

**REGISTRATION PROCEDURES FOR NEW STUDENTS
SCHOOL YEAR 2015-2016
REGISTRATION PERIOD**

Monday, August 3 – Friday, August 7, 2015

Student registration hours for all offices from **8.30 a.m. to 2.00 p.m.** only

DOCUMENTS NEEDED FOR REGISTRATION

1. Completed and signed REGISTRATION FORM
2. Record of Medical Examination completed and duly signed by a physician at hospital or clinic.
3. Copies of passports and non-immigrant visa of student and one parent
4. Copies of Thai birth certificate (for students born in Thailand only)
5. Two photos (2" x 2") for student file and identification card
6. Copies of previous school reports (Schulzeugnisse)

PROCEDURES FOR REGISTRATION

I. SCHOOL CLINIC (AD114)

1. Present a completed RECORD OF MEDICAL EXAMINATION form duly signed by a physician at a hospital or clinic. Reports within six months may still be used. The following must be included:
 - a. Eye Check
 - b. Dental Check
 - c. Audiometric Hearing Test
 - d. Urinalysis
 - e. Physical examination
 - f. Complete blood count (Note: Students under 12 years of age are required only the test for Blood Group.)

Parents may take their child to nearby Ramkamhaeng Hospital on Ramkamhaeng Road in Hua Mark or Vejthani Hospital on Lardprao Road in Bangkok for a complete medical examination.

2. Produce results of either X-ray or tine test. (*Only one* is required.)
3. Submit completed SCHOOL CLINIC CARD with duly signed PARENT CONSENT FORM for school file.
4. Secure signature of School Health Officer / Nurse on REGISTRATION FORM.

II. SWISS SECTION OFFICE

1. Pay entrance fee of 165,000 Baht per student
2. Pay fee for Campus Development Fund (refundable) of 200,000 Baht or (optional) registration fee of 20,000 Baht per student
 - Check payments to **RIS SWISS SECTION**
 - Money transfers to **Bangkok Bank Public Co., Ltd. Minburi Branch, Savings Account No.145-4-075290 and Account Name "RIS SWISS SECTION" SWIFT CODE: BKK BTH BK** (Foreign transactions only)
3. Secure Finance Officer's signature on REGISTRATION FORM and obtain RECEIPT of all fees paid.
4. Leave REGISTRATION FORM with the Section Office.

ALL FEES MUST BE PAID IN FULL BEFORE A STUDENT MAY BEGIN SCHOOL.

III. OTHERS

1. TRANSPORTATION
Contact Montri Transportation Co., Ltd. for school bus service. (*optional*)
2. SCHOOL UNIFORMS
Uniforms can be purchased or ordered on the first week of school or during the term, every two weeks on Wednesday, at the ground level shop. For urgent cases the RIS uniform store (Ad 116b) is open every day.

All new students should be accompanied by a **parent/guardian** during Registration.



RUAMRUDEE INTERNATIONAL SCHOOL

6 Ramkhamhaeng 184, Minburi, Bangkok 10510, Thailand

Tel. +66 (0) 2518 0320 Fax. +66 (0) 2518 0320

Website: www.rism.ac.th E-mail : info@rism.ac.th



Headmaster_____

Finance_____ Family # _____

School Clinic_____

Counselor_____

Section Principal_____

Entry Date_____

REGISTRATION FORM

STUDENT INFORMATION
(USE BLOCK LETTER ONLY)

STUDENT

Student Registration # _____

First Name _____

Last Name _____

Preferred Name _____

Gender () Male () Female

Grade _____

Program () Regular () ESL

() Special Education

School Last Attended _____

Date of Birth _____

Month / Day / Year

Country of Birth _____

Nationality (ies) _____

1st Language _____ 2nd Language _____

Religion _____

Student lives with: () parents () mother

() father () guardian

Other (please specify) _____

STUDENT HOME ADDRESS _____

House Phone _____ Ext. _____

PARENT'S PREFERRED MAILING ADDRESS _____

Student Mobile _____

Student Email _____

FATHER'S SIGNATURE _____

MOTHER'S SIGNATURE _____

FATHER

FM / Attaché / Govt

First Name _____

Last Name _____

Nationality _____

Company Name _____

Position _____

Own Company () Yes () No

Business Address _____

Phone _____ Mobile _____

Email _____

MOTHER

FM / Attaché / Govt

First Name _____

Last Name _____

Nationality _____

Company Name _____

Position _____

Own Company () Yes () No

Business Address _____

Phone _____ Mobile _____

Email _____

Guardian / Emergency Contact:

First Name _____

Last Name _____

Contact at () Home () Office

Address _____

Phone _____ Mobile _____

Email _____

Sprachkenntnisse: <i>Language:</i>	Kenntnisstand: <i>Level of knowledge:</i>			
	1) Muttersprache 1) <i>Native language</i>	2) Zu Hause gesprochene Sprache 2) <i>Language spoken at home</i>	3) Unterrichtssprache 3) <i>Language of school instruction</i>	4) In der Schule gelernte Sprache 4) <i>Language learned at school</i>
DEUTSCH / GERMAN				
ENGLISCH / ENGLISH				
THAI				
FRANZOESISCH / FRENCH				
ETC.../ OTHERS....				

Kindergarten und Schullaufbahn: <i>Kindergarten and school career:</i>			
Schule/School	Jahr/Year	Klasse/Grade	Unterrichtssprache / <i>Language of instruction</i>

Besonderheiten: <i>Particularities:</i>		
Besondere Fähigkeiten/ Stärken: <i>Special abilities/ strengths:</i>		
Abklärungen (logopädisch, ergotherapeutisch, pädagogisch,...): <i>Diagnosis (speech therapy, occupational therapy, pedagogical...):</i>		
Diagnose / <i>Diagnose</i>	Jahr / <i>Year</i>	Institut / <i>Institute</i>
Medizinische Besonderheiten, Allergien, Überempfindlichkeiten: <i>medical particularities, allergies, hypersensitivites:</i>		

Besonderheiten: <i>Irregularities:</i>
Auffälligkeiten, Schwierigkeiten und Förderbereiche des Schülers: <i>student's irregularities, difficulties and areas of special support:</i>

Kontaktpersonen: <i>Contact person:</i>	
Name der Mutter: <i>Name of mother:</i>	
Name des Vaters: <i>Name of father:</i>	
Sonstige Bezugspersonen: <i>Other reference persons:</i>	
Ansprechperson für schulische Belange: <i>Reference person for the school:</i>	
Telefonnummer(n) des Ansprechpartners: <i>Telephone number of reference person:</i>	
Emailadresse des Ansprechpartners: <i>E-mail address of reference person:</i>	

Schule: <i>School</i>
Wie wurden Sie auf unsere Schule aufmerksam: <i>How did you get aware of the RIS Swiss Section?</i>

Anmerkungen: <i>Remarks:</i>

Sehr geehrte Eltern,

Dear parents,

Bitte geben Sie uns auch die *E-Mail Adresse Ihrer Kinder* bekannt! Wir empfehlen, dass Schüler ab der 4. Klasse ein eigenes E-Mail Konto sowie ein persönliches Intranetkonto benützen.

Please inform us about the e-mail address of your child. We recommend, that students from grade 4 use their own e-mail account and a personal intranet account.

Schulverwaltung /*School Administration*

RIS Swiss Section

Name: _____

E-Mail Schüler/in/ *E-Mail student*: _____

AFFILIATED WITH RIS



6/1 Ramkamhaeng Road, Soi 184 Minburi, Bangkok 10510 Thailand Tel: (66)0-2518-0340, 42-44 Fax: (66)0-2518-0341
Email: admin@ris-swiss-section.org - Website: www.ris-swiss-section.org

RUAMRUDEE INTERNATIONAL SCHOOL

ENROLMENT AGREEMENT

To: Parents of Ruamrudee International School
From: Head of School

Ruamrudee International School's purpose is to provide for the scholastic and moral development of the students who have chosen to attend this school. Discipline is one of the means to achieve and maintain the school's learning environment and promote the scholastic development of the student. Ruamrudee International School attempts to instill self-discipline and inner-direction to assist the student in fulfilling his or her present responsibilities and preparing for his or her future role in society.

The common good of the student body and Ruamrudee International School demands that decisive action be taken in cases of serious or repeated violations of school regulations, procedures, or unwritten conventions. In the face of a student's failure to accept responsibility, the school authorities may see the need for a parent-teacher conference, a parent-supervisor conference, or suspension from school.

To: Parents and students of RIS Swiss Section
From: Principal

In order to ensure a good school climate, it is vital that our students respect their fellow students as well as their teachers and behave themselves decently. By signing this document, we declare having taken note of the *Schulordnung* (dated 19.08.2002), the *Versetzungsordnungen*, the *Articles of Constitution of the Swiss Educational Association Bangkok* and the *Geschäftsordnung der RIS Swiss Section*.

We have read the agreement and accept the above conditions for enrolment.

Student's Name: _____ Grade _____
(Signature)

(Print)

Parent's Name: _____ Date _____
(Signature)

(Print)

AFFILIATED WITH RIS 

RUAMRUDEE INTERNATIONAL SCHOOL

RELIGION / VALUES PROGRAM

TO Parents of Ruamrudee International School Students
FROM Rev. Fr. Leo J. Travis, C.Ss.R., Campus Minister

Ruamrudee International School Students come from a vast cross section of cultural, political, and religious backgrounds. The school is operated in a spirit of open-mindedness and respect with no coercion to accept Christian doctrine and practices. However, the school does stress the individual student's need to acquire values, develop an awareness of them, recognize their place in his/her everyday life, and learn how to apply them.

Students are assisted in this process of becoming more self-disciplined and inner-directed by the Religion/Values Program in the school. This program aims to assist the student-

1. in developing an awareness of his/her own values and those of others
2. in the process of making decisions based on his/her values
3. by providing concrete situations in which these values can be applied through various teaching methods in the classroom.

Sincerely,



Rev. Fr. Leo J. Travis, C.Ss.R.
Campus Minister

RELIGIONS- UND ETHIKUNTERRICHT AN DER RIS SWISS SECTION

An der RIS Swiss Section beginnt der Religionsunterricht in der Basisstufe. Bis zur 6. Klasse wird Religion und Lebenskunde auf überkonfessioneller Basis erteilt. Ab Klasse 7 wird *Ethik* angeboten für alle Schülerinnen und Schüler, die nicht am evangelischen oder katholischen Religionsunterricht teilnehmen. In den Klassen 9 und 10 ist die freiwillige Teilnahme am Ethikunterricht möglich. Die untenstehende Anmeldung verpflichtet zur regelmässigen Teilnahme während des ganzen Schuljahres.

Name der Schülerin/ des Schülers _____ Klasse _____

Klassen 7 - 8 evangelischer katholischer Religionsunterricht Ethik

Klassen 9 - 10 Ethik kein Unterricht

Unterschrift der Schülerin/ des Schülers _____

Unterschrift Erziehungsberechtigte(r) _____

Datum _____

Edit 15/05/08

AFFILIATED WITH RIS



6/1 Ramkamhaeng Road, Soi 184 Minburi, Bangkok 10510 Thailand Tel: (66)0-2518-0340, 42-44 Fax: (66)0-2518-0341
Email: admin@ris-swiss-section.org - Website: www.ris-swiss-section.org

Fächerwahl für das Schuljahr 2015/16
Choice of Subjects for School year 2015/16

Klassen 7 - 11

Schüler/in: *Bitte ausfüllen! Please fill in!*
Student

Klasse im Schuljahr 2015/16: ...
Grade in School year 2015/16

Für alle Schülerinnen und Schüler/For all students:

„Thai-Sprache“/“Thai Language”:

Unser Kind ist thailändische/r Staatsangehörige/r („Thai-Sprache“ ist verpflichtend).

Our child is a Thai citizen (“Thai Language” is compulsory).

Ja/Yes

Nein/No

Klassen 7 und 8/Grades 7 and 8:

„Religion“ oder „Ethik“/“Religion“ or “Ethics”

„Evangelische Religion“
“Protestant religion”

„Katholische Religion“
“Catholic religion”

„Ethik“
“Ethics”

Klasse 9 und 10, Gymnasium/Grades 9 and 10, Gymnasium:

Schienenfach „Mathe+“ oder „Latein“ (Bitte ein Fach auswählen.)

Preparatory focus subject “Maths+” or “Latin” (Choose one subject.)

„Maths+“/“Maths+”

„Latein“/“Latin”

„Religion“ oder „Ethik“/“Religion” or “Ethics”:

Als freiwilliges Zusatzfach haben wir „Religion“/„Ethik“ jeweils prinzipiell angeboten, es wurde in den letzten Jahren aber nie gewählt. Bei Interesse an diesem zusätzlichen Unterrichtsfach in der Klasse 9 kontaktieren Sie bitte die Schulleitung.

As an additional subject, we offered “Religion”/“Ethics” in the past but it was never chosen.

Please contact the school management if you are interested in this subject in grade 9.

Klasse 11/Grade 11:

Schwerpunktfach „Spanisch“ oder „Physik und Anwendungen der Mathematik“ (KI. 11/12)

Focus Subject “Spanish” or “Physics and Applied Mathematics” (Grades 11/12):

„Spanisch“
“Spanish”

„Physik und Anwendungen der Mathematik“
“Physics and Applied Mathematics”

Freifachkurs „Latein“ (für das Latinum) in den Klassen 11 und 12 (mit Zusatzkosten)

Voluntary course “Latin” (for Latinum) in Grades 11 and 12 (at additional cost)

Ja/Yes

Nein/No

Betrifft: Schülerinnen und Schüler der Klassen 7-12
Regarding: Students of grades 7-12

An die Schulleitung:
To the school direction:

Hiermit geben wir das Einverständnis, dass bei begründetem Verdacht auf Drogen- und/oder Medikamentenmissbrauch bei unserer Tochter/unserem Sohn eine Urinprobe angeordnet werden kann, die in unserer Schulambulanz durchgeführt wird.

Hereby we give consent that in the case of reasonable suspicion for drug and/ or medication abuse the school has the right to demand a urine sample of our daughter/our son that is collected in our school clinic.

Name der Schülerin/ des Schülers
Name of student

Unterschrift Erziehungsberechtigte(r)
Signature of parental guardian

Datum / *Date*

(Gemäss Art. §8 Abs. 7 der Schulordnung vom 28.5.2001)
(According to Article § 8 paragraph 7 of the school rules of 28th May, 2001)

Einverständniserklärung der fotografierten Person
Declaration of Consent of Photographed Person

Name/ Last name: _____

Vorname / First name: _____

Schule / School: _____

Hiermit stimme ich der Veröffentlichung von Bildern meiner Person, die im Zusammenhang mit Schulaktivitäten stehen, auf der Website oder in anderen Publikationen bzw. Werbeträgern der RIS Swiss Section zu.

I hereby declare consent to the publication of pictures of me, which are connected to school activities, at the website or any other publications or advertising media of RIS Swiss Section.

Mir ist bekannt, dass eine Bildaufnahme nicht zur Veröffentlichung meines Bildes führen muss.

I am aware that an image acquisition does not necessarily lead to the publication of my image.

Ort, Datum / place, date

.....
Unterschrift (bei Minderjährigen Unterschrift des
gesetzlichen Vertreters)
Signature (parental guardian for underage)

Ort, Datum / place, date

.....
Unterschrift Fotograf/in bzw. Vertreter der Schule
Signature of photographer /representative of school



STUDENT DRESS CODE

RIS students are expected to be appropriately dressed and groomed at all times.

APPEARANCE

- Excessive jewelry worn by girls or boys is unsuitable in the school setting. Boys are not allowed to wear earrings. Expensive jewelry and watches should not be worn to school, since they could be lost or stolen and could be a source of danger for students traveling on their own.
- Excessive make-up is considered inappropriate.
- Any hairstyle, which, in the opinion of the Administration, disrupts the educational atmosphere and/or detracts from the learning process, is unacceptable.

UNIFORM

- Except for “No Uniform Days,” school uniforms of the specified school colors are compulsory.
- Shirts must be properly buttoned, and shirts with long tails must be tucked in. Polo shirts need not be tucked in. Hemlines must be conservative. Clothing excessively large or small is unacceptable.
- All shirts must have the prescribed pocket with the school emblem on the left front side.
- Clean shoes/sneakers are to be worn, but rubber thongs, open-toed sandals, backless shoes, or shoes with more than one-inch heels are unacceptable.
- Caps or hats may be worn only at play and during P.E.
- Students may also wear jackets that are plain blue, black or white. However, these may not be used to entirely cover the uniform.
- P.E. uniforms are required for P.E. classes and for other specified occasions.

To ensure consistency, all uniform items must be purchased through the school from the Uniform Shop (Ad116). Items tailored or purchased outside the school are not acceptable.

APPEARANCE AND DRESS CODE FOR NO-UNIFORM DAYS

1. Shirts can not advertise alcohol or tobacco products nor contain obscene language.
2. Clothes, in general, should be appropriate for school wear. Students can not wear outfits that are skin tight or sleeveless, expose the midriff, or have very high hemlines or very low necklines.
3. Boys must wear shirts/trousers of suitable size and length.
4. Boys are not allowed to wear earrings. Excessive jewelry for either sex is not suitable.
5. Face paint and/or excessive makeup are not allowed.
6. Hairstyle must be simple, must not be longer than the shirt collar (for boys), and must not obstruct a clear view of the face.
7. Suitable shoes must be worn for appropriate appearance, comfort, and safety. No heavy platform shoes or boots are allowed.
8. Prescribed P.E. uniforms or any appropriate P.E. clothing and footwear may be worn during P.E. periods.
9. School ID must be worn and visible on No-Uniform Days.

NOTE

RIS students are the representatives of the school. If, in the opinion of the Faculty and/or Administration, a student’s grooming detracts from the decorum of the school, parents will be requested to make appropriate adjustments or disciplinary action will be taken.

STUDENT/PARENT CONSENT

We have read the above “Student Dress Code” policy very carefully. We support it and promise to abide by it.

Parent’s Signature

Student’s Signature

Date

Please sign two copies. Keep one for your file and return the other copy to the School.

Schüler-Unfallversicherung / *Student accident insurance*

Alle Schülerinnen und Schüler der RIS Swiss Section sind über die Schule bei der MSIG Insurance (Thailand) Co., Ltd. **beschränkt** gegen Unfall versichert.

*All students of the RIS Swiss Section have **limited** accident insurance cover taken out by the school at MSIG Insurance (Thailand) Co., Ltd.*

Versicherungsumfang / Insurance coverage

Die Versicherung erstreckt sich auf Unfälle, die der Versicherte erleidet während des Schuljahres (Unterrichtszeit, Schulweg, Pausen, Schulreisen, Exkursionen, Wochenenden sowie schulfreie Tage eingeschlossen.). Die Versicherung beschränkt sich auf Unfälle innerhalb Thailands.

The insurance covers accidents during the school year (including class time, way to school, breaks, school trips, excursions, weekends and school holidays). The insurance is limited to accidents within Thailand.

Leistungen / Services

Heilungskosten:	50,000.- Baht pro Unfall/Schüler
<i>Medical expenses:</i>	<i>50,000 .- Baht per accident/student</i>
Permanente Invalidität:	500,000.- Baht
<i>Permanent disability:</i>	<i>500,000 .- Baht</i>
Todesfall:	500,000.- Baht
<i>Death:</i>	<i>500,000 .- Baht</i>

Prämie / Premium

Die Versicherungsprämien werden vollumfänglich von der Schule übernommen. Die Behandlungskosten müssen von den Versicherten/Eltern vorgestreckt werden. Die Schadenzahlung erfolgt direkt an den Versicherten bzw. die Eltern.

The insurance premiums will be fully paid by the school. The treatment costs must be paid in advance by the insured parents. Claim payments are made directly to the insured or the parents.

Im Schadenfall / In the event of a claim

Bitte das Schulsekretariat informieren und ein „Accident Claim Form“ anfordern. Das Formular muss vom entsprechenden Arzt/Krankenhaus ausgefüllt und unterzeichnet werden.

Please inform the school office and request an "Accident Claim Form". The form must be completed and signed by the concerning doctor/hospital.

Datum / Date _____

Unterschrift Erziehungsberechtigte(r) / _____
Signature of parent

AFFILIATED WITH RIS 