



Student & Parent

RESIDENTIAL LIFE

HANDBOOK

**2021 - 2022**

Updated 2021



## OUR MISSION

APIS, as a community, passionately educates, inspires, nurtures and maximizes each student's potential to become a global citizen and a happy, life-long learner.

## OUR VISION

Our students will graduate as empathetic, self-reliant, internationally minded citizens.

## OUR VALUES

*Community:* Working together to create an environment that supports one and all

*Diversity:* Acceptance and appreciation of people and their beliefs

*Responsibility:* Accountability for our actions towards others; committed to treating all with respect and integrity

*Balance:* In mind, body and character



# American Pacific International School | 2020-2021 CALENDAR



## July

- 27 SLT Retreat  
New Staff Arrival
- 28 King Rama X Birthday  
New Staff Orientation
- 30 PYP/MYP/DP Introductions
- 31 Safeguarding – New Staff

| JULY 2020 |    |    |    |    |    |    |
|-----------|----|----|----|----|----|----|
| S         | M  | T  | W  | Th | F  | S  |
|           |    |    | 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 |    |

## JANUARY 2021

| S  | M  | T  | W  | Th | F  | S  |
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|    |    |    |    |    | 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 |    |    |    |    |    |    |

## January

- 1 New Year Day
- 11 Teacher PD Day  
(No School for Students)
- 12 Class begins – Semester 2
- 25 – 29 Grade 6-11 CWW

## August

- 3-8 All Staff Orientation
- 10 Classes begin  
1st Day School
- 12 Mother's Day (No School)

| AUGUST 2020 |    |    |    |    |    |    |
|-------------|----|----|----|----|----|----|
| S           | M  | T  | W  | Th | F  | S  |
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| 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 |    |    |    |    |    |

## FEBRUARY 2021

| S  | M  | T  | W  | Th | F  | S  |
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| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 |    |    |    |    |    |    |

## February

- 6 International Fair
- 26 Makha Bucha Day  
(No School)

## September

- 21 Teacher PD Day  
(No School for Students)

| SEPTEMBER 2020 |    |    |    |    |    |    |
|----------------|----|----|----|----|----|----|
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| 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 |    |    |    |

## MARCH 2021

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    | 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 |    |    |    |

## March

- 12 Q3 Ends  
MC Conference (SLC)  
(No School for MC Students)
- 31 Last day before break

## October

- 9 PC Conference (PTC)
- 13 King Rama IX Memorial Day  
(No School)
- 16 MC Conference (PTC)  
(No School for MC Students)
- Q1 Ends
- 17-25 October break
- 23 Chulalongkorn Day

| OCTOBER 2020 |    |    |    |    |    |    |
|--------------|----|----|----|----|----|----|
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|              |    |    |    | 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 |

## APRIL 2021

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    |    |    | 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 |    |

## April

- 1 – 18 April Break
- 1 – 10 PC Camp
- 6 Chakri Day
- 13 – 15 Songkran
- 19 Class Begin
- 23 Thai Day
- 30 PC Conference (SLC)  
(No School for PC Students)

## November

- 1 Loy Krathong
- 2 Half Day School (TBD)  
PC & MC Celebrations

| NOVEMBER 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
| 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 |    |    |    |    |    |

## MAY 2021

| S  | M  | T  | W  | Th | F  | S  |
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|    |    |    |    |    |    | 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 |    |    |    |    |    |

## May

- 4 King Rama X Coronation Day  
(No School)
- 17 Teacher PD Day  
(No School for Students)
- 26 Visakhabucha Day  
(No School)
- 31 May – 4 June Grade 12 CWW

## December

- 4 Father's Day & Tree Lighting
- 5 Father Day
- 18 Half Day School – Q2 Ends
- 19 Dec – 10 Jan December Break

| DECEMBER 2020 |    |    |    |    |    |    |
|---------------|----|----|----|----|----|----|
| S             | M  | T  | W  | Th | F  | S  |
|               |    | 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 |    |    |

## JUNE 2021

| S  | M  | T  | W  | Th | F  | S  |
|----|----|----|----|----|----|----|
|    |    | 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 |    |    |    |

## June

- 3 HM the Queen's Birthday
- 11 Grade 12 Graduation
- 18 Last Day School  
(Half day for Students)  
(Full Day for Staff)

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# Introduction and Welcome

American Pacific International School on-campus residence is for international students in grades 5-12. We are a small facility and this allows residential advisors to develop close relationships with students as they navigate their way through their pre-teen and teenage years and pursue their educational goals at American Pacific International School.



The residential facilities consist of two residential houses, Sakthong House for boys and Bundarik Hall for girls. Within the school grounds is a soccer field, basketball courts, tennis courts and a swimming pool. Each residence has a residential advisors apartment, which helps create a family environment. The residences contain a kitchen, common room and bedrooms with shared bathroom facilities. Wireless internet service is available for residential students.

Residential advisors are committed to making students' living environment safe, friendly, warm and caring.

They strive to make American Pacific International School more than just a place to sleep and study; they want it to be a second home to residential students. They hope students will feel comfortable interacting with residential advisors and contributing to make American Pacific International School an ideal community. Residential Advisors expect behaviors of students to be conducive to a group-living situation. The Residential Life Handbook outlines the expectations and policies by which the rules are fairly enforced, to promote respect for each person's welfare and property. Students are expected to put forward their best efforts academically and to practice self-discipline, sound judgment, and good manners.

The residence is an excellent option for students from a variety of backgrounds. Some students have parents living in Thailand. Other students come from a variety of countries in Asia and United States. For students whose parents do not live in Thailand, HR will assist students in obtaining a visa once the student has been accepted into the residence.

Additionally, the residence is a great stepping stone for senior students who may need more independence from their families, while still being closely supervised, before they take the big leap to the freedoms of college life.

We welcome you to your new home at American Pacific International School. The residence is your place to retreat, study and relax. We hope your days at American Pacific International School will be a memorable living and learning experience!

# Introduction and Welcome

太平洋国际学校在校内为5-12年级学生提供住宿。我们提供小型、家庭化的住宿设施，我们的宿管老师们可以密切关注到每一位寄宿学生，帮助他们在进入或即将进入青春期这个阶段，顺利完成在我们学校的学习生活。我们设有两栋



宿舍楼，Sakthong House 为男生楼， Bundarik Hall为女生楼。校内有足球场，多个篮球场与网球场，还有游泳池。每一栋宿舍楼内有宿管老师的公寓，以方便他们为寄宿学生提供家庭式的照顾。每栋宿舍楼设有厨房、公用客厅、寝室及共用卫生间。无线网络覆盖宿舍区域。

宿舍老师们的职责是为寄宿学生创设一个安全、友善、温馨与关爱的生活环境。他们所做的努力，不仅是为学生提供住宿与学习的场所，他们要让学生们感受到，学校是他们的第二个家。他们希望学生们与宿管老师们有良好的互动，同时要求学生们遵守集体生活环境的行为规范。这份寄宿学生守则概述了，寄宿生活中基于互相尊重和共同利益而需要妥善执行的各项与

规定。我们要求每位寄宿生努力完成学业，并且学会自律与自我管理的能力。

在我们学校寄宿的学生来自不同的国家，既有父母住在泰国的，也有亚洲各个国家的，还有美国来的寄宿生。父母不在泰国的寄宿学生，我

们相关职员协助学生办理每年的签证延期等手续。

另外，毕业班的学生在即将步入大学生活之际，虽然还需要一些监护，但需要锻炼离开家庭之后的独立生活能力。我们的寄宿生活，正好可以提供这样的过渡适应训练。

我们热忱欢迎你加入太平洋国际学校这个新家。我们的宿舍是一个学习、休闲与放松的场所。希望你在我们学校可以度过一个难忘的学习与生活经历。



# Residential Staff Contact Information

## Residential Director (RD)

**Mr. Clive**

09 86682780

[clive.herde@apis.ac.th](mailto:clive.herde@apis.ac.th)

line: 098668278

WeChat: openup2me



## Residential Advisors (RA)

### **SAKTHONG HOUSE**

**Mr. Stanley**

064 915 0807

[stanley.nosten@apis.ac.th](mailto:stanley.nosten@apis.ac.th)

**Ms. Somjit**

095453 8069

[somjit@apis.ac.th](mailto:somjit@apis.ac.th)

**Mr. Clive**

098 668 2780

[clive.herde@apis.ac.th](mailto:clive.herde@apis.ac.th)

### **NURSES**

**098 586 0813**

**Nurse**

[nurse@apis.ac.th](mailto:nurse@apis.ac.th)

**Nurse View**

[nurse@apis.ac.th](mailto:nurse@apis.ac.th)



# Administration Contact Information



**Head of Schools** ext. 1011

Ms. Stacey

081-961-0336

[stacey.gailey@apis.ac.th](mailto:stacey.gailey@apis.ac.th)

**Principal** ext. 1010

Mr. Luis

081-993-2995

[luis.ramirez@apis.ac.th](mailto:luis.ramirez@apis.ac.th)

## School Counselor

Mr. Chris

080 845 2710

[chris.slovick@apis.ac.th](mailto:chris.slovick@apis.ac.th)

## Building A Reception

053-365-303 or 305

Fax 053-365-304

## Business Manager ext.1009

Ms. Kim

081-885-5137

[vilai@apis.ac.th](mailto:vilai@apis.ac.th)

## Admissions ext. 1012

Mr. Jeffrey

081-950-7791

[jeffrey@apis.ac.th](mailto:jeffrey@apis.ac.th)



# Residential Life: What we advocate

Living together in a group is very different from living at home and it takes some getting used to. The four main rules for living together are:

## 1. TAKE CARE OF YOURSELF

Taking care of yourself includes a lot of things; some are listed below:

- Eat well, exercise, get enough sleep
- Plan your time and use it wisely
- Take care of your personal belongings
- Be confident

## 2. TAKE CARE OF EACH OTHER

If we are going to live together peacefully, we must work to take care of each other.

Some of the ways we do this are:

- Help each other
- Be kind to each other
- Always say “please” and “thank you”
- Let the people you live with know that you care about them
- Respect each other.

## 3. TAKE CARE OF THIS PLACE/SPACE

Your room, your house, your school, your country, our planet—is the only place you have. If you take care of our place, there is no mess left behind. If you make a mess, it is your responsibility to clean up.

## 4. HAVE FUN

Living at school isn't just about studying at a desk. It is about:

- having new experiences
- broadening your horizons
- Making friends
- Getting involved in clubs and activities
- Taking advantage of all the opportunities available

**Remember, this experience will be what you make of it, so make it memorable!!**

# General Information

## ACADEMIC SUPPORT

Residential students are supported through supervised Study Hall which is held 5 nights a week. Study Hall is supervised by the Residential Advisor and a teacher is in attendance to help mentor each student. Residential Advisors are assigned specific students to monitor their academic progress and give support. Residential Advisors attend conferences if parents are unable to do so and give a brief report to the parents.

## ELECTRONICS

Cell phone usage has become a large part of society and we understand the need for students to stay in touch with their families. The fair use of phones will be determined by the school. All students through grade 10 are required to turn their phones in, as well as all electronics, each night an hour before bedtime. It is requested that parents not contact their children during study hall and bedtime hours. Students are also expected to attend dinner in the dining hall without their cell phones. No phones at meals on the weekend.

Chromebooks are being used by our students G5 - G10 as a part of the PYP and MYP program. These web-based notebooks are programmed by the school and limit students' usage of various websites. Students should not bring other laptops to school. Internet access is provided by the school and the priority is for students to complete their homework.

**Note:** APIS does not assume responsibility for such things as personal computers, cell phones, MP3 players, or other electronic devices.

## ENGLISH LANGUAGE

English is the language of instruction at APIS and it's the common language among everyone. In order for your child to become proficient we ask that all students speak English while in the common areas within the residential program. We understand there may be a need for clarification in their own language but this should happen only with the RA/Teacher's permission.

Outside the residences or in bedrooms, any language may be spoken as long as the conversation does not exclude someone within hearing distance due to the use of an unfamiliar language. If a situation of this latter kind arises, a warning will be given.

English is the common language of our school community and it must be spoken on campus as a matter of courtesy, empathy, and respect.

## FOOD

The menu offered at APIS is a mixture of Asian and Western food. At each meal an array of options are offered including several main dishes, fresh fruit and a salad bar. We also have vegetarian and vegan options. There are many opportunities throughout the day when meals



may be supplemented with healthy snacks. Students have the option to purchase other snacks at our school shop during weekday lunch times. Students can bring their own condiments to meals but are not allowed to take any food, plates, bowls, or utensils from the dining hall.

## **HEALTH SERVICE**

There is a full-time resident school nurse on campus 24 hours a day 7 days a week, who attends to routine or minor illnesses. Students will be taken to the hospital or a medical clinic as needed. All medicines / prescription drugs must be declared to the nurses and residential staff. Students are not allowed to carry any medication with them or keep any medication in their rooms unless prior distribution is authorized by the nurse. If a student feels sick, night or day, they need to contact the RA who will then contact the nurse. In an emergency during the evening or night, students should contact the residential staff member on duty first. Each house has a small medical kit available for minor issues.

## **HOMESICKNESS**

Students who are new to residential life may have a difficult time adapting or settling in. This is referred to as homesickness. Parents are able to assist their children going through this homesickness phase by doing the following:

- Prepare your child before coming, reassure them they are loved, will make friends, will be cared for, and listened to
- When dropping your child off, don't extend the good-byes
- Bring sentimental items, such as photographs and favorite items
- Tell your child that they will be staying here; don't give them the option of going home if they don't like it initially
- Limit call times in the first few weeks. This will help them make friends and join in with the activities. Decide on a good time to call based on their daily schedules and bedtimes
- Ensure that your child has updated and correct contact details in case of an emergency
- Support staff decisions and work with staff to ensure the happiness and well-being of your child.

Parental involvement is crucial.

## **LAUNDRY**

A laundry service is available and students can utilize this service. Laundry is collected and returned 2 times per week, on Tuesday and Fridays. Students will put their laundry bags in the designated areas and will pick up their clean clothes on the following laundry day. Those students sending their laundry are to fill out the itemized checklist, otherwise the laundry shop cannot take responsibility for any lost clothes.

There are laundry rooms available equipped with washing and drying machines and an iron and ironing board. Assistance will be provided for those boarders unfamiliar with using the machines. Students who use these facilities need to have their own supply of washing powder and fabric softener.

The demand to use the machines is particularly high over weekends. It is important that students plan when they need to do their laundry to avoid running out of clean clothes. It's strongly suggested that students mark their clothes with their name.

## LEAVING CAMPUS

Students may go off campus with someone other than their guardian or parent for weekends if they have the following information completed by Wednesday at 8:00 p.m.

1. *Parent permission must be given to Residential Director (RD) by email, text, Line, Wechat, etc.*
2. *Host family permission must be given to RD by email, text, Line, Wechat, etc.*  
*The RD will communicate the list of residential students leaving campus by Thursday morning to the School Director*
3. *All residential students who leave campus **MUST** be picked up by his/her family or the host family and **signed out in building A***
4. *Students must return to campus by Sunday at 8:00 p.m. unless the RD is otherwise informed.*

*When leaving with a parent / guardian, we require a minimum of 24-hour notice.*

*All transportation is the responsibility of the host family and/or parent.*

## WEEKLY RESIDENTS STAYING ON CAMPUS

Weekly residents may stay on campus for the weekend if arrangements are made two days in advance with residential staff. The students requesting to stay should let the RA know and they will inform the Residential Director. Students will be charged a fee as agreed by the school. Students that stay on campus for academic purposes or for functions arranged by the school can remain on campus (free of charge) but with prior arrangement.

## LIVING IN A RESIDENTIAL SETTING

Students may share a bedroom and a bathroom with others of the same gender. They will be provided with a bed and bedding (For grade 4-7 students), a chest of drawers, closet space, shelf space, a towel rack, and shoe rack. A large hard-plastic box to store snacks will be provided. Areas inside the house and outside are available for play. In addition, students have access to a television and supervised use of internet-ready computers.

On campus there are tennis and basketball courts as well as soccer fields and a covered gym. The school has a pool and students are allowed to use it as long as there is adult supervision.

## WEEKENDS

On Fridays there are no after school activities and no study hall. On Saturdays all students are required to participate in a morning activity. These activities vary each quarter and students get to choose what they would like to do. These range from golf to cycling, cooking, crafts and much more. Some activities may cost an extra fee. Residential Advisors will encourage students to get some form of exercise, at least one hour, on both Saturday and Sunday. Also, on weekends bedtimes are slightly later and students have the opportunity to relax, play, and exercise. There is also an outing each Saturday. These vary weekly to appeal to the different ages and genders.

## AFTER SCHOOL ACTIVITIES

After school activities are run through 3 seasons of the year. They are on Tuesday, Wednesday and Thursday. All students sign up for an activity that they wish to do. Sign up is on a first come basis. They are interesting, educational, physical, art/craft and all designed to offer your child a greater learning experience.

## MONEY MATTERS

As a resident at APIS, students will need money for various items and for outings. Students need to keep their money in the school bank and withdraw it as needed. Parents can send money to their child's account when needed from their private bank. This money should be treated as pocket money or an allowance. Grade 4-6 students have a withdrawal limit of 300 baht per week and Grade 7 – 9 students a limit of 500 baht per week. If a student needs extra money, parents must contact the RA and the Business Manager.

**NOTE:** *The school can only take responsibility for money deposited in the school bank. Please remind your child to not keep large sums of money on their person or in their rooms.*

If you would like to transfer money into either your student's school bank or misc. account, here is the school's banking information. Please make sure to put your child's name on the transfer information.

Kasikorn Bank

Si Yaek Sanambin Chiang Mai Branch

A/C Name: Bua Palarit

A/C No.: 021-3-23706-3

Swift Code: KASITHBK

## PUBLIC DISPLAY OF AFFECTION

As an international school, APIS, has many cultures that coexist. Therefore, it is important for students to demonstrate behavior in their interpersonal relationships that is acceptable to people of various cultural and religious backgrounds and beliefs.

- Public displays of romantic affection on campus, on school transportation, and at school-sponsored activities, regardless of sexual orientation, are not acceptable
- Examples of unacceptable displays of romantic affection include, but are not limited to: kissing, hugging, intimate body contact, and other prolonged touching
- Students are expected to show good taste and conduct themselves respectfully at all times
- Inappropriate displays of affection and engagement in inappropriate relationships are unacceptable at APIS
- Students in a same-sex relationship are not allowed in one another's bedrooms
- Possible discipline may be incurred

## PETS

Pets of any kind are not allowed in the residential houses or on campus.

## OUTINGS/ADVENTURES

Each year the residential staff, along with input from students, put together a weekend outing calendar. These outings are planned with each of the houses in mind. On occasions outings are separated between the upper and lower houses. Some of our outings are to places such

as: local museums, botanical gardens, ice skating, etc. We have also taken the students to places such as a pottery supply business and they were allowed to make sculptures and use the spinning wheel. These outings are meant to bring the students together and build relationships among the residential students as well as being fun and educational.

## SUITCASES

Once students return from their breaks, we ask that they unpack their suitcases immediately. Their suitcases will be stored in the storage room in each house. These storage rooms will be locked until students need them.

# What to Bring

Please make sure your student brings the following:

- |                                                                   |                                                                                                |
|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Alarm Clock                              | <input type="checkbox"/> School bag                                                            |
| <input type="checkbox"/> Blanket (Gr. 7 - 12 only)                | <input type="checkbox"/> School supplies                                                       |
| <input type="checkbox"/> Books                                    | <input type="checkbox"/> Small bag for outings                                                 |
| <input type="checkbox"/> Clothes Hangers                          | <input type="checkbox"/> Sports Equipment                                                      |
| <input type="checkbox"/> Clothing, for cooler and warmer climates | <input type="checkbox"/> Swimwear (modest)                                                     |
| <input type="checkbox"/> Flashlight                               | <input type="checkbox"/> Toiletries                                                            |
| <input type="checkbox"/> Native/Language Dictionary               | <input type="checkbox"/> Towels                                                                |
| <input type="checkbox"/> Night Light                              | <input type="checkbox"/> Umbrella/hat                                                          |
| <input type="checkbox"/> Power Bar with 220v capabilities         | <input type="checkbox"/> Uniform Requirements (solid colored shoes, sport shoes, shower shoes) |
| <input type="checkbox"/> Rain Jacket                              | <input type="checkbox"/> Water Bottle                                                          |
| <input type="checkbox"/> Reading Lamp                             |                                                                                                |

# Residential Living

## Information, and Expectations

Our students have their own rooms and younger students share a room with residential staff living in quarters nearby. They also share a spacious bathroom. All residents share the downstairs common area where students can watch TV, play board games, or read a book. They may also prepare snacks in the kitchen which is equipped with a stove, oven, microwave, and sink.

This is a home away from home, with staff attending to the needs of the whole child, not just the student. The staff are in close communication with teachers to ensure that residential students are well-supported in fulfilling their academic responsibilities. Besides academic support, we also help students develop the skills they need to succeed in life. From teaching our students to manage their time well and eat healthy, to getting enough sleep and attending enriching cultural activities. As a family, we also want to help students get along with their fellow housemates. The Residential Advisors will help students develop good decision making skills and practice good habits that will prepare them for the challenges of high school and beyond.

It is the goal of students in their high school years to further develop their independence and identities as young adults. Additionally, as an international school serving a wide range of cultures, we prioritize the development of tolerance, respect, and acceptance of each other. We also assist students in developing other qualities necessary to become responsible members of their communities, such as taking initiative, self-management, making healthy choices, taking well-considered risks, learning to communicate effectively, and accepting responsibility. In the high school houses, we feel that we have been successful if we have produced students that are fully prepared to face the next chapter in their lives.

### **ROUTINES**

#### Mornings:

After wake-up, Students are expected to make their beds, tidy their rooms and be in the common room before 7:45 a.m. They should leave the house by 8:00 a.m. Everything they need for the day should be taken with them as they are not allowed to return to the house during the school day

#### After School:

Students come back to the house after school and check in with staff on duty and change from their uniforms into play clothes. On Mondays and Fridays, when students are not engaged in afterschool activities, the RA's may lead the students in an activity. **Students must inform house staff of their whereabouts at all times.**

#### Study Hall:

Students will have staff/teacher assisted study hall from Sunday to Thursday. Students are expected to use their time wisely and complete all of their school work. If they finish their school work early, they should read or participate in English activities.

#### Bedtime:

Students need to tidy up after themselves before bedtime and perform any assigned duties. Students should manage their time so that showers, laundry, etc. are taken care of before quiet time.

## **GENERAL**

### Community living:

Living in a residential setting with other students can be a wonderful, yet trying experience. Students will learn to live together respectfully and in cooperation with each other. Respect for each others' and each others' belongings is one of our highest priorities. Students are expected to use respectful language and tone of voice when speaking to other students and to adults. They are also expected to honor each other's space and privacy. Respect one another by asking before borrowing anything. Students are not allowed to hurt others physically or verbally, or to damage property that does not belong to them.

### Electronics (including TV):

There are restrictions on the use of these items. Overuse can interfere with making friends, getting enough exercise, and participating in other activities. We also encourage the positive use of electronics so that our students will stay abreast of current educational advancements.

### Food:

Students are expected to be on time for meals. Foods like instant noodles and Congee are not everyday food and dorm staff will monitor their consumption. Healthy snacks will always be available in the house, and students can keep personal snacks in their snack boxes. Students are expected to clean up after themselves and wash their dishes. Students are expected to eat only in the kitchen and are not allowed to have food or snacks in their rooms.

### House Responsibilities:

Students need to tidy up after themselves before bedtime and perform any assigned duties. Students take turns cleaning the common areas and kitchens.

### Language:

Students need to use English in the residential setting. We have many students who struggle with understanding and speaking English and we want to encourage them at every opportunity to practice. The **common areas** are **English Only Zones** and will be enforced. We want everyone to feel included and when students don't speak English in the common areas, it can leave others out. Students are expected to use respectful language and tone of voice when speaking to other students and to adults.

## **Daily Schedule    Monday - Friday**

| <b><u>Monday</u></b> |                                                                                          | <b><u>Tuesday</u></b> |                                                                                          | <b><u>Wednesday</u></b> |                                                                                          | <b><u>Thursday</u></b> |                                                                                          | <b><u>Friday</u></b> |                                                                                          |
|----------------------|------------------------------------------------------------------------------------------|-----------------------|------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------------------------------------------|------------------------|------------------------------------------------------------------------------------------|----------------------|------------------------------------------------------------------------------------------|
| <b><u>7:00</u></b>   | <b><u>Wake up</u></b>                                                                    | <b><u>7:00</u></b>    | <b><u>Wake up</u></b>                                                                    | <b><u>7:00</u></b>      | <b><u>Wake up</u></b>                                                                    | <b><u>7:00</u></b>     | <b><u>Wake up</u></b>                                                                    | <b><u>7:00</u></b>   | <b><u>Wake up</u></b>                                                                    |
| <b><u>8:00</u></b>   | <b><u>All students out.</u></b><br><b><u>Breakfast</u></b><br><b><u>House closed</u></b> | <b><u>8:00</u></b>    | <b><u>All students out.</u></b><br><b><u>Breakfast</u></b><br><b><u>House closed</u></b> | <b><u>8:00</u></b>      | <b><u>All students out.</u></b><br><b><u>Breakfast</u></b><br><b><u>House closed</u></b> | <b><u>8:00</u></b>     | <b><u>All students out.</u></b><br><b><u>Breakfast</u></b><br><b><u>House closed</u></b> | <b><u>8:00</u></b>   | <b><u>All students out.</u></b><br><b><u>Breakfast</u></b><br><b><u>House closed</u></b> |



| 8:30 – 15:30 School    |                                         |                              |                                |                              |                                |                              |                                |              |                                     |
|------------------------|-----------------------------------------|------------------------------|--------------------------------|------------------------------|--------------------------------|------------------------------|--------------------------------|--------------|-------------------------------------|
| <u>15:30</u>           | <u>Check in</u><br><u>House Meeting</u> | <u>15:30</u><br><u>16:30</u> | <u>After School Activities</u> | <u>15:30</u><br><u>16:30</u> | <u>After School Activities</u> | <u>15:30</u><br><u>16:30</u> | <u>After School Activities</u> | <u>15:30</u> | <u>Check in</u><br><u>Free Time</u> |
| <u>4:00</u>            | <u>Free Time</u>                        | <u>16:30</u>                 | <u>Free Time</u>               | <u>16:30</u>                 | <u>Free Time</u>               | <u>16:30</u>                 | <u>Free Time</u>               |              |                                     |
| <u>17:30</u>           |                                         | <u>17:30</u>                 |                                | <u>17:30</u>                 |                                | <u>17:30</u>                 |                                |              |                                     |
| 17:30 Dinner/Free Time |                                         |                              |                                |                              |                                |                              |                                |              |                                     |
| <u>18:30</u>           | <u>Study Hall</u>                       | <u>18:30</u>                 | <u>Study Hall</u>              | <u>18:30</u>                 | <u>Study Hall</u>              | <u>18:30</u>                 | <u>Study Hall</u>              | <u>18:30</u> | <u>Activity</u>                     |
| <u>19:30</u>           |                                         | <u>19:30</u>                 |                                | <u>19:30</u>                 |                                | <u>19:30</u>                 |                                | <u>19:30</u> |                                     |
| <u>20:45</u>           | <u>Turn in electronics</u>              | <u>20:45</u>                 | <u>Turn in electronics</u>     | <u>20:45</u>                 | <u>Turn in electronics</u>     | <u>20:45</u>                 | <u>Turn in electronics</u>     | <u>21:00</u> | <u>Turn in electronics</u>          |
| <u>21:30</u>           |                                         | <u>21:30</u>                 |                                | <u>21:30</u>                 |                                | <u>21:30</u>                 |                                | <u>21:30</u> |                                     |
| <u>21:30</u>           | <u>Lights out</u>                       | <u>21:30</u>                 | <u>Lights out</u>              | <u>21:30</u>                 | <u>Lights out</u>              | <u>21:30</u>                 | <u>Lights out</u>              | <u>22:00</u> | <u>Lights out</u>                   |
| <u>22:00</u>           |                                         | <u>22:00</u>                 |                                | <u>22:00</u>                 |                                | <u>22:00</u>                 |                                | <u>22:30</u> |                                     |

### Saturday and Sunday Schedule

| Saturday                            |                     | Sunday            | G. 4-6                          | G. 7 |
|-------------------------------------|---------------------|-------------------|---------------------------------|------|
| 7:30-9:00                           | Breakfast           | 8:00              | Breakfast                       |      |
| 9:00-10:00                          | Clean room          | Morning           | Tidy Room, E Free time Activity |      |
| 10:00-11:30                         | Saturday Activities | 12:00-13:00       | Lunch                           |      |
| 12:00-13:00                         | Lunch               | 13:00-16:00       | Activity, hike, games           |      |
| TBD Saturday Outing and Dinner      |                     | 16:00-17:00       | All Play (All Houses)<br>Shower |      |
| 21:30 Bed G. 5-6, 22:00 Bed G. 7-10 |                     | 17:30-18:00       | Dinner                          |      |
|                                     |                     | 18:30-19:30/20:00 | Study Hall                      |      |
|                                     |                     | 21:00 , 21:30     | Bed                             |      |

## WHAT YOU CAN EXPECT FROM YOUR RESIDENTIAL ADVISOR

Students regularly interact with the Residential Advisors. As APIS care givers, we strive to create a caring, safe, nurturing environment for all students. We believe that learning to follow rules and respect others is part of a person's education. You can expect us to be fair, treat students with respect, and listen to their questions, concerns, and views. As in a home, Residential Advisors may periodically need to enter the rooms when students are not there to be sure the air conditioning or lights are off, windows are locked, etc. If Residential Advisors have reasonable evidence that you are violating the expectations of APIS residential, we may search the room with the student present.



## WHAT IS EXPECTED FROM YOU

We believe that our expectations for students' behavior reflects the expectations of most parents. While we would like to view discipline as a learning experience and give students a chance to correct their mistakes, some actions are very serious and must be treated as such. To keep parents informed of their child's ability to follow dorm policies, Residential Report Cards will be sent to parents at the end of each quarter and on an as needed basis for the rest of the year. Most students are able to adapt to a group living situation and function successfully. If someone is unable to adapt, Residential Advisors will work with him/her; but if the situation does not improve, we may ask a student to leave Residential and make other living arrangements.



## Sign-out Policy

Full residential students may go off campus with someone other than their guardian or parent for weekends if they have the following information completed by Wednesday at 8:00 p.m.

1. Parent permission must be given to Residential Director (RD) by email, text, Line, Wechat, etc.
2. Host family permission must be given to RD by email, text, Line, Wechat, etc.
3. The RD will communicate the list of residents leaving campus by Thursday morning to the School Director
4. All residential students who leave campus **MUST** be picked up by his/her family or the host family and **signed out in building A**
5. Students must return to campus by Sunday at 8:00 p.m.

When leaving with a parent / guardian, we require a minimum of 24-hour notice.

All transportation is the responsibility of the host family and/or parent

**For the safety and security of your children, APIS residential students will not be permitted to be signed out on a weekend or holiday to a hotel unless they are accompanied by a parent or registered guardian.**



## กฎระเบียบการขออนุญาตนำนักเรียนออกนอกโรงเรียน

นักเรียนประจำที่ประสงค์ขออนุญาตออกนอกโรงเรียนกับบุคคลอื่นที่ไม่ใช่พ่อแม่หรือผู้ปกครองในความดูแล ให้ทำการขออนุญาตโดยการแจ้งให้ครูใหญ่ประจำหอพักทราบภายในวันพุธก่อนเวลาสองทุ่มของสัปดาห์นั้นๆ

1. ต้องมีการอนุญาตจากผู้ปกครองโดยแจ้งผ่านครูใหญ่ประจำหอพักผ่านทางอีเมล, ข้อความ, ไลน์, วีแชท
2. ต้องมีการอนุญาตจากบุคคลหรือครอบครัวที่จะรับไปดูแลโดยแจ้งผ่านครูใหญ่ประจำหอพักผ่านทางอีเมล, ข้อความ, ไลน์, วีแชท
3. ครูใหญ่ประจำหอพักจะส่งข้อมูลของนักเรียนที่ขออนุญาตออกนอกโรงเรียนทั้งหมดให้อ่านวยการโรงเรียนทราบในวันพฤหัสบดีของทุกสัปดาห์
4. นักเรียนประจำที่ประสงค์ออกนอกโรงเรียนต้องให้ผู้ปกครองหรือบุคคล/ครอบครัวที่จะรับไปดูแลมารับด้วยตนเอง โดยให้มาติดต่อ ณ ตึกอ่านวยการ เอ ก่อนนำนักเรียนออกนอกบริเวณโรงเรียน
5. นักเรียนประจำที่ออกนอกโรงเรียนช่วงวันหยุดเสาร์-อาทิตย์ ต้องกลับมาโรงเรียนภายในเวลา 20:00 น. วันอาทิตย์

ถ้าในกรณีขออนุญาตนำนักเรียนออกนอกโรงเรียนด้วยตัวเอง กรุณาแจ้งให้ทราบล่วงหน้าอย่างน้อย 24 ชั่วโมง

การเดินทางของนักเรียนหากมีการขออนุญาตออกนอกโรงเรียนเป็นความรับผิดชอบของผู้ปกครอง และ/หรือ บุคคล/ครอบครัวที่รับไปดูแล

**เพื่อความปลอดภัยของบุตรหลานของท่าน นักเรียนประจำจะ**ไม่**ได้รับอนุญาตให้ออกนอกโรงเรียนไปพักที่โรงแรมในช่วงวันหยุดสุดสัปดาห์หรือวันหยุด เว้นแต่จะมีผู้ปกครองหรือผู้ที่ได้รับมอบหมายให้เป็นผู้ปกครองอยู่ด้วย**

## 美国太平洋国际学校住宿部周末离校协议书

为了确保所有住校生的安全, 请遵守以下离校协议:

所有住校生可以周末跟他/她的监护人或者父母离开学校, 前提是他/她能在周三晚上8:00前提供以下所有的信息。

1. 父母的许可证明必须通过邮件, 短信, line, 微信或者其他方式发送给宿舍管理员。
2. 接待家庭的许可证明必须通过邮件, 短信, line, 微信或者其他方式发送给宿舍管理员。
3. 宿舍管理员将所有的相关信息发送给宿舍总管。
4. 宿舍总管会在星期四早上将所有周末离校的学生名单交给学校主任。
5. 所有需离校的住宿生必须是由父母或者接待家庭亲自接送, 并在学校前台(**building A**)签名登记。
6. 学生必须在星期天晚上8:00前返回学校。

当学生需临时跟家长或者监护人离开时, 我们要求至少提前24小时给予通知。

所有的交通方式由接待家庭/父母自己负责。

## 기숙사 외출 규정

우리 모든 학생들의 안전을 보장받기 위해서, 다음의 외출 인증 규정을 준수해 주시기 바랍니다.

풀 보딩 학생들은 수요일 오전 8시까지 다음의 정보들을 완전히 준비하게 되면 부모나 가디언이 아닌 다른 사람과도 함께 외출이 허용될 수 있습니다.

1. 부모의 허락이 기숙사 보조교사에게 메일, 문자, 라인 혹은 위챗 등의 방법으로 전달 되어져야 한다.
2. 호스트 패밀리(숙박 제공 가족)의 허락이 기숙사 보조교사에게 메일, 문자, 라인 혹은 위챗 등의 방법으로 전달 되어져야 한다.

- 3.기숙사 보조교사는 기숙사 사감에게 모든 내용을 전달하게 될 것이다.
- 4.기숙사 사감이 목요일 오전까지 학교를 떠나는 모든 기숙생들의 명단을 학교 이사에게 전달하게 될 것이다.
- 5.캠퍼스를 떠나는 모든 보딩 학생들은 반드시 그의 혹은 그녀의 가족 혹은 숙박을 제공할 가족이 픽업을 해야만 하고 빌딩 A에서 외출 서명을 해야 한다.
- 6.학생들은 일요일 오후 8시까지 캠퍼스로 복귀해야 한다.

부모나 보호자와 함께 떠나는 경우에는, 적어도 시간 전에는 알려주셔야 합니다.

모든 교통편과 관련된 책임은 숙박 제공 가족이나 부모에게 있음을 명시해 드립니다.

## Money Policy

Students are advised to keep only small amounts of cash on them in the boarding houses, as the school cannot take responsibility for any money lost or stolen.

**Elementary students are only allowed to keep 300 Baht and middle school students 500 Baht in the boarding houses.**

The School Bank is open every Tuesday and Friday for students to withdraw money.

If the elementary or middle school students would like to withdraw larger amounts, we first require authorization from the parents.

## นโยบายเงิน

ทางโรงเรียนแนะนำให้นักเรียนเก็บเงินไว้กับตัวเองในจำนวนเล็กน้อยเท่านั้น เนื่องจากหากเกิดการสูญหายทางโรงเรียนจะไม่รับผิดชอบ

นักเรียนระดับชั้นประถมศึกษาอนุญาติให้พกเงินจำนวน 300 บาท และ นักเรียนระดับชั้นมัธยมศึกษาอนุญาติให้พกเงินได้ 500 บาท

ธนาคารโรงเรียนจะเปิดให้บริการทุกวันอังคารและวันศุกร์ สำหรับนักเรียนที่ต้องการถอนเงินตามจำนวนที่กำหนด

กรณีที่นักเรียนต้องการถอนเงินจำนวนมากกว่าที่ทางตรงเรียนกำหนด ต้องได้รับอนุญาตจากผู้ปกครองก่อน

## 现金管理

鉴于学校对个人钱财的丢失概不负责，我们想善意地提醒您建议您的孩子尽量保存小数额现金在宿舍里。

小学部规定只能允许存放 300 泰珠而高中部只能存放 500 泰珠在宿舍。如果小学部或者高中部的学生想要保存大金额的现金在宿舍，我们需要首先得到家长的允许。

## 돈 정책

우리는 모든 부모님들께, 학교는 분실이나 도난에 대한 책임을 질 수 없으므로 학생들이 기숙사에 소량의 금액만을 보관하는 것이 좋다고 상기시켜 드리고 싶습니다.

초등학생은 기숙사에 단지 300 바트와 중학생은 500 바트만 보관하도록 허용됩니다.

학교 은행은 매주 화요일과 금요일에 학생들이 돈을 인출 할 수 있도록 열립니다.

초등 또는 중학생이 더 많은 금액을 인출하고자하는 경우 먼저 부모의 승인을 받아야합니다.

여러분의 지원에 감사 드립니다. 평안을 기원하며,

## Medicine Policy

Residential Staff should be informed of any medication students are prescribed and instructed to take by their doctors.

All medicines / prescription drugs must be declared to the nurses and Residential Staff. Students are not allowed to carry any medication with them or keep any medication in their rooms unless prior distribution is authorized by the nurse

กรุณาแจ้งครูประจำหอพักทุกครั้งในกรณีที่นักเรียนมียาติดตัวมาจากบ้าน โรงพยาบาล หรือตามคำสั่งของแพทย์

ยาทั้งหมดจะต้องถูกแจ้งต่อพยาบาลและครูผู้ดูแลประจำหอพัก นักเรียนไม่ได้รับอนุญาตให้พกยาใดๆ ไว้กับตัวเองหรือเก็บยาไว้ในห้องพัก เว้นแต่การจ่ายยาก่อนหน้านี้โดยการอนุญาตจากพยาบาล

## 药品使用

宿舍管理员有权被告知学生根据医生指导并规定所使用的药品。所有的药品处方都需向宿舍管理员以及学校医务室声明。学生不允许保存任何的药品在身边，除非经由医务室的同意。

## 의약 정책

약물복용을 하는 학생들은 의사로부터 어떤 처방이 지정되어서 관리되고 있는지에 대한 정보를 기숙사 관리자에게 알려야만 합니다.

모든 의약품 / 처방약은 간호사와 기숙사 관리자에게 사전에 밝혀주어야 합니다.

간호사가 사전에 승인하지 않는 한 학생들은 약물을 가지고 다니거나 방에 약물을 보관할 수 없습니다.



## Residential Students Arrival and Departure Policy

All residential students must make their travel arrangements so that they are at school until the last day of each term.

Students are required to return to APIS the day before each term starts. This allows enough time for students to settle back into their rooms, unpack and be well rested and ready for classes the following day. If students need to arrive back on campus early permission must be granted in advance from the Residential Director as boarding staff supervision will have to be arranged. Student's academic record is affected if they are leaving early or coming back late.

Residential students flying in or out will only be delivered or collected from the airport the day school finishes and the day after school finishes and, the day before school starts and the first day of school. Early or late departures or arrivals will need to make their own way to school.

Residential facilities close at 6:00 P.M. the day after school has been dismissed. We reopen at noon the day before the school resumes. All students should return before 10:00 P.M. All students must submit their travel plans to the Residential Director at least a week in advance. Arriving or leaving by:

CAR - dates of arrival and departure and approximate time of collection and return.

AIR - date of departure and arrival, flight number and times of flights

Residential Director - Mr. Clive

Line : 09 86682780

Email : [clive.herde@apis.ac.th](mailto:clive.herde@apis.ac.th)

WeChat : openup2me

### **重要通知：寄宿学生离校与返校**

每个学期放假寄宿学生的离校日，应该安排在该学期的最后一天。

我们要求寄宿学生需要在每个学期开学的前一天返回学校，这样他们才有足够时间整理房间、行李并在上课前有充足的休息。如果寄宿生需要提前返回，应事先征得寄宿主管的同意并由寄宿主管安排好值班宿管。学生提前离校或推迟返校，将会影响其成绩记录。

学生宿舍于学校放假次日的下午6:00关闭，开学前一天的中午开放。所有寄宿生需在返校日当晚10:00之前到达。

**The student parents** must submit their children's travel plans to the Residential Director at least a week in advance. 寄宿生家长至少需要提前一周告知寄宿主管，自己孩子的旅行安排。

离校或返校方式:

汽车 - 离校或返回的日期及大约的接送时间。

飞机 - 出发或返回的日期、航班号与时刻

寄宿主管- Mr. Clive

Line : 09 86682780

Email : [clive.herde@apis.ac.th](mailto:clive.herde@apis.ac.th)

微信号 : openup2me

# CONCLUSION

This handbook describes how American Pacific International School Residential Life Program is managed. The procedures are designed to make living away from home as pleasant as possible. The Residential Advisors and school counselor are here to help students adjust to their new home. Evening study time gives you a regular period of peace and quiet. Free hours allow time for enjoying the many on and off campus recreational and cultural activities. Living away from home, especially for the first time, is often a very difficult experience, yet it usually evolves into an important period of personal growth. Often very close friendships form which last for many years. We hope students make the most of this unique opportunity to get a great education while living in the American Pacific International School residence.

## **American Pacific International School**

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