

HIGH FREQUENCY AND VERY IMPORTANT SECTIONS ARE HIGHLIGHTED IN GREEN



CRICS Teacher Handbook

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Addendum to School Handbook

This handbook assumes that the reader has already read and understood the policies of the CRICS School Handbook. Please read the CRICS School handbook before reading this CRICS Teacher Handbook.

Foundational Documents

Vision and Mission, Philosophy, Statement of Faith, Lifestyle of Teachers, Non-discrimination Statement, Core Values, and Expected School-wide Learning Results can be found in the [CRICS School Handbook](#).

Curriculum Flow Chart

See the [Curriculum Flow Chart](#)

Work Flow Chart

See the [Work Flow Chart](#)

Leadership Flow Chart

See the [Leadership Flow Chart](#)

School Information

Mandatory Dates/Holidays

The following holidays are generally observed, but the ELT may make changes annually depending on the local situation. All holidays are marked clearly in the CRICS Calendar (Google Calendar) which is on our crics.asia website in the [CRICS Portal](#).

Thai Holidays that are Celebrated at School

<i>Queen's Birthday</i>	<i>Chalalongkorn Memorial Day</i>
<i>King's Birthday</i>	<i>Constitution Day</i>
<i>Songkran Day</i>	<i>New Year</i>
<i>Chak Kri Dynasty Day</i>	<i>Rama 9 Memorial Day</i>
<i>Mother Day</i>	<i>Father Day</i>
<i>Coronation Day</i>	

Other Holidays

Christmas - The emphasis of this holiday should be on Jesus' birth.

Easter - The emphasis of this holiday should be on Jesus' resurrection.

Teacher Expectations

Daily Expectations

1. Teachers must be on campus 15 minutes before the bell rings and in their assigned classroom 10 minutes before class. Full-time teachers may leave at 4 pm unless they are involved with after-school activities.
2. Those who get their visas through the school must check-in and check-out each day by using the fingerprint scanner near the accounting office.
3. At the end of the school day, parents who have children in Kindergarten and Grades 1-2 will pick up their students from the classroom before 4:00. Parents who have students in Grades 3 to 5 will be picked up by from the basketball court before 4:00. Students in Grades K-6 cannot remain on campus without a parent or guardian after 4:00. So any student who has not been picked up by 4:00 should be brought to the elementary principal's office.
4. It is important that paid staff and volunteers check emails several times throughout the day as this will be the primary way to communicate.

Christian Philosophy of Education (CPoE)

Our ACSI accreditation requires that all teachers complete a course in Christian Philosophy of Education, and CRICS also holds a high value in this professional development. If you are not certain of your CPoE standing, then please contact your principal to ensure that you are certified in a timely manner.

Extra Duties, Supervision Of Students

In order to maintain safe, consistent supervision of CRICS students, Paid Staff and Volunteers may be assigned extra supervisory duties before, during, and immediately after the school day, and at extracurricular events. Staff members are expected to fulfill all assigned supervisory duties. If a teacher or staff member is unable to fulfill his/her duties, a substitute must be found and suggested to the principal.

Events, Activities, and Assemblies

Volunteers who obtain their visas from CRICS are **expected to attend** all grade-level appropriate assemblies, Tuesday morning chapel, and special activities during the regular school day unless excused by the Principal. Attendance at after school student assemblies and activities is strongly encouraged but optional for those without assigned duties.

General Guidelines for “Official School Events”

Official School Events will be consistent with the CRICS vision, mission, value, and schoolwide results.

Approved activities will be designed to

- Provide another avenue to build relationships and minister to students
- Enrich the school’s offering to the students
- Provide the chance to learn non-academic skills
- Partner with parents by helping to fill a need for healthy after-school activities

Activities must be approved in advance. The following protocol is to be used for approval of activities or events on the CRICS calendar, and in carrying out events and activities:

1. The following must be approved by administration *before* the event
 - Any fund-raising activity geared toward CRICS students, their families, or friends
 - Any event which would alter the daily schedule
 - Any event which would use school facilities
 - Any event on or off campus involving the participation of CRICS students
2. All approved events and activities must be sponsored by a CRICS Paid Staff or Volunteer.
3. The superintendent and/or the principal must approve any promotional material before it is posted or distributed anywhere on campus (including bulletin boards).
4. Any funds raised in connection with CRICS sponsored events may only be used toward goals approved by the superintendent and the principal, with input by the Leadership Team.
5. Proposals for fund-raising activities and all other Extra-curricular Activities must be submitted by the sponsor to the Principal. He/she will get input from the Superintendent and perhaps the Educational Leadership Team (E.L.T.) before final approval. The following are requirements of activities that will be approved:
 - The sponsor writes the proposal and submits it to the administration for approval before communicating or inviting participation.
 - The staff sponsor must be physically present during each activity.
 - The staff sponsor ensures that any non-staff who are helping with the activity relate with students in ways that support biblical principles.
 - The staff member is responsible for all students until the time that they leave the school campus or other approved venue. They should not be left on campus (or other venues) unattended after an activity.

- Activities or events must be staged in compliance with all handbooks and policies.
- The CRICS staff member requesting to use a school facility shall be responsible for securing the facility and turning off all lights, air conditioners, etc. and locking doors after the conclusion of the activity.

Required Forms from Students for Off-Campus Activities

Any time students are taken off campus for any school related activity (e.g. field trip, sporting event, mission trip, etc.), a copy of the student's **emergency medical form and contact numbers** must be taken along with a field trip medical kit. These are available in the office.

For related information, See [Field Trips](#).

Transportation to and from Off-Campus School Events

1. Apart from occasions when contract vehicles and drivers are utilized for transport drivers for all approved school activities are to have a current Thai or International driver's license, be at least 25 years of age, be a CRICS staff member or parent, and have at least 6 months driving experience in Thailand.
2. Drivers need to submit their driver's license and registration (blue book) to the office for copying ahead of time to be able to drive.
3. A list of all drivers with verified event sponsor qualifications must be submitted to the CRICS office prior to departure.
4. All vehicles must have current registration and be appropriately insured.
5. The teacher or sponsor is responsible for providing transportation to and from field trips and other required events.
6. Students may drive to and from events only with written parental consent on file in the CRICS office. Participants may travel to and from an event with another student as driver **only** if parents of both the driver and the passenger(s) have sent written consent. The consent must be for the specific students involved and must designate which student will be driving.
7. The school will normally provide transportation for regularly scheduled off-campus activities and events.
8. Appropriate hired transportation may be used when needed, subject to administrative approval.
9. Students should not be transported to events in the open bed of a pick-up truck.

Field Trips

A field trip is defined as any activity that occurs off-campus and is related to subject matter taught in class. Every class is expected to do a field trip sometime in the year and there is a provided budget for this. Please ask our Chief Business Officer about you budget allotments and check the [Grade Level Requirements](#) doc for updated information on field trips that are scheduled for your grade level(s).

According to Thai law, field trips must be approved by the Local Education Administration office. Accordingly **at least 15 days in advance**, the staff person in charge of the trip will complete the **Off-Campus Activity Form** and return it to the designated Thai staff. Do not worry if the dates and details of the trip change- just complete the form ahead of time as completely as possible, including the names of students involved. Contact your principal for the proper contact person to register our trips with the Thai Ministry of Education. Please use [Field Trip Checklist Form](#)

Child Supervision

We realize that from time to time it may be necessary for children of staff members to accompany them to work. In such cases, the following guidelines apply.

1. Children of staff members may be in the classroom or office with their parent(s) when there is no suitable alternative available. They remain the responsibility of the staff member and should be supervised accordingly. This situation should be short-term.
2. Children are generally not permitted in the Teachers' lounge during the school day.
3. Catering is provided for staff members and students who pay the appropriate fees. Parents should make other provisions for children on-site for whom this does not apply.
4. If staff are on campus outside of school hours, they are responsible for their own children.

Calendar & Scheduling

The Leadership Team is responsible to make sure the calendar is prepared to include beginning and ending dates for each term, school holidays, and dates of significant school activities. To avoid conflicts, the master calendar will be consulted before other activities are scheduled. The master calendar is available in the CRICS Portal. Events are put on the calendar by the administrative assistant as directed by the principals. It will be the responsibility of each administrator to consult with other administrators before recommending calendar changes to the principal.

Meetings and Training

Mandatory faculty lunch meetings, late start professional development meetings, and departmental meetings are scheduled approximately monthly. Do not schedule personal appointments, school activities, or events that will interfere with these meetings.

Leave Days

Introductory Notes

1. If a Volunteer obtains their visa through the school, they must also obtain permission before taking leave.
2. Even Volunteers who do not obtain their visas from the school but are regularly working at the school are asked to arrange leave days in advance with the school administration.
3. Please keep track of any of these leave days you use each year.
4. Whenever a teacher is absent, they should arrange for a sub and prepare that substitute teacher to teach the lesson as needed. Then, submit a list to substitutes to your principal.

Personal Leave

1. Volunteer staff may take 5 days for personal leave each year.
2. Employees are asked not to request personal leave days the day before or after a holiday or long weekend or after a long break. CRICS asks volunteer teachers to follow similar guidelines to teachers that are considered paid staff in the desire to create a community of equanimity for employees. This must be approved by the principals and the Superintendent.
3. The granting of requested personal leave days depends on the availability of a substitute worker for the day you wish to leave your duties.
4. Teachers should make every effort to arrange for their own substitutes and ensure that sufficient guidance is given so that disruption to teaching programs is minimal. The principal will work to assist the teacher in finding a substitute if necessary.

Sick Leave

Each volunteer staff member is allotted 30 sick days per year. Sick days are not to be used as personal leave days.

Medical and dental appointments should normally be scheduled after school hours or on weekends; if time must be taken off for one of these, it is sick leave. Sometimes just a half-day is enough for an urgent medical appointment.

Where possible, absences for sicknesses should be notified to the appropriate supervisor as soon as possible before the expected sick day so that substitutes can be arranged.

Teachers should make every effort to arrange for their own substitutes and ensure that sufficient guidance is given so that disruption to teaching programs is minimal. The principal will work to assist the teacher in finding a substitute if necessary.

Funeral Leave

Teachers must arrange funeral leave with their Principal who will communicate with the Superintendent.

Adoption Leave

In the case of adoption where the volunteer/staff member intends to continue working for CRICS and is the primary care-giver to the adopted child (Note – the Superintendent may also grant adoption leave to Volunteers upon request.)

10 continuous calendar days (excluding Saturdays and Sundays) paid leave at the point of the 'new arrival' coming into the home, where there is the intention and documentation for permanent adoption.

In the situation where both parents work at CRICS, this leave is granted for one CRICS volunteer or employee only. The other employee/parent may request five leave days in addition to the 5 Personal leave days available to all CRICS Paid Staff.

In the case where one parent is not working, they are deemed to be the primary caregiver, then the CRICS volunteer may request two leave days in addition to the 5 Personal leave days available to all CRICS Paid Staffs. In the case where more than one child is being adopted at the same time, the leave periods remain the same as above.

Facilities, Equipment, and Services

Air Conditioners

- Teachers are responsible for the AC units in the room they are teaching. No students should turn on or adjust AC units without teacher permission.
- Close all doors and windows and ensure that they remain closed

- Check the difference between the indoor and outdoor temperatures – Whatever the temperature is outside, don't cool the room's temperature to less than 8°C below the outside temp. The smaller the difference between the inside and outside temperatures, the lower your cooling costs will be.
- Don't set your thermostat at a colder temperature than normal.
- Shade the windows from sunlight.
- Use all air conditioners that are available in the room.
- **Use it only when needed** – Air conditioning should only be operating when you are present and using the room. **When you leave, please turn the air conditioning units off.**
- For more information see [CRICS Air Con and Energy Guidelines](#)

Classroom Cleaning

Custodians will clean desks, sweep and mop floors, clean windows and dust your classrooms and as needed. Other furniture will be dusted if it is clear of clutter.

Custodians will NOT take care of classroom pets in any way during the school year or during school breaks, wash or remove dishes from the classrooms (please return dishes to the cafeteria immediately), or take care or water any of the plants that you have in the classroom.

Keys

Keys may be issued upon the relevant supervisor's approval for staff members who use that room on a regular basis. No keys are to be duplicated without permission.

Staff leaving CRICS permanently should bring all keys to the office on their last day at CRICS. Office staff will sign off for the keys in the Key Register and assume responsibility for them. Keys should not be passed on to anyone else.

Locking Rooms

Generally, classrooms and buildings will be locked at 5 pm. Staff leaving after this time are responsible for ensuring that doors and windows are shut and locked and air conditioners and lights are switched off. Staff who unlock doors are responsible for their re-locking.

Thai Staff Assistance

Translation

At times it may be necessary for a staff member to obtain the services of one of the Thai staff members for translation. Please try to schedule these times in advance. When that is not possible, please work through the office assistant to determine the best person for the job at the time.

Limitations

- a. The Thai staff may not be used to do personal jobs during work hours.
- b. Please *do not* use office staff as travel agents to book personal travel, hotels, etc.

Additional Classroom Assistance

If you would like to have additional help in your classroom (someone to print, grade, etc), then talk to the Admin Assistant to see if there is any available help.

Teacher Responsibility

Sub Plans

Sometimes teachers will be gone for one or more of your scheduled classes. You are in charge of finding a sub who can take all of your classes and deliver your lesson plan. Next, share your sub list and plans with your principal, just in case.

Lesson Plans

All teachers are expected to record lesson plans in a systematic manner. These lesson plans need to be shared with your department head.

Homework Policy

Homework is to be assigned to aid in the development of the individual study skills, support classroom learning, and to promote extended learning. It should not be used to introduce new material that requires teacher direction, as punishment, as a way to complete the textbook, or for busywork. At times, teachers may enlist the help of parents to guide in the homework. Homework assignments should total an equivalent of approximately 10 minutes per grade

(i.e. - 10 minutes for 1st grade, 20 minutes for 2nd grade, etc.). Although some courses are such that a slightly longer period of time may be required each night to complete assignments.

Other than reading assignments, short-term required homework is not to be given over calendared vacation times which are two school days or longer (i.e. - Christmas Break, Spring Break, etc.). However, It is a good time for the students to work on make-up and/or long-term projects. It is wise to remind students of incomplete work before these vacation times.

Communication

Elementary Teachers (grades K-6)

Elementary teachers are expected to communicate with parents through Registration Day Open classroom greetings, open house conferences, report cards with notes, a parent-teacher conference at the end of the first quarter, and other opportunities suggested by the elementary principal. Many teachers create messaging accounts, like Class Dojo, or use DOT books to communicate with parents more frequently.

Secondary Teachers (grades 7-12)

Secondary teachers are expected to communicate with parents through Orientation Day greetings, Open House night presentations, report cards with comments, emails to parents, and other opportunities suggested by the secondary principal.

Student planners are required for students in grades 6-10, and teachers are responsible to ensure that assignments are written down during each class period such that they can be checked and understood by parents at home. This check should include a regular grade for the correct completion of the student planner for student accountability.

Dress Guidelines

1. The Feelings of Others

All members of the community should follow the Biblical principle of considering the needs, feelings, and cultures of others in the community first in order to honor Jesus, this includes how one chooses to dress.

2. Teachers as Models

To be a teacher in Thailand is to be in a place of honor in Thai society. Besides teaching the regular curriculum, teachers are expected to teach and model proper conduct and morals. A teacher must dress properly as befits his or her station.

3. Professional Occupation

Overly casual, tight-fitting, or revealing clothing in the classroom is not appropriate for a professional occupation in Thai culture. Please maintain a professional appearance at all times, wearing clothing that is appropriate for the activity that you are leading.

4. Male Dress Guidelines

Ties and coats are not required at CRICS, but shirts should have buttons and/or collars and long pants should be worn. Men may not wear T-shirts (graphic or writing), sleeveless shirts, or shorts while teaching. Blues jeans may be worn if they look nice and not overly casual or worn (no holes please). Shorts may be worn only during P.E. instruction. Clothing and jewelry should be within the spirit of the dress code for male students.

5. Female Dress Guidelines

Women may wear a dress or skirt with length that raises no more than two inches above the knee when kneeling or professional looking pants or capris that reach at least mid-calf. Blues jeans may be worn if they look nice and not overly casual or worn (no holes please). Women may wear appropriate professional-looking wide strap tops. Clothing should not be form-fitting. Women may not wear t-shirts (graphic or writing), “bikini strap” shirts, any blouses with low necklines either in front or back, or shirts that reveal the midsection. PE teachers may wear modest athletic shirts and shorts of a modest length to teach. Clothing and jewelry should be within the spirit of the dress code for female students.

6. We would all like the freedom to dress as we want outside of school hours, but please be careful that your dress does not offend others in any way.
7. Elementary teachers may dress appropriately for classroom activities, such as art projects, sitting on the floor with students, etc.
8. There will be days when teachers need to dress formally. Please consider days when we are to be models within the community. It is always better to dress more professionally rather than less.

Claiming Expenses

Every grade and department is given a certain amount of baht for teachers to spend on class resources. Please keep your receipts and take them to the accounting office, fill out the appropriate form, have it signed by your department head or principal, and then hand it in.

Wall Hanging Guidelines

Inside the classroom, please decorate your room thoroughly to create a welcoming space for learning; however, strictly minimize the use of adhesives on

classroom walls and do not use adhesives at all on outside, or public, walls. Nails may be used with ELT or principal approval first. Bulletin boards and other designate post areas can be used with approval as well.

Classroom Management & Discipline

Philosophy And General Guidelines

It is the responsibility of each teacher to maintain a classroom that is safe and conducive to learning for all children believing that this type of classroom environment coupled with excellent and caring education from a biblical worldview will give students the greatest opportunity to be transformed into the image of Jesus and to live out his love for God and for others (Romans 12:2, John 13:34, Eph 5:2).

For an overview of foundational philosophy of proactive and reactive student management as taught at CRICS, then read the following major documents:

- [Love by meeting needs \(CRICS Philosophy of Discipline\)](#)
- [CRICS Principles of Discipline Handbook \(PBPIES\)](#)

The teacher must know where all of their students are at all times and never allow them to be unsupervised. **Staff members are responsible for discipline in their classrooms and throughout the campus. This disciplinary responsibility also includes all school activities. Staff members will use approved discipline techniques. When a staff member is unable to solve a continuing problem, the teacher should contact the Principal.** All such actions are to be documented.

The following are general guidelines for each classroom

- **Students should be in their classrooms with all required materials before the second (late) bell rings.**
- **English will be spoken in the classrooms, except during foreign language classes or in rare moments when a second language is needed to support learning.**
- Students are expected to respect school property and school equipment
- When a teacher temporarily leaves the classroom, the rules of the classroom will be maintained by the students in the teacher's absence
- Students are expected to show respect to teachers as well as to other students

The Students As Individuals

God has a plan for each student's life that requires physical, intellectual, emotional, and spiritual development. Teachers play a key role in this process, as they lovingly support, guide, and encourage students. As teachers clearly lay out the expectations they have for their students, the student will have tangible guidelines to work within. Students will be encouraged to strive for excellence, as they see the tangible ways that they can shape and prepare for the future God has for them.

The CRICS staff are expected to demonstrate care at all times for students by dealing with them in a manner that will enhance students' confidence and feelings of self-worth as both those made in the image of God and also not without sin or yet perfect (Genesis 1:26-27, Phil 3:12). Students are not to be disciplined or scolded in front of other students in a demeaning manner. When punitive actions are necessary, or sensitive topics need to be discussed, it should be done privately without other students present. If this level of redirection is not sufficient to begin a process of transformation, then draw in parents and principals to develop a new plan to support the student in prayer, discussion, and action to produce inner transformation of the mind and conscience (Romans 12:2, Romans 2:14-15, Hebrews 10:22) and outer behavioral change.

Classroom Management

Within the classroom, a teacher may follow their individually-approved classroom management plan, or follow the standard management plans set forth below. (Individualized plans are approved by the principal.) The plan should include consequences for violations of classroom rules. When a teacher has followed their classroom management plan (warned the student, moved the student, conferenced with the student, conferenced with the parent, etc. - in the model of evidence and escalation in Matthew 18:15-20) and the student is still violating classroom rules/standards of behavior then the student should be referred to the principal. Parents should be kept informed of disciplinary situations that may lead to withholding of privileges, detention, etc. **Updates on recurring disciplinary issues should be emailed to the principal with a clear explanation of the situation regularly.** The principal will note the report as a part of the student's behavioral record. The administrator will follow-up with the teacher on what actions were taken in assisting the student.

- **The teacher is never to use corporal punishment.**
- **The student should be sent to the office or to the principal if there is a risk of danger to the student or significant disruption to the class that cannot be controlled.**

- In regards to discipline outside of the classroom, a teacher should follow the Handbooks and other relevant policies for the common areas, cafeteria, etc.

Elementary Discipline Management Plan & Procedures

When an elementary student does not follow a teacher's instruction or a school rule, a warning is given. If a student continues to break a rule, a consequence appropriate to the offense is given (putting head on desk, extra assignment, sitting out time during recess, etc.). If the behavior continues after the consequence, the student will be asked to sit in the principal's office for the remainder of class with a note sent home to parents as well as copied for the child's office file.

Evaluations

Evaluations are an important component of keeping staff volunteers content and productive, and to help the school continue to improve as it fulfills its mission according to its values. Annual evaluations of all staff and all volunteers will be conducted by each person's supervisor and job descriptions will be re-evaluated. In addition each teacher will be observed formally at least once a year. Informal drop-in observations will be ongoing. If time permits, evaluations will take place more frequently. This evaluation process is also important with respect to renewal of contracts and possible promotions and pay raises.

Grading & Grade Reports

FACTS

FACTS is a learning management database that tracks grades and student/family information. Your department head or mentor teacher should be your first help to support your use of FACTS, and the administrative assistant in the main office is your first contact for help with Sycamore.

To see how to use FACTS see [Using FACTS](#)

FACTS grades should be updated once per week for full-time classes.

Assigning Grades – General

Teachers should use a variety of assessment materials, including tests, classwork, creative projects, and presentations.

Although teachers may determine their grades in a variety of ways, their system is to be clear, concise, current, and based on objective criteria rather than subjectivity.

Some subjects, such as language arts do, however, require a level of subjectivity when students do creative projects such as writing. Given the school value for critical thinking and holistic health, confining classroom grades to objective tests is not appropriate. The preparation of a detailed rubric given in advance helps to set clear parameters for these tasks. It is absolutely necessary that grades are able to be justified should students, parents, and/or principals request an explanation.

Assigning Grades – Elementary School

Students' grades are reported formally four times per year with progress reports being prepared at the mid-quarter mark if necessary e.g. where a student is falling behind.

In Kindergarten, CRICS will assess the individual student's progress toward their readiness for 1st grade; a Kindergarten report card has been prepared for this purpose. Areas of assessment will include:

1. Personal organizational and social skills
2. Language skills
3. Math skills
4. Listening and processing skills

In grades 1 and 2 the individual student's progress is evaluated by the following marks:

E	Excellent = Performing consistently with above-average effort
S	Satisfactory = Performing at grade level
I	Improving = Consistently improving, but below grade level
N	Needs improvement = No significant progress
X	Not evaluated at this time

In grades 3-6, students are given letter grades to assess their academic progress using the same scale as grades 7-12 (see below). Some flexibility in the grading scale is permitted at this transitional level to account for the teacher's evaluation. The students are assessed in Bible, math, language arts, social studies, and science. Character and conduct grades are assessed as excellent, satisfactory, or needs improvement. Additional grades are given in Thai Language and Culture, music, physical education (P.E.), library, art, and creative arts. Each teacher should give at least one comment per student about how they did.

Elementary teachers are expected to mark attributes on Sycamore for each student as well. The lettering system is

A-Always

S-Sometimes

U-Usually

N-Never

Assigning Grades - Secondary School

Students' grades are reported formally four times per year with progress reports being prepared at the mid-quarter mark.

Grades for courses with modified content for students with learning challenges should be noted on transcripts and report cards with an "M" for modified curriculum. Contact the ASP Director for instructions on when and how to assign modified grades.

Progress Reports

Grades will be posted for MS & HS students in all subjects. Where a significant decrease in performance is observed or the student's grade drops below a C, parents will be contacted and an effort made to improve the situation. It is not necessary to wait until the middle of the quarter to send reports to parents. Parents should be contacted as soon as a problem is identified so the teacher(s) can work with the parents as a team to make the necessary adjustments in the student's progress.

Report Cards

Report Cards are created every quarter, or approximately 9 weeks, and final grades are due one week after the end of the quarter.

Secondary teachers write a comment to accompany each student's grade.

Elementary teachers write comments for each student telling about progress made during the quarter, fill in the attribute grades, and enter grades into the computer.

Standardized Testing (MAP)

The following standardized tests are available to CRICS students:

- [Measure of Academic Progress \(MAP\)](#) testing is administered to all students in grades 3-9 in September and in April.

- The Testing Coordinator will distribute required information to teachers and prepare test administrators prior to testing.
- This will affect some class time and teachers need to be flexible with the schedule. The Test Session Schedule will be announced at least one week ahead of time.
- [MAP](#) gives you an idea of where your students are in terms of growth and achievement compared to their peers that take the MAP test globally. MAP also gives meaningful feedback on the strengths and weaknesses of that child in mathematics, reading, and language usage.
- Remember that this is confidential information and should be protected from accidental communication to anyone other than those directly involved in the education of the child.
- Teachers are expected to meet with students one on one and review these results with them. It is strongly recommended that each teacher help their students to set goals for the next MAP Test.
- Teachers are expected to share the results with the parents. [Mail Merge Instructions](#) will give step by step directions on how to do this all at once or you can create a video, personal emails, schedule conferences, create a letter to accompany printed copies or report scores by another method approved by your principal.
- The following is a guide to the type of reports available in MAP, but nothing is more informative than looking for yourself, perhaps with your department head.
- Ask your department head or principal for help and approval as needed.

Parent-Teacher Interactions

It is our goal in Caring Community to connect regularly and meaningfully with our families. Please make every effort to connect about a student's growth and well-being as needed and more often.

Directories

If you notice errors or are notified of any changes, please notify the school office of the corrections. The directory is intended for the exclusive use of CRICS families, and not to be used as a marketing list for business purposes.

CRICS Weekly Information Bulletin

Any announcements that you wish to include on the Friday Weekly Information Bulletin must be submitted to Boo before lunch on Friday.

Parent-Teacher Conferences

Teachers should feel free to initiate conferences whenever a student's behavior or academic progress is unsatisfactory. Before scheduling a formal conference, a teacher must first get approval from the relevant Principal (grade 7-12).

Telephone calls are encouraged. A list of the telephone numbers for all students' parents are available in the ASP Student List that can be obtained through your principal.

Emergency Procedures

Fire And Emergency Evacuation Drills

Emergency procedures are posted on the wall in a designated area in each classroom. All staff should read these carefully and be familiar with them as well as the evacuation route to be used in the event of an emergency evacuation. Teachers should ensure that students are made aware of the route to be used from a particular section of the building.

The signals for an emergency situation will sound loudly and then give brief instructions on how to take immediate protective actions. Emergency drills will happen once per quarter. Every alarm should be treated as if it is a real emergency by everyone on campus.

- | | |
|--------------------------------------|-----------------------------------|
| ● Fire or other evacuation situation | Evacuate to the soccer field |
| ● Earthquake | Take cover beneath furniture |
| ● Unsafe Situation | Lock classroom and close curtains |

Emergency Evacuation Instructions:

1. Staff in the administrative office will be responsible for ensuring that appropriate emergency services are called if the emergency is real.
2. Teachers should ensure lights and air conditioners are switched off and then lead their students from the buildings following the relevant evacuation route, closing the doors as they leave.
3. Students should not attempt to take any personal items with them. Administrative staff should bring a staff roster and emergency contact information for all school personnel.
4. Quickly and quietly, guide the students to the assembly area at the rear of the buildings, at the soccer fields.
5. Teacher's whose classes are closest to the bathrooms should make sure no one is in there as they leave.
6. There should be no talking except by teachers during evacuation. Students must be quiet in order to hear instructions.
7. At the Assembly Area, students should line up in classes in orderly fashion and roll to be checked by class or homeroom teacher. Any unexplained absences must be reported to the Principals immediately.
8. Administrative Staff should check the presence of all other adults due to be on the property that day.
9. Principals or their delegates will seek to discover the whereabouts of any person absent.
10. All students and staff should wait for an administrator or designee to communicate that it is OK to return to the building. Do not consider the fire drill over just because the alarm stops ringing. If the OK is not given, they should wait for further instructions.

Textbooks & Workbooks

Distribution, Care and Replacement

Grades 6-12 students will receive books from the library staff during registration day or during their first day of classes. Books are returned according to the Head Librarian's instructions given out during the last week of school.

Grades K-5 will determine a time with the librarians to receive materials to begin class smoothly and return items according to the Head Librarian's instructions given out during the last week of school.

Expendables and Workbooks

Expendable workbooks are ordered on an annual basis, based on estimates of numbers of students for the next year when the book order goes out towards the end of the present school year.

Order / Replacement of Textbooks

Unless a new textbook has been approved as part of the regular curriculum and textbook approval process, the same textbook will be used the next year.

In January, each teacher and their corresponding principal will assess the quality (condition) and number of textbooks available for the next year and will compare this with the estimated numbers of students expected for next year as shared with teachers by the principal. This information will enable the teacher to make an informed decision about how many textbooks should be ordered for the next school year.

Order or Purchase of New (Different) Textbooks

The approval of a new textbook is part of the regular curriculum-review process which runs on an 8-year cycle. Principals or the Curriculum Coordinator can give you more information.

Nursing Policies

Medications

Medications are not allowed in the classroom. All medicines (including Tylenol) need to be given to the nurse at the beginning of the day to give to students throughout.

Allergies

Be aware of the different allergies you have in your classroom, especially with food. The nurse will alert teachers of concerns at the beginning of the year.

Mental Health

If ever a student is emotionally disturbed so as to be unable to function as a student in the classroom, then they should report to the nurse's office for a time of rest in hope that they can regain composure and return to the classroom as soon as possible. Please resist the urge to counsel students with mental health conditions or to allow them to stay in class if it is disruptive to the other students.

For all other information pertaining to nursing policies, contact the head nurse.

Grievances and Interpersonal Problems

There are significant differences between the ways that typical westerners handle interpersonal conflict and the ways that many SE Asians handle interpersonal conflict. Therefore when dealing with interpersonal conflict in a setting like CRICS, it is usually advantageous to seek counsel from people who are culturally adept in both Western and Asian cultures.

Expected attitude of the Grievance Procedures

“Therefore, as God’s chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Bear with each other and forgive whatever grievances you may have against one another. Forgive as the Lord forgave you.” Col. 3:12-13

Guiding principles for the Grievance Procedures: evidence and escalation of intervention

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector. “Truly I tell you, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. “Again, truly I tell you that if two of you on earth agree about anything they ask for, it will be done for them by my Father in heaven. For where two or three gather in my name, there am I with them.” Matthew 18:15-20

Grievance Procedure for Supervisors and Staff

Introduction and Definitions

A grievance exists if a person feels s/he has been wronged or has been subjected to an unjust act, whether or not legitimate grounds for the complaint actually exist. This particular policy is for use when a paid staff or volunteer feels they have been treated wrongly in a serious manner by their supervisor, and they feel established policies or regulations have not been followed. An official grievance process is not something to be entered into lightly or without much prayer. In general, formal grievance processes tend to build walls rather than bringing people together. Therefore the administration welcomes and

encourages you to seek a meeting with your supervisor and if necessary, the superintendent, to resolve issues before beginning the formal grievance process.

It is hoped that the person suffering the grievance will discuss with administration the possibility of bringing in a mutually agreed-upon third party who could help in the process of understanding and gaining perspective prior to entering into the formal grievance procedure. This person would act as a brother or sister seeking peace between members of the body of Christ. Their role is not mandated nor are their opinions binding on either side.

Procedure for a grievance with a supervisor:

Level One:

1. The aggrieved Paid Staff / Volunteer shall present the matter in writing to his/her immediate supervisor, no later than ten (10) days following the situation which prompted the grievance or the last meeting which was organized to resolve the issue.
2. The written submission shall include the alleged misinterpretation or inequitable application of established policies or regulations and the employee/volunteer's proposed redress of grievance.
3. The Paid Staff / Volunteer and the supervisor shall confer on the grievance within ten (10) days of the supervisor receiving the written grievance **with the view to arriving at a mutually satisfactory solution of the problem**. The staff member may have a mutually agreed upon observer present for this meeting and if so, the administrator may also have another administrator present as well, to serve as an observer. Each party is encouraged to take notes or have the observer take notes of the conversation.
4. In the event the grievance is first discussed with anyone other than the supervisor, the supervisor shall be apprised of the discussion. The administration should also follow this guideline. Both parties, if possible, should inform the other party of their intentions to seek outside advice.
5. Following the conference, the two parties may mutually agree to meet again for one or more meetings. If one or both parties do not wish to meet again, the supervisor shall communicate, in writing, his decision to the aggrieved Paid Staff / Volunteer within five (5) days.

Level Two:

1. Should the grievance not be resolved at Level One, the aggrieved Paid Staff / Volunteer shall notify their immediate supervisor that he/she is appealing to the superintendent.
2. The aggrieved Paid Staff / Volunteer shall present the matter in writing to the superintendent no later than ten (10) days following receipt of the written decision at Level One.

3. The written submission shall include the alleged misinterpretation or inequitable application of established policies or regulations and the Paid Staff / Volunteer's proposed redress of grievance.
4. In addition, the Paid Staff / Volunteer shall submit the written decision at Level One and their specific reasons for rejecting the decision at Level One.
5. The Paid Staff / Volunteer and the superintendent shall confer on the grievance within ten (10) days with the view to arriving at a mutually satisfactory solution of the problem. The staff member may have a mutually agreed upon observer present for this meeting and if so, the superintendent may also have another administrator present as well, to serve as an observer. Upon mutual agreement between the superintendent and the Paid Staff / Volunteer, the level one supervisor may also be present at this meeting. Each party is encouraged to take notes or have the observer take notes of the conversation.
6. Following the conference, the two parties may mutually agree to meet again for one or more meetings. If one or both parties do not wish to meet again, the superintendent shall communicate, in writing, his decision to the aggrieved Paid Staff / Volunteer and their immediate supervisor within five (5) days.
7. The Paid Staff / Volunteer should be aware that the CRICS WC may have already been notified that a grievance has been initiated and may eventually reach the WC.

Level Three

1. Should the grievance not be resolved to the mutual satisfaction of both parties at Level Two, either party may notify the superintendent that they are appealing to the CRICS WC Chairman within ten (10) days after the decision at Level Two has been received by the Paid Staff / Volunteer. This notice should be delivered in writing via e-mail and regular mail. The front office staff may assist the Paid Staff / Volunteer in this communication.
2. The Paid Staff / Volunteer's appeal shall be in writing and specifically set forth the reasons for the appeal.
3. The appeal shall be accompanied by a copy of the decision at Levels One and Two, including reasons stating why the decisions at the previous levels were unacceptable.
4. The CRICS WC Chairperson shall schedule a meeting within 60 days. The majority of the CRICS WC, and all parties in interest shall be in attendance at this meeting.
5. All parties in interest shall be given notice of the meeting as soon as the date is set, but no later than three days before the meeting.
6. All parties in interest shall be allowed to state their views following proper CRICS WC meeting procedures.
7. Following the meeting, and not later than the next regularly scheduled CRICS WC meeting, the CRICS WC will communicate its decision in writing, together with supporting reasons to all parties in interest.

8. The CRICS WC's decision shall represent the final step in the procedures.

Grievance Procedure, NOT Supervisors/Staff

As above, a grievance exists if a Paid Staff or Volunteer feels he/she has been wronged or has been subjected to an unjust act, whether or not legitimate grounds for the complaint actually exist. This particular grievance policy is developed for situations between individuals who are not in a supervisor/supervisee roles.

Circumstances pertaining to this policy may involve another staff member, a student, a parent, a member of the WC or Legal Board of Trustees, or any organization or committee of the school. However, the significant point is that this situation is interfering with the ability of the individual to perform their role at the school in a reasonable manner.

It is the responsibility of the parties involved to determine if the grievance is legitimate, to alleviate it if it is, and to resolve any conflict so that the school can move ahead as per its vision, mission, and values. Listed below are the steps in this particular grievance procedure. It is the intent that all grievances be alleviated at the lowest possible level within the shortest possible time.

Note: All parties have the right to counsel, at their own expense, and have the right to call witnesses during formal grievance meetings.

Resolution Process

Informal Step I. The person who feels that s/he has a grievance should first privately approach the person (or people) whom the grievance is against, and communicate the grievance verbally, giving an opportunity for positive dialogue.

Informal Step II. If a resolution is not reached in Informal Step I, the person with the grievance should set up a meeting time with the person (or people) whom the grievance is against. One or more witnesses should be present at this meeting. During the meeting, a written statement of the grievance should be given to the person (or people) whom the grievance is against, again giving an opportunity for positive dialogue. It is hoped that at this step resolution will be reached, with input from the third party person(s) present. Both parties should keep a dated, signed copy of the statement.

Formal Step I. If a resolution is not reached in *Informal Step II*, the person and the witness(es) should approach the Superintendent and share the grievance. A copy of the written statement should be given to the Superintendent. The Superintendent may seek help from a counselor, a respected spiritual leader, etc. The Superintendent will research the grievance, talk with all primary parties, and act upon the grievance in a timely manner. The Superintendent will document his/her decision.

The Superintendent's decision will be communicated in writing to all primary parties involved.

Formal Step II. - If a resolution is not reached at the level of involvement of the Superintendent, the grievance may be taken to the WC. A copy of the grievance statement and the Superintendent's decision will be given to the WC. The WC will communicate with the Superintendent, act upon the grievance, document the decision, and report to all parties involved.

Formal Step III. - If a resolution is not reached at the level of involvement of the WC, a grievance appeal may be submitted to the Legal Board of Trustees and then a larger Christian organization such as a church eldership for mediation. In this event, a copy of the grievance statement and documentation shall be provided to the WC and to the mediating organization. The decision made at this level is considered to be binding arbitration.

Thai Legal Issues of Non-Thai Volunteers

CRICS, through the Superintendent, will write the letters of invitation for approved volunteers to teach at the school. School staff will assist with the entry process for new teachers.

Visas and Work Permits and Permission to Teach

Volunteer teachers who come from countries outside of Thailand will be required to attain the proper documents following Thai government regulations for working at the school. The CRICS recruiter and visa administrator will assist volunteers with the paperwork necessary for the acquisition of a visa. Teachers will apply for a non-immigrant type B visa at a Thai consulate in their country of origin or other Thai consulate locations found in various countries outside of Thailand. To be issued a non-immigrant visa to serve at CRICS a teacher must commit to a minimum of 20 hours of volunteer work each week.

Volunteer teachers will also be required to attain a work permit that allows them permission from the Thai labor department to teach at the school. The CRICS visa administrator will assist volunteers with the paperwork necessary for the acquisition of a work permit. Volunteer teachers will also apply for "permission to teach" or a standard Thai teaching license. The CRICS visa administrator will assist teachers with the paperwork necessary for having permission to teach in Thailand.

CRICS is committed to helping teachers attain proper paperwork for necessary documents like visas and work permits. Volunteers will provide their own funding for costs related to visas. CRICS pays the cost of work permits.

Teachers are responsible for providing supporting documents (diplomas, certificates, etc) and maintaining or obtaining appropriate degrees and certifications that permit them to do their job in Thailand.

It is the responsibility of each staff member to maintain his/her visa and work permit, as required by Thai law and as advised by the CRICS visa administrator.

Immigration Laws

Thai immigration law should be followed by all teachers. Immigration laws and how to follow them will be communicated annually at teacher orientation by the CRICS visa administrator and updated as needed throughout the year. These laws include but are not limited to:

- a. Reporting your stay every 90 days to Thai immigration
- b. Notification of residence upon returning to your Chiang Rai home
- c. Getting re-entry permits before you leave Thailand (single or multiple). Visas are automatically cancelled if a person leaves Thailand without first getting a re-entry permit.

Termination of Staff or Volunteers

Termination or non-renewal of a contract of a CRICS Paid Staff / Volunteer may occur if any one of the following situations occurs or exists:

1. There is evidence that a person misrepresented himself or herself in the employment process.
2. The Paid Staff / Volunteer is in breach of any term of the employment contract.
3. The Paid Staff / Volunteer harms a child or places a child in any situation where emotional, psychological, or physical harm occurs to them.
4. The Paid Staff / Volunteer is found to have participated in the harassment of any kind toward a staff member, student, or other person or persons associated with CRICS as outlined in the school's Harassment policy.
5. The Paid Staff / Volunteer demonstrates negligence in providing supervision and care for the physical safety and wellbeing of students under the care of the Paid Staff / Volunteer.

6. The Paid Staff / Volunteer demonstrates inappropriate, immoral, or unprofessional behavior that brings or could bring dishonor to the school or the body of Christ, whether in or out of the classroom or school's property. This includes committing any criminal act and/or moral failure. (For more information, see statement regarding the Lifestyle of Volunteers in the CRICS School Handbook)
7. The Paid Staff / Volunteer fails to comply with the normal expectations imposed upon a teacher or staff member at CRICS, as spelled out in the CRICS Teacher / Staff / Volunteer Handbook and their employment contract. The Paid Staff / Volunteer will have had a reasonable amount of time and feedback (at least three written notices) to improve and correct their failure to comply with normal expectations.
8. The Paid Staff / Volunteer is judged by their supervisor to be deficient or below standard in performing their assignment and has not adequately improved their performance in areas that have been communicated in writing to the Paid Staff / Volunteer. The Paid Staff / Volunteer will have had a reasonable amount of time and feedback (at least three written notices) to improve the documented deficiency.

Special Events

Buddy Class

Buddy Classes are a way for students to build community with other grades. Each grade has been paired with another grade. Once a month, the two grades are to get together and do an activity that goes with the theme of the month. Elementary teachers are responsible to contact the teacher from secondary who teaches the specific subject focus for the month.

Month	Subject	Grade Pairs
September	Bible	K 6
October	Math	1 8
November	Thai	2 10
December	none	3 7

January	PE/Sports Day	4	9
February	SS	5	12
March	Science Fair	6	11
April/May	LA		

Watching Movies

Please do not make it a habit to watch movies in your classroom. That being said, there may be special times for this type of activity. If the movie is rated G, then you do not need parental permission. If it is PG or higher than you need to send home a permission slip asking parents for permission for their child to watch the movie in class. Let us be respectful of the different philosophies about what is acceptable for children to watch. For a movie permission slip example, click [here](#). For a Google Form permission slip to send to parents, click [here](#). If you have any questions or concerns, then please ask your principal.

Elementary Specials Classes

We try to give support to our teachers in Elementary and give them a prep period each day. Our specials classes are normally music, PE, Art/Creative Arts, Thai Culture, and Library. If we are able to find a teacher to teach typing/IT (2nd-5th), then that is also a specials class. If we cannot find a teacher, you are expected to provide this training for your students. Please make sure that your students get safely to their specials classes.

Presenting in Chapel

Every grade is given two Tuesday chapels in the year that they are expected to present to the community something that they are learning in Bible class. This creative and purposeful presentation could be a skit, a song, artwork, scripture, etc. **The presentation should not be videos as we want to provide an opportunity for students presenting before an audience.** The presentation should be 3-5 minutes.

Elementary Open House

This is a time for the teacher to share with parents their expectations in the classroom, curriculum, specifics they want parents to know regarding homework, planner, how you will communicate with parents, etc. Open house is a chance for parents to ask questions. Students do not attend open house.

Elementary Parent-Teacher Conferences

Conferences happens once a year after the 1st quarter. There will be no school that day for elementary students, and teachers will schedule times (15-20 minutes) with parents. Usually, parents sign up for a conference time on a paper with a list of times outside the classroom door or through email. This is a time to talk with parents about what you have noticed specifically with their student. Equally important is sharing the student's MAP scores with parents. Please feel free to set up other parent-teacher conferences throughout the year.

Secondary Open House

Open House for the secondary grades is held on an evening early in the school year. This meeting is for parents only and is a time when teachers meet with parents in the classrooms to outline goals, expectations, curriculum, and classroom procedures. This event is designed to be a very informative session for the parents. All teaching staff members are required to be present. There is a second Open House held during the second semester, and all parents, teachers, and staff are required to attend.

Elementary Assemblies

We have elementary assemblies once a month for all of the elementary. The 6th-grade class leads the elementary in singing, one of the classes presents, a teacher speaks on a selected topic, and if there is time, the elementary plays a group game. For the elementary assembly schedule, please ask the principal for access to the shared document.

Family Weekend

No school events should be planned for this weekend, and no assignments should be assigned that are due directly after this weekend.

International Day

We are a significantly internationally diverse community, and valuing our "passport countries" is an important part of our identity as the Family Learning Community. Because of our desire to honor our international ethnicities, we celebrate International Day with an event/program expecting participation from our various families and cultures. International Day is on a day in February, first thing in the morning before our morning break. This program is open to all to interactively share their culture through dance, instruction, powerpoint, videos, etc. After the program, we ask each family to share a snack from their own various countries and cultures.

Teachers Sports Day

We strongly encourage you to participate in this fun, community event if you are able. Teachers Sports Day is a Saturday that is usually for the teachers of all Christian schools in the area. The teachers from the Thai Christian schools usually dress in crazy costumes. This is a fun day where we play a variety of sports and you cheer on everyone from CRICS. Contact the Thai Director for more information.

Christmas Parties

Christmas parties are the afternoon of the last day of school before the Christmas break unless needing to make other arrangements. Normally, K-1, 2-3, 4-6 have a party together while grades 7-9 and 10-12 have parties of their own.

- Please find a room to have your party in and reserve the room
- Students bring a gift, and it is up to the teachers if you draw names, do a gift game, etc.
- Prices for gifts:
 - Grade K-1 50-100 baht
 - Grade 2-3 75-100 baht
 - Grade 4-6 100-150 baht
 - Grade 7-9 150-200 baht
 - Grade 10-12 200-250 baht

There is also a staff party. Everyone who comes to this party is expected to bring a \$300 baht gift.

Christmas Outreach

Christmas Outreach is a time when we go to a Thai school for the morning. Flexibility is important as things can quickly change as we are working with other schools. We encourage you to talk with your students about how to be actively engaged throughout the outreach. This is a great opportunity to serve a local school and share the story of Jesus.

Sports Day

Sports Day is an all school event that normally starts around 9, and students have previously been put on teams. These teams go through different events throughout the day. Teachers are expected to participate in this day by either leading a team or by helping supervise an event. If you are leading a team, this will mean a couple of lunch meetings, and empowering the student leaders to lead their teams. There should normally be a flag made, t-shirts coordinated, a team name selected, and a chant created. The teachers are expected to try to help everyone get pumped about the day.

Wai Kru Day

In Thailand, it is important to honor teachers. Wai Kru day is a time to honor the CRICS teachers. During 7th period, all teachers sit on chairs in a circle and students will present flowers to teachers. The students are expected to bring their own flowers but these flowers will not necessarily go to their teacher(s). It is very important to wear nice clothes and closed-toed “polite” shoes. If you are wearing a skirt, it needs to be longer than your knees when seated.

Songkran Celebration

Songkran is Thailand’s new year celebration. Before going on spring break, we have a ceremony where we honor some of the elders in our school by having the elders sit on stage and then everyone lines up, pours water over their hands as a blessing and then prays for the elder. The elder will then pray for you. Following the program is usually coconut ice-cream and a school-wide water fight.

Last Day of School Picnic

Usually, the School Picnic starts late morning and is considered a school day but without normal classes. There are usually a variety of activities planned centered on a theme. Children/teachers are able to go to these activities on their own schedule. Lunch is served, and then it is officially summer break.