

**High School Newsletter 3** August 27, 2023

#### THAI-CHINESE INTERNATIONAL SCHOOL

101/177 Moo 7 Soi Mooban Bangpleenives, Prasertsin Road, Bangplee Yai, Samutprakarn 10540 Thailand

Ms. Note (Secretary) 02-751-1201 ext. 208 Mr. Kevin 02-751-1211



#### **Taiwan University Fair 2023**



On Thursday, August 24th, we had over 30 universities from Taiwan come to visit TCIS to recruit our students. The University Fair was a terrific opportunity for students and parents to meet and see the different programs each school has to offer. Seniors who plan to go to Taiwan need to apply now.











































































































































#### **Counselor's Corner**

Dear Parents,

This October our Grade 8 and Grade 9 students will be taking the PSAT. Grade 8 will take the test on October 3rd and Grade 9 will take the test on October 5th. Our TCIS students take the PSAT in Grades 8, 9, and 10. It is a great resource for our students and parents to gauge their academic growth each year. It is also an important first step toward their preparation for the SAT, which will be taken during their junior or senior year of high school.

I will meet with the Grade 8 and 9 students to give them information about the exam. This exam will be conducted digitally. Here is a list of materials that students must bring on testing day:

- Your fully charged device. You must have the app installed and exam setup complete before test day if you're testing with a personal device.
- A power cord and/or a portable charger. We cannot guarantee you'll have access to an outlet during testing. Your device should be able to hold a charge for 3–4 hours.
- A pencil or pen.
- Scratch paper will be provided—do not bring your own.
- An approved calculator. There's a graphing calculator built into the app, but you can bring your own if you like.
- An external mouse if you use one.
- An external keyboard if you use one (you can only use external keyboards with tablets—not laptops.)
- Please remember that there are many devices that are prohibited to have at any time during the testing periods and breaks such as phones, smartwatches, earbuds, cameras, etc.

I will also help students create their College Board accounts so they can take the PSAT easily. Students can practice for the test using Khan Academy. I will also help students link these accounts with their Khan Academy accounts. By doing this, Khan Academy can use the student's PSAT results to create personalized practice recommendations.

Students should not stress about this exam. This is just a method of practicing for the SAT and to help guide students in their studying. Students will be able to see in which areas they perform well and in which areas they could improve. Students should also go to bed early and eat a big, healthy breakfast before test day, so they can come to school well-rested and ready.

If you have any questions about the PSAT or SAT, do not hesitate to send me an email.

Best,
Ally Stegman
College Counselor
alyse.stegman@tcis.ac.th



#### **Parent Coffee Meeting**

On Wednesday, August 23rd, we held our first High School Parent Coffee Morning with over 50 parents attending. Parents had the opportunity to meet the new Student Support Team which included our new counselors. They also received an information session on College Applications and Future Planning for their children.









































#### **Freshman Orientation**

The Student Council facilitated a Freshman Orientation with students from the upper grades supporting the grade 9 students. This included a series of bonding games and informative sessions to help the 9th graders to transition into High School life.





































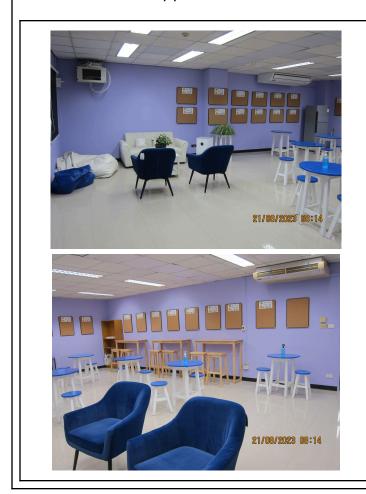






#### **Grand Opening of the New Senior Lounge**

On Monday, August 21, 2023, the Seniors and Administrators cut the ribbon to open the New Senior Lounge. The school sponsored a pizza party to celebrate this exciting occasion. The feedback from the Seniors has been very positive on the renovation and new look. We wish them a great year.















#### **World Team Biology Olympiad Champions**

We are very proud of our TCIS high school students Annie (G.12), Jiajia (G.11), and My (G.11) who won the Gold Medal in the World Team Biology Olympiad (WTBO) organized by the Science Association of Indonesia. Well done!



From Left to Right:

My (G.11), Annie (G.12) and Jiajia (G.11)







#### CLASSES

#### Math

- Science
- English
- Social Studies
- Thai
- Chinese

#### **PROGRAM FEES**

Options	Fee per student/ Class
Individual	1,100 Baht
Group of 2	900 Baht
Group of 3	800 Baht
Group of 4	700 Baht
Group of 5	600 Baht
Group of 6	500 Baht

#### **HOW TO REGISTER**



**Register Online** Scan QR Code (Tutoring)



**Phone Call** Contact TCIS Registrar C0-2751-1201Ext.200 registrar@tcis.ac.th



E-mail asep@tcis.ac.th



#### **MONDAY CLUBS**

- Chess by Red Knight Chess
- Dr.Junior
   by Learn and Play
- Chinese Painting by Dr.Belinda, TCIS board member



Dr. Belinda loves Chinese painting! She has volunteered to teach us about the beauty of Chinese Painting. This class is **FREE** and will be an enlightening dive into Chinese culture. **Slots are limited so please make sure to sign up early.** 

Fee: 500 (Material Fee Only)

7 **Sessions** (Sept: 4,18, Oct: 2, 30, Nov: 6,13, Dec: 4)

Time: 3:30-5:00 P.M. Class size 10-15



#### **CHESS (G.2-6)**





Red Knight Chess Club offers a continuous learning program that is designed to give students an opportunity to learn the game of chess, improve their skills, and have fun! Students will learn basic rules, the value of pieces, and how to checkmate. Experienced students will learn opening and defense strategies, combinations, and endgames. Students will have the opportunity to participate in tournaments at TCIS to demonstrate what they have learned.

Fee: 8,000

16 Sessions Class size 10+



#### **HOW TO REGISTER**









#### **DR.JUNIOR (G1-4)**

t's time for fun and creativity!! Students will learn the basic sewing skills, various kinds of stitches, embroidery hoop arts, embroidery pattern design, wired-jewelry technique, pearl and bead works, etc. Students will

enjoy their DIY time and will be proud of their only one in the world "Piece of Art".

Fee: 9,500 (Material Fee Included)

16 Sessions Class size 5-20

LEARN & PLAY



#### **TUESDAY CLUBS**

- Taekwondo G.1-4 Super 7 Taekwondo
- Youtuber Academy Student
  - Mr. Gabriel
- STEAM after School Ms.Gigi
- Animal Behavior and Learning: Hamster Project -Ms.Haley



Learn the basics and progress as you perfect your skills while working with the experts from Super 7 Taekwondo school as they instruct students right here at TCIS.

Fee: 8,900 (Belt exam fee included)
Class size 6-15
16 Sessions



## YOUTUBER ACADEMY STUDENT MR. GABRIEL (G5-8)

If you have ever thought about becoming a Youtuber or just like to use multiple technologies to express your creativity, then come join our Youtuber Student Club! We will be exploring 'The Creator Academy' online courses that help you build your audience and optimize your channel for success.

Fee: 8,000

**16 Sessions** Class size 10-16

## STEAM AFTER SCHOOL MS.GIGI (PK4-KG)

Through fun experiments, STEAM learning activities encourage children to sharpen and develop their observation skills, find patterns, analyze results, and predict outcomes.

Fee: 9,000 (Material included)

16 Sessions Class size :3-6



#### **HOW TO REGISTER**



## ANIMAL BEHAVIOR AND LEARNING: HAMSTER PROJECT (G.7-12) MS.HALEY

Do you love animals? Are you interested in how animals adapt grow, and learn? This program will give you hands-on experience with caring for and training classroom hamsters to run mazes and take on challenges. As a team, you will be assigned a hamster that you will care for and train. Each team will create a maze where they will have to train the hamsters to complete in order to receive an award. Students will be tasked with making YouTube videos of their hamsters running the maze to present what they learned. All the hamsters will be taken care of in the school.

Fee: 8,700 (Material Fee) 16 Sessions Class size: 10-16





## ASEP)



#### **TUESDAY CLUBS**

- Cribbage Mr.Andrew
- Performance Showcase!
- Kru Andy & Ms. Madeline
- Art Club for G.1-3
  - Ms.Cream
- Pencil Sketch
  - Mr.Ju-Hung



## CRIBBAGE MR.ANDREW (G3-G12)

Cribbage is a classic card game dating back to the early 1600s. It is a unique game with a quirky set of rules which require some strategic thinking, but once you learn how to play it is easy, competitive, and super fun! I would encourage everyone to join the Cribbage Club and begin learning a wonderful game that you can enjoy for decades to come

Fee: 8,000

16 Sessions Class size: 3-16



#### PERFORMANCE SHOWCASE! (G3-G12) KRU ANDY & MS. MADELINE

Do you like singing? Do you like acting? Is the limelight calling your name? Then join the Performance Showcase! Teachers Andy and Madeline will help guide you as you grow and learn about drama and musicals. There will be an end of semester performance showcasing your amazing talents!

Fee: 8.000

16 Sessions Class size: 3-16





Students will be able to create, design, draw, paint, and learn different techniques using both traditional and contemporary art. Art club students will master various forms of visual art including painting, drawing, printmaking and sculpture. The club will provide students with all the necessary materials and colors that they may need for their creative projects.

Fee: 5,300 (Materials included)

**10 Sessions** Class size :3-6

#### **HOW TO REGISTER**





## PENCIL SKETCH MR. JU-HUNG (G.5-12)

Use pencils to practice sketching characters, landscapes, objects, etc., to increase your drawing skills.

Fee: 8,300 (Materials included)
16 Sessions

Class size: 3-6





#### **WEDNESDAY CLUBS**

- Minecraft Education
  - Learn and Play
- Puzzle Club- Mr. David
- Crafts Kru Buab
- Art Club G.4-8 -Ms.Cream

#### MINECRAFT (G1-G7)

Learn & Play will be offering Minecraft. It is a powerful tool to achieve significant student outcomes because it is an open-world building game that promotes creativity, collaboration, and problem-solving in an immersive environment where the only limit is your imagination.

Fee: 9,180 (Materials Fee Included)
17 Sessions Class size 4-10

LEARN & PLAY



## PUZZLE CLUB MR. DAVID (G1-8)

There's nothing greater than a completed jigsaw puzzle. It's just so piece-ful. If you want to hear more terrible jokes like this, join the puzzle club, where we will complete puzzles of different sizes.

Fee: 4,300 (Material included)

8 Sessions Class size 6-10



#### CRAFTS KRU BUAB (G1-12)

It's time for fun and creativity!! Various kinds of DIY crafts are waiting for you. Let's learn and choose materials for art projects, painting, tie-dyeing, basic hand sewing skills and stitches, embroidery hoop arts, pearl and bead works, etc. Students will enjoy their DIY time and will be proud of their handmade piece of art..



Fee: 5,500 (Material included)
10 Sessions

Class size 3-6

#### **HOW TO REGISTER**



#### ART (G4-8) MS.CREAM

Students will be able to create, design, draw, and paint, but also to learn different techniques used both in traditional, and contemporary art. Art club will master a number of various forms of visual art, such as painting, drawing, printmaking and sculpture. The club will provide students with the necessary materials and colors that they may need for their creative projects.

Fee: 5,300

10 Sessions Class size :6-10



#### WEDNESDAY CLUBS

- Chinese Calligraphy-Mr. Ju-Hung
- American Math
  Competition (AMC) Dr.Sean R.



#### CHINESE CALLIGRAPHY-MR. JU-HUNG (G.5-12)

Learn the art of Chinese calligraphy, practice writing regular script, and improve your calligraphy. In addition to practicing calligraphy, we will also do ink painting and learn about famous artists in the history of Chinese calligraphy. (Course instructed in Chinese)



Fee: 5,400 (Material included)

**10 Sessions** Class size : 3-10







#### **AMERICAN MATH COMPETITION (G.10-12)**

High school students will learn and practice problems to compete in the American Math Competition. They can register for the competition and earn awards for their performance. This is a great reflection of students when applying to universities and could help boost their chances of acceptance.

Fee: 8,500

17 Sessions Class size: 3-16

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#### **HOW TO REGISTER**



Register Online Scan QR Code (Clubs)



Contact TCIS Registrar 0-2751-1201Ext.200



**E-mail**asep@tcis.ac.th
registrar@tcis.ac.th



#### **THURSDAY CLUBS**

- WSC Mr. Jonathan
- Comic Book Club Mr. Gabriel
- Strategy Games
   Mr. Andrew
- Step Up with Thai Folk
   Songs Kru Nongsong
- Baking Club.
   Ms. Joy & Ms. Bell
- Roblox Learn and Play



WSC- MR. JONATHAN (G5-G12)



World Scholar's Cup is a global academic competition focused on creating and defending arguments. Debate, team writing, and content comprehension are the main focus. Students are able to be competitive with students from other local schools and kids from around the globe. It is a great way to improve reading, writing, argument and research skills for all students.

**Fee: 7,500** Class size 3-12 **15 Sessions** 





#### STRATEGY GAMES MR. ANDREW (G1 - G12)

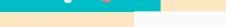
In strategy games club, students will be working on their strategic thinking, problem solving, collaboration skills, and much more by learning and playing different strategy games. These games will include card and board games such as Uno, Skip Bo, 31, Monopoly, Risk, and Stratego. Students will also have the option to create their own game that will be played during the club.

**Fee: 7,500** Class size 4-10 **15 Sessions** 

### STEP UP WITH THAI FOLK SONGS (G1-G6) KRU NONGSONG

This club is about learning Thai culture through Thai luk thung songs (เพลงลูกทุ่ง). Students will dance and learn the meanings of Thai songs all while exercising and having fun. Taking dance classes gives students the foundation to participate in Thai dance auditions for school events which are organized by the Thai Department for various festivals such as Father's Day, Songkran Day.

Fee: 5,000 Class size 6 (min) 10 Sessions



#### LEARN & PLAY ROBLOX

Imagine a huge, clean playground sandpit that is filled with an immense array of shovels, buckets, molds and models to help kids build amazing imaginary worlds – this is Roblox. Roblox itself is not a game – it is a platform on which developers can create, share and play. Once they have developed their game to a level ready to release, they can then publish that game onto the Roblox website where anyone with an Internet connection can play their game.

Fee: 8,100 15 Sessions Class size: 5-20



#### BAKING CLUB MRS. BELL & MRS. JOY

Reward yourselves with homemade treats while learning the fundamentals of baking and boosting your creativity. Understanding step-by-step directions will lead you to the next level: knowing how to make homemade pasta, bread, rolls, pastries and cakes. Join our fun and bake fearlessly!

Fee: 6,000

10 Sessions Class size 10-16





#### **FRIDAY CLUBS**

- Physical Conditioning
  - Mr. Snow
- Elementary Book Club
  - Mr. Douglas
- Board Games Club
  - Mr. Gabriel
- Thai Traditional Dance
  - Kru Koong
- American Math Competition
  - Dr. Sean
- Taekwondo Super 7 Taekwondo

#### TAEKWONDO (G.5-8)

Learn the basics and progress as you perfect your skills while working with the experts from Super 7 Taekwondo school as they instruct students right here at TCIS.

**Fee: 7,400** (Belt exam fee included) **13 Sessions** Class size 6-15

### THAI TRADITIONAL DANCE (PK4-G.6) KRU KOONG

Interested in performing Thai Traditional Dance? If you are ones who want to have confidence in performing Thai Traditional dance, our club is a great chance for you to practice your skills.

Fee: 6,500 13 Sessions Class size: 3-16

AMERICAN MATH COMPETITION (G.5-8) DR.SEAN Middle school students will learn and practice problems to compete in the American Math Competition. They can register for the competition and earn awards for their performance. This is a great reflection of students when applying to universities and could help boost their chances of acceptance.

Fee: 6.500 13 Sessions

Class size: 3-16

## WEIGHT LIFTING/PHYSICAL CONDITIONING (G.9-12) MR. SNOW

Physical fitness/conditioning would be a class dedicated to learn how to stay healthy and develop good exercise habits.

Fee: 6,500 (Material Fee Included)
13 Sessions

Class size 10 - 16

## 11-11

#### ES BOOK CLUB (G1-4) MR. DOULAS

The EBC is for students to have a place for weekly reading. The students will read a wide variety of books and texts. The students will answer questions and have discussions on the stories they read. Students will give presentations on the stories they read explaining what they have read and learned.

Fee: 5,000 10 Sessions Class size: 3-10

#### BOARD GAMES (G.5-10) MR. GABRIEL

Board Games Club aims to promote board games as a recreational activity that boosts strategic thinking skills and social interaction. This club is a platform for students with a common interest in board games to come together to have fun and to build relationships. Board games are intellectually stimulating and fun to play. Through participation in the games, students can master new skills and concepts in an enjoyable way. Students will learn how to play different board games with friends and share their knowledge and experience with one another.

**Fee: 6,500 13 Sessions** Class size: 10-16



# ASEP FALL SEMESTER 1, 2023-2024

	М	Т	W	Th	F
September					1
	(4)	<b>(</b> 5)	<b>(</b> 6 <b>)</b>	(7)	(8)
	11)	12	13	14	15
	18)	19	20	21)	22
	25	(26)	(27)	28)	29
October	) (	$\sim$	$\sim$	$\sim$	$\sim$
	(2)	(3)	<u>(4)</u>	(5)	( <sub>6</sub> )
	9	(10)	(11)	12	13
	16	17	18	19	20
	23	(24)	(25)	(26)	(27)
	(30)	(31)			
November					
			$\binom{1}{2}$	(2)	3
	<b>(</b> 6)	(7)	(8)	(9)	(10)
	13)	(14)	15	16	17
	20	(21)	(22)	(23)	(24)
	27	(28)	(29)	(30)	
December					
					$\binom{1}{2}$
	(4)	5	<b>(</b> 6)	(7)	8
	11	12	13	14	15
	18	19	20	21	22
	25	26	27	28	29
January					
	1	2	3	4	5
	8	(9)	(10)	(11)	(12)
	(15)	16	(17)	18	19
	(22)	23	24	25	26
	29	30	31		

Holiday -School closed

Early Dismissal & Teacher work days

No ASEP Day

# ASEP SPRING SEMESTER 2, 2023-2024

	М	т	w	Th	F
February					$\bigcirc$
_	5	6	7	8	9
	12	14	15	16	17
	19	20	21	22	23
	26	27)	28	29	
March					
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	11)	12	13	14	15
	18)	19)	20	21	(22)
	(25)	26)	27)	(28)	(29)
April					
	(1)	2)	(3)	4)	(5)
	8	9	10	11	12
	15_	16	17	18	19
	(22)	23	24)	25)	(26)
	(29)	(30)			
May			$\frown$		
			1	2	3
	6	(7)	(8)	9)	10
	(13)	14)	15)	16	17
	(20)	21)	22	(23)	(24)
	(27)	(28)	29)	(30)	(31)
June					
	3	(4)	5		(7)
	10	11	12	13	14
	17	18	19	20	21
	24	25	26	27	28

Holiday -School closed
Early Dismissal&Teacher work days
No ASEP Day



# **TCIS** THAI UNIVERSITY FAIR

More Than 20 Universities 40+ Programs and Majors



@ 6TH FLOOR MS BUILDING





13:00 - 15:00



TCIS HS Staff Contact List 2023 - 2024

### TCIS HS Staff Contact List 2023 - 2024

TEACHER NAME	TEACHER PHOTO	ASSIGNMENT	ROOM	EMAIL ADDRESS
Mr. Kevin		Head of High School	HS Office	kevin.curran@tcis.ac.th
Kru Rung		Thai School Director	HS Office	rung@tcis.ac.th
Mr. Tony		Chinese HOD	HS Office	tony@tcis.ac.th

Ms. Jasmine	Curriculum Coordinator AP Language AP Literature	HS Office 342	jasmine@tcis.ac.th
Ms. Note	HS Secretary	HS Office	note@tcis.ac.th
	COUNSELOR	2	
Ms. Ally	Counselor	HS Office 354	alyse.stegman@tcis.ac.th
Dr. Norris	Counselor AP Psychology	HS Office 351	norris.smith@tcis.ac.th
	ENGLISH DEPART	MENT	

Mr. Sean	AP Research/ Athletic Director	351	sean.allen@tcis.ac.th
Mr. Andrew	Social Studies MS/HS	352	andrew.brenzel@tcis.ac.t h
Mr. Tim	Social Studies MS/HS	353	tim@tcis.ac.th
Ms. Haley	English	343	haley.crane@tcis.ac.th
Mr. Vic	MS/HS English	323	victor@tcis.ac.th

Mr. Jonathan		Journalism Film	223	jonthan.mac@tcis.ac.th	
Ms. Rachel		MS/HS English	552	racheal.lynn@tcis.ac.th	
		MATH DEPARTM	IENT		
Mr. Matt		Math MS/HS	344	matthew.cannon@tcis.ac. th	
Teacher Andy		Math MS/HS	345	andy.moeller@tcis.ac.th	
Dr. Sean R		Math MS/HS	346	sean.raymond@tcis.ac.th	
	S	CIENCE DEPART	MENT		

Mr. Severino		Physics MS/HS	233	severino@tcis.ac.th	
Ms. Tamara		Chemistry	333	tamara.garner@tcis.ac.th	
Ms. Linda		ELL Science	521	linda.hong@tcis.ac.th	
Mr. Chris		Biology	334	chris.leonhard@tcis.ac.th	
LANGUAGE DEPARTMENT					
Dr. Miho		Japanese	322	miho.katsumata@tcis.ac.t h	

Ms. Jane	Chinese	321	tsenghsiu-hua@tcis.ac.th	
Ms. Yu-Han	Chinese	324	yuhan@tcis.ac.th	
Ms. Jamie	Chinese MS/HS	325	jamie.peng@tcis.ac.th	
Mr. Scott	Spanish/Drama	523	scott@tcis.ac.th	
	CAREER DEPARTN	<b>JENT</b>		

Ms. Elizabeth	Art MS/HS	331	elizabeth@tcis.ac.th	
Ms. Shanesz	Technology Robotics MS/HS	241	shanesz@tcis.ac.th	
Ms. Madeline	Music MS/HS	Music 4th Floor	madeline.wight@tcis.ac.th	
Dr. Lichou	Music MS/HS	Music 4th Floor	lichou@tcis.ac.th	
	PHYSICAL EDUCA	TION		

1r. Jim
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### **Upcoming Events**

## September Taiwanese University Applications need to be completed for Seniors.

September 3: TEDET National Exam Test

September 8-9: International Band Festival at ISB

September 12: KIC American Universities Fair

September 15: Hybrid Online Learning Day (Students can learn from home

online)

September 21: Wai Kru Ceremony

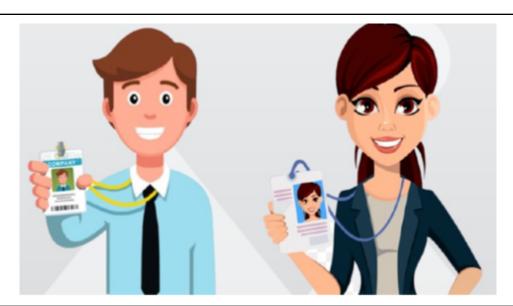
September 22-23: International Strings Festival (ISB)

September 28: Thai University Fair



### **Safety First at TCIS**

An ID Card is Required to Enter The Campus Scan Your Parent ID Card to Enter



IDs must be worn and visible at all times when on campus Keeping Your Child Safe at TCIS





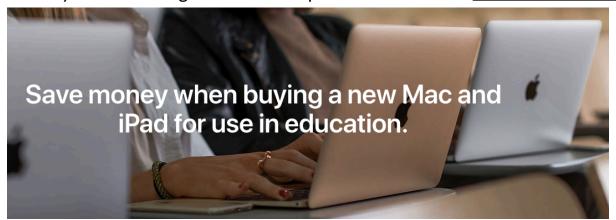
#### Computer Policy for 2021-22

#### Student Computers - 2022 - 2022

The Faculty and Administration believe technology is a powerful and integral part of the TCIS instructional program. While there are many good computers on the market, please understand <u>PC/Windows based computers are not supported for academics at TCIS.</u>

TCIS Secondary School is a MacBook/IPad one-to-one school - MacBooks or IPads are required for all grade 9 through 12 students.

\*Please have your child bring their Mac computers to all classes. **PCs are not allowed.** 



### Time Schedule

	Grades 5-	12 Timetable
Block 1	07:30 - 08:10	Period 1
A/E	08:10 - 08:50	Period 2
	08:50 - 09:10	Break
	09:10 - 09:15	Passing
Block 2	09:15 - 09:55	Period 3
B/F	09:55 - 10:35	Period 4
	10:35 - 10:40	Passing
Block 3	10:40 - 11:20	Period 5
C/G	11:20 - 12:00	Period 6
	12:00 - 12:05	Passing
	12:05 - 12:55	Lunch Grade 5-12
	12:55 - 13:00	Passing
Advisory	13:00 - 13:40	Advisory
	13:40 - 13:50	Passing
Block 4	13:50 - 14:30	Period 7
D/H	14:30 - 15:10	Period 8

Parents/visitors who wish to enter campus are asked to schedule an appointment through the registrar.

- Masks must be worn at all times, including the classroom.
- Students' temperature is checked upon entrance.
- Late students must check in <u>with the Registrar</u> to receive an "Admit to Class" slip. The registrar is located in the main lobby of the admin building.
- Students must use hand-sanitizer before entering school and before entering each classroom.
- Students must sanitize any shared classroom materials/supplies after each use.
- Students sanitize their desks before leaving from every class, with the provided supplies.
- Students must remain socially distant at all times.
- No more than 4 students in the restroom at any given time.
- Students may take their backpacks into their classroom for each block to avoid groups at the lockers.
- MS Students have a 20 minute transition period between classes.
- Students may wear a face shield as well as a mask but not instead of a mask.
- Lunch (Students' temperature is checked upon entrance to the canteen before lunch.

### SLO

Be sure each lesson incorporates the SLO's and that students understand why this is important.









#### **Visiting the Campus - Who to Contact**

Parents/visitors who wish to visit campus are asked to schedule an appointment through the registrar or with Ms. Note for the High School. They will follow-up on your request. The appointments must be confirmed via email before parents enter the campus.

Ms. Note	note@tcis.ac.th
Registrar Office	registrar@tcis.ac.th

#### Reporting Student Absences and Tardies

Send an email to: registrar@tcis.ac.th

Or

Call the Registrar's Attendance line at: 02-751-1201

Please notify the registrar as soon as possible of your child's absence or tardiness from school. A parent or guardian must email the Registrar within one day following the absence.

#### **Excused Absences**

For an Absence to be Excused, a parent must email/call in the absence within 24 hours. The reason for the absence must be supported by the factors outlined in the attendance policy:

- Illness with medical documentation
- observation or celebration of a religious holiday
- recovery from accident with medical documentation
- required court attendance with court notice
- death in the family
- other absences that may be deemed acceptable by the Head of Schools or Designee

#### **Unexcused Absences**

If a parent does not email/call in the absence, the student is marked as absent without excuse.

### Thank you for choosing TCIS