during the school day are expected to adhere to the same standards of conduct as if they were on campus.

After the end of the regular school day supervision of Secondary students is provided only for school related activities. Punctual collection of students at the end of the school day and at the end of after-school activities is greatly appreciated.

11. Code of Conduct

Student Code of Conduct

Students will be held accountable for any behaviour which is destructive to buildings or equipment, impedes the right of other students to pursue their education, has a negative impact on the moral and social climate of the school, or causes physical harm to other students. Behaviour which violates any of these principles will be dealt with clearly, justly and without exception.

A student who is behaving in an inappropriate manner will be reprimanded. If the student persists with poor behaviour, the student will be referred to the Principal.

If a student is unable or unwilling to abide by the behaviour code established by Lanna International School, his/her place in the school becomes questionable and suspension or a recommendation to parents to withdraw the student may occur.

All students are expected to:

- respect others;
- respect school property and the property of others;
- complete assignments as assigned by the teachers;
- be prepared with appropriate books and materials;
- behave in a quiet and orderly manner when moving around the school buildings;
- respect community standards regarding displays of affection;
- respond courteously when talking with fellow students, faculty, staff members and visitors;
- obey the established rules of the school;
- respect the laws and customs of the Kingdom of Thailand, and
- be a positive representative of Lanna International School in the community.

Students are expected to show respect for their own and others' right to learn at all times. Mobile phones and other similar electronic devices should be turned off or silenced during classes and at all other times when they might be disruptive. Earphones are not permitted to be used on campus during the school day, without explicit permission from a teacher to do so. These items will be confiscated for 1 day on the first occasion, and for extended periods on subsequent occasions. Note that ideally expensive electronic devices should not be brought into school. The school administration will not expend large amounts of time dealing with situations where these devices have been damaged, lost or stolen.

Playing cards, skates and skateboards are not permitted at LANNA. Students should not eat in the classroom, or chew gum. Smoking, vaping, and the consumption of alcohol by students is not permitted at Lanna International School or any school related event, regardless of a student's age; this includes all events organised by the PTO.

Bringing the school into disrepute through untoward behaviour outside the school (consumption of alcohol, substance abuse or rowdy behaviour) will be construed as grounds for disciplinary action.

The school should like to remind parents and students that motorcycle helmets should be worn at all times by students travelling to and from school and any school function.

Safeguarding Children - Code of Conduct for Parents

LANNA's philosophy is based upon valuing each individual member of the school community. We believe that considerate behaviour and courtesy to others are essential for the success of a child and with the help of this they form relationships in and out of school, to later succeed in life. It is the purpose of this policy to provide guidelines to all parents and guardians about expected conduct, so that we can work together to ensure a positive and safe environment for all. We will continue to welcome and encourage parents and guardians to participate fully in the life of our school.

Policy Guidelines:

As a school, we place great emphasis on respect for students, parents and the school staff and also expect the same from parents. The school expects high standards of behaviour from parents and guardians within and in the immediate proximity of the school's premises as they are the role models for their children.

The purpose of these guidelines is to provide the expectations regarding the conduct of all parents, carers and visitors connected to our school.

Parent/Guardian behaviour that will not be tolerated:

- Disruptive behaviour which interferes or impacts negatively upon the school's normal operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening, in any way, a member of staff, visitor, fellow parent/guardian or child.
- Damaging or destroying school property.
- Sending inappropriate, abusive or threatening emails or text/voicemail/phone messages or other written communications (including social media) to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the students/parents/staff/governors at the school on Facebook or other sites.
- The use of physical, verbal or written aggression towards another adult or child. This includes physical punishment of your own child on school premises.
- Approaching someone else's child in order to discuss or chastise him/her because of the actions of this child towards their own child. (Such an approach to a child may be seen to be an assault on that child and may have legal consequences)
- Smoking, vaping, taking illegal drugs, or the consumption of alcohol on school premises. (alcohol may only be consumed during authorised events).
- Pets, other than guide dogs, being brought on to the school premises unless permission has been granted.
- Taking photographs of children other than at school events to which parents/guardians have been invited
- Displaying and distributing online photographs of other LANNA children without parental permission.

Should **any** of the above occur on LANNA premises or in connection with the school, it may be necessary to take action by considering banning the offending adult from the premises, and from attending school-related events.

We are committed to resolving difficulties in a constructive manner, through open and positive dialogue. However, we understand that everyday misunderstandings can cause frustrations and have a negative

impact on our relationships. Please follow the procedures outlined in the Student-Parent Handbook should an issue arise.

It is important for parents and guardians to make sure any persons collecting their children are aware of this policy.

Thank you for abiding by these guidelines. Together we can create a positive and uplifting environment not only for students, but also for all who work and visit our school.

Smoking or Vaping on or Around the School Premises

Smoking and vaping pose a serious threat to health and we will not condone smoking or vaping on or around school premises by LANNA students; it poses very serious risks to individual students' health and also sets a very poor example to other students. If a student is found to be smoking or vaping the following procedure will be followed:

- ❑ On the first occasion parents will be informed and a detention will be given.
- ❑ On the second occasion the student will receive a two day in-house suspension from lessons (working, but separated from other students and their normal classes).
- ❑ If the student still persists in smoking or vaping on or around school premises they will only be admitted to school on the condition that they attend a cessation of smoking course (or appropriate focused counselling), at their own expense.

Interrogations and Searches

Interrogations:

- ❑ **By a person from outside the school:** The school administration will make every reasonable attempt to notify parents prior to permitting any person from outside the school – including law enforcement officials – to question or detain a student. Two witnesses – parent(s) and school official(s) - should be present during such interrogations.
- ❑ **By school personnel:** Teachers may interrogate a group of students immediately after an event, such as something going missing. Administration will normally be called in prior to individual questioning. In this event no one will be allowed to enter or leave the room where the event occurred until after administration has arrived and questioning is complete.

Searches:

- ❑ **Of school property:** A search of school property, that is things owned by the school and thus includes lockers, desks drawers, baskets, classrooms, locker rooms and playgrounds, may be made at the discretion of the Head of School if a reasonable suspicion arises that stolen items or items considered illegal, disruptive, or a general nuisance to the educational process are being kept at school. Lockers, desk drawers and other storage areas used by students will be emptied at the end of a school year as a matter of routine.
- ❑ **Of a student's person:** A student's person, including a student's bag, will only be searched if there are **clear indications** that the student has stolen property, drugs, narcotics, weapons, explosives or other dangerous contraband in his/her possession. Such searches will be made in the presence of two adults of the same sex as the person being searched. A report will be made to the parents.

Computer/Electronic Device Use Policy and Standards

Access to the Internet and the local area network within school is provided to students for research needs and communication. Access is a privilege, not a right. We all have to share the available bandwidth; please be considerate of others, and use the shared bandwidth responsibly.

Network administrators and other staff may monitor and review files and communications at any time. Users should understand that files stored on individual computers and the network are not private, nor is your internet browsing history.

Access to the network and the Internet is given to students who agree to act in a considerate and responsible manner. These standards were developed in order to ensure appropriate use of the Internet and fair access for all.

The following are not permitted:

- Harassing or insulting others, or using obscene language;
- Sending or displaying offensive messages or pictures, or sharing pictures of others without their permission;
- Accessing, changing or copying files and/or data of others without their permission;
- Using another user's id or password;
- Printing of non-school related materials.
- Wasting limited bandwidth resources. This includes, but is not limited to the viewing of non-study related videos, streaming of music, downloading videos for recreational use (download clients such as Utorrent should not be installed on school computers), playing on-line games;

If a student chooses to not meet the standards set-out above the following procedures will be followed:

The student will be sent to see one of the Principals. Depending on the seriousness of the problem the Principal will either:

- give the student a warning about appropriate use of devices, clarify the rules, and record their name, or
- remove the student's right to use computers/electronic devices in school for a period of time

On subsequent occasions that a student chooses not to follow these standards their right to use devices in school will be removed for an extended period of time.

Academic Honesty

While the school encourages cooperation among students, cheating or copying from the work of another student or from another written source is unacceptable. Academic dishonesty normally fall into one of these two categories:

- Cheating is giving or receiving help in any form on any test, exam, or assignment for which the teacher has not specifically permitted collaboration.
- Plagiarism is presenting the work, words or ideas of another as one's own, without specific acknowledgement of their source.

School Email Use

LANNA email accounts are provided for school use, such as communication with teachers and other students. Users should not compose, send, or attach defamatory, abusive, inaccurate, threatening, offensive or illegal messages/files. Note that the system is NOT PRIVATE and the management are able to access all school accounts should the need arise.

Group email addresses are used by staff at LANNA to facilitate easy sharing of information with specific groups of staff and/or students. Students should not be using group email addresses (e.g. a whole year group email address) without specific permission from a teacher to do so - these are generally intended for staff use only.

When replying to a group email, think carefully before using "reply to all". In most cases it is not required that all recipients of the original message see your reply – a simple reply is more appropriate; this courtesy also prevents the message reappearing in the Inbox of all recipients.

One-to-One Laptops

LANNA operates a "Bring Your Own Laptop" (BYOL) programme, as is common in most international schools. All students in Year 7 and above are expected to bring their own laptop to school every day, fully charged and ready to use within their classes; storing it safely in their locked school locker between classes. They will not be used in every lesson but are, nevertheless, an essential item of school equipment.

We are a Windows 10/11 based school and it is highly recommended that for ease of compatibility students bring a laptop running the Windows 10/11 operating system (it is possible to bring a laptop running MacOS, Linux or Chrome, but there may be software compatibility issues on occasion). What is required is a lightweight, moderately powered laptop, **with good battery life**. In choosing a new laptop to purchase it is strongly recommended to choose one with an SSD for storage, and 4GB of Ram (memory) as an absolute minimum; 8GB is much preferred for speed and ease of use. Note that an Android tablet or iPad, even with an external keyboard, are not appropriate devices. A "full operating system" laptop is required, preferable Windows 10/11 based.

In choosing a laptop, you might also like to consider the busy nature of a school and the possibility that the laptop could be accidentally damaged. It is perfectly possible to buy a very suitable 14" screen Windows 10 laptop (a good size for weight versus usability) for B15000 or less. At this price point repairs tend to be less expensive than high-end laptops, as, of course, is replacement, if necessary. If you choose to send your child to school with a very expensive laptop please consider insuring it, or at least understand that if it is accidentally damaged by another student they cannot reasonably be expected to meet the very high repair/replacement costs resulting from your choice of machine.

Note that where a student is negligent in leaving their laptop in a situation where others could easily trip over, fall on, or knock off their laptop and damage it they will be responsible for repairing it themselves. Students MUST take care to store/position their laptop in a safe way at all times (including within a protective case) and never use it outside of classrooms - there is lots of running around and ball play outside!

Laptops are devices to be utilised in the completion of classwork & homework within supervised conditions. This ensures that students have sufficient battery longevity to complete a day at school, while also advocating fair/safe usage and effective time management.

- Laptops are permitted for use within classrooms (with teacher supervision) and the library only.
- Laptops are permitted for use in the library for quiet **study relating to classwork and homework only** (no gaming/non-school related videos/social media, etc.).
- Students are expected to follow the established school policies on bullying and cyber conduct while online, at all times.
- Laptops are the responsibility of the owner. Proper care and maintenance are required to ensure they are functioning and charged for all classes.

Mobile Phones

"Quick Check" only during the school day. This policy is intended as an alternative to an outright ban on phones (as many other schools operate). If we can make this "quick check" system work, and encourage responsible phone use, we feel this is a much better option and more in fitting with the ethos of personal responsibility that we hope to encourage at LANNA.

During the school day (8.15 to end of classes) LANNA operates a "quick check" (30 seconds is a guide time) mobile phone policy, for students in years 7 to 11. If a student wishes to check their phone during break/lunch times they may do so and then promptly return the device to their bag/pocket. Extended/inappropriate usage will result in confiscation of devices. This policy is designed to promote social interaction between students and participation in activities.

Mobile phones are not permitted to be used in the lunchroom or the library, at ANY time.

With cameras, please avoid:

- taking inappropriate pictures that could embarrass you or others. Consider other people's privacy when taking pictures of those around you
- posting or sharing photos of others without their permission, especially where this may cause embarrassment or distress
- sharing photos of yourself unless you are happy for EVERYONE to see it

Digital Gaming

Digital gaming of any kind is prohibited while on campus, at ALL times. This policy is intended to encourage our students to engage in off-screen ventures, both academic and extracurricular. LANNA also offers Esports programmes that allow our students to participate in structured competitive gaming in moderation and at scheduled times - the ONLY digital gaming allowed on site!

Improper Use of digital Devices

Confiscated devices will be handed to the Principal. The Principal will track this and contact home where needed. Devices will normally be returned at the end of the school day. For repeat offences individuals will forfeit the right to bring devices to school.

School Bus Policy

This policy has been developed in order to ensure that students, parents/guardians and any other persons concerned with the safe operation of the bus system are aware of Lanna International School Thailand's commitment to ensuring a safe and adequate school transport service.

Bus Service General Rules for Students:

- ❑ Be ready, and wait on time in a position at the designated location where you are visible to the bus driver.
- ❑ Upon entering the bus, take a seat immediately, fasten seat belts and remain seated while the bus is moving. Do not move around the bus while it is in motion.
- ❑ The bus driver's/supervisor's instructions are final. The bus will not start until all students are sitting quietly with their seat belts on. Students must obey the instructions of the driver/teacher at all times.
- ❑ No part of the person should extend out of any bus window or door.
- ❑ Students must be courteous to fellow passengers: talk quietly using an 'inside' voice; eating and/or drinking on the bus is not permitted; public displays of affection are not appropriate; bus aisles must be kept clear at all times.
- ❑ Students must respect the property of the transport company, and any safety equipment on the bus is not to be tampered with or removed from the bus. Students causing damage to the bus will be held liable for any repairs.

The bus driver will stop the bus if any of these rules are not being followed, and the bus will not start again until the students follow them correctly.

In the event of inappropriate behaviour on a school bus:

- ❑ A report will be given to the School Management.
- ❑ Disciplinary action may be imposed on the student at the discretion of the School Management and may include temporary suspension or loss of bus service (without refund).
- ❑ A letter informing the parents/guardian of the incident and any disciplinary action, if any, will be provided to the parent/guardian.

Bus Service General Responsibilities for Parents/Guardians:

- ❑ Please ensure that the person responsible for picking up and collecting students at the dropoff/pick-up points are on time. Bus drivers have been instructed to leave/stop at the scheduled times.
- ❑ If your child is not returning home on the bus in the afternoon it is necessary that parents inform the school staff in Office 1.
- ❑ The school must be informed of any changes of home address or contact details.
- ❑ Report in writing to the school any concern in relation to the transportation service.
- ❑ The bus service is for paying LANNA students only.
- ❑ Any changes to a student's transport arrangements, whether temporary or permanent must be notified to the school's Registrar in writing. A telephone call to the school or to the bus driver requesting any change to the bus route or timetable such as but not limited to, different drop off time, change of drop of location, or any other change is not acceptable.
- ❑ Parent/guardians are responsible for payment for repair of any wilful damage caused to buses by their children.

- ❑ Payment of the transportation fee represents the purchase of a return seat in the school bus for the entire school semester and is non-refundable.

School Uniform

The school uniform is designed to provide a sense of school identity while recognizing climatic and cultural restrictions. ***Parental support of the school uniform policy is greatly appreciated.***

Uniform for students in Y1 to Y11:

Students in Years 1 to 11 are to wear the regular school uniform. This expectation will be strictly enforced by the teaching faculty and administration.

Secondary students are expected to come to school dressed in their school uniform and wear it throughout the day (apart from during drama and PE class times). They are also expected to maintain a well-groomed appearance that is appropriate for a school setting. Students arriving at school not properly dressed may not be allowed to attend classes and may be asked to return home, or parents may be called to bring the proper dress to school.

School uniforms may be purchased from the school office. If you prefer to have uniforms made, please purchase the fabric from the school. The school will give you a pattern for the uniform. The school's fabric must be used, and the pattern must be followed.

The LANNA uniform includes warm black or white hooded tops with the school logo that may be worn at any time, both around school and in the classrooms. These are available to purchase from the school office, or alternatively plain black or white hooded tops may be purchased from elsewhere and have a school badge sewn on in the left chest position. No other outer clothing should be worn in classrooms or around the school, except in the case of foul weather when an additional outer coat can be worn outside.

Shoes should be trainers, sandals, sneakers or dress shoes worn with socks. No flip-flops or high-heeled shoes are permitted. For science classes shoes or trainers that completely cover the foot are essential for reasons of safety in the laboratory.

The wearing of excessive or valuable jewellery or watches is discouraged. Lanna International School Thailand accepts no responsibility for any jewellery or other items (for example, mobile phones) brought to school by students. Hats and caps may not be worn indoors.

On non-uniform (mufti) days pupils are still expected to wear clothing appropriate to a formal school setting. Clothing should not be overly "revealing" - very short shorts or skirts are never appropriate for school.

Uniform modifications for Y12/13 students only:

Y12/13 students may, in place of a school hooded top, wear a plain neutral tone (single coloured) sweatshirt, cardigan or hooded top. Bright primary colours or patterns should be avoided, as should unusual cuts/designs or prominent logos. The style must be appropriate for a formal school setting.

Y12 and 13 students have the option to wear either regular school uniform shorts, trousers or skirt, or alternatively to wear other "decent" (close to knee length or longer) shorts, skirts or trousers in a plain

colour (no stripes, spots, or patterns). Skirts and shorts should be of a formal style appropriate for our formal school setting – no fisherman type pants, "scruffy" jeans, ripped/distressed items or other overly casual/holiday style attire.

When selecting clothing Y12 and 13 students are reminded that, along with all other students, they are expected "to maintain a smart and well-groomed appearance". Students whose appearance is deemed to not meet this standard may not be allowed to attend classes and may be asked to return home. Students who repeatedly fail to follow these guidelines and dress in an appropriate way will be required to purchase and wear school uniform.

P.E. Uniform

The P.E. uniform for both boys and girls consists of the House shirt, athletic shorts or pants, and athletic shoes (or trainers). Students may wear a baseball-style cap during P.E. For some activities, students may need special P.E. clothes or equipment, for example, swimwear, towels, and swimming goggles. Students are required to provide their own shin pads for futsal/football.

Students change into their P.E. uniforms before their Physical Education class and change back into the school uniform after P.E. Students may not wear the same clothes during P.E. and during their regular classes.

If students do not have their P.E. uniform, they will not be allowed to participate in P.E. that day. In the calculation of grades, this will count as an absence from the P.E. class.

Basic Student Equipment

The following lists are for equipment that should be taken to EVERY LESSON, although, of course, it won't always be needed.

For "normal" classroom based lessons: pen, pencil, sharpener, ruler (30cm clear plastic is best), eraser, compass, protractor, set square, calculator, homework diary, appropriate textbook and notebook for the subject.

Our recommended calculator for use during Years 7 to 11 is the Casio FX-991ES. It is available locally and also for purchase from Office 1.

For Art classes: personal sketchbook

Guns and Weapons (including toys/replicas)

No guns, replica guns, or other weapons (either real, replicas, or toys) should be brought to school at any time.

Disciplinary Actions

Because the school should be a safe place where students can reach their full potential and because each individual has the right to be supported, rules and regulations have been set out.

In accepting admission to the school, each student and parent has, in effect made an agreement to abide by the school rules. Each family will receive a copy of the student handbook so that they know what is expected of them (it is available to download at any time from our school website). Not abiding by those rules will have certain consequences.

The steps in disciplining a student (not necessarily followed through as a sequence), taken by a member of staff or administrator are:

- ❑ Verbal warning: The teacher can give a warning to the student and alert the homeroom teacher and the Secondary Principal. They will discuss the issue with the student.
- ❑ Detention: Supervised detention can be held during lunchtime or after school. The student will complete work set by a member of staff. The Secondary Principal assigns after school detentions by sending home a detention notice which must be signed by the parent/guardian.
- ❑ Classroom Monitoring: The Secondary Principal will issue daily monitoring sheets to the student for a fixed period of time; often a week or more. Each teacher will grade and sign the form at the end of every class, giving grades for both behaviour and quality of work. At the end of each day the student takes the monitoring sheet home to be signed by the parent/guardian and then meets with the Secondary Principal the following morning to discuss progress and obtain a new monitoring sheet (if appropriate).
- ❑ Conference with Head of School/ Secondary Principal/ Parents: After repeated warnings and/or detentions, a student may be referred by the Principal for further disciplinary action. Parents will be asked to come to the school for a conference and a contract may be worked out between the student and the school. Parents will also need to sign the contract. Serious offences such as vandalism, substance abuse, fighting, etc. will automatically be referred to the Principal for disciplinary action.
- ❑ Suspension: For serious issues, or after failing to live up to the contract, a student may be suspended. The in-school suspension means that we expect the student to be in school but he/she will not be permitted to attend any classes or social events. Out of school suspension means the student can not attend classes or return to the school premises for any reason during that period. On returning to school at the end of a suspension period, a student can be readmitted only after discussion between the parents, student, and Principal.
- ❑ Withdrawal from school: The school can recommend complete withdrawal from LANNA for the most serious offences, or in the case of students failing to respond to suspensions or academic probationary measures. When withdrawal is recommended, parents will be called to a conference so that full details of the situation can be given.

12. Student Protection, Safety and Health

Child Protection at LANNA; Creating The Right Atmosphere

LANNA School is a learning environment. It is now well documented beyond dispute that learning takes place best in an environment where children feel safe, supported and secure.

All adults at LANNA School work hard to create this atmosphere by:

- Treating children with respect and dignity.
- Maintaining a stable, consistent, safe and predictable environment.
- Enforcing rules, boundaries and regulations consistently and fairly.
- Intervening if we believe a child is being abused or in danger of abuse.

In 1994 Thailand signed an agreement with the United Nations about the rights of children, (Convention of the Rights of the Child, 1989) this document makes clear a range of basic needs that every child has a right to. These include:

- A right to a family life
- A right to privacy
- A right to some form of help or support if something bad has happened to them
- A right to be involved in decisions about what happens to them
- A right to be protected from all forms of abuse.

It is a requirement for all LANNA School staff to report any child abuse concerns.

At LANNA School we do not:

- Hit children as a form of punishment or believe that anybody else should do so.
- Act in a way that is cruel or humiliating towards children.
- Ask children to do anything unsafe.
- Ridicule and demean children
- Deliberately make them feel anguish or fear

Please refer to the separate Child Safeguarding Handbook for further information.

Photography of Students at School

Lanna International School fully recognises the Convention of the Rights of the Child, Thailand's Child Protection Act (2003) and its responsibilities for child protection.

School Marketing Opportunities

The school will use photographs of children in its marketing materials such as brochures, advertisements, website and social networks such as Facebook. No image of a child will be used should we not have signed consent from the parents or guardians of these children. This consent is built into our 'Application Process' and is reversible at any time should parents wish their children not to be used for school marketing purposes.

Photography on the School Campus

Photographs of children by any person not part of the school's staff is not allowed other than at special school events where parents have been invited to attend such as assemblies, fancy dress parades, Thai cultural events and PTO events.

Parent & Staff Responsibilities

In accordance with the Child Protection Policies of the school, parents and staff are asked not to use photos of children for distribution via the internet without their permission. This includes social networks such as Facebook. This is obviously difficult for the school to manage and consequently we ask all parents and staff to adhere to and be a responsible supporter of our policies.

Parents have every right to publish photographs of their own children, but please remember that some parents are not comfortable with photographs of their children being distributed online by other parents.

School Nurse

The school employs three full time nurses, one for each campus.. Should your child require medicine during the school day, please consult the nurse, **not** the classroom teacher. Please ensure that the name and year group of the student and the dosage of any medication are clearly stated. Medication is only administered to a student after permission from the parent is given. We request that you do not send your child to school if the student has a fever. In the case of contagious diseases, for example chicken pox, influenza, hand foot and mouth, students should stay at home for a week unless they have been given a medical certificate from a doctor to say that they are well enough to return to school.

The school should be informed of any medical ailments, allergies, or changes in medical circumstances so that we will be able to act in the appropriate manner in the case of an emergency. Parents should inform the nurse if their child has asthma or any allergies. Students with asthma should have the appropriate inhaler.

Safeguarding Belongings

At the start of school, each student in Year 7 through Year 13 is assigned a locker for storage of his or her books and P.E. clothing. Students should put a lock on their locker. Students are not permitted to write on lockers or place stickers on the outside of lockers. The school reserves the right to inspect lockers should the need arise. The contents of a locker are considered the personal belongings of the student to whom the locker is assigned. Locks may be purchased from the school. The school retains copies of keys for locks purchased from the school.

Valuables (including telephones) and money should be given at the beginning of the class to the P.E. teacher who will lock it away. **No valuables or money should be left in the changing rooms, or unattended in other areas, under any circumstances.**

Students should report lost or stolen items to the school office. Lost items may be turned in or claimed in the school office. Lost and found textbooks will be sent to the librarian from whom they may be reclaimed. Students should clearly identify personal belongings. Students are advised not to bring valuable items or significant sums of cash into school.

Visitors in Classrooms

Teachers may invite parents or other visitors to participate in special classroom events and activities. However, as a matter of policy and safety, the school does not permit visitors in the classroom or school premises unless they have been invited by the teacher. Should a parent wish to observe a classroom lesson, he or she should speak with the Head of School.

Emergency Drills

Emergency drills are held regularly during the year. Some are announced in advance, some are surprise drills. Emergency instructions are posted in each classroom and all staff are familiar with exit routes and location of fire equipment.

Motorcycle Helmets and Driving Licences

Road safety is a concern to us all. Thus, the school would like to remind parents and students that motorcycle helmets should be worn at all times by students travelling to and from school and any school function. We expect that students travelling to and from school will have the relevant licences for the vehicles that they use.

Duties and Supervision

All staff members have assigned duties when students are not in class. Staff commence these duties for 7.50 am and complete them at dismissal time. These duties are for the purpose of ensuring that the students are supervised and safe during the school day. We do not provide any supervision on the campus before 7.50am or after 4.00pm

13. School Library Service

The Library Service Mission:

The purpose of the School Library Service is to provide a wide range of books and multimedia resources that will support teaching and learning throughout the school; to create environments in which students can think critically and creatively, obtain and evaluate information for academic and personal use; to promote a culture of lifelong learning and Reading for Pleasure within the LANNA school community.

The Library Service

The Library Service has two libraries and four members of staff. In the Primary Library there is one full time Primary Library Assistant and one part time Primary Library Coordinator. In the Secondary Library there is one full time Secondary Librarian. The Head of Library Services is a qualified, chartered and experienced school librarian from the UK and oversees both libraries, splitting her time between the two campuses.

Secondary Library

The Secondary Library is centrally located within the school and has moveable shelving to make it a flexible learning space. There is a non-fiction collection to support teaching and learning and also reflect students' interests and needs. The fiction books are split into different collections; Young Adult Fiction, Adult Fiction, Classics and Graphic Novels. Secondary students are allowed to borrow up to five books at one time. Students can borrow one of 20 Kindles so as to access the library's collection of over 640 ebook titles. There are also 25 MP3 players available for students to borrow in order to access over 230 audiobook titles.

There are 15 bookable laptops for teachers to use in class. There are also six additional laptops for use by Y12 and Y13 students in the library only. There are five PCs for students to use for work. These computers have access to the black and white or colour printer or the scanner which are all located in the Secondary Library.

The Head of Library Services works closely with the English Department and, alongside KS3 English teachers, delivers a Reading Programme in which each KS3 English class has at least one reading lesson a week. These reading sessions are co-delivered by English teachers and the Head of Library Services to support, encourage and model Reading for Pleasure. In these lessons, students are expected to read independently selected books, but also have the opportunity to get new books, discuss their reading choices and get guidance from the Head of Library Services.

The Secondary Library is open from 7.30am until 4.00pm every day, and all students are able to access it before school, during break, lunchtime and after school. Y12 and Y13 students can use the Secondary Library as a study space throughout the school day. There are tables and collaboration booths in the main part of the library, and a quiet study area with tables, study carrels and laptop bars at the back. There is also comfortable seating around the library so that students can use the space for reading and relaxing in their free time.

Lost or Damaged Library Books and Equipment

We understand that library books sometimes get damaged or lost, however, please take care of library resources, as if this happens we will charge you for the replacement cost, in order to maintain our carefully and professionally curated book collections.

If a book has been damaged, please return it to the library so that we can order a replacement and remove the damaged book from the student's account and our records.

If a book has been lost, please inform Library staff. We can provide a picture of the book to students who can't find their library book - this sometimes helps when looking for it! If you have searched and still not found the book, please let library staff know so that we can start the process according to the policy.

Once a book has been declared lost or damaged and library staff have been informed, a cost for replacement will be calculated and the Finance Department will issue an invoice for that cost to parents.

All students and parents should return the books directly to either the Primary Library or Secondary Library. Administration and Finance Office staff are required to direct students and parents to the Library when books are being returned. The respective offices will not be accepting book returns unless the Library is closed or not staffed.

Payments should be made directly to Finance (at either the Finance Office, Primary Campus or at Office 2, Secondary Campus), not to Library staff or Homeroom teachers.

Donations of books from parents, although welcome if appropriate, are not an acceptable alternative to paying the cost of replacing a lost or damaged book.

14. Students Transferring Schools

Students Transferring from LANNA

When a student leaves Lanna International School, he/she has to make sure all books and materials are returned to the library/teacher, and all the bills have been paid. The cost of replacement of lost or damaged books will be deducted from the book deposit. This cost will include relevant taxes, transportation and handling costs, and will therefore be significantly more than the simple purchase cost of the book from the UK or other country from which the book is obtained.

A leaving certificate and/or an academic transcript are prepared. A minimum notice of two weeks is requested. Reports at the end of grading periods can, on written request, be mailed to a forwarding address.

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