

Academics

1. Teachers must make daily lesson plans, with clear objectives that meet requirements of Academic Standards with Indicators and Tonrak Curriculum. Lessons should be student-centered and challenge the student intellectually (7 skills).
2. Teachers should prepare materials, activities and resources that are conducive to students' academic development, with a variety of evaluation opportunities.
3. Classroom must be arranged so as to be conducive to students' learning and development.
4. Create a caring environment that will provide incentive to learn and develop.

1. The School Day

- 1.1 Day starts from 8am-4.30pm, and until 6pm or later on meeting days. When teaching, arrive to class on time and stay with the students until class is finished.
- 1.2 Teachers on morning/afternoon duty must be at the gate by 7am.
- 1.3 Additional duties will occasionally be assigned teachers, such as attendance and involvement at meetings, seminars, fieldtrips and teaching hours, or to teach classes where a teacher is absent.
- 1.4 Teachers must take responsibility to remove objects that students possess that are not permitted to be brought to school, including, but not limited, to mobile phones, toys, reading materials that are not beneficial, and food and snacks that are not vegetarian.
- 1.5 In the case of mobile phones, laptops, tablets, music players and other electronic devices and toys, teacher must keep the device with Admin where it will be kept until the student's guardian signs and picks it up. Teachers should also inform students that the first time a device is seized, guardian (which is mum or dad or head of foundation if student lives at a foundation) can take it back from the Admin but a second time the device will be kept until the end of the term. Motorcycles must not be used by students during school time.
- 1.6 Teachers cannot let students use the teacher's phone, tablet, laptop, or other devices for personal matters. Teachers should inform students that if anyone urgently needs to contact home they can tell a teacher, who will bring them to the administrative office, or students can directly contact the administration themselves.
- 1.7 It's the teacher's responsibility to continuously guide and remind students of rules, discipline and manners, not only during the teacher's own class or when teaching, but to provide all-around guidance of all students at all times.
- 1.8 Teachers must under no circumstance let students leave school alone without a teacher or guardian during school hours. Also, teachers must pay attention to whom should pick up the child after school and who is permitted to visit the child during school hours.
- 1.9 All visitors must be referred to the office before they can interact with the child/children they want to see.

2. Teacher as role model

- 2.1 Dress must be proper; no long nails, colorful nail polish or bright make up during work, at seminars and other occasions when representing the school. Do not dress in tight fitting clothes with low-cut fronts or sleeveless. Skirt or shorts must fall below the knees.
- 2.2 Teachers must possess good manners that are in line with Thai culture, honesty and human values. Teachers must control their own emotions.
- 2.3 Teacher must be occupied with the students at all times. As a general rule, teachers should not be occupied at their desks with their own work during a lesson, such as lesson planning, correcting homework, looking at mobile messages etc.
- 2.4 Teachers must also refrain from playing on Facebook or other personal, social media during school hours or other times when students are present. If not on duty during lunch hour, teachers may attend to personal affairs using their devices. Please do this discreetly i.e. not in the students' presence.
- 2.5 Teachers are requested to eat vegetarian food at school. When teachers go for seminars and other events in which they are representing the school outside, it is also appreciated if teachers follow neo-humanist lifestyle, which includes vegetarian dining.
- 2.6 Under no circumstances will a teacher have any relationship with students, in or outside school, other than the relationship of teacher/students, students/teacher.

3. Communication between Teacher and the Administration

3.1 If teachers have any information regarding students in a 'danger zone' they must immediately inform the administration. A danger zone includes drug abuse, including smoking and betel-nut chewing, sexual abuse, neglect, absence from school, suicidal indications, physical injuries or any form of violence, and gang mentality. This applies to any student in the school, not only students that one teaches.

3.2 If teachers observes that some students in his/her class do not develop physically, emotionally, socially or mentally and do not respond to teacher's guidance, the teacher must inform the administration.

3.3 If teachers need students to meet at school outside normal hours, teacher must remember to inform guardian in the form of a letter home (a day or more in advance) or with a telephone call in some cases. If student's guardian is not informed, the teacher cannot not keep a student at school outside of normal hours.

3.4 Teachers must inform the administration before they take a leave by submitting a Request for Leave Form, which includes lesson plans for the time absent. In case of emergency, teachers must call in to the administration each morning of the day(s) absent and the Request for Leave Form must be submitted on the first day of returning to work. If teachers leave the school at any time during school hours, they need to sign out and sign in again in the office room.

3.5 Teachers are informed that during funerals of near ones they may take paid leave for 5 days. If a teacher is absent due to sickness, the school can provide pay of leave if the teacher provides a certificate from the hospital. During birth, a teacher may take paid leave for two months and in case of caesarian three months paid leave. These apply ONLY after working with the Tonrak School for 1 year.

3.6 Programs/ field trips and outings. Teachers must inform the Administration minimum 10 days before the program will take place and present a detailed plan of the activities.

3.7 If a student is sick and needs a hospital visit, the teacher must inform the Administration, who will then contact the student's home/guardian and take the student to hospital. In case of emergency requiring immediate action, the Administration must be informed as soon as possible.

3.8 Teachers will not themselves bring any students to the hospital or any other place outside the school without the Administration's knowledge and permission.

3.9 Teachers must ask permission from the Administration if they want to sell something to students or other teachers during school hours. Generally, this is not permitted.

4. Communication with guardians

4.1 Whenever students have some achievement at school in behavior, academic etc. teachers are requested to send cards of praise home with the student.

4.2 Teachers need to visit the home of students twice yearly at minimum, once each term.

4.3 Teachers can communicate with the guardian about their child's achievements, academic progress, all-round development, homework etc., and give positive suggestions to guardians how they may help and work with the school for the benefit of the child.

4.4 Teachers must always use positive language when talking with the guardians, be kind and helpful and answer questions from guardians in a positive manner.

5. Communication between Teacher and Students.

5.1 Teachers must remember that they are role-models and student guardians as well. Their communication with students must at all times be positive and for the growth and benefit of the student.

5.2 Teachers must remember to praise students often (5 values).

5.3 Teachers must strictly guide the students according to values, guidelines and rules of the school.

5.4 Teachers must never use negative language, anger, shaming or compare students with each other.

5.5 Teachers must NEVER hit or in any way physically harm students even slightly in any situation.

5.6 Teachers should not speak badly about others to the students.

Teachers should support and maintain a good image of the school, in private life and on social media as well.

Signature
