



**Learn Satit Pattana School**  
**Student Handbook**  
**for the Academic Year 2025**

## Preface

Learn Satit Pattana School recognizes the importance of enhancing students' potential to help them discover their identity and develop their abilities in all dimensions. This includes equipping them to adapt and live happily and in balance within today's society and the future. This approach aligns with the National Education Act B.E. 2542 (1999), Section 22, which states that education must be based on the principle that all learners are capable of learning and self-development, and that learners are the most important participants in the educational process. Educational methods must therefore promote students' natural development and support them in reaching their full potential.

For this reason, the school aims to develop students' qualities and identity in three key areas, as follows:



**Aspect 1 Global Head:** Having a broad and forward-thinking vision, understanding global contexts, and being adaptable to change.

**Aspect 2 Local Heart:** Being deeply connected to cultural roots, demonstrating social responsibility, and showing respect for others.

**Aspect 3 Practical Hands:** Acting with creativity, solving problems effectively, and continuously improving oneself in various situations.

To enhance the successful development of student identity as outlined above, the school has created the "Learn Satit Pattana School Student Handbook for the Academic Year 2025" This manual is designed to help students understand and be aware of the school's approach to learning and personal conduct. It encourages students to become active learners who uphold good moral values and take on meaningful roles as responsible citizens within the school and the wider community. This foundation will support students in achieving success in their education and lives with lasting value.

Learn Satit Pattana School

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## Part 1 General

The Learn Satit Pattana Student Handbook provides detailed information and guidance from the Student Affairs Department, the Academic Department, and other divisions within the school. Its purpose is to support the development of a learning environment that promotes academic growth, fosters a respectful and collaborative community, and protects the rights and freedoms of all students at Learn Satit Pattana School.

### Definition

**Student** refers to an individual officially enrolled at Learn Satit Pattana School and actively participates in learning as a learner, following the school's rules and regulations.

**School Personnel** refers to teachers, staff, administrators, and all individuals who work at or support the educational operations of Learn Satit Pattana School.

**Parent/Guardian** refers to the father, mother, legal guardian, or any person assigned to support students' learning and identity development.

**Student Affairs Department** refers to the division within Learn Satit Pattana School responsible for student well-being, discipline, safety, and the coordination of co-curricular activities.

**Academic Affairs Department** refers to the division responsible for curriculum development, instruction, and student learning assessment. It oversees two programs: the Signature Program (SP) and the International Experience Signature Program (ISP).

**Student Council** refers to a group of student representatives appointed or elected by their peers. The council serves as a communication bridge between students and the school and organizes activities that enhance knowledge, skills, unity, and democratic values within the school.

**Academic Year** refers to the period beginning on the first day of the first semester and ending on the last day of the final examination of the second semester.

**School Hours** refer to the school's operating days and times—Monday through Friday, excluding public holidays and school-declared holidays such as semester breaks or special leave days. The regular school hours are from 7:45 AM to 4:20 PM.



## **Roles and responsibilities of being the student**

LSP School has established a framework to help students become active learners who exhibit strong moral character and take on meaningful responsibilities as contributing members of both the school and society. These behaviors align with the expectations set for students. Under the guidance of the Student Affairs Department and the Academic Department, students are encouraged to embrace the following roles and responsibilities:

### **1. Student responsibility**

1) Students must attend classes and actively participate in learning activities. They are expected to be diligent and committed in completing homework and assigned tasks, as well as follow the guidelines set by the teacher and the Academic Department—such as class rules and attendance regulations. (Students must attend at least 80% of the total instructional time for each subject; otherwise, they will not be eligible to take the final examination.)

2) Students must inform the teacher in case of an absence, following the school's official leave policy. (See Chapter 2 for student leave procedures.) Students are responsible for catching up on missed lessons, homework, or assigned tasks through Google Classroom, email, or any other channels specified by the teacher.


3) Students must sit for all assessments and scheduled examinations with honesty and integrity. They are expected to complete their exams independently and comply with the examination rules set by the teacher and the Academic Department.

4) Students are responsible for checking their academic records and subject scores. If any discrepancies or potential errors are found—supported by verifiable evidence, students may file a formal appeal at the Academic Office. It is the student's responsibility to follow the proper procedures.

5) If a student receives a grade of "0" or "Not Pass (NP)" in any subject, they are required to follow up and make necessary corrections or improvements within the timeframe and method specified by the teacher and the Academic Department.

### **2. Student behavior**

1) Students must comply with all school rules and regulations, including procedures for entering and leaving the school, taking leave, attending morning homeroom sessions, dress code, academic conduct, examinations, and other related responsibilities. Students must take responsibility for their actions, accept the decisions made by the Student Character Development Committee, and make appropriate behavioral improvements when violating school policies.



2) Students are responsible for understanding and fulfilling their rights and responsibilities. They must stay informed about academic matters, school activities, and other related announcements through official communication channels and online platforms provided by various school departments. (Refer to Chapter 4 for a school communication channel guide.) Staying updated ensures that students protect their interests.

3) Students must observe, verify, and report any inappropriate behavior or incidents occurring within the school, if there is clear and verifiable evidence. Reports can be made directly to school personnel, the Student Behavior Unit, or the Student Affairs Department.

### **3. Student committee**

1) The Student Committee and Subcommittee serve as a bridge between students and the school. They organize activities that enhance students' knowledge and abilities, promote student unity, and foster democratic values within the school.

2) The Student Committee and Subcommittee must adhere to all school rules and regulations and serve as role models who exemplify the school's core values and student identity.

3) Every student has the right to form or join a party to run for election to the Student Committee following the school's election regulations. All students also have the right to vote equally in the Student Committee election, except for those on an official leave of absence or other exceptions as specified on the election day.

4) All students may participate in activities organized by the Student Committee and have the right to report concerns or submit petitions regarding school-related issues. (Note: Students who do not exercise their right to vote may be restricted from submitting petitions.) Petitions or concerns may be submitted directly to the Student Committee.


### **4. Student Development Activities**

#### **4.1 Volunteer**

1) Students are required to complete volunteer service hours independently according to the following criteria:

- Lower Secondary Level: 45 hours per stage (averaging 15 hours per academic year)
- Upper Secondary Level: 60 hours per stage (averaging 20 hours per academic year)

Note: Scholarship students are required to complete an additional 30 hours per stage beyond the standard requirement.



2) If a student receives a “Not Pass (NP)” evaluation for volunteer service, they must personally follow up and complete the necessary requirements within the timeframe and according to the methods specified by the Volunteer Service Unit and the Student Affairs Department.

#### **4.2 Club**

1) Students must be members of at least one school club and actively participate and cooperate with the club committee and advisors. They are responsible for staying informed about their club’s activities, complying with the club’s rules and regulations, and following the club evaluation criteria as set by the Club Unit and the Student Affairs Department.

2) If a student receives a “Not Pass (NP)” evaluation in their club activities, they must personally follow up and address the requirements within the timeframe and according to the methods specified by the Club Unit and the Student Affairs Department.

#### **4.3 Scout / Life Skills (Only for lower secondary level)**

1) Students must attend classes and actively cooperate during lessons, showing dedication and commitment to assigned activities or tasks. They must also follow classroom rules and regulations, as well as participate and cooperate during camping trips or other designated activities.

2) If a student receives a “Not Pass (NP)” evaluation in Scout or Life Skills activities, they are required to follow up and complete the necessary requirements within the timeframe and according to the procedures specified by the Scout/Life Skills Unit and the Student Affairs Department.

Students should be aware of and fulfill all the roles and responsibilities outlined above. Additionally, they are encouraged to actively participate in various school activities that enhance their experiences and skills. This involvement helps students discover their true selves, develop abilities across multiple areas, and adapt to live happily and harmoniously in both present and future society.

## Part 2

### Student Code of Conduct

Following the Ministerial Regulations on Student Conduct, B.E. 2548 (Amendments No. 2, B.E. 2562 and No. 3, B.E. 2568), Learn Demonstration Phatthana School has established this Code of Conduct as a fundamental guideline for all students. This code aims to promote a healthy learning environment and harmonious relationships within the school while supporting democracy in the school community.

This Code of Conduct is designed to help students reach their full potential in an environment that respects individual diversity, including the rights, freedoms, values, and dignity of students, staff, and all individuals present on school grounds. The school is recognized as an educational institution under the law. Everyone in the school community is expected to acknowledge the United Nations Convention on the Rights of the Child, which includes four core rights: the Right to Survival, the Right to Development, the Right to Protection, and the Right to Participation.

Students must adhere to the regulations below to ensure peaceful coexistence within the school. Any violations of these rules or behaviors inconsistent with student responsibilities will be reviewed and may result in disciplinary measures as outlined in the prohibited conduct section.




#### Student Code of Conduct

Part	Student Code of Conduct
1. Attend-Exit School	1) On a regular school day, students must arrive at school by 8:00 a.m. (except on semester exam days, when students must arrive by the start of their first subject exam). <u>Note:</u> If there is an activity on a day for which the school has set a different appointment time, students must arrive by that time.
	2) Students are required to scan their student ID card each time they enter or exit the school. They must also carry their student ID card while on school grounds and be prepared to show it to teachers, staff, or other personnel for verification.
	3) On a regular school day, students may leave school after 4:20 p.m. However, on semester exam days, students can only leave after their last exam has concluded. <u>Note:</u> If there is an activity scheduled on a day when the school has established a different dismissal time, students may leave after that designated time.

Part	Student Code of Conduct
<b>1. Attend-Exit School</b>	<p>4) If students need to leave school before the designated time, they must obtain permission from the Student Affairs Department. Students should follow these procedures to request permission:</p> <p>4.1) Parents must come to the Student Affairs Department to pick up their students (parents must show their parent ID card or national ID card).  <u>Note:</u> If parents do not come to pick up their students in person, the Student Affairs Department will contact the parents at the phone number provided to the school instead.</p> <p>4.2) Inform the Homeroom teachers (IDP) in writing and show proof of notification to the Student Affairs Department.</p> <p>4.3) Fill out the form to pick up students before the specified time from the Student Affairs Department.  <u>Note:</u> If students are dormitory students, fill out the form to request to return to the dormitory before the specified time from the Student Affairs Department and submit it to the dormitory teacher. The permission is at the discretion of the dormitory teacher.</p>
	<p>5) Students must leave school and have their parents pick them up by 6:00 PM. The only exceptions are on days when the school has scheduled activities, and parents have been notified in advance.  <u>Note:</u> If students need to remain on school grounds after the specified time, a teacher must be present, or they must wait in the designated area for their parents. This policy is in place to always ensure the safety and proper care of students.</p>
	<p>6) Students are prohibited from entering the school premises outside of official school hours.  <u>Note:</u> In cases of urgent necessity requiring entry outside of official hours, students must obtain prior permission from the Student Affairs Department or the Academic Division. The student must inform a teacher or school staff member, who will then forward the request to the appropriate division for approval.</p>

Part	Student Code of Conduct
<p><b>2. Leave on a regular school day</b></p>	<p>1) If a student needs to take leave for reasons such as conducting business that cannot be delegated to someone else, accompanying a parent to another area, or handling other matters that require a leave of absence (excluding exam leave, which must be arranged according to the instructions provided by the instructor or academic department), the student must follow these guidelines:</p> <ul style="list-style-type: none"> <li>• <b>For personal leave not exceeding 2 weeks:</b> students must notify their Homeroom teachers (IDP). They should submit a leave request form along with any supporting evidence 2 to 5 days in advance, following the specified procedure. Failure to do so may affect the recording of data, participation in the Homeroom Activity and attendance in each subject or activity.</li> <li>• <b>For personal leave exceeding 2 weeks:</b> students must notify their Homeroom teachers (IDP) and submit a leave request form along with any supporting evidence at least one week in advance. Students must also obtain permission from the Deputy Director before taking the leave. Failure to comply may impact the recording of data on participation in the Homeroom Activity and attendance in each subject or activity.</li> </ul> <p>In addition, students must inform the subject teacher of their leave in line with the requirements of each subject or activity, such as during presentations or assessments.</p> <p><u>Note:</u> If a student needs to take urgent leave, they must promptly inform their Homeroom teachers (IDP) and submit a leave request form along with any supporting evidence, if available. This should include a record of their participation in the Homeroom Activity and attendance in each subject or activity as deemed appropriate by the Homeroom teachers (IDP) and the instructor.</p> <hr/> <p>2) If a student needs to take sick leave to rest and care for their health, as advised by a doctor or guardian, or based on their circumstances, the student must follow the steps outlined below. This is excluding leave for examinations, which should be handled according to the instructor's or academic department's guidelines:</p> <ul style="list-style-type: none"> <li>• <b>For sick leave not exceeding 2 weeks:</b> they must notify their Homeroom teachers (IDP) before 8:25 a.m. on the day of their absence. Additionally, they must submit a leave request form along with a medical certificate if the absence is for 3 consecutive days or more. Failing to do so may impact the recording of participation in the Homeroom Activity and attendance in other subjects or activities.</li> <li>• <b>For sick leave exceeding 2 weeks:</b> students must also inform their Homeroom teachers (IDP) and submit a leave request form with a medical certificate. Not following these steps may similarly affect participation and attendance records.</li> </ul> <p>In addition, students must inform the subject teacher of their leave in line with the requirements of each subject or activity, such as during presentations or assessments.</p> <hr/> <p>3) Within each academic semester, <b>students are entitled to take Personal Leave and Sick Leave combined up to 20% of the total number</b> of class periods for each subject or activity on regular school days. If a student exceeds the allowable number of personal or sick leave days, the excess will be counted as "absences" for that subject or activity. This may result in disqualification from taking the final examination for the subject and receiving a "Not Pass (NP)" grade in activities such as Homeroom, Clubs, and Scouts/Life Skills.</p> <p><u>Note:</u> If a student needs to take personal or sick leave beyond the allowable number of days, they must submit a General Petition Form along with any supporting documents (if available) to their Homeroom teachers (IDP). The school will then consider the request on a case-by-case basis, and if approved, the leave will not be counted as an "Absence."</p>

Part	Student Code of Conduct
<b>3. Homeroom Activity</b>	<p>1) Students must attend the morning homeroom session. Attendance will be recorded at 8:05 a.m. (Arriving after this time will be marked as “late.” Every 5 instances of being late will be counted as 1 absence. Arriving after 8:25 a.m. or failing to attend without notification will be marked as “absent.” However, if the student has notified their Homeroom teachers (IDP) of an approved personal or sick leave and submitted the leave form according to the school’s policy, it will not be counted as an absence.)</p> <p><u>Note:</u> If the Homeroom Teacher (IDP) or activity supervisor informs students in advance that the morning homeroom will not be held in its usual format, students must comply with the specified conditions in order not to be marked as “Absent.”</p>
	<p>2) Students must cooperate with their Homeroom teachers (IDP) or designated activity supervisor. The Homeroom Activity consists of the following types of activities:</p> <ul style="list-style-type: none"> <li>• Homeroom Activities (e.g., school announcements, LSP Morning activities, and university preparation for upper secondary students) conducted in the homeroom classroom</li> <li>• Assembly Activities (as scheduled for specific grades or sections) conducted at the designated assembly point</li> <li>• House Activities conducted at the designated area for each house</li> </ul> <p>If a student does not participate in the Homeroom Activity, they are responsible for staying informed about all relevant updates and important procedures (e.g., course/activity registration, university preparation) through the channels specified by the Homeroom teachers (IDP) or the activity supervisor.</p>
	<p>3) If a student attends less than 80% of the total number of Homeroom Activity in any given semester, it will result in a delay in receiving official academic documents or Basic Education Curriculum assessment documents. These documents may be rendered ineligible for use in applications to other educational institutions. In such cases, the student must correct the deficiency by participating in character development activities as assigned by the Student Affairs Department.</p> <p><u>Note:</u> When a student’s absence from Homeroom Activity reaches 10% of the total for that semester, the Student Affairs Department will send a notification letter to the parent or guardian for acknowledgement.</p>

Part	Student Code of Conduct
<p><b>4. Uniform</b></p>	<p>1) On regular school days, students must wear the school uniform or PE uniform correctly according to the following regulations (except on official examination days, when students are required to wear the school uniform in accordance with the examination regulations set by the Academic Affairs Department).</p> <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;">  <p><b>School uniform - Boy</b></p> <ul style="list-style-type: none"> <li>• White short-sleeved collared shirt or dark navy polo shirt, following the school's design (no name embroidery)</li> <li>• Long grey slacks in the school's designated style</li> <li>• Plain white socks (any color is acceptable on the sole)</li> <li>• Closed-toe and closed-heel shoes, any color or pattern is allowed</li> </ul> </div> <div style="text-align: center;">  <p><b>School uniform - Girl</b></p> <ul style="list-style-type: none"> <li>• White short-sleeved collared shirt or dark navy polo shirt, following the school's design (no name embroidery)</li> <li>• Gray skirt or long pants should follow the school style, knee-length or no more than one inch above the knee.</li> <li>• Plain white socks (any color is acceptable on the sole)</li> <li>• Closed-toe and closed-heel shoes, any color or pattern is allowed</li> </ul> </div> <div style="text-align: center;">  <p><b>PE uniforms - Boy and Girl</b></p> <ul style="list-style-type: none"> <li>• Dark navy polo shirt, following the school's design (no name embroidery)</li> <li>• Gray long warm-up pants, following the school's style.</li> <li>• Plain white socks (any color is acceptable on the sole)</li> <li>• Closed-toe and closed-heel shoes, any color or pattern is allowed</li> </ul> </div> </div> <p>All clothing mentioned above must not convey obscenity, ridicule, or disrespect toward any institution. Students should maintain cleanliness and personal hygiene to avoid odors disturbing others. Accessories are permitted if they do not interfere with studies or activities or cause distractions to fellow students.</p> <p><u>Note:</u> Students in the scouts should wear the designated uniform as specified by the teacher each week. Similarly, for students engaged in subjects or activities that require different uniforms, please wear those uniforms only during the designated time for studying or participating in those activities.</p>

Part	Student Code of Conduct
<p><b>4. Uniform</b></p>	<p>2) On days when the school permits gender-neutral casual clothing, students of all genders may wear such attire in accordance with the following regulations:</p> <p><b>Uniform – Top</b></p> <ul style="list-style-type: none"> <li>• The shirt has sleeves, a collar that is neither wide nor deep, and it does not have open shoulders. It is not tight, thin, cropped, or with holes that expose skin or the inner chest. You can wear a sweater or hoodie over it.</li> </ul> <p><b>Uniform – Bottom</b></p> <ul style="list-style-type: none"> <li>• Pants or skirts must be at least halfway down to the knee. Long pants, sweatpants, and jeans should be intact and not torn, while sports shorts are not permitted.</li> <li>• If you choose to wear tight pants, you are required to wear an additional layer of clothing, such as a skirt, pants, or a shirt that is long enough to cover your thighs.</li> </ul> <p><b>Shoes</b></p> <ul style="list-style-type: none"> <li>• Footwear that fully covers the heel and toe, suitable for daily use. Sandals of any kind are not permitted.</li> </ul> <p>All clothing mentioned above must not convey obscenity, ridicule, or disrespect toward any institution. Students should maintain cleanliness and personal hygiene to avoid odors disturbing others. Accessories are permitted if they do not interfere with studies or activities or cause distractions to fellow students.</p> <p><u>Note:</u> Students may wear the specified uniform on days when the school announces class suspensions and exemptions from some regulations.</p>
<p><b>5. Study</b></p>	<p>1) Students must attend classes and participate in activities according to their schedules. They are required to inform the instructor of any absences in accordance with the school's leave regulations.</p> <p>2) Students must cooperate with instructors and comply with the regulations set by both the instructor and the academic department. They should avoid causing any disturbances or disruptions in the classroom that may hinder teaching and learning.</p> <p>3) If a student receives an evaluation score of "0" or "Not Pass (NP)" in any subject or activity, this will delay the issuance of important educational documents and evaluation records according to the Basic Education Curriculum. These documents cannot be used for applications to other educational institutions. Students must make the necessary corrections as directed by the instructor, Academic Affairs Department, or Student Affairs Department, within the specified timeframe.</p>

Part	Student Code of Conduct
<b>6. Examination</b>	<p>1) In the assessment test, students are required to adhere to the teacher's examination regulations. They must not engage in or imply any form of cheating. Failure to comply with these rules may result in consequences determined by the teacher, which could include failing the course or activity.</p> <p><u>Note:</u> If students have a valid reason for not taking the exam, they must follow the procedures outlined by the instructor.</p>
	<p>2) In the semester examinations, including mid-term and final exams, students are required to adhere to the examination regulations set by the Academic Affairs Department. Cheating, or any behavior that suggests dishonesty during the examinations, is strictly prohibited. Students who violate these rules may face disciplinary actions, which can include failing the course or related activities, as determined by the Academic Affairs Department and involved parties.</p> <p><u>Note:</u> Students who cannot take the exam must follow the procedures outlined by the Academic Affairs Department.</p>
<b>7. Other Code of Conduct</b>	<p>1) Students are responsible for taking care of their own property brought to school. They should not bring anything that could jeopardize their safety or the safety of others, including weapons, imitation weapons, or sexual media that is not related to educational learning or activities.</p>
	<p>2) Students must not damage or engage in actions that cause damage to the property of others or the school, such as writing on, destroying, stealing, or losing property. If they do, they will face disciplinary action as outlined in school policies and will be required to pay for the damages.</p>
	<p>3) Students are prohibited from using the elevator to move between floors in the school unless they have received permission from a teacher or another staff member, based on individual circumstances that require assistance.</p> <p><u>Note:</u> Students who need to use the elevator to navigate the school building, whether due to physical limitations or to assist with school operations, must always obtain permission from the Student Affairs Department. They should formally apply for this permission.</p>
	<p>4) Students are not allowed to order food or drinks from outside the school between 8:00 AM and 4:30 PM, except on designated days or during times approved by the school.</p>
	<p>5) Students must use polite language and gestures in public. This includes greeting, thanking, and apologizing appropriately, while avoiding foul language or any words, sounds, or gestures that disturb, bully, threaten, intimidate, or harm others, as well as those that create a negative atmosphere in public.</p>

Part	Student Code of Conduct
<b>7. Other Code of Conduct</b>	6) Students must refrain from fighting or causing conflicts with others.
	7) Students must not engage in inappropriate sexual behavior, including sexually abusing, grabbing, or touching others with sexual intent.
	8) Students must be honest with themselves and others. They are prohibited from providing false information or forging documents, including signing on behalf of others without their consent.
	9) Students are not allowed to possess, solicit, sell, or consume any narcotics, including alcoholic beverages, cannabis, kratom, cigarettes, and similar substances.
	10) Students are prohibited from gambling or engaging in any behavior that suggests gambling.
	11) Students must not ignore the misconduct of others or any unusual events. They are required to report these incidents immediately to teachers or other relevant personnel.
	12) Students are prohibited from driving any type of vehicle onto the school grounds. <u>Note:</u> If students need to drive a vehicle and park on the school grounds, they must obtain permission from the Student Affairs Department. To do this, students must submit a request along with a safety certificate or driving permit and a parental consent document. Once permission is granted, students must park their vehicle in the designated area.
	13) Students are required to follow the laws, regulations, and rules of the school and society while cooperating with teachers and other personnel who enforce these guidelines.

## Student prohibitions

Based on the student practices outlined above, the school has established a set of prohibitions for students, categorizing behaviors into two groups: yellow group behaviors (minor offenses) and red group behaviors (serious offenses). If students adhere to these prohibitions, the school will implement the measures specified in Part 3.

### Yellow group behavior (Minor offense)


Yellow group behavior refers to actions that violate school regulations or rules. These are offenses that may harm others or the public but are not considered severe. Such behaviors could also lead to more serious offenses.

No.	Prohibited behavior – Yellow group	Score deduction
1.	Using the elevator without permission.	1
2.	Ignoring, covering up, or being involved in the wrongdoing of others. Witnessing an unusual event and failing to inform the teacher or relevant authorities.	1-2
3.	Dressing inappropriately in school uniform, PE uniform, or casual clothing.	2
4.	Ordering food or drinks from outside the school during school hours (8:00 AM to 4:30 PM).	2
5.	Bringing food or drinks into the classroom, except for containers with tight lids, such as thermoses or water bottles (Tao-bin cups or similar packaging are not allowed).	2
6.	Using communication devices during class without permission.	2
7.	Entering or leaving the classroom during class without the teacher's permission.	3
8.	Disturbing or creating unrest in the classroom that interferes with teaching and learning.	3
9.	Using impolite words, sounds, or gestures that disturb or cause physical or mental harm to others.	3-5
10.	Driving a vehicle and parking on school grounds without permission.	5
11.	Other behaviors that the school considers inappropriate or warns students about, which they continue without improvement.	As consideration

### Red group behavior (Serious offense)

Red group behavior refers to actions that seriously damage the school's reputation and public trust, or that violate civil and criminal laws, including those that undermine societal discipline.

No.	Prohibited behavior – Red group	Score deduction
1.	Leaving school before the designated time without permission.	5-10
2.	Providing false information or forging documents	5-10
3.	Cheating or behaving in a way that suggests cheating in exams, including learning assessments in subjects, such as turning your face/back without reason, borrowing equipment without permission, or other behavior that violates the regulations of exams or assessments.	5-10
4.	Intentional damage to or loss of the property of others or the school.	5-10
5.	Bringing items to school that may threaten the safety or well-being of oneself or others, including weapons or imitation weapons that are unrelated to educational activities.	5-10
6.	Bullying, harassing, or shaming others, whether in person or online, which causes embarrassment or harm. This includes teasing, ridiculing, or engaging in actions that lead to fights or other forms of conflict.	10-15
7.	Recording or distributing inappropriate images, audio, or videos without the consent of those involved.	10-15
8.	Bringing obscene, indecent, or sexually related media or devices to school that are not connected to educational purposes or school activities.	10-15
9.	Threatening, arguing, or physically harming others.	15-20
10.	Possessing, soliciting, selling, or using any type of drug, including alcoholic beverages, marijuana, kratom, cigarettes, and similar substances.	15-20
11.	Engaging in gambling or exhibiting behaviors that suggest gambling, including being complicit in any form of gambling.	15-20



No.	Prohibited behavior – Red group	Score deduction
12.	Displaying inappropriate sexual behavior, such as hugging, kissing, fondling, groping, being naked, taking photos under a skirt, or touching another person's body with sexual intent.	15-20
13.	Stealing, embezzling, or defrauding someone else's property, including being complicit in these actions.	15-20
14.	Other behaviors deemed inappropriate by the school, or actions for which the student has received warnings but continues to engage in without trying to improve.	As consideration

## Part 3

### Actions to Take When Students Engage in Prohibited Behavior

According to the Ministry of Education's regulations on the discipline of students and pupils from 2005, as well as the guidelines for organizing activities aimed at modifying student behavior, Learn Sathit Phatthana School has established measures for addressing prohibited behaviors. These measures are designed to help students adjust their behavior while promoting the well-being and peaceful coexistence of everyone within the school community.

#### Definition

**Current Behavior Score** refers to the student's behavior score that is adjusted based on recorded behaviors throughout the academic year. Each student begins the academic year with an initial score of 50 points.

**Accumulated Behavior Score** refers to the total number of points deducted from a student's behavior score over the course of the academic year, regardless of the current behavior score at any given time.

**The Committee for Promoting Desirable Characteristics** refers to a designated group responsible for evaluating student behavior and determining appropriate behavioral interventions. The committee must be composed of at least half of the individuals listed below:

- 1) School Director
- 2) Deputy School Director for Student Affairs
- 3) Head of Student Welfare Promotion
- 4) Teacher of Student Behavior
- 5) Teacher of Mental Health (ID LAB)
- 6) Head/Grade Level Coordinator
- 7) Homeroom teachers (IDP)
- 8) Stakeholders (if any)

Note: The Student Affairs Department will invite the individuals to serve as committee members, as deemed necessary based on each student's behavior and the appropriateness of the situation.

**Behavior Report Letter** refers to a document that provides information about the behavior of students whose accumulated behavioral scores have met a specific threshold. Parents may be invited to discuss strategies for improving the student's behavior, acknowledge the student's probation status, or consider other actions.

**Probation** refers to a formal agreement stating that the student commits to not repeating the prohibited behaviors. Parents will be invited to acknowledge the student's probation status.

## Measures for Prohibited Behavior

If a student engages in prohibited behavior, the school will take disciplinary action based on a step-by-step process and the severity of the behavior, as follows:

1) Teachers, staff, or other personnel who witness the prohibited behavior shall provide a verbal warning and intervene to stop the behavior immediately.

2) Teachers, staff, or other personnel who observe the behavior shall deduct behavior points or report the incident to the Student Affairs Department for further consideration and implementation of behavior point deductions in accordance with established measures.

3) The Student Affairs Department or the Homeroom teachers (IDP) shall notify the student's parents or guardians.

4) The Committee for Promoting Desirable Characteristics shall review the behavior and determine appropriate methods for behavioral intervention, which may include one or more of the following approaches implemented concurrently.

4.1) Probation

4.2) Participate in behavioral improvement activities (such as school-based or off-campus programs, activities organized by external agencies as specified, or activities aimed at developing desirable characteristics). If a student accumulates behavior point deductions reaching the specified threshold or repeatedly violates rules without showing improvement, the student may be required to temporarily suspend attendance to participate in such activities, depending on the severity of the behavior, as outlined below:

- Step 1: Suspension from classes to participate in activities for 3–5 days
- Step 2: Suspension from classes to participate in activities for 5–7 days
- Step 3: Suspension from classes to participate in activities for 14–30 days

4.3) Other measures as specified (such as compensation for damages incurred or actions in accordance with school regulations or applicable laws), which do not constitute punishment of the student.

5) If a student is placed on disciplinary probation or required to participate in activities as outlined in item 4), they may be subject to the revocation of one or more of the following rights simultaneously:

- 5.1) The right to request a Certificate of Conduct issued by the school
- 5.2) The right to represent the school in activities aimed at building or promoting its reputation
- 5.3) The right to run for election as a member of the Student Council
- 5.4) The right to receive scholarships or any form of support
- 5.5) The right to continue studies at Learn Satit Pattana School

6) If the student continues to engage in prohibited behavior or exhibits conduct that is considered inappropriate after the measures have been implemented, resulting in negative effects on the well-being and harmonious coexistence of individuals within the school environment, the Committee for Promoting Desirable Characteristics will refer the issue to the school administration. The administration will then discuss the situation with the parents to consider the possibility of transferring the student to a different educational institution.

### One-time behavior modification interventions

If students engage in prohibited behavior, the school will act to briefly modify their behavior as follows:

Prohibited behavior – Yellow group	Times	Measures for Behavior Modification
1. Using the elevator without permission.	1	- Reprimand and/or - Deduct 1 Behavior points - Inform parents
	2-3	- Deduct 1 Behavior points - Inform parents
2. Ignoring, covering up, or being involved in the wrongdoing of others. Witnessing an unusual event and failing to inform the teacher or relevant authorities.	1	- Deduct 1 Behavior score - Inform parents
	2	- Deduct 1-2 Behavior score - Inform parents
	3	- Deduct 1 Behavior score - Contact parents to discuss ways to adjust students' behavior.
3. Dressing inappropriately in school uniform, PE uniform, or casual clothing.	1	- Reprimand and/or - Deduct 2 Behavior points - Inform parents
	2	- Deduct 2 Behavior scores - Inform parents
	3	- Deduct 2 Behavior scores - Contact parents to discuss ways to adjust students' behavior.

Prohibited behavior – Yellow group	Times	Measures for Behavior Modification
4. Ordering food or drinks from outside the school during school hours (8:00 AM to 4:30 PM).	1	- Confiscate food/drinks and have them returned after school - Deduct 2 Behavior scores - Inform parents
	2	- Confiscate food/drinks and have them returned after school - Deduct 2 behavior scores - Inform parents
	3	- Confiscate food/drinks, no return - Deduct 2 behavior scores - Contact parents to discuss ways to adjust students' behavior.
5. Bringing food or drinks into the classroom, except for containers with tight lids, such as thermoses or water bottles (Tao-bin cups or similar packaging are not allowed).	1	- Confiscate food/drinks and have them returned after school - Deduct 2 Behavior scores - Inform parents
	2	- Confiscate food/drinks and have them returned after school - Deduct 2 behavior scores - Inform parents
	3	- Confiscate food/drinks, no return - Deduct 2 behavior scores - Contact parents to discuss ways to adjust students' behavior.
6. Using communication devices during class without permission.	1	- Reprimand and/or - Deduct 2 Behavior score - Inform the parents
	2	- Deduct 2 points from Behavior score - Inform parents
	3	- Deduct 2 Behavior score - Contact parents to discuss ways to adjust student behavior
7. Entering or leaving the classroom during class without the teacher's permission.	1	- Deduct 3 Behavior score - Inform parents
	2	- Deduct 3 Behavior score - Inform parents
	3	- Deduct 2 Behavior score - Contact parents to discuss ways to adjust student behavior

Prohibited behavior – Yellow group	Times	Measures for Behavior Modification
8. Disturbing or creating unrest in the classroom that interferes with teaching and learning.	1	- Deduct 3 Behavior score - Inform parents
	2	- Deduct 3 Behavior score - Inform parents
	3	- Deduct 3 Behavior score - Contact parents to discuss ways to adjust student behavior
9. Using impolite words, sounds, or gestures that disturb or cause physical or mental harm to others.	1	- Reprimand and/or - Deduct 3 Behavior score - Inform parents
	2	- Deduct 3-5 Behavior score - Inform parents
	3	- Deduct 3-5 Behavior score - Contact parents to discuss ways to adjust student behavior
10. Driving a vehicle and parking on school grounds without permission.	1	- Deduct 5 Behavior score - Inform parents
	2-3	- Deduct 5 Behavior score - Contact parents to discuss ways to adjust student behavior
<p>If the procedures mentioned above have been implemented but the student still does not comply and continues to commit repeated violations without showing improvement, or exhibits other unspecified behaviors, the individual observing such conduct should report the situation to the Student Affairs Department. This will allow the Committee for the Promotion of Desirable Characteristics to review the behavior and determine appropriate measures for modifying the student's conduct.</p>		

Prohibited behavior – Red group	Times	Measures for Behavior Modification
1. Leaving school before the designated time without permission.	1	- Consider deducting 5-10 behavioral points - Contact parents to discuss ways to adjust student behavior - Impose probation and/or - Initiate behavioral activities
2. Providing false information or forging documents	1	- Consider deducting 5-10 behavioral points - Contact parents to discuss ways to adjust student behavior - Impose probation and/or - Initiate behavioral activities

Prohibited behavior – Red group	Times	Measures for Behavior Modification
3. Cheating or behaving in a way that suggests cheating in exams, including learning assessments in subjects, such as turning your face/back without reason, borrowing equipment without permission, or other behavior that violates the regulations of exams or assessments.	1	<ul style="list-style-type: none"> <li>- Consider deducting 5-10 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Give probation</li> <li>- Receive punishment at the discretion of the teacher or academic department</li> </ul>
4. Intentional damage to or loss of the property of others or the school.	1	<ul style="list-style-type: none"> <li>- Consider deducting 5-10 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Compensate for damages (if any)</li> </ul>
5. Bringing items to school that may threaten the safety or well-being of oneself or others, including weapons or imitation weapons that are unrelated to educational activities.	1	<ul style="list-style-type: none"> <li>- Consider deducting 5-10 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Seize the item and have it returned after the end of the school year</li> </ul>
6. Bullying, harassing, or shaming others, whether in person or online, which causes embarrassment or harm. This includes teasing, ridiculing, or engaging in actions that lead to fights or other forms of conflict.	1	<ul style="list-style-type: none"> <li>- Consider deducting 10-15 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Initiate behavioral activities</li> <li>- Compensate for damages (if any)</li> </ul>
7. Recording or distributing inappropriate images, audio, or videos without the consent of those involved.	1	<ul style="list-style-type: none"> <li>- Consider deducting 10-15 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Initiate behavioral activities</li> </ul>
8. Bringing obscene, indecent, or sexually related media or devices to school that are not connected to educational purposes or school activities.	1	<ul style="list-style-type: none"> <li>- Consider deducting 10-15 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Initiate behavioral activities</li> </ul>
9. Threatening, arguing, or physically harming others.	1	<ul style="list-style-type: none"> <li>- Consider deducting 15-20 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Initiate behavioral activities</li> <li>- Compensate for damages (if any)</li> </ul>

Prohibited behavior – Red group	Times	Measures for Behavior Modification
10. Possessing, soliciting, selling, or using any type of drug, including alcoholic beverages, marijuana, kratom, cigarettes, and similar substances.	1	<ul style="list-style-type: none"> <li>- Consider deducting 15-20 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Give probation</li> <li>- Give activities to adjust behavior</li> <li>- Confiscate the item without returning it</li> </ul>
11. Engaging in gambling or exhibiting behaviors that suggest gambling, including being complicit in any form of gambling.	1	<ul style="list-style-type: none"> <li>- Consider deducting 15-20 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Initiate behavioral activities</li> </ul>
12. Displaying inappropriate sexual behavior, such as hugging, kissing, fondling, groping, being naked, taking photos under a skirt, or touching another person's body with sexual intent.	1	<ul style="list-style-type: none"> <li>- Consider deducting 15-20 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Initiate behavioral activities</li> </ul>
13. Stealing, embezzling, or defrauding someone else's property, including being complicit in these actions.	1	<ul style="list-style-type: none"> <li>- Consider deducting 15-20 behavioral points</li> <li>- Contact parents to discuss ways to adjust student behavior</li> <li>- Impose probation</li> <li>- Initiate behavioral activities</li> <li>- Compensate for damages (if any)</li> </ul>
<p style="text-align: center;">If the procedures mentioned above have been implemented but the student still does not comply and continues to commit repeated violations without showing improvement, or exhibits other unspecified behaviors, the individual observing such conduct should report the situation to the Student Affairs Department. This will allow the Committee for the Promotion of Desirable Characteristics to review the behavior and determine appropriate measures for modifying the student's conduct.</p>		

## Steps to modify behavior based on accumulated behavior scores

If students accumulate enough behavioral scores, the Student Affairs Department will take the following actions:

Accumulated behavioral score criteria	Actions to modify behavior
When students have received a deduction of 5 points or more from their behavior scores.	<ul style="list-style-type: none"> <li>- Submit a behavior report letter to inform parents.</li> </ul>
When students have accumulated deducted behavioral scores of 10 points or more, 15 points or more, and 20 points or more	<ul style="list-style-type: none"> <li>- Send a behavior report letter to inform parents.</li> <li>- Invite parents to discuss strategies for improving students' behavior.</li> <li>- Encourage the committee promoting positive characteristics to evaluate the behavior and decide on methods to adjust students' behavior using one or more of the following approaches simultaneously:               <ul style="list-style-type: none"> <li>- Probation (only for the first time on probation)</li> <li>- Participate in behavioral improvement activities (such as school-based or off-campus programs, activities organized by external agencies as specified, or activities aimed at developing desirable characteristics). If a student accumulates behavior point deductions reaching the specified threshold or repeatedly violates rules without showing improvement, the student may be required to temporarily suspend attendance to participate in such activities, depending on the severity of the behavior, as outlined below:                   <ul style="list-style-type: none"> <li>• Step 1: Suspension from classes to participate in activities for 3–5 days</li> <li>• Step 2: Suspension from classes to participate in activities for 5–7 days</li> <li>• Step 3: Suspension from classes to participate in activities for 14–30 days</li> </ul> </li> <li>- Other measures as specified (such as compensation for damages incurred or actions in accordance with school regulations or applicable laws), which do not constitute punishment of the student.</li> </ul> </li> </ul> <p><u>Note:</u> Should there be expenses associated with behavioral modification activities or other stipulated measures, students must assume personal responsibility for such costs. When students are assigned disciplinary sanctions or behavioral modification activities, they may concurrently face the suspension of one or multiple privileges as prescribed by the regulations.</p>

## Monitoring the Results of Behavior Modification

If a student receives a warning, has behavior points deducted, is placed on probation, or participates in behavior modification activities, the Student Affairs Department utilizes various methods to track the outcomes of these behavior modifications.

Action	How to track behavioral adjustments
After students are warned, deducted behavioral points, or put on probation	- Homeroom teachers (IDP) and those involved observe students.
After students completed behavior modification activities (in cases where they do not stop studying)	- Homeroom teachers and stakeholders observe students. - Students must reflect on their learning outcomes with their homeroom teachers (IDP) or the Student Affairs Department at least once.
After students completed behavior modification activities (in cases where they stop studying)	- Homeroom teachers (IDP) and stakeholders will observe students for four weeks starting from the first day of school. - Students are required to reflect on their learning outcomes with the Student Affairs Department at least once.
After students participated in activities to develop desirable characteristics	- Students should complete a worksheet reflecting their learning outcomes and submit it to the Student Affairs Department. - The Student Affairs Department and/or the organizer will evaluate the students' performance as Pass or Not Pass. <u>Note:</u> Please note that if a student receives an evaluation result of "Not Pass (NP)" it will prevent the issuance of important educational documents. Consequently, the evaluation based on the Basic Education Curriculum will be delayed, and these documents cannot be used for further studies in other educational institutions.

## Criteria for Issuing Documents Related to Behavior

When students request conduct certificates or other behavior-related documentation from the school, teachers or other personnel must use the student's accumulated deducted behavioral points from that academic year as the basis for the information included in these documents.

<b>Accumulated behavior scores criteria (Considered according to the academic year)</b>	<b>Information on conduct or behavior specified in the document</b>
No behavioral points deducted	Behavior at the level of “very good”
Behavior score deducted 1-5 points	Behavior at the level of “good”
Behavior score deducted 6-9 points	Behavior at the level of “moderate”
Behavior score deducted 10-19 points	Behavior at the level of “fair”
Behavior score deducted 20 points or more	Behavior at the level of “needs improvement” <u>Note:</u> If a student receives a deduction of 20 or more behavioral points, they will lose the ability to request a school conduct certificate. They must engage in activities aimed at developing positive characteristics before the school will issue the certificate.

## Part 4

### LSP Communication Channel

Students can reach out to specific personnel or departments within the school based on their roles and responsibilities during working days and hours. These hours are Monday to Friday, excluding public holidays and any other specific days off designated by the school, such as school holidays or special observances. The school's operating hours are from 7:45 a.m. to 4:20 p.m. Below are the details of the available communication channels:

Note: Each staff member has different working hours and responsibilities, so they might not respond immediately.

#### Homeroom teachers (Individual Development Plan Advisor: IDP Advisor)

Homeroom teachers will share information during the morning discussion activity (Homeroom) using online discussion groups (such as Line groups), Google Classroom, or other suitable channels.

Students may request sick leave or regular leave and can seek general advice from their homeroom teachers through Line, email, or any other channels.

#### Student Affairs Department

Division	Communication channels
Student Affairs	The main PR channels are: <ul style="list-style-type: none"><li>- Instagram: lsp.studentaffairs</li><li>- Line official: LSP Service Centre (Line ID: @125gwaml)</li></ul>
	The main communication channels are: <ul style="list-style-type: none"><li>- Student Affairs Room, 1st floor, Wichapat Building</li><li>- E-mail: student.affairs@lsp.ac.th</li><li>- Telephone number 065-518-8474</li></ul> <p><u>Note:</u> If you have any suggestions regarding the Homeroom Teacher (IDP) or operations overseen by the Student Affairs Department, please contact us through the channels mentioned above.</p>
	<p><b>Requests to review CCTV footage</b> are permitted only in emergency situations, such as lost belongings, witnessing a fight, or other incidents involving serious offenses related to the Red Group. To submit a request, please follow these steps:</p> <ol style="list-style-type: none"><li>1) Complete the CCTV camera request form at the Student Affairs Department. Be sure to provide detailed information about the incident, including the nature of the event, descriptions of any objects involved, the specific location, and the time it occurred.</li><li>2) Allow 3-5 business days for the Student Affairs Department to respond to your request. Please note that the processing time may vary depending on the complexity of the incident.</li></ol>

Division	Communication channels
<b>Mental Health (ID LAB)</b>	The main PR channel is Instagram: lsp.caringroom.
	The main communication channels are: <ul style="list-style-type: none"> <li>- ID LAB room, 3rd floor, Wichapat Building</li> <li>- Instagram: lsp.caringroom</li> </ul> <u>Note:</u> Students may schedule appointments for psychological consultation services as outlined by the Mental Health.
<b>Student behavior</b>	The main PR channel is Instagram: lsp.studentaffairs
	The main communication channel is the Student Affairs Room, 1st floor, Wichapat Building.
<b>Student committee</b>	The main PR channel is Instagram: lsp.studentcommittee
	The main communication channels are: <ul style="list-style-type: none"> <li>- Student Committee Room, 1st floor, Wichapat Building</li> <li>- Instagram: lsp.studentcommittee</li> </ul>
<b>Volunteer activity</b>	The main PR channel is Instagram: lsp.jitasa
	The main communication channels are: <ul style="list-style-type: none"> <li>- Student Affairs Room, 1st floor, Wichapat Building</li> <li>- E-mail: volunteer@lsp.ac.th</li> <li>- Line official: LSP.Jitasa (Line ID: @681owxrc)</li> </ul> <p><b>Submission of volunteer activity records:</b> To collect volunteer hours that satisfy the specified criteria, submit a volunteer activity record form as follows:</p> <ol style="list-style-type: none"> <li>1) Complete the volunteer activity record form and obtain a signature from the activity supervisor.</li> <li>2) Email the signed volunteer activity record form to volunteer@lsp.ac.th.</li> <li>3) Wait for the volunteer work to be reviewed and recorded in the system. You can check your recorded volunteer hours through the designated channels within 7 business days.</li> </ol> <u>Note:</u> Students can find more information about volunteering on the LSP school website.
<b>Club</b>	The main PR channel is Instagram: lsp.studentaffairs The main communication channels are: <ul style="list-style-type: none"> <li>- Student Affairs Room, 1st floor, Wichapat Building</li> <li>- E-mail: clublsp@lsp.ac.th</li> <li>- Line official: Club LSP (Line ID: @192gmnxf)</li> </ul> <u>Note:</u> Students can stay updated on their club's news through the channels provided by the committee or their club advisor.

Division	Communication channels
<b>Scout / Life Skills</b>	Main PR channels for Scout / Life Skills will be announced in class or through the Homeroom teacher (IDP).
	The main communication channel is the Student Affairs Room, 1st floor, Wichapat Building.
<b>Reserve Officer Training Corps Student</b>	Main PR channels for Reserve Officer Training Corps Student will be announced in online discussion groups (e.g., Line group) or other suitable channels.
	The main communication channel is the Student Affairs Room, 1st floor, Wichapat Building.

### Academic Affairs Department

Division	Communication channels
<b>Academic Affairs</b>	The main PR channels are: <ul style="list-style-type: none"> <li>- E-mail: academic@lsp.ac.th</li> <li>- Line official: LSP Service Centre (Line ID: @125gwaml)</li> </ul>
	The main communication channels are: <ul style="list-style-type: none"> <li>- Academic Affairs Room, 1st floor, Wichapat Building</li> <li>- E-mail: academic@lsp.ac.th</li> </ul> <p><u>Note:</u> If you have suggestions regarding the instructor or operations managed by Academic Affairs, please contact us through the channels above.</p>
<b>International Signature Program: ISP</b>	The main PR channels are: <ul style="list-style-type: none"> <li>- E-mail: isp@lsp.ac.th</li> <li>- Line official: ISP official (Line ID: @675xnsqu)</li> </ul>
	The main communication channels are: <ul style="list-style-type: none"> <li>- Temporary ISP room, 1st floor, room 110 (Teacher's Retreat), Puchaniya Building (Primary side)</li> <li>- E-mail: isp@lsp.ac.th</li> <li>- Telephone number 065-518-8496</li> </ul> <p><u>Note:</u> If you would like to give feedback regarding the instructor or the operations overseen by the International Signature Program, please contact us through the channels listed above.</p>
<b>Teacher (Instructor)</b>	The main PR and communication channels are: <ul style="list-style-type: none"> <li>- Google Classroom of the subject</li> <li>- Email of the subject's instructor</li> <li>- Other channels specified by the subject's instructor</li> </ul>

Division	Communication channels
<b>Registration and Evaluation</b>	The main PR channel is Line official: LSP Service Centre (Line ID: @125gwaml)
	The main communication channels are: <ul style="list-style-type: none"> <li>- Registration and Evaluation Office, 1st floor, Puchaniya Building</li> <li>- Telephone number 065-581-8476</li> </ul>
	<p><b>Request important educational documents, such as academic transcripts and student certificates, as follows:</b></p> <ol style="list-style-type: none"> <li>1) Complete the application form for a Certificate of Academic Achievement (LS.P.7) and prepare a 1.5-inch by 3-inch (3x4 cm) photo of the student. The number of photos required depends on the number of documents you are requesting.</li> <li>2) Submit the application form and photos to the Registrar and Evaluation Office. Please wait for the processing to be completed, which usually takes 5-7 business days, before picking up the requested documents.</li> </ol> <p><u>Note:</u> Students who still have an evaluation result of “0” or “Not Pass (NP)” in any subject or activity will not be able to request documents showing their academic results.</p>
	<p><b>Requesting a suspension of studies and maintaining student status</b></p> <p>If students have an unavoidable reason for suspension, they should follow these steps:</p> <ol style="list-style-type: none"> <li>1) Inform the academic department to discuss the impact of the suspension and any necessary actions to take during or after this period. This may include options for following up on studies, transferring credits, completing substitute activities, or addressing other related matters.</li> <li>2) Complete the request form for suspension of studies and maintenance of student status (LSP.9).</li> <li>3) Submit the request form to the Registrar and Evaluation Office at least 7 business days prior to the first day of the suspension.</li> </ol>
	<p><b>Requesting for leave</b> can be done by parents as follows:</p> <ol style="list-style-type: none"> <li>1) Parents should provide the student's name and grade through the Line official account: LSP Service Center. The school will then reach out to them to gather information and the reasons for the student's decision to drop out. Within 3 business days, the school will send a request form to the parents via email.</li> <li>2) Parents are to complete the received request form and prepare two 1.5-inch (3x4 cm) photos of the student.</li> <li>3) Parents must submit the completed request form along with the photos to the Registrar and Evaluation Office. They should wait for the results, which will be provided within 7 business days.</li> </ol> <p><u>Note:</u> Students who have an evaluation result of “0” or “Not Pass (NP)” in any subject or activity will not be able to issue a document showing their academic results, which may lead to their dropout.</p>

Division	Communication channels
<b>Career &amp; College Counselling</b>	The main PR channel is Line official: LSP Service Centre (Line ID: @125gwaml)
	The main communication channels are: <ul style="list-style-type: none"> <li>- Academic Affairs Office, 1st floor, Wichapat Building</li> <li>- Line official: College&amp;Counselling (Line ID: @861lniso)</li> <li>- Telephone number 065-518-8488</li> </ul> <u>Note:</u> The personnel in this division have working hours of 9.00-17.30 hrs.

## Others

Division	Communication channels
<b>Management Department and Public Relations</b>	The main PR channels are: <ul style="list-style-type: none"> <li>- Line official: LSP Service Centre (Line ID: @125gwaml)</li> <li>- E-mail: pr@lsp.ac.th</li> </ul>
	The main communication channels are: <ul style="list-style-type: none"> <li>- 1st floor, room 110 (Teacher's Retreat), Puchaniya Building (Primary side)</li> <li>- Telephone number 065-518-8495</li> </ul>
<b>Finance/ Accounting</b>	The main communication channels are: <ul style="list-style-type: none"> <li>- Telephone number 065-518-8483</li> <li>- Line official: LSP Accounting (@lsp391)</li> </ul>
<b>Education Development division</b> (Management Strategy Education, Curriculum, Quality Assurance and Coordination Government Agencies)	The main PR channel is Line official: LSP Service Centre (Line ID: @125gwaml)
	The main communication channels are: <ul style="list-style-type: none"> <li>- Line Official : Edu. Development (Line ID: @160mvxqs)</li> <li>- Telephone number 065-518-8501</li> </ul>