

Student Guidelines – Student Affairs Department

1. Student Uniform and Hairstyle Regulations

1.1 Attire for Lower Secondary Female Students

1.1.1 Blouse

- (1) White sailor-collar blouse.
- (2) White undershirt with straps approximately 1 inch in width.
- (3) White plastic buttons with a diameter of 1 centimetre.
- (4) Full name embroidered on the left chest above the breast pocket, width 0.5 cm, along with the school abbreviation “J.J.” and student identification number in Arabic numerals (width 1.5 cm) embroidered on the right chest in dark red thread. The blouse hem shall hang freely from the waist, covering the hips by 20 cm.

1.1.2 Skirt – Navy blue, knee-length, pleated both front and back, three pleats on each side without pressed creases.

1.1.3 Socks – White, as prescribed by the school.

1.1.4 Shoes – Plain black leather school shoes with straps.

1.1.5 Makeup – Students are not permitted to wear makeup. Light use of cushion foundation, sunscreen, face powder, or lip balm is allowed. The application of blush, eye shadow, glitter, or eyeliner is prohibited.

1.1.6 Earrings – Transparent plastic studs may be worn instead of earrings, or small non-reflective earrings in non-bright colours.

1.1.7 Hairstyle (Female Students)

- (1) Short hair: back length shall meet the blouse collar evenly.
- (2) Long hair: may be curled or rolled; must be tied into two braids or a ponytail, secured with a black elastic band, and tied neatly with the school’s bow.
- (3) Hair perming, layering, bleaching, dyeing, or colouring in any form is prohibited. Teachers who identify violations may send the student to the Behaviour Promotion Unit for parental pickup and correction.
- (4) All students shall undergo hair inspections during the second week of each month or according to the school’s schedule.
- (5) Hairpins shall be small and black, used solely for keeping hair neat.
- (6) Hair bows for Lower Secondary shall be navy blue, and for Upper Secondary white, width 1 inch, as prescribed by the school.

1.1.8 Fingernails – Must be kept short and clean. Nail polish, nail art, and artificial nails are prohibited. Students with gel nails must have them removed within 1 week (including weekends). The teacher who detects the violation shall record the incident and may require the student to report back upon correction.

1.1.9 Eyelashes – The use of eyelash extensions or false eyelashes is prohibited. Students must correct violations within 1 week (including weekends).

1.1.10 Contact Lenses – Only clear contact lenses are permitted.

1.1.11 School Bag – Must conform to the school-approved design.

1.1.12 Star Emblem – A star emblem shall be embroidered above the student's full name on the left chest in dark red thread, width 0.5 cm:

(1) Matthayom 1 – 1 star.

(2) Matthayom 2 – 2 stars.

(3) Matthayom 3 – 3 stars.

1.2 Attire for Lower Secondary Male Students

1.2.1 Shirt

(1) White stand-collar shirt, with a placket fastened by white round plastic buttons (diameter 1 cm), tailored to fit appropriately, and without pleats at the back.

(2) Full name embroidered above the left chest pocket, width 0.5 cm, along with the school abbreviation “ม.จ.” and student identification number in Arabic numerals (width 1.5 cm) embroidered on the right chest in dark red thread. The shirt must be neatly tucked into trousers, ensuring the belt buckle is visible.

1.2.2 Trousers – Navy blue, as prescribed by the school.

1.2.3 Belt – Black leather belt with the school-approved buckle.

1.2.4 Socks – White, as prescribed by the school.

1.2.5 Shoes – Plain black leather lace-up school shoes. In cases of injury requiring sandals, prior permission must be obtained from the homeroom teacher and the grade-level head.

1.2.6 Hairstyle (Male Students)

(1) Hair must be kept short, not extending below the hairline, with the front not covering the eyes, sides not covering the ears, and the crown maintained neatly in a manner appropriate for students.

(2) Perming, dyeing, or altering hair colour, and cutting designs or patterns into the hair, are prohibited.

(3) Beard, moustache, and sideburns must be clean-shaven.

(4) All students shall undergo hair inspections during the second week of each month or according to the school's schedule.

1.2.7 Fingernails – Must be kept short, clean, and without nail polish.

1.2.8 School Bag – Must conform to the school-approved design.

1.2.9 Star Emblem – A star emblem shall be embroidered above the student’s full name on the left chest in dark red thread, width 0.5 cm:

(1) Matthayom 1 – 1 star.

(2) Matthayom 2 – 2 stars.

(3) Matthayom 3 – 3 stars.

1.3 Physical Education Uniform, Scout/Guide Uniform, and Traditional Attire for Lower Secondary Students

1.3.1 Physical Education Uniform

1.3.1.1 Shirt – Navy blue polo shirt with the student’s full name embroidered on the right chest in white thread, along with the star emblem positioned above the name.

1.3.1.2 Trousers – School-prescribed track pants, with the shirt neatly tucked in.

1.3.1.3 Socks – White, as prescribed by the school.

1.3.1.4 Shoes – Plain white lace-up sports shoes or sneakers.

1.3.2 Scout and Guide Uniforms

1.3.2.1 Uniforms shall be of the design prescribed by the school.

1.3.2.2 Shirts, skirts, and insignia shall be worn in accordance with the regulations issued by the Ministry of Education.

1.3.3 Traditional Attire

1.3.3.1 Shall conform to the design prescribed by the school.

1.3.3.2 Students shall wear traditional attire every Friday. Shoes must be in the style prescribed by the school, or be standard school shoes or sneakers.

1.4 Attire for Upper Secondary Female Students

1.4.1 Shirt

(1) White stand-collar blouse without shoulder seams.

(2) White undershirt with straps approximately 1 inch in width.

(3) White buttons with a diameter of 1 centimetre.

(4) Full name embroidered above the left chest pocket, width 0.5 cm, along with the school abbreviation “พ.ร.” and student identification number in Arabic numerals (width 1.5 cm) embroidered on the right chest in dark red thread. The blouse must be tucked into the skirt so that the belt buckle is visible.

1.4.2 Skirt – Navy blue, knee-length, pleated both front and back, three pleats on each side without pressed creases.

1.4.3 Belt – Smooth black leather belt without decorative patterns.

1.4.4 Socks – White, as prescribed by the school.

1.4.5 Shoes – Plain black leather school shoes with straps. In cases of injury requiring sandals, permission must be obtained from or reported to the homeroom teacher and grade-level head.

1.4.6 School Badge – The school badge shall be affixed to the right chest, positioned slightly above the “J.J.” embroidery.

1.4.7 Earrings – Transparent plastic studs may be worn instead of earrings, or small non-reflective earrings in subdued colours.

1.4.8 Makeup – Students are not permitted to wear makeup. Light use of cushion foundation, sunscreen, face powder, or lip balm is allowed. The application of blush, eye shadow, glitter, or eyeliner is prohibited. Violations will be recorded as behavioural infractions, and upon reaching a total of 20 demerit points, the Student Affairs Department will summon the parents for consultation and corrective action.

1.4.9 Hairstyle (Female Students)

(1) Short hair: back length shall meet the blouse collar evenly.

(2) Long hair: must be tied back without braiding, secured with a black elastic band, and tied neatly with a hair bow.

(3) Hair perming, layering, bleaching, dyeing, or colouring in any form is prohibited.

(4) All students shall undergo hair inspections during the second week of each month or according to the school’s schedule.

(5) Hairpins shall be small and black, used to keep hair neat.

(6) Hair bow: smooth white fabric, width 1 inch, as prescribed by the school.

1.4.10 Fingernails – Must be kept short and clean. Nail polish, nail art, and artificial nails are prohibited. Students with gel nails must have them removed within 1 week (including weekends). The teacher who detects the violation shall record the incident and may require the student to report back upon correction.

1.4.11 Eyelashes – The use of eyelash extensions or false eyelashes is prohibited. Students must correct violations within 1 week (including weekends).

1.4.12 Contact Lenses – Only clear contact lenses are permitted.

1.4.13 School Bag – Must conform to the school-approved design.

1.4.14 Star Emblem – A star emblem shall be embroidered on the left collar in dark red thread, width 0.5 cm:

- (1) Matthayom 4 – 1 star.
- (2) Matthayom 5 – 2 stars.
- (3) Matthayom 6 – 3 stars.

1.5 Attire for Upper Secondary Male Students

1.5.1 Shirt

(1) White stand-collar shirt with a placket fastened by white round plastic buttons (diameter 1 cm), without pleats at the back.

(2) Full name embroidered above the left chest pocket, width 0.5 cm, along with the school abbreviation “U. J.” and student identification number in Arabic numerals (width 1.5 cm) embroidered on the right chest in dark red thread. The shirt must be neatly tucked into trousers, ensuring the belt buckle is visible.

1.5.2 Trousers – Navy blue, as prescribed by the school.

1.5.3 Belt – Smooth black leather belt without decorative patterns.

1.5.4 Socks – White, as prescribed by the school.

1.5.5 Shoes – Plain black leather lace-up school shoes. In cases of injury requiring sandals, prior permission must be obtained from the grade-level head.

1.5.6 School Badge – The school badge shall be affixed to the right chest, positioned slightly above the “U. J.” embroidery.

1.5.7 Fingernails – Must be kept short, clean, and without nail polish.

1.5.8 School Bag – Must conform to the school-approved design.

1.5.9 Star Emblem – A star emblem shall be embroidered on the left collar in dark red thread, width 0.5 cm:

- (1) Matthayom 4 – 1 star.
- (2) Matthayom 5 – 2 stars.
- (3) Matthayom 6 – 3 stars.

1.5.10 Hairstyle (Male Students)

(1) Hair must be kept short, not extending below the hairline, with the front not covering the eyes, sides not covering the ears, and the crown maintained neatly in a manner appropriate for students.

(2) Perming, dyeing, or altering hair colour, and cutting designs or patterns into the hair, are prohibited.

(3) Beard, moustache, and sideburns must be clean-shaven.

(4) All students shall undergo hair inspections during the second week of each month or according to the school's schedule.

1.6 Physical Education Uniform, Territorial Defence Student Uniform, and Traditional Attire for Upper Secondary Students

1.6.1 Physical Education Uniform

1.6.1.1 Shirt – Red polo shirt with the student's full name embroidered on the right chest in white thread, along with the star emblem positioned above the name.

1.6.1.2 Trousers – Dark navy track pants, as prescribed by the school.

1.6.1.3 Socks – White school socks, as prescribed by the school.

1.6.1.4 Shoes – Plain white lace-up sports shoes or sneakers.

1.6.2 Territorial Defence Student Uniform – Must be worn in accordance with the official regulations issued by the Department of Territorial Defence.

1.6.3 Traditional Attire

1.6.3.1 Shall conform to the design prescribed by the school.

1.6.3.2 Students must wear traditional attire every Friday. Shoes must be in the style prescribed by the school, or be standard school shoes or sneakers.

1.7 Ear Piercing and Tattoo Regulations

In the case where a student has undergone extreme ear piercing (such as ear stretching), the homeroom teacher and the grade-level head shall summon the parents for a formal meeting, during which a written agreement will be signed. The student must take corrective action to close the piercing. Male students are strictly prohibited from wearing earrings.

In the case where a student has a tattoo, the homeroom teacher and the grade-level head shall summon the parents for a formal meeting, during which a written agreement will be signed.

1.8 Tattoo Regulations

In cases where a student has a tattoo, the homeroom teacher and the grade-level head shall summon the parents for a formal meeting. During this meeting, the details of the student's behaviour will be addressed, and a written agreement will be signed, confirming the parents' awareness of the matter and outlining the corrective actions to be taken.

2. Attendance

2.1 Students must arrive at school and be prepared to join the flag assembly before the “Labor” song begins at 07:50 a.m.

2.2 Upon hearing the “Labor” song, students must stop all activities and proceed to their designated assembly points in an orderly manner to prepare for the flag salute and morning prayer.

2.3 Students arriving after 07:50 a.m. or after the “Labor” song has ended will join the flag assembly in front of the Saint Montfort monument. The Behaviour Promotion Unit will check their attire, record any uniform violations, and log their lateness in the SWIS system.

2.4 Students arriving after 08:30 a.m. must record their full name, student ID number, and arrival time with the school security officer before being allowed into the classroom.

2.5 Lateness Policy

2.5.1 3 late arrivals in one semester – verbal warning from the homeroom teacher.

2.5.2 5 late arrivals in one semester – 5 behaviour points deducted.

2.5.3 10 late arrivals in one semester – 10 behaviour points deducted.

2.5.4 15 late arrivals in one semester – 15 behaviour points deducted.

2.5.5 20 late arrivals in one semester – 20 behaviour points deducted.

Note: After 20 instances of lateness in a semester, each additional late arrival will result in a deduction of 5 behaviour points.

2.6 Leave of Absence: Personal Leave, Sick Leave, and Absences

Leave is considered as absence from class but with an official reason provided.

2.6.1 For personal leave, students must submit the school’s official leave form signed by a parent/guardian to the homeroom teacher at least one day in advance.

2.6.2 For sick leave, students must submit the official sick leave form signed by a parent/guardian to the homeroom teacher on the day they return to school.

2.6.3 For sick leave of three consecutive days or more, a medical certificate must be attached to the sick leave form, signed by a parent/guardian, and submitted to the homeroom teacher upon return.

2.6.4 For all types of leave or absence, parents/guardians must inform the homeroom teacher via phone or other communication channels before 08:00 a.m. on the day of absence. The leave form must be submitted later for official record-keeping.

2.7 Absence Without Leave

2.7.1 2 total days absent – homeroom teacher contacts parents/guardians to inform them.

2.7.2 4 total days absent – homeroom teacher invites parents/guardians to sign a written warning (Form ๙๙.1).

2.7.3 6 total days absent – homeroom teacher invites parents/guardians to sign the first formal agreement (Form ๙๙.2).

2.7.4 8 total days absent – homeroom teacher invites parents/guardians to sign the second formal agreement (Form ๙๙.2).

2.7.5 10 total days absent – homeroom teacher invites parents/guardians for a meeting; student performs 1 day (6 hours) of community service; Behaviour Promotion Unit notifies the Assessment Unit to review eligibility for final examinations.

2.7.6 12 total days absent – 2 days (12 hours) of community service required; notification sent to the Assessment Unit.

2.7.7 14 total days absent – 3 days (18 hours) of community service required; notification sent to the Assessment Unit.

2.7.8 18 total days absent – parents/guardians sign a probationary record (Form ๙๙.3); homeroom teacher, guidance counsellor, and Behaviour Promotion Unit conduct a home visit; notification sent to the Assessment Unit.

2.7.9 15 consecutive days absent – Behaviour Promotion Unit coordinates with the Registrar for student withdrawal.

2.7.10 Arriving after 12:55 p.m. is counted as half-day absence.

2.7.11 Students placed under court-ordered juvenile observation are subject to review by the Director's Advisory Committee regarding class time allowances.

2.7.12 Students required to report to court must submit a personal leave form each time.

3. General Student Conduct

3.1 Participation in School Activities

3.1.1 Students must participate in school activities on the designated dates, times, and venues, unless an exceptional and unavoidable circumstance arises. Exemption requires prior written permission.

3.1.2 Students wishing to participate in activities organised by external agencies, organisations, or communities during school hours—where such activities are not arranged by the school or conflict with school regulations—must submit a written request from their parents/guardians and the responsible adult to the school for approval before participation.

3.2 Classroom Conduct

3.2.1 If a teacher is absent for more than five minutes, the class leader must report to the grade-level head or the Academic Affairs Department.

3.2.2 Students must help maintain classroom property, including desks, chairs, boards, and teaching materials.

3.3 Cleanliness and Orderliness Within and Outside the Classroom

3.3.1 Students must help maintain the cleanliness of school buildings and the campus at all times.

3.3.2 Classrooms and property must be kept in good condition and in order.

3.3.3 Classrooms must be cleaned daily according to the schedule set by the homeroom teacher.

3.3.4 Furniture must not be moved outside the classroom without permission.

3.3.5 Students causing damage to school property will be held responsible for repair or replacement costs.

3.4 Leaving the Classroom During Lessons – Students must request permission from the subject teacher before leaving.

3.5 Dining Regulations

3.5.1 Meals must be consumed only in designated areas and during scheduled meal times.

3.5.2 After eating, dishes and utensils must be returned to the designated collection points, and food waste disposed of properly.

3.5.3 Students must observe proper table manners and keep tables and chairs clean for the next user.

3.5.4 When purchasing food, students must queue in order.

3.5.5 Buying or ordering food or goods from outside the school is prohibited.

4. Leaving the School Premises

4.1 If a parent/guardian collects a student before the end of the school day, they or an authorised representative must contact the Student Affairs Department to obtain an official exit pass. This pass must be handed to the security officer upon leaving the premises.

If the person collecting the student is an authorised representative, the following documents must be presented:

- (1) Written authorisation from the parent/guardian.
- (2) A copy of the parent/guardian's national ID card with signature.
- (3) Parent/guardian's telephone number.
- (4) A copy of the authorised person's national ID card.

(5) Telephone number of the authorised person.

The Behaviour Promotion Unit will verify the authorisation directly with the parent/guardian.

4.2 Leaving the school premises without permission is considered truancy.

5. Student Disciplinary Measures

In accordance with the Ministry of Education's Regulation on Student or College Student Punishment B.E. 2548 (2005), issued under the authority of Sections 6 and 64 of the Child Protection Act B.E. 2546 (2003), Montfort College establishes the following disciplinary measures to be observed within the school.

5.1 Types of Disciplinary Actions

"Punishment" refers to measures imposed on students who have committed offences, with the intent to educate and reform their behaviour. Four forms of punishment may be applied:

(1) Verbal Warning – Used for minor offences when witnessed directly by teachers or educational personnel.

(2) Behaviour Point Deduction – To be applied according to the school's demerit points system, with records maintained for reference.

(3) Behaviour Improvement Activities – For cases requiring behavioural adjustment, such as community service, participation in behavioural training camps, or parental involvement in corrective measures. The decision is made by the grade-level head, Head of the Behaviour Promotion Unit, Assistant Head of Student Affairs, and Head of Student Affairs, with recommendations submitted to the School Director.

(4) Probation – Applied when a student engages in conduct unbecoming of a student, causes disrepute to the school, violates school regulations, or repeats offences after warnings. The probation agreement shall be in writing, signed by the student and parents/guardians, and acknowledged by the School Director.

In all cases, students must sign to acknowledge their offence and the disciplinary measure applied.

5.2 Nature of Offences

To foster good conduct, proper attire, courteous behaviour, moral integrity, and self-control, while prohibiting punitive actions driven by anger, malice, or excessive severity, the school categorises offences as follows:

5.2.1 Minor Offences – Examples include: not wearing proper uniform, untucked shirts, improper hairstyles, lateness, concealing another student's wrongdoing, lack of cleanliness, failure to line up for the flag ceremony, eating in prohibited areas, wearing nail polish, unauthorised phone use in class, and lack of learning materials.

5.2.2 Moderate Offences – Examples include: truancy, evading uniform or hair inspections, disrespectful behaviour toward teachers, defiance of instructions related to teaching and learning, graffiti, bullying, inappropriate physical contact suggestive of romantic behaviour, lying, inciting misconduct, loitering in inappropriate venues, or other actions deemed inappropriate by school authorities.

5.2.3 Serious Offences – Examples include: falsifying information or documents, cheating in examinations, possession or use of cigarettes, alcohol, drugs, or related paraphernalia, wilful damage to property, threats or extortion, insubordination, physical assault, theft, gambling, possession or distribution of illegal substances, possession of weapons, criminal acts as determined by the courts, grossly immoral behaviour, or other actions posing a serious risk to school safety or reputation.

Students committing offences with severe consequences—such as causing death, serious injury, possession of high-grade narcotics, or possession of dangerous weapons—may face immediate expulsion at the discretion of the School Director, without prior warning.

5.3 Behaviour Point System and Consequences

All students begin with 100 behaviour points. Point deductions correspond to the severity of the offence and are linked to progressive disciplinary measures, ranging from verbal warnings to parental meetings, probation, behavioural improvement activities, and, for repeated or severe misconduct, consideration of alternative educational arrangements.

5.4 Guidelines for Disciplinary Decisions

- (1) First minor offence – verbal warning, explanation of correct conduct, and written record.
- (2) First offence resulting in 20 points deducted (or accumulation to 20) – parental meeting and signed agreement.
- (3) First offence resulting in 80 points deducted (or accumulation to 80) – parental meeting, probation, and meeting with the School Director.
- (4) Group offences – each student’s conduct assessed individually based on evidence.
- (5) All punishments must be recorded in the SWIS system and relevant documentation.

5.5 Procedures for Serious Offences

The grade-level head, Head of the Behaviour Promotion Unit, and Assistant Head of Student Affairs shall review and recommend penalties to the School Director in accordance with school regulations.

Behaviour Point Deduction Table

All students start each year with **100 behaviour points**, deducted according to the offence's nature and severity.

Minor Offences

No.	Offence	Points Deducted
1	Wearing another student's uniform or non-school attire	5
2	Hair longer or in a style contrary to school regulations	5
3	Dyeing hair	5
4	Missing name embroidery, star emblem, or incorrect shoes/socks	5
5	Untucked shirt	5
6	No belt or non-standard belt	5
7	Female students not wearing undershirt	5
8	Wearing non-standard shoes	5
9	Wearing attire inconsistent with timetable	5
10	Male students with facial hair	5
11	Extreme ear piercing (ear stretching)	5
12	Long nails or nail polish	5
13	Female students wearing non-approved earrings	5
14	Male students wearing earrings	5
15	Wearing makeup contrary to regulations	5
16	Late to class or school without valid reason	5
17	Not joining flag ceremony or homeroom activity	5
18	Failure to submit leave form for absence	5
19	Using phone or device during lessons	5
20	Talking or playing in class/assembly	5
21	No learning materials, sleeping, or inattentive	5
22	Eating outside designated times/places or not clearing utensils	5
23	Ordering food or goods from outside during school hours	5

Moderate Offences

No.	Offence	Points Deducted
1	Evading uniform or hair inspection	20
2	Truancy, leaving campus, skipping activities, or avoiding club/Scout duties	15
3	Poor hygiene, littering, neglecting cleaning duties	10
4	Graffiti or unauthorised markings on school property (toilets, walls, desks, chairs)	10
5	Disrespectful or inappropriate behaviour toward teachers	20
6	Bullying or harassing others resulting in injury	20
7	Inappropriate romantic behaviour (e.g., holding hands, resting head on lap, hugging)	20
8	Lying or giving false information	20
9	Inciting or encouraging others to break school rules	20
10	Loitering in gaming shops, restaurants, or other places causing reputational harm	30
11	Posting/sharing images or text causing reputational harm after complaint	20
12	Moving or altering school property without permission	15
13	Possessing pornographic materials (CDs, images, video clips)	20
14	Leaving campus or purchasing goods outside during class hours without permission	10
15	Attempted cheating in examinations	20

Serious Offences

No.	Offence	Points Deducted
1	Theft of school or personal property	20
2	Providing false statements/falsifying documents (including signatures)	40
3	Impersonating a parent/guardian	40
4	Cheating in examinations	40
5	Possessing/using cigarettes, e-cigarettes, hookah, cannabis, lighters, matches, or related devices	40
6	Drinking alcohol on/off campus as reported or witnessed	40
7	Defying school/teacher orders causing damage	40
8	Wilful damage to school, teacher, or student property	40
9	Threatening, coercing, or extorting others for property	50
10	Aggressive, defiant, or disrespectful conduct toward school staff	40
11	Fighting or assault causing physical or psychological harm	40
12	Gambling in any form or bringing gambling tools to school	40
13	Consuming or possessing intoxicants or illegal substances	40
14	Distributing intoxicants or illegal substances	40
15	Bringing or distributing weapons, explosives, or dangerous items	40
16	Criminal offences with a final court conviction	40
17	Grossly immoral behaviour	40

Guidelines for Student Disciplinary Consideration

1. **First Offence (Minor)** – Issue a verbal warning, provide guidance on correct behaviour, and record the warning in writing or through a signed agreement as evidence.

2. **First Offence with 20-Point Deduction or Accumulation of 20 Points Deducted** – Invite parents to meet with the school and sign a formal agreement.

3. **Offence with 80-Point Deduction or Accumulation of 80 Points Deducted** – Invite parents to meet with the school, sign a probationary contract, and have the student meet with the School Director.

4. **Group Offences** – If multiple students commit the same offence, the grade-level head, Head of Behaviour Promotion and Student Care, or Assistant Head of the Student Affairs Department (Discipline Section) shall conduct a thorough and fair investigation to determine individual penalties according to the severity of each student's behaviour.

5. Forms of Disciplinary Action

5.1 Verbal Warning – Any teacher may issue a verbal warning and must record it as evidence.

5.2 Behaviour Point Deduction – Any teacher may deduct points according to the official criteria, recording it in the SWIS system for submission to the grade-level head and Head of Behaviour Promotion and Student Care.

5.3 Parental Notification and Probation Contract – This authority rests with the grade-level head, Head of Behaviour Promotion and Student Care, and Assistant Head of the Student Affairs Department.

5.4 Behavioural Improvement Activities – The grade-level head, Head of Behaviour Promotion and Student Care, and Assistant Head of the Student Affairs Department may propose such activities, along with probation, to the School Director.

6. **Serious Offences** 6.1 The grade-level head, Head of Behaviour Promotion and Student Care, and Assistant Head of the Student Affairs Department shall determine penalties according to school regulations and submit them to the School Director for approval.

Points Deducted	Action	Responsible Person(s)
15	First warning; issue written notice	Homeroom Teacher, Grade-Level Head
20	Second warning; invite parents; sign agreement	Homeroom Teacher, Grade-Level Head
40	Third warning; invite parents; sign agreement	Homeroom Teacher, Grade-Level Head
50	Invite parents for behavioural adjustment discussion; assign 1-day or 6-hour community service	Grade-Level Head, Head of Behaviour Promotion and Student Care
60	Invite parents; sign conditional agreement for 2-day or 12-hour community service / attend 2-day behavioural camp	Grade-Level Head, Head of Behaviour Promotion and Student Care
70	Invite parents; sign conditional agreement for 3-day or 18-hour community service / attend 3-day behavioural camp	Grade-Level Head, Head of Behaviour Promotion and Student Care
80	Invite parents; sign first probationary contract; student meets School Director	Grade-Level Head, Head of Behaviour Promotion and Student Care
100	Invite parents; sign second probationary contract; implement behavioural adjustment with parental participation; student meets School Director	Assistant Head of Student Affairs Department, Grade-Level Head, Head of Behaviour Promotion and Student Care
Over 100	Consult with parents; consider an alternative environment more suitable for the student, ensuring systematic care and supervision	Head of Student Affairs Department, Assistant Head of Student Affairs Department, Head of Behaviour Promotion and Student Care

Note: Teachers and relevant personnel must record behaviour in the SWIS system and retain all required documentation systematically, ensuring the grade-level head and Head of Behaviour Promotion and Student Care are informed for penalty consideration.

Guidelines for Recording Student Merits or Distinctions

No.	Merit Activity	Points Awarded
1	Other acts of public service	20
2	Volunteer traffic duty (year-round)	20
3	Student council committee member (full academic year)	20
4	Member of school marching band (year-round)	20
5	MCTV student team member	20
6	Student assisting public relations	20
7	Choir member	20
8	Class president (full academic year)	20
9	School representative in performances or activities (internal or external)	20
10	Reporting illicit activities or harmful environments to teachers for prevention	10
11	Reporting offenders or potential damage to school property or community	10
12	Returning lost money or belongings to locate owner	5
13	Preserving school property	5
14	Demonstrating polite speech and manners befitting a Montfort student	5
15	Consistently wearing correct uniform	5
16	Maintaining correct hairstyle and hair colour per regulations	5
17	Assisting teachers and masters (e.g., carrying items, assigned tasks)	5

Note: All merits must be recorded in the SWIS system with supporting evidence to ensure proper recognition in school records and awards. Certificates of merit cannot be used to offset behaviour point deductions.

Qualifications for Students to Receive the Certificate of Outstanding Conduct

1. Students shall obtain not less than 80 points in the Good Conduct Record.
2. Students shall not have incurred a deduction of 20 points or more due to undesirable behavior.

**Montfort College**

19/1 Montfort Road, Tha Sala Subdistrict, Mueang District, Chiang Mai 50000 Tel. (053) 245570-5, Fax (053) 245571

Student Warning Notice*Student Affairs Department*

Date: Month: Year:

In reference to (Mr. / Miss), a student in Grade..... /, who has conducted himself/herself in a manner inappropriate for a Montfort College student, as follows:

.....
.....
.....

I have now issued a warning to the student and provided guidance to improve his/her behaviour for future conduct.

Signature:

.....

(Homeroom Teacher / Grade-Level Head / Student Behaviour Promotion Office)

Date: / /

I, (Mr. / Miss), hereby pledge that:

1. I will not repeat such behaviour.
2. I will strictly comply with the school's rules and regulations. Should I fail to adhere to this pledge and repeat such behaviour, I accept that I will be subject to a higher level of disciplinary action.

Signature: (Student)

(.....)

Date: / /

Acknowledgement

Signature:

(.....)

Homeroom Teacher

Date: / /

Signature:

(.....)

Grade-Level Head

Date: / /

**Montfort College**

19/1 Montfort Road, Tha Sala Subdistrict, Mueang District, Chiang Mai 50000 Tel. (053) 245570-5, Fax (053) 245571

Student Behaviour Agreement*Student Affairs Department*

Date: Month: Year:

This **Agreement No.** is made between the student:

(Mr. / Miss) No. Class M / Student ID No.

who is under the care of (Father / Mother / Guardian) Name

and the Student Affairs Department, Secondary Section, Montfort College, regarding behaviour that does not comply with the Montfort College Student Code of Conduct, as detailed below:

.....
.....

I, (Mr. / Miss) hereby solemnly pledge, in the presence of my father, mother, or guardian and the Student Affairs Department, that from this day forward I will cease the behaviour specified above, strictly comply with all school rules and announcements, devote myself to my studies, and refrain from causing any further problems for teachers or staff. Should I fail to adhere to this agreement, my father, mother, or guardian and I fully consent to the school taking disciplinary action in accordance with its regulations without any conditions.

This agreement is hereby signed as evidence.

Signature:

(.....)

Student

Signature:

(.....)

Homeroom Teacher – Class M ... / ...

Signature:

(.....)

Head of Student Behaviour Promotion Office

Signature:

(.....)

Parent / Guardian

Signature:

(.....)

Grade-Level Head – Class M ...

Signature:

(.....)

Assistant Head of Student Affairs Department

Signature:

(Bro. Sarawut Yuchompoo, Ph.D.)

Head of Student Affairs Department



Montfort College

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Probationary Contract

Student Affairs Department

Date: Month: Year:

I,, am the parent/guardian of (Mr. / Miss),
Student ID No., Roll No., Class M, who is under my guardianship. The said student has
engaged in behaviour contrary to the Montfort College Student Code of Conduct, namely:

.....
.....

On (Day), (Date) Month Year, at hrs., the school conducted
a thorough investigation of the facts and found that the student's actions constituted undesirable behaviour. Such behaviour
warrants disciplinary measures as prescribed by the school. Accordingly, I concur that the student shall enter into
a **Probationary Contract** with the Student Affairs Department.

I hereby certify that I will advise and admonish (Mr. / Miss) to
refrain from violating school rules and regulations. Should the student commit a further breach of the Student Code of Conduct,
it shall be deemed a violation of this probation, and I consent to the school taking disciplinary action in full accordance with
its regulations, without any conditions whatsoever.

This document is signed as evidence.

Signature:

(.....)

Student

Signature:

(.....)

Homeroom Teacher – Class M ... / ...

Signature:

(.....)

Head of Student Behaviour Promotion Office

Signature:

(Bro. Sarawut Yuchompoo, Ph.D.)

Head of Student Affairs Department

Signature:

(.....)

Parent / Guardian

Signature:

(.....)

Grade-Level Head – Class M ...

Signature:

(.....)

Assistant Head of Student Affairs Department

Signature:

(Bro. Chamnarn Laorakphol, Ph.D.)

Director, Montfort College

**Montfort College**

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Student Behaviour Adjustment Form***Student Affairs Department***

Date: Month Year

Student: (Mr. / Miss) Student ID No.:

Class M / No.: Total Hours Assigned for Behaviour Adjustment: Hours

Period: From Month Year to Month Year

While undertaking the assigned behaviour adjustment activities, the student must record each activity performed and obtain a parent/guardian's signature for every entry. Upon completion, the student shall submit this form to the Student Behaviour Promotion Office, Student Affairs Department, together with photographic evidence of the activities undertaken.

Schedule of Behaviour Adjustment Activities.....
.....**Description of Activities Performed**.....
.....**Benefits Gained from the Activities**.....
.....

Signature:

(.....)

Student

Signature:

(.....)

Parent / Guardian

Signature:

(.....)

Homeroom Teacher – Class M ... / ...

Signature:

(.....)

Grade-Level Head – Class M ...

Signature:

(.....)

Head of Student Behaviour Promotion Office

Signature:

(.....)

Assistant Head of Student Affairs Department

Signature:

(Bro. Sarawut Yuchompoo, Ph.D.)

Head of Student Affairs Department



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Special Conduct Agreement

Student Affairs Department

Date: Month Year

I, (Mr./ Ms./Mrs.), am the parent/guardian of
(Master/Miss/Mr./Ms.), relationship to student:,
a student in M. /, No., who has acted in violation of the Student Affairs behavioural guidelines. The
school has previously conducted counselling, issued warnings, and invited or informed the parent/guardian on several
occasions. However, on this occasion, the student has once again engaged in conduct deemed inappropriate under the
Student Affairs behavioural guidelines, as follows:

.....
.....
Therefore, I hereby agree with Montfort College that from this date onward, the said student, (Mr./Miss/Mrs.)
....., will conduct him/herself in accordance with
the school regulations and Student Affairs behavioural guidelines in a disciplined manner.

Furthermore, should (Master/Miss/Mr./Ms.) fail to comply with the terms of
this agreement, I, (Mr./Mrs./Miss), relationship to student:,
agree to transfer the student to another educational institution without any conditions whatsoever.

This document is signed as evidence of the agreement.

Signature:
(.....)
Student

Signature:
(.....)
Homeroom Teacher – Class M ... / ...

Signature:
(.....)
Head of Student Behaviour Promotion Office

Signature:
(Bro. Sarawut Yuchompoo, Ph.D.)
Head of Student Affairs Department

Signature:
(.....)
Parent / Guardian

Signature:
(.....)
Grade-Level Head – Class M ...

Signature:
(.....)
Assistant Head of Student Affairs Department

Signature:
(Bro. Chamnarn Laorakphol, Ph.D.)
Director, Montfort College