

YANGON INTERNATIONAL SCHOOL

“PROGRESS THROUGH EDUCATION”



SECONDARY STUDENT / PARENT HANDBOOK

Grade 6 to Grade 12
2019 -2020

Yangon International School, is a private Preschool - 12 college preparatory school. The school seeks to foster the development of the whole child who is a participating global citizen and lifelong learner: one who is academically well prepared, socially responsible, culturally sensitive, and personally fulfilled.

Website: www.yismyanmar.com
Instagram: yangoninternationalschool

Facebook: Yangon International School

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YIS Administration

2019-2020 Administration

Director
Secondary Principal
Curriculum & Professional Development Director

Mr. Mike Livingston
Mr. David Falconer
Dr. Robin Montgomery

Coordinators and Student Services

Dean of Students
HS Counselor
MS Counselor
Athletic Coordinator
Technology Coordinator
Admissions Coordinator
ELL Coordinator

Mr. Dan Prost
Mr. Paul Scullion
Ms. Roma Rowed
Mr. Jason Carpenter
Mr. Manas Kumar Khag
Ms. Courtney Konyn
Mr. Jeffrey Yacuk

Secondary School Teachers

ELL
English-Language Arts
English-Language Arts
English-Language Arts
English-Language Arts
English-Language Arts
Library
Mathematics
Mathematics
Mathematics
Mathematics
Mathematics
Music & Performing Arts
Myanmar Music & Dance
Myanmar Studies
Myanmar Studies
Physical Education/Health
Physical Education/Health
Science
Science
Science
Science
Science
Social Studies
Social Studies
Social Studies
Social Studies
Social Studies
Technology
Visual Art
Visual Art

Mr. Dan Prost
Ms. Sara Stoolman Doerfler
Mr. Brett Srader
Ms. Emily Zweber
Mr. Jonathan Montgomery
Mr. Blake Eden
Ms. Margie Bragg
Mr. John Doerfler
Mr. Bruno Emond
Mr. Zachary Blehm
Mr. Brian Griffing
Mr. Matt Bowers
Mr. Andrew Elbin
Ms. Mya Thida
Ms. Hlaing Hlaing Myint
Dr. Chung Ma Ma
Mr. Jason Carpenter
Mr. Connor Neudorf
Mr. Matt Bowers
Mr. Brian Griffing
Ms. Tshering Dema
Mr. Kirt Page
Mr. Craig Taylor
Ms. Anne Eden
Ms. Anna Harding
Mr. John Hunsaker
Mr. Joseph Krivit
Mr. David Devine
Mr. Brandon Chasavang
Ms. Katy Ostronic
Ms. Lauren Fonda

Administrative Support Staff

Director's Administrative Assistant
Secondary Administrative Assistant
Secondary Office Assistant
Counseling Office Assistant
Admissions Office Assistant
Accounting/Cashier
Athletic Dept. Admin Assistant
Main Campus Receptionist 1
Main Campus Receptionist 2
Uniforms
School Doctor

Ms. Gloria @ Khine Thawdar Tun
Ms. Htet Htet @ Khin Swe Lynn
Ms. Wah Wah Wai Lwin
Ms. Mary
Ms. Thet Su Swe
Ms. Nwai Oo Khaing, Ms. Lin Lin Su Kyi
Mr. Michael
Ms. Phyo @ Phyo Wint Kyaw
Mr. Matthew @ Hkun Sak Naw
Ms. Phyo Thiri
Dr. Kyaw Wint Wint Lin

Message from the Principal

Welcome to the 2019-20 school year at Yangon International School!


At YIS, we develop leaders and believe in progress through education. We take pride in our school mission and our responsibility of fostering the development of the whole child as a participating global citizen and lifelong learner. Our dedicated faculty and staff provide exemplary support to ensure all students are successful in achieving academic and personal success.

Parent involvement in school is a critical component of a child's educational success. To this end, we welcome working in partnership with you throughout the school year for your child. We are happy to discuss your child's education or social development with you and value your input and involvement in their education.

This handbook is intended to provide a quick reference guide for our students and their parents. Please take time to discuss the handbook with your child. Additional details and specifics can be obtained by contacting your child's teacher or the secondary school office.

Have a wonderful year at YIS!

Sincerely,

A handwritten signature in blue ink, appearing to read 'Falconer', with a horizontal line underneath.

Mr. David Falconer
Secondary Principal

School Overview

School Purpose

The primary purpose of Yangon International School is to serve the educational needs of Myanmar and expatriate children living in Yangon.

Mission Statement

Yangon International School is a private Pre-K-12 college preparatory school. The school seeks to foster the development of the whole child who is a participating global citizen and lifelong learner: one who is academically well prepared, socially responsible, culturally sensitive, and personally fulfilled.

Philosophy Statement

The goal of Yangon International School is to provide an educational environment through staff, program and setting in which students can continue to grow in academic competence, self-discipline, social and environmental responsibility, appreciation of their own and others' artistic and cultural heritage, and personal fulfillment.

It is our belief that the excellence of the teaching and administrative staff, and the personnel and logistical support of ILBC are the necessary resources for the provision of a quality education that will enable students to transfer to other international schools and/or matriculate at their appropriate academic levels.

Yangon International School considers the development of skills in reading, writing, and mathematics as the foundation of the curriculum. Children's growth in these skills is central to the mastery of the specific content area within language arts, math, social studies, and science. Students will display competency in technology as related to real world applications. The unique talent and potential of each student is given further opportunity for expression in the arts, physical education and extracurricular activities offered at the school.

Yangon International School is based on an American curriculum and primarily utilizes materials from the United States. Additional materials from other international resources are used to meet the needs of the program and students. The school also offers a program in local Myanmar culture, music, and language and encourages members of the community to share national customs and traditions from around the world.

The ongoing growth and development of each child in academic skills, in responsible self-expression, and as a global citizen are the heart of the purpose of Yangon International School. It is the school's goal to provide an education to enable students to attend international colleges and universities. We believe that the accomplishment of these skills and goals enables us to provide the kind of education that satisfies the students, their families, and the companies who use our school.

Accreditation

YIS is fully accredited with the Western Association of Schools and Colleges (WASC). YIS received a six year term of accreditation and completed a mid-term visit in March, 2018 for the Pre-K-12 program. We anticipate our next accreditation visit in spring 2021.

Expected Schoolwide Learning Results (ESLRs) for Secondary Grades 6-12

When students leave Yangon International School, we expect them to be prepared for their next educational experience by being:

Academically well prepared

- Reach their potential in all curricular areas.
- Be effective problem solvers, and critically analyze information.
- Be effective communicators.
- Demonstrate inquisitiveness and curiosity.
- Be responsible, independent learners and thinkers.

Socially responsible

- Demonstrate honesty and integrity.
- Demonstrate social and environmental responsibility.
- Work cooperatively and collaboratively with each other as a team.

Culturally sensitive

- Understand and respect cultural and individual differences.
- Develop a global citizen perspective.

Personally fulfilled

- Be self-confident, open-minded, and adaptable.
- Develop healthy habits and lifestyle.
- Work toward their development of talents and interests.
- Value effort as a means to accomplish goals.
- Gain a better understanding of self.
- Display attributes of a lifelong learner.

YIS Middle School Program

At YIS we recognize that Middle School students in grades 6, 7, and 8 have particular needs and perceptions as they transition from childhood to the teen years. We provide our students with a diverse range of programs and activities to enable them to reach their potential as individuals and as valuable members of our school community. We plan our Middle School Program to emphasize our Expected Schoolwide Learning Results focusing on academic preparedness, social responsibility, cultural sensitivity, and personal fulfillment. With this in mind, students take academic classes which will prepare them for their eventually entry into high school. Students are given opportunities for service learning through Week Without Walls trips and other events. Myanmar Studies classes provide cultural enrichment for our students to remain connected to historic and cultural Myanmar. Students find personal fulfillment through the range of programs at school, through social opportunities, clubs, sports, and developing friendships with peers.

In 2019-2020, middle schooler students will have access to a dedicated Middle School Counselor, Ms. Rowed, who will be highly visible and accessible to provide support not only to students but to parents.

YIS High School Program

In our YIS high school program, teams of faculty are organized around subject areas, and their focus is much more academic. Each faculty member in a department will connect with different groups of students each semester. In high school, students have much more flexibility in determining the courses in their schedule. They will need to become more diligent about coordinating their activities and assignments each week, because each class will run as an independent unit. This also means that the transitions from class to class may feel more jarring than they did in middle school. High school teachers can't coordinate schedules or processes around a student. Therefore, each classroom environment within a high school day (e.g., teacher routines, personalities, preferences, grading criteria, pace) may feel very different from the other ones. This pattern is similar to what they will experience in the college environment, too.

Sometimes in middle school, process is emphasized just as much as the end result. They are learning about themselves and how to be strategic in academic settings. In high school, college is right around the corner. The grades students earn during their freshman and sophomore years can weigh heavily in consideration of college admission, scholarships, and other opportunities. Once students are in high school, there is not much time for a learning curve. If students have not been quite as concerned about grades in the past, they will want to become more focused on them. In High School, Mr. Scullion, High School College Counselor, is available to assist students with all academic and/or personal matters.

Secondary Timings

Middle School

MS	Block 1		Block 2		Block 3		Block 4	
Period	A1	B1	C1	D1	E1	F1	G1	H1
Time	8:00-8:45	8:50-9:35	9:40-10:25	10:30-11:15	11:20-12:05	12:45-1:30	1:35-2:20	2:25-3:10

MS Lunch 12:05 - 12:45

High School

HS	Block 1		Block 2		Block 3		Block 4	
Period	A1	B1	C1	D1	E1	F1	G1	H1
Time	8:00-8:45	8:50-9:35	9:40-10:25	10:30-11:15	11:55-12:40	12:45-1:30	1:35-2:20	2:25-3:10

HS Lunch: 11:15 - 11:55

Student Arrival and Dismissal

For security reasons, students should arrive to school between 7:30 and 7:45 am. Students who arrive earlier than 7:30 am must wait under the supervision of an adult in the cafeteria on the main campus. There is no adult supervision on the main campus until 7:30 am.

Students should go home immediately after dismissal at the end of the day unless they are in a supervised activity. Students are not allowed in the building after 3:30 unless they are under the direct supervision of a teacher.

Secondary School Student Attendance Procedure

YIS believes that classroom attendance is related to and affects a student's performance and achievement. Absences from school can be extremely disruptive to the learning process. Studies have shown that students who attend school on a regular basis earn better grades than those who are frequently absent. Thus, all students are expected to attend all classes regularly and to be on time to classes in order to derive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Consequently, students who miss 15% or more of any given class or grade level during the academic year will be in jeopardy of having to repeat that class or grade level. Attendance is recorded on the student report card.

The school will monitor student attendance and notify parents of excessive absences and tardies. If a child is sick, for example has a high fever, excessive coughing, diarrhea or vomiting, the student must be kept home. Students are expected to make up any and all work missed. It is important for parents to communicate with the school office the reason for their child's absence. A doctor's note for student absences related to student illness should be provided for absences of 3 or more consecutive school days.

Please note that students need to be in their first period classes by 8:00 am when attendance is taken. If

arriving later than 8:00 am, students should get a student pass at the office of the Dean of Students and go to first period class.

Secondary students arriving after 8:30 a.m. must report to the main office and are considered absent from first period classes. Students must ensure parent or guardian communicates by phone to the Secondary School office to enter school for the remainder of the day. Without this, students will be sent home.

If a student needs to leave the school before 3:10 p.m., the parent must contact the Main Office. The Principal will not approve an early dismissal without receiving a request from the student's parent or guardian, stating the reason and means of transportation by which the student will leave. Telephone requests for early dismissal of a student shall be honored only if the caller can be positively identified as the student's parent or guardian. A "Student Pass" will be issued to the student, which must be presented to campus security upon leaving campus. Teachers will be notified by the office.

Attendance Management, Grades 6-12

1. At 3 absences in a semester class: The subject teacher will discuss attendance concerns with the student and the family.
2. At 6 absences in a semester class: The school will contact the family and arrange a parent conference which may include the Secondary Principal, the Dean of Students and the Guidance Counselor to discuss the student's absences, the attendance procedures, and to discuss what the school can do to assist.
3. At 8 absences in a semester class: A parent conference will be held with the classroom teacher, school counselor, building principal, dean of students, and the school director to notify parents that the student may be repeating the course and/or grade level for the following academic year.

Semesters are generally 90 days in length; therefore, each class meets approximately 45 times per semester.

Excessive Tardies

Students are expected to arrive at school in an orderly and timely fashion. Students will be allowed four tardies to school per semester before disciplinary action is taken. There is no differentiation between excused and unexcused tardies. Upon the fifth tardy to school and every subsequent tardy, students will be assigned a detention. At tardy number eight the student's parents will be invited to meet with the Dean of Students. Tardies start over after each semester.

Skipping or "Cutting" Class

In addition to the 08:30 rules regarding a .5 absence, skipping or "cutting of class" will result in disciplinary consequences and will risk an academic penalty to the student's class grade.

Closed Campus

With the very important goal of keeping students safe and accounted for, YIS has a closed campus policy. Students are not allowed to leave campus during the school day, from the time of student arrival in the morning until dismissal in the afternoon. Students may not leave the school grounds at any time without signed permission from a school administrator, and accompanied by a parent or guardian. This permission note, written in both English and Myanmar, will be requested by YIS Guards at our campus exits, allowing departure. A violation of this policy can result in serious disciplinary action.

The exception to this policy may occur during final exams or other special events.

Appointments

Whenever possible, please arrange appointments for times other than school hours. In cases where this is not possible, please inform the main office of the time you will pick your child up and the approximate time he/she will be returning back to school. In all cases, students should be picked up at the main office and signed out by a parent/guardian, if the child is returning to school on the same day they are required to check in at the main office.

Attendance and Quarterly Grades

As a general rule, students should take no longer than two days to do makeup work for each day missed. The student will need to work closely with their teachers to make sure that all requirements are met.

Status Progress Report

At least 3 weeks prior to the end of a semester quarter, parents of students who are at risk of receiving Fs or Ds in a subject will receive a status progress report from Teachers outlining work that needs to be completed to improve these grades.

Holidays – Make-Up Work

Families are expected to plan trips according to the school calendar. If this is not possible, teachers are not responsible preparing assignments in advance. All missed assignments are the responsibility of the student. As a general rule, students should take no longer than two days to do makeup work for each day missed.

Incomplete Grades

Incompletes are given only on an exceptional basis for situations beyond the student's control such as a lengthy illness or family emergency. The student is responsible for communicating with teachers on what is required. If the student is unable to submit the necessary work by the end of the quarter, he/she will given an "I" grade for incomplete work. All work must be completed within 10 calendar days from the last day of the quarter. If the missing work is not turned in within this time, the student will be given a 0 for the missing work and the grade will be calculated accordingly. Incompletes cannot be given at the end of the year.

Homework

Homework assignments are an important reinforcement of the learning of new concepts and skills, and help to build desirable work and study habits. Homework may be used to allow students to finish work not completed in class, to provide enrichment and greater understanding of the material currently being studied, and to develop research skills. Additionally, teachers have the expectation that students read every night.

The amount of time that students spend on doing homework will vary from day to day, by grade level, and with the ability and diligence of the individual student. Generally, you can expect that the children will have more homework as they get older. The classroom teacher will communicate the expectations for homework. We ask that parents give support and encouragement for their child in developing good work and study habits by:

- Talking with your child about what she or he is learning and doing in school
- Establishing a nightly homework routine
- Providing a quiet place to study

- Answering questions once the child has tried to work things out
- Reviewing complete work
- Informing the teacher when problems arise
- Encouraging them to do their best.
- Giving the children all the positive support you can; ask questions, demonstrate a skill (e.g. using a dictionary) but resist the temptation to do the work for them. Remember, too, that learning progresses at an uneven pace and guard against becoming impatient or over critical.

Suggested Homework Timetable

Grade	General Daily Homework
Grade 6	60 minutes
Grade 7	70 minutes
Grade 8	80 minutes
Grade 9	90 minutes
Grade 10	100 minutes
Grade 11	120 minutes
Grade 12	120 minutes
AP Classes	May entail additional time

Communication with School

Effective communication is critical for a positive and productive partnership between home and school and is important to us. We make every effort to keep you informed. A crucial part of this process is having up to date information regarding telephone numbers and email addresses. When parents change any contact information they are required to notify the main office.

General Communication

If you have questions about...

- Student issues (specific to a parent of a student under that teacher's charge)
- A parent conference
- Questions about their child's grades or behavior
- Assessment(s) specific to their child
- Questions about specific activities related to their child's classroom
- Curriculum specific to their child's classroom
- School-wide events
- Their child(ren)'s attendance

Please speak directly with your child's teacher.

If you have questions about...

- School programs, policies, and procedures
- School curriculum/resources
- Schoolwide assessment and data
- Unresolved issues after teacher contact
- Security or safety related to school or student
- Feedback and/or suggestions about school-wide issues
- Facilities
- Student Admissions
- Job positions within our organization

- Marketing
- School calendar

Please speak first with the Principal.

Face-to-Face Meetings

Often the best and most effective means of communication is talking. In order to foster a positive climate on the campus, it is always best to first discuss any concern or issue with the individual(s) involved. This approach usually resolves issues more effectively. The teachers will encourage you to contact them and to make arrangements to meet when it is necessary. Sometimes teachers will contact you to make a time for a meeting. If you want to meet with teachers please contact them by telephone through the respective elementary office to make an appointment time.

We have an open door approach and encourage people to see us no matter how small or big the concern or question may be.

Telephone

Teachers are encouraged to get in touch with you on any important issue that involves your child. We recognize that if you do not hear anything then you will assume that all is well. If your telephone number changes at anytime during the year it is crucial that we find out as soon as possible to keep the communication channels open.

Google Classroom

Students in secondary school at YIS use Google Classroom as a platform to communicate with their teachers. Teachers post regularly communication with their students on Google Classroom, such as assignments, resources, and deadlines. It is possible for parents to receive this communication, too. If you wish to be included in your child's Google Classroom Communication, please contact the classroom teacher or Secondary Office for further information.

Letters from the Administration

The school sends home specific topic letters from the administration throughout the year. In these documents, you will receive information about things that have occurred in the school as well as information about upcoming events.

Parent Information Board

A Parent Information Board is set up on each campus, important notices and communications are posted there.

End of the Year Check-Out

Before receiving their final report cards in June, secondary students must complete a "Check - Out" form and obtain the signatures required on that form. All students must return all school property in good condition. Any missing or damaged items must be replaced or paid for. If a student leaves during the course of the year, the same procedures must be followed prior to the release of report cards or transcripts.

Parent Partnership

Open House

At the beginning of each school year we have an Open House. The details of Open House are sent home before the event. During the event parents meet their child's teachers. Curriculum information, classroom expectations, grading policy and activities that will happen throughout the year is shared.

The teachers also talk about communication since this is an important element in supporting your child. We encourage all parents to attend this event. If you cannot attend then feel free to contact the school or the teachers to see them at a mutually convenient time.

Conferences

In the Secondary School, conferences are scheduled once a year. After the first quarter in early November a traditional parent/teacher conference is held.

Parent Education Sessions

A series of parent education sessions will be held throughout the year to enhance understanding of the school programs, child development topics, and ways to support your child with their learning. Parent suggestions for future sessions are welcome and may be submitted to the school office.

YIS Code of Conduct

The purpose of the YIS Code of Conduct is to ensure a safe learning environment that supports academic learning. It is essential that all students, teachers, and parents are aware of the school's Code of Conduct to maintain a smooth and efficient operation of the school.

YIS has established the following expectations to represent the most important values of the school:

1. All students are to be honorable and will demonstrate integrity. Therefore, lying, cheating, swearing, or stealing will not be tolerated.
2. Students will show respect to all individuals in the school community. Inappropriate verbal comments or language, inappropriate gestures, or physical abuse will not be tolerated.
3. Students will show respect to property; their own, the property of others, and to the school facilities and furnishings.
4. Students will show respect to all cultures. Students will abide by all laws and customs of the host country.
5. Students will behave with regard for their own safety and the safety of others.
6. Students will not possess, consume, use, or provide other students with substances which are illegal or harmful to their bodies. These substances include all illegal drugs, inhalants, vaping devices, alcohol, and all tobacco products.

Teachers have high expectations for student behavior and are responsible for communicating those expectations in order to ensure an optimum learning environment for all. Therefore, in addition to the following school rules, each classroom has established class rules that are unique to the successful functioning of the particular class.

Student Dress Code

All students are required to wear a uniform that can be purchased at school. There are separate uniforms for the elementary and secondary levels. Secondary students must wear the school polo shirt. Females in secondary school are required to wear the school's brown skirt. Males in secondary school are required to wear the school's long brown pants. All students have required gym wear consisting of a school t-shirt and shorts. Students must bring swimsuits for swim days.

- Students must wear the uniform each day except on special designated days.
- Students may not alter the uniform.
- Students are expected to keep themselves well-groomed and neatly dressed at all times.
- Shirts should be tucked in.

- Appearance that is distracting or disruptive is not allowed.
- During all school activities, we maintain respectful toward Myanmar culture related to modest dress.
- Female students must bring one-piece swimsuits for swim days. Male students must bring swim trunks.
- Students must wear appropriate black shoes (not sandals) for school and gym shoes for PE classes.
- Shoes must be at least 90% black to be acceptable.
- Wearing caps, hats, or head coverings inside school is prohibited during school hours unless the headcovering is for religious purposes. .

The following items are not allowed:

- Dyed hair or hair with highlights.
- Spiked, mohawk, or distracting hairstyles, etc.
- Boys are not allowed to wear long hair. Hair must come above the ears and sideburns must be no longer than half way down the ear.
- Excessive or expensive jewelry may not be worn. The school is not responsible for lost jewelry items.
- Piercings allowed are for girls' earrings only and are limited to one modest pair. For safety reasons, the earrings should be the small stud-type style. Large, dangling earrings are not permitted. Boys are not allowed to wear earrings. No other body piercing is allowed.
- Long finger nails are not allowed and fingernails must not be painted.

Should any student arrive at YIS and fail to meet the YIS dress code, they will not be allowed to enter the school until the appropriate YIS dress code is met. The student will wait in the visitor waiting area until they are brought the proper YIS dress code attire.

If a student's hair does not meet the YIS dress code requirement, the issue will be addressed by the YIS Administration and the student will be given an initial warning to comply with the YIS dress code—with a phone call made to make the family aware of this situation. If compliance is not achieved by the next school day, the student will not be allowed into the school.

Physical Education Attire

Clothing for students in PE classes must follow these guidelines:

- **SHIRTS** – Students must participate with the YIS PE uniform t-shirt, or other athletic style t-shirt, no sleeveless or midriff shirts will be allowed. The Physical Education shirt used at the middle school may also be used at the high school.
- **SHORTS** –Students must participate with the YIS PE uniform shorts, or a pair of athletic shorts with no zippers, belts, or excessive trim. Absolutely no cutoffs or jeans of any style (long or short) will be allowed. Shorts must be worn waist height and no may fall no shorter than mid-thigh in length.
- **PE SHOES** – A student must have a pair of athletic shoes to participate in Physical Education classes. Slippers, sandals, boots, or shoes that leave markings on the floor are NOT allowed in Physical Education classes.
- **SWIMSUIT** – Students are required to change into swim clothes to actively participate in class. Males are required to wear swim shorts or trunks, no speedos. T-shirts are allowed, but they

must be appropriate for swimming (snug, not baggy). Female students are encouraged to wear a one piece tank style competitive swim suit. Female students who wear two-piece suits must also wear a tank-top or t-shirt.

Student Behavior Guidelines

YIS expects its students to behave within the guidelines of the YIS Code of Conduct. When students violate this code of conduct, they are subject to disciplinary consequences. A disciplinary consequence depends on the level of the offense, the age of the student, and the student's disciplinary record. Offenses are classified into 4 Levels: Levels 1-4. The level system allows the school to broadly categorize offenses of school rules and regulations, and the level of offense determines the initial intervention taken by the school. The levels are described below. Committing a documented offense at any level, for repeated infractions, may result in elevation to the next level, unless specific consequences for certain behaviors have been defined in other parts of the handbook.

- **Level-1 Offenses:** These offenses are those that do not result in damage to property, do not jeopardize others' safety, and do not offend or harm others.
- **Level-2 Offenses:** These offenses are those that result in the insult to others, jeopardize the safety of others without resulting in direct harm and any academic dishonesty. A Level -2 offences warrants an automatic referral to the Division Principal or Dean of Students.
- **Level -3 Offenses:** These offenses are those that result in harm to other students and include the possession of illegal or dangerous items on school grounds. Any unexcused departure from school grounds is also considered a Level-3 Offense. A Level-3 Offense warrants an automatic referral to the Division Principal or Dean of Students and a parent conference.
- **Level-4 Offenses:** These offenses are extremely serious. They include physical assault of staff members and the use of dangerous items with or without harm being inflicted. A Level-4 Offense warrants an automatic referral to the Division Principal or Dean of Students, Director, and a parent conference.

Examples of behaviors classified by levels are listed below. This list is meant to serve as a guideline and the final classification of the infraction and consequence will be determined by the school administration, with the exception of a decision to expel a child. An expulsion decision rests with the school owner or his designee.

<u>Offense Level</u>	<u>Examples of Offenses</u>	<u>Potential Consequences</u>
Level 1 Offenses	<ul style="list-style-type: none"> • Disruption or interference with classroom teaching and learning • Leaving the classroom without permission • Dress code violations • Disruptive and inappropriate behavior on campus or school-sponsored event 	<ul style="list-style-type: none"> • Verbal warning by teacher • Phone call, email, or note home to parent by teacher • Conference with teacher • Detention • Loss of recess • Other consequence as defined elsewhere in Parent-Student Handbook

	<ul style="list-style-type: none"> • Refusal to comply with staff instructions, classroom, or school rules • Inappropriate/unauthorized use of electronic devices 	
<u>Offense Level</u>	<u>Examples of Offenses</u>	<u>Potential Consequences</u>
Level 2 Offenses	<ul style="list-style-type: none"> • Academic dishonesty (one warning before becoming a Level-3 Offense) • Providing false documents - forging parent signature • Cutting class • Repeated disruptive and inappropriate behavior on campus or school-sponsored event • Obscene/profane language or gestures directed towards peers • Disrespectful behavior to others • Repeated refusal to comply with staff instructions, classroom, or school rules • Lying/dishonesty • Sale or distribution of any item without authorization • Inappropriate personal displays of affection or unwanted touching (one warning before becoming a Level-3 Offense) 	<ul style="list-style-type: none"> • Conference with teacher • Conference with Division Principal or Dean of Students • Parent conference • Detention (multiple days) • Loss of recess (multiple days) • 1-2 days in-school suspension • 1-2 days out-of- school suspension • Letter in permanent file
<u>Offense Level</u>	<u>Examples of Offenses</u>	<u>Potential Consequences</u>
Level-3 Offenses	<ul style="list-style-type: none"> • Posting or distributing material/literature that is disrespectful, demeaning, humiliating, or damaging to students and/or staff • Unauthorized leaving of school grounds • Verbal or written insults, name calling, insults, sarcasm, spreading rumors, teasing, or graffiti. Verbal assault of a student or staff member • Threats of physical aggression or harm-doing. • Physical aggression: i.e. pushing, kicking, hitting, slapping, tripping, punching or any use of violence • Extortion 	<ul style="list-style-type: none"> • Student and parent conference with Division Principal or Dean of Students • 1-5 days in-school suspension • 1-5 days out-of-school suspension • Disciplinary probation • Travel ban • Letter in permanent file • Recommendation for Expulsion

	<ul style="list-style-type: none"> • Tampering with hardware or software that threatens the security of the school • Possession and/or use of tobacco products, alcohol, or illegal drugs at school or any school sponsored event • Possession or distribution of printed or electronic pornography • Vandalism, theft, or destruction of property 	
<u>Offense Level</u>	<u>Examples of Offenses</u>	<u>Potential Consequences</u>
Level-4 Offenses	<ul style="list-style-type: none"> • Repeated harassment, bullying, or cyber bullying • Arson or attempted arson • Vandalism, theft, or destruction of property - greater than \$500 • Possession, use, or selling of an illegal substance on campus • Jeopardizing the safety of others with a dangerous item • Any other intentional use of violence, force, coercion, threats, intimidation, or other comparable conduct which causes or attempts to cause severe physical injury, substantial disruption or obstruction of any lawful mission, process, or function of YIS • Possession of dangerous or prohibited items - includes weapons or explosives of any kind 	<ul style="list-style-type: none"> • Student/Parent Conference with Director and Division Principal or Dean of Students • Up to 5 days out-of-school (extension upon investigation) • Disciplinary Probation • Travel ban • Letter in permanent file • Recommendation for Expulsion

Suspension

A suspension is a punishment for behavior that is either so serious that the student needs to receive a strong reminder never to do it again, or the student has been warned about it many times but has not corrected the situation. The number of days of suspension will be determined by the administration. A student on suspension will not be allowed to participate in any YIS extra-curricular activities until their suspension is completed.

There are two types of suspension. Most commonly, an in-school suspension will be given. Out of school or at-home suspension may be used if it is felt that it is in the best interest of the school and the student to not be on campus. It is the student's responsibility to make up any tests, quizzes, or work missed during the time of suspension.

Expulsion

Only as a last resort, the YIS administration reserves the right to ask a student to leave the school and not return. In most circumstances, this extreme measure would be the result of behavioral transgressions while already in disciplinary probation status—or for something so serious in nature that the

administration feels the overall integrity of the school would suffer in not taking this action. In any case of expulsion, YIS will work with the expelled student and family in a plan for admission to another school or educational program.

Physical Displays of Affection

Because so many cultures and age groups coexist at YIS, it is important that students demonstrate attitudes and behavior regarding interpersonal relationships that are acceptable to people of various cultural and ethnic backgrounds. The school recognizes that genuine feelings of affection may exist between students; however, public displays of such affection on campus are not acceptable. Students must refrain from inappropriate behavior such as intimate and prolonged embraces, kissing, and similar actions offensive to the general public on campus, on school transportation, and at school events. Especially inappropriate behavior, or repeated infractions, will result in parent notification, detention or suspension.

Harassment and Bullying

It is expected that all community members will be free to learn, teach and work in a safe, secure and non-threatening environment based on mutual trust and respect. This includes respect of personal feelings, the traditions and customs of religions and cultures, and gender. Each member of the community is expected to be responsible for his/her own behaviors, to exercise self-discipline, and to refrain from behaviors, which interfere with other members' right to learn and work in a safe and healthy environment.

Harassment is defined as any behavior or comment that is known, or should be known, to be inappropriate, unwanted, demeaning, or cruel that makes the victim, or target, feel uncomfortable, embarrassed, threatened or humiliated is considered harassment. It can include negative comments or messages (written or via technology), putdowns, sexual references, gestures, name calling, humiliation, mean tricks or any action/communication that are interpreted in a negative manner.

Bullying is a form of harassment that is characterized by **repeated** and **escalating** incidence of purposeful and hurtful actions, either direct or indirect, that make it more and more difficult for the victim to escape. Victims live with fear and anxiety, not knowing when or how serious the next 'attack' will be. Bullying is a distinct form of aggressive behavior where the "bully" is perceived to have more power than the victim. Bullying may be physical, verbal, social, sexual, gender, or cyber/technology based.

Any form of harassment or bullying will not be tolerated. Any such incident will be reported to the teacher, counselor, and Principal.

Students who are found to be guilty of harassment or bullying will be subject to appropriate disciplinary action depending on the circumstances of the case and mandatory counseling.

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 YIS while 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 YIS student, the school reserves the right to take the disciplinary action it deems appropriate including suspension or expulsion.

Disciplinary Probation

The YIS Mission Statement will provide the foundation for all decisions regarding disciplinary probation in order to uphold our goal of encouraging and promoting students who are socially responsible and culturally sensitive.

A student will be placed on disciplinary probation if he/she is consistently in violation of school rules and regulations or if he/she has done something so seriously wrong it warrants further attention, but not to the degree of expulsion.

The administration will decide the length of the probation on a case-by-case basis. If the student continues to be a discipline problem during the probationary period, he/she will not be allowed to continue at YIS for the following semester. The parents and student will be informed of this in writing and with a conference.

Technology Department Acceptable Use Policy (AUP)

Yangon International School is a community whose members are expected to act in ways that support the school's core values and mission statement. Learning requires a willingness to be open and to contribute to an atmosphere of trust and encouragement for all community members. Such an atmosphere must be created and re-created through individual acts each day. Every action that affirms the core values builds the kind of community the school seeks.

Guiding Principles

YIS's technological resources are dedicated to further the school's mission and educational pursuits of the school community – its students, faculty, and staff. The school offers students access to the school's computer network for educational purposes. This access is limited and subject to school policies, rules, and regulations, which may be revised as needed.

While the intent is to make Internet access available to further educational goals and objectives, students may find ways to access other materials as well. The school seeks the help of parents to support the standards students should follow when using IT at YIS.

The use of Yangon International School's network services is a privilege, not a right. Students must exercise the same level of appropriate behavior while using school computers that they exercise elsewhere on campus. Communications on the network are often public in nature. General school rules for behavior and communications apply. All communications are automatically archived and are retrievable in the event of disciplinary action.

Within reason, freedom of speech and access to information will be honored. During school, teachers will guide students toward appropriate materials. Outside of school, families bear the same responsibility for such guidance. All users are responsible for their actions and online activities.

Network Use Policies

Below are specific expectations that will help to ensure the integrity of the community and the personal health and safety of each individual:

- Any user of the Yangon International School network should keep in mind that he or she is, in a very real sense, a representative of Yangon International School. In this spirit it is imperative that users be courteous, respectful, and responsible in all electronic communications.
- Whether using the school's computers or their own laptops on campus, students must always

be respectful of the work going on around them or in nearby classrooms and contribute toward a quiet atmosphere that supports class work and individual study.

- Tampering with operating systems, administrative software, computing functions, and the YIS network is prohibited.
- YIS's electronic resources exist to support educational pursuits. Activities such as non-educational games, peer-to-peer and/or social networking and other activities on our network not specifically related to schoolwork are prohibited unless under the direct supervision of a teacher.
- Students are required to keep their passwords confidential.
- Students should avoid plagiarism and should always provide accurate and appropriate citations when using information that is not their own. Students may ask teachers for assistance with citations.

Violations may result in a loss of access to technology at YIS as well as other disciplinary action outlined in the Student Behavior Guidelines.

Required Devices

For the 2019-2020 school year, high school students are required to have laptop computers. Middle school students may use laptops with the approval of the teacher.

Students need regular access to a printer outside of school. Students are responsible for printing their homework assignments at home if teachers request printed version of assignments.

Internet Access

In order to prevent inadvertent access to inappropriate material on the Internet, Yangon International School employs filters and other methods of denying access to particular websites on all on-campus computers (including students' laptops when accessing the Internet through the school's network.) Should a student find a site blocked that is necessary for a school assignment, the technology department staff can temporarily unblock that site.

The school's network may not be used to access Web sites that are in violation of the school's values or expectations. Exceptions may be made for material accessed in the context of an academic assignment. Students should not reveal their own or another's personal information, log-in information, including name, address, telephone number, and/or photos.

All secondary students are required to sign YIS' Technology Department Acceptable Use Policy. The form is found at the end of this handbook. Please sign it and turn it in to the Secondary Office within the first week of school.

Electronic Resources

Please be aware that there are practical limits to the capacity of all the school's electronic resources including web pages, server folders, etc. The school reserves the right to limit network resources or require a user to remove excess files, even if educationally oriented. A user will be required to remove non-YIS resource files which take up significant storage space or bandwidth and that are not specifically for YIS academic use.

Cell Phones

Cell phones should only be used in the classroom when the teacher permits their use. At no time should a cell phone be used in a way which distracts from learning. Use at lunch and after 3:10 is unrestricted. If a student does not comply with these expectations, teachers will confiscate the phones and deliver

them to the Principal or Dean of Students. The Principal or Dean of Students will then meet with the student to review the expectations. Should the student repeat the offense, the parents will be called in to discuss the matter before the phone is returned to the student. Inappropriate use of cell phones may lead to disciplinary consequences as outlined in the Student Behavior Guidelines.

Visitors to Campus

Parents, guardians, or any non-student guests during the school day must

- Enter through Main Reception
- Sign in at the receptionist desk to enter the school
- Wear an assigned visitor name tag
- Remain in designated area indicated at sign-in
- Remain in cafeteria (main campus) or wait area (123 campus) if picking up or dropping off students, and
- Return name tag upon exiting

Graduation

In order to graduate a student is required to accumulate a minimum of 26 credits. A credit is the equivalent of a full year course, meeting every second day for 90 minutes. A maximum of 32 credits can be earned by successfully completing course work for eight classes/blocks a year, for four years.

Students who are unsuccessful in acquiring a minimum of 26 credits, whether due to attendance or academic issues, will be allowed to cross the stage during the commencement ceremony and will receive a folder with a certificate of attendance, not a diploma. A diploma will be issued when the student produces proof that the required credits have been earned.

Statement on Disciplinary Disclosure for Colleges

Consistent with the School's beliefs that students are at the center of all our efforts, we view discipline as a part of the educational process and normally an internal matter. Rule violations by students at the School may, however, also have consequences beyond the confines of the School. When asked, students and counselors are expected to respond honestly regarding serious disciplinary infractions occurring at any time in a student's high school career. We define serious disciplinary infractions as those resulting in probation, suspension or expulsion or if any other significant absence from school has occurred. We do not report disciplinary actions that occurred at previous schools attended. Nor do we report academic probation to the colleges because those are internal measures students use to improve their performance. Reporting will occur at the time a college application is submitted, while the application is being reviewed, after the admission decision has been made, or at the end of the school year, depending upon when the rule violation takes place. If a student is separated from the School, colleges at which the student has active applications for admission will be so notified.

Although we generally only report disciplinary actions to colleges when asked, certain unusual circumstances may compel the School to contact the institutions to which a student has applied. In these cases, the School reserves the right to exercise judgment. Only the most basic of pertinent information is communicated and the college admission personnel are requested to contact the student directly should additional information be required. This policy is in compliance with the National Association for College Admission Counseling's Statement of Principles of Good Practice.

After School

Students should go home immediately after dismissal at the end of the day unless they are in a supervised activity. Students are not allowed in the building after 3:30 unless they are under the direct supervision of a teacher.

Brothers and sisters who are waiting to go home with their siblings must be supervised by the guards at the front of the school. They are not allowed anywhere else, unless they are also in a supervised activity.

Use of Lifts or Elevators

During the 2019-20 academic year, Gr. 12 students will be allowed to use the elevators during the school day as a senior privilege. Should any seniors abuse this privilege, they will lose their option to use the elevator. The “seniors only” rule applies, also, to before and after school hours. Students in other grades risk detention or suspension if in willful violation of the school’s 7:30-3:30 elevator policy.

Students with a medical condition requiring use of the elevator may obtain a pass from the Dean of Students or Principal. In all other cases, students should walk both up and down the stairs.

Prohibited Articles

To protect the safety and well-being of all students:

- The use or possession of alcohol, tobacco-related products, inhalants, vaping devices or drugs that are not prescribed (or providing other students with the same) is prohibited at school or during any school activities on or off campus. Prescription drugs should be left with the office and should only be taken when a member of the office is present (see medication section).
- The misuse of lighters and matches, prescribed drugs, knives, or the possession of a sharp instrument or weapon designed to do bodily harm is prohibited.
- Weapons of any kind, whether real or props, should not be brought to school at any time.

Student Personal Car Use

YIS Students are not allowed to park their personal cars in or around the school campus. Further, YIS reminds its students and parents that the legal driving age in Yangon is eighteen.

Daily Bulletin (Student Use)

For effective communication, there will be a daily bulletin sent out at the beginning of the school day. The bulletin will also be posted outside the main and secondary school office. Students must clear all messages and announcements with their sponsor and the Dean of Students or Principal if they would like something to be included in the bulletin.

School Health Clinic Services

A health clinic is located on the main campus. The clinic is run by a Myanmar doctor. Basic first aid and wellness services are provided at the school clinic by the school doctor. Responsibilities include assessment and basic first aid treatment, health screenings, verification of immunizations, infectious disease reporting, communication with parents and administration, referral to physicians, and provision of prescribed care.

Parents are required to update health information with the clinic, should a change in a child’s health status occur.

When a school administrator deems a child too sick to remain in school, parents will be notified and must pick up their student from school promptly.

Medical records: Each student must have a medical file containing all relevant medical information such as immunizations, allergies, medical conditions, and a record of each visit and treatment. This is stored in a computer and hard drive in addition to the student file.

Medications: In general, all prescription medications are not to be distributed by the clinic. In emergency situations, Benadryl may be given prior to consent, and parent/guardian will be contacted immediately. Tylenol, paracetamol, aspirin, or Motrin will only be given to students with signed consent forms in their student records. Prescription medications brought to school must be delivered to the clinic by the parent/guardian and left with the clinic with clear instructions on administration. All medications must be kept in the clinic.

Over-the-counter medicines/vitamins provided by the parent such as cough syrup, antihistamines, decongestants, etc. may be given at school if absolutely necessary and as long as the parent brings the medicine in the original container, labeled with student's name, to the school nurse/aid with instructions (dose & time). They will be administered for a maximum of 5 days, after 5 days, the child will be referred to his/her physician for further evaluation. We do not encourage giving medicine at school when doses can be given at home or if it will make student drowsy or impaired.

Sore throats: A very common complaint. Students should not be sent to the clinic during class, unless other symptoms are present as well. (ie: temperature, vomiting, rash, strep odor) They may be assessed by the clinic doctor at break, recess, or lunch. If reddened or sinus drainage is observed, fluids may be encouraged. If strep throat is suspected, the parents should be called to take the child to their regular doctor and the proper antibiotics can then be prescribed.

Stomach aches: This is a very frequent complaint, often exaggerated, and difficult to medically evaluate. It can become a very time consuming evaluation for the student, school doctor, and teacher. If the student has been in the clinic for 30 minutes or more without fever, vomiting, or diarrhea, they may return to class. If the stomach ache continues, the parent/guardian should be called to take the student home. Upon initial complaint to the teacher, the student should be given the opportunity to use the bathroom or eat a snack. If a child has a medical condition that causes frequent stomach problems, it should be reported to the doctor or Principal so that a Plan of Care can be written and special arrangements can be made.

Simple cuts, bruises, and scrapes: The doctor can treat with a disinfectant and then band-aids or bandages can be applied as needed.

Eye infections: If pink eye is suspected, it is very contagious. The child will be sent home and referred to their family doctor for evaluation & treatment. If it is diagnosed as pink eye, they may return to school after 24 hours of treatment with appropriate medicated eye drops.

Serious wounds: Students with draining wounds that cannot be covered with appropriate bandages will not be allowed at school. The family should be called immediately to take to their family doctor or hospital.

Head lice: If lice are visible, the student will be sent home immediately. They may be excused one day from school for treatment. Upon return to school, a parent/guardian must accompany the child to the clinic and have the doctor check the head for lice. If no lice are found, the child may stay at school. If

lice are still present, they will be sent back home. The child will be checked every 3 days for any further signs of lice. The Principal must be notified.

Fever: The student will be sent home with a temperature above 100 degrees F or 38 degrees Celsius.. They may return the next day if there is no fever. If it is during flu season then they must be fever-free for 24 hrs without the use of a fever-reducing medication.

Head injuries: All head traumas will be reported to the parent/guardian immediately. The student will be sent home if needed. The parents are advised to observe the child for any continued swelling, bleeding, dizziness, or complications. If these symptoms are present the parent should take the child to their personal doctor. The Principal must be notified.

Visible sores and infections: Ringworm: Students will be sent home if ringworm is present. They may return to school after appropriate medical treatment is started. Two treatment applications are preferred. Other infections should be checked by the family doctor.

Chicken pox: All students with open/draining lesions will be excluded from school. They may not return until ALL lesions are crusted & healing. The Principal must be notified.

Scabies: If scabies is suspected, your child will be sent home and referred to a medical professional for diagnosis. They may not return to school until treated and released by doctor.

Rashes: If allergic reaction is suspected and student is at risk for respiratory difficulty, your child may receive Benadryl and be sent home or to a medical facility immediately. If not life threatening, they may receive Benadryl with parent's permission and remain at school if the parent chooses. Rashes of unknown origin will be reported to the parent and further treatment is advised.

Headaches: If student complains of a headache, and there no other symptoms, they may be asked to remain in the clinic for observation. Exceptions to this would be diagnosis of migraines or other medical condition that includes frequent headaches. Parents should be advised accordingly.

Earaches: Earaches can be a common complaint, especially among the elementary age. Unless it is a chronic pain or drainage is apparent, the child may be kept in class until break. The school doctor can check for inflammation and drainage, but cannot diagnose an ear infection; therefore the child may be referred to a physician for further evaluation. Most children with earaches without temperature can stay at school, some do very well with Tylenol or Motrin.

Common cold: The student should be sent home if there is constant coughing, sneezing and runny nose. The parent should seek out the proper medications or take the child to their family physician for further diagnosis. The child should definitely stay home if there are flu like symptoms.

All visits to the clinic are logged by the doctor.

All of the above are very general guidelines. The doctor uses their best judgment for all treatments. Parent communication is essential so each clinic requires an up to date student database of cell phone numbers, land lines, and emails.

Library Services

The YIS libraries house over 12,800 titles available for check out by YIS students, families, and staff. The library collection includes fiction, non-fiction, and more and is updated and expanded annually.

The library uses Destiny, a database that includes all of the school library resources. Students, families and staff can also access Destiny and online resources that are appropriate for elementary age students at home. The Yangon International School Libraries provides a diversity of high quality materials that will foster in each child a lifelong love of learning.

The library curriculum promotes inquiry through information literacy instruction that enhances and reinforces classroom content. The library follows the standards of the American Association of School Libraries (AASL). In order to meet the standards, the librarian will:

- Encourage and foster a love of reading.
- Continue to update and expand print, non-print, online resources, and technology.
- Introduce and integrate emerging technological advancements into the curriculum.
- Plan using Understanding by Design.
- Collaborate with colleagues to design a library curriculum and purchase resources that support the learning all students.
- Maintain a welcoming and productive atmosphere in the Library.

Students and parents may visit the library before and after school. Members of the YIS community are encouraged to check out books from the library. Depending upon the grade level, secondary students may borrow up to five books at a time for three weeks. Parents may borrow up to 7 books. Students may renew their books once.

Students whose books are overdue will receive

1. An overdue notice via email
- 2 . A lost book form

Students will not be allowed to check out additional books until remittance is received. These procedures will take place monthly

Student Expectations in the Library

In order to create and facilitate an atmosphere conducive to learning and growth, and a space for sustained focus and concentration, the library expectations are:

1. Be respectful and considerate to everyone in the library
2. Speak quietly so that you do not disturb others.
3. Eating in the library is prohibited
4. Maintain proper arrangement of tables/chairs before leaving
5. Return books to their proper place
6. Cell phones need to be on silent
7. Make way for students as they enter and leave the library.
8. Students will remain seated in the library as they study and work quietly.
9. The number of students in the library will be limited to the amount of chairs available (50)
10. Lying/sitting on the floor is not allowed

The Librarian will talk to students who are causing a distraction. Students who do not comply with requests will be asked quietly to leave the library

Student Council (STUCO)

The Student Council is an integral part of the students' lives at YIS. From the planning of the school social activities to consultations with the school administration on student concerns, procedures, and policies, the students should feel free to bring ideas to the administration. Student government is

essential to student involvement and student morale. There is a student council organization for middle school (grades 6-8) and one for high school (grades 9-12). All activities of both councils must be approved by both the council faculty sponsor(s) and the Dean of Students or Principal.

Grading System for Grades 6-12

Letter Grade	Percentage Value	Grade Point Value Add .5 for AP
A+	97 - 100	4.3
A	93 - 96	4.0
A-	90 - 92	3.7
B+	87 - 89	3.3
B	83 - 86	3.0
B-	80 - 82	2.7
C+	77 - 79	2.3
C	73 - 76	2.0
C-	70 - 72	1.7
D+	67 - 69	1.3
D	63 - 66	1.0
D-	60 - 62	0.7
F	0 - 59	0

Letter Grade Key

A	Excellent Achievement
B	Good Achievement
C	Satisfactory Achievement
D	Minimum Achievement
F	Failed – Unsatisfactory Achievement

Middle School Work Habits

E	Excellent
S	Satisfactory
N	Needs Improvement
*	Not evaluated at this time

Letter Grade Key

I	Incomplete
NG	No Grade (not in class long enough)
3	Satisfactory

Middle School Effort Grade Key

5	Outstanding
4	Above Average
2	Below Average
1	Needs Improvement

Grade Point Average (GPA)

Each letter grade has a grade point value as listed above. The GPA number is an average of all of the grade point values. If a class meets for a full block on the 2-day block rotation then the above grade point value numbers are used. The GPA is calculated based on the total of all weighted grade point values divided by the number of class periods in a day.

High School Cumulative GPA

The high school cumulative GPA is based on the average of the semester GPA's. Each semester grade is determined by each quarter being weighted at 42 % with the semester exam counting as 16 % of the semester grade.

Honor Roll for Grades 6-12

At the end of each grading period, the GPA will be used to determine if a student has made the honor roll. The honor roll guidelines are:

Honor Roll – GPA of 3.3-3.69 (B+ range)

High Honor Roll – GPA of 3.7 or above (A- and above)

Students will receive an honor roll certificate at the end of the quarter.

High School Exams

High School (Grades 9-12) students will have end-of-the-semester exams in science, English, social studies, math, and foreign language courses. If a student has an AP exam in the class at the end of the year, then an additional in-school exam is not required.

Exams count as 16% of the semester grade. A maximum of three exams will be given in one day. Each exam is 90 minutes in length. Students will be released during the afternoons of exam days so that they can study and prepare at home.

Co-Curricular Eligibility

Students are eligible to participate in athletics and co-curricular activities if

- They are not listed on Academic Warning or Academic Probation for the quarter grade. Eligibility will be determined each quarter using the previous quarter's report. Students end of quarter grades will be used to determine eligibility for the following quarter.
- They are not on suspension. This will be determined by the Principal or Dean of Students and the coach or sponsor.
- They have attended school the entire day (to be eligible to participate in after-school activities on that same day. Exceptions must be prior approved by the Principal or Dean of Students.)

Promotion and Retention Criteria

Middle School

A student will be promoted to the next grade if all subjects are completed successfully. If a student consistently receives low evaluations, the classroom teacher, counselor, and administrators will review individual cases to plan support services and to provide special help. Parents may also be asked to consider a tutor or to provide additional help.

If a student continues to receive low evaluations, he/she will be put on academic probation which could result in retention or not being able to continue at YIS for the following school year. The parents

and students will be kept informed throughout the process.

Students will generally be promoted through the grades in middle school with their appropriate age group unless the counselor, homeroom teacher and administrator have strong evidence that the student has not reached the academic standards of his/her peer group.

The school may also advise a change of class or additional ELL support after the child's abilities have been thoroughly assessed, observed and noted.

All decisions will be made in the best interests of the students and the school, with the goal of meeting student needs and providing opportunities for them to develop to their full potential.

High School

If a high school student receives a grade of F for one course over one entire semester, he/she will not receive credit for this semester course and will have to repeat that course during the following year. The student will be promoted to the next grade if his/her other grades are satisfactory, but will have to repeat the failed course.

If a student consistently receives grades in the D and F range, the faculty, counselor, and administration will review individual cases to plan support services and to provide special help.

Parents may also be asked to consider a tutor or to provide additional help. The student may also be put on academic probation according to the criteria below, which could result in retention or not being able to continue at YIS for the following school year. The parents and student will be kept informed throughout the process.

Academic Warnings and Probations

The YIS Mission Statement will provide the foundation for all decisions regarding academic warnings and probations in order to uphold our goal of advancing students who are academically well prepared.

The Principal and Dean of Students will review all report cards at the end of each quarter. If a student receives an F in any subject, or two or more D's, he/she may be given an academic warning. This academic warning includes a written notice and the option for a meeting with the Principal, Dean of Students, parents, homeroom teacher and student. After a discussion about the causes of the low grades, a deadline will be given to the student to improve his/her grades to a more acceptable standard. Students on AW are ineligible to participate in co-curricular activities.

Academic Probation

If a student does not make any significant improvement after an academic warning, he/she will then fall into the more serious level of academic probation. This will require another meeting with the counselor, Principal/Dean of Students, parents, and student. At this meeting, the parents, student, Dean of Students and Principal will sign an agreement that states the expectations of the school and will include a timeline of grade reviews. Students on Academic Probation are ineligible to participate in co-curricular activities. In both cases, if grades still do not improve significantly, the student will either not be allowed to continue at YIS for the following academic year or will be recommended for retention.

Parent Conferences

Parent conferences are scheduled once a year: after the first report cards in October. Parents will be

notified by teachers, or Counselors of any issues that might require additional meetings. If parents have any concerns, they are encouraged to request a private conference with a teacher, or Counselor, at any time during the year.

Middle School Student-Led Conferences

These are scheduled once a year. In May, a student-led conference is held. Students must attend the student-led conference with their parent. In addition, a parent or student may request a private conference as needed.

Safety Guidelines

A goal of YIS is to provide a supportive and safe environment to promote learning. Students' personal safety is of prime importance in the daily use of the campus facilities.

General safety rules:

- Walk in the buildings.
- Stay out of and off areas not intended for students.
- Remain in supervised areas.
- Use school equipment as intended.

Safety drills will be held throughout the instructional year to practice for fire, security, or earthquake emergencies. At the sound of an alarm, students will evacuate the buildings to positions in the gymnasium. If the gym is not accessible, students will be notified where to go.

Hallway/Stairway Conduct

Hallways and stairways are considered quiet zones. Students are not permitted to run or play while in these areas. Voices should be low. Students should walk on the right hand side of the hallway or stairway.

Textbooks

Students are responsible for proper care for the textbooks and school resources they are issued. Students should put their names on the inside cover of the books and keep them in a safe space.

If students have lost or significantly damaged textbooks during the school year, they may be charged for replacement with an addition 25% charge for international shipping. YIS will not distribute report cards until these charges are paid.

Host Culture Studies

The school believes that Myanmar students should have the opportunity to continue learning their mother tongue and to understand their cultural heritage to the best of their ability. The Myanmar language will be treated as a whole and will be learned in a context that is both meaningful and purposeful. We believe in the wholeness of language wherein skills are not always taught in isolation but are investigated through the curriculum.

The students will:

- Develop awareness and appreciation for the language and culture of Myanmar.
- Develop a better understanding of one's own culture.
- Develop an appreciation that different cultures see and express life and values in different ways.
- Develop a wider perspective from which to view the world.
- Communicate in the Myanmar Language (speak, read, write, listen).

- Have an awareness of the link between language and culture.

English Language Learners (ELL)

The Yangon International School ELL program is designed to support student success in the mainstream program while developing English language ability.

Middle School – ELL Support

ELL strategies are used during and as part of their language arts periods. Class time focuses on the four processes of language: listening, speaking, reading, and writing. In addition to their regular language arts class, students may be assigned to receive additional ELL support. This is designed for students who need extra English-language support and are struggling to meet grade level requirements.

The purpose of the Yangon International School ELL program is to support student success in mainstream content area classes while developing English-language proficiency. There are four main points: students are mainstreamed by grade level, they have interactions with their peers and advanced English speakers, they have access to content material at their grade level, and they have access to specifically designated ELL support classes. The ELL teacher works closely with regular classroom teachers to ensure adequate ELL support for students.

High School – ELL Support

In general, students at the high school level should not need ELL assistance. However, a teacher will be available for ELL support on an individual or small group basis.

Educational Field Trips

Field trips are planned and organized by the teacher. Occasionally, parents will be asked to volunteer to chaperone these trips. Educational field trips are an integral part of school instruction. Field trips enable students to expand their learning beyond the walls of the classroom. These excursions will provide YIS students with experiences that cannot be duplicated in school. YIS thinks of field trips as living laboratories in which learning is acquired through active hands-on experience with rich resources of the local community.

Field trips benefit our students by increasing student knowledge and understanding of a subject, and add realism to the topic of study. A signed parental permission form is required for any and all field trips. Students with medical conditions will be required to submit an additional medical form to express wishes for handling their needs.

Week Without Walls (WWW)

The Week Without Walls experience is offered to all YIS students as another type of educational experience. This is not an optional activity for students and participation in the program is an expectation. Team building, self-awareness, social responsibility, service learning as well as other academic themes are woven into this annual event.

Middle School students participate in trips in Myanmar, while High School students may travel further afield and spend a longer period of time in one of a host of Southeast Asian countries. Students are encouraged to socialize and work with their classmates. To this end, family members, maids and/or drivers are not allowed to accompany YIS students on WWW trips unless special circumstances dictate. Details are provided by organizers of each trip throughout the year.

Yangon International School Flight Arrivals and Student Travel

When students are returning to YIS after a school-sponsored international trip, they should report to school according to the times listed below.

If your flight arrival time is	You are excused from	And you should come to school before
<u>Before 11 pm</u>	None	7:50 am
Between 11:00 p.m. and 12:00 (midnight)	1 st period block	9:36 am
Between 12:00 (midnight) and 1:00 a.m.	1 st & 2 nd period blocks	11:50 am
Between 1:00 a.m. and 2:00 a.m.	1 st – 3 rd period blocks	1:35 pm

Lunches

Children will bring their lunches to school in a suitable container so that food and drink do not spill out from it. Colas and candy should not be brought to school for lunch. We encourage healthy choices for lunch. The school has a canteen that will provide healthy food items for purchase.

While lunchtime is a relaxing and enjoyable time, it is also a learning time. Our students are taught and expected to use appropriate table manners and social skills. The school rules apply during the lunch/recess time.

School Admissions Policy

Prospective students and parents should be familiar with the school's program, facilities, and student expectations. YIS has high expectations for academic student growth. The school promotes appropriate social activities, the appreciation of the Myanmar culture, and the personal fulfilment of each student.

The school provides a rigorous academic program with instruction in English. An American curriculum is used with materials from the US. Because of this, it is critical that the child have a level of English that is appropriate to his/her grade level.

Admission is based on a review of records, past performance, age, maturity, class numbers, and

acceptable performance on the school's screening assessments.

Age Guidelines

Age is the first criteria taken into consideration for the placement of students at any grade level. Exceptions are possible, but only after careful evaluations have been made by teachers and the principal following consultations with parents. Final decision for grade placement rests with the school principal.

Procedures

Parents should complete an application form available from the office. The last two years of academic records are required. Students entering high school must submit a complete transcript from their previous school in order to be enrolled. Additional standardized or psychoeducational assessment results should be submitted by the family if the student was assessed within the last two academic years. Any known learning need or difference must be declared by the family on the application. Additional assessment results or records may be required before an admission decision can be made. YIS reserves the right to request a copy of student records before a child is allowed to enroll at the school. Records must be in English or with official translations. To fulfill the YIS graduation requirements, students from non-American accredited schools may need to attend YIS for a minimum of two consecutive years. If a student is coming from another accredited American school, he/she may enter as a senior.

Health records must be provided and children must be immunized per school policy.

All children will be given a screening assessment to determine their best placement in the school. The screening will include a writing sample and assessments in language usage, a math assessment, and an informal interview at the secondary level. . The appropriate level of English is expected before entry can be considered.

Children may be exempted from screening assessments if they are transferring from another American or international accredited school and records indicate acceptable grades and courses. Screening assessment may be necessary for specific subject placement such as math.

Children and parents will meet with the admission staff before enrollment at the school is granted. In some cases, students will be admitted on a provisional basis so that faculty members can further assess if the student will experience success in the school's program. Occasionally, a student may be initially placed in a lower grade level if it is felt that the student could have more success at this level. Also, calendars and school years with international schools do not always match, so a judgment needs to be made on the appropriate placement of the child and what is best for his/her continued learning and overall development. Whenever possible and preferably for the high school level, applications should be submitted in the spring of the preceding school year.

YIS provides ELL support as possible. The amount of ELL support time depends on the needs of each student. YIS does not have a special education or learning disabilities program, so students with identified are generally not accepted. Students with mild disabilities may be admitted if it is determined that the child can be successful.

By policy, tuition must be paid in advance in order for a child to be admitted to school. Tuition fees and procedures for payment are available in the business office.

Summary of Documents Needed for Admission

- Completed admission forms: application form, development form, and health form
- School records (report card copies, transcripts, certificates, test scores, for at least the last two years of school). If necessary, official translations to English.

- Copy of passport (international students only)
- Birth certificates from Myanmar students
- Copy of NRC card from Myanmar students, if it has been issued
- All required fees and completion of billing forms

Provisional Acceptance:

A student offered provisional acceptance at YIS is given this status because of concerns about his/her suitability for the YIS academic program. As such, it is a similar case to having an academic warning. After the student's grades for his/her first quarter are made available, there will be an obligatory meeting involving the student, the homeroom teacher, the counselor, the parents and the administrator. At this meeting, the teacher, the counselor and the administrator will consider the student's progress.

If the student's academic performance is at an acceptable level for his/her grade level, the student's provisional status will be removed, and the student will continue as a regular YIS student.

For students in the secondary school, his/her grades and progress will be considered: an F, or two Ds in any subjects will result in the placement of the student on academic probation. If this is the case, the parents, student and Principal will sign an agreement that states the expectations of the school and will include a timeline of grade reviews. If the student does not show significant improvement to an acceptable level of academic improvement during the subsequent quarter, the student might not be allowed to continue at YIS for the following academic year. Further educational testing may be requested to assist the school and family in better understanding the child's situation.

Emergency Response Plan

In any emergency situation we will take care of your children until they can be safely returned to you.

Our first action in any emergency situation is to assure the safety of all students and staff. Initially, this will be in the classrooms with classroom teachers responsible for their students. When appropriate, the library, elementary music room, and assembly area will become the "safe" gathering areas for all students if we should need to bring them together in one area. These locations have easy access to restrooms and water.

As soon as feasible and if required, we will contact parents to come and collect their children. We have internal procedures established for parent notifications. In an emergency situation, we will only release children to parents or an adult who has been designated by the parent.

It is very important that the school always has your current phone number, e-mail address, and hand phone number if you have one.

If Parents Are Away...

If you are going away and leaving your child with a friend, the school should be notified in writing stating the dates involved and the name and telephone number/s of the guardian. Be sure to have a signed medical permission slip should your child need medical attention while you are away.

How Parents Can Help in School

- Teachers welcome information you can provide that will help them better understand and work with your children. It is particularly helpful to share any areas of concern at home that may be affecting child's performance.
- Learning is enhanced when parents and teachers are recognized as partners in education,

exercising different roles and responsibilities in pursuit of a common vision. Two-way communication is evident when parents feel comfortable in coming to the school, sharing ideas and voicing concerns. The school welcomes parent input.

- Get involved by attending special school celebrations, special assemblies, holiday celebrations, whole-school or class performances, sports activities, or visiting at lunch time.
- Accept an invitation to help in the classroom by: reading to a small group, hearing a child read, sharing a skill or hobby with a group, writing or typing some of the younger children's stories.
- Act as a resource person.
- Help on school trips and at sporting events.
- Participate in School Advisory Committees

Home Learning Supplies

We believe that children need some basic supplies that are available to them **at home** in order to do their projects, reports, and homework. Please use your own judgment as to what is appropriate for your child's age and grade.

*	Scissors	Glue stick	Ruler
*	Pencils	Colored Pencils	Pencil Sharpener
*	Crayons	Markers	Pens (various colors)
*	Dictionary	Atlas	Protractor
*	Compass	An organizer for supplies	Computer
*	Calculator, graphic calculator for high school classes	Printer	



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