

# THE INTERNATIONAL SCHOOL YANGON

*A Community Committed to Excellence*

## ELEMENTARY SCHOOL

PreKindergarten through Grade 5

## STUDENT & PARENT HANDBOOK

2017-2018



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# History of The International School Yangon

## Over 60 years of quality education in Yangon

The origins of International School Yangon can be traced to an American lady, Miss Jevne, who tutored a friend's child in her free time. This was in 1952. Lacking facilities for an American-type education, other parents sent their children to Miss Jevne, and the class grew to over thirty students.

When this pioneer left in 1955, it became evident that a regular elementary school was needed for children of the international community. The parents of pupils attending the school convened and held a general meeting on August 25, 1955. It was resolved that an initial draft of a written constitution of the school along with a Declaration of Trust be adopted.

The Declaration of Trust was made at Rangoon on 13th September, 1955, by His Excellency Joseph C. Satterwaite, Ambassador of the United States of America to the Union of Burma. The Deed of Trust was amended on 14th March, 1966, to include Articles of Association and By-Laws.

The elementary school for twenty-four years leased a residential building at 61 Insein Road. In June, 1988, ISY moved to the 20 Golden Valley site. The International High School-Rangoon arrived in September, 1988.

The International High School was founded in 1976 by the international community to provide a high school education for its students. It was located on Prome Road. The first Principal was Mrs. Gloria Walton. About thirty students attended the school the first year.

In 1977, the school moved to 8 Wingaba Avenue. About six years later, the school was moved to Dubern Road near the American Club. It stayed there until September, 1988. Political unrest at that time led to many students leaving Burma. The school itself moved to the campus of the International School Yangon at 20 Golden Valley.

The elementary school was first accredited in 1984 by the Western Association of Schools and Colleges (WASC). This accreditation to provide an American-curriculum education was renewed in 1990 for a further six years. The high school also was accredited at that time. ISY has subsequently continued the accreditation process at regular 6-year intervals. The International Baccalaureate program was instituted in 2010.

## Mission, Beliefs, and the Expected School-wide Learner Results (ESLRs)

### MISSION STATEMENT - what drives the school forward

The International School of Yangon is a community that is committed to excellence. We inspire students with a challenging, international education, based on an American curriculum, in a nurturing learning environment that promotes responsibility and respect. We aim to develop socially engaged, self-motivated, creative, compassionate individuals who will be a force for positive change in their communities and the world.



## **Beliefs**

At ISY, we believe that. . .

1. students are at the center of all our efforts.
2. cultural diversity enriches us all.
3. learning should be pursued for its own intrinsic value.
4. students learn in different ways.
5. all students have the right to live and learn in a safe and nurturing environment.
6. educating the whole person is vital to individual success.
7. education is a shared responsibility of students, family, school, and the wider community.
8. we are all responsible for our decisions.
9. challenging expectations promote individual growth and organizational development.
10. creative and critical thinking and cooperative learning are essential.

## **Expected School-wide Learner Results (ESLRs) and the IB Learner Profile**

With the school's mission in mind, ISY has adopted the following Expected School-wide Learning Results (ESLRs) combined with the IB Learner Profile. The IB learner profile is the IB mission statement translated into a set of learning outcomes for the twenty-first century. It is a set of attributes (see in bold below) and descriptors that define the type of learner the IB hopes to develop through its programs. As an IB World School, ISY promotes the IB Learner Profile and the ISY ESLRs school wide.

*ISY Students will -*

- **Become Global Citizens who . . .**
  - Are environmentally aware and active (**Caring**)
  - Contribute to the welfare of the world community (**Caring**)
  - Respect the dignity and worth of others (**Principled, Open-minded**)
  - Manifest the virtues of honesty and integrity (**Principled**)
  - Understand and appreciate the values, traditions, and perspectives of others (**Open-minded**)
- **Be Successful Communicators who . . .**
  - Demonstrate the skills of effective collaboration (**Communicators**)
  - Use appropriate technology as a tool to convey ideas (**Communicators**)
  - Write, speak, read and listen with purpose (**Communicators**)
  - Are multi-lingual (**Communicators**)
- **Demonstrate Complex Thinking and Creativity by . . .**
  - Gathering analyzing and processing information from a variety of sources (**Thinkers**)
  - Being effective and creative problem-solvers (**Thinkers**)
  - Being effective decision-makers (**Thinkers**)
  - Pursuing inquiry and curiosity within learning (**Inquirers**)
  - Building a foundation of knowledge and applying understandings to new situations (**Knowledgeable**)
- **Become Lifelong Learners who . . .**
  - Take responsibility for their learning (**Reflective**)
  - Value all types of learning: academic, social, athletic, aesthetic and emotional (**Balanced**)
  - Have the confidence to take on new challenges (**Risk-takers**)
  - Give thoughtful consideration to their own learning (**Reflective**)

# Governance

The International School Yangon (ISY) is a non-profit Association that is governed by a volunteer Board of Trustees of up to eleven members. All parents and guardians of current ISY students are members of this Association. Positions on the ISY Board of Trustees are either appointed or elected, with elections taking place at the Annual General Meeting (AGM) held in May of each year. The Board then selects from among its members a Chair, Vice-Chair, Treasurer and Secretary. As a non-profit Association, all tuition and other income generated by ISY is channeled back into the operation and development of the school and its facilities.

The Board of Trustees is responsible for the overall governance of the school. This includes articulating long-term vision, setting broad policy, safeguarding the financial integrity of the school, and protecting the school from risk. The Board also adopts the annual budget, sets tuition and fee scales, and identifies and approves major facilities improvement projects. Finally, the Board selects, hires, supports and evaluates the ISY Director, who is responsible for the day-to-day operation of the school, the realization of the school's mission and execution of improvement plans as directed by the Board. The Director also serves as a non-voting member of the Board of Trustees.

The ISY Board of Trustees employs a number of different channels to communicate with the wider parent community. First, all parents are encouraged to attend and observe quarterly Board meetings, and to make contributions under the standing agenda item, "Communication from Association members." Detailed minutes of these meetings are also posted on the ISY website. In addition, the Board publishes ad-hoc announcements throughout the year, either by direct email to all Association members or via the ISY Newsletter. Open presentations on topics of general interest are also held on an occasional basis, and an Annual Report is presented to the Association at the AGM in May. Finally, the Board welcomes questions and comments from Association members and the larger community through its designated email address, [isyboard@isyedu.org](mailto:isyboard@isyedu.org), which is directed to all Board members, including the Director.

Another avenue for parents to have direct input into Board deliberations is to volunteer to serve on one of the Board's Standing or Ad-hoc committees. As of January 2016, the Board has four Standing Committees to advise and guide the Board on specific areas of focus. Each Committee is chaired by a Board member and may include among its members a combination of Board members, parents, teachers, school administrators, and outside experts. All Committees report their findings and recommendations to the full Board for consideration.

[1] Stakeholders include current parents, alumni, alumni parents, local and international government entities and broader community partners.

# Staff

ISY employs over 100 well-qualified and experienced teaching staff representing around 15 different countries. They are organized into Elementary School (PreKindergarten to Grade 5) and the Secondary School (Grades 6-12). There are approximately 50 support staff.

# Campuses and Facilities

## **ISY Main Campus - 20 Shwe Taungyar Street - Bahan Township**

Opened in 1988, the facility houses grades Pre-Kindergarten through grades twelve (12). Hours: School is in session from 7:45 AM to 2:30 PM. After-school activities start at 2:40 PM and end at 3:25 PM. Sporting practices and activities at ISY's main campus may end later.

# The School Year

The school year is approximately ten months in length with 180 student contact days. The school year customarily begins in early or mid-August of each year. The school year typically ends in early or mid-June. The secondary school is divided into quarters, whereas the elementary school is divided into trimesters. Refer to the calendar located on ISY's website for exact dates.

## Curriculum Overview

The International School Yangon follows a university preparatory curriculum. The guiding curriculum is standards-based which sets common standards for all grades, with differentiated benchmarks that are developmentally appropriate for grade levels. The Elementary School follows the model of inquiry-based education covering a broad content base. The Middle School concept to promote both academic and social growth is followed in grades 6 through 8. A standard high school program is offered in grades 9-10. In grades 11 and 12 students enroll in a course of studies defined as the International Baccalaureate (IB) program, under which some students may elect to obtain the IB Diploma. The IB Diploma is a separate credential, awarded individually to the student by the IB organization that occurs after the student has graduated from ISY. The International School Yangon has a distinguished record of its graduates gaining admission to the top universities in the United States and other countries.

Under the supervision of the Principal each teacher is responsible for planning, preparation, instruction, enrichment, assessment and reporting achievement of students for the classes they are teaching. Teachers may be collaborating with colleagues if they are both teaching the same course in the same grade. Teachers use the Atlas Rubicon curriculum mapping program to share and maintain lessons, plans, scope and sequences, assessments, assignments and other parts of their curriculum for each class.

Parents can view a written copy of all curriculum materials which are available on the ISY website or a curriculum guide for each grade level, or one page curriculum brief for IB classes. This written curriculum is approved by staff and administration and modifications occur based on a curriculum review cycle and available resources, technology or other integration changes and also the prevailing topical matter of study or events in the world. This can be helpful for planning enrichment for your child or to help your child know what to expect in a particular teacher's class over the course of a quarter, semester or year.

ISY is accredited by the Western Association for Schools and Colleges. ISY is also a member of the East Asian Regional Council of Schools (EARCOS). ISY is committed to ensuring that its students achieve a high level of accomplishment using English as the medium of instruction.

## Subjects Taught

To ensure the meeting of ISY's mission statement, a well-rounded variety of subjects are taught in the elementary grades. The core (classroom) teacher teaches the first four subjects listed below. The remaining subjects are taught by specialists in those fields of study.

- 1) English Language Arts
- 2) Mathematics
- 3) Science
- 4) Social Studies

- 5) Physical Fitness & Health (PF&H)
- 6) Visual Arts
- 7) Library
- 8) Computer Technology
- 9) Music
- 10) World Languages (Grades 1-5 - French or Mandarin)

English as an Additional Language (EAL) is provided from Kindergarten through Grade 5 and may be taken in lieu of a World Language. More information can be found in this handbook (refer “ENGLISH AS AN ADDITIONAL LANGUAGE”).

# Day to Day Activities and Procedures

*This section of the Handbook is organized alphabetically*

## ADMISSIONS POLICY/GRADE LEVEL PLACEMENT

The International School Yangon is committed to the principle of equal opportunity in education. The school does not discriminate against individuals on the basis of race, color, gender, sexual orientation, religion, disability, age, or national or ethnic origin in the administration of its educational, admissions or employment policies. ISY is open for admission to expatriate and Myanmar applicants. The school accepts students who will benefit from its programs.

All admissions decisions are contingent upon a match between the student's needs and the level of services provided by ISY. The International School Yangon does not have the personnel to provide for students with special needs who cannot be accommodated through differentiation in the classroom.

All applications are submitted through ISY's online portal and all segments must be complete before the Admissions Committee considers an applicant. More details on the exact requirements and guidelines can be found on ISY's website.

A grade level placement guide can be found on ISY's website in the Admissions section.

## AFTER-SCHOOL ACTIVITIES

The Elementary School offers four sessions of after-school activities each school year. Students from Grades 1 through Grades 5 have an opportunity to register and participate in a variety of activities. Kindergarten students can begin participating in after-school activities starting in the third session (mid-January) of each school year. The after-school activities are organized into three categories: 1) Academics; 2) Athletics; and 3) the Arts. ISY teachers offer activities that best match their own skills and interests. ISY works hard to ensure a wide variety of activities are offered within each category. Information and registration for after-school activities come directly from the After-School Activities Coordinator. Response in a timely manner is imperative, as activities do fill up. Students are allowed up to three activities a week, excluding a Saturday activity.

Every student registered to participate in an activity is expected to attend all meetings of the activity. Students need to attend with enthusiasm. Elementary students are not allowed to stay after school unless they are involved in a supervised activity. ISY's philosophy is to never cancel an after-school activity. However, emergencies do come up and the school may need to cancel a session. If this happens the Elementary School Office (or the supervising teacher) will contact parents in advance.

A large number of ISY students participate in activities throughout Yangon. The city has countless wonderful opportunities for engagement in sports, learning, and the arts. Each year a local community guide is published by the ISY Parent Association. Please enquire for more information.

## ARRIVAL AND DISMISSAL

ISY Main Campus: The school day for Grades KG through Grades 5 start at 7:45 AM and finishes at 1:15 PM (PreK) and 2:30 PM (KG to Grade 5), Monday through Friday. The school is open from 7:15 AM until 4:00 PM. See “SCHOOL HOURS” in this handbook for more detailed information.

Upon arrival, students deliver their belongings to their “cubbies” and then go directly outside to play. At five minutes before starting time a bell will ring for students to enter their classrooms. Students should not arrive before the school’s opening time, as there is no supervision available. It is important to note that the teachers and staff encourage students to carry their own items in and out of school. Please do not carry your child’s backpack or lunch as the responsibility is their own. Children are often quite happy to show you their independence when carrying their items and doing things on their own.

All learning experiences that take place in the classroom are meaningful and an essential part of a student’s education. It is not possible to replicate the learning opportunities and experiences that occur daily in the classrooms. Therefore, classroom attendance is an integral part of a student’s course of study for which make-up work is no substitute. Arriving late to a class disrupts the learning process for all. In summary, the student arriving late is missing a valuable learning experience.

Because our children rely upon us to get them to school on time, the responsibility is on the adults supporting the child. If we model a *laissez-fair* attitude in relation to promptness, then our children will feel arriving on time is not essential, nor important. Please arrange transportation accordingly and contact the Elementary School Office if you need support in solving an issue of lateness.

Students are expected to remain on campus during the school day. Students who need to leave school early (before normal dismissal time) must have a note from a parent. The parent must then sign out at the Elementary School Office before taking their child home. If someone other than the legal parent or guardian is collecting the student, the school must be informed before the student will be allowed to leave the school.

For dismissal, parents/guardians or nannies should wait to meet their children at their designated pick up point on the top of the teak steps.

Please note: Nannies are not allowed past the designated pick up points. Please inform your household help of this rule and see “HOUSEHOLD HELP” in this handbook for more information.

## ASSEMBLIES

The elementary assemblies are normally conducted in-house to foster a sense of unity and to provide a forum for all-school announcements and awards. Assemblies are also used to rehearse being on stage and to practice audience etiquette. Each class takes a turn to organize and present, taking themes from the Expected School-wide Learner Results (ESLRs). Most assemblies are not advertised as community events as the purpose is to develop and learn in an informal setting, or to practice for formal community performances.

## ASSESSMENTS (AND REPORTING)

See “REPORTING” or review the Guide to Reports & Assessments (for parents) on the school’s website.

## ATTENDANCE / ABSENCES

Under normal circumstances, when a student has been enrolled for the entire semester s/he may not be allowed to miss more than fifteen per cent of the class in order to be promoted. ISY expects students to attend all 180 days, unless, of course, there is a sickness or family emergency. Please arrange holidays and other appointments during the many breaks



throughout the school year. Teachers are not obligated to provide missing work for students who are electively absent from school.

Parents/guardians are expected to call the school to notify the office of their child's absence.

Any student who is absent from school must provide a parental note excusing him/her on the first day back in school. This note is to be given directly to the Elementary School Office. Excuse letters brought from the parents, guardians or doctors are to serve as an explanation for the student's absence. Providing a letter from the parents, guardians or doctors does not mean that the student is excused from being absent.

Students who are ill in the morning should remain at home for all of that day and not simply miss some morning classes.

If a student leaves during the school day, s/he must report to the teacher first and then go to the Elementary School Office for an exit document. In all cases, the teacher and the Elementary School Office must hear from the parent/guardian.

Students who have been absent from school for any reason are not allowed to return to participate in school activities on the day of the absence.

In the case of more than five absences in a trimester, the student's learning begins to be negatively affected. The trimester report cards indicate if the number of absences (or tardiness) is affecting the student's learning. In some instances, a student may receive a "U/A" (Unable to Assess) on their report because of excessive absences.

## BETEL NUT

The use of betel nut on campus and at school activities is not allowed.

## BIRTHDAY CELEBRATIONS

Birthday celebrations at school will be held at the discretion of the teacher. All children who have birthdays in the same month may be recognized together. The parties will not be elaborate or disturbing to others and should not take more than 15 minutes. Birthday celebrations are held either during break or at the end of the school day. The parents are requested to notify the teacher one week in advance, due to activities already planned, late requests may not be able to be accommodated. If two children are celebrating a birthday on the same day, it should be a joint celebration.

For birthdays celebrated at school, invitations, gifts or party bags should be kept to a minimum.

The teachers will also follow these birthday celebration guidelines:

- 1) drinks are to be healthy (no soft drinks, sodas, or minerals)
- 2) food should consist of one small treat for each child, such as a piece of cake, cupcake, or cookie

Follow these guidelines and cooperate with the class teacher in recognizing the special day for all students in the class.

Please note: Nannies or household help are not allowed to assist in birthday celebrations. Please see "HOUSEHOLD HELP" in this handbook for more information.

## CAFETERIA AND FOOD

Students are encouraged to bring their snacks, lunches, and drinks with them to school each morning. If students' drivers and/or nannies bring lunches, they are to deliver them to the front of the school. Drivers and nannies are not to wait or linger after making deliveries. Personal deliveries to students are not allowed. Do not send chocolates, candies, or fizzy drinks with your children to school.

Students must place all trash in the trash cans and leave the tables and surrounding area free of any papers, napkins, lunch containers, or cans. Students are to return their lunch boxes to the shelves in the cafeteria, or outside tables. Whether students are in the cafeteria or on the upper court, they are to remain seated until the eating period is over.

ISY Main campus: There are three food vendors available for food purchases. The elementary snack and lunch menu is limited to meals that consist of a protein, starch, and a fruit or vegetable. Parents who give children money for the purchase of food, should specifically state to their children what they can buy.

Please note: Please do not order pizzas or other restaurant items to be delivered to students.

## CALENDAR

The most updated annual calendar and an events calendar can be found on ISY's website.

## CHANGE OF ADDRESS / CONTACT INFORMATION

Please notify the school immediately of any change to your address, telephone number or email.

## CLASS PLACEMENT POLICY

The International School Yangon's Class Placement Policy gives that authority to our faculty members to make class placement determinations based on the best possible learning environment for each individual student.

Our teachers will use these criteria to build the classes:

- \*academic range and balance
- \*balance between new and returning students
- \*behavior issues
- \*EAL needs within the class
- \*friendships/optimal peer relationships
- \*gender (in order to maintain balance in the class)
- \*nationality (in order maintain a spread and a balance in the class)
- \*size of class
- \*teacher's professional judgement/experience/detailed knowledge of child, considering academic and personal abilities and needs

The class lists are not published until the first day of each school year. Any information received beforehand, in regard to a child's placement, would be fictitious or based on rumor.

Please note: Be assured, ISY has your child's interests at heart in all such decisions. Requests for specific teachers or for pairing friends are not granted.

## CODE OF CONDUCT

### **Behavior**

The International School Yangon expects a high standard of behavior of all students. Students, staff, and parents at ISY value our strong sense of community and place great importance on the bonds of trust, honesty and mutual respect, which unite us. In addition, we feel that clear behavioral standards create a structured and supportive learning environment.

Here at ISY, we remember (and employ) three simple phrases:

- 1) . . .we take care of ourselves
- 2) . . .we take care of others
- 3) . . .we take care of this place

## **Basic Expectations**

We assume that all students will:

- treat each community member, teacher and staff with courtesy, respect and understanding
- treat the property and personal belongings of others and school property with consideration
- not engage in disruptive behavior in the classroom or on school premises
- use appropriate language with fellow classmates
- refrain from inappropriate public displays of affection
- report to school and class on time with the appropriate materials
- follow instructions and directions of teachers, staff, policies and at any school event
- dress in proper attire and in accordance with the dress code expectations
- leave at home all objects which are hazardous to others or which will interfere with school operations
- use the internet and technology resources responsibly
- take proper care of themselves, others and property

Violations of these standards will lead to warnings from teachers and any incidents could result in detention, parent conferences and, in aggravated (or repeated) cases, to suspension and expulsion.

## **COLLECTING MONEY**

All money must be collected by the Business Office. Teachers are kindly asked to please refrain from storing any money in classrooms. All money should be accounted for in an informal ledger sheet and the money should be turned in to the Business Office.

Money collected for special after-school activities will be given directly to the teacher of that activity.

## **COMMUNICATION: HOME AND SCHOOL**

Frequent, professional, and meaningful communication is an important part of any successful school. ISY believes its parents, teachers, students, and external stakeholders are integral pieces to the progress and success of ISY.

### **Appointments**

To request an appointment with a Teacher, contact the teacher directly *via* email or a telephone call (after the school session). Keep in mind, emails may not always be responded to until the end of the day. Parents may also drop into a classroom to speak to the teacher. Please save this for the end of the day, as the teachers will be busy preparing for the day each morning.

To request an appointment with the Counselor, contact the counselor directly *via* email or a telephone call after the school session. Keep in mind, emails may not always be responded to until the end of the day.

To request an appointment with the Assistant Principal, call the Elementary School Office at 512.793 ext. 108.

To request an appointment with the Principal, call the Elementary School Office at 512.793 ext. 108.

To request an appointment with the School Director of the school, call the Main Office at 512.793 ext. 117.

### **Back to School Night**

A Back to School Night is an opportunity for parents to come into the school at the beginning of the year to meet their child's teachers, to be introduced to the staff, view the classroom(s), and to obtain general program guidelines and standards. Please refer to the events calendar for exact dates. Generally, Back to School Night happens near the end of August.

## **Class News**

Elementary teachers publish a two-times-a-month newsletter. This newsletter may come to you *via* email or paper copy. You may inform the teacher of your preferred delivery method. The class newsletters will inform you of the happenings in the classroom and the upcoming events related to your child.

## **Conferences**

As part of our regular reporting procedures (See “REPORTING” in this handbook), conferences involving the student, parent, and the teacher will be scheduled twice a year. A student-led conference (SLC) is also held near the end of the school year. Check the conference dates on the yearly calendar.

The purpose of parent/teacher conferences (P/TC) is to discuss the academic, behavioral, and social well-being of the child. The purpose of the first conference, which occurs early in the school year, should be to discuss the teacher's initial impressions of the child, to set goals together for the year, and to allow the parents to share insights about their child with the teacher. The purpose of the second conference should be to evaluate the student's progress through the year, examine how well the earlier goals were met, and to discuss needs for the following year.

The purpose of the student-led conference (SLC) is to provide students with the opportunity to reflect on and demonstrate their learning. SLC's allow students to: 1) reflect on learning; 2) extend learning; 3) deepen understanding of self as a learner; 4) demonstrate independence in learning; 5) be empowered; and 6) foster pride and develop ownership of personal goals and achievements.

## **Email**

Email is but only one communication tool in which ISY utilizes. Email is best used for brief information and/or simple questions and answers. ISY does not promote email-type conversations or discussions - **face-to-face conversation is encouraged**. Teachers are not expected to check email during the school day. Any messages that require an urgent response should be sent *via* telephone call to the Elementary School Office. Ordinarily, long drawn out emails are not encouraged and will most likely be replied to by a telephone call from the recipient.

## **Learning Sessions**

Throughout the year, parents and students will be invited to evening or morning Learning Sessions. Events in the past included topics such as: A Singapore Math Night, Understanding External Assessments, and Reporting. Review the school's events calendar to track these Learning Sessions.

## **Quarterly Newsletter**

The International School Yangon publishes a quarterly Newsletter, which arrives *via* email from the Main Office, or it can be found on the school's website. Generally, the ISY administration contribute articles and information about a variety of items pertaining to upcoming events or educational theory and practices. If you do not wish to receive the quarterly Newsletter *via* email, please inform the Main Office (512.793 ext. 117) of your preference.

## **Principal Meetings**

A couple of times each year the Elementary Principal and Assistant Principal will hold a “coffee morning meeting”. Usually, topic-specific, this is an opportunity for parents to meet other parents and to spend time discussing relevant educational and school topics.

## **Website**

The International School Yangon's website is a wealth of information ([www.isyedu.org](http://www.isyedu.org)). Events are updated on a regular basis, whereas policy, procedures, curriculum, etc. are updated yearly. Please use the website as much as possible to stay abreast of upcoming events.

Because schools are human institutions, conflicts and differences of opinion arise from time to time. It is the aim of the school to create an environment allowing conflict resolutions in an open, forthright and beneficial manner. We urge parents and students to communicate problems or concerns by using the procedures outlined as follows:

Begin at the level of concern. If a problem emerges with a teacher or in a particular classroom, arrange for an appointment with the teacher concerned. The majority of problems can be easily resolved at this level. This should always be the first step to address any concerns in the classroom or with student concerns or academic issues. Occasionally parents might want to consult with the school counselor if an issue is private in nature.

If the conference with the teacher is not satisfactory, you may contact the appropriate principal. If there are still issues to discuss, you may meet with the School Director.

## COMMUNITY EVENTS (ISY)

There are several community events held throughout the year. While attendance at community events is optional, it is highly encouraged. The list below highlights the community events that pertain to the Elementary School (Please refer to the events calendar for exact dates and any additional events):

- 1) **Orientation** - Purpose: is to share with new families the procedures of the school and to share information about expectations and the school's mission, vision, and beliefs
- 2) **Student and Parent Orientation** - Purpose: is to provide the time for the registration of students and parents. Additionally, this event is an important time for the parents and students to gain information about the commencing procedures prior to the start of the school year.
- 3) **Back to School Night** - Purpose: is to allow parents and guardians to meet their child's teachers, to be introduced to the staff, view the classroom(s), and to obtain general program guidelines and standards.
- 4) **Halloween Parade** - Purpose: to provide a forum for dressing up to celebrate the American holiday, Halloween.
- 5) **Halloween Read Aloud** - Purpose: to celebrate reading and Halloween with a structured event. This event normally happens in the library and is supported by the ISY Parent Association (ISYPA). Interested parents should contact the librarian.
- 6) **Parent/Teacher Conferences (P/TC)** - Purpose: is to discuss the academic, behavioral, and social well-being of the child. The purpose of the first conference, which occurs early in the school year, should be to discuss the teacher's initial impressions of the child, to set goals together for the year, and to allow the parents to share insights about their child with the teacher. The purpose of the second conference should be to evaluate the student's progress through the year, examine how well the earlier goals were met, and to discuss needs and possibly placement for the following year.
- 7) **International Day** - Purpose: is to showcase countries and regions in order to gain a better understanding of their cultural inner-workings, such as history, language, and food. The ISYPA supports ISY in this event. Volunteers are always welcome. Please contact the ISYPA at the beginning of the year.
- 8) **December Music Concert** - Purpose: to provide an opportunity for students to perform in a formal public setting. Concerts also provide an opportunity for the music teacher to assess students and to provide feedback.
- 9) **Visiting Author** - Purpose: is to provide student access to authors and illustrators in the field. Typically, there is a parent night that includes a presentation and book signing.
- 10) **Field Day** - Purpose: is to get students excited about being active and healthy. Parent support is encouraged for this fun day.
- 11) **Fun Fair** - Purpose: to foster a sense of unity in the community by providing a "fair-type" event with food, rides, entertainment, shopping, and information. The High School Student Council and their facilitators organize the event. Parent volunteers are always welcomed.
- 12) **Art Show** - Purpose: to provide a venue to show student's art. Art shows can also be a forum for the art teacher to evaluate and assess pieces.
- 13) **May Music Concert** - Purpose: to provide an opportunity for students to perform in a public setting. Concerts also provide an opportunity for the music teacher to assess students and to provide feedback.
- 14) **Student-Led Conferences (SLC)** - Purpose: to provide students with the opportunity to reflect on and demonstrate their learning. SLC's allow students to: 1) reflect on learning; 2) extend learning; 3) deepen understanding of self

as a learner; 4) demonstrate independence in learning; 5) be empowered; and 6) foster pride and develop ownership of personal goals and achievements.

#### Ongoing ISY community events

- 1) **Movie Nights** - Purpose: to provide the students and school community with a venue for socializing and movie watching. Movie Nights are organized by either the ISYPA or the Student Councils.
- 2) **ISYPA picnics and get-togethers** - Purpose: to provide opportunities for community relationships to build in support of ISY.

Please note: Involvement is always encouraged. See a ISYPA member or come speak with the Elementary School Office staff to find out how to get involved. Also, see “ISY Parent Association” in this handbook or the school’s website for more information.

#### COUNSELING AND GUIDANCE

The Elementary School employs two counselors. The Elementary School Counselors are a resources for students, teachers and parents within the school. The Elementary School Counselors are the people to whom concerns related to child development, behavior, relationships within the family, the school and the larger community should be addressed. Long-term or specialized counseling is not available through ISY. Any cases of long-term counseling will be referred to outside resources.

#### DIRECTORY

An ISY school directory containing the names and contact information for the entire ISY community is published each year. The Directory is typically available the first week of September.

#### DISCIPLINE

Please see “CODE OF CONDUCT” in this handbook for more information.

#### DRESS CODE

Students should dress to match the environment. The International School Yangon is considered a professional environment and care should be taken with the clothes children wear. Keep in mind, elementary-aged children need to play. Shoes and clothes should accommodate play (i.e., dress children in shoes that are made for running, skipping, jumping. Tight-fitting outfits may also restrict the free flowing nature of play.). Hats should not be worn in classrooms. And shirts with inappropriately printed messages will be covered with an ISY shirt.

Hats for outdoor use will be compulsory beginning each year after the October break.

Please note: See “PHYSICAL FITNESS REQUIREMENTS” in this handbook for information on the Sport Kit required.

#### EARLY DISMISSAL DAYS

See “SCHOOL HOURS” in this handbook for more information.

#### ENGLISH AS AN ADDITIONAL LANGUAGE (EAL)

The International School Yangon has a commitment to supporting students acquiring English as an effective communication medium for language in a school environment.

Students who come to ISY are assessed at admission to determine what level, if any, of support they will require from the EAL department.

English as an Additional Language is provided from Grade one (1) through Grade five (5) and may be taken in lieu of a World Language. More information regarding the specifics of the program, including entrance and exit protocols, is available on the ISY website.

## EMERGENCY AND SAFETY PROCEDURES

### **Closed Campus**

ISY's campus is closed. This means that all visitors to the campus must obtain an ISY-issued photo ID. The guard stations are accessed through the campus gates just off the entrances. Radio Frequency Identification Detector (RFID) badges are distributed to Association members and students.

Guests of students seeking entrance to the school must first complete a visitor's form, which must be approved by the Security Office. A visitor's form can be picked up at the Security Office. Such guests will then be registered and allowed to enter the campus. See "GUESTS" in this handbook for more information.

### **Fire and Emergency Evacuation**

Emergency evacuation procedures are posted in every classroom and fire/evacuation drills are held periodically. Students are expected to be quiet and orderly and to go quickly to their assigned positions accompanied by their class teachers and remain there quietly until the signal to return is given. The alarm is the continuous ringing of the hand-bell and/or 30 second blasts of the distress tower.

### **ID Cards**

For security reasons, ISY identification cards must be carried by all Middle school and High School students at all times. Elementary School students must enter and exit with ID bracelets. When coming to the school outside of the regular arrival times, students will be asked by the Security Officers to present their ID cards in order to gain admission to the campus.

### **Outside Groups**

Please see Security Office for separate guidelines.

### **Placards and Traffic Guidelines**

All parent automobiles coming on to the school arrival/departure drive are required to have a visible identifying placard (which has an RFID chip embedded) under the front windshield. The placard allows the driveway gate to be automatically lifted. The school distributes such placards at the beginning of the school year or to new parents upon the enrollment of their children. This placard identifies automobiles as having a legitimate reason for entering the campuses. The placard also helps the duty teacher identify students being dropped-off or picked up. If the school notifies parents of an early pick-up this placard identifies families and provides school authorities the means to move children off the campus in a timely manner. Drop-off and pick-up directions are provided in a separate booklet. Violations of drop-off / pick-up protocol may result in confiscation of placard and loss of vehicle entry privileges.

Students/passengers must wear seat belts to enter the campus. The ISY Security Officers will enforce this seat belt rule. Drivers must always follow the Security Officers' directions. Failure to follow directions and/or unsafe driving will result in revocation of privileges.

Please note: Traffic guidelines change each year. Please see the school's website for the latest in procedures.

### **Security Action Plan**

The International School Yangon has a developed comprehensive Security Action Plan to guide the school in responding to unforeseen events that might place students at risk. A telephone tree system is included in the plan in order to contact parents as soon as possible in the event of an emergency situation.

## FIELD TRIPS

One-day field trips to various places in Yangon or Myanmar occur on a periodical basis and augment the educational programs. Such trips are organized by members of the staff and may include parental chaperones (at teacher's discretion). Written parental permission is required from all students scheduled to take a trip.

Extended field trips (more than one day) sometimes require that parents pay the cost of meals, lodging, and transportation. Every effort is made to keep the costs of such trips within the reach of all students. Such trips always require written parental permission. If the trips are curricular in nature, students are strongly urged to participate. School rules apply during all field trips.

Please note: Nannies are not allowed to attend field trips or meet at destinations.

## GUESTS

Guests of students seeking entrance to the school must first complete a visitor's form, which must be approved by the Security Office. A visitor's form can be picked up at the Security Office. Such guests will then be registered and allowed to enter the campus. Any guest wishing to participate in the school day may only do so by first informing the Elementary School Office at least one week in advanced. Participation and attendance in a class is at the teacher's discretion. If granted, only one school day will be allowed.

## GUARDIANSHIP

All applicants to ISY (and currently enrolled students) must be accompanied by a legal (court appointed, legally documented or by birth parent or guardian) parent or guardian to apply for admission or to attend. Applicants not residing with an official guardian or parent will not be considered for admission. Current ISY students who are left under the care of a non-legal guardian will be ineligible for continued enrollment.

## GUM

In an effort to keep the ISY campus clean, no chewing gum is ever allowed on the campuses.

## HARMFUL OBJECTS

A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon onto the school grounds or off the school grounds at a school activity, function, or event, nor are they to be in possession of a facsimile of a weapon without prior specific approval of its use for an educational class or purpose. Permission can only be granted, in advance, by administration.

This policy shall include any weapon, any item being used as a weapon or destructive device, or any facsimile of a weapon including any kind of knife or sharp object. Possession of a weapon or firearm shall result in immediate expulsion from school pending a request for permanent expulsion.

## FOCUSED PRACTICE

Focused practice (formally known and understood as homework) outside of the class has value, even at the elementary level. Research supports increased academic performance in the secondary grades with regular focused practice. A moderate amount of work in elementary grades allows students to develop good study habits and life-long skills in understanding responsibility that will be of value to them as they mature.



The work assigned is designed to support and reinforce classroom learning. An additional benefit is gained through encouraging parent interaction with their children about what they are learning at school. Focused practice can be assigned either for the purpose of extending the student's learning beyond the academic day and/or to complete work not done in class, such as make-up work. Students at all grade levels are expected to either read by themselves or be read to between 15 and 30 minutes each night, including weekends.

Work is normally not assigned at the Pre-Kindergarten and Kindergarten levels. In Grades 1-3, a general guideline for practice is that it should not take children longer than 30 - 40 minutes to complete. In Grades 4-5, that time period would be 40 - 60 minutes. This does not include reading time. If parents find that their child is applying themselves to the task at hand, but taking longer than this on a regular basis, they should contact the classroom teacher to discuss the problem. Work is not typically assigned on weekends. However, long-term projects or make-up work may require weekend time for completion.

## HOUSEHOLD HELP (NANNIES)

In an effort to help build responsibility and independence among our students, ISY discourages nannies and other household help from assisting students with tasks that can be handled on their own (i.e., carrying backpacks, picking up bags or lunches from the classrooms or cafeteria, etc.). Nannies and household help are to stay at the drop off and pick up points. If household help cares to speak to a teacher, they must check in with the Security Office first, and then the Elementary School Office. During field trips, household help or nannies may not attend.

## LIBRARY

The goal of the library program at the International School Yangon is to ensure that students and the learning community are effective, self-reliant, and critical users of ideas and information enabling them to be literate, life-long learners.

This goal is accomplished through the collaborative efforts of the librarian, the teachers and the school community:

- by providing instruction to foster competence in accessing and using information and ideas, and in evaluating information resources;
- by stimulating interest in reading and appreciation of literature through group instruction and individual guidance;
- by working with other educators to design and carry out learning experiences to support the curriculum and to meet the needs of individual students;
- by developing a collection of various formats that support the instructional program, the curriculum, and student reading interests; that provide different points of view; and that are appropriate to the developmental level of the various student bodies.

The libraries are open Monday through Friday from 7:30 until 4:00 and Saturdays from 7:30 AM to 12:00 Noon. On the Mondays when all teachers are in meetings, the library closes at 3:00 PM (2:45 PM - ECIC).

PreKindergarten - Grade five classes visit the library regularly. Students may also visit the library before and after school and during recess and lunch.

All students and parents may borrow materials. The number of books allowed to be checked out and the length of circulation time varies depending on whether or not a book is secondary or elementary and the age of the student.

Students with books overdue will receive notices. There are no fines; however, students with overdue books will not be allowed to check out additional books until the overdue items are returned. Books may be renewed as long as the books have not been reserved.

If a library book is lost, the student is billed for the book, including the airfreight cost. School reports and transcripts are held until payment has been made.

## LOST AND FOUND

When general items are found on campus, they are placed in the Elementary School Lost and Found (located near the ES Office). Periodically, unclaimed items are donated to charity. Valuables (watches, rings, billfolds, handbags, etc.) found on campus are brought to the Elementary School Office. The school secretary holds such items for identification and return. Elementary School students are not allowed to bring electronic items/devices (this includes: mobile phones, iPads, iPods, tablets, laptops, etc.). The school's technology program is robust and provides many opportunities for our students to use and engage in technology, thus bringing one from home is not necessary. See also "PERSONAL BELONGINGS" in this handbook for more information.

Students should not bring valuables such as jewelry, MP3 players, cameras, radios, and so forth to school. The school encourages neatness and responsibility at the same time that it cautions students to avoid being careless. School property which is found unattended at the end of the school day is delivered to the office.

## MEDICAL OFFICE

The ISY Medical Office is located in the SAS building on the ground floor and is staffed by a Registered Nurse and a Myanmar Doctor. The main purpose of the Medical Office is to deal with day-to-day student health problems and minor accidents that occur at school. No drugs/medicine will be administered to a student without a written doctor's prescription (noting dosage and frequency, etc.) and a written parental permission. Parents will naturally be informed of all health concerns involving their children. However, the office will also carry on the routine health screenings for vision, hearing and other conditions (including lice checks). The office will keep records on all students and will monitor those with special health needs. Hygienic and sanitation issues on campus will also be a concern of the office as well as instruction of faculty and coaches on health care issues. The Doctor or nurse will also accompany extended day field trips and be present at sports events hosted by the school.

### **Conjunctivitis**

Conjunctivitis ("pink eye") is an inflammation or infection of the eye and is contagious. Students with conjunctivitis will be sent home until the inflammation has disappeared.

### **Lice**

Students found with lice at ISY will be sent home and can be sent back to school after treatment. Those returning students will be asked to check in with the doctor or nurse before returning to class just to prevent the further spread of lice.

In most cases, the best preventative method is to be an expert groomer of the child's hair. Please ensure the child's hair is combed each and every day, and washed at least every other day. While combing, inspect the child's hair for any sightings of lice or nits.

### **Medications**

The doctor or nurse should be informed if any student is to take prescribed medication during school hours. Any relevant information relating to a child's physical condition or special medical needs should be shared immediately with the school doctor.

## OFF CAMPUS BEHAVIOR

The behavior of students off campus is fundamentally the responsibility of the individual student and parents. Students must continually be aware, however, that they are always the representatives of ISY in the wider community and should conduct themselves in such a manner. If it can be verified that students in an off-campus setting have engaged in illegal behavior or behavior in the eyes of the administration which is unbecoming to an ISY student, the school reserves the right to take whatever disciplinary action it deems appropriate including suspension or expulsion.

## OFFICE TELEPHONE

The school has limited telephone service for students during the regular school day. The school office phone is to be used for official, school-related reasons. For students an "official" call is defined as a call home or elsewhere in the event of an illness or an emergency. In the continued effort to build responsibility and independence, the telephone cannot not be used to call home because of forgotten items. Social phone calls are also not permitted on the office phones. The school administration must approve any student use of the office phone. All after-school arrangements should be made in advance.

**In case of an emergencies at home, please call the Elementary School Office telephone at: 512.793 ext. 108 or the ECIC at 554051 ext. 100**

## PARENT ASSOCIATION (ISY)

The ISY Parent Association (ISYPA) was established to enhance educational programs, extra-curricular activities and sponsor community building events. The ISYPA also serves as a non-profit fundraising group for the acquisition of educational tools and equipment benefiting the ISY community. Finally, the ISYPA is the focal point for welcoming and orienting parents who are newcomers to the ISY community. The ISYPA is not a policy-making body.

## PARENT CODE OF CONDUCT

ISY is fortunate enough to have a friendly and supportive body of parents and guardians. To protect our students and to maintain this environment, ISY expect parents and/or guardians to show respect and concern for others by:

- supporting the respectful and positive ethos of our school by setting a good example in their own speech and behavior towards all members of the school community;
- working together with teachers, administrators, and the board for the benefit of children. This includes approaching the school to resolve any issues of concern and to discuss and clarify specific events in order to bring about a positive solution;
- correcting their own child's behavior, especially in public where it could otherwise lead to conflict, aggressive or unsafe behavior;
- respecting the school environment, including keeping the school tidy by not littering.

Observing and adhering to campus security measures in order to support a peaceful and safe school environment, the school cannot tolerate

- disruptive behavior, which interferes with the operation of a classroom, an office area or any other part of the school grounds;
- using loud and/or offensive language or displaying temper;
- threatening harm or the use of physical aggression towards another adult or child.  
-This includes approaching someone else's child in order to discuss or chastise them and physical punishment against your own child on school premises. (Some actions may constitute an assault with legal consequences.);
- damaging or destroying school property;
- abusive or threatening emails, phone or social network messages;

Violations of the Parent Code of Conduct will be reported to the appropriate administration and may result in a parent and/or guardian being restricted from entering the school grounds or may result in expulsion to safeguard our school community.

## PERSONAL BELONGINGS (Bringing toys to school)

Students are encouraged to label their personal belongings with their names. Items that should be labeled in some way include: lunch boxes, calculators, wallets, handbags, bags, and caps. Often such items are turned in to the office. Without identifying labels it is difficult to locate the rightful owner. Lost and found items are donated to local orphanages at the conclusion of each trimester. The school will not be held responsible for lost or stolen items.

Students are not allowed to bring toys from home unless the item will be used for learning (i.e., show-and-tell).

## PHOTOGRAPHS

Currently, ISY does not arrange individual or class photographs.

## PHYSICAL FITNESS (PF) REQUIREMENTS

All students must participate in Physical Fitness unless a written request from the parent is sent to the PF teacher. Students who do not participate in PF due to health problems should also avoid vigorous activity at break, lunch, and after school. If a child feels unwell or appears unwell, s/he will be sent home at the suggestion of the doctor and the discretion of the Principal or counselor.

### **Sport Kit**

Students should be aware of their PF days and dress appropriately for the class. Appropriate attire includes athletic shoes, and clothing that allows movement when playing. A water bottle is also required. Students who do not arrive with the proper kit cannot participate in the class.

## RECESS BREAK

Students have supervised outside break times during the school day and they are encouraged to go outside and play. Everyone is expected to dress appropriately for the weather. In rainy weather students will play in covered areas. During outside play students are to remain in the designated supervised areas and play safely. Teachers on supervision duty are there to ensure the safety and health of all students.

## RELIGIOUS HOLIDAYS

The school understands that students of various religions within the school observe diverse holidays. The school expects and accepts these needs and asks parents to inform us of plans for absences or special observations/customs that the child needs to adhere to.

## REPORTING

At ISY, we see the child, parent and teachers as partners in the learning process. The primary purpose for reporting is to communicate achievement and behaviors that support learning to parents. Report cards document student performance over a period of time and provide information regarding strengths and areas to improve. Accountability for learning is shared by students, parents, and teachers. The intent of the report card is to provide a common understanding of a student's progress and to facilitate next steps.

Please note: There is a Guide to Reports & Assessments (for parents) on the school's website.

## ROOM VOLUNTEERS

Each elementary classroom may have a parent who volunteers to act as a Room Volunteer contact for the teacher. The ISYPA can assist in matching room volunteers.

Some of the ways the Room Volunteer may assist include:

- 1) Developing a class contact list to be shared with all the parents in the class
- 2) Arranging a parent volunteer schedule for classroom helpers to listen to children read, help with projects, activities, etc.
- 3) Locating resources (e.g., speakers, materials, etc.)
- 4) Coordinating help for special events

Please note: It is at the teacher's discretion whether s/he will have a Room Volunteer.

## SCHOOL HOURS

Please note: Elementary students are not allowed to stay after school unless they are involved in a school-supervised activity.

**Early dismissal days are as follows: ISY Main Campus: 11:30 AM or 2:00 PM**

## SKATEBOARDS, SKATES, AND BICYCLES

Skateboards, skates, and bicycles are not allowed to be used by students on the ISY campuses unless it is during a planned and supervised activity. ISY encourages students to ride their bicycles to and from school.

Please note: Wearing a bicycle helmet is a law in most countries. Practice a prudent approach to safety by requiring your children to wear one.

## STUDENT COUNCIL

The Student Council is a way for students to take action in our school, to introduce students to the formal meeting process and to develop responsibility and initiative. The Student Council is facilitated by the Elementary School Counselor.

## SUN SCREEN AND CAPS

The school strongly suggests that students use sun screen and wear caps on the playground and field during breaks, lunch, PF, and outside co-curricular activities. Parents are advised to send hats or caps with their children. ISY will routinely remind students to put on the caps when they are out in the sun.

## SUPPLIES AND SCHOOL MATERIALS

At the end of each school year, ISY publishes a supply list for students. Also, as a convenience, the school runs a small supply store in where students may buy notebooks, stationery supplies, PF uniforms (middle and high school only), and occasionally items such as t-shirts and other items that may be for sale through sports teams or clubs.

## TECHNOLOGY

Students are taught once a week in computer skills. Technology is often part of a class lesson or project. ISY has an ample amount of iPads and laptops to accommodate any school technology need. Students are not allowed to bring any electronic items/devices to school. That includes mobile phones.

Please note: All students are asked to read (with their parents) and sign the Acceptable Use and Policy Agreement for the ISY Computer Network.

## TEXTBOOKS

Textbooks are provided by the school. When textbooks are issued, the student is required to put his/her name in the front of the book in ink. This is used as a check by the teacher when books are returned. Textbooks are school property and the student must care for them as such. Any damage or loss will be charged to each student at the end of the year and

must be paid for before any grades or transcripts can be issued. Students are asked to protect their textbooks with covers and keep them in their backpacks and cubbies for safekeeping.

## TRANSPORTATION

The International School Yangon owns a school bus and a few vans for school trips. All students must wear seat belts while traveling in school vehicles. The school provides a bus service for regular drop off and pick up. If you are having trouble figuring out how to get your children to or from school, please contact the Elementary School Office.

Please note: School Bus Registration can be found on ISY's homepage of the website ([www.isyedu.org](http://www.isyedu.org))

## WATER BOTTLES

All students are required to bring water bottles to school, which can be refilled at the water coolers. Water bottles are to be used for PF. Label water bottles, as they are easily lost.

## WITHDRAWAL FROM ISY

Parents are advised to visit the Elementary School Office in order to initiate the withdrawal process. This is the only method for starting the process of withdrawing a student from school. Informing a teacher about leaving is not sufficient to set in motion the withdrawal process.

The withdrawal process steps for parents are provided below:

- provide the school with written notice of departure, indicating the date of departure
- the school will send home a "student withdrawal form" which the parent is to sign
- the withdrawal form is to be returned to school by the student for obtaining the signatures of teachers, librarian, business manager, administrators, and the counselor
- once the form has been signed by the appropriate authorities, a packet of school records is provided to the parent by the Elementary School Office within five working days

All school fees must be paid prior to receiving student records. Also textbooks, library books, and other ISY materials are to be returned to the school. The packet of school records provides the student with current and past report cards, transcript(s), and a signed and stamped school leaving certificate.

## WORLD LANGUAGE

Beginning in Grade 1, ISY offers instruction in French or Mandarin designed for students learning an additional language who do not have mother tongue fluency in the language. Instructional emphasis is on listening, speaking, reading, and writing and learning about the culture of the target language via these skills.

World Language B (French and Mandarin) classes in the elementary school are divided into the following levels: Novice-Low, Novice Mid, and Novice High. Students are grouped for learning based on classroom performance and assessments.

## YEARBOOK

The annual ISY Yearbook is a record of events, activities and people. This book is prepared by high school students and is facilitated by a teacher. The students are the intended audience, thus the format is more informal in nature. One copy is available per student at the end of the school year. Families who leave early must provide a forwarding address to the school.

