

SOMTAWIN  
WITAEDSUKSA  
HUAYMONGKHON  
SCHOOL



# STUDENT HANDBOOK & CODE OF CONDUCT

2024-2025



# Somtawin Witaedsuksa Huaymongkhon

## Academic Year Calendar 2024 - 2025

School day begins  
 School holiday

School activity  
 Kinder activity

School activity (with parents)  
 Exam (Midterm / Final / Resit)

May						
Su	Mo	Tu	We	Th	Fr	Sa
						6
						10
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 6 Sub.Coronation Day
- 10 Royal Plonghing Ceremony
- 16 Back to School
- 22 Visakha Bucha Day
- 25 Parents Meeting
- 27 Cambridge pre-test

June						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24	25	26	27	28	29

- 3 Queen's Birthday
- 13 Wai Kru Activity
- 26 Sunthornphu Day act.

July						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

- 3 STW Spelling Bee
- 19 Activity for budda day
- 22 Sub.Asarnha Bucha
- Mid-term exam
- 29 Sub.King's Birthday

August						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

- 9 Mother's Day activity
- 12 Sub. Mother's Day
- 21 Science and technology Fair
- 28 Asean day activity

September						
Su	Mo	Tu	We	Th	Fr	Sa
						4,5
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					30

- 4,5 Project Approach presentation
- 11 International Day
- 19 Speech Contest
- Kinder evaluation (23-27)
- Final exam (25-27 Sep)
- 30 Tuition fee payment due.

October						
Su	Mo	Tu	We	Th	Fr	Sa
						30 Sep. - 14 Oct. : School Break
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- 14 Sub.King Rama9's Day
- 15 Semester 2 begins
- 23 KingChulalongkornDay
- 25 Thai Language competition
- 31 Halloween Day activity

November						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

- 7 STW Story telling act. G.4-9
- 15 Loykrathong Day activity
- 22 Scout Day Camp G.1-4
- 27,29 Scout Camp G.5-9

December						
Su	Mo	Tu	We	Th	Fr	Sa
						4
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

- 4 Father'sDay Activities
- 5 Father'sDay
- 6 Christmas Fete activity
- 10 Constitution Day
- Mid-term exam(18-20 Dec)
- New Year Holiday(23-31 Jan)

January						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- 6 Student return to school
- 10 Children's Day Activity
- 16 Teacher's Day
- 30 Kinder Friendly Games
- 31 Sports day

February						
Su	Mo	Tu	We	Th	Fr	Sa
						5,6
						7
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

- Project Approach presentation
- Scout Day camp (kinder)
- 12 MakhaBucha Day
- 13 Cambridge English Placement test
- 20 Debate
- (24-28) Kinder / (26-28) G.1-12

March						
Su	Mo	Tu	We	Th	Fr	Sa
						5,7
						7
						10
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23/30	24/3	25	26	27	28	29

- G.6,9,12 resit #1, resit #2
- 7 Graduation Ceremony rehearsal
- 10 TA day & Graduation Ceremony
- 17 Summer school (group 1)
- 24 Check grade online
- 21,28 Resit 1-2 Primary/Secondary
- 31 Tuition fee payment due

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

- 17 March - 4 April (15 days)
- 17 - 30 April (10 days)
- 7 Sub.Chakri Day
- 14,15 Songkran Holiday
- 17 Summer school (group 2)

\* Field trips will be schedule by the school.

Academic Year 2025 starts on Monday 19 May 2025.

## TABLE OF CONTENTS

Mission/Vision Statement .....	5
<b>Section I: General Information</b>	
1.1 Withdrawal/Transfer from School .....	6
1.2 Schedule.....	6
1.3 Emergency Closings and Notifications .....	6
1.4 Compulsory Attendance .....	6
1.5 Equal Education Opportunity .....	7
1.6 Students with Disabilities .....	7
1.7 Anti-Bullying, Harassment, and Hazing .....	7
1.8 Student Records & Directory Information .....	7
1.9 Communication and Transmission of Records .....	8
1.10 Student Health and Well-Being .....	8
1.11 Fire and Safety Drills .....	8
1.12 Visitors .....	9
1.13 Searches of Cubbies, Vehicles, Personal Property and Electronic Items .....	9
1.14 Questioning Students at School .....	9
1.15 Use of School Equipment and Facilities .....	10
<b>Section II: Academics</b>	
2.1 Courses of Study/Course Materials .....	11
2.2 Student Fees .....	11
2.3 Graduation Requirements .....	12
2.4 Field Trips and Camps .....	12
<b>Section III: Other Student Activities</b>	
3.1 Extracurricular Activities .....	13
3.2 After School Clubs .....	13
3.3 Student Fundraising .....	13
3.4 Student Driving/Parking .....	13
<b>Section IV: Student Code of Conduct</b>	
4.1 Student Rights and Responsibilities .....	15
4.2 Consequences for Violating Student Code of Conduct .....	15
4.3 Attendance (Absences and Tardiness) .....	15
4.4 School Lunch, Food, and Drink .....	16
4.5 Before/After School Time .....	16
4.6 Dress Code .....	17
4.7 Appropriate Use of Cubbies .....	26
4.8 Use of Electronic Devices .....	26
4.9 Student Publications/Distribution of Materials .....	29
4.10 Detention .....	29
4.11 Vandalism and Theft .....	29
4.12 Threats.....	30
4.13 Assault/Fighting .....	30
4.14 Harassment, Intimidation and Bullying .....	30
4.15 Extortion .....	30
4.16 Cheating, Plagiarism, and Honor Policy .....	31
4.17 Possession/Use of Drugs or Alcohol .....	31
4.18 Possession/Use of Tobacco .....	31
4.19 Possession/Use of a Weapon .....	31
4.20 Possession/Use of a Firearm .....	32

4.21 Possession/Use of Explosives, Bomb Threats and False Alarm Reports .....	32
4.22 Possession of Pornography/Sexting .....	32
4.23 Inappropriate Use of Social Media .....	32
 <b>Section V: Transportation</b>	
5.1 Bus Conduct .....	33
5.2 Penalties for Infractions .....	33
5.3 Bus Times .....	33
 <b>APPENDIX A:</b> .....	 34

**SCHOOL POLICY AGAINST DISCRIMINATION & UNLAWFUL HARASSMENT**

## **MISSION AND VISION STATEMENT**

### **MISSION**

We invest in the physical, social, intellectual, and emotional well-being of our students who learn to use the English language for global communication and critical thinking skills in a second-home environment.

### **VISION**

We envisage a listening, pro-active, and socially flourishing school in which students use English fluently and exhibit exemplary moral conduct and virtues.

### **MESSAGE FROM ADMINISTRATION:**

Welcome to the 2024-2025 school year at Somtawin Witeadsuksa Huoymongkhon School. This Student Handbook is a common set of expectations for students, staff, parents, and visitors of our school. Please read through the content thoroughly as many common questions are addressed in the document. We also encourage you to provide feedback about this handbook by contacting us directly. The content of the Student Handbook is reviewed by the school Administration board and is intended to be consistent with formally adopted policies. If there is an apparent contradiction between information in the Handbook and a formally adopted policy, the school administration will interpret the Handbook in a way that is consistent with policy. The Student Handbook is not a contract between the school and parents or students. It can be amended at any time at the discretion of the school. If changes are made to the Handbook during a school year, the administration will communicate those changes in ways that are designed to inform parents and students of the new or revised information.

Thank you for your continued support of our school community. We look forward to an outstanding 2024-2025 school year.

Sincerely,

Ekwarra Wattanajit  
Director

Stephen White  
Headmaster

## SECTION I: GENERAL INFORMATION

### 1.1 WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of 18 can withdraw from school without written parental consent and in compliance with Thai law.

Parents must notify the school office about plans to transfer to another school. School records, including disciplinary (i.e., all suspensions and expulsion) and attendance will be transferred to the new school within 14 days of the parent's notice or request.

### 1.2 SCHEDULE

The hours of the school day for the 2024-2025 school year will be 8:15 am until 3:40 pm. Each day, students attend classes for eight periods. Student's schedules will be provided at the beginning of the school year.

The school building will open at 7:30 am. Any student who enters school prior to 8:15 am or stays after 3:40 pm must remain in assigned ground floor areas. For safety reasons, students will not be permitted to leave the premises once they enter the school building in the morning. Students must also abide by the handbook policy on Before/After School Time in Section IV (The Student Code of Conduct).

### 1.3 EMERGENCY CLOSINGS AND NOTIFICATIONS

If on-site classes are cancelled for any reason, the school will notify students and parents via announcements on the school website, Line, and by email alert. If on-site classes are cancelled, students will check *Zoom* for their daily assignments. **Work assigned must be completed in order to count for attendance. Those not completing their work will be considered "Absent."** Any student who does not have Internet access must notify the school in writing at the beginning of the school year or as soon as the family has lost its Internet service.

### 1.4 COMPULSORY ATTENDANCE

Thai law requires all children between Grade 1 to Grade 12 to attend school for a minimum 80% attendance until the Thai-mandated requirements have been met.

### VACATIONS DURING THE SCHOOL YEAR

It is recommended that parents not take their student out of school for vacations. When a family vacation must be scheduled during the school year, the parents must seek approval from the middle school or high school administrator two weeks prior to leaving. Approval of vacations will be dependent upon the student's scholastic status and attendance. Vacation requests shall not be granted to students who have been absent 10 days or more.

### VACATION FORM

The Vacation Form must be completed and submitted to the student's principal before the approval process may begin. The Vacation Form can be accessed on the school's website. Projects, presentations, or other assignments may not be available in advance or for makeup, even with an administrator's vacation approval. Depending on the situation, this could result in the student not receiving credit for work missed.

## **1.5 EQUAL EDUCATION OPPORTUNITY**

It is the policy of STW not to discriminate on the basis of race, religion, color, national origin, gender, sex or disability in providing education services, activities and programs. Any person who believes that discrimination has occurred on the basis of race, colour, disability, religion, gender, or national origin, while at STW or a STW activity should contact the school's Head of Department, immediately:

Ms. Latha  
Head of Primary

Ms. Nat  
Head of Secondary

Complaints will be investigated by the school administration board.

## **1.6 STUDENTS WITH DISABILITIES**

The school will endeavour to assist all students with disabilities to enjoy a full and enjoyable educational environment.

## **1.7 ANTI-BULLYING, HARASSMENT, AND HAZING**

Harassment, intimidation, hazing or bullying of any sort is strictly prohibited at STW and will not be tolerated. Individuals found to be guilty of these actions will be dealt with and consequences may be suspension or expulsion depending on the severity of the case.

This applies to students and teachers during all activities, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business. This policy also includes cyber bullying (such as social media postings, emails, text messages, phone calls, etc.).

STW encourages prompt reporting of all perceived incidents of discrimination, harassment, sexual violence, or retaliation, regardless of the offender's identity or position. All STW employees are required to immediately report such incidents to the relevant Department Head. All complaints of discrimination, harassment, sexual violence, or retaliation will be promptly and equitably investigated.

## **1.8 STUDENT RECORDS & DIRECTORY INFORMATION**

STW maintains student records including both directory information and confidential information. Directory information can be provided upon request to any individual. "Directory information" is the student's name, photograph, address, age, field of study, dates of attendance, grade level, and participation in extracurricular activities and clubs.

The primary purpose of directory information is to allow STW to include this type of information from your child's education records in certain school publications and through social media/internet.

Examples include:

- The annual yearbook;
- Recognition lists;
- Graduation programs; and
- Extracurricular activity sheets (promotion of the events and activities and awards)

**If parents do not want STW to disclose directory information from their child's education records without their prior written consent, STW must be notified in writing within 14 days of receipt of this Handbook.**

STW will forward education records on request to a public or private school or institution of higher education in which the student seeks or intends to enroll.

## **1.9 COMMUNICATION AND TRANSMISSION OF RECORDS**

STW plans to communicate electronically (via email) with families. Families are required to keep the school informed of any changes to their email addresses and phone numbers.

## **1.10 STUDENT HEALTH AND WELL-BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire drills, safety drills, and procedures for handling and reporting accidents.

### **INJURY OR ILLNESS**

All injuries must be reported to a teacher or the office. If the injury is minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the parent. A student who becomes ill during the school day should request permission to go to the office. A school official will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law.

### **USE OF MEDICATION**

Students who need to take medication during the school day must have a "Medication Form" filed with the office. This includes prescribed and over-the-counter medication. All medication must be dropped off in the office by a parent or guardian and must be stored in the office or with the person authorized to administer the medication. **No students may carry medication with them, except for pre-approved emergency rescue medication.**

### **CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES**

STW's Administration may remove or isolate a student who has been ill or exposed to a communicable disease as indicated by the local Health Departments.

### **MENTAL HEALTH**

Students who are dealing with a mental health crisis are encouraged to reach out to a school staff member.

## **1.11 FIRE, AND SAFETY DRILLS**

STW complies with all fire, and safety drills Teachers will supervise all safety drills and provide specific instructions for each drill to promote safety and preparedness.



## **1.12 VISITORS**

STW School is open to visitors, and anticipates that many parents, alumni, business partners and community representatives will visit the school throughout the year. For the safety and security of STW students and staff, all doors will be locked during the school day, and all visitors must enter through the administration building and register with the office upon arrival. Visitors are required to sign in . Students are not permitted to let anyone into the building other than through the administration building.

Anyone who needs to confer with a STW staff member should call for an appointment before coming to STW in order to schedule a mutually convenient meeting time. Students may not bring visitors to school.

## **1.13 SEARCHES OF CUBBIES, LOCKERS, VEHICLES, PERSONAL PROPERTY AND ELECTRONIC ITEMS**

Cubbies, Lockers and students' desks are school property and remain under the control and jurisdiction of the school even when assigned to an individual student. Students should not have an expectation of privacy with respect to their cubbies as they can be searched at any time. Students will be held responsible for all contents within their cubbies and should not allow other students access to it. Students should only use the cubby that is assigned to them. If any contraband is found in their cubby, they will be disciplined accordingly if STW staff determines it necessary. In the interest of promoting student safety and attempting to ensure that schools are safe and drug free, we may from time-to-time conduct searches. Such searches are conducted without a warrant and as permitted by law. The principal or other school administrator can search a student's outer clothing, pockets, or property if she or he has a reasonable basis to suspect that the search will reveal evidence that the student has violated a school rule (possession of contraband, etc.). If reasonable cause exists to believe that a student is in violation of the Acceptable Use Policy, the principal or other school administrator may also search electronic items in the student's possession. The scope of any search will be related to the suspected violation .

Vehicles parked on school property are under the jurisdiction of the school. School officials may search any vehicle any time there is reasonable cause to do so, with or without the permission of the student. A student has full responsibility for the security and contents of his or her vehicle and must make certain that it is locked and that the keys are not given to others. Local law enforcement officials may periodically visit the school to check on the vehicles parked in school. Students will always be asked for permission to search their vehicle when we have any reasonable basis, such as a reliable tip, to search the vehicle. If the student does not consent, parents and local law enforcement will be contacted and the matter will be handled by police.

School officials may search any electronic device that is property of the school. If it is determined that there is a violation of the Acceptable Use Policy, students may be subject to disciplinary action which may include:

- Detention
- Restitution
- Loss of Privileges
- Suspension
- Expulsion

## **1.14 QUESTIONING STUDENTS AT SCHOOL**

School teachers and administrators have the right to question students about their own conduct at school and, in the investigation of alleged misconduct by other students, to question them about the conduct of others. School officials will not ordinarily contact the parents or guardians before questioning their child about his or her own conduct or about the conduct of other students, but certainly will contact the parent or guardian as provided in the Student Code of Conduct if the investigation shows that the student has violated school conduct rules. The Student Code of Conduct provides a complete explanation of the discipline processes and when a parent or guardian will be contacted. The investigation of possible violations of the Code of Conduct is not a criminal proceeding, and there is no such thing as “pleading the Fifth” or a student’s right not to incriminate him or herself in a school discipline investigation.

## **1.15 USE OF SCHOOL EQUIPMENT AND FACILITIES**


Students must receive teacher permission before using any equipment or materials in the classroom. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use. Possible consequences of misuse or unapproved use of school equipment may include financial and/or school-approved disciplinary acts.

## SECTION II: ACADEMICS

### 2.1 COURSES OF STUDY/COURSE MATERIALS

Students will be enrolled in a core curriculum at STW. All courses of study, texts, and materials will be approved by the School Board. The school is looking into an association agreement with The University of Texas High School and in the near future may be able to offer students the opportunity to study for a Texas high School Diploma in a blended learning environment. With an American SAT students would have direct application to all American Universities on an equal footing with students who have studied in America through High School.

### 2.2 STUDENT FEES



**Somtawin Witaedsuksa Huaymongkhon School**  
Tuition Fee Academic Year 2024-2025

Class	Semester 1			Semester 2		
	Tuition fee	Lunch*	Total	Tuition fee	Lunch*	Total
Kinder 1	57,400	6,500	63,900	57,400	6,500	63,900
Kinder 2	57,400	6,500	63,900	57,400	6,500	63,900
Kinder 3	57,400	6,500	63,900	57,400	6,500	63,900

Class	Semester 1			Semester 2		
	Tuition fee	Book	Total	Tuition fee	Book	Total
Grade 1	58,900	6,000	64,900	58,900	-	57,400
Grade 2	58,900	6,100	65,000	58,900	-	57,400
Grade 3	58,900	6,200	65,100	58,900	-	57,400
Grade 4	58,900	6,050	64,950	58,900	-	58,900
Grade 5	58,900	6,200	65,100	58,900	-	58,900
Grade 6	58,900	6,200	65,100	58,900	-	58,900

\*\* A current student doesn't have a book fee in semester 2.  
\*\* If a new student sign in semester 2 the tuition fee is the same rate as with semester 1.

Class	Semester 1						Semester 2 Tuition fee
	New student			Current student			
	Tuition fee	Book	Total	Tuition fee	Book	Total	
Grade 7	61,400	7,000	68,400	61,400	7,000	68,400	61,400
Grade 8	61,400	7,750	69,150	61,400	7,750	69,150	61,400
Grade 9	61,400	7,000	68,400	61,400	7,000	68,400	61,400
Grade 10	61,400	14,850	76,250	61,400	14,850	76,250	61,400
Grade 11	65,100	14,850	79,950	65,100	1,750	66,850	65,100
Grade 12	65,100	8,300	73,400	65,100	8,300	73,400	65,100

\*\* A current student doesn't have a book fee in semester 2.  
\*\* If a new student sign in semester 2 the tuition fee is the same rate as with semester 1.

**Remarks :**  
 Enrollment Fee 10,000 baht (new student only, pay once and non-refundable)  
 Enrollment fee is also applied to short term study.  
 Tuition fee is for a semester and non-refundable.  
 Placement test fee is 1000 baht and it is refunded after the enrolment is processed  
 School accepts cash, Visa and Master Card and Cheque.  
 Book cost is per academic year and subject to change  
 Kinder tuition fee is already includes the cost of books.  
 Kinder students can buy a bed from the homeroom teacher.  
 \*Lunch are per semester only.  
 \*Kinder lunch cost will include fruits, snacks and lunch.  
 \*Kinder snacks only, costs 2,000 baht per semester.

**Grade Point Average (GPA) is calculated by dividing the total points earned by the total credits attempted on a 4.0 scale. For each reporting period, the credits will be prorated (i.e. for semester one, a 1-credit course will count as 0.5**

## **2.3 GRADUATION REQUIREMENTS**

STW School is unable to permit early graduation from high school.

## **2.4 FIELD TRIPS and CAMPS**

Field trips, and Scout Camps, are academic activities that are held off school grounds and are integrated with the academic content that students are learning at STW. No minor student may participate in any school-sponsored trip without written parental consent and an Emergency Contact Number. Medications normally administered at school will be administered on field trips. This Handbook and Student Code of Conduct applies on all field trips and out-of-school activities. Students may be removed from field trips, including, if academics, attendance, behavior, or health issues arise during the current school year. STW will not be responsible for any financial losses if a trip is cancelled or a student is removed from the trip.

Guidelines for possible removal:

- Below a 2.5 GPA or any failing grades
- More than 5 unexcused absences
- Student receives an out-of-school suspension or chronic discipline issues
- Overall safety and well-being of all students considered
- Any unpaid school fees will disqualify a student from participation in an overnight field trip

### **2.6 Students who Fail to pass the end of year exams**

Grade 1-6 students will have the opportunity to resit failed exams at the end of the school year, a resit date is announced as the final exams are taking place, and students who still fail may at the school's discretion carry on to the next grade until grade 6. The failed exams must be worked on and passed during the following school year. In grade 6 all subjects must be completed to obtain the Primary school certificate needed to proceed to Lower secondary school classes. Students who cannot complete a grade may be asked to repeat the year.

Grade 7-9 students will have the opportunity to resit failed exams at the end of each semester and end of the year. a resit date is announced as the final exams are taking place, students who still fail may at the school's discretion carry on to the next grade until grade 9. The failed exams must be worked on and passed during the following school year. In grade 9 all subjects must be completed to obtain the Lower secondary school certificate needed to proceed to High school classes. Students who cannot complete a grade may be asked to repeat the year.

Grade 10-12 students will have the opportunity to resit failed exams at the end of each semester and end of the year. a resit date is announced as the final exams are taking place, students who still fail may at the school's discretion carry on to the next grade until grade 12. The failed exams must be worked on and passed during the following school year. In grade 12 all subjects must be completed to obtain the High school certificate needed to graduate. Students who cannot complete a grade may be asked to repeat the year.

## **SECTION III: OTHER STUDENT ACTIVITIES**

### **3.1 EXTRACURRICULAR ACTIVITIES**

STW offers school-related extracurricular activities and encourages students to participate in those that are of interest to them. Most activities are closely related to subjects taught in the curriculum. Participation in extracurricular activities is a privilege, not a right. Students must maintain a 2.5 GPA and have no failing grades in the quarter preceding their participation in any extracurricular activity, performance or competition.

### **3.2 AFTER SCHOOL CLUBS**

The following steps should be followed in order to start an after-school club at STW:

- Submit the STW Club application to the Director
- Each proposal should include:
  - The names and signatures of five or more students who want to start and join the club; and
  - The names and signatures of potential sponsors/advisors for the club.

The Director will work with the sponsor/advisor to determine how much time, money, and effort it will take to get the club going. Once the Director and the sponsor/advisor have given approval, the sponsor/ advisor and the interested students will be responsible for scheduling meetings, establishing mission and goals, and determining activities.

### **3.3 STUDENT FUNDRAISING**

Students participating in STW-sponsored activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines and prior approval from the Director. Students are not permitted to sell items at STW for personal profit or other organizations' fundraising without approval from the Director. Staff and students must fill out a fundraising application and submit it to the Director.

### **3.4 STUDENT DRIVING/PARKING**

Students with a valid driver's license and road-legal vehicle may choose to drive to STW with parental permission. Driving to school is a privilege, not a right. No student will be permitted to drive a car or motorcycle to school without signing the parking Regulations and Agreement Form and application for student driving. Please be aware that the completion of these forms does not guarantee parking privileges for the student.

#### **STUDENT PARKING:**

Students are prohibited from parking in areas outside of the designated student parking area.

- Safe driving and following all traffic patterns must be observed on school property and all parking lots connected to STW property.
- The speed limit is 20kph.
- Pedestrians must be given the right-of-way at all times.
- Full awareness and safety expectations are required at all times in the school parking lot.
- The school administration has the right to search and/or inspect vehicle(s) on school grounds when there is reasonable suspicion that the vehicle contains an item(s) described below:

Alcohol, drugs, tobacco products, weapons, knives, or other items that students are prohibited from having on school property.

- Any illegal or prohibited items found in a vehicle may be confiscated and will result in appropriate discipline of the student in accordance with applicable school policies and may result in prosecution.
- In performing a search/inspection of any vehicle, school administrators may utilize police officers.
- Students are not permitted to leave the school grounds in their vehicle during school hours unless prior permission is given by the principal.

**POSSIBLE CONSEQUENCES OF VIOLATIONS:**

- Official warning
- Student-administrator conference
- Detention
- In-School Suspension
- Revocation of driving/parking privilege
- Out of school suspension
- Vehicle towed at student expense

## **SECTION IV: STUDENT CODE OF CONDUCT**

### **4.1 STUDENT RIGHTS AND RESPONSIBILITIES**

STW rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and obey all school rules. STW School uses video surveillance/electronic monitoring of school facilities.

### **4.2 CONSEQUENCES FOR VIOLATING STUDENT CODE OF CONDUCT**

Each of the behavior's and/or types of misconduct described below are prohibited and may be subject to disciplinary action including, but not limited to, student conference, parent/guardian notification or conference, restitution, loss of privileges, detention, suspension and/or expulsion from school. Any additional consequences that pertain to specific sections of this handbook will be listed within each category. Furthermore, any criminal acts committed at or related to the school will be reported to law enforcement officials and will result in a school disciplinary action as well. Certain criminal acts may result in expulsion from school. Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed. As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal .

### **4.3 ATTENDANCE (ABSENCES AND TARDINESS)**

The educational program offered by STW is predicated upon the presence of the student and requires continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the school during the days and hours that the school is in session or during the attendance sessions to which students have been assigned. Students will be in class by 8:15 am each day. If they arrive after 8:15 am, they will be considered tardy and time will be counted towards their total time absent. Students arriving after 8:15 will be held at a late que until the student has received a late warning and explained why they are late

#### **TARDIES:**

When a student accrues three (3) unexcused tardies to school or three (3) unexcused early dismissals from school within one semester, the student will receive a documented warning. If the student accrues more than six (6) unexcused tardies to school within one semester, a conference with the student will be scheduled with the administration.

#### **CONSEQUENCES**

- 3rd tardy receives a documented warning and one day counted as absent
- Any tardy beyond 6 receives school detention and parent contact.

Medical notes shall be required for every absence after two days of absence . The physician's written excuse or must be received within three days of the absence. Physician's excuses may only excuse absences or tardies to school for the specific date(s) the student was under direct medical care.

#### **EXCESSIVE ABSENCE**

A student misses 2 days or more of school in a single month, or 7 days or more in one school semester without a doctor's note. Procedure for excessive absences:

- The school will notify the student's parent in writing within seven days of the triggering absence.

## **NOTIFICATION OF ABSENCES AND TARDINESS**

When a student is tardy or not present at school, it is important that both the parent/guardian and the school are aware of the tardy or absence. If the student will be absent, the parent/guardian must notify the school by 8:15 am and provide an explanation of absence. Notification can be made by calling the school office or emailing the office. If prior notification is not possible, the parent/guardian should provide a written excuse within three school days after the student's absence. When no excuse is provided, the absence will be considered unexcused and identified as truant for the day.

## **EXCUSED ABSENCES, TARDINESS, OR EARLY DISMISSAL**

No student may leave the school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the school personally to request the release. No student will be released to a person other than a custodial parent without written permission from the custodial parent. Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make up missed schoolwork and/or tests:

- Personal illness (a written physician's excuse may be required)
- Medical appointment (with appropriate documentation)
- Illness in the family requiring the student's presence at home
- Death in the family
- Necessary work at home due to absence or incapacity of the parent/guardian
- Observation of a significant religious holiday
- Other such good cause as determined by the principal.

## **MAKE-UP OF SCHOOL WORK**

Work to be made up for excused absences will be determined by the individual teacher. As a guideline, students will be given a one-day grace period for each day of absence. **Students absent one day prior to a project due date or test, will still be expected to turn their project in on time and take their test the day they return.** Work missed during an unexcused absence should be submitted, but full credit may not be earned.

## **4.4 SCHOOL LUNCH, FOOD, AND DRINK**

The price for a standard lunch may be paid into the student's account at the start of each day or before and kept as credit. Students and parents are expected to keep a positive balance in their accounts. Any student with a negative lunch balance will not be allowed to purchase "extra" items. All students are entitled to purchase a lunch or they can pack and bring their own lunch. STW does not provide refrigerator space for students who bring their own lunch. Students are permitted to choose their seats in the cafeteria and will be held accountable for cleaning up their lunch area after lunch. Once students are finished eating and cleaning their individual area, they may depart from the cafeteria. All food and drinks must be consumed in the cafeteria or assigned eating area. **Therefore, no food items or drinks are permitted in classrooms, conference rooms, or common areas unless it is a STW- sponsored event with Principal or teacher approval.** WATER in a bottle or closeable container is permitted inside the classroom. Hard candy and cough drops may be consumed in the classroom with the teacher's permission.

Students must report to the cafeteria to eat their lunch. Alternate lunch location requests will require an application process.

**Students staying after school waiting for transportation or participants in after-school activities are NOT permitted to leave the premises and then return. Once students leave, they are no longer the responsibility of STW and will not be permitted to re-enter STW.**



## DRESS CODE

STW has a school uniform, and this should be worn at all times when attending school or activities. **It should not be altered to make it more revealing than the standard fit**, students will have three uniforms and the appropriate uniform should be worn for the day's activities.

**Please Note** the changes to the uniform for this year concern the types of shoes that are acceptable: From grades 1 to 12 both boys and girls. They may wear black trainers with a small amount of white showing around the sole as shown in the pictures of acceptable shoes, these can also be worn with the sports uniform,( if a student wishes to wear shoes of any other colour whilst playing a sport these must be brought to school and changed into for the activity.) Scouts continue to require the appropriate shoes for their uniforms.

### Kindergarten Boy / Girl



Regular School Uniform



Sports Uniform



Regular School Uniform



Sports Uniform



Regular School Uniform



Sports Uniform

# GIRLS (Kinder)

 **CORRECT**



 **NOT ALLOWED**





# BOYS (Kinder)

 **CORRECT**



 **NOT ALLOWED**



# BOYS



CORRECT



# BOYS

**X NOT ALLOWED**





**GIRLS**



**CORRECT**

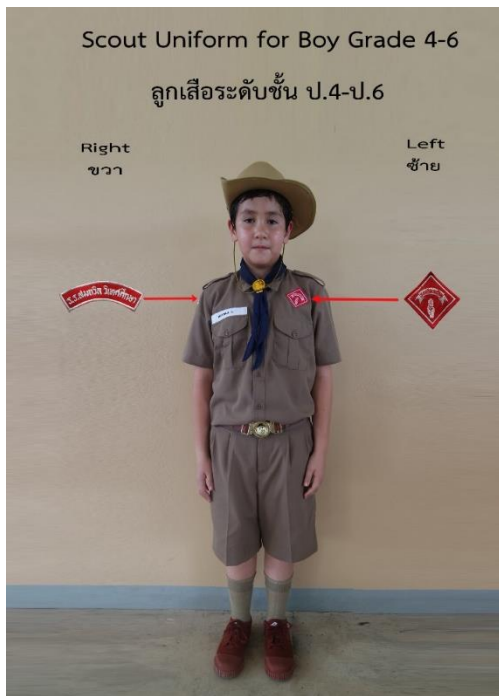


**NOT ALLOWED**

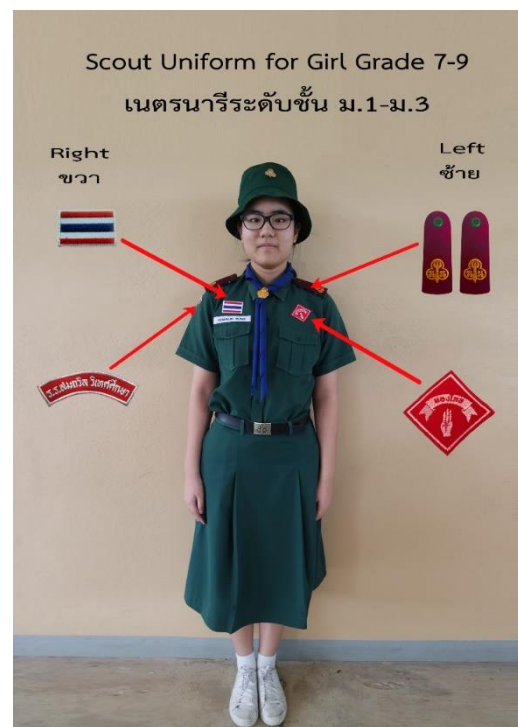




Students in Grades 1 to 3 can purchase the Scout accessories through the school Admin office. They do not require an additional uniform.



Grade 4 – 6 Scouts Uniform



Grade 7 – 9 Scouts Uniform

## DRESS CODE INFRINGEMENTS

### Consequences:

- First Offense: Student will be given a warning (documented) and have the opportunity to change.
- Second Offense for the same item: Student will be sent to the office; an alternative garment must be purchased from the uniform store and parents will be billed for the item
- Subsequent Offenses: Student will be sent home for the remainder of the day, parent(s) called, and daily check-in with administration.
- Continued dress code violations may result in suspension.

### *Special Note:*

STW has occasional non-uniform days, these are usually themed to an event, students may attend in their own clothes that follow the colour or style theme or school uniform not any outfit that does not meet the requirements. On these occasions students must remember the general standards of polite Thai dress and skirts and shorts must be of a length approaching the knee, tops must cover the shoulders and midriff.

### 4.7 APPROPRIATE USE OF CUBBIES AND LOCKERS

Although a student and the school may have joint control of cubbies, the student never has exclusive control of this property. With respect to cubbies, the following rules and standards shall be recognized and applied:

- Student cubbies are the property of STW, which are provided solely as a convenience for students to use.
- Student cubbies are to be used only for the purpose of storing textbooks, school supplies, clothing and daily lunches.
- Students should not consider the cubby to which they have been assigned a private place.
- Students should not place notes, brochures, or any other items in another student's cubby.
- Students should only use their assigned cubby. Change requests can be made to the Homeroom Teacher
- The school cannot be responsible for stolen and/or damaged books, materials and personal property from cubbies. Valuable items should not be stored in student cubbies.
- Students are responsible for promptly reporting any missing items to STW staff and administration.
- Writing or permanent attachments to the outside or inside of a cubby is prohibited, and any damage occurred through carelessness, kicking, slamming, etc., will be considered vandalism.

### 4.8 USE OF ELECTRONIC DEVICES

Electronic devices such as cell phones, cameras, headphones, and gaming cannot be used during school hours without the request and approval of a teacher who is using them for an educational purpose, all electronic devices are secured during these hours. If you wish to contact your child or they need to speak with you the school administration will provide a phone for their use.

**STW is NOT responsible for lost or stolen personal property.**

## SCHOOL-ISSUED DESKTOP

**STW provides students with time on a desk top computer to enhance the instructional and educational experience. Students should be aware that all activities on student computers are logged. Student**

## PRINTING

Students can print to one of the school printers from their device. If students have forgotten to print requested work the admin building can print items for them, documents may be charged for.

## UNACCEPTABLE USES

The following uses of the school's equipment or network are classified as **unacceptable**:

- Accessing social media for personal use from the STW network. However, students shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.
- The creation of web-based email accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail).
- Unauthorized use of copyrighted material, including violating STW software licensing agreements or installing any personal software on STW equipment without prior approval.
- Posting or distribution of messages that are obscene, vulgar, profane, sexually oriented, pornographic, highly offensive to others, highly threatening to others, or illegal.
- Personal political use to advocate for or against a candidate, office-holder, political party, or political position. Research or electronic communications regarding political issues or candidates is not a violation when the activity is to fulfill an assignment for course credit.
- Tampering with anyone else's computer, files, or email.
- "Hacking," such as attempting unauthorized access to any computer whether within the school's network or outside the network or using proxy sites to circumvent the network's filtering system.
- Any use that would be unlawful under Thai national law.
- Unauthorized disclosure, use, or distribution of personal identification information regarding students or employees.
- Forgery of electronic mail messages or transmission of unsolicited junk email chain messages.
- Use that violates the student code of conduct.
- Use related to commercial activities or for commercial gain, including advertisement for purchase or sale of a product.
- Downloading to a school computer any photo, materials, or messages that are obscene, vulgar, profane, sexually oriented, pornographic, or highly offensive.
- Cyber bullying, which is intended to or which does adversely affect the safety and well-being of a student or disrupt the educational process.

Students who violate these unacceptable use expectations will have their computer use restricted and will incur consequences under the school's Student Code of Conduct.

At the discretion of STW administration or School Board, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. Any student who attempts to disable the technology protection measures will be subject to discipline.

The staff or administration may temporarily or permanently unblock access to sites containing appropriate materials, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protective nature or guidelines of the technology protection measures.

The staff or administration will monitor the user's online activities, through direct observation and/or technological means, to ensure that users are not accessing such depictions or any other materials that are

inappropriate for the educational setting. To the extent practical, steps shall also be taken to promote the safety and security of users when utilizing email, chat rooms, instant messaging and other forms of direct electronic communication.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified below. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Students shall receive education about the following:

- Safety and security while using email, chat rooms, social media, and other forms of direct electronic communications;
- The dangers inherent with the online disclosure of personally identifiable information;
- The consequences of unauthorized access (e.g., “hacking”) bullying and other unlawful or inappropriate activities by students online; and
- Unauthorized disclosure, use, and dissemination of personal information regarding minors.

## **PRESERVATION OF RESOURCES AND PRIORITIES OF USE**

Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without permission. Each student is permitted reasonable space to store email, web, and personal files. The School Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class, or instruction-related activities, have priority over other users.

**Non-educational game playing is not permitted at any time.**

## **NETWORK ETIQUETTE**

In addition to the unacceptable uses listed above, STW asks that students and staff abide by generally accepted rules of Network etiquette, which include but are not limited to:

- Be polite and use appropriate language.
- Do not obtain copies of, or modify files, other data, or passwords belonging to other users without express authorization.
- Do not misrepresent yourself or others on the Network.
- Do not reveal any personal information about yourself, other students, or school employees, including phone numbers, social security numbers, passwords, etc.
- Do not use the Network in any way that would disrupt the operation of the Network; abuse the software and/or hardware; or excessively consume limited computer, paper or telephone resources, such as through spamming, creating or forwarding mass emails, sending chain letters, or extensively using the Network for non-curriculum-related communications.
- Report to staff and administration any messages or other communications (either from other students or external sources) that you receive via the Network or other activities that violate the school’s policies, the law, or that cause you concern.

## **4.9 STUDENT PUBLICATIONS/DISTRIBUTION OF MATERIALS**

STW encourages the use of technology by students for both preparation and presentation of materials. However, all materials prepared and published as part of a school program are under the control and supervision of the staff and administration, which has final approval authority on all materials published or distributed in the name of the school, its programs, or its extracurricular activities. Students are not permitted to distribute non-school publications or materials in classrooms or hallways or on school-related websites that could in any way interfere with or disrupt the educational process

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Director.

## **4.10 DETENTION**

**Students may be issued a detention(s) for a violation of the Student Code of Conduct.**

**Examples include but are not limited to:**

- Language: Disrespectful/Inappropriate/Profanity
- Littering
- Loitering
- Tardiness to class
- Public Display of Affection
- Dress Code Violation
- Insubordination
- Disrupting class
- Eating outside the cafeteria or approved area
- Roughhousing
- Running in the hallway
- Other inappropriate behavior (at teacher discretion)

Detentions will take place at Lunch Time. Students will meet their detention teacher at the requested location.

The consequence of not attending detention is the issuing of an additional detention. Failure to attend either of those detentions will result in an In-School Suspension.

If a student has been issued multiple detentions, the following consequences will occur:

- Each detention after the 3rd occurrence will follow a progressive discipline structure which will include in-school suspensions and out of school suspensions.

## **4.11 VANDALISM AND THEFT**

Students are expected to treat each other's property, as well as the property of STW and staff, with respect. No student shall vandalize, take, acquire, or possess the property of STW students or others without consent of the owner. Students who vandalize or take others' or STW property will be expected to fix or replace the items, and/or be suspended and possibly recommended for expulsion. In some extreme cases, police may be notified.

#### **4.12 THREATS**

No student shall threaten another student, staff member, or guest(s) associated with STW. Any oral or written statement or otherwise expressed action that a staff member, student, or guest(s) associated with STW feels to be a threat will be considered a threat. Threats will result in suspension and possible expulsion.

#### **4.13 ASSAULT/FIGHTING**

Physical assault of a staff member, student, or guest(s) associated with STW, regardless of whether it causes injury, will not be tolerated. Assault will result in out-of-school suspension and possible expulsion. Fighting will result in out-of-school suspension.

#### **4.14 HARASSMENT, INTIMIDATION AND BULLYING**

Harassment, intimidation, or bullying behavior by a student or staff member in STW is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying”, means any intentional written, verbal, graphic or physical act including electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant, or wireless hand-held device) either overt or covert, by a student or group of students toward other students, staff or visitors, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstance should know will have the effect of:

- Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students’ personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students.

These situations include acts that include physical and emotional harm as well as cyberbullying. Cases that are initiated outside of STW may be addressed when they are extended to school and “disrupt or interfere” with the educational process.

#### **Consequences:**

- Loss of privileges that fit the medium of the bullying behavior.
- School or community service
- Apology
- Counseling
- In School Suspension
- Suspension
- Expulsion

STW has laid out its Complaint Procedure step-by-step in the School’s Policy Against Discrimination and Unlawful Harassment. A copy of the Policy is attached to this Handbook as Appendix A.

#### **4.15 EXTORTION**

Extortion is considered the use of threat, intimidation, force or deception to take or receive something from someone else. Extortion will result in out-of-school suspension and possible expulsion.

#### **4.16 CHEATING, PLAGIARISM AND HONOR POLICY**

Cheating includes, but is not limited to, the following:

- Stealing others' projects or work
- Use of Artificial Intelligence (AI), without teacher approval
- Using the internet to find answers without a teacher's permission
- Copying other students' work
- Using references (cheat sheets, books, notes, etc.) during quizzes or tests, unless the teacher permits them
- Sharing answers: the person giving the answers is considered to be cheating as well as the person receiving answers
- Plagiarism (taking credit for work without citing references)
- Falsification of data or observations
- Transmitting information meant as an individual assignment to a group

Students found to cheat or plagiarize on an assignment will be given both a school and academic consequence based on teacher and administrative review.

#### **4.17 POSSESSION/USE OF DRUGS OR ALCOHOL**

Possessing, using, transmitting or concealing, distributing, or being under the influence of any drugs or alcohol is not permitted on STW grounds or at any STW-sponsored event. This includes but is not limited to, alcoholic beverages, controlled substances, narcotics, mood-altering drugs, counterfeit controlled substances, look-alikes, over-the-counter stimulants or depressants, anabolic steroids, or drug-related paraphernalia. Should a student be suspected of drug or alcohol use an Administrator or the Director may request the student be evaluated.

STW is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school Director whenever such help is needed.

Consequences for possession or use of alcohol/drugs at STW will be suspension from school for a period that ensures the student is coping with the problem. Students may be considered, but not guaranteed, for re-enrolment for the following year.

#### **4.18 POSSESSION/USE OF TOBACCO**

Possession, consumption, distribution, purchase and use of any tobacco products are prohibited on STW grounds or at any STW -sponsored activity. This also includes any tobacco-related materials, such as matches, lighters, electronic cigarettes, vaporizing pens, cartridges and other devices that produce flames. Consequences for the possession/use of tobacco will be suspension from school. Repeated violations may result in recommendation for expulsion.

#### **4.19 POSSESSION/USE OF A WEAPON**

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion.

#### **4.20 POSSESSION/USE OF A FIREARM**

Bringing a firearm onto STW property or to any STW-sponsored event, regardless of where it occurs, will result in a mandatory expulsion.

#### **4.21 POSSESSION/USE OF EXPLOSIVES, BOMB THREATS AND FALSE ALARM REPORTS**

A student shall not have on his/her person, have easy access to, transmit, conceal, use or threaten to use fireworks, smoke bombs, stink bombs, mace (chemical or pepper), explosives or other such devices capable of inflicting bodily injury or disrupting the educational process. Consequences will result in suspension and a possible recommendation for expulsion.

#### **4.22 POSSESSION OF PORNOGRAPHY/SEXTING**

Possession or viewing of pornography may result in, possible suspension. "Sexting" is the act of sending sexually explicit texts or pictures of a sexual nature between cell phones, or other electronic media such as the Internet. Any sexting by students may result in suspension or a recommendation for expulsion, depending on the severity.

#### **4.23 INAPPROPRIATE USE OF SOCIAL MEDIA**

It is not always easy to determine if social media is school-related or a personal issue. This translates into a greater level of responsibility and accountability for everyone. If social media use causes a disruption to the educational process, the school may become involved. This could include disciplinary action such as a parent conference, detention, in-school suspension, suspension, or expulsion.

If you experience or observe any form of bullying or behavior that you think is potentially dangerous to you or others, please report the behavior immediately. You can tell a parent, STW staff, or a trusted adult.

Although submitting anonymously is an option, investigations are more efficient and follow-up with the submitter can occur when the submitter chooses to leave their name with filing the report. Regardless of the incident, the confidentiality of the submitter is always taken seriously.

#### **Social Media Guidelines for Students**

- Be aware of what you post online. Social media outlets are very public, even if they claim not to be. What you contribute leaves a *permanent digital footprint* for all to see. Do not post anything you wouldn't want friends, enemies, parents, teachers or a future employer to see. If you would not bring it to a college admissions or job interview, do not post it online.
- Your online behaviour should reflect the core values of STW School.
- It is acceptable to disagree with someone else's opinions, however, do it in a respectful way.
- Make sure that criticism is constructive and not hurtful.
- What is inappropriate in the classroom is inappropriate online.
- All online behaviour is expected to comply with the STW policies regarding harassment, discrimination and bullying.
- Be safe online. Never give out personal information, including, but not limited to, last names, phone numbers, addresses, exact birthdates and pictures. Do not share your password with anyone besides your teachers and parents.
- If you come across inappropriate material that makes you feel uncomfortable, appears dangerous or is not respectful, tell your teacher or trusted adult right away.
- Students who do not abide by these terms and conditions will be in violation of the STW Student Handbook and subject to appropriate consequences, which could include parent conference, detention, suspension or expulsion.



## **SECTION V: TRANSPORTATION**

### **5.1 BUS CONDUCT**

Students who are riding to and from school must follow all basic safety rules. This applies to buses owned by the school as well as contracted transportation used daily and during field trips. The bus driver may assign seating or direct students in any reasonable manner to maintain transportation safety. Students must comply with the safety rules established by their bus driver .

### **5.2 PENALTIES FOR INFRACTIONS**

A student who misbehaves on the bus will be disciplined in accordance with the STW Student Discipline Code and may lose the privilege of riding on the bus.

### **5.3 BUS TIMES**

**The buses are timed to pick up students and arrive at school by 8:15, students must be on time for their pick up.** The bus can only wait a limited amount of time at each stop, it is the student's responsibility to be ready to board the bus when it arrives at the pickup point, if the student is not there the bus will continue on its route to arrive at school on time.

**APPENDIX A**  
**STW**  
**AGAINST DISCRIMINATION AND UNLAWFUL HARASSMENT**

STW is committed to ensuring that every member of the STW has the right to learn or work in a safe atmosphere that promotes equal opportunities and prohibits discriminatory practices, including harassment. STW relationships on campus are to be respectful and free of bias, prejudice, and harassment and all members of the STW community share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment by students, employees, or third parties.

**Definitions of Harassment**

**Sexual Harassment**

Sexual harassment of any kind is contrary to the culture of STW and will not be tolerated. Sexual harassment constitutes discrimination and is unlawful under federal national laws. Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to:

- Unwelcome sexual advancements, leering, sexual flirtations or propositions
- Unwelcome sexual slurs, epithets, verbal abuse, derogatory comments or sexual degrading descriptions.
- Graphic verbal comments about an individual's body, or overly personal conversation
- Sexual jokes, stories, drawings, pictures or gestures, including digital media
- Spreading sexual rumors
- Teasing or sexual remarks about students enrolled in a predominantly single sex class
- Touching an individual's body or clothes in a sexual way, or in a way that may be construed as sexual
- Purposefully limiting a student's access to educational tools
- Cornering or blocking of normal movements
- Displaying sexually suggestive objects in the educational environment
- Any act of retaliation against an individual who reports a violation of the school's sexual harassment policy or who participates in the investigation of a sexual harassment complaint
- Request for sexual favours regardless of the seriousness of the request, i.e., to say "I was just joking" does not excuse the statement.

Not all behaviour with sexual connotations constitutes unlawful sexual harassment. Conduct must be sufficiently severe, pervasive or persistent such that it adversely affects an individual's education, or creates a hostile or abusive educational environment.

**Non-sexual Harassment**

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of:

- race, color, religion, national origin, ancestry, citizenship status, sex, sexual orientation, gender identity, marital status, age, disability, military service or veteran status, pregnancy, childbirth or related conditions
- any other characteristic protected by law, and that:
- is sufficiently severe, pervasive or persistent such that it adversely affects an individual's education, or creates a hostile or abusive educational environment.

Harassing conduct includes, but it is not limited to: epithets, slurs, or negative stereotyping; threatening, intimidating or hostile acts; derogatory jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual group.

### **Definitions of Sexual Violence**

Sexual violence is a criminal matter and includes, but is not limited to; rape, sexual assault, sexual battery, sexual coercion; or “any sexual act directed against another person, forcible and/or against that person’s will; or not forcibly or against the person’s will where the victim is incapable of giving consent.” Victims of sexual violence are strongly encouraged to report the matter to law enforcement agents immediately.

### **Individuals and Conduct Covered**

These policies apply to all students and employees of STW community, as well as third parties such as persons providing contracted services or persons volunteering at or attending school activities. Conduct prohibited by these policies is unacceptable in all academic, educational, extracurricular, athletic, and other programs of the school, whether those programs occur on campus, on a bus, or at another location away from campus. Individuals who violate these policies will be subject to disciplinary action, up to and including suspension or expulsion (if a student), suspension or termination of employment (if an employee), or being banned from campus (if a third party). Law enforcement officials also will be notified when appropriate.

In accordance with its obligations under national law, STW reserves the right to investigate reports of harassment occurring between students and other members of the school community, regardless of whether the alleged harassment occurred on or off school grounds; during or outside school hours; or using school-owned or personally-owned electronic devices (e.g., postings to digital media and electronic forums such as Twitter and Facebook or text messages).

### **Retaliation Is Prohibited**

STW encourages reporting of all perceived incidents of discrimination or harassment and will investigate such reports promptly. STW prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports. Retaliation against an individual for reporting discrimination or harassment or for participation in an investigation of a claim of discrimination or harassment is a serious violation of this policy and, like harassment or discrimination, will subject an individual to disciplinary action. Acts of retaliation should be reported immediately and will be investigated and corrective action taken promptly. Corrective action may include suspension, expulsion, and, in egregious situations, the involvement of law enforcement officials.

### **Complaint Procedures – Reporting an Incident of Discrimination, Harassment, Sexual Violence or Retaliation**

Early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of discrimination or harassment, so STW encourages prompt reporting of all perceived incidents of discrimination, harassment, sexual violence, or retaliation, regardless of the offender’s identity or position. All STW employees are required to immediately report such incidents in writing to the school’s Director regardless of whether it is based on the employee’s own observations, on information from the student, the student’s parent, or a third party. An employee who observes such acts is expected to intervene, unless circumstances would make such intervention dangerous. All complaints of discrimination, harassment, sexual violence, or retaliation will be promptly and equitably investigated.

## **Informal Complaint Procedure**

As an initial step, as long as they feel comfortable doing so, individuals who believe they have been subject to discrimination or harassment are encouraged to promptly advise the alleged offender that his or her behaviour is unwelcome and request that it be discontinued. In some cases, an offender may not realize his/her behaviour is offensive and being perceived as harassment. This action alone may sometimes resolve the problem. A homeroom teacher would be available to assist with this step.

STW recognizes, however, that an individual may prefer to pursue the matter through informal or formal compliant procedures. If for any reason an individual does not wish to address the offender directly, or if addressing the offender does not successfully end the offensive conduct, the individual should notify, orally or in writing, the STW Administration

## **False Claims of Sexual Harassment, Retaliation, and/or Discrimination**

To ensure fairness, STW reserves the right to discipline a student who intentionally makes a false accusation of harassment, sexual violence, retaliation, and/or discrimination. A complaint will not be considered false solely because it cannot be corroborated, but will be based upon all of the facts and circumstances. Disciplinary action for intentionally making false claims may include suspension or expulsion.

## **Conclusion**

STW has developed this and related policies to ensure that everyone can learn and work in an environment free from harassment, discrimination, and retaliation. Towards that end, it will make every reasonable effort to ensure that the entire STW community is familiar with these policies and aware that any complaint in violation of such policies will be investigated and resolved appropriately.